

Dunmore Community Association Board of Directors Meeting Minutes

April 14, 2021

Cypress Council Chamber

Present: Shevaun Perrault, Jody Phillips, Nicole Johnson, Dawn Day, Scott Plouffe, Jenna Riess, Amy Edmonstone, Olivia Whenham, Alyssa Stork, Angela Adby, Donna Basso, Dan Hamilton, Tarolyn Aeserud (CAO), LesleyAnn Collins

Meeting called to order by Shevaun at 7:00pm

New Business:

Cypress County Updates – Dan Hamilton, Tarolyn Aeserud, LesleyAnn Collins

Delegation Meeting with County

Rotary Centennial Park – Chris Perret

Website

West Side Gopher Blasting & Grounds Maintenance

Membership Fees/Forms

Table for next meeting

Upcoming Vacant Director Position

Eagleridge Sign – Olivia

BMX – Dan follow-up

Park Maintenance bids for 2022

West Side rink maintenance/concerns

Review of Previous Agenda and Minutes:

Motion: Olivia made motion to accept the agenda - carried

Motion: Donna made motion to accept March 2nd/21 Board Meeting minutes – carried

Motion: Donna made motion to accept March 16th/21 Special Meeting minutes – carried

Motion: Donna made motion to accept April 4th/21 Emergency Board Meeting minutes - carried

Treasurer's Report:

Nicole reported current balance of \$32,005.86

Utility and insurance payments came out of the account for last month. Nicole has received the refund cheque for over-payment of utilities to the County in the amount of \$1898.98, and the MOST grant cheque in the amount of \$2196.19. Both cheques will be deposited in our bank account. The Province received our societal filings for 2018, 2019, and they just e-mailed us the forms to file 2020. Nicole will have them submitted well in advance of the May deadline, as the Annual Statement is already complete and ready to go.

Motion: Alyssa made motion to accept the Treasurer's Report – carried

New Business:

Cypress County Updates – Dan, Tarolyn, LesleyAnn

Clarified funding assistance for DCA West Side Park Project: Reminder that the \$50,000 funding for the West Side Park is not approved yet. There is no guarantee it will be approved. We still need to do our presentation to Council before a decision is rendered. Confirmation that this is not related to the 2021 Recreational Grant Request that LesleyAnn will release in May. If park is funded, the DCA must pay invoices up front and then bring receipts to the County for immediate reimbursement up to the approved amount.

Clarified DCA pre-approved yearly operating budget: We are approved for \$12,000.00 yearly. \$2000 of that is to disburse to other small community groups (who may apply to the DCA for small project/event funding). \$10,000 is for operating (grounds maintenance contract, port-a-potty, sprinkler blow-out in the fall, utilities, insurance, etc...).

Clarified Capital Grant Requests – requests can be made yearly. We must submit a proposal and estimates along with application form. If successful, the County will match up to 50% of the project cost, and the DCA must cover the remainder through other funds (grants, fundraising, donations). Applications from all Associations in Cypress County are considered at a Recreational Board Meeting and funds are awarded or not based on a variety of considerations.

West-side Park Bathroom – Tarolyn inquired about the information the DCA was gathering to remove the old bathroom. Jody updated her on the known info, and quotes received. Tarolyn advised the County will take over of removal the bathroom and all associated costs.

West-side Community Volunteer Clean-up Day May 1, 2021: The County will drop off bins in the parking lot so we don't have to do dump runs. They will arrange for the bins to be picked up the following Monday morning. Dan was aware we were going to remove some of the lilac bushes, and said he may be able to have a backhoe scheduled to dig them out. Dan requested we send a full list of all our plans and needs to LesleyAnn, and the County will inform us if they can assist with any of it.

Walking Path Update: Dan informed us the land for the walking path has been purchased by the County, so we will hear more about those plans going forward.

Delegation Meeting with County

Delegation for the April 20th Council meeting will introduce the DCA, present West-Side Park Improvement Proposal and make funding request. Will request approval to proceed with

West-Side Warm-up Structure replacement, inform of capital the DCA is investing into the community, and give a 5-year plan of the DCA's goals. We will have 15-20 minutes, with an additional 10 minutes for questions if needed. Council will discuss and deliberate after we exit the room.

Olivia and Jody opted to attend in person instead of via Zoom.

PowerPoint presentation must be submitted tomorrow (Apr. 15) to LesleyAnn

Rotary Centennial Park – Chris Perret

The Rotary Club is proceeding with Phase I of their plan to plant 100 trees in Dunmore on April 30th and May 1, 2021. The county has already tied in the water line, the path has been staked, and Grass Roots has already installed the drip lines. Trees are being delivered on April 23rd. The County has designated a parking spot and the mail boxes will be moved, the path will be raised slightly higher for drainage. The Rotary Club will have a tent, tables, water, juice, and ice on hand for volunteers. A press release will be made on Wednesday, and their website will be launched on Monday and shared with the DCA to promote. There will be “buy-a-tree” opportunities and corporate sponsorship opportunities. Community members can sign up on their website for a planting shift (6 shifts of 2 hours each per day). Chris asked if the DCA would post the event and help rally community volunteers. Once in place, the County will take control, but the maintenance will be passed on the DCA. Chris advised it not intended to be parkland, but native grasses that are low maintenance and don't need mowing. Dan advised we will enter discussion after regarding the DCA's scope of responsibility (ie. Irrigation).

Motion: Alyssa elected Shevaun to post project on Dunmore Neighborhood forum - carried

Motion: Olivia made motion to move date of our Community Clean-up Day as it falls on the same weekend - carried

Website – Jody

Jody reported that website is almost finished and ready to go live. She requested a small sub-committee be formed to review the site in fine detail for any errors or necessary changes. Jody reported the website will cost between \$150-\$200/year for the domain and site hosting. Also informed that the Membership page has been built, and optional on-line payments are possible if the Board approves that method. We will still allow Members to print the form and mail a cheque if they prefer.

Motion: Nicole moved that the DCA allows on-line membership payments – carried

Motion: Nicole moved that the DCA approve the annual website fee up to \$200.00 – carried

Motion: Nicole moved that Alyssa, Donna, Jody, and Jenna comprise sub-committee to do final detail review on website, and have power to go ahead and make the site live when they are satisfied it is ready. - carried

Alyssa Stork and Donna Basso had to leave the meeting – quorum remains

West Side Gopher Blasting & Grounds Maintenance - Scott

Scott reported the gophers are bad again already and advised he has become aware that the County has a chemical gopher eliminator foam gun. Last known siting was the corner of the shop. Scott asked Jody to add it to the list being sent to LesleyAnn for things we could use from the County.

The DCA is still unclear about the scope of responsibility for grounds maintenance and what the County takes care of. Through discussion, it became clear that the DCA is paying for some of the same things that the County is covering and overlap is occurring. Dan said he will get into it and bring information to the next meeting so this can be figured out. Dan recommended that the grounds maintenance should be put out to tender once the scope is clearly identified.

Motion: Amy moved that Shevaun contact Kelly Kambeitz to notify him of these changes and advise him that the contract will be put out to tender and he can apply – carried

Membership Fees/Forms – Jody

Membership forms are ready to go. The board needs to decide on the General Membership Fee. Board members will pay the same fee as General Members.

Motion: Amy moved that the 2021 membership fee by \$20 per individual– carried

Meeting Observations – Dan Hamilton

Dan advised that we are not required to have a 2nd for each motion, that “carried” denotes that a majority of voting members present passed the motion. He said it is simpler and takes less time. He also noted that we are not making motions to accept information, which is a standard method of formally acknowledging information has been received. He said that everything we do, even if no action is being decided should have a motion going forward.

Next Special Meeting RE: Projects April 28th, 6:30pm via Zoom

Next Regular BOD Meeting: Wednesday May 12, 6:30 at Cypress Council Chamber

Adjourned by Shevaun at 9:24 pm