

# Brightsand Lake Regional Park Authority



February 26, 2024

7:00 p.m.

SWDFRA Firehall

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**Meeting called by:** Chairperson Clinton Parker      **Type of meeting:** Regular Monthly Meeting

**Facilitator:** Chairperson Clinton Parker      **Note taker:** Shiloh Bronken

**Attendees:** Board Members Present: Clinton Parker, Tara Gurnsey, Victor Hamm, Darcy Wildeman - Virtual, Paul Schiller, and John Florizone - Virtual  
Guest[s]: Shiloh Bronken

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Call to Order by [Signature] Chairman Clinton Parker at 7:02 p.m.

Welcome to Board Members and Guests.

## Minutes

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### Agenda

#### MOTION

02-2024-001

T. Gurnsey

The Brightsand Lake Regional Park Authority adopts the February 26, 2024 Agenda as presented.

Carried

### January 22, 2024 Minutes

#### MOTION

02-2024-002

P. Schiller

The Brightsand Lake Regional Park Authority approves the January 22, 2024 Regular Scheduled Meeting Minutes as revised.

Carried

### Outstanding Business

Trout Pond – Gate completed, dirt – compaction testing (RMI), Mitchell Bros needs a couple of days, black dirt – slumping; Water Security Agency Permit extension requested.

#### MOTION

### Job Descriptions and Organizational Chart

02-2024-003

V. Hamm

The Brightsand Lake Regional Park Authority approves the Organizational Chart and the following Job Descriptions:

- Park Operations Manager;
- Maintenance Manager;
- Entry Liaison Supervisor;
- Front Entry Attendant; and
- Operations Attendant.

Carried

Cr CHAIRPERSON

JB ADMINISTRATION

**MOTION**

**2024 Maintenance Manager – Offer**

**02-2024-004**

T. Gurnsey

The Brightsand Lake Regional Park Authority offers Brent Hayward the position of Maintenance Manager for the 2024 Season.

**Carried**

**MOTION**

**2024 Entry Liaison Supervisor – Offer**

**02-2024-005**

T. Gurnsey

The Brightsand Lake Regional Park Authority offers Tammi Rendle the position of Entry Liaison Supervisor for the 2024 Season.

**Carried**

**MOTION**

**Winter Maintenance Compensation**

**02-2024-006**

T. Gurnsey

The Brightsand Lake Regional Park Authority approves compensation for D. Goodfellow in the amount of \$400.00 for winter maintenance at Brightsand Lake Regional Park to complete the burning and monitoring of the tree dump.

**Carried**

**MOTION**

**Canada Revenue Agency – Directors Update**

**02-2024-007**

J. Florizone

The Brightsand Lake Regional Park Authority approves and authorizes Victor Hamm – Vice Chairperson and Shiloh Bronken – Administrator to engage the Canada Revenue Agency to update all the files for Brightsand Lake Regional Park.

**Carried**

**MOTION**

**Brightsand Lake Regional Park – Sewer Bylaw**

**02-2024-008**

C. Parker

The Brightsand Lake Regional Park Authority TABLES the Sewer Bylaw to the March 25, 2024 Regular Scheduled Meeting.

**Carried**

**MOTION**

**Statement of Financial Activities as of January 31, 2024**

**02-2024-009**

P. Schiller

The Brightsand Lake Regional Park Authority acknowledges the Statement of Financial Activities as of January 31, 2024 as presented.

**Carried**

 CHAIRPERSON  
 ADMINISTRATION

**MOTION**

**Accounts for Payment – February 26, 2024**

**02-2024-010**

T. Gurnsey

The Brightsand Lake Regional Park Authority approves the Accounts for Payment as of February 26, 2024 totalling \$10,312.84.

**Carried**

**Administration to confirm that online reservations open April 1, 2024 and to check with Saskatchewan Regional Parks Association to confirm the details of Seasonal Passes.**

**MOTION**

**Internet Access for Brightsand Lake Regional Park**

**02-2024-011**

V. Hamm

The Brightsand Lake Regional Park Authority TABLES discussion on Internet Access to the March 25, 2024 Regular Scheduled Meeting.

**Carried**

**MOTION**

**2024 Fee Schedule for Brightsand Lake Regional Park**

**02-2024-012**

V. Hamm

The Brightsand Lake Regional Park Authority TABLES discussion on 2024 Fee Schedule for Brightsand Lake Regional Park to the March 25, 2024 Regular Scheduled Meeting.

**Carried**

**MOTION**

**2023 Outstanding Taxes for Brightsand Lake Regional Park**

**02-2024-013**

C. Parker

The Brightsand Lake Regional Park Authority requests Administration to send correspondence to the 2023 Outstanding Tax Account Holders requesting payment to the Rural Municipality of Mervin No. 499.

**Carried**

**MOTION**

**2024 Cabin Owner Lease Invoices**

**02-2024-014**

C. Parker

The Brightsand Lake Regional Park Authority requests Administration to send out the 2024 Cabin Owner Lease Invoices.

**Carried**

**MOTION**

**Saskatchewan Regional Parks Annual Convention**

**02-2024-015**

D. Wildeman

The Brightsand Lake Regional Park Authority requests Administration to complete registration for three (3) participants to attend the Saskatchewan Regional Parks Annual Convention from April 11-13 at the Saskatoon Inn and Conference Centre.

**Carried**

 CHAIRPERSON  
 ADMINISTRATION

**MOTION**

**Board Development Training** **02-2024-016** D. Wildeman

The Brightsand Lake Regional Park Authority requests Administration to complete registration for Clinton Parker – Chairperson for the Board Development Training on April 11, 2024 at the Saskatoon Inn and Conference Centre.

**Carried**

**MOTION**

**Campground Operator Virtual Training** **02-2024-017** C. Parker

The Brightsand Lake Regional Park Authority requests Administration to complete registration for three (3) participants to the 2-day Virtual Campground Operator Training Workshop at a cost of \$50.00 per participant.

**Carried**

**MOTION**

**2024 Capital Projects** **02-2024-018** V. Hamm

The Brightsand Lake Regional Park Authority TABLES discussion of 2024 Capital Projects to the March 25, 2024 Regular Scheduled Meeting.

**Carried**

**MOTION**

**Correspondence – February 26, 2024** **02-2024-019** P. Schiller

The Brightsand Lake Regional Park Authority accepts for note and file the correspondence as presented by Administration at the February 26, 2024 Regular Scheduled Meeting.

**Carried**

**MOTION**

**Adjournment** **02-2024-020** J. Florizone

The Brightsand Lake Regional Park Authority adjourns the February 26, 2024 Meeting at 9:20 p.m.

**Carried**

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**Other Information**

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**Special Notes:**

**Next Meeting – 7:30 p.m. on Monday, March 25, 2024 at the SWDFRA Firehall**

CF CHAIRPERSON

AB ADMINISTRATION