

# Alberta Conservation Association

## Minutes of the June 8, 2018 Board of Directors Meeting



Four Points by Sheraton  
7230 Argyll Road, Edmonton, AB  
9:00 AM – 4:00 PM

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- PRESENT
- Bill Abercrombie (Chairman) – Alberta Trappers Association
  - Robert Gruszecki (Vice Chairman) – Alberta Hunter Education Instructors Association
  - Greg Shyba (Secretary) – Public At Large, CE Region
  - Sandra Mellon (Treasurer) – Public At Large, NW Region
  - Ken Ambrock (Director) – Public At Large, Northern Alberta Board Liaison
  - Brian Bildson (Director) - Public At Large, Business Representative
  - 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 (Director) – Nature Alberta
  - Chuck Priestley (Director) – Public At Large – NE Region
  - Travis Ripley (Director) – Alberta Environment and Parks
- Todd Zimmerling – President & CEO, ACA  
Debora Dueck – Recording Secretary, ACA
- REGRETS
- Patrick Long (Past Chairman) – Wild Sheep Foundation Alberta
  - Michael Perkins (Director) – Pheasants Forever Alberta Council
  - Vacant - Treaty 8
  - Vacant – Alberta Professional Outfitters Society
  - Vacant – Public At Large, SO Region

### 1. CALL TO ORDER

Chairman Bill Abercrombie called the meeting to order March 22, 2018 at 9:02 AM.

### 2. WELCOME AND INTRODUCTIONS

Chairman Bill Abercrombie welcomed everyone to the meeting.

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### 3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 20/18

Moved by: Sandra Mellon  
Seconded by: Robert Gruszecki

Move that the June 8, 2018 agenda be accepted with additions.

MOTION CARRIED

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

### 4. ACCEPTANCE OF THE MINUTES

- a. March 22, 2018 Board of Directors' Meeting – Electronic Motion: 17/18EV  
(Attachment A – Minutes of the March 22, 2018 BOD Meeting)

MOTION # 21/18

Moved by: Brian Bildson  
Seconded by: Randy Collins

Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 17/18EV stating: "Move that the Minutes of the March 22, 2018 Board of Directors' meeting, be accepted as presented".

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

Bill Abercrombie, Chairman, provided a report to BOD:

- Welcome and introduction of newly appointed NE PAL Representative, Chuck Priestley.
- Executive Committee meeting held on June 5, 2018 via conference call.
- Advised the BOD that Pat Long will be stepping down as Wild Sheep Foundation Alberta representative on the ACA Board of Directors.

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- Golden Ranches project is progressing.
- Phillip Curry Museum project – MOU and Lease agreements have been executed.
- Extending an invitation to the board members to attend the ATA Rendezvous, July 6 & 7, 2018 in Westlock.
- Formal contract has been negotiated with the President and CEO.

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

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

- Spring has been busy in field work getting started. Despite winter hanging on longer than expected we did not experience any significant delays in kicking off our field programs. As of this report the majority of our fish stocking has been completed and over 17,000 pheasant chicks have been delivered to families across the province.
- Relationships/Partnerships: We have added a couple new peregrine cameras as part of new partnerships with Covenant Health and Nutrien. In addition we have numerous potential partners that we are currently talking with.
- Sponsorship / CPIC: We recruit new sponsor/partner dollars for ACA projects with a focus on multi-year commitments as Corporate Partners in Conservation. We have the following new and ongoing partnerships: New – Covenant Health (peregrine camera); Nutrien Redwater (peregrine camera); Backroads Mapbooks (KCC, WW, TPE, HYO). Ongoing: Honda Canada; Fortis; McMillan LLP; Shell; MD of Greenview; Saddle Hills County; ConocoPhillips; Cenovous; NuVista; Open Door Technology.
- Grants: Business Development applies for and supports project leads in applying for grants. Summary of grants submitted in the 2017-18 fiscal year, as per the President & CEO Report. Please note: the summary does not include grants that were submitted in past fiscal years that are still active in the 2017-18 fiscal year.
- BHA – potential interest in becoming a Member Group. After discussion with the group, BHA does not meeting the membership criteria set out for the ACA. A group has to be in existence for 3 years, BHA was registered in November 2017.

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

Sandra Mellon, Treasurer, presented the Levy Revenue Analysis Year to Date report. Points noted:

- ACA tracks weekly levy dollar receipts and has since the year 2000 to assist with forecasting and planning. License cost increases have impacted the comparison over time, but generally we look back 5 years to evaluate trends in license levy revenue.
- This year the long weekend receipt came in week 8. The table provided shows the receipts over time for May that will include the long weekend revenue. The dramatic swings in amounts most often follow weather patterns – sunny and warm weather will generate more license sales that when

we experience rain or snow on the May long weekend. In the current year, we had favorable weather before and after the long weekend like weather experienced last year. We anticipated higher than average levy receipts and were not disappointed with the results.

- Based on historical trending we anticipate total annual levies to be below last year receipts of \$14,222,272. Our anticipated levy budget for the 2017-18 year was set at \$14,678,073. Based on the actual receipts we anticipate levy being roughly \$200,000 below anticipated budget. We will monitor actual amounts received compared to budget monthly to monitor and adjust spending if required.

#### Draft Financial Statements for the Year Ended March 31, 2018

Management Representation Letter (*Attachment E*) – Reviewed by the BOD, received and filed.

Final Audit Findings (*Attachment F*) – Sandra Mellon, Treasurer presented the Final Audit Findings prepared by Kingston Ross Pasnak LLP for review to the Board of Directors

#### MOTION # 22/18

Moved by: Sandra Mellon  
Seconded by: Robert Gruszecki

Move that the recommendation from the Finance and Audit Committee, that the Final Audit Finding 2018, be submitted for information and accepted by the Board of Directors.

MOTION CARRIED

#### Draft Consolidated Financial Statements for the Year Ended March 31, 2018 (*Attachment G*)

#### MOTION # 23/18

Moved by: Ken Ambrock  
Seconded by: Greg Shyba

Move that the recommendation from the Finance and Audit Committee, that the audited Consolidated Financial Statements Year Ended March 31, 2018, be accepted as presented.

MOTION CARRIED

Discussion on Key Man Insurance with regard to the loss of a Key Manager.

Request that a schedule on the Pheasant Program be provided regarding the draw down on the line of credit. Line of credit was used purchase US funds while the dollar was better in anticipating of purchasing pheasants in the spring.

*ACTION ITEM: Todd Zimmerling to provide a presentation on the Pheasant program in relation to the economic value of the program, costs in relationship to the project and potential economic impact study.*

#### d. Communications Committee

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Randy Collins, Committee Chair advised that no committee meeting was conducted. Board members can reference/review the Communications Update included in the President & CEO's report.

e. ACA Grants Program Committee

Lee Foote, Committee Chair advised that no committee meeting was conducted, nothing to report.

f. Operations Standards Review Committee

Mark Boyce, Committee Chair advised that no committee meeting was conducted, nothing to report.

g. Recruitment Committee

*(Attachment H)*

Ratification of Electronic Motion #03/18EV – Appoint of NE PAL Representative – Chuck Priestley

**MOTION # 24/18**

**Moved by: Robert Gruszecki**

**Seconded by: Randy Collins**

Move that the Board of Directors agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 03/18 EV stating:

**“Move that the ACA Board of Directors’ ratify and approve the unanimous recommendation from the Recruitment Committee to accept Mr. Chuck Priestley into the vacation NE PAL Director role.**

**MOTION CARRIED**

h. Governance Committee Report

*(Attachment I)*

Brian Joubert, Committee Chair provided an update from the Governance Committee:

Director Emeritus TOR was presented for review and approval by the Board of Directors.

MOTION # 25/18

Moved by: Mark Boyce  
Seconded by: Brian Bildson

Move that the Board of Directors approve the "Policy and Procedure for Appointment of "Emeritus Director".

MOTION CARRIED

Other documents in progress:

President & CEO Performance Review process – document being developed.

PAL Recruitment Process is being reviewed.

i. PAL Member Committee

(Agenda Item 6i)

PAL Member Committee meeting was held update provided as Agenda Item 6i, following points discussed:

- Facilitating PAL Members' role definition for the public understanding of the position..
- PAL Familiarization with bylaws, roles, relationships.
- PAL – Appropriate committees – which would be the best committee for PAL participation.
- PAL Grant outreach – networks.
- Works Plans for PAL – annual plan for members.

*ACTION ITEM: President and CEO will conduct exit interviews as per the process with those Directors who are leaving the ACA Board of Directors.*

MOTION # 26/18

Moved by: Lee Foote  
Seconded by: Brian Bildson

Move that the Board of Directors accept the ACA PAL Committee Report as presented.

MOTION CARRIED

j. Organizational Risk Report

(Attachment J)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO, no major risks were identified at this time. President & CEO advised the Board of Directors of Work Place Harassment Survey conducted and the development of a Work Place Harassment and Gender Equality policy being developed.

k. Northern Board Liaison Report – Verbal Report

Ken Ambrock provided an update to the Board of Directors on the activities of the Northern Board Liaison from March 2018 – June 2018. Points noted:

- Caterpillar issues in the NE Region.
- Flooding in the NE Region – Vermillion River flats area flooded, fish in the area.
- Landowners – commented that more deer, moose and black bears than in previous years, populations are higher than ever.
- Fisheries management issues – why are people allowed to catch/keep more fish.

I. Director Emeritus Report  
(Attachment K)

Tom Bateman, Director Emeritus submitted a report on his activities from March 2018-June 2018.

m. Business Representative Report - Handout  
(Agenda Item "6m")

Brian Bildson provided an update on the activities of the Business Representative from March 2018 – June 2018.

n. AEP Representative Report

Travis Ripley, AEP Representative provided an update, points noted:

- Engagement on the policy respecting Metis Harvesting is completed with options being reviewed for possible implementation in 2018
- Bill C68 – Alberta continues to co-chair the national task group advising on the regulatory and non-regulatory aspects of the Bill, including the analysis of regulations, policies and implementation strategies for possible outcomes of the *Fisheries (Canada) Act*
- Approved a black bear rehabilitation protocol for Alberta
- Fisheries Management Program information session held with stakeholders – end of May
- Focus on habitat related matters for native trout in Eastern Slopes
- Creation of protected area of 6.7 million hectares of Boreal forest. The new and expanded wildland provincial parks are: Kazan, Richardson, Dillon River, Birch River and Birch Mountains.
- AFWA – Canada Night – Canadian content included more fulsome in AFWA meetings
- 2018 Special Licence Walleye Draws close, over 30,000 draw applications have been received for over 20,000 harvest licence opportunities (over 50,000 tags) at 23 Alberta Lakes.
- ESCC is meeting in June (gap of three years) to discuss a number of species.
- Discussion in regard to enforcement issues.

7. Delegation

- a. Foster Park, Jason Bossert provided a presentation on the Director Liability and Risk, summarizing the Directors and Officers Liability Coverage.

8. Old Business

a. Golden Ranches - Update

Initial surveys have been completed. Getting permits in place.

b. DAO Review - Update

No success in scheduling any further meetings as of today's date.

c. Dinosaur Museum - Update

Updated in Business Representative Report – Agenda Item 6m - Handout.

Both a lease and MOU with the organization have been executed. Plan to have the gallery significantly completed by this fall.

9. Reports

a. Public Opinion Survey

*(Uploaded to BOD Website)*

- Good results.
- Could potential target certain areas for more results.
- Participation discussed.

b. Pheasant Final Report

*(Uploaded to BOD Website)*

- Study was completed by the Economic Students at the U of A.
- 650K generated through the TPF, 430K generated locally in one week.
- President and CEO is planning to meet with the Council and MD's in the Taber area to discuss the results of the report.



10. New Business

a. RFD – Release of Funds to Close – Chinook Property Purchase  
(Attachment M)

Request for Decision to release the funds to close for the Chinook Property Purchase was presented the Board of Directors for approval.

MOTION # 27/18

Moved by: Brian Bildson  
Seconded by: Robert Gruszecki

Move that the Board of Directors approve the wire transfer to Dentons LLP (In Trust) in the amount of \$1,220,000.00 (One Million, Two Hundred and Twenty Thousand Dollars).

MOTION CARRIED

1 Abstention – AEP Representative  
declared a conflict of interest

b. Electronic Motions: 18/18EV – Ratification – Porter Conservation Site Funds to Close  
(Attachment N)

MOTION # 28/18

Moved by: Greg Shyba  
Seconded by: Fred Calverley

Move that the Board of Directors agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 18/18EV stating:

“Move that the ACA Board of Directors’ approve the wire transfer to Dentons LLP (In Trust) in the amount of \$525,000.00 (Five Hundred and Twenty Five Thousand Dollars) representing the Funds to Close for the Porter Conservation Site (Porter). PT SW 17-036-04-W5M (147 Acres). Closing Date: May 30, 2018.

MOTION CARRIED

1 Abstention – AEP Representative  
declared a conflict of interest

MOTION CARRIED

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declared a conflict of interest

c. New Member Application Form (BOD002-1F-Rev0-20180608)  
(Agenda Item 10c)

The New Member Application Form was presented by the President & CEO for review, comment and any revisions required. Discussion ensued with revisions noted.

MOTION # 29/18

Moved by: Brian Bildson  
Seconded by: Greg Shyba

Move that the ACA Board of Directors' approve the New Member Application Form (BOD002-1F-Rev0-20180608) with revisions.

MOTION CARRIED

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11. In-Camera Session

No In-Camera Session required.

12. Date and Location of Next Meeting

2018 Meeting Calendar (*Attachment O*)

The next scheduled BOD Meeting – August 14-15, 2018 – Edmonton, AB

- August 14, 2018 (Tuesday) – To be scheduled. Committee Meetings
- August 14, 2018 (Tuesday) – 5:30 – 8:30 PM, ACA AGM
- August 15, 2018 (Wednesday) – 9:00AM – 4:00 PM Regular BOD Meeting

13. ADJOURNMENT

MOTION # 30/18

Moved by: Greg Shyba  
Seconded by: Brian Joubert

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 3.09 PM.

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(Chairman)



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(Secretary)

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