

Alberta Conservation Association

Minutes of the December 12, 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 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 Randy Collins (Director) – Alberta Fish and Game Association Robert Gruszecki (Director) – 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 Travis Ripley (Director) – Alberta Environment and Sustainable Resource Development Todd Zimmerling – President & CEO, ACA Debora Dueck – Recording Secretary, ACA
REGRETS	Bill Abercrombie (Director) - Alberta Trappers Association Gordon Burton (Director) – Alberta Professional Outfitters Society John Pattison (Director) – Public At Large, Regional Treaty 8

1. CALL TO ORDER

Chairman Pat Long called the meeting to order December 12, 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 # 100/13

Moved by: Sandra Foss
Seconded by: Mark Boyce

Move that the December 12, 2013 agenda be accepted with additions.

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

- a. August 15, 2013 - Board of Director's Meeting – Electronic Motion: 96/13EV
(Attachment A – Minutes of the August 15, 2013 BOD Meeting)

MOTION # 101/13

Moved by: Brian Bildson
Seconded by: Jaarno Van der Wielen

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 August 15, 2013 Board of Directors' meeting, be accepted with amendments as follows: Agenda Item: 6 (m) – correct to "NAWMP"; clarification added "ESRD, ARD, TRP and others in the nature resource stream are being evaluated in this cycle".

MOTION CARRIED

5. BUSINESS ARISING

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

Action Items were reviewed and updates were provided.

- b. Action Item No. 1 – Pre-Screening Policy

"Board and Senior Staff Pre-Screening Policy – December 2013", the policy was presented to the Board of Directors for review and approval.

MOTION # 102/13

Moved by: Sandra Foss
Seconded by: Brian Bildson

Move that the Board of Director's approve the "Board and Senior Staff Pre-Screening Policy" as presented.

MOTION CARRIED

6. COMMITTEE REPORTS

a. Chairman / Executive Committee

Pat Long, Chairman, provided a report to BOD on the activities of the Chairman.

- Received a response from ESRD Deputy Minister regarding the Predator Compensation Program and Federal funding. Waiting to see if a new DM will be appointed, the Chair will respond and request a response to the initial correspondence as the question was not answered.

b. President and CEO (Attachment C)

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

- New Hires – Corporate Office: Newton Grey (Intermediate IT Technician); Charisma Villa (Intermediate Finance Technician); Ricki Hunt (Administrative Assistant).
- Beginning to recruit for a Temporary Intermediate Communications Coordinator (to cover maternity leave).
- Corporate Partner Relations position vacancy (effective November 22, 2013) due to resignation.
- Several meetings held with Travis Ripley and Ron Borge in regard to the program agreements.
- Taber Pheasant Festival, October 17 – 27, 2013 – very successful event again.
- Participated in several Offset Pilot meetings.
- Kids Can Catch events have received funding for several events across the province.

b-1 MOU and Program Agreements

Todd Zimmerling, President & CEO and Travis Ripley, Minister's Representative provided an overview of the MOU and Program Agreements and the changes implemented. A significant improvement over the 2006 documents. Minister of ESRD will sign the final document, Once approved and signed off, all documents will be shared with ACA and ESRD staff and uploaded to the website.

Program Agreements were reviewed in detail and discussed by the board members.

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MOTION # 103/13

Moved by: Mark Boyce
Seconded by: Sandra Foss

Move that the Board of Director's approve the Memorandum of Understanding (MOU) and Program Agreements and that the documents be executed by the Chair of the ACA Board of Directors.

MOTION CARRIED UNANIMOUSLY

Once the MOU and Program Agreements are executed, Todd Zimmerling will provide a summary of the changes to the Board of Directors, for use when talking with their individual Member Group.

c. Finance & Audit Committee
(Attachment D)

Treasurer, Sandra Foss and President & CEO presented the Financial Overview and Financials to October 31, 2013. Points to be noted:

- Levy revenues are \$221,073 higher than prior year actual amounts. This demonstrates that licenses sold are increasing slowly from year to year.
- Partner Contributions are higher by \$56,590. Management places priority on following through with partner dollars and will focus more on Business Development for the remainder of the year.
- Operating expenses were \$214,670 lower than previous year levels mainly arising from changes in spending in landowner agreements, advertising, construction and building services, temporary services, rentals and leases, materials and supplies, grants and support payments..
- The organization is \$1,989,247 under budgeted expenditures. The majority of this variance is explained within salaries and benefits, landowner agreements, advertising, construction and building services, temporary services, rentals and leases, travel, materials and supplies and grants..
- An operational surplus of \$3,465,783 exists in comparison to prior year of surplus of \$3,206,299. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, and removing revenue from donated land and allocated land purchases, the final result ends in a surplus of \$3,753,687 for the period..
- Total land acquisitions are \$708,193 for the Leddy Conservation Site through Suncor funding, the Bull Trail property through the Habitat Securement Fund and partnerships and a correction for the Northstar Expansion.
- ACA reported an accounting surplus of \$3,753,687, an amount that includes interest income, realized and unrealized results for investments or asset disposals. The realized gain on investments was \$73,328; the unrealized gain on investments was \$216,777. Interest revenue was \$31,324, and the loss on asset disposal was \$(2,202). Once these are removed from results, the true operational surplus is \$3,434,459 compared to prior year operational surplus of \$3,164,538.

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d. Communications Committee

Randy Collins Committee Chair updated the board on the Communication Highlights submitted by the Communications Manager as per the update in the President & CEO Report presented in Agenda Item 6 b.

e. The ACA Grants Program Committee

Copies of the Biodiversity and GECF Annual Reports were distributed to all BOD members. A list of proposed adjudicators for the 2014/2015 cycle of grants was provided for review.

MOTION # 104/13

Moved by: Sandra Foss
Seconded by: Randy Collins

Move that the Board of Director's extend the appointment of Duane Radford as a possible adjudicator for 1 more year on the Conservation, Community and Education Grants adjudication committee.

MOTION CARRIED

GECF applications will be received in January 2014, available February 1, 2014
Research grant asks are up in total requests.

Discussion ensued on the potential allocation of grant funds with regard to similar projects that ACA supports, from an operational standpoint. Discussion item is moved to New Business Item 9 (d) on the agenda, to allow time for further thought.

Budget discussion in regard to the granting program:

- \$970K – Retention, Recruitment and Education and GECF.
- \$330K – Research (Biodiversity \$250K).

ACTION ITEM: President & CEO is directed to correct the website with regard to budget amount of available funds.

f. Operation Standards Review Committee

Mark Boyce, Committee Chair provided a report on the Operation Standards Review Committee, advising that the Moose App received more responses this fall in comparison to last year.

g. PAL Committee Report

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

The PAL Committee proceeded with the application process in the fall of 2013, for the recruitment of a NE PAL Representative position.

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- 11 quality applications were received and vetted.
- Top four (4) candidates were interviewed on December 11, 2013.
- Independent assessment of candidates by the committee members was conducted after the interview process.
- Clear candidate rose to the top of those interviewed.
- Selection process was very open and honest, resulting in the selection of the appropriate candidate.

MOTION # 105/13

Moved by: Brian Bildson
Seconded by: Tom Bateman

Move that the Board of Director's offer the position of NE Public At Large Representative to Chris Fowler, effective January 1, 2014 for a 3 year term.

MOTION CARRIED

PAL Committee Chair, Brian Bildson will contact the proposed candidate offering him the position as well as correspondence with other applicants thanking them for their time.

h. Governance Committee Report

No report provided.

i. 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 August 2013 – December 2013.

Highlights from report:

- Visited some of the more popular fishing spots, discussing with seniors their thoughts regarding a seniors fishing license. Most were instantly opposed, however after discussion most agreed it would be acceptable if all the revenue went toward enhancing fishing opportunities.
- Spent considerable energy preparing for the Pheasant Festival. Mentors and all necessary equipment were in place. Huge feedback was received from those involved in the novice shoots, very positive comments from volunteers and participants.

- Spoke with four groups this quarter, people are becoming more aware of ACA and are generally very supportive.
- Some from our group had discussions with senior military personnel at Suffield Base, they asked about the possibility of mentored elk hunts for first time hunters and the idea was well received.

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

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from August 2013 – December 2013.

Highlights from report:

- Visited the F&W office in St. Paul, there is good news that the elk numbers have increased to allow a draw for antlered and antlerless elk in WMU 258.
- Discussions with Fish and Enforcement staff who have indicated that an MOU between SolGen and AESRD has been drafted to transfer the problem wildlife problem to AESRD. Staff in Public Lands and Forestry Division will be trained to deliver the program.
- Residents in the northeast part of the province continue to be very concerned about the CNRL oil seep.
- The fall migration of Canada geese, snow geese and mallard in the northeast was incredible, but hunting pressure was relatively low. This is also true for deer hunting.

l. Business Representative Report
(Attachment H)

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

Highlights from report:

- Peace River Office – In partnership with ACA Staff all options have been investigated, inclusive of leasing, building, purchasing and remaining at current space. Decision now lays with the President and CEO.
- Wolverine Project – Project is proving to be quite successful. Live trapping is taking place in the Rainbow Lake district. ACA and ATA are continuing on with the wolverine run pole/DNA capture site.
- Media – recently wolverine footage filmed last winter went viral.
- Involved in raising additional ACA funds for the wolverine project and have had some success within the trapping community.

Pat Long, Chairman of the BOD advised that the Executive Committee had completed a review of the Business Representative position/role, proposing to the BOD that the Brian

Bildson be re- appointed to the role of Business Representative for an additional 2 year term.

MOTION # 106/13

Moved by: Sandra Foss
Seconded by: Jaarno Van der Wielen

Move that the Board of Director's appoint Brian Bildson to the capacity/position of Business Representative for additional 2 year term.

MOTION CARRIED

m. ESRD Representative Report

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

- New Minister recently announced - Minister Robin Campbell. Swearing in ceremony scheduled for Dec 13, 2013. ESRD is completing briefing materials for new Minister on short and long term items. ACA MOU is on this list.
- Single regulator is in place and acting in capacity for approvals and compliance on items related to Public Lands Act Regulations (PLAR) - as of November 30, 2013. Expect the Alberta Energy Regulator to assume capacity for EPEA & Water Act
- Alberta Environmental Monitoring, Evaluation and Reporting Agency - discussing elements of monitoring programs related to the monitoring agency. It is not clear what aspects of fish and wildlife monitoring, reporting and evaluation will move to this agency.
- Integrated Resource Management System - integrated process involving multiple ministries to focus on integrated issues and dealing with common values for decisions
- Sage Grouse Emergency Order - recently gazetted in Canada Gazette for implementation on February 18, 2014. This is the first EO under the SARA legislation. ESRD is working with Energy on how best to adhere to the prohibitions under this order
- Federal Fisheries Act - Numerous documents released by DFO that outline how the new provisions which came into effect November 25th, 2013, will be understood by regulators and proponents. A new website has been created to help guide proponents (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>)
- ESRD Fish and Wildlife Policy Renewal - we are seeking approval to move forward on renewing the 1982 Fish and Wildlife Policy for Alberta. This will incorporate significant consultation.
- Wildlife Regulation - Regulation expires in June 2014.
- Fisheries (Alberta) regulation - Regulation expires October 2014
- Sportfishing regulation package - moving through with last minute changes due to Obed release

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- Longer term items of interest include an update and renewal to the Zoo Policy; Commercial Fishing Policy; Guide / Outfitter Policy; Species at Risk strategy; sportfishing regulation simplification
- CCFAM (Canadian Council of Fisheries and Aquaculture Ministers) - Alberta is the host jurisdiction for 2014. We are planning to host the event in the Calgary area in June 2014 and showcase our flood recovery efforts. It is anticipated Fisheries and Aquaculture Ministers from across Canada will be attending.

n. ACA Demonstration Farm Feasibility Committee

Colin Gosselin, Committee Chair updated the Board of Directors on the ACA Demonstration Farm Feasibility Committee Points noted:

- The ACA Demonstration Farm is now a project listed in the Annual Operating Plan for 2014/2015.
- Decision that the Wildlife Program Manager and the Demo Farm project lead will be following up with one of the farmers from the June property tours to further discuss partnering opportunities and options for how it would operate.
- Ideally ACA would be committing to something for about 10 years to be able to successfully measure the impacts of implementing different habitat and farming practices.
- If an agreement is reached and approved by the BOD, staff would begin with baseline survey work next year.
- Thoughts that for at least the first 3 years or so there should be an expectation and commitment by the BOD that the project is going to be a line budget item.

Pat Long, Chairman of the BOD commented that Colin Gosselin has put his heart and soul into the Demo Farm Project and that the BOD should consider options to utilize Colin Gosselin in some capacity on the Demo Farm Project.

MOTION # 107/13

Moved by: Brian Bildson

Seconded by: Robert Gruszecki

Move that the Board of Director's appoint Colin Gosselin as "Special Advisor" in relation to the ACA Demonstration Farm Project for a 2 year period.

MOTION CARRIED

7. Old Business

a. MOU and Program Agreements

(Attachment I)

Discussed in Agenda Item 6 b-1.

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8. Reports

a. 2014 – 2015 Initial Draft Annual Operating Plan
(Attachment "J")

The draft 2014-2015 Initial Draft Annual Operating Plan was presented to the Board of Directors for review. Discussion ensued with clarification provided by the President and CEO.

MOTION # 108/13

Moved by: Ken Ambrock
Seconded by: Adam Norris

Move that the Board of Director's approve in principle the 2014-2015 Initial Draft Annual Operating Plan as presented.

MOTION CARRIED

9. New Business

a. Wire Transfer of Funds, Leddy Conservation Site - Electronic Motion: 02/13EV - Ratification
(Attachment K)

MOTION # 109/13

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: #02/13EV:

"Move that the Board of Directors' approve the wire transfer to Davis LLP (In Trust) in the amount of \$171,120.00 (One Hundred and Seventy One Thousand, One Hundred and Twenty Dollars) representing the Funds to Close for the Leddy Conservation Site (SUNCOR Property Purchase), NE & SE 10-85-23-@5M (320 Acres) – Closing Date April 30, 2013."

MOTION CARRIED

b. HSF Funds to Purchase Di Santo Conservation Site - Electronic Motion: 97/13EV - Ratification
(Attachment L)

MOTION # 110/13

Moved by: Sandra Foss
Seconded by: Adam Norris

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #97/13EV:

"Move that the Board of Directors' approve \$91,300.00 (Ninety One Thousand, Three Hundred) from the 2013/2014 Habitat Securement Funds to purchase the Di Santo Property (Partial Donation), SE 35-34-5-W5M 9148 acres), located approximately within 50 km of Sundre, Rocky Mountain House, Innisfail, Bowden, Olds and within 65 km of Red Deer, in partnership with other conservation organizations."

MOTION CARRIED

c. Wire Transfer of Funds, North Kamisak Lake - Electronic Motion: 98/13EV - Ratification
(Agenda Addition)

MOTION # 111/13

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: #98/13EV:

"Move that the Board of Directors' approve the wire transfer to Davis LLP (In Trust) in the amount of \$177,300.00 (One Hundred and Seventy Seven Thousand, Three Hundred Dollars) representing the Funds to Close for the North Kamisak Lake Conservation Site (SUNCOR Property Purchase), NW 34-71-12-W6M (161 Acres) – Closing Date December 19, 2013."

MOTION CARRIED

d. Potential allocation of grant funds with regard integrated projects

Mark Boyce, U of A Chair in Fisheries and Wildlife declared a conflict of interest and left the meeting.

Discussion continued with regard to the potential allocation of grant funds to similar projects that ACA supports, from an operational standpoint. The funds to be removed from the granting pool of funds and be allocated to a research project that ACA is involved in.

MOTION # 112/13

**Moved by: Brian Bildson
Seconded by: Colin Gosselin**

Move that the \$75,000.00 (Seventy Five Thousand Dollars) be removed from the granting pool of funds and be allocated to a research project that ACA is involved in.

MOTION AMENDED

MOTION # 113/13

**Moved by: Brian Bildson
Seconded by: Colin Gosselin**

Move that the Board of Director's allocate \$75,000.00 (Seventy Five Thousand Dollars) to the U of A Wolverine Research Project, in a manner that is mutually acceptable to the CEO and the U of A Chair in Fisheries and Wildlife, said funds to come from the 2014-2015 Grant Eligible Fund, with a reduction to the research component.

MOTION CARRIED

Mark Boyce, U of A Chair in Fisheries and Wildlife returned to the meeting.

e. Election of Officers and Committee Appointments
(Attachment M)

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

- Pat Long nominated Adam Norris.
- Brian Bildson nominated Sandra Foss.

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- Sandra Foss withdrew nomination.
- 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.
- Seeing 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 # 114/13

Moved by: Sandra Foss

Seconded by: Adam Norris

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

MOTION CARRIED

10. In-Camera

Not required.

11. Date and Location of Next Meeting

2014 Meeting Calendar (*Attachment N*)

The meeting dates for the 2014 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 26 & 27, 2014, Edmonton, AB

- March 26, 2014 (Wednesday) – Committee Meetings – as required
- March 27, 2014 (Thursday) – Regular BOD Meeting – 9:00 AM – 4:00 PM

14. ADJOURNMENT

MOTION # 115/13

Moved by: Colin Gosselin
Seconded by: Mark Boyce

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 2:45 PM.



(Chairman)



(Secretary)