AGENDA

Thursday, August 8, 2013
Regular Meeting
7:00 pm

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1) **Call to order**
2) **Approval of Agenda by motion**
3) **Delegation**
    - 8:00pm – tent trailers
    - 8:15 – Paul Gray – deck roof
    - 8:30 – Peter Andrews – Meadowlark water hauling
    - 8:45 - Travis Penna – contractor for Potable Water Storage and Transfer Pipeline
4) **Approval of Minutes**
    - Regular meeting minutes from July 9, 2013
    - Special meeting minutes from June 20, 2012
5) **Matters Arising From the Minutes**
    - Michelle Mackow – regarding outstanding accounts and the process for them.
6) **Trial Balance – TABLED TO TUESDAY AUGUST 8**
7) **List of Accounts Paid – TABLED TO TUESDAY AUGUST 8**
    - Bills to be approved for payment (presented to the Board for review)
8) **Bank Reconciliation – TABLED TO TUESDAY AUGUST 8**
9) **Tabled Matters**
10) **New Business**
    - **Shut off/start up water dates**
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11) **Correspondence**
    - Advisory Council minutes from PTC 2 and PTC 3
    - Approval for the Aug. long weekend celebration from Maple Bush
    - Fern Swanson – regarding street lights in PTC#2
    - R.M. of Maple Bush – traffic counter, speed bumps, taxes levied with a letter (Rene is out of the office for two weeks)
    - Paul Grey – request for a roof on the seasonal site (delegation)
    - Peter Andrews – Meadowlark Mesa – water hauling (delegation)
    - Jeff and Wanda Losie
    - Bob and Dianne Wolbaum
    - Darla Wutke
12) **Staff Reports**
    - Park Manager's Report
        - Written and Verbal
    - Administrator's Report

13) **Committee Reports**
    - **Dock Talk**
14) **Next Meeting Date**
    - **Special Meeting August 13th at 7pm**
    - **September 12, 2013**
15) **Adjournment**

Present:

Gerry Rein
Devone Miner
Jim Campbell
Geraldine Silvester
Scot Robinson for Kirk Dyck
Ruby Cozart
Dave Schmitz

Absent: Bob Olynick, Mark Dean, Corinne McQuaker

Also Present: Michelle Mackow; Park Manager

Call to Order: **With a quorum being present, Board Vice-Chairman, Geraldine Silvester, called the meeting to order at 7:15pm**

054:2013 D.Schmitz/R.Cozart
THAT the minutes for the June 20, 2013, Special Board Meeting is approved as presented.
CARRIED

055:2013 R.Cozart/S.Robinson
THAT the minutes for the July 9, 2013, Regular Board Meeting is approved as presented.
CARRIED

Matters Arising From the Minutes:

- Outstanding Accounts
  - Michelle Mackow would like there to be some discretion regarding outstanding accounts and the process for handling them.
  - Swimming areas – will be roped off in 2014
  - SageView Golf Course – the process for expenses and payments is as follows:
    - Approval – from the Park Manager for anything over $500.00
    - Payment – Sage View will pay the bills up front
    - Reimbursement – Palliser Park Authority will review the submitted bills from Sage View and the appropriate amount will be reimbursed to Sage View Golf Course.

Correspondence:

- Geraldine Silvester read a letter from Bob and Dianne Wolbaum
- Michelle Mackow read a letter from Jeff and Wanda Losie
- All other correspondence was read and filed
- Michelle Mackow will respond to the correspondence.

Delegation:
8pm Keith and Lenora Weinbender
Re: tent trailers as extra trailers on sites

Keith and Lenora wanted to express their opinion and offer an alternative to the current two week maximum piggybacking stay;

- No harm/no foul
- Congestion or clutter – this is not a problem for Keith and Lenora as they have a big site with lots of room
- Loss of revenue – no, there is not a loss of revenue. Piggybacking is currently $40/night
    - What about an option to pay a yearly fee for the extra tent trailer instead
    - When the kids are visiting there is more revenue going into the Park in regards to the pool and the concession
    - Keith and Lenora paid $680 for piggybacking this year
- Keith and Lenora are here because of their kids and grandkids and the tent trailer is really only an extension of their 5th wheel. Very limited power and no water or sewer is being used.
- Keith and Lenora checked to see if the neighbours were bothered by the tent trailer and found no one was against it.
- They wonder why it is ok to have a boat parked on your site but not a tent trailer
- Keith and Lenora were given permission to have a tent trailer when the site was developed
- Keith and Lenora left chambers at 8:15pm

Board Members commented that although there doesn't seem to be any problem with their extra tent trailer and they are willing to pay that is not always the case. Monitoring the usage of the extra tent trailers is a problem for staff. The Board Members will consider the idea of an option of paying a seasonal fee for the extra tent trailer and leaving it on site all year or the current per night fee with the trailer being removed when not being used. This decision will be made no later than the October regular board meeting.

8:15pm Paul Grey
Re: roof on his deck

Paul explained that his particular site is a problem as it catches the winds coming off the lake and he has been through a number of awnings already.

The Board Members were not convinced that an exception was needed here and read the permit rules and regulations stating 'no roof is allowed on decks'. Paul left chambers at 8:30pm.

Delegation (cont'd):

8:35pm Travis Penna and Trent Houver
Re: water pipeline from main well in Sunshine to Rusty's Coulee Marina

Travis wanted the Board Members to know that the business he runs is for natural gas lines and not water lines. However, Travis feels that he has access to all the equipment that will be needed and he can offer Palliser Regional Park a price just over cost. He commented that he gets busy in the late fall and sooner than later would be better. He recommended that a copper tracer line be put in with the pipeline for future ease of location. Travis and Trent left chambers at 9:00pm

The Board Members were concerned over the cost of the whole project. A budget of $50,000.00 was passed for this project for 2013. Board Members want to re-visit the idea of drilling a well at Rusty's Coulee Marina so they will have their own water supply. Board member Jim Campbell says the well in Sunshine is not going to provide for the usage. The Board members asked Michelle to have the inspection hole that was drilled some time ago pumped and sampled again.

Park Manger, Michelle Mackow presented a proposal from Associated Engineering consultant Cory Wihildal. As well, Michelle was waiting for a second proposal from SAL consultant Robin Monseler.

9:00pm Peter Andrews
Re: water hauling to Meadowlark Mesa

Peter would like the Board Members to consider a notice of no longer hauling water as of next May 2014 rather than just cutting off his, and others, source of water hauling. Peter left chambers at 9:15pm.

Earlier this year the Board Members made a motion to not use staff and Park equipment to haul water to Meadowlark Mesa. The Board was not aware that former employee, Ray W., was hauling water to Meadowlark Mesa. The original agreement was that potable water was the responsibility of the sublease holder.

New Business:

- Shut off water dates
    - Michelle will determine the date after talking with Ken Mulholland.

Park Managers Report:

- The written Park Manager's report was reviewed;
  - Michelle Mackow will talk to PTC#3 rep. Mike Bundus and ask if their sign has been designed and/or ordered yet. Some Board Members would like to see uniform signage in the Park and some felt it didn't matter. Michelle will look at the Chokecherry Bay sign and measure it and make recommends to PTC#3 regarding the sign design they use.

  - Michelle Mackow asked the Board Members about the roads and whether or not we should be bringing in more gravel.
    - Board Members stated that there was not a gravel program included in this year's budget and that we should hold off for now. Michelle will bring the budget numbers to date for gravel to the next meeting. For now, some gravel will be purchased and used to fill in certain areas on the roads.

  - Michelle Mackow asked what more the Park could do to ensure that the 'old marina launch' is no longer being used.
    - Board Members want a better sign stating that the marina is 'CLOSED'. A more permanent solution should be investigated. Something like the posts and cable that is used for safety at Schooner Bay near the cliff areas. Michelle will talk with maintenance and devise a plan and order a sign for next year.

  - Michelle Mackow reported that the Riverhurst Volunteer Fire Department made $2700.00 at the August 3 long weekend dance and bar. The Pool made $1200.00 at the supper.

  - The written Park Managers report forms a part of these minutes and is attached.

Committee Reports:

Dock Talk- Gerry Rein was at the Doc Talk meeting on Wednesday, July 17, 2013 at the Marina Center. There were two people selected as reps for the Docks. Park of the discussion included the idea of clean up and repair day in the spring and pot luck suppers at the Marina Center.

Lagoon – Gerry Rein reported that Riverhurst sewage has been going into the new lagoon for three weeks. The road that Miller's waste disposal will use is still under repair. There will be some cost incurred to the Village for some of the gravel on the roads. The fence is in the contract for Gabriel construction to put up.

Adjournment:

056:2013 J.Campbell
THAT this meeting is adjourned. (10:50 pm)

Minutes approved this 12th day of September, 2013

Bob Olynick, Chairman

Michelle Mackow, Park Manager

Park Managers Report – August 8, 2013

Marina - the old marina is being accessed again.

Public Beach Area

The Park has been experiencing an ongoing problem with the Public Beach areas and in front of PTC#2, specifically. The signs that were put up (**see pic below**) have been moved or thrown in the grass over and over. It is my opinion that there is no room for both boaters and swimmers on the beach. I formed this opinion after the boaters constantly moved the signage. I have spoken with Sask Regional Park Assoc. and Transport Canada – the office for safe boating. I explained that the boaters believe that the Park has no jurisdiction on the shore line. That it is governed by Fisheries and Oceans and the Ministry of Enviro.

Darlene Friesen from SRPA told me that the Park has a responsibility to provide a safe swimming area on an unsupervised Public Beach and the regional park act states:

Regional Park Act (the new one that is coming out this year)

> **13** Subject to the regulations, a regional park authority may make regional park bylaws:
> (a) providing for the health, protection, safety and general welfare of persons within the regional park;

The **Sask Regional Parks Bylaw 1997**, (the Park adopted this bylaw on Dec. 15, 1997) says:

Boats and Boating

> **54**. (3) No person shall use or operate a water vessel within twenty-five meters of:
> (a) a swimming area;
> (b) a designated public beach area;
> (c) any area where the Park Authority has caused signs to be posted prohibiting water vessels.

Bylaw 2013-05

> Sec 14 Notices and Signs
> No person shall remove, deface or destroy any Notice or Sign posted in the Park.

I would like the board members input on this.

Pool

Kid Camp

Concession

Admissions

Speed bumps! We love them!! I found out that two years ago the RM gave permission to the Park by resolution to use a speed bump on the North side of the gate. I have sent a request to the RM for a speed bump on the South side of the gate, as well. In addition to the speed bump approval in July 2011 there was also approval to reduce speed from 50km to 30km and from 80km to 50km**.** **I would like to implement this for start of next season.**

There is some question to the distance of the warning signs for the speed bumps and the size of the 'outgoing' speed bump. I'm looking into this.

Water

Pipeline to Rusty's Coulee Marina

Consultant

At the last meeting Gerry Rein asked what kind of a contractor we need to do this water project. I called Brian Hauck, C.Tech.; Senior Technician, Ground Water Approvals; Licensing and Water Use; from the Water Security Agency and he informed me that we must use a 'hydro-geologist' for the water project. He also commented that this is nothing new and that it has been a requirement for some time now.

We used March Consulting for our required 5 year water system assessment but I haven't heard rave reviews about them. A Park Patron recommended I call Associated Engineering (Sask)Ltd. Associated came out on Monday, July 22, and met with me and Ken Mulholland. I stressed that we are a Regional Park and money is an issue. Their response was that I caught them at a slow time and although they usually deal with larger projects they have, from time to time, handled smaller projects. They were in agreement that they could do a proposal and the plans and then let us take it from there, whereas they would normally handle the entire project. This would save us a lot of money as they wouldn't be handling the tendering process or the supervision of the project.

I received and will present the proposal and estimated fees for the consultant on Thursday, August 1, 2013. Estimated fees are $11,500.00.

I have also asked SAL Engineering (recommended by Travis Penna) to give us a proposal for consulting. Their proposal won't be here in time for the meeting though.

Contractor

There is a contractor is from Meadowlark Mesa, his name is Travis Penna. (His Dad is in PTC#3 and his name is John Penna). The committee will want to talk to Travis about how Meadowlark Mesa is expecting the potable water system will come to them i.e.: are they expecting it to be trenched to the trailer or will it fill their existing cisterns?

Roads

Sewer

Power

Electrical

Staff

Patrons

Gord Stewart – unhappy with the decision to not haul water to Meadowlark Mesa. Although Gord suggested his lawyer would be getting in touch with our lawyer, I have not heard anything.

Peter Andrews was also in the office on July 29th and wanted a load of water hauled to Meadow Lark and is disappointed to find that the Board members made a motion to not provide water hauling to Mesa. He feels the decision was hasty. Some people were used the Park (Ray) hauling water for them and were under the impression that it was through the Park and that, in essence, they had in fact found someone to haul water for them as they are required to do. And now, without notice, the Park will not haul water anymore. He said it would have been a much better decision to notify the people at Mesa that there was some confusion over who was providing the water to them and that this would be the last year they Park would be willing to provide someone to haul water and that it would have to be 'x' number of dollars.

Harold Langer – Harold came to the office on the morning of July 29th.

- Harold says that our 'fire guard' around the park is on his land. He said that he has not given the park to access his land in the last three years and yet we have been on the land.
- As well, Harold says the Park took away his seasonal site and he wants it back.
- Harold wants Bob Olynick and Ruby Cozart to extend a heartfelt apology to Joyce.
- Harold will be contacting his lawyer regarding the park trespassing on his land to access the fire guard if his requests are not met.

Farmers Market

Golf Course

I have requested a copy of the 2012 revenue statement for Sageview Golf Course, as per the lease, for the Boards review

During the week of July 22 I spoke with Carla at the golf course. She commented that Garry Facca in the cottage development had some left over siding and had a scissor lift until the end of the week and she wants the gabled end redone. I told her the Board was corrected by Gerry Rein regarding our willingness to pay for certain things at the golf course and that it is written in the lease that the golf course will pay for labour and the Park will pay for materials.

At the meeting they attended in May, the Board said they were willing to pay for approved expenditures up to $5000.00 and that the materials/labour thing was no longer part of the agreement. I explained that it is written in the lease that way and we can't change it and that Gerry is willing to sit down with myself to bring clarity on the entire lease. She said she can't afford the labour as they haven't had a good year.
I took it upon myself to go see Garry Facca and he told me the total job wouldn't be more than $500 and so I approved it and the gabled end on the club house has been redone. I accept responsibility for this decision.

Below is what I wrote up after our May meeting. I had not presented this to the golf course as of yet because we are still in need of the 2012 revenue statement. Now, with Gerry here and able to bring clarity to the lease agreement we should be talking to Rick and Carla again, and making sure we are all of the same understanding regarding material/labour/ or other expense at the golf course.

May 10, 2013

At the May 9, 2013, regular Board meeting, for the Palliser Regional Park Authority, it was decided that there needs to be a clear understanding of what the Park will be responsible for and what the Sublessee of the Sage View Golf Course will be responsible for in terms of upkeep and renovations including materials and labor.

The agreement is as follows;

- *Any undertaking in excess of $500.00 will have to be pre-approved by the Park Manager and/or the Park Board Members if the Sublessee expects that the Park will be paying for the undertaking.*

- *It will be predetermined as to whether or not the Park will be billed directly or if the Park will reimburse the Sublessee.*
- *Labor that requires the employment of a professional contractor such as an electrician or a plumber for major capital repairs will be the responsibility of the Park.*
- *Labor that is the result of esthetic repairs will be the responsibility of the Sublessee.*
- *Materials purchased by the Sublessee, that are pre-approved by the Park Manger and/or the Park Board Members, will be the responsibility of the Park.*
- *Each year, the Sublessee will not be reimbursed beyond $5000.00 and this total is not accumulative from one year to the next*.

Advisory Council

PTC#2

- Signs were discussed at both PTC 2 and PTC 3 meetings. PTC 3 has decided to get their signs made and split the cost. They require 2 signs each. I will let PTC 2 know what PTC 3 is prepared to do and see where that leads us.
- Dog on leash and no dog poop signs were posted at the beaches as requested. The Park will have to order at least two more signs like this.
- Bob Olynick – I will work with you on the lights. We will need to make a list
  - Location
  - Park light/Sk Power light
  - Pole condition – does the light need to be removed/replaced/repaired?
  - Working or not?
- There is a fellow from Riverhurst that will treat the road for dust control in front of PTC#2 for us. I will contact him and find out how much it is and inform PTC#2 of the cost and discuss how it will be paid for. I do see a need for dust control on that road. It also needs grading and gravel.
- Trees – I think this is something that needs to be clearer and should be added to the lease.
- At this time, I have still not forwarded the lease to the lawyer for review.

PTC #3

- I will talk with Craig Miller and get some information for Mike Bundus to share with PTC#3 regarding the individual totes for garbage. One thing I have already heard is that the garbage truck would likely be too big for the area.
- Water shut off dates? A request for the Tuesday after the Thanksgiving weekend; that would be Tuesday, October 15. I talked to Ken and he felt that would be fine. However, it is difficult to commit to that same Tuesday each year depending on the weekend Thanksgiving falls on and the weather. Will this be ok?
- There was interest in participating in a 'clean up the tires' day from our group – we have trucks, trailers and (wo)man power to get those items picked up from the

Scout camp area and the Marina and haul them to the Park's holding location in Riverhurst for that other group (I cannot recall the name!!) to eventually come and pick up for recycling … just need some direction from the Park Office on this.

- There was also interest in a general, recurring 'clean-up the park' event as well, again, direction/coordination is required so we're not stomping on toes, etc. I'm sure this will be easier once communication via e-mail and the website improves and everyone gets to know the annual or bi-annual date(s) involved … the first one's always the hardest!

Other