



SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

Draft Minutes of the Board of Directors Meeting for October 17, 2021

Executive Present:

Dave Clark – President
Teresa Nielsen - Vice President
Rob Scantlebury – Treasurer
Joanne Boomer – Secretary

Directors Present:

Justine Scott – B Petty Wong – C Bill Mitchell – D
Lottie Legros – E Doug Hogg – F Duane Round – G

Director Not Present

Ken Leahy – A (not present due to a glitch with ZOOM)

Guests:

Brian Lamb - Park Manager
Delegates – 1 delegate

1. President Dave Clark called the meeting to order at 10:04am.
2. **Approval of Agenda - Motion** to approve Agenda by Doug Hogg, seconded by Duane Round. **Approved.**
3. **Approval of previous meeting minutes of September 19, 2021. Motion** to approve minutes by Doug Hogg, seconded by Bill Mitchell. **Approved.**
4. **Business arising from Minutes/Old Business**
 - On going items from Board Meetings Action Items are below.
 - Review of the SLSR Rules and Regulations.
 - Wifi in the Park.
 - Purchase of paddleboats.
 - Length and widths allowed for both the main recreational vehicle and sleeper units.
 - Larry's Pond.
 - Garbage Dumpsters.
5. **Treasurer's Report** - Robert Scantlebury's reports were circulated to the board. (copies can be found on the store bulletin board). Moved by Robert Scantlebury, seconded by Teresa Nieslen, to accept the financial statements as presented. **Approved.**
 - The new Budget process starts in November.
 - Petty Wong asked about investing contingency funds for a better return. Rob happy to discuss this with Petty.



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6. **Park Manager's Report** - Brian Lamb's report was circulated to the board. Report attached.
 - Another full truckload of metal was removed from the garbage bins, at a cost to all campers. Brian is seeking less expensive ways to remove scrap metals. Darryl's Scrap Metal will be out to discuss costs.
 - Staff have been marking dangerous trees and will be contacting the arborist.
 - Proposal to repair retaining wall on Site G39. Staff will help with the repairs and the owners are prepared to cover the costs.
7. **Correspondence**
 - All emails sent to Joanne Boomer, Secretary to the Board have been answered.
8. **Standing Committee Reports**
 - No Reports.
9. **Working Committee Reports**
 - A Proposed Business Case to upgrade the hydro in the park from 30amp to 50amp was presented to the Board by Scott Dempsey (G29), who has previous experience with this issue in the park. After considerable discussion on the matter, it was moved by Duane Round, seconded by Teresa Nielsen, to accept the Business Case Proposal prepared by Scott Dempsey, for informational purposes. **Approved.**
 - The Board thanked Scott for his hard work in preparing such a comprehensive report.
 - Three companies have been asked to provide a quote.
 - Once all quotes are in, the Board will provide shareholders with all available information, together with a voting procedure to see whether there is sufficient support to proceed further.
 - If the Rule 4.3 & 4.7 Committee work is continued Donna-Marie Lamb (C38) would like to participate.
10. **Delegate Question/Presentation**
 - No delegate questions.
11. **New Business**
 - SLSR Treasurer will now be responsible for filing both the SLSR and the SLSHC (Holding Company) Annual Reports.
 - Duane Round asked to discuss dust suppression.
 - Brian says they use calcium chloride for dust suppression and has been upgrading the gravel on the park roads.
 - Duane will look into other dust suppression options and report back to the Board.

Meeting adjourned at 11:50pm.

Next meeting will be the November 21, 2021, 10:00am in the park at the store.



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October 2021 Park Manager's Report

1. The lower well has been put to sleep for the winter. Ken and Jeff reconfigured the plumbing so as to allow the pump to be run for a few minutes each month without charging the water system.
2. The 2nd new chlorinator arrived and will be employed when the water is turned back on next April. Both wells will now have new chlorinators.
3. Several smaller drainage issues were addressed throughout the park. This included beside our work yard area. With the drainage done, the site has been pruned and regavelled. We now have a new area that can be used.
4. The water slide has been winterized. Ken did an upgrade to the plumbing under the deck that will offer more protection from offseason damage.
5. Another full truckload of metal that was removed from the garbage bins was taken to the Demxx metal bin. I have been given contact info for an independent salvage company that may work with us. The large companies are too expensive for bin rental and pickup.
6. Three more Muskrat tunnels along Ryan's Pond were pounded down and filled with gravel.
7. Staff spent three days cleaning up debris on roadways and broken tree tops/branches on lots from the storm at the end of September. A list is being compiled to have an arborist attend again this fall to deal with danger trees.
8. All sites that were put up and/or are being put up for sale have had their boundaries established. Pinning some lots is indeed an adventure.

I would like to thank the staff for all their hard work this past season. Considering that two people are required for two hours each morning to complete our daily required duties, the accomplishments that were achieved over this season were phenomenal. Well done guys.



SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

SPIDER LAKE SPRINGS CAMPERS ASSOCIATION POWER UPGRADE BUSINESS CASE PROPOSAL - for discussion purposes only

Spider Lake Springs Campers Resort (SLS) is a 64-acre, 310 site private campground with each owner holding 1/310 Class B share. Some share holders may own multiple shares which entitles them to one vote per share.

The subject of increasing the power output to each site at Spider Lake Springs Campers Resort (SLS) from the current 30 amp to an increased amount of 50 amps has been brought forward to review and determine if this project is feasible and cost effective.

The scope of this report is to provide the current Board of Directors with relevant facts that must be reviewed and determined if this is a project that share holders in SLS are willing to take on.

These include:

- Review of Constitution and Bylaws for voting rights
- Legal opinion on voting rights
 - What percentage of votes will determine whether the project advances or stops?
 - How does a yes, no or share holder not voting be counted?
 - Voting manner
- Communication plan to share holders
- Project management team
- Impacts on share holders, positive and negative
- Financial impacts
- Time line to be established

FIRST STEPS: November/December 2021

Constitution and By-laws	Review by Board Members to ensure SLS takes the appropriate steps for a one-time special levy project.	Determine who will be tasked this review
Society Act	Review what provisions guide us in the Society Act	Determine who will be tasked this review
Communication	Inform all shareholders of SLS that this is being reviewed and looked into, but no cost will be associated to project at this time	President to complete. Important to be transparent and in front of the "rumour mill".



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Referendum Vote	Review of laws that determine the process of a referendum, what will the question be, what is determined a yes vote, a no vote or a share holder not voting does it constitute a yes or no vote	Determine who will review this subject This may require a legal opinion Example: A yes vote will be counted as you the share holder accepting the board of directors at SLS to move forward with a one-time special levy to commence the 50-amp power up-grade project. A No vote will be not to move forward with the 50-amp power upgrade and a non-vote will be considered a yes or no vote (board and legal opinion to determine this). This will allow the board to have a percentage based on 310 shares.
Percentage	Review and determine what percentage of yes votes will move the project forward. Example 50%, 60%, 80%	Board members
Communication	Continued communication	President to send out

SECOND STEP: January/February 2022

Contact 3 large electrical companies to carry out preliminary oversight at SLS.	Provide information on if they have the infostructure to complete the project Completion time Rough estimated cost	Park manager to arrange site tour and provide a copy of the electrical grid map of SLS to each contractor One board member to be present.
Financial	Can a loan be secured for share holders? Will savings or contingency funds be used? Determine what the one-time levy will be for each share holder	Treasurer to review and bring information forward to board members
Communication	Continued communication to the share holders	President to send out



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Project management team assembled	A project management team must be established.	Board members to determine who will be on the project management team. Board members are oversight, but not part of the team. The team reports to the Board. SLS Park Manager is to be part of the team as the communicator back to the Board.
Communication	Send out communication to see what percentage of share holders are either opposed or supportive of the project	President to send out communication Secretary to set up a data table to capture responses and feedback

THIRD STEP: MARCH/APRIL

Report to board members	Generate a report with all information from above tables to be shared at the AGM	Secretary and project manager.
Discussion of outcomes	From response table, determine if an electrical consultant should be hired to move forward with a more formal information report to share holders.	Park Manager, project management team with Board members' input. Motion to be put on the floor at a regular meeting to vote on this expense. Transparency in every step in vital.
Time Line	Establish project commencement if approved	Board to review Fall 2022 after park is closed is most reasonable with minimal impact
Cost	All projected costs will be tallied and divided between 310 share holders.	Provide to the Board for review and then provided to share holders



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FOURTH STEP: MAY 2022

Present at AGM	Complete report to be generated and presented at the AGM, with dates when a referendum vote will be done and method that will be used	<u>This information needs to be highly publicized to all share holders and other information sessions need to be scheduled.</u>
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Before a project of this magnitude can commence the basic information above must be obtained and shared with all share holders. The board must be prepared for opposition and heated reaction. By ensuring consistent communication, these impacts should be reduced as the board will be seen as transparent.

Positives to this project can be seen as:

- Increased amount of electrical per site allowing all units to be able to use associated equipment in the unit
- Old infrastructure upgraded on a established time line rather than an emergency upgrade that could encounter higher costs
- Reduced work load on park staff resetting tripped breaker on a regular basis.
- Increased value in shares, and thus the lot values will increase.

Negatives:

- Not all campers may be financially able to source the funds
- Increased cost could lead to new campers pushing to have the park more like an up-scale park and not the semi rustic park SLS is.
- Disruptions to the park October to March 2022/2023
- Negative feelings amongst campers
- Financial impact to the park and liability

If a decision to move forward is accepted, the board will then need to put out an offer to tender and then generate a legal contract with the company to complete the project. At this time a certified project manager may need to be hired to oversee the contract and project, and provide information and updates to the board.