



Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5

780 812-2182 780 812-2186 www.lica.ca

---

## **BOARD OF DIRECTORS**

### **Organizational Meeting Minutes**

**October 25, 2018 – 9:00 a.m.**

**LICA Board Room**

---

<b>Present:</b>	Andrea Woods Richard Bourgeois Annette Hobart John Ilchuk Harold Ross Cody Jacknife Brian Waters Shawn Elgert (via Teleconference) Francis Nkemamin Colin Woods Dave Coish Dana Swigart Lorna Storoschuk
<b>Observers and Guests:</b>	Randy Parenteau Elizabeth Michaud
<b>Staff and Contractors:</b>	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
<b>Regrets:</b>	Duane Zaraska Cathrine Walker Roxane Bretzlaff Duane Lay Colin Cote

### **1.0 CALL TO ORDER:**

Arianne Crook, Executive Director, called the meeting to order at 9:05 AM.

### **1.1 Introductions**

Board of Directors Organizational Meeting Minutes – October 25, 2018

Page - 1 -

---

Initials

## 1.2 Vision, Mission and Values

## 1.3 Approval of Agenda

#1 Moved by John Ilchuk AND RESOLVED that the October 25, 2018 Agenda be approved as presented.

## 2.0 POLICY REVIEW AND ELECTIONS

### 2.1 Policy 1.3 Responsibilities of the Board of Directors

Arianne reviewed Policy 1.3 *Responsibilities of the Board of Directors* with the Board.

### 2.2 Policy 1.7 Board Member Job Descriptions

Arianne reviewed Policy 1.7 *Board Member Job Descriptions* with the Board.

### 2.3 ELECTIONS

Arianne indicated that the Board of Directors for 2018-19 now consists of the following:

Community Directors: Andrea Woods  
Richard Bourgeois

Non-Government  
Organization (NGO): Annette Hobart

Agriculture Director: John Ilchuk

Forestry/Trapping: Harold Ross

Aboriginal/Metis/  
First Nations: Duane Zaraska  
Cody Jacknife

Industry: Cathrine Walker  
Roxane Bretzlaff  
Brian Waters

Government: Shawn Elgert, Alberta Agriculture & Forestry  
Francis Nkemamin, Alberta health Services  
Colin Woods, Alberta Energy Regulator (AER)  
Dave Coish, Alberta Environment & Parks (AEP)  
\_\_\_\_\_, Alberta Environment & Parks (AEP)  
Dana Swigart, MD of Bonnyville  
Lorna Storoschuk, Town of Bonnyville  
Duane Lay, City of Cold Lake  
Colin Cote, County of Lac La Biche

Arianne explained to the Board that terms are 2 years in length.  
Board of Directors Organizational Meeting Minutes – October 25, 2018

### **2.3.1 Chairperson**

Arianne Crook, Executive Director, opened the floor for nominations for the position of Board Chairperson for a one (1) year term.

Annette Hobart nominated Andrea Woods, Seconded by John Ilchuk

**#2 Moved by John Ilchuk, Seconded by Lorna Storoschuk AND RESOLVED that nominations cease.**

**Arianne declared Andrea Woods to be elected by acclamation as Board Chairperson for a one (1) year term.**

### **2.3.2 Vice-Chairperson**

Arianne Crook, Executive Director, opened the floor for nominations for the position of Board Vice-Chairperson for a one (1) year term.

Andrea Woods nominated Annette Hobart, Seconded by Dana Swigart

**#3 Moved by Harold Ross, Seconded by Brian Waters AND RESOLVED that nominations cease.**

**Arianne declared Annette Hobart to be elected by acclamation as Board Vice-Chairperson for a one (1) year term.**

### **2.3.3 Secretary- Treasurer**

Arianne Crook, Executive Director, opened the floor for nominations for the position of Secretary-Treasurer for a one (1) year term.

Brian Waters nominated Roxane Bretzlaff, Seconded by Richard Bourgeois

**#4 Moved by John Ilchuk, Seconded by Lorna Storoschuk AND RESOLVED that nominations cease.**

**Arianne declared Roxane Bretzlaff to be elected by acclimation as Board Secretary-Treasurer for a one (1) year term.**

## **2.4 Code of Ethics (Conduct)**

Arianne reviewed the Code of Ethics (Conduct) with the Board of Directors, and each Director signed a copy for retention by the Executive Director.

## **2.5 Policy 1.14 Confidentiality**

Arianne reviewed Policy 1.14 *Confidentiality* with the Board of Directors.

## **2.6 Oath of Confidentiality**

Each Director signed the Oath of Confidentiality for retention by the Executive Director.

## **2.7 Board and Committee Sign-on**

Arianne had the Board of Directors complete the Board and Committee Sign-on sheet for retention by the Executive Director.

## **3.0 APPOINTMENTS TO COMMITTEES**

### **3.1 Appointments to Committees**

Arianne reviewed Policy 1.9 *Committees* with the Board of Directors, indicating that one Director from the Board must be appointed to each committee and designated to be the Chairperson for that committee.

The Board of Directors reviewed the Expressions of Interest from LICA members, dated October 17, 2018 and the recommendations from Andrea, prior to making appointments to the Governance and Education and Outreach Committees, and the Technical Working Group.

### **3.2 Governance Committee (Bylaws and Policies)**

**#5 Moved by Colin Woods, Seconded by Brian Waters AND RESOLVED that the following be appointed to the Governance Committee for a one (1) year term and that an Alberta Energy Regulator representative, two Industry representatives and an Alberta Environment and Parks representative also be appointed to the Committee:**

1. John Ilchuk, Chair
2. Delano Tolley
3. Sheena Oman

### **3.3 Education and Outreach Committee (E&O)**

**#6 Moved by John Ilchuk, Seconded by Annette Hobart AND RESOLVED that the following be appointed to the Education and Outreach Committee for a one (1) year term and that two Industry representatives also be appointed to the Committee:**

1. Richard Bourgeois, Chair
2. Amanda Avery-Bibo
3. Desiree Parenteau
4. Alyssa Gladish
5. Cody Jackknife

### 3.4 Technical Working Group

**#7 Moved by Brian Waters, Seconded by Richard Bourgeois AND RESOLVED that the following be appointed to the Technical Working Group for a one (1) year term and that two Industry representatives, an Alberta Energy Regulator representative, an Indigenous representative, and an Alberta Environment and Parks representative also be appointed to the Committee:**

1. Annette Hobart, Chair
2. Douglas McCord
3. Katlyn MacDonald

### 4.0 OTHER ITEMS

#### 4.1 LICA 2018-19 Meeting Calendar

The Board of Directors agreed that the November Board meeting would be held on Thursday November 8 2018 and the December meeting would be held on Thursday December 13, 2018. The Board also agreed that Board meetings would be held every third Thursday of the month, beginning January 17, 2019.

#### 4.2 Policy 2.3 LICA Signing Authority

Arianne advised Board members that, pursuant to Policy 2.3 *LICA Signing Authority*, signing authority will remain with the Officers: Andrea Woods, Annette Hobart, and Roxane Bretzlaff.

**#8 Moved by John Ilchuk AND RESOLVED that Monty Moore be removed from the Signing Authority and that Roxane Bretzlaff be added.**

### 5.0 UPCOMING MEETING DATES

#### 5.1 Board Orientation & Development

November 8, 2018

#### 5.2 Board Meeting

November 8, 2018

### 6.0 ADJOURNMENT:

The meeting adjourned at 10:15 a.m.

Approved on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature