AGENDA
Thursday, November 14, 2013
Regular Meeting
7:00 pm

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1) **Call to order**
2) **Approval of Agenda by motion**
    - Additions/changes to agenda
3) **Delegation**
4) **Approval of Minutes**
    - Regular meeting minutes from October 10, 2013
5) **Matters arising from the minutes**
6) **Financial Statement**
    - Financial Activities for month of October
7) **List of Accounts Paid**
    - October accounts paid
    - Bills to be approved for payment
8) **In Camera**
9) **Tabled Matters**
    - 2013 operations - see Park Managers Report
    - Tent trailers in the Park
        - Any changes must be reflected on the 2014 permit regulations
    - #801 chokecherry bay
    - Seasonal site waiting list
    - Park Models in the Park
10) **New Business**
    - Michelle Mackow's job description and current term and pay
    - October 16th meeting between the DLCD and PRPA representatives
11) **Correspondence**
    - Dudley & Company – proposal for Audit
        - Motion to hire required
    - Patron correspondence
12) **Staff Reports**
    - Park Manager's Report
    - Administrator's Report
13) **Committee Reports**
14) **Next Meeting Date**
    - **December 12, 2013**

14) **Adjournment**

Present: Bob Olynick - Chairman
Gerry Rein
Devone Miner arrived at 7:30
Jim Campbell
Geraldine Silvester – Vice Chairman
Scot Robinson
Al Klassen

Absent: Dave Schmitz

Also Present: Michelle Mackow; Park Manager, Corinne McQuaker; Bookkeeper/Office Manager

Call to Order: **With a quorum being present, Board Chairman, Bob Olynick, called the meeting to order at 7:00pm**

Agenda:

Scot Robinson requested that item 8 on the agenda be moved to the end of the meeting

Bob Olynick had additions for the agenda. Donations, Shoreline, email responsiveness, and conflict of interest.

Donations – Bob Olynick used the tables from the Marina Center. There was a donation of $200.00.

Shoreline Rip Rap – there is a program with SIAST for training students to run heavy equipment. Bob has inquired as to whether or not SIAST would be interested in doing shoreline rip rap at Palliser Park. There was a positive response but the biggest obstacle is finding rock.

email responses from the Board Members – Bob asked Board Members to be sure to respond to the emails that are sent out from the Park office. This prompted a discussion on the storage fees for 2014.

Conflict of interest – Board Members agree that conflict of interest should be included on every meeting agenda, at the beginning, and board members will declare any personal conflicts they may have with the rest of the agenda. Michelle Mackow will include the Conflict of Interest item on the agendas from now on.

Delegation: No delegations

Matters Arising From the Minutes

- Board Members felt that motion 067:2013 needed to be amended to reflect more clearly what was discussed at the October meeting.

Amendment to 067:2013

067:2013 A.Klassen/D.Miner

THAT Chairman Bob Olynick, Board Member Gerry Rein, and Park Manager Michelle Mackow, will represent the PRPA at a meeting with representatives from the DLCD and each respective parties legal representation in Moose Jaw at a place and time yet to be determined and **THAT** the intent of the meeting will be to make an agreement with the DLCD to avoid legal litigation, if possible, and **THAT** the parameters of negotiation are a 3 year term and $700/cabin.

CARRIED

Minutes:

001:2014 G.Rein/D. Miner

THAT the minutes for the September 18th, 2013 Regular Board Meeting are approved as amended.

CARRIED

Financials:

- Accountant, Linda Neu, will arrive November 28th, 2013.
- Audit – Michelle Mackow asked Dudley & Co. to tender for the 2013 audit. This change in Auditors is the result of the excessive cost from the 2012 audit and the findings that the audit was filed late and that the GST was not filed completely.

002:2014 J.Campbell/G.Rein

THAT after review of the tender submitted by Dudley & Co., the Palliser Regional Park Authority will appoint Dudley & Co. as the auditors for the 2013 season.

CARRIED

003:2014 D.Miner/A.Klassen

THAT the financial statements and list of accounts paid have been approved as presented.

CARRIED

Tabled Matters:

- Tent Trailers – at the August 2013 meeting there was delegation and correspondence regarding tent trailer usage in the Park. As a compromise the Board Members passed the following motion:

004:2014 J.Campbell/S.Robinson
THAT park patrons wanting to keep a tent trailer on their site as an extra camping unit for the season will be charged an additional $700 for the season and **THAT** park patrons wanting to use a tent trailer as an extra camping unit from time to time will be charged $30 per night as long as the extra camping unit remains on their site and **THAT** any camping unit beyond a tent trailer will have to be approved as an extra camping unit and a permit issued by the Park Manager.

CARRIED

- Chokecherry Bay lot #801 – Michelle Mackow was contacted by legal representation for the permit holder at this site. This correspondence was passed on to PRP legal representation, Candice Grant. Candice Grant reviewed the situation and composed a letter that would represent the Board position. Board Members reviewed the letter and asked Michelle Mackow to instruct Candice Grant to forward the letter.

- Seasonal Site waiting list – Michelle Mackow advised Board Members that, to date, she has contacted approximately half the people on the list and that she will continue to work towards contacting the remainder of them over the months to come. By March 2014, a revised list will be complete and a copy of the list to each of the people on the list will be mailed out.

- Park Models in the Park – Michelle Mackow discussed Park Models with the Regional Park Association and Public Health. The results pointed towards the fact that Park Models are here to stay. SRPA said that some Parks create an area specifically for Park Models and some don't. Public Health said that as long as the units are in the seasonal or daily camping sites they will continue to be regulated under the current itinerant health standards. Michelle will continue to gather information for the Board Members regarding any other changes these units may impede on the Park regulations. Board Members want to be sure that these Park Model units remain 'mobile'. That is to say that the wheels and hitches must remain on the units and that the units must fit the site and allow for parking on the site as the regulations currently say. Board Members will address Park Models specifically in an amendment to Bylaw 2013-05 and the regulations pursuant to that Bylaw before the 2014 season begins.

New Business:

- Michelle Mackow's job description/term/pay going into the 2014 season - tabled to January 2014
- October 16th meeting between the DLCD and PRPA – a summary of the meeting and the proposed agreement was discussed.

Correspondence:

- Dudley & Co tender – discussed during the Financials
- Patron Correspondence – due to length of meeting this was tabled to December meeting

Park Managers Report:

- Written report is attached to and forms a part of these minutes.
    - At this time Michelle Mackow did a thorough presentation of the 2013 Operations and the effects on the budget. Board Members would like to see this presented at the next AGM in June 2014.

Adjournment:

005:2014 M.Dean
THAT this meeting is adjourned. (10:40 pm)

Minutes approved this 12th day of December, 2013

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Bob Olynick, Chairman Michelle Mackow, Park Manager

Park Managers Report – November 14, 2013

Overall 2013 results on the budget

Marina

- **2013 results presented at meeting**

Pool

- **2013 results presented at meeting**

Kid Camp

- **2013 results presented at meeting**

Concession

- **2013 results presented at meeting**

Admissions

- **2013 results presented at meeting**

Farmers Market

- **2013 results presented at meeting**

Legal matters –

- **Re: DLCD**
    - Currently, Candice Grant is in possession of an agreement drafted by Gail Wartman but has not been in contact with Gail since receiving the draft agreement.
    - I have corresponded with John Froese from Pelletier and passed information on to Candice.
    - I called Candice today and await a second draft agreement from her that will include more details regarding governance and the possible changes to be mad**e.**
- **Re: Chokecherry #801**
    - Review information; decision required to move forward.
- **Re: Meadowlark Mesa #6**
    - Review information; decision required for moving forward.
- **Re: Lindquist File**
    - Update

Public Beach Area

Water

Roads – The roads have been graded. Gravel will have to wait until early spring 2014. I talked to Warren Benson about this already.

Sewer

Power

Electrical - talk to Mark Hicks about #104, #625?? Don Williamson, fuel pump, 2014 electrical plans, five year electrical plan

Staff –

Other:

Patrons:

- Storage fee questions – see also correspondence

Golf Course:

- Carla from the golf course was here and presented the remaining bills for the 2013 season.

- Rick and Carla will not be able to attend this meeting because they are heading South.

- I will present the bills on their behalf. They don't want payment until they are back from down south. Total owing to Sage View from PRP is $898.36

- They intend to email the 2013 revenue statement for the Boards review. I have emailed Carla to see if it will be ready for this meeting. We have the 2012 revenue statement and that still needs to be reviewed, as well.

- Upon approval of the revenue statements, PRPA will grant and extension of the term for both years (2012 and 2013).

- Rick and Carla will attend the March Board meeting where they will be presented with the payment for 2013 expenses and the extension of term on the lease.

Web Site

- Mike Bundus' website he has for ptc #1
- PRP web site
- Combining the two
- What is on the web site
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Advisory Councils:

- information from Darlene Friesen on how to view the advisory council members
- PTC 2's September meeting; my responses; Mike Bundus' responses
    - Myrna's latest email

Seasonal Sites:

- **Park models**
    - Information from Darlene Friesen, Nimone Campbell , our regulations
    - Other people are already showing interest in these kinds of units

- **Daily/weekly/monthly sites:**

DLCD:

PTC:

Going Forward:

December – bylaws and regulations; job descriptions for Michelle and Corinne

- Regulations for permanent trailers; seasonal campers; reserve campers; DLCD
- Gathering all bylaws and repealing those no longer needed; combining 2013 and 1997 bylaws; update to building bylaw; waste disposal and control and nuisance bylaw;

January – 2014 draft budget; 2014 rates; strategic planning

February – 2014 draft budget; 2014 rates; strategic planning

March – approval of 2014 budget; update on water project

April – Palliser Park operations binder

May – preparation for AGM – set date, etc.

Fall Seminar:

- I found the fall seminar very applicable to many things that are happening at Palliser Regional Park.
    - Park Sewage – a presentation from the Ministry of Health, environmental health officer, Wayne Johnson. Wayne was previously an inspector for the Five Hills Health Region.
        - There is an initiative to clean up and reduce regulations regarding sewage disposal. Regulations are currently cumbersome and complicated to work through.
        - Wayne commented on sewage tanks and the different types and the life span of the different types.
        - Septic failures are actually *ordered* under the Plumbing Regs and not the Health Regs.
        - There are many worthy documents online under – Saskatchewan Onsite Wastewater Management Guidelines. http://www.health.gov.sk.ca/environmental-health-regulatory-info

- Wayne also talked about how to test septic and holding tanks for leakage.
- Something I have been worried about since I arrived is this:
    - Public Health Inspectors have the authority to inspect existing systems. They will determine what testing, if any, will be used based on visual inspection. The extent of the inspector's involvement in our area is dependent on their work load. **In other words – the only reason PRP has not been inspected in this manner is because there hasn't been time for the inspector to do so. Eventually, PRP will be inspected.**
    - There is also a 'model By-Law to Control the Collection, Storage and Disposal of Sewage'. This is available from the Ministry of Health. In addition, a model By-Law for managing sewage system failures and disposal nuisances has been drafted and is awaiting final approval. The draft by-law expands on the current bylaw by providing the local governing body greater involvement in handling failed systems and nuisances.

Because Wayne was from the Five Hills area at one time, I stopped to ask him about Palliser Park. I asked him what health standards would regulate the seasonal campers. He concurred with what our current inspector said - PRP would fall under the 'itinerant standards'. However the itinerant standards are for regulating areas with an occupancy of 30 days or less. I told Wayne that our seasonals are May to September and even leave their trailers all year. He said the intent of the area is 'itinerant' and that those standards even reference apartment dwellings so we are well within those standards.

- A presentation from Michelle Maruk of Transport Canada regarding Boater Safety.
    - (I spoke with Michelle earlier this year regarding the boaters in the swimming areas of our advertised Public Beach Areas). She commented that her department is specifically about recreational boating with a new focus on compliance and enforcement. They are now coming down hard on boats that are not registered with the Pleasure Craft Licensing Program. That is the numbers that are to be displayed in a contrasting colour to the hull and displayed on both sides of the bow as far forward as possible. This is not the drivers operating certificate. She recommends that PRP require this number and the operators certificate when the seasonal slip holders pay for their permits and fill out their forms here at the Park, as well as when the daily boaters pay for their launch fee. Small Vessel Regulations also states Pleasure Craft License paperwork must be carried onboard the vessel.
    - There is more to putting buoys in the water than just doing it. PRPA are responsible for following Canada's Private Buoy Regulation under the Canada Shipping Act, 2001. More information is available in the Transport Canada publication *An Owners Guide To Private Buoys*. This will affect the **no wake** buoy and next year's **swimming area** buoys.

- A presentation on Risk Management –
    - Doug Wyseman talked a lot about the importance of a policy manual. The policy manual is about due diligence. Dates and signatures, documentation and tic boxes are the things of Risk Management.
- A presentation on the 'new' Regional Parks Act –
    - Kathy McFarland is from the Ministry of Parks, Culture and Sport. She is the PRPA contact at the Ministry regarding governance of Regional Parks.
        - The Regional Parks Act, 2012
        - This will be the name of the new act replacing The Regional Parks Act, 1979
        - This act is still a bill (No. 63) but has been approved as of May 2013.
        - This Act awaits proclamation and this proclamation will include new regulations and a historic agreement with Sask.Regional Parks Association.
        - The Sask Regional Parks Association is not a government agency. However, due to the hard work and involvement the association has with the Regional Parks the Ministry will sign an agreement that allows the Association the power to investigate and advise in case of concerns with regional park boards and stakeholders and gives the Association the power to draft and apply grant criteria and distribute government grants.
    - Kathy pointed out the changes regarding governance. I have a copy of the New Act that can be shared with you, if you would like. I will try to summarize the changes.

Representatives on regional park authority

9(2)In the case of a regional park authority other than one described in subsection (1), the number of representatives of each municipality and organization constituting the regional park authority must be determined by agreement between the municipalities and organizations.

The municipalities this clause is referring to are the original 'order in council'. The municipalities themselves are the ones that decide how many reps from each of the municipalities will be allowed to sit on the Park Authority.

(3) Subject to subsection (4), if a regional park authority has enacted a regional park bylaw for the purpose, a regional park authority may also consist of members-at-large.

(4) The number of members-at-large is not to exceed 40% of the total number of members of the regional park authority.

(5) A municipality or organization, may, at any time, terminate the appointment of any of its representatives, and may, by resolution of the council or of the governing body of the organization, appoint in that person's place a substitute representative to the regional park authority.

Our O.C. (Order in Council) has the following municipalities on it:

R.M. of Maple Bush	***R.M. of Vermillion Hills***	***R.M. of Chaplin***	***R.M. of Morse***	***R.M. of Enfield***	
Village of Riverhurst	***Village of Chaplin***	***Village of Ernfold***	***Town of Morse***	***Village of Lawson***	***Village of Central Butte***

We had 11 original founding municipalities. What we need to find out is:

What about the municipality that no longer exists? The Village of Lawson. How is this municipality removed from the O.C. or does it have to be removed? Kathy commented that changing the original O.C. is about a two year process that involves public consultations and documentation. However, because this municipality has dissolved it may not be an issue.

There is a subsequent agreement in 1980 that names additional municipalities:

R.M. of Canaan	***R.M Coteau***	***Village of Lucky Lake***	***Village of Birsay***

I have put this question to Kathy McFarland. This is an agreement between the Park and the Queen but revolves around financial commitments and was only for a period of five years. I would bet that these additional municipalities are not considered the original founding municipalities and the O.C. will be the document we determine our authority with.

So the question is – which municipalities constitute this Park? If we assume it's the O.C. less the Village of Lawson there are 10. We do not have reps from Vermillion or Ernfold or R.M of Morse. Is an agreement or resolution or something from Vermillion ,Ernfold , and RM Morse that says they do not want to participate , needed? Is that that resolution needed every year? Should PRPA be applying to have these municipalities removed from the original O.C.?

The PRPA has 7 participating municipalities on the authority today. To implement the members-at-large option the PRPA will have to create a Bylaw that says they want to enact their right to have members-at-large in accordance to the Regional Park Act, 2012. Then PRPA will make an agreement with each member-at-large organization. It is the PRPA that decides on term, voting or non voting, how the organization selects the member-at-large, etc.