



**Board of Directors – Meeting Minutes
June 20, 2016
Athabasca University: Academic and Research
Center (ARC) Building, Meeting Room 3007**

Attending: Abdi Siad-Omar, Brian Deheer, Carolyn Campbell, Dan Moore, Jamie Giberson, Janice Linehan, Janice Pitman, Larry Armfelt, Marv Fyten, Monica Dahl, Morris Nesdole, Tim Polzin, Jason Ponto (Administrative Coordinator)
Regrets: Doug Kariel, Garry Horton, Terry Sheehan.

Monday, June 20, 2016

1. Call to Order

Brian called the meeting to order at 9:00am. All attendees introduced themselves.

2. Review and Approve Agenda

MOTION: Tim moved to approve the agenda as presented. Marv Seconded. **Approved by consensus.**

3. Review and Approve Board Minutes of April 22, 2016, May 24, 2016

The status of the April 22 meeting with Ernie Hui was discussed, and the Board concluded that because it was not a regularly scheduled meeting, it should not be recorded as such.

MOTION: Janice L moved to accept the notes from April 22 Meeting as information. Tim seconded. **Carried by consensus.**

ACTION: Jason will post the letter to Ernie Hui on the Board members' section of the website.

ACTION: Jason will circulate sign in details for the Board members' section of the website.

Abdi reported that Ernie Hui has received statements from 7 of 11 WPACs and will summarize his findings and respond back to the WPACS by the fall.

MOTION: Marv moved to accept the minutes from the May 24 Board Meeting as presented. Tim seconded. **Carried by consensus.**

4. Board Orientation - Brian

a. Water for Life: goals, partnerships

Brian summarized the three goals of the *Water for Life* strategy and described the primary tasks of WPACs. Abdi added that the Land Use Framework has separate goals and that WPACs should also support those goals.

b. AWC-WPAC Vision, Mission, Values

Brian presented the AWC-WPAC's Vision, Mission, and Values.

c. Board Terms of Reference incl. Code of Conduct

Brian summarized the Board of Directors TOR and highlighted the Code of Conduct.

d. Board Member Remuneration Policy

Tim summarized the Expense and Honoraria Claims Policy and described the expense claim form and honoraria claim form.

Dan Moore joined the meeting at 9:47.

5. Executive Committee - Brian

a. Accept Minutes of May 10, 2016

MOTION: Janice P moved to accept the minutes from the May 10 Executive Meeting, as presented, for posting to the website. Marv seconded. **Approved by consensus.**

b. Terms of Reference

Brian outlined the Executive Committee TOR. Abdi expressed concern that limiting executive members to two-year terms could limit participation and make it difficult to fill demanding executive positions.

ACTION: The Executive Committee will discuss the length of terms for executive positions and bring recommendations to the Board at a future meeting.

Brian described the workings of the Executive Committee. The members of the outgoing executive described their positions.

c. Election of Vice Chair, Treasurer, Secretary

Tim agreed to have his name stand for the position of Treasurer.

MOTION: Carolyn moved to approve Tim as Treasurer, by acclamation. Marv seconded. **Approved by consensus.**

Brian explained that, based on prior communications, Terry Sheehan has agreed to stand for the position of Vice chair. Brian nominated Terry Sheehan as Vice chair.

MOTION: Janice P moved to approve Terry Sheehan as Vice chair, by acclamation. Seconded by Morris. **Approved by consensus.**

Janice P nominated Morris as Secretary. Morris declined at this time. Janice P volunteered to be Secretary, with the understanding that Morris would transition into the role in the new year.

MOTION: Larry moved to approve Janice P as secretary, by acclamation. Seconded by Dan. **Approved by consensus.**

d. Action Register

Carolyn described the action register document that was circulated in the meeting package. This will be adopted.

6. Finances

a. Treasurer's Report incl. AEP Grant updates/reports

After accounting for unspent funds from the 2015-16 grant, Tim noted AEP's 2016-17 grant will be about \$140,000. Including carry-forward funding from other sources, we have about \$205,000 funds for this year. Tim presented a potential expenditure scenario of \$167,000, leaving \$33,000 for 2017-18 carry forward that is needed due to AEP grant timing.

There was a discussion about the need to increase and diversify sources of revenue.

There was a discussion about conditions identified in the 2016-17 AEP grant notice. Special attention was paid to the need to address issues pertaining to the Fort McMurray wildfire. Discussion points included: our website could present information to the public; there are general water quality concerns and AWC-WPAC could be one source of information; Regional Municipality of Wood Buffalo will be the main information source for its residents; we could communicate the importance of shoreline management practices to facilitate a quick recovery.

ACTION: Jason will ask the Lesser Slave Watershed Council if they did any work related to the Slave Lake fire.

ACTION: Abdi will ask AEP's Andrew Schoepf for clarification about the statement about the need to address the Fort McMurray wildfire situation.

With respect to AEP's expectations for the AWC-WPAC this year, Abdi added that there are several provincial planning initiatives forthcoming, including the Upper Athabasca Regional Plan, and AWC-WPAC has a role to play in those initiatives.

There was a discussion about the final report required to close the 2015-16 funding grant (due by June 30, 2016).

ACTION: Jason will find a copy of last year's final report.

b. Finance & Fundraising Committee: Terms of Reference, Nominations, Direction

Brian summarized the Finance and Fundraising Committee TOR.

MOTION: Carolyn moved to approve Tim Polzin, Larry Armfelt, Janice Linehan, Dan Moore, and Monica Dahl as members of the Finance and Fundraising committee. Janice P seconded. **Approved by consensus.**

7. Human Resources

a. H.R. Committee: Terms of Reference, Nominations, Direction

Brian presented a draft of the HR Committee TOR. There was a discussion about the reporting structure for employees.

MOTION: Carolyn moved to adopt the HR Committee TOR, as amended. Morris seconded. **Approved by consensus.**

There was a break for lunch at 12:23pm. The meeting reconvened at 1:04pm.

MOTION: Carolyn moved to approve Morris Nesdole, Doug Kariel, and Marv Fyten as members of the HR Committee. Janice P seconded. **Approved by consensus.**

b. Admin. Coordinator Full Time Position

Jason left the meeting for this agenda item. Discussion: Noted AWC-WPAC Employee Handbook stated hours of work and preference for time off in lieu of overtime payment.

MOTION: Morris moved that the Board approve full-time hours at the current salary for Jason Ponto. Dan seconded. **Approved by consensus.**

ACTION: H.R. Committee to prepare a new contract for Jason Ponto to recommend to the Board, including job title, wages and benefits, for Board review and approval by the end of September.

8. Admin. Coordinator Update – Jason

Jason described his day-to-day duties and highlighted several recent projects, including setting up the office in Athabasca, attending the WPAC managers meeting, drafting the letter to Ernie Hui, preparing for the AGM, developing the Annual Report, renewing memberships, sending emails to the CAO of every municipal government in the watershed, and working towards a watershed-themed day of programming at the Alice B. Donahue Library and Archives in Athabasca. He described his goals for the upcoming year, including supporting the Board and committees particularly on outreach and fundraising, developing Board measures and indicators, and learning more about watershed issues.

Discussion: Jason's recent presentation to Athabasca County presentation was well received. In-person outreach is very valuable. Municipalities' funds for 2016-17 are already allocated, they should be approached by end of September for 2017-18 funding requests. The value offered by AWC-WPAC includes access to information on relevant planning initiatives.

9. Scheduling of Board Meetings – Brian

Next Board meetings: September 8-9, potentially at a camp at Long Lake, and November 3-4, potentially in Spruce Grove.

ACTION: Abdi will look into arrangements for holding the November meeting in Spruce Grove.

10. Review of 2016-17 Work plan, Strategic plan, Communications plan – Brian

Brian presented an overview of the 2016-17 work plan, strategic plan, and communications plan, as presented in the AEP Funding Grant.

ACTION: Jason will create Board member orientation binders for the new board members.

ACTION: Jason will create a document that outlines Board members, vacant seats, committee members, and contact information and circulate it to the Board.

11. Communications & Community Engagement Committee: Terms of Reference, Updates, Nominations, Direction

Brian summarized the C&CE Committee TOR.

MOTION: Carolyn moved to approve Janice P and Dan as co-chairs of the C&CE Committee. Morris seconded. **Approved by consensus.**

ACTION: Janice L will contact someone from Suncor's communications and stakeholder relations group about providing support for the C&CE Committee.

ACTION: Abdi will contact someone from AEP's Engagement section about providing support for the C&CE Committee.

Over the summer, the C&CE Committee will focus on identifying fundraising opportunities and opportunities to meet AEP funding requirements (ie, engagement relating to the Fort McMurray wildfire). They will outline how the AWC-WPAC can play a role in facilitating multi-stakeholder processes (e.g., LARP, ARBI) and, specifically, they will work towards helping municipalities to engage in multi-stakeholder processes. The C&CE committee will work with the Technical Committee to identify key messages in the SOW reports and work towards developing a

summary of the SOW reports. They will develop an outreach plan that includes a strategy for engaging municipalities throughout the watershed.

12. Technical Committee: Terms of Reference, Updates, Nominations, Direction

Brian summarized the Technical Committee TOR. Carolyn listed the current members of the Technical Committee.

MOTION: Larry moved to approve Carolyn, Janice L, Abdi, Dan, Jamie, and Janice P as Board members of the Technical Committee, with Carolyn and Janice L acting as co-chairs. Morris seconded. **Approved by consensus.**

Over the summer, the Technical Committee will work with the C&CE Committee identify key themes in the SOW reports and work towards a summary, add municipal boundaries to the interactive atlas, and connect with wildfire experts to guide the AWC's efforts to meet AEP funding requirements.

ACTION: Abdi will contact someone at AEP to help develop a municipal boundaries layer for the interactive atlas.

13. AGM Debrief - All

a. Meeting Procedures

Tim explained that we paid the Legion for preparing lunch, but we did not pay a rental fee.

MOTION: Morris moved to donate \$200 to the Royal Canadian Legion in Lac La Biche for the use of their facilities during our AGM. Carolyn seconded. **Approved by consensus.**

b. Membership Process

The Board discussed the membership renewal process and the automatic expiration of membership after one year. Several people voiced concern that this may significantly limit engagement opportunities.

ACTION: The Board will review membership renewal protocol before the next AGM.

c. Board Member Nominations Process

Brian explained that Jason received the Board nominations prior to the June 4 deadline. Currently vacant Board positions are: provincial/federal government, research and academia, municipal (lower basin), and three aboriginal seats.

ACTION: Morris will approach Robert Holmberg about the research and academia seat.

ACTION: Brian will follow up with Amber Stewart about representation from Parks Canada in the federal/provincial government seat.

ACTION: Abdi will contract someone from the agriculture side of AB Agriculture and Forestry about the federal/provincial government seat.

ACTION: Morris will contact someone from Fort McKay about filling vacant aboriginal seats.

d. Bylaw Review

As discussed earlier in the meeting, membership bylaws should be reviewed.

14. Collaborative Process and Event Updates

a. WaterSmart Athabasca River Basin (ARB) Initiative, Sept 22 Edmonton

The next Working Group meeting is scheduled for September 22 in Edmonton. Janice P will continue to represent the AWC-WPAC on the Working Group.

b. Baptiste and Island Lake Society (BAILS) project

Jason reported that David Trew has approached him about providing administrative support for BAILS as they develop their lake management plan. Based on direction from the Executive Committee, Jason is waiting for a written proposal to present for Board approval before he commits AWC-WPAC resources. Morris invited everyone to attend BAILS' next meeting, on August 13.

c. WPAC Summit Oct. 26-28, Calgary

Jason reported that the WPAC summit is Oct 26-28 at the Grey Eagle Hotel and Casino in Calgary. The agenda will likely focus on the relationship between WPACs and the GOA. Minister Phillips may attend and Ernie Hui will likely present his findings. Brian, Jason, Janice P, Janice L, and Morris tentatively plan to attend the summit.

d. Wood Buffalo Park UNESCO/IUCN NGO Meeting Oct. 3 Edmonton

UNESCO's World Heritage Center is hosting a series of meetings to discuss the status of the Wood Buffalo National Park. A meeting of NGOs is planned for October 3. Janice L suggested that AWC-WPAC attend the meeting.

ACTION: The Technical Committee and C&CE Committees will work together to prepare a statement for Board review at the next Board meeting.

ACTION: Jason will find out details about the meeting.

e. Lesser Slave Lake watershed

Nothing to report.

f. U of A Sustainability Network Collaborative

Nothing to report.

15. Adjournment – 3:30 pm

MOTION: Morris moved to adjourn.

The meeting was adjourned at 4:00pm.