



Board of Directors Meeting

AGENDA

Thursday February 9, 2022

10:00 a.m. to 12:00 p.m.

Please join us virtually (Zoom info below):

Join Zoom Meeting

<https://us02web.zoom.us/j/6661792450>

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Meeting Objectives:

- Hear updates
- Approve a 2023-24 preliminary core operational budget
- Discuss and approve a renewed vision, mission and values
- Discuss board, committee and staff roles in achieving our vision and mission

10:00	1. Welcome a. Call to Order; Health and Safety; Quorum b. Treaty Land Acknowledgement c. Round Table Introductions	Chair Dan Moore
10:15	2. Administration a. Review Meeting Objectives and approve Meeting Agenda b. Review Action Items and Approve Previous (Nov. 22/22) Minutes	Chair
10:30	3. Reports and Updates a. Review and approve Q3 activities and financial report b. Review and approve a 2023-24 core operational budget	Staff
11:00 – 11:30	4. Governance a. Approve a renewed board terms of reference (including updated vision, mission and values) b. Discuss staff, Executive and Board roles in achieving our mission	Petra/All
11:30 – 11:45	5. Engaging Our Sectors! (Round table Updates & Announcements)	Dan / All

	Please come prepared to tell us a bit about your sector or affiliation, including their priority water issues, and what the AWC might do to help address these issues.	
11:50 – 12:00	<p>6. Next Steps / Meetings:</p> <p>Board Meetings:</p> <ul style="list-style-type: none"> a. June 17/23 – in person AGM and board meeting b. Sept. 21/23 – in person board meeting c. Nov. 23/23 – hybrid d. Feb 15/24 – virtual <p>Other Important Dates:</p> <ul style="list-style-type: none"> a. Feb. 15-16 Water Management in Alberta’s Boreal conference in Grande Prairie b. March 22 World Water Day Webinar c. May 25-26 Sangudo Riparian planting and outreach event d. July 6 – 13 Fort Assiniboine Bicentennial Voyageur Canoe Brigade 	Chair
12:00 noon	Adjournment	

DRAFT



Board of Directors Meeting
November 22, 2022
Spruce Grove (AEPA Board Room)
Draft Meeting Minutes

Meeting Summary:

The Athabasca Watershed Council (AWC) Board of Directors held its fall meeting on November 22 2022 with an in person gathering in Spruce Grove (thanks to Alberta Environment and Protected Areas for supplying a boardroom), as well as the option to join via zoom. The board heard and approved updates on staff activities and the last quarter's financial report. They also approved several administrative items, including giving a second staff person, Sarah MacDonald, AWC signing authority; affirming the AWC honorarium and expense policy; earmarking up to \$5000 from savings for the February Northern Rivers conference; approving a revised strategic plan; and approving Paula Evans as Secretary/Treasurer.

In the afternoon, the board heard a presentation from AEPA staff on the soon to be released Upper Athabasca Surface Water Quality Management Framework. They also provided feedback to staff on a letter for the 10 year review of the Lower Athabasca Regional Plan and discussed the role of the AWC is educating itself and sharing information about policy, planning and regulatory issues affecting the Athabasca watershed. Board meeting dates for 2023-24 were set before the meeting was adjourned.



Meeting Attendees:

SEAT	DIRECTOR	ALTERNATE	Quorum
AEP Representative	Abdi Siad Omar		√
Provincial/Federal Government	vacant		
Municipal (Upper Basin)	vacant		
Municipal (Middle Basin)	regrets	regrets	
Municipal (Lower Basin)	regrets		
Forestry	Dan Moore	Jennifer Knievel	√
Oil & Gas	Janice Linehan		√
Small Agricultural Producer	vacant		
Agriculture	regrets		
Mining/Utilities	vacant		
Indigenous	regrets		
Indigenous	regrets		
Indigenous	vacant		
Health or Environment	Brian Deheer		√
Health or Environment	Julie Hink		√
Stewardship	Kendra Gilbert		√
Stewardship	Paula Evans		√
Research and Academia	regrets		
Member-at-Large	Laura Pekkola		√
Member-at-Large	vacant		
Past President	vacant		
Quorum = >50% filled seats (14) = >7			8
<p>Guests: Sarah Depoe, Alberta Environment and Protected Areas Alex Oiffer, Alberta Environment and Protected Areas</p> <p>Staff present: Petra Rowell, AWC Executive Director Sarah MacDonald, Watershed Science Coordinator Ashley Johnson, Science and Outreach Coordinator Caity Seifert, ART Intern</p>			
<p>Additional meeting details: Lunch catered by Appetite Delight Catering Room booking and IT support Kathy Svenshek, AEPA</p>			

Actions arising from the Nov. 22, 2022 AWC Board meeting:

Action (Lead):	To be completed by:
Post the approved Sept 15 2022 board meeting minutes to the website. (Ashley)	February 9, 2023
Continue to work with the board to review their policies and processes: circulate the approved honorarium and expense policy (to be included in Directors Binders) and add a discussion about the vision, mission and board terms of reference to the Feb. 9/23 board meeting agenda. (Petra)	February 9, 2023
Work with the ATB to ensure Sarah has signing authority and access to all AWC bank accounts. (Petra, Sarah)	February 9, 2023
Draft a letter reflecting the AWC board consensus review of the LARP and seek consensus from the board before submitting it to the LUF Secretariat. (Petra)	January 31, 2023
Post the approved updated strategic plan document on the AWC website. (Ashley)	February 9, 2023

1. Coffee's On! (9:30 – 10:00 am)

Meeting participants were invited to come early (online via zoom or in person at the AEPA Boardroom in Spruce Grove) to share some social networking time together.

2. Welcome

a. Call to Order, Health and Safety, Quorum

AWC President and meeting Chair Dan Moore called the meeting to order at 10:05 a.m. Executive Director Petra Rowell provided meeting room health and safety logistics. Quorum was met.

b. Treaty Land Acknowledgements

The Chair provided a Treaty Land acknowledgement as follows: *The Athabasca Watershed Council acknowledges that our watershed is located on Treaty 6, 8 and 10 territories. We make this acknowledgment as an act of Truth and Reconciliation, showing our respect for the land and the Indigenous ancestors who came before us. We also acknowledge and respect the languages and culture of today's First Nation and Metis people, whose presence continues to enrich our watershed.*

c. Round Table Introductions

The Chair invited all participants to introduce themselves and to say a few words about their connection to water /the Athabasca watershed, as well as their favorite Christmas activity.

3. Administration

a. Review Meeting Objectives and Approve Meeting Agenda

As per the agenda circulated prior to the meeting, meeting objectives were as follows:

- Spend a day together in person! (with lots of time to visit and catch up with one another)
- Hear staff and project updates / celebrate achievements
- Continue work to fine-tune our governance documents (vision, mission, TOR, etc.)
- Hear presentations and discuss the AWC's role in topical issues

The agenda was approved by consensus as presented with no additions or deletions.

b. Review Action Items and Approve Meeting Minutes

Petra went through the Sept 15, 2022 meeting's action log and minutes: all action items have either been completed or are in progress. The minutes were approved by consensus as presented.

Action: Post the approved Sept 15 2022 meeting minutes to the website.

Actions from Sept , 2022 board meeting:	Status:
Ashley to post the approved June 23 2022 board meeting minutes to the website.	Done.
Petra to circulate the revised strategic plan for review before the next meeting.	Done
Petra to provide an opportunity for the board to workshop the vision and mission and review the board terms of reference in person.	Ongoing.

4. Reports and Updates

a. Quarterly Reports Timing Proposal

Board Meetings are held quarterly (June, September, November, and February). Petra proposed to present her full quarterly activity and financial reports from the previous quarter at each board meeting (as per the schedule in the table below). The board approved her proposed schedule by consensus. Petra also encouraged everyone to provide her feedback on report content each quarter.

Annual Quarters	Quarterly board mtgs	ED Reports on previous quarter:
Q1. April - June	June	Q4 (Jan – Mar)
Q2. July - Sept	Sept	Q1 (Apr – Jun)
Q3. Oct - Dec	Nov	Q2 (Jul – Sep)
Q4. Jan - Mar	Feb	Q3 (Oct – Dec)

b. Q2 Report on Activities

Staff presented the Q2 (July – Sept) activity report, which will be added to these board meeting minutes (Appendix 2). Petra provided an overview of administration and staffing. She welcomed Caity Seifert, an intern with the University of Alberta Sustainability Council Adaptation and Resiliency Training program, to the AWC team. Caity is continuing the AWC's drinking water and resiliency project, including reaching out to almost 100 communities across the watershed! Ashley and Sarah provided updates on

communication and science projects. Congratulations to Ashley for being successful on her first grant application (TDFEF \$3500). Sarah noted that the AWC is now collaborating on projects across the Upper, Mid and Lower Athabasca.

c. Q2 Financial Update and Related Motions

Petra reviewed the financial update included in her report, confirming that the format used is acceptable to the board. She then asked, for continuity and to cover off when she is on vacation, for a motion to approve Sarah MacDonald, AWC Watershed Science Coordinator as a financial signatory, and add her as a user to our online bank accounts. Paula Evans made the motion, and Julie Hink seconded. All were in favour. The motion was passed by consensus.

Action: Work with the ATB to ensure Sarah has signing authority and access to all AWC bank accounts.

d. Review expense and honorarium policy

Petra circulated the current AWC honorarium and expense policy with the board meeting package. The policy was approved in 2018, but was to be reviewed in 2020 by the finance and funding committee (which did not occur). Petra reviewed the policy and consulted with our accountant regarding CRA regulations and charity guidelines. She recommended the board consider increasing the honorarium and expense budget for 2023-24 with a transition back to in-person meeting following the end of COVID-19 restrictions. Paula clarified that if a board member received an honorarium, they are allowed to donate it back to the council through the website and receive a tax receipt. Kendra requested that the board consider continuing to meet online for board meetings but encourage more board participation at our in-person events. Following the discussion, Brian Deheer motioned to consider the 2018 honorarium and expense policy as reviewed and approved, as requested in 2020. Paula Evans seconded the motion. All were in favour. The motion was approved by consensus.

Action: Include the honorarium and expense policy in the Director's policy and process guide and binders.

Petra requested a motion to earmark up to \$5000 from our savings to hold in reserve for the use of a Northern Rivers Forum we are planning in conjunction with the Lesser Slave Watershed Council and the Mighty Peace Watershed Alliance from February 14th to 16th 2023. Paula Evans made the motion, and Julie Hink seconded. All were in favour.

Cleo Reese has stepped down as Treasurer (but remains as a director) due to personal reasons. Petra requested a volunteer who is not currently part of the executive committee to take on the role. She clarified the responsibilities of the role, and stated that she would be asking the executive committee to review fiscal policies through the winter, which would be an additional responsibility to the role. Brian asked whether an alternate was allowed to serve as an officer. Alternates are not allowed to serve as officers. Kendra asked whether we could have a secretary/treasurer, and Petra stated it was acceptable. Kendra motioned to have Paula serve as secretary/treasurer. All were in favour.

Petra asked for and received a motion to approve the Q2 report and financial update as presented. The motion was approved by consensus.

5. **Governance (with limited time, this item was deferred until the next meeting)**
 - a. Director Updates
 - b. Approve final vision, mission and values
 - c. Review and update board terms of reference

Action: Include a discussion of the vision, mission and board terms of reference on the Feb. 9 board meeting agenda.

LUNCH BREAK

6. **Board Learning and Discussion about AWC's Role**
 - a. **Engagement on the Upper Athabasca SWQMF**

Sarah Depoe and Alex Oiffer, Alberta Environment and Protected Areas, made a presentation and answered question about the engagement process to develop the soon to be released Upper Athabasca Region Surface Water Quality Management Framework. SWQMFs are being used by AEPA as an approach to monitoring and managing cumulative effects as part of an adaptive management cycle.

Materials including a factsheet were provided during the public engagement session (see <https://www.alberta.ca/upper-athabasca-region-surface-water-quality-management-engagement.aspx>). Overall, comments from the public indicated there is support for the framework. Concerns were heard about having only a single monitoring station, so tributary monitoring stations have been incorporated as secondary monitoring stations in addition to the primary monitoring station at the Town of Athabasca (although no thresholds can be triggered by the secondary monitoring stations). Feedback was supportive of the proposed indicator parameters, although some metals have been added. There is support for the approach to setting management thresholds. After making these final tweaks, AEPA anticipates the framework will be made public a little later this fall/early winter. After the discussion, Dan thanked Sarah and Alex for their presentation and their important work for the Upper Athabasca.

- b. **Input to the LARP 10 year review**

Petra facilitated a discussion about how the AWC could provide feedback to the Land Use Secretariat on the ten year review of the Lower Athabasca Regional Plan. As usual, staff have shared information about AEPA's engagement process, including the online website, survey and the in person events (which Petra attended). We encourage all of our member sectors to submit their own input (see <https://www.alberta.ca/lower-athabasca-regional-plan-review-engagement.aspx>).

Petra suggested that in addition to sharing information about the engagement process, we can also submit a letter with consensus AWC input. The board agreed to submit a consensus letter. Petra will draft the letter, based on today's discussion, circulate it to the board for review, before submitting a final consensus document to the LUF office.

Action: Draft a letter reflecting the AWC board consensus review of the LARP and seek consensus from the board before submitting it to the LUF Secretariat.

Some comments informing the draft were as follows:

- As an instrument of cumulative effects monitoring, LARP is still relevant, but the outcomes need to be revisited. It would be more relevant and effective if some of the tensions between the goals and outcomes were resolved.
- LARP is still relevant today. It may be a bit weak, but it's better than no framework at all.
- It is unclear how the Land Stewardship Framework actually works on the ground, impacting municipalities, industry, and landowners. Land Use Planning is still a bit of a mystery to folks.
- LARP and other land use plans are very high level and still relatively new. LARP is the first out of the gate (the canary in the coalmine), but it has yet to hit any thresholds, so no management response has been triggered yet. However, we may be getting closer on some parameters. So, a bit premature to say whether regional plans and their associated frameworks are successful at managing cumulative effects.
- Need a traditional land use management framework to address Indigenous issues, which would align with the last outcome of LARP.
- Could ask the question "what we're doing differently because of LARP?" For example, a number of parks were created as offsets. Management frameworks are new; response to targets and thresholds will be something, but they have not occurred yet.
- Are there any unintended consequences of LARP?
- When stakeholders have different values, they have different interpretations of the LARP outcomes.

c. AWC Role in policy, legislation and regulations affecting the Athabasca watershed

Noting that several federal effluent regulations are currently being drafted, Petra asked the board "What is the role of the AWC when it comes to policy, legislation, and regulatory changes in the Athabasca watershed?" How do we remain neutral but relevant in issues affecting the watershed? She noted that listening, sharing, asking questions, and providing advice are all activities that should be considered.

For example, regarding tailings pond management, we are listening to various sectors on effluent release, including attending ENGO and industry events. The next step is sharing information, which requires expertise and resources that we may not have in-house. It is also a challenge to verify and synthesize different sources of information. Should we be asking questions about what we're learning? Several board members agreed that we should be providing educational resources and working to build and share knowledge. However, we also need to be cautious about providing unsolicited advice, or being seen as an advocacy group. A fine line to walk, particularly without dedicated resources.

7. Future Planning

a. Approve updated Strategic Plan

Petra has been updating the board on AEPA requirements for the next round of core operational funding. The board had previously approved a WPAC-GOA mandate document. To support this 4 year granting process, Petra made minor adjustments to the AWC Strategic Plan (2023-24 through 2026-27) and asked the board to approve it. The document was approved by consensus.

Action: Post the approved strategic plan document to the AWC website.

b. AWC Continuous Improvement Exercise

Rather than circulating a post-meeting survey to help gather feedback on how the AWC can improve its performance, staff posted 8 questions on the wall and asked those present to write on stickies their responses to each question. Questions and responses are included with these minutes (Appendix 1).

8. Next Steps /

Board Meetings:

- a. **Feb. 9/23 - Next Board Meeting – online**
- b. June 17/23 – combined in person AGM and board meeting
- c. Sept. 21/23 – board meeting (in person board retreat)
- d. Nov. 23/23 - hybrid
- e. Feb 15/24 - online

Other Important Dates:

- a. Nov. 26 Tawatinaw Open House
- b. Dec. 21 Office Christmas Open House
- c. Dec. 24 – Jan. 2 office closed
- d. Feb. 15-16 Northern WPACs conference in Grande Prairie
- e. May 25-26 Sangudo Riparian planting and outreach event
- f. July 6 – 13 Fort Assiniboine Bicentennial Voyageur Canoe Brigade (a paddle from Whitecourt to Athabasca, with community events in Whitecourt, Blue Ridge, Fort Assiniboine, and Athabasca. There can be 6 to 8 paddlers per canoe, so each team is approximately 12 people.)

Meeting Adjourned.

Appendix 1 – Board Meeting Survey Feedback collected Nov. 22, 2023

How can we improve board meetings?

- Appreciate / prefer in person meetings though online (virtual) and hybrid are useful if health, logistics, scheduling is an issue / virtual meetings are better now with the improved equipment
- Have a balance of listening and participating / nice to have interactive activities (e.g., round circles, sharing, facilitated exercises, break outs, etc.)
- Continue to build trust and transparency
- Solicit more involvement by each board sector; presentations, workshops, sharing of info
- Continue to invite other (non-board) organizations to provide presentations and share info about their initiatives

How can we increase board-staff interactions?

- Make sure board members know when staff are in their area for an event / invite board members to events
- share news about other organization's conferences and events with board members
- Encourage board members to serve on a committee / committee activities are good opportunities, field events are great too
- Use google docs for sharing / editing documents

How can we better engage committees?

- Hold one or two in person committee meetings a year / virtual meetings
- Assign specific projects, tasks (e.g. SOW)
- Have committee members present to the board
- Appreciate the work of committees
- Attract committee members who have the expertise and the interest
- Have less committees
- Make connections between committee work and impacts/results in the watershed
- Include updates in the newsletter showing the relevance of committee activities

How can we raise more funds and support for our work?

- Look into U of A Sustainability Council (internships), BRACE Natural Resource Canada, Associate Engineering
- Reach out to municipalities for donations
- Casinos / raffles / online 50-50s
- Open houses / public events / another gala (15th anniversary in 2024)
- Engage industry stakeholders / create a platform for industry to present and engage key stakeholders (e.g., see BRBC quarterly forums)
- Board members leverage funds and let staff know about any funding opportunities

What communications and education activities should the AWC engage in?

- Be clearer with our messaging; who and what we are about
- Provide more information about groundwater
- Keep up awesome newsletters, etc. / Pass on info that already exists
- Hold more events outside / Encourage public involvement (open houses, schools, articles in public forums)
- More webinars and more educational videos on YouTube
- Take advantage of presentation info for newsletter, YouTube channel
- Provide links to more tools, resources for members and community members
- Be actively involved in creating capacity and community
- Showcase sectors and board members in newsletters and online
- Surveys out to members and board regarding certain topics
- Public engagement, tradeshow, info sessions, farmers market

What science activities should the AWC engage in?

- Something on lakes
- State of the watershed report
- Riparian restoration of tributaries, outlets, streams, outlets

Is there anything else you want staff to know?

- You are all doing an awesome job! Thank you for all you do 😊
- Great energy (exciting to see and share in)
- Nice to hear staff contribute to discussions

Appendix 2 – Staff Q2 Activity and Financial Report



Executive Director's Q2 (Summer) Activity & Financial Report: July 1 – September 30, 2022

Overview:

- Not sure where the summer went! 😊 Staff were busy with a combination of office and field work, and fitting in annual vacation time. Really appreciated the lovely fall weather!

Admin, HR, Office, etc.:

- We continue to hold staff meetings most Monday mornings (virtually or in-person). This quarter saw Ashley Johnson celebrate her one year anniversary with the AWC on July 4th.
- Our summer student, Aneilia Ayotte, completed her 16 weeks with the AWC and returned to school the end of August. Check out some of her summer blogs [here](#).
- Sarah continues to participate in the [Roberta Bondar STEM Career Development](#) program.
- We are excited to have completed interviews for an 8-month Intern funded through the University of Alberta Sustainability Council's Adaptation and Resiliency Training program. This position will continue work started on the AWC [Community Resilience and Drinking Water](#) program started by SAIT Capstone student Laura Nethery.

Board/Governance:

- After the June 23 hybrid board meeting was held at the office in the Athabasca, we invested in a new Meeting Owl (audio-visual tool), TV screen and laptop which was tested out at our September 15 board meeting. Seemed to improve our hybrid-virtual meeting experience.
- The September 15, 2022 board meeting was a hybrid meeting using the Athabasca Train Station board room and Zoom. While we are still getting used to our new technology, the meeting went fairly well and those attending in person enjoyed networking and going for a walk along the river over lunch.

Committee Updates:

Executive Committee, Chair Dan Moore

- The AWC Executive Committee took a break from meetings over the summer but continued to work by emails and phone calls when needed.

- With the guidance of the Executive Committee, Petra is working on creating an AWC Pay Scale, as well as firming up job descriptions, qualifications, staff benefits, etc. to make the AWC more competitive in recruiting and retaining staff.

Finance Committee, Chair vacant

- This committee has been dormant for a while and is currently lacking a chair. Petra will be asking for volunteers to reinvigorate this important committee in the fall.
- A lot of time has been put into the new AEP grant application process (for the 4 year period starting 2023-24). AEP has worked with all 11 WPACs to develop a Mandate and Roles Document which both parties have signed and which includes a list of projects/activities that both the AWC and AEP commit to. This new process also requires us to update the AWC Strategic Plan somewhat (retaining our original 5 goals but fleshing out the next 4 years of activities a bit more).

Communications, Education and Community Engagement (CECE) Committee, Chair Paula Evans

- The CECE Committee met July 5 to discuss key messages and CECE performance indicators. They also continue to work by emails to provide oversight on the activities of the Education and Outreach Coordinator and projects related to achieving Goals 1 and 2 of the Strategic Plan.

Education and Outreach Projects

- Ashley continues to organize the monthly e-newsletter, social media posts, blog and website updates. She is also working on the next Athabasca Dispatch which will focus on point source discharges.
- Throughout the summer, staff participated in several outreach events including the Canada Day / River Rat Days in Athabasca, an Inside Education Teacher Training Day in Lac La Biche (where Ashley joined board members Laura Pekkola and Brian Deheer), Jasper Park Day in Jasper (Ashley), the AGM of the SV of Nakamun Park (Petra), the Baptiste and Island Lakes Stewardship Society (BAILS) August 27 virtual AGM, and a pond leveler installation with Barrhead County.

Technical Committee, Chair Dan Moore

- The Technical Committee will hold a virtual meeting October 14 and will review a Terms of Reference for the next iteration of an Athabasca state of the watershed assessment report. The committee is also working with Athabasca University to repair and update the SOW Interactive Atlas.
- The Committee also continues to work by emails to provide oversight on the activities of the Watershed Science Coordinator and projects related to achieving Goals 3 and 4 of the Strategic Plan.

Science projects:

- Ashley has completed her CABIN benthic invertebrate sampling technician training and Sarah has taken a refresher course. Staff did a preliminary trip to the McLeod River headwaters in late

August to confirm the location and suitability of several sampling sites. Sampling will be completed in a second trip in early October.

- Sarah continues to facilitate the Pembina Technical Working Group (representing 12 different organizations) who are developing a Pembina state of the watershed report and initiating a two-year water quality monitoring project funded by a generous (\$80k) donation from Pembina Pipelines.
- Sarah is a member of the ALUS Partnership Advisory Council for Athabasca County, County of Barrhead, Westlock County, and Thorhild County, which just approved 12 riparian and wetland conservation and restoration projects in these counties. The AWC also continues to partner with Highway2Conservation on a planting project at French Creek, a small tributary of the Pembina River. We are also partnering with West Central Forage Association to add educational signage to a riparian area best practices demonstration site on the Pembina River at Sangudo.
- To improve AWC knowledge about riparian restoration, Ashley attended a riparian health assessment workshop in Grande Prairie hosted by Cows and Fish.
- The Berland-Wildhay Watershed Connectivity [Planning initiative](#), a stakeholder group looking at waterbody crossing mitigation in this East Slopes watershed, took a break from meetings over the summer field season but will be convening again this fall.
- Staff are in discussion with AEP's Lisa Schaubel regarding an East Slopes Stream Temperature project.
- Staff are in discussion with Alberta WaterSmart about the Athabasca River Basin Phase II project.
- Petra met with AEP's Office of the Chief Scientist to discuss common initiatives.

Other Partnerships / Sector and Community Engagement:

- We continue to provide input to Steve Meadows, the WPAC rep on the Alberta Water Council Project Team developing advice on a new Water for Life 10 Year Action Plan to be completed by the fall of 2022.
- AWC Director Laura Pekkola continues to support a WPAC project team developing a watershed 101 series of videos.
- Director Dan Moore went on the Peace Canoe Brigade in July (see [video](#)) and is looking forward to participating in the 2023 brigade on the Athabasca.
- Petra meets and/or corresponds with the other WPAC managers regularly and represents all 11 WPACs on the Alberta Energy Regulators Multi-stakeholder Engagement Advisory Committee which met in Calgary Sept. 27-28.
- A contingent of board and staff attended the Alberta Lake Management Society conference in St. Albert on Sept 28-29.

Things to Look Forward to Next Quarter (Oct – Dec):

- AEP WPAC Forum Oct. 6-7
- AWC Tech Comm Oct. 14
- AB WPACs Technical Workshop Oct. 25
- Fall Board of Directors Meeting Nov. 22
- Don't Forget Giving Tuesday Nov. 29!

Communications Report:

Measure	March 31, 2021	March 31, 2022	June 30, 2022	Sept 30, 2022	Dec 30, 2022	Mar 30, 2022
Membership:						
# individuals	120	173	187	188		
# organizations	34	40	40	40		
Monthly Newsletter:						
# of subscribers	368	455	340	376		
Website:						
website users	468	711		525		
# of Page Views	1116	15350	4686	1770		
Sessions / length	4742 / 2 m0s	7755 / 1m35s	2557 / 1m28s	943 / 1m 18s		
Bounce Rate	54.43	61.68	58.39	70.2		
Facebook:						
Facebook Followers	468	608	623	632		
Facebook Likes	406	502	513	518		
Twitter:						
Twitter followers	404	479	497	499		
Instagram:						
Instagram Followers	405	573	596	603		
Publications:						
- E-Newsletters			3			
- Reports			-			
- Media articles			-			
- other						

Q2 Engagement (Key Meetings and Events) Report:

Date	Event	AWC Staff	Total # of non-staff attendees		Length (hrs)	Location
			We hosted	Other hosted		
2022-23			We hosted	Other hosted		
July 1	Open House – River Rat Canada Day	Petra, Ashley	12		6	Athabasca
July 2	Display Table – River Rat Days	Ashley and mom!	20		6	Athabasca
July 5	CECE Committee virtual meeting	Ashley	6		2	Virtual
July 5	Mtg. with Janice Linehan re: wastewater article for newsletter	Petra, Ashley	1		1.0	virtual
July 6	Mtg with AB WaterSmart	Petra		4	1	Virtual
July 6	Inside Education Teacher Training	Ashley		12	3	LLB
July 8	AEP and WPAC managers	Petra		12	1	virtual
July 13	HWLLB Wetlands project	Petra		10	2	virtual
July 13-14	Cows and Fish riparian workshop	Ashley		12	14	Grande Prairie
July 15	WPAC managers and Doug Thrussell	Petra		6	1	virtual
July 16	Jasper Park Day – display table	Ashley		50	6	Jasper
July 20	Mtg with Zoey Wang, AEP	Petra	1		1	virtual
July 20-21	CABIN benthic monitoring training	Ashley		12	14	Pincher Creek
July 23	SV of Nakamun Park AGM	Petra		50	1.5	L. Nakamun
July 27	Mtg with Kara, Trans Mountain	Petra, Sarah	1		0.5	virtual
Aug. 9	Pond Leveler installation	Sarah, Ash, Aneilia		6	6	Westlock Co.
Aug. 11	WPAC managers meeting	Petra		10	2.0	virtual
Aug. 12	Athabasca Library youth event	Petra, Sarah		4	2.0	Athabasca
Aug. 25-26	Upper McLeod Benthic site selection	Petra, Sarah, Ashley			16	Yellowhead Co.
Aug. 27	BAILS AGM	Pet, Sarah, Ash		12	2.0	virtual
Sep. 6	Sangudo WCFA site visit	Sarah		2	6	Sangudo
Sep. 8	WPAC mgrs. Mtg with Doug T.	Petra		12	1.0	virtual
Sep. 9	ACT Intern interviews	Petra, Sarah	5			virtual
Sep. 12	Mtg with Office of the Chief Scientist	Petra		2	1.0	Edmonton
Sep. 15	AWC board meeting	all	12		3.0	Athabasca
Sep. 26	Mtg. with Barrhead County LUB planners	Petra, Sarah	3			
Sep. 27-28	MSEAC mtg	Petra		15	14	Calgary
Sep. 28-29	ALMS conference	Sarah, Ashley		100	12	St. Albert
Sep. 30	Truth and Reconciliation Day observed					

Financial Report to Sept. 30, 2022 (Q2):

	Budget - Core Operations	Actuals - Core Operations	Actual – Projects	TOTAL Ops + Projects
Carry forward previous year			\$ 94,967.67	
REVENUE:				
Donations - website	\$ 500.00	\$ 28.41		\$ 28.41
Donations - Other	\$ 2,000.00			
Grants (amts rec'd this year)			\$ 75,740.00	\$ 75,740.00
Grants (from previous year)				\$ -
AEP Grant	\$ 200,000.00	\$ 200,000.00		\$ 200,000.00
Misc. Rev.		\$ 1,322.19		\$ 1,322.19
Interest Revenue	\$ 200.00	\$ 381.25		\$ 381.25
TOTAL REVENUE	\$ 202,700.00	\$ 201,731.85	75,740.00	\$ 277,471.85
Admin Expense:				
Rent/Utilities / internet	\$ 6,000.00	\$ 2,500.00		\$ 2,500.00
Telephone / Videoconference	\$ 3,000.00	\$ 993.35		\$ 993.35
Website (domain, hosting)	\$ 250.00			
Computers & Software	\$ 2,000.00	\$ 1,337.25		\$ 1,337.25
Hosting	\$ 2,000.00	\$ 153.95		\$ 153.95
Bank Fees	\$ 150.00	\$ 59.50		\$ 59.50
Insurance	\$ 2,700.00			
Advertising & Promotions		\$ 170.61		\$ 170.61
Printing	\$ 500.00	\$ 35.45		\$ 35.45
Courier & Postage	\$ 250.00	\$ 329.74		\$ 329.74
Office Supplies	\$ 500.00	\$ 329.50		\$ 329.50
Gifts of Appreciation	\$ 250.00			
Accounting Expense (Audit)	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
memberships, fees	\$ 100.00			
GST Expense (not reclaimable)	\$ 2,500.00	\$ 238.70		\$ 238.70
Meeting Expenses:				
Honorariums	\$ 2,000.00	\$ 250.00		\$ 250.00
Travel - Mileage	\$ 1,000.00	\$ 803.46	\$ 3,841.21	\$ 4,644.67
Travel - Accommodation	\$ 500.00	\$ 175.44	\$ 147.13	\$ 322.57
Travel - Meal Allowance	\$ 500.00	\$ 127.05	\$ 367.20	\$ 494.25
Staffing Expenses:				
Staff dev, training, etc.	\$ 1,500.00	\$ 186.68	\$ 986.99	\$ 1,173.67
Executive Director	\$ 70,000.00	\$ 35,291.65		\$ 35,291.65
Watershed Science	\$ 45,000.00	\$ 30,754.15		\$ 30,754.15
Education & Outreach	\$ 35,000.00	\$ 21,011.48		\$ 21,011.48

Summer Student	\$ 6,500.00	\$ 1,818.40	\$ 9,800.00	\$ 11,618.40
EI Expense	\$ 4,000.00	\$ 2,182.87		\$ 2,182.87
CPP Expense	\$ 8,500.00	\$ 5,259.11		\$ 5,259.11
Staff Benefits Program	\$ 2,400.00	\$ 1,200.00		\$ 1,200.00
WCB Expense	\$ 400.00			
Projects:				
Field and general supplies			\$ 338.14	\$ 338.14
riparian site project grants				
TOTAL EXPENSE	\$ 202,500.00	\$ 110,208.34	\$ 15,480.67	\$ 125,689.01
NET INCOME		\$ 91,523.51	\$ 60,259.33	\$ 151,782.84

Cash on Hand Sept. 30, 2022:

Core Operations Acct	\$ 244,507.26
T-Bill (interest bearing) Acct	\$ 73,036.72
GIC	\$ 10,000.00
sub-total	\$ 327,543.98
less \$ rec'd and committed	\$ 247,907.59
Unallocated	\$ 79,636.39

DRAFT



Quarterly Activity & Financial Report: Q3 (October 1 – December 30, 2022)

Overview:

While we really appreciated the lovely fall weather as we finished up our field work, we weren't quite ready for that cold snap in December!

Administration, Staff, Office, etc.:

- We continue to hold staff meetings most Monday mornings (virtually weekly and once a month in-person in Athabasca). We've also started a Wednesday morning online zoom working session to facilitate more collaboration and a sense of connectedness in staff working from home.
- Via the University of Alberta Sustainability Council's Adaptation and Resiliency Training program, intern Caitlin Seifert joined us in mid-October. This 8 month position will see work continued on the AWC [Community Resilience and Drinking Water](#) program started by SAIT Capstone student Laura Nethery. We will also have a 2nd intern from this program and a new SAIT Capstone student both starting projects with us in January.
- The Executive Director (Petra) carried out staff performance reviews in December and staff will flesh out workplans in the new year. All staff are encouraged to participate in training opportunities. For example, Sarah continues to participate in the [Roberta Bondar STEM Career Development](#) program.
- Unfortunately, our Christmas open house event scheduled for December 21 was cancelled due to extremely cold weather and poor travelling conditions.

Board/Governance:

- The board met for a full day (in person with a virtual option) on November 22 in Spruce Grove at the Alberta Environment building. In addition to regular business, we much appreciated hearing a presentation by Sarah Depoe and Alex Oiffer on the feedback received by Alberta Environment on the draft Upper Athabasca Surface Water Quality Management Framework.
- To align with the new AEP grant application process (for the 4 year period starting 2023-24 and AWC-AEPA Mandate and Roles agreement document), the board approved a slightly updated Strategic Plan at the November board meeting.

Committee Updates:

Executive Committee, Chair Dan Moore

- The AWC Executive Committee worked via emails and phone calls throughout the fall but has returned to regularly scheduled meetings (4th Wednesday afternoon of every month) for 2023.

Finance Committee, Chair vacant

- This committee has been dormant for a while and is currently lacking a chair. Petra will be asking for volunteers to reinvigorate this important committee in the fall/winter.

Communications, Education and Community Engagement (CECE) Committee, Chair Paula Evans

- The CECE Committee met November 15 to discuss key messages and CECE performance indicators. They also continue to work by emails to provide oversight on the activities of the Education and Outreach Coordinator and projects related to achieving Goals 1 and 2 of the Strategic Plan.

Technical Committee, Chair Dan Moore

- The Technical Committee held a virtual meeting October 14 and will review a Terms of Reference for the next iteration of an Athabasca state of the watershed assessment report. The committee is also working with Athabasca University to repair and update the SOW Interactive Atlas.
- The Committee also continues to work by emails to provide oversight on the activities of the Watershed Science Coordinator and projects related to achieving Goals 3 and 4 of the Strategic Plan.

Education and Outreach Projects:

- Ashley continues to update web content, make weekly social media posts, produce the monthly e-newsletter, and a monthly blog post. A writer, Margaret Cross, has been contracted to help produce some new web content particularly around sub-basin descriptions and resources for Indigenous communities.
- Ashley was successful in applying for a TDFEF grant of \$3500 which will be used to buy equipment for the X-Stream Science student program.
- Dan, Sarah and Ashley are heavily involved in the committee organizing the July 6-13, 2023 Fort Assiniboine Bicentennial Voyageur Canoe Brigade.
- AWC Director Laura Pekkola continues to support a WPAC project team developing a watershed 101 series of videos due out in 2023. Laura and Ashley are both involved in the Inside Education's [Generate and Navigate](#) Educational Forum in Canmore March 16-19.
- Ashley continues to connect with the Alberta WPACs Education and Outreach Committee who are planning a webinar event for the March 22 World Water Day.

Science projects:

- Sarah continues to facilitate the Pembina Technical Working Group (representing 12 different organizations) who are developing a Pembina state of the watershed report and initiating a two-year water quality monitoring project funded by a generous (\$80k) donation from Pembina Pipelines.

- Sarah is a member of the ALUS Partnership Advisory Council for Athabasca County, County of Barrhead, Westlock County, and Thorhild County, which just approved 12 riparian and wetland conservation and restoration projects in these counties. The AWC also continues to partner with Highway2Conservation on a planting project at French Creek, a small tributary of the Pembina River. We are also partnering with West Central Forage Association to add educational signage to a riparian area best practices demonstration site on the Pembina River at Sangudo (with an education and outreach event planned for May 2023).
- A partnership with the Crooked Creek Conservancy led to a well attended open house in Rochester on Nov. 26. It is hoped that this work will lead to an active Tawatinaw watershed stewardship group.
- Petra and Brian Deheer are participating on the Lac La Biche watershed management plan implementation committee led by LLB County.
- Staff did a preliminary trip to the McLeod River headwaters in late August to confirm the location and suitability of several benthic sampling sites. Sampling was then completed in a second trip in early October. Many thanks to Paula Evans for helping out with data collection.
- Other work in the East Slopes around watercourse crossings and stream temperature monitoring is on hold as we apply for grants for an East Slopes Project Coordinator.

Other Partnerships / Sector and Community Engagement:

- We continue to provide input to Steve Meadows, the WPAC rep on the Alberta Water Council Project Team developing advice on a new Water for Life 10 Year Action Plan delayed now until the spring of 2023.
- Petra meets and/or corresponds with the other WPAC managers regularly and represents all 11 WPACs on the Alberta Energy Regulators Multi-stakeholder Engagement Advisory Committee which meets quarterly.
- The AWC is collaborating with the Lesser Slave Watershed Council and the Mighty Peace Watershed Alliance to host the Water Management in Alberta's Boreal forum in Grande Prairie on February 15-16.

2023 Upcoming Events:

- Feb. 9 hybrid Board meeting, Athabasca and Zoom
- Feb. 15-16 [Water Management in Alberta's Boreal](#) forum, Grande Prairie
- Mar. 22 [World Water Day](#) AB WPAC webinar
- May 25-26 Riparian demonstration site planting and outreach event, Sangudo
- Jun. 17 AWC AGM and board meeting
- Jul. 6 – 13 Fort Assiniboine Bicentennial Voyageur [Canoe Brigade](#)
- Sep. 21 AWC board meeting
- Nov. 23 AWC board meeting

Communications Report:

Measure	March 31, 2021	March 31, 2022	June 30, 2022	Sept 30, 2022	Dec 30, 2022	Mar 30, 2022
Membership:						
# individuals	120	173	187	188	190	
# organizations	34	40	40	40	40	
Monthly Newsletter:						
# of subscribers	368	455	340	376	471	
Website:						
# of Page Views	1116	15350	4686	1770	3135	
Sessions / length	4742 / 2 m0s	7755 / 1m35s	2557/ 1m28s	943/ 1m 18s	1806/ 1m 19s	
Bounce Rate	54.43	61.68	58.39	70.2	72.37%	
Facebook:						
Facebook Followers	468	608	623	632	652	
Facebook Likes	406	502	513	518	534	
Twitter:						
Twitter followers	404	479	497	499	505	
Instagram:						
Instagram Followers	405	573	596	603	631	

Key Meetings and Events Report:

Date	Event	AWC Staff	Total # of non-staff attendees		Length (hrs)	Location
			We hosted	Other hosted		
2022-23			We hosted	Other hosted		
Oct. 2-4	benthic sampling	3	Paula		20	Hinton area
Oct. 5	WPAC managers meeting	Petra		10	8	Edmonton
Oct. 6-7	AEP WPAC forum	3	Dan, Abdi	~50	14	Edmonton
Oct. 14	Technical Comm mtg	3	6		3	virtual
Oct. 17	In person staff mtg; Caitlin's 1 st day; train station yard work	4		2	3	Athabasca
Oct. 17	Crooked Creek mtg	3	6		1.5	Athabasca
Oct. 17	Canoe brigade meeting	Petra, Sarah		6	1.5	virtual
Oct. 20	Jarvie planting	Sarah, Ashley		6	6	Jarvie
Oct. 25	AB WPAC Tech committee	3	12		6	Camrose
Oct. 26	Keepers of the Water forum	Petra		20	2	Edmonton
Nov. 1	LLB WMP Comm mtg	Petra	Brian	12	3	LLB
Nov. 2	AB WPACs E&O Committee meeting	Ashley		8	2	virtual
Nov. 4	biomonitoring workshop	Sarah		12	6	Calgary
Nov. 15	CECE meeting	Ashley	4		1.5	virtual
Nov. 16	Keepers of the Water forum	Petra		20	2.0	Edmonton
Nov. 18	Pembina Working Group	Sarah, Ashley	12		2.0	virtual
Nov. 22	AWC Board Meeting	4	8		6	Spruce Grove
Nov. 23	GIS community of practice	Sarah, Ash		12	6	Calgary
Nov. 23	MSEAC	Petra		16	3	
Nov. 25	Cows and Fish Anniversary dinner	Petra		60	2	Sturgeon
Nov. 26	Tawatinaw Open House	4	45		3	Rochester
Nov. 30	Northern WPACs event planning	Petra		4	6	Slave Lake
Dec. 1	LARP review in person event	Petra		60	5	Edmonton
Dec. 8	LLB WMP Comm mtg	Petra	Brian	12	2	virtual
Dec. 9	Water is Life conference	Petra		80	6	Edmonton
Dec. 12	fRi Fish and Water meeting	Petra		20	3	virtual
Dec. 14	SRWA water quality presentation	Petra		15	1.5	virtual
Dec. 20	Mtg with Ida re: brigade	Petra, Sarah	2		1	virtual
Dec. 24- Jan. 2	Office Closed.					

Budget to December 31, 2022

2022-23 Q3 (to Dec. 31-22)	Budget - Core Operations	Core - Actuals	Project - Actuals	TOTAL Ops + Projects
REVENUE:				
Donations - private	\$ 500.00	\$ 141.57		\$ 141.57
Donations - Corporate	\$ 2,000.00	\$ 1,705.80		\$ 1,705.80
Grants (rec'd this year)			\$87,140.00	\$ 87,140.00
AEP Grant	\$200,000.00	\$ 200,000.00		\$ 200,000.00
Misc. Rev.		\$ 1,322.19		\$ 1,322.19
Interest Revenue	\$ 200.00	\$ 1,046.89		\$ 1,046.89
TOTAL REVENUE	\$202,700.00	\$ 204,216.45	\$87,140.00	\$ 291,356.45
Admin Expense:				
Rent/Utilities / internet	\$ 6,000.00	\$ 4,000.00	\$50.00	\$ 4,050.00
Telephone / Videoconference	\$ 3,000.00	\$ 1,726.32		\$ 1,726.32
Website (domain, hosting)	\$ 250.00			
Computers & Software	\$ 2,000.00	\$ 3,768.50	\$2,687.00	\$ 6,455.50
Hosting	\$ 2,000.00	\$ 713.82		\$ 713.82
Bank Fees	\$ 150.00	\$ 81.71		\$ 81.71
Insurance	\$ 2,700.00			
Advertising & Promotions		\$ 170.61		\$ 170.61
Printing	\$ 500.00	\$ 35.45		\$ 35.45
Courier & Postage	\$ 250.00	\$ 329.74	\$314.37	\$ 644.11
Office Supplies	\$ 500.00	\$ 329.50	\$9.37	\$ 338.87
Gifts of Appreciation	\$ 250.00			
Accounting Expense (Audit)	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
memberships, fees, registration	\$ 100.00	\$ 500.00		\$ 500.00
GST Expense (not reclaimable)	\$ 2,500.00	\$ 473.15		\$ 473.15
Meeting Expenses:				
Honorariums	\$ 2,000.00	\$ 550.00		\$ 550.00
Travel - Mileage	\$ 1,000.00	\$ 2,292.16	\$5,177.29	\$ 7,469.45
Travel - Accommodation	\$ 500.00	\$ 195.59	\$1,231.82	\$ 1,427.41
Travel - Meal Allowance	\$ 500.00	\$ 175.20	\$411.15	\$ 586.35
Staffing Expenses:				
Staff dev, training, etc.	\$ 1,500.00	\$ 711.68	\$1,908.34	\$ 2,620.02
Executive Director	\$ 70,000.00	\$ 45,766.65	\$7,900.00	\$ 53,666.65
Watershed Science	\$ 45,000.00	\$ 24,983.04	\$21,783.61	\$ 46,766.65
Education & Outreach	\$ 35,000.00	\$ 31,087.55	\$1,120.92	\$ 32,208.47
Summer Student	\$ 6,500.00	\$ 18.20	\$11,600.20	\$ 11,618.40
El Expense	\$ 4,000.00	\$ 2,918.32		\$ 2,918.32

CPP Expense	\$ 8,500.00	\$ 7,350.56		\$ 7,350.56
Staff Benefits Program	\$ 2,400.00	\$ 1,800.00		\$ 1,800.00
WCB Expense	\$ 400.00			
Projects:				
Professional (Consulting) Fees			\$14,000.00	\$ 14,000.00
Field and general supplies		\$ 52.03	\$1,199.81	\$ 1,251.84
riparian site project grants				
TOTAL EXPENSE	\$202,500.00	\$ 135,029.78	\$69,393.88	\$ 204,423.66
NET INCOME	\$ 200.00	\$ 69,186.67	\$17,746.12	\$ 86,932.79

Cash on Hand Dec. 31, 2022:

Core Operations Acct	\$177,820.13
T-Bill (interest bearing) Acct	\$ 73,496.91
GIC	<u>\$ 10,180.00</u>
sub-total	\$261,497.04
less \$ rec'd and committed	<u>\$180,622.26</u>
Unallocated	<u>\$ 80,874.78</u>

2023-24 AWC Preliminary Core Operations Budget

REVENUE:	2023-24 budget
Donations	\$ 3,500.00
Province of Alberta Grant	\$ 200,000.00
Confirmed grant funds dedicated to core staffing costs	\$ 20,850.00
Misc. Revenue	\$ 1,500.00
Interest Revenue	\$ 1,500.00
TOTAL REVENUE	\$ 227,350.00
EXPENSE:	
Rent/Utilities / internet	\$ 6,000.00
Telephone / Teleconference	\$ 3,000.00
Website (domain, hosting, WordPress)	\$ 250.00
Computers & Software	\$ 2,000.00
Bank Fees / petty cash	\$ 150.00
Board and Property Insurance	\$ 2,700.00
Courier & Postage	\$ 250.00
Advertising & Promotions	\$ 500.00
Gifts of Appreciation	\$ 250.00
Office Supplies	\$ 500.00
Membership, fees	\$ 100.00
Accounting Expense (Audit)	\$ 5,000.00
GST expense (not recoverable)	\$ 1,500.00
honorariums	\$ 2,000.00
Travel	\$ 2,000.00
Hosting	\$ 2,000.00
Executive Director	\$ 73,500.00
Technical Staff	\$ 64,050.00
Communications Staff	\$ 44,788.00
Temporary Positions	
Staff dev, training, etc.	\$ 1,500.00
EI Expense	\$ 4,000.00
CPP Expense	\$ 8,500.00
Staff Benefits Program	\$ 2,400.00
WCB Expense	\$ 400.00
TOTAL EXPENSE	\$ 227,338.00
NET INCOME	\$ 12.00



Board of Directors Terms of Reference

Updated: February 9, 2023

Purpose

The Board of Directors governs and manages the affairs of the Athabasca Watershed Council (AWC). Directors commit to pursue the AWC Vision and Mission and embrace model its Values as follows:

Vision: The Athabasca ~~River~~ watershed is ecologically healthy, ~~socially responsible~~ supporting resilient communities, and ~~economically a~~ sustainable economy.

Mission: To demonstrate leadership and facilitate informed decision-making in the Athabasca watershed by bringing stakeholders and Indigenous peoples together to ~~promote, foster respect, and plan for an ecologically healthy watershed that supports social responsibility and economic sustainability~~ achieve our shared vision.

Values:

- ~~We value integrity, trust, and transparency.~~
 - ~~We respect all points of view.~~
 - ~~Water is a blessing and gift and is essential for environment, society, economy and the spirit.~~
 - ~~Respect the environment and people.~~
 - ~~We believe in consensus decision-making.~~
 - ~~We respect economic necessities.~~
 - ~~We value a high standard of achievement and conduct in the WPAC.~~
 - ~~We value ecological health as foundational to all life.~~
 - ~~We value timely responses to issues.~~
 - ~~We value and respect the Indigenous peoples, culture, and knowledge in the Athabasca Watershed.~~
 - ~~We value inclusivity.~~
 - ~~We value creativity, innovation, and risk taking.~~
 - ~~We are responsible and accountable to all members.~~
 - ~~We are purpose driven.~~
-
- Water and ecological health: a blessing and a gift, essential for the environment, economy, society and the spirit.
 - Inclusivity and consensus decision-making: building integrity and trust by respecting all points of view including the cultures, knowledge and communities of Indigenous peoples.
 - Accountability: being responsible, timely, transparent and purpose driven but also allowing for creativity, innovation, and organizational risk taking.

Membership

The Board of Directors shall have no fewer than eight (8) and no more than twenty-one (21) members, including the Past Chairperson. These members will be from the following sector groups with the following distribution of seats:

<p>Federal and Provincial Governments</p> <ul style="list-style-type: none">• One (1) appointed seat for Alberta Environment and Parks• One (1) elected seat for Federal or Provincial Government
<p>Municipal Governments</p> <ul style="list-style-type: none">• Three (3) elected seats for Municipal Government <p>Either elected officials or senior staff, so long as they are the designated representative of their municipality. Based on predominant economic activities, areas of agricultural production, and white area/ green area boundaries, these 3 seats are defined as follows:</p> <ul style="list-style-type: none">• Upper Basin - Jasper National Park, Yellowhead County, Woodlands County and M.D. Lesser Slave River• Middle Basin - Counties of Lac St. Anne, Barrhead, Westlock and Athabasca• Lower Basin - Lac La Biche County, M.D. Opportunity and R.M. of Wood Buffalo <p>Or any town, village, hamlet or summer village, within each sub-region.</p>
<p>Indigenous</p> <ul style="list-style-type: none">• Three (3) elected seats for Indigenous perspectives. <p>May include First Nations (Treaty 6 or 8 or non-treaty) or Métis.</p>
<p>Industry</p> <ul style="list-style-type: none">• One (1) elected seat for a small agricultural producer <u>industry</u>• One (1) elected seat for agriculture• <u>One (1) elected seat for the oil and gas industry (member of Canadian Association of Petroleum Producers).</u>• <u>One (1) elected seat for the forest industry (member of Alberta Forest Products Association)</u>• One (1) elected seat for the mining or utility industry
<p>Non-Government Organization</p> <ul style="list-style-type: none">• One (1) elected seat for research or academia• <u>Two (2) elected seats for health or environment (<u>affiliated with fisheries, lake health, riparian areas, wetlands, protected areas, or biodiversity</u>).</u>• Two (2) elected seats for stewardship (<u>representing sub-basin, lake, land trust or other stewardship initiatives</u>).
<p>Member at Large</p> <ul style="list-style-type: none">• Two (2) elected seats for members at large

The Board may fill vacancies in sector groups on an interim basis by appointment. Such appointments will be up for election at the next AGM. Membership on the Board of Directors of the Athabasca Watershed Council is open to Alberta residents only.

Election and Terms of Service

Candidates for the Board of Directors shall be solicited, or a letter of nomination may be submitted to the Athabasca Watershed Council in advance of the AGM. Nominations must be received at least 7 days prior to the AGM. Nominations will not be accepted from the floor.

Except for the appointed Alberta Environment and Parks representative, all Board members will be elected at the AGM. Elections shall be held through one ballot where the top candidate or candidates are accepted under each sector group. Each Board member may identify their Alternate. This Alternate will be from within the same sector group. Each Board member shall serve for a two-year term. He/she may continue to serve additional terms if re-elected.

Roles and Responsibilities

- The Board will strive for consensus decision-making and develop a procedure for achieving consensus (see section 4.1 of the Policy and Process Guide).
- The Board will ensure the establishment and continued maintenance of an effective Communications Strategy and a Policy and Process Guide for the Athabasca Watershed Council.
- The Board will collaborate and/or partner with other stewards within the Athabasca watershed in order to maximize efforts and gain efficiencies.
- The Board of Directors will meet at least four (4) times per year. It is recognized that meeting frequency could increase if required.
- A Board member may be removed by a vote of the Board of Directors if he/she misses three consecutive scheduled meetings without notification to the AWC.
- A Board member may be removed by a vote of the Board of Directors for any cause contravening the roles and responsibilities of the Board of Directors Terms of Reference and policies.
- Each Board member will be responsible for communications with their sector according to the Board approved communications plan.

Code of Conduct

- Board members must demonstrate ethical and professional conduct.

- Board members must remain supportive of the positions and decisions made by the Athabasca Watershed Council.
- Board members may speak to the media, the public, or other parties on behalf of the Athabasca Watershed Council, if they adhere to key media messages developed and approved by the Board of Directors.
- Board members must not express any judgement of staff performance, unless done so as part of an official performance assessment.
- The Board will establish ground rules for conducting meeting business and agree how decisions will be made and recorded. (See the AWC Policy and Process Guide).

Conflict of Interest

Board members must not use their position on the Board to obtain employment with the Athabasca Watershed Council nor for private benefit to themselves or family members. Exceptions may occur only when the Board determines there is openness, competitive opportunity and equal access to information.

Board members must advise the rest of the Board of any potential conflicts of interest. In the event of a conflict of interest, Board members must withdraw from associated deliberations, decision-making and access to information.

Amendment and Review

In a case where these Terms of Reference conflict with the Bylaws, the Society Bylaws will take precedence and supersede any Terms of Reference. Amendments to the Board of Directors Terms of Reference must be ratified by the Board of Directors. This TOR should be reviewed every three years or sooner if circumstances warrant.

TOR Created and Approved: September 24, 2009 (Initiator's Group)

First Revised: November 24, 2016

Last Revised: February 2023

Due for Review: 2028