AGENDA

Wednesday, March 19, 2014

Regular Meeting

1:00 pm

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1) **Call to order**
2) **In Camera**
    - Requests
3) **Additions to/Acceptance of the Agenda**
4) **Circulation and Adoption of Minutes**
    - Regular meeting minutes from February 17, 2014
5) **Matters/Business Arising from the Minutes**
6) **Correspondence**
7) **Delegation**
    - Greg Vanloosen – 2:00pm
    - Ron Klassen – 2:00pm
8) **Financial Report**
    - Draft Audit approval
9) **Accounts Payable**
10) **Old Business**
    - Governance
    - Docks

11) **New Business**
    - Policy
        - Invoicing
        - Obtaining a seasonal site
    - Hercules Reservation System
12) **Reports**
    - Chairman
    - Park Manager/Administrator
    - Committees
13) **Next Meeting Date**
    - **April 10, 2013**

14) **Adjournment**

Present: Geraldine Silvester – Chairperson
Bob Olynick – Vice Chairperson
Don Pollock
Al Klassen
Myrna Peterson (appointed by the R.M. of Enfield as of today's date)

Absent: Scot Robinson, Devone Miner, Rod Kent, Dave Schmitz

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 1:10pm**

No 'in camera' requests

Agenda:

- Bob Olynick requested an addition to the agenda. Hercules reservation system was added to New Business

027:2014 B.Olynick/A.Klassen
THAT the agenda for the March 19, 2014 Regular Board Meeting is approved.

Approval of the Minutes:
028:2014 A.Klassen/B.Olynick
THAT the minutes from the February 17, 2014 regular board meeting are approved.
CARRIED

Matters Arising From the Minutes:
- Lindquist file – Michelle Mackow inquired to lawyer Rod Rath regarding this ongoing file and when it might come to an end. Mr. Rath responded by stating that an application to dismiss the case could be made however the board of appeal has made it impossible to have a case dismissed. The only way to end the case is to initiate a pretrial conference and if necessary, from there, continue to trial. Board Members agreed that the file needs to be put to rest sooner than later to avoid the constant legal fees associated with it.

028:2014 B.Olynick/D.Pollock
THAT Palliser Regional Park Board Members are requesting that lawyer, Rod Rath, proceed to pretrial conference regarding the Lindquist file.
CARRIED

Correspondence:

- Correspondence from February:

  All correspondence was reviewed and is filed as presented.

- Walleye Classic – request for donation through services
    - Launch fees waived the Sat and Sun of the tournament – approved
    - Palliser Park will make room by moving slips to accommodate weigh station and release boat - approved
    - Palliser Park will allow the weigh station boat and the release boat to remain in the marina on June 14 & 15 at no cost - approved
    - Palliser Park will advertise the Walleye Classic on the digital sign at the gate - approved
    - Palliser Park will provide staff to assist the fishermen in and out of the water – not approved; however staff will be given the day off to attend the walleye classic and volunteer their time should they want to.
    - Palliser Park will gather a 'gift bag' containing park information to welcome fishermen to the derby.
- Permit Application – request for above ground septic tank in excess of 125 gallons. This request has been denied by the board in accordance to the motion made restricting above ground tanks from being larger than 125 gallons. Board Members asked Michelle Mackow to not bring forward requests for exceptions to motions already made.

Delegation:

- At 2pm Greg Vanloosen and Don Rhode arrived to represent the Riverhurst Volunteer Fire Department.
    - Presented the Operating Budget for 2013 and 2014
    - Presented the 2013 Expense to the Village of Riverhurst for the Fire Department
    - Presented the Prairie and Forrest Fires Act, 1982.
    - In 2010/2011 a new fire truck was able to be purchased; the older fire truck remains in use but is in need of upgrading
    - Since 2012 fundraising has picked up
    - More training is needed and training is more expensive now
    - A request for a commitment to $2000//year
- Greg Vanloosen represented the First Responders regarding poor cellular service
    - Letters were sent to Sasktel from the First Responders, the Fire Department, the Village of Riverhurst, the R.M. of Maple Bush, Palliser Regional Park, and the DLCD. The response from Sasktel was disappointing. They have no solution to offer any of us and they made suggestions as to what we could do as a community but those options are out of reach in regards to cost.
    - Greg encouraged us to keep writing to Sasktel and suggested writing to Lyle Stewart, as well.

- At 2:30 pm Ron Klassen arrived
    - Ron presented his new contract and agreement
    - Ron has been tentatively booked to come to the Park June 26, 27 and 28; July 10, 11, and 12; July 31 and Aug 1.
    - Ron urged the Park to include his presence in all correspondence given to the Park Patrons as they enter the Park.
    - Again, this year, the Park will step up enforcement on parking, speeding, and all other regulation violations.
    - Ron will apply to SGI on the parks behalf for permission regarding information requests from license plate numbers. This will enable the Park to hand out parking violation tickets with a fee attached.
    - The RCMP is willing to trace license plate numbers that are recorded as having caused a moving traffic violation. This should be communicated to the Park Patrons so they can help police the Park.
    - Ron recommends that the Park use the cancellation of permits and leases when they can for noncompliance issues.
- After the delegations were over the Board Members returned to the Riverhurst Volunteer Fire Department's request of a donation of $2000.00 per year. In consideration of the importance of fire protection for the Park and surrounding areas the following motion was made:

029:2014 A.Klassen/M.Peterson
THAT Palliser Regional Park will contribute $2000.00/year for the next five seasons, from 2014 to 2018 to the Riverhurst Volunteer Fire Department.
CARRIED

Financials:

- At this time the draft audit was presented to board members for review.
- This year the cash assets were greatly different than in 2012. This increase can be attributed to the reduction in operating costs as well as the increase in revenue amongst the concession and the pool as well as other things. Palliser Regional Park did not spend on capital in an effort to regain some reserve for planning capital over the next five years. Furthermore, in 2012 a large amount of expense was put towards the expansion of Sunshine Coulee. The surplus from the 2013 season has been assigned to reserve accounts for docks, sewer & water, and pool.

030:2014 A.Klassen/M.Peterson
THAT the Draft Audit prepared by Dudley & Co. has been approved as presented.
CARRIED

- Office Manager/Bookkeeper, Corrine McQuaker, provided Board Members with a new financial report. Board Members are pleased with the clarity.

031:2014 B.Olynick/D.Pollock
THAT the financial report is approved as presented.
CARRIED

032:2014 B.Olynick/D.Pollock
THAT the accounts payable are approved as presented.
CARRIED

Old Business:

- **Governance:** a proposed change to governance was presented by Al Klassen. The change incorporates the new Regional Parks Act, 2012 changes that allow Regional Boards to incorporate 40% members at large to sit on the board. Board Members discussed the changes and the current $750.00 fee that is associated with sitting on the Board. Board Members asked Michelle Mackow to send the proposal to the founding municipalities for their review. This will be discussed again at the next regular board meeting.
- **Docks:** an updated quote was given to the Board Members. Don Pollock spoke about the product options. Board Members made the following motion:

033:2014 A.Klassen/D.Pollock
THAT the docks along the launch and the fingers off those docks will be replaced with new aluminum docks with cedar tops manufactured by Marine Master in Saskatoon.
CARRIED

New Business:

- **Policy:** Palliser Regional Park staff are in need of a policy manual regarding operations of the Park. Going forward it is intended that two new policies will be presented at each meeting for Board Members to review and amend prior to approval.
    - **Policy 003-14 Seasonal Sites and Policy 004-14 Payment of Invoicing were presented.**

034:2014 D.Pollock/B.Olynick
THAT Policy 003-2014 and Policy 004-2014 are approved as presented.
CARRIED

- **Hercules:** Bob Olynick wanted to know why the Hercules reservation system was available for booking before 6:00 am start time on March 10th as indicated.
    - Michelle Mackow reported that the Hercules system did in fact activate at 5:00 am. This was the result of the Daylight Savings Time coming into effect at midnight on the same day and this was not accounted for. However, Michelle can confirm that only 5 reservations were made before 6:00 am. Other than that the Hercules system worked great and brought in over 60K the first day and is at over 75K for daily reservations to date.

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.

Committee Reports:

- No reports

Next Meeting Date:

- April 10, 2014 – this date is tentative and the start time is undetermined

Adjournment:

035:2014 M.Peterson
THAT this meeting is adjourned. (5:45pm)

Minutes approved this day of , 2014

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Geraldine Silvester, Chairman Michelle Mackow, Park Manager/Administrator

Park Managers Report – March, 2014

Legislation:

- Still working on sorting out the bylaws, etc.
    - It is important to have a solid regulatory system where bylaws, leases, permits and regulations are reflective of one another
- Completed regulations for Seasonals and PTCs

Operations:

Marina -

- Meeting with Marina Supervisor
- Open on May long weekend
- Supervisor will start work on May 12th
- Hours for beginning of the season will be Wednesday to Sunday; 9-5
- Extended hours will begin June 23rd; 7 days a week from 8am to 9pm
-

Pool

- will we replace the boiler?

Kid Camp

- we will have a one day a week kid camp. I have a youth employee interested in this

Concession

- positions are advertised

Admissions

- minimal issues with the reservation start date(s) this year
- brought in $64k the first day; to date we are at $77k

Farmers Market

- Will speak with the farmers market supervisor before April meeting

Golf Course

- Will address revenue statements, etc. in April

Mainstay Inn

- Will call to inquire about meeting attendance for the April meeting

Public Beach Area

- Buoys to be delivered when the snow is gone

Water

- Met with MPE on Feb 24th. They began surveying and are preparing the plans and doing the pre-planning for the water line project

Roads

Sewer

- Will have to contact Miller for contract proposal and competitor as well

Electrical/ Power

- Will meet with Mark Hicks for electrical planning before April meeting

Seasonal Sites

- Permit applications are coming in as people plan for the upcoming season
- Invoicing went out on Thursday, March 13.

Daily/weekly/monthly sites

DLCD

- Invoicing for 2013 and 2014 has been mailed.

PTC

- Invoicing was mailed on Tuesday, March 18th.

Human Resources:

Staff

- hiring is in progress

Operations Manual

- there are update sheets for the board member orientation binders
- we continue to gather and organize information for the manual

Patrons

Advisory Councils

- need to draft a policy for this group. We have some advice from the regional park association regarding this group
- Myrna Peterson will no longer be the PTC #2 rep; they will have to organize to get a new rep or perhaps ask Mike Bundus to represent all three trailer courts in the main campground
- PTC #2 –
- PTC #3 – Mike Bundus
- Meadowlark Mesa – Carol Wilson
- Walleye Cove – Roberta De Gagne