



Annual General Meeting Minutes
June 11, 2016, 10:00 am
Royal Canadian Legion
10101 Churchill Drive, Lac La Biche

Master of Ceremonies – Brian Deheer, Chair, AWC-WPAC

Election Facilitator – Rick Moyse, Alberta Culture and Community Spirit

Special Guest – Mark Donner, PhD Student at the University of Alberta

1. Quorum and Call to Order

Brian Deheer called the meeting to order at 10:05 AM.

2. Review and Approval of Minutes

MOTION: Garry Horton moved to approve the agenda as presented. Wayne Brehaut seconded. Carried.

3. Welcome Address and Introductions

Dan welcomed the AWC-WPAC on behalf of the Royal Canadian Legion. Brian Deheer introduced himself as chair and introduced Jason Ponto, the AWC-WPAC's administrative coordinator. Doug Kariel introduced himself as a board member and as the meeting's parliamentarian. All present board members introduced themselves. Rick Moyse, from Alberta Culture and Community Spirit, introduced himself. Each of the AGM attendees introduced themselves.

4. Adoption of Minutes from 2015 AGM

MOTION: Wayne Brehaut moved to accept the 2015 AGM minutes as presented. Tim Polzin seconded. Carried.

5. Chair's Report

Brian Deheer reported that 2015-16 continued to be a year of building, but that the AWC-WPAC has taken significant steps forward. The AWC-WPAC has relocated their office from Hinton to Athabasca and has hired an administrative coordinator. The organization achieved significant cost savings by reducing the costs associated with Board Meetings. The AWC-WPAC participated in several collaborative projects, including Alberta WaterSMART's ARB Initiative, ARBRI Days, and meetings with researchers from the UofA's Intersections of Sustainability research group. Brian reported that the AWC-WPAC received a

grant from Alberta Environment and Parks (AEP) in the amount of \$150,000 for the 2016-17 year. He explained that although this figure is less than the amount requested, it should be optimistically interpreted as an increase over last year's funding.

6. Financial Statements

a. 2015-16 Review by Treasurer

Tim Polzin presented an overview of the AWC-WPAC's financial activities. He reported that, as of March 31, 2016, the organization has net assets of \$65,682.70. He highlighted several significant expenditures. He explained that the General and Admin Expenses were high this year because he negotiated a buy-out of the leased office space in Hinton (the lease was due to expire in January 2017). This one-time payment will result in considerable cost savings for the organization. He explained that legal fees were higher than usual this year, primarily due to fees associated with a successfully-resolved labour standards complaint brought against the AWC-WPAC. Tim reported that the AWC-WPAC will carry forward \$55,300 into the 2016-17 year. He reported that about \$10,000 went unspent from the 2015-16 AEP funding grant, and that amount will be deducted from this year's grant.

Question: Where could we have spent more money so that we weren't penalized for having a surplus?

Answer: We spent a lot of time on governance issues, and didn't have much time to get into projects. It is important to be seen as good stewards of government funding and demonstrating prudent management of our financial resources will be beneficial to the organization moving forward.

Brian Deheer presented an overview of the draft Review Engagement Report conducted for the AWC-WPAC by chartered accountants at Shoemaker, Viney & Friesen.

MOTION: Terry Sheehan moved to accept the Review Engagement Report as information. Garry Horton seconded. Carried.

b. Appoint two AWC-WPAC members to inspect 2016-17 accounts and financial statements

Question: Why do we need a member audit and a review engagement by accountants?

Answer: This serves as a double-check, and helps to ensure the organization's transparency and accountability to the membership.

Question: How much does the review engagement cost?

Answer: The final cost for this year's report is not yet in, but last year's review engagement cost \$3,500.

Comment: As an outside donor, it is in our best interest to see an external review engagement.

Comment: AEP said that we need to continue to work on governance and transparency. The review engagement helps to ensure that transparency.

MOTION: Paula Evans moved that we hire a professional firm to conduct a review engagement and that we do not conduct a member audit. Garry Horton seconded. Carried.

Brian pointed out that, as stated in the bylaws, with proper notice given, any member can inspect the books at any time.

c. Appoint Accounting Firm to review 2016-17 financial statements

Tim recommended that the AWC-WPAC continues to use Shoemaker, Viney & Friesen to produce a review engagement report.

MOTION: Don Savage moved that we retain Shoemaker, Viney & Friesen to conduct a review engagement of the 2016-17 financial year. Seconded by Brian Boyce. Carried.

7. Committee Overview

a. Technical Committee

Carolyn Campbell, co-chair with Kai Ma, presented on behalf of the technical committee. She noted that the committee had good cross-sector representation and thanked each of the committee members. She explained that capacity issues have prevented the committee from moving forward over the year, but expects this committee to move forward over the year to come. In the upcoming year, she expects the technical committee to work with the Communications and Community Engagement Committee (C&CE) to oversee the development of summaries of existing State of the Watershed reports.

Question: Given the amount of money that we are receiving from AEP, what is reasonable for the technical committee to accomplish?

Answer: In-kind support from AEP is a huge resource. They could potentially help us to develop a summary of the State of the Watershed reports with key messages. There is also potential to reach out to industry with specific requests.

b. Communications and Community Engagement Committee

Janice Pitman, committee chair, presented on behalf of the C&CE committee. She hopes to move forward with the existing communications plan over the course of the next year. The committee anticipates planning to meet with municipal governments and aboriginals to establish an effective communications network. In conjunction with the technical committee, the C&CE committee plans to organize public meetings throughout the watershed (in each of the upper, middle, and lower basins) to present a summary of the State of the Watershed reports. Janice explained that the AWC-WPAC will continue to work with researchers at the UofA's Intersections of Sustainability group.

Question: At one time, there was a finance and fundraising committee, but there is no report from them. Are they still functional?

Answer: Yes. Tim presented the financial report on their behalf. There are plans to explore fundraising opportunities for the upcoming year.

8. Approval of Membership Fees

Brian explained that, as per section 3.3.2 of the Bylaws, it is up to the membership to set membership fees for the upcoming year. The Board of Directors recommends that we continue with no fees.

MOTION: Wayne Brehaut moved to keep the membership fee at \$0 for the 2016-17 year. Brian Boyce seconded. Carried.

9. Election of the AWC Board of Directors

Brian explained that nominations were received by Jason, the administrative coordinator, and that the nomination period closed on June 4.

Rick Moyse presided over the elections to ensure a clear separation of the Board of Directors from the elections process.

Rick introduced the nominees for the following positions:

Member-at-large: Tim Polzin

Health and Environment: Brian Deheer

Small Agricultural Producer: Janice Pitman

Municipal Government (middle basin): Larry Armfelt

Stewardship: Morris Nesdole

MOTION: Terry Sheehan moved to accept Tim Polzin to the Board of Directors in the position of Member-at-large, by acclamation. Garry Horton seconded. Carried.

MOTION: Tim Polzin moved to accept Brian Deheer to the Board of Directors in the position of Health and Environment, by acclamation. Don Savage seconded. Carried.

MOTION: Don Savage moved to accept Janice Pitman to the Board of Directors in the position of Small Agricultural Producer, by acclamation. Wayne Brehaut seconded. Carried.

MOTION: Marv Fyten moved to accept Larry Armfelt to the Board of Directors in the position of Municipal Government (middle basin), by acclamation. Doug Kariel seconded. Carried.

MOTION: Terry Sheehan moved to accept Morris Nesdole to the Board of Directors in the position of Stewardship, by acclamation. Janice Pitman seconded. Carried.

The following seats on the Board of Directors remain vacant: Aboriginal (3 seats), Research and Academia, Municipal Government (lower basin), and Federal/Provincial government.

MOTION: Doug Kariel moved to recess for lunch. Marv Fyten seconded. Carried.

10. Election of the Chair

Rick Moyse presided over the election of the chair. He explained that, as outlined in Section 5.2.2. of the Bylaws, the membership has the right to choose the board chair and that the other positions on the executive will be filled by the Board of Directors at their next meeting.

Tim Polzin nominated Brian Deheer as Chair. Garry Horton seconded. Brian accepted the nomination.

MOTION: Garry Horton moved to close nominations for Chair. Don Savage seconded. Carried.

MOTION: Janice Pitman moved to accept Brian Deheer as Chair. Terry Sheehan seconded. Carried.

11. Keynote Address

Mark Donner, a PhD student at the University of Alberta, presented a talk titled, "Resolving Natural and Anthropogenic Influences to the Lower Athabasca River." The broader research project focused on the study of groundwater-surface water interactions. Mark presented preliminary results of concentrations of a variety of metals measured at several locations, both upstream and downstream of

industrial oilsands facilities. His own research focused on concentrations of arsenic and selenium.

12. Adjournment

Brian thanked everyone for attending. He also thanked the North Saskatchewan Watershed Alliance and Portage College for storing the AWC's belongings for much of the past year. He thanked Dave Mussell for his hard work and support of the organization.

MOTION: Terry Sheehan moved to adjourn the meeting. Carried

The meeting was adjourned at 2:06pm.

AGM Attendance List

Janice Pitman, Colinton
Carolyn Campbell, Alberta Wilderness Association
Marv Fyten, Rich Lake
Abdi Siad-Omar, Alberta Environment and Parks
Noel St. Jean, Athabasca
Jamie Giberson, Aspen Regional Water Services Commission
Doug Kariel, Athabasca
Wayne Brehaut, Athabasca
Paula Evans, Athabasca
Amber Martin, Cold Lake First Nations
Jack Williams, Yellowhead County
Brian Boyce, Town of Edson
Don Savage, Westlock County
Rick Moyse, Alberta Culture and Community Spirit
Garry Horton, MD of Lesser Slave River
Tim Polzin, Lac La Biche
Brian Deheer, Lac La Biche
Larry Armfelt, Athabasca County
Jean Brehaut, Athabasca
Don Bollinger, Lac La Biche
Brenda Lennie, Colinton
Terry Sheehan, Westlock
Roseanna Sheehan, Westlock
Molly Fyten, Lac La Biche County
Mark Donner, University of Alberta
Jason Ponto, Athabasca Watershed Council

On behalf of the Board,

x Brian Deheer

Brian Deheer, Chair

x [Signature]

Tim Polzin, Treasurer