



Board of Directors Meeting

AGENDA

February 15, 2024; 9:00 a.m. to 12:00 p.m.

Virtual

Meeting Objectives:		
<ul style="list-style-type: none"> • Oversight: Hear the Q3 report, discuss Q4 budget recommendations and approve a workplan and budget for 2024-25 • Governance: Continue to fine-tune policies & practices (municipal memberships) • Knowledge-building: Hear presentations and discuss the AWC's role in topical issues (Water allocation) • Providing Advice: Drought Messaging 		
8:45	1. Coffee's on! Come early and virtually connect before we get started.	All
9:00	2. Welcome a. Call to Order; Health and Safety; Quorum b. Treaty Land Acknowledgement c. Introductions via Chat	Chair Dan Moore
9:10	3. Administration a. Review Meeting Objectives and approve Meeting Agenda b. Review Action Items and Approve Nov. 23, 2023 Minutes	Chair
9:20	4. Oversight: Reports and Updates a. Q3 Activity and financial report – Questions? Discussion? b. Q4 Budget Recommendations (<i>in camera</i>) c. 2024-25 Workplans and budget: input to planned staff activities	Staff / All
9:50	5. Governance: Policies and Practices a. Discuss issues and potential solutions around organizational memberships, particularly for municipalities.	Directors Petra/All
10:20	Health Break	
10:30	6. Knowledge Building a. Presentation: Water Allocation in the Athabasca b. Discussion: how do we promote Water CEP?	Petra All
11:15	7. Providing Advice: a. What advice can we provide our members around drought? B. Round-table sector updates: impact of drought on your sector?	Chair Petra / All
11:45	8. Next Steps / Meetings: a. Group photo! (Print screen) b. April 18 – board meeting Fort McMurray (hybrid) c. June 8 - board meeting and AGM Whitecourt d. Sept TBD - joint ALMS workshop and AWC Board mtg in Hinton e. Nov. 14 – board meeting Spruce Grove (hybrid) f. Feb. 13/24 – board meeting (virtual)	Chair
12:00 p.m.	9. Adjournment	

Board of Directors Meeting ~ Minutes

November 23, 2023; 10:00 am to 4:00 pm.

AEP Boardroom, 250 Diamond Avenue, Spruce Grove, AB

Meeting Summary:

The Athabasca Watershed Council (AWC) met on November 23, 2023 in person in Spruce Grove and online. The board approved previous (Sept. 21, 2023) board meeting minutes and shared round table sector updates. They approved the Q2 (Jul-Sep) staff activities and financial report and heard about other fall activities. They also approved a proposal to update the AWC website and provided staff guidance on several communication and technical activities. The next board meeting is February 15, 2024.



Meeting Attendees:

SEAT	DIRECTOR	ALTERNATE	Quorum
AEP Representative	Abdi Siad Omar	Curtis Brock	√
Provincial/Federal Government	vacant		
Municipal (Upper Basin)	vacant		
Municipal (Middle Basin)	Robb Minns		√
Municipal (Lower Basin)			
Forestry	Dan Moore		√
Oil & Gas	Janice Linehan		√
Ag or Industry	vacant		
Agriculture	vacant		
Mining/Utilities	Amanda Buchanan		√
Indigenous			
Indigenous	vacant		
Indigenous	vacant		
Health or Environment	Brian Deheer		√
Health or Environment	Julie Hink		√
Stewardship	Kendra Gilbert		√
Stewardship	Paula Evans		√
Research and Academia			
Member-at-Large	Laura Pekkola		√
Member-at-Large	Ida Edwards		√
Past President	vacant		
Quorum = >50% filled seats (14) = >7			11
Staff present: Petra Rowell, AWC Executive Director; Ashley Johnson, Science and Outreach Coordinator; Caity Seifert, Project Coordinator; Shayla Watson, ART Intern			

Actions arising from the Nov. 23 2023 AWC Board meeting:

Lead /Action:	To be completed by:
Ashley post the approved Sept. 2023 board meeting minutes to the website.	Next meeting
Petra develop a list of all previous supporters for inclusion in the 15 th anniversary report.	June AGM
Petra build a list of stakeholders/sectors in the Athabasca and develop a draft communications plan and materials (introductory folder, slide deck, sector fact sheets) to engage potential supporters	Provide update at Feb. Board meeting
Sarah work with board members identified to develop an AWC safety protocol, procure a satellite phone(s), and develop a waiver form.	Summer field season

1. **Coffee's On!** Coffee and snacks were provided from 9:30 to 10:00 as board members arrived.

2. **Welcome**
 - a. **Call to Order Health and safety; quorum:** Petra provided safety and building logistics and confirmed that quorum was met. Many thanks to Alberta Environment for providing the meeting space and to Kathy Svenshek and other Spruce Grove AEPA staff for assisting with IT and other meeting logistics. Thanks also to Appetite Delight (caterer) who provided a hot lunch.

 - b. **Treaty Land Acknowledgment:** Vice President Kendra called the meeting to order at 10:04 am and provided a Treaty Land Acknowledgement.

 - c. **Round Table Introductions and favorite Christmas activity!** A round table of introductions was made.

3. **Administration**
 - a. **Approval of Agenda:** President Dan Moore asked if there were any changes/additions to the agenda. Kendra motioned to add a discussion around communications between municipalities and lake groups. The revised agenda was approved by consensus.

 - a. **Approval of Past Meeting Minutes (September 21, 2023):** Petra provided an overview of outstanding action items from the Sept. meeting:

- i. Approved June board meeting minutes have been posted to the website.
- ii. Activities to identify and discuss past supporters and future stakeholders will be discussed today.
- iii. Activities (e.g., slide deck, sector info sheets) to enable board members to be better AWC ambassadors has been deferred to the winter months.
- iv. Activities to thank the AEPA Minister are ongoing: we hope to meet with her in person this fall/winter (has been deferred to spring) and will be sure to identify at that time what accomplishments additional funding has enabled the AWC to undertake. AEPA has asked us to be prepared to answer the questions “what is our biggest accomplishment, biggest challenge and what can AEPA do to help us?” Dan noted that our biggest accomplishment is getting people together; and our biggest challenge is getting people together! (given the size and sparse population of the watershed, Covid, people’s time and priorities, etc.)

Dan asked if there were any corrections to the minutes. Hearing none, the Sept. 21, 2023 meeting minutes were approved by consensus.

4. Reports and Updates

- a. **Q2 Activity and Financial Report:** Petra first asked if the quarterly reports are working / have enough information for board members; they are. She then provided a second quarter (Q2) activity and financial report (circulated to the board prior to the meeting). She thanked Bighorn Mining / Vista Mines for their donation. She was asked to provide some example of key expenditures to the board; she pointed out some of our larger grants (e.g., WRRP) that are the main sources of expenditures outside of staffing and administration.

Petra noted that we now have more people (staff and volunteers, youth) doing more things including going to more remote places and/or working in water. The board discussed safety protocols. Janice, Dan and several others offered assistance with developing an AWC safety protocol to industry standards. The board also approved the purchase of a satellite phone(s). Staff are also developing volunteer waiver forms.

Petra informed the board that Lac La Biche County has designated Sterling Johnson to replace Lorin Tkachuk as director for the lower basin municipal seat. The board thanked

Lorin for his support over the past year and welcomed Sterling. The Town of Athabasca, an organizational member, has named Ida Edwards as their representative.

Petra noted that Sarah Shortt has moved to Fort McMurray and the AWC has requested office space in the GoA building. Considering the potential delay in receiving that space, board members suggested contacting Wood Buffalo Environmental Association, Suncor, colleges or other organizations in the area that may have available space. Staff are figuring out how to best utilize our hybrid working situation with staff located in / or working from different areas.

Petra also provided the board with some stats on 2024 wildfires in the Athabasca (11,024 km² burned or 7% of the watershed), noting that we can anticipate an impact on erosion / sedimentation / water quality downstream of these fires over the next several years. She also provided information on the [Athabasca River Conditions and Use](#) and [Water Shortage Advisories](#).

- b. **Fall Activities:** Staff provided a sneak peak of some of the activities they are working on for the fall, including hosting a Beaver Information Night in Westlock, and preparing for two events in November (at Plamondon and Rochester).

5. **AEPA Update:**

- a. **AEPA Update:** An AEPA update on several water management initiatives provided to the Alberta Water Council in October 2023, was shared with the board in the agenda package. Curtis and Abdi spoke to a number of items in the update. In particular, they noted the current focus on drought throughout much of the province. No management responses have been triggered as of yet, but a number of water shortage advisories have been issued. AEPA will be meeting with the WPACs on December 12th to discuss a potential meeting with the minister. A tailings ponds characterization is in the works.
- b. **Discussion on how the AWC can engage in AEPA priorities:** Petra noted that the WPAC managers have discussed the drought situation and are working with the Alberta Water Council to host 'Resilience to Drought' workshops across the province. The 3 northern WPACs are hosting such an event in Grande Prairie on January 31.

6. **Stakeholder Mapping Exercise**

- a. **Who are our stakeholders? What are their interests? Opportunities? How do we inform, engage and exchange:** Petra facilitated this session, providing a definition of stakeholder and asking board members to identify all government, industry, NGO and Indigenous stakeholders/rights-holders as well as stakeholders by geography (whole basin, Upper, Mid and Lower basin) that we might want to inform, engage or exchange information with. We need to understand their interests/priorities/opportunities to collaborate. It was noted that municipalities and other water users are important, but ‘everyday people’ are also a key audience. Petra will continue to build and prioritize this list to inform AWC sector engagement activities.
- b. **Who are past and future supporters?**
 - i. Petra is cleaning out and archiving files and preparing lists for acknowledgement in the 15 Year anniversary report.
- c. **What do board members need to be AWC Ambassadors?** Petra asked board members what tools they need to represent the AWC and its key messages. Items discussed included:
 - i. Slide deck with links to website for more info/ presentations to sector associations (CAPP, AFPA)
 - ii. Visual identity? Vests, business cards
 - iii. Notice of events/ activities in their areas
 - iv. Sector fact sheets

The board was in favour of having access to presentations and key messages for promoting the AWC. Petra presented the idea of creating sector-specific factsheets, which sparked good discussion on our target audience and whether there is a need to develop such specific outreach material.

7. CECE Discussion: 2024

- a. **15 Year anniversary special report Table of Contents:** Ashley shared a preliminary table of contents for a ‘special edition’ of our annual report which will highlight our 15th year anniversary. No items were suggested for addition, other than the idea of the inclusion of a word cloud in the report.
- b. **Other anniversary activities:** In conjunction with our 15-year celebration, Ashley asked whether the board would like to partner with ALMS for their annual conference in

September 2024, potentially in Hinton. The board approved this activity by consensus; following ALMS receiving board approval, work on conference planning should begin in January 2024.

Web Updates: Ashley presented a project proposal from Habit Creations Inc. for updating the AWC website. Requested changes include changing the domain name of our website from awc-wpac.ca to athabascawatershed.ca and using up to \$11,000 of our core budget to cover the cost of the updates. Kendra asked for clarification on the process of choosing Habit for this project; Ashley and Petra stated that they were chosen for our pre-existing working relationship, as well as a reasonable price, compared to a similar quote. The board approved the motion to change the domain name, as well as approving the motion to allocate funding towards this project, by consensus. Once the website is up and running, the board also suggested that a membership survey be done to ask members if we are doing the right things.

8. Technical Discussion

a. SOW update / Process for Moving Forward

Petra noted that staff are working on reviving the SOW Interactive Atlas and have contracted out writing of sub-basin summaries. She also provided a state of the watershed 'concept' that would take a 'report card' approach to the next SOW update (similar to [Mississippi](#) or [Ontario](#) report cards). The board agreed by consensus to the initial broad categories for which metrics will be developed. There was some concern that blame for poor grades would fall to municipalities for issues beyond their control. Petra responded by stating that metrics would be chosen carefully, and be focused on water before it enters any intake pipes.

Petra noted that the AWC needs to have a good discussion about our role in monitoring and research. Currently, we are involved in several studies (East Slopes benthic monitoring, Pembina water quality, U of A under ice water quality model, etc.) but we don't have a clear policy or goals directing activities.

9. Round table Sector Updates

a. Technical Discussion:

- b. Abdi/ Curtis – AEPA is focused on drought, particularly in the south, but also on the current and next budget cycle, anticipating a bigger ask for monitoring dollars.

- c. Shayla – working on a survey to learn more about 13% of the population in the watershed reliant on small public and private drinking water systems.
- d. Kendra – stressed the importance of municipal communication (summer villages and counties) with lake stewardship groups, particularly to inform municipal development plans and land use bylaws that may impact lake health. (Rob and Kendra agreed to discuss more offline.)
- e. Amanda – the summer around Hinton was dominated by fires and a major precipitation event (278 mm in 48 hrs); they are looking at water re-use.
- f. Rob: Continues to participate on the ALUS Barrhead-Westlock-Athabasca committee which continues to identify sites for riparian projects, pond levelers, etc.
- g. Laura: Inside Education’s annual youth conference will be focused on forests and water in 2024. WPAC videos should be ready for release in spring 2024.

10. Next Steps

- a. January 31 – Drought management workshop in Grande Prairie
- b. February 15, 2024 virtual board meeting in the a.m.
- c. April 18 – hybrid meeting in Fort McMurray
- d. June 8 – AGM and board meeting in Whitecourt
- e. Sept TBD – a joint workshop with ALMS in Hinton
- f. Nov. 14 – Board meeting Spruce Grove

11. **Adjournment:** Dan adjourned the meeting at 3:39pm.



Q3 (Fall) Activity & Financial Report: October 1 – December 31, 2023

Overview:

- After a spring and summer of fires, then floods, we all enjoyed the extended period of mild weather this fall. However, as we approach the end of 2023, the risk of drought in 2024 is on the minds of many water managers.

Admin, HR, Office, etc.:

- We continue to hold staff meetings most Monday mornings (virtually or in-person) as well as a virtual ‘work-together’ session on Wednesdays. Staff all partook in an office clean up and inventory session in December, before enjoying a Christmas lunch together.
- Our ART Intern who started an 8-month term with us in September, Shayla Watson, is well on her way looking into how climate change may affect drinking water, with a focus on private and small public drinking water systems. Look for an online [drinking water survey](#) in the New Year.
- SAIT Integrated Water Management student Ethan Guinand will be taking on a 3-month Capstone project starting in January looking at summarizing incidents and investigations in the Athabasca watershed as per the AER’s [Compliance Dashboard](#).
- Sarah moved from Athabasca to Fort McMurray in November. Look for an announcement about our new ‘field office’ once we secure office space.
- Staff were happy to take much deserved vacation time over the Christmas holidays!

Board/Governance:

- The Board of Directors held a successful meeting in Spruce Grove in November where they provided advice to staff in several different program areas.

Communications, Education and Community Engagement Activities:

Communications

Ashley continues to organize weekly social media posts, a monthly e-newsletter and [blog](#), and website updates as needed. As approved by the board in November, she has initiated a significant website refresh (including a move to a new domain – athabascawatershed.ca), working with our current web service provider Habit Creations.

Education

Ashley, with support from other staff and volunteers, continues to grow the Watershed Education Program which currently includes participating in 3 key programs targeted at students of various ages including local Pond Days, Caring for Our Watershed and the X-Stream Science

program. Additionally, Ashley continues to support other WPACs and organizations, most recently partnering LSWC staff to support a land-based learning event with the Little Buffalo School (Kee Tas Kee Now Tribal Council). Ashley also spent a good portion of her time filling out grant applications this fall to provide the financial capacity to grow these education programs.

Community and Sector Engagement

- Ashley and Petra met with Brad Peter, ALMs on Nov. 17 to discuss how AWC can support their work and how collectively, we can encourage more lake and monitoring groups throughout the watershed. Also under discussion is co-hosting the September 2024 ALMS workshop in Hinton.

Science

Sarah, with the support of Caity, Shayla and other interns and volunteers, continues to expand our science programs as follows:

a) Drinking Water and Resilient Communities Initiative

As mentioned, Shayla started with us in September and working on characterizing those Athabascans *not* on a large municipal drinking water system (i.e., looking at small public and private drinking water systems). With the signs of drought growing, Caity attended a drought workshop in Vegreville on Nov. 30 and the AWC is supporting the MPWA in planning for another workshop in Grande Prairie in January.

b) Healthy Shorelines Initiative, Sarah and Caity

Sarah and Caity continue to grow the Healthy Shorelines project, funded by WRRP grants. Working as a member of the ALUS Partnership Advisory Council for Athabasca County, County of Barrhead, Westlock County, a number of riparian and wetland conservation and restoration projects have been approved in these counties. Sarah partnered with ALUS and Cows and fish to host a Beaver Information Night in Westlock Oct. 30. Sarah has recently expanded into the Lac La Biche watershed. Sarah and Petra also provided advice to Associated Engineering on a shoreline offset project for the Smith Bridge replacement project. Under the healthy shorelines initiative, 3 working groups are supported as follows:

Pembina River Watershed Technical Advisory Committee

Sarah continues to facilitate this group (representing 12 different organizations) initiating a two-year water quality monitoring project funded by a generous (\$80k) donation from Pembina Pipelines. The group has put out an RFP, hired CPP Environmental, who despite fires and floods, were able to conduct 2 sampling events this summer, with samples from 19 sites from mouth to the headwaters. Staff participated in the 2nd round of sample collection in late August. Results will be shared with the group in February.

Tawatinaw Working Group

Sarah and Caity have been supporting a [Tawatinaw Watershed Working Group](#), who were successful in applying for a Land Stewardship Centre Watershed Stewardship Grant (\$10k). The group held their 2nd annual open house in Rochester in November with presentations from

Alberta Environment and Alberta Invasive Species Council. Caity organized a very successful Tawatinaw Christmas Bird Count on Dec. 30!

Lac La Biche WMP Implementation Committee Support

Sarah is taking over from Petra representing the AWC on the LLB WMP Implementation Committee which meets the 2nd Thursday of every month (AWC Director Brian Deheer is Co-chair with LLB County). Sarah made a riparian presentation to the Committee and coordinated an evening information session in Plamondon in November 21. She also gave a presentation to the Ag Society in Grassland Oct. 19.

c) Healthy Headwaters Initiative

Staff are working to get more projects going in the headwaters, hoping to get a working group going but in the meantime:

- WRRP funding has been received for a riparian assessment for the Lower McLeod in the fall of 2023. Fiera Biological Consulting has initiated this work.
- Sarah continues to participate in the East Slopes Biomonitoring Collaborative meetings which occur every couple of months. Staff carried out sampling October 2-3. Many thanks to volunteer Paula Evans who again supported fieldwork.
- The Berland-Wildhay Watershed Connectivity [Planning initiative](#), a stakeholder group looking at waterbody crossing mitigation in this East Slopes watershed, last met in May. Petra is looking to build capacity to continue this work.
- The AWC continues to be a member of the fRi Water and Fish stakeholder group, in support of fRi's work to develop a stream temperature model.

d) Healthy Lowlands Initiative

With Sarah now located in Fort McMurray, we are looking for opportunities to collaborate in the Lower Athabasca. Stay tuned...

Other Partnerships / Sector and Community Engagement:

- WPAC managers met with AEPA staff (Wendy Birch, Doug Thrussell, etc.) Nov. 6 to discuss the value of partnerships and a spring meeting with the Minister.
- We continue to provide input to Steve Meadows and Alan Corbett, the WPAC reps on the Alberta Water Council. Petra, Dan and Brian attended the Council's Water Conservation, Efficiency and Productivity update session on Oct. 25.
- Oct. 11-13 Petra participated in the AB WPAC Managers meeting that preceded the Drumheller WPAC Summit where she was joined by Ashley, Caity and Shayla. Ashley and Caity both gave presentations at the Summit. Board members Dan, Brian and Abdi also attended.

- The WPAC Managers met with AEPA in December. Drought is a key topic of concern, particularly for the southern WPACs.
- Petra continues to represent all 11 WPACs on the Alberta Energy Regulators Multi-stakeholder Engagement Advisory Committee which meets quarterly.
- We continue to support William Zhang (U of A) with his NSERC under-ice modeling project.

Things to Look Forward to:

- January 31 Drought Management Planning Workshop Grande Prairie
- February 10 Tawatinaw Working Group meeting
- February 15th Board meeting
- February 27 Pembina Working Group meeting
- March 7 Drought Workshop, Town of Athabasca
- April 18 Board Meeting
- June 8 AGM and Board Meeting

Communications Report:

Measure	March 31, 2021	March 31, 2022	March 31, 2023	2023-24 Q3		
Membership:						
# individuals	120	173	195	196		
# organizations	34	40	42	42		
Monthly Newsletter:						
# of subscribers	368	455	676	785		
Website:						
website users	468	711		1877		
# of Page Views	1116	15350	14290	6155		
Sessions / length	4742 / 2 m0s	7755 / 1m35s	7653	2975/ 42s		
Bounce Rate	54.43	61.68				
Facebook:						
Facebook Followers	468	608	686	710		
Facebook Likes	406	502	577	595		
Twitter:						
Twitter followers	404	479	692	433		
Instagram:						
Instagram Followers	405	573		707		
Linked In followers:			102	104		

Engagement Report:

Date 2022-23	Event	AWC Staff	Total # of non-staff attendees		Length (hrs)	Location
			We hosted	Other hosted		
Q3			We hosted	Other hosted		
Oct. 2-3	Benthic sampling Upper McLeod	Petra, Ashley, Caity	Paula 1		20	Hinton area
Oct. 11	WPAC Managers mtg	Petra		13	4	Drumheller
Oct. 12-13	WPAC Summit	P, A, C, Shayla		60	16	Drumheller
Oct. 18	Brigade committee mtg	P	Dan +6		2	virtual
Oct. 19	Women Working event	Ashley, Caity		40	4	Whitecourt
Oct. 19	Grassland site visit and Ag Soc. present	Sarah		20		Grassland
Oct. 24	DFO meeting – priority w/s	Petra		12	1	virtual
Oct. 25	Mtg with Farming Forward	Sarah	1		2	virtual
Oct. 26	AWC CEP presentations	Petra, Dan		25	2	virtual
Oct. 30	fRi meeting			15	2	virtual
Oct. 30	Beaver workshop		40		2	Westlock
Nov. 2	Mtg with Fiera	Sarah, Petra	1		0.5	virtual
Nov. 8	ALUS PAC	Sarah, Caity		12	2	Barrhead
Nov. 9	LLB WMP IC			12	2	LLB
Nov. 17	Met with ALMS/Brad	Petra, Ashley	1			St. Albert
Nov. 21	SAIT Capstone pitch	Petra		20	1	virtual
Nov. 21	Plamondon event	All	40			Plamondon
Nov. 22	MSEAC	Petra		20		virtual
Nov. 23	AWC Board	All	15		6	Spruce Grove
Nov. 24	Permafrost lab open house	Ashley		12	1	UofA
Nov. 25	Tawatinaw Info Session	All	35		2	Rochester
Nov. 29	Little Buffalo land camp	Ashley		Kate	6	Little Buffalo
Nov. 30	Lorne’s book launch Audreys	Petra		40	2	Edmonton
Nov. 30	Drought workshop	Caity		85	6	Vegreville
Dec. 4	Drought w/s planning mtg	Petra		MPWA	2	virtual
Dec. 5	Associated Engineering – Smith Bridge fish offset	Petra, Sarah	Dean		1	virtual
Dec. 6	MD LSR presentation	Petra		12	1	Slave Lake
Dec. 7	Sarah – Lisa Card ALUS	Sarah	1		3	Barrhead
Dec. 8	Petra with Susanna	mentoring	1			virtual
Dec. 12	AEPA drought talk	Petra		15	1	virtual
Dec. 13	LLB WMP IC	Sarah		15	2	virtual
Dec. 30	Tawatinaw Bird Count	Caity, Petra, Shayla	20		4	Tawatinaw

Budget to Dec. 31, 2023:				
REVENUE:	Budget (core)	Actual (core)	Actual (project)	Total
Donations	\$ 3,500.00	\$ 951.00		\$ 951.00
GOA grant	\$ 320,000.00	\$ 320,000.00		\$ 320,000.00
Other Grants		\$ 375.00	\$ 64,500.00	\$ 64,875.00
Misc. Revenue	\$ 1,500.00	\$ 176.00		\$ 176.00
Interest Revenue	\$ 1,500.00	\$ 2,536.86		\$ 2,536.86
Total 2023-24 Rev	\$ 326,500.00	\$ 324,038.86	\$ 64,500.00	\$ 388,538.86
EXPENSE:				
Rent/Utilities / internet	\$ 6,000.00	\$ 5,986.15	\$ 300.00	\$ 6,286.15
Telephone / Teleconference	\$ 3,000.00	\$ 2,031.04		\$ 2,031.04
Website (domain, hosting)	\$ 500.00	\$ 39.98		\$ 39.98
Computers & Software	\$ 2,500.00	\$ 2,506.63		\$ 2,506.63
Bank Fees / service charges	\$ 150.00	\$ 92.50		\$ 92.50
Board & Property Insurance	\$ 3,000.00			
Courier & Postage	\$ 500.00	\$ 24.63	\$ 276.63	\$ 301.26
Advertising & Promotions	\$ 2,500.00	\$ 1,480.00		\$ 1,480.00
Gifts of Appreciation	\$ 500.00	\$ 87.19		\$ 87.19
Office Supplies	\$ 500.00	\$ 1,166.90	\$ 131.97	\$ 1,298.87
Printing (design and layout, logo)	\$ 2,500.00	\$ 395.43	\$ 1,580.10	\$ 1,975.53
Membership, conf fees	\$ 500.00			
Accounting Expense (Audit)	\$ 5,000.00	\$ 5,500.00		\$ 5,500.00
GST expense (not recoverable)	\$ 2,000.00	\$ 716.46	\$ 249.75	\$ 966.21
honorariums	\$ 3,500.00	\$ 650.00	\$ 250.00	\$ 900.00
Mileage		\$ 3,300.94	\$ 7,389.74	\$ 10,690.68
Accommodation	\$ 5,000.00	\$ 1,666.75	\$ 1,230.59	\$ 2,897.34
Meals		\$ 283.21	\$ 369.51	\$ 652.72
Hosting, Events	\$ 2,500.00	\$ 1,117.17	\$ 233.57	\$ 1,350.74
Staffing	\$ 244,686.29	\$ 165,202.55	\$ 2,921.12	\$ 168,123.67
Summer Students	\$ 2,400.00	\$ -	\$ 18,990.40	\$ 18,990.40
Staff dev, training, etc.	\$ 2,500.00	\$ 2,037.00	\$ 822.95	\$ 2,859.95
El Expense		\$ 3,421.54	\$ 433.37	\$ 3,854.91
CPP Expense		\$ 8,900.70	\$ 1,008.44	\$ 9,909.14
Staff Benefits Program	\$ 4,800.00	\$ 1,800.00		\$ 1,800.00
WCB Expense	\$ 1,000.00			
Field Supplies	\$ 500.00	\$ 584.28	\$ 9,048.27	\$ 9,632.55
consulting contracts	\$ 20,000.00	\$ 3,180.95	\$ 23,396.85	\$ 26,577.80
contingency (savings)	\$ 3,500.00			
TOTAL EXPENSE	\$ 319,536.29	\$ 212,172.00	\$ 68,633.26	\$ 280,805.26
NET INCOME	\$ 6,963.71	\$ 111,866.86	-\$ 4,133.26	\$ 107,733.60

Cash on Hand Dec. 31, 2023:

Core Operations Acct	\$ 262,013.13
T-Bill (interest savings) Acct	\$ 75,592.07
T-bill (interest holding) Acct	\$ 105,986.56
GIC	<u>\$ 10,180.00</u>
sub-total	\$ 453,771.76
less \$ rec'd and committed	<u>\$ 364,789.24</u>
Unallocated	\$ 88,982.52