AGENDA
Thursday, December 12, 2013
Regular Meeting
7:00 pm

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1) **Call to order**
2) **In Camera**
    - **requests**
3) **Conflict of Interest**
    - **declarations**
4) **Approval of Agenda by motion**
        - Additions/changes to agenda
5) **Delegation**
        - No Delegation
6) **Financials – Financials will be presented in January. Audit was postponed and is not complete at this time**
7) **Approval of Minutes**
        - Regular meeting minutes from November 14, 2013
8) **Matters arising from the minutes**
9) **Tabled Matters**
10) **New Business**
11) **Correspondence**
12) **Staff Reports**
    - Park Manager's Report
    - Administrator's Report
13) **Committee Reports**

14) **Next Meeting Date**
    - **January 9, 2013**

14) **Adjournment**

Present: Bob Olynick - Chairman
Don Pollock (email from Village of Riverhurst, attached)
Geraldine Silvester – Vice Chairman
Al Klassen
Dave Schmitz

Absent: Devone Miner, Jim Campbell, Mark Dean, Scot Robinson

Also Present: Michelle Mackow; Park Manager

Call to Order: **With a quorum being present, Board Chairman, Bob Olynick, called the meeting to order at 7:15pm**

Agenda:

006:2014 A.Klassen/D.Pollock
THAT the agenda for the December 12, 2013 Regular Board Meeting is approved.

CARRIED

Delegation: No delegations

Matters Arising From the Minutes

- Michelle Mackow asked the Board members to pay close attention to motions 067:2013 and 004:2014.
  Motion 004:2014 – This motion was made with the intent to accommodate park patrons that use a tent trailer as an extra trailer on their site whether it is for the season or on a daily basis. Any other type of extra trailer on any site, including cottage and PTC sites must get a permit from the Park Manager and will pay the applicable rate.

007:2014 G.Silvester/D.Schmitz
THAT the minutes for the November 14, 2013 Regular Board Meeting are approved as presented.

CARRIED

Financials:

- The Accountant was at the office on November 29 and November 30. There were some changes that needed to be made. Palliser Regional Park is a non-profit organization, like all Regional Parks, and PRP is also a registered Charitable Organization. Corinne and Accountant, Linda Neu, created a new chart of accounts for the 2014 season and PRP will now be using the QuickBooks accounting software. The Accountant was in full agreement that the Sage accounting software had experienced too many users and was beyond correcting and that a new system was needed whether it was with Sage or another software package.

- The Audit is not complete. Auditors from Dudley & Co. were at the office on Wednesday, December 11th, 2013. They indicated that they will carry on with the Palliser Park Audit from Regina on Monday, December 16, 2013.
- Corinne continues to enter the November transactions now that this portion of the Accounting change over is complete and will present financials at the next regular board meeting.
- Corinne will be working between home and the office and will keep track of her hours for payroll, bank deposits, and the small amount of accounts receivables and accounts payables that will occur over the next 2 – 3 months. Michelle Mackow may ask Corinne to assist her with ongoing projects such as emergency planning, employee packages, board member orientation books, etc.
- A discussion regarding patrons that want to pay invoicing differently than it is billed to them: There have been a few incidents of patrons sending different amounts at different times than what is specified on the invoicing sent to them. Board Members want all patrons to be billed the same and expect they will pay the amount by the due date specified. Not paying on time or not paying the correct amount of the invoicing will trigger a review of the permit and possible cancellation.

009:2014 D.Pollock/A.Klassen
THAT invoicing must be paid as billed with no exceptions.
CARRIED

New Business:
- none

Correspondence:
- A letter from Wendy Langer with various concerns was read and discussed. Board Members asked Michelle Mackow to reply to Wendy in writing with the Board's answers.

Staff Reports:
- The park manager's written report is attached to and forms a part of these minutes.
    - Michelle Mackow commented on the Operations Manual that she and Corinne McQuaker are compiling to be in place for the 2014 season. This manual will contain information such as:
        - Human Resources – employee packages, job descriptions, employee safety manual, new employee orientation, new board member orientation,
        - Operations – utility mapping, fire-fighting, general maintenance, water systems, water and sewer information, shower house and washroom checklists, playground maintenance, etc.

- Risk Management and Event Planning – risk management, entertainment contracts, marina center/camp kitchen rental agreements, event planning, eviction notices, perpetrator and vehicle ID report forms, etc.

- Michelle has put together the Board Orientation Manual that will be handed out at the next regular board meeting and Corinne is putting together the Emergency Plan and the Employee Packages. Some of the information already exists in the office and some is provided by the Sask. Regional Parks Association and some of it will require some research. This information will be more useful once gathered into one manual. As well, Michelle Mackow will be asking Ken Mulholland to contribute to the manual through the Operations chapter as mentioned above. This manual will be a great benefit to the operations of the Park for both new and current board members and staff.

- Michelle Mackow has begun the process of filling out a Permit to Construct for the Water Pipeline Project for the spring of 2014. This is a very long process and involves a lot of information and research that the Water Security Agency requires. Michelle will keep the board up to date on the process and present the application before submitting it.

In Camera:

- An in camera discussion of the drafted agreement between the PRPA and the DLCD regarding tax and lease fee issues resulted in the following motions:

010:2014 A.Klassen/D.Pollock
THAT sections 4.5, 5.2, and 5.3 of the current drafted agreement will be removed as requested by the DLCD and resubmitted to the DLCD for approval.
CARRIED

011:2014 D.Pollock/G.Silvester
THAT the Palliser Regional Park Authority will work towards an MOU between the DLCD and the PRPA regarding equipment and office usage**.**
CARRIED

Adjournment:

012:2013 B. Olynick
THAT this meeting is adjourned. (9:10 pm)

Minutes approved this 28th day of January, 2014

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Geraldine Silvester, Chairman Michelle Mackow, Park Manager

Park Managers Report – December 12, 2013

Legislation:

**** start working towards new regulations for seasonals, reserves, permanent trailers, and DLCD. These rules and regs are made pursuant to the Bylaws – due February 28, 2014**

**** fix Bylaws 1997 and 2013 – due February 28, 2014**

- include set backs on the PTC's (the regulations will say get a permit and the bylaw will dictate the set backs, etc.)

**** building code bylaw (hire inspector) – due February 28, 2014**

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**** wastewater management bylaw – due February 28, 2014**

Operations:

2014 budget – due January 28, 2014

Marina -

- talk to Candice about the variety of boats/trailers at the Marina in the field

Pool

Kid Camp

Concession

- Talk to potential lessees

Admissions

- Reservations begin March 1, 2014

Farmers Market

Golf Course -

- review the revenue statement from 2012 and 2013; if approved, compose the required extension to the lease for March 2014

Mainstay Inn

Public Beach Area

Water –

- application to construct is underway. Presented at meeting.

Roads – gravel vs. dust control or both

Sewer

Electrical/ Power

- power to Hidden Road
- lights at PTC's in main campground
- 5 year plan from Mark Hicks

Seasonal Sites –

- Park Models – continue to research and provide information to Board Members
- Trevor Mackie

Daily/weekly/monthly sites:

DLCD:

PTC:

Human Resources:

Staff -

- increases
- hiring

Operations Manual -

- includes emergency procedures, safety protocol, job descriptions, employee orientation, board member orientation, sewer and water line mapping (Ken Mulhollond) - due April 30, 2014

Patrons –

- future email communications?

Advisory Councils

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