

Brightsand Lake Regional Park Board Authority

May 13th, 2019 Minutes

1. Meeting called to order at 7:03 by Victor Hamm. In attendance are: Victor Hamm, Carol Larre, Brian Van Tassel, Bohdan Ewanchuk, Ron Gramlich, Kathy Daigneau
2. Agenda: Motion to adopt by Ron, Carried
3. Minutes from April 15th meeting read by Kathy. Motion to adopt by Bohdan, Carried.
4. Report from Mutual Aide Rep, Elaine Reeves. Report from Elaine will be attached to these minutes. Ron made a motion to accept Elaine's report. Carried. Kathy to send her all board members, park manager and assistant managers contact numbers and emails. Everyone agreed to having Kathy do this. Carol made a motion to have Tyler do a Fire Extinguisher course. Carried.
5. Dan Robinson, Conservation Officer, presented to the board a course of action regarding our bear problem. He has recommended that we look at wildlife proof garbage bins and educate our cabin owners and campers about keeping their areas clean and that all food should be stored, and garbage removed from sites/yards so as to not attract the bears. We need to do site to site checks to make sure the recommendations are being adhered to. May have to look at adding a bylaw regarding these issues. We should supply our staff with air horns/bear bangers/bear mace etc. Some common attractants are dog food and bird feeder.
6. Report from Cameron, Park Manager, and Heather, Assistant Park Manager. Report will be attached to minutes.
7. Volunteer waiver forms and signing in and out. Folder is in main office; Cameron needs to give permission to volunteers before they begin any work in the park and that all permits are valid.
8. Managements responsibilities regarding park bylaw infractions: Unleashed dogs, using dirt bikes and not wearing helmets on Quads, etc. Staff to stop and inform people of

the laws and bylaws. If necessary, they will have to contact RCMP/Conservation Officer to enforce this. Manager and Assistant Manager will get name tags and or shirts that will identify who they are.

9. Credit Cards: Motion made by Ron to apply for a Credit Card for the Park Manager to carry and for a second card to remain in the Park Office for misc. purchases approved by Park Manager. Credit cards to carry a \$1000.00 limit for now. Carol and Kathy will work on getting the Card application in. Carried
10. Firewood: Jason Nichols called Kathy to see if the contract for supplying firewood has been filled and it has. Kathy will call to inform Jason of this.
11. Concession update. Kathy made a motion to allow the students and parents from Turtleford travel organization to operate the concession for the May long weekend as a fundraiser. Carried. Carol Made a motion to grant the concession contract to Amy Rose and Dylan Wiederspohn beginning on June 14th, 2019 to Sept 2nd, 2019, if all conditions to operate are in order. Carried.
12. Starla. Re: Job Description Victor has discussed concerns with Starla. Her wage right now is \$21.00 per hr. We are working on a scale for next years staff. Need to set a meeting between the board and Starla. Tabled
13. Insurance update for the Directors of the Board: Board members are insured through AON.
14. Fish update, Fish were picked up by Victor and Ron and are being fed by Heather for now.
15. Signage. Ron made a motion to install signs in South Subdivision that he is picking up at the RM of Mervin. Also, a change in speed limit from 15km per/hr to 20km per/hr in the South Subdivision of the Park. The signage for 15km to be added to the beginning of the trail at the North end of the North Subdivision. Carried
16. Financial Reports. Motion to adopt by Bohdan. Carried
17. Cameron has accepted the job of placing our Park Zoning Bylaws and Official Community Plan onto our website for the public to have access too. Victor will talk to Yvonne about having the PDF file sent to Cameron.

18. Accounts Payable: Motion made by Ron to have all items brought forward paid. Carried.

19. Correspondence: Letter (attached to minutes) from a concerned cabin owner was received on Sunday and Kathy drafted a reply. A message was sent to all board members to ok the reply. All members responded and reply was sent. Board discussed this procedure and decided that moving forward all correspondence will be brought to a Board Meeting and then reply will be sent.

20. Other: Need to do something regarding the use of Park property for storage by campers and cabin owners. Cameron and Heather will work at identifying the proper owners and the Board will handle sending letters and any other further action if necessary.

Gravel for roads and cost. Victor will check this out.

Cameron to check bumpers on dock.

Victor had a meeting with the lawyer regarding leases. The lawyer has recommended staying with 5-year leases that are continuous leases for as long as the lease is with the Sask government (North Subdivision). Victor to call Gil regarding the Sask Government lease.

Kathy to send an assignment of lease to Beryl Hildrum to have her husbands name removed from the lease. She has sent a copy of his certificate of death to us. Motion made by Brian approving this change as soon as the assignment is returned to us.

Carried.

Next Board Meeting is June 14th, 2019 at 7:00 in the Park Shop

Annual General Meeting will be held on June 15th, 2019 at 7:00 in the Park Shop.

Victor will have this posted to the RM of Mervin Website.

Motion to adjourn meeting by Ron Gramlich at 9:45

Manager Report

Costs Requiring Board Approval (In order of Priority)

- Fireworks for Canada Day
 - We got a quote back from Rocket Fireworks for a total price (Including taxes) of \$2875.89. this price is discounted from the original retail value of 3947.95. This is approx. \$15 less than our budget leaving little room for extras, I was wondering if the budget for Canada day also included the Canada Day Grant that we were awarded this year as well. And if we can elicit responses from potential sponsors to sponsor the Canada Day events.
- Solar Pump for Golf Course Bathroom
 - This would be an efficient use of capital as it would save worker time with how much time was spent last year to fill the vertical tank only to have it run out due to lack of pressure within the toilet itself to shut off the water fill float.
- Truck tires for 2007 Ford F-150
 - New set \$550-\$1000
- Website
 - GoDaddy domain: \$239.88/year
- New Washers
 - Kenmore Top Load Washer 1062.49/per washer
- Heavy Bench
 - \$100
- South Subdivision Sign
 - 2'x2' with km on it
- Solar Lights for Bathrooms
- Shop Landline
- Privacy Fence for Boardwalk
 - 40-70ft of fencing
- Propane Heat in Shop
 - Small tank next to building
- Barrels of Oil (10W30 & Hydraulic Oil & Pumps)
 -
- Mini-Golf Automation
 - Capsule dispenser (~\$300)
- Merchandise
 - Once a logo is designed to sell hats, shirts, glasses, etc. with that logo. Not only increases profit but also recognition.
- Tables
 - 35ft of square pipe, 8ft of angle iron

Concerns Brought to Board Attention

- Contradictory disciplinary policy

- In our disciplinary policy it is stated that we have a progressive disciplinary policy however in our employee standards and guidelines it states many offences that are cause for immediate employment termination. Which policy rules higher than the other and what steps must be taken.
- Seasonal Site Maintenance Responsibility
 - To make our park look respectable we sometimes are required to maintain seasonal sites, this leads to issues of liability when it comes to people having their personal property on the site. There should be a clause or charge for those that do not upkeep their own site
- First Aid Course
 - According to operations guide we need at least one person with a qualified first aid certificate, there should be a course for all employees and board members
- Budget Clarification
 - What constitutes an operational charge versus a capital expense this clarification needs to be made.
 - As a fictional example if there is maintenance repair needed on the tractor that would cost an upwards of \$8000 would that be operational because it is needed in daily operation or would that be capital with the need for board approval.
 - Are board approval items required to be brought to a meeting or is it only necessary to call it to a vote where a quorum is met?
- Maintenance for Cabin owner's responsibility
 - What are we responsible to look after for the cabin owners?
- Start date for seasonal sites
 - Should the seasonal campers be allowed in an upwards of a week earlier than the rest of the park patrons as is stated and possible within their site agreement or should this be amended to a different day or that they are only allowed to bring up their trailer and not camp until the park opens on the 15th of may.
- Calcium on road
 - Is there going to be calcium on the road and if so what is the matter in which we will obtain and apply said calcium?

North West Mutual Aid Meeting Apr 29-2019

- 1) Election of officers – stayed the same
- 2) Coordinators remuneration mileage increased to .60 /km s/a council

Pay increased .50 /hr same as council

- 3) Financial report – no increase in membership fee

Budget to stay the same as 2018

4) Coordinators report- Ran a security course in Jan 27 attended but it was a poor night to be out. Tried to get an EOC course but they are changing the courses and the way of delivery. The Emergency operations Centre course is now broken into 2 courses a EOC level 1 & a EOC level 2 which are not yet completed. Tried for a wildfire suppression course but that was too close to fire season so that didn't run. We are one the list for fall.

Walter gave a report on SEPA from last Oct. Talked about set up of EOC and how it should work. – very good presentation.

Guest speaker Adrian Waskewitch from Emergency Mgt Fire & Safety.

They are changing the name of the group as they are taking on new responsibilities. Adrian will be our new go to guy. Phone # 306-741-0979

Spoke on changes to Emerg Mgt & on the Bigger Fire (I had to miss that as I got called away to a fire)

Voted to pay bills for the year as we only have 3 meetings a year and not getting our bills paid until a meeting is a complication for renting facilities etc.

Respectfully submitted.

GEReeve

Emergency Management Coordinator

Special requests

1. Names & phone numbers of Board Members
2. Manager – name & phone number
3. Request to hold a fire extinguisher training session for employees