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Board of Directors MEETING MINUTES Thursday, February 2, 2017 – 9:00 a.m. LICA Board Room

Present: Andrea Woods, Board Chairperson
Mildred Dunham
Darlene Gates
John Ilchuk
Paul Kip
Monty Moore
Randy Parenteau
Harold Ross
Dana Swigart
Colin Woods
Neil Young

Observers and Guests:

Staff and Contractors: Arianne Crook, LICA Executive Director
Carrie Cardamone, LICA Executive Assistant
Colin Hanusz, BRWA Program Manager
Chantelle Adams, BRWA Education & Outreach
Coordinator

Regrets: Wayne Bamber
Michael Bisaga, Manager, Environmental Monitoring
Programs
Randi Blackwell
Kristy Tetreau
Wilf Tomchek

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:10 a.m.

- 1.1 Roundtable Introductions**
- 1.2 Vision, Mission and Values**
- 1.3 Roll Call**

2. APPROVAL OF AGENDA

#1 Moved by Harold Ross AND RESOLVED that the February 2, 2017 Agenda be amended to include:

- 4.1 LICA Organizational Structure (renumbered from 5.2 LICA Organizational Structure)**
- 4.2 LICA Bylaws (renumbered from 4.1 LICA Bylaws)**
- 4.3 LICA's Operating & Projects Budgets 2017-2019 (renumbered from 4.2 LICA's Operating & Projects Budgets 2017-2019)**

- 5.2 Oil Sands Monitoring (OSM) Project Update (renumbered from 5.3 Oil Sands Monitoring (OSM) Project Update)**

and, that the February 2, 2017 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 December 1, 2016 be approved, as presented.

4. ITEMS FOR DECISION

4.1 LICA Organizational Structure

Andrea presented the LICA Organizational Structure, and asked for any final recommendations or changes towards the document.

#3 Moved by Dana Swigart AND RESOLVED that the layout of the LICA Organizational Structure works, just to resort the list of Board of Directors into the headings of Community, Industry, Government, and Observer positions, and to be presented at the Special Meeting/AGM April 20, 2017 to be considered by the membership for approval.

#4 Moved by Monty Moore AND RESOLVED that there be funds allocated to have this document professionally drafted to present to the LICA membership and other Stakeholders in advance of the Special Meeting/AGM on April 20, 2017.

4.2 LICA Bylaws

#5 Moved by Harold Ross AND RESOLVED that LICA's Bylaws, be reviewed by the Governance Committee and that such revisions be presented to the Board of Directors at the next meeting in preparation of the LICA Special Meeting/Annual General Meeting April 20, 2017 at which point the revised Bylaws would be considered by the membership for approval.

4.3 LICA's Operating & Projects Budgets 2017 -2019

4.3.1 Revised 2017 LICA Consolidated Budget

Arianne reviewed the Revised 2017 LICA Consolidated Budget with the Board of Directors.

#6 Moved by Darlene Gates AND RESOLVED that the Revised 2017 LICA Consolidated Budget dated January 17, 2017 in the amount of \$307,580.00 be approved, reflecting a decrease of \$16, 370.00 in operating costs.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 2017 Bonnyville Oil & Gas Show

Arianne informed the Board of Directors that LICA has registered for the Bonnyville Oil & Gas Show on June 21-22, 2017; indicating that Michael Bisaga, Colin Hanusz, and Chantelle Adams, will be contacted to see if they could attend the booth along with a LICA staff member.

5.2 Oil Sands Monitoring (OSM) Project Update

5.2.1 OSM Report – January, 2016

Arianne reviewed a report that Michael Bisaga had sent in, indicating the revamp of the Quality Assurance Plan (QAP) has been started; also pointing out that Alberta Environment and Parks is working towards making the QAP more electronically friendly.

6. PRESENTATIONS

6.1 Airshed Zone Report

6.1.1 Airshed Zone Meeting Minutes of November 30, 2016

The Airshed Zone minutes of November 30, 2016, were reviewed by the Board of Directors.

6.1.2 Projects and Operations Update – January, 2017

Arianne reviewed the report that Michael sent in, indicating LICA's Airshed Zone has teamed up with Peace River Air Monitoring Program (PRAMP), Alberta Capital Airshed Alliance (ACAA), and the Alberta Airsheds Council (AAC) to achieve the redevelopment of each organizations websites. A working draft of the website will be ready by March of this year.

Michael, in his report, also informed the Board that AEP is anticipating grant applications from Airsheds, including LICA for knowledge translation, engagement, and outreach, as well as core operating funding as needed. Michael will pursue this grant for future activities.

Michael also indicated his willingness to work with LICA Staff to attempt to secure funding through this grant, of which the Board was agreeable.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes of January 10, 2017

The BRWA Meeting Minutes from January 10, 2017, were reviewed by the Board of Directors.

6.2.2 Projects and Operations Update – January, 2017

Colin Hanusz, BRWA Project Manager, and Chantelle Adams, BRWA Education and Outreach Coordinator, gave an update on Projects and Operations to the Board of Directors.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairperson's Report

Chairperson Andrea Woods provided her report for December, 2016 to January, 2017.

7.2 Executive Director's Report

The Board of Directors reviewed the Executive Director, Arianne Crook's report for January, 2017.

7.3 Table Officers (TOs) Report

No Report.

7.4 Education & Information Committee (EIC)

7.4.1 EIC Meeting Minutes – January 18, 2017

The EIC Minutes of January 18, 2017 were reviewed by the Board of Directors.

7.4.2 EIC Expenses 2016

Board members reviewed EIC Expenses for 2016.

7.5 Governance Committee (GC)

7.5.1 Governance Committee Minutes of November 28, 2016

The Board of Directors reviewed the minutes from the November 28, 2016 Governance Committee meeting.

7.5.2 Policy Awareness – GC Recommendations

#7 Moved by Monty Moore AND RESOLVED that the recommendations to the GC Terms of reference; Policy 7.3 – Staff Salary; Policy 7.6 – Over time Hours; Policy 7.7 – Holidays be approved, as presented.

7.6 Synergy Alberta

No Report.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to January 31, 2017

Arienne reviewed the Accounts Receivable Report to January 31, 2017 with the Board of Directors.

7.7.2 Comparative Income Statement to December 31, 2016

Arienne reviewed the Comparative Income Statement to December 31, 2016 with the Board of Directors.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

9 NEXT MEETING DATE

March 2, 2017 – 9:00 a.m – Board of Directors Meeting

10. ADJOURNMENT

The Meeting adjourned at 11:40 a.m.

With the CASA Interest Based Negotiation Presentation to presume at 1 p.m.-3 p.m.