



Lakeland Industry and Community Association

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BOARD OF DIRECTORS

Meeting Minutes

**October 17, 2019 – Immediately Following Organizational Meeting
LICA Board Room**

Present: Andrea Woods
Richard Bourgeois
Annette Hobart
John Ilchuk
Amanda Avery-Bibo
Wayne Bamber
Shawn Elgert (via teleconference)
Francis Nkemamin
Lorna Storoschuk
Duane Lay
Lorin Tkachuk
Cody Jacknife

Observers and Guests: Richard Pearce

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

Regrets: Duane Zaraska
Tanya Hintz
Colin Woods
Abdi Siad-Omar
Dana Swigart
Heather Harms

1.0 CALL TO ORDER:

Andrea Woods, Chairperson, called the meeting to order at 10:55 a.m.

1.1 Introductions and Sector Updates

1.2 Vision, Mission and Values

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Initials

1.3 Roll Call

1.4 Approval of Agenda

#1 Moved by John Ilchuk AND RESOLVED that the October 17, 2019 Agenda be approved as amended:

- Numbering on item 3.4 subheadings corrected
- Item 5.3.1 is for information
- Item 3.3.1 should read WRRP 2020-21

1.5 Approval of Minutes

1.5.1 September 26, 2019 – Board Meeting

#2 Moved by Richard Bourgeois AND RESOLVED that the Minutes of the September 26, 2019 Board of Directors meeting be approved as presented.

2.0 Board Orientation

2.1 Ice Breaker

2.2 Policy Review

2.2.1 Policy 1.5 Decision-Making Process

The Board reviewed Policy 1.5 *Decision-Making Process*.

2.2.2 Policy 1.8 Board Member Conflict of Interest

The Board reviewed Policy 1.8 *Board Member Conflict of Interest*.

2.2.3 Policy 1.13 Volunteer Hours

The Board reviewed Policy 1.13 *Volunteer Hours*. It was clarified that the time written on the sign-in sheet should be the time spent in meeting preparations and then the meeting time will be added to this number for tracking volunteer hours and in-kind support.

2.2.4 Policy 1.19 Review of Absences of Director

The Board reviewed Policy 1.19 *Review of Absences of Director*.

2.2.5 Policy 1.20 Respectful Workplace Policy

The Board reviewed Policy 1.20 *Respectful Workplace Policy*.

2.2.6 Policy 2.8 Board and Committee Expenses and Remuneration

The Board reviewed Policy 2.8 *Board and Committee Expenses and Remuneration*.

2.2.6.1 Expense Claim Form

The Board reviewed how to complete the Expense Claim Form.

3.0 Ongoing Business

3.1 Education and Outreach (E&O) Update

3.1.1 Program Updates

To date the LICA E&O staff have delivered 110 water focused presentations, 10 air quality focused classroom presentations and 12 X-stream science programs.

On October 15th the LICA AQHI lantern, that was previously located in the Bonnyville and District Centennial Centre lobby, was relocated to the Bonnyville Municipal Library.

We received 152 calendar contest entries this year. Board members are asked to vote for their favorites which will be put into the 2020 LICA Calendar.

3.1.2 Upcoming Outreach Activities

On November 14th LICA will be hosting a Groundwater Presentation. Alberta Environment and Parks (AEP) speaker will host two sessions; the first from 11:00 am until 12:30 pm will cover Groundwater Basics and the second from 1:30 to 3:00 pm will cover the more technical aspects of groundwater.

3.2 Environmental Monitoring Programs Update

3.2.1 Routine Operations & Reporting

The in-house reporting trial has been successful thus far. Reports have been submitted on time to AEP for the last three consecutive months. Report quality has also improved with this change.

Updated DNA charts on air quality were reviewed for nitrogen dioxide (NO₂) and particulate matter (PM_{2.5}). These charts now contain data from 2007 to 2018 allowing us to see changes in air quality over time, episodic air quality events (such as forest fires), and cyclical/seasonal patterns in air quality at different locations.

3.2.2 Special Projects

LICA has partnered with Environment Canada and Alberta Environment and Parks for a polycyclic aromatic compounds (PAC) monitoring pilot project; sampling for this project will occur at existing sites in the LICA passive monitoring network. PACs are mainly formed as a result of incomplete combustion of carbon-based fuels and materials during industrial or other human activities, fugitive emissions from oil and gas activity, or by natural events such as forest fires. Data collected thus far indicates that one area in the Fort McMurray network exceeds Alberta Ambient Air Quality Objectives for certain PACs. The spatial distribution of different PACs in air across the oil sands region is different if they are *formed in* or are *released into* the atmosphere. This pilot will run for a one- to two-year period at 6 sites in the LICA region.

The samples for the Soil Acidification Monitoring program were collected over the Thanksgiving weekend. A funding decision will allow analysis of these and the archived 2018 samples.

3.2.3 Planning & Optimization

No report.

3.2.4 OSM Projects

LICA is still waiting to receive contracts from AEP for the current monitoring season. There is a possibility that AEP may be looking at getting multi-year contracts for continuous monitoring.

3.3 Environmental Management Programs Update

3.3.1 WRRP 2020-2021

This is the final year for this grant program. To date, the submission of the WRRP application has not been requested; however, as the traditional submission date is October 31st, the Manager of Environmental Programs is assembling an application to be ready for submission.

3.3.2 WPAC Operating Grant Update 2019-2020

LICA has received no information on the status of the WPAC Operating grant to date. The interim progress report that was due on October 15th has been submitted.

3.4 Administration

3.4.1 Executive Director's Report

The Executive Director's report was presented noting that the LICA Strategic Planning will be handled a little differently this year. LICA contractors will complete an internal strategic plan review in-house on November 20th. Recommendations from this review will be presented at the December Board meeting for discussion and approval.

3.4.2 Financial Reports

3.4.2.1 Accounts Receivable Report to October 7th, 2019

The accounts receivable report to September 16th, 2019 was presented to the Board.

3.4.2.2 Finances to Date August 31st, 2019

The Finances to Date to September 30th, 2019 were presented to the Board.

3.4.3 Governance Committee

No report.

3.4.4 Education and Outreach Committee

No report.

3.4.5 Technical Working Group (TWG)

No report.

4.0 Other Business

4.1 Presentation from TC Energy – November 21

TC Energy Corporation (TC Energy) has requested to come speak to the Board at the November meeting about the new natural gas pipeline route planned for the upcoming year. The Board has accepted TC Energy's request for an audience.

5.0 Affiliate Organizations

5.1 Alberta Water Council

No report.

5.2 Alberta Airsheds Council

No report.

5.3 Synergy Alberta

5.3.1 2019 Annual Conference – November 4-5

Preparations have been completed for the Executive Director and the Chair to attend the 2019 Synergy Alberta Annual Conference.

5.4 Government of Alberta

No report.

6.0 ACTION LIST

6.1 Follow-up on action list

6.1.1 September 26th, 2019 Board of Directors Meeting

The Board reviewed the action list from the September 26, 2019 Board of Directors Meeting.

There is a Strengthening Volunteer Boards training opportunity on Saturday, October 19th which members are invited to attend. Anyone interested can let the administrative staff know and arrangements will be made for them to attend.

LICA is still looking for a keynote speaker for January. The E&O Coordinator has forwarded an invitation to several candidates.

7.0 UPCOMING MEETING DATES

7.1 Board Meeting

The next Board meeting will be held November 21st, 2019 at 9:00 am.

8.0 ADJOURNMENT:

The meeting adjourned at 12:00 p.m.

#12 Moved by Duane Lay AND RESOLVED that the meeting be adjourned.

Approved on: _____
Date

Signature