

Alberta Conservation Association

Minutes of the March 24, 2022 Board of Directors Meeting



Courtyard By Marriot, Edmonton West
10011 – 184 Street NW, Edmonton, AB T5S 0C7
9:00 AM – 4:00 PM

PRESENT: Bill Abercrombie (Chairman) – Alberta Trappers Association
Robert Gruszecki (Vice Chairman) – Alberta Hunter Education Instructors Association
Sandra Mellon (Treasurer) – Public At Large, NW Region
Vince Aiello (Director) – Public At Large (CE Region)
Tony Blake (Director) -Nature Alberta
Fred Calverley (Director) – Trout Unlimited Canada
Randy Collins (Director) – Alberta Fish and Game Association
Brian Joubert (Director) – ACA Academic PAL Representative.
Neil Keown (Director) – Alberta Backcountry Hunters and Anglers
Perry McCormick (Director) – Pheasants Forever Alberta Council
Richard Mellon (Director) – Wild Sheep Foundation Alberta
Travis Ripley (Director) – Alberta Environment and Parks
Jeana Schuurman (Director) – Alberta Professional Outfitters Society
Brent Watson (Director) – Alberta Bowhunters Association

Todd Zimmerling – President & CEO, ACA
Debora Dueck – Recording Secretary, ACA
Lori-Jeanne Edwards – CFIO, ACA

VIA ZOOM: Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife
Chuck Priestley (Director) – Public At Large – NE Region
Richard Stamp (Director) – Public At Large, SO Region

REGRETS: Vacant – ACA Business PAL Representative
Vacant – Indigenous Board Liaison
Vacant – Northern Board Liaison
Vacant - Treaty 8

1. CALL TO ORDER

Chairman Bill Abercrombie called the meeting to order March 24, 2022 @ 9:01 AM
Chairman Bill Abercrombie welcomed the board members to the meeting.

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2. Memorial Tribute to Ken Ambrock

A moment of silence recognizing the passing of board member Ken Ambrock was held.

3. APPROVAL OF THE AGENDA & MEETING TIME LIMIT

MOTION # 09/22

**Moved by: Sandra Mellon
Seconded by: Richard Stamp**

Move that the March 24, 2022 agenda be accepted as presented.

MOTION CARRIED

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

4. ACCEPTANCE OF THE MINUTES

- a. **December 9, 2021 Board of Directors' Meeting – Electronic Motion: 02/22EV**
(Attachment A – Minutes of the December 9, 2021 BOD Meeting)

MOTION # 10/22

**Moved by: Robert Gruszecki
Seconded by: Richard Mellon**

Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify Electronic Motion: 02/22EV stating: **"Move that the Minutes of the December 9, 2021 Board of Directors' meeting, be accepted as presented"**.

MOTION CARRIED

- b. **December 21, 2021 Board of Directors' Special Meeting Minutes**
(Attachment B – Special Meeting Minutes of the December 21, 2021 BOD Meeting)

MOTION # 11/22

**Moved by: Randy Collins
Seconded by: Sandra Mellon**

Move that the Special Meeting Minutes of the December 21, 2021 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**

Bill Abercrombie, Chairman, provided a report to BOD:

- On behalf of the ATA, extending an invitation for everyone to attend the ATA Annual Rendezvous in Rocky Mountain House, July 1&2, 2022.
- President and CEO annual performance review has been completed, pleased to advise that ACA is able to retain the President and CEO for another year.
- Discussions stemming from the Executive Committee Meeting will be revealed during the regular Board Meeting.

b. **President & CEO**

(Attachment D)

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

It has been a busy winter dealing with COVID and planning for 2022/23 without COVID (hopefully). ACA staff have done a good job keeping up with projects and ensure deliverables are complete on-time and on-budget. We have been working closely with a number of our member groups to help with things like accounting, web design, IT, and raffle promotions.

I have been involved in a number of conversations with the Minister's office on everything from the CWD oral vaccine research, to the Eagle Terrace donation, to conservation license plates and predator compensation program. I am hopeful at least a few of these issues will get resolved to our satisfaction in the next few months.

Refer to the President and CEO Report for updates in all the program areas.

c. **Finance & Audit Committee**

Financial Overview to February 28, 2022 - *(Attachment E)*

Sandra Mellon, Treasurer, presented the Financial Overview to February 28, 2022 points noted:

Total revenue increased from the prior fiscal year by \$ 346,309.

- Levy revenues are \$ (574,382) lower than received in the prior year.
- Resident Fishing license sales have decreased by \$(811,660) or 13.7% (approximately 44,353 less licenses over the prior year).
- Partner Contributions are \$815,981 higher than received in the prior year.
- Miscellaneous revenue is \$35,577 higher than prior year, included is advertising fees for the Conservation Guide and magazine, event sponsorship/registration and rental revenue.

Revenues are \$677,738 higher than year to date budgeted amounts.

- Levy revenue was higher than budgeted levels by \$309,393.
- Partner revenue is higher than the year-to-date budget by \$310,449.
- Grants and funds are under budget by \$ (194,931).

Operating expenses (expenses that are controllable by management) were \$ 1,471,177 above previous year levels. Although the individual expense categories vary, the overall expenditure is consistent with prior years as COVID significantly impacted the operation in the 2020-2021 fiscal.

The organization is \$(2,410,746) under budgeted year to date expenditures.

An operating surplus (excess of revenue over expenditures for management-controlled items including actual interest revenue which is outside of management control) of \$3,535,621 exists compared to the results of the prior year where a surplus of \$4,660,589 was recorded.

When adjustments are made to recognize realized and unrealized investment gains and losses, asset disposals, investment income and removing revenue from donations that was allocated to land purchases, the result ends in an accounting surplus of \$3,950,414 for the period compared to \$5,794,453 in the prior year.

ACA reported an accounting or total organizational surplus of \$3,950,414, 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 \$85,620; the unrealized loss on investments was \$(27,111). Investment income was \$410,496. Exchange rate gain was \$14,898. Loss on disposal of fixed assets was (\$69,417), this included the disposal of two easements for a total of (\$95,600).

Once these are removed from the total organizational results, the true operational surplus that is in direct control of management (including the interest revenue which is outside of management control) is \$3,535,621 compared to a prior period operational surplus of \$4,660,489.

Cash Flow Statement

- Cash flows from operating activities resulted in a cash increase of \$1,566,523. Inflows were used to maintain operating expenditure with amounts that are not restricted.
- The net cash balance after asset purchases, debt repayment and other operating cash uses is \$4,923,656. Of this amount, \$1,128,359 is restricted and not available for operating expenditures, which includes the In

Trust, Restricted and RAP accounts. USD funds available for use are \$596,574 USD. No further USD cash was purchased in the month.

Statement of Financial Position

As an overview of the financial position as at February 28, 2022, ACA reports:

- Current assets have increased by 7.3% from recorded levels at February 28, 2021. Accounts Receivable is comprised of receivables from partners and contributors.
- The Endowment Fund balance is \$3,243,870 up 5.8% from last year. A contribution in the amount of \$24,000.00 was made to the fund related to the East Reno land purchase. 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 enhancements 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 minimum match the rate of inflation for the previous year).
- Equipment purchases this period were \$526,388. Land was purchased in the amount of \$984,863 (East Reno Conservation Site (\$246,000) – HSF \$221,000, AFGA \$25,000; Milk River Badlands (\$238,825) -HSF - \$38,825, Thor - \$75,000, AFGA - \$25,000, ECC - \$100K; East Reno Expansion (\$188,600) – HSF - \$163,600, AFGA - \$25,000; South Plain Lake Expansion (\$311,438) – Suncor - \$124,007, HSF (\$99,006). Land donations were received in the amount of \$73,500, related to the Benoit Conservation Site. AFGA transferred 50% ownership to ACA for multiple properties in the amount of \$3,569,000. 44,127 total acres are held by ACA.
- The total fair market value of the investments is \$3,853,438 representing an increase of 10.3% over the fair market value at February 28, 2021.
- The Habitat Securement Fund has a balance of \$410,43 as of February 28, 2022. \$582,675 was carry forward from 2020/21, \$350,000 was added to the fund as per the AOP for the 2021/2022 fiscal. \$512,437 has been used to date, with additional plans of about \$250,000.00 to be used for year end. The remaining will be carried forward for 2022/2023 Land purchases on the horizon.

d. Communications Committee

Randy Collins, Committee Chair provided update, points noted:

- Randy Collins was reappointed as committee chair.
- Thank you to the Communications Department for all their work and assistance provided to member group organizations.
- KCC's Ice Fishing events cancelled for this year.
- Coloring contest and giveaways – great response received.
- ACA 25th Anniversary is coming up, working on a Anniversary Book.
- TOR008-Rev1-20130815 – Communications and Marketing Committee TOR – Reviewed – no changes required, recommend review in 3 years as per schedule.

MOTION # 12/22

**Moved by: Randy Collins
Seconded by: Sandra Mellon**

Move the recommendation from the Communications Committee, that the following document has been reviewed with no revisions required and will be maintained for an additional 3 years. After which time the document will be brought forward for review by the committee.

TOR008-Rev1-20130815 – Communications and Marketing Committee Terms of Reference.

MOTION CARRIED

e. ACA Grants Program Committee
(Attachment E, F, G)

Chuck Priestley, has been appointed Committee Chair and provided update, points noted:

ACA Grants in Biodiversity Recipients List:

- The Biodiversity Grants successful recipient list was provided for information.

MOTION # 13/22

**Moved by: Sandra Mellon
Seconded by: Randy Collins**

Move that the ACA Board of Directors' release the funds for the ACA Grants in Biodiversity in the amount of \$211,000.00 (Two Hundred and Eleven Thousand Dollars).

MOTION CARRIED

ACTION ITEM: Direction for the Biodiversity grant coordinator to provide a list of the unsuccessful applicants.

ACTION ITEM: Committee is directed to set a list of process priorities for all grant programs.

ACA Research Grants Results

- The Research Grants results list was provided for approval.

MOTION # 14/22

**Moved by: Randy Collins
Seconded by: Brian Joubert**

Move that the ACA Board of Directors' award the funds allocated to the successful recipients of the ACA Research Grants in the amount of \$330,344.10 (Three Hundred and Thirty Thousand, Three Hundred and Forty Four Dollars).

MOTION CARRIED

ACA Conservation, Community and Education Grants Results

- The Conservation, Community and Education results list was provided for approval.

MOTION # 15/22

Moved by: Tony Blake

Seconded by: Fred Calverley

Move that the ACA Board of Directors' award the funds allocated to the successful recipients of the ACA Conservation, Community and Education Grants in the amount of \$966,739.59 (Nine Hundred and Sixty Six Thousand, Seven Hundred and Thirty Nine Dollars and Fifty Nine Cents).

MOTION CARRIED

- Granting process to be added as an agenda item for the June 2022 Strategic Planning meeting.
- Discussion on the disqualification of applicants process took place.
- The ACA Program Grants Committee Terms of Reference will be discussed and reviewed at the June meeting.

f. Operations Standards Review Committee

Chairman Bill Abercrombie congratulated Mark Boyce on the reappoint to the role of ACA Chair in Fisheries and Wildlife.

No committee meeting scheduled. Committee Chair Mark Boyce provided an update.

- Proposed workshop on citizen science is being planned for the next month.
- Breeding bird survey in the Hasting Lake area.
- Kennedy report released – discussion on lead ammunition. **ACTION ITEM: Mark Boyce will forward copy of the report to BOD.**

g. Recruitment Committee

Robert Gruszecki provided an update from the meeting that was held, points noted:

- CE PAL recruitment process completed – Vince Aiello appointed in 2021.
- Academic Representative – Brian Joubert appointed in 2021.
- Vacant positions: Indigenous Representative; Northern BOD Liaison; Business Representative.
- **ACTION ITEM: Recruitment Committee working on developing position roles and defining board needs.**

h. Governance Committee Report

Committee Chair Brian Joubert provided update from the committee meeting points noted:

- Brian Joubert reappointed as committee chair.

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- Review of policies and TORs.
- Revisions will be presented at the June meeting for approval.

i. PAL Member Committee
(Attachment I)

Sandra Mellon, provided an update from the meeting that was held, points noted:

- PAL Member quarterly reports were provided for information, reviewed and discussed.
- How do we reach into the community at large to get the ACA message out.
- Discussion on attending tradeshow or events in local communities (Member or Community events).
- BOD members can reach out to Sandra Mellon or other PAL Members in regard to outreach.
- Concept on how the coordinate this information. Create a subcommittee of Communications to develop a member group strategy for out reach. **ACTION ITEM: Subcommittee of Communications – Sandra Mellon, Neil Keown, Randy Collins. – Board members to reach out to subcommittee.**

j. Organizational Risk Report
(Attachment J)

Organizational Risk Report was presented by Todd Zimmerling, President & CEO, no major risks were identified.

k. Northern Board Liaison Report

Position is vacant

m. Director Emeritus Report

Handout of Director Emeritus Report provided for information.

n. AEP Representative Report - Verbal

Wildlife:

- Mule Deer Stakeholder Advisory Committee update: Meetings have resumed more frequently and have focused on finalizing the draft management plan (principles, background, goals/objectives) and allocation. No timeline anticipated for draft management plan ready for additional review.
- Wildlife Act and Regulation renewal: FWSB is preparing for upcoming engagements to address a number of amendments proposed to be made to these regulations. We anticipate the engagement to occur in the coming months.
- The Global Wildlife Value Survey analysis is underway. Reminder this is a survey that is seeking perspectives from Albertans on how they value wildlife: Traditionalist versus Mutualist. Alberta anticipates receiving results in May.
- CWD – tested 9567 heads – 1006 positives (861 MD – 59% antlered; 139 WT – 84% antlered; 6 elk). CWD noted in 9 new WMUs (104, 216, 224, 302, 314, 506, 510, 514, 936)

- MSL licence update – new species added...APOS leading auction and Alberta Conservation group leading raffle.

Fisheries:

- New sport fishing regulations will be made available April 1. These regulations were developed following a series of online webinars, public surveys and “ask the expert” options available to anglers
 - Over 2,200 participants completed public surveys
 - 787 total registrations with nearly 450 direct interactions during the webinars
 - 17 questions submitted through the “ask the expert” portal
- The “what we heard” update for 2022-23 sport fishing regulations engagement will be release publicly, including the survey results.
- One change this year is the changes made to low flow/high temperature requirements. Following engagement and feedback from anglers, we adjusted our approach to offer flexibility in how this will be administered, should these situations arise.
- We are also considering additional changes around special licences for fishing and clearing up confusion around the ice shack requirements as part of our provincial regulations.
- Spawning camps being planned for spring to continue our walleye stocking program this year.

General:

- Provincial Advisory Councils – These are likely to be established soon, with a focus towards advice to Minister for hunting and fishing and likely additional aspects. More to come on these councils soon.

7. Old Business

a. ACA Chair of Fisheries & Wildlife - Update

Mark Boyce review has been completed, he has been reappointed as ACA Chair of Fisheries & Wildlife for another 7 years.

b. CWD Proposal – (*Attachment J*)

Joint announcements regarding project have been made. Project moving forward.

c. Eagle Terrace Property

Discussions with MLA Rosen, file is moving forward.

8. **Reports**

a) **Draft Annual Operating Plan 2022-2023 (Uploaded to BOD Website)**

Draft Annual Operating Plan 2022-2023 was presented, reviewed and discussed

MOTION # 16/22

**Moved by: Richard Mellon
Seconded by: Fred Calverley**

Move that the ACA Board of Directors' approve the Annual Operating Plan 2022-2023 as presented.

MOTION CARRIED

b) **Strategic Business Plan 2019-2029 (Uploaded to BOD Website)**

Strategic Business Plan 2019-2029 was presented, reviewed and discussed.

MOTION # 17/22

**Moved by: Sandra Mellon
Seconded by: Robert Gruszecki**

Move that the ACA Board of Directors' approve the Strategic Business Plan 2019-2029 as presented.

MOTION CARRIED

c) **ACA Employee Survey 2021 (Uploaded to BOD Website)**

The results of the ACA Employee Survey 2021 were presented, reviewed and discussed.

9. New Business

a) Electronic Motion #01/22EV; #03/22EV - #08/22EV (*Attachment K - Q*)

MOTION # 17/22

Moved by: Perry McCormick
Seconded by: Chuck Priestley

Move that the ACA Board of Directors' agree that this is an accurate reflection of the votes placed and therefore ratify the following Electronic Motions:

- a. Electronic Motion #01/22EV: "Move that the ACA Board of Directors' approve the wire transfer of \$233,000.00 (Two Hundred and Thirty Three Thousand Dollars) representing the funds to close to purchase the Thor Conservation Site (FAB Fabrication Ltd.), SE 03-002-06-W4M (160 Acres). Closing Date: January 21, 2022."
- b. Electronic Motion #03/22EV: "Move that the ACA Board of Directors' approve \$188,600.00 (One Hundred and Eighty Eight Thousand, Six Hundred Dollars) from the 2021/2022 Habitat Securement Fund to purchase the East Reno Expansion Conservation Site (Anderson). NW 25-080-19-W5M (160 Acres). Located in the Kimiwan/Winagami/Lesser Slave Focus Area."
- c. Electronic Motion #04/22EV: "Move that the ACA Board of Directors' approve \$126,550.00 (One Hundred and Twenty Six Thousand, Five Hundred and Fifty Dollars) from the 2021/2022 Habitat Securement Fund towards the purchase of the South Plain Lake Expansion Conservation Site (Langkow), via a auction process. NW 18-053-11-W4M (159 Acres). Located in the Therien Focus Area. In partnership – corporate partner funds and with other conservation organizations."
- d. Electronic Motion #05/22EV: "Move that the ACA Board of Directors' approve the wire transfer of \$184,000.00 (One Hundred and Eighty Four Thousand Dollars) from the 2021/2022 Habitat Securement Fund to purchase the East Reno Expansion Conservation Site (Anderson/Soult). NW 25-080-19-W5M. Closing Date: February 16, 2022."
- e. Electronic Motion #06/22EV: Move that the ACA Board of Directors' approve the wire transfer \$258,537.50 (Two Hundred and Fifty Eight Thousand, Five Hundred and Thirty Seven Dollars and Fifty Cents) from the 2021/2022 Habitat Securement Fund to purchase the South Plain Lake Expansion Conservation Site (Langkow), via a auction process. NW 18-053-11-W4M (159 Acres). Closing Date: March 9, 2022."
- f. Electronic Motion #07/22EV: "Move that the ACA Board of Directors' approve \$256,250.00 (Two Hundred and Fifty Six Thousand, Two Hundred and Fifty Dollars) from the 2021/2022 Habitat Securement Fund to purchase the Holden Conservation Site (DUC). SW 27-050-16-W4M (160 Acres). Located within a 0-10km distance of the Beaverhills Focus Area. In partnership with other conservation organizations."

- g. **Electronic Motion #08/22EV: “Move that the ACA Board of Directors’ approve the wire transfer of \$256,250.00 (Two Hundred and Fifty Six Thousand, Two Hundred and Fifty Dollars) from the 2021/2022 Habitat Securement Fund to purchase the Holden Conservation Site (DUC). SW 27-050-16-W4M (160 Acres). Closing Date: March 30, 2022.**

MOTION CARRIED

10. Closed Session

Not required.

11. Date and Location of Next Meeting

- a) BOD Calendar Event List (Attachment R) – provided for information
b) 2022 Meeting Calendar (Attachment S) – revision to the December 2022 meeting date

The next scheduled BOD Meeting – June 9-11, 2022– NW Region, Peace River, AB

- **May 30 – June 7, 2022 – Committee Meeting scheduled via ZOOM/TEAMS**
- **June 9, 2022 (Thursday) – BOD Property Tour**
- **June 10, 2022 (Friday) – Strategic Planning Meeting**
- **June 11, 2022 (Saturday) – Regular BOD Meeting**

12. ADJOURNMENT

MOTION # 18/22

Move that the BOD Meeting be adjourned.

**Moved by: Brian Joubert
Seconded by: Randy Collins**

MOTION CARRIED

The Board of Director’s meeting was adjourned at 2:01 PM.



(Chairman)



(Secretary)

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