

Emerald Lake Regional Park

Minutes

November 17, 2013 – 11:00 a.m.

Leask, SK

Present: Noreen (216), Yolaine (N), Maurice (N), Vicki (188), Brad (62), Victor (35),

Regrets: Barb Obed, Roberta

Brad called the meeting to order at 11:15 am

Actions from last meeting reviewed.

ACTION: Vicki will look into other providers for debit machine as our contract with Global is now finished.

ACTION: Recycling containers to be discussed at meeting in new year.

ACTION: Yolaine will send another letter to the advising lot can be reduced by length or width.

ACTION: Yolaine will send another letter to the asking for plans to be submitted by December 15th deadline and cc: Peter Halayka.

MOTION: made a motion to accept the October 20th minutes. seconded. All in favour. MC.

FINANCIAL REPORT:

Roberta was not present but had submitted her report via e-mail. Financials reviewed and discussed.

ACTION: Yolaine to send a letter to the RM returning bill for the ad in newspaper.

MOTION: made a motion to order the minimum number of gate cards. seconded. All in favour. MC.

MOTION: made a motion to put \$20,000 back into a term deposit. seconded. All in favour. MC.

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ACTION: Yolaine to add to next agenda – review financials and accept treasurer report for October.

ACTION: Noreen will send an email asking Roberta if [redacted] sent in insurance claim yet.

CORRESPONDENCE:

Canwest – application given to Brad for propane.

ACTION: Brad will talk to them and get a proposal of what they can offer the park
letter – read to the Board

MOTION: [redacted] made a motion that we accept the [redacted] offer. [redacted] seconded. 4 for and 2 abstained. Motion Carried.

ACTION: Yolaine to send a letter to [redacted] in response to their offer.

Letter – site S29 – read

ACTION: Yolaine will send a letter to [redacted] in reply.

Letters – read from parents/son

ACTION: Yolaine to respond pointing out the contact name on lease and thanking them for bringing their side of story to our attention.

letter – read

ELLA REPORT: none

OLD BUSINESS:

1. Vicki gave update on lagoon
2. [redacted] bill – not paid in full or did not call for re-measurement

ACTION: Brad will advise Roberta to send invoice with up to date interest. If bill not cleared by December 15th, we will send to a Collection Agency. Bill to be sent by registered mail.

3. Power bill

ACTION: Brad will discuss with Roberta and send an email if there is something we need to deal with before next meeting.

4. bill

ACTION: Brad will check with Roberta to see if they have been getting invoiced with interest. If so, she is to send a final bill asking to remit by December 15th or it will go to Collections.

5. SRPA info for website – completed – Yolaine added 10% increase across the board.

6. Staffing

ACTION: Tabled staffing needs for January meeting when new board members are present.

7. Reservations

ACTION: Yolaine to notify Jane that she can set up to do reservations starting January 2nd.

ACTION: Brad will talk to Roberta about the phones and what needs to happen with setting this up for Jane.

MOTION: made a motion to pay Jane \$500 to do reservations for the winter. seconded. 5 for and 1 abstained. MC.

8. Park Gate – Review in budgets

ACTION: Brad to ask Bruce if water test reports are coming and to ask him to supply to the Board for review.

MOTION: made a motion to charge \$500 to hook up to the park water line. seconded. All in favour. MC.

9. Bylaws – reviewed amendments

ACTION: Notify Barb of following changes:

- Section 13(b) to be removed from Bylaws (re: tents on property)
- Add a section regarding docks stating (a) no dock to be erected in front of a public walkway without prior approval of the ELRP Board and (b) permission must be attained by the lake front cabin owner prior to consideration of placing a dock in front of said cabin owner's property.

10. Secretary position – as Yolaine gave her notice last month, the position was discussed again today as a secretary/treasurer position.

ACTION: Brad to talk to Roberta to see if she would be interested in this position.

ACTION: Yolaine to type up an ad and give to Maurice to put in paper. Yolaine will also have it put on our website.

MOTION: made a motion to put an ad in the paper for a secretary/treasurer combined position starting January 1, 2014. seconded. 4 for and 1 abstained. MC.

11. update – Yolaine provided response received from building inspector.

ACTION: Yolaine to send another letter to the advising he is to submit plans to Board and Peter by December 15th.

12. Seasonal Camping Agreement – update and changes.

ACTION: Yolaine will make the changes as discussed on the seasonal camping agreement and send to Roberta.

13. Park Model Trailer – installed a new trailer without permission.

ACTION: Brad to inspect lot now and do a re-measurement of lot in spring.

ACTION: Yolaine to do a letter advising to pay the permit fees for changing septic tank and adding the park model as well as provide a drawing. Need to submit fees by December 15th.

14. Noreen provided a list of things the Board needs to do in the new year:

Emerald Lake 2014 Operating Season

- Job descriptions for ALL Board Members
- Job descriptions for ALL Employees
- Job description for ELLA duties/responsibilities
- Contracts for Treasurer/Secretary, Staff, Security, Bylaw Officer
- Contract for Winter Bookings
- Contract for Water Treatment
- Complete Bylaws, Policies & Procedures
- Discuss leasing Ice Cream Store/Main Store
- Discuss hiring Park Security, create Contract
- Review/research/develop Park Manager Position & do Contract
- Discuss New Gates
- Discuss New Shower house /water heaters

Projects to Continue

- Continue to do Lot Re measurements
- OH&S Spring Meeting with Staff plus a minimum of 1 meeting during the summer, create Committee & send Minutes to OH&S to be registered
- Emergency Measures create Evacuation Plan (Continue Training)
- Boat Launch Fees--- create recording system & purchase better tags
- Golf Cart tracking—create recording system & purchase tags/license plates
- Boat & Boat Trailer Parking up in Old Dump area
- Discuss on ELRP Clothing

Meeting adjourned at 4:55 p.m.

Next meeting – December 15th at 11 am – Saskatoon (Yolaine will confirm venue)