



C/O Town of High Level
10511 – 103 Street
High Level, AB
T0H 1Z0
Ph: 780-502-0778
albertanwsar@gmail.com

@Alberta_NWSAR
Alberta Northwest Species at Risk Committee



February 16, 2021

Peace River Regional District
P.O. Box 810
Dawson Creek, BC
V1G 4H8

**RE: Alberta Northwest Species at Risk Committee 2021 Associate Member
Fees, and 2020 Financial Report**

Dear Chair and Directors:

Alberta Northwest Species at Risk Committee (NWSAR) appreciates Peace River Regional District's participation and support in our endeavor to ensure local people and municipalities of Northwest Alberta are involved in species at risk planning at the Provincial and Federal levels.

We thank you for your continued dedication and commitment to NWSAR as one of our valued Associate Member municipalities. We are pleased to share our 2020 Financial Report, and have enclosed an invoice for your 2021 member fees.

This year is set to be a busy one for NWSAR. We will be finalizing our State of the Region Report for delivery to Municipal Affairs, releasing the Year 1 findings from our Caribou Ranges Research Project and setting up Year 2 wildlife monitoring, and [hopefully] be at workshops, conferences and tradeshow to share our work whether virtually or in person.

We hope this letter finds you well during this unprecedented time, and please do not hesitate to contact us with any questions regarding our 2020 Financial Report. If you choose not to continue with your NWSAR Associate membership, please advise us of your decision.

Yours Sincerely,

Lisa Wardley
Chair, NWSAR
Councillor, Mackenzie County

Crystal McAteer
Vice Chair, NWSAR
Mayor, Town of High Level



Town of High Level
10511 103 STREET
HIGH LEVEL AB T0H 1Z0

Phone: 780-821-4014

INVOICE	IVC00000000024137
Type	
Date	2/12/21
Page	1

Bill to:

PEACE RIVER REGIONAL DISTRICT
 ATTN: SUZANNE GARRETT
 CORPORATE SERVICES

Ship to:

PEACE RIVER REGIONAL DISTRICT
 ATTN: SUZANNE GARRETT
 CORPORATE SERVICES

Purchase Order ID		Customer ID	Shipping Method		Payment Terms ID	
		PEAC015	LOCAL DELIVERY		Net 30	
Quantity	Description	U Of M	Discount	Unit Price	Ext. Price	
1.00	2021 NWSAR COMMITTEE	Each	\$0.00	\$0.00	\$0.00	
1.00	ASSOCIATE MEMBERSHIP FEE	Each	\$0.00	\$1,000.00	\$1,000.00	

GST #: 108127093RT0001

ALBERTA NWSAR COMMITTEE FINANCIAL REPORT: DECEMBER 2020**Overview & Contributions Up-to December 31, 2020**

COMMITTEE MEMBER CONTRIBUTIONS 2020	MEMBERSHIP TYPE	FEES (\$)
CLEAR HILLS COUNTY	VOTING	\$ 50,000.00
COUNTY OF NORTHERN LIGHTS	VOTING	\$ 50,000.00
TOWN OF RAINBOW LAKE	VOTING	\$ 50,000.00
TOWN OF HIGH LEVEL	VOTING	\$ 50,000.00
MACKENZIE COUNTY	VOTING	\$ -
MUNICIPAL DISTRICT OF OPPORTUNITY NO.17	ASSOCIATE	\$ 1,000.00
NORTHERN SUNRISE COUNTY	ASSOCIATE	\$ 1,000.00
BIG LAKES COUNTY	ASSOCIATE	\$ 1,000.00
TOWN OF HIGH PRAIRIE	ASSOCIATE	\$ 1,000.00
MUNICIPAL DISTRICT OF PEACE NO. 135	ASSOCIATE	\$ 1,000.00
MUNICIPAL DISTRICT OF FAIRVIEW NO. 136	ASSOCIATE	\$ 1,000.00
TOWN OF FOX CREEK	ASSOCIATE	\$ 1,000.00
SADDLE HILLS COUNTY	ASSOCIATE	\$ 1,000.00
COUNTY OF GRANDE PRAIRIE	ASSOCIATE	\$ 1,000.00
PEACE RIVER REGIONAL DISTRICT	ASSOCIATE	\$ 1,000.00
TOWN OF MANNING	ASSOCIATE	\$ 1,000.00
TOTAL		\$ 211,000.00
UNSPENT CONTRIBUTIONS - 2019 (Balance Brought Forward)		\$ 246,943.77*
<i>*Includes \$150,000 from Mackenzie County for 2020,2021 & 2022</i>		
TOTAL CONTRIBUTIONS - 2020		\$ 457,943.77
TOTAL SALARY EXPENSES - 2020 (Up-to December 31)		\$ 48,389.78
TOTAL OTHER EXPENSES - 2020 (Up-to December 31)		\$ 88,849.34
TOTAL UNSPENT CONTRIBUTIONS - 2020		\$ 320,704.65

ALBERTA NORTHWEST SPECIES AT RISK COMMITTEE FINANCIAL REPORT: DECEMBER 2020

Expenses 2020: Up-to December 31, 2020

DATE	CATEGORY	VENDOR	AMOUNT (\$)	DESCRIPTION
2020-01-27	NWSAR - HONORARIUMS	LISA WARDLEY	\$ 5,840.00	LISA WARDLEY HONORARIUMS
2020-05-31	NWSAR - HONORARIUMS	MANUAL ENTRY	\$ 278.10	GST DIFFERENCE ON EXP. CLAIM & HONORARIUMS
2020-01-27	NWSAR - TRAVEL & SUBSISTENCE	EUREKA RIVER AG SOCIETY	\$ 300.00	INVOICE #192 - NWSAR OPEN HOUSE VENUE RENTAL
2020-01-27	NWSAR - TRAVEL & SUBSISTENCE	MONTAGNEUSE 4-H MULTI CLUB	\$ 800.00	INVOICE #595814 - NWSAR OPEN HOUSE FOOD (EUREKA RIVER)
2020-01-28	NWSAR - TRAVEL & SUBSISTENCE	HAYLEY GAVIN	\$ 245.54	NWSAR OPEN HOUSES EXPENSE CLAIM
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 23.65	FEB 08/20 HG - COMMITTEE MEETING SNACKS
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - HAMPTON INN & SUITES	\$ 153.22	FEB 08/20 HG - NWSAR OPEN HOUSE ACCOMMODATION (GP)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - SUBWAY	\$ 229.95	FEB 08/20 HG - NWSAR OPEN HOUSE PUBLIC FOOD (MANNING)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - SUBWAY	\$ 60.00	FEB 08/20 HG - NWSAR OPEN HOUSE PUBLIC FOOD (MANNING)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - NOVA INN	\$ 118.56	FEB 08/20 HG - NWSAR OPEN HOUSE ACCOMMODATION (MANNING)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - TRADITIONS CAFÉ	\$ 247.50	FEB 08/20 HG - NWSAR OPEN HOUSE PUBLIC FOOD (HIGH LEVEL)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - MATT'S PIZZA	\$ 81.55	FEB 08/20 HG - NWSAR OPEN HOUSE FOOD (HIGH LEVEL)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - YOUR INDEPENDENT	\$ 32.97	FEB 08/20 HG - NWSAR OPEN HOUSE FOOD (HIGH LEVEL)
2020-02-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - COUNTRY GRILL STEAK	\$ 51.71	FEB 08/20 HG - NWSAR OPEN HOUSE WEEK LUNCH MEETING (LA CRETE)
2020-02-11	NWSAR - TRAVEL & SUBSISTENCE	LISA WARDLEY	\$ 622.86	BISTCHO SUB-REGIONAL TASK FORCE MTG 3 EXPENSE CLAIM
2020-02-25	NWSAR - TRAVEL & SUBSISTENCE	LISA WARDLEY	\$ 1,402.35	BISTCHO SUB-REGIONAL TASK FORCE MTG 4 EXPENSE CLAIM
2020-03-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 27.00	MAR 08/20 HG - IMPARK CALGARY (CMR MEETING)
2020-03-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 25.69	MAR 08/20 HG - COMMITTEE MEETING SNACKS
2020-03-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP - RJ'S CROSSROADS	\$ 225.17	MAR 08/20 HG - NWSAR OPEN HOUSE PUBLIC FOOD (RAINBOW LAKE)
2020-03-24	NWSAR - TRAVEL & SUBSISTENCE	HAYLEY GAVIN	\$ 99.03	BISTCHO SUB-REGIONAL TASK FORCE MTG 5 EXPENSE CLAIM
2020-03-24	NWSAR - TRAVEL & SUBSISTENCE	LISA WARDLEY	\$ 1,485.68	BISTCHO SUB-REGIONAL TASK FORCE MTG 5 EXPENSE CLAIM
2020-04-06	NWSAR - TRAVEL & SUBSISTENCE	CMR CONSULTING INC.	\$ 408.38	INVOICE #1218 - BISTCHO TASK FORCE MTG 5 EXPENSE CLAIM
2020-04-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 140.90	APR 08/20 HG - NWSAR ONLINE SURVEY GIFT CARDS
2020-04-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 222.02	APR 08/20 HG - BISTCHO TASK FORCE MTG 5 ACCOMMODATION (EDM)
2020-04-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 6.67	APR 08/20 HG - E-PARK EDMONTON (SRTF MEETING 5)
2020-09-08	NWSAR - TRAVEL & SUBSISTENCE	BMO FINANCIAL GROUP	\$ 26.00	SEP 08/20 HG - IMPARK CALGARY (CMR MEETING)
2020-11-16	NWSAR - TRAVEL & SUBSISTENCE	AMBER BEAN	\$ 415.39	EXPENSE CLAIM - ZOOM MEETINGS
2020-02-08	NWSAR - ADVERTISING	BMO FINANCIAL GROUP - MACKENZIE INC. REPORT	\$ 1,100.50	FEB 08/20 HG - NWSAR OPEN HOUSE NEWSPAPER ADVERTISING
2020-03-08	NWSAR - ADVERTISING	BMO FINANCIAL GROUP - FACEBOOK	\$ 10.00	MAR 08/20 HG - NWSAR ONLINE SURVEY BOOST
2020-02-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$ 2.00	FEB 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-02-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP - WALMART	\$ 527.50	FEB 08/20 HG - NWSAR OPEN HOUSE GIFT CARDS
2020-02-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP - PIONEER PHARMACY	\$ 54.95	FEB 08/20 HG - NWSAR OPEN HOUSE GIFT CARDS
2020-02-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$ 105.95	FEB 08/20 HG - NWSAR ONLINE SURVEY GIFT CARDS
2020-02-11	NWSAR - ADMINISTRATIVE SUPPLIES	HAYLEY GAVIN	\$ 161.90	NWSAR ONLINE SURVEY GIFT CARD PRIZES
2020-03-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$ 2.00	MAR 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-03-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP - WALMART	\$ 303.37	MAR 08/20 HG - NWSAR ONLINE SURVEY GIFT CARDS
2020-03-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP - CANADA POST	\$ 4.28	MAR 08/20 HG - NWSAR ONLINE SURVEY GIFT CARDS POSTAGE
2020-04-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$ 2.00	APR 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-04-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$ 107.99	APR 08/20 HG - STAPLES (SRTF PRINTED MATERIALS)

2020-04-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	0.60	APR 08/20 HG - STAPLES (SRTF PRINTED MATERIALS)
2020-04-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	0.84	APR 08/20 HG - STAPLES (SRTF PRINTED MATERIALS)
2020-04-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	22.45	APR 08/20 HG - AMAZON (PURCHASE ORDER BOOK)
2020-05-04	NWSAR - ADMINISTRATIVE SUPPLIES	HOWL MARKETING INC.	\$	2,750.00	INVOICE #1208 - WEBSITE OVERHAUL/UPDATES
2020-05-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	MAY 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-05-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	MAY 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-07-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	JULY 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-08-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	AUG 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-09-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	SEP 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-10-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	OCT 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-11-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	NOV 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-12-08	NWSAR - ADMINISTRATIVE SUPPLIES	BMO FINANCIAL GROUP	\$	2.00	DEC 08/20 HG - ONE DRIVE ONLINE STORAGE
2020-01-27	NWSAR - PROJECT #002 - CONTRACTED SERVICES	SHORT COMMUNICATIONS LTD.	\$	7,660.00	CARIBOU RANGES RESEARCH PROJECT VIDEOS
2020-04-06	NWSAR - PROJECT #002 - CONTRACTED SERVICES	ALBERTA TRAPPERS ASSOCIATION	\$	32,625.00	INVOICE #11146 - CARIBOU RANGES RESEARCH PROJECT DEPLOYMENT
2020-05-04	NWSAR - PROJECT #002 - CONTRACTED SERVICES	ALBERTA TRAPPERS ASSOCIATION	\$	6,000.00	INVOICE #11187 - CARIBOU RANGES RESEARCH PROJECT ADMIN FEES
2020-11-08	NWSAR - PROJECT #002 - CONTRACTED SERVICES	BMO FINANCIAL GROUP	\$	30.83	NOV 08/20 HG - CARIBOU RANGES RESEARCH PROJECT TRAPPER TRAINING (MEAL)
2020-11-08	NWSAR - PROJECT #002 - CONTRACTED SERVICES	BMO FINANCIAL GROUP	\$	378.44	NOV 08/20 HG - CARIBOU RANGES RESEARCH PROJECT... (VENUE/ACCOM)
2020-11-08	NWSAR - PROJECT #002 - CONTRACTED SERVICES	BMO FINANCIAL GROUP	\$	58.10	NOV 08/20 HG - CARIBOU RANGES RESEARCH PROJECT... (MEAL)
2020-11-08	NWSAR - PROJECT #002 - CONTRACTED SERVICES	BMO FINANCIAL GROUP	\$	25.58	NOV 08/20 HG - CARIBOU RANGES RESEARCH PROJECT... (MEAL)
2020-11-15	NWSAR - PROJECT #002 - CONTRACTED SERVICES	ALBERTA BIODIVERSITY MONITORING INSTITUTE	\$	23,329.17	CARIBOU RANGES RESEARCH PROJECT... GROUND-TRUTHING (FRIAA PROJECT)
			\$	88,849.34	