



Lakeland Industry and Community Association

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BOARD OF DIRECTORS

Meeting Minutes

December 13, 2018 – 9:00 a.m. - 12:00 p.m.

LICA Board Room

Present:	Andrea Woods Richard Bourgeois John Ilchuk Harold Ross Cody Jackknife Roxane Bretzlaff Francis Nkemamin Dana Swigart Lorna Storoschuk Colin Cote
Observers and Guests:	Elizabeth Michaud
Staff and Contractors:	Arianne Crook, LICA Executive Director Eveline Hartog, LICA Administrative Professional Colin Hanusz, Environmental Management Programs Erin Ritchie, Education and Outreach Coordinator
Regrets:	Annette Hobart Duane Zaraska Brian Waters Shawn Elgert Dave Coish Catherine Walker Colin Woods Duane Lay

1.0 CALL TO ORDER:

Andrea Woods, Chairperson, called the meeting to order at 9:04 a.m.

1.1 Introductions and Sector Updates

1.2 Vision, Mission and Values

1.3 Roll Call

#1 Moved by Dana Swigart AND RESOLVED that Duane Lay be issued an attendance letter.

1.4 Approval of Agenda

#2 Moved by Dana Swigart AND RESOLVED that the December 13, 2018 Agenda be approved as presented.

1.5 Approval of Minutes

#3 Moved by Harold Ross AND RESOLVED that the Minutes of the November 8, 2018 Board of Directors meeting be approved as presented.

2.0 ONGOING BUSINESS

2.1 Education and Outreach Update

2.1.1 Classroom Presentations

Erin has completed 96 classroom presentations to date.

Erin notified the Board that LICA will be hosting, along with Cows and Fish, a Beavers in Our Landscape workshop on March 18, 2019. Emails will be forwarded in the future on this event. Dana Swigart suggested that the MD of Bonnyville also be asked to participate in the workshop since they are already involved with beaver control in the area. Erin will be in touch with the MD.

2.1.2 2019 Calendar Contest

Erin informed the Board that the 2019 calendars are now available. A total of 162 entries were submitted. She is currently making presentations of prizes to the calendar winners, and distributing copies in the local area.

2.1.3 Program Applications

Erin indicated to the Board that the Little Green Thumbs and Stream of Dreams program applications have been approved by the E & O Committee. The application forms will be sent out to schools in the LICA region to identify participating schools for the upcoming grant year. Applications will be accepted until February 4th, 2019. The Board was encouraged to share the names of any interested teachers with Erin and she would contact them directly.

2.2 Environmental Monitoring Programs Update

2.2.1 Routine Operations & Reporting

Mike is currently attending the AEP Deposition Integration Workshop December 12 and 13. He will be presenting the findings from the workshop at the January 17, 2019 Board of Directors meeting. The Board is hopeful that the results from the deposition workshop will result in our current soil samples being analyzed; currently, they are archived.

2.2.2 Special Projects

No report.

2.2.3 Planning & Optimization

No report.

2.2.4 ALMS

The 2019 ALMS proposal for the sampling of 10 lakes in the LICA region has been received and submitted to the LICA Industry Steering Committee for approval.

Colin informed the Board that the invoice for the 2018 sampling has been received from ALMS and that final payment will be made once the report has been received.

2.3 Environmental Management Programs Update

2.3.1 WPAC Update

Colin informed the Board that he has been working with the other WPACs in the province to streamline the AEP grant application process and a proposal for more timely release of grant monies in order to alleviate cash flow problems for WPACs.

LICA's 2019-2020 WPAC Work Plan will be completed in January and will be presented at the January 17, 2019 Board of Directors meeting for approval. The Work Plan will form the basis for the 2019-2020 WPAC Operating Grant application, which we anticipate will be due in February 2019.

2.3.2 Jessie Lake Restoration Program Update

Colin presented a detailed map showing areas around Jessie Lake where restoration areas have been targeted for 2019 and 2020. Colin indicated that the cost to do the planting is approximately \$7500 per year and that this program is dependent upon grant funding.

2.3.3 Muriel Lake Restoration Program Update

Colin is currently working with the Muriel Lake Basin Management Society, in conjunction with ALMS, to determine the lake's winter dissolved oxygen levels. He is coordinating the testing to ensure the data is reliable and in line with provincial data collected from other lakes. Testing will be done approximately 4 times over the winter months using a YSI probe purchased by LICA and the testing site had been determined using the AEP GPS coordinates.

2.3.4 Moose Lake Restoration Program Update

Colin notified the Board that he was currently working with the Moose Lake Watershed Society to address previous data gaps identified in the Watershed Management Plan for Moose Lake. The Society is currently looking at purchasing a fecal coliform analyzer. Dana Swigart did indicate that the MD of Bonnyville has agreed to release \$50,000 towards the purchase of the equipment.

Francis Nkemamin informed the Board that Alberta Health Services (AHS) is implementing a new method of fecal testing for lakes which will be able to provide more in depth information of the origins. He suggested the Moose Lake Watershed Society speak with AHS for more information to ensure there is no duplication of testing.

2.3.5 WRRP Update

The WRRP grant has been applied for and LICA will find out in June, 2019 if we will receive it. Colin will notify the Board as information arises.

2.3.6 IWMP Update

Colin informed the Board that funding for the Integrated Watershed Management Plan (IWMP) has been on hold since 2016. He is currently considering projects which have been identified as addressing data gaps.

Arianne added that LICA's Technical Working Group has requested that a detailed work plan be developed, which will include a detailed budget and scope of work timeline, prior to any work commencing on the IWMP.

2.4 Administration

2.4.1 Executive Director's Report

Arianne presented her Executive Director's report. She also mentioned that a citizen did present a concern to LICA regarding a proposed facility expansion to include an industrial landfill near his home. She offered that, as a synergy group, LICA would be available to bridge a meeting between the concerned landowner and relevant stakeholders to address any concerns and assist with resolution.

2.4.2 Chair's Report

No report.

2.4.3 Treasurer's Report

2.4.3.1 Accounts Receivable Report to December 3rd, 2018

Arianne presented the accounts receivable report to December 3, 2018 to the Board of Directors.

2.4.3.2 Finances to Date November 30th, 2018

Arianne presented the finances report to November 30, 2018 to the Board.

2.4.4 Governance Committee

2.4.4.1 Governance Minutes of November 26, 2018

John presented the minutes of the November 26th, 2018 Governance Committee meeting.

2.4.4.2 Governance Committee Terms of Reference

#4 Moved by Richard Bourgeois AND RESOLVED that the attached Governance Committee Terms of Reference be accepted.

2.4.4.3 Policy 1.22 Use of LICA Equipment

#5 Moved by Dana Swigart AND RESOLVED that the attached Policy 1.22 Use of LICA Equipment be accepted.

2.4.4.4 Appendix A Application & Agreement to Use LICA Equipment

#6 Moved by Lorna Storoschuk AND RESOLVED that the attached Appendix A Application & Agreement to Use LICA Equipment be accepted.

2.4.4.5 Policy 1.13 – Volunteer Hours

#7 Moved by Roxane Bretzlaff AND RESOLVED that the attached Policy 1.13 Volunteer Hours be accepted.

2.4.4.6 Policy 1.14 – Confidentiality

#8 Moved by Colin Cote AND RESOLVED that the attached Policy 1.14 Confidentiality be accepted.

2.4.4.7 Policy 1.15 – Personal Gifts

#9 Moved by Harold Ross AND RESOLVED that Policy 1.15 *Personal Gifts* be sent back to the Governance Committee for further review.

2.4.4.8 Policy 1.16 – Use of LICA Premises

#10 Moved by Richard Bourgeois AND RESOLVED that the attached Policy 1.16 Use of LICAPremises be accepted.

2.4.5 Education & Outreach Committee

2.4.5.1 E&O Minutes of November 27, 2018

Richard presented the minutes of the November 27, 2018 Education and Outreach Committee meeting.

2.4.5.2 E&O Committee Terms of Reference

#11 Moved by Cody Jacknife AND RESOLVED that the attached Education and Outreach Committee Terms of Reference be accepted.

#12 Moved by Dana Swigart AND RESOLVED that the Terms of Reference for Education & Outreach Committee, Governance Committee and Technical Working Group Committees be amended to have a numbering system similar to that of LICA policies.

2.4.6 Technical Working Group (TWG)

2.4.6.1 TWG Terms of Reference

#13 Moved by Harold Ross AND RESOLVED that the attached Technical Working Group Terms of Reference be accepted.

2.4.6.2 Jessie Lake Aeration Scope of Work

Colin explained that the TWG recommends to the Board that the aeration project on Jessie Lake be deferred at this time due to the increased cost associated with the depth of the lake being shallower than originally thought which increases the complexities of winterizing the system and/or the compromised integrity of the ice on the lake and potential liabilities associated with this risk. The TWG further recommends to the Board that Colin return to the Town of Bonnyville to provide further information on the project.

#14 Moved by John Ilchuk AND RESOLVED that the Board accept the Technical Working Group recommendation as presented.

2.4.6.3 Creek Water Quality Testing

Colin informed the Board that the Creek Water Quality Testing project was developed to address data gaps in quantifying water quality in the area and to monitor changes. A number of locations have been identified in the scope of work and the project is expected to run for 5 years. Colin is planning to apply for Oil Sands Monitoring funding through AEP, Environmental Monitoring and Science Division.

#15 Moved by Dana Swigart AND RESOLVED that the Creek Water Quality Testing Scope of Work be accepted as presented.

3.0 Upcoming Business

#16 Moved by Roxane Bretzlaff AND RESOLVED that Items 3.0 and 4.0 be tabled until the January 17, 2019 Board of Directors meeting.

3.1 Strategic Planning

3.1.1 Convene and Collaborate

3.1.2 Engage and Inform

3.1.3 Influence and Approve

3.1.4 Efficient and Effective

4.0 Affiliate Organizations

4.1 Alberta Water Council

No Report.

4.2 Alberta Airsheds Council

No Report.

5.0 ACTION LIST

5.1 Follow-up on action list

5.1.1 November 8, 2018 Board of Directors Meeting

The Board reviewed the action list for the November 8, 2018 Board of Directors Meeting noting that the item 3.2.3 was not completed on time. The Board agreed without motion that a statement regarding the lowering of Ozone AAAQO be drafted by Mike and submitted on behalf of LICA.

6.0 INCAMERA SESSION

#17 Moved by Richard Bourgeois that the Board go in camera at 12:06 p.m.

#18 Moved by John Ilchuk that the in camera session conclude at 12:20 p.m.

7.0 UPCOMING MEETING DATES

7.1 Board Meeting- January 17, 2019

8.0 ADJOURNMENT:

The meeting adjourned at 12:21 p.m.

#19 Moved by Lorna Storoschuk AND RESOLVED that the meeting be adjourned

Approved on: _____
Date

Signature