

Alberta Conservation Association

Minutes of the August 15, 2013 Board of Directors Meeting

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



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
Kelly Semple (Alternate) – Alberta Hunter Education Instructors Association
Adam Norris (Director) – Public At Large, Regional
Jeff Surtees (Director) – Trout Unlimited Canada
Jaarno Van der Wielen (Director) – Public At Large, Regional
John Pattison (Director) – Public At Large, Regional – Via Conference Call
Travis Ripley (Director) – Alberta Environment and Sustainable Resource Development

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

REGRETS

Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association
Treaty 8

1. CALL TO ORDER

Chairman Pat Long called the meeting to order August 15, 2013 at 9:00 AM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 83/13

Moved by: Brian Bildson
Seconded by: Gordon Burton

Move that the August 15, 2013 agenda be accepted with additions.

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

a. June 8, 2013 - Board of Director's Meeting – Electronic Motion: 80/13EV

(Attachment A – Minutes of the June 8, 2013 BOD Meeting)

MOTION # 84/13

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 Motion: 80/13 stating: **"Move that the Minutes of the June 8, 2013 Board of Directors' meeting, be accepted with amendments as follows:** Agenda Item: 6 (a) – remove "Vice"; Item 6 (k) – correct name to "Edmonton Nature Club"; Motion 72/13 – correct to "Seconded by: Robert Gruszecki".

MOTION CARRIED

b. Presentation: Lee Foote provided an overview of the Biodiversity and GECF B Grant Programs.

The ACA Program Grants Committee proposed the following for the renaming of the grants:

Part A – ACA Conservation, Community and Education Grants.

Part B – ACA Research Grants

Grants in Biodiversity – *unchanged*

MOTION # 85/13

Moved by: Sandra Foss
Seconded by: Jeff Surtees

Move that the Board of Director's accept the proposed names for the grants 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, Chairman, provided a report to BOD on the activities of the Chairman.

- Executive Committee has reviewed the proposed names for the granting program.
- Reviewed the Governance Committee TOR and provided comments/input back to the committee.
- Executive Committee TOR reviewed and being presented for approval at the BOD Meeting.

Executive Committee TOR was presented to the BOD for review and approval.

MOTION # 86/13

Moved by: Sandra Foss
Seconded by: Brian Bildson

Move that the Board of Director's approve the Executive Committee Terms of Reference with amendments and additions as noted:

Composition - Insert a "comma" after "Secretary"; **Supporting Principles** – add in "remain accountable but" after Officers of the Board; move the Committee Member list to under the signature line.

MOTION CARRIED

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

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

- New Hire – Junior Biologist, Lenore Stone, working with the land team based out of Peace River.
- Beginning to recruit for an Intermediate IT Technician due to the resignation of Advin Villa
- Several meetings held with Travis Ripley and Ron Borge in regard to the program agreements.
- Conducted regional staff meetings and one-on-one staff visits in all regions.
- Participated in the weed pull at Golden Ranches – *next year make the BOD aware of the event.*
- Attended the Conservation Offset Pilot Program team meeting
- Several meeting with Jean Funk of the Strathcona Wilderness Centre in regard to the Bateman site.

Conserving Alberta's Wild Side

- Currently working on a number of possible partners for Kids Can Catch events, pond stocking and potentially grant programs.
- Kids Can Catch events were very successful – Slave Lake (50 kids), Fort Saskatchewan (283 Kids). There has been significant interest from other communities and Corporate Partners to support additional Kids Can Catch events.

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

Treasurer, Sandra Foss and President & CEO presented the Financial Overview and Financials to June 30, 2013. Points to be noted:

- Levy revenues are \$(3,188) lower than prior year actual amounts. This decrease was due to an increased number of resident fishing licenses and resident draw applications in the prior year, which seems to be continuing.
- Partner Contributions are higher by \$217,640. This amount was due to a successful application to the Land Trust Grants received in April.
- Operating expenses were \$270,991 lower than previous year levels mainly arising from changes in spending in advertising, printing, grants and support payments.
- The organization is \$1,295,701 under budgeted expenditures. The majority of this variance is explained within salaries and benefits, landowner agreements, advertising, printing and copying services, materials and supplies, grants and support payments.
- An operational surplus of \$1,866,604 exists in comparison to the prior year surplus of \$1,515,699. 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 \$1,882,559 for the period.
- Total land acquisitions are \$175,398 for the Leddy Conservation Site through Suncor funding.
- ACA reported an accounting surplus of \$1,882,559, an amount that includes interest income, realized and unrealized results for investments or asset disposals. The realized gain on investments was \$47,491; the unrealized loss on investments was \$(29,335). Interest revenue was \$15,067, and the loss on asset disposal was \$(2,202). Once these are removed from the results, the true operational surplus is \$1,851,537 compared to prior year operational surplus of \$1,498,825.

ACTION ITEM: Ensure to report the allocation for Levy Funds in the Annual Report.

d. **Communications Committee**

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

- Communications Manager, Lisa Monsees provided updates to the committee, as per the update in the President & CEO Report presented in Agenda Item 6 b.

Conserving Alberta's Wild Side

- The Discover Guide is an excellent publication, copies are available for Board Members to take with them.

The Communications Committee Terms of Reference was presented to the Board of Directors for approval.

MOTION # 87/13

**Moved by: Brian Bildson
Seconded by: Ken Ambrock**

Move that the Board of Director's approve the Communications Committee Terms of Reference with amendments and additions as noted:

Roles and Responsibilities – Acting as a “resource” (delete “forum and conduit”); Move bullet point number 4 to fall under the “Reporting” heading; move the Committee Member list to under the signature line.

MOTION CARRIED

e. **Operation Standards Review Committee**

Mark Boyce, Committee Chair provided a report on the Operation Standards Review Committee and presented the report on the research priorities identified. Suggestion from the committee level to add some more dimensions to the list of priorities (ie Socio Economic). Committee chair would appreciate any feedback or additional items priorities that could be worked into the document.

Suggestion that Mr. Duda be brought in to do a presentation, Mark Boyce to forward contact information on to the President & CEO.

Other points noted:

- National Post Article – Grizzly number are higher than thought.
- Moose App – intended to go out to all moose hunters for participation, Travis Ripley, ESRD Representative is requested to confirm that correspondence has been sent out regarding the Moose App. Mark Boyce will provide the results from last year's survey to post on the website. Technical support for the Moose App is being provided by ACA.
- ICCB – in Baltimore, Mark Boyce attended and provided a talk on carbon monitoring on the Wildrose Conservation Site. Require a paper/article (general public level article) on the Wildrose Carbon project to forward out to the public and corporate partners.

The Operations Standard Review Committee Terms of Reference was presented to the Board of Directors for approval.

MOTION # 88/13

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

Move that the Board of Director's approve the Operations Standard Review Committee Terms of Reference with amendments and additions as noted:

Roles and Responsibilities – Acting as a “resource” (delete “forum and conduit”); move bullet point number 4 to fall under the “Reporting” heading; move the Committee Member list to under the signature line.

MOTION CARRIED

f. **PAL Committee Report**

Brian Bildson, Committee Chair provided a report on the PAL Committee.

- Require a mechanism in place to recruit for the NE PAL Representative position, Colin Gosselin's term as NE PAL will expire at the end of December 2013.

ACTION ITEM: Deb Dueck will forward the information on the PAL Recruitment Process to the committee members.

- Recommendation that the BOD formalize a review process for the academic, business and liaison positions, review to be completed every 2 years.
- Suggestion that the BOD consider tightening up or clarifying the rules around a PAL coming back or reapplying as a PAL Representative on the ACA Board of Directors.

MOTION # 89/13

**Moved by: Brian Bildson
Seconded by: Sandra Foss**

Move that the Board of Director's reappoint Adam Norris to the position of NW PAL Representative for a second 3 year term.

MOTION CARRIED

MOTION # 90/13

**Moved by: Brian Bildson
Seconded by: Tom Bateman**

Move that the Board of Director's extend the appointment of Ken Ambrock as the Northern Board Liaison and that the Northern Board Liaison Position be implemented as a permanent position on the ACA Board of Directors.

MOTION CARRIED

g. Governance Committee Report

Committee Chair Gordon Burton provided a report from the Governance Committee.

The Executive Committee has reviewed the draft of the Governance Committee TOR and provided comments back to the Governance Committee. The Governance Committee TOR was presented to the BOD for approval.

MOTION # 91/13

**Moved by: Gordon Burton
Seconded by: Jeff Surtees**

Move that the Board of Director's approve the Governance Committee Terms of Reference as presented.

MOTION CARRIED

h. Organizational Risk Report

(Attachment E)

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 F)

Tom Bateman updated the Board of Directors on the activities of the Southern Board Liaison for the period of June 2013 – August 2013.

Highlights from report:

- Fairly quiet quarter.
- Some local mentors have taken groups to different site, report that a little over 1000 gophers shot on one site.
- Travelled with ACA staff to Enchant area to tour a possible site for a demonstration farm.

Conserving Alberta's Wild Side

- Helped organize a number of summer shoots and shooting programs, some communities appear to be more comfortable with shooting especially when the coaches are certified.
- A community celebration was held at New Dayton, ACA, local Fish and Game Associations together with AHEIA, Pheasants Forever and a lot of local volunteers have created a very real success story. This tiny community has created a shotgun program complete with AHEIA certified coaches. Several surrounding communities now bring their novice shooters there for training.
- 30 mentors required for two days for the pheasant festival.

k. Northern Board Liaison Report – Ken Ambrock

(Agenda Item 6k)

Ken Ambrock provided a verbal update on the activities of the Northern Board Liaison from June to August 2013. Key points notes:

- Took 3 families out for 1st time fishing experience.
- In discussions – Many F&W Officers are wanting to get out of problem wildlife and somebody's going to be asked to pay for it.
- Insitu leaks/spills – CNRL Cold Lake weapons range is becoming a lot of discussion with area landowners, becoming a big issue, there is a need for some research to be completed.

l. Business Representative Report - Handout

(Agenda Item 6 l)

Brian Bildson provided a verbal update on the activities of the Business Representative from June to August 2013. Key points notes:

Majority of time as been spent dealing with Peace River office building options and the wolverine project.

- Peace River Office – Opportunity to sublease space in the Provincial Building; opportunity to lease space in the old DFO Building; option of 2 pieces of land, east of the airport @ \$45K/acre. Suggestion that the decision be made to investigate the space available in the Provincial Building. ***ACTION ITEM: Todd Zimmerling will explore stand alone space in the provincial building.***
- Wolverine Project – Lots of time spent on the wolverine project this past winter and the recent months. The joint project between ACA and ATA has been a success. Feel that ACA should consider conservation values and high profile projects. Todd Zimmerling advised the committee that the wolverine project has been selected by Shell as the project (ACA/ATA) that will be showcased at the Innovators Summit in Vancouver this October.
- Treaty 8 – Had discussion with Doug Badger, sounds like a very good guy. Doug Badger is going to approach Treaty 8 with regard to being appointed to the BOD as the Treaty 8 Representative

- Karvonen – storage of footage may end up in the provincial archives, discussions are ongoing. Andrew Manske is up for an Emmy award in November.

m. ESRD Representative Report

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

- Notified of a successful prosecution of illegal fishing in Battle River.
- Government is leading process of caribou management – timber harvest has been set aside in the core zone, oil and gas sales suspended.
- NAWMP (North American Waterfowl Management Program) – expanded population human management dimension aspect as well as habitat, \$10 Million invested in Alberta.
- Results Based Budgeting – ESRD, ARD and TRP and others in the natural resource stream are being evaluated this cycle. 2nd of cycle of 3, 2nd cycle focused on Natural Resource ministries, results based budgeting will directly impact ESRD budget. ACA is not mentioned directly, levy funds are referenced in Travis Ripley's submission.
- Province going to a Alberta Energy single regulator, arms-length monitoring agency, which is having an effect on staffing at ESRD.
- First year of ESRD reorganization completed - several changes and mainly focused on changes within the department. Going forward focus will be on: updating Fish & Wildlife policy for Alberta; expanded the fish sustainability index program; more social survey work on anglers and hunters want from the resources; Federal Government is developing a new fisheries protection policy (ESRD essentially not involved at this point).
- ESRD will post AUS survey results.
- AFSC is working on a system for Alberta in regard to federal payments (Predator Compensation), more complicated than expected.

n. ACA Demonstration Farm Feasibility Committee

Colin Gosselin, Committee Chair updated the Board of Directors on the ACA Demonstration Farm Feasibility Committee.

June 21 & 22, 2013 committee members participated in a tour of potential farms in Southern Alberta, 3 or 4 potential sites for a demonstration farm. Will conduct more one on one visits with each landowner.

o. Pheasant Festival Committee

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

- Plans are proceeding, conference call meeting scheduled the week of August 19, 2013.
- Jaarno Van der Wielen is working on raising profile of ACA and the Pheasant Festival at the local level.

7. Old Business

a. Draft MOU and Program Agreements

MOU – what is the status of the program agreements? BOD has reviewed the program agreements negotiated to date and support the President and CEO in going forward with current drafts for further negotiation. ESRD has to take the program agreements and MOU to several layers of the government for review and approval.

President & CEO proposed to the BOD that the draft program agreements be used as ACA's planning documents for this fall, during the budget and project planning process. BOD is supportive of ACA using the draft documents as planning documents.

b. Levy Proposal

Minister has received the correspondence with regard to the Hunting Levy Increase, Minister will be responding by the end of the week.

Fishing Levy Proposal – has been sent out for public consultation. 500 response were received, 75% positive responses. Other comments: glad non-resident license is proposed to be increased; more enforcement is required.

8. Reports

a. 2012 – 2013 Annual Report

The draft 2012-2013 Annual Report was presented to the Board of Directors for review and comments noted:

- Executive summaries (ie., executive bullets) are to be added to the document next week.
- More emphasis on ACA's ability to leverage levy funds with partner dollars.

9. New Business

a. Bateman Site – *Update provided Todd Zimmerling, Pres. & CEO*

Bateman Site in Strathcona County:

- 160 acres, \$1.00 for a 25 year lease.
- Proposing pathways and educational materials.
- Keep having problems with Strathcona County on other conservation projects, ie., locked gate for access.

- Pres. & CEO wants the ability to hand back the lease on the Bateman Site if issues don't get resolved with access to ACA lands.
- Look at going to Parkland County which has been much better to work with.

MOTION # 92/13

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

Move that the President & CEO continue to explore options for other conservation education sites and report back to the Board of Directors.

MOTION CARRIED

b. Program Grants Proposal – Todd Zimmerling

Cash flow is a challenge with grants, as grant money is issued before most levy revenue is received. Propose to shift dates, instead of meeting in January/February to give out funds in the new fiscal year, give out funds in the same fiscal year, one season of transition would be required (April funds would not be given out for one year). Further discussion on the proposal ensued.

BOD does not support cutting off grant funding for one year, need to explore options further. BOD is cognizant of the cash flow issues and supports managing the issue.

ACTION ITEM: Program Grants Committee will investigate options of granting program funding release and report back to the BOD at a future meeting.

c. Audited Financial Statements Year Ended March 31, 2013 - Electronic Motion: 81/13EV - Ratification (Attachment H)

MOTION # 93/13

**Moved by: Sandra Foss
Seconded by: Mark Boyce**

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #81/13EV:

"Move that the Board of Directors' approve the Audited Financial Statements submitted by auditor Kingston Ross Pasnak LLP to the Year Ended March 31, 2013."

MOTION CARRIED

b. Bull Trail Conservation Site Transfer of Funds to Close - Electronic Motion: 82/13EV - Ratification (Attachment H)

MOTION # 94/13

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: #82/13EV:

"Move that the Board of Directors' approve the wire transfer to Davis LLP (In Trust) in the amount of \$320,450.00 (Three Hundred and Twenty Thousand, Four Hundred and Fifty Dollars) representing the Funds to Close for the Bull Trail Conservation Site (Neubauer), SE/NE 5, E8, SE 9-9-2-W4M (526 Acres) – Closing Date August 1, 2013."

MOTION CARRIED

10. In-Camera

Not required.

11. Date and Location of Next Meeting

2013 Meeting Calendar (*Attachment J*)

The next scheduled BOD Meeting – December 11 - 12, Edmonton, AB

- December 11, 2013 (Wednesday) – Committee Meetings – as required
- December 12, 2013 (Thursday) – Regular BOD Meeting – 9:00 AM – 4:00 PM

14. ADJOURNMENT

MOTION # 95/13

Moved by: Sandra Foss
Seconded by: Mark Boyce

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 3:01 PM.



(Chairman)



(Secretary)

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