

Alberta Conservation Association

Minutes of the August 20, 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
Adam Norris (Treasurer) – Public At Large, Regional
Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison
Vince Aiello (Director) – Pheasants Forever Alberta Council
Ken Bailey (Director) – Alberta Professional Outfitters Society
Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife
Fred Calverley (Director) – Trout Unlimited Canada
Randy Collins (Director) – Alberta Fish and Game Association
Lee Foote (Director) – Academic Representative
Sandra Foss (Director) – Nature Alberta
Chris Fowler (Director) – Public At Large, Regional
Robert Gruszecki (Director) – Alberta Hunter Education Instructors Association
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

Bill Abercrombie (Director) – Alberta Trappers Association
John Pattison (Director) – Public At Large, Regional
Treaty 8

1. CALL TO ORDER

Chairman Pat Long called the meeting to order August 20, 2014 at 9:00 AM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting, round table introductions were made.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 41/14

Moved by: Ken Ambrock
Seconded by: Randy Collins

Move that the August 20, 2014 agenda be accepted with additions/deletions:

10 (e) Karvonen Films / Provincial Archives.

(f) Golden Ranches

(g) Firearm's Act

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

- a. June 6, 2014 - Board of Director's Meeting – Electronic Motion: 35/14EV
(Attachment A – Minutes of the June 6, 2014 BOD Meeting)

MOTION # 42/14

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: 35/14EV stating: "Move that the Minutes of the June 6, 2014 Board of Directors' meeting, be accepted with corrections to minor typographical errors".

MOTION CARRIED

- b. June 18, 2014 - Special Meeting of the Board of Director's
(Attachment B – Minutes of the June 18, 2014 BOD Meeting)

MOTION # 43/14

Moved by: Sandra Foss
Seconded by: Chris Fowler

Move that the Minutes of the June 18, 2014 Board of Directors' meeting be accepted as presented.

MOTION CARRIED

5. BUSINESS ARISING

a. Review of Action Items

(Attachment C – 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.

- Phone conversation with the President & CEO to be updated on activities of ACA.

b. President & CEO

(Attachment D)

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

- Intermediate Fisheries Biologist, Brett Keeling hired, start date August 19, 2014 working out of the NE Region office.
- Laura Volkman, Communications Coordinator left on maternity leave, no replacement will be hired at this time.
- Ariana Tourneur will be returning from maternity leave in September, in a part time capacity.
- COR Audit completed, received a score of 97%.
- Meeting with Minister Robin Campbell to discuss options for Eagle Terrace property.
- Waterfowl Warmup Clay Shoot Event is scheduled for August 21, 2014, 14 teams registered.
- Pheasant Program Update: Sites have been identified (couple of changes), in the process of getting signed agreements. Additional new sites – 2 sites in Calgary area, 2 sites in Edmonton area, plan to implement Edmonton sites this year.
- 4H Raising Pheasant Chicks – goals are to expand the program (100K), potentially covered by corporate funds, increase the number of youth involved, investigate other species in other areas of the province.
- Kids Can Catch Program – is growing and the 2014 scheduled events are complete with a total of 2072 participants.
- Archery Days Program – similar to Kids Can Catch is also growing, all events went well with 215 participants.
- Grants Sponsorship – Syncrude has committed to 50K/year for five years in support for the Grants in Biodiversity program.

Conserving Alberta's Wild Side

Discussion on the Ridge Reservoir and public land around the reservoir. The public has raised concerns with the water quality, several local groups/organizations/partners are involved in re-establishing the public lands. Possible project "Impact on Water Quality".

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

Treasurer, Adam Norris and President & CEO presented the Financial Overview and Financials to June 30, 2014. Points noted:

- Levy revenues are \$(459,146) lower than prior year actual amounts. This is a result of the timing difference as Active Network stabilizes the levy system for ESRD and should correct in the coming months as July receipts indicate make up the shortfall showing this quarter.
- Partner Contributions are lower by \$(264,259). Revenue from the Land Trust Grant was recorded in the prior year creating this variance in the current year. ACA has also obtained assurance for money that has not yet been received or recorded but will appear in next quarter's results.
- Miscellaneous revenue includes Conservation Site Guide and Magazine advertising, surface lease revenue, and ACA asset auction item proceeds. Revenue in the current year includes the Plover campaign as well as donations for Karvonen Film vignettes and amounts from Conoco Phillips.
- Operating expenses were \$(347,291) lower than previous year levels mainly arising from changes in spending in advertising, construction and building services, temporary services, grants and support payments.
- The organization is \$(1,976,456) under budgeted expenditures. The majority of this variance is explained within salaries and benefits, property taxes, construction and building services, temporary services, rentals and leases, materials and supplies, grants and support payments.
- The operating surplus of \$1,596,984 exists in comparison to the prior year surplus of \$1,866,604. 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 \$1,659,282 for the period.
- Total land acquisitions are \$1,339,036 for the North Kamisak Lake and Lac Cardinal West expansion site through Suncor funding, Escape Coulee and Junction Lake through the Habitat Securement Fund and partnerships and the land donation of the Larches Conservation Site.
- ACA reported an accounting surplus of \$1,659,282, an amount that includes interest income, realized and unrealized results for investments or asset disposals. The realized gain on investments was \$420; the unrealized gain on investments was \$61,881. Interest revenue was \$12,144, and the gain on asset disposal was \$2. Once these are removed from results, the true operational surplus is \$ 1,584,840 compared to prior year operational surplus of \$1,851,537.
- Current assets have decreased by 31.42% from recorded levels at June 30, 2013 mainly from a decrease in the restricted fund, prepaid expense and accounts receivable. This occurred as we purchased land that these restricted funds were set aside for. Accounts Receivable were collected earlier this year and used to pay amounts payable to vendors.

Conserving Alberta's Wild Side

- The Endowment Fund balance is \$804,992 up from \$700,487 last year. Contributions to this fund were made by companies such as Total, Shell and Suncor and through creative sentencing funds. ACA is moving these funds into a higher yield vehicle based on recommendations from our investment fund manager. These funds should be moved as soon as the new banking arrangements are finalized before the end of July.

MOTION # 44/14

Moved by: Adam Norris
Seconded by: Sandra Foss

Move that the Financial Overview and Financials to June 30, 2014 be received and filed.

MOTION CARRIED

d. Communications Committee

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

- Social Media – Kids Can Catch, Waterfowl Warm-up, Archery Days, peregrine cams and fledging, Special Raffle for a Rocky Mountain Bighorn Sheep, wild food Wednesday's, promotion of conservation sites, food foraging and fishing, RAP
- Conservation Magazine 2014 Fall/Winter – editing articles, storyboard layout, ad wrangling. Distribution is slated for the 2014 Taber Pheasant Festival.
- AR (Annual Report) – coordinating, writing, editing, proofing and designing. Draft ready for August BOD Meeting.
- iPhone app: 34,504 – (previous 33,940); Facebook: 4,159 (up from 3,901); Twitter: 2,341 followers (up from 2,201); Subscription list is at 94,097.

e. The ACA Grants Program Committee

(Attachment F)

Sandra Foss committee chair presented the Major Funding Priorities lists for the 2015-2016 Research Grants and Conservation, Community and Education Grants.

Changes:

Research:

- First Paragraph – add "Priorities are not in any particular order of importance."
- #4 – Evaluate the effect of pesticides or herbicides on **wildlife species'** food **and habitat** availability or quality in **managed** lands.
- #10 – **Evaluate the** effects of agricultural run-off on fisheries/**aquatic life**.
- #11 – Remove
- #12 – **Work towards clarifying status of current data deficient species.**

Conserving Alberta's Wild Side

Conservation, Community and Education Grants

- #2 – first paragraph – (i.e. planting/seeding vegetation, development of new fisheries access sites, next box initiatives, food plot trials and cover plot trials, spawning bed enhancement, culvert removals, [fishing docks](#), etc.).
- #5 – (including attracting new mentors, training mentors and providing mentors for new hunters/anglers/trappers; sharing information in schools and with the general public about the link between conservation and hunters/anglers/trappers; this category also includes educating new hunters/anglers/trappers; [Kids Can Catch and archery events for kids](#)).
- #7 – Projects related to outdoor [conservation education](#).

Further discussion took place in regard to the adjudicators list. Recommendation was made that a randomly generated selection process be implemented for the selection of adjudicators.

MOTION # 45/14

Moved by: Adam Norris

Seconded by: Randy Collins

Move that the Board of Directors approve the change of process for the selection of adjudicators for the Grant program (Non-ACA), as follows:

Forward the potential list of adjudicators to the Board of Directors for review;

Random number generated selection process conducted on an annual basis, with the exception of the PAL Member and Staff Member appointed to the adjudication committee.

No terms of appointment to the adjudication committee.

MOTION CARRIED

ACTION ITEM: Committee Chair will update the adjudicators list and forward onto the Board of Directors for review.

ACTION ITEM: Grants Program Committee is directed to develop the criteria, for who is added to the list of adjudicators.

f. Operation Standards Review Committee

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

- Moose APP - data received is looking good completing a more thorough analysis of the data received Much better response this year (10,000 hours recorded last year), need hunting hours recorded. Correspondence is being sent out in preparation for hunting season. Android and Blackberry versions are now available.
- CCEMC Grant Proposal – Pre-proposal submitted on Carbon Sequestration to support bird habitat and grazing system evaluation system evaluation in Southern AB. Mark Boyce will be delivering presentation next month.

Conserving Alberta's Wild Side

g. **PAL Committee**

Discussion with Governance Committee Chair, Vince Aiello regarding the TOR for the Recruitment Committee and the role of the Governance Committee to develop the TOR for a new created committee.

PAL Committee is rolling into the Recruitment Committee.

h. **Governance Committee Report**

Vince Aiello was elected chair of the Governance Committee at the committee meeting on August 19, 2014. The Governance Committee was tasked with the development of a draft TOR for the Recruitment Committee meeting at the June 2014 board meetings. A draft Recruitment Committee TOR (merging the BOD Liaison, PAL and Recruitment Committees) was developed and forwarded onto committee members for review and comment. Additional discussion took place at the committee level.

Direction to incorporate recommended changes and send out for review to the committee and prepare final Recruitment Committee TOR for board review at the December 2014 meeting. Invitation to the PAL Committee Chair to be a part of the process.

Will be reviewing the HSF TOR prior to the next meeting. Once a complete review of all TOR's is done, the committee will start the process of reviewing all policies and procedures.

i. **Organizational Risk Report**

(Attachment G)

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 H)

Tom Bateman provided a report to the Board of Directors on the activities of the Southern Board Liaison for the period of June 2014 – August 2014.

Highlights from report:

- Traveled to Calgary to discuss hunting opportunities with young businessmen. Also visited with a lot of people participating in the Provincial Trap shooting competitions discussing ideas for urban hunters.
- Group of mentors has been created (about 60 people), set up a leadership team to see what kind of support there would be for a Prairie Conservation Education Centre (developing a philosophy at this point).

k. Northern Board Liaison Report – Ken Ambrock

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from June 2014 – August 2014.

Highlights from report:

- Took a number for first time fishermen out fishing.
- Habitat loss continues to be an issue in the northern areas (St. Paul).
- Cougar issues, black bear populations are higher than seen in previous years. Lots of education is required with the area residents.
- Concerns expressed with the complexity of the hunting and fishing regulations.
- Concerns expressed with the restrictive fishing regulations.

l. Business Representative Report

(Attachment J)

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from June 2014 – August 2014.

Highlights from report:

- Wolverine Project - Working with Mark Boyce and Matt Scrafford (U of A) to develop a budget and logistics design should we be able to expand the program. Also, working with ATA / Bill Ambercrombie to secure continued ATA participation, which has been enthusiastically offered. Any expansion of the wolverine research project would be contingent on ESRD buy-in.
- In consultation with the President and CEO, have been assisting with the proposed building for the Lethbridge Office. Arranged for a representative from an interior finishing component's company to meet and discuss the attributes of their product.

m. ESRD Representative Report

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

Fisheries:

- Fish Conservation and Management Strategy released online:
(http://issuu.com/esrd/docs/fish_conservation_and_management_sl?e=12110136/8768768). Limited number of printed copies will be made available once printed.
- ESRD has supported the capital infrastructure request for the Raven Brood Trout Hatchery near Caroline (one of three capital projects supported by ESRD).
- Commercial fishing is closed in Alberta (As of August 1, 2014).
- National Aquatic Invasive Species regulation will soon be released under Government of Canada Gazette I (Fall 2014). Expect Canada Gazette II release in Fall 2015.

- General (Alberta) Fisheries Regulations and the Fisheries (Alberta) regulations moving forward this fall once contract bids are evaluated.
- Fish stocking policy for Alberta released for public review and comment.
- Annual sport fishing regulation recommendations have been completed following public consultation.

Wildlife:

- Four new species were added to the Threatened Species list in Alberta in July 2014: Bull Trout, Athabasca Rainbow Trout, Pygmy Whitefish and Western Grebe.
- Trumpeter Swans have now been downgraded to Species of Special Concern from Threatened.
- More species at risk projects have proceeded during the summer of 2014 than in previous years, reflecting an enhancement in funding in the 2014 fiscal year.
- Wildlife Regulations going for public consultation in the fall of 2014.
- A proposal has been made to provide a web-based, automated system for the review and issuance of Collection Permits and Research Permits.
- Zoo Policy paper provided to Agriculture and Rural Development for their review.
- Working on the enhanced MOU with Alberta Trappers Association.
- Moving forward with MOU and programs agreements with APOS.

Habitat:

- ESRD and ACA are working collaboratively on advancement of disposition options for long term co-management of crown land sites.
- ESRD is close to finalizing the biodiversity policy for Alberta, subsequently leading to and informing the biodiversity frameworks attached to each region plan under the land use framework.
- Aquatic Invasive Species Policy and Fisheries (Alberta) Act changes expected to advance this fall.
- Biodiversity management frameworks are being finalized with the first one identified in the Lower Athabasca Region (under LARP) moving for public consultation.

***ACTION ITEM:** Travis Ripley is requested to follow up with the Minister in regard to "Crane Hunts" and provide clarification on the Federal and Provincial licenses for "Snow Goose Season".*

7. Presentations:

- 11:30 AM** Fisheries Presentation by Mike Rodtka (ACA)
- 1:00 PM** Wolverine Project Presentation by Matt Scrafford (U of A)
- 1:30 PM** AEMERA Presentation by Brad Pickering (CEO, AEMERA)

8. Old Business

a. Program Agreements - Update

Continue working on the priority lists, Joint Program Committee meetings have been going well, making progress and good dialogue.

b. Predator Compensation – Update

Ron Bjorge of ESRD continues to follow up with AFSC (Agriculture Financial Services Corporation) in order to process submitted invoices and the release of funds.

9. Reports

a. 2013-2014 Annual Report
(Attachment K)

The 2013-2014 Annual Report was presented for review and approval.

MOTION # 46/14

Moved by: Brian Bildson
Seconded by: Sandra Foss

Move that the Board of Directors' approve the 2013-2014 Annual Report with minor corrections/changes as identified.

MOTION CARRIED

b. Ratification of Electronic Motions
(Attachment L - N)

MOTION # 47/14

Moved by: Mark Boyce
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 the following Electronic Motions:

Electronic Motion: 27/14EV – *Approval of Audited Financial Statements – Year Ended March 31, 2014.*

Electronic Motion: 28/14EV – *HSF Reconciliation*

Electronic Motion: 36/14EV – *Resolution of the Board of Directors – TD Bank*

MOTION CARRIED

c. Karvonen Films – Provincial Archives

President and CEO presented the "Certificate of Gift" form received from the Provincial Archives of Alberta. ACA has reached an agreement with Alberta Culture and the Provincial Archives pending Board approval, to donate the Karvonen Films collection to the Provincial Archives. The Provincial Archives will maintain and hold the collection, as per the agreement "Copyright to the material and royalties accruing from the material to remain with the Alberta Conservation Association. Ownership and copyright shall be gifted to Her Majesty the Queen in the right of Alberta twenty-five (25) years from the signing of this agreement."

MOTION # 48/14

Moved by: Ken Ambrock

Seconded by: Randy Collins

Move that the Board of Directors' approve the donation of the Karvonen Films collection to the Provincial Archives of Alberta.

MOTION CARRIED

d. Golden Ranches

President and CEO proposed that 400K per year for the next 5 years from the HSF (levy increase) be allocated to the purchase of Golden Ranches home quarters. Further discussion ensued.

The BOD is in agreement with the concept to complete the due diligence with regard to the Golden Ranches home quarters acquisition.

President and CEO is directed to move forward with due diligence in regard to Golden Ranches home quarter acquisition: Finance options, Timeframe, Revenue Streams, Loss of other opportunities.

ACTION ITEM: President and CEO is directed to move forward with due diligence and provide a proposal/concept/plan to the Board of Directors'.

e. Firearms Legislation

Bob Gruszecki provided updated information on "Firearms Act" which was announced, approved and passed on July 23, 2014. No exact date of implementation was provided.

9. In-Camera

Not required.

10. Date and Location of Next Meeting
2014 Meeting Calendar (*Attachment N*)

The next scheduled BOD Meeting – December 10-11, 2014, Edmonton, AB

- December 10, 2014 (Wednesday) – Committee Meetings – as required
- December 11, 2014 (Thursday) – Regular BOD – 9:00 AM – 4:00 PM

11. ADJOURNMENT

MOTION # 49/14

Moved by: Adam Norris
Seconded by: Ken Ambrock

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 4:00 PM.



(Chairman)



(Secretary)