

**Northwest Species at Risk Committee: Minutes**

**Room 110 Town of High Level Office  
High Level, AB**

**Thursday, April 18<sup>th</sup> 2018 at 1:00 p.m.**

**PRESENT:** Lisa Wardley Chair, Councillor, Mackenzie County  
Crystal McAteer Vice Chair, Mayor, Town of High Level  
Eric Jorgensen Councillor, Mackenzie County  
Mike Morgan Councillor, Town of High Level  
Miron Croy Reeve, Clear Hills County  
Cameron Cardinal Councillor, Mackenzie County  
Terry Ungarian Reeve, County of Northern Lights

**REGRETS:** Amber Bean Councillor, Clear Hills County  
Jessica Juneau Councillor, Town of Rainbow Lake  
Linda Halabisky Councillor, County of Northern Lights  
Tanya Lindley Councillor, Town of Rainbow Lake

**ADMINISTRATION:** Byron Peters Deputy CAO, Mackenzie County  
Hayley Gavin Regional Land Use and Environmental  
Project Manager/Recording Secretary, Town  
of High Level  
Clark McAskile CAO, Town of High Level  
Carolyn Zenko Director of Finance, Town of High Level

**ALSO PRESENT:** Terry Batt Zone Director, Alberta Trappers Association

**MOTION**

**1. Call to Order**

Lisa Wardley called the meeting to order at 1:05 p.m.

**2. Adoption of the Agenda**

**19-04-001**

**MOVED** by Mike Morgan

That the agenda be adopted with the following addition:

**10. d. Mackenzie County's 2018 NWSAR Fee Contributions**

**CARRIED**

**3. Adoption of the Minutes**

**19-04-002** **MOVED** by Crystal McAteer

That the minutes from the February 28, 2019 NWSAR Committee meeting be adopted as presented.

**CARRIED**

a. **Business Arising out of the Minutes**

None.

b. **Action Item List**

**19-04-003** **MOVED** by Crystal McAteer

That NWSAR accepts the Action Item List for information.

**CARRIED**

Eric Jorgensen joined the meeting at 1:23 p.m.

4. **NWSAR Current Projects Update**

**19-04-004** **MOVED** by Terry Ungarian

That NWSAR accepts the Current Projects Update for information.

**CARRIED**

5. **RFD (Retrospective): Student Work Experience Placement**

**19-04-005** **MOVED** by Eric Jorgensen

THAT NWSAR approves the appointment of an unpaid student position for the period April 29, 2019 – May 31, 2019 inclusive, to complete their work placement with NWSAR, based at the Town of High Level office.

**CARRIED**

Clark McAskile joined the meeting at 1:41 p.m.

Eric Jorgensen left the meeting at 1:41 p.m.

**6. In Camera RFD: MOU between Alberta Northwest Species at Risk Committee and the Town of High Level**

**19-04-006**

**MOVED** by Cameron Cardinal

THAT NWSAR moves In Camera at 1:42 p.m.

**CARRIED**

Eric Jorgensen rejoined the meeting at 1:45 p.m.

**19-04-007**

**MOVED** by Mike Morgan

THAT NWSAR move out of Camera at 1:52 p.m.

**CARRIED**

**19-04-008**

**MOVED** by Miron Croy

THAT NWSAR approves the Memorandum of Understanding, the proposed Administration work schedule, and instructs Administration to proceed with the detailed changes, as presented.

**CARRIED**

Clark McAskile left the meeting at 1:54 p.m.

Lisa Wardley recessed the meeting at 1:55 p.m.

Lisa Wardley reconvened the meeting at 2:06 p.m.

**7. RFD: North Central Local Government Association AGM 2019**

**19-04-009**

**MOVED** by Eric Jorgensen

THAT NWSAR approve Councillor Wardley's attendance at the NCLGA AGM and Conference in Williams Lake, BC.

**CARRIED**

**19-04-010**

**MOVED** by Miron Croy

THAT NWSAR approve a Tradeshow booth with Administration's attendance at the NCLGA Tradeshow, and Councillor Jorgensen's attendance at the NCLGA 2019 AGM in Williams Lake, BC. Further, covering all incurred expenses.

**CARRIED**

**8. Briefing Note: NWSAR Tradeshow Booth Materials**

La Crete Tradeshow April 26 – 27<sup>th</sup>: Mike Morgan, Eric Jorgensen and Kayla Wardley will be available in La Crete to man/support the NWSAR booth.

Hayley Gavin will man the NWSAR booth in Manning on April 26 – 27<sup>th</sup>.

**9. RFD: NWSAR Membership Invitation – Beaver First Nation**

Crystal McAteer left the meeting at 2:44 p.m.

Crystal McAteer rejoined the meeting at 2:47 p.m.

19-04-011

**MOVED** by Mike Morgan

THAT Administration send a letter to Beaver First Nation Chief and Council following up on NWSAR's April 10<sup>th</sup> meeting and inviting them to attend our next scheduled meeting(s).

**CARRIED**

**10. Budget 2019 Overview:**

**a. Schedule of Expenses**

19-04-012

**MOVED** by Terry Ungarian

That NWSAR accepts the schedule of expenses paid up until March 31, 2019 totalling \$5,529.11, as presented.

**CARRIED**

**b. Monthly Budget**

Eric Jorgensen and Miron Croy left the meeting at 3:19 p.m.

Crystal McAteer and Hayley Gavin left the meeting at 3:20 p.m.

Crystal McAteer and Hayley Gavin rejoined the meeting at 3:21 p.m.

Carolyn Zenko joined the meeting at 3:21 p.m.

Eric Jorgensen and Miron Croy rejoined the meeting at 3:32 p.m.

**19-04-013**

**MOVED** by Eric Jorgensen

THAT NWSAR approves Administration to develop the 2019 budget in the template presented.

**CARRIED**

Carolyn Zenko Left the meeting at 3:31 p.m.

**c. Monthly Actuals**

Received for information purposes.

**d. Mackenzie County's 2018 NWSAR Fee Contributions**

**19-04-014**

**MOVED** by Crystal McAteer

THAT NWSAR accepts the Mackenzie County January – March 2018 schedule of expenses as presented, furthermore, to rescind NWSAR Motion 19-01-003.

**CARRIED**

**11. Presentation: BC Draft Southern Mountain Caribou Section 11 and Partnership Agreement**

**19-04-015**

**MOVED** by Miron Croy

That NWSAR receives the presentation for information.

**CARRIED**

**12. NWSAR EDF Application Narrative: For Information**

**19-04-016**

**MOVED** by Mike Morgan

That NWSAR receives for information.

**CARRIED**

**13. Letters (Sent and Received): For Information**

**19-04-017**

**MOVED** by Cameron Cardinal

That NWSAR receives for information.

**CARRIED**

**14. Committee Member Updates: For Discussion**

None.

**15. Terms of Reference**

Received for information purposes.

**16. Acronyms Reference Page**

Received for information purposes.

**17. Next Meeting Date(s)**

**19-04-018**

**MOVED** by Lisa Wardley

That the next NWSAR meeting dates will be:

- ❖ Thursday May 16<sup>th</sup> @ 1:00 p.m. at Town of High Level
- ❖ Monday June 17<sup>th</sup> @ 11:00 am at Town of High Level

**CARRIED**

**14. Adjournment**

**19-04-019**

**MOVED** by Eric Jorgensen

That Northwest Species at Risk Committee meeting be adjourned at 4:28 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_ day of \_\_\_\_\_  
2019.

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Lisa Wardley, Chair

Approved