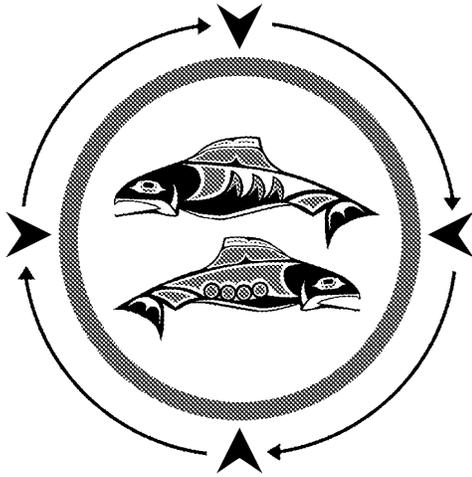


**Upper
Fraser
Fisheries
Conservation
Alliance**



**2009/10 Collaborative Management
Agreement
December 2009 Contribution Progress Report**

**Prepared by:
*Brian Toth***

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UFFCA)\2009-10\Appendix 5 Reports\Appendix 5 BPM (
UFFCA December 09)_TJ approved.doc

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**Appendix 5
Aboriginal Aquatic Resource and Oceans Management (AAROM)
December 2009 Contribution Progress Report
Collaborative Management Agreement**

Agreement Number: ACM2009 - 1003
Fiscal Year: 2009/2010
Name of Aboriginal Organization: Upper Fraser Fisheries Conservation Alliance
Amount of Approved Contribution: \$502,000.00
Funds Received to date: \$183,144.27
Reporting Period: December 1-31, 2009

<p>TYPE of Report (check one): <input checked="" type="checkbox"/> Monthly Progress Report - complete Appendix 5 <input type="checkbox"/> Quarterly Progress Report - complete Appendix 5 <input type="checkbox"/> Supplementary Report - complete Appendix 5 <input type="checkbox"/> Final Report - complete Appendices 3 and 5 - complete an audit (if required)</p>	<p>PURPOSE of Report (check one): <input checked="" type="checkbox"/> Request for reimbursement <input checked="" type="checkbox"/> Request for advance - for agreements over \$250,000, Monthly reports required - for other agreements, Quarterly reports required <input type="checkbox"/> Release holdback - Final report required <input type="checkbox"/> Other. Please specify _____</p>
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1. FINANCIAL SUMMARY (Overall)

Funding Source	Year to Date Expenditures	Commitments	Forecast to Year End	Total Forecast for Activity
DFO - AAROM	\$376,376.53	\$	\$125,623.47	\$502,000.00
DFO - PICFI	\$52,992.60	\$	\$78,007.40	\$131,000.00

Type of Expenditures	Funds Received Last Period	Eligible Expenses for Current Reporting Period	Amount Required for Next Period
AAROM:			
I. Aquatic Resource Management and Stewardship		\$30,161.24	
II. Economic Opportunities		\$0	
III. Aquatic Resource Management Compliance and Accountability		\$0	
Agreement Total	\$0	\$30,161.24	\$34,161.24

Regional Note: Funds rec'd to date \$381,215.29 – YTD Expenditures \$376,376.53 = surplus \$4,838.76 – January advance (per App 4) \$44,000 = **Payment \$39,161.24**

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Type of Expenditures	Funds Received Last Period	Eligible Expenses for Current Reporting Period	Amount Required for Next Period
PICFI			
I. Aquatic Resource Management and Stewardship			
II. Economic Opportunities		\$0	
III. Aquatic Resource Management Compliance and Accountability		\$0	
Agreement Total	\$0	\$0	\$9,000.00

Regional note: funds rec'd to date \$70,992.60 – YTD expenditures \$52,992.60 = surplus \$20,000 – January Advance (per App 4) \$27,000 = **Payment \$7,000**

2. DETAIL OF WORK ACTIVITIES COMPLETED TO DATE

Section Summary

This report summarizes the UFFCA's activities and financial status for the period of December 2009. The UFFCA's AAROM Agreement was amended in July to include an additional \$131,000 in funding to support four Demonstration Commercial Fishery proponents and the purchase of an ice machine. Activities and expenditures related to these funds are described under the Economic Opportunities Section of this report. Agreements related to delivering the DCF funding have been developed and portions of the funding for proponent's equipment needs were released in November. Discussions with DFO personnel have been ongoing to identify acceptable manners in which to reallocate DCF funding, given that fisheries were not possible in 2009. DCF funding was utilized to support the analysis of sockeye tissue samples collected from the Churn Creek area. The intent is to assess the utility of these samples as a potential in-season stock management tool to support future in-river commercial fisheries. A draft amended work and expenditure plan for DCF/PICFI funding was submitted in December.

A Board and General meeting forum were held in early December. The UFFCA also hosted its 2nd workshop for Regional Fisheries Liaisons employed by some UFFCA area First Nation organizations via the UFFCA's BCCI project. UFFCA personnel and staff attended to a number of watershed-wide forums, including meetings on the renewal of the Fraser Annex and the FRAWG Road Map process. Funding proposals to support technical projects for next fiscal year were submitted to the Fraser Salmon and Watersheds Program.

I. AQUATIC RESOURCE MANAGEMENT AND STEWARDSHIP

Organizational Capacities that are supported under this section include:

- CFR & Administrative Coordinator
- Facilitation Coordinator
- Stock Management Biologist
- Habitat Biologist
- Executive Director (previously Organizational Development Coordinator)
- Financial Administrator
- Records and Communications Officer
- Information Technologist
- Community Fisheries Representative Program
- Board and General UFFCA Forums

The primary activities that each UFFCA position was engaged in during this reporting period are described below.

Project Deliverables

i. CFR & Administrative Coordinator (AC)

The CFR & Administrative Coordinator's (AC's) role is intended to focus on general administrative support and facilitating improvements to the UFFCA's CFR program, including working to continue achieving efficiencies in CFR invoicing and reporting functions, and improving the timeliness, regularity and quality of CFR reporting received. The CFR & Administrative Coordinator's monthly activities are intended to involve the following key components:

- Execution of CFR Agreements with each First Nations community or organization that was engaged in the program in 2008/09 – and wishes to continue within the program this fiscal year.
- Administration; seeing to the timely receipt, organization and delivery of UFFCA mail and payables, including contractor's, CFR's and other goods and service provider's invoicing, and distribution to appropriate staff and/or contractors for processing.
 - Coordinating payment processing
- Coordination of the UFFCA's board and general meetings
 - Meeting agendas and materials prepared and printed prior to meetings

The CFR/Admin Coordinator was no longer under contract with the UFFCA as of December 31, 2008. The Executive Director and Facilitation Coordinator have continued to fulfill this position's role since then.

ii. Facilitation Coordinator (FC)

Meeting and Travel Summary Table

MEETING AND TRAVEL SUMMARY		
Meeting #1: Fraser Annex Renewal		
<i>Date:</i> December 8, 2009	<i>Location:</i> Richmond	<i>Participants:</i> Fraser First Nations and DFO
<i>Purpose/Issue(s):</i> Discussion included:		
1. Update on Fraser Annex process (near completion)		
<i>Decisions / Next Steps / Outcomes:</i>		
<i>The following is the latest draft of the language being agreed to by both Canada and the US re: proportional sharing. Potential impacts to UFFCA members.</i>		
Joint Agreed Draft (December, 2009)		
Item #1		
3(d) For computing TAC by stock management groupings, the AFE shall be allocated to management groups as follows: The Early Stuart sockeye exemption shall be up to 20% of the Fraser River Aboriginal Fishery Exemption (AFE), and the remaining balance of the latter exemption shall be based on the average proportional distribution for the most recent three cycles and modified annually as required to address concerns for Fraser River sockeye stocks and other species and as otherwise agreed by the Fraser River Panel. If either pre-season or in-season, there is insufficient harvestable surplus (defined as run size minus escapement goal, minus management adjustments made pursuant to paragraph 3(b), minus test fishing catches) in any stock management group to allow for the total AFE distribution to that stock management group as described above, the AFE for that stock management group will be the greater of: a) the catch or projected catch by Aboriginal Fisheries or b) the available harvestable surplus. The remaining balance of AFE not distributed to that stock management group will be re-distributed to the		

AAROM Monthly Contribution Progress Report; December 2009

other stock management groups in the same proportions as specified above, unless otherwise agreed by the Fraser River Panel. The harvest distribution of Early Stuart sockeye is expected to remain similar to that of recent years.

Item # 2

Aboriginal Exemption - Agreed draft of paragraph 3(d) completed November 12, 2009. The AFE allocation approach described was tested in 2009 and will undergo further technical review to ensure there are no outstanding issues with implementing the agreed approach.

Item # 3

Composition of the current 4 management groups can be changed by Panel agreement without Annex revision. Changes to the number of management groups requires Annex revision. Current composition of management groupings is causing issues for management. Changes to the composition and number of management groups could affect the implementation of Canada's escapement plan and change the harvest patterns on specific stock components. Thus, any proposed changes would require consultation and DFO science review. It is unlikely that such review could be completed prior to February 2010. Canada has developed a work plan to address technical issues related to potential changes to the composition of management groups

Meeting #2: UFFCA Board Meeting

<i>Date:</i> December 2, 2009	<i>Location:</i> Prince George	<i>Participants:</i> Marcel Shepert, Dave Levy, Pete Nicklin, Bill Shepert, Brian Toth, Thomas Alexis, Carl Frederick, Irvin Gagnon, Paul Grinder, Randy Billyboy, Andrew Meshue, James Paul
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Purpose/Issue(s) :

1. Review Agenda and Objectives for Meetings
2. Review Minutes from October Meeting
3. UFFCA Administration (Brian T., Marcel S.)
 - └ Budget Updates, Programs and Projects (BC Capacity, FSWP, AAROM)
 - └ PICFI Update
 - └ AAROM Multi-year Proposal Process 2010-2014 (Status Update)
 - └ Contract Update (Signatures)
4. FNFC (Thomas Alexis)
 - └ Follow-up on WSP Review Call and Recommendations
 - └ PICFI Planning Regional Conference Calls – PICFI technical working group future?
 - └ FNFC Commitment to Action Working Group – Next Steps
 - └ Next Steps – Input into Salmon IFMP Processes for 2010
 - └ Roundtable and Other Items for Discussion
5. WSP Implementation (Marcel S.)
6. DFO-Enquiry into Sockeye (Marcel S.)
7. RFL's/CFR's Update (Lisa H.)
8. Inter Tribal Treaty Update (Thomas Alexis)
9. UFFCA Website
 - └ Provide Demonstration of New Features
 - └ Security Features
 - └ Demo – Wiki (for UFFCA members)
 - └ Budget Update
10. Pacific Salmon Treaty (Chapter 4) – Fraser Annex Renewal Strategy
11. Next Meeting Dates

Decisions & Next Steps:

1. **ACTION***** Marcel to work with Jeremy to post all of the monthly reports to the website Brian to forward all documents to Marcel.
2. **ACTION***** Brian to find dollars for Stellat'en Nation to participate in UFFCA process as per CFR, Marcel to work with Sharolise Baker
3. **ACTION***** To follow up with the RFL's program managers to see about the billing, since no one has

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- billed to date.
4. **ACTION***** Send cheques to the 4 organizations who signed onto PICFI
 5. **ACTION***** send a letter to DFO expressing the interest of the UFFCA to keep the co-management position within the UFFCA territories and not including the whole BCI, only if DFO insists that the position be all inclusive will the board capitulate
 6. **ACTION*****Brian to work with Dave Reedman to come up with some deliverables for a 3 month job
 7. **Action** – Jeremy to contact Randy regarding name change required on website
 8. **Action** – Marcel to shutdown all of the UFFCA phone services that are setup of Lheidli
 9. **Action** – Jeremy to test drive the online conferencing function in preparation for holding the next Board meeting using
 10. **ACTION******Brian to look into budgetary aspects
 11. **ACTION***** Marcel and Pete to work with Mark Saunders and Paul Ryall perhaps it is to request that UFFCA take on a pilot project here in the area

Meeting #3: UFFCA General Meeting

<i>Date:</i> December 3, 2009	<i>Location:</i> Prince George	<i>Participants:</i> Trina Phillips, Juanita Alec, Shamus Curtis, Andrew Meshue, Dolores Duncan, Cheryl Pierre, Lisa Hardy, Dave Levy, Albert George, Linda Stevens, Jonathan Shearer, Kirby Johnnie, Paul Grinder, Mike Lapointe, Christina Ciesielski, Richard Bailey, Steve Ratko, David Southgate, Sharolise Baker, Thomas Alexis, Jim Webb, Frank Christopher, Carl Frederick, Pete Nicklin
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Purpose/Issue(s): Objectives cited included: Acquire information via the latest discussions from the Chinook technical committee, specifically, how the UFFCA can protect early timed Chinook for 2010 and beyond. Sockeye and Coho planning for 2010. An important update on the Integrated Harvest Planning Committee (IHPC) process for 2010. Finally, to get the latest information on the FNFC's important next steps.

1. Review Agenda and Objectives for Meetings
2. Review Minutes from October Meeting
3. Technical Updates (Pete Nicklin)
 - Preliminary Sockeye Numbers (Stuarts, Early Summer, Summers, & Lates)
 - 2009 Chinook escapements & 2010 Outlook (Jeff Grout Presentation)
 - UFFCA/NSTQ DNA Update (Gord S.)
 - 2010 Outlook Update (Linda S.)
 - JTC Update
 - ATK-AFSAR
 - WSP Implementation – Mark Saunders (CU Assessments)
 - 2010 Context Challenges Opportunities Pacific Salmon (Linda S.)
4. UFFCA Administration (Brian T.)
 - AAROM Update-Agreement Templates for Multi-year Funding
 - BC Capacity
 - Online Reporting and Expensing
5. FNFC (Thomas A.)
 - Follow Up on WSP Review Call and Recommendations
 - PICFI Planning Regional Conference Calls – PICFI technical working group future?
 - FNFC Commitment to Action Working Group – Next Steps
 - Next Steps – Input into Salmon IFMP Processes for 2010
 - Round Table and Other Items for Discussion
6. Fraser Forum and IFRAWG Process (Marcel S.)
 - Meeting Update and Objectives
 - Work to Date – Work Plan for '09
7. CFR & RFL Updates
8. IHPC Update (Marcel Shepert)
9. Judicial Enquiry (Linda Stevens)
10. Pacific Salmon Treaty (Chapter 4) – Fraser Annex Renewal (Marcel Shepert)
11. Preparation for January Meeting (Who from DFO do we want?)

Decisions & Next Steps:

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<ul style="list-style-type: none"> • Action – Get Vince Prince from Nak'azdli to come in and talk about the court case at our January meeting. • Action – Pete to follow up with Skeena regarding management of Skeena Chinook stocks. • Action – Marcel to follow up with putting RFL work plans on website. • Action – DFO to follow up with by-catch mortality by sector. • Action – Marcel and Pete to follow up with Mark Saunders regarding the CU assessment project with science and eco-trust. • Action – Thomas to get a consultation process meeting held in Prince George regarding FNFC. • Action – Marcel to send Sharmayne the Brenda Gartner report to put on the website. • Action – Linda to forward Marcel the department leads and all available information on Judicial Enquiry. 		
<p>Meeting #4: UFFCA RFL Workshop</p>		
<p><i>Date:</i> December 2, 2009</p>	<p><i>Location:</i> Prince George</p>	<p><i>Participants:</i> Pete Nicklin, Marcel Shepert, Dave Levy, Lisa Hardy, four UFFCA RFLs</p>
<p>Purpose/Issue(s) : Ongoing review of the work assignments completed to date by the UFFCA RFLs and providing of direction and assistance with future RFL assignments.</p> <ol style="list-style-type: none"> 1. Discussion – one development you want to focus on in your territory class assignment: prepare an outline for your report review RFL outlines 2. Work assignments. Review Module 6, exercises 1-2. 3. Module 6, exercise 3 - group 4. Powerpoint presentation – Lisa 5. Powerpoint presentations – RFL's (Wild Salmon Policy or DFO Habitat Practitioners Guide) 6. Powerpoint basics – Dave 7. Powerpoint presentation – Lisa 8. Environmental assessment basics – FNEATWG 9. Environmental assessment case study 10. Next assignments 		
<p>Decisions & Next Steps:</p> <ul style="list-style-type: none"> • Past assignments were reviewed and assessed for completion and additional assignments were explained and initiated; direction and guidance was provided. 		

Summary; Other Activities

- Facilitated the UFFCA's December 2/3 Board and General Meeting functions
- Participated in teleconferences and, face-to-face meeting of the Fraser Annex Renewal. Dec 4, 8, 21. I participate as a Canadian Negotiator in the small group sessions. Have also worked on PPP and debriefing of FN Commissioners
- The UFFCA Chair/Facilitator also attended the meetings and facilitated the (Fraser River and Approach Working Group) "Roadmap" workshop on December 9 and 10 in Richmond.
- Maintained communication with the following:
 - CSTC
 - Stelat'en FN
 - FRAFS
 - FNFC
 - Skeena Fisheries Commission.
- Continued to work closely with the, Skeena Fisheries Commission, and the Nuu-chah-Nulth to ensure full participation, January 27-28, 2010. The purpose is to share information relating to the FRSSI process in direct relation to WSP, benchmarks and CU's. Both the Skeena and WCVI are involved in pilot projects which the UFFCA can learn from.
- Took care of administrative functions including:
 - Meeting minutes from December board meeting circulated and posted to the UFFCA web site, January 15.
 - Meeting minutes from December general meeting circulated and posted to the UFFCA web site, January 15.
 - Coordinate UFFCA general and board meetings including, catering and facility rentals, guests and presentation materials.

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- Prepare special materials for UFFCA general and board meetings
- Printing and organizing meeting packages
- Web site design and content coordination
- General coordination of invoices and purchase orders
- Coordinating UFFCA meetings including all aspects of logistics
- Coordinated other various matters
 - Worked with IT to post all of the monthly reports to the website.
 - Work with Stellat'en First Nation to develop CFR
 - Follow up with the RFL's program managers to see about the billing, since no one has billed to date.
 - Contacted other First Nations with an interest in PICFI to share information on restrictions and strategies for overcoming.
 - PICFI surplus work plans and budget to be developed including extensive consultation.
 - Send a letter to DFO expressing the interest of the UFFCA to keep the co-management position within the UFFCA territories and not including the whole BCI, only if DFO insists that the position be all inclusive will the board capitulate
 - Get Vince Prince from Nak'azdli to come in and talk about the fisheries court case at our January meeting.
 - Contacted DFO to follow up with by-catch mortality by sector to present to UFFCA members.
 - Follow up with Mark Saunders regarding the CU assessment project with science and eco-trust.
 - Followed up with Thomas to get a consultation process follow up to be held in Prince George.
 - Forwarded Brenda Gartner report for uploading to UFFCA website.
 - Follow up with DFO re: leads and all available information on Judicial Enquiry.
- Bilateral meeting(s) with DFO managers including:
 - Barry Rosenberger: Fraser Annex renewal and the Fraser Panel small group negotiations committee, follow-up, December 4, 8, 21.
 - Barry Huber - UFFCA and the Forum on Conservation and Harvest Planning on Fraser Salmon
 - Paul Ryall – UFFCA & FRSSI, have worked with Paul to ensure workshop content and method for delivery is accessible. January 27-28 in Prince George.

Issues & Concerns:

- a. FRSSI – Higher level work shop planned for January 27-28.
- b. WSP implementation-Fraser River very complex, DFO wanting to start immediately.
- c. Final in-season accounting of UFFCA sockeye stocks
- d. Fraser Annex Renewal – final drafting
- e. Fraser Forum process – next meeting planned December 9-10
- f. FRAWG – Continues to develop agenda for engagement and management framework.

iii. Stock Management Biologist (SMB)

Summary; Other Activities

- The SMB participated in the RFL training workshop, the UFFCA Board meeting and the UFFCA general meeting December 2nd and 3rd.
- The UFFCA SMB attended and participated in the FRAWG (Fraser River and Approach Working Group) "Roadmap" workshop on December 9 and 10 in Richmond. The UFFCA Chair/Facilitator also attended the meetings and facilitated the process. The work from this group will be reported at the February UFFCA meeting.
- The SMB completed a concept proposal (Quesnel River DIDSON enumeration) for the Fraser Salmon and Watersheds Program (FSWP), and contributed to a second concept proposal (evaluation of UFFCA Conservation Units) submitted by the UFFCA Habitat Biologist to the same funding program. The Quesnel DIDSON proposal was accepted for the detailed proposal stage (due date December 11th).
 - The concept proposal for the Quesnel River DIDSON project was accepted for the detailed proposal stage. The UFFCA SMB developed and completed a detailed Quesnel

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River DIDSON proposal, including an additional component – Mitchell River DIDSON enumeration – based on discussions with FSWP, DFO and NSTC.

- The SMB worked with the CSTC Fisheries Programs on the following technical documents:
 - CSTC: As part of the in-kind contribution to the CSTC Nechako white sturgeon project, the SMB wrote and submitted a summary of results and recommendations for future DIDSON work related to Nechako white sturgeon recovery in November. In December a summary table of DIDSON activities, locations and dates was provided to CSTC for planning for the 2010 sturgeon project.
- The SMB completed and submitted (November 16th) an ATK research proposal for the AFSAR program. The proposal is a continuation of the work begun under an AFSAR project being completed this fiscal.
 - The SMB coordinated work tasks for the CFR's to begin community protocol research. In addition, discussions with the AFSAR liaison identified additional funds available for the above project. The additional funds will be used to expand the CFR research work and the coordination/planning role of the Junior Habitat Biologist.
- Planning has begun for the UFFCA to host a Fraser River Sockeye Spawning Initiative (FRSSI) workshop/meeting in January 2010. As part of the information presented at the workshop the SMB will update the UFFCA area sockeye catch/escapement information for presentation at the workshop.
- Simon Fraser University has re-initiated the Fraser sockeye modeling work they began a couple of years ago. The UFFCA SMB discussed the work being completed by the SFU team with the lead professor, and a first look at the new work will be presented at the January 20th Fraser Watershed Joint Technical Forum in Abbotsford. A second presentation for the SFU team has already been scheduled for March 3rd.
- Summarized activities for the month included the following:
 - i. December 1: Monthly reporting
 - ii. December 1: Travel to PG for UFFCA meetings
 - iii. December 2: UFFCA RFL workshop and BoD meeting (evening) participation
 - iv. December 3: UFFCA general meeting and travel to WL
 - v. December 4: DIDSON Sturgeon summary table
 - vi. December 9: Quesnel DIDSON project proposal development and discussions
 - vii. December 10: Quesnel DIDSON proposal development/meet with FSWP/completion
 - viii. December 14: UFFCA technical tasks discussions and planning (FRSSI/Chinook)
 - ix. December 17: Quesnel DIDSON project report initiation and discussions
 - x. December 18: Quesnel DIDSON project report

Concerns:

- No new concerns or issues

iv. Habitat Biologist (HB)

Summary of Activities

- An RFL Training workshop was organized and delivered in Prince George on Dec. 2. The agenda for the workshop is included in the meeting table above. This was the second RFL workshop and participants were fully engaged and seemed eager to participate.
- Limnological analyses were initiated using the long-term DFO data base for Stuart, Takla and Trembleur Lakes. This work will provide a basis for comparison with recent UFFCA data collected in 2009. These latter data will be available from ONA in January, 2010.
- Research was undertaken in support of the TI'az'ten Community Fisheries Profile which is now well underway. Anticipated completion of this report is January 2010, following the input of fish harvest information from Jim Webb. Lisa Hardy was enlisted to work on the Lheidli Community Fisheries Profile.
- Attended UFFCA Board Meeting on Dec. 2'09 and General Meeting on Dec. 3'09
- The TI'az'ten Community Fisheries Profile is complete save for the input of additional fisheries harvesting information from Jim Webb in January 2010. The Lheidli Community Fisheries Profile was initiated and will be further developed in January, 2010.
- Participated in the DFO/FN Road Map Workshop on Dec. 9-10 in Richmond as well as a Dec. 11 meeting of the Chinook Joint Technical Working Group (at the request of Pete Nicklin).

Concerns:

- None listed

v. Executive Director

Summary of Activities

- Completed and submitted AAROM reporting for November
- Attended to December 2nd Board meeting; compile information for Board presentation re update on funding issues, payables and other organizational status matters and recent developments re co-management position and funding, and DCF funding amendment – Present Materials to Board; collect Board meeting minutes
- Worked with Mike McLean and Neil Todd for the purposes of completing work related to the UFFCA's Collaborative Planning contract with the SFC-Siska partnership
 - Assemble ToR for Neil T's contract and complete draft of contract and provide for review (identification of responsibilities)
 - Complete review of Neil's edits to his contract and edit and email back for execution,
 - Maintain appraisal of progress with collaborative planning work and shipping of sockeye for product development
 - Complete letter to Delta Pacific re provenance of fish being shipped, complete letter for Lheidli re transfer of FSC fish to UFFCA possession; coordinate sign-off with Lheidli Chief
 - Discuss shipping with DFO personnel and fish plant personnel
- Worked with the UFFCA Stock Management Biologist, Facilitation Coordinator and Habitat Biologist for the purposes of providing advice and responses to DFO and information/materials to UFFCA membership regarding matters related to various pre-season and in-season management issues, including:
 - Marcel regarding various issues related to planning around salmon management forum and recommendations for facilitated forum
- Complete letter of response to Nadleh regarding Enbridge funds accepted by the UFFCA, email to Dave and Marcel for review; distribute via mail
- Complete modifications re DCF funding and co-management position amendment and submit to DFO
 - Modify Co-management position's duties and responsibilities re shortened timeframe, incorporate modifications into proposed DCF amendment re new expenditure plan and budget and incorporation of co-management position
- Complete fund agreements to DCF proponents (TNG, NSTC, CSTC and Lheidli) regarding forwarding of funding for equipment costs (and DNA and wages etc in the case of NSTC) and email out to proponents for review; finalize and execute with funding to be distributed
- Liaised regularly with the UFFCA's bookkeeper/accountant regarding financial management matters including processing and organization of payables, managing the line of credit and other credit instruments, production of financial materials for BoD and membership and for inclusion in UFFCA AAROM reporting, and audit matters:
 - Saw to the distribution of remaining October payables
 - Organized and reviewed all November payables for processing; saw to their sign-off and distribution
 - Arranged for delivery and conducted review of UFFCA mail and payments for deposit
 - Worked to address specific requests for reconciliation of financials between the UFFCA and WLIB and CSTC
 - Reviewed UFFCA budget for YTD and completed necessary reconciliations between programs and accrued funding
- Liaised with DFO staff for the purposes of:
 - (Linda S) regarding most recent DCF/co-management funding amendment and discuss comments on proposed draft and edit as required – developing new draft funding agreement amendment incorporating co-management position
 - Phil T and Linda S regarding shipping fish
- Maintained regular contact with CFRs regarding assistance with the submission of reporting and invoicing and coordination of travel claims etc.
 - Managed monthly CFR reporting and invoicing and responded to inquiries regarding the same

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- o Coordinated submission of invoicing from RFL sponsor orgs, and distribution of laptops and software to RFLs

vi. Office/Financial Administrator (FA)

The Financial Officer/Administrator's activities do not generally vary monthly. They include maintaining the organization's financial records and producing:

- Accounts Payable Summaries
- Accounts Receivable Summaries
- Financial summaries and reports (i.e. variance and status reports)
- Preparing cheques in relation to payables and remittances; and their preparation for authorization
- Financial Summaries for monthly AAROM Reporting
- Payroll for staff positions
- Audit preparation and coordination
- Maintaining files related to UFFCA financial matters

vii. Records and Communications Officer (RCO)

The RCO's monthly activities generally remain consistent month-to-month.

- The RCO attends UFFCA meetings to record minutes
- The RCO completes and circulates DRAFT minutes to the FC for review and feedback
- The RCO formats and circulates newsletters
- The RCO has been working with the IT position to provide maintenance and updating services to the website, which was ongoing throughout December

viii. Information Technologist (IT)

The IT support position's monthly responsibilities remain consistent and only fluctuate with specific requests from the UFFCA. The IT support position has been re-engaged by the UFFCA under a modified ToR. General duties include:

- Responding to miscellaneous email requests from UFFCA staff and CFRs
- Responding to IT issues from UFFCA staff/contractors
- The IT position has been working with the RCO to provide training towards website support and development, which was ongoing in December

ix. Community Fisheries Representatives

The UFFCA offers contracts to any eligible UFFCA area First Nation or Tribal Council to engage in the Community Fisheries Representative program, whereby they are funded up to \$500/month per Band to attend UFFCA forums, gather information regarding fisheries issues within their communities, and provide monthly reporting. Reporting and invoicing must be received within appropriate time frames and in the proper format in order to be eligible for payment.

A total of 9 CFR reports were received during the month of December, reflecting reporting from 15 First Nations. A summarized file of the reporting received is provided below, as are summaries of the issues identified and the resources or assistance requested.

CFR Summary File [December 2009]



CFR Report
December 09 Conden

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Issues or Concerns Identified

- a. Saik'uz First Nation;
 - i. New mine/exploration company developments
 - ii. Issues with the manner in which Recovery Activities (particularly fish culture facility establishment) related to Nechako sturgeon are proceeding
 - iii. Impacts of beetle kill and plans for restoration
- b. Nazko First Nation; Chinook issues in the Blackwater/Westroad River. Increased MPB impacts and beaver activity on local fish streams impacting habitat.
- c. T'exelc (Williams Lake Band); Logging around the Horsefly River and Mckinley Creek and invasive species are a concern.
 - i. Initiating studies on fish stocks and their habitat rather than just enumeration
- d. Tl'azt'en Nation; There needs to be more studies on the overall effects of Climate Change, the Mountain Pine Beetle Infestation, Mining Activities, and Forestry Activities - all other Industrial Operations. It is readily apparent that not all Fish Streams are being protected; tributaries leading to fish habitat are still being logged over.
 - i. Recovery/rebuilding of Early and Late Stuart sockeye runs is a priority
 - ii. Sourcing funding to assist with meeting community member needs with respect to food fish (i.e. resource for getting fish from other communities)
- e. Lheidli T'enneh; Bowron sockeye and DFO management continue to be primary concerns.
 - i. Progress with the development of a Spring 5/2 Chinook CWT program for the upper Fraser
- f. Tsilhqot'in National Government;
 - i. New mine/exploration company developments
 - ii. Prosperity Mine and the Federal government's approach to Prosperity Mine
 - iii. Funding issues to support Tsilhqot'in's pursuit of legal avenues to oppose some mining activity
 - iv. Restoration related to MPB effects
 - v. Fish farming – what are its impacts?
- g. Nak'azdli First Nation;
 - i. The implementation of the findings in the Stuart sockeye stock status report – recovery and rebuilding of Stuart stocks
 - ii. Enumeration mechanism for Stuart Chinook
- h. Wet'suwet'en First Nation; Nadina sockeye returns and production
- i. Stwecem'c Xgat'tem (Canoe Creek First Nation) – concerned about the poor returns of sockeye this season
- j. All reporting First Nations;
 - i. Concerns with poor returns of sockeye for 2009 and continual challenges meeting food needs

Requests Made of the UFFCA

- a. Saik'uz First Nation; Assistance with participating in the numerous Tier 1 and 2 processes that are occurring wrt salmon management, Annex Renewal and other issues
 - i. Assistance with dealing with new mine/exploration activities
- b. Tl'azt'en Nation; Invite a contingent of Elders to attend UFFCA forums and consider establishing an Elder's committee
 - i. Work towards implementation of Stuart sockeye recovery measures
- c. Nazko First Nation; Assistance completing a habitat assessment on one stream in our area where beaver issues appear to be harming habitat, or assistance obtaining funding to complete such a study
- d. Tsq'escen' (Canim Lake Band), Stwecem'c Xgat'tem (Canoe Creek First Nation) and T'exelc (Williams Lake Band);
 - i. Educational and training opportunities (General) and specific needs identified include – Fisheries Field Technician Certificate Program(FFTCP) and Global Positioning System(GPS) Training
- e. Lheidli T'enneh;

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- i. Work towards the incorporation of a precautionary approach to commercial fisheries in the marine area and lower Fraser – that ensures the needs of conservation and FSC rights in the upper Fraser are achieved.
- ii. Assist Lheidli in convincing the DFO to recognize Bowron sockeye as a conservation concern and manage the stock accordingly
- iii. Facilitate the development of inland commercial fisheries that can mitigate the risk associated with mixed-stock harvesting 100s of kms from near-terminal areas
- iv. Spring 5/2 Chinook indicator (CWT) program
- f. Tsilhqot'in National Government;
 - i. Completion of a Community Fisheries Profile for the TNG (or one of its communities)
 - ii. We would like to request any assistance that the UFFCA could provide in terms of identifying TNG's options to oppose and stop the potential use of Fish Lake as a tailings pond.
 - iii. Other mining issues – assistance as possible
 - iv. Fund raising re court challenges
 - v. Training needs identified (First Aid and Boat Operations)
 - vi. Assistance with the consideration of water licensing referrals
- g. Nak'azdli First Nation;
 - i. Involve Elders within the UFFCA meeting process
 - ii. Work towards getting the recommendations in the Stuart Sockeye Status Report implemented.
 - iii. Facilitate the re-initiation of an annual assessment process for Stuart Chinook.
- h. Burns Lake First Nation; Same requests as previously identified
 - i. Endako River Chinook are a component of the Fraser early timed 5₂ Chinook; work towards ensuring this stock is provided sufficient levels of protection in various fisheries.
 - ii. Provide resources to further the potential for a flow control device at the outlet of Burns Lake or other means of habitat maintenance and improvement within the Endako River.
- i. Wet'suwet'en First Nation
 - i. Would be interested in beginning discussions with DFO to incorporate Wet'suwet'en staff into the Nadina spawning channel operations (seasonal), with a long-term plan to take over management of the facility.
 - ii. Also, would be interested in seeing a study completed to determine if the Nadina facility and Nadina sockeye stock are performing to their potential, and if not, why and how production can be improved.
- j. Most reporting First Nations;
 - i. Concerns with Fraser sockeye crisis and conservation and food needs
 - ii. Assistance with securing funding for training and capacity development initiatives

Financial Details (Community Fisheries Representatives)

CFR Area (see notes below)	Contract	Travel	Other ¹	Total
CFR (Area 1)	2,500.00			2,500.00
CFR (Area 2)	500.00			500.00
CFR (Area 3)	500.00			500.00
CFR (Area 4)				0.00
CFR (Area 5)	500.00	257.99		757.99
CFR (Area 6)	500.00	372.27		872.27
CRF (Area 7)	500.00			500.00
CRF (Area 8)				0.00
CFR (Area 9)	500.00			500.00
CFR (Area 10)		343.87		343.87

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CFR (Area 11)				0.00
CFR (Area 12)		554.12		554.12
			480.60	480.60
TOTAL	5,500.00	1,528.25	480.60	7,508.85

¹ Accommodation billing for CFRs in attendance to December's meeting (on UFFCA account)

1. Area 1 – Tsilhqot'in National Government [Xeni Gwet'in Government Office, (Yunesit'in – Stone Indian Band), (Tsi Del Del – Alexis Ck. First Nation), (Tl'etinqox – Anaham First Nation), Alexandria First Nation]) – Randy Billyboy
2. Area 2 – Esketemc First Nation – James Paul
3. Area 3 – T'exelc (Williams Lake First Nation) – Andrew Meshue
4. Area 4 – Xats'ull Cmetem' (Soda Creek First Nation) – Noella William
5. Area 5 – Stwecem'c Xgat'tem (Canoe Creek First Nation) – Dolores Duncan
6. Area 6 – Carrier-Chilcotin Tribal Council (Kluskus First Nation, Red Bluff First Nation, Nazko First Nation, Toosey First Nation, Ulkatcho First Nation) – Non-reporting except Nazko (Juanita Alec)
7. Area 7 – Lheidli T'enneh – Carl Frederick
8. Area 8 – Carrier Sekani Tribal Council (reporting members - Wet'suwet'en First Nation, Burns Lake Band, Takla Lake First Nation, Nak'azdli First Nation) (non-reporting members Stellat'en First Nation, Nadleh Whut'en Band) – Bill Shepert
9. Area 9 – Saik'uz First Nation – Albert George
10. Area 10 – Tl'azt'en Nation – Cheryl Pierre
11. Area 11 – Takla Lake First Nation – Ernie French
12. Area 12 – Canim Lake First Nation – Lesley Paul

x. Board and General UFFCA Forums

A meeting of the UFFCA's Board of Directors was held on December 2nd, and a General forum was held on December 3rd (see meeting tables above).

Financial Details (Aquatic Resource Management and Stewardship)

	Meeting Expense	Professional Fee/Wage	Travel	Other	Total
CFR Program		5,500.00	2,008.85		7,508.85
Core Contractor Personnel		16,538.01	905.38		17,443.39
General Meeting Costs					0.00
Board Meeting Costs					0.00
Jr. Hab Bio (L Hardy)		3,505.22	56.74		3,561.96
Office Admin Exp Etc.				1,647.04	1,647.04
TOTAL	0.00	25,543.23	2,970.97	1,647.04	30,161.24

Non-recoverable GST (\$246.58), office rent (\$600.00 UFFCA), telephone (\$29.95), admin fee (\$750.00), Courier and Postage (\$20.51)

Financial Variance Report/Rationale (Aquatic Resource Management and Stewardship)

Approved Budget	Expenditures For Reporting Period	Expenditures for Year to Date	Forecast for Year to Date
\$491,500.00	\$30,161.24	\$367,747.40	\$371,072.71

Expenditures to date within this program category are close to the forecast rate of expenditure.

II. ECONOMIC OPPORTUNITIES

Section Summary

The UFFCA's AAROM Agreement was amended in July to include \$131,000 in PICFI funding to support the UFFCA's 4 DCF proponents and the purchase of an ice machine. This is in addition to the \$10,500 in AAROM funding that the UFFCA allocated towards the Economic Opportunities category to support the development of DCFs and the UFFCA's engagement in PICFI. An ice machine was purchased and agreements to deliver the funding between the UFFCA and each DCF proponent were circulated for execution. A portion of each proponent's DCF funding (for approved equipment purchases only) was distributed in November.

Additionally, DCF funding will pay for the cost of DNA analysis for a substantial number of tissue samples collected from sockeye captured at the Churn Creek fish wheel. The intent is to assess the utility of these samples, in conjunction with other in-season measures, as a potential stock management tool to support future in-river commercial fisheries.

An amended plan for the expenditure of the remaining DCF funding has been developed and was reviewed with DFO staff and submitted for approval in early December.

Financial Details (Economic Opportunities)

As above, DCF/PICFI funds were distributed to the 4 DCF proponents in the UFFCA area, for their purposes of purchasing equipment to support future commercial fishing activities. Funds to complete the analysis of tissue samples were also released in November, after discussion with DFO personnel. No activities were undertaken in this category in December.

Financial Variance Report/Rationale (Compliance and Accountability)

Approved Budget (AAROM)	Approved Budget (PICFI)	Expenditures For Reporting Period (AAROM)	Expenditures for Year to Date (AAROM)	Forecast for Year to Date (AAROM)	Expenditures For Reporting Period (PICFI)	Expenditures for Year to Date (PICFI)	Forecast for Year to Date (PICFI)
\$10,500.00	\$131,000.00	\$0	\$8,629.13	\$7,927.29	\$0	52,992.60	\$131,000.00

The portion of the UFFCA's AAROM budget allocated to PICFI/DCF remains slightly overspent. The UFFCA's PICFI funding is substantially under-spent relative to the planned rate of expenditure. The UFFCA is working with DFO to identify options to expend DCF/PICFI funding in support of future PICFI related activities.

III. AQUATIC RESOURCE MANAGEMENT COMPLIANCE AND ACCOUNTABILITY

Section Summary

No funding is allocated to this category for this fiscal year (09/10).

Financial Details (Economic Opportunities)

Not applicable.

3. REPORT ON ALLOWABLE COSTS (Itemized by Type):

LIST OF ALLOWABLE COSTS		LAST PERIOD AAROM	CUMULATIVE AMOUNT AAROM	LAST PERIOD PICFI	CUMULATIVE AMOUNT PICFI
(i)	office lease or rent	600.00	8,328.38	0	0
(ii)	administrative expenses (e.g. phone, fax, internet, other utilities, bank fees, office supplies and materials)	800.46	10,683.28	0	1,926.61
(iii)	costs incurred in carrying out an audit associated with the Agreement	0	0.00	0	0
(iv)	human resource costs, including salaries and benefits (in-house)	3,505.22	28,970.54	0	1,024.14
(v)	contracted and professional service costs other than travel or litigation costs	22,038.01	277,066.04	0	11,908.00
(vi)	travel and related expenses for contracted professional service providers or other non-employees	2,914.23	38,782.50	0	0
(vii)	insurance expenses related to Activities under the Agreement	0	5,910.08	0	0
(viii)	travel and related expenses for employees	56.74	56.74	0	0
(ix)	purchase of equipment, supplies and materials	0	635.57	0	0
(x)	lease or rental of equipment, supplies and materials	0	0.00	0	0
(xi)	repair and maintenance of equipment, facilities, vessels and vehicles related to the Agreement	0	0.00	0	0
(xii)	meeting expenses (e.g. hall, rent, supplies, hospitality)	0	2,162.14	0	0
(xiii)	consultation costs	0	0.00	0	0
(xiv)	GST or HST paid that is not eligible for reimbursement or exemption	246.58	3,551.21	0	0
(xv)	training fees and expenses, including materials	0	0.00	0	0
(xvi)	legal fees related to the Agreement (excluding litigation costs)	0	0.00	0	0
(xvii)	outreach materials (e.g. printing costs, web sites)	0	230.05	0	0
(xviii)	bank interest fees if incurred where DFO is at fault	0	0.00	0	0
(xix)	purchase or lease of equipment and equipment upgrades, vessels and vessel upgrades, commercial licences, vehicles and/or gear in support of the Agreement Activities	0	0.00	0	38,133.85
(xx)	operating expenses for equipment, vessels and vehicles for non-commercial enterprises	0	0.00	0	0
(xxi)	purchase, lease, rent or construction of facilities (e.g. storage and mobile accommodation, but excluding rolling stock, wharfage and administrative buildings) in support of Agreement Activities	0	0.00	0	0
(xxii)	construction of new vessels and/or gear	0	0.00	0	0
AGREEMENT TOTAL		\$30,161.24	\$376,376.53	0.00	52,992.60