

Board of Directors MEETING MINUTES Thursday, June 1, 2017 – 9:00 a.m. LICA Board Room

Present:	Mildred Dunham Darlene Gates (Attended at 9:45 a.m.) John Ilchuk Paul Kip Monty Moore Harold Ross Wilf Tomchek
Observers and Guests:	Roxane Bretzlaff Jean-Michel Wan, Baytex (Via Teleconference at 9:15 a.m.)
Staff and Contractors:	Arianne Crook, LICA Executive Director Carrie Cardamone, LICA Executive Assistant Colin Hanusz, BRWA Program Manager
Regrets:	Wayne Bamber Michael Bisaga, Manager, Environmental Monitoring Programs Randi Blackwell Randy Parenteau Dana Swigart Kristy Tetreau Neil Young Andrea Woods, Board Chairperson Colin Woods

1. CALL TO ORDER

Arianne Crook called the meeting to order at 9:05 a.m.

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

The Board agreed that the Chairperson will forward a letter to Randi Blackwell with respect to her three consecutive absences from Board meetings.

The Board of Directors decided that a letter to Kristy Tetreau would not be sent, as she is still active in other areas within LICA.

2. APPROVAL OF AGENDA

#1 Moved by John Ilchuk AND RESOLVED that the June 1, 2017 Agenda be approved as presented.

3. APPROVAL OF MINUTES

#2 Moved by Wilf Tomchek AND RESOLVED that the Minutes of the Board of Directors Meeting of April 24, 2017 be approved, as presented.

4. ITEMS FOR DECISION

4.1 Policy 5.19 – Ensuring LICA Sustainability

#1 Moved by Monty Moore AND RESOLVED that the recommendations from the Governance Committee to Policy 5.19 – Ensuring LICA Sustainability sub-policy 5.19.1.2 to reword “will endeavor to achieve the Strategic Plan” to “will support the Strategic Plan” and be approved.

4.2 Policy 6.1 – Fiscal Year and Budget

#2 Moved by Darlene Gates AND RESOLVED that the recommendations from the Governance Committee to Policy 6.1 – Fiscal Year and Budget be approved, as presented.

4.3 Policy 6.3 – LICA Signing Authority

#3 Moved by John Ilchuk AND RESOLVED that the recommendations from the Governance Committee to Policy 6.3 – LICA Signing Authority be approved, as presented.

4.4 Policy 7.2 – Staff Annual Performance Evaluation

#4 Moved by Monty Moore AND RESOLVED that the recommendations from the Governance Committee to Policy 7.2 – Staff Annual Performance Evaluation be approved, as presented.

4.5 Policy 7.4 – Staff Hours of Work

#5 Moved by Wilf Tomchek AND RESOLVED that the recommendations from the Governance Committee to Policy 7.4 – Staff Hours of Work be approved, as presented.

4.6 Policy 7.6 – Overtime Hours

#6 Moved by Wilf Tomchek AND RESOLVED that the recommendations from the Governance Committee to Policy 7.6 – Overtime Hours be approved, as presented.

4.7 Policy 7.8 – Staff Vacation

#7 Moved by Harold Ross AND RESOLVED that the recommendations to Policy 7.8 – Staff Vacation be approved, as presented.

4.8 Policy 7.9 – Leaves of Absence and Sick Leave

#8 Moved by Darlene Gates AND RESOLVED that the recommendations to Policy 7.9 – Leaves of Absence and Sick Leave be approved, as presented.

4.9 Policy 7.10 – Disciplinary Procedure

#9 Moved by John Ilchuk AND RESOLVED that the recommendations to Policy 7.10 – Disciplinary be approved, as presented.

4.10 Policy 7.11 – Grievance Procedure

#10 Moved by Monty Moore AND RESOLVED that the recommendations to Policy 7.11 – Grievance Procedure be approved, as presented.

4.11 Policy 7.12 – Personnel Files

#10 Moved by Paul Kip AND RESOLVED that the recommendations to Policy 7.12 – Personnel Files be approved, as presented.

4.12 Policy 7.18 – Education and Outreach Coordinator Job Description

#7 Moved by Monty Moore AND RESOLVED that the recommendations to Policy 7.8 – Staff Vacation be approved, as presented.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

6. PRESENTATIONS

6.1 Airshed Zone Report

6.1.1 Projects and Operations Update – May, 2017

Arianne reviewed a report that was sent in from Michael Bisaga, indicating that the PAMS trailer will be relocated at the end of June; the trailer will be shut down, and go through a series of inspections, and recertification's before it is moved to the South side of Jessie Lake. Alberta Environment and Parks will be notified of its down time.

Alberta Environment's 3 month extension to last year's contract is ending, and the new 5 year work plan for the Oil Sands air monitoring operations will start in July. The Alberta Environment and Parks and the Alberta Airsheds Council are expected to meet over the next 3-6 months for clarification for environmental monitoring in Alberta.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes of May 2, 2017

The BRWA Meeting Minutes from May 2, 2017 were reviewed by the Board of Directors.

6.2.2 Projects and Operations Update – May, 2017

Colin informed the Board of Directors that BRWA has received the first installment of grant funds for the WPAC Operating Grant; also that the Watershed Resiliency & Restoration grant is expected in June.

Colin informed the Board of Directors that Arianne, LICA & BRWA Chairs, and he met with Andrew Schoepf and Robert Stokes from AEP on May 30th; the feedback provided by both gentlemen was very positive to the reorganization of LICA.

The Board of Directors were informed that Erin Ritchie the Education & Outreach Coordinator's first day in the office was May 17th. Erin has fit in extremely well, she is already out in the schools, attended an EIC meeting, and moving on with other out reach programs.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairperson's Report

No Report.

7.2 Executive Director's Report

Arianne reviewed her report for May, 2017 with Board members.

Arianne indicated to the Board of Directors that the web page is getting closer. The data access portal is complete, and undergoing testing; Arianne met with Colin and Erin May 31 to discuss how to integrate the LICA & BRWA websites

7.3 Table Officers (TOs) Report

No Report.

7.4 Education & Information Committee (EIC)

7.4.1 Education & Information Committee Meeting Minutes – May 17, 2017

The EIC minutes of May 17, 2017 were reviewed by the Board of Directors.

The Board of Directors reviewed the suggestions from EIC towards the Annual General Meeting; it was decided the AGM is to be held on October 5, 2017 at 6:00 p.m.

7.5 Governance Committee (GC)

7.5.1 Governance Committee Minutes of May 3, 2017

The Board of Directors reviewed the Governance Committee Minutes of May 3, 2017

7.5.2 Governance Committee Minutes of May 17, 2017

The Board of Directors reviewed the Governance Committee Minutes of May 17, 2017

7.5.3 Policy Awareness

No Report.

7.6 Synergy Alberta

No Report.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report May 23, 2017

Arianne and Monty reviewed the Accounts Receivable Report with the Board of Directors.

7.7.2 Comparative Income Statement January – May 23, 2017

Arianne presented a new format of LICA Financials with the Board of Directors.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

9 NEXT MEETING DATE

September 7, 2017

September 14, 2017

10. ADJOURNMENT

The Meeting adjourned at 11:30 a.m.