

# Alberta Conservation Association

## Minutes of the March 27, 2013 Board of Directors Meeting

Edmonton Hotel & Convention Centre  
4520 – 76 Avenue, Edmonton, AB  
9:00 AM – 4:00 PM



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PRESENT	Patrick Long (Chairman) – Wild Sheep Foundation Alberta Ken Ambrock (Vice Chair) – Public At Large, Northern Alberta Board Liaison Colin Gosselin (Secretary) – Public At Large, Regional Sandra Foss (Treasurer) – Nature Alberta Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison Bill Abercrombie (Director) - Alberta Trappers Association Vince Aiello (Director) – Pheasants Forever Alberta Council Brian Bildson (Director) – Public At Large, Business Representative Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife Gordon Burton (Director) – Alberta Professional Outfitters Society Randy Collins (Director) – Alberta Fish and Game Association Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association Adam Norris (Director) – Public At Large, Regional John Pattison (Director) – Public At Large, Regional 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	Jeff Surtees (Director) – Trout Unlimited Canada Treaty 8

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### 1. CALL TO ORDER

Chairman Pat Long called the meeting to order March 27, 2013 at 9:04 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: 9 (i) Treaty 8.

MOTION # 03/13

Moved by: Gordon Burton  
Seconded by: Randy Collins

Move that the March 27, 2013 agenda be accepted with additions.

MOTION CARRIED

The meeting is anticipated to conclude by 3:30 PM.

### 4. ACCEPTANCE OF THE MINUTES

- a. December 13, 2013 - Board of Director's Meeting – Electronic Motion: 01/13EV  
(Attachment A – Minutes of the December 13, 2012 BOD Meeting)

MOTION # 04/13

Moved by: Mark Boyce  
Seconded by: Sandra Foss

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 01/13 stating: "Move that the Minutes of the December 13, 2012 Board of Directors' meeting, 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, "Integrated" Resource Management Systems."

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.

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- ACA Chair and the President & CEO attended a meeting with the DM of ESRD regarding Predator Compensation
- Executive Committee meeting conducted yesterday.
- Completed the President & CEO's annual performance review, President & CEO continues to do a great job.

**b. President and CEO**  
(Attachment C)

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

- Recruitment – ACA had a tremendous amount of interest in the seasonal postings this year, received 800 resumes combined for all positions posted.
- 5 ACA employees have reached milestones with the organization this year for 5 years of service.
- Providing a proposal to Shell regarding offset land purchases.
- Attended meeting with Minister McQueen regarding Levy Consultation/Predator Compensation.
- Continue to meet with ESRD regarding negotiations on the MOU and the new program agreements.
- ACA will be celebrating 10 years of partnership with SUNCOR next month, SUNCOR has also committed to \$600,000/yr for another 3 years.
- The last 3 months have been very productive in cultivating new corporate partners and engaging several companies regarding the possibility of corporate partnership.

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

Treasurer, Sandra Foss and President & CEO presented the Financial Overview and Financials to February 28, 2013. Points to be noted:

- Revenues are \$541,113.00 lower than budgeted year to date amounts. Levy revenue is over budgeted levels by \$334,684.00 (likely due to increased license sales attributed to better weather conditions in the spring).
- Operating Expenses were \$157,324.00 lower than the previous year.
- The organization is \$2,872,184.00 under budgeted expenditures. The majority of this variance is explained in salaries and allowances, advertising, external services, rentals and leases, travel, grants and bad debt expense.
- Total land acquisitions to date are \$2,847,754.00.
- AOP will be presented to the BOD for approval.

**d. Communications Committee**

Randy Collins appointed as Committee Chair updated the board on the Communication Highlights submitted by the Communications Manager.

- Discover Guide goes to print March 26, 2013 - 80,000 guides will be printed this year. Committee Chair would like to see boat launch sites included in the next guide.
- Conservation Magazine – 2013 Spring/Summer going to print on April 19, 2013; 2013 Fall/Winter issue in the planning phase.
- iPhone App: 24,753 downloads (previous 23,480).
- My Meats Legal – 392 T-shirts sold; 39 Hoodies sold.
- Social Media/Web visits as at March, 2013: Facebook 1,744; Twitter 1,247; 5 Newsletters have gone out, e-newsletter subscription list is now at 67,000+.
- Peregrine Cams – Preparing for early April launch, cams are being set up at the Bell Tower and U of A Campus. Committee Chair would like to see if ACA can join forces with other groups, companies or individuals to link to other cams for accessibility.
- 2013 Emerald Awards – Submitted an application in collaboration with SUNCOR to celebrate our 10 year partnership and conservation of 6,750 acres of boreal forest.

e. The ACA Program Grants Committee

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

Business items:

- Recommendation to give the ACA Grant staff more authority to disqualify applications for not meeting the application criteria.
- Discussion on splitting the priorities, will be discussed further after Mark Boyce completes his review.
- Proposal to extend the terms of adjudicators will be discussed at a future committee meeting.
- Committee is going to discuss the BOD's wishes on who qualifies as an applicant (Re: Federal and Provincial Ministries).

Grant adjudications were conducted as follows:

- Biodiversity Grants – February 9, 2013 (Edmonton)
- GECF Part B Grants – February 10, 2013 (Edmonton)
- GECF Part A Grants – March 7, 2013 (Sherwood Park)
- Retention, Recruitment & Education Grants – March 18, 2013 (Sherwood Park)

The list of grant recipients for GECF Part A and Part B Grants and Retention, Recruitment & Education Grants were presented to the Board of Directors for approval.

**MOTION # 05/13**

Moved by: Adam Norris  
Seconded by: Jaarno Van der Wielen

Move that the Board of Director's approve the grant recipient lists for GECF Part A and GECF Part B as presented.

**MOTION CARRIED**

**MOTION # 06/13**

Moved by: Tom Bateman  
Seconded by: John Pattison

Move that the Board of Director's approve the grant recipient list for the Retention, Recruitment and Education funding as presented.

**MOTION CARRIED**

f. Operation Standards Review Committee

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

Mark Boyce is reviewing the process to look at areas for improvement. Request the BOD to send any possible topics to be looked into. Look at using the provincial hatchery for fish stocking.

**Research Priorities** – Approximately 2000 research priorities have been identified over the years, the majority of these have been completed. Will be revisiting all areas of the province this year, April 8, 2013 meeting scheduled in Lethbridge (ACA/SRD/others), completed report expected by the end of June 2013.

**Wildrose Carbon Offset** – making a presentation at a conference in July 2013.

**Moose App** – Mark Boyce provided a presentation on the Moose App to the BOD.

g. PAL Committee Report

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

PAL Committee is essentially suspended at this point, as all PAL representatives have been appointed. Continued discussion on the engagement of former PAL members and past BOD members and the replacement of the Academic Representative that is on a sabbatical leave ensued.

**h. Governance Committee Report**

Committee Chair Gordon Burton provided a report from the committee meeting, bringing forward the following recommendations:

- Approval of the TOR Template – as presented.
- Approval of the Governance Committee TOR – as presented.
- That the following statement be captured in the BOD TOR: **“The Board shall provide an annual self-evaluation process and assessment of the boards’ strengths and weaknesses.”**
- Recommendation to the BOD to move forward with the “Governance Coach Training” as a potential BOD Retreat item.

**MOTION # 07/13**

**Moved by: Robert Gruszecki  
Seconded by: Randy Collins**

Move that the Board of Director's approve the Governance Committee TOR (Terms of Reference) presented by the Governance Committee.

**MOTION WITHDRAWN**

Draft Governance Committee Terms of Reference is tabled to a future meeting in order to give the Board Members the opportunity to review the draft Governance Committee TOR and provide input.

**MOTION # 08/13**

**Moved by: Gordon Burton  
Seconded by: Vince Aiello**

Move that the Board of Director's approve the DRAFT TOR (Terms of Reference) template proposed by the Governance Committee as the template to be used for TOR's for other committees.

**MOTION CARRIED**

**MOTION # 09/13**

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

Move that the Board of Director's approve that the following statement be captured in the BOD TOR (Terms of Reference): **“The Board shall provide an annual self-evaluation process and assessment of the boards’ strengths and weaknesses.”**

**MOTION CARRIED  
1 Opposed**

Discussion that a sample survey/questionnaire be completed once a year to evaluate the Board accomplishments.

Administration will investigate the "Governance Coach Training" as a potential BOD Retreat Item.

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

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

- As of February 28, 2013, levies are ahead of budget, expenses are under budget
- Investments continue to grow close to 5% over the year.
- No incidents involving staff with regard to Health and Safety.

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 December 2012 – March 2013. (Attachment to the minutes)

Highlights from report:

- Continue to focus on mentoring hunters and anglers and to attract like-minded people who share a commitment to the value of mentoring in the Conservation cause.
- Discussion with a couple of Provincial court judges, talked about the value of wildlife and the why of some of the regulations.
- There has been a growing interest in introducing novices to ice fishing, we now have more access to more equipment borrowed from A.H.E.I.A.
- Focus for the spring and summer will be to expand the philosophy of mentoring as described in the document provided (Re: Southern Alberta Outdoor Mentors Group) and to increase the numbers of people who are willing to become involved for the proper reasons.

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 December 2012 – March 2013.

Highlights from report:

- President & CEO provided an excellent presentation at the AFGA Conference. Fishing session – with respect to fisheries management, there is growing concern that most walleye lakes will be managed by a tag system with less opportunity to implement general seasons. Hunting session – main issues were Outfitter/Guide Allocations, Trophy Sheep management and CWD strategy, resolutions have been presented to ESRD.
- Fort Saskatchewan F&G Association Dinner – ACA acknowledged for the strong support provided to the club for youth hunting and the cooperative working relationship.

- Over the past 2 months have talked to several ice fishermen who have been fishing central Alberta lakes.
- Attended the Wild Sheep Foundation Alberta event in Red Deer.

#### **I. Business Representative Report - Handout**

Brian Bildson updated the Board of Directors on the activities of the Business Representative from December 2012 – March 2013.

Highlights from report:

- Caribou Pilot Project – attended a meeting with Minister of ESRD to present proposal.  
*ACTION ITEM: Brian Bildson to forward a copy of the proposal for the Caribou Pilot Project to the BOD.*
- ACA / Karvonen Library – at the point of needing to make a decision as to the best way to distribute the finished digitized product.
- Vignettes – initial ten vignettes are now completed and a donation commitment for additional 10 vignettes has been confirmed.
- Peace River Office – BOD decision made previously to continue to have an office in Peace River. DFO building owner is not willing to negotiate on costs (\$18.00/sq. ft.). Recommendation that President & CEO, ACA Board Chair and Business Representative tour the potential building that is now for sale.

#### **m. ESRD Representative Report**

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

- ESRD Reorganization update – 6 divisions, 26 branches:  
Fish & Wildlife will include: F&W Policy Branch, F&W [Field Component] Operations, F&W staff are split in to 3 divisions.
- MOU negotiations are ongoing, feel that there is progress being made.
- RBB (Results Based Budgeting) – going through the process currently, F&W feel they have a valid program, levy portion will be included in RBB.
- Mid-April, Fisheries Management Round Table – new fisheries chair, Darryl Smith.
- Licensing RFP – closing today, contract to be finalized by June 2013, new licensing system to be implemented March 2014.
- DFO – Federal Fisheries Act – serious reduction in DFO staff, closing all DFO offices with the exception of one.
- Caribou Range Planning – Little Smoky Recovery Plan is moving forward.
- Seniors Fishing License – President & CEO and ESRD Representative will discuss how a survey process can be completed.



n. ACA Demonstration Farm Feasibility Committee

Conference call meeting conducted on March 12, 2013. Reviewing the plan for the year including goals and selection criteria. Layne Seward (ACA) is preparing 4 – 6 options, committee will plan to tour potential sites in June/July 2013.

o. Pheasant Festival Committee

Todd Zimmerling, President and CEO provided an update on the Pheasant Festival for 2013.

- Committee meeting held February 27, 2013 – 26 people attended the meeting. Taber Chamber of Commerce, municipality and other organizations are taking the lead role with the Pheasant Festival for 2013, ACA will have a shadow committee to help the group move forward.

7. Old Business

a. Predator Compensation

Discussion on the status of the Predator Compensation claims took place. Confirmation received that the Federal Government will pay 60%. Currently 132K outstanding in claims, propose an amendment to the AOP for the predator compensation program, extra funds will be taken from the AUS budget. Long term plan going forward, ACA will be involved in the committee reviewing the claims.

b. AUS Program

AUS program went very well this season. Discussion on the future AUS programs ensued, AUS could be a part of ESRD's program, no written confirmation that AUS will not be in ACA's budget for this upcoming fiscal year.

8. Reports

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

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

Proposal to amend the Annual Operating Plan to increase the Predator Compensation budget to pay the outstanding claims, propose that these funds come out of the AUS budget. Predator compensation budget be increased to \$280,000 (\$130,000 – outstanding; \$150,000 for 2013/14 claims), and the AUS budget be reduced by \$160,000.

Proposed MOU – AUS to be removed, Pheasant Release Program to be taken on by ACA for 2014/2015.

**MOTION # 10/13**

**Moved by: Brian Bildson  
Seconded by: Adam Norris**

Move that the Board of Director's amend the Annual Operating Plan reflecting an increase to the Predator Compensation Budget to \$280,000.00 and a reduction to the AUS Budget by the corresponding amount.

**MOTION CARRIED**

1 Abstention – ESRD Representative declared conflict of interest.

**MOTION # 11/13**

**Moved by: Robert Gruszecki  
Seconded by: Adam Norris**

Move that the Board of Director's approved the Annual Operating Plan with noted amendments.

**MOTION CARRIED**

1 Abstention – ESRD Representative declared conflict of interest.

Discussion that the BOD compare the Annual Report to the Annual Operating Plan at a later date.

9. New Business

a. Presentation 12:45 PM- DAOs – Todd Zimmerling

Todd Zimmerling, President & CEO presented and discussed his findings/research on DAOs.

b. 2013-2014 GEFC Part A and Part B – Recipient List  
(Attachment H)

Discussed and approved in Agenda Item 6 (e).

c. Retention, Recruitment and Education Funding  
(Attachment I)

Discussed and approved in Agenda Item 6 (e).

d. North Star Expansion Conservation Site – SUNCOR FUNDS - Electronic Motion: 68/12EV - Ratification  
(Attachment J)

**MOTION # 12/13**

**Moved by: Sandra Foss  
Seconded by: Ken Ambrock**

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motions: #68/12EV.

**MOTION CARRIED**

1 Abstention – ESRD Representative declared conflict of interest.

e. **MOU – Update**

MOU negotiations have been going very well over the past couple of months with ESRD, 90% agreed to. Working on clarification of the roles of the ACA Board of Directors, Minister and Deputy Minister. Received draft Fisheries Program agreement.

f. **Levy Proposal - Update**

Levy proposal has been submitted to the Minister of ESRD, no response to date on proposal. President & CEO will correspond with the Minister requesting a response timeline.

g. **Staff Survey Results**

Staff Survey Results were reviewed. President & CEO commented that staff seems very happy and content.

h. **Motion Required – “Alberta Centre for Sustainable Rural Communities” - Addition**

Request for President & CEO to sit on a community advisory board – “Alberta Centre for Sustainable Rural Communities”, was presented and discussed.

**MOTION # 13/13**

**Moved by: Mark Boyce  
Seconded by: John Pattison**

Move that the Board of Director's approve the request for the President & CEO to sit on the community advisory board – “Alberta Centre for Sustainable Rural Communities”.

**MOTION CARRIED**

i. Treaty 8

NW PAL, Adam Norris has been in discussion with someone from Treaty 8 (Doug Badger), who is interested in sitting on the ACA BOD, not as a Treaty 8 Representative.

*ACTION ITEM: Adam Norris to forward contact information for Mr. Badger to the President & CEO, Todd Zimmerling will contact Treaty 8 in an attempt to have them appoint Mr. Badger to the BOD as the Treaty 8 Representative.*

10. In-Camera

MOTION # 14/13	Moved by: Gordon Burton Seconded by: Adam Norris
Move that the Board of Director's go in camera @ 2:20 PM.	
MOTION CARRIED	

MOTION # 15/13	Moved by: Adam Norris Seconded by: Sandra Foss
Move that the Board of Director's revert back to the regular meeting @ 2:45 PM.	
MOTION CARRIED	

11. Date and Location of Next Meeting

2013 Meeting Calendar (*Attachment L*)

The next scheduled BOD Meeting – June 5 - 8, 2013, Rocky Mountain House, AB

- June 5, 2013 (Wednesday) – Property Tour
- June 6, 2013 (Thursday) – Committee Meetings – As required.
- June 7, 2013 (Friday) – BOD Strategic Planning – 9:00 AM – 4:00 PM
- June 8, 2013 (Saturday) – Regular BOD Meeting – 9:00 AM – 4:00 PM

14. ADJOURNMENT

MOTION # 68/12	Moved by: Brian Bildson Seconded by: Mark Boyce
Move that the BOD Meeting be adjourned.	
MOTION CARRIED	

The Board of Director's meeting was adjourned at 3:45 PM.



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(Chairman)



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(Secretary)

*Conserving Alberta's Wild Side*

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