

Emerald Lake Regional Park Meeting
Thursday, April 19, 2018 @ 5:00 p.m.
Minutes

1. Meeting called to Order at 5:08 p.m.
2. Attendance: Faye (280), Darcy (0), Jo-Ann (0), Tom (107)
Absent: Karen
3. Adoption of Agenda
MOTION: To adopt the agenda. Darcy/Jo-Ann. Motion Carried.
4. Review Minutes from March 18, 2018, meeting.
MOTION: To adopt the minutes. Jo-Ann/Darcy. Motion Carried.
5. Treasurer Report
 - a. Karen was absent.
6. Correspondence
 - a. Email from K. Lorman – Request for shed (drawing)
 - i. Send correspondence back to K. Lorman.
 - b. Email from T. Caudle. – Request to bring in new trailer.
 - i. Send correspondence back to T. Caudle.
 - c. Letter from C. Wilkinson – Request to bring in new trailer.
 - i. Send correspondence back to C. Wilkinson.
 - d. Email from N. Rawlyk.
ACTION: Sending a email back regarding the date for the AGM.
 - e. Email from Reception
 - i. Just an informative email from Regional Park Reception.
Passed it on.
 - f. Email inquiries about mailbox.
ACTION: To send an email to everyone about the status update of our mailbox.
7. Old Business
 - a. Review spring policies.
 - i. Reviewed spring policies. Tabled to finish at next meeting.

- b. Building Bylaws - TABLED
 - i. Need to be updated and rewritten then send in for approval.
 - ii. Cottage set back distance from road.
 - iii. Percentage of lot that must be left for parking.
 - iv. Water security permit submitted to Board on all lake front cottages.
- c. Standardization of cottages as possible. – TABLED
- d. Draw up new cottage leases.
MOTION: Upon legal advice from Kim Anderson, we move that we extend the cabin lease for one additional year. Jo-Ann/Darcy.
Motion Carried.
- e. New governance policies.

8. New Business

- a. Discuss seasonal waitlist.
 - i. Discussed seasonal waitlist policy. Tabled to finalize the seasonal wait list policy at next meeting.
- b. Formal acceptance of Fran's employment contract.
MOTION: Fran to be hired as Park Manager for 2018 Season.
- c. Discuss Fran's assistant manager proposal.
MOTION: To accept the recommendation from Fran for the assistant manager position and wage.
- d. Discuss details regarding grandfathering.
ADDENDUM TO MOTION: The only individuals that can pre-book in the 2018 camping season are the ones that did it in 2017.
MOTION: For the 2019 camping season and onward, there will be no grandfathering of sites as ELRP will be using a new online booking system.
- e. Finalize letter from Kim Anderson.
 - i. Contact Kim Anderson for final version of letter.
- f. Discuss staff and wages for 2018 summer season.
MOTION: As per the recommendations made by Fran, we make a motion to accept the summer staff and wages for the 2018 season.

- g. Financial Statement for AGM and Grant date.
 - i. Discussed - we have what we needed.
 - h. Septic expense.
 - i. To discuss with Karen.

 - i. Survey for cabins in conjunction with community planning.
 - i. Discussed and tabled for future discussions.

 - j. Outline for AGM. TABLED (next meeting).

 - k. Sports pad upgrade - possible to get grant through Sports & Recreation. - TABLED

 - l. G. Weber power bill.
 - i. Park Manager to check into the readings.

 - m. ADD shredder/chipper to 2018 expenditure list.
 - i. Discussed.

 - n. Secans for storage area.
 - i. Will be addressed in the bylaws.

 - o. **MOTION:** To send letter regarding removing personal property off of Park property.
9. Next Meeting
- a. May 5, 2018 at 10:00 a.m. (at the store)
10. Adjournment
- MOTION:** To adjourn. Faye/Darcy. Motion Carried.