

Emerald Lake Regional Park Authority  
Annual General Meeting Minutes  
May 22, 2022 10:00 a.m.  
at the Happy Homesteaders Centre in Leask, SK

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1. Call to Order
  - a. Meeting was Called to Order at 10:00 a.m. and was held on May 22, 2022, at the Happy Homesteaders Centre in Leask, SK.
  
2. Roll Call:
  - a. **Present:** Trevor Cross (Chair), Andy Didiuk (Vice-Chair), Chris Crockett (Director), Joan Sanftleben, Brad Butler, and Lee Jaboeuf
  - b. **Regrets:**
  - c. **Meeting Secretary:** Chelsey Watts (Secretary/Treasurer)
  
3. Confirmation of Constitution Obligations  
Notice of meeting having been given by the timeframe of the Constitution by the Chair and a quorum of directors being present the meeting was duly constituted for the transaction of business in public view.
  
4. Approval of Agenda
  - a. **Motion:** Adopt the 2022 AGM Agenda as presented.  

**Lee/Chris** **Carried**
  
5. Approval of Minutes
  - a. **Motion:** Adopt the 2021 AGM Minutes as amended.
    - i. **Amendment:** The 2021 AGM was held in private (Board & Secretary/Treasurer only) not in “public view” as recorded in the minutes.  

**Joan/Andy** **Carried**
  
6. Conflict of Interest Declaration
  - a. There were no conflicts of interest declared.
  
7. Board Chair Report
  - a. Please see Appendix “A”.
  
8. Constitution
  - a. **Motion:** Adopt the 2022 Constitution as presented.  

**Chris/Andy** **Carried**
  
9. Bylaws
  - a. **Motion:** Adopt the 2022 Bylaws as presented.  

**Joan/Lee** **Carried**

10. Present members of the Executive Committee
  - a. Trevor Cross (Board Chair)
  - b. Andy Didiuk (Board Vice-Chair)
  - c. Chris Crockett (Director)
  
11. Member at Large
  - a. We will be putting out a call for interest for a Member at Large. We anticipate doing so before June 20, 2022.
  
12. Regular Meeting Schedule
  - a. Our regular monthly meetings will be on the third Monday of every month. They will be held either in person/virtual with the public invited to attend.
  
13. Banking Facilities
  - a. **Motion:** Approve Leask Affinity Credit Union as banking facility for ELRP.  

**Andy/Lee** **Carried**
  
  - b. **Motion:** Approve Trevor Cross, Andy Didiuk and Chelsey Watts as signing authorities for ELRP and confirm that per the constitution a minimum of two signatories are required for all park documents including banking transactions.  

**Chris/Joan** **Carried**
  
14. Treasurer Report
  - a. Please see Appendix "B".
  
15. Golf Course Committee Report
  - a. Please see Appendix "C".
  
16. Question and Answer Period
  - a. Please see Appendix "D".
  
17. Adjournment
  - a. **Motion:** To adjourn the meeting.  

**Lee/Chris.** **Carried**

## Appendix "A"

### 2022 AGM - Board Chair Report

Submitted by Trevor Cross – May 22, 2022

I have a number of accomplishments to highlight from the 2021 operating year, many of these were provided to me by the previous Board Chair and our current Park Manager:

First, I am happy to report we are in a strong financial position with over \$250,000 in the bank and that ELRP is free and clear of debt. Details on this can be found in the Financial Statements as part of the 2022 AGM package posted on our website or in a printed version at the Main Store. Thank you to the previous board for fiscal management to get us here.

#### 2021 Park Use

We had another year of high park utilization as people remained close to home through the pandemic. Many patrons desired long-term camping arrangements rather than short-term. Although this was good for ELRP revenues, the park was relatively quiet during the work week. The park rental cabin was booked solid for the months of July and August.

COVID impacts continued for event planning in the park, as did the dry weather conditions in the province that affected the ability to have open fires and park sponsored fireworks. We did cancel the swimming lessons for a second consecutive year but are pleased to announce they will return in 2022.

Thanks to the park staff for delivering a good customer experience for park patrons.

#### 2021 Park Amenity Projects

The project to rejuvenate the sports pad is complete. It has transformed into a well-used pickle ball and basketball court thanks to the vision and encouragement of Dorothy Lynn over the years.

The project to build a three kilometer Emerald Expedition Hiking Trail was substantially completed. This began as a glimmer of an idea over 8 years ago and with the help of a \$1,500 donation from Leask Affinity Credit Union, the trail is now open. Thanks to Affinity for their support and to the previous Board for dedicating the trail to Fran Nutter.

A new storage shed was raised beside the Beach Concession, this has given a home to our kayaks/personal flotation devices and provided additional storage for the operations of that location.

To complement the two existing golf course artificial greens, the remaining seven greens will be upgraded over the next 2 seasons. More on this in the Golf Course Committee Report later in the agenda. I would like to take this opportunity to thank Todd Brandt for his leadership of the committee.

### **Establishment of Committees**

Andy Didiuk has put together an information item for the Board's consideration to establish committees in the functional areas or ELRP. The Board will be examining this with the intention of engaging patrons of the park to actively participate in these committees to sustain the ever-growing demands of the volunteers

### **Cabin Lot Surveys**

As of Tuesday, May 17, 2022, the Board members received the following documents pertaining to our cabin lot survey:

- Certificate of Approval – from the Ministry of Government Relations
- Latest revision of the Proposed Plan of Subdivision
- Draft of the ELRP Official Community Plan
- Draft ELRP Zoning Bylaw

This is an area that is highly regulated and controlled by the provincial government through numerous Acts & Regulations and is a very structured process. As I am sure you can appreciate, the Board has just received this information and will work quickly to determine a way away for ELRP and this stakeholder group. We have Board members that are versed in this area from previous experience which will prove beneficial for ELRP.

The Board also understands that there are many dependencies and competing reasons to either speed up or slow down the process. Some of these include:

- Cabin owner concerns over the survey results
- Zoning Phase 2 to be completed by end of October 2022
- New long term leases for cabin owners
- Cabin owner financing arrangements based on the new lease
- Dispute resolution processes

This will be the next priority for the Board, please watch for more communication on this in the coming days/weeks.

There is much work ahead for the newly appointed Board of Directors. I have confidence that together, we will operate in an open and transparent manner, respecting the duty we have as the Emerald Lake Regional Park Authority Directors.

I would like to thank the previous Board for their efforts and countless hours committed to ELRP.

As Board Chair, I look forward to the opportunities ahead and thank the new Board for their commitment as we work together for the betterment of ELRP for our patrons.

Respectfully submitted,  
Trevor Cross, ELRP Board Chair

## Appendix "B"

### 2022 AGM – Treasurer Report

Submitted by Chelsey Watts – May 22, 2022

#### Grant update for 2021

- a. Beach storage shed - \$5,564.09
- b. Phase 2 of golf course artificial green - \$12,284.40
- c. Phase 1 of zoning bylaws - \$5,397.50
- d. Phase 2 of the sports pad project - \$13,266.66.
- e. We received a total of \$8,665.33 toward our projects.

#### Grant update for 2022

- a. We anticipate doing Phase 2 of zoning bylaws, golf course upgrades, outdoor washroom, campsite upgrades and cabin upgrades.

#### Canada summer jobs grant

- a. We were accepted for 5 summer jobs and we received \$14,463.00 in funding.
- b. We have been accepted for 7 summer jobs in 2022.

## Appendix "C"

### 2022 AGM – Golf Course Committee Report

Submitted by Todd Brandt – May 22, 2022

The committee has accomplished a lot over the last two years, supporting the effort of ELRP and its staff in operating an important recreational asset to the whole region. The focus of the Committee is to augment, through volunteer effort, projects and activities that would not be achievable with staff alone. We want this to be the best family-friendly regional golf course in the province! Below are key activities undertaken by the committee;

#### 2021 Season:

- In April we excavated and removed tree roots and hardpan underlying Green # 5, in preparation for future improvements.
- 46 volunteers turned out for the Spring Clean-up on May 1. They felled and removed a significant number of dead trees, raked and removed a large volume of leaves as well as general clean-up. They mowed the marsh margins (thanks Brent) and a team renovated the bridge which was significantly failing. We also installed Cart-control posts on Tee Box seven and removed tree roots. Volunteers also excavated and removed roots and hardpan on Green #6.
- We excavated and levelled Green #1, installed artificial turf, landscaped and sodded the surrounding area and created a new cart path. We also renovated the cart path leading from the bridge to remove the supergrade. A huge thanks to Neil Quiring for the use of his skid-steer last summer. It was critical to getting this work done.
- Buck Lafond created Cart signs for the course.
- We moved, reconstructed and replaced the artificial turf on Green #9, a huge task with turf that was imbedded with 2,000 pounds of sand! We restored and resodded all damaged areas around the green and worked with staff to irrigate the new sod.
- Volunteers regularly attended to the course over the summer, pulling weeds from the sand greens and areas around Green's #1 and #9.
- **Total Volunteer time in 2021 was 548 hours**

#### 2022 Season:

- Late snows meant a bit of a late start this year. 22 people volunteered for the annual spring clean-up. We felled, sectioned and removed 34 large dead trees, a huge step for safety and course aesthetics. We also removed a large number of stumps, deadfall and a huge volume of leaves on Fairways 7 and 8.
- We brought in a load of crusher dust which we levelled and compacted on Green 6 in preparation for sod.
- The Committee installed the new artificial turf on Green 6 on Saturday, May 21. Volunteers are bringing sand from the city and staging it, along with the rolls of artificial turf for installation on Greens #3, #5 and #8 this year.

**5-Year Plan:**

- The five-year plan features the final installation of artificial turf on Green #2, Green # 4 and Green #7
- We plan to remove a large number of poplars along fairways 5 and 7 as per the original design to allow the underplanted Spruce trees room to grow, and get rid of the roots which are a major issue on the fairways. It should also help alleviate the excessive leaves that cover the fairways each year.
- We will also improve the Tee boxes and golf paths

With the reseeding of Fairways 5, 6 and 7 complete, and the spring rains, the course is looking great! My thanks to the Golf Course Committee: Bob Nutter, Trevor and Barb Cross, Ron and Gail Haworth, Bruce and Roberta Mansell, Neil and Heather Quiring, Clarke Gossen and Carol James, Lionel and Brenda Pelletier, Judy Brandt and Tammy Sheppard, Barry and Doris Colson, Nancy Pelletier, and Joe Blondeau.

Todd Brandt  
Committee Chair



## Appendix "D"

### 2022 AGM – Question and Answer

Submitted by Attendees – May 22, 2022

1. Has the Board considered providing a better option for our cash sitting in something other than chequing account to further grow/invest? **The Board agrees that this is something we will be looking into so as to ensure we are getting a better return. The Banking authorities were established at the AGM today, we will be considering options.**
2. What are the deadlines/regulations of submitting employee source deductions? **Due to personal matters of the Treasurer, this was not submitted in a timely manner. This has been rectified for 2021. The Board will seek clarity on any fines/arrears costs that will result from this.**
3. When will lease fee invoices be provided to cabin owners? **We anticipate having the lease fees out by the end of June and then due for payment by end of July. We will be discussing this at our next Board meeting and sending out a communication.**
4. Golf course expense not listed in capital projects on the Budget presented. **Clarified that we were not entirely sure what the costs would be at the time of the budget meeting held February 2022. We now know that the cost is approximately \$27,500.00.**
5. What is the community planning process? **The Board has just received the community planning report this past Tuesday, May 24, 2022. Once the Board has an opportunity to review the same, there will be more communication to the patrons.**
6. Does the Board have an entire plan/drawing? **The Board has just received the plan this past Tuesday, May 24, 2022. Once the Board has an opportunity to review the same, there will be more communication to the patrons.**
7. What was actually surveyed? **The Board has just received the plan this past Tuesday, May 24, 2022. Once the Board has an opportunity to review the same, there will be more communication to the patrons.**
8. What is a breakdown for the admin other and admin expenses? **Treasurer advised that this is likely broken down more in our Budget but has sought clarification from Grant Thornton and will provide that response once received. Aligning the budget and financial statements will be considered for 2022/2023.**
9. Finding more compound/storage spots within the park. **The Board will be looking to seeing what can be achieved as other alternatives.**

10. A concern for a sewage system and a lagoon system in the park was raised. **The Board will be looking into this and seeing what can be achieved as part of a long term plan for the community.**
11. Shell water within the park. **The Board will be looking into this and seeing what can be achieved and prioritizing what infrastructure concerns need to be achieved first as part of the community planning.**