AGENDA

Thursday, January 28, 2014

Regular Meeting

7:00 pm

---

1) **Call to order**
2) **In Camera**
   - requests
3) **Conflict of Interest**
   - declarations
4) **Approval of Agenda by motion**
   - Additions/changes to agenda
5) **Change(Election) of Officers**
   - Chairperson of the Board
   - Vice Chairperson of the Board
6) **Delegation**
   - No Delegation
7) **Financials**
   - Correspondence from Corinne regarding audit and current financials
8) **Approval of Minutes**
   - Regular meeting minutes from December 12, 2013
   - Special meeting minutes from January 17, 2014
9) **Matters arising from the minutes**
   - December 12, 2013
   - January 17, 2014
10) **Tabled Matters**
    - Rates for 2014 (resulting from 2014 budget)
    -
11) **New Business**
    - 2014 operating budget draft
    - Oral questioning representative for February 20, 2014 re file #8796-006 RJR
    - Organize committee to communicate with DLCD on a regular basis
12) **Correspondence**
    - Responses to patron correspondence from December
    - Correspondence with Rod Rath re: file #8796-006 RJR
    - email correspondence with Auditor, Lawyer and patrons
13) **Staff Reports**
    - Park Manager's Report
    - Administrator's Report
14) **Committee Reports**

15) Next Meeting Date

- February 13, 2014

14) Adjournment

Present: Bob Olynick – Vice Chairperson
Geraldine Silvester – Chairperson
Don Pollock
Al Klassen
Dave Schmitz
Scot Robinson
Jim Campbell
Devone Miner

Absent: Rodney Kent – new board member as appointed by R.M. of Maple Bush to take Mark Dean's place.

Also Present: Michelle Mackow; Park Manager

Call to Order: **With a quorum being present, Board Chairperson, Geraldine Silvester, called the meeting to order at 7:10pm**

No 'in camera' requests

No 'conflict of interest' declarations at this time

Agenda:

- Al Klassen requested an addition to the agenda. Governance was added to New Business

013:2014 A.Klassen/S.Robinson
THAT the agenda for the January 28, 2014 Regular Board Meeting is approved.
CARRIED

Election of Officers:

- A nomination for Geraldine Silvester to take the position of Chairperson of the Palliser Regional Park Board.

014:2014 S.Robinson/B.Olynick
THAT Geraldine Silvester will be the Chairperson for the Palliser Regional Park Board.
CARRIED

015:2014 J.Campbell/S.Robinson
THAT Bob Olynick will be the Vice Chairperson for the Palliser Regional Park Board.
CARRIED

Delegation: No delegations

Financials:

- Presented by Michelle Mackow. Audit is still not done. The change in mill rate and subsequent abatement has caused a delay and some confusion.

016:2014 B.Olynick/D.Miner
THAT the financials for December are approved as presented.
CARRIED

017:2014 A.Klassen/D.Pollock
THAT the minutes for the December 12, 2013 Regular Board Meeting are approved as presented.
CARRIED

018:2014 S.Robinson/B.Olynick
THAT the minutes from the January 17, 2014 Special Board Meeting are approved as presented.
CARRIED

Matters Arising From the Minutes

- The January 17th meeting was conducted using social media. Board Members are in favour of this method of holding a meeting but would like to clarify their policy regarding certain matters.

- Board Members want to create a policy regarding social media meetings and regular/special meetings that include clarity regarding the following
  - what makes a board member present at a social media meeting
  - how will the social media meeting be conducted. ie: call to order, voting, adjournment, etc.
  - what method(s) of social media will the meeting use. ie: texting, email, etc.
  - the Chairperson's vote. Does the chairperson vote or is their vote reserved for a tie breaking vote?
  - absent board members and/or abstained voting results in what kind of a vote

Tabled Matters:

- The 2014 rates are addressed during the Park Managers Report.

New Business:

- Governance:

  - Board Member, Al Klassen, suggested a 'Governance Retreat'. Al describes this retreat as a day where nothing but the structure of the Palliser Regional Park Board will be discussed and where decisions regarding the structure going forward will be made. Michelle Mackow commented that the structure of Regional Park Boards is already laid out in the Regional Parks Act. The RPA will be changing from the 1979 Act to the 2012 Act shortly. There are changes to the structure of the board in the new act. These changes were discussed and made clear during the Fall Seminar of the Sask. Regional Park Association. Board Members asked Michelle to invite a member of the SRPA or a member of the Ministry of Parks, Culture and Sport to this retreat. The subject has been tabled to the February 13, 2014 meeting when a date for the retreat will be set.

- Oral questioning representative for February 20, 2014 re file #8796-006 RJR

  - Board Members agree that Darrell Hackney will represent the Palliser Regional Park Board regarding oral questioning for the ongoing court case involving former Marina lessee, Tom Lindquist.

019:2014 S.Robinson/D.Schmitz
THAT Darrell Hackney will represent the Palliser Regional Park Authority at the February 20, 2014 oral questioning and **THAT** Michelle Mackow will attend to observe.

CARRIED

- Organize committee to communicate with DLCD on a regular basis

  - this will be discussed during the governance retreat

- 2014 operating budget draft

  - Michelle Mackow presented Board Members with a first draft of the 2014 Budget. Michelle pointed out and commented on a number of line items and asked Board Members to consider this Budget until the next meeting on February 13, 2014. At that time if the Budget is not approved there will be an additional Budget Meeting Scheduled to take place before the March regular board meeting.

Correspondence:

- Responses to patron correspondence from December

  Michelle shared responses to various correspondence received throughout the past month.
- Correspondence with Rod Rath re: file #8796-006 RJR
- email correspondence with Auditor, Lawyer and patrons

All correspondence was reviewed and is filed as presented.

Staff Reports:

- Michelle Mackow presented the Park Managers written report. The Park Managers written report is attached to and forms a part of these minutes.
- During the Staff reviews the following motion was made:
-

020:2014 B.Olynick/D.Schmitz
THAT there will be an increase in pay for the seasonal full time maintenance staff.

CARRIED

Committee Reports:

- No reports

Next Meeting Date:

- February 13, 2014

Adjournment:

020:2014 G. Silvester
THAT this meeting is adjourned. (11:20 pm)

Minutes approved this 13th day of February, 2014

Geraldine Silvester, Chairman

Michelle Mackow, Park Manager

Park Managers Report – January 28, 2014

Operations:

2014 budget (first draft) – due January 28, 2014

Rates – due by February 13, 2014 regular board meeting

Office

- Operations Manual
    - Board Members Orientation - review
    - also contains Emergency Planning, Safety, New Employee Packages, job descriptions, sewer and water line mapping (Ken Mulhollond) - due April 30, 2014
    - Accreditation application and subsequent inspection in regards to this manual

Maintenance

- Meeting with Ken Mulholland on January 13, 2014

Marina

- Meeting with Debby Pollock before February regular Board Meeting.
- Boat parking at the marina area
    - seek legal advice regarding what PRP can legally do with the boats and or campers that are left at the marina from year to year; also regarding the mobile home left in Schooner Bay
    - the Park Manager and Bylaw Enforcement Officer will be encouraging people to park their boats at the Marina area rather than in the main campground, unless the boat fits on their site and allows for parking vehicles as well. Set up a more regulated parking area with the parking blocks we have up there.

- Docks
    - public consultation, new docks and repair

Pool

- Decision regarding pool boiler and funding from CIF. The only thing else we have to do to the Pool this year is to try and seal the old 'in pool' light holes and paint them again, add some deep end and shallow end wording in the appropriate places, and review the safety plan.

Kid Camp

- Consider hiring a youth student for a Kid Camp once a week, plus movie nights. Would like to purchase a screen? Popcorn maker?

Concession

- No lease this year. The Park will run the concession again.

Admissions

- Marry Ellen is handling group reservations, marina center reservations, camp kitchen reservations, and has been doing a small amount of work with Hercules to ensure we are ready on March 1 when the seven day reservations begin.

Farmers Market

- Meet with Lucy Anderson to confirm she will do the Farmers Market again in 2014.

Golf Course

- At the February regular board meeting we will review the revenue statement from 2012 and 2013; if approved, compose the required extension to the lease for March 2014

Mainstay Inn

- Inquire with the Mainstay Inn if they would like to meet with the Board prior to the 2014 season beginning.

Public Beach Area

- Doing swimming areas this year. Ready to order buoys. Also, going to monitor Beach Area to make sure dogs are not swimming in the Public Beach area. Ken commented that the dogs like to bite at the buoys and it ruins them. They are too expensive to let that happen. Board Members can also monitor things like this. Board Members are listed as enforcement officers on the Bylaws.

Water

- application to construct is underway.
- Will be dealing with Jenna Furseth of the WSA
- More proposals from engineers that RM have dealt with

Roads

- gravel vs. dust control or both at PTC #2 road, Marina, main road at main Park.
- confirm work to be done with Warren Benson, the R.M. of Maple Bush, and the dust control

Sewer

- there is a competitor for Miller's regarding sewer waste disposal.

Electrical/ Power

- touch base with Mark Hicks regarding a 5 year plan for electrical and this year's electrical plans.
- power to Hidden Road – yes or no
- lights at PTC's in main campground and other places in the Park

Sites

Seasonal Sites

- Park Models – continue to research and provide information to Board Members
- New site at marina

Daily/weekly/monthly sites:

DLCD:

PTC:

Waiting list:

Signs

- Discussed with Ken Mulholland and considering a public consultation

Human Resources:

Staff

- hiring additional maintenance person
- current staff reviews
- Park Managers position review – to be reviewed with the Chair of the Board and proposal presented to the Board,by the Chair of the Board, at the March regular Board Meeting.

Patrons

- future email communications?
- Outstanding correspondence to Park Patrons

Advisory Councils

- PTC #2 – Myrna Peterson
- PTC #3 – Mike Bundus
- Meadowlark Mesa – Carol Wilson
- Walleye Cove – Roberta Degange

Governance

- Regional Parks Act 2012
- Bylaw amendments at March regular board meeting – including set backs at the PTC's, trees at the PTC's, payments required as invoiced, tent trailers, park models,
- Amended and updated permits and regulations for the seasonal, daily, PTC, and Cottage Development