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BOARD OF DIRECTORS

Meeting Minutes December 14, 2017 – 9:00 a.m. LICA Board Room

- Present:** Andrea Woods, Chairperson
Annette Hobart, Vice-Chair (Excused at 12:15 p.m.)
Roxane Bretzlaff
John Ilchuk
Monty Moore (Excused at 11:00 a.m.)
Randy Parenteau
Harold Ross
Dana Swigart
Lorna Storoschuk
Brian Waters
Colin Woods (Excused at 12:15 p.m.)
- Observers and Guests:** Richard Bourgeois, Muriel Lake Basin Management Society
Yu Li Lin (Lily)
Leo Paquin
Catherine Walker
- Staff and Contractors:** Arianne Crook, LICA Executive Director
Michael Bisaga, Manager, Environmental Monitoring Programs
Carrie Cardamone, LICA Administrative Professional
Colin Hanusz, Environmental Management Programs
Erin Ritchie, Education and Outreach Coordinator
- Regrets:** Colin Cote
Shawn Elgert
Cody Jackknife
Carmelle Kokonas
Duane Lay
Wilf Tomchek

1.0 CALL TO ORDER:

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

1.1 Roundtable Introductions

1.2 Vision, Mission and Value

1.3 Approval of Agenda

#1 Moved by Harold Ross AND RESOLVED that the December 14, 2017 Agenda be amended to include:

7.0 In Camera Session regarding contracts

7.0 Adjournment to be renumbered to 8.0 Adjournment

2.2.1 Network Operations: Portable Air Monitoring Station (PAMS) to be renamed as Routine Operations & Reporting

2.2.2 Network, Technical, & Reporting to be renamed as Special Projects

2.2.3 Acidifying Emissions to be renamed as Planning and Operations

and, that the December 14, 2017 Agenda be approved, as amended.

1.4 Approval of Minutes

#2 Moved by Colin Woods AND RESOLVED that the Minutes of the November 8, 2017 Board of Directors Orientation Session be approved, as presented.

2.0 ONGOING BUSINESS

2.1 Education and Outreach Update

2.1.1 Website

Arianne informed the Board of Directors that the new website was launched on December 1, 2017. Documents such as annual reports, meeting minutes, updated policies and the Bylaws have been uploaded to the website.

Arianne also indicated that Mike and Lily are working on the Air Quality Health Index (AQHI) button on the LICA webpage.

2.1.2 Education and Outreach Activities

Erin indicated that she has been busy presenting the winners of the Calendar Contest with their prizes as well as calendars. Erin also indicated that she has delivered calendars to all the other schools for their students, indicating that almost all of the calendars have been given away. This past month Erin did a presentation with the Sparks in Cold Lake, as well as Parent Link in both Cold Lake and St. Paul.

Erin informed the Board of Directors that the 2018 Photo Contest has launched and details are on the back of the Calendars.

2.1.2.1 New Programs

2.1.2.1.1 CARS Program

Erin informed the Board of Directors that LICA has the opportunity to collaborate with Inside Education, a charitable natural resources and environment education society, to deliver the Clean Air Responsible Schools (CARS) program to the schools in our area. Erin indicated that the program ties in very well to the Airshed component of LICA, teaching students how their actions, their families, and community members contribute and impact air quality and emissions.

Erin has been distributing informational posters on the CARS program to schools in the area, and will be looking to deliver the program in the New Year.

2.1.2.1.2 Stream of Dreams

Erin presented a video on the Streams of Dreams training and mentorship program, which teaches children about fish and waterways, to the Board of Directors.

Erin identified Duclos School as a potential location to pilot the program, as it was felt the location of the school was ideal for the students to display their fish on the Railway Avenue chain link fence for the community to see the work being accomplished.

Erin obtained a quote from Stream of Dreams Murals Society, and the initial cost for the program would be \$12,297.00. This quote includes the expenses of 2 instructor's flights from B.C to Edmonton and transportation to Bonnyville, hotel accommodations, per diem for a week, wooden fish and the art room kit.

Erin explained that the instructors would deliver the pilot program, training staff members to independently deliver all future programs. Erin also explained that the wooden fish required for the program would cost \$15.00 each if purchased from Stream of Dreams Murals Society.

The Board of Directors requested that Erin inquire with Stream of Dreams Murals Society about the possibility to have local schools or contractors make the fish for the program. Clarification is also required regarding the lesson content and whether the program is tailored to local fish.

2.1.2.2 Upcoming Workshops

Erin informed the Board of Directors that she is planning a workshop on Vermicomposting, which will be delivered early in the New Year.

There is also the opportunity for a photography workshop that would tie into the photo contest through Mason Unrau, a local photographer.

Erin indicated that she has been in contact with TSAG and there is an opportunity to partner to provide a workshop on Wastewater Management for the public.

Erin informed the Board that she has been in contact with the Charette Pell Poscente Environmental Corporation (CPP), in regards to hosting a lunch and learn on wetland policies, monitoring, and applications. Erin indicated that speakers from CPP would come and deliver the program, and LICA would be responsible for providing the location and lunch for the event.

2.1.2.3 Volunteer Opportunity

Erin and Colin informed the Board of Directors that they met with the Bonnyville Oilmen's Society & Oil Women's Society in regards to partnering with them for a Family Fun Day event to be held on February 18, 2018.

Erin mentioned to the Board that any ideas or suggestions for activities for that day would be welcomed, and informed the Board that they will require a number of volunteers to ensure a successful event.

An email will be sent out to the Board of Directors in the New Year indicating volunteer opportunities, times and any other details that will be required for this event.

2.2 Environmental Monitoring Programs Update

Mike Bisaga provided an update on Environmental Monitoring Programs.

2.2.1 Routine Operations and Reporting

Monitoring data indicate that air quality was good or 'low risk' according to the Air Quality Health Index during the fall months of 2017. Operationally, the St. Lina station's hydrocarbon analyzer failed a routine internal audit. As a clear point of failure could not be determined, data had to be invalidated and a non-conformance was reported to Alberta Environment and Parks (AEP) for the month of October.

The location for the PAMS re-deployment has not been decided yet however potential sites are being visited on December 15th; ideally, the station will be operational in January 2018. Developing a process for soliciting and prioritizing input regarding where the PAMS should be monitoring is a work plan item for 2018.

A number of meetings have been held between LICA staff and the primary network operator to discuss service delivery, inconsistencies in reporting, and data quality issues. The Board supports a review of the current contract with the network operator to identify if commitments and needs are being met.

All Ambient Air Monitoring Reports have been migrated from the old website to the new website. A demonstration was provided to show the new layout of the website's

reporting section; the new layout includes links to copies of the report submission confirmation email sent to LICA by AEP.

2.2.2 Special Projects

LICA has been approached about being a partner in a joint AEP-Environment Canada 1-year pilot project for passive polycyclic aromatic compounds (PACs) monitoring. Environment Canada will provide the funding for the monitoring program including samplers, analytical fees, reporting, and training. The pilot project will have 5 PACs monitors deployed at existing passive sites: St. Lina, Fort George, Frog Lake, Fishing Lake and La Cory. LICA staff will request a 6th site (PAMS) be added for co-located measurements with LICA's existing PACs monitoring technology so a method-to-method comparison can be made.

#3 Moved by Roxane Bretzlaff AND RESOLVED that Mike Bisaga contact AEP to see if there would be a possibility to have a 6th site added to the proposed program.

The new continuous method for particulate matter monitoring deployed at Cold Lake has been in place since May 2017. The limited data set collected so far shows that the new technology is providing data that more closely aligns with the Federal Reference Method than the previously used continuous method. LICA staff will update the correlation analysis as more data become available and will work with AEP to determine if standard operating procedures should be modified based on the outcome of the ongoing analysis.

2.2.3 Planning & Optimization

AEP is developing a 5-Year Air Quality and Deposition Monitoring Plan to address current and future air quality issues. LICA staff have been invited to participate in aspects of the information gathering process. AEP is currently identifying gaps and redundancies in urban and rural areas. Development of the plan provides an opportunity to evaluate current passive samplers and identify alternate monitoring methods. As part of LICA's input for the Plan, AEP will be provided with a copy of the new LICA map. This could give the Airshed opportunity to cover a larger area should a monitoring need be identified in the Plan. In the initial assessment of available data, AEP is proposing to relocate the Cold Lake Precipitation Chemistry monitoring site to Soil Chemistry Monitoring Site at the Cold Lake Fish Hatchery; LICA supports this move as it provides information on cause-effect relationships.

Oil Sands Monitoring (OSM) work plans are due on January 19th. LICA, PRAMP and WBEA have the same work plan for active and integrated monitoring. There is a different work plan for passive monitoring which LICA and PRAMP follow. LICA staff will work with AEP to ensure that the work plans are completed on-time.

2.2.4 Alberta Lake Management Society (ALMS)

Colin informed the Board of Directors that we have received the invoice from ALMS for the 2017 sampling year, which included Jessie Lake, but the final reports have not been received.

2.3 Environmental Management Programs Update

2.3.1 Watershed Planning and Advisory Council (WPAC) Operating Update

Colin informed the Board that he has submitted the operating grant interim report, updated budget and interim performance report to AEP.

Colin indicated that he attended a WPAC managers meeting in Red Deer on October 25th, at which Andrew Schoepf gave a presentation regarding the upcoming WPAC role review. Colin also indicated that the next managers meeting is on February 28th and that Education & Outreach Coordinators will be in attendance.

2.3.2 Watershed Resiliency and Restoration Program (WRRP) Update

Colin informed the Board of Directors that he has completed the interim report for the WRRP grant, and that the grant application for 2018-2020 has been submitted which includes performance monitoring on previously treated sites.

Dana inquired if there would be something that LICA could do to help with the blue green algae in Moose Lake. Colin did indicate that Moose Lake would benefit from some riparian restoration in the upper portions of the watershed, and would look for suitable locations along Yelling Creek.

The Board discussed the possibility of additional water testing on Muriel Creek due to the volume of wastewater discharged into the creek, which Colin will look into.

Colin informed the Board that he will be working with the City of Cold Lake to complete riparian restoration along the tributary to Marie Creek.

2.3.3 Jessie Lake Restoration Project Update

No Report.

2.4 Administration

2.4.1 LICA 2018-2023 Strategic Plan

Arienne reviewed the draft 2018-2023 Strategic Plan with the Board of Directors. Quorum was lost prior to the completion of the review.

The Board of Directors agreed that the remaining Board members would continue reviewing the Strategic Plan, and that the revised Strategic Plan would be emailed out to the Board for review and final approval.

2.4.2 Executive Director's Report

Arianne reviewed her report for October and November 2017 with the Board of Directors.

2.4.3 Chair's Report

Andrea provided her Chairperson's report for December 2017 with the Board of Directors.

2.4.4 Treasurer's Report

2.4.4.1 Accounts Receivable Report to November 30, 2017

Arianne reviewed the Accounts Receivable Report for November 30, 2017 with the Board of Directors.

2.4.4.2 Finances to Date to November 30, 2017

Arianne reviewed the Comparative Income Statement to November 30, 2017 with the Board of Directors.

2.4.5 Governance Committee

The Board of Directors discussed the necessity for the Governance Committee to have quorum. The Board agreed that quorum was not needed, as the committee is an advisory committee to the Board, and that all recommendations are subject to Board approval.

2.4.6 LICA Name Change/Rebranding

As part of the reorganization, the Board is considering a rebranding campaign. The rebranding could include a new logo, a continuation of the LICA acronym plus the addition of a tagline but without the full "Lakeland Industry and Community Association" name. A proposed tag line is "Environmental Stewards."

The Board requested that a summary of the proposal be sent out via email so that it may be considered and re-addressed at the January 11, 2018 meeting.

3.0 UPCOMING BUSINESS

3.1 Annual Report Update

3.1.1 Annual Report Comparative 2005-2016 Report Years

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

3.1.2 2017-18 Annual Report Project

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

3.2 Annual General Meeting Update

3.2.1 Annual General meeting Cost Comparison 2016-2017

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

4.0 Affiliate Organizations

4.1.1 Synergy Alberta Conference November 6-7, 2017

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

4.1.2 Alberta Airsheds Council Update

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

5.0 ACTION LIST

5.1.1 Follow-up on action list for October 17, 2017 Board Organizational Meeting

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

5.1.2 Follow-up on action list for October 17, 2017 Board of Director's Meeting

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

5.1.3 Follow-up on action list for November 8, 2017 Board of Director's Meeting

The Board decided to table this agenda item until the January 11, 2018 meeting due to the loss of quorum.

6.0 UPCOMING MEETING DATES

January 11, 2017 Board of Directors

7.0 INCAMERA SESSION REGARDING CONTRACTS

The Board decided to table this agenda item until the January 11, 2018 meeting the loss of quorum.

8.0 ADJOURNMENT:

The meeting adjourned at 12:35 p.m.