AGENDA
Thursday, February 17, 2014
Regular Meeting
7:00 pm

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1) **Call to order**
2) **In Camera**
   - requests
3) **Conflict of Interest**
   - Declarations at this time
4) **Approval of Agenda by motion**
   - Additions/changes to agenda
5) **Delegation**
   - No Delegation
6) **Financial**
   - No change to financials since the January 28th meeting.

7) **Approval of Minutes**
   - Regular meeting minutes from January 28, 2014
8) **Matters arising from the minutes**
9) **Tabled Matters**
   - Budget 2014
   - 5 year strategic planning
   - Seasonal site fees
   - Policy on Seasonal Site Holders
   - Policy on board meetings
   - Marina Docks
   - Governance

10) **New Business**
    - Quotes on equipment
    - Policy manual

11) **Correspondence**
12) **Staff Reports**
    - Park Manager's Report
13) **Committee Reports**

14) **Next Meeting Date**
    - **March 13, 2014**

14) **Adjournment**

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

Absent: Scot Robinson

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 7:10pm**

No 'in camera' requests

No 'conflict of interest' declarations at this time

Agenda:

- Bob Olynick requested an addition to the agenda. Town of Morse was added to New Business
- Geraldine Silvester requested an addition to the agenda. Park Manager Position was added to New Business

021:2014 D.Schmitz/J.Campbell
THAT the agenda for the February 17, 2014 Regular Board Meeting is approved.

Delegation: No delegations

Financials:
No changes to financials as of last meeting date on January 28, 2014

Approval of the Minutes:

022:2014 J.Campbell/D.Miner
THAT the minutes from the January 28, 2014 regular board meeting are approved.

CARRIED

Matters Arising From the Minutes:

- Board members asked Michelle Mackow to inquire about putting closure to the ongoing Lindquist legal matter.

Tabled Matters:

- 2014 Budget, Rates for 2014 and 5 Year Strategic Planning – at this time Michelle Mackow and Board Members went over the budget line by line. This is the second presentation of the budget for 2014 and resulting rates and lease fees for 2014. Strategic Planning for the next 5 years has been done based on a 2% per year increase to this 2014 budget. Capital Planning for the next 5 years is still being reviewed.
- Discussion resulting from the budget review included the following:
    - Michelle Mackow will investigate the idea of having someone contract the ditch mowing for the Park for the 2014 season through an advertised tender;
    - Board members would like Michelle to look into the options for heating at the maintenance shop for early spring and late fall;
    - Fireworks will not be a part of the 2014 season and board members asked Michelle to put the $8000.00 that would be budgeted for fireworks toward a reserve account for road maintenance.

- The following motions resulted from the budget presentation:

023:2014 B.Olynick/A.Klassen
THAT the 2014 budget is accepted as presented.

CARRIED

024:2014 **THAT** Palliser Regional Park will hire Bylaw Enforcement Officer, Ron Klassen, for the 2014 season.

CARRIED

- Policy has been tabled to the March meeting

- Docks - Don Pollock was at the marina on his quad and took pictures of the docks for the Board Members to see. There is some winter damage to the docks. Don has looked into proper flotation for the docks and has two different groups coming out to see the docks and give us a quote on them. The quotes will be for flotation as well as the possibility of changing the wooden docks to aluminum docks.
- Board Members have asked Michelle to seek out someone to do some welding on the docks with a portable welder before the thaw.

- Governance - Board Members continue to discuss the right structure for the board at this Regional Park. It is understood that the structure is restricted by the Ministry of Parks, Culture and Sport through The Regional Parks Act. However, changes to the board structure that are within this legislation are available. Enacting the 'up to 40% members at large' option is something this board will continue to work towards.

New Business:

- Quotes on equipment – Board Members will be purchasing a new smaller mower for the maintenance of the campsites as well as a new side by side for getting around the park. Quotes to date were reviewed and board members requested more quotes for other brands. Bob Olynick and Dave Schmitz will be Michelle Mackow's contact regarding equipment.

- Policy Manual – tabled to March Meeting

- Town of Morse – the Town of Morse has indicated to the Park that they are no longer willing to contribute the membership fee of $750.00 in order to appoint a member to the Regional Park Board. This brought on discussion regarding this fee for any of the founding municipalities. Michelle Mackow will be talking with the Saskatchewan Regional Park Association and the Ministry for Parks, Culture and Sport to gain a better understanding of the role the founding members play once a park has been around for as long as Palliser Park has. The Palliser Regional Park Constitution states that the 'membership fees' is decided after the AGM and as such the Board Members would like the participating member from the Town of Morse to remain on the board until that time when the fees are decided on.

- Park Manager's Position - Chairperson, Geraldine Silvester, presented Michelle Mackow's proposal for the Park Manager's position going forward. Board Members agreed to remain at the same rate of pay for the Park Manager's position for the 2014 season. Michelle Mackow's position title will be Park Manager/Administrator to accommodate signing of government documents and enforcement of bylaws. Michelle Mackow is a certified urban administrator.

Correspondence:

- Correspondence from January:

  Michelle shared responses to various correspondence received throughout the past month. 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.

- Michelle Mackow presented a third proposal for the required consultant regarding the water line upgrades. Jason Stusick from MPE Engineering submitted a proposal for design and project management.

025:2014 D.Schmitz/B.Olynick
THAT Palliser Regional Park will employ the services of MPE Engineering Ltd. for the waterline upgrade to Rusty's Coulee Marina.

CARRIED

Committee Reports:
- No reports

Next Meeting Date:
- March 20, 2014 – this date is tentative and the start time is undetermined

Adjournment:

026:2014 G. Silvester
THAT this meeting is adjourned. (11:20 pm)

Minutes approved this day of , 2014

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Geraldine Silvester, Chairman Michelle Mackow, Park Manager/Administrator

Park Managers Report – February 13, 2014

Operations:

- 2014 budget (first draft) – due January 28, 2014
- Rates – due by February 13, 2014 regular board meeting
- 5 year strategic planning due May 8, 2014

Office

- Policy manual has been started with meetings policy and events policy

Maintenance

Marina

- Meeting with marina supervisor before April regular Board Meeting.
- Abandoned boats, vehicles, etc. – Scot Robinson will bring legal info regarding what we can do here

Docks

- dock repair and maintenance tender was advertised in the Herbert Herald and on Sask Jobs
- Michelle has been in touch with representatives of the marina and docks
- SCRAP – the disposal of the tires through the scrap program will affect what we do first on the docks this year

Pool

- Pool boiler – contacted APEX pools regarding this.
- Jennah Berger will be the head lifeguard and pool supervisor for the second year in a row

Kid Camp

Concession

Admissions

Farmers Market

- Meet with farmer's market coordinator to confirm she will do the Farmers Market again in 2014.

Golf Course

- Review revenue statements and bills submitted - April meeting

Mainstay Inn

- Contact owners to see if they have a need to come to a board meeting before the season begins.

Public Beach Area

- Buoys are ordered

Water

- application to construct is underway.
- Will be dealing with Jenna Furseth of the WSA
- New proposals from MPE and AMEC expected soon

Roads

Sewer

Electrical/ Power

- Mark Hicks
- power to Hidden Road – yes
- lights at PTC's in main campground and other places in the Park – still to be done

Sites

Seasonal Sites

- Park Models – continue to research and provide information to Board Members
- New site at marina – use as reserve this year. Possible new site of a park office

Daily/weekly/monthly sites:

DLCD:

PTC:

Waiting list:

Signs

- Street blades to be installed before May long weekend
- Have two sign companies working on a theme and price proposal

Human Resources:

Staff

- Ad for new maintenance man in Herbert Herald and Sask Jobs
- Park Manager/Administrator and Office Manager/Bookkeeper position reviews

Patrons

- 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 setbacks at the PTCs, trees at the PTCs, payments required as invoiced, tent trailers, park models,
- Amended and updated permits and regulations for the seasonal, daily, PTC, and Cottage Development