

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING
January 16, 2023
6:00 pm, Virtual Zoom Meeting



ATTENDANCE: President Mike Pashak, Brian Waterhouse, Rob Dickie, Gary Burns, Ren Giesbrecht, Julie Maplethorpe, Roger Montpellier, Curtis Schoepp and, Marlene Walsh

REGRETS:

RECORDING: Deb Hamilton, Interim Executive Director

ALSO IN ATTENDANCE: Colleen Ewashko, Interim Financial Manager

1. CALL TO ORDER

President Mike Pashak called meeting to order at 6:00 pm.

2. ADDITIONS TO THE AGENDA

- a. Item 7. f. Board Resignation – Christine Holmes
- b. Item 7. g. LGFF – Letter of Support Request from Alberta Municipalities

3. APPROVAL OF THE AGENDA

Res. 23-01

Moved by Gary Burns that the agenda be approved as amended to include items 7. f. and g. as listed above.

Carried

4. MINUTES

- a. **November 21, 2022 Meeting Minutes**

Res. 23-02

Moved by Ren Giesbrecht that the November 21st, 2022 minutes be approved as circulated.

Carried

- b. **Rescind Resolution 22-37**

Julie Maplethorpe advised that she would be abstaining from any discussion on the September 19, 2022 minutes as she was not on the board at that time.

Res 23-03

Moved by Gary Burns that Resolution 22-37 (which was to adopt the September 19, 2022 minutes and 2022 AGM minutes) be rescinded.

Carried

- c. **September 19, 2022 Meeting Minutes**

Julie Maplethorpe abstained from any discussion on the September 19, 2022 minutes as she was not on the board at that time.

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING
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Res 23-04

Moved by Mike Pashak that the September 19, 2022 minutes be approved as circulated.

Carried

d. 2022 AGM Meeting Minutes

Res 23-05

Moved by Ren Giesbrecht that the October 20, 2022 Annual General Meeting minutes be accepted as information.

Carried

e. November 29, 2022 Special Meeting Minutes

Res 23-06

Moved by Julie Maplethorpe that the November 29, 2022 Special Meeting minutes be approved as circulated.

Carried

f. December 8, 2022 Special Meeting Minutes

Res 23-07

Moved by Brian Waterhouse that the December 8, 2022 Special Meeting minutes be approved as circulated.

Carried

5. FINANCES

a. Closed Session

Res 23-08

Moved by Mike Pashak that the meeting move into closed session at 6:14 p.m.

Carried

Res 23-09

Moved by Gary Burns that the meeting revert to open session at 6:47 p.m.

Carried

Res 23-10

Moved by Ren Giesbrecht that the ASVA proceed with obtaining an email legal opinion from RMRP regarding if there is "just cause" as discussed in closed session.

Carried

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING
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Res 23-11

Moved by Ren Giesbrecht that once the email opinion is received from RMRF, the Executive be authorized to discuss and then proceed with sending communication outlining funds owing as discussed in closed session.

Carried

Res 23-12

Moved by Brian Waterhouse to approach retired legal counsel as to whether there may be alternate forms of action for the situation discussed in closed session.

Carried

b. Financial Report to December 31, 2022- Preliminary

Colleen Ewashko provided an overview of the preliminary 2022 financials to December 31, 2022. She advised that there may still be a few yearend journal entries to conclude the year.

Res 23-13

Moved by Curtis Schoepp that the preliminary financial report for the month ending December 31, 2022 be accepted as presented.

Carried

c. 2022 Conference Financial Report

Colleen Ewashko provided a detailed review of the 2022 conference financials.

Res 23-14

Moved by Rob Dickie that the 2022 conference financial report be accepted as information.

Carried

d. 2023 Budget

The proposed 2023 budget was review by the board. Further discussions took place regarding the membership fees, cost of interim administration and possible grants. **ACTION:** Research grant opportunities for operations.

Res. 23-15

Moved by Rob Dickie that the 2023 Budget be approved as circulated with total revenues of \$105,635 and total expenses of \$105,540.

Carried

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING
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e. 2023 Membership Fees

Discussions took place regarding the impact of increasing the membership rate, specifically the maximum rate. The board felt this may not be the time to increase any rates.

Res. 23-16

Moved by Gary Burns that the 2023 membership rate be set at \$.0262 mills to be multiplied by the 2023 residential equalized assessment of each summer villages, divided by 1000, to a maximum of \$975 annual membership dues per municipality, which is the same as that of 2020.

Carried

6. OLD BUSINESS

a. Director: Vacant Position – Island Lake & Baptiste Lake Region

Curtis Schoepp advised that he has not yet received any response from anyone in his zone interested in putting their name forward to sit on the ASVA board. Discussions took place regarding next steps.

ACTION: President Mike Pashak to send letter to Island Lake & Baptiste Lake Region summer village municipalities advising of the vacancy and requesting interested parties to put their name forth.

b. Bylaw & Policy Updates – To Address Financial Review vs Audit

Discussions took place regarding amending the Bylaw and Policy in relation to changing the yearend annual financial review from an audit to an “externally compiled financial statement” completed by a CPA.

Res. 23-17

Moved by Ren Giesbrecht that the Executive and Executive Director proceed to review the ASVA Bylaw and Policies in relation to financial management with the review being compiled no later than the July 2023 board meeting.

Carried

7. NEW BUSINESS

a. HR Committee: Recruitment

The Board was updated on the status of the recruitment process. The committee members participating in the recruitment include the Executive being Mike Pashak, Brian Waterhouse and Rob Dickie as well as the Conference Organizing Committee being Marlene Walsh and Ren Giesbrecht.

b. Strat Planning Session Consultants: ACSN Donation

Mike Pashak reviewed the letter from the Alberta Community Support Network (ACSN) that was excluded in this agenda which identified that there was approximately 45 hours of work done. This organization

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING
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provides volunteer services and looks for donations to continue this service to not-for-profits. Further discussions took place regarding what was budgeted in 2022.

Res. 23-18

Moved by Gary Burns that the ASVA donate \$1,500 to the Alberta Community Support Network for their services in facilitating the 2022 Strategic Planning Session.

Carried

2023 Conference Committee Membership

The Board reviewed the Annual Conference duties listing. Ren Giesbrecht, Marlene Walsh, Brian Waterhouse, Rob Dickie and Gary Burns all volunteered to form the 2023 Conference Committee. Reminder that 2023 will be the Association's 65th Anniversary.

c. Appointment of Accountant

Res. 23-19

Moved by Mike Pashak that Colleen Ewashko be appointed as the CPA to undertake an externally compiled financial statement for the year ending 2023.

Carried

d. February 2023 Board Meeting

Discussions took place regarding holding a February Board meeting to finalize and review any outstanding items while the Interim Executive Director is involved as well as to appoint the new Executive Director.

Res. 23-20

Moved by Mike Pashak that a Board meeting be held February 22, 2023 at 6:00 p.m.

Carried

e. Letter to Resignation – Christine Holmes

Mike Pashak advised that Christine Holmes sent an email advising that she must resign from the ASVA Board. She did make note that she can be available for any communication consultation advice. Brian Waterhouse advised that he would work on finding another board member.

f. LGFF – Letter of Support Request from Alberta Municipalities

Discussions took place regarding Alberta Municipalities request to Summer Villages to support their position on the LGFF funding model. It was noted that the ASVA has their own position which has already been communicated to the Minister of Municipal Affairs.

8. ITEMS FOR INFORMATION

a. Action List – Reviewed as information

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING
January 16, 2023
6:00 pm, Virtual Zoom Meeting



9. Committee Reports

- A. **President's Report** – circulated with agenda
- B. **Executive Director's Report** – circulated with agenda
- C. **AB Aquatic Invasive Species Program** –
- D. **ALMS** –
- E. **Lake Stewardship/AIS** –
- F. **Decibel Coalition** – nothing to report at this meeting
- G. **AWC** – circulated with agenda
- H. **Pigeon Lake Watershed Assoc** – circulated with agenda
- I. **MASSAC** –
- J. **LILSA** – nothing to report at this meeting
- K. **SVLSAC** – circulated with agenda
- L. **FIRESMART** – circulated with agenda
- M. **ABmuni's Waste & Wastewater Grants** –
- N. **Forest Resource Improvement** –
- O. **Water for Life** –
- P. **WPAC - Athabasca** –
- Q. **WPAC – Wabamun** –

Res 23-21

Moved by Rob Dickie that the Committee Reports be accepted as information.

Carried

10. ROUND TABLE

Curtis: Working with government on golf carts in the summer village

Gary: Long time CAO is retiring, have a replacement already, in transition right now. Debbie Tyson is new CAO. Bridge and road work completed, half million dollars spent on the project. Will do paving in spring. Discussions on municipal office locations.

Rob: Quiet this time of the year.

Julie: More than a decade of a nothing in our subdivision, we now have two homes going up. Putting up a fence on the environmental reserve area. Having dragon boat races on Feb 10 & 11th. Have provided info on Community Services recovery fund grant that may be worth checking out.

Roger: Report provided, includes info on blue green algae

Marlene: Working on strat. planning and 2023 budget, ACP grant ap for a feasibility study for water.

Brian: Discussions on illegal campgrounds in the surrounding county close to summer village. County working on this issue.

11. ADJOURNMENT

The meeting adjourned at 8:50 pm.

12. NEXT MEETING: February 22, 2023 at 6:00 p.m.