



**Board of Directors - Meeting Minutes  
November 5-6, 2015  
McArthur Place, Lac La Biche**

**Attending:** Brian Deheer, Carolyn Campbell, Dave Mussell (Thursday pm), Doug Badger (Thursday), Dan Moore, Doug Kariel, Garry Horton (Thursday), Jamie Giberson (Friday), Janice Linehan (Thursday, Friday am), Janice Pitman, Dr. John O'Connor (Friday am), Kai Ma, Marv Fyten (Thursday), Terry Sheehan, Tim Polzin

**Regrets:** Bob Savage      **Absent:** Dave Loyie

**Guests (Thursday am):** Omer Moghrabi, Lac La Biche County Mayor; Tom Kinderwater, Lac La Biche Environmental Services Manager.

**Thursday, November 5th, 2015**

**1. Call to Order 9:10 am**

**2. Welcome from Omer Moghrabi, Mayor of LLB County**

Mayor Moghrabi welcomed the Athabasca Watershed Council. He outlined the vital role of the region's waterways, historically and today, and the value of Water for Life goals. He and Board members discussed some County achievements in water and watershed management, and its ongoing water priorities.

**3. Review and Approve Agenda**

**MOTION:** Garry moved to approve the Agenda as amended. Carolyn seconded.  
**Adopted by consensus.**

**4. Review and Approval of the Minutes of Sept. 17-18, 2015**

In reviewing 'Action' items, Brian clarified that the Action of reviewing the bookkeeper contract had been moved to the Finance & Fundraising Committee.

**ACTION:** F&F Committee to review bookkeeper contract.

**MOTION:** Garry moved to approve the September minutes as amended. Carolyn seconded. **Adopted by consensus.**

**5. Interim Report**

Brian led the Board through a review of the draft Work Plan and Evaluation Plan documents. Tim led the Board through a review of the draft mid-year updated Budget and In Kind Contributions Schedule.

**MOTION:** Janice P moved that the Budget be approved as amended. Terry seconded. **Adopted by consensus.**

Brian reported that Alberta Environment and Parks (AEP) encouraged the AWC to see its role less as a group that prepares 'products', and more as a 'go to' authority for watershed-related processes.

## 6. Executive Committee Positions and Signing Authority

Brian reported that Bill Grieve has resigned as Treasurer, and also as a Board member representing the Stewardship sector.

**MOTION:** Garry moved that Tim Polzin be appointed Treasurer. Terry seconded.  
**Adopted by consensus.**

**MOTION:** Terry moved that Carolyn Campbell be appointed Secretary and Doug Badger be appointed Vice Chair. Garry seconded. **Adopted by consensus.**

**MOTION:** Marv moved that the following individuals have been elected to the Executive Committee in these positions:

Brian Deheer, Chair

Doug Badger, Vice Chair

Tim Polzin, Treasurer

Carolyn Campbell, Secretary

Terry seconded. **Adopted by consensus.**

Tim noted that with Bill Grieve's departure, only Brian Deheer and Tim Polzin would remain as signing authorities for the Athabasca Watershed Council's bank account, and that the Board should appoint a third signing authority.

**MOTION:** Terry moved that Bill Grieve be removed from signing authority and that Marvin Fyten be given signing authority. Carolyn seconded. **Adopted by consensus.**

## 7. Steps Toward Hiring Staff – Part 1

The Board discussed a position description for a part-time Administrative Consultant.

**ACTION:** Carolyn to circulate revised draft position description to Board members for further consideration on Friday, November 6.

## 8. Scheduling of January and March Board Meetings

January 7 and 8 Board meeting will be held in Athabasca.

**ACTION:** Carolyn to circulate online polls for March meeting dates.

## 9. Office – Part 1

Several possible options for office equipment storage and/or future office locations were discussed.

## 10. Technical Committee Update

**MOTION:** Tim moved that the Technical Committee minutes of Sept 30 be accepted. Terry seconded. **Adopted by consensus.**

**MOTION:** Doug B moved to accept Marilou Montemayor as a Technical Committee member. Carolyn seconded. **Adopted by consensus.**

## 11. Recess

The Board recessed at 4:30 pm until 8:30 am November 6.

## Friday, November 6th, 2015

## 12. Meeting Reconvened at 8:40 am, November 6, 2015

### 13. Steps Toward Hiring Staff – Part 2

**MOTION:** Jamie moved to adopt the Administrative Consultant position description as amended. Doug K seconded. **Adopted by consensus.**

**MOTION:** Carolyn moved to authorize the Executive Committee to draft a contract and fill an Administrative Contract position within budgeted funds. Terry seconded. **Adopted by consensus.**

**ACTION:** Brian Deheer will do the first draft of a position contract, asking AEP for assistance.

### 14. Communications & Community Engagement Committee

**MOTION:** Janice P moved that the C&CE Committee minutes of Sept 28 be accepted. Terry seconded. **Adopted by consensus.**

(See Item 19 for Motion for new C&CE Committee member).

### 15. Finance & Fundraising Committee

**MOTION:** Janice P moved that the Board adopt the Expense & Honoraria Claims Policy as amended. Carolyn seconded. **Adopted by consensus.**

**MOTION:** Doug K moved that the Treasurer approve expense & honoraria claims, and that the Treasurer's claims be approved by another Executive Committee member. Terry seconded. **Adopted by consensus.**

**TABLE:** Table to a future Board meeting the discussion of "Pursuing charitable status for AWC"

Tim reported that he is following up on GST refund issues.

Garry noted changes to honoraria processing by MD 124 Lesser Slave River.

### 16. H.R. Committee

**ACTION:** H.R. Committee to meet and give update on draft TOR at next Board meeting.

### 17. Society Annual Return

**ACTION:** Brian and Carolyn will follow up with Doug B on status of report, due at end of November 2015.

### 18. Board Members Recruitment

**MOTION:** Terry moved that the Board send out a letter to Stewardship sector members to apply for the vacant Stewardship sector Board position, with applications due by December 15. Carolyn seconded. **Adopted by consensus.**

**ACTION:** Carolyn to send out letters to Stewardship sector members.

**ACTION:** Carolyn to circulate open Board sector positions to Board members.

**MOTION:** Janice P moved to accept Dr. John O'Connor as a C&CE Committee member. Carolyn seconded. **Adopted by consensus.**

**TABLE:** Review Board TOR regarding allocation of municipality sector representation at future Board meeting

### 19. Office – Part 2

**ACTION:** Storage sub-Committee to identify office equipment storage and/or future office locations in town of Athabasca. Jamie can provide assistance too.

## **20. WaterSmart Athabasca River Basin (ARB) Initiative**

Dan Moore is on WaterSmart's ARB Steering Committee, which has consisted of industry and Alberta government staff; Janice Linehan is also a member. Phase 2 is the engagement process. Further to Mike Nemeth's presentation to AWC Board on Sept. 18/15, they would like a letter of support from AWC and for AWC to be an active participant. AWC would like to better understand ARB vision and process. The statement in ARB backgrounder: "Participants are driven by different needs, legislation, and business objectives, but all need a well-managed water supply" is different than the AWC's vision and mission emphasis on an ecologically healthy watershed. Dan stated the water supply reference would have to change; the intent is for participants to drive and guide our own future, for meaningful traditional ecological knowledge (TEK) and land use considerations.

**ACTION:** Executive Committee to pursue Memorandum of Understanding with Alberta WaterSmart to clarify the relationship between AWC and WaterSmart in the ARB Initiative, and to harmonize the vision and goals of WaterSmart's Athabasca River Basin Initiative with those of the Athabasca Watershed Council.

## **21. Recess**

The Board recessed at 11:00 am until 1:30 pm, to participate in tours of the Lac La Biche drinking water and wastewater treatment plants arranged by Tim Polzin.

## **22. Meeting Reconvened at 1:30 pm, November 6, 2015**

### **23. Athabasca River Basin Research Institute (ARBRI) Day**

Brian will give a half hour presentation on Athabasca Watershed Council work Nov. 23-24 in Edmonton. C&CE Committee will work with Technical Committee to develop a presentation for Brian.

**ACTION:** Janice P will check with Athabasca University on Interactive Atlas.

**ACTION:** Kai and Janice P will start to develop the outline for Brian's ARBRI presentation, including State of the Watershed Reports and Interactive Atlas.

### **24. AWC Website**

Discussion to ensure continuity in website maintenance.

### **25. First Nations Participation In WPAC Work – AEP Request for Comments**

AWC's terms of reference are inclusive and we are proud of continuous aboriginal involvement in AWC, but much more needs to be done. Potential barriers were discussed.

**ACTION:** Carolyn to re-circulate request for comments to Board members by November 10, noting Nov. 17 deadline for submitting comments to AEP's Andrew Schoepf.

### **26. Water For Life Implementation Review – AB Water Council Request for Comments**

Board members are encouraged to fill out Alberta Water Council's survey by deadline of November 16, identifying themselves as WPAC members.

**ACTION:** Brian will re-circulate e-mail request and link to survey website.

### **27. WPAC Forum: Jan 14, Leduc**

Brian would like to attend.

**ACTION:** Brian will check with AEP on numbers allowed for each WPAC.

### **28. U of A Athabasca Watershed Collaborative**

Carolyn read update from coordinator Makere Stewart-Harawira

**ACTION:** Carolyn to follow up with Makere Stewart-Harawira at U of A on spring 2016 stakeholder meeting. AWC Board would like AWC to be involved.

### **29. Lower Athabasca regional plan processes**

Carolyn reported on AEP's Oct. 16 workshop on Lower Athabasca Multi-Stakeholder Forum workshop: intention to be broadly inclusive and consensus-based, details and agenda of forum to be determined.

Carolyn reported on AEP's workshop series on Lower Athabasca Landscape Management Plans; she attended the first in Edmonton Oct. 29. Sub-regional plan priority areas are being identified, and land disturbance management tools are being considered. Brian will attend the Nov. 6 Lac La Biche workshop.

### **30. Resource Request**

**ACTION:** Executive Committee to request to AEP staff that for full engagement with watershed-related processes, AWC needs more resources.

### **31. Board Members Recruitment – Part 2**

**ACTION:** follow-up to approve Robert Esau as Municipal Alternate

**ACTION:** update the Board member info sheet and clarify any vacancies

### **32. ALMS Conference**

Brian reported briefly on this Conference, and the various beneficial sessions he attended. In particular, one part of the Conference was an in-depth discussion of Alberta's policy regime surrounding lake management and stewardship. He also noted the potential for AWC co-hosting a seminar relating to municipalities and stewardship efforts, involving a staff person from County of Parkland, Gabriel Clarke, who presented on their programs and successes involving ALUS (Alternative Land Use Services), ESA studies and more.

### **33. POLIS Water Sustainability Project**

**ACTION:** Janice P. will circulate webinar summaries from the POLIS Water Sustainability Project (based in BC) on various topics, including: the Mackenzie River Basin Trans-Boundary Water Agreement, Sustainable Financing for Watersheds, and in-stream flow needs.

### **34. Baptiste & Island Lake Society (BAILS)**

They're organizing to do a Lake Management Plan. We should consider what we can do as a WPAC to support this work. Possibly in conjunction with support from ALMS?

**35.H2C: Highway Two Conservation**

An agricultural conservation partnership between 4 counties (Athabasca, Barrhead, Sturgeon, Westlock). They have pooled funds to hire a staff person to do events and conservation work.

**36. Adjournment**

**MOTION:** Terry moved to adjourn at 3:19 pm. **Carried.**