

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING OF MARCH 21, 2016
6:30 pm, Royal Executive Inn, Edmonton, Alberta



ATTENDANCE: Peter Pellatt, Bob Yontz, Rob Dickie, Leslie Ellis, Chuck Dechene, Glen Usselman, Pete Langelle, Marlene Walsh, Joyce Megson, Dennis Evans, Beverly Anderson

REGRETS: Betty ForfyLOW, Gary Burns

1. Call to Order

Peter Pellatt called the meeting to order at 6:15 pm.

2. Deletions & Additions to the Agenda

- a. Item 7.a. – GICs Reinvestment
- b. Item 8.f. – FRIAA Phase 3 Update on Expression of Interest
- c. Item 9.a. – Town of Onoway letter
- d. Item 9.b. – Gerry Haekel email re: Public Consultation Process of Boat Mooring
- e. Item 10.e. – AIS – MSI Funding
- f. Item 10.f. – File Management Expectations
- g. Item 10.g. – Bylaw Control Officer

3. Approval of the Agenda

Res. 16-12

Joyce Megson moved that the agenda be approved as amended

Carried.

4. Delegation – Brian Illnicki – Executive Director – Land Stewardship Society (LSC) & Nature Alberta

The LSC and Nature Alberta have a shared services contract under Brian but each organization has retained their separate identities. Brian reviewed the programs offered by these two organizations which would be of interest to summer villages including: The Stewardship Toolbox, The Green Acreages Guide, Green Communities Guide, Watershed Stewardship Grants, Conservation Land Registry, Conservation Easement Registry, the LSC Annual Report Card, Living By Water program and the Important Bird Areas.

5. Minutes

- a. Approval of the February 22, 2016 Meeting Minutes

Res. 16-13

Moved by Leslie Ellis that the February 22, 2016 Board of Director Meeting minutes be approved as circulated.

Carried.

- b. Approval of the March 14, 2016 Special E-Meeting Minutes

Res. 16-14

Moved by Chuck Dechene that the March 14, 2016 Special E-Meeting minutes be approved as circulated.

Carried.

6. Review of Action Items

Action Items were reviewed and updated.

- a. Fire Protection Framework – now with the completion of the Framework, Peter will follow-up with Chubb Insurance and the Fire Commissioner in April.
- b. Peter will bring more information on the Water Sprinkler program to the Board in April.

7. Financial Reports

a. GICs – Reinvestment Priorities

Res. 16-15

Moved by Peter Pellatt that Treasurer Rob Dickie and Executive Director, Beverly Anderson look into investment options and reinvest the GICs into an appropriate type of GIC.

8. Committee Reports

- a. **Lake Stewardship / AIS** – No Report
- b. **MSSAC** – No Report
- c. **FRIAA Phase 2** – No Report
- d. **Fire Protection Framework Update**

Beverly reported that project has been completed. CPP has submitted the Summary Report along with the Workbook, Accreditation Program and Framework documents. Beverly reviewed the “Recommendations” from the Summary Report.

ACTION: Beverly is to undertake the following actions in regards to the Fire Protection Planning Framework:

- i. Ask the 32 Summer Villages to submit a copy of their Accreditation Audit Form to the ASVA by May 31, 2016
 - ii. Ask the 32 Summer Villages to have their workbook completed and submitted to the ASVA by September 30, 2016
 - iii. Beverly to post the FPP documents and webinar to the ASVA website
 - iv. Beverly to collect data on completion of the FPPs for the summer villages
 - v. Confirm with summer villages that they are working through the process, including the ones who were unable to attend.
 - vi. Peter to take document to an insurance provider to gain input and recommendations
 - vii. Beverly to ask Ryan if he could assist in developing a FAQ document to assist summer villages
 - viii. Consider applying for a grant to hold follow-up workshops in 2017
- e. **AUMA Report**
 - i. Mayors Caucus – March 9-10th Beverly circulated notes from the Mayors Caucus. There was good representation from the summer villages at the Caucus (11 summer villages representatives in attendance).
 - f. **FRIAA Phase 3 Update** – Beverly received a phone call from Byron stating that FRIAA wanted to see full proposals on the 2 EOI that we had submitted (Chipping/Education program & Bylaw/Education Program). Byron did note that the FRIAA Committee have concerns over our

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administration fees. The Board indicated that they were not prepared to go under 6%. As well, we were directed that proposal development could only be invoiced at \$1000 each.

Res. 16-16

Moved by Pete Langelle that we retain CPP to develop the full proposals for the two applications.

Carried.

ACTION: Beverly to draft a letter for Peter's signature to FRIAA Review Committee stating the rationale for the administration fee.

9. Correspondence - As circulated

- a. Town of Onoway – copy on their letter to AUMA – Received as information.
- b. Email – Gerry Haekel – Public Participation Process regarding Boat Mooring

ACTION: Beverly to contact Gerry Haekel requesting the expected timing of the public review process and to have AEP develop a response for circulation to the summer villages.

10. Further Business

- a. **Alberta Water Council – Lake Management Team – Draft Recommendations** – Beverly reviewed the recommendations and received the Boards input.

ACTION: Beverly to submit on Peter's behalf.

- b. **ASVA CAO / AUMA Meeting** – Beverly reviewed the draft agenda. We are still waiting for confirmation as to interest from the CAOs.

ACTION: Beverly to send out an invitation to CAOs to confirm attendance.

- c. **Amendment – Policy 1.0 – ASVA Honorariums & Travel Expenses**

Res. 16-17

Moved by Glen Usselman that we approve the amendments to Policy 1.0 – ASVA Honorariums and Travel Expenses to cover non-meeting type of expenses.

Carried.

- d. **General Discussion on Theme and Speakers – ASVA Conference**

ACTION: Take to the COC for discussion and bring back recommendations.

- e. **Aquatic Invasive Species (AIS) – MSI Funding**

Peter and Leslie provided an update on the discussions with Municipal Affairs and reviewed recommendations for MSI funding by Kate Wilson. The Board directed Peter to refer to the Special Resolution 2015-SR02 but don't ask for a certain amount of funds. That will be up to each summer village.

ACTION: Peter will write a letter to go to the summer village councils explaining the opportunity available.

- f. **File Management Expectations**

Beverly asked for clarification on what ASVA files need to be kept, in what format and for what length of time.

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Res. 16-18

Moved by Chuck that the ASVA maintain electronic copies of Board minutes and AGM minutes for 10 years on a rolling system. The Executive Director is to retain hard / electronic copies of correspondence for 3 years.

Carried.

g. Bylaw Control Officer

Glen Usselman followed up on earlier discussions regarding training needs of a Bylaw Enforcement Officer. Glen indicated that no certification or licensing is required to undertake this job. The Bylaw Enforcement and Animal Control Officer from the SV of Sunrise Beach is willing to expand his services if there is interest. He is also able to attend a Board meeting or come to the ASVA Conference.

11. Adjournment Meeting adjourned at 8:59 pm.

Note: *Dates for Upcoming Board Meetings in 2016:*

<ul style="list-style-type: none">• April 25• May 30 (Note: Victoria Day May 23rd)• June 27• July 25• August 22	<ul style="list-style-type: none">• September 26• No regular Board Mtg. October 21/22 ASVA Conference<ul style="list-style-type: none">○ Note AUMA Convention October 5-7 Edmonton• November 28<ul style="list-style-type: none">○ Note AAMDC Convention November 15-17 Edm• December TBD
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