



Lakeland Industry and Community Association
Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5
780 812-2182 780 812-2186 www.lica.ca

Education & Outreach Committee

Meeting Minutes

Tuesday, December 15, 2020
1:00 p.m. – 3:00 p.m.
Microsoft Teams

Present: Duane Zaraska, Committee Chairperson
Sheena Oman
Kristen Berezanski
Amanda Avery-Bibo
Carrie Baumgardner

Observers and Guests:

Staff and Contractors: Kristina Martel, LICA Executive Director
Rachel Bates, Education & Outreach Coordinator
Tina Johnson, LICA Administrative Professional

Regrets: Cody Jacknife
Desiree Parenteau
Les Parsons

1.0 CALL TO ORDER

Duane Zaraska, the Committee Chairperson, called the meeting to order at 1:03 p.m.

1.1 Introductions

1.2 Vision, Mission and Values

1.3 Roll Call

1.4 Approval of Agenda

#1 Moved by Carrie Baumgardner AND CARRIED that the December 15, 2020 Agenda be approved as amended:

- **Add item 3.3.4 Keep Our Lake Blue Campaign (KOLB)**

1.5 Approval of Minutes

1.5.1 June 24, 2020

#2 Moved by Amanda Avery-Bibo AND CARRIED that the June 24, 2020 Minutes be approved as presented.

2.0. POLICY REVIEW

2.1 Committee Terms of Reference

The Committee reviewed the E&O Terms of Reference document. There were no changes recommended.

#3 Moved by Kristen Berezanski AND CARRIED that the E&O Terms of Reference be approved by the Board of Directors as presented.

2.2 Policy Review

2.2.1 Policy 1.5 Decision-Making Process

The Committee members reviewed Policy 1.5 *Decision-Making Process*.

2.2.2 Policy 1.14 Confidentiality

The Committee members reviewed Policy 1.14 *Confidentiality* and were requested to sign and return the form to lica2@lica.ca or coordinate a time to drop it off at the office.

2.2.3 Policy 1.13 Volunteer Hours

The Committee members reviewed Policy 1.13 *Volunteer Hours*.

2.2.4 Policy 2.8 Board and Committee Expenses and Remuneration

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

2.2.4.1 Expense Claim Form

The Committee members reviewed the LICA Expense Claim Form.

2.2.4.2 Direct Deposit Option

The Committee members were given the option to complete the Direct Deposit form noting that a VOID cheque will be required to accompany the form.

2.2.5 Committee Member Sign-on

The Committee members were requested to complete the Board and Committee Sign-on sheet for retention by the Executive Director.

3.0 ONGOING BUSINESS

3.1 Education & Outreach Update

The Education & Outreach Coordinator presented the E&O Program Update to the Committee.

3.2 Community Garden

3.2.1 Draft Spring 2021 timeline

The Education & Outreach Coordinator presented the Community Garden timeline planned for the year 2021.

Phase 1 and 2 construction updates were also provided. The LICA Executive Director reminded her that the remaining budgeted expenses for Phase 1 should be made in advance of the March 31, 2021 fiscal year end, where possible.

3.2.2 Draft guidelines and membership form

The Education & Outreach Coordinator presented the draft Bonnyville Community Garden (BCG) Guidelines for the Committee's review. Due to theft and vandalism concerns, the Committee decided growing cannabis will not be permitted in the garden.

The Committee identified that further clarity is required around business, school, and group membership fees in comparison to individual membership fees. The Committee also suggests that the garden's regular maintenance costs should be considered in determining a fair membership rate. The Education & Outreach Coordinator will bring this to the BCG volunteers responsible for assisting in the development of these guidelines and will report back to the Committee.

3.2.3 Gardening Workshops

LICA is planning to hold five workshops, one per month, over the winter months. The Education & Outreach Coordinator asked the Committee to brainstorm ideas on topics and volunteers who may be interested in hosting workshops. The following ideas were shared in the meeting:

- Companion planting
- Introduction to gardening
- Soil maintenance
- Harvesting techniques
- Cover crops

- Native seed propagation
- Medicinal plants

The Education & Outreach Coordinator will contact the Alberta Native Plant Council regarding their Native Seed Propagation and Medicinal Plant offerings to see if we can host a collaborative workshop.

3.3 Future Projects & Events

3.3.1 Winter Newsletter

The Education & Outreach Coordinator released the Fall 2020 Newsletter on December 15th. Planning has begun for the winter newsletter, which is planned to be released on January 28.

3.3.2 Stop Needless Idling Campaign

The Alberta Airsheds Council (AAC) is launching the Stop Needless Idling Campaign in January 2021. The airsheds expressed interest in facilitating the campaign in unison again this year, rather than separately to ensure provincial consistency.

The direction which some airshed will be taking, LICA included, will be to focus the campaign on fleet vehicle idling this year. The Education & Outreach Coordinator will find out what the necessary idling time is for diesel engines and include this information in the campaign.

3.3.3 WPAC Video Project

The WPACs are gearing up to begin their watershed video project. At the most recent meeting, watershed health videos regarding runoff and fertilizers were discussed as options.

3.3.4 Keep Our Lake Blue (KOLB) Campaign

Lac La Biche water stewardship group expressed an interest in utilizing LICA's KOLB Campaign materials to launch a similar campaign in their area. The Committee suggests LICA partner with the Lac La Biche water stewardship group and act in a supportive role, rather than only distributing our materials to them for usage. This request will be brought forward to the Board for discussion and decision in the New Year.

4.0 ACTION LIST

4.1 Follow-up on Action List

4.1.1 June 24, 2020 E&O Meeting

The Education and Outreach Committee reviewed the action list for the June 24, 2020, E&O Committee Meeting. Due to COVID-19 restrictions, the community garden workshops timelines have been updated to Winter 2020-21 and the shore-line clean-up timeline has been updated to Spring 2021.

5.0 UPCOMING MEETING DATES

5.1 Board Meeting – December 17, 2020

5.2 Next Meeting – TBD

6.0 ADJOURNMENT

Meeting adjourned at 2:28 p.m.

#7 Moved by Sheena Oman AND CARRIED that the meeting be adjourned.

Approved on: _____
Date

Signature



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LICA Education & Outreach Board Update December 17, 2020

2.1 Education and Outreach Update

Program Updates – 2020/2021

People Reached	Water School Programs	Youth & Summer	X-Stream Science	Community Events	LICA Workshops / Events	Little Green Thumbs	CARS	Air School Programs	Stream of Dreams	Contests
477 (+10)	13	187	1	0	1	1 (+1)	0	5 (+1)	0	3

Recent Events

- November 26: 2020 Photo Contest album completed and posted to social media/website.
- December 1: Calendars arrived. We have given packages of 50 to the Bonnyville Library, the St. Paul Library and Holy Cross school.
- December 1: Donna from Kehewin School picked up her Little Green Thumbs garden kit.
- December 8: Attended Cold Lake Interagency meeting hosted by FCSS virtually to network with other community organizations in our region.
- December 15: Meeting with OSUM about outreach opportunities
- December 15: E&O Committee meeting

Bonnyville Community Garden & Compost (BCGC)

- LICA will receive \$15,000 from TC Energy which will cover the entire budget for Phase 2 of the community garden. I have written a project summary for our contact at TC Energy and have updated the existing budget to reflect the donation.
- New signs were hung at the compost.
- Garden guidelines, waver forms, membership application and a timeline for the first planting season were presented to committee.
- The new budget and a timeline for construction of Phase 2 were presented to committee.
- We are seeking volunteers to teach winter workshops about gardening topics like seed keeping, companion planting, composting, cover cropping and other

sustainable gardening practices. These workshops will begin in late January and occur once a month until May.

- I have reached out to more local businesses to increase our in-kind donations and support as many local businesses as possible. This includes a rain barrel maker in Calgary and Nelson Lumber in town.

Classroom Presentations

- Online webinar style presentations are offered to teachers with alternative activities and demonstrations that work for students to try at home.
- Most school divisions are not allowing outside guests or field trips, nor are we not hosting events or travelling unnecessarily.
- Did one Air, Water, Climate webinar with Ardmore Elementary School.
- Updating presentations with updated photos, statistics, studies and other information.
- Updating the visual look of the presentations to be more consistent with the LICA Design guide.
- Writing speaker notes to maintain consistency and high quality

Social Media and Website

- Created a Facebook ad to promote our Call for Tender for IT services.
- Have begun process of taking over social media from Mason.

Upcoming Events

- January: Stop Needless Idling Campaign starts
- Mid-January: Hosting WPAC E&O committee meeting
- January 13: Winter Newsletter
- January 14: Delegation to Lac La Biche and Air Quality presentation



LICA
ENVIRONMENTAL STEWARDS

Bonnyville Community Garden and Compost Gardener Guidelines

These guidelines are intended to communicate with garden members that the Bonnyville Community Garden and Compost (BCGC) recognizes our collective obligation to conduct gardening activities in a responsible manner and to maintain healthy, safe and respectful conditions in the community garden. For the purposes of this policy, any reference to the Bonnyville Community Garden and Compost, BCGC, "the garden" or "the garden site" means the general boundaries of the garden.

Gardeners must always adhere to the guidelines while using their plot or community garden resources. LICA reserves the right to add, remove or modify any guideline at any time. Gardeners will be notified if changes are made.

My Plot

- I understand I am responsible for my plot unless it is reassigned.
- I understand plots are non-transferable.
- I understand if I give up a plot, then ask for a plot later, I will be placed on a first come/first served waiting list.
- I understand there are no refunds, even if I give up my plot up before planting it.
- I will not modify the size/dimensions of plot assigned to me. Plot size is 4'x16'.
- I will leave numbered stakes in my plot where they have been placed so each plot is identifiable.
- I understand the number of plots I can sign up for is limited to:
 - One plot for first-time plot holders
 - Two plot limit per household (if there is no waiting list)
- I will attend an orientation meeting hosted by LICA prior to beginning work on my plot. The orientation meeting will be held in April 2021.
- I will remove debris and weeds, and plant my plot by June 1st, 2021.
- I agree if I am unable to care for my plot for an extended period of time, I will arrange for someone to care my plot.
- I will notify the Garden Coordinator if I am unable to harvest or care for my plot for the remainder of the season.
- I will prepare my plot for winter by the last Work Day as designated by the Garden Coordinator, including removal of diseased or rotting plants to discourage the spread of plant diseases and pests. The last Work Day will be chosen by the first week in September.

Planting and Gardening

- I agree to use organic gardening methods and will not use chemical fertilizers, herbicides, pesticides, and fungicides.
- I agree that I may only grow fruits, vegetables or flowers in my garden. I will not plant noxious weeds or invasive plants. I will not plant cannabis, tobacco or other drug/medicinal plants without written permission from the Garden Coordinator. Cannabis is a target for theft and illegal to grow in a public place.
- I will not shade neighboring plots with my plants or structures.
- I will not harvest produce from other plots other than my own.
- I will place dead plant material in the composting facilities on site.

Common Areas and Communal Resources

- You are welcome to keep your personal gardening tools in the community shed on site. You will not use tools that are clearly marked with a name without obtaining the consent of that gardener. Please clearly mark tools you do not wish to share. The Garden Coordinator is not responsible for any lost or missing tools.
- I will share woodchips, water, soil and any other garden materials fairly.
- I will water my plot in a responsible way and conserve water when possible. I will never leave a hose unattended.
- I will not take community tools or garden materials out of the garden for personal use.
- I will care for and respect community tools by cleaning and returning them to the designated community storage area. Please turn wheelbarrows upside down to prevent water from pooling.
- I will keep trash and litter picked up in my plot and adjacent areas, and deposit it in the proper receptacles. No organic matter in the trash, and no trash in the compost.
- I agree to volunteer for four hours doing general garden maintenance in the common areas, either at organized Work Days or by communicating with the Garden Coordinator to be assigned tasks to be completed on my own time. The Garden Coordinator will send an email and create a Facebook Event page to notify plot holders of garden Work Days. Work Days are expected to be hosted once a month from May to September.
- I will not obstruct walkways with fencing, unwound hoses, or plants, including vines.
- I will not make duplicate keys of any locks at the garden or give my key or lock combination to another person.
- I understand that if I have multiple plots, I will maintain the pathways between adjacent plots.

Community Principles

- I will help keep the garden site looking respectable.

- I will use appropriate language and exhibit respectful behavior towards LICA staff, gardeners & visitors.
- I will notify the Garden Coordinator of vandalism, theft, inappropriate behavior, disputes with other garden members, or other questions or concerns.
- I will receive permission before entering the other gardeners' plots except for retrieving community tools.
- I will keep pets outside of the garden plots and leashed.
- I will be responsible for my guests, my children and my pets at the community gardens.
- I understand I cannot use my plot for commercial activity, and I will not sell what I produce in the garden.
- There is no smoking in the community garden. There is no alcohol or drug use in the community garden.

Definitions

- Unkempt: This can be, but is not limited to, weeds taking over my plot(s) or pathways, untended paths, debris not removed from my plot(s), rotting produce, etc. that create a gardening problem, nuisance or liability.
- Weeds: Any plants not purposely planted or desired by the plot's gardener, and that is not a vegetable, fruit, flower, decorative plant, or wildlife support plant. Examples of weeds are thistles, dandelions, plantain, or any type of grass not planted or desired by the gardener of a particular plot.
- Organic: Materials derived from 100 percent, all-natural sources which do not contain synthetic chemicals.

2021 Timeline

First Season

Date	Event
January – May 2021	Gardening workshops
Late April	Orientation Night
May 1	Garden Opening Day and First Work Day
June 5	Work Day
July 3	Work Day
August 7	Work Day
September 4	Work Day
September 25	Final Work Day and Volunteer Appreciation Barbeque

Phase 2 Construction

Date	Construction
March	Acquire and build shed
April	Acquire rain barrels and build water distribution system
May	Build Phase 2 plots
June	Install fencing
August	Build gazebo
September	Plant fruit trees
Spring 2022	Plant berries and perennials



Bonnyville Community Garden and Compost Membership Application

Name:		Date:	
Address:			Postal Code:
Phone #:			
E-mail:			
Number of Plots: \$10/plot/year	Annual Membership: \$5/gardener/year	Total Fee:	

Membership and Plot Rental Fees:

Fees are used to pay for tilling and other activities related to the development and maintenance of the gardens. Adults who are regularly using the community garden and community resources are asked to pay the annual membership fee, irrespective if the gardener maintains their own plot. Children may garden in the plot of their parent/guardian and do not require a membership. Fees must be paid before work in the plot begins.

Agreement:

I have read, understood, and agree to abide by the terms and conditions set by LICA – Environmental Stewards for the Bonnyville Community Garden and Compost. I am aware that my failure to meet the expectations set out in the BCGC Gardener Guidelines may result in my termination as a member of the community garden and the reassignment of my plot by LICA.

Signature: _____

Date: _____

Signature of Garden Coordinator: _____

Fee Paid: YES NO