



Lakeland Industry and Community Association

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BOARD OF DIRECTORS

Orientation & Regular Board Meeting Minutes

November 8, 2018 – 9:00 a.m.

LICA Board Room

Present: Andrea Woods, Chairperson (left at 10:55 a.m. and returned at 11:15 a.m.)

Richard Bourgeois

Annette Hobart

John Ilchuk

Harold Ross

Duane Zaraska

Cody Jackknife

Brian Waters

Shawn Elgert (via Teleconference)

Francis Nkemamin

Lorna Storoschuk

Observers and Guests:

Staff and Contractors:

Arianne Crook, LICA Executive Director

Mike Bisaga, Environmental Monitoring Programs

Colin Hanusz, Environmental Management Programs

Erin Ritchie, Education and Outreach Coordinator

Tina Martin, LICA Administrative Professional

Regrets:

Roxane Bretzlaff

Dana Swigart

Catherine Walker

Colin Cote

Dave Coish

Colin Woods

Duane Lay

1.0 CALL TO ORDER:

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

Board of Directors Orientation Session Meeting Minutes – November 8, 2018

Page - 1 -

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 Annette Hobart AND RESOLVED that the November 8, 2018 Agenda be accepted as amended:

- **Addition of item 3.3.4 Muriel Lake Restoration Plan**
- **Addition of item 5.2.1 Clean Air Forum & Airshed Council Meeting**

1.5 Approval of Minutes

1.5.1 October 9, 2018 – Annual General Meeting

Andrea reviewed the minutes from the Annual General Meeting held on October 9, 2018.

#2 Moved by Harold Ross AND RESOLVED that the October 9, 2018 Annual General minutes be recommended for approval at the 2019 Annual General Meeting.

1.5.2 October 25, 2018 – Organizational Meeting

The Board reviewed the October 25, 2018 Organizational meeting minutes.

#3 Moved by Lorna Storoschuk AND RESOLVED that the minutes of the Board of Directors Organizational Meeting of October 25, 2018 be approved as presented.

1.5.3 October 25, 2018 – Board Meeting

The Board reviewed the October 25, 2018 Board meeting minutes.

#4 Moved by Richard Bourgeois AND RESOLVED that the minutes of the Board of Directors Meeting of October 25, 2018 be approved as amended:

- **Item 2.1.5 be amended to read , “The week of October 15-20 Arianne, Colin and Erin delivered the Stream of Dreams program to 21 classes at Duclos School alongside the Stream of Dreams program administrators and received their certification.”**

2.0 BOARD ORIENTATION

2.1 Ice Breaker

The Board of Directors completed an ice breaker activity.

2.2 Policy Review

2.2.1 Policy 1.5 Decision Making Process

Arianne reviewed Policy 1.5 *Decision Making Process* with the Board of Directors.

2.2.2 Policy 1.8 Board Member Conflict of Interest

Arianne reviewed Policy 1.8 *Board Member Conflict of Interest* with the Board of Directors.

2.2.3 Policy 1.13 Volunteer Hours

Arianne reviewed Policy 1.13 *Volunteer Hours* with the Board of Directors.

2.2.4 Policy 1.19 Review of Absences of Director

Arianne reviewed Policy 1.19 *Review of Absences of Director* with the Board of Directors.

2.2.5 Policy 1.20 Respectful Workplace Policy

Arianne reviewed Policy 1.20 *Respectful Workplace Policy* with the Board of Directors.

2.2.6 Policy 2.8 Board and Committee Expenses and Remuneration

Arianne reviewed Policy 2.8 *Board and Committee Expenses and Remuneration* with the Board of Directors.

2.2.6.1 Expense Claim Form

Arianne reviewed the Expense Claim Form with the Board of Directors stating that each Board member claiming expense reimbursement will now complete one form per month for all meetings.

3.0 ONGOING BUSINESS

3.1 Education and Outreach Update

3.1.1 Classroom Presentations

Erin and Arianne successfully delivered the vermicomposting program to the fourth grade and kindergarten students at École des Beaux-Lacs.

Erin has completed 11 classroom presentations since the October 25, 2018 Board meeting and scheduling for future classroom presentations is ongoing.

3.1.2 Stream of Dreams

Erin & Colin delivered the Stream of Dreams program to the last Duclos class. All 22 classes have now had the program delivered to them. In the spring, when temperatures are consistently above 13 degrees, LICA will be looking for volunteers to varnish the fish on the fence to extend their life expectancy.

At the next Education and Outreach Committee meeting, a school application process will be determined for future deliveries of the program. Erin is also working on a Delivery Guidebook based on the knowledge gained during the initial delivery of the Stream of Dreams program to Duclos School.

3.2 Environmental Monitoring Programs Update

3.2.1 Routine Operations & Reporting

The PAMS unit has been operational for approximately 3 weeks. PAMS data are available on the LICA website as **Bonnyville East** and as **Bonnyville** in the CASA Data Warehouse and on the provincial AQHI map. We are working towards incorporating the current AQHI rating and the AQHI forecasting on the LICA website as currently shown for Cold Lake and St. Lina.

Resolution of the Maskwa siting issues are ongoing. We are currently engaged with the Alberta Environment and Parks (AEP) auditors to solicit feedback on the new site proposal. Once feedback has been received we are hoping to move forward with moving the site, completing a new site access agreement with Imperial Oil and re-establish direct control room communications.

3.2.2 Special Projects

AEP's Deposition Integration Workshop will be held on December 12-13 which will determine the next steps regarding the soil acidification program.

The Beaver River Valley Monitoring Project is underway. The MET station at the test site has now generated the first quarterly report for the program with the remaining three stations to be deployed in November or December of this year.

Outcomes from the Historical Data Reporting we are working on are three-fold: 1) to correlate the monitoring records with industrial activity, NPRI, and other emissions data, 2) to inform on the rationale behind monitoring activities, and 3) to provide input for future PAMS deployments.

AEP would like to add hydrocarbon monitoring to the current passive ambient air monitoring systems. LICA has been approached to deploy hydrocarbon monitoring but it has been put on hold until the deposition project has been completed. AEP has asked us to add this into our 2019-20 Work Plan.

3.2.3 Planning & Optimization

AEP has posted a new Ozone (O₃) 1-hour Alberta Ambient Air Quality Objective (AAAQO) for 60-day public review and comment. The current AAAQO of 82 ppb (parts per billion) is being lowered to 76 ppb. In review of LICA's recent monitoring history, ozone concentrations have been below the new, more stringent AAAQO in our area. The Technical Working Group will draft a statement from LICA in regards to this new objective which will be brought back to the Board for review prior to submission to AEP.

We are in Phase 3 of the Network Optimization Project: New Theoretical Monitoring Design developed using GEM-MACH and other analysis tools to assist in identifying regions in which monitoring may be redundant. Preliminary runs of the model indicated that the model isn't completely capturing the required data. Mike reviewed how the output of the model is currently showing homogenous sections and wasn't capturing the full extent of the variations it should be capturing. Mike also reviewed how the model is able to remove redundancies in the existing passive analysis network, however redundancies in our region provide minimal cost savings.

3.2.4 ALMS

No report.

3.3 Environmental Monitoring Programs Update

3.3.1 2018-19 WPAC Operating Grant

No report.

3.3.2 WRRP Update

No report.

3.3.3 Jessie Lake Restoration Project Update

Colin has been looking into how storm water drainage is handled in the Town of Bonnyville. Lorna informed the Board that the Town of Bonnyville has a treatment process in place. Colin will follow up with Bill Rogers from the Town of Bonnyville for more details.

3.3.4 Muriel Lake Restoration Plan

The Muriel Lake Basin Management Society (MLBMS) has created a steering committee to look into restoring the fisheries in Muriel Lake. Colin has been asked to participate on this team. Colin has included a copy of the MLBMS Action Plan for Board review.

#5 Moved by Brian Waters AND RESOLVED that Colin Hanusz represent LICA on the Muriel Lake Restoration Team.

3.4 Administration

3.4.1 Executive Director's Report

No report.

3.4.2 Chair's Report

No report.

3.4.3 Treasurer's Report

No report.

3.4.4 Governance Committee

No report.

3.4.5 Education & Outreach Committee

No report.

3.4.6 Technical Working Group (TWG)

3.4.6.1 October 1, 2018 – TWG Meeting Minutes

The Board reviewed the TWG meeting minutes of October 1, 2018.

4.0 UPCOMING BUSINESS

4.1 Synergy Alberta Annual Conference – November 5 & 6

4.1.1 Conference Report

The take-away from Day 1 was a session on Meaningful Consultation. At the banquet and awards ceremony that evening, LICA was the only group to receive the Synergy Award of Excellence. Andrea Woods also received a Pioneer Spirit Award for her instrumental part in the successful development and implementation of LICA's reorganization.

Day 2 provided information on Surface Rights, a presentation from the Wapiti Area Synergy Partnership and an update from the Canadian Association of Petroleum Producers (CAPP). Andrea and Arianne delivered a presentation on our reorganization.

All participants felt that increased LICA involvement with Synergy Alberta would add benefit to their organization and ours going forward.

5.0 AFFILIATE ORGANIZATIONS

5.1 Alberta Water Council

No report.

5.2 Alberta Airsheds Council

No report.

5.2.1 Clean Air Forum & Airshed Council Meeting

A Clean Air Forum, hosted by the Alberta Capital Airshed will be held on November 20th followed by the Alberta Airsheds Council meeting on November 21st. We can rent booth space at the Clean Air Forum for \$250.00.

#6 Moved by John Ilchuk AND RESOLVED that Arianne Crook and Michael Bisaga attend both the Clean Air Forum and the Alberta Airsheds Council meeting and that all expenses be covered as per LICA policy, including the \$250 booth fee.

6.0 ACTION LIST

6.1 Follow-up on Action List

6.1.1 October 25, 2018 Board of Directors Meeting

The Board reviewed the action list for the October 25, 2018 Board of Directors Meeting.

7.0 UPCOMING MEETING DATES

7.1 Board Meeting – December 13, 2018

8.0 ADJOURNMENT:

The meeting adjourned at 11:30 a.m.

#7 Moved by Dwayne Zaraska AND RESOLVED that the meeting be adjourned.

Approved on: _____
Date

Signature