



**Board of Directors – Meeting Minutes
May 25-26, 2017
Athabasca University, Maple Room
Athabasca, AB**

Attending: Brian Deheer, Jamie Giberson, Garry Horton, Marv Fyten, Tim Polzin, Janice Pitman, Robert Holmberg, Doug Kariel, Larry Armfelt (May 26), Abdi Siad-Omar (May 25, via telephone), Janice Linehan (May 25, via telephone), Dan Moore (May 25, via telephone), Jason Ponto (Administrative Coordinator).

Regrets: Terry Sheehan, Carolyn Campbell, Morris Nesdole.

Guests: May 25: Noel St. Jean (Agroforestry and Woodlot Extension Society), Lisa Card (Highway 2 Conservation); May 26: Andrew Wilson, AEP Watershed Resiliency and Mitigation Branch), Doug Frost (Long and Narrow Lakes Stewardship Society).

Thursday, May 25, 2017

1. Call to Order.

Brian called the meeting to order at 10:10am.

2. Review and Approval of Agenda

The following items were added to the agenda:

- 8. Environmental Damages Fund
- 14. Voyageur Canoe Brigade Events
- 19. h. Indigenous Issues Relevant to Parks
- 22. Signing Authority for Executive Director
- 23. Round Table Discussion

MOTION: Marv moved to approve the agenda as amended. Seconded by Robert. **Approved by consensus.**

3. Review Action Item List

The Action Item list was reviewed. Jason will follow up with Dave Mussell on his action item.

4. Approve Board Meeting Minutes: April 21, 2017

The motion in item 8a was changed to read "April 21" instead of "April 1".

MOTION: Garry moved to approve the minutes from the board meeting on April 21, as amended. Seconded by Doug. **Approved by consensus.**

5. Business Arising

No business arising.

6. HR Committee Update

a. Executive Director hiring process

Jason left the meeting.

MOTION: Marv moved to go in camera at 10:21. Seconded by Robert. **Approved by consensus.**

MOTION: Janice moved to go out of camera at 10:40. Seconded by Marv. **Approved by consensus.**

Jason re-joined the meeting.

7. AGM Committee

a. Venue

The 2017 AGM will be held at the Whitecourt Seniors Circle, in Whitecourt, from 6-9pm on June 26. There will be a meet and greet, with light refreshments, from 6-7pm and the meeting will be held from about 7-9pm.

b. Agenda

i. Revisions to Board TOR Bylaws

A member has suggested revising the bylaws so that any changes to the Board of Directors Terms of Reference must be approved by the membership at a special meeting. The board decided that given the short timeframe available to propose and circulate changes to the bylaws, this item should be tabled until the 2018 AGM.

MOTION: Tim moved to table this motion until the 2018 AGM. Seconded by Jamie. **Approved by consensus.**

ACTION: The board will discuss this issue at a future board meeting and propose changes to the bylaws, if necessary, at the 2018 AGM.

ACTION: Jason will contact Mark Lund as a potential keynote speaker for the AGM.

c. Elections

i. Nominations Committee

The board discussed expiring board terms and potential board members.

Action: Jason will contact municipalities about vacant municipal government seats.

8. Environmental Damages Fund (11:45)

Noel St. Jean joined the meeting by teleconference at 11:45.

Noel described the Environmental Damages Fund and explained that about \$130,000 is available for projects in the Athabasca River watershed. \$20,000 is allocated to pollution prevention and environmental restoration and about \$110,741 is available for projects related to fisheries or fish habitat. Project submissions must be received by July 28.

ACTION: Jason will follow up with Noel to discuss opportunities for projects for the AWC.

Noel left the meeting at 12:05.

The meeting took a break for lunch at 12:09 and was called back to order at 1:00.

9. Presentation: Lisa Card, Highway 2 Conservation

Lisa Card joined the meeting at 1:00.

Lisa described Highway 2 Conservation, an organization formed by three partnering municipalities: Athabasca County, Westlock County, and Barrhead County. She described several of their ongoing initiatives, including Pond Days (a youth-focused event), riparian improvement programs, and their "Save a barn, Save a bat" program. Lisa described a potential partnership between Highway 2 Conservation and the AWC that would entail summer students planting trees in riparian areas.

ACTION: Jason will follow up with Lisa regarding opportunities for collaboration in the future.

Jamie left the meeting at 2:05.

10. Executive Committee Update

a. Chair's Report

Brian reported that much of his time has been spent on the HR Committee and on the Executive Director hiring process.

b. Vice Chair's Report

No report was given.

c. Treasurer's Report

Tim summarized the financial report that was included in the agenda package. He explained that the GST refund is still outstanding and suggested that the AWC discontinue its relationship with Shoemaker, Viney, and Friesen (SVP). He noted that Kingston Ross and Pasnak has provided a quote equal to that of SVP and has committed to finalizing the review engagement report a week prior to the AGM. Tim suggested that the finance and fundraising committee have a co-chair so that it can focus its attention on fundraising.

d. Secretary's Report

Nothing to report.

i. **Accept EC meeting minutes: December 15, February 9, February 23, March 3, March 16, March 24, April 13, May 4**

MOTION: Tim moved to accept the minutes from the executive committee meetings on December 15, February 9, February 23, March 3, March 16, March 24, April 13, and May 4, as information. Marv seconded. **Approved by consensus.**

11. Admin Coordinator Update

Jason reported that the new website is not expected to launch until mid-July. He continues to work on the 2016-17 Annual Report, the 2016-17 grant closure report (which is due by the end of June), and on preparations for the AGM and voyageur canoe brigade events.

12. Communications and Community Engagement Committee Update

Nothing to report.

13. Technical Committee Update

a. SOW Summary

Members of the Technical Committee met with staff from Alberta Environment and Parks on May 11 to discuss collaboration opportunities and the AWC-WPAC's State of

the Watershed Summary report. The SOW Summary is nearing completion, but AEP staff would like to see revisions and additions, notably an expansion of the description of their 2015 Synoptic Survey and a discussion about regional planning. There was a discussion about the scope of the project and the intended audience.

ACTION: Abdi will send Jason text relating to the synoptic survey and an update on regional planning and other current information by July 31. Jason will add the information about the synoptic survey to the SOW Summary and add the other information as it best suits the project (e.g., in the main text, as appendices, or as separate info sheets), with an aim to have the report published by the end of August.

ACTION: Jason will initiate a Technical Committee meeting.

b. Interactive atlas update

Jason reported that he has been in contact with Kristy Dixon of WaterSmart and Jim Sellers of Athabasca University. There are some technical hurdles to completing the update, but the project appears to be moving forward.

14. Voyageur Canoe Brigade Events

Dan and Jason described several of the events related to the Voyageur Canoe Brigade, including events in Hinton on June 24, Whitecourt on June 27, and Fort Assiniboine on June 28.

ACTION: Jason will work with Dan to develop a summary of events with hotel recommendations and circulate it to the board.

MOTION: Dan moved that the AWC-WPAC cover expenses and provide honoraria to board members for their participation in events directly related to the Voyageur Canoe Brigade. Seconded by Robert. **Approved by consensus.**

15. Recess

Brian declared the meeting in recess at 4:16pm.

Friday, May 26, 2017

16. Reconvene

Brian called the meeting back to order at 9:16am.

Jason left the meeting.

17. Hiring of Executive Director Position

MOTION: Garry moved to offer Jason Ponto, effective June 12, 2017, the position of Executive Director in two employment contracts. Seconded by Tim. **Approved by consensus.**

18. Signing Authority for Executive Director

MOTION: Tim moved to authorize Jason to have signing authority as Executive Director on AWC cheques. Seconded by Dan. **Approved by consensus.**

Jason re-joined the meeting.

19. Presentation: AEP Staff, Resilience Strategy and Flood Mitigation Study

Andrew Wilson joined the meeting.

Andrew outlined the organization and mandate of AEP's Watershed Resiliency and Mitigation Branch and its core activities: resilience grants, resilience projects, resilience strategy, river engineering and technical services, and the transboundary water secretariat. He described feasibility studies, including the Athabasca River Basin Study. There was a general discussion about mitigation and adaptation strategies for risks related to flood and drought.

Andrew left the meeting.

20. Collaborations and Event Updates

a. Alberta Energy Regulator—Area-Based Regulation

Jason presented an overview of the AER's Area-Based Regulation Panel pilot project. The final report, which was still in draft at the time of the presentation, is titled: "Enabling the Use of Alternatives to High Quality Non-saline Water by the Oil and Gas Sector in the MD of Greenview – Recommendations to the Alberta Energy Regulator and Alberta Environment and Parks From the Multi-Stakeholder Panel for the Area-Based Regulation Pilot Project." Jason presented an overview the project and the 24 draft recommendations.

b. WaterSMART Athabasca River Basin (ARB) Initiative

Jason reported that he attended a working group meeting on May 10. Three more working group meetings have been scheduled, with the next one occurring in September.

ACTION: Jason will invite Mike Nemeth of WaterSMART to present at an upcoming board meeting.

c. Baptiste and Island Lakes Stewardship Society (BAILS)

BAILS is hosting a stakeholder engagement session on May 27, with the intention of gathering feedback to inform the development of its lake management plan. Jason will attend on behalf of the AWC.

d. Lac La Biche County, Environmental Week Display

Lac La Biche Country has asked the AWC to present a display during its Environment Week Event on June 4. Brian will present on behalf of the AWC.

There was a discussion about purchasing a pop-up tent, lawn chairs, and a table for mobile displays like Environment Week and the voyageur canoe brigade events.

ACTION: The executive committee will discuss purchasing equipment for mobile displays.

ACTION: The executive committee will discuss the approvals process for purchases and other decisions to be made by the executive director.

e. Long and Narrow Lakes Stewardship Society (LNLSS)

Brian attended LNLSS' open house event and AGM on May 22.

f. Alberta Student Services Conference

Robert attended the Alberta Student Services Conference at Athabasca University on May 10. He presented a talk, titled, "Athabasca River Basin: From Glacier to Delta".

g. Stewards of Lac La Biche Watershed

Brian provided an update on the Stewards of Lac La Biche Watershed. The group recently gave a presentation to the Lac La Biche County Council on the Lac La Biche Watershed Management Plan, and advocated for a review and update of that Plan.

h. Indigenous issues relevant to parks

Marv described several recent newspaper articles and suggested that the technical committee make recommendations on potential projects that could work in partnership with indigenous peoples in the basin.

ACTION: Jason will circulate the newspaper articles to the board.

ACTION: Jason will ask the technical committee to review the articles and make recommendations for potential projects.

Brian declared a recess for lunch at 12:12. The meeting reconvened at 1:05.

21. Presentation: Doug Frost, Long and Narrow Lakes Stewardship Society (LNLSS)

Doug Frost joined the meeting.

Doug provided an overview of LNLSS' recent activities and described their recommendation to give the Long and Narrow lakes area a "natural area" designation.

Doug left the meeting.

22. GOA Funding Update

a. 2017-18 Grant

Jason reported that the AWC has been awarded a grant of \$220,000 for 2017-18.

b. 2016-17 Grant Closure Report

Jason reminded the board that the grant closure report for 2016-17 funding is due by the end of June.

23. Round Table Discussion

Janice suggested that there is a need to hire an additional staff person as soon as possible. There was a discussion about role of a new staff person and timeline for filling that position.

Jason suggested that the board might consider a board retreat in September. He explained that with the creation of the executive director position and the hiring of an additional staff person, it may be an ideal time for the organization to discuss the transition from a working board to a governance board and all that such a shift entails.

ACTION: Consider a holding a board and staff retreat in September.

There was a recommendation to award Carolyn with an award to recognize her outstanding service to the AWC.

ACTION: Jason will prepare an outstanding service award to present at the AGM.

24. Confirm date and location of next board meeting

There will be a 'mini' board meeting following the AGM on June 26 to fill executive positions. The next full board meeting could be held on either July 13-14 or July 20-21.

ACTION: Jason to send a doodle poll with potential board meeting dates.

25. Adjournment

Brian adjourned the meeting at 3:12.