

**Emerald Lake Regional Park Meeting**  
**Sunday, January 20, 2019 @ 1:00 p.m.**  
**Minutes**

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1. Meeting called to Order.
2. Attendance: Gord (214.40), Don (150) Fay (280), Larry (0), Darcy (0), Tom (0)
3. Adoption of Agenda  
**MOTION:** To adopt the agenda. Darcy/Don. Motion Carried.
4. Review Minutes  
**MOTION:** To adopt the minutes. Darcy/Don. Motion Carried.
5. Treasurer Report  
**MOTION:** Open a chequing/saving account for damage deposits.  
Motion Carried.  
**MOTION:** To adopt financials. Darcy/Faye. Motion Carried.
6. Correspondence
  - a. Correspondence from Penney W.
    - i. Discussed and will respond.
  - b. Correspondence from Kaleb F.
    - i. Discussed and will respond.
  - c. Correspondence from Grant T.
    - i. Discussed and will respond.
7. Old Business
  - a. Building Bylaws (Tabled)
    - i. Need to be updated and rewritten then send in for approval.
    - ii. Cottage set back distance from road.
    - iii. Percentage of lot that must be left for parking.
    - iv. Water security permit submitted to board on all lake front cottages.
  - b. New governance policies. (Tabled)
  - c. Upcoming cabin lease.
    - i. We will provide Amended Lease when we send out the Invoices. It will provide an Amendment to 2020. At that time, surveying will be finalized and we can Amend to a long term lease.
  - d. Fees (seasonal, cabin, shed, square footage, boat launch)

- i. **MOTION:** We will continue to not charge a boat launch fee. We will watch the traffic and discuss after next season again. Vote: 6/6. Motion Carried.
  - e. Newsletter
    - i. Discussed and then tabled for next meeting to conclude.
  - f. Operating budget and capital expenditures. Estimates to apply for grant at end of April. We needed a detailed budget to provide to Fran.
    - i. TABLED.
  - g. Manager winter pay.
    - i. TABLED.
- 8. New Business.
  - a. Election of chair, vice chair and committees.
    - i. Faye – Chair (Vote: 6/6) Larry – Vice Chair (Vote: 6/6) Motion Carried
    - ii. The Treasurer, Chelsey Watts, will be the authorized person to communicate and deal with Canada Revenue Agency for all purposes.
    - iii. Emerald Lake Regional Park Authority’s Accountant, Cogent Chartered Professional Accountants LLP, will be authorization to communicate and deal with Canada Revenue Agency for all purposes as a secondary person.
    - iv. Chelsey Watts and Faye Johnston will have signing authority on behalf of Emerald Lake Regional Park Authority.
  - b. New septic tank prices.
    - i. Discussed our supply of septic tanks and whether we need to purchase new ones. Gord will provide the Board with written quotes for 2 tanks and 4 installs.
  - c. Cabins or buildings that have been sold on leased land in 2018.
    - i. Discussed and Chelsey will respond to SAMA.
  - d. Update policies and create new ones.
    - i. TABLED
  - e. Camping – online booking, camping rules and regulations. Update by Faye.
    - i. Discussed the online booking and modified the camping rules and regulations that will be available to the public.
    - ii. **MOTION:** Swimming lessons will be \$45.00 for young children, and \$55.00 for the rest. Vote: 6/6. Motion Carried.
  - f. Managers roles and responsibilities – job description. Darcy?
    - i. Darcy to provide feedback.
  - g. Updating website (both official site and SRPA)

- i. Discussed and this will be ongoing.
- h. Working group for 13 seasonal sites to get ready for spring.
  - i. Faye, Don and Larry. This will be an “on-call” schedule put in place in more detail at a later date.
- i. Seasonal site assignments.
  - i. The sites will be assigned at random to the list of people on the seasonal waiting list. If they would like to move to a different site, they can be put on the seasonal move list.
- j. Winter maintenance.
  - i. TABLED
- k. Camping trailers on cottage lots.
  - i. Send correspondence outlining that camping trailers are not to be parked on cottage lots.
- l. Parking of both vehicles and boats on park property.
  - i. TABLED
- m. Golf course – committee and future.
  - i. Update website. We still have two decent golf carts that we will rent out this year.
- n. Rental cabin – purchase of items.
  - i. We purchased new pots and pans for rental cabin.
- o. Pickle ball – Where do we go and who will take ownership?
  - i. TABLED
- p. Surveys and community planning update.
  - i. We are going ahead with this.
- q. Locking of both summer and winter gates.
  - i. TABLED.
- r. Constitution and governance.
  - i. TABLED.
- s. Let’s Camp Discussion
  - i. Discussed above.

9. Next Meeting – February 13, 2019 @ 6:00 p.m.

10. Adjournment