

Board of Directors Meeting Minutes

August 16, 2023 9:00 AM - 4:00 PM
Four Points by Sheraton Sherwood Park
1005 Provincial Ave, Sherwood Park, AB



Present:	Bill Abercrombie (Chairman)	Alberta Trappers Association
	Robert Gruszecki (Vice Chairman)	Alberta Hunter Education Instructors' Assoc.
	Sandra Mellon (Treasurer)	Business Representative
	Chuck Priestley (Secretary)	Public at Large Northeast Region
	Fred Calverley (Director)	Trout Unlimited Canada
	Jeana Schuurman (Director)	Alberta Professional Outfitters Society
	Ken Bailey (Director)	Pheasant Forever, Alberta Council
	Dr. Lu Carbyn (Director)	Nature Alberta
	Neil Keown (Director)	Alberta Backcountry Hunters and Anglers
	Randy Collins (Director)	Northern Board Liaison
	Richard Mellon (Director)	Wild Sheep Foundation Alberta
	Rick Blakeley (Director)	Alberta Fish and Game Association Representative
	Robin Barnes (Director)	Public at Large Northwest Region
	Sue Cotterill	Minister's Representative - FP, EPA
	Vince Aiello (Director)	Public at Large Central Region
	Todd Zimmerling	President and CEO, ACA
	Lori-Jeanne Edwards	Chief Finance and Information Officer, ACA
Regrets:	Brent Watson (Director)	Alberta Bowhunters Association
	Dr. Mark Boyce (Director)	ACA/UofA Chair in Fisheries and Wildlife
	Lisa Holdaway	Public at Large South Region
	Vacant	ACA Academic Representative
	Vacant	Treaty 8 First Nations of Alberta

1. Call to Order

Bill Abercrombie (Chairman) called the meeting to order at 8:58 AM

2. Welcome and Introductions

Bill Abercrombie welcomed everyone and thanked them for their attendance, conveyed his appreciation to the BOD, staff and member groups for the Annual General Meeting becoming so seamless. Group agreed that there was no need for introductions as they did so at the AGM.

3. **Approval of the Agenda and Meeting Time Limit**

ADDITIONS

- 7a. Old Business - Endowment Fund discussion
- 9a. New Business - Cyber Security

MOTION #42/23	Moved by:	Rick Blakeley
	Seconded by:	Neil Keown
Move that the August 16, 2023 agenda be accepted as amended.		
MOTION CARRIED		

4. **Acceptance of the Minutes**

MOTION #43/23	Moved by:	Rick Blakeley
	Seconded by:	Ken Bailey
Move that the Minutes of the June 10, 2023 meeting be accepted as presented.		
MOTION CARRIED		

5. **Business Arising**

- a. Review of Action Items

6. **Committee Reports**

a. **Chairman / Executive Committee**

Bill Abercrombie shared that with our passion and motivation ACA will continue to recognize, analyze and create opportunities not only for our organization but for other organizations.

b. **President and CEO**

- attended the Suncor Golf Tournament on June 16
- Deb Dueck's retirement party on June 23
- interview with Insight (AFGA)
- toured the tooth aging lab at Lethbridge College, very impressive
- met with the Natural Resources Conservation Board Advisory Group, have decided to step off their Board
- potentially partnering up with APOS on a moose project
- continuing to meet with APOS, AFGA and GOA regarding Mule Deer
- looking at a potential partnership with a "Green" Investment firm
- attended the ATA Rendezvous
- Ed Kolodychuk's retirement in Peace River on July 28
- Strathcona County did an impressive fire extinguisher training course for staff at the main office
- Minister's Special Licence has been drawn and winners contacted
- \$5,000 donation from Berkshire Hathaway
- Tourmaline Oil has approached us for the fourth time to build a pipeline
- Rig Hand Craft Distillery supplied product towards that Taber Pheasant Festival last year

- DeBeers continues to supply us with volunteers to help maintain our conservation sites
- Eco Gift paperwork has been sent to Environment Canada for the first 3-4 quarters of the old TransAlta mine site north of Wabamun. Hoping to purchase adjacent property as well.

MOTION #44/23	Moved by:	Chuck Priestley
	Seconded by:	Randy Collins
Move that the ACA Board of Directors move into closed session at 9:28 AM		
MOTION CARRIED		

MOTION #45/23	Moved by:	Randy Collins
	Seconded by:	Vince Aiello
Move that the ACA Board of Directors revert back to the regular meeting at 9:57 AM		
MOTION CARRIED		

c. Finance and Audit Committee

Review of financials from April 1, 2023 (start of new fiscal year) to June 30, 2023

Comparison over prior year

- increase of \$171,000 in revenue and \$88,000 in levies
- resident fishing licences sales up by 132,000 (5%)
- hunting licences down by \$146,000 (0.4%)
- partner contributions up by \$55,000
- miscellaneous revenue down by \$7,800
- donations up by \$32,000 (total donations \$35,961 to the end of June)
- operating expenses \$273,000 higher (overall in line with previous years)

d. Communications Committee

- current partnership with the J. Currie museum in Wembley expires June 30, 2024. Do not recommend continuing partnership.
- two staff members in the Peace River area have resigned, difficulties with finding replacements.
- Kids Can Catch event with the Africa Centre was a huge success. As a result question arose "how can we hook new Canadians on becoming regular anglers"?
- talked at length about the challenges with FACEBOOK and their rules around hunting, guns and knives, etc. and what they perceive to be "violence".

e. ACA Grants Program Committee

As the Grants Committee does every year, revisited the Biodiversity and Research Grants

- Recommend to the BOD that the application forms proceed in their current form

MOTION #46/23	Moved by:	Fred Calverley
	Seconded by:	Randy Collins
Move that the ACA Board of Directors approve the Guidelines and Application forms as presented		
MOTION CARRIED		

Conservation, Community and Education Grants deferred until December 2023 BOD meeting

Question presented to the BOD; does the Grants Program Committee have a role in managing the Minister's Special Licence funds?

It was agreed that the committee does not because:

- (1) this is a special circumstance where ACA is managing for one year and,
- (2) the committee was not tasked with managing these funds by the Board and so are beyond the committee's scope.

f. **Operation Standards Review Committee** - Did not meet

g. **Recruitment Committee** - Did not meet

h. **Governance Committee**

MOTION #47/23	Moved by:	Chuck Priestley
	Seconded by:	Ken Bailey
Move that the ACA Board of Directors approve the revised <i>Screening of Directors and Senior Staff FORM</i> as presented		
MOTION CARRIED		

MOTION #48/23	Moved by:	Richard Mellon
	Seconded by:	Randy Collins
Move that the ACA Board of Directors approve the revised <i>Screening of Directors and Senior Staff POLICY</i> as presented		
MOTION CARRIED		

MOTION #49/23	Moved by:	Vince Aiello
	Seconded by:	Richard Mellon
Move that the ACA Board of Directors approve the revised <i>Academic Representative Position Description</i> as presented		
MOTION CARRIED		

i. **Public At Large Member Committee**

The PAL members presented their quarterly reports, annual work plans and annual self evaluations Vince Aiello (Committee Chair) expressed his gratitude for the PAL members efforts and fairness on their self evaluations.

j. **Organizational Risk Report**

Health and Safety; 8 near misses, 1 equipment damage, 2 vehicle damage, 5 minor injuries, 2 property damage and 1 spill. More incidents than normal but the majority of them were relatively minor. Todd mentioned that staff are doing a good job of wearing PPE.

No issues with Human Resources.

k. Northern Board Liaison Report

Randy Collins presented his report as Northern Board Liaison. He expressed his joy in partaking in the Africa Centre Kids Can Catch event in July. Will be taking some seniors fishing this upcoming weekend. Met up with some mushroom enthusiasts who were very excited to receive a copy of the Discovery Guide and learn that there are many sites they can frequent. Village Council at Spring Lake would still like ACA to aerate in the winter, wait and see where they are at with willing to pay for the electricity to do so.

l. Director Emeritus Report - No report provided

m. Minister's Representative Report

Fish and Wildlife Stewardship Branch (FWSB) Update

Time of Day (ToD) Restrictions

- ToD will remain in place and will be re-evaluated as conditions change.
- Late week forecast suggests temperatures cooling somewhat with the potential for some rain. FWSB will continue to monitor conditions.
- *[Note: ToD restrictions were removed on August 19 following weekly assessment process]*

Aquatic Invasive Species (AIS)

- To date, 10 mussel-fouled watercrafts have been intercepted by Watercraft Inspectors.
- Invasive phragmites, a prohibited plant under the *Fisheries (Alberta) Act*, continues to be found in and around Edmonton as well as Grande Prairie County. FWSB is supporting DNA analysis, working with landowners, and advising on control efforts to ensure successful eradication.
- An American bullfrog was relinquished to AIS staff, from a teacher that ordered a tadpole online to support education in the classroom. The American Bullfrog (*Lithobates catesbeiana*) is on Schedule 5 of the Wildlife Regulations Controlled Animal List – not allowed without permit.
 - Online sources of tadpoles make regulating types of tadpoles introduced into classrooms challenging.
 - This situation builds on a Fish and Wildlife Enforcement Services officer seizure of bullfrogs in May 2022, with destruction.
- The department is exploring ways to connect with Alberta teachers to educate on the issue, highlighting bullfrogs but also driving broader awareness as other illegal species might also be brought in unknowingly.

Infectious pneumonia (M. Ovi) in Bighorn Sheep

- The process of remote removal of the radio-tracking collars installed on several young rams has commenced.
- FWSB is discussing possible response options to address the serious risk to Alberta's bighorn sheep population due to *Mycoplasma ovipneumoniae* (M. ovi). These discussions are internal to government; details will be shared with interested stakeholders when a path forward is confirmed.

Native Trout Recovery

- FWSB has applied for additional funding from Fisheries and Oceans Canada for native trout recovery efforts - an addition \$1M over three years, as well as a \$100k top up to our existing contribution agreement. This request is being reviewed by the federal government.

Hunting and Fishing Branch (HFB) Updates

Wildlife Act and Regulation

- The branch is currently working on a review and update of the *Wildlife Act* and Regulation that will involve targeted stakeholder consultation, including ACA. Expect consultation to occur between Dec 2023-February of 2024.

Mule Deer Planning Committee

- The MUDE planning process is continuing, with a survey currently being planned and worked on by the ACA to assess the preferences and needs of stakeholders with respect to harvest objectives.

Staffing

- HFB is also in the process of hiring new staff in order to help augment existing processes and responsibilities such as wildlife-human co-existence programs, trapping policy and trap testing, regional wildlife in the south etc.

Fisheries Program Review

- HFB's fisheries program is going through a review process in order to determine ways that we can provide additional opportunities, augment fisheries via enhanced stocking program, and create more harvest opportunities.

Advisory Committees

- HFB plans to reinstate new Minister's advisory committees for hunting and angling before the end of 2023, and are working on a regional engagement strategy for both hunting and fishing.

FWSB and HFB

- Both branches are developing branch business plans, workplans, and a joint workplan to formally clarify roles and responsibilities, as well as dependencies for issues such as inventory and monitoring and species at risk.
- Collaboration between branches (e.g., ToD) continues to be a critical component of delivery of provincial fish and wildlife programming.

7. **Old Business**

a. Endowment Fund

ACA spends \$511,725 annually on conservation site management which works out to \$1,652 per quarter section on average. ACA applies through the Alberta Land Trusts Grants for an endowment of 30% of the donated value of any land donations which helps offset the costs to manage these sites. After doing a comparison with like organizations it is suggested to the Board that ACA puts 20% of levy fund land purchases towards the endowment fund which should result in a 5% return over an extended period. Also suggest that this be reviewed every few years.

MOTION #50/23

Moved by:

Sandra Mellon

Seconded by:

Rick Blakeley

Move that the ACA Board of Directors approve the proposed changes to the investment policy

MOTION CARRIED

8. **Minister's Special Licence**

Raised \$256,000 over 10 weeks. At this point in time we are undecided as to whether we will do it again, will wait until December. Between now and then Todd and Lori-Jeanne will come up with a process to propose to the BOD as to how we will allocate the funds, likely base on current process for grants but won't be lumped in with those funds.

9. **Reports**

a. 2022/2023 Annual Report (Uploaded to BOD Website)

MOTION #51/23

Moved by:

Rick Blakeley

Seconded by:

Sandra Mellon

Move that the ACA Board of Directors approve the annual report

MOTION CARRIED

ACTION ITEM from Sue Cotterill to all BOD members and their constituents -What information would you like from Fish and Wildlife that you just don't see on their website?

10. **New Business**

a. Cyber Security

Lori-Jeanne Edwards did a Cyber Security presentation to all ACA staff. Frequent distribution of what to look for, who's being attacked right now. ACA has partnered with KnowBe4 a leading-edge cyber security training platform to provide training and education to staff. All staff have completed the first 4 modules of KnowBe4 training.

After some discussion it has been agreed upon that the BOD members will all complete the KnowBe4 training. Let Lori-Jeanne know if you'd like her to present Cyber Security knowledge to your member groups.

11. **Closed Session - None required**

12. **Date and Location of Next Meeting**

a. BOD Calendar Event List - provided for information

b. Next BOD meetings - Four Points by Sheraton Sherwood Park December 13 and 14, 2023

13. **Adjournment**

MOTION #52/23

Moved by:

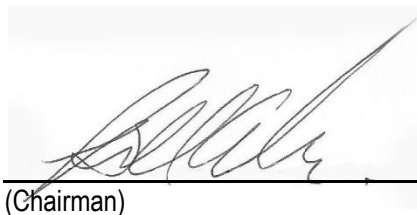
Richard Mellon

Seconded by:

Neil Keown

Move that the ACA Board of Directors Meeting be adjourned

MOTION CARRIED



(Chairman)



(Secretary)