



**Board of Directors – Meeting Minutes  
September 8-9, 2016  
Athabasca University: Maple Room**

**Attending:** Abdi Siad-Omar (September 8), Brian Deheer, Dan Moore, Doug Kariel, Garry Horton, Jamie Giberson, Janice Linehan, Janice Pitman, Larry Armfelt, Marv Fyten, Morris Nesdole, Tim Polzin, Jason Ponto (Administrative Coordinator)

**Regrets:** Terry Sheehan, Carolyn Campbell

**Guests (September 9):** Colin Piquette (MLA, Athabasca-Sturgeon-Redwater), Molly Fyten (Lac La Biche County), Doris Splane (Reeve, Athabasca County), Dan Thompson (Natural Resources Canada)

**Thursday, September 8, 2016**

**1. Call to Order**

Brian Called the meeting to order at 9:37.

**2. Review and Approval of Agenda**

**MOTION:** Garry moved to approve the agenda as amended. Seconded by Morris. **Approved by consensus.**

**3. Review and Approve Board meeting minutes: June 20, 2016**

**MOTION:** Marv moved to approve the minutes as presented. Garry Seconded. **Approved by consensus.**

**4. Executive Committee Update**

**a. Chair's report**

Brian reported that the Executive Committee has held three meetings (August 10, 23, and 30).

**b. Vice Chair's Report**

No report given.

**c. Treasurer's Report**

Tim presented a summary of the year-to-date revenues and expenses. There was a discussion about the AWC's WCB account.

**ACTION:** Tim will ask Terri, our bookkeeper, about our WCB account.

**ACTION:** Jason will ask other WPAC managers about their WCB accounts.

Jamie joined the meeting at 9:55.

Tim explained that, as per suggestions outlined in the 2015-16 Review Engagement report, the AWC should increase the oversight of approved expenses and honoraria for board members and staff.

**MOTION:** Tim moved that, for all expenses and honoraria, the following process shall be used:

for board members, excluding the Treasurer, all expense claims and honoraria forms will be submitted to the Administrator for approval, who will then send the approved form to the Treasurer, who will then approve the form and issue the payment;

for the Treasurer, all expense claims and honoraria forms will be submitted to the Administrator for approval, who will then send the approved form to the Chair, who will then approve the form and issue the payment;

for the Administrator, all expense claims will be submitted to the Chair for approval, who will then send the approved form to the Treasurer, who will then approve the form and issue the payment.

Seconded by Larry. **Approved by consensus.**

**MOTION:** Doug moved to accept the treasurer's report as information. Seconded by Marv. **Approved by consensus.**

**i. Accept F&F Committee meeting minutes: September 24, 2015**

**MOTION:** Morris moved to accept the Finance and Fundraising Committee meeting minutes as information. Seconded by Garry. **Approved by consensus.**

**d. Secretary's Report**  
Nothing to report.

**i. Accept EC meeting minutes: June 7, August 10, and August 23**

**MOTION:** Larry moved to accept the Executive Committee minutes from June 7, August 10, and August 23 as information. Seconded by Tim. **Approved by consensus.**

**5. Admin Coordinator Update**

Jason reported that signage has been installed at the office and that the total cost was about \$500. He has submitted societies annual returns for 2014-15 and 2015-16. He has begun work on redeveloping the AWC website and is eager to start on social media projects. He attended several events: the Lesser Slave Lake Rural Innovation Forum on June 27, the WPAC managers meeting on July 26, and the WRRP Speaker Series on August 17. He presented an overview of the AWC to the Aspen Regional Water Services Commission on August 2.

**ACTION:** Jason will include a written report in the agenda package for future board meetings.

**ACTION:** Jason will begin work on developing a list of acronyms for board member information.

**ACTION:** Jason will look into online meeting capabilities.

**a. Board Member Follow-up**

On behalf of Bill Grieve, Tim read a statement of interest in becoming a board member alternate.

**MOTION:** Tim moved that Bill Grieve be named as the alternate director for Tim's member-at-large position for the remainder of his term. Morris seconded. **Approved by consensus.**

There was a discussion about potential candidates for open board seats.

Dan joined the meeting at 10:42am.

**6. Technical Committee Update**

Janice L reported that there have been two meetings between the committee's co-chairs and one teleconference meeting for the technical committee as a whole. Participation on the committee has been divided into members and advisors (the latter assist the committee as necessary, but are not required to attend meetings). The committee has identified the SOW Summary project as a top priority for the 2016-17 year. The committee has submitted feedback on behalf of the AWC-WAPC on two draft reports prepared by the Alberta Water Council: *Water For Life Implementation Progress Review 2012 – 2015*, and *Recommendations to Improve Lake Watershed Management in Alberta*. There was interest in inviting someone to speak about water usage and water rights at an upcoming board meeting. Janice L reported that Carolyn has recently stepped down as a co-chair of the technical committee.

**7. Communications and Community Engagement Committee Update**

Janice P and Dan reported that the C&CE Committee has not yet held a meeting in 2016-17. On August 9, Janice P, Dan, and Jason participated in a workshop facilitated by Sharina Kennedy, the Community Engagement Lead for the Community Engagement Branch of Alberta Environment and Parks designed to work towards a communications and engagement strategy. Two ideas that came out of the workshop include a voyageur canoe event for the summer of 2017 and the development of watershed-focused educational materials.

**ACTION:** Jason will help to coordinate a face-to-face C&CE Committee meeting sometime prior to the next board meeting.

**a. Social Media Policy**

The proposed social media policy was discussed.

**MOTION:** Janice P moved to approve the Social Media Policy as amended. Doug seconded. **Approved by consensus.**

**Brian called a recess for lunch at 12:34. Jamie left the meeting. The meeting reconvened at 1:10.**

**8. 2016-17 Budget and Work Plan**

Tim outlined the proposed budget. There was a discussion about unspent funds from 2015-16. There was recognition of the need to diversify funding sources and to continue to reduce the costs associated with board and committee meetings. Adbi noted the need to clarify the sources of funds carried into 2016-17 and, if possible, to identify them as not originating from GOA grants. Jason presented an overview of potential projects in 2016-17. The 2016-17 work plan was discussed.

**ACTION:** Jason and Brian will write a letter to Larry Armfelt requesting to present to the Pembina District of the Alberta Association of Municipal Districts and Counties (AAMDC).

**ACTION:** Jason will contact Nicole Adams, from the Town of Athabasca, about presenting to the Alberta Urban Municipalities Association (AUMA).

**a. SOW Summary**

Abdi presented projected costs for three potential versions of a SOW Summary, based on a similar project completed by the Mighty Peace Watershed Alliance. There was support for a project that includes a qualitative update on changes since the last SOW report, which is expected to cost about \$10,000. The board recognized the need to develop a policy regarding clarification around procedures relating to single-source contracts and competitive bids received through requests for proposals.

Discussion of the budget and work plan was tabled until September 9.

**9. HR Committee Update**

**a. Administrator job description and contract**

Brian is currently developing a new job description and contract (which would include a benefits package.)

**ACTION:** Jason will send board members the sign in information for the board section of the AWC website.

**10. Recess**

The meeting recessed at 4:32pm until 9:00am on September 9.

**Friday, September 9, 2016**

**11. Reconvene**

The meeting reconvened at 9:04 am.

**12. Discussion with Colin Piquette, MLA**

The board identified several potential topics of discussion for Mr. Piquette.

Colin Piquette joined the meeting at 9:37.

**ACTION:** Jason will send a summary of the discussion, including any action items, to Mr. Piquette.

After introductions were made, Brian highlighted the role of WPACs in relation to other partners in the Water for Life strategy. Several specific issues were discussed, but, in general, the key messages were that the AWC requires additional resources to adequately engage stakeholders throughout the basin and that the AWC should be seen as a key partner in GoA initiatives.

Colin left the meeting at 10:46.

**The meeting recessed for a break at 11:00 and reconvened at 11:16.**

**13. 2016-17 Budget and Work Plan**

Tim presented an updated draft of the budget.

**MOTION:** Tim moved to accept the 2016-17 Budget, as amended. Janice P seconded.  
**Approved by consensus.**

**MOTION:** Garry moved to authorize the technical committee to proceed with the SOW summary project, as budgeted (\$10,000). Dan seconded. **Approved by consensus.**

Molly Fyten and Doris Splane joined the meeting at 11:43.

Dorris offered her thanks and appreciation for the AWC's work on behalf of Athabasca County.

Molly expressed interest in maintaining an open dialogue between the AWC and Lac La Biche County.

Molly, Doris, and Morris left the meeting at 12:07.

**ACTION:** Jason will revise the work plan as discussed, send it to the executive committee and the (co)chairs of the C&CE and Technical committees for feedback. Jason will then circulate a revised final draft to the board for review and approval via email.

**The meeting recessed for lunch at 12:19 and reconvened at 1:00.**

#### **14. Presentation – Dan Thompson, Forest Fire Research Scientist at Natural Resources Canada's Northern Forestry Centre**

Dan Joined the meeting at 1:00.

Dan presented a talk, titled, "The wildfire threat to water resources in northern Alberta." The talk outlined a history of wildfires in Alberta, a summary of scientific tools for assessing fires, and a description of some the conditions under which wildfires might affect water quality and quantity to varying extents.

Dan left the meeting at 2:00.

#### **15. Collaborations and Event Updates**

##### **a. Open House Event**

The open house event has been postponed. It will now be called a "Grand Opening."

##### **b. Alberta Energy Regulator—Area-Based Regulation**

The AER has approached the AWC about participating in an area-based regulation project in the MD of Greenview. There was a discussion about how the AWC should participate.

**ACTION:** Jason will circulate documentation relating to the project to board members.

##### **c. UNESCO WHC Meeting**

###### **i. Presentation – Janice L.**

Janice L outlined the history of the Wood Buffalo National Park's UNESCO status and described the petition put forward by the Mikisew Cree First Nation to have the park added to the list of World Heritage in Danger. Points to include in the AWC's presentation at the round-table meeting were discussed.

**ACTION:** Janice L and Jason will work together to draft a statement for the round table meeting.

##### **d. WPAC Summit, Oct. 26-28**

**MOTION:** Doug moved that Brian, Jason, Janice P, Morris, and Janice L represent the AWC at the WPAC Summit. Larry seconded. **Approved by consensus.**

e. **Baptiste and Island Lake Society (BAILS)**

Jason presented on behalf of the AWC at BAILS' open house event on August 13. About 60 people attended the event.

f. **Long and Narrow Lakes Stewardship Society**

LNLSS held an open house event on September 5. Brian attended on behalf of the AWC. As many as 100 people attended the event.

g. **Alberta Health Services Recreational Water Beach Site Assessment**

AHS is developing a recreational water beach site assessment report template. Jason met with AHS and several beach site operators from Baptiste lake to discuss the template on July 25. The reports will be required for high risk sites in 2017 and for all beach sites in Alberta in 2018.

h. **Alberta Water Council – Lake Management Plan/Water for Life Review**

The technical committee has submitted feedback on behalf of the AWC-WAPC on two draft reports prepared by the Alberta Water Council: *Water For Life Implementation Progress Review 2012 – 2015*, and *Recommendations to Improve Lake Watershed Management in Alberta*.

i. **Children's Programming at Alice B Donahue Library in Athabasca**

Jason worked with the local public library to develop a watershed-themed day of children's programming on August 18. About 10 children attended the event.

j. **WaterSmart Athabasca River Basin (ARB) Initiative**

The Logistics and Administration Committee (LAC) is scheduled to meet via teleconference on September 13 and the working group will meet on September 22 in Edmonton. Jason and Janice P will represent the AWC.

k. **U of A Sustainability Network Collaborative**

Nothing to report.

**ACTION:** Jason will try to reconnect with the group.

Janice L left the meeting at 3:30.

**16. Confirm date and location of next board meeting (November 3,4)**

Due to a scheduling conflict with the NALMS conference, the next board meeting will be held in Athabasca on November 24-25.

**17. Adjournment**

**MOTION:** Jamie moved to adjourn the meeting. **Approved by consensus.**

**The meeting was adjourned at 3:41 pm.**