

Alberta Conservation Association

Minutes of the March 31, 2016 Board of Directors Meeting



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

PRESENT Patrick Long (Chairman) – Wild Sheep Foundation Alberta
Brian Bildson (Vice-Chairman) - Public At Large, Business Representative
Bill Abercrombie (Secretary) – Alberta Trappers Association
Robert Gruszecki (Treasurer) – Alberta Hunter Education Instructors Association
Ken Ambrock (Vice Chair) – Public At Large, Northern Alberta Board Liaison
Tom Bateman (Past Chair) – Public At Large, Southern Alberta Board Liaison
Adam Norris (Director) – Public At Large, NW Region
Leonard Hanson (Director) – Pheasants Forever Alberta Council
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
Brian Joubert (Director) – Nature Alberta
Lee Foote (Director) – Academic Representative
Rob Duncan (Director) – Public At Large, SO Region
Chris Fowler (Director) – Public At Large, NE Region
Greg Shyba (Director) – Public At Large, CE Region
Chad Lenz (Alternate) – Alberta Professional Outfitters Society
Travis Ripley (Director) – Alberta Environment and Parks

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 31, 2016 at 9:02 AM.

2. WELCOME AND INTRODUCTIONS

Chairman Pat Long welcomed everyone to the meeting.

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3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 03/16

Moved by: Robert Gruszecki
Seconded by: Chris Fowler

Move that the March 31, 2016 agenda be accepted as presented:

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

a. December 10, 2015 - Board of Director's Meeting – Electronic Motion: 01/16EV

(Attachment A – Minutes of the December 10, 2015 BOD Meeting)

MOTION # 04/16

Moved by: Ken Ambrock
Seconded by: Randy Collins

Move that the ACA Board of Director's agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 01/16V stating: "Move that the Minutes of the December 10, 2015 Board of Directors' meeting, be accepted with amendments".

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 items discussed at the Executive Committee:

- Staying in touch with the President and CEO.

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- Conducted the President and CEO annual performance evaluation.
- Participated in the New Board Member orientation with the Executive Committee members.

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

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

- This last quarter has been a hectic time for field work, staff have put in significant effort to deal with the sub-surface aeration systems and significant changes to our wolverine program. It was truly impressive to see the dedication and determination of staff, to pull together throughout the province to get the job done. Despite the fact that our aeration program has not provided the results we were hoping for I have found that stakeholders have appreciated the effort the ACA put into trying something. Certainly everyone (including ACA staff) want to see surface aeration brought back next year; however, stakeholders do seem to understand and respect why we made the decisions we did this year.
- The staff survey indicates that the vast majority of staff are happy working at ACA. There are many very useful comments on how to make ACA more efficient and effective and the Management Team will be working on implementation of the suggestions.
- Clearly the economy has had a negative impact on our corporate partners and we have seen a drop in corporate funding; however, levy revenue has remained very strong and we are anticipating a year end surplus as a result.
- Grants: Awarded – AEP AB Land Trust seven of nine projects – 14/15 \$295,850; Safari Club Northern AB, Grizzly Bear project - \$3,500. Pending – Environment Canada, Habitat Securement for Species at Risk in Southern AB. Three year project, \$200K per year; Environment Canada, Habitat Securement for Migratory Birds, Boreal Plains AB – 16/17 \$150K; AB EcoTrust, Redwillow Watershed Restoration Team, \$18K; Conoco Phillips, Beaverlodge Riparian Conservation Project - \$9K.
- General Fundraising: Williams Energy \$70K – RAP Trailer; Martin Motor Sports \$20K – RAP Trailer; Spray Lakes Sawmills \$3K 2016 and 2017 – Grizzly Bear Project; Riversdale Resources/Benga Mining \$10K – Grizzly Bear Project; TransAlta – Kids Can Catch; Wingate by Wyndham, Calgary & Edmonton – Wincard Benefits; Accounting Force –Discussions re:Wincard Benefits; Jobsite Workwear – Discussions re: Wincard Benefits.
- Events: Kids Can Catch Wabamun – 647 people attended, 56 volunteers plus 11 different organizations, excellent weather and 47 fish caught made for a successful event.
- Predator Compensation – Federal government is requiring an audit of the financial reporting/accounting.

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

Robert Gruszecki, Treasurer, presented the Financial Overview and Financials to February 29, 2016. Points noted:

- Total revenue increased from the prior fiscal year by \$2,593,583. Levy revenues are \$2,637,871 higher than received in the prior year. This trend will continue with the increase in license fees and increased number of licenses sold.
- Partner Contributions are higher by \$345,753. Additional unbudgeted revenue has been received in the current year due to internal fundraising efforts as well as increased offsetting revenue from the increase in Predator Compensation payments.
- Miscellaneous revenue includes money from the WAFWA Conferences and sales on raffles for the Pheasant Festival. This variance offsets the decrease in donation revenue from the prior year.
- Revenues are \$1,962,064 higher than budgeted amounts. Levy revenue is over year to date budgeted levels by \$1,948,748 and is higher than annual budgeted levy by \$1,001,289. The variance to the annual budget is an amount that was re-allocated to other activities such as lake aeration. Partner revenue is lower than budget by \$(307,863) but is offset by amounts in donations, grants and miscellaneous revenue. As well there are funds that have been received and not yet spent that are recorded as deferred revenue and as such will not appear in the revenue code in the current year. These funds amount to \$ 38,061. The economic conditions have impacted partner contributions for the year.
- Operating expenses (expenses that are controllable by management) were \$2,543,401 higher than previous year levels. Although individual expense categories vary, the overall expenditure is consistent with anticipated expenditures from the levy increase with the following exceptions. Of note, increased activity in the Provincial Aeration Program with the installation of floating docks increased several categories of expenditures. This activity was an unforeseen need added in the current fiscal year.

Salary and Benefits – increased staff numbers comprise this change from last year; Freight & Postage – shipping temporary docks for lake aeration activities comprises most of this variance; Legal Services – this code is higher this year with the costs associated with the Aeration Program; Printing & Copying – Increased Open Water and Dock signs created this additional expenditure compared to the prior year. Additionally, cost of printing increased this year as vendors had price changes compared to the prior year; Temporary Services – There is a co-operative agreement with NCC with the Pronghorn Antelope project in the current year which creates a variance with prior year expenditures. Additionally, IT external support for the network and application upgrades increased this cost over last year; Property Maintenance – The amount spent within the codes increased as more maintenance sites were added in the South and Northwest regions. Eagle Terrace property had tree removal done this year, increasing costs by almost \$30,000; Travel – This variance is due to additional travel requirements in projects, particularly in Wildlife with the addition of the Pheasant Release Program and Fisheries with the increased activity in aeration and setting up of floating docks; Materials and Supplies – This variance is mainly within the Wildlife Program in the Pheasant Release project but is impacted by additional costs in lake aeration. Some of the aeration equipment was coded to assets purchased under \$1,500 and are included within the office expenses with the bulk being charged to this code; Support Payments – The current year amount includes claims that were delayed until fall with CANFAX numbers. There is a continued upward trend in the volume of claims being processed that will continue to increase the amount of

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expenditures with Predator Compensation claims. We expect this to be well over budget in the current year and have adjusted the budget next year to accommodate the increase.

- The organization is \$(1,189,673) under budgeted expenditures. The majority of this variance is explained within salaries and benefits, landowner agreements, construction and building services, legal services, temporary services, property maintenance, rentals and leases, fuel and lubricants, materials and supplies, grants and support payments.
- An operating surplus (excess of revenue over expenditures for management controlled items including actual interest revenue which is outside of management control) of \$3,151,736 exists in comparison to the prior year surplus of \$3,498,353. When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, and removing revenue from donations that was allocated to land purchases, the final result ends in an accounting surplus of \$3,113,161 for the period.
- Total land acquisitions are \$1,475,691 for the Whispering Timber 2 Site purchased with Suncor funding; Silver Sage Expansion using HSF, HSP and partner funds; Drake Conservation site purchased with Habitat Securement funds and creative sentencing money; Camp Creek Conservation site purchased with funds donated by Shell; Long Lake Conservation Site purchased with SUNCOR and AFGA funds; Wintergreen Conservation Site purchased in partnership with SUNCOR, AFGA and DUC; Letourneau Property purchased in partnership with AFGA and Larches donation adjustment. The total acres conserved through these purchases are 1,180.84 acres.
- ACA reported an accounting or total organizational surplus of \$3,113,161, 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 and asset disposals that are not in management control. The realized gain on investments was \$142,367; the unrealized loss on investments was \$(580,224). Interest revenue was \$219,938, and the gain on asset disposal (amount received for sold assets over the remaining book value of the asset) was \$2,483. Once these are removed from the total organizational results, the true operational surplus that is direct control of management is \$3,328,597 compared to prior year operational surplus of \$2,863,315. Although this seems high, this artificial surplus happens due to the timing of the levies being received.
- Current Assets have increased by 11.5% from recorded levels at February 28, 2015 as the Land Trust funds are accessed and disbursed.
- The Endowment Fund balance is \$1,396,008 up from \$904,962 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 with a portion to be used for land maintenance. Then annual transfer amount of %50% interest was calculated at \$29,000 and will be used for land maintenance in 2016-17.
- Net Assets were allocated to Capital Asset investment and internally restricted funds for Habitat Securement, leaving a balance of \$4,601,288 in unrestricted amounts.

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- The Habitat Securement Fund had a balance at prior year end of \$154,883. Transfers were made to replenish the fund to \$347,333 and expenditures in the year leave the fund with a balance of \$194,183.

The final draft of the Annual Report was reviewed and changes noted.

Discussion ensued in regard to the Annual Report, the following points were noted:

- Page 9 – Marketing Campaign – insert “trapping” after hunting, angling.
- Page 18 – 3.3 Fisheries, 2nd paragraph, remove sentence “If an incident were to occur, manslaughter charges could be brought against the ACA staff, management and Board of Directors.”
- Lee Foote would like to see an objective measure/audit of the costs, etc., of the Aeration Program.
ACTION ITEM: Travis Ripley to forward aeration data and documentation to Lee Foote & Todd Zimmerling to assist in process.
ACTION ITEM: Todd Zimmerling and Lee Foote will develop a measurement /process to audit to the Aeration Program.
- Travis Ripley – How do we bring forward a new or emerging project priority to the AOP process? Re: Long term/ongoing projects are potentially not allowing new projects, some recognition of emerging priorities (of the province). Possibly reduce the length of time of some of the projects. Have a defined period of time that the project is completed and questions are answered.

MOTION # 05/16	Moved by: Robert Gruszecki Seconded by: Greg Shyba
Move that the ACA Board of Director's approve the Annual Operating Plan 2016/17 as presented	
MOTION AMENDED	

MOTION # 06/16	Moved by: Robert Gruszecki Seconded by: Greg Shyba
Move that the ACA Board of Director's approve the Annual Operating Plan 2016/17 as amended.	
Page 9 – Marketing Campaign – insert “trapping” after hunting, angling.	
Page 18 – 3.3 Fisheries, 2 nd paragraph, remove sentence “If an incident were to occur, manslaughter charges could be brought against the ACA staff, management and Board of Directors.”	
MOTION CARRIED	

d. Communications Committee

Randy Collins Committee Chair explained the process for scheduling of Communication committee meetings and updated the board on the Communications Highlights submitted by the Communications Manager: Other points noted by Committee Chair:

- Website and Guide are great tools.
- Wild TV – updates to PSA's required (Sage Grouse, Salamander and Piping Plover) are all old.

e. ACA Grants Program Committee

Adam Norris Committee Chair, provided an update from the Grants Committee:

The grant submission and adjudication process was completed for the following granting programs and the recommended recipients list were presented for approval. Discussion that there appears to be no interest in the social science/human dimension side.

1. ACA Grants in Biodiversity 2016-2017.

Committee Chair presented the proposed list of Grants in Biodiversity applications recommended for funding.

MOTION # 07/16

Moved by: Adam Norris
Seconded by: Lee Foote

Move that the ACA Board of Director's approve the ACA Grants in Biodiversity recommendations for funding in the amount of \$222,090.00 (Two Hundred and Twenty Two Thousand and Ninety Dollars) and that the funds be released. 24 recipients awarded.

MOTION CARRIED

1 Abstention – AEP Representative declared a conflict of interest.

2. ACA Research Grants 2016-2017

Committee Chair presented the proposed list of Research Grant applications recommended for funding.

MOTION # 08/16

Moved by: Adam Norris
Seconded by: Lee Foote

Move that the ACA Board of Director's approve the ACA Research Grants recommendations for funding in the amount of \$312,584.00 (Three Hundred and Twelve Thousand, Five Hundred and Eighty Four Dollars) and that the funds be released. 15 recipients awarded.

MOTION CARRIED

1 Abstention – AEP Representative declared a conflict of interest.

3. Conservation, Community and Education Grants 2016-2017

Committee Chair presented the proposed list of CCEG (Conservation, Community and Education Grants) applications recommended for funding.

MOTION # 09/16

Moved by: Adam Norris
Seconded by: Mark Boyce

Move that the ACA Board of Director's approve the CCEG (Conservation, Community and Education Grant) recommendations for funding in the amount of \$969,643.87.00 (Nine Hundred and Sixty Nine Thousand, Six Hundred and Forty Three Dollars and Eighty Seven Cents) and that the funds be released. 75 projects awarded.

MOTION CARRIED

1 Abstention – AEP Representative declared a conflict of interest.

f. Operations Standards Review Committee

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

- 3 Events at the U of A – April 1, Christina is defending her thesis; April 29, Andrea Moorehouse defending thesis; April 12, David H – Bighorn Resilience Update.
- Moose APP – Rob Corrigan has provided some data from AEP, large correlation between AEP and the Moose APP. Reassuring to know that the APP worked.
- Invited to BC Cattleman's Association – regarding results of wolf work in the South.
- AGPAC meeting is scheduled for June.
- B. Burns of DUC – recruiting hunter mentors, participated last fall – great experience.
- 2 Students will start working on cougar predation on bighorns in the fall.

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- Discussion and Bighorn Sheep presentation followed report.

f. **Recruitment Committee**

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

- Recruitment Committee is in the process of reviewing documents/policies to be brought back to the BOD for approval. Measuring Performance and Accountability Policy, BOD Orientation Process, Membership Criteria.
- Requirement to activate the recruitment process later this year to recruit for the NW PAL position. Current member's term will end December 31, 2016.

g. **Governance Committee Report**

Committee Chair Brian Joubert provided an update from the committee meeting, with the following points noted:

1. Conflict of Interest Policy – Changes in progress, to be brought back for review at committee level prior to BOD review. ***ACTION ITEM: Travis Ripley to provide clarity and wording in regard to the Minister's Representative.***
2. Procedures being discussed and reviewed: Disclosure of conviction – ***ACTION ITEM: Greg Shyba to research and bring back to next meeting;*** Removal of a Board Member – additional information required.

h. **Organizational Risk Report**

(Attachment H)

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 I)

Tom Bateman submitted a report to the Board of Directors on the activities of the Southern Board Liaison for the period of December 2015 – March 30, 2016, for review.

k. **Northern Board Liaison Report – Ken Ambrock**

(Attachment J)

Ken Ambrock updated the Board of Directors on the activities of the Northern Board Liaison from December 2015 – March 30, 2016, for review.

I. **Business Representative Report**
(Attachment K)

Brian Bildson submitted a report to the Board of Directors on the activities of the Business Representative from December 2015 – March 30, 2016, for review.

m. **ESRD Representative Report**

Travis Ripley, Ministers Representative provide a verbal update with the following points noted:

- Broadening consultation related to fish and wildlife across Alberta.
- Looking at innovation and technology to manage fish and wildlife in the province.
- Update on current working involved with sage grouse translocation.
- Finalizing steps on Fisheries (Alberta) regulations.
- Ongoing work on renewal to Wildlife allocation policy.

7. **Old Business**

a. **MOU & Program Agreements**

The MOU and Program Agreements are expiring at the end of May. Waiting for the DAO Review report prior to starting negotiations.

b. **Aeration Project - Update**

In-Camera

MOTION # 10/16

Moved by: Randy Collins
Seconded by: Brian Bildson

"Move that the ACA move to an In-Camera session @ 11:57 AM.

MOTION CARRIED

MOTION # 11/16

Moved by: Randy Collins
Seconded by: Fred Calverley

"Move that the ACA return to the regular meeting @ 12:40 PM.

MOTION CARRIED

8. **Presentation:**

- a. 12:50 PM ADM Operations Division, Graham Statt – AEP Ministry Update
- b. 1:30 – Hunter Demographics Presentation – Todd Zimmerling.

7c. Lethbridge Office - Update

New draft plans have been received, potentially ready for presentation to the BOD at the June 2016 meetings.

d. DAO Review - Update

Nothing received to date

9. Reports

a. 2016 – 2017 Annual Operating Plan

Reviewed and approved during the F&A Committee Report.

10. New Business

a. Liaison/PAL –Work Plans

Topic was initially discussed at the December 2015 meeting. Future discussions in regard to PAL works plans included looking at a collaboration between Liaison and PAL positions.

Decision to at this as a discussion item at the BOD Strategic Planning Meeting in June 2016.

b. Staff Survey Results

Staff Survey results were reviewed and discussed. Some suggestions were provided by staff, which will be followed up with. This year we have 98.7% of employees that are satisfied with ACA as a place to work.

c. Ratification Electronic Motions
(Attachment N)

MOTION # 12/16

Moved by: Brian Bildson
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 the following Electronic Motions:

Electronic Motion: 02/16EV –HSF Funds - Anderson Grove

MOTION CARRIED

1 Abstention- ESRD Representative
declared a conflict of interest.

10. Date and Location of Next Meeting
2016 Meeting Calendar (Attachment O)

The meetings dates for the 2016 Calendar Year with discussed and set. Deb Dueck will update the meeting schedule, the BOD Website calendar.

The next scheduled BOD Meeting – June 9 – 11, 2016 – Peace River, AB

- June 9, 2016 (Thursday) – BOD Property Tour
- June 10, 2016 (Friday) – Strategic BOD Meeting 9:00 – 4:00 PM
- June 10, 2016 (Friday) – NW Region Meet & Greet 6:00 – 10:00 PM
- June 11, 2016 (Saturday) – Regular BOD Meeting 9:00 AM – 4:00 PM

Chairman, Pat Long relayed a Thank you on behalf of himself and the Board of Directors to Todd Zimmerling for his efforts, dedication and ability and that the Board of Directors appreciate everything that he does.

11. ADJOURNMENT

MOTION # 13/16

Moved by: Bill Abercrombie
Seconded by: Brian Bildson

Move that the BOD Meeting be adjourned.

MOTION CARRIED

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



(Chairman)



(Secretary)

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