

Brightsand Lake Regional Park Authority



February 13, 2023
7:30 p.m.
Town of St. Walburg
Council Chambers

Meeting called by: Chairman Ron Gramlich

Type of meeting: Regular Monthly Meeting
Virtual: 827 1606 5937

Facilitator: Chairman Ron Gramlich

Note taker: Tara Nedelec, Executive Member

Attendees: Board Members Present: Ron Gramlich, Victor Hamm, Clinton Parker, Tara Nedelec, Paul Schiller
Board Members Virtual: Darcy Wildeman
Guest[s]: Shiloh Bronken
Regrets: John Florizone

Call to Order by Chairman Ron Gramlich at 7:35 p.m.

Welcome to Board Members and Guests.

Minutes

MOTION

Agenda

02-2023-001

V. Hamm

The Brightsand Lake Regional Park Authority adopts the February 13, 2023 Agenda as presented.

Carried

MOTION

January 23, 2023 Minutes

02-2023-002

P. Schiller

The Brightsand Lake Regional Park Authority approves the January 23, 2023 Regular Scheduled Meeting Minutes as presented.

Carried

Business Arising from Past Minutes

Signing Authority at Synergy Credit Union

Paperwork requires signatures

Start-up and Shut-down Procedures

Procedures to be completed with the Park Manager for 2023, all employees to follow in Spring and Fall

SaskPower

No updates from SaskPower on the installation of 30 Amp Power into new Group Sites

Water Usage Updated

Report has been completed

Power bill for Concession

September 2022 will be included on the May 2023 Invoice; V. Hamm will advise the Lessee

Tax Arrears Correspondence

Has been completed for 2022

Lease Document Request

S. Bronken reviewing files

Northwest Mutual Aid

Require an appointment for 2023 to represent Brightsand Lake Regional Park Authority

Trout Pond Update

Excavated – found large rocks and clay; Mitchell Bros. working on it and will continue in the Spring; want to dig half and divert water then continue with the other half; working with the Ministry of Environment to ensure compliance

MOTION

Northwest Mutual Aid 2023 Appointment

02-2023-003 D. Wildeman

The Brightsand Lake Regional Park Authority appoints Victor Hamm as the 2023 Representative on the Northwest Mutual Aid.

Carried

MOTION

Northwest Mutual Aid Emergency Contact

02-2023-004 D. Wildeman

The Brightsand Lake Regional Park Authority identifies Ron Gramlich, Chairperson as the Emergency Contact for the Northwest Mutual Aid.

Carried

MOTION

In-Camera Closed Session

02-2023-005 R. Gramlich

The Brightsand Lake Regional Park Authority goes to "In-Camera" Closed Session pursuant to *Freedom of Information and Privacy Act* at 7:50 p.m. and resume Open Session at 8:05 p.m.

Carried

MOTION

Human Resources – Park Manager

02-2023-006 C. Parker

The Brightsand Lake Regional Park Authority accepts the resignation of Heather Moellenbeck dated February 8, 2023.

Carried

MOTION

Human Resources – Position(s) Posting

02-2023-007

C. Parker

The Brightsand Lake Regional Park Authority posts employment opportunities for the Park Manager, Assistant Manager, and Maintenance Manager positions immediately.

Carried

Ron Gramlich, Darcey Wildeman, and Paul Schiller will work together to get postings for the Park Manager, Assistant Manager, and Maintenance Manager at Lakeland College, Saskatchewan Polytechnic, and other School sites, as well as RM sites and job posting sites.

Darrell Goodfellow has been contacted for the 2023 Season to train the successful applicant for Maintenance Manager.

MOTION

Manager's Report – Chairperson Ron Gramlich

02-2023-008

P. Schiller

The Brightsand Lake Regional Park Authority acknowledges and accepts the Manager's Report as presented by Ron Gramlich, with thanks.

Carried

Request submitted to hold a wedding on the beach for the Ceremony; wanting to know the cost – will not charge, donation will be accepted, all guests will require a Daily Park Pass.

A. Christopherson contacted regarding 2023 Season Site Fees.

A previous guest inquired about a refund of damage deposit.

Ron Gramlich and Shiloh Bronken will continue to monitor emails.

Financial Activities

The Brightsand Lake Regional Park Authority receives and acknowledges the Financial Activities as of February 13, 2023.

A new set of financials is being created for clarity of transactions going forward.

MOTION

Accounts for Payment – February 13, 2023

02-2023-009

C. Parker

The Brightsand Lake Regional Park Authority approve the Accounts for Payment as of February 13, 2023 as attached to the minutes of February 13, 2023, totaling \$17,379.58.

Carried



MOTION

Funds Transfer

02-2023-010

V. Hamm

The Brightsand Lake Regional Park Authority approves a funds transfer in the amount of \$25,000.00 from the Savings Account to the Chequing Account for 2023 general operating expenses.

Carried

MOTION

2023 Budget

02-2023-011

C. Parker

The Brightsand Lake Regional Park Authority approves the 2023 Budget as attached to the minutes of February 13, 2023.

Carried

New Business

MOTION

2023 Park Pricing List

02-2023-012

C. Parker

The Brightsand Lake Regional Park Authority approves the 2023 Park Pricing List as attached to the minutes of February 13, 2023.

Carried

MOTION

2023 May Long Weekend – Drug and Alcohol Ban

02-2023-013

P. Schiller

The Brightsand Lake Regional Park Authority support a Drug and Alcohol Ban for 2023 May Long Weekend [May 19-22, 2023] throughout the Park.

Carried

MOTION

Inventory Request – Saskatchewan Regional Park

02-2023-014

V. Hamm

The Brightsand Lake Regional Park Authority approves the purchase of the following inventory for 2023:

- Seasonal Stickers – 1100
- Daily Stickers – 20 Books of 100
- Receipt Books – 4
- Brightsand Lake Flag - 1

Carried



A handwritten signature in blue ink, appearing to be 'V. Hamm', is located in the bottom right corner of the page.

MOTION

Correspondence

02-2023-015

P. Schiller

- Livelong Summer Bonspiel Sponsorship
- Circle of the Northwest Advertisement
- Tenders for the Pavilion
- Power for the Concession Equipment

The Brightsand Lake Regional Park Authority receives and files the correspondence as presented.

Carried

MOTION

Livelong Summer Bonspiel

02-2023-016

C. Parker

The Brightsand Lake Regional Park Authority supports sponsorship of the 2023 Livelong Summer Bonspiel in the amount of \$75.00.

Carried

MOTION

Circle of Northwest Advertisement

02-2023-017

P. Schiller

The Brightsand Lake Regional Park Authority approves the advertisement in the 2023 Circle of Northwest in the amount of \$304.92 inclusive of taxes.

Carried

MOTION

Tenders for Pavilion Building

02-2023-018

C. Parker

The Brightsand Lake Regional Park Authority approves the advertising of a Tender for Pavilion Building; furthermore, that the deadline closing date is March 31, 2023, with an intended award date of April 3, 2023.

Carried

MOTION

Adjournment

02-2023-019

C. Parker

The Brightsand Lake Regional Park Authority adjourns the January 23, 2023 Meeting at 9:54 p.m.

Carried

Action items	Person responsible	Deadline
✓ Start-up/Shut down Procedures	R. Gramlich and Manager	Next Meeting
✓ Power trenched to Pavilion	V. Hamm	Next Meeting

Other Information

Special Notes:

Next Meeting – March 20, 2023

Third Monday of each Month at 7:30 p.m.

