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Board of Directors

MEETING MINUTES

Thursday, December 3, 2015 – 9:00 a.m.
LICA Board Room

- Present:** Andrea Woods, Board Chairperson
Wayne Bamber (Excused at 1:00 p.m.)
Robert Deresh
Mildred Dunham
John Ilchuk
Paul Kip
Monty Moore
Geoff Pearse
Harold Ross
Dana Swigart
Kristy Tetreau
Colin Woods (Excused at 12:40 p.m.)
- Observers and Guests:** Natasha Pyfrom
Reagan Stoddart
Janelle Van Noort
- Staff and Contractors:** Charmaine Code, LICA Executive Manager
Carrie Cardamone, LICA Executive Assistant
Lisa Isaacman, BRWA Program Manager
Michael Bisaga, Manager, Environmental Monitoring Programs (Via Teleconference 9:45 a.m. – 11:55 a.m.)
- Regrets:** Wilf Tomchek
Neil Young
Duane Zaraska

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:00 a.m.

1.1 Roundtable Introductions

1.2 Vision, Mission and Values

1.3 Roll Call

- 1.3.1 Wilf Tomchek's notice of absence was received as information and filed without motion.

Robert Deresh was designated Alternate for the December 3, 2015 meeting, given Wilf Tomchek's absence.

2. APPROVAL OF AGENDA

#1 Moved by Robert Deresh AND RESOLVED that the Agenda of December 3, 2015 be amended to include:

6.1.2 Airshed Zone - CASA Workshop Report

and, that the December 3, 2015 Agenda be approved, as amended.

3. APPROVAL OF MINUTES

#2 Moved by Dana Swigart AND RESOLVED that the Minutes of the Board of Directors Meeting of November 5, 2015 be approved, as presented.

4. ITEMS FOR DECISION

4.1 2015 – 2017 Goals & Objectives dated September 3, 2015 (Quarterly Review)

The Board conducted a quarterly review of LICA's 2015-2017 Goals and Objectives, dated September 3, 2015.

4.2 Review of Composition of the Board

4.2.1 Policy 5.19 Ensuring LICA Sustainability states:

"5.19.2.4 The Board shall annually ensure (within six months of the Organizational Meeting) that the current Board and committee structure, meeting process, administrative capacity, and budget process are the most efficient and effective way to utilize available resources, and make any required changes"

The Board and Committee list was reviewed by Board Members.

#3 Moved by Colin Woods AND RESOLVED that consideration of the Composition of the Board be postponed until the January, 2016 Meeting, pending resolution of the discussions regarding the LICA and BRWA relationship.

4.3 Executive Manager Report #2: 2015 & 2016 Operating & Project Budgets dated November 24, 2015

Charmaine reviewed the 2015 – 2017 Operating & Project budgets with Board Members.

#4 Moved by Monty Moore AND RESOLVED that the Executive Manager's Report #2: 2015 and 2016 Operating and Project Budgets dated November 24, 2015 be received; and, that the following recommendations as contained therein be approved:

"1 - That given the projected 2015 operating surplus, that the 4th quarterly billing for 2015 for LICA (totaling approximately \$50,000) be issued, along with a corresponding credit, based on each Funding Partner's percentage for the 2015/16 funding formula;

2 - That the 3rd and 4th quarterly Project billing proceed as usual, with no credit attached; and,

3 - That consideration of proposed amendments to LICA's 2016 Operating and Project Budget be postponed to allow time for further investigation of opportunities, and also to conclude the 2015 year-end."

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 OSM (Oil Sands Monitoring) Program

5.1.1 OSM Report – November, 2015

Mike Bisaga gave an update on the Oil Sands Monitoring Program, indicating that the multi-stakeholder session has been postponed to 2016, and the community report is 90% complete.

6. PRESENTATIONS

6.1 Airshed Zone (AZ) Report

6.1.1 Projects and Operations Update – November, 2015

Mike Bisaga provided an update on Airshed Projects and Operations.

6.1.2 Airshed Zone - CASA Workshop Report

Kristy Tetreau reported on the CASA Workshop on interest based negotiations and collaborative decision – making, which she attended on November 26 & 27, 2015, in Edmonton, AB.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes – November 10, 2015

The Board reviewed the BRWA Meeting Minutes from November 10, 2015.

6.2.2 Projects and Operations Update – November, 2015

Lisa Isaacman reviewed the BRWA Projects and Operations Update with Board Members.

6.3 Imperial Oil Resources (IOR) Midzaghe Project

Natasha Pyfrom, Stakeholder Relations Advisor; Reagan Stoddart, Environment & Regulatory Advisor; and Janelle Van Noort, Development Planner; provided a presentation on the IOR Midzaghe Project.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairperson's Report

Andrea Woods, Chairperson, provided her report for November, 2015.

7.2 Executive Manager's Report

Executive Manager, Charmaine Code, provided her report for November, 2015.

7.3 Table Officers Report

Andrea informed Board Members that the Table Officers, BRWA Executive, Executive Manager, BRWA Program Manager, and a Facilitator, are meeting on December 14, 2015 for further discussions.

7.4 Education & Information Committee (EIC)

Harold invited Board members to participate in Christmas at LICA next week.

7.5 Governance Committee (GC)

7.5.1 Policy Awareness – Policy 5.1 - Policy Making

As a matter of Policy awareness, Board Members reviewed Policy 5.1 - Policy Making.

7.6 Synergy Alberta

7.6.1 Thank you from Iris English regarding Pioneer Spirit Award

Board Members received Iris English's expression of gratitude regarding her nomination for the Pioneer Spirit Award.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to November 24, 2015

The Accounts Receivable Report to November 24, 2015 was presented by Charmaine.

7.7.2 Comparative Income Statement to November 24, 2015

Charmaine presented the Comparative Income Statement to November 24, 2015.

8. INCAMERA SESSION

#5 Moved by Harold Ross AND RESOLVED that the Board, along with the Executive Manager, go Incamera at 12:20 p.m. to discuss a Personnel Matter, and a Legal Matter.

#6 Moved by Harold Ross AND RESOLVED that the Incamera session conclude at 1:45 p.m.

#7 Moved by Monty Moore AND RESOLVED that payment, in lieu of time away, of the Executive Manager's vacation time, to a maximum of 35 days, be approved.

#8 Moved by Robert Deresh AND RESOLVED that the Governance Committee review Policy 7.8 - Staff Vacation to reflect current practice.

#9 Moved by Kristy Tetreau AND RESOLVED that approval be given for submission of a correspondence regarding the LICA organization.

9. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

Feedback was provided by all.

10. NEXT MEETING DATE

January 7, 2016 – 9:00 a.m. – Board of Directors Meeting

11. **ADJOURNMENT**

The Meeting adjourned at 1:55 p.m.