

# Alberta Conservation Association

## Minutes of the August 14, 2019 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  
Fred Calverley (Director) – Trout Unlimited Canada  
Randy Collins (Director) – Alberta Fish and Game Association  
Sander Duffhues (Alternate Director) – Alberta Professional Outfitters Society  
Brian Joubert (Director) – Nature Alberta  
Matt Mellon – Wild Sheep Foundation Alberta  
Perry McCormick (Director) – Pheasants Forever Alberta Council  
Chuck Priestley (Director) – Public At Large – NE Region  
Brian Bildson (Director) - Public At Large, Business Representative  
Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife  
Travis Ripley (Director) – Alberta Environment and Parks  
Robert Grandjambe (Director) – Indigenous BOD Liaison  
Brent Watson (Director) – Alberta Bowhunters Association

Todd Zimmerling – President & CEO, ACA  
Debora Dueck – Recording Secretary, ACA

REGRETS

Ken Ambrock (Director) – Public At Large, Northern Alberta Board Liaison  
Lee Foote (Director) – Academic Representative  
Richard Stamp (Director) – Public At Large, SO Region  
Jeana Schuurman (Director) – Alberta Professional Outfitters Society  
Vacant - Treaty 8

### 1. CALL TO ORDER

Chairman Bill Abercrombie called the meeting to order August 14, 2019 @ 9:05 AM  
Chairman Bill Abercrombie welcomed the new board members and current board members to the meeting, round table introductions were made.

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3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

- Additions: 8 a. Golden Ranches – *Update*  
9 b. U of C – Chair of Fisheries  
c. Bear Smart

MOTION # 34/19	Moved by: Robert Gruszecki Seconded by: Fred Calverley
Move that the August 14, 2019 agenda be accepted with additions.	
	MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

- a. June 14, 2019 Board of Directors' Meeting – Electronic Motion: 33/19EV  
(Attachment A – Minutes of the June 14, 2018 BOD Meeting)

MOTION # 34/19	Moved by: Randy Collins Seconded by: Fred Calverley
Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 33/19EV stating: "Move that the Minutes of the June 14, 2019 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:

- Executive Committee discussed the activities of the Business Representative in the Grande Prairie area and who can take on some of this role until a replacement is found for this position.
- Tom Bateman, Director Emeritus - report was provided and reviewed.
- Pat Long, Director Emeritus – has been busy in the northern region meeting with area staff – no report submitted.
- Golden Ranches – Robert Gruszecki provided an update.
- ACA Review – discussion on extending the review for 2-3 years.
- Discussion with regard to the new AEP Minister – positive thinking minister, optimistic of working relationship between ACA and AEP.

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

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

- Unfortunately, the cold wet weather has continued for much of the summer across central Alberta. As a result some of our fisheries field work has been delayed and our levy revenue has been negatively impacted. However, our staff are responding appropriately, with field work rescheduled for later in the year and expenses on every project being restrained to control cashflow. We have had some very positive meetings with AEP.
- Human Resources: Kelly Hudson, CFIO has given notice that she is leaving ACA, Executive search firm has been hired. Sheila Campbell, Business Development has resigned. Bill 2 – Time off in lieu will now be 1 to 1 ratio instead of 1 to 1.5 ratio, effective September 1, 2019.
- Relationships/Partnerships: Meetings with AEP staff continue to be positive as we work towards a new process for identifying priority conservation issues for the province and the role ACA can play. The meeting with Minister Nixon was very positive and although it is still early days of his mandate, it is clear that ACA will be looked upon as an important partner in achieving longer-term conservation outcomes for the province.
- 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 partnerships: Foster Park Brokers Inc.; Tourmaline Oil Corp.; Northern Sunrise County.
- Corporate Involvement in Events: Summary of events as per the President & CEO Report.
- Grants: Business Development applies for and supports project leads in applying for grants. Summary of the grants submitted in the fiscal year, as per the President & CEO Report.

c. **Finance & Audit Committee**

Financial Overview to June 30, 2019 - (Attachment D)

Sandra Mellon, Treasurer, presented the Financial Overview to June 30, 2019 on behalf of the Treasurer. Points noted:

Total revenue decreased from the prior fiscal year by \$ (227,969).

- Levy revenues are \$ (224,826) lower than received in the prior year. This demonstrates the impact of a continued decline in fishing license sales (approximately 13,000 fewer licenses sold than in the previous year)
- Miscellaneous revenue includes advertising fees for the Conservation Guide, magazine and raffles.
- Donations in the prior year were higher due to the Upland Game Bird Raise and Release donation request campaign that was not repeated this year.

Revenue are \$ (342,799) lower than year to date budgeted amounts.

- Levy revenue fell short of the budgeted levels by \$(246,529). Weather and decreased fishing license sales contribute to this shortfall.
- Partner revenue is lower than the year-to-date budget by \$(61,971). The offset for Predator Compensation from the Federal Government is contained in this budget.
- Grants and funds are under budget by \$ (125,000). These were funds primarily budgeted for partner offsets to our CCE Grants and Biodiversity Challenge Grant.

Operating expenses (expenses that are controllable by management) were \$1,399,696 higher than previous year levels. Although individual expense categories vary, the overall expenditure is consistent with anticipated expenditures with the exceptions noted in the Financial Overview report.

- The organization is \$(32,755) under budgeted year to date expenditures. Explanations of the major item variances as noted in the Financial Overview report.

An operating surplus (excess of revenue over expenditures for management-controlled items including actual interest revenue which is outside of management control) of \$1,823,744 exists compared to the results of the prior year where a surplus of \$1,759,617 was recorded. This demonstrates that activities are on par with the prior year and that management is carefully monitoring costs to manage potential results.

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 result ends in an accounting surplus of \$1,887,813 for the period compared to \$1,941,607 in the prior year. The change in overall results was due to the unexpected levy revenue shortfall. Management is looking at ways to support fishing license sales through advertising and marketing activities and is collaborating with AEP to address this shortfall in license sales.

ACA reported an accounting or total organizational surplus of \$1,887,813, an amount that included 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 \$11,474; the unrealized gain on investments was \$54,104. Interest revenue was \$12,986, and the gain on asset disposal (amount received for sold assets over the remaining book value of the asset) was \$222, which occurred from sales of surplus assets through an online auction. Exchange rate losses incurred were \$(1,730).

Once these are removed from the total organizational results, the true operation surplus that is in direct control of management is \$1,810,758 compared to a prior period operational surplus of \$1,737,468.

#### Cash Flow Statement

- Cash flows from operating activities resulted in a cash increase of \$1,001,851 for the period. Inflows were used to maintain operating expenditure with amounts that are not restricted.

#### Statement of Financial Position

As an overview of the financial position as at June 30, 2019, ACA reports:

- Current assets have increased by 8.9% from recorded levels at June 30, 2018. Our cash position is reflective of our decreased levy receipts this year. Accounts Receivable is comprised of receivables from partners and contributors, with the majority being the accrual for levy revenue that spanned month end and for Predator Compensation reimbursement. These amounts are expected to be collected in the next 30 days.
- The Endowment Fund balance is \$2,131,876 up 12.2% from last year. Contributions to the fund this year were for the ALT Grant and Suncor money designated from land purchases. Half the increase in the fund on a yearly basis due to interest and gains (not including increase because of additional principle investment) is directed towards enhancement and/or management of ACA lands, and half is retained to grow the fund on an annual basis (to allow for monies to be removed from the fund the interest and gains retained must at a minimum match the rate of inflation for the previous year).
- Equipment purchases this period were \$26,204. Management is delaying asset purchases until later in the year to determine funding levels with levy receipts.
- The total fair market value of the investments is \$3,127,375 representing a decrease of 50.1% over the fair market value at June 30, 2018. Just over three million was withdrawn from the fund in order to retire debt on the Sherwood Park building and the Golden Ranches purchases. Of the total 56.19% are held in equities with the remainder held in Cash and Fixed Income instruments which meets the Investment Policy set by the Board of Directors.
- The Habitat Securement Fund had a balance at prior year end of \$43,347. Transfers were made to replenish the fund to \$243,347.

#### d. Communications Committee

Randy Collins, Committee Chair provided an update from the committee meeting, points noted:

- Communications Department update was provided for information in the President and CEO Report and reviewed by the committee.
- Discussion on Prussian Carp, Goose Tracking and promotion on social media – President and CEO provided more information on the discussion topics.

#### e. ACA Grants Program Committee

Randy Collins, Committee Chair provided updates from the committee meeting, points noted:

- Randy Collins, Lee Foote and Todd Zimmerling met earlier in August to discuss the program and bring the new appointed Chair current to the activities of the committee.
- The BOD reviewed the priorities and the recommended revisions provided by the committee.
- New Guidelines recommended: "Grant recipients are encouraged to ensure that any peer-reviewed journal publications arising from ACA-supported research are freely accessible within 12 months of publications. Two options are available to recipients: Online Repositories – Grant recipients can deposit their final, peer-reviewed journal manuscript into an institutional or disciplinary repository that will make the manuscript freely accessible within 12 months of publication. It is the responsibility of the grant recipient to determine which publishers allow authors to retain copyright and/or allow authors to archive journal publications in accordance with funding agency policies. Journals – Grant recipients can publish in a journal that offers immediate open access or that offers open access on its website within 12 months. Some journals require authors to pay article processing charges to make manuscripts freely available upon publication. The cost of publishing in open access journals is now an eligible expense under ACA granting guidelines. Up to \$3,000.00 may be identified specifically for publication in open access journals, in any grant application. The funds identified in any successful grant application for open access publication will be held by ACA for a period of 5 years from the date of initial grant approval. During the 5 year period the recipient may apply to ACA for release of the publication funds, once they provide confirmation that the article has been accepted in an eligible journal. Grant recipients should be aware that starting in 2021, this guideline will become standard in all granting agreements. Failure to comply with this requirement as of 2021 will disqualify researchers from eligibility to apply in subsequent years.

**MOTION # 34/19**

Moved by: Mark Boyce

Seconded by: Brian Joubert

Move that the ACA Board of Directors' accept the recommended changes to the reporting requirements for awarded grants – data/reports to be publishing in open access journals.

**MOTION CARRIED**

Changes to guidelines:

CCE Grant Guidelines

- Page 4 – ACA CCE does not provide funding for: Remove – Regular ongoing staff salary positions; Remove – Grants are not normally available for ongoing administration costs of the organization or for the funding of administrative staff.
- Page 5 – Add – to the end of the first paragraph "These are not in the order of priority." #3 Add – promotion of **urban and rural fisheries** (including natural water bodies); #5 Change – "Kids Can Catch to opportunities to get people fishing"
- Page 6 – Change – "It is strongly recommended to" to "Must"; Mileage – The maximum allowed mileage is "as per current CRA mileage rate".

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Research Grant Guidelines:

- Page 4 – Remove – Funding for regular ongoing staff salary positions (see Section 4 for more details). Remove – Grants are not normally available for ongoing administration costs of the organization or for the funding of administrative staff. Change – Open access publishing will become a requirement as of 2021.
- Page 7 – Change - “is strongly recommended” to “must”.
- Page 9 – Change - “2024” to “2021”.

*ACTION ITEM: President & CEO will advise Grants Coordinator of the changes to the applications and guidelines for implementation.*

Further discussion on the Education Program and how to communicate and get the message out.

*ACTION ITEM: President & CEO will investigate options for an Education program - how to get the message out.*

*ACTION ITEM: BOD members to forward any potential adjudicators names for addition to the list. President & CEO will forward the final list out to BOD prior to random selection process being completed.*

f. Operations Standards Review Committee

Mark Boyce, Committee Chair provided update from the committee meeting, points noted:

- ACA will receive a Wildlife Society – Conservation Society Award in September in Reno, NV at the annual conference.
- Grassland Carbon Sequestration / Conservation – Have been invited to present on research project at the United Nations.
- Wild Boar Issue – Province (Agriculture Department) is conducting a program to deal with the issues. Pest Control Specialist, plan to trap and pen then relocate to wild boar game farm).
- ACTION ITEM: Suggestion to schedule a presentation for a future BOD Meeting (December 2019 if possible).
- ACA Chair Review – Review is due, U of A is wondering if the review could be postponed for 2-3 years and do a review and develop a succession plan at that time in consideration of Mark Boyce's impending retirement.

MOTION # 35/19

Moved by: Greg Shyba

Seconded by: Bill Abercrombie

Move that the ACA Board of Directors' accept the recommendation for the extension of the ACA Chair of Fisheries and Wildlife process until a succession plan for replacement has been reached, for up to a 3 year timeline.

MOTION CARRIED

- Other discussion regarding issues with wild horses.

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g. Recruitment Committee

Robert Gruszecki advised that no committee meeting was held, other comments:

- Discussions going forward in regard to the BOD Matrix, BOD members to forward any revisions/changes. Recruitment Committee will review recommend changes and implement. *ACTION ITEM: New BOD Member orientation to be scheduled with the Executive Committee – December 2019 meeting.*

h. Governance Committee Report

Brian Joubert, Committee Chair advised that no Governance Committee was held.

i. PAL Member Committee

No committee meeting was held.

- PAL Members had submitted their reports to the Chair.  
*ACTION ITEM: Executive Assistant to forward PAL Member reports to BOD for information.*

j. Organizational Risk Report  
(Attachment E)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO, no major risks were identified, other than one outstanding debt.

k. Northern Board Liaison Report – Verbal Report

No report provided.

l. Director Emeritus Report  
(Attachment F)

Tom Bateman, Director Emeritus submitted a report on his activities from June 2019 – August 2019.

m. Business Representative Report  
(Attachment G)

Brian Bildson submitted an update on the activities of the Business Representative from June 2019 – August 2019.



n. AEP Representative Report

- Metis Harvest Policy Implementation
- Annual hunting and sportfishing regulations
- Increased stakeholder engagements
- Wildlife Act, regulations and Fisheries (Alberta) Act and regulations
- Alberta Fish Plan and supporting needs (stocking)
- New hunting opportunities and wildlife management
- ESCC delivery and status of species
  - GB
  - Native Trout – working with DFO
  - Pan Canadian Approach
  - Wood Bison
- Aquatic Invasive Species control, provincial strategy and policy and management program
- Whirling disease program maintenance (Laboratory/Decontamination)
- Data transparency and relevancy
- Policies (trapping, Allocation, DCL)
- Federal Fisheries Act – coming into Force – August 26
- CWD – further discussion at AGPAC

7. Old Business

a. Golden Ranches - *Update*

AHEIA representative provided a presentation on a conceptual plan on opportunities and activities at the Golden Ranches home quarters conservation site as well as provided an update on the status of items completed to date:

- Traffic study; Environmental Assessment; Sound, soil and air studies; Local area study; Meteorological study; Infrastructure study performed. Going forward – transfer of land title; Development Plan finalization; Preliminary Construction.

8. Reports

a. Draft ACA Annual Report 2018-2019  
(Uploaded to BOD Website)

The AR 2019-2020 presented for final approval:

**MOTION # 36/19**

Moved by: Brian Bildson  
Seconded by: Bill Abercrombie

Move that the ACA Board of Directors' approve the 2018-2019 Annual Report as presented.

**MOTION CARRIED**

**9. New Business**

- a. BOD018-Rev0-20190614 – Acknowledgement of Fiduciary Duties and Responsibilities  
(Attachment H)

**MOTION # 37/19**

Moved by: Greg Shyba  
Seconded by: Brian Joubert

Move that the ACA Board of Directors' approve BOD018-Rev0-20190614 – Acknowledgement of Fiduciary Duties and Responsibilities as presented.

**MOTION CARRIED**

- b. U of C – Chair of Fisheries

Discussion on the option of have a U of C Chair of Fisheries.

**MOTION # 38/19**

Moved by: Greg Shyba  
Seconded by: Brian Bildson

Move that the ACA Board of Directors' explore the option of a U of C ACA Chair of Fisheries.

**MOTION CARRIED**

President and CEO would like more investigation and discussion to take place before a final decision and funding is allocated.

*ACTION ITEM: President & CEO will pursue the opportunity and provide an update/report for the December Meeting.*

c. Bear Smart

Can ACA assist in promoting the role out of the Bear Smart Community Program? Discussion ensued with the following points noted:

- AHEIA has a program called "Bear Essentials" ACTION ITEM: Robert Gruzsecki will forward information / link to online program.
- Government is interested in any possible ACA support.
- It is more about the safety and defense information for community/agriculture and industrial interaction.
- More of an awareness – set up links to the programs.
- Government and ACA will discuss as to what role ACA could play. Would like to see community involvement and run the program.
- *ACTION ITEM: AEP Representative and President & CEO to discuss the role ACA can play in Bear Smart program.*
- *ACTION ITEM: AEP Representative will provide an electronic newsletter to communicate information on the Bear Smart Program.*
- AEP is discussing the possibility of having public meetings – is there an opportunity to work with ACA?

10. In-Camera Session

Board member disclosure.

MOTION # 39/19

Moved by: Greg Shyba  
Seconded by: Randy Collins

Move that the ACA Board of Directors' move to "Closed Session" @ 2:54 PM.

MOTION CARRIED

MOTION # 40/19

Moved by: Greg Shyba  
Seconded by: Matthew Mellon

Move that the ACA Board of Directors' revert back to the regular board meeting @ 3:21 PM.

MOTION CARRIED

11. Date and Location of Next Meeting

2019 Meeting Calendar (*Attachment I*)

The next scheduled BOD Meeting – December 11-12, 2019 – Edmonton, AB

- December 10, 2019 (Tuesday) New BOD Member Orientation with Executive Committee
- December 11, 2019 (Wednesday) Committee Meetings
- December 12, 2019 (Thursday) 9:00 AM – 4:00 PM Regular BOD Meeting

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12. ADJOURNMENT

MOTION # 41/19

Moved by: Randy Collins  
Seconded by: Fred Calverley

Move that the BOD Meeting be adjourned.

MOTION CARRIED

The Board of Director's meeting was adjourned at 3:25 PM.



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(Chairman)



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(Secretary)