Present: Geraldine Silvester – Chairperson
Bob Olynick – Vice Chairperson
Rod Kent
Don Pollock
Devone Miner
Mike Gerbrandt
Myrna Peterson

Absent: Al Klassen;

Also Present: Michelle Mackow; Park Manager/Administrator;

Call to Order: **With a quorum being present, Board Chairperson, Geraldine Silvester, called the meeting to order at 7:20 pm**

In Camera Requests:
- no requests

Agenda:
- Additions: no additions

001:2015 B.Olynick/D.Miner
THAT the agenda for the November 13, 2014 Regular Board Meeting is approved.
CARRIED

Approval of the Minutes:
002:2015 M.Peterson/M.Gerbrandt
THAT the minutes for the October 16, 2014, regular board meeting are accepted as presented.
CARRIED

Matters Arising From the Minutes:
- No matters

Correspondence:

- Correspondence from October:
  - all correspondence has been reviewed and filed as presented.
    - very little correspondence to review. Michelle Mackow will respond to correspondence on behalf of the authority.

Delegation:

- No delegation

Financials:

- board members reviewed financial reports and accounts receivable to October 31, 2014. After a brief question period the following motion was made:

003:2015 D.Pollock/M.Gerbrandt
THAT the financial reports and accounts receivable are approved as presented.
CARRIED

004:2015 B.Olynick/M.Peterson
THAT the accounts payable are approved as presented.
CARRIED

Old Business:

- No old business

New Business:

- The second reading of the General Bylaw is tabled until the Authority is ready for the second reading.
- 2015 Rates –
  - Rates are set after looking at a number of variables.
    - The Authority considers the cost of living increase that is reported by the consumer price index for Saskatchewan. http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01i-eng.htm
    - This year Palliser Park seasonal rates were compared to Wakaw Lake, Wood Lawn and Thomson Lake. These regional parks have comparable amenities to Palliser Regional Park
    - Permanent Trailer leases were compared to Hitchcock Bay rates
    - The cost of power went up by 5.5% in 2014 and will increase by 5% in 2015 and and 5% in 2016 as announced by SaskPower.
    - Lastly, the rates are incorporated into the 2015 budget to see how they affect the budget and if any adjustments are needed.
    - Overall there will be approximately a 3% increase to rates for seasonal permit holders and permanent trailer lessees.

005:2015 D.Miner/B.Olynick
THAT the rates for the 2015 season have been set.
CARRIED

- 2015 Budget –
  - The strategic plan is used to start the 2015 budget. Once the rates are established and incorporated, the 2015 budget is reviewed and the consumer index cost of living increase for Saskatchewan is incorporated and capital projects are decided on. Again, the strategic plan provides a starting point for capital projects. With the much needed water line expansion project being completed in 2014, the 2015 season will be a year of catch up on the reserve accounts. There are still capital projects and required maintenance that will be accomplished in 2015, however the reserve money will depend on the end of the year and any revenue that is over and above what is on the budget will go to the reserve accounts.

006:2015 M.Peterson/R.Kent
THAT there will be an increase to wages for regular employees of 2%.
CARRIED

007:2015 B.Olynick/R.Kent
THAT the 2015 budget is approved as presented.
CARRIED

- Custom snow removal proposal to DLCD –
  - The Park Manager presented a proposal for snow removal for the DLCD. After the Board Members reviewed the proposal it was decided that there are more details that should be added to the proposal. Once this is finalized the proposal will be sent.

008:2015 M.Peterson/B.Olynick
THAT the Palliser Regional Park Authority will make a proposal to provide custom snow removal for the DLCD for the 2014/2015 winter season.
CARRIED

- Equipment Purchase –
  - The 2015 budget will include a 3 year lease with option to purchase at the end of the three years for an E-Series Compact Track Loader. This piece of equipment, with the appropriate attachments, will allow the maintenance staff to do sewer and water line repair and maintenance, road repair work including culvert placement to avoid washouts, moving dirt, site leveling, shoreline erosion protection, snow removal, and depending on attachments purchased, a lot of other work that would be otherwise contracted out. The effect of this equipment lease/purchase on the 2015 budget will be $25,000.00.

009:2015 D.Pollock/D.Miner
THAT Palliser Regional Park will enter into a three year lease, with option to purchase at the end of the three years, with Brandt Tractor Ltd. for a 323E compact track loader and needed attachments.
CARRIED

PRPA Questions and discussion period:

- Nothing

Reports:

- Park Managers report was presented by Park Manager and forms a part of these minutes.
- Park Manager presented the final results of the 2013 season on the 2014 budget
- Human Resources Committee met to discuss a proposal from Michelle Mackow regarding the position of Park Manager/Administrator for the upcoming year

010:2015 M.Peterson/B.Olynick
THAT the employment proposal presented by Michelle Mackow was accepted and **THAT** there will be an increase of 2.5% to the current salary being paid for the position of Park Manager/Administrator, and **THAT** the Park Manager/Administrator will continue to pay for a campsite during the season.
CARRIED

Next Meeting:

Adjournment:

011:2015 M.Gerbrandt

THAT this meeting is adjourned. (11 pm)

Minutes approved this day of , 2014

_____ _____

Geraldine Silvester, Chairman Michelle Mackow, Park Manager/Administrator

Park Managers Report – November, 2014

Legislation:

- Awaiting answers to questions on the new General Bylaw for PRP in 2015
- Updating regulations for 2015 regarding seasonal sites, permanent trailers and daily campers will be ongoing throughout the winter for the Governance Committee
- Looking at creating and adopting a nuisance bylaw
- Must update building bylaw
- Must create zoning bylaws for each segment of the park

Operations:

Marina

- acceptance of the quote for the new docks – by motion
- winterization is complete

Pool

Kid Camp

Concession

Admissions

Farmers Market

Golf Course

Mainstay Inn

Public Beach Area

Website

Water

- winterizing is complete
- water line expansion project has almost been completed. Valley West is working on their deficiencies; K-line will be back to finish the hookups. The testing and disinfection will not take place until spring.

Roads

Signs

Sewer / Garbage

Electrical/ Power

Lights

Seasonal Sites

Daily/weekly/sites

DLCD

- need to make a snow removal proposal to the DLCD for the 2015 winter season.

PTC

Human Resources:

Staff

Operations Manual

- ongoing

Patrons

- will be emailing correspondence to patrons throughout the winter. Hoping to do a monthly 'informational' email to each area in the Park.

Committee of the Board

- PTC #2 – Kegan Summers
- PTC #3 – Mike Bundus
- Meadowlark Mesa – Carol Wilson
- Walleye Cove – Roberta Degange
- Schooner Bay – Bill Betts

- need to really encourage the rest of the Park to find a representative to participate on the Committee of the Board. The Committee of the Board should be having at least one meeting a season and bringing the results to the Park Manager who will take the information to the PRPA.