

**Emerald Lake Regional Park Meeting
Monday, August 22, 2022 @ 6:00 p.m.
Regular Meeting Minutes**

1. Call Meeting to Order
 - a. Meeting was called to Order at 6:02 p.m. and was held on August 22, 2022, via Zoom.

2. Attendance
 - a. **Present:** Trevor Cross (Chair), Andy Didiuk (Vice-Chair), Joan Sanftleben, Brad Butler, Chris Crockett (Executive Member) and Lee Jaboeuf joined the meeting at 7:45 p.m.
 - b. **Regrets:** None
 - c. **Meeting Secretary:** Chelsey Watts (Secretary/Treasurer)

3. Constitution

Notice of meeting have been given by the Chair and a quorum of directors being present at the meeting was duly constituted for transaction of business.

4. Motion to Adopt the Agenda
 - a. **Motion:** We may move the cabin lease agreement to accommodate the joining of the two committee members who will be meeting with us tonight.

Joan/Chris Carried.

5. Motion to Adopt the Minutes
 - a. **Motion:** Adopt the Minutes as presented.

Chris/Brad. Carried.

6. Conflict of Interest Disclosure
 - a. The Chair asked the Board to disclose any conflicts of interest with agenda items or any material interest the director may have. Trevor is conflicted for the response for the park event agreement and he will recuse himself of the discussion.

7. Board Chair Report
 - a. The Board will be meeting with Scott from Geoverra on Monday. After the meeting with Scott, the Board will meet to discuss Scott's feedback and move forward with surveying responses, community planning process and zoning/bylaw committees.
 - b. Thanks you to Joan and Chris for leading the cabin lease review and subsequent review for seasonal committee meeting.
 - c. Thank you to the Board for committing time to the park use agreement.

- d. Discussed the handling of the compliance concerns that were dealt with in the Park.
- e. We will need to develop an operating and guiding protocol and procedure for Park Manager, Maintenance and Secretary/Treasurer.

8. Treasurer Report

- a. CAFT has been successfully set up. There is dual authorization set up for each transaction.
- b. Retaining walls:
 - i. **Action Item:** The Board is going to look at the suggested retaining walls and decide on how to proceed further.
- c. Waiver with regard to park equipment:
 - i. **Action Item:** Make further modifications to the form for approval by the Board.
- d. Camper requesting a refund due to trailer not fitting in the site:
 - i. **Motion:** For this particular circumstance of a camper not being able to fit their trailer, that we do provide them with the refund.

Andy/Brad.

Carried.

9. Correspondence

- a. Correspondence from A13
- b. Correspondence from S36
- c. Correspondence from A5
- d. Correspondence from B13
- e. Correspondence from B3

10. Pressing Business

- a. Update that can be provided to cabin owners with regard to our status of surveying and cabin leases and our anticipated deadlines.
 - i. **Action Item:** An e-mail will be drafted after the meeting with Geoverra on Monday.
- b. Review of draft cabin lease
- c. Review of draft public event agreement and cost estimate table for the September wedding
 - i. Trevor Cross (Chair) handed the meeting to Andrew Didiuk (Vice-Chair) and Trevor Cross (Chair) recused himself of the discussion. After the discussion concluded, the meeting was handed back to Trevor Cross (Chair).
 - ii. Andrew Didiuk (Vice-Chair) sent out the amended public event agreement via e-mail. **Motion:** To accept the public event agreement as provided via e-mail.

Brad, Lee, Joan and Chris via e-mail.

Carried.

11. Old Business

- a. Boat launch parking (Tabled for the fall)

12. New Business

- a. Compliance concerns
- b. SRPA AGM and Convention October 20 – 22, 2022
- c. Lagoon (Tabled)
- d. Fun day (Tabled)
- e. Pros and cons of grading the roads (Tabled)
- f. Update with regard to the status of the seasonal lease agreement committee, development and improve committee and the environment committee
 - i. **Action Item:** An email be to update committees and what they can expect as a committee member.
 - ii. **Action Item:** An email will be drafted to request more volunteers for further committees.
- g. OH&S comments from Park Manager (Tabled)
- h. Tree house built opposite of S45 and S46 (Tabled)

13. In camera session as required

14. Motion to adjourn at 10:43 p.m. The next meeting will be September 19, 2022, at 6:00 p.m. via Zoom.

Chris/Brad.

Carried.