

Emerald Lake Regional Park Meeting
Sunday, January 24, 2016, @ 11:00 a.m.
Minutes

1. Meeting called to Order at 10:55 a.m.
2. Attendance: Don, Darcy (Mileage: 62km), Jasmine (Mileage: 50 km), Karen (Mileage: 110 km), and Faye (Mileage: 280 km)
Absent: Victor, Debbie
3. Adoption of Agenda
MOTION: To adopt agenda. Darcy/Faye. Motion Carried.
4. Review of Minutes as circulated
MOTION: To adopt the minutes. Faye/Darcy. Motion Carried.
5. Outstanding Action Items
 - a. Water leak in main well house
 - i. Debbie will discuss with Mitch to see if he can fix this when he comes to do the shower house (this item will remain outstanding until the 2016 season).
 - b. Write up a policy to indicate only two vehicles are allowed per campsite and put it on the list of Rules and Regulations for daily campers. (This item will remain outstanding until the 2016 season.)
 - c. Put posts in compound to make spots (approximately 20ft x 10ft), place numbers on the posts and keep a list at the store of who has rented each site. (This item will remain outstanding until just prior to the 2016 season - to be completed no later than May 15, 2016.)
 - d. Marina - We will obtain additional pricing and information prior to preselling slips.
 - e. Debbie to obtain quotes for renovations to shower house and to check into the option of doing cards instead of coins (This item will remain outstanding until the 2016 season.)
 - f. Debbie to provide the current cost for the campground power updates proposed.
 - g. Debbie to price out what she is able to for the proposed projects for next year (fully service to "C", power to "P", retrofit to shower

house and park truck.)

- h. Update our governance policies to be that Board Members can serve up to a maximum of two consecutive terms and then will be required to take one term off and if a Board Member re-applies for their second consecutive term they will be put back on the Board.
- i. Debbie to do up budget requests for staffing requirements.

6. Completed Action Items

- a. Faye contacted the RM to determine what the assessment levy consisted of, mil rate and what we are charged for.
- b. A letter has been sent to the RM and Village regarding Todd and Bryce being re-appointed to the Board if they have re-applied.
- c. A letter was sent to J Mamer regarding our approval of her park model trailer.
- d. A letter was sent to D Lynn regarding her correspondence to the Board.

7. Old Business

- a. Removal of Board Member
 - i. Faye will obtain binder when able to.
- b. Treasurer Position – Transition
 - i. Karen needs a safe and filing cabinet.
MOTION: Karen to purchase a safe and filing cabinet as requested. Don/Darcy. Motion Carried.
- c. Seasonal Power Bills
 - i. **ACTION:** Karen will draft something to go on the invoices to explain how the seasonals are charged for power.

ACTION: Faye will start giving the lake email address to everyone so we can look at going more electronic with invoices and information being sent out to cut down on postage costs.
- d. Online Reservation System – Yastech
 - i. Debbie would like to implement this for January 2017.

- e. New Board Members
 - i. They will be appointed on February 10, 2016.
 - f. Mil Rate
 - i. Not needed at this time.
 - g. Store Hours (Tabled to Budget meeting discussion)
 - h. Renewing Contracts

MOTION: We will renew Debbie's contract. Darcy/Faye. Motion Carried.

ACTION: Jasmine to contact Debbie regarding her return.
 - i. Seasonal Lease Transfer Purchase Discussion (continued to next meeting)
8. Correspondence
- a. WCB - Claim has been completed.
 - b. Received our accreditation sticker.
 - c. Paperwork from the Water Security Authority was received regarding the drinking water.

ACTION: Faye will provide this correspondence to Bruce.
 - d. Golf Course information circulated.
9. Treasurer Report
- a. December financials provided and reviewed.
 - b. The financial records are with the auditor.

MOTION: To write off the \$6.35 in interest charges still outstanding. Faye/Jasmine. Motion Carried.

MOTION: Accept the financial report as presented. Darcy/Faye. Motion Carried.
10. New Business
- a. Snow Removal
 - i. We agreed to use the RM if we need to the case of an emergency.
 - b. Pergola Build Request

ACTION: Jasmine to determine if there was ever contact made with Buildtech to determine if an inspection would have to be done.

- c. Marina Discussion
 - i. Ongoing discussions.
ACTION: Don will check into Driving Force to see if we can lease a vehicle for the duration of the season only.

- d. Cabin Demolition/Construction Request
 - i. We will have them tag the trees they wish to remove so we can have someone check it out.
 - ii. We will determine approval once the trees have been looked at.

11. Next Meeting

- a. Next meeting - February 21, 2016, at 11:00 a.m.

12. Adjournment