

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING OF NOVEMBER 23, 2015
6:00 pm, Royal Executive Inn, Edmonton, Alberta



ATTENDANCE: Peter Pellatt, Leslie Ellis, Chuck Dechene, Betty Forfyflow, Glen Usselman, Pete Langelle, Beverly Anderson
REGRETS: Bob Yontz, Rob Dickie, Marlene Walsh, Dennis Evans, Joyce Megson, Gary Burns
GUESTS: Mike Poscente and Ryan Archibald, CPP Environmental Corp.

1. Call to Order

Peter Pellatt called the meeting to order at 6:09 pm.

2. Deletions & Additions to the Agenda

- Add Item 5.b. – October 23, 2015 AGM Minutes for information
- Add Item 8.a.v. – AGM Resolutions Actions
- Table Item 8.b – Lake Stewardship
- Add Item 10b. – Correspondence from NAIT re Emergency Management
- Add Item 10 c. – AAMDC – Lac Ste. Anne County

3. Approval of the Agenda

Res. 15-46

Pete Langelle moved that the agenda be approved as amended.

Carried.

4. Delegation – none

5. Approval of the Minutes

a. Minutes of September 28, 2015 Board of Director Meeting

Res. 15-47

Moved by Pete Langelle that the minutes of September 28, 2015 be approved as circulated.

Carried.

b. Minutes of the October 23, 2015 ASVA Annual General Meeting

Res. 15.48

Moved by Chuck Dechene that the minutes from the October 23, 2015 AGM be accepted as information.

Carried.

6. Action Items

Action items were reviewed and updated.

7. Financial Reports

As per the direction from **Res. 15-42**, an amended budget and the associated quarterly report was presented.

Res. 15-48

Moved by Betty Forflyow that the amended budget be approved.

Carried.

8. Committee Reports

a. ASVA Conference

i. Facilitated Session Summary

Beverly presented the summary from the Conference Facilitated Group Sessions for both the CAOs and Councillors. The Directors felt that the sessions were well done and well received by the participants.

ACTION: Beverly to add the key strategies and requests for ASVA support into the Strategic Planning sessions that will take place prior to the Board meetings in Jan – Mar.

ii. Conference Evaluations Summary

Beverly provided a summary of the ratings of the various presentations and venue for discussion. The Directors discussed the results and the noted the preferred sessions and that there are still ongoing comments about the food and venue. The Board decided to use the Executive Royal Hotel for the 2016 Conference.

Recommendations for next year were discussed in Item 8.a.iv.

ACTION: In the new year, Beverly is to survey Councils to see if they want to pay more in registration fees for a different venue.

iii. Conference Financial Summary

Beverly presented the Financial Summary for the conference. The Board was pleased that we made a profit of \$15,402.52. Approximately \$4903 was profit from the registrations, \$3700 from the silent auction and \$6800 from sponsors. Expenses for materials, venue and food was just under \$23,000.

iv. Lessons Learned

The Board discussed lessons learned which included:

- Continue with the group facilitated sessions
- Work with hotel (or purchase) to improve the sound system
- Don't include rating of the food on the evaluation sheet – can't please everyone
- Have proper lighting on speaker/podium
- Consider setting up the stage on the side of the room
- Talk to the AUMA how they do registration
- Book Silver Room at the ERH to house the sponsors and coffee station
- Silent auction went on too late; if we have live auction, do it first

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING OF NOVEMBER 23, 2015
6:00 pm, Royal Executive Inn, Edmonton, Alberta



- Have the hotel identify foods that may contain allergens; notify CAOs that although we request delegates and guests to identify foods that they are allergic to, none are reported but always comments on the evaluation sheet.

ACTION: Beverly to compare 2014 conference finances with 2015 for the first meeting of the 2016 Conference Organization Committee.

v. Resolutions from 2015

Beverly identified that all but 2 of the resolutions were not written for the Government of Alberta response and asked the Board for direction.

ACTION: Beverly is to provide copies of the 2015 resolutions for information (requiring no response) to:

- Minister of Municipal Affairs
- Minister of Environment and Parks
- Minister of Tourism
- Minister of Agriculture and Food
- AUMA
- AAMDC

b. **Lake Stewardship / AIS** – Tabled

- c. **MSSAC** – Beverly gave a report on the progress of the committee and highlighted the continuing discussion around the Gas Tax Fund in relation to Asset Management.

ACTION: Beverly is to discuss this with AUMA staff Sue Boyachuk and Rachel de Vos when she meets with them in Red Deer.

ACTION: Beverly is to send information on this to Chuck Dechene for information.

Mike Poscente and Ryan Archibald from CPP Environmental Corp joined the meeting.

d. **FRIAA Phase 2**

Beverly indicated that we have received confirmation that FRIAA has accepted our proposal to undertake the Risk Management portion of the Wildfire Management Plans for the remaining 21 Summer Villages. A contract has been provided to the ASVA by FRIAA for sign off. Beverly recommended several amendments but needs to work with CPP to determine the scheduling of the project once the Board has confirmed that they will retain CPP as their contractor on this project.

Res. 15-49

Moved by Peter Pellatt the we accept the proposal by CPP Environmental Corp as the contractor to undertake FRIAA Phase 2 at the total cost of \$74,215. No GST is to be included on this project.

Carried.

Res. 15-50

Moved by Chuck Dechene that we accept and sign the contract between ASVA and FRIAA subject to the amendments required by ASVA and CPP.

Carried

e. Fire Protection Framework Update

Mike Poscente and Ryan Archibald from CPP Environmental Corp presented the components of the Fire Protection Planning Framework which includes the Framework, the Accreditation component and the workshops. Deliverables include a Framework Guidebook, the accreditation program, a workbook and the associated workshops that were proposed for Sylvan Lake, Pigeon Lake, Wabamun/Lac Ste Anne area (Alberta Beach), and Athabasca area, along with one webinar for those who cannot attend the workshops at one of these locations. The value of the project is focused on public safety.

The Board appreciated CPP including the who, when and how into the framework as earlier recommended. Suggestions for venues were proposed by the Board.

Requests from the Board:

- In lieu of the Athabasca site, hold one of the workshops in Edmonton since many of the councilors in the Athabasca and north-eastern area summer villages come from the Edmonton area.
- Check on workshop dates that they do not coincide with local festivals/events such as the Snow Days at Lac Ste. Anne
- Include a page at the beginning of the guidebook to identify stakeholders that need to be part of the development of a Fire Protection Plan, including; CAOs, Councillors, fire departments, adjacent municipalities, ratepayers, and MLAs
- Include lots of examples for the councilors to consider

ACTION: Peter Pellatt will forward a copy of the accreditation program to Chubb Insurance for their review and comments.

ACTION: Peter will work with CPP in having this initiative endorsed by the Alberta Fire Commissioner, Trent West.

ACTION: Beverly will contact AUMA to see if CPP can use their facilities for a webinar.

ACTION: Directors are to provide any final comments to Ryan by December 15th.

Mike Poscente and Ryan Archibald left the meeting.

- f. AUMA Report – Peter highlighted ongoing work by AUMA.

9. Correspondence

As circulated.

10. Further Business

- a. Terms of Reference for Darrell Neuman – Tabled
- b. Emergency Management Inquiry by NAIT

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
BOARD MEETING OF NOVEMBER 23, 2015
6:00 pm, Royal Executive Inn, Edmonton, Alberta



Action: Peter will provide name of someone he knows who might be interested.

- c. Development & Compliance Concerns – SV of S. Baptiste Lake

Beverly provided the information she had received from Joy Husel regarding her concerns.

Res. 15-51

Move by Peter Pellatt that we accept this as information.

- d. AAMDC – Comments by Lac Ste. Anne County regarding summer villages

Beverly explained that Leslie and her attended the AAMDC as guests. Dwight Davidson from Lac Ste. Anne County asked Minister Larivee about what she was going to do about summer villages.

Beverly followed up with Mr. Davidson and Mayor Bill Hegy regarding their concerns.

ACTION: Beverly is to follow up with Mayor Hegy to indicate that President Pellatt can meet with Mayor Hegy at his convenience and to let us know a date and location.

11. Adjournment Meeting adjourned at 9:13 pm.

Note: Dates for Upcoming Board Meetings in 2016:

- January 25
- February 22
- March (TBD) – Easter is Monday March 28
 - Note AAMDC Convention is March 14-17 Edmonton
- April 25
- May 3-
- June 27
- July 25
- August 22
- September 26
- October 21/22 ASVA Conference
 - Note AUMA Convention October 5-7 Edmonton
- November 28
 - Note AAMDC Convention November 15-17 Edmonton
- December TBD