



Lakeland Industry and Community Association

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ORGANIZATIONAL

Meeting Minutes

Wednesday, October 20, 2021

9:00 – 11:30 a.m.

LICA Boardroom and via Zoom

Present:	Shareena Wilkins Sheena Oman (arrived at 9:22 a.m., via Zoom) Richard Bourgeois John Ilchuk Amanda Avery-Bibo Lindsay Hollands (arrived at 9:18 a.m., via Zoom) Heather Harms (left at 9:47 a.m., via Zoom) Leo Paquin (left at 9:55a.m., via Zoom) Shawn Elgert (via Zoom) Hannah Smith (via Zoom) Lorin Tkachuk (left at 10:33 a.m., via Zoom)
Staff and Contractors:	Kristina Morris, LICA Executive Director Tina Johnson, LICA Administrative Professional
Regrets:	Duane Zaraska Cody Jacknife Lorna Storoschuk Annette Hobart Abdi Siad-Omar

1.0 CALL TO ORDER:

The LICA Executive Director, called the meeting to order at 9:09 a.m.

1.1 Territorial Acknowledgement

1.2 Introductions

1.3 Vision, Mission, & Values

1.4 Approval of Agenda

#1 Moved by Richard Bourgeois AND CARRIED that the October 20, 2021, Agenda be approved as presented.

2.0 POLICY REVIEW AND ELECTIONS

2.1 Policy 1.3 Responsibilities of the Board of Directors

The Board of Directors reviewed Policy 1.3 *Responsibilities of the Board of Directors*.

2.2 Policy 1.5 Decision-Making Process

The Board of Directors reviewed Policy 1.5 *Decision Making Process*.

2.3 Policy 1.7 Board Member Job Descriptions

The Board of Directors reviewed Policy 1.7 *Board Member Job Descriptions*.

2.4 Policy 1.8 Board Member Conflict of Interest

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

2.5 Elections

The [Board of Directors for 2021-22](#) now consists of the following:

Community Directors:	Sheena Oman Shareena Wilkins
Non-Government Organization (NGO):	Richard Bourgeois
Agriculture Director:	John Ilchuk
Forestry/Trapping:	Amanda Avery-Bibo
Indigenous (Métis/First Nations):	Duane Zaraska _____, CLFN
Industry:	Lindsay Hollands Leo Paquin Heather Harms
Government:	Shawn Elgert, Alberta Agriculture & Forestry Hannah Smith, Alberta Health Services Annette Hobart, Alberta Energy Regulator Abdi Siad-Omar, Alberta Environment & Parks Lorin Tkachuk, County of Lac La Biche

_____, MD of Bonnyville
_____, Town of Bonnyville
_____, City of Cold Lake

The Board of Director terms are 2 years in length.

2.4.1 Chairperson

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

John Ilchuk nominated Amanda Avery-Bibo, seconded by Shareena Wilkins.

#2 Moved by Richard Bourgeois, seconded by Shareena Wilkins AND CARRIED those nominations cease.

The Executive Director declared Amanda Avery-Bibo elected by acclamation as Board Chairperson for a one (1) year term.

2.4.2 Vice-Chairperson

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

Amanda Avery-Bibo nominated Sheena Oman, seconded by Richard Bourgeois.

#3 Moved by John Ilchuk, seconded by Lindsay Hollands AND CARRIED those nominations cease.

The Executive Director declared Sheena Oman elected by acclamation as Board Vice-Chairperson for a one (1) year term.

2.4.3 Secretary- Treasurer

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

Amanda Avery-Bibo nominated Leo Paquin, seconded by John Ilchuk.

#3 Moved by Amanda Avery-Bibo, seconded by Richard Bourgeois AND CARRIED those nominations cease.

The Executive Director declared Leo Paquin elected by acclamation as Secretary-Treasurer for a one (1) year term.

2.6 Policy 1.13 Volunteer Hours

The Board of Directors reviewed Policy 1.13 *Volunteer Hours*.

2.7 Code of Ethics (Conduct)

The Board of Directors reviewed the Code of Ethics (Conduct), and each Director was requested to sign the document for retention by LICA.

2.8 Policy 1.14 Confidentiality

The Board of Directors reviewed Policy 1.14 *Confidentiality*, and each Director was requested to sign a copy for retention by LICA.

2.9 Policy 2.8 Board & Committee Expenses & Remuneration

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

2.9.1 Officer Meetings

Clarification was sought for the eligible stipend amount of Officer meetings, as they range from 1-3 hours in length. The Board felt that \$100 for each Officer for meetings was appropriate and requested that Policy 2.8 *Board and Committee Expenses & Remuneration* be reviewed by the Governance Committee to make the necessary policy adjustments for this change. A question was also raised regarding setting an hourly minimum for meetings to become eligible for collection of the full \$130 stipend. The decision to increase the stipend from \$100 to the full \$130 will be at the Board's discretion and approval.

#4 Moved by Amanda Avery-Bibo, seconded by Sheena Oman AND CARRIED that the stipend paid to officers for meetings will be \$100 unless otherwise approved by the Board.

2.9.2 Expense Claim Form

The Board of Directors reviewed the LICA Expense Claim Form.

2.9.3 Direct Deposit Option

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

2.10 Board and Committee Member Sign-on

The Board of Directors were requested to complete the Board and Committee Sign-on sheet for retention by the Accounting Assistant. Members who have already completed this form from prior tenure on the Board of Directors were requested to complete the form should their contact information have changed over the past year.

3.0 APPOINTMENTS TO COMMITTEES

3.1 Appointments to Committees

Policy 1.9 *Committees* was reviewed 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 12, 2021, the Committee Lists from the previous year, and the recommendations from the Executive Director, prior to making appointments to the Governance, Education and Outreach, and Integrated Watershed Management Plan Committees. The Committee members of the newly created ad hoc Acid Deposition Monitoring Program Expansion Committee (ADMPEC) were also reviewed.

Policy 1.19 *Review of Absences of Director* was reviewed with the Board of Directors.

3.2 Governance Committee (Bylaws and Policies)

#5 Moved by Richard Bourgeois AND CARRIED that the following be appointed to the Governance Committee for a one (1) year term and that one Alberta Energy Regulator representative, two Industry representatives, one Alberta Environment and Parks representative, one NGO representative, and one Indigenous representative also be appointed to the Committee:

1. Sheena Oman, Committee Chairperson
2. John Ilchuk

The Board requested that the addition of an additional Community Director seat on the Governance Committee be revisited in January upon review of the end of the third quarter financial report.

3.3 Education and Outreach Committee (E&O)

#6 Moved by Amanda Avery-Bibo AND CARRIED that the following be appointed to the Education and Outreach Committee for a one (1) year term and that two Industry representatives, one municipal representative, and three Indigenous representatives also be appointed to the Committee:

1. Shareena Wilkins, Committee Chairperson
2. Stephanie Sitkowski
3. Evelyn Mondares
4. Gabrielle Whiskeyjack

The Board also acknowledged the new sector appointed seat from the M.D. of Bonnyville.

3.4 [Integrated Watershed Management Plan Committee \(IWMP\)](#)

#7 Moved by John Ilchuk AND CARRIED that the following be appointed to the Integrated Watershed Management Plan Committee for a one (1) year term and that two Industry representatives, one Alberta Energy Regulator representative, Indigenous representatives from each local community within the Beaver River Watershed, one Alberta Environment and Parks representative, one Agriculture representative, one Academic representative, two local environmental organization representatives, Municipal Government representatives within the Beaver River Watershed, one Military representative, and one Youth representative also be appointed to the Committee:

1. Amanda Avery-Bibo, Committee Chairperson
2. Delano Tolley
3. Richard Pearce
4. Louise White

3.5 [Acid Deposition Monitoring Program Expansion Committee \(ADMPEC\) – ad hoc](#)

The Board of Directors reviewed the members of the ADMPEC. No changes were recommended to this committee due to its recent creation.

4.0 **OTHER ITEMS**

4.1 [LICA 2021-22 Meeting Calendar](#)

The Board of Directors agreed that Board meetings would be held every fourth Thursday of the month, beginning Thursday, November 25, 2021, excluding the months of July and August, when no meetings are held. The December Board meeting is to be held Thursday, December 16, 2021, as the fourth Thursday is too close to the Christmas break with the October 2022 Board meeting to be determined once the 2022 Annual General Meeting date has been determined.

#8 Moved by John Ilchuk AND CARRIED that the LICA 2021-22 Meeting Calendar be approved as presented.

4.2 [Policy 2.3 LICA Signing Authority](#)

The Board members were advised that, pursuant to Policy 2.3 *LICA Signing Authority*, signing authority will reside with the Officers: Amanda Avery-Bibo, Sheena Oman, and Leo Paquin.

#9 Moved by Richard Bourgeois, seconded by John Ilchuk AND CARRIED that Amanda Avery-Bibo and Sheena Oman retain their Signing Authority, that Leo Paquin be added to LICA Signing Authority effective immediately, and that Wayne Bamber be removed from LICA Signing Authority effective November 1, 2021, including any and all access to all of LICA's Bank Accounts, Online Banking, and the CAFT portal.

5.0 ADJOURNMENT

The meeting adjourned at 11:03 a.m.

#10 Moved by Sheena Oman AND CARRIED that the meeting is adjourned.

Approved on: _____
Date

Signature