

Alberta Conservation Association

Minutes of the December 13, 2012 Board of Directors Meeting



The Coast Edmonton East Hotel & Conference Centre
2100 Premier Way, Sherwood Park, AB
9:00 AM – 4:00 PM

- PRESENT**
- Patrick Long (Chairman) – Wild Sheep Foundation Alberta
 - Colin Gosselin (Secretary) – Public At Large, Regional
 - Sandra Foss (Treasurer) – Nature Alberta
 - Randy Collins (Past Chair) – Alberta Fish and Game Association
 - Brian Bildson (Director) – Public At Large, Business Representative
 - Jeff Smith (Director) – Public At Large, Regional
 - Jeff Surtees (Director) – Trout Unlimited Canada
 - Gordon Burton (Director) – Alberta Professional Outfitters Society
 - Ken Ambrock (Director) – Public At Large, Northern Alberta Board Liaison
 - Lee Foote (Director) – Public At Large, Academic
 - Travis Ripley (Director) – Alberta Environment and Sustainable Resource Development
 - Tom Bateman (Director) – Public At Large, Southern Alberta Board Liaison
 - Vince Aiello (Director) – Pheasants Forever Alberta Council
 - Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife
 - Calvin Rakach (Director) – Public At Large, Regional
 - Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association
 - John Pattison (Director) – Public At Large, Regional
 - Jaarno Van der Wielen (Director) – Public At Large, Regional
- Todd Zimmerling – President & CEO, ACA
Debora Dueck – Recording Secretary, ACA
- REGRETS**
- Bill Abercrombie (Director) - Alberta Trappers Association
 - Adam Norris (Director) – Public At Large, Regional
 - Treaty 8
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1. CALL TO ORDER

Chairman Pat Long called the meeting to order December 13, 2012 at 9:02 AM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting and round table introductions were made of all in attendance.

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3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

Additions to the Agenda: No additions to the agenda.

MOTION # 59/12

Moved by: Sandra Foss
Seconded by: Jeff Surtees

Move that the December 13, 2012 agenda be accepted with amendments as follows:

Agenda Item: 6 (d) – add “**Conservation Magazine**”; 6 (m) – RFP for licensing fees – change to “**licensing system**”. Change to – “**Environmental**” Damages Fund; 8 (a) – add “**Operations Division of**” ESRD, “**Intregated**” Resource Management Systems.

MOTION CARRIED

The meeting is anticipated to conclude by 4:00 PM.

4. ACCEPTANCE OF THE MINUTES

- a. August 16, 2012 - Board of Director's Meeting – Electronic Motion: 57/12EV
(Attachment A – Minutes of the August 16, 2012 BOD Meeting)

MOTION # 60/12

Moved by: Sandra Foss
Seconded by: Brian Bildson

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 57/12EV stating: “*Move that the Minutes of the August 16, 2012 Board of Directors' meeting, be accepted as presented.*”

MOTION CARRIED

5. BUSINESS ARISING

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

Action Items were reviewed and updates were provided.

6. COMMITTEE REPORTS

a. Chairman / Executive Committee

Pat Long, Vice-Chairman, provided a report to BOD on activities since the last meeting.

- Executive Committee meeting yesterday, discussions on the MOU.
- Conducted a new Board Member Orientation for all the newly appointed representatives.

b. President and CEO

(Attachment C)

The attached *(Attachment to the minutes)* President and CEO report was reviewed and highlights were discussed and noted:

- Condo Association BOD legal and building issues – a settlement has been reached with the developer.
- 29 ACA employees have reached milestones with organization this year: 15 years of service – 15 employees; 10 years of service – 8 employees; 5 years of service – 6 employees.
- **Predator Compensation Program** – requests for payment received to date have reached \$200,000.00 which is over the budgeted limit set by the Board of \$120,000.00 – meetings and discussions are ongoing in regard to this issue.
- **Levy Increase Consultation** – Levy Increase Proposal was released in early December, have received 500+ responses to date, 60 -70% of the response are on the positive side. Meeting have been conducted with TUC and AFGA, further meetings with other executive groups are being scheduled.
- Suncor has confirmed another 3 year funding agreement at \$600,000.00 per year, as of 2013 this will be a 10 year partnership with Suncor.
- Continue to meet with ESRD in an attempt to revise the MOU and get the new program agreements finalized and signed.

c. Finance & Audit Committee

(Attachment D)

Treasurer, Sandra Foss and President & CEO presented the Financial Overview and Financials to October 31, 2012. Points to be noted:

- Revenues are up by 1.2 Million as at the end of October 2012 – Levy Revenue 1.3 Million over budgeted levels.
- Operating Expenses were \$260,148.00 lower than the previous year.
- Grants – variance is purely due to a delay in timing, full amount of allocated grants is expected to be paid by the end of the fiscal year.
- Karvonen Films will be consolidated into the financial reporting at the end of the year for the next fiscal.

- Governance Committee chair asked if the Finance and Audit Committee Chair felt that all the Finance and Audit Policies are being met with reference to the financial reporting.

ACTION ITEM: Finance Manager is directed to reference which policies are being met as a part of the Financial Overview Report.

ACTION ITEM: Finance Manager is directed to break out the “External Services” line item in the financial report.

d. Communications Committee

Jeff Smith, Committee Chair updated the board on the Communication Highlights submitted by the Communications Manager.

- 2012 Fall/Winter **Conservation Magazine** – Completed and distributed; 2013 Spring/Summer – Receiving stories; 2013 Fall/Winter – Stories planned.
- iPhone App: 23,480 downloads (previous 20,731).
- My Meats Legal – 319 T-shirts sold; 34 Hoodies sold. Campaign was recently covered by the Calgary Herald, Field and Stream, Patrick Walsh of Outdoor Canada and Brad Fenson of Alberta Outdoorsmen. Lots of Website interest and social media posts.
- Social Media/Web visits as at November, 2012: Facebook 1341; Twitter 947; New Stat – Viral Reach – Between 3200 – 5518, *the number of unique people who saw a story published by a friend about ACA (monthly range)*; Newsletter sent to 49,581; Visits 8,000+; Avg. time on site 2:30 mins; Top 5 pages viewed: Home, Discover Guide, Guide Grid E3, Job Postings and Bateman Prints.

Comments from the Board Members:

- Conservation magazine is still the best read out there.
- My Meat’s Legal campaign has received mostly positive comments.

e. The ACA Program Grants Committee

Sandra Foss, Committee Chair updated the board on the ACA Program Grants Committee meeting.

Three (3) rounds of grants coming up:

- Biodiversity Grants – February 9, 2013 (Edmonton)
- GECF Part B Grants – February 10, 2013 (Edmonton)
- GECF Part A Grants – Application deadline – January 2013; Adjudication meeting – March 7, 2013; Adjudicators to include 1 PAL, 1 ACA Staff and 3 other adjudicators. Discussion on the appointment of the PAL Representative appointment to the adjudication committee.

MOTION # 61/12

Moved by: Randy Collins

Seconded by: Jeff Smith

Move that the Board of Director's appoint Adam Norris as the PAL Representative to the GECF Part A Adjudication Committee.

MOTION CARRIED

Board members were requested to forward any suggestions of potential adjudicators to Committee Chair, Sandra Foss. Reminder that all board members are welcome to attend the adjudication meeting as an observer.

f. Operation Standards Review Committee

Mark Boyce, Committee Chair updated the board on the Operation Standards Review Committee meeting.

Moose Application – Thousands of responses received on the moose application, no work completed on the statistics to day.

Wildrose Carbon Sequestration – Soil analysis has been updated. Mark B. will be presenting on Carbon Sequestration at the ICCB Conference in Baltimore (June 2013).

Research Review – requires an evaluation, which will be completed by June 2013. Meetings will be conducted with regard to priorities and research needs in Alberta.

g. PAL Committee Report

Brian Bildson, Committee Chair provided an update from the PAL Committee meeting.

Newly appointed PAL Representatives were in attendance at the December 2012 meetings. Discussions ensued in regard to the role of departing/exiting PAL Representatives.

h. Governance Committee Report

Committee Chair Gordon Burton provided a report from the committee meeting:

- Work plan has been developed.

ACTION ITEM: Develop TOR and template for Governance Committee. Review TOR's and Policies for all committees and the BOD. To be completed prior to the next scheduled BOD Meeting.

MOTION # 62/12

**Moved by: Gordon Burton
Seconded by: Sandra Foss**

Move that the Board of Director's dissolve/disband the Human Resources Committee from the Board Committee and Taskforces.

MOTION CARRIED

1 Abstention – ESRD Representative declared conflict of interest.

Discussion on the rationale for disbanding the Human Resources Committee ensued. This committee is in conflict with the Staff Relationship Policy that was approved by the BOD in August, 2012, as well as being identified as a management/operational function.

i. Organizational Risk Report

(Attachment E)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO

- As of November 30, 2012, levies are ahead of budget.
- Investments continue to grow close to 3%.
- August 2012 – one serious collision in which the other driver drove through a stop sign and hit an ACA vehicle.
- ACA is no longer named in the Olson case.
- The Condominium Association has settled with the developer over the condominium issues.

j. Southern Board Liaison Report – Tom Bateman

(Attachment F)

Tom Bateman updated the Board of Directors on the activities of the Southern Board Liaison for the period of August 2012 – December 2012. *(Attachment to the minutes)*

Highlights from report:

- Working on an overarching strategy for the BOD Liaison function, discussion that this function stay the same.
- Group of professionals in the south – trying to meet individually with these people, meetings appear to be well received.
- Working on a strategy to develop a conservation ethic to be expanded through networking.
- Discussion on setting a committee to explore the extension of education projects – mentored hunting and mentored fishing. ***ACTION ITEM: Develop an inventory of ongoing projects (no overlapping) for discussion at the BOD Retreat in June of 2013.***

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

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison for the period of August 2012 – December 2012.

Highlights from report:

- Continued efforts to introduce first-timers to sport fishing.
- Visited with Fish and Wildlife and ACA Staff in Peace River, very impressed with the positive attitude and professionalism of ACA Staff.
- Attended the Edmonton Nature Club meeting in October.
- Attended the 2013 Taber Pheasant Festival dinner.
- Met with the Executive Director, Daniel Boyko of Enforcement Field Services Division, Mr. Boyko is willing to talk to the ACA BOD anytime if desired.

l. **Business Representative Report - Handout**

Brian Bildson updated the Board of Directors on the activities of the Business Representative from August 2012 – December 2012. (Attachment to the minutes).

Highlights from report:

- Peace River Office – pursuing a vacant DFO building on a lease basis and exploring options to purchase at the end of the lease.
- ACA / Karvonen Library – Propose that ACA move forward with putting content on Mobo Vivo. Pursuing the potential of “PSAs with vignettes (potential granting available for marketing from various sources).
- Vignettes – *For information only* – Discussions with Wild TV regarding “PSAs” – cost is significant, believe the greatest potential for the vignettes would be to distribute them digitally to every possible site from YouTube to Facebook.
- Caribou Pilot Project – Kirby Smith will be presenting to the Board at today's meeting.
- ACA / ATA Wolverine Project – Copy of the newsletter sharing more information on this high profile good news story with the public was provided to the Board. The YouTube wolverine project is sitting at 10,000 cumulative hits since July 2012. There are 35 trappers from across Alberta working on this project.

m. ESRD Representative Report

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

- Organizational Update – moving to a functional role – Fish & Wildlife placement in the organization is still being discussed.
- ADM of **Operations Division** in ESRD – Matthew Machielse has been appointed.
- Potential Boundary Realignment – 5 Regions across Alberta, to be aligned with the land use framework.
- Single Regulator as of June 2013.
- World class monitoring program – arm's length from the government.
- Regional Planning – looking at the implementation of LARP.
- Re-evaluation of the organization – policy is an important part, ESRD is doing a lot of policy work, Fish Policy time frame is 2015.
- ESRD is focusing on 2 budget bills passed by the Federal Government with regard to changes and how these bills will affect the province.
- Sport-fishing package is being forwarded to the Minister.
- RFP for licensing **system** has been sent out .
- **Environmental** Damages Fund – Half million available for fisheries work in Alberta.
- APOS allocations are ongoing.

n. ACA Demonstration Farm Feasibility Committee

Demonstration Farm – Layne Seward (ACA Staff) is assigned to this project, looking into rental options of property.

Timber Ridge Property – Conservation site sign is being previewed, baseline inventory work has been completed, working on finalizing reports.

o. Pheasant Festival Committee

Todd Zimmerling, President and CEO provided an update on the Pheasant Festival for 2012.

- Pheasant Festival was a success again this year.
- A report of the event will be sent out to the board members.

7. Reports

a. 2013-2014 Initial Draft Annual Operating Plan
(Attachment H)

The initial draft 2013-2014 Annual Operating Plan was presented for review.

MOTION # 63/12

Moved by: Brian Bildson
Seconded by: Ken Ambrock

Move that the Board of Director's conditionally approve the 2013-2014 Draft Annual Operating Plan as presented.

MOTION CARRIED

1 Abstention – ESRD Representative declared conflict of interest.

General discussion ensued in regard to the 2013-2014 draft Annual Operating Plan.

8. New Business

a. Presentation 12:45 PM– ADM ESRD

Matt Machielse, ADM of **Operations Division of ESRD** attended the BOD meeting to discuss ACA / ESRD expectations and the MOU, key items noted as follows:

- Direction – Land Use Framework is the guiding document (Regional Boundaries – 5 Regions).
- 2 key priorities – **Integrated** Resource Management System (regional planning, etc.), Market Access (all natural resources for Alberta)
- MOU – Get to the table for discussions and negotiations of the MOU. Timeline of April 2013 for completion, with clearly defined deliverables and outcomes (“Result based accountability”).

b. Presentation 1:30 PM – Evelyn Merrill

Evelyn Merrill provided a presentation on “Chronic Wasting Disease”.

c. Presentation 2:00 PM – Kirby Smith

Kirby Smith provided a presentation on the “Caribou Project” proposal.

d. ACA Grants in Biodiversity – Gift Agreement (Attachment I)

The Gift Agreement between the University of Alberta and Alberta Conservation to fund the ACA Grants in Biodiversity Program was presented to the Board of Directors for approval.

MOTION # 64/12

**Moved by: Ken Ambrock
Seconded by: Mark Boyce**

Move that the Board of Director's approve moving forward with the ACA Grants in Biodiversity Program Funding Gift Agreement.

MOTION CARRIED

1 Abstention – ESRD Representative declared conflict of interest.

- e. Warrensville Conservation Site – SUNCOR FUNDS - Electronic Motion: 32/12EV - Ratification
(Attachment J)
- f. Release of Funds – Owl River - Electronic Motion: 55/12EV - Ratification
(Attachment K)
- g. Levy Increase Proposal - Electronic Motion: 56/12EV - Ratification
(Attachment L)
- h. Appointment of Tom Bateman to Southern Board Liaison - Electronic Motion: 58/12EV - Ratification
(Attachment M)

MOTION # 65/12

**Moved by: Mark Boyce
Seconded by: Jeff Smith**

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motions: #32/12EV; #55/12EV; #56/12EV; #58/12EV.

MOTION CARRIED

1 Abstention – ESRD Representative declared conflict of interest.

- i. Musidora 3 Conservation Site – Motion to release funds for purchase.

Board of Directors were provided information with regard to the funds required close on the Musidora 3 Conservation Site (SUNCOR Funds).

MOTION # 66/12

**Moved by: Sandra Foss
Seconded by: Cal Rakach**

Move that the Board of Director's approve the release of funds to close for the purchase of the "Musidora 3 Conservation Site (Bossert); NW 23-53-11-W4M (160 Acres); Closing Date December 31, 2012.

MOTION CARRIED

1 Abstention – ESRD Representative declared conflict of interest.

j. MOU – Update

k. Election of Officers and Committee Appointments

(Attachment N)

Election of Officers as follows:

For the position of Chairman

- Sandra Foss 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 Sandra Foss.
- Sandra Foss accepted nomination.
- Seeing no other nominations, nominations cease, **Sandra Foss** is appointed by acclamation to the position of **Treasurer**.

For the position of Secretary

- Tom Bateman nominated Colin Gosselin.
- Colin Gosselin accepted nomination.

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- Seeing no other nominations, nominations cease, **Colin Gosselin** is appointed by acclamation to the position of **Secretary**.

MOTION # 67/12

Moved by: Sandra Foss
Seconded by: Jeff Smith

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

MOTION CARRIED

9. In-Camera

No In-Camera session required.

10. Date and Location of Next Meeting

2013 Meeting Calendar (*Attachment O*)

The next scheduled BOD Meeting – March 26 & 27, 2013, Edmonton AB

- March 26, 2013 (Tuesday) – Committee Meetings – As required.
- March 27, 2013 (Wednesday) – BOD Meeting – 9:00 AM – 4:00 PM

14. ADJOURNMENT

MOTION # 68/12

Moved by: Cal Rakach
Seconded by: Jeff Smith

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 4:30 PM.



(Chairman)



(Secretary)