BIRCH BAY LEISURE PARK

AUGUST 8TH 2026

BOARD MINUTES

Date:	**August 8th 2026**
Time:	**9:00 AM**
Location:	**ELM BUILDING**
Called to order by:	**Frank Costanzo - President**

BOARD IN ATTENDANCE

Frank Costanzo – President
Nathan Gurvich – Vice President
Sandy Sturko -Director
Brenda Bartleman – Director Finance
Cory Johansen – Director Communications

REGRETS

Roger Cochrane – Director HR & Secretary
James Walker – Director Entertainment

ALSO IN ATTENDANCE

Audley Adrian – Recording Secretary

GUESTS

Don Boudewyn – Ecco Wireless

Proposal sent to Board
With Ziply Wireless being sold, the previously understood offer of serice into our park is 'off the table'
An upgrade into the park would be done if phases
To give an idea of usage in our Park – previous long weekend, peak usage was 750mb. A day after the weekend, was down to 250mb.
Office would need to be it's own network, which would control entry fobs and security cameras.
Currently ~520 sites using wifi at their sites.
Summary from Ecco: "We're here to help the Park find a long-term solution"
Don to follow up ASAP with costing quote and potential time-frame.

Denise Gunn – 46-9

Touching base with Board regarding Nominations for Board

“Membership happy with Board and confident with decisions”, therefore some members who approach, wonder if current board Members are running

President Costanzo responds that no matter what, members should put their names forward.

The all candidates meeting is a great forum for members to be heard if they wish to run – if doesn’t work out this year, then maybe another year.

The strength of this Park is the committees

Board members will potentially run to make sure we have a Board – they won’t allow vacancies

Board suggests that there will certainly be one spot for sure – Ron’s second year

MEETING CALLED TO ORDER – 9:52AM

- **General Discussion:**
- Glad for presentation from Don @ Ecco
- Guard shack is a real IT mess – doesn’t have access to the Office server
- Security should have access to the server and have fillable forms, evening recaps, etc
- Important to have Don get the office and guard shack sorted out and running together.

ADOPTION OF THE AGENDA

- Unanimous

ADDITIONS TO AGENDA

- None

RATIFICATION OF PREVIOUS MINUTES – JULY25TH, 2026

- Approved

PRESIDENT’S COMMENTS

Preparation for AGM– General Review

- We are getting an audit done
- There is some confusion on whether we need to do an audit every year or two, as was suggested at the Town Hall

2025 Income Taxes for Leisure Park

- They have been filed for 2025

Larson Gross Accountant

- Engagement letter has been signed.
- Brenda meeting with them every Monday
- Have access to our online banking
- Being updated with statements for all our accounts we have – Lowes, etc
- Payroll being done by them as of this cycle
- Staff is all set up on new system
- Will guide us on what needs to be done to clean up our systems

GM Review

- An offer has been made to a candidate – currently waiting for response

GENERAL ADMINISTRATION/CORRESPONDENCE

- Correspondence from XX-XX Noise complaint August 3rd
  - Security had asked the site to quiet down
- Noise complaint XX-XX July 21st
- Member XX-XX fined for neighbourliness and abuse of staff
- In absence of General Manager, security staff has been given authority to use discression to give fines.

GENERAL MANAGER UPDATE – DIRECTOR BARTLEMAN

- Director Bartleman spending time doing 'clean-up' for accounting firm
- Payroll will be handled by new accounting firm
- Managing staff is taking most of her time
- A contract housekeeping employee had to be terminated for abusing timekeeping system
- Need to hire a new housekeeping employee
- Will explore temp agency as well
- Need another maintenance employee
- Suggestion to let Maintenance Lead hire another person
- Will leave full-time hiring to new GM
- Only other temp is the pool attendant
- **Motion made by President Costanzo** to appoint Brenda Bartleman as contract worker in the Park office, as of September 8th, and allow payment for time worked FROM HOME remotely FROM CANADA. This is NOT Board related work, and will help transition to our new General Manager. A temporary situation, and the Board will approve all invoiced hours. This will be reviewed again on October 1st.
- Seconded by Director Johansen. Board approved.

COMMITTEE REPORTS

- **LONG RANGE PLANNING**
  - Lora Lane Update
    - Tetra Tech proposal to tie the two proposals together
    - No dollars to be spent until that is sorted out
    - Wanting to have someone look at culvert before the wet season
  - Sewage report in office now – to be reviewed.
  - Looking at the potential of separate project of realigning the front entrance
    - New guard shack
    - New walk path to beach
    - New gates, etc
    - Still on hold with Lora Lane project due to legal issues in another district

- **GROUNDS COMPLIANCE / RULES & REGULATIONS**
  - Some sites being cleaned up
  - 10 'worst' will be followed up with
  - Cory and Nathan to tour the sites on the list today

- **HR AND COMPENSATION**

    - No update

- **ENTERTAINMENT**
    - No update

- **FINANCE COMMITTEE**
    - Scott has agreed to continue to chair finance committee

- **COMMUNICATIONS**
    - No update

NEW BUSINESS

- Going to arrange garbage pickups twice a week for remainder of summer

OLD BUSINESS

- None

DATE FOR NEXT BOARD MEETING – SEPT 6TH 2026 AFTER AGM

MEETING ADJOURNED – 11:43am