



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

Meeting Minutes

June 13, 2019 – 9:00 a.m. - 12:00 p.m.

LICA Board Room

Present:

Andrea Woods
Annette Hobart
Roxane Bretzlaff
John Ilchuk
Harold Ross
Duane Zaraska
Cody Jacknife (arrived at 9:00 a.m.)
Catherine Walker
Scott Meyers
Dana Swigart (left at 11:58 a.m.)
Lorna Storoschuk
Colin Cote
Shawn Elgert (via teleconference)
Duane Lay

Observers and Guests:

Tanya Hintz (left at 11:00 a.m.)

Staff and Contractors:

Arianne Crook, LICA Executive Director
Erin Ritchie, Manager of Environmental Programs
Lisa Ratte, Education and Outreach Coordinator
Tina Martin, LICA Administrative Professional
Michael Bisaga, Manager, Environmental Monitoring Programs
Lily Lin, Data & Reporting Specialist

Regrets:

Richard Bourgeois
Francis Nkemamin
Colin Woods
Monica Dahl

1.0 CALL TO ORDER:

Andrea Woods, Chairperson, called the meeting to order at 8:55 a.m.

1.1 Introductions and Sector Updates

Arianne presented the sector update for Richard Bourgeois. Caleb Sinn from ALMS was at Muriel Lake on June 3rd for the first round of sampling. He expected that the first round of testing on all of the lakes for 2019 would be done by the third week of June with the 2nd round of testing beginning the first week of July. Also, the Muriel Lake Basin Management Society has been approved for an Eco Trust grant to complete a LiDAR study of the basin. Richard will provide a further update on this at the fall meeting.

1.2 Vision, Mission and Values

1.3 Roll Call

1.4 Approval of Agenda

#1 Moved by Harold Ross AND RESOLVED that the June 13, 2019 Agenda be approved as presented.

1.5 Approval of Minutes

1.5.1 May 16, 2019 – Board Meeting

#2 Moved by Lorna Storoschuk AND RESOLVED that the Minutes of the May 16, 2019 Board of Directors meeting be approved as presented.

2.0 ONGOING BUSINESS

2.1 Education and Outreach Update

2.1.1 Presentations Update

Lisa and Mason have been very busy completing 39 classroom presentations and hosting 3 X-Stream science programs as well as 2 Little Green Thumbs Salad-brations. They were also invited to the Cold Lake F.C.S.S. to do a presentation on LICA and we had a booth set up at the Lac La Biche Environment Week celebration that attracted ~400 people. Arianne and Erin joined Lisa and Mason in hosting our second Stream of Dreams program at the École Notre Dame Elementary School here in Bonnyville.

2.1.2 AQHI Lantern

We set up the AQHI lantern at the Cold Lake Energy Center yesterday with the airshed and AQHI posters.

We will be unveiling the AQHI lantern and accompanying posters in Bonnyville at the Oil and Gas Show in the Centennial Centre next week.

2.1.3 Earth Day Writing Contest

The winners of the Earth Day writing contest have been awarded their prizes. First place went to Anja Symon of H.E. Bourgoin School. Second place went to Kaitlyn Treanor, third place went to Evan Taylor and fourth place went to Aspen Sales all of École Dr. Bernard Brosseau School. You can view the winning entries by going to the Education tab on the LICA website.

2.1.4 Upcoming Outreach Activities

The following Education & Outreach activities have been planned over the upcoming months:

- June 19-20 The Bonnyville & District Oil & Gas Show
- June 27 Bonnyville Vermicompost
- July 3 Cold Lake Vermicompost
- July 1 Canada Day at Kinooso Beach in Cold Lake
- Mid-July Shoreline Clean-up & BBQ

We are also working with Cows & Fish to put on a Beaver Deceiver Workshop in August.

Duclos School notified us that they would be unable to participate in the Little Green Thumbs program, however we received an application from St. Paul Elementary School, which was accepted by the E&O Committee for delivery in the fall. .

2.2 Environmental Monitoring Programs Update

AEP has implemented a temporary bulk reporting protocol for air quality exceedances of PM 2.5 during wildfire season.

2.2.1 Routine Operations & Reporting

No report.

2.2.2 Special Projects

No report.

2.2.3 Planning & Optimization

No report.

2.2.4 OSM Project Leads Meeting June 4-5

Mike and Erin represented LICA at the Science and Indigenous Knowledge Integration Committee (SIKIC) meetings to answer questions about our OSM project plans. The key questions were related to integration of LICA's project plans among other work either proposed or carried out in similar theme areas.

The SIKIC has requested that integrated work plans be developed for aquatic, atmospheric, terrestrial, and other thematic monitoring areas; LICA's OSM projects fall into these broad theme categories. The submission deadline for revised project plans has been set for June 30, 2019.

2.3 Environmental Management Programs Update

2.3.1 WPAC 2018-19 Final Report

The WPAC 2018-19 final report is complete. The Officers have reviewed it and we are waiting for the financials from the accountant before submitting the report by the end of June.

The Airshed Engagement Grant final report has been submitted to the Officers for review prior to submission by the June 30th deadline.

2.3.2 WRRP 2017-19 Final Report

The WRRP 2017-19 final report is complete and is currently being reviewed by the Officers. We are also waiting on the financials from the accountant to submit this report.

2.3.3 WRRP 2019-21 Update

We have not received a grant agreement as of today's date.

2.3.4 ALMS 2019 Lakes

Erin presented the complete list of the 2019 lakes to be tested by ALMS which includes:

- 1) Skeleton Lake North Basin,
- 2) Skeleton Lake South Basin,
- 3) Laurier Lake,
- 4) Vincent Lake,
- 5) Minnie Lake,
- 6) Crane Lake,
- 7) Moose Lake,
- 8) Muriel Lake,
- 9) Kehewin Lake, and
- 10) Marie Lake.

The funds the Moose Lake Watershed Society requested from the MD of Bonnyville are now going towards doing sediment core samples as part of the phosphorus loading study which will feed into LICA's total phosphorus budget if our grant is successful.

2.4 Administration

2.4.1 Executive Director's Report

Arianne presented her Executive Director's report noting that the amended AEP Air Monitoring Contract to the end of June 2019 was received yesterday.

2.4.2 Financial Reports

2.4.2.1 Accounts Receivable Report to June 4th, 2019

Arianne presented the accounts receivable report to June 4th, 2019 to the Board noting that Pengrowth has since paid. Duane Lay notified us that the 2019-20 membership dues have now been approved by the Cold Lake council and payment will be forthcoming.

2.4.2.2 Finances to Date May 31st, 2019

Arianne presented the Finances to Date to May 31st, 2019 to the Board.

2.4.3 Strategic Plan Progress Report – June 6th, 2019

Arianne presented LICA's Strategic Plan Progress Report to June 6th, 2019.

2.4.4 Governance Committee

2.4.4.1 May 21, 2019 – Governance Minutes - DRAFT

John presented the draft of the May 21st Governance meeting minutes.

2.4.4.2 Policy 2.4 General Purchasing – Supplies and Services

#3 Moved by Roxane Bretzlaf AND RESOLVED that Policy 2.4 *General Purchasing – Supplies and Services* be accepted as presented.

2.4.4.3 Policy 2.5 Membership

#4 Moved by Scott Meyers AND RESOLVED that Policy 2.5 *Membership* be accepted as presented.

2.4.4.4 Policy 2.7 Back-up of Financial Data – DELETION

#5 Moved by Annette Hobart AND RESOLVED that Policy 2.7 *Back-up of Financial Data* be deleted as recommended.

2.4.4.5 Policy 3.14 Accounting Assistant Job Description

#6 Moved by Scott Meyers AND RESOLVED that Policy 3.14 *Accounting Assistant Job Description* be accepted as presented.

2.4.4.6 Policy 2.9 Employee/Contractor Expenses

#7 Moved by Catherine Walker AND RESOLVED that Policy 2.9 *Employee/Contractor Expenses* be accepted as presented.

2.4.4.7 Policy 2.10 Petty Cash

#8 Moved by Annette Hobart AND RESOLVED that Policy 2.10 *Petty Cash* be accepted as presented.

2.4.4.8 LICA Bylaws

The Governance Committee reviewed the LICA Bylaws at their May 21 meeting and do not recommend any changes at this time.

2.4.5 Education and Outreach Committee

2.4.5.1 May 8, 2019 – E&O Minutes – DRAFT

Lisa presented the draft of the May 8th Education & Outreach Committee meeting.

2.4.5.2 Committee Member Selection

The Committee Expression of Interest list was reviewed and it was determined that the E&O Committee could operate effectively until the new members are appointed at the organizational meeting after the AGM.

#9 Moved by John Ilchuk AND RESOLVED that the Education & Outreach Committee operate with the existing membership until new members are appointed at the organizational meeting.

2.4.6 Technical Working Group (TWG)

2.4.6.1 April 29, 2019 – TWG Meeting Minutes – DRAFT

Annette presented the draft of the April 29th TWG Committee meeting.

2.4.6.2 Recommendations to the Board – In-house Reporting Proposal

The Technical Working Group is recommending that, on a 1-year trial commencing August 1, 2019, LICA proceed with transitioning all essential reporting and data validation functions to the Data and Reporting Specialist (Lily Lin). Level 0 data verification will remain with the current air reporting services contractor.

#10 Moved by Scott Meyers AND RESOLVED that the in-house reporting proposal be accepted as presented and that Michael seek alternative third-party contracts if required.

2.4.7 2020-21 Proposed Consolidated Budget

Arianne presented the Proposed Consolidated Budget for 2020-21 for Board review.

2.4.8 LICA Credit Card Authorization

As of August 15th, 2019 the existing Lakeland Credit Union MasterCard will no longer be supported. As such, LICA will need to apply for a Lakeland Credit Union VISA to replace it.

#12 Moved by Harold Ross AND RESOLVED that, as per LICA Bylaws, LICA acquire a credit card with a total credit limit of \$10,000 and that the Officers be designated as administrators of the credit card account and that Arianne Crook be designated as an authorized cardholder with a credit limit of the full \$10,000.

2.4.9 Summer Office Hours

After consultation with administrative staff, it was determined that the office could be closed Mondays for the summer months of July and August. This will be in effect for future years unless otherwise directed by the Board.

#11 Moved by Scott Meyers AND RESOLVED that the LICA office hours be Tuesday, Wednesday and Thursday from 8:30-5:00 for the summer months of July and August going forward unless otherwise directed by the Board.

3.0 Other Business

3.1 Water Innovation Forum – May 22-23

Attendees to this year's Water Innovation forum felt networking with other WPACs to be valuable but do not recommend that we attend this event going forward.

3.2 ALMS Annual Conference – Sept 18-19th

ALMS has sent out a save the date for this fall's ALMS Conference at Chestermere Lake.

#13 Moved by Duane Lay AND RESOLVED that up to three people attend the ALMS Annual Conference and that mileage and accommodation expenses be covered as per LICA policy.

4.0 Affiliate Organizations

4.1 Alberta Water Council

No Report

4.2 Alberta Airsheds Council

The "how wildfire smoke affects our health" video is near completion and will be released very soon.

Arianne will attend the AGM on Friday June 21st, 2019 in Edmonton.

4.3 Synergy Alberta

Arianne participated in the monthly conference call. The importance of social media was discussed. Arianne will discuss the possibility of creating a Social Media management policy with the Governance Committee.

5.0 ACTION LIST

5.1 Follow-up on action list

5.1.1 May 16th, 2019 Board of Directors Meeting

The Board reviewed the action list for the May 16, 2019 Board of Directors Meeting.

6.0 IN CAMERA

#14 Moved by Harold Ross AND RESOLVED that the Board go in camera at 11:40 a.m.

#15 Moved by John Ilchuk AND RESOLVED that the in camera session conclude at 11:58 a.m.

7.0 UPCOMING MEETING DATES

7.1 Board Meeting- September 19, 2019

The Board moved the September Board meeting to September 26, 2019.

8.0 ADJOURNMENT:

The meeting adjourned at 12:00 p.m.

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

Approved on: _____
Date

Signature