

Alberta Conservation Association

Minutes of the March 27, 2014 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
Brian Bildson (Secretary) - Public At Large, Business Representative – *(Arrived at 12:45 PM)*
Adam Norris (Treasurer) – Public At Large, Regional
Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison
Bill Abercrombie (Director) – Alberta Trappers Association
Vince Aiello (Director) – Pheasants Forever Alberta Council
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
Sandra Foss (Director) – Nature Alberta
Chris Fowler (Director) – Public At Large, Regional
Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association
John Pattison (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

Treaty 8

1. CALL TO ORDER

Chairman Pat Long called the meeting to order March 27, 2014 at 9:10 AM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting, round table introductions were made for the benefit of newly appointed NE PAL Representative.

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3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 09/14

Moved by: Sandra Foss
Seconded by: Gordon Burton

Move that the March 27, 2014 agenda be accepted with changes, move agenda item 6(f) up to 6(c).

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

- a. December 12, 2013 - Board of Director's Meeting – Electronic Motion: 01/14EV
(Attachment A – Minutes of the December 12, 2013 BOD Meeting)

MOTION # 10/14

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: 01/14EV stating: "Move that the Minutes of the December 12, 2013 Board of Directors' meeting, be accepted with amendments as follows: Agenda Item: 6 (b-1) clarification added "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."; correction of typographical errors."

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.

- Meeting with the President & CEO last month to get updated on the status of where things are at.
- Partial completion of the President & CEO's annual review, no recommendation at this point. The annual review will be completed Tuesday, April 1, 2014 after which time the Executive Committee will provide a recommendation.

b. President & CEO
(Attachment C)

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

- New Hires – Corporate Office: Budd Erickson (Intermediate Communications Coordinator), covering a 1 year maternity leave;
- Completed the hiring process for seasonal positions - number of returning seasonal staff, along with new seasonal staff coming on board.
- Beginning recruitment for a temporary biologist (position replacement).
- Karen Stephenson, Finance Clerk resigned in February.
- Benefits – meeting with benefit brokers to review stats of the services being provided.
- Employee Survey – Results have come in and it looks like another great year, staff are at another high of 94.7% satisfaction with ACA as a place to work. The Management Team has reviewed the results and soon the results will be posted for staff to view.
- Participated in several meetings and events since the December 2013 BOD meeting: SE Pilot Offset; WISE Awards; Kids Can Catch Event – Wabamun Lake; AFGA Conference – Ft. McMurray; Rural Tourism Talk – Camrose; New Licensing System Launch; Conservation Offset; DM – Bill Werry; TUC Event; Conoco Phillips.
- Corporate Partners in Conservation: Taber Pheasant Festival is being handed over to a local organizing committee; Several other communities have expressed interest in a pheasant festival in 2015; Seven Kids Can Catch events and two archery events are now planned for 2014; Syncrude has agreed to \$50,000/year for 5 years (funding allocated to Biodiversity Grants Program).
- Land Program: ACA now manages 193,000 acres of land; on title 30,700 acres; habitat purchased offsets (with corporate partners) 9,294 acres.
- President & CEO has been appointed as ACA Non-industry Representative to the BOD of Alberta Association of Conservation Offsets.
- As of April 2014, Todd Zimmerling, President & CEO has completed 7 years of employment with ACA and is happy to say it has been a very good 7 years and he has no intention of going anywhere.

c. Operation Standards Review Committee

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

- Sage Grouse Emergency Order: has met with strong resistance by the Oil and Gas Sector, Medicine Hat has filed a suit against the order.
- Moose APP 2013 Season: no major glitches this year, 9320 hours reported; 3532 moose seen; 120 WMU's reported. Ownership of the APP? An undergraduate student developed the application, APP belongs to the U of A – no copyright on the APP at this point. State of Washington, Minnesota and Wyoming are interested in the APP.
- Wolverine Project: is going very well. 19 wolverines currently collared; 30 plus trapped as of 3 weeks ago; a connection has been made with First Nations who have hosted a fundraiser to buy collars, as well as participation in sample retrieval (scat).
- Spatially Structured Marten Capture Workshop at the U of A, Murray Effert – April 22 – 24/14, Board Members are welcome to attend.
- Bear Recovery Plan meetings were conducted in Edmonton.
- Access Planning – working on policy to provide guidance to the Regulators.

d. Finance & Audit Committee

Treasurer, Adam Norris and President & CEO presented the Financial Overview and Financials to February 28, 2014. Points noted:

- Levy revenues are \$274,349 higher than prior year actual amounts. This demonstrates that licenses sold are increasing slowly from year to year.
- Partner Contributions are lower by \$(155,647). Management places priority on following through with partner dollars and is focusing more on Business Development for the remainder of the year.
- Miscellaneous revenue includes Conservation Site Guide and Magazine advertising, surface lease revenue, and ACA asset auction item proceeds. Donations are higher in the prior year because of carry forward amounts from Syncrude for the Owl River project.
- Operating expenses were \$257,294 lower than previous year levels mainly arising from changes in spending in landowner agreements, advertising, construction and building services, temporary services, rentals and leases, and support payments.
- The organization is \$2,478,953 under budgeted expenditures. The majority of this variance is explained within salaries and benefits, bank charges and interest, landowner agreements, advertising, construction and building services, temporary services, rentals and leases, travel, materials and supplies, grants and support payments.
- The operating surplus of \$2,700,396 exists in comparison to the prior year surplus of \$2,441,585. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposal, and removing revenue from donated land and allocated to land purchases, the final result ends in a surplus of \$3,145,357 for the period.
- Total land acquisitions are \$1,453,705 for the Leddy, North Kamisak Lake and Lac Cardinal West Conservation Sites through SUNCOR funding, the Bull Trail property and Silver Sage expansion through the Habitat Securement fund and partnerships, a correction for the Northstar Expansion, purchase of the Flatbush 7 site through Shell and a land donation of the Walter Conservation Site.

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- ACA reported an accounting surplus of \$3,145,357, an amount that includes interest income, realized and unrealized results for investments or asset disposals. The realized gain on investments was \$81,910; the unrealized gain on investments was \$352,521. Interest revenue was \$171,263 and the gain on asset disposal was \$9,991. Once these are removed from results, the true operational surplus is \$2,529,672 compared to prior year operational surplus of \$2,298,894. This suggests we are on track for similar results as last year with an increase in surplus from additional levies received.

e. Communications Committee

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

- Communications Manager Lisa Monsees attended the committee meeting to provide an update to the group: The new Discover Guide sent to the printers March 25, 2014, 80,000 copies being printed.
- ACA Merchandise – discussion ensued in regard to ACA promotional merchandise, **consensus that ACA continue with current swag for promotion.**
- ACA conducted a “Giving Campaign” resulting in: Peregrine \$3,480.00; Wolverine \$18,000.00; Fish Stocking \$1,600.00.

f. The ACA Grants Program Committee

Presentation: John Pattison provided a presentation on the Biodiversity & Research Grants process and presented the proposed list of Grants in Biodiversity applications recommended for funding.

MOTION # 11/14

Moved by: Adam Norris

Seconded by: Randy Collins

Move that the Board of Director’s approve the Grants in Biodiversity proposed recommendations for funding and that the funds be released.

MOTION CARRIED

1 Abstention - ESRD Representative declared conflict of interest

John Pattison presented the Research Grants proposed list of grant applications recommended for funding.

MOTION # 12/14

Moved by: Randy Collins
Seconded by: Jaarno Van der Wielen

Move that the Board of Director's approve the Research proposed recommendations for funding and that the funds be released.

MOTION CARRIED
1 Abstention - ESRD Representative
declared conflict of interest

Sandra Foss, Committee Chair provided a report on the adjudication process on the CCEG (Conservation, Community and Education Grants) and presented the list of applications recommended for funding. Discussion ensued in regard to the adjudication process for 2014/2015.

MOTION # 13/14

Moved by: Sandra Foss
Seconded by: Gordon Burton

Move that the Board of Director's approve the CCEG (Conservation, Community and Education Grants) proposed recommendations for funding and that the funds be released.

MOTION CARRIED
9 In Favor, 4 Opposed
1 Abstention - ESRD Representative
declared conflict of interest

Social Sciences Research Proposal identified by the Grants Program Committee was referred to the Executive Committee. President & CEO presented information on the proposal to the board. Recommendation from the Executive Committee that the Social Sciences Research proposal be funded.

MOTION # 14/14

Moved by: Gordon Burton
Seconded by: Sandra Foss

Move that the Board of Director's approve the "Social Sciences Research" grant proposal for funding.

MOTION DEFEATED

g. PAL Committee

No report.

h. Governance Committee Report

Gordon Burton, Governance Committee Chair provided an update to the board, with points noted:

- The tracking spreadsheet has been developed and will be updated (ongoing as documents are approved).
- Board members are requested to return the "ACA Directors Manual" at the June meeting to be updated and returned to the board members at the August meeting (manuals to be updated annually by this process).
- Request that the BOD consider using past members knowledge at the committee level. *Deferred to the BOD Strategic Planning meeting in June of 2014.*
- Recommendation to the BOD the creation of a Recruitment Committee, which would consolidate the following committees into one (1) committee: BOD Liaison Committee, Membership Committee and PAL Committee. *ACTION ITEM: A Terms of Reference (TOR) be developed for the "Recruitment Committee", to incorporate all committees.*

MOTION # 15/14

Moved by: Gordon Burton
Seconded by: Randy Collins

Move that the Board of Director's approve the creation of a "Recruitment Committee", incorporating the BOD Liaison, Membership and PAL Committees, including the development of a Terms of Reference for the "Recruitment Committee".

MOTION CARRIED

i. Organizational Risk Report
(Attachment F)

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 G)

Tom Bateman updated the Board of Directors on the activities of the Southern Board Liaison for the period of December 2013 – March 2014.

Highlights from report:

- The portable shot gun training system that AHEIA provides for use in southern Alberta has been used extensively, also a new trailer has been created which includes duck decoys etc., also being used extensively.
- Receiving calls from Southern Alberta ranchers who have heard about shooting gophers on other farms and ranches. We will coordinate mentors, novice shooters, ranchers.
- Working with Bob Gruszecki, a Shotgun Coaching Seminar has been planned, to be held in Calgary. These attendees come from several Fish and Game Clubs, Pheasants Forever, a couple from Trout Unlimited, several ACA staff and of course AHEIA. Completion of the course will result in a very significant increase in the use of our portable shotgun shooting system.

Bob Gruszecki commented: Congratulations to Tom Bateman, Ken Ambrock and Randy Collins who have been inaugurated into the "Quarter Century Club of the Conservation Education Hall of Fame", instructors for 25 years.

k. Northern Board Liaison Report – Ken Ambrock

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from December 2013 – March 2014.

Highlights from report:

- Talked with several ice fishermen at various lakes. Stakeholder individuals knew of the ACA, others were confused on the difference between ACA and ESRD.
- Issues facing anglers: water quality; catch and keep more fish; agricultural land use (clearing), ACA should focus on habitat retention.
- Attended the WISE Awards in Calgary.
- Attended the AFGA Annual Conference in Ft. McMurray. Biologists presented on invasive species (ACA should take this into consideration).
- Would like to acknowledge Todd Zimmerling's (President & CEO) and Ken Kranrod's, (VP), attendance at the conference and the importance of their attendance. Through their efforts there has been a lot of trust created with Fish & Game.

l. Business Representative Report

(Handout)

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from December 2013 – March 2014.

- Treaty 8 – Relay to the ESRD Minister the request for help with recruiting a representative to the ACA BOD. Discuss at the April 1, 2014 meeting with the ESRD Minister.

President & CEO provided additional comments:

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- Discussion on the idea of reality TV shows – suggestion that a reality TV show on trapping being prepared for the public could be a great opportunity to get people acknowledging the value of the sport. Could resonate with a big percentage of the population. Further discussion on the subject ensued.

m. ESRD Representative Report

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

- Loss of Terry Kosinski – Terry was the senior manager and section head for the Fish and Wildlife Habitat program in ESRD. Cancer overtook him in March.
- ACA MOU and Program Agreements – Minister has received the MOU & program agreements and was preparing to evaluate a number of options, including the signing of these documents as presented for 5 years, signing and agreeing to these documents for a shorter period of time, or not signing the documents. There was to be a discussion with the executive of the board and the Minister for ESRD in early April.
- Updates on policies: Fish and Wildlife Policy for Alberta – renewing older 1982 policy – there will be public discussion; updating the Fisheries (Alberta) ministerial regulations, General Fisheries Alberta Regulations and the wildlife regulations – public consultation started; Fish stocking policy for Alberta
- Conservation offset policy being developed in ESRD – option for ACA to contribute to its development. The policy is largely taking the key learnings from the developments when developing the air offset policy
- AEMERA (Alberta Environment Monitoring, Evaluation and Reporting Agency) – has started up. Currently working on the demarcation of ESRD monitoring programs for Air, Water, Land and Biodiversity.

n. ACA Demonstration Farm Feasibility Committee

Todd Zimmerling, President & CEO updated the Board of Directors on the ACA Demonstration Farm Feasibility Committee Points noted:

- With the departure of Colin Gosselin from the BOD, there is currently no chair of the committee. The President & CEO will chair the next meeting, at which time a new chair of the committee will be appointed.
- Base line monitoring, which is yet to be finalized will be starting shortly.

7. Old Business

a. MOU and Program Agreements

Discussed in Agenda Item 6 (b) and (m).

b. Predator Compensation - Update

Received written assurance that ACA will be paid for 48% of claims for this year. Process - AFSC will receive funds, ACA will invoice ESRD, ESRD will invoice AFSC, funds will flow through to ACA.

8. Reports

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

The 2014-2015 Draft Annual Operating Plan was presented to the Board of Directors for approval.

MOTION # 16/14

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

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

MOTION CARRIED

9. New Business

a. HSF Funds to Purchase Silver Sage (3) Expansion Conservation Site - Electronic Motion: 99/13EV - Ratification (Attachment I)

MOTION # 17/14

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: #99/13EV:

"Move that the Board of Directors' approve \$70,000.00 (Seventy Thousand) from the 2013/2014 Habitat Securement Fund to purchase the Silver Sage Expansion property. SW 5-4-4-W4M, NW 32-3-5-W4M (312 acres) located in Southern Alberta (Manyberries area), in partnership with other conservation organizations. This purchase would expand on the 1,583 acre Silver Sage Site (Silver Sage 1 – 2010 and Silver Sage 2 – 2011) and create a better site linkage."

MOTION CARRIED

- b. **Wire Transfer of Funds to Close Lac Cardinal West Conservation Site - Electronic Motion: 02/14EV - Ratification**
(Attachment J)

MOTION # 18/13

Moved by: Randy Collins
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: #02/14:

"Move that the Board of Directors' approve the wire transfer to Dentons Canada LLP (In Trust) in the amount of \$117,000.00 (One Hundred and Seventeen Thousand Dollars) representing the Funds to Close for the Lac Cardinal West Conservation Site (SUNCOR PROPERTY PURCHASE), SW 01-84-25-W6M (130.30 Acres) – Closing Date February 10, 2014."

MOTION CARRIED

- c. **Wire Transfer of Funds to Close, Flatbush 7 Conservation Site - Electronic Motion: 03/14EV - Ratification**
(Attachment K)

MOTION # 19/14

Moved by: Gordon Burton
Seconded by: Bill

Abercrombie

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #03/14EV:

"Move that the Board of Directors' approve the wire transfer to Davis LLP (In Trust) in the amount of \$126,000.00 (One Hundred and Twenty Six Thousand Dollars) representing the Funds to Close for the Flatbush 7 Conservation Site (Shell Property Purchase), NW 1-66-2-W5M (160 Acres) – Closing Date February 12, 2014."

MOTION CARRIED

- d. **Wire Transfer of Funds to Close, Silver Sage (3) Expansion Conservation Site - Electronic Motion: 04/14EV - Ratification**
(Attachment L)

MOTION # 20/14
Wielen

Moved by: Jaarno Van der

Seconded by: Chris Fowler

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: #04/14EV:

“Move that the Board of Directors’ approve the wire transfer to Dentons Canada LLP (In Trust) in the amount of \$211,000.00 (Two Hundred and Eleven Thousand Dollars) representing the Funds to Close for the Silver Sage (3) Expansion (HSF/HSP), SW 5-4-5-W4M; NW 32-3-5-W4M (312 Acres) – Closing Date February 28, 2014.”

MOTION CARRIED

- e. **HSF Funds to Purchase Escape Coulee Conservation Site - Electronic Motion: 05/14EV - Ratification**
(Attachment M)

MOTION # 21/14

**Moved by: Tom Bateman
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: #05/14EV:

“Move that the Board of Directors’ approve \$25,000.00 (Twenty Five Thousand) from the 2013/2014 Habitat Securement Fund to purchase the Escape Coulee Property, 19 and NW 20-02-06-W4M (800 acres) located in Southern Alberta approximately 16 km southeast of the Silver Sage Conservation Site, in partnership with other conservation organizations.”

MOTION CARRIED

- f. **Staff Survey Results**
(Attachment N)

President & CEO presented the Staff Survey Results to the BOD, noting that staff are at another high of 94.7% satisfaction as a place to work.

10. In-Camera

Not required.

11. Date and Location of Next Meeting

2014 Meeting Calendar (Attachment O)

The next scheduled BOD Meeting – June 4 - 7, 2014, Edmonton, AB – NE Region

- **June 4, 2014 (Wednesday) – Committee Meetings – as required**
- **June 5, 2014 (Thursday) – Strategic Planning Meeting – 9:00 AM – 4:00 PM**
- **June 5, 2014 (Thursday) – ACA Meet & Greet – 5:00 – 9:00 PM**
- **June 6, 2014 (Friday) – Regular BOD – 9:00 AM – 4:00 PM**
- **June 7, 2014 (Saturday) – Property Tour – 9:00 – 5:00 PM**

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14. ADJOURNMENT

MOTION # 22/14

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

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 2:35 PM.



(Chairman)



(Secretary)