



Lakeland Industry and Community Association

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BOARD OF DIRECTORS

Meeting Minutes

September 13, 2018 – 9:00 a.m. - 2:00 p.m.

LICA Board Room

Present: Andrea Woods, Chairperson
Annette Hobart, Vice-Chair
Cody Jacknife
Colin Woods
Dana Swigart
Duane Lay
Harold Ross
Randy Parenteau (Excused at 10:40 AM)
Roxane Bretzlaff
Lorna Storoschuk
John Ilchuk
Richard Bourgeois
Shawn Elgert

Observers and Guests:

Staff and Contractors: Arianne Crook, LICA Executive Director
Michael Bisaga, Manager, Environmental Monitoring Programs
Tina Martin, LICA Administrative Professional
Colin Hanusz, Environmental Management Programs
Erin Ritchie, Education and Outreach Coordinator

Regrets: Brian Waters
Colin Cote
Dave Coish
Francis Nkemamin
Monty Moore

1.0 CALL TO ORDER:

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

1.1 Introductions and Sector Updates

1.2 Vision, Mission and Value

1.3 Roll Call

1.4 Approval of Agenda

#1 Moved by Harold Ross AND RESOLVED that the September 13, 2018 Agenda be approved as amended:

- **Strike Landowner's Handbook from item 3.2 and replace it with Synergy Alberta**
- **Strike item 3.2.1 Request for Review**

1.5 Approval of Minutes

#2 Moved by Dana Swigart AND RESOLVED that the Minutes of the June 14, 2018 Board of Directors meeting be approved as presented.

2.0 ONGOING BUSINESS

2.1 Education and Outreach Update

2.1.1 Education and Outreach Updates

2.1.1.1 Classroom Presentations

In the spring of 2017 we delivered approximately 30 classroom presentations. This spring, with the help of our summer student, Julie, we were able to deliver 61 classroom presentations. Some of the increase in presentations were due to the fact that Julie was able to translate our existing presentations into French for delivery in local Francophone schools. Richard Bourgeois volunteered to assist with French presentations if needed.

The X-Stream Science program was presented 4 times in both 2017 and 2018. Some of the challenges faced in 2018 were cancellations due to weather and scheduling issues.

For the current school year, we have 10 classroom presentations booked and are awaiting confirmations for over 10 more classes. We have also received interest in our Airshed presentation and have 8 X-Stream Science programs scheduled.

2.1.1.2 Gauge & Save

We had 15 vehicles come to our Gauge & Save event on June 14th, 2018 in support of Clean Air Day. We are looking to partner with another organization to bring in more participants for future events. Efforts to collaborate with the car shows in the area this year were unsuccessful due to scheduling issues.

2.1.1.3 Jessie Lake Shoreline Clean-up & Weed Pull

The Jessie Lake Shoreline Clean-up and Weed Pull on July 4th, 2018 was a success. We had 36 people picking up garbage and pulling weeds in preparation for riparian restoration work LICA completed over the summer. Volunteers included members from the Town of Bonnyville, ATCO Electric, B&R Eckles, and community members. The Bonnyville Nouvelle covered this event and published an article on it.

Our next Jessie Lake Shoreline Clean-up will be held on October 4th with Notre Dame High School. Anyone interested in volunteering for this event should contact Erin.

2.1.1.4 Aquatic Invasive Species Workshop

The Aquatic Invasive Species Workshop had 13 people in attendance. Everyone who attended provided positive reviews and one participant published a blog post on the workshop. The Bonnyville Nouvelle covered this event as well. Future workshops have been postponed for the fall and winter in hopes of achieving better attendance.

2.1.1.5 Summer Youth Programs & Community Events

We attended 11 community events and youth programs over the summer, mostly at local libraries. Some programs were cancelled due to low attendance or lack of vendors.

Love Your Lake Day was cancelled due to competing events leading to no stakeholder participation.

Nature Kids Bio Blitz had 35 people in attendance. We have had low attendance throughout the year at Nature Kids events and, as such, have paused any future events until the New Year.

2.1.2 Upcoming Workshops & Events

The fall programming schedule is filled up.

2.1.2.1 Little Green Thumbs

We are adding 2 new gardens to our Little Green Thumbs program this year. Ardmore School is adding a second garden and École des Beaux-Lacs is joining the program. This program requires a lot of involvement at the teacher level and training of the new teachers is being determined to bring greater success to the Little Green Thumbs program this year.

Interest was shown towards bringing the program to our Indigenous Communities to strengthen ties between younger generations and the Elders in the communities. Cost of setting up a garden is approximately \$1,000-1,200 and the application process should be started as soon as possible to avoid delays.

2.1.2.2 Stream of Dreams

Tasks to prepare for the Stream of Dreams program on October 15th-19th are underway. We are looking for donations of old shirts (t-shirts or button up) and 500g plastic containers for the painting portion of the program. We are also contacting local pizzerias to donate pizza boxes for drying the wooden fish in once painted. Tina Martin has volunteered to pick up the paint in Lloydminster this coming weekend and our art supply kit should be arriving at the LICA office within the next two weeks.

We are looking for volunteers on Friday, October 19th beginning at 9:00 a.m. to help install the fish along the fence. Email reminders will be sent out as the date of the event draws nearer.

2.2 Environmental Monitoring Programs Update

2.2.1 Routine Operations & Reporting

Over the summer of 2018 we saw significant impacts on air quality due to forest fire smoke from the BC wildfires. Emissions from the forest fires can travel long distances and are a major source of fine particulate matter which can have significant impacts on air quality, visibility, and health. Minor smoke conditions do not typically pose health concerns for healthy individuals but high concentrations, like experienced periodically this summer, can cause irritation of the eyes and throat and shortness of breath in even healthy individuals.

To update on the Maskwa air monitoring station siting issue, our first option of cutting down trees around the site has proven unfeasible so we are working on two other options. Our second option is to increase the tower height by replacing the existing tower. We have received 5 quotes thus far and an evaluation is underway to see if these towers will suit our needs. The third option we have is to move the station to a new location. Imperial has identified 2 alternative locations and evaluations are also underway to see if either of the sites is sufficient for our needs. Industry will be forwarded the results of the above evaluations once completed. Lastly, we have commenced the renewal of our Site Access Agreement for the Maskwa station with Imperial Oil.

To update on the Cold Lake air monitoring station siting issue, we have defined the scope for the completion of a site survey and have received a quote. We are still waiting for clarification from ATCO Electric in regards to the setback distance before we can proceed but are hoping to reuse the Maskwa tower for the Cold Lake air monitoring station. We have a tentative plan to identify a new location for this meteorological tower and need to seek approval from the City of Cold Lake, clear the area, create a gravel pad, and move the station. The Cold Lake air monitoring station is owned by Alberta Environment and Parks but they have requested that LICA address the siting issues on their behalf.

Redeployment of the Portable Air Monitoring System (PAMS) is underway and will be located at site #2 at the east end of Jessie Lake, near Charlotte Lake. The development permit has been advertised in the Bonnyville Nouvelle and the site has been prepared for power and we are waiting for ATCO to energize the site. We are currently in the process of drafting the site access agreement with Timberwolf.

2.2.2 Special Projects

The first phase of the Beaver River Valley Monitoring project involves collecting data (wind speed, wind direction, temperature, and relative humidity) to determine the frequency and conditions under which air pollutants may be transported into and along the valley. Anecdotal evidence from the community suggests that air emissions from different sources are having an effect on the air quality in the Beaver River Valley. There is concern that atmospheric emissions may be draining into the valley, accumulating, and then flowing down-valley. If necessary, phase two will be achieved by supplementing the meteorology instrumentation with appropriate air quality instrumentation to simultaneously measure meteorology and air pollutants of concern. The site recommendations report has been completed with 13 sites evaluated and 5 sites shortlisted. Site suitability was evaluated on terrain analysis, valley profiles, and road access. The inconclusiveness of modelling results supports anecdotal observations and monitoring at sub-10m heights should be undertaken. A test site was set-up in August with a mobile monitoring station being assembled, programmed, bench tested, tied-in, and deployed at the host site. As next steps we will need to secure the monitoring locations and deploy a full array of monitoring stations.

Work on the multi-year monitoring data reports continues. The initial plan to develop Annual Data Reports has been expanded to include multiple years of data collected, which will show valuable trends in air quality in the LICA region. We have completed the 2007-2017 Continuous Data report, line charts, and box plots to look at trends at different percentiles. Still to be completed are the 2007-2017 Passive and Meteorology data reports, wind roses, and correlations of trends in the related data showing production, flare venting, emissions, and well counts. We are getting third-party assistance from Petrinix to compile and filter the data.

We have ordered barcode equipment to implement an asset management system to track our equipment. This should help us in identifying when equipment needs to be replaced and in tracking where our equipment is located.

We have also submitted the research permit application for the Moose Lake soil sampling. We are in the final stages of developing in-house monthly reporting tools.

2.2.3 Planning & Optimization

The government has been working to standardize monitoring. They held a Standards and Protocols Consolidation project meeting on September 5 at which LICA recommended that they initially focus on two parameters. There are several upcoming Oil Sands Monitoring Network Optimization project meetings coming up- a stakeholder feedback meeting on September 18th, and a major project update (models, outputs, and idealized network) on October 11th-12th. There are also several workshops being put on for the Oil Sand Monitoring Integration initiative. We have been invited to attend Workshop 1 (Deposition) on October 9th-11th.

2.2.4 ALMS

2.2.4.1 ALMS Annual Workshop

The ALMS Annual Workshop is on September 28th & 29th at Buffalo Lake. We have secured space for 4 attendees. Colin and Erin will be attending the event and we open the floor to any ALMS volunteer or member of a Watershed Stewardship group, wishing to attend, to fill the last 2 spaces.

#3 Moved by Richard Bourgeois AND RESOLVED that Colin Hanusz and Erin Ritchie attend the ALMS annual workshop on September 28-29 and that Colin invite Patrick Traudt of the LICA TWG to attend along with one other ALMS volunteer or member of a local Watershed Stewardship group for a total of 4 attendees, and that expenses be covered as per LICA policy.

2.3 Environmental Management Programs Update

2.3.1 WPAC Operations Update

2.3.1.1 2018-19 WPAC Operating Grant

We have received our 2018-19 WPAC Operating Grant in the amount of \$236,000.

2.3.1.2 WPAC Summit Report

Andrea presented her report on the 2018 WPAC Summit.

2.3.2 WRRP Update

No Report.

2.3.3 Jessie Lake Restoration Project Update

No report.

2.4 Administration

2.4.1 Executive Director's Report

Arianne presented her Executive Director Report.

2.4.2 Chair's Report

No report.

2.4.3 Treasurer's Report

No report.

2.4.3.1 Accounts Receivable Report to September 4th, 2018

There are no concerns with accounts receivable at this time.

2.4.3.2 Finances to Date as at August 31st, 2018

The Board reviewed the LICA Finances to Date as at August 31st, 2018. Arianne indicated that professional fees were high this year due to a required amendment to the 2017 tax filing and the additional work required to draft Consolidated Financial Statements with sufficient detail for grant expenditures to satisfy reporting requirements.

The Board expressed a desire to recognize Julie for the work she did over the summer by providing her with a gift and letter of recommendation.

#4 Moved by Cody Jacknife AND RESOLVED that Julie be recognized at the LICA AGM and given a gift and a letter of recommendation.

2.4.3.3 Surplus/Deficit and Cash 2017-18 Report

Arianne reviewed with the Board the Surplus/Deficit and Cash 2017-18 Report and presented her recommendations.

#5 Moved by Colin Woods AND RESOLVED that the Board accept Arianne's recommendations contingent upon support from the LICA Industry Screening Committee.

2.4.4 2019-2020 Budget

Arianne presented the 2019-2020 Budget.

#6 Moved by John Ilchuk AND RESOLVED that the 2019-2020 Budget be approved as presented.

2.4.5 Governance Committee

2.4.5.1 Governance Committee Minutes of September 5, 2018

John Ilchuk presented the Governance Committee meeting Minutes of September 5, 2018.

2.4.5.2 Policy 1.2 – Board Composition

#7 Moved by Lorna Storoschuk AND RESOLVED that Policy 1.2 be accepted as presented.

2.4.5.3 Policy 1.5 – Decision Making Process

#8 Moved by Richard Bourgeois AND RESOLVED that Policy 1.5 be accepted as presented.

2.4.5.4 Policy 1.10 – Committee Reporting Process

#9 Moved by Annette Hobart AND RESOLVED that Policy 1.10 be removed as presented.

2.4.5.5 Policy 1.9 – Committees

#10 Moved by Annette Hobart AND RESOLVED that Policy 1.9 be accepted as presented.

2.4.5.6 LICA Bylaws

#11 Moved by Duane Lay AND RESOLVED that the proposed changes to the LICA Bylaws be presented at the AGM for general membership approval.

2.4.6 Education & Outreach Committee

2.4.7 Technical Working Group (TWG)

2.4.7.1 Meeting Update

The next TWG meeting will occur in early October.

2.4.8 Annual General Meeting

2.4.8.1 Email motion to change AGM date

#12 Moved by Brian Waters AND RESOLVED that the AGM date be changed from October 11th the October 9th due to venue availability, via email August 9th, 2018.

2.4.8.2 Volunteers

A request was put forth to the Board for volunteers to help with set-up from 1-4 p.m. and tear down after the LICA AGM.

3.0 Upcoming Business

3.1 Advancing Citizen Science in Alberta: Changing Perspectives, Breaking Barriers

3.1.1 Attendees

The Advancing Citizen Science workshop is on September 26th & 27th in Edmonton. We have secured space for 4 attendees. Arianne and Erin will be attending the event. The Board suggested Cody Jackknife and Amanda Avery-Bibo also attend. Cody will let Arianne know if he is able to attend.

#13 Moved by Annette Hobart AND RESOLVED that Arianne Crook and Erin Ritchie attend the Advancing Citizen Science workshop and that Arianne invite Amanda Avery-Bibo of the LICA E&O Committee along with Cody Jackknife, for a total of 4 attendees and that expenses be covered as per LICA policy.

3.2 Synergy Alberta

The Synergy Alberta conference is usually held on the 1st week of November.

#14 Moved by Richard Bourgeois AND RESOLVED that LICA send four (4) people to the 2018 Synergy Alberta conference, and that expenses be covered as per LICA policy.

4.0 Affiliate Organizations

4.1 Alberta Water Council

Roxane reminded the Board that she is on the Alberta Water Council board and that anyone wishing to obtain more information may contact her directly.

4.2 Alberta Airsheds Council

No report.

5.0 ACTION LIST

5.1.1 Follow-up on action list from June 14, 2018 Board of Directors Meeting

The Board reviewed the action list for the June 14, 2018 Board of Directors Meeting and all items that were due have been completed.

6.0 INCAMERA SESSION

#11 Moved by Lorna Storoschuk that the Board go in camera at 11:40 a.m.

#12 Moved by Harold Ross that the in camera session conclude at 11:50 a.m.

7.0 UPCOMING MEETING DATES

7.1 AGM – October 9, 2018

7.2 Organizational Meeting/Inaugural Board Meeting – October 25, 2018

8.0 ADJOURNMENT:

The meeting adjourned at 12:00 p.m.

Approved on: _____
Date

Signature