

Alberta Conservation Association

Minutes of the June 12-13, 2015 Board of Directors Meeting



The Coast Lethbridge Hotel & Conference Centre
526 Mayor Magrath Drive South, Lethbridge, 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
Bill Abercrombie (Director) – Alberta Trappers Association
Chad Lenz (Alternate) – 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
Brian Joubert (Alternate) – Nature Alberta
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

John Pattison (Director) – Public At Large, Regional
Treaty 8

1. CALL TO ORDER

Chairman Pat Long called the meeting to order June 12, 2015 at 3:00 PM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 23/15

Moved by: Brian Bildson
Seconded by: Adam Norris

Move that the June 13, 2015 agenda be accepted as presented:

MOTION CARRIED

The meeting is anticipated to conclude by 4:00 PM.

4. ACCEPTANCE OF THE MINUTES

- a. March 26, 2015 - Board of Director's Meeting – Electronic Motion: 19/15EV
(Attachment A – Minutes of the March 26, 2015 BOD Meeting)

MOTION # 24/15

Moved by: Brian Bilson
Seconded by: Bob Gruszecki

Move that the Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 19/15EV stating: "Move that the Minutes of the March 26, 2015 Board of Directors' meeting, be accepted as amended - 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 Chair.

- Executive Committee -

- Met with the President & CEO to receive an update on the activities and ACA.
- Executive Committee – meeting held via conference call, discussion on how to move forward with regard to the newly elected government.

b. **President & CEO**
(Attachment D)

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

- The new fiscal year has started out fairly well for ACA. Weather has been relatively good on the weekends, so fishing license sales have been strong. The new snow goose season resulted in approximately 900 people buying game bird licenses this spring. These purchases don't translate into extra revenue for ACA, as these people likely would have purchased in the fall anyway, however, it was interesting to see how much activity was generated in the first year.
- Office space updates: New lease pending for a portion of the Sherwood Park space; developed a draft drawing for the new office in Lethbridge; currently have no signed lease in Blairmore, Cochrane and Red Deer with GOA; issued not yet resolved with regard to office in Peace River.
- Kids Can Catch: 13 confirmed events, \$10,000 program sponsorship received from Down Chemical Canada; majority of events being led by local group / individual with local volunteers and sponsors.
- Archery Days: 3 confirmed events, \$1,000 program sponsorship from Alberta Bowhunters Association; majority of events being led by local group / individual with local volunteers and sponsors.
- Waterfowl Warmup (August 2015) – Venue scheduled, promo started, securing sponsors and participants.
- Taber Pheasant Festival (October 2015) – Registration opened on June 1 and as of June 4 over 600 people have registered.
- Pheasant Raise and Release – Over 10,000 day old pheasant chicks were successfully delivered to over 100 families from Westlock in the north to the Montana border. Participants that received chicks included: 4H Alberta, Boy Scouts, Landowners, School divisions and Hutterite colonies.
- Demonstration Farms - Bird and amphibian surveys are underway; 1800 shrubs have been planted within 9 “pods” to test a new approach for increasing grey partridge territories in pivot corners; over 30 linear kilometers of decadent wheat grass has been mowed to change structure and improve area for broods; 5 km of edge area has been prepared (sprayed and disced) to prepare soil for treatments (brood habitat, pollinator habitat, winter cover).
- Pheasant Release Program – 25,000 birds have been ordered for release around the province this year; in negotiations with MacFarlane Pheasants to have them distribute and release the birds around the province this year; searching for 1 – 2 additional release sites between Calgary and Edmonton.
- Taber Pheasant Festival – sponsorship package has been completed and ready to be sent out; registration runs from June 1 – 5 with a new draw system in place; 10 new sites will be added to increase hunting opportunities from 30 to 40 sites.
- President & CEO will participating in project work – electroshocking on the Castle River project, Plover Survey at the Junction Lake property.
- Conservation Site Management – testing drones for the ability to complete site inspections.

Conserving Alberta's Wild Side

- Communications Department: Land donation brochure design is in progress; Peregrine Cameras – 4 on-line cameras setup on site, maintained and monitored.

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

Adam Norris, Treasurer, presented the Financial Overview and Financials to March 31, 2015. Points noted:

- Organization total revenue increased from the prior fiscal year by \$98,345.00 Levy revenues are \$694,254 higher than prior year.
- Partner Contributions are lower by \$(38,808). Revenue from the Land Trust Grant was recorded in the last year creating this variance when compared to the current year. A large amount of funds are housed in deferred revenue to be recorded when spent in the next fiscal year.
- 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.
- Revenues are \$255,459 higher than budgeted amounts. Levy revenue is over budgeted levels by \$826,606. Partner revenue is lower than budget by \$(1,423,135) but is offset by amounts in donations, grants and miscellaneous revenue. As well there are funds that been received and not yet spent that are recorded as deferred revenue and as such will not appear in this revenue code in the current year. These funds amount to \$375,398.
- Operating expenses (expenses that are controllable by management) were \$358,884 higher than previous year levels. Although individual expense categories vary, the overall expenditure is consistent with the prior year patterns with following exceptions: Salary and Benefits – increased staff numbers and severance payments comprise this change from last year. Advertising – Vignette costs are included in the prior year which has not been incurred this year causing this variance. Construction and Building Services – Additional expenses in the current year include Enhanced Fish Stocking contracts. These should have appeared in Temporary Services to be consistent with the prior year. Routine maintenance, fence building and site improvements make up the remainder of the amounts spent in this category. Temporary Services – This variance is due to additional IT contracts for the network, audit costs and infrastructure changes. This project will continue into the next fiscal year with an anticipated completion date in early fall 2015. Materials and Supplies – This variance is mainly within the Wildlife Program in the Pheasant Release project. This is a new project in the 2014-2015 year. Support Payments – The prior year contained a one-time increase in payments approved by the Board of Directors. Current year amounts are more representative of anticipated annual claims.
- The organization is \$(1,028,630) under budgeted expenditures. The majority of this variance is explained within salaries and benefits, landowner agreements, construction and building services, temporary services, property maintenance, and grants.
- An operating surplus (excess of revenue over expenditures for management controlled items) of \$1,284,087 exists in comparison to the prior year surplus of \$658,626. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, and removing

Conserving Alberta's Wild Side

revenue from donations that was allocated to land purchases, the final result ends in an accounting surplus of \$1,187,280 for the year. This is the final number that will match the audited financial statements and will be reported to the stakeholders.

- Total land acquisitions are \$2,329,775 for the Sylvan Glen Site purchased from Shell funding, North Kamisak Lake, Salt Creek Conservation Site, South Pine Creek Site, Sundew Site, Whispering Timber Site, Albright 2 Site and Lac Cardinal West Expansion Site through Suncor funding, Escape Coulee, Silver Sage Expansion and Junction Lake through Habitat Securement Fund, Reinwood Conservation Site purchased with Creative Sentencing funds and partnerships and land donations of the Larches Conservation Site and North Pine Creek Site.
- ACA reported an accounting or total organizational surplus of \$1,187,280, an amount that includes interest income, realized (actual changes from sold investments) and unrealized (changes in book value due to cost versus market fluctuations) results for investments or asset disposals. The realized loss on investments was \$(107,563); the unrealized loss on investments was \$(29,415). Interest revenue was \$660,937, and the gain on asset disposal (amount received for sold assets over the remaining book value of the asset) was \$40,171. Once these are removed from the total organizational results, the true operational surplus that is in the direct control of management is \$623,151 compared to prior year operational surplus of \$475,488. This indicates that ACA management ensured that we achieved results within 4.42% of total budget for items that were in their direct control.
- Current assets have decreased by 17.7% from recorded levels at March 31, 2014 as an offsetting effect of moving the Endowment Fund from cash into the long term investments as well as holding the Alberta Land Trust Grant money.
- The Endowment Fund balance is \$901,471 up from \$730,207 last year. Contributions to this fund were made by companies such as Total, Shell and Suncor and through creative sentencing funds. These funds were transferred from the bank accounts into holdings with Bissett Investments and appear as a separate line item as a long-term investment. This move is generating more interest income which will be held in the long term endowment account to facilitate growth.
- Net Assets are allocated to Capital Asset investment and internally restricted funds for Habitat Securement, leaving a balance of \$1,828,367 in unrestricted amounts.
- The Habitat Securement Fund had a balance at prior year end of \$7,343. Transfers were made to replenish the fund to \$207,343. Transfers out to the end of the period were \$55,010 leaving a balance of \$152,333.

Regular BOD Meeting was recessed @ 4:25 PM, Friday June 12, 2015.

Regular BOD Meeting was reconvened @ 9:00 AM, Saturday, June 13, 2015.

d. Communications Committee

No committee meeting was held.

Conserving Alberta's Wild Side

Randy Collins presented the report provided by the Communications Manager. Committee chair will arrange a meeting with the new Communications Manager Don Myhre and request that he attend the next Communications Committee meeting in August 2015.

e. ACA Grants Program Committee

Adam Norris provided a report on the Grants Program Committee Meeting that was conducted via email.

MOTION # 25/15

MOVED BY: Brian Joubert

Seconded by: Lee Foote

Move that the Board of Director's accept the recommendation to move the Education Grant application deadline to the middle of January (January 15).

MOTION WITHDRAWN

Discussion that the Education Grant application deadline be moved to the middle of January (January 15). President & CEO commented the Grants Coordinator was not in favor of a change, this would require review of every one of the applications, there is not the time, manpower or budget to do this. Further discussion that the packages could be sent out to the reviewers sooner providing more time for their review. Adam Norris suggested that the timeline be moved up either way to allow the reviewers more time to review the applications.

Timelines for packages to be sent to reviewers is deferred to the Grants Committee for further discussion.

f. Operations Standards Review Committee

Mark Boyce provided an update from the OSR Committee, points noted:

- Bighorn discussion – a public debate was trying to be scheduled to discuss the full curl hunting proposal, nothing scheduled to date.
- Moose data – several other provinces and states are wanting to utilize the moose app.
- Deer & Elk Workshop – held in Canmore (May 2015). Paul Jones did a fantastic job of coordinating the workshop, speakers and presenters were great.
- Student hunting – Lee Foote and Mark Boyce will be working with Blaine Burns to take a group of students hunting this fall.
- Grizzly Bear Hunt Review (BC) – in the final review stages.

f. Recruitment Committee

Bob Gruszecki, Committee Chair provide an update from the committee meeting, with the following points noted:

- Committee reviewed the position descriptions and TOR's for the member groups, board liaisons, non-member groups (Academic, Business rep, ACA U of A Chair and PAL positions), recommending that each of the incumbents review the position descriptions and TOR's pertaining to their area and provide any input.

MOTION # 26/15

Moved by: Bob Gruszecki
Seconded by: Chris Fowler

Move that the Board of Director's approve the recommendation from the Recruitment Committee directing each of the incumbents of the member groups, board liaisons, non- member groups (Academic, Business rep, ACA U of A Chair and PAL positions review the position descriptions and TOR's pertaining to their area and provide input.

MOTION CARRIED

- TOR and position descriptions were reviewed with regard to term limits. There was a consensus that a defined term should exist and existed for virtually all positions, but there was not consensus on the limit of the number of terms that could be served or if they could be served consecutively.
- *Recommendation that this question be asked of the Member Groups at the 2015 AGM and have the Member Groups provide thoughts and input back to the Recruitment Committee to be included in future TOR's.*
ACTION ITEM: Deb Dueck include on AGM Agenda Item with current TOR as an attachment.
- Measurement of performance: Discussion and agreement that there needed to be goals and evaluation for every board member, albeit difficult to put in place for the member groups. There needs to be a means of measurement and evaluation. Committee concurred that some sort of criteria for results based reporting be included in all positions.

MOTION # 27/15

Moved by: Bob Gruszecki
Seconded by: Ken Ambrock

Move that the Board of Director's approve the recommendation from the Recruitment Committee authorizing that an accountability document be drafted either by management or the committee and be brought back to the Board of Directors for ratification.

MOTION CARRIED

- Close out meeting for departing BOD Members: Discussion on extracting further knowledge and advise from members leaving the board, allowing the departing member the opportunity (if they are so

inclined) to sit with the Board or the Executive and the President & CEO to have a discussion prior to leaving the board.

MOTION # 28/15

**Moved by: Mark Boyce
Seconded by: Fred Calverley**

Move that the Board of Director's approve the recommendation from the Recruitment Committee for the development of a process for a "closing out meeting" with a Member that is leaving the ACA Board of Directors, prior to their departure to give them the opportunity to provide knowledge or advice.

MOTION CARRIED

g. Governance Committee Report

Vince Aiello Committee Chair provided an update from the committee meeting, with the following points noted:

- Member Groups have been requested to have discussions with their respective groups in regard to Treaty 8.
- Working on the review of policies, planning on reviewing electronically at the committee level in preparation for the next ACA BOD meeting in August.

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

Organizational Risk Report was presented by Todd Zimmerling, President & CEO, no major risks were identified at this time. Discussion ensued by the group with the following points being noted:

- Suggestion that the process be formalized, the Organizational Risk Committee include BOD members to have a broad overview of the risks associated with the organization, so that a group shares the risk and the BOD is responsible for any decisions (also protects the CEO). ***ACTION ITEM: Decision to stay with current format and formalize the actual process.***
- ***ACTION ITEM: Request that "Strategic Risk Assessment" be added as a standing item on the BOD Retreat agenda, for the board to review Social, Economic, Political issues/risks (provincial, Canada and worldwide) and how any of this would affect the organization and may put the BOD at risk.***
- Request that 1 or 2 times per year the HR & Finance Managers attend a BOD meeting to discuss bigger issues/risks. ***ACTION ITEM: Decision - 1 time per year HR & Finance Managers attend to identify/discuss any potential risks/liabilities or policies/practices.***

j. Southern Board Liaison Report – Tom Bateman
(Attachment F)

Tom Bateman submitted a report to the Board of Directors on the activities of the Southern Board Liaison for the period of March 2015 – June 2015, for review.

Highlights from the report:

- Lots of calls and emails requesting information about snow geese and the spring hunting season. Some hunters have had some success but most who are new at it didn't do so well.
- Spent time with landowners from Milk River area. Gophers are their main concern. Interesting to note they all said hunters are better at asking for access than in previous years.
- Attended a meeting of the Lethbridge mentors group. They are planning a fishing event for kids among other things. This event will happen June 6th at McQuillan.

k. Northern Board Liaison Report – Ken Ambrock

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from March 2015 – June 2014.

Highlights from the report:

- Have been out for the last 3 months.
- Took some seniors out for the Snow Goose migration and bird watching in Tofield.
- Attended the Sherwood Park Fish & Game Association meeting – Ray Mackowecki presented on perch management.

l. Business Representative Report
(Attachment G)

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from March 2015 – June 2015.

Highlights from report:

- Lethbridge Office - Met with President & CEO and representative from Inner-Space an Edmonton based company specializing in the DIRRT commercial interior system. Representative will work with ACA to define needs and options using DIRRT. It was decided to finalize the design before proceeding with DIRRT component options.
ACTION ITEM: Circular a rendering of the drawings for the proposed Lethbridge Office.
- Wolverine Project – Project results from winter of 2014/2015 being reviewed and compiled; By all accounts a very successful research season with some amazing findings; In discussion with Canadian Geographic on an article featuring the research project and using the photos to anchor the story; At present Canadian Geographic is

reviewing photos; Wolverine seminar meeting is scheduled for June 23, 2015 in Blairmore.

- Treaty Eight – Had an opportunity to talk with Darwin Eckstrom (Band Manager Horse Lake Nation) and conduit to Chief Horseman, a Treaty Eight board member. Contacted ACA Chair and President & CEO to discuss following up on the opportunity which they encouraged me to do.
- Outreach – Met with Grande Prairie trapping local 1070 and reported back on ACA/ATA run pole program. Great enthusiasm for the project and I was asked if ACA was presenting at the ATA rendezvous in July.
- K-Library – Making progress. Ted Ritzer has come up with several options to be considered both to monetize the footage and to get it out for public good. At present ACA lawyers are reviewing a revenue sharing agreement with Dissolve Inc., a Calgary based company. The following links go into more detail about some innovative ideas: <http://distrify.com>; <https://beta.smplmchn.com>; <https://www.eventbrite.com>. Further discussion on K-library – historical review of purchase and working development of revenue stream.

m. ESRD Representative Report

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

- Environment and Parks is looking to collaborate with key pieces of external communications – re: CWD, Problem Wildlife etc.
- Meet the challenge with respect to targets for increased hunter recruitment – e.g. waterfowl.
- Work together to develop a publically defensible, virtue based recognition and acceptance of wildlife management, conservation (including hunting, fishing, viewing etc.) in the general public.
- Conservation offset policy under development.
- Fee structure review and alignment is being proposed – Wildlife licenses.
- Wildlife and fish regulation renewal underway.
- Reviewing the 1982 FW Policy and scoping out possible consultation scenarios (web + working with existing stakeholder groups and FNs).
- Making progress on dispositions for ACA crown properties that would help improve some of the issues experienced with lack of public access control and authorities on some of the rec sites.
- Advisory committee's – refreshing terms of reference.
- FN – Policy shift.
- MyWildAlberta.com will be updated.

2015 Big Game Draws open from June 2 – 25, 2015

- As of June 9, a total of 85,064 applications have been received compared to 81,291 applications received for the same time period in 2014.

Conserving Alberta's Wild Side

- Approximately 86% (73,145) of the applications have been submitted online while the remaining 14% (11,919) were submitted via Licence Issuers which remains comparable to 2014 of the same time period.
- No signs of performance issues have been detected thus far.

7. Old Business

a. Golden Ranches – Update

- Appraiser is going out to the property on Monday (Ecogift).
- Phase 1 report has been received, proceeding with the Phase 2 Environmental Assessment.
- Land-use Bylaw Amendment application has been submitted.

b. Lethbridge Office – Update

Update was provided during the Business Representative’s report. Currently ACA is leasing office space in Lethbridge. ACA owns property for the new office space.

8. Strategic Planning Meeting – Follow up Items

a. Treaty 8

Decision coming from the Strategic Planning Meeting in regard to Treaty 8’s representation on the BOD. Leave as is for the moment.

***ACTION ITEM:** Brian Bildson and Adam Norris to make contact with Band Manager of Horse Lake Nation.*

8. New Business

a. Electronic Motion: 20/15EV - Ratification
(Attachment H)

MOTION # 29/15

Moved by: Adam Norris
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 the following Electronic Motion:

Electronic Motion: 19/15EV – Funds to Close - Whispering Time 2 - SUNCOR



MOTION CARRIED

1 Abstention- ESRD Representative declared a conflict of interest.

b. Electronic Motion: 20/15EV - Ratification
(Attachment I)

MOTION # 30/15

Moved by: **Brian Bildson**
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 the following Electronic Motion:

Electronic Motion: 21/15EV – HSF Funds – Drake Property

MOTION CARRIED

1 Abstention- ESRD Representative declared a conflict of interest.

10. Date and Location of Next Meeting
2015 Meeting Calendar (Attachment R)

The next scheduled BOD Meeting – August 18-19, 2015 in Lethbridge, AB

- August 18, 2015 (Tuesday) – Committee Meetings as required
- August 19, 2015 (Wednesday) – Regular BOD Meeting 9:00 AM – 4:00 PM
- August 20, 2015 (Thursday) – Waterfowl Warmup Event

11. ADJOURNMENT

MOTION # 31/15

Moved by: **Brian Bildson**
Seconded by: **Lee Foote**

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 11:23 AM.



(Chairman)



(Secretary)

Conserving Alberta's Wild Side

101 - 9 Chippewa Road, Sherwood Park, AB T8A 6J7 • **ph:** 780-410-1999 • **fax:** 780-464-0990 • **toll free:** 1-877-969-9091