

**Alberta Northwest Species at Risk Committee: Agenda**  
**Online Zoom Meeting**  
**Thursday October 14<sup>th</sup> 2021 at 1:00 p.m.**

**AGENDA**

1. Call to Order
2. Adoption of the Agenda
3. Memorandum of Understanding with Town of High Level Page 3
4. Administrative Support Options Verbal
5. Committee Member Updates: For Discussion
6. Terms of Reference: For Information Page 5
7. Acronyms Reference Page: For Information Page 9
8. Meeting Adjournment

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**WITH TOWN OF HIGH LEVEL**

On October 12<sup>th</sup> 2021, Administration took this RFD to Town of High Level Council:



**TOWN OF HIGH LEVEL**  
**Request for Decision**

**Issue: Memorandum of Understanding between Town of High Level and Alberta Northwest Species at Risk Committee**

**Recommendation:**

THAT Council grant an extension under the conditions of the current Memorandum of Understanding with Alberta Northwest Species at Risk Committee until December 31<sup>st</sup> 2021, which retains the currently assigned employee under Section 2 "Administrative Support".

**CAO Comments:**

**Target Decision Date: October 12, 2021**

**Submitted By: Hayley Gavin, Land Use & Planning Manager**

**Reviewed By: Clark McAskile, Chief Administrative Officer  
Charles Carstens, HR & IT Manager**

## **BACKGROUND**

### **Overview:**

On September 27<sup>th</sup> 2021, Council passed Resolution #351-21:

**MOVED** by Councillor Welke

THAT Council direct Administration to provide Alberta Northwest Species at Risk Committee with 60 days' notice of the intention to amend the Memorandum of Understanding removing Section 2 "Administrative Support", with an offer to the Committee to renegotiate financial and administrative support at the September 29, 2021 Alberta Northwest Species at Risk Committee meeting.

**CARRIED**

On September 29<sup>th</sup> 2021, NWSAR passed Resolution #21-09-012:

**MOVED** by Cameron Cardinal

THAT NWSAR asks the Town of High Level for an extension under the conditions of the current Memorandum of Understanding to December 31<sup>st</sup> 2021, which retains the currently assigned employee under Section 2 "Administrative Support".

**CARRIED**

NWSAR has scheduled a meeting on October 14<sup>th</sup> 2021 to review administrative support options provided by the Committee members. Granting the extension will allow sufficient time for NWSAR to select a replacement administrator, renegotiate the terms of the existing MOU with Town of High Level Administration for financial management support, and for the currently assigned employee to execute a smooth transition of all admin duties.

Administration has no concerns with the extension request, and is asking Council to grant the extension.

### **Legislation and Policy:**

None.

### **Financial:**

The NWSAR Committee currently covers 33% of the salary and other direct employment costs of the primary assigned employee. This represents a \$ 39,866.31 share of the salary and other direct employment costs for the 2021 fiscal year.

Under the extension, the financial arrangements for NWSAR and TOHL would not change.

### **Organizational:**

None.

**Comments:**

The currently assigned employee is prepared to remain as the primary administrative support to the NWSAR Committee until December 31<sup>st</sup> 2021, under the conditions of the current MOU.

On September 29<sup>th</sup> 2021, NWSAR also passed a Resolution to purchase equipment for a third year (2021/22) of wildlife density estimates within the Caribou Mountains and Chinchaga caribou ranges. On August 12<sup>th</sup> 2021, Council passed Resolution #281-19:

**MOVED** by Deputy Mayor Langford

THAT Council commit \$50,000 annually to Alberta northwest Species at Risk Committee Operating Budget for the next three fiscal years, being 2020, 2021 and 2022.

**CARRIED**

As requested by NWSAR, Administration will organize for a presentation from ABMI to Council on the results of Year 1 wildlife density estimates within the Caribou Mountains and Chinchaga caribou ranges, after the municipal election. Council may wish to discuss the funding commitment made under Resolution #281-19 after this presentation.

**Alternatives:**

1. THAT Council grant an extension under the conditions of the current Memorandum of Understanding with Alberta Northwest Species at Risk Committee until December 31<sup>st</sup> 2021, which retains the currently assigned employee under Section 2 “Administrative Support”.
2. THAT Council refuse the extension request and instruct Administration to renegotiate the Memorandum of Understanding as directed under Resolution #351-21.

**Recommended Alternative:**

1. THAT Council grant an extension under the conditions of the current Memorandum of Understanding with Alberta Northwest Species at Risk Committee until December 31<sup>st</sup> 2021, which retains the currently assigned employee under Section 2 “Administrative Support”.

**Reports/Documents:**

None.

Town of High Level Council passed the recommendation, and the currently assigned employee shall remain as NWSAR’s Administrator until December 31<sup>st</sup> 2021, under the conditions of the current MOU.

## **TERMS OF REFERENCE**

### **NORTHWEST SPECIES AT RISK COMMITTEE**

#### **Background:**

The northwest region of Alberta encompasses high economic development value in a variety of natural resource sectors. Notwithstanding this, the region is requested to carry the highest burden of environmental protection of any other region within Alberta.

Current and proposed Provincial policy and strategies requires the Lower Peace Region to subsidize economic activity in other regions to allow, both, the Federal and Provincial governments to achieve conservation targets for the natural environment. Cumulatively, multiple conservation initiatives and species at risk recovery strategies have the ability to adversely affect the rural communities of Northwest Alberta.

We, the local tenants of this region have collaborated in an attempt to secure smart economic growth, a sustained quality of life, and well-balanced environmental protection for our future generations. Through optimal adaptive management, transparent stakeholder engagement, and effective environmental stewardship we endeavour to achieve this purpose.

#### **Purpose:**

To collectively provide and share information, ideas and resources relating to the continued and future prosperity of Northwest Alberta. Instill effective regional adaptive management and transparency, which allows all stakeholders to play a vital role in shaping our collective future. Develop tangible solutions founded upon an evidence-based approach, to ensure a balance of smart economic growth, a sustained quality of life, and an enhanced natural environment for all of our businesses, communities and wildlife.

#### **Responsibilities:**

To ensure that any impending species recovery or conservation initiative, that has the ability to affect the smart growth of Northwest Alberta is prefaced with a robust regional socio-economic impact analysis.

Proactively work with all other levels of government, including Indigenous Peoples to create well-balanced working groups with all key stakeholders relevant to impending conservation areas and species recovery.

Emphasizing that, Northwest Alberta currently encompasses a vast amount of protected lands. Impending species recovery and conservation initiatives should aim to enhance the value of these areas for species at risk recovery and biodiversity, rather than seeking to protect unjustifiable additional areas of land.

**Structure:**

Two (2) councillors and one (1) alternate appointed by each of the Voting municipalities.

Alternate members may attend all meetings.

Associate membership is available to other municipalities. Associate members shall not have voting rights.

Meetings are open to the public as per Section 197 and Section 198 of the Municipal Government Act.

Meetings may, in part, be closed to the public if matters to be addressed are recognized under; Section 197(2) of the Municipal Government Act, and/or Division 2 – Part 1 of the Freedom of Information and Protection of Privacy Act.

The committee shall pursue grant opportunities to fund any larger projects.

**Quorum and Costs:**

Decisions shall be reached by consensus, consisting of two appointed members from each of the Voting municipalities. Alternates shall not be considered for consensus, unless standing in for an appointed member.

Unless set differently by Northwest Species at Risk Committee, all meetings shall be hosted by the Town of High Level at the Town of High Level Office.

Unless set differently by Northwest Species at Risk Committee, meeting costs shall come from the Northwest Species at Risk Committee budget managed by the Town of High Level.

Each municipality and other delegates are expected to cover the costs of their members. However, Northwest Species at Risk Committee will cover honorarium and expenses incurred by elected official Committee members who are appointed to NWSAR Committee-approved external committees, at the rates of their respective municipality.

All decisions reached by consensus which are within the scope of the Terms of Reference, are binding upon all municipalities.

Voting members shall pay a \$50,000 (fifty-thousand dollar) annual Voting membership fee. Associate members shall pay a \$1,000 (one-thousand dollar) annual Associate membership fee.

**Communication:**

An electronic data-sharing forum will be created and maintained, with access for all of the committee members.

Meetings will be held monthly, or as required by the Chair. Community stakeholder meetings will be scheduled by NWSAR.

Voting and Associate member logos will be included on all future communications materials.

**FINANCIAL TERMS OF REFERENCE**

**NORTHWEST SPECIES AT RISK COMMITTEE**

**Financial Responsibility:**

The Town of High Level shall be the party responsible for administration and management of all financial matters relating to the Northwest Species at Risk Committee.

Funds held in trust by the Town of High Level will only be used to further the goals of the Northwest Species at Risk Committee. No funds will be released by the Town of High Level without approval by consensus of the Northwest Species at Risk Committee.

The Town of High Level will develop and maintain a budget report for the Northwest Species at Risk Committee, which will provide all known revenues and expenses. At no time will the Town of High Level reimburse expenses incurred by the Northwest Species at Risk Committee that will exceed those funds held in trust for the Northwest Species at Risk Committee as described in the budget report.

In the event of dissolution of the Northwest Species at Risk Committee, any remaining funds held by the Town of High Level, after all expenses due have been paid, will be returned to Voting members, as a proportional share of the amounts originally invested.

**Appendix: Northwest Species at Risk Committee Municipal Members**

Voting Members:

- County of Northern Lights
- Mackenzie County

- Town of High Level
- Town of Rainbow Lake
- Clear Hills County

Associate Members:

- Northern Sunrise County
- MD of Opportunity No.17
- County of Grande Prairie
- MD of Fairview No.136
- Big Lakes County
- Town of High Prairie
- MD of Peace No.135
- Saddle Hills County
- Town of Fox Creek
- Town of Manning



## **ACRONYMS REFERENCE PAGE**

**ABMI:** Alberta Biodiversity Monitoring Institute

**ACA:** Alberta Conservation Association

**AEP:** Alberta Environment and Parks

**AER:** Alberta Energy Regulator

**AFPA:** Alberta Forest Products Association

**ALSA:** Alberta Land Stewardship Act

**AL-PAC:** Alberta-Pacific Forest Industries Inc.

**ATA:** Alberta Trappers Association

**AUMA:** Alberta Urban Municipalities Association

**AWA:** Alberta Wilderness Association

**BFN:** Beaver First Nation

**BCOGRIS:** British Columbia Oil and Gas Research and Innovation Society

**CAPP:** Canadian Association of Petroleum Producers

**CIF:** Canadian Institute of Forestry

**CBD:** Convention on Biological Diversity

**CPAWS:** Canadian Parks and Wilderness Association

**CPCA:** Canadian Petroleum Contractors Association

**COSEWIC:** Committee on the Status of Endangered Wildlife in Canada

**CWS:** Canadian Wildlife Service

**DMI:** Daishowa-Marubeni International Ltd.

**DTFN:** Dene Tha' First Nation

**DFMP:** Detailed Forest Management Plan

**DUC:** Ducks Unlimited Canada

**ECCC:** Environment and Climate Change Canada

**ESRI:** Environmental Systems Research Institute

**FCM:** Federation of Canadian Municipalities

**FMU:** Forestry Management Unit

**FPAC:** Forest Products Association of Canada

**fRI:** Foothills Research Institute

**GOA:** Government of Alberta

**GOC:** Government of Canada

**IPCA:** Indigenous Protected and Conserved Area

**IUCN:** International Union for Conservation of Nature

**LARP:** Lower Athabasca Regional Plan

**LiDAR:** Light Detection and Ranging

**LRRCN:** Little Red River Cree First Nation

**LuSEE:** The Land-use Social, Environmental, and Economic Decision Support System

**MOU:** Memorandum of Understanding

**NRCan:** Ministry of Natural Resources Canada

**NCC:** Nature Conservancy of Canada

**NAEL:** Northern Alberta Elected Leaders

**NACW:** North American Caribou Workshop

**NPTC:** North Peace Tribal Council

**NWSAR:** Northwest Species at Risk Committee

**OECMs:** Other Effective Area-Based Conservation Measures

**OUV:** Outstanding Universal Value

**PAD:** Peace-Athabasca Delta

**PCA:** Parks Canada Agency

**PSAC:** Petroleum Services Association of Canada

**RMA:** Rural Municipalities of Alberta

**SARA:** Species at Risk Act

**SEA:** Strategic Environmental Assessment

**SFI:** Sustainable Forestry Initiative

**SMC:** Southern Mountain Caribou

**WBNP:** Wood Buffalo National Park

**WHS:** World Heritage Site

**Y2Y:** Yellowstone to Yukon Conservation Initiative