



Lakeland Industry and Community Association

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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**September 26, 2019 – 9:00 a.m. - 1:00 p.m.**

**LICA Board Room**

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**Present:**

Andrea Woods  
Richard Bourgeois  
Annette Hobart  
John Ilchuk  
Harold Ross (arrived at 11:40 a.m.)  
Roxane Bretzlaff  
Scott Meyers  
Shawn Elgert  
Francis Nkemamin (arrived at 11:14 a.m.)  
Dana Swigart  
Monica Dahl  
Colin Woods (left at 11:30 a.m.)  
Cody Jacknife  
Catherine Walker  
Duane Zaraska

**Observers and Guests:**

**Staff and Contractors:**

Arianne Crook, LICA Executive Director  
Erin Ritchie, Manager of Environmental Programs  
Lisa Gander, Education and Outreach Coordinator  
(left at 10:50 am)  
Michael Bisaga, Monitoring Programs Manager  
Tina Martin, LICA Administrative Professional

**Regrets:**

Lorna Storoschuk  
Colin Cote

Duane Lay

**1.0 CALL TO ORDER:**

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

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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 Richard Bourgeois AND RESOLVED that the September 26, 2019 Agenda be approved as presented.**

**1.5 Approval of Minutes**

**1.5.1 June 13, 2019 – Board Meeting**

**#2 Moved by Dana Swigart AND RESOLVED that the Minutes of the June 13, 2019 Board of Directors meeting be approved as presented.**

**2.0 ONGOING BUSINESS**

**2.1 Education and Outreach Update**

**2.1.1 Program Updates**

The target set out in the WPAC Annual Work to deliver 50 classroom presentations in 2019-20 was exceeded as we have completed 77 thus far.

We have completed 4 of our 5 air presentations to date.

Stream of Dreams was successfully completed at St. Dominic Elementary School in Cold Lake.

The AQHI lantern that is currently residing in the Bonnyville & District Centennial Centre will be moving to the Bonnyville Library on October 15<sup>th</sup>.

The Keep Our Lake Blue campaign ran at Moose Lake over the summer months. A survey will be sent out to participants in October to see which action items were undertaken.

**2.1.2 Upcoming Outreach Activities**

October 3 – The LICA Calendar contest ends.

October 9 – LICA AGM

Date TBD – Keynote Speaker event, more information to follow next month

## **2.2 Environmental Monitoring Programs Update**

### **2.2.1 Routine Operations & Reporting**

Since air monitoring reporting was brought in-house in July 2019, reports have been submitted to AEP on time.

### **2.2.2 Special Projects**

Mike provided an update on the PAMS monitoring project at Jessie Lake, which included results from both monitoring locations; the AER parking lot in the town of Bonnyville and east of Bonnyville near the town sewage lagoons. Results from both locations suggest that there are two sources of H<sub>2</sub>S; Jessie Lake and the sewage lagoons.

### **2.2.3 Planning & Optimization**

Mike attended the Air and Waste Management Association Annual Conference and Exhibition. There were four main themes of this year's conference. The first theme centered on miniaturization of air monitoring equipment. Several single- and multi-parameter testing equipment were featured. The second theme centered on advanced monitoring using NASA's current and future Earth observing satellites to assist with solving diverse real-world public health and air quality problems. The third theme centered around wildfires: understanding fire behavior, forecasting fire smoke movements and impacts, monitoring and measuring smoke impacts, and the prediction, prevention, assessment & control of the health impacts of wildfire smoke. The final theme was on oilsands and featured a paper by Dr. Jeffrey R. Brook titled: Advances in Science and Applications of Air Pollution Monitoring: A case study on oil sands monitoring targeting ecosystem protection.

### **2.2.4 OSM Projects**

The airshed work plans were integrated and submitted. All proposed plans have been approved with the exception of the Beaver River Valley project. We are currently waiting for contracts and funding to be completed.

Erin also confirmed that our water monitoring work plan was integrated and has also been approved; however, the integrated project was not successful in getting the full amount requested. We are currently waiting for contracts and funding to be completed. Erin also noted that while funding was approved, the sampling season is over for 2019. There may be opportunity to spend some of the funding on training for the upcoming sampling season.

## **2.3 Environmental Management Programs Update**

### **2.3.1 WRRP 2019-2021**

We have been approved for the 2019-20 WRRP Grant but have not yet received contracts nor funding. The trees we purchased for the 2019 riparian planting portion of this grant have been frozen until spring when we can plant them.

### **2.3.2 WPAC Operating Grant Update 2019-2020**

Except for the \$100,000.00 interim funding we received in April, we have not received any other word on the status of our 2019-20 WPAC core operating grant.

### **2.3.3 Integrated Watershed Management Plan**

#### **2.3.3.1 IWMP Work Plan Draft**

Erin presented an initial draft of the IWMP work plan.

#### **2.3.3.2 IWMP Committee Terms of Reference**

The Board reviewed the Terms of Reference for the new IWMP Committee, which will be created at the October 17<sup>th</sup> organizational meeting. The Board suggested that all committee seats be subject to Board approval and that sector appointed seats be changed to sector nominated.

**#3 Moved by Annette Hobart AND RESOLVED that the IWMP Terms of Reference be approved as amended.**

## **2.4 Administration**

### **2.4.1 Executive Director's Report**

Arianne presented her Executive Director's report.

### **2.4.2 Financial Reports**

#### **2.4.2.1 Accounts Receivable Report to September 16<sup>th</sup>, 2019**

Arianne presented the accounts receivable report to September 16<sup>th</sup>, 2019 to the Board.

#### **2.4.2.2 Finances to Date August 31<sup>st</sup>, 2019**

Arianne presented the Finances to Date to August 31<sup>st</sup>, 2019 to the Board.

### **2.4.3 Strategic Plan Progress Report – September 19, 2019**

The Strategic Plan Progress Report was presented to the Board for information. It was suggested that in future updates, any changes since the last update, be bolded to direct appropriate attention. It was also suggested that, as we near the end of the fiscal year, missed targets have a description for how they will be met or why they have not been met, in red typeface.

### **2.4.4 Governance Committee**

#### **2.4.4.1 September 16, 2019 – Governance Minutes - DRAFT**

The Governance Committee presented a draft of the minutes from the September 16, 2019 Governance meeting.

#### **2.4.4.2 Policy 2.6 Records Retention**

The Board reviewed the recommended changes from the Governance Committee to Policy 2.6 *Records Retention*.

**#4 Moved by Roxane Bretzlaff AND RESOLVED that Policy 2.6 *Records Retention* be accepted as amended.**

#### **2.4.4.3 Policy 2.11 Donations to LICA**

The Board reviewed the recommended changes from the Governance Committee to Policy 2.11 *Donations to LICA*.

**#5 Moved by Scott Meyers AND RESOLVED that Policy 2.11 *Donations to LICA* be accepted as recommended.**

#### **2.4.4.4 Policy 2.12 Recognition**

The Board reviewed the recommended changes from the Governance Committee to Policy 2.12 *Recognition*.

**#6 Moved by Catherine Walker AND RESOLVED that Policy 2.12 *Recognition* be accepted as recommended.**

#### **2.4.4.5 Policy 2.13 Grant Administration**

The Board reviewed the recommended changes from the Governance Committee to Policy 2.13 *Grant Administration*.

**#7 Moved by Richard Bourgeois AND REOLVED that Policy 2.13 *Grant Administration* be accepted as recommended.**

**2.4.4.6 Policy 2.14 LICA Membership in Other Organizations**

The Board reviewed Policy 2.14 *LICA Membership in Other Organizations*. The Governance Committee recommends no changes to this policy.

**2.4.4.7 Policy 3.1 Executive Director Job Description**

The Board reviewed the recommended changes from the Governance Committee to Policy 3.1 *Executive Director Job Description*.

**#8 Moved by Shawn Meyers AND RESOLVED that Policy 3.1 *Executive Director Job Description* be accepted as recommended.**

**2.4.5 Education and Outreach Committee**

**2.4.5.1 September 10, 2019 – E&O Minutes – DRAFT**

The E&O Committee presented a draft of the minutes from the September 10, 2019 E&O meeting.

**2.4.6 Technical Working Group (TWG)**

**2.4.6.1 September 12, 2019 – TWG Meeting Minutes – DRAFT**

The TWG presented a draft of the minutes from the September 12, 2019 TWG meeting.

**2.4.6.2 Recommendations from TWG – Soil Acidification Program**

The Board reviewed the proposal from the TWG to provide interim funding for the Soil Acidification Program, in the event that funds from the OSM program are not received in time for the Thanksgiving weekend sampling deadline.

**#9 Moved by John Ilchuk AND RESOLVED that the TWG recommendations be accepted as presented.**

**2.4.7 2020-2021 Proposed Consolidated Budget**

Arianne informed the Board that the LISC approved the proposed 2020-2021 Budget as presented.

**#10 Moved by Richard Bourgeois AND RESOLVED that the 2020-2021 Proposed Consolidated Budget be approved as presented.**

### **3.0 Other Business**

#### **3.1 Indigenous Energy Efficiency Champions Conference – October 5, 2019**

Lisa and Mason will be hosting a booth at the Indigenous Energy Efficiency Champions Conference on Saturday, October 5, 2019.

#### **3.2 ALMS Annual Conference - Report**

Erin presented her report from the Alberta Lake Management Society (ALMS) Annual Conference. Two ALMS volunteers were able to accompany her to this event. Erin feels that this conference continues to add value year after year and LICA should continue to attend annually.

### **4.0 Affiliate Organizations**

#### **4.1 Alberta Water Council**

Roxane presented the Alberta Water Council's Annual Report.

#### **4.2 Alberta Airsheds Council**

##### **4.2.1 Wildfire Smoke Video**

The Board viewed the Wildfire Smoke video that the Alberta Airshed Council developed over the summer.

##### **4.2.2 Meeting September 30, 2019**

Arianne notified the Board that she will attend via teleconference.

#### **4.3 Synergy Alberta**

##### **4.3.1 Synergy Group Panel Discussion at Conference**

Synergy Alberta requested that Andrea participate in a panel discussion at this year's conference, along with other Synergy Groups in the province. The theme for the panel discussion is "The Many Faces of Synergy".

##### **4.3.2 Annual Conference Delegates – November 4-5, 2019**

The Board discussed attendance for the 2019 Synergy Alberta Annual Conference.

**#11 Moved by Scott Meyers AND RESOLVED that we will send 2 delegates to the Synergy Alberta Conference and that the cost of registration, mileage, and accommodation expenses be covered as per LICA policy.**

**4.4 Government of Alberta**

**4.4.1 Alberta Health Safe Beach Protocol**

The Alberta Health Services Safe Beach Protocol was shared with the Board.

**4.4.2 Radon Gas – Emerging Health Issue**

Shawn Elgert shared information on radon gas in Canadian households. Further information on radon gas will be forwarded to the Board members.

**5.0 ACTION LIST**

**5.1 Follow-up on action list**

**5.1.1 June 13<sup>th</sup>, 2019 Board of Directors Meeting**

The Board reviewed the action list for the June 13, 2019 Board of Directors Meeting.

**6.0 UPCOMING MEETING DATES**

**6.1 Annual General Meeting – October 9, 2019**

**6.2 Organizational Meeting and Regular Board Meeting – October 17, 2019**

**7.0 ADJOURNMENT:**

The meeting adjourned at 12:40 p.m.

**#12 Moved by Roxane Bretzlaff AND RESOLVED that the meeting be adjourned.**

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

\_\_\_\_\_  
Signature