

Alberta Conservation Association



Minutes of the June 11 2022 Board of Directors Meeting

Chateau Nova Peace River
10010 – 74 Street, Peace River, AB
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
Chuck Priestley (Secretary) – Public At Large – NE Region
Tony Blake (Director) -Nature Alberta
Mark Boyce (Director) – ACA / U of A Chair in Fisheries & Wildlife
Randy Collins (Director) – Alberta Fish and Game Association
Sander Duffhues (Alternate) – Alberta Professional Outfitters Society
Neil Keown (Director) – Alberta Backcountry Hunters and Anglers
Richard Mellon (Director) – Wild Sheep Foundation Alberta
Travis Ripley (Director) – Alberta Environment and Parks
Richard Stamp (Director) – Public At Large, SO Region

Lori-Jeanne Edwards – CFIO, ACA

VIA ZOOM: Vince Aiello (Director) – Public At Large (CE Region)
Fred Calverley (Director) – Trout Unlimited Canada

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

REGRETS: Brian Joubert (Director) – ACA Academic PAL Representative.
Perry McCormick (Director) – Pheasants Forever Alberta Council
Brent Watson (Director) – Alberta Bowhunters Association
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 June 11, 2022 @ 8:58 AM

Conserving Alberta's Wild Side

2. **Welcome and Introductions**

Chairman Bill Abercrombie welcomed the board members to the meeting.

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

MOTION # 19/22

**Moved by: Randy Collins
Seconded by: Travis Ripley**

Move that the June 11, 2022 agenda be accepted as amended.

MOTION CARRIED

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

4. **ACCEPTANCE OF THE MINUTES**

- a. **March 24, 2022 Board of Directors' Meeting – Electronic Motion: 09/22EV**
(Attachment A – Minutes of the March 24, 2022 BOD Meeting)

MOTION # 20/22

**Moved by: Richard Mellon
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 Electronic Motion: 09/22EV stating: "**Move that the Minutes of the March 24, 2022 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:

- Compliments on the venue choice and the NW Region and staff for hosting the property tours and fishing activity, it was a great time had by all.
- NW Region Meet and Greet with staff, stakeholders and partners was well attended.
- TOR001-Rev2-20190614 – Executive Committee TOR was reviewed at the Executive Committee, recommendation no revisions are required or recommended, review again in 3 years as per the schedule.

MOTION # 21/22

Moved by: Robert Gruszecki
Seconded by: Chuck Priestley

Move the recommendation from the Executive 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.

TOR001-Rev2-20190614 – Executive Committee Terms of Reference

MOTION CARRIED

b. President & CEO (Attachment D)

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

It has been a busy first two months of the fiscal year with higher than usual staff turnover. It appears the removal of covid restrictions and the opening up of the economy has caused some staff to reevaluate where they want to be in life. In addition, our member groups have started their fund-raising dinners again which has kept ACA staff busy reestablishing our support in person.

On the revenue side of things, initial license sales for game birds has been a bit slower than previous years. I believe the cool spring and avian flu combined to decrease the number of people willing to go after spring snow geese. However, fishing license sales for the May long weekend were pretty good and great weather in the first week of June should see revenue rebound.

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 Final Audit Finds 2022 and the 2022 Draft Financial Statements Year Ended March 31, 2022:

Final Audit Findings Memorandum 2021 - (Attachment E)

The Final Audit Findings Memorandum 2022 was provided to the BOD for review and acceptance.

MOTION # 22/22

**Moved by: Robert Gruszecki
Seconded by: Randy Collins**

Move that the ACA Board of Directors' accept the Final Audit Findings Memorandum 2022, as presented.

MOTION CARRIED

Draft Audited Financial Statements to March 31, 2022 - (Attachment F)

The Draft Audited Financial Statements to March 31, 2021 were provided to the BOD for discussion and approval.

MOTION # 23/22

**Moved by: Robert Gruszecki
Seconded by: Chuck Priestley**

Move that the ACA Board of Directors' approve the Draft Audited Financial Statements to March 31, 2022, as presented.

MOTION CARRIED

TOR003-Rev1-20190614 Finance and Audit Committee TOR – (Attachment

TOR003-Rev1-20190614 – Finance and Audit Committee TOR was reviewed at the Executive Committee, recommendation no revisions are required or recommended, review again in 3 years as per the schedule.

MOTION # 24/22

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

Move the recommendation from the Finance and Audit 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.

TOR003-Rev1-20190614 – Finance and Audit Committee Terms of Reference

MOTION CARRIED

Karvonen Films – ACTION ITEM: President & CEO directed to have discussions with the Archives regarding donation of Karvonen library to the Provincial Archives and develop a draft agreement by the August meeting.

d. Communications Committee

Randy Collins, Committee Chair provided update, points noted:

- Communications Department is pushing/promoting Member Group online raffles.
- ACA Communications Department more than willing to assist Member groups.
- Lots of advertising has been on going.
- Looking forward to the 25th Anniversary book coming out.
- Lots of good info coming out of ACA online.
- Landowner Hunter Access survey results are now online.
- Communications Department continues to do a stellar job.

e. ACA Grants Program Committee

(Attachment H & I)

- BOD024-Rev0-20210611 – Grounds for Disqualification Policy – revised policy provided for review and acceptance by the Board of Directors.

MOTION # 25/22

Moved by: Fred Calverley

Seconded by: Randy Collins

Move the recommendation from the ACA Grants Program Committee to accept the inclusion of “(in the rare case that an issue is identified after the adjudication has occurred, the same process will be used)” – to the Process for Assessing Disqualification, paragraph 1.

BOD024-Rev0-20210611 – Grounds for Disqualification Policy

MOTION CARRIED

1 – OPPOSED

Note: Key speaking points about process should be developed if this becomes an issue.

- *TOR006-Rev3-20151210– ACA Grants Program Committee Terms of Reference – ACTION ITEM Policy to be revised to include Biodiversity Grants Program in the TOR/ Document to be brought back to August meeting for review and approval.*

f. Operations Standards Review Committee

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

- Conducted a Citizen Science Workshop on April 22, 2022.

- AB Hunt Log is easier to work with than the prototype. Encouraging participation is sometimes difficult, depending on ease of application.
- Many opportunities for citizen science, which we use and roll out.
- Moose App – handed off to ACA initially, AEP decided they should do the project and then dropped the project. Currently nothing is happening to gather data.
- Wildlife Society held a workshop regarding aerial surveys and risks.
- **ACTION ITEM: Mark B. is tasked with creating a Wild Boar Fact Sheet – to assess ACA position on the harvest of Wild Boar.**
- Ryan Brook – Alberta Invasive Species Wild Boar Webinar is good.
- Projects: 1. Sandhill cranes (transmitters) – if anyone spots any cranes nesting in the area, let Mark B. know; 2. Winter severity and Disease – Mule Deer; 3. Moose and Big Horn Sheep Movements.
- Citizen Science – where do you see the role for ACA, many opportunities exist.

g. Recruitment Committee

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

- Working on position descriptions/vacancies.
- Remaining committee chair.
- Vacancy as of December 31, 2022 (NW Regional PAL – advertising required).
- Recommendation to the BOD that Sandra Mellon be appointed to the role of Business Representative. Precedent has been set to fill the role; Mellon meets the criteria and is a contributing board member.

MOTION # 26/22

**Moved by: Robert Gruszecki
Seconded by: Vince Aiello**

Move the recommendation from the Recruitment Committee be accepted and that Sandra Mellon be appointed to the position of Business Representative, effective January 1, 2023.

MOTION CARRIED

- **NW PAL – Vacant effective December 31, 2022** – Recommendation to offer the role to the second place candidate in the last round of interviews if she is still interested. Some concern brought forward regarding transparency of recruitment for a vacant public position.

MOTION # 27/22

**Moved by: Robert Gruszecki
Seconded by: Chuck Priestley**

Move that the role of NW Public At Large position be offered to Robyn Barnes..

**MOTION CARRIED
8 – In Favor
4 - Opposed**

- **Northern Board Liaison Position – Vacant effective January, 2022** – Randy Collins advised that he intendeds to step down as the AFGA Board Representative to the ACA Board of Directors. Randy Collins expressed interest in continued participation on the ACA Board of Directors in the role of Northern Board Liaison.

MOTION # 28/22

**Moved by: Robert Gruszecki
Seconded by: Vince Aiello**

Move that the Randy Collins be appointed to the role of Northern Board Liaison at the ACA Annual General Meeting and the position be effective August 16, 2022.

MOTION CARRIED

- **Indigenous Board Liaison Position – Vacant effective August, 2021** – President & CEO has been contacted by an individual. Robert Gruszecki as committee chair reached out to set a meeting, has yet to hear back.
ACTION ITEM: President and CEO will contact another individual (Bobby Beaver) and have a discussion regarding the role.

h. Governance Committee Report

No Committee meeting held, Committee Chair unable to attend the regular ACA BOD Meeting, therefore the following policies are deferred to the August 2022 meeting for review and approval:

- BOD010-Rev3-202206 – Conflict of Interest Policy
- BOD014-Rev2-20220622 – Procedure for Removal or Suspension of a Director
- BOD015-Rev1-20220611 – Appointment of Director Emeritus
- BOD018-Rev1-20220611 – Acknowledgement of Fiduciary Duties and Responsibilities.

**i. PAL Member Committee
(Attachment N)**

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

- PAL Member quarterly reports were provided for information, reviewed and discussed.

- PAL Members continues to look for opportunities to reach out to other organizations and groups to connect with ACA.
- Discussion on geo-fencing as a way to monitor who is on ACA sites (possibly a questionnaire).
- **BOD013-Rev0-20180815 – Public At Large Work Plan** - was reviewed at the PAL Member Committee, no revisions are required or recommended, review again in 3 years as per the schedule.

MOTION # 29/22

Moved by: Richard Mellon

Seconded by: Vince Aiello

Move the recommendation from the PAL Member, 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.

BOD013-Rev0-20180815 – Public At Large Work Plan

MOTION CARRIED

j. Organizational Risk Report

(Attachment J)

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

k. Director Emeritus Report

No report provided.

l. AEP Representative Report - Verbal

Wildlife:

- Mule Deer Stakeholder Advisory Committee update: Alternate approach to antlered mule deer allocations
- Wildlife Act and Regulation renewal on going with numerous amendments to both the Act and Regulation in progress
- Avian influenza / findings confirmed the detection of #SARSCoV2, the #COVID19 virus, in 9 free-ranging white-tailed deer and 3 mule deer in east central Alberta.
- Finalizing “what we heard” report from the wildlife survey – to be available soon.

Fisheries:

- Support for ACA Kids can Catch program in Wabamun
- Contract for collecting information on the angling guide licence concept underway
- Successful spawn camp at LSA achieving its goal of the collection of over 5.6 million eggs and delivering them safely to the Cold Lake Fish Hatchery. Camp ran this year from April 30 to May 8th. Additional exploration of donor lakes underway.

Conserving Alberta's Wild Side

- Preparing the variation orders for the low flow / high temp policy implemented this year

General:

- Fish and Wildlife Stewardship Branch undergoing a program review.

7. Old Business

a. CWD Vaccine Proposal - Update

Disbursement of funds began April 1, 2022. Project is moving forward.

b. Eagle Terrace Conservation Site

Public Lands have submitted information to field staff who are to report back by the first week of July 2022.

c. Golden Ranches - Update

Continue to wait on the Ecogift process/approvals in order to proceed. Consensus of the BOD to wait and see how things progress.

8. Reports

No Reports

9. New Business

a) Special Grant

A CCE Grant awarded for a scholarship fund for under privileged to attend a conservation course. The scope of the project was misunderstood at the time of the adjudication, the intent was for a long-term scholarship, reviewers were not clear on the scope. Consensus is that it was a good idea, but doesn't fit the funding criteria, recommend following the current criteria, organization will return funds. Discussion that the funds can be taken from the CCE Grant Funding and awarded to the organization as a Special Grant.

MOTION # 30/22

**Moved by: Chuck Priestley
Seconded by: Randy Collins**

Move that ACA issue a Special Grant on the project and award \$25,000 (Twenty Five Thousand Dollars) to AHEIA for the Scholarship Fund for the Underprivileged to attend Conservation Education

MOTION CARRIED

1 Abstention – AEP Representative



b) Living Labs Project – Reducing Carbon Emissions and Carbon Sequestration

ACA is a partner on all 5 applications submitted. Have been awarded 5.2 Million over 5 years. ACA will be managing the funds for the project. 1 other group awarded 5.4 Million – ACA will partner helping where required or needed.

10. Closed Session

Not required.

11. Date and Location of Next Meeting

- a) BOD Calendar Event List (Attachment Q) – provided for information
- b) 2022 Meeting Calendar (Attachment R)

The next scheduled BOD Meeting – August 16 – 17, 2022

- August 16, 2022 (Tuesday) – Committee Meetings
- August 16, 2022 (Tuesday) – ACA Annual General Meeting
- August 17, 2022 (Saturday) – Regular BOD Meeting

12. ADJOURNMENT

MOTION # 31/22

Move that the BOD Meeting be adjourned.

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

MOTION CARRIED

The Board of Director's meeting was adjourned at 2:31PM.



(Chairman)



(Secretary)