LICA
ENVIRONMENTAL STEWARDS
Lakeland Industry and Community Association
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BOARD OF DIRECTORS

Meeting Minutes
March 21, 2019 – 9:00 a.m. - 12:00 p.m.
LICA Board Room

Present:	Annette Hobart Roxane Bretzlaff Catherine Walker Duane Zaraska Dana Swigart Lorna Storoschuk Colin Cote John Ilchuk Richard Bourgeois Brian Waters (arrived at 9:30 a.m.) Francis Nkemamin (arrived at 10:40 a.m.) Harold Ross Cody Jacknife
Observers and Guests:	Scott Meyers (arrived at 9:30 a.m.) Jack Fraser (arrived at 9:30 a.m.) Monty Moore
Staff and Contractors:	Arianne Crook, LICA Executive Director Michael Bisaga, Manager, Environmental Monitoring Programs Lily Lin, Data and Reporting Specialist Erin Ritchie, Education and Outreach Coordinator Tina Martin, LICA Administrative Professional
Regrets:	Andrea Woods Colin Woods Duane Lay Shawn Elgert Dave Coish

1.0 CALL TO ORDER:

Annette Hobart, Vice-Chairperson, called the meeting to order at 9:00 a.m.

Initials

1.1 Introductions and Sector Updates

1.2 Vision, Mission and Values

1.3 Roll Call

1.4 Approval of Agenda

#1 Moved by John Ilchuk AND RESOLVED that the March 21, 2019 Agenda be approved as amended:

- **Add item 2.3.2 WRRP Update**
- **Change item 4.2 from For Information to For Decision**

1.5 Approval of Minutes

1.5.1 February 21, 2019 – Board Meeting

#2 Moved by Harold Ross AND RESOLVED that the Minutes of the February 21, 2019 Board of Directors meeting be approved as presented.

2.0 ONGOING BUSINESS

2.1 Education and Outreach Update

2.1.1 Vermicomposting Workshops

The Cold Lake Vermicomposting workshop had 30 people in attendance. We had a waitlist of over 15 people for this workshop. Through this workshop, the school at Ministikwan First Nation in Saskatchewan reached out to LICA to present a vermicomposting workshop to one of their classrooms. Arianne and Erin will be completing this in the near future and this will accomplish one of our WPAC Work Plan targets of completing an event on the Saskatchewan side of the Beaver River Watershed.

2.1.2 Beavers in Our Landscape

There were 37, of the 40 registered, in attendance at the Beavers in Our Landscape workshop on Monday, March 18, 2019. The presenters for the workshop were from Cows & Fish. We are looking forward to more partnerships with them in the future.

The Board suggested that, going forward, staff, Board and Committee members in attendance at these workshops be introduced. It was also suggested that, if we hold future beaver workshops, that we have representatives from the AER in attendance to answer questions regarding the Environmental Protection and Enhancement Act (EPEA).

2.1.3 Bonnyville and District Oil & Gas Show

LICA has registered for the upcoming Bonnyville Oil and Gas Show on June 19-20, 2019. We will have LICA staff at the booth, as in previous years, so please stop by and see us.

2.1.4 Little Green Thumbs 2019-20 School

Three schools applied to the Little Green Thumbs program for the 2019-20 school year. LICA has accepted all three applications. Gardens for Duclos School, St. Dominic School, and Iron River School will be set-up in the fall.

An additional garden will be ordered and set-up in the LICA office for training and demonstration purposes.

2.1.5 Stream of Dreams 2019-20 School

No schools applied for the Stream of Dreams Program for the 2019-20 school year to date. The Education and Outreach Committee would like to offer the program to St. Paul Elementary School to increase LICA's exposure in the region and due to the school fence being on the main street.

2.1.6 Earth Day Writing Contest

We have returned to an essay format for this year's Earth Day Writing Contest. The topic this year is "What small change could everyone make to positively impact the environment?" There are 2 categories, grade 4-6 and grade 7-9, each offering cash prizes for the 1st, 2nd and 3rd place winners. The contest closes on May 1st, 2019.

2.1.7 Watershed/Airshed Survey

We are circulating a short 5 question survey on our webpage. The purpose of the survey is to identify topics of interest in the LICA region. This survey will accomplish a goal on both our Airshed Engagement and Knowledge Translation and WPAC Work Plans. All participants in the survey will be entered into a draw for a Parks Canada Family Discovery Pass.

2.1.8 AQHI Lantern

As part of the Airshed Engagement Grant, we are ordering a lantern that changes colour based on the Air Quality Health Index in the area. This lantern will be accompanied by an informational poster and can roam to various communities in the area with AQHI data.

The Board would like us to order a second lantern so that we can house one in Cold Lake and one to go with the Portable Air Monitoring Station, currently located in Bonnyville.

#3 Moved by Lorna Storoschuk AND RESOLVED that we purchase two AQHI lanterns.

2.2 Environmental Monitoring Programs Update

2.2.1 Routine Operations & Reporting

In April or May we should have received our taller tower for the Cold Lake monitoring station which will be installed this spring.

Moving the Maskwa station is on hold pending a desk review with the AEP auditors. Mike will be creating and submitting a formal proposal for this review. Once approved, we will be moving the Maskwa station to the new site and will work out a new site access agreement with Imperial Oil at that time.

2.2.2 Special Projects

The fourth Meteorological station will be deployed on the south side of the river valley this week.

Initial data collected by the first station that was deployed confirms that wind patterns are different in the valley, than in the surrounding area.

2.2.3 Planning & Optimization

Mike has been a part of the Air Monitoring SOP Consolidation Working Group in conjunction with AEP Environmental Monitoring and Science Division and WBEA. They have completed Standard Operating Procedures for SO_2 with plans to develop further SOPs once the election is passed.

2.2.4 ALMS

The 2018 ALMS Lakewatch Summary report is now available on the LICA website under the resources tab. We are still looking for volunteers to assist in the sample collection of lakes in the LICA region for the 2019 season. The Board suggested advertising these openings on Facebook and in the newspaper.

2.3 Environmental Management Programs Update

2.3.1 WPAC Update

2.3.1.1 2019-2020 WPAC Interim Funding

Arianne presented a letter from AEP confirming approval of interim funding for $100,000 for program continuity during and after the election.

2.3.1.2 AEP Northern WPACs Workshop

The AEP Northern WPACs Workshop provided areas of development and interest within AEP. Colin announced his resignation and introduced Erin as his replacement. The workshop was a good source of discussion and resources, and allowed Erin to make some new contacts and solidify others.

Initials

2.3.2 WRRP Update

Arianne presented a letter from AEP confirming approval of $247,250 for the Lower Beaver River Watershed Restoration project. This is a 2-year grant that will assist with riparian fencing and restoration work on Jessie Lake.

2.4 Administration

2.4.1 Executive Director's Report

Arianne presented her Executive Director's report highlighting that Version 2 of the Strategic Plan has been posted to the LICA website.

2.4.2 Chair's Report

No report.

2.4.3 Financial Reports

2.4.3.1 Accounts Receivable Report to March 12th, 2019

Arianne presented the accounts receivable report to February 12, 2019 to the Board.

2.4.3.2 Finances to Date February 28th, 2019

Arianne presented the Finances to Date to January 31, 2019 to the Board.

2.4.4 Governance Committee

2.4.4.1 Governance Minutes of March 6, 2019 – Draft

A draft of the minutes of the March 6, 2019 Governance Committee meeting were presented to the Board for review.

2.4.4.2 Policy 3.18 *Education and Outreach Assistant Job Description*

The Board reviewed the newly drafted policy as recommended by the Governance Committee.

#4 Moved by Roxane Bretzlaff AND RESOLVED that Policy 3.18 *Education and Outreach Assistant Job Description* be accepted as presented.

2.4.4.3 Policy 3.17 *Education and Outreach Coordinator Job Description*

The Board reviewed the recommended changed to the policy.

#5 Moved by Richard Bourgeois AND RESOLVED that Policy 3.17 *Education and Outreach Coordinator Job Description* be accepted as presented.

2.4.4.4 Policy 1.15 *Personal Gifts*

The Board discussed the recommendation from the Governance Committee to eliminate policy 1.15 Personal Gifts.

2.4.4.5 Policy 1.8 *Board Member Conflict of Interest*

The Board reviewed the recommended changes to the policy.

#6 Moved by Brian Waters AND RESOLVED that Policy 1.15 *Personal Gifts* be removed as suggested and that Policy 1.8 *Board Member Conflict of Interest* be accepted as presented.

2.4.4.6 Policy 1.18 *Ensuring LICA Sustainability*

The Board reviewed the recommended changes to the policy.

#7 Moved by Brian Waters AND RESOLVED that Policy 1.18 *Ensuring LICA Sustainability* be accepted as presented.

2.4.4.7 Policy 2.1 *Fiscal Year and Budget*

The Board reviewed the recommended changes to the policy.

#8 Moved by Dana Swigart AND RESOLVED that Policy 2.1 *Fiscal Year and Budget* be accepted as presented.

2.4.4.8 Policy 2.2 *Management of LICA Revenues*

The Board reviewed the recommended changes to the policy.

#9 Moved by Harold Ross AND RESOLVED that Policy 2.2 *Management of LICA Revenues* be accepted as presented.

2.4.4.9 Policy 2.3 *LICA Signing Authority*

The Board reviewed the recommended changes to the policy.

#10 Moved by Lorna Storoschuk AND RESOLVED that Policy 2.3 *LICA Signing Authority* be accepted as presented.

2.4.5 Education and Outreach Committee

2.4.5.1 E&O Minutes of February 26, 2019 – DRAFT

A draft of the minutes of the February 26, 2019 Education and Outreach Committee meeting were presented to the Board for review.

2.4.6 Technical Working Group (TWG)

2.4.6.1 Vacant Community Seat

The Officers recommend that we appoint Amanda Avery-Bibo and Randy Parenteau to the Technical Working Group and contact them accordingly.

#11 Moved by John Ilchuk AND RESOLVED that Amanda Avery-Bibo and Randy Parenteau be appointed to the Technical Working Group.

3.0 Upcoming Business

3.1 CWRA 2019 Alberta Branch Conference April 14-16, 2019

3.1.1 Attendees

The Board agreed that, if possible, Erin and a new hire attend this conference.

#12 Moved by Lorna Storoschuk AND RESOLVED that up to 2 people attend the CWRA 2019 Alberta Branch Conference and that mileage and accommodation expenses be covered as per LICA policy.

4.0 Affiliate Organizations

4.1 Alberta Water Council

Roxane explained to the Board that the Alberta Water Council (AWC) makes recommendations to AEP and that, seeing as LICA currently fills the WPAC representative seat at the AWC, we are in a prime position to align our organizational priorities with those of the Government of Alberta.

4.2 Alberta Airsheds Council

Arianne and Mike attended the AAC meeting on March 4, 2019. Members of the AAC suggested that Airsheds collaboratively develop Air Quality communication materials. Supporting this initiative fulfills commitments under the Airshed Engagement Grant.

#13 Moved by Dana Swigart AND RESOLVED that LICA contribute up to $3,000 towards the AAC communication materials.

4.3 Synergy Alberta

Arianne gave an update on the Synergy Alberta monthly meetings.

5.0 ACTION LIST

5.1 Follow-up on action list

5.1.1 February 21st, 2019 Board of Directors Meeting

The Board reviewed the action list for the February 21, 2019 Board of Directors Meeting.

6.0 UPCOMING MEETING DATES

6.1 Board Meeting- TBD

The Board discussed the April Board meeting and set it for Thursday, April 25, 2019 at 9:00 a.m.

7.0 ADJOURNMENT:

The meeting adjourned at 11:50.p.m.

#11 Moved by Catherine Walker AND RESOLVED that the meeting be adjourned.

Approved on: April 25, 2019
Date

Andrea Ward
Signature