

## Alberta Conservation Association

### Minutes of the December 11, 2014 Board of Directors Meeting

Edmonton Hotel and Convention Centre  
4520 – 76<sup>th</sup> Avenue, Edmonton, AB  
9:00 AM – 4:00 PM



#### PRESENT

Ken Ambrock (Vice Chair) – Public At Large, Northern Alberta Board Liaison  
Brian Bildson (Secretary) - Public At Large, Business Representative  
Vince Aiello (Director) – Pheasants Forever Alberta Council  
Ken Bailey (Director) – Alberta Professional Outfitters Society  
Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife  
Fred Calverley (Director) – Trout Unlimited Canada  
Randy Collins (Director) – Alberta Fish and Game Association  
Lee Foote (Director) – Academic Representative  
Sandra Foss (Director) – Nature Alberta  
Chris Fowler (Director) – Public At Large, Regional  
Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association  
Travis Ripley (Director) – Alberta Environment and Sustainable Resource Development  
Jaarno Van der Wielen (Director) – Public At Large, Regional

Todd Zimmerling – President & CEO, ACA  
Debora Dueck – Recording Secretary, ACA

#### REGRETS

Patrick Long (Chairman) – Wild Sheep Foundation Alberta  
Adam Norris (Treasurer) – Public At Large, Regional  
Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison  
Bill Abercrombie (Director) – Alberta Trappers Association  
John Pattison (Director) – Public At Large, Regional  
Treaty 8

#### 1. CALL TO ORDER

Vice-Chairman Ken Ambrock called the meeting to order August 20, 2014 at 9:10 AM.

#### 2. WELCOME AND INTRODUCTIONS

Vice-Chairman Ken Ambrock welcomed everyone to the meeting, round table introductions were made.

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### 3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 54/14

Moved by: Lee Foote  
Seconded by: Sandra Foss

Move that the December 11, 2014 agenda be accepted as presented:

MOTION CARRIED

The meeting is anticipated to conclude by 3:00 PM.

### 4. ACCEPTANCE OF THE MINUTES

- a. August 20, 2014 - Board of Director's Meeting – Electronic Motion: 50/14EV  
(Attachment A – Minutes of the August 20, 2014 BOD Meeting)

MOTION # 55/14

Moved by: Sandra Foss  
Seconded by: Lee Foote

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 50/14EV stating: "Move that the Minutes of the August 20, 2014 Board of Directors' meeting, be accepted as presented".

MOTION CARRIED

### 5. BUSINESS ARISING

- a. Review of Action Items  
(Attachment C – Action Items)

Action Items were reviewed and updates were provided.

### 6. COMMITTEE REPORTS

- a. Chairman / Executive Committee

Ken Ambrock, Vice-Chairman, provided a report to BOD on the activities of the Executive Committee.

- Executive Committee meeting held yesterday, items discussed will be brought to the Regular Board meeting today, in regard to Predator Compensation, Golden Ranches and Lethbridge Office.

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b. **President & CEO**  
(Attachment D)

The President & CEO report was reviewed and highlights were discussed and noted:

- Mike Kaiser, Senior IT Technician is no longer with the organization.
- Lisa Monsees, Communications Manager is no longer with the organization.
- Melissa Buskas, Biologist out of Peace River has taken a position with a consultant.
- New additions to the team: Britt Keeling, Intermediate biologist NE Office; Sheila Campbell, Business Development – SWP Corporate Office; Lisa Sembaliuk, Administrative Assistant RMH Office.
- Erin Vanderamarel has returned from maternity leave, working part time in the Cochrane Office.
- Currently recruiting for 3 Fisheries Biologists, 2 Land Biologists and 2 Wildlife Biologists.
- Several meeting attended by the President & CEO
- Eagle Terrace – met with ADM of Parks Graham Statt – looking at other options with regard to the Eagle Terrace Property.

c. **Finance & Audit Committee**  
(Attachment E)

President & CEO, presented the Financial Overview and Financials to October 31, 2014. Points noted:

- Levy revenues are \$568,624 higher than prior year actual amounts. As the majority of levy revenue has been received it appears that there will be a surplus in levy revenue of at least \$350,000.00 this fiscal year.
- Partner Contributions are lower by \$(495,823). Revenue from the Land Trust Grant was recorded in the prior year creating this variance in the current year.
- Miscellaneous revenue includes Conservation Site Guide and Magazine advertising, surface lease revenue, and ACA asset auction item proceeds. Revenue in the current year includes the Plover campaign as well as donations for Karvonen Film vignettes and amounts from Conoco Phillips.
- Revenues are \$1,498,470 higher than budgeted amounts. Levy revenue is over budgeted levels by \$1,847,670; however, budget is based on estimates and should not be considered in total as an actual increase but rather a timing difference as well as additional levy income. Partner revenue is lower than budget by \$(1,084,286) but is offset by amounts in donations, grants and miscellaneous revenue. As well there are funds that have been received and not yet spent that are recorded as deferred revenue and as such will not appear in this revenue code in the current year. The funds amount to \$506,816.
- Operating expenses were \$(585,763) lower than previous year levels mainly arising from changes in spending in salaries, advertising, construction and building services, temporary services, materials and supplies, grants and support payments.

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- The organization is \$(2,654,205) under budgeted expenditures. The majority of this variance is explained within salaries and benefits, landowner agreements, construction and building services, temporary services, property maintenance, rentals and leases, travel, materials and supplies, grants and support payments.
- An operating surplus of \$4,658,068 exists in comparison to the prior year surplus of \$3,466,363. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, and removing revenue from donated land and allocated to land purchases, the final result ends in a surplus of \$,281,250 for the period.
- Total land acquisitions are \$1,779,659 for the Sylvan Glen Site purchased from Shell funding, North Kamisak Lake, Salt Creek Conservation Site and Lac Cardinal West expansion site through Suncor funding, Escape Coulee, Silver Sage Expansion and Junction Lake through the Habitat Securement Fund, Reinwood Conservation Site purchased with Creative Sentencing funds and partnerships and the land donation of the Larches Conservation Site.
- ACA reported an accounting surplus of \$4,281,250, an amount that includes interest income, realized and unrealized results for investments or asset disposals. The realized loss on investments was \$(205,099); the unrealized loss on investments was \$(170,478). Interest revenue was \$486,296, and the loss on asset disposal was \$1,240. Once these are removed from results, the true operational surplus is \$4,171,773 compared to prior year operational surplus of \$3,435,038.
- Current assets have decreased by 13.4% from recorded levels at October 31, 2013 mainly from an increase in cash, specifically in Restricted Funds. The largest difference results from Land Trust Grants that are held until spent and designated activities. Prepaid expenses have also increased over last year as there is a deposit to McFarlane Pheasants for \$55,550 that will be moved to the expense once released by the vendor.
- The Endowment Fund balance is \$811,468 up from \$703,314 last year. Contributions to this fund were made by companies such as Total, Shell and Suncor and through creative sentencing funds. These funds transferred from bank accounts into holdings with Bissett Investments and appear as a separate line item as a long-term investment. This move will generate more interest income which will be held in the long term endowment account to facilitate growth.
- The Habitat Securement Fun had a balance at prior year end of \$7,343. Transfers were made to replenish the fund to \$207,343. Transfers out to the end of October 2014 were \$52,460 leaving a balance of \$154,883.

**d. Communications Committee**

Randy Collins Committee Chair updated the board on the Communication Highlights submitted by the Communications Manager:

- Communications Support – Promotion – designing several concepts for promotion to youth; RAP designing concepts for new trailer; Potter's Seep Conservation Site – signage completed; Deer & Elk Workshop – completed design of website, logos, registration system and activating website; Moose App – Developing FAQ webpage; Redwillow Watershed Values Survey – promotion;

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Corporate Partners – regular recognition via ACA Website main page and Constant contact e-Newsletter.

- Publications – 2013/14 Annual report completed; Conservation Magazine – planning and initial work for 2015 issue; Discover Guide – planning and initial work for 2015 issue; AOP –Draft ready for December 2014 BOD meeting; GECF AR – completed and posted.
- Events – Taber Pheasant Festival – design,materials and online support completed October 2014; Fish Stocking and Aeration Sites – promotion of sites, ads regarding thin ice dangers; Kids Can Catch – Planning for 2015 events, particularly Wabamun Lake in February 2015; Archery Days – Planning for 2015 events; Waterfowl Warmup – Planning for 2015 event.
- iPhone app: 37,146; Facebook: 4,727 Twitter: 2,566 followers; Subscription list is at 93,079.

**e. The ACA Grants Program Committee**  
(Attachment E-H)

Sandra Foss Committee Chair presented the revised:

1. Terms of Reference for the ACA Grants Program Committee.

**MOTION # 56/14**

**Moved by: Brian Bildson**

**Seconded by: Lee Foote**

Move that the Board of Director's accept the revised "ACA Grants Program Committee Terms of Reference" as presented.

**MOTION CARRIED**

2. Terms of Reference for the Grants Program.

**MOTION # 57/14**

**Moved by: Brian Bildson**

**Seconded by: Lee Foote**

Move that the Board of Director's accept the revised "Grants Program Terms of Reference" as presented.

**MOTION CARRIED**

3. 2015 Randomly Selected Adjudicators List.

Discussion that adjudicators must live in Alberta to be eligible to be selected as an adjudicator.

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**MOTION # 58/14**

**Moved by: Lee Foote**

**Seconded by: Bob Gruszecki**

Move that the Board of Director's agree that any eligible adjudicators to be added to the list of potential adjudicators for random selection to the committee, must reside in Alberta.

**MOTION CARRIED**

**4. Research Applicants List 2015/2016 – provided for information.**

Discussion on the adjudication process took place with the following points noted:

- Encourage ACA to partner/collaborate with other groups on projects in order to apply for grants.
- Applicants are not allowed to use funds/support from ACA as leverage on a project.
- Adam Norris, NE PAL Representative advised the Committee Chair that he would not be available to sit on the adjudication committee this year. Committee Chair request that an alternate PAL member be appointed to the CCE Adjudication Committee.

**MOTION # 59/14**

**Moved by: Mark Boyce**

**Seconded by: Lee Foote**

Move that the Board of Directors appoint Brian Bildson PAL Business Representative to the CCE Adjudication Committee for 2015/2016.

**MOTION**

**CARRIED**

***ACTION ITEM: President & CEO directed to advise ACA staff that they are eligible to apply to the grants program in collaboration with other organizations. Current ACA budget allocations cannot be used as leverage on a project. President & CEO will communicate information to the Grants Coordinator and ACA Staff.***

**f. Operation Standards Review Committee**

Mark Boyce, Committee Chair provided a report on the Operation Standards Review Committee:

- Advise the BOD of a Report that has been published in the Canadian Academy of Engineering – Published July of 2014.

**g. PAL Committee**

The PAL committee in conjunction with the Governance Committee, reviewed the proposed Terms of Reference for the "Recruitment Committee" in detail and recommended that the Recruitment Committee TOR be presented at the Regular BOD meeting for acceptance.

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**h. Governance Committee Report**

Vince Aiello Committee Chair presented the following Terms of Reference for approval by the Board of Directors, advising that changes were made to the formatting, branding and correction of some typographical errors, in order to have the TOR's in the approved format – no change in content:

**a. Draft Organizational Risk Assessment Terms of Reference**

**MOTION # 60/14**

**Moved by: Vince Aiello  
Seconded by: Bob Gruszecki**

Move that the Board of Director's accept the revised "Organizational Risk Assessment Terms of Reference" as presented.

**MOTION CARRIED**

**b. Draft Habitat Securement Fund Terms of Reference**

**MOTION # 61/14**

**Moved by: Vince Aiello  
Seconded by: Randy Collins**

Move that the Board of Director's accept the revised "Habitat Securement Funds Terms of Reference" as presented.

**MOTION CARRIED**

**c. Draft Recruitment Committee Terms of Reference**

Vince Aiello, Committee Chair presented the Draft Terms of Reference for the "Recruitment Committee", advising that the Governance and the PAL Committees had reviewed the document in detail and were in agreement that it be presented to the BOD for approval. The BOD reviewed the draft document.

**MOTION # 62/14**

**Moved by: Brian Bildson  
Seconded by: Lee Foote**

Move that the Board of Director's accept the "Recruitment Committee Terms of Reference" as presented.

**MOTION CARRIED**



With the approval of the Recruitment Committee Terms of Reference the Committee Chair advised the BOD that some of the TOR's and Committees referenced were no longer applicable, the following motions were put forward:

**MOTION # 63/14**

**Moved by: Vince Aiello  
Seconded by: Randy Collins**

Move that the Board of Director's dissolve the "Board Liaison Terms of Reference" as the document is no longer applicable with the implementation of the Recruitment Committee and the associated Terms of Reference.

**MOTION CARRIED**

**MOTION # 64/14**

**Moved by: Lee Foote  
Seconded by: Chris Fowler**

Move that the Board of Director's dissolve the "PAL Committee Terms of Reference", and dissolve the PAL Committee, as the TOR and Committee are no longer applicable, with the implementation of the Recruitment Committee and the associated Terms of Reference.

**MOTION CARRIED**

**WINCARD Numbers:** Board members are to provide a declaration of possessing a current and valid WINCARD Number at the December meeting annually. Declaration will be added to the December Meeting agenda as a standing item.

***"Board Members in attendance at the December 11, 2014 Regular BOD Meeting declared that all had current and valid WINCARDS."***

One Board Member in attendance advised that he did not have a current WINCARD, thinking he did not require one as he was a senior. He will investigate and purchase a WINCARD to be within conformance.

***ACTION ITEM: Executive Assistant is directed to contact absent board members and request confirmation that they are in possession of a current and valid WINCARD.***

**Vacant Member Group Representative (Treaty 8)**

Discussion on the how to deal with the issue of a Vacant Member Group Representative took place. Recommendation that the Member Groups take the concern back to their respective groups for input on the issue. Travis Ripley recommended that the BOD decide on options to be provided to the Member Groups for information.

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**ACTION ITEM:** *Travis Ripley to forward electronic version of the document (briefing note) regarding Treaty 8 Membership on the ACA Board of Directors to the President and CEO. President and CEO will forward onto the Board of Directors for discussion with their respective Member Group.*

i. **Organizational Risk Report**  
(Attachment I)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO, no major risks were identified at this time.

j. **Southern Board Liaison Report – Tom Bateman**  
(Attachment J)

Tom Bateman submitted a report to the Board of Directors on the activities of the Southern Board Liaison for the period of August 2014 – December 2014, for review.

k. **Northern Board Liaison Report – Ken Ambrock**  
(Attachment K)

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from August 2014 – December 2014.

Highlights from report:

- Attended the Edmonton Nature Club annual meeting, they have approximately 500 members and receive 1400 hits per month on their website. Like most conservation groups there is a strong focus on youth. During the Beaverhill Snow Goose Chase, the club arranged to transport inner city youth to Tofield and mentoring youth on various conservation issues.
- Trip to the north country, had the opportunity to visit ACA staff in the Peace River Office. The number of new habitat projects underway is impressive.
- Visited with the members of the Ft. Saskatchewan Fish and Game Associations, they very much appreciate the support received from ACA on various hunting and fishing efforts.
- Please pass onto staff, "very impressed with the staff's dedication and professionalism".

l. **Business Representative Report**  
(Attachment L))

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from August 2014 – December 2014.

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Highlights from report:

- Lethbridge Office - Working with President & CEO on the Lethbridge Office, working off of a previous design "Quiet Box Design" to incorporate all of ACA needs as supplied by ACA Management into a new design for consideration. Business Representative provided conceptual drawings to the BOD.
- Met with Trapper Local 1070 to discuss approaching the ACA for permission to do trapping management on some of the ACA lands. While hunting on lands listed in the ACA Discover Guide numerous predator tracks were noted. The Grande Prairie local is eager to pilot on a predator management program with the ACA, therefore it is being brought forward for managements and the Board's attention for consideration.

m. ESRD Representative Report

Travis Ripley, Ministers Representative provided an update from ESRD, key points as noted:

Biodiversity policy for Alberta:

- ESRD is currently drafting policy which will outline the intent, outcomes, and principles required to maintain and conserve Alberta's biodiversity. Anticipating engagement with external stakeholder groups in mid-December and accept feedback until late January. The policy expresses Alberta's commitment to conservation of biodiversity and sustainable use of biological resources and aligns with the Canadian Biodiversity Strategy, and also supports Canadian commitments to United Nations Convention on Biological Diversity. The policy is aligned with provincial air, water, and resource use policies, such as Alberta's Wetland Policy, and complements government biodiversity-related programs including fish and wildlife management; species at risk management; sustainable forest and rangelands; sustainable agriculture; parks and protected areas; and integrated land and environmental management.
- A Wildlife Minister meeting is being planned for February/March 2015. Expected to announce Canada wide reciprocal licence suspensions for poachers.
- Minister will be speaking to the Species at Risk Act.

Aquatic Invasive Species:

- Federal Aquatic Invasive Species Regulation has been released for public comment on Canada Gazette 1.
- Alberta is hosting an aquatic invasive species summit in January. The summit will take place in Calgary and involve agencies and governments from Western Canada and Northwestern United States. The summit is intended to share learnings, exchange new ideas and develop a common approach to protect provinces and states from unwanted invasive species.

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- Alberta is amending the Fisheries (Alberta) Act to require mandatory vessel inspections and improved listing capabilities for Aquatic Invasive Species. The amendment is currently being debated in the legislature.

Wildlife:

- CWD update: 674 tested, 8 positives, with 17 pending. Positive samples include 7 MD and 1 WTD. WMU's with confirmed samples include 212-219.
- Changes to the licence fees associated with the ACA levy increase are on track.
- Wildlife regulation renewal continues with over 3,300 responses to the survey. The public comment period ends on Dec 15, 2014.
- The five year provincial survey for several species at risk will occur in 2015. These include peregrine falcon; ferruginous hawk; and trumpeter swan.
- Planned quota hunting at Suffield February 2-5; 9-12, draw process – 250 licences, 2 tags each.

Fisheries:

- Commercial fishing (Correspondence out today) – final changes are proceeding related to fishing closure in Alberta. Expected to advise former commercial fisheries of process in December 2014. This closure allows for reallocation of whitefish. Opportunity for ACA and ESRD to profile this species for anglers.
- Fish Conservation and Management Strategy is available and may provide useful information in terms of identification of goals, priorities and success indicators.
- Fisheries regulations (provincial) are being amended and the online consultation is available until mid-January.
- Fish Recreation Survey will be out in 2015.
- Interim licensing is up 2.6%.

**7. Presentations:**

**11:15 AM** Wolverine Project by Robert Anderson (ACA)

**1:00 PM** LARP Biodiversity by Scott Milligan (ESRD)

**8. Old Business**

**a. Predator Compensation – Update**

ACA has invoiced ESRD, ESRD has invoiced AFSC (Agricultural Financial Services Corporation).

**b. Golden Ranches**

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President and CEO presented a "Golden Ranches Acquisition Proposal" to the Board of Directors. Discussion on the benefits and appearance of the ACA office being located on a conservation site, as well as discussions on other potential options for the property site took place.

**MOTION # 65/14**

**Moved by: Lee Foote**

**Seconded by: Sandra Foss**

The Board of Directors ask that the President and CEO enter into discussions with the Golden's in order to return to the ACA Board of Directors what terms are acceptable for purchase of the property.

**MOTION CARRIED**

## **9. Reports**

### **a. 2015-2016 Annual Operating Plan (AOP)**

*(Attachment M)*

The 2015-2016 Annual Operating Plan was presented for review and approval.

**MOTION # 66/14**

**Moved by: Randy Collins**

**Seconded by: Ken Bailey**

Move that the Board of Directors' approve the 2015-2016 Annual Operating Plan (AOP) as presented.

**MOTION CARRIED**

### **b. Ratification of Electronic Motions**

*(Attachment N - R)*

**MOTION # 67/14**

**Moved by: Sandra Foss**

**Seconded by: Fred Calverley**

Move that the Board of Directors agree that this is an accurate reflection of the votes placed and therefore ratify the following Electronic Motions:

Electronic Motion: 37/14EV – Selection Criteria – Adjudicator List

Electronic Motion: 51/14EV – Funds to Close – Silver Sage (4) Expansion - HSF

Electronic Motion: 52/14EV – Funds to Close – Sylvan Glen – SHELL

Electronic Motion: 53/14EV – Funds to Close – Reinwood – Creative Sentencing Funds

**MOTION CARRIED**

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c. Election of Officers and Committee Appointments  
(Attachment R)

Election of Officers as follows:

For the Position of Chairman

- Brian Bildson nominated Pat Long.
- Pat Long accepted nomination.
- Seeing no other nominations, nominations cease, **Pat Long** is appointed by acclamation to the position of **Chairman**.

For the Position of Vice-Chairman

- Randy Collins nominated Ken Ambrock.
- Ken Ambrock accepted nomination.
- Seeing no other nominations, nominations cease, **Ken Ambrock** is appointed by acclamation to the position of **Vice-Chairman**.

For the position of Treasurer

- Brian Bildson nominated Adam Norris.
- Adam Norris accepted nomination.
- Seeing no other nominations, nominations cease, **Adam Norris** is appointed by acclamation to the position of **Treasurer**.

For the position of Secretary

- Pat Long nominated Brian Bildson.
- Brian Bildson accepted nomination.
- See no other nominations, nominations cease, **Brian Bildson** is appointed by acclamation to the position of **Secretary**.

Standing Committees were reviewed and the list of appointment to committees were discussed.

**MOTION # 68/14**

**Moved by: Sandra Foss**  
**Seconded by: Randy Collins**

Move that the Board of Directors' accept the names put forward for the Standing Committees as presented.

**MOTION CARRIED**

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9. In-Camera

Not required.

10. Date and Location of Next Meeting

2015 Meeting Calendar (*Attachment S*)

The meeting dates for the 2015 Calendar Year were discussed and set. *Deb Dueck will update the meeting schedule and forward onto all Board Members, as well as post on the Board of Directors website.*

The next scheduled BOD Meeting – March 25 - 26, 2015 Edmonton, AB

- March 25, 2015 (Wednesday) – Committee Meetings – as required
- March 26, 2015 (Thursday) – Regular BOD – 9:00 AM – 4:00 PM

11. ADJOURNMENT

MOTION # 69/14

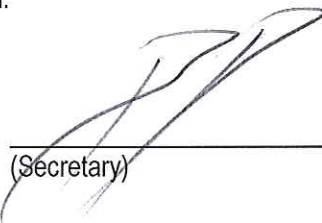
Moved by: Chris Fowler  
Seconded by: Fred Calverley

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 4:05 PM.

  
(Chairman)

  
(Secretary)