



Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5

780 812-2182 780 812-2186 www.lica.ca

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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**Thursday, November 24, 2022**

**9:00 a.m. – 12:00 p.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:**

Louise White-Gibbs  
Colin Cote  
Amanda Avery Bibo  
Duane Zaraska  
Robert Machatis  
Shawn Elgert (via Microsoft Teams)  
Wayne Bamber  
Murray Phillips (via Microsoft Teams)  
Vicky Lefebvre (via Microsoft Teams, left at 10:30 a.m.)  
Nikole Andres (via Microsoft Teams)  
Phil Kushnir  
Hannah Smith (via Microsoft Teams)  
Leo Paquin

**Guests and Observers:**

Axel Anderson, AEP

**Staff and Contractors:**

Vicky Krawchuk, Executive Director  
Maria Cueva, Financial Coordinator  
Michael Bisaga, Environmental Monitoring Programs Manager (via Microsoft Teams)  
Lily Lin, Data & Reporting Specialist (via Microsoft Teams)  
Kayla Hellowell, Environmental Coordinator  
Stephanie Sitkowski, E &O Coordinator  
Eveline Hartog, Administrative Professional

**Regrets:**

Abdi Siad-Omar  
Kelly Dion-McFeeters  
John Ilchuk  
Lorin Tkachuk

## **1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 9:00 a.m.

### **1.1 Traditional Acknowledgement**

### **1.2 Vision, Mission, and Values**

### **1.3 Member Introductions**

### **1.4 Attendance**

The Board reviewed the attendance record and the Chairperson noted that there were no concerns. Hannah Smith informed the Board that this would be her last Board meeting and that LICA will be contacted in December as to who the new Alberta Health Services representative will be.

### **1.5 Approval of Agenda**

#### **1.5.1 November 24, 2022, Board of Directors Meeting**

**#1 Moved by Duane Zaraska AND CARRIED that the November 24, 2022, Agenda amended to include Item 2.4.3.3.6 Governance Committee Terms of Reference.**

### **1.6 Approval of Minutes**

#### **1.6.1 October 20, 2022– Board Organizational Meeting Minutes**

**#2 Moved by Wayne Bamber AND CARRIED that the Minutes of the October 20, 2022, Board Organizational meeting be approved as presented.**

#### **1.6.2 October 20, 2022– Board Meeting Minutes**

**#3 Moved by Wayne Bamber AND CARRIED that the Minutes of the October 20, 2022, Board meeting be approved as presented.**

## **2.0 ONGOING BUSINESS**

### **2.1 Education and Outreach Coordinator Report**

The Executive Director gave a brief update on Education & Outreach noting:

- Social media posts have been maintained and since September LICA has received twenty-nine new likes since the last meeting and an increase in followers.
- She is working with the new Education & Outreach Coordinator in scheduling judging for LICA's photo contest.
- The Community Garden continued to be maintained and inquiries were followed up by LICA staff, but these duties will now be the responsibility of the E & O Coordinator.

### **2.1.2 Blue Green Algae Brochure**

The Executive Director presented LICA's blue-green algae brochure which was developed in response to the communities' concern regarding blue-green algae in our local lakes. The brochure will be put on the LICA website. It was suggested that the brochure be distributed in the LICA region next summer such as park information centres.

**#4 Moved by Colin Cote AND CARRIED that the Board of Directors approve the LICA Blue Green Algae Brochure as presented.**

### **2.2 Manager of Environmental Monitoring Programs Report**

The Manager of Environmental Monitoring Programs delivered his report, noting:

- The Tamarack monitoring station was upgraded to facilitate ease of access, safety, and appearance. All stations have now been refitted.
- The Oil Sands Monitoring work plan and budget were submitted in October and LICA will be notified when budgets are determined.
- A big thank you to CNRL and Cenovus for their assistance in executing lake sampling in the Cold Lake Air Weapons Range. Sampling had been completed this fall and results will be available in the new year.
- Despite delays in obtaining some components for the acid deposition monitoring, the plan is moving forward.
- The Manager of Environmental Monitoring Programs and the LICA Data & Reporting Specialist delivered an in-class seminar to Portage College students enrolled in the Natural Resources Technology Program at Lac La Biche. He has spoken to the instructor about enhancing this program to be an all-day seminar which would include lab work along with the monitoring station visit. A social media post about the seminar has been made.

### **2.3 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, highlighting that:

- Approval for the IWMP Summary documents was received by email.
- The legacy signs have now been distributed throughout the LICA region. Off-site watering signs will not be put on private land but rather in key areas accessible to the public in the LICA area. Once the map is completed showing the GPS coordinates of each sign location it will be posted on the LICA website.
- The Environmental Coordinator is currently looking at different citizen science programs to run during the winter of 2023 such as a winter bird watching. She will keep the LICA Watershed Committee and the Board apprised of projects.
- Edmonton was not successful in its bid to host the international Aquatic Invasive Species conference in 2024. She thanked the Board of Directors for their letter of support for this project.

A member of the Board inquired if signs could be placed at different staging areas along the Iron Horse Trail and whether a QR code could be placed on these signs to take riders to the different areas where LICA's legacy signs exist. The Environmental Coordinator

explained that there were no funds available for extra signs to be made but QR stickers could be done up and placed on existing signs along the Iron Horse Trail. The member will bring this idea to the Iron Horse Trail committee. An additional Board member mentioned that he would like to put the QR stickers on signs along the Back Country Trail Riders' signs as well.

A member of the Board brought up the issue of the LICA boundary and the Alternative Land Use Services (ALUS) demonstration site which sits three hundred feet outside the LICA boundary along Highway 45. The member felt that this interactive site would be an asset to have within the LICA region and there would be excellent value in collaborating with them. The LICA chairperson agreed that this is a worthwhile topic to bring to the next Board meeting in December. The Executive Director, Environmental Programs and E & O Coordinators will look into this and bring information to the December meeting.

### **2.3.1 IWMP Summary Document**

The Environmental Coordinator presented the IWMP Summary Document compiled by Sandi Riemersma noting that the information was not new, simply a summary of the original document. There were questions as to whether there should be a back page containing a photo and quote. The Board felt that this addition would finish the document off with a professional look. Minor discussion was had as to whether language in the summary document should be changed from "should" to "could" but since the full IWMP document says "should," the language should be kept the same. The Chairperson agreed stating that since the IWMP is not a legally binding document, people do not have to adhere to the "shoulds."

It was pointed out by a Board member that they had concerns regarding references to Indigenous and Treaty Rights mentioned in the document. They felt that an explanation of traditional lands was not accurately reflected, as they existed before the treaties. However, he felt that the IWMP document as a whole was a good starting point to bring forward information from an Indigenous perspective. He believed that this information should be kept as items to consider the next time the IWMP document is revisited.

**#5 Moved by Robert Machatis AND CARRIED that the IWMP Summary Document be amended to include an addition of a back page with a photograph and a quote.**

## **2.4 Administration**

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

The Executive Director delivered her report for information to the Board of Directors highlighting that:

- The OSM quarterly deliverables and financial reports were submitted by October 31.
- Stephanie Sitkowski was hired as the full-time E&O Coordinator. She has agreed to work full-time but after a month's time, her workload will be reviewed to see if a second E&O position will need to be added.

- A full-time administrative professional was also hired with a start date of November 28.
- Metis Crossing had invoiced LICA a 23% service and tax fee separately from the initial invoice so excess AGM funds budgeted and transferred towards Staff appreciation is now \$260.00 rather than \$618.00.
- LICA is requesting donations for the Bonnyville Food Bank with donations being accepted until December 15.

#### **2.4.1.1 AGM Location Discussion**

The Executive Director requested the Board of Directors' suggestions and feedback about hosting future AGMs long distances from Bonnyville. The Board agreed that it was important for LICA to have a presence throughout the entire LICA region, inclusivity is important. This inclusion may also insure buy-in and promotion from communities within our region concerning LICA's projects, presentations, and plans and possibly result in increased memberships.

#### **2.4.1.2 Review of Contract**

The Chairperson requested a review of the Communications and Design Manager's contract in light of current hiring challenges. She felt the budgeted funds set aside for his contract may be of better use in paying for an assistant for the E&O Coordinator. Many options could be considered with regard to these budgeted funds such as hiring him on an hourly basis, having a youth as part-time help as an assistant for outreach projects, or hiring a virtual assistant with a social media focus. The E&O Coordinator will keep track of her hours over the next few months and will be in contact with the Executive Director as to what her needs actually are.

The Financial Coordinator felt that the Communications and Design Manager's hourly rate for executing the Annual Report was very reasonable and since he only invoices us for this work, and no other, there was excellent value in keeping him on. She suggested that LICA leave his contract as is and then when it comes for review in March 2023, we would inform the Manager that we would hire him on a needs-be basis.

**#6 Moved by Robert Machatis AND CARRIED that the Communications and Design Manager's contract not be renewed in 2023 and we will contact his services on an ad hoc basis as needed.**

### **2.4.2 Financial Reports**

#### **2.4.2.1 Accounts Receivable Report to November 15, 2022**

The accounts receivable report as of November 15, 2022, was presented to the Board noting that there were no concerns.

#### **2.4.2.2 Finances to Date October 31, 2022**

A summary of the Finances to Date as of October 31, 2022, was presented to the Board noting that a decision needed to be made on how to use the AEG grant of approximately \$10,000.00 before March 31, 2023.

The Board discussed many options informally but ultimately decided that the LICA administration would advance suggestions on how the funds should be spent

**#7 Moved by Murray Phillips AND CARRIED that LICA administration explore suggestions on how to spend the AEG carry-over of \$10,243.39.**

#### **2.4.3 Governance Committee**

##### **2.4.3.1 November 21, 2022 Governance Committee Minutes - Draft**

The Governance Committee Minutes of November 21, 2022 were presented to the Board for information.

##### **2.4.3.2 Review of September 7, 2022 Policies**

###### **2.4.3.2.1 Policy 1.12 Volunteer Hours**

The Board reviewed Policy 1.12 *Volunteer Hours* and noted that no changes were recommended.

###### **2.4.3.2.2 Policy 1.14 Use of LICA Premises**

**#8 Moved by Duane Zaraska AND CARRIED that Policy 1.14 *Use of LICA Premises* be accepted as presented.**

###### **2.4.3.2.3 Policy 2.2 Management of LICA Revenue**

**#9 Moved by Leo Paquin AND CARRIED that Policy 2.2 *Management of LICA Revenue* be accepted as presented.**

###### **2.4.3.2.4 Policy 1.6 Board and Committee Meetings**

**#10 Moved by Louise White-Gibbs AND CARRIED that Policy 1.6 *Board and Committee Meetings* be accepted as presented.**

##### **2.4.3.3 Review of November 21, 2022 Policies**

###### **2.4.3.3.1 Policy 1.16 Ensuring LICA Sustainability**

**#11 Moved by Colin Cote AND CARRIED that Policy 1.16 *Ensuring LICA Sustainability* be accepted as presented.**

**2.4.3.3.2 Policy 1.19 Use of LICA Equipment**

#12 Moved by Wayne Bamber AND CARRIED that Policy 1.19 *Use of LICA Equipment* be accepted as presented.

**2.4.3.3.3 Policy 2.5 Membership**

The Board reviewed Policy 2.5 *Membership* and noted that no changes were recommended.

**2.4.3.3.4 Policy 2.9 Petty Cash**

#13 Moved by Phil Kushnir AND CARRIED that Policy 2.9 *Petty Cash* be accepted as presented.

**2.4.3.3.5 Policy 2.10 Donations to LICA**

The Board reviewed Policy 2.10 *Donations to LICA* and noted that no changes were recommended.

**2.4.3.3.6 Governance Committee Terms of Reference**

#14 Moved by Louise White-Gibbs AND CARRIED that the Governance Committee Terms of Reference be accepted as presented.

**3.0 OTHER BUSINESS**

**3.1. Alberta Watercourse Crossing Collaborative (AWC3)**

Axel Anderson from Alberta Environment and Parks presented information on Alberta Watercourse Crossings to the Board of Directors indicating that his role was primarily to investigate non-compliance of road crossings that hinder fish recoveries in watersheds. Mr. Anderson indicated that his department is both a regulatory program and a grant program to do surveillance of watercourse crossings. As well his department is looking at producing a guidebook by AWC3.

**4.0 ACTION LIST**

**4.1 Follow-up on Action List**

**4.1.1 October 20, 2022, Board of Directors Meeting**

The Board reviewed the action list for October 20, 2022, noting that all items had been completed.

**5.0 UPCOMING MEETING DATES**

**5.1 LICA Board Meeting and Christmas Luncheon – December 15, 2022**

**5.2 ADMPE Committee Meeting – November 29, 2022**

**5.3 LICA Watershed Committee – December 1, 2022**

**5.4 Education & Outreach Committee – December 6, 2022**

**6.0 ADJOURNMENT**

The meeting adjourned at 11:55 a.m.

**#15 Moved by Duane Zaraska AND CARRIED that the meeting is adjourned.**

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

\_\_\_\_\_  
Signature

## LICA Board of Directors Meeting Attendance 2022-23

Name	Org. Meeting	Oct. 20, 2022	Nov. 24, 2022	Dec. 15, 2022	Jan. 26, 2023	Feb. 23, 2023	Mar. 23, 2023	Apr. 27, 2023	May 25, 2023	June 22, 2023	Sept. 28, 2023
Louise White-Gibbs	✓	✓									
Kelly Dion-McFeeters	✓	✓									
Colin Cote	✓	✓									
John Ilchuk	✓	✓									
Amanda Avery-Bibo	✓	✓									
Duane Zaraska	✓	✓									
Robert Machatis	✓	✓									
Leo Paquin	A	A									
Nikole Andres	A	A									
Wayne Bamber	✓	✓									
Shawn Elgert	TC	TC									
Hannah Smith	A	A									
Abdi Siad-Omar	A	A									
Murray Phillips	✓	✓									
Phil Kushnir	A	A									
Vicky Lefebvre	TC	TC									
Lorin Tkachuk	A	A									
Lorie Czuroski (does not count towards quorum)											
Contractors											
Michael Bisaga		✓									
Kayla Hellum		✓									
Lily Lin		✓									
Education & Outreach Coordinator											

NOTE:

✓ = Present

TC = Telephone/Video Conference

A = Absent from Meeting



**LICA**  
ENVIRONMENTAL STEWARDS

Lakeland Industry and Community Association

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**LICA Board of Directors Meeting**  
**LICA Boardroom and via Microsoft Teams**  
**Thursday, November 24, 2022**  
**9:00 a.m. – 12:00 p.m.**

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	<b>CALL TO ORDER</b>		
	1.1	<a href="#">Traditional Acknowledgement</a>	<b>Amanda</b>	
	1.2	Member Introductions	<b>All</b>	
	1.3	<a href="#">Vision, Mission, and Values</a>	<b>Amanda</b>	
	1.4	<a href="#">Attendance</a>	<b>Amanda</b>	For Review
9:10	1.5	Approval of Agenda		
	1.5.1	November 24, 2022, Board of Directors Meeting	<b>Amanda</b>	For Decision
9:15	1.6	Approval of Minutes		
	1.6.1	<a href="#">October 20, 2022 – Organizational Meeting Minutes</a>	<b>Amanda</b>	For Decision
	1.6.2	<a href="#">October 20, 2022 – Board Meeting Minutes</a>	<b>Amanda</b>	For Decision
	2.0	<b>ONGOING BUSINESS</b>		
9:20	2.1	<b>Education and Outreach Coordinator Report</b>		
	2.1.2	<a href="#">Blue Green Algae Brochure</a>	<b>Vicky</b>	No Report For Decision
9:35	2.2	<b><a href="#">Manager of Environmental Monitoring Programs Report</a></b>	<b>Mike</b>	For Information
9:50	2.3	<b><a href="#">Environmental Coordinator Report</a></b>	<b>Kayla</b>	For Information
	2.3.1	<a href="#">IWMP Summary Document</a>	<b>Kayla</b>	For Decision
10:05	2.4	<b>Administration</b>		
	2.4.1	<b><a href="#">Executive Director’s Report</a></b>	<b>Vicky</b>	For Information
	2.4.1.1	AGM Location Discussion	<b>Vicky</b>	For Discussion
	2.4.1.2	Review of Contract	<b>Amanda</b>	For Decision
10:35	2.4.2	Financial Reports		
	2.4.2.1	<a href="#">Accounts Receivable Report to November 15, 2022</a>	<b>Maria</b>	For Information
	2.4.2.2	<a href="#">Finances to Date October 31, 2022</a>	<b>Maria</b>	For Information
10:50	2.4.3	Governance Committee		
	2.4.3.1	<a href="#">November 21, 2022, Governance Committee Minutes - DRAFT</a>	<b>Chair</b>	For Information
	2.4.3.2	Review of September 7, 2022, Policies		
	2.4.3.2.1	<a href="#">Policy 1.12 Volunteer Hours</a>	<b>Chair</b>	For Decision

		<p>2.4.3.2.2 <a href="#">Policy 1.14 Use of LICA Premises</a></p> <p>2.4.3.2.3 <a href="#">Policy 2.2 Management of LICA Revenue</a></p> <p>2.4.3.2.4 <a href="#">Policy 1.6 Board and Committee Meetings</a></p> <p>2.4.3.3 Review of November 21, 2022, Policies</p> <p>2.4.3.3.1 <a href="#">Policy 1.16 Ensuring LICA Sustainability</a></p> <p>2.4.3.3.2 <a href="#">Policy 1.19 Use of LICA Equipment</a></p> <p>2.4.3.3.3 <a href="#">Policy 2.5 Membership</a></p> <p>2.4.3.3.4 <a href="#">Policy 2.9 Petty Cash</a></p> <p>2.4.3.3.5 <a href="#">Policy 2.10 Donations to LICA</a></p> <p>2.4.3.3.6 <a href="#">Governance Committee Terms of Reference</a></p>	<p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p> <p><b>Chair</b></p>	<p>For Decision</p> <p>For Decision</p> <p>For Decision</p> <p>For Decision</p> <p>For Decision</p> <p>For Decision</p> <p>For Decision</p> <p>For Decision</p>
	<b>3.0</b>	<b>OTHER BUSINESS</b>		
11:30	3.1	<a href="#">Alberta Watercourse Crossing Collaborative (AWC3)</a>	<b>Axel Anderson</b>	For Information
	<b>4.0</b>	<b>ACTION LIST</b>		
11:50	4.1	<p>Follow-up on action list</p> <p>4.1.1 <a href="#">October 20, 2022, Board of Directors Meeting</a></p>	<b>Amanda</b>	For Review
	<b>5.0</b>	<b>UPCOMING MEETING DATES</b>		
11:55	5.1	Board Meeting – December 15, 2022 Christmas Luncheon	<b>Amanda</b>	For Information
	5.2	ADMPE Committee Meeting – November 29, 2022	<b>Amanda</b>	For Information
	5.3	LWC Committee Meeting – December 1, 2022	<b>Amanda</b>	For Information
	5.4	E & O Committee Meeting – December 6, 2022	<b>Amanda</b>	For Information
<b>12:00</b>	<b>6.0</b>	<b>ADJOURNMENT</b>	<b>Amanda</b>	For Decision



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## **ORGANIZATIONAL**

### **Meeting Minutes**

**Wednesday, October 20, 2022**

**9:00 – 11:00 a.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:** Louise White-Gibbs  
Kelly Dion-McFeeters  
Colin Cote  
John Ilchuk  
Amanda Avery-Bibo  
Duane Zaraska  
Robert Machatis  
Shawn Elgert (via Microsoft Teams)  
Wayne Bamber  
Murray Phillips  
Vicky Lefebvre (via Microsoft Teams)

**Guests and Observers:** Kevin Glowa, Observer (via Microsoft Teams)

**Staff and Contractors:** Vicky Krawchuk, LICA Executive Director  
Eveline Hartog, LICA Administrative Professional  
Kayla Hellum, Environmental Coordinator

**Regrets:** Leo Paquin  
Hannah Smith  
Phil Kushnir  
Nikole Andres  
Abdi Siad-Omar  
Lorin Tkachuk

#### **1.0 CALL TO ORDER:**

The LICA Executive Director, called the meeting to order at 9:05 a.m.

#### **1.1 Territorial Acknowledgement**

#### **1.2 Introductions**

**1.3 Vision, Mission, & Values**

**1.4 Approval of Agenda**

**#1 Moved by Duane Zaraska AND CARRIED that the October 20, 2022, Organizational Meeting Agenda be approved as presented.**

**2.0 POLICY REVIEW AND ELECTIONS**

**2.1 Policy 1.3 Responsibilities of the Board of Directors and Code of Ethics**

The Board of Directors reviewed Policy 1.3 *Responsibilities of the Board of Directors and Code of Ethics*. and each Director was requested to sign the *Code of Ethics* for retention by LICA.

**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 2022-23 now consists of the following:

Community Directors: Louise White-Gibbs (Year 1 of 2)  
Kelly Dion-McFeeters (Year 1 of 1)

Non-Government  
Organization (NGO): Colin Cote

Agriculture Director: John Ilchuk

Forestry/Trapping: Amanda Avery-Bibo

Indigenous (Métis): Duane Zaraska  
Indigenous (First Nations) Robert Machatis

Industry: Wayne Bamber  
Leo Paquin  
Nikole Andres

Government:

Shawn Elgert, Alberta Agriculture & Forestry  
Hannah Smith, Alberta Health Services  
\_\_\_\_\_, Alberta Energy Regulator  
Abdi Siad-Omar, Alberta Environment & Parks  
Lorin Tkachuk, County of Lac La Biche  
Murray Phillips, County of Two Hills  
Phil Kushnir, Town of Bonnyville  
Vicky Lefebvre, City of Cold Lake

The Board of Director terms are 2 years in length.

### **2.5.1 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 Murray Phillips.

**#2 Moved by John Ilchuk, seconded by Wayne Bamber AND CARRIED those nominations cease.**

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

### **2.5.2 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 Louise White-Gibbs, seconded by Wayne Bamber.

**#3 Moved by Vicky Lefebvre, seconded by Murray Phillips AND CARRIED those nominations cease.**

**The Executive Director declared Louise White-Gibbs elected by acclamation as Board Vice-Chairperson for a one (1) year term.**

### **2.5.3 Secretary-Treasurer**

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

Colin Cote nominated Leo Paquin, seconded by Vicky Lefebvre.

**#4 Moved by Duane Zaraska, seconded by Louise White-Gibbs 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 1.12 Volunteer Hours**

The Board of Directors reviewed Policy 1.12 *Volunteer Hours* and was reminded that they were to record their volunteer hours on the LICA sign-in sheet at the meeting and/or event sign-in sheet.

## **2.7 Policy 1.13 Confidentiality**

The Board of Directors reviewed Policy 1.13 Confidentiality, and each Director was requested to sign a copy for retention by LICA.

## **2.8 Policy 2.7 Board & Committee Expenses & Remuneration**

The Board of Directors reviewed Policy 2.7 Board and Committee Expenses and Remuneration.

### **2.8.1 Expense Claim Form**

The Board of Directors reviewed the LICA Expense Claim Form and updated it based on the current CRA values.

### **2.8.2 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.

## **2.9 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 Financial Coordinator. 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 Apointments to Committees**

#### **3.1.1 Policy 1.9 Committees**

Policy 1.9 *Committees* was reviewed by the Board of Directors indicating that Committees must have at least one Board member appointed to the Committee; one Board member must be present at all meetings. Committee Chairs will be chosen at the first Committee meeting of the year. The Committee Chair will report to the Board through a summary document forwarded to the LICA Admin Staff prior to the next Board meeting.

**#5 Moved by John Ilchuk AND CARRIED, that Policy 1.9 Committees amend clause 1.9.1.7 stating, “Committees must have at least one Board member appointed to the Committee; one Board member must be present at all meetings. Committee Chairs will be chosen at the first Committee meeting of the year. The Committee Chair will report to the Board through a summary document forwarded to the LICA Admin Staff prior to the next Board meeting.”**

**3.1.2 2022-23 Board of Directors List (Draft)**

The Board of Directors reviewed the current roster of directors noting that the Alberta Energy Regulator seat is not filled due to a lack of capacity at the local office.

**3.1.3 2022-23 Committee Proposals**

The Board of Directors reviewed the Expressions of Interest from LICA members, dated October 20, 2022, and the recommendations from the Executive Director, prior to making appointments to the Governance and Education and Outreach Committees. The Committee members of the Acid Deposition Monitoring Program Expansion Committee (ADMPEC) were also reviewed. Committee members who will be sitting on the Integrated Watershed Management Plan are to be addressed at the Inaugural Board meeting following the Organizational meeting, pending Board approval of the reorganization of the Committee.

**3.1.4 Policy 1.17 Review of Absences of Director**

Policy 1.17 *Review of Absences of Director* was reviewed with the Board of Directors.

**3.2 Governance Committee (Bylaws and Policies)**

**#6 Moved by Duane Zaraska 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, two Community representatives, and one Indigenous representative also be appointed to the Committee:**

1. Jeff Zalaski
2. Kelly Dion-McFeeters

**3.3 Education and Outreach Committee (E&O)**

**#7 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, two Indigenous representatives and one Non-Government Organization representative also be appointed to the Committee:**

1. Louise White-Gibbs
2. Evelyn Mondares
3. Alyssa Hellum
4. Stephanie Sitkowski

**3.4 Integrated Watershed Management Plan Committee (IWMP)**

The Board of Directors was informed that the makeup of the IWMP Committee would be decided at the Inaugural Board meeting following the Organizational meeting pending Board approval of the reorganization of the Committee.

**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.

**4.0 OTHER ITEMS**

**4.1 LICA 2022-23 Meeting Calendar**

The Board of Directors reviewed the Board meeting calendar noting that the meetings would be held every fourth Thursday of the month, excluding the months of July and August, when no meetings are held. The December Board meeting is to be held Thursday, December 15, 2022, as the fourth Thursday is too close to the Christmas break.

**#8 Moved by Murray Phillips AND CARRIED that the LICA 2022-23 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, Chairperson  
Louise White-Gibbs, Vice Chairperson and  
Leo Paquin, Secretary-Treasurer.

**#9 Moved by Robert Machatis, seconded by Wayne Bamber AND CARRIED that Amanda Avery Bibo and Leo Paquin retain their Signing Authority, that Louise White-Gibbs be added to LICA Signing Authority effective immediately, and that Sheena Oman be removed from LICA Signing Authority effective November 1, 2022, 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 10:46 a.m.

**#10 Moved by Colin Cote AND CARRIED that the meeting is adjourned.**

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

\_\_\_\_\_  
Signature



Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5

780 812-2182 780 812-2186 www.lica.ca

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## **BOARD OF DIRECTORS**

### **Meeting Minutes Thursday, October 20, 2022 11:00 a.m. – 1:00 p.m. LICA Boardroom and via Microsoft Teams**

---

**Present:**

Louise White-Gibbs  
Kelly Dion-McFeeters  
Colin Cote  
John Ilchuk  
Amanda Avery Bibo  
Duane Zaraska  
Robert Machatis  
Shawn Elgert (via Microsoft Teams)  
Wayne Bamber  
Murray Phillips  
Vicky Lefebvre (via Microsoft Teams)

**Guests and Observers:**

Kevin Glowa

**Staff and Contractors:**

Vicky Krawchuk, Executive Director  
María Cueva, Financial Coordinator  
Michael Bisaga, Environmental Monitoring Programs Manager (via Microsoft Teams)  
Lily Lin, Data & Reporting Specialist (via Microsoft Teams)  
Kayla Helling, Environmental Coordinator  
Eveline Hartog, Administrative Professional

**Regrets:**

Nikole Andres  
Phil Kushnir  
Hannah Smith  
Leo Paquin  
Abdi Siad-Omar  
Lorin Tkachuk

## **1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 11:08 a.m.

### **1.1 Approval of Agenda**

#### **1.1.1 October 20, 2022, Board of Directors Meeting**

**#1 Moved by John Ilchuk AND CARRIED that the October 20, 2022, Agenda be approved as amended to include items:**

- **2.3.3 Letter of Support Request,**
- **2.3.4 IWMP Palliser Environmental Services Contract Date Amendment.**

### **1.2 Approval of Minutes**

#### **1.2.1 September 22, 2022– Board Meeting Minutes**

**#2 Moved by John Ilchuk AND CARRIED that the Minutes of the September 22, 2022, Board meeting be approved as presented.**

## **2.0 ONGOING BUSINESS**

### **2.1 Education and Outreach Report**

The Executive Director and the Environmental Coordinator delivered the Education and Outreach report, briefly noting:

- LICA is in the process of hiring another Education and Outreach Coordinator and in the interim, the Executive Director and Environmental Coordinator were responsible for emails, social media postings, the community garden, and other office duties.
- All presentations scheduled for mid-September and October have been canceled until a new Coordinator has been hired.
- The calendar contest entries will be reviewed, and winners will be chosen at the November/December E & O meeting. Photo contest entries will also be judged in November/December when the judging panel convenes, and the Board will be informed of the winners at the November/December Board meeting.
- The Environmental Coordinator indicated that the Community Garden has been weeded and mowed, the water tank emptied, and the garden locked in preparation for winter. All purchased orchard trees have been planted. She informed the Board that the E & O Committee's proposed upgrades for security for next spring will aim to address the vandalism and vegetable theft issues. The trail cams and security lights will be installed before the garden reopens in the spring.
- Until a new hire for the position is obtained, the Executive Director is responsible for the management of all social media platforms. The goal of all LICA social media is to provide educational and interactive content to all followers, to increase the outreach, knowledge, and support to LICA.

## **2.2 Manager of Environmental Monitoring Programs Report**

The Manager of Environmental Monitoring Programs delivered his report, noting:

- The St. Lina station was shut down for a few days while undergoing a refresh and upgrade.
- As of October 1, two new parameters were added to the existing passive monitoring network as part of LICA's acid deposition monitoring strategy. The soil acidification monitoring sampling at Moose Lake will happen at the end of October.
- OSM distributed its 2023-24 workplan templates and the workplan is currently being drafted. The Manager of Environmental Monitoring Programs informed the Board that the OSM budget had been presented to them, but it may need to be presented and reviewed by the Board again based on OSM discussions.

## **2.3 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, highlighting that:

- The 2023-2024 WRRP project grant for riparian assessments was submitted on October 14, 2022, and LICA will be informed if they are successful recipients of the grant funding prior to March 31, 2023. The grant scope is to complete a large-scale riparian assessment of the Sand River, Martineau River, and Lower Beaver River watershed. Letters of support were received from the City of Cold Lake and Cold Lake First Nations. The WPAC operational grant was submitted on September 28 with anticipated planning to commence in April of 2023.
- Sandi Riemersma from Palliser Environmental Services will have the summary document of the final IWMP completed for the November 24 Board meeting.
- The Jessie Lake daily field report completed this year has been posted on the LICA website in the Jessie Lake Restoration Project section under the resources tab.
- The Beaver River state of the watershed reporting is due to be revisited in 2023. \$40,000, for 3-years, was included in the WPAC operational grant, that was submitted on September 28, 2022.

### **2.3.1 WPAC Decision-Making Framework**

The Environmental Coordinator presented the WPAC Collaborative Governance Decision-Making Framework document to the Board of Directors for information and approval.

**#3 Moved by Louise White-Gibbs AND CARRIED that the WPAC Decision-Making Framework document be approved as presented.**

### **2.3.2 Recommendation to the Board: Reorganization of the IWMP Committee**

The Environmental Coordinator presented the recommendation to Board regarding the reorganization of the IWMP Committee noting:

- That, with the development of the IWMP being completed, the Committee can refocus to assist in the implementation of the IWMP recommendations.

- With the completion of the IWMP report the Committee should evolve with a new emphasis on supporting the Environmental Coordinator with additional watershed project planning. The current size of twenty-two members makes it difficult to achieve quorum and decisions to be made.
- The proposed reorganization of the Committee to approximately fifteen members will allow for greater discussion and input into watershed projects. The proposed makeup of the Committee still reflects a diverse group with key stakeholders and rights-holder representation.

The Board of Directors agreed that a refocusing and broadening of the scope of work were the next steps for the IWMP Committee and were in favour of the proposed reorganization. The Board felt that a name change would reflect the new focus of the Committee.

**#4 Moved by Murray Phillips AND CARRIED that the IWMP change its name to LICA Watershed Committee.**

**#5 Moved by Colin Cote AND CARRIED that the following be appointed to the LICA Watershed Committee for a one (1) year term and that two Industry representatives, three Indigenous representatives from each local community within the Beaver River Watershed, one Alberta Environment and Parks representative, one Agriculture representative, one local environmental organization representative, four Government representatives within the Beaver River Watershed also be appointed to the Committee:**

1. John Ilchuk
2. Amanda Avery Bibo

### **2.3.3 Letter of Support Request**

The Environmental Coordinator presented to the Board of Directors a recommendation to consider writing a letter of support for the Alberta Invasive Species Council to bring the International Conference of Aquatic Invasive Species to Edmonton, Alberta in 2024. She reminded the Board that LICA does partner with ALMS to monitor lake health and report on invasive species and awareness of invasive species is part of LICA's Education and Outreach initiatives. She added that other WPACs are also writing letters of support.

**#6 Moved by John Ilchuk AND CARRIED that LICA writes a letter to the Alberta Invasive Species Council in support of its bid to host the International Conference of Aquatic Invasive Species in Edmonton, Alberta.**

### **2.3.4 IWMP Palliser Environmental Services Contract Date Amendment**

The Environmental Coordinator informed the Board that on September 22, 2022, they motioned that LICA hires Sandi Riemersma to compile the IWMP Summary Document at an approximate cost of \$3,400.00. Ms. Riemersma indicated to the Environmental Coordinator that the report would be completed by November 30, 2022. However, the existing contract with Sandi has a completion date of

October 31, 2022. The Coordinator is requesting an amendment to the existing contract to change the end of services contract date to November 30, 2022, to accommodate the report completion.

**#7 Moved by Colin Cote AND CARRIED that LICA amends the closing date of its contract with Palliser Environmental Services to November 30, 2022, and that LICA Officers will sign the amendment.**

## **2.4 Administration**

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

The Executive Director delivered her report for information to the Board of Directors. The October 6 Annual General Meeting was a success based on attendees' positive feedback; a total of forty-two people attended the event in Smoky Lake with five of those signing up to become new members. She also advised the Board that the 2023-27 Airshed Engagement Grant and the WPAC Operating Grant were both submitted by October 3<sup>rd</sup>.

The Executive Director pointed out that the Annual General Meeting expenses came in under budget by approximately \$260 and she would like to transfer this surplus towards staff appreciation.

**#8 Moved by Louise White-Gibbs and seconded by Amanda Avery Bibo AND CARRIED that the \$260.00 surplus from the Annual General Meeting budget be reallocated towards staff appreciation.**

### **2.4.2 Financial Reports**

#### **2.4.2.1 Accounts Receivable Report to October 13, 2022**

The accounts receivable report as of October 13, 2022, was presented to the Board noting:

- That LICA is still awaiting membership payment from SLR.
- That second quarter invoices will be sent out the week of October 24.

#### **2.4.2.2 Finances to Date September 30, 2022**

A summary of the Finances to Date as of September 30, 2022, was presented to the Board noting that more funds may need to be put towards stipends and that \$10,243 from the current AEG budget will need to be reallocated to another budget item.

### **3.0 OTHER BUSINESS**

#### **3.1.1 Hiring Committee Update**

The Executive Director informed the Board of Directors that three interviews for the Administrative Professional position were conducted on October 13. The Administrative Professional position has been successfully filled, and the candidate's start date is October 26<sup>th</sup>.

Eighteen resumes were received for the Education and Outreach Coordinator position and of those submissions two candidates were from the area and available to start work. After being interviewed there were concerns from the hiring committee regarding the candidates wanting to only work virtually; not wanting to work full-time hours. Uncertainty also was presented if the candidates were going to remain in the Lakeland area in the near future. The Board felt that narrowing the choices to only two candidates limited LICA and suggested that the advertisement be reposted. The Board also suggested that the job could be divided into two positions with a flexible hours option noted in the revised posting and that the advertisement must state that the job is Bonnyville based.

**#9 Moved by Murray Phillips AND CARRIED that the job posting for the Education and Outreach Coordinator position be reposted and that the ad be reworded to include both full-time and part-time positions. As well, within the ad it must state that candidates must reside in the Lakeland area.**

### **4.0 ACTION LIST**

#### **4.1 Follow-up on Action List**

##### **4.1.1 September 22, 2022, Board of Directors Meeting**

The Board reviewed the action list for September 22, 2022, noting that the \$46.42 from the WPAC grant had been transferred to the Education & Outreach Coordinator budget, Item 2.4.3.2 Finances to Date August 31, 2022.

### **5.0 UPCOMING MEETING DATES**

#### **5.1 LICA Board Meeting – November 24, 2022**

### **6.0 ADJOURNMENT**

The meeting adjourned at 12:47 p.m.

**#10 Moved by Duane Zaraska AND CARRIED that the meeting is adjourned.**

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

\_\_\_\_\_  
Signature

DRAFT

# What Can I Do?

## Reduce Impermeable Surfaces

Impermeable surfaces don't allow water to soak into the ground. Instead, this water runs off of the surface, carrying phosphorus into our waterbodies, along with salt, sediment, and chemicals like pesticides and herbicides. Areas of your property that are impermeable may include:

- Rooftops
- Driveways and parking lots
- Patios, walkways and pavers
- Pools and sporting areas, like a tennis court

## Layered Landscapes

Lawns absorb less rainfall than natural areas that have multiple layers of vegetation like tall trees, short trees and shrubs, and groundcover. Adding layers of vegetation helps reduce runoff, and the plants help filter pollutants out of the water.

## Native Species

Riparian plants that thrive near water attract wildlife, protect the shoreline, and are the "glue" that bind the shoreline together. Species like sedges, willows, cattails and rushes are critical for stabilizing the shoreline and absorbing excess nutrients. Leave them in place and let them work to clean the lake!

**The more natural you keep your property, the healthier your lake will be.**

Support our work by becoming an Environmental Steward!

- LICA membership is FREE for individuals
- Corporate and municipal memberships are also available!



**SCAN ME FOR MORE INFORMATION!**



**LICA**  
ENVIRONMENTAL STEWARDS

### Contact Us

Office: 5107-W 50 St, Bonnyville, AB  
Phone: 780-812-2182  
Email: [lica2@lica.ca](mailto:lica2@lica.ca)



@infoLICAonline



@infoLICA

# What is **BLUE-GREEN ALGAE?**



**LICA**  
ENVIRONMENTAL STEWARDS



# Toxic Algae Blooms

## What is a Toxic Bloom?

Some blue-green algae produce toxins. Eventually, the toxins break down in the water and are destroyed naturally. Ingesting algae while they are still producing toxins can cause serious illness, particularly in children and the elderly. Residential drinking water taken from a lake with toxic blooms may be affected.

## Signs of a Toxic Bloom:

- Large numbers of dead fish, waterfowl, or other animals.
- Sudden, unexplained sickness or death of a cat or dog, especially if it has algae on its mouth, legs, or feet.
- Skin rashes, irritation, sore throat, and sore, red eyes on humans after being in the water
- AHS bloom advisory notices posted around the lake and online



Blue-Green Algae Bloom Advisory

Blue-green algae are tiny organisms found in freshwater lakes, streams and creeks all over the world. Blue-green algae is natural and common on Alberta lakes.

Despite being called algae, these organisms are actually bacteria (cyanobacteria). When conditions are right (lots of sunlight, warm temperature, extra nutrients), they can rapidly reproduce. Within a few days, a "clear" lake, pond, ditch, or dug-out can become cloudy with algae growth. This is called a bloom. Blue-green blooms usually float to the surface and can be several inches thick near the shoreline.

A blue-green algae bloom:

- Often looks like green paint, scum, grass clippings, fuzz, or globs floating on the water
- Usually appears bright green, but may also appear blueish, greenish-brown, brown and/or reddish-pink.
- Is most common in the summer and fall, but can occur anytime if conditions are suitable.

# Phosphorus Feeds Algae



While blue-green algae are technically bacteria, they function like plants. Blue-green algae eats nutrients like phosphorus and photosynthesizes like plants do.

Items like detergents, fertilizer, manure, human waste, and decaying plants are all sources of phosphorus. When excess phosphorus enters the lake, it results in increased growth of algae. When mats of algae die, they sink to the bottom of the lake and decay, creating low-oxygen conditions that are detrimental to fish and other aquatic organisms. The decay process is also what causes the sulphurous 'rotten eggs' smell from lakes affected by algae.

**Reducing the amount of phosphorus that enters the lake from your property will help control blue-green algae blooms on our local lakes, creeks and streams.**

# Environmental Monitoring Programs

November 24<sup>th</sup> 2022, Board of Directors Update



## Routine Operations & Reporting

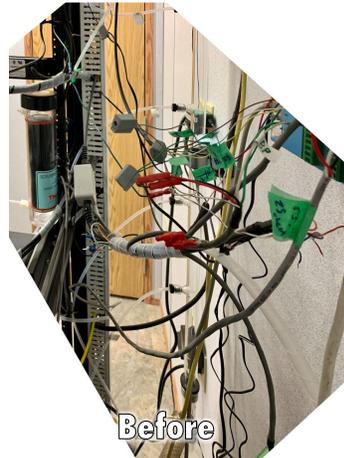
**Network Improvements:** The Tamarack monitoring station was shut down for a few days in October to undergo refitting. The station has been operated continuously for over 10 years without ever shutting down to perform equipment upgrading; most analyzers were 'hot-patched' into place. This resulted in redundant tubing, connectors, and relays. Tamarack is the last station in the LICA network to undergo a refitting (PAMS, Cold Lake, and St. Lina were all completed over the last two years).



Before



After



Before

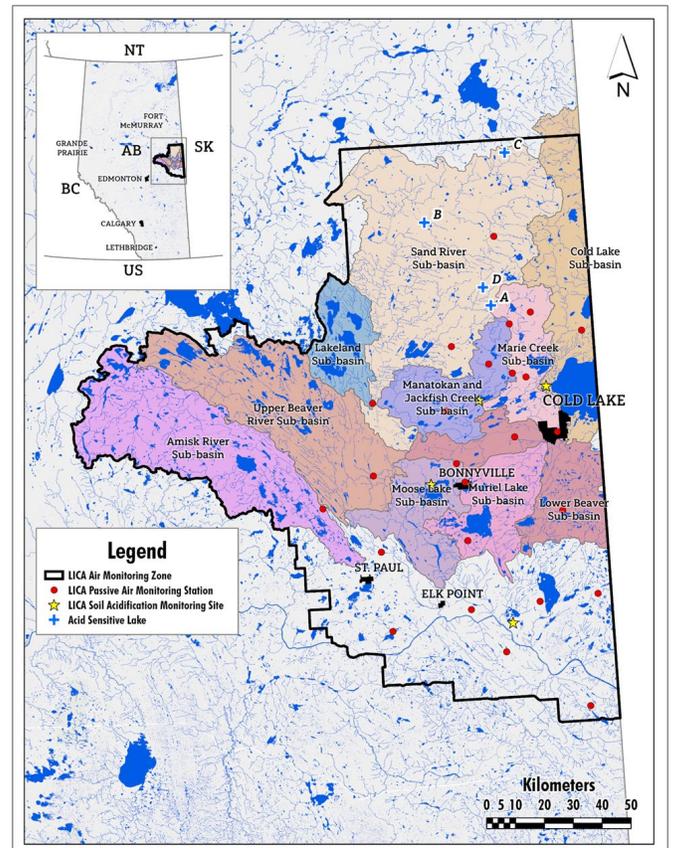


After

## Special Projects and Other Updates

**OSM Work Planning Process:** The 2023-24 Oil Sands Monitoring (OSM) workplan and budget were submitted to the OSM Program Office in mid-October. Overall, the budget takes into consideration the ongoing implementation of the acid deposition monitoring strategy, a higher than typical inflation rate, as well as the 11th hour decision/need to add the funds needed to replace the St. Lina monitoring station's shelter (ATCO-style trailer). Workplan and budget review will take place over the next 2 months.

**Acid Sensitive Lake Sampling:** LICA continues to work closely with CNRL and Cenovus partners to execute lake sampling on the Cold Lake Air Weapons Range. In the LICA Acid Deposition Monitoring Strategy for the Cold Lake Region, four acid sensitive lakes were identified for routine sampling (See Map: Underwood [C], Caribou [B], and two unnamed lakes [A, D]). The two northern lakes can only be accessed by helicopter; Cenovus and CNRL are taking a leadership role in making sure all the necessary permits and authorizations are in place prior to accessing the Cold Lake Air Weapons Range. Sampling is tentatively planned for November 18-20, 2022.



**Deposition Monitoring Program (Other Components):** LICA is still awaiting shipment of wet deposition samplers and denuders ordered in the summer and early fall. Supply chain and staffing issues at suppliers and manufacturers are holding up the build and delivery processes.

**Soil Acidification Monitoring Program:** The Moose Lake soil acidification monitoring sites were sampled October 27-28, 2022; weather cooperated and Alberta Environment and Protected Areas provided off-season access to the Park. This marks the 4<sup>th</sup> sampling event at this site since it was commissioned in 2010. Samples have been dried and sieved; preliminary soil characteristics have been documented. Analysis of the samples is being conducted by the Northern Forestry Centre in Edmonton. Analytical results are expected in the new year with final reporting and modelling to be completed in the spring.



**Portage College Seminar:** LICA has been invited to deliver an in-class seminar to Portage College Students enrolled in the [Natural Resources Technology Program](#) (this is the second year that Portage has invited LICA to speak to their students). The seminar will consist of an in-class component and a visit to LICA's Portable Air Monitoring Station which is located on-campus.

**Michael Bisaga**  
Monitoring Programs Manager  
[monitoring@lica.ca](mailto:monitoring@lica.ca)

**Lily Lin**  
Data and Reporting Specialist



## Environmental Coordinator Programs Update

November 24, 2022, Board of Directors Meeting

### 2023 Projects:

WRRP Project Grant: Riparian Area Assessments

If LICA is successful in receiving the grant funding, it is anticipated that notification will be given prior to March 31, 2023.

WPAC Grant: Riparian Health Campaign

The WPAC operational grant was submitted on September 28, 2022, if the anticipated funding is received the campaign planning will commence after April 2023.

### 2022 Project Grants:

The Environmental Coordinator dispersed the legacy signs around the region. Signs will be installed within the Town of Bonnyville, M.D. of Bonnyville, Smoky Lake County, Lac La Biche County, County of Two Hills, Village of Glendon, Beaver Lake Cree Nation, Elizabeth Metis Settlement, Saddle Lake Cree Nation, County of Vermilion, and Cold Lake First Nations.

Approval was granted from AEP on October 26, 2022, to allow all signs to be installed on public lands versus a select few to be posted on private land in conjunction with the offsite watering project. Currently, a map is being developed to show the GPS coordinates of each sign location. Once completed, it will be posted on the LICA Website.

### Integrated Watershed Management Plan (IWMP) → LICA Watershed Committee (LWC)

- At the October 20, 2022, Board of Directors meeting, the IWMP committee was reorganized into the LICA Watershed Committee.
- The Final IWMP was circulated with all municipalities and Indigenous communities.
- Please see attached the IWMP Summary document for Approval.

### Watershed Planning & Advisory Council (WPAC) Managers

- October 25, 2022 – AB WPACs Technical Committee Meeting

### Citizen Science

Winter Citizen Science

The Environmental Coordinator is currently looking into different Citizen Science programs that LICA can implement to get the community involved over the winter months. (i.e., Winter Bird Monitoring).

CreekWatch

CreekWatch kits are currently being housed at the LICA office. A proposal for next year's sampling season will be brought to the Board in 2023.

## State of the Watershed Reporting

In 2013, the first State of the Watershed report was completed for the Beaver River watershed. It is to be revisited every 10 years. Funding to reassess the SOW was included in the WPAC Operational Grant Application, submitted on September 28, 2022. A total of \$40,000 was included in the grant application over a 3-year term.

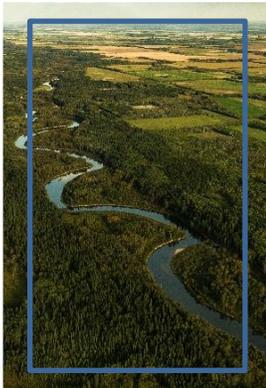
Deliverables for the SOW may depend on funding that is approved with the WPAC Operational Grant Application, and additional funding LICA may acquire. The LWC can discuss the needed approach to revisit the SOW report.

## Additions

- October 21, 2022 – Letter of Support sent to the Alberta Invasive Species Council
- October 25, 2022 – AB WPAC Technical Committee meeting
- October 27, 2022 – What Bears Teach Us: Bringing a New Perspective to Bear Ecology Webinar
- October 31, 2022 – Invasive Species Centre: Non-native Species Webinar
- November 3, 2022 – Legacy sign drop off & meeting with Myrnam School
- November 8, 2022 - Managing temporary suspended sediment releases - OCS Science Seminar
- November 8, 2022 – Town of Bonnyville Council Meeting
- November 14, 2022 – LICA Staff meeting
- November 16, 2022 - Committees and Meetings Webinar
- November 21, 2022 – Bullying and Harassment Training
- November 23, 2022 – Building Strong Teams and Effective Relationships

# BEAVER RIVER INTEGRATED WATERSHED MANAGEMENT PLAN

## SUMMARY DOCUMENT



## ACKNOWLEDGEMENTS

LICA would like to thank the IWMP Committee, technical provincial, municipal, First Nation, and Métis staff advisors, and all stakeholders for their contribution to the Beaver River IWMP.

### LICA IWMP Committee

Abdi Siad-Omar, Alberta Environment and Parks  
Al Bertschi, Portage College  
Amanda Avery-Bibo, LICA Board of Director  
Annette Hobart, Alberta Energy Regulator  
Bill Parker, City of Cold Lake  
Bob Buckle, City of Cold Lake  
Clem Parenteau, Métis Nation Region 2  
Dana Swigart, MD of Bonnyville  
Delano Tolley, Community  
Dylan Landstrom, Beaver Lake Cree Nation  
Fin MacDermid, Cold Lake First Nations  
Joe Kapala, Town of Bonnyville  
Katlyn Degenhardt, MD of Bonnyville  
Kellie Nichiporik, Lakeland Agriculture Research Association  
Kristen Berezanski, Strathcona Resources  
Louise White-Gibbs, Community  
Madison Arsenault, Youth  
Madison Rehm, MD of Bonnyville  
Maureen Delorme-Ouellette, Fishing Lake Métis Settlement

Mitch Sylvester, Moose Lake Watershed Society  
Monty Moore, Husky Energy  
Randi Dupras, Lac la Biche County  
Richard Bourgeois, Muriel Lake Basin Management Society  
Richard Pearce, Community  
Roxane Bretzlaff, Canadian Natural Resources Ltd.  
Robert Machatis, Cold Lake First Nations  
Shana Langley, Military  
Shelby Kennedy, Kikino Métis Settlement

#### Ex-officio Members

Kayla Hellum, Environmental Coordinator (current)  
Vicky Krawchuk, Executive Director (current)  
Rachel Bates, Education & Outreach Coordinator  
Kristina Morris, Executive Director  
Tricia Fleming, Environmental Coordinator (past)

#### Cover Photos

K. Hellum (centre); L. Vining (R); N. Gillis (top-L);  
LICA (top-R); R. Bretzlaff (lower-L); Unrau (L; lower-R)

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## 1.0 BACKGROUND

LICA Environmental Stewards (LICA) initiated the Beaver River Integrated Watershed Management Plan (IWMP) to help guide watershed management activities and support the vision of “*A healthy Beaver River watershed for the future*”.

An IWMP is a guidance document and planning tool for resource managers, including governments, planners, First Nations, the Métis, other stakeholders, and landowners who manage water and land resources. The plan identifies goals for improving and/or maintaining watershed health, and makes recommendations on how to reach those goals.

LICA established an IWMP Committee to help oversee the development of the plan. LICA and the IWMP Committee engaged with stakeholders, First Nations and the Métis in the watershed throughout the development of the plan to ensure that it is relevant and reflects local and regional concerns.

This document summarizes the key content from the Beaver River IWMP. The final Plan can be found on LICA’s website at <https://lica.ca/watershed/iwmp/>. Readers are encouraged to refer to the full IWMP for additional context, maps, figures, recommendations, implementation actions, and literature used to develop the plan.

## 2.0 PURPOSE, INTENT, AND AUTHORITY

The Beaver River IWMP provides broad guidance for watershed management, and sets out a clear direction that will result in consistent, specific actions for integrated management of land and water resources to support long-term watershed health. The IWMP will not replace the existing authorized CLBR WMP, but rather augment it with aspects not previously considered.

While the watershed plan is not legally binding, developing the plan collaboratively means it is more likely to be supported and implemented by decision-makers in the Beaver River watershed.

### 2.2 Legislative Policy; Planning Context

The development of the Beaver River IWMP was guided in part by the Framework for Water Management Planning, the Guide to Watershed Planning in Alberta and the *Water for Life Strategy*. The IWMP:

- Was developed within the context of existing federal, provincial, and municipal legislation, policies, and regional plans.
- Acknowledges and adheres to the commitments outlined in the Inter-provincial Master Agreement on Apportionment (1969) as administered by the Prairie Provinces Water Board.
- Reflects current policies and practices in place since the CLBR WMP was completed in 2006.
- Encourages the advancement of policies and practices for continued efforts to steward the Beaver River watershed.

### 2.3 Scope

The Beaver River IWMP:

- Encompasses the entire Beaver River watershed within Alberta.
- Reflects all stakeholder concerns, including First Nations and the Métis.
- Improves municipal influence by providing recommendations related to municipal development planning.
- Creates a comprehensive plan by broadening the focus from a specific sector (i.e., oil/gas) to address additional resource management objectives.
- Addresses wildlife and fisheries management.

The IWMP will not:

- Gather new information to fill data gaps.
- Formulate legislation, policy, or regulations.
- Address air quality unless it relates to other watershed issues.
- Consider the watershed area in Saskatchewan.



## 3.0 PLANNING AREA

### 3.1 The Watershed

The Beaver River watershed is located in east-central Alberta and west-central Saskatchewan, in Treaty 6, 8 and 10 territories and the Métis homeland, northeast of Edmonton (Figure 1). The Beaver River originates near the Town of Lac La Biche as the outflow from Beaver Lake and flows easterly into Saskatchewan to join the Churchill River at Île à-la-Crosse which flows into Hudson Bay.

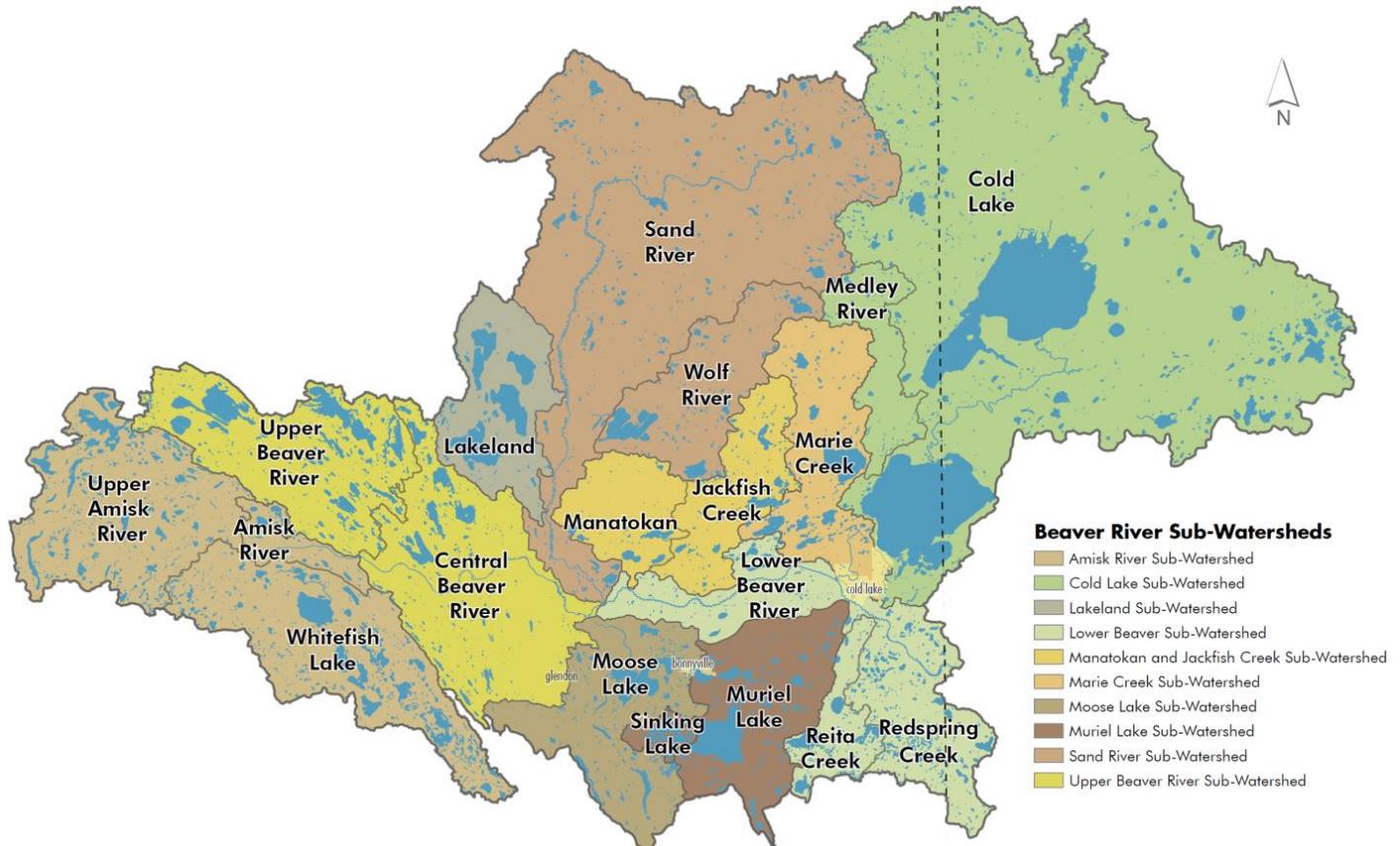


Figure 1. Map of the Beaver River watershed planning area (BRWA 2013).

### 3.2 Human Footprint

#### 3.2.1 First Peoples

Human presence in the watershed dates back to time immemorial. Prior to the arrival of Europeans, the Cree and Dené had established an independent and organized society that included a nomadic lifestyle. The land provided everything that was required for people's mental, physical, spiritual, and emotional well-being<sup>1</sup>. Specifically, the Beaver River watershed and surrounding area provided abundant trapping,

hunting, fishing, berry picking, plant harvesting, collection of medicines, and camping opportunities. A network of trails was established to reach important places throughout the watershed. Knowledge and traditions were passed down through generations.

The Denesų́níné (Dené, people of Cold Lake First Nations) and the Cree (people of Beaver Lake First Nation, Frog Lake First Nation, Kehewin First Nation, Saddle Lake Cree Nation, and Whitefish (Goodfish) Lake First Nation #128) continue traditional practices of trapping, hunting, fishing, and gathering, along with spiritual and cultural practices today.

<sup>1</sup> AB Regional Professional Development Consortium N.D.

### 3.1.2 Treaty Rights and Métis Harvesting Rights

First Nations have traditional values and rights, constitutional rights and key principles embodied in the Treaties which guide their way of life and jurisdiction in the Beaver River watershed. Treaty rights are recognized and affirmed in the Constitution Act (S. 35), 1982. The 2018 Métis Harvesting in Alberta Policy (GOA 2019) ensures that Métis people who are entitled to harvesting rights as guaranteed by the Constitution Act (s. 35), 1982, have the ability to hunt, fish, and trap for subsistence (food).

### 3.1.3 European Settlement, Current Conditions

Land use began to change in 1781 with the migration of European Settlers to the area and the establishment of the first trading post. These settlers were traditionally farmers who found the rich soils suitable for crop production and raising livestock for subsistence.

The Beaver River watershed continues to be rich in natural resources that support First Nations and Métis traditional land use and cultural practices, as well as a variety of industries that contribute to the local, regional, and provincial economy (e.g., oil and gas, agriculture, mining, forestry, development, tourism and recreation).

## 4.0 ROLES AND RESPONSIBILITIES

Watershed management planning and implementation of recommendations is a shared responsibility that requires the collaboration of multiple levels of government, various industries (e.g., agriculture, oil, and gas), non-government organizations, landowners,

leaseholders, and residents in the watershed. The planning process is considered successful when stakeholders recognize and support their individual or shared responsibility for achieving the collective goals and objectives of the IWMP.

## 5.0 INFORMATION ASSEMBLED

LICA worked closely with the IWMP Committee and technical advisors to compile relevant plans, policies, and technical reports for the Beaver River watershed. The Beaver River State of the Watershed Report (2013), LakeWatch Lake Monitoring Reports (ALMS), and Riparian Intactness Assessments (Fiera Biological 2021a

and 2021b) were considered. In some instances, raw data and Provincial spatial data were accessed, summarized, or mapped and used to support stakeholder engagement and recommendations. Refer to the complete Beaver River IWMP for a list of literature cited in the development of the plan.

## 6.0 MATTERS, GOALS, AND OBJECTIVES

### 6.1 Matters

The scope of matters addressed in the IWMP includes the valued ecosystem components: water quantity, water quality, riparian areas, wetlands, biodiversity, land use, climate change, and knowledge and understanding. The matters reflect concerns expressed by the community during the engagement process (Section 8.0), and the best available science. The matters considered in the Plan may not apply to all areas of the watershed, and include, but are not limited to:

- **Surface Water Quantity:** Fluctuating water levels (in lakes and wetlands) and streamflows caused by climate change, climate variability and or development that can: impact water availability, increase risk of flooding or drought, impact infrastructure and/or recreation activity, or alter habitat and land use.
- **Surface Water Quality:** Water quality in lakes and streams does not meet the desired end uses in some areas due to soil type and geology, climate change and variability, and or influx of point and non-point source pollution
- **Riparian Areas and Wetlands:** Loss of riparian areas and wetlands and their respective functions.
- **Biodiversity:** Fragmented and poor-quality habitat and changing abundance and/or size of certain fish and wildlife species.
- **Land Use:** Cumulative impact of development and industry on watershed resources.

## 6.2 IWMP GOALS AND OBJECTIVES

### 6.2.1 Overarching Goal

*Collaborative management of land and water resources that results in a healthy Beaver River watershed.*

### 6.2.2 Specific Goals and Objectives

Specific goals and objectives were formed to provide a clear direction of purpose for the Beaver River IWMP. The goals are broad statements that reflect the main concerns for natural resource management in the basin; the goals emphasize what the IWMP will accomplish (the outcomes of the Plan). Objectives were established to guide the planning process and achieve the goals.

**Table 1.** Specific goals and objectives for the Beaver River IWMP.

Value	Goal (Outcome)	Objective
Water Quantity	Secure, reliable water supplies are available for desired uses (i.e., environmental, First Nations and Métis, municipal, agricultural, industrial and recreational).	<ol style="list-style-type: none"> <li>1. Review and determine the status of existing Water Conservation Objectives in the original Cold Lake Beaver River Water Management Plan (Alberta Environment 2006a).</li> <li>2. Review the need to establish Water Conservation Objectives for streams and lakes outside of the original CLBR WMP planning area.</li> <li>3. Recommend strategies to address fluctuating water levels at priority lakes where human impacts contribute to flooding or low water levels in the watershed.</li> <li>4. Recommend strategies that encourage water conservation.</li> <li>5. Understand the status of current surface water and groundwater initiatives and recommend strategies to better manage the resource.</li> </ol>
Water Quality	Surface water and groundwater quality that is protected from contamination, maintained within the range of natural variability, and meets end-use criteria.	<ol style="list-style-type: none"> <li>1. Establish Water Quality Objectives that are compatible with the Surface Water Quality Management Framework for watercourses having sufficient data.</li> <li>2. Establish Water Quality Objectives for major recreational lakes.</li> <li>3. Identify stormwater management targets and Low Impact Development strategies to minimize development impacts on water quality (and quantity).</li> <li>4. Identify appropriate land use, management and stewardship strategies to maintain and/or improve water quality.</li> </ol>
Riparian Areas and Wetlands	Healthy riparian areas and wetlands contribute to watershed resiliency with respect to flood and drought, quality water, and critical habitat.	<ol style="list-style-type: none"> <li>1. Establish riparian<sup>2</sup> setbacks<sup>3</sup> and management objectives/targets that can be applied consistently throughout the watershed.</li> <li>2. Recommend actions that contribute to healthy riparian areas and wetlands.</li> </ol>

<sup>2</sup> **Riparian:** Riparian lands are transitional areas between upland and aquatic ecosystems that have soil and vegetation characteristics that reflect the influence of water. They have variable widths and extent both above and below ground.

<sup>3</sup> **Setback:** A minimum distance that must be maintained between a land use or development activity and a waterbody/watercourse.

Value	Goal (Outcome)	Objective
Biodiversity	Fish, wildlife, and plants are healthy and resilient to changing environmental conditions. Their ecological, social, and cultural roles in the watershed are sustained.	<ol style="list-style-type: none"> <li>1. Identify appropriate land use targets and thresholds to better understand and track cumulative impacts on aquatic and terrestrial habitats.</li> <li>2. Recommend best management practices and actions that improve wildlife habitat, health, and biodiversity.</li> <li>3. Recommend appropriate actions to address the risks associated with invasive species.</li> </ol>
Land Use	Cumulative effects of diverse land uses are reduced or mitigated to maintain and/or improve ecosystem health.	<ol style="list-style-type: none"> <li>1. Recommend appropriate water and land management practices that mitigate impacts of industry and development (i.e., urban, recreation, agriculture, oil and gas, forestry, and sand and gravel extraction), and maintain and/or improve ecosystem health.</li> </ol>
Climate Change	Climate change considerations are central to all watershed-related planning and decision-making processes.	<ol style="list-style-type: none"> <li>1. Recommend climate actions and climate change mitigation and adaptation strategies related to watershed management for consideration by decision-makers, resource managers and residents.</li> </ol>
Knowledge and Understanding	Indigenous Knowledge and scientific research guide decision-making.	<ol style="list-style-type: none"> <li>1. Assess and prioritize knowledge gaps in the Beaver River watershed.</li> <li>2. Recommend outreach materials and other tools to disseminate Indigenous Knowledge and scientific research related to watershed health.</li> </ol>

## 7.0 INDICATORS, TARGETS, AND THRESHOLDS

Indicators, targets, and thresholds will be used to measure success in achieving watershed goals, objectives, and desired outcomes. Indicators refer to easily measurable attributes that reflect the underlying condition or state of watershed health (e.g., nutrient concentrations, riparian health scores) (ESRD 2012b). In the IWMP, indicators are identified for major watershed values, and expand on indicators that were used to assess the watershed condition in the Beaver River State of the Watershed Report (BRWA 2013).

Indicator targets and thresholds are numerical (quantitative) or written (qualitative) statements that reflect desired or achievable watershed conditions.

Targets are used to determine how valued watershed components (e.g., water quality) compare to acceptable or desired ratings and/or conditions. Refer to the complete Beaver River IWMP for the established list of indicators, targets, and thresholds.

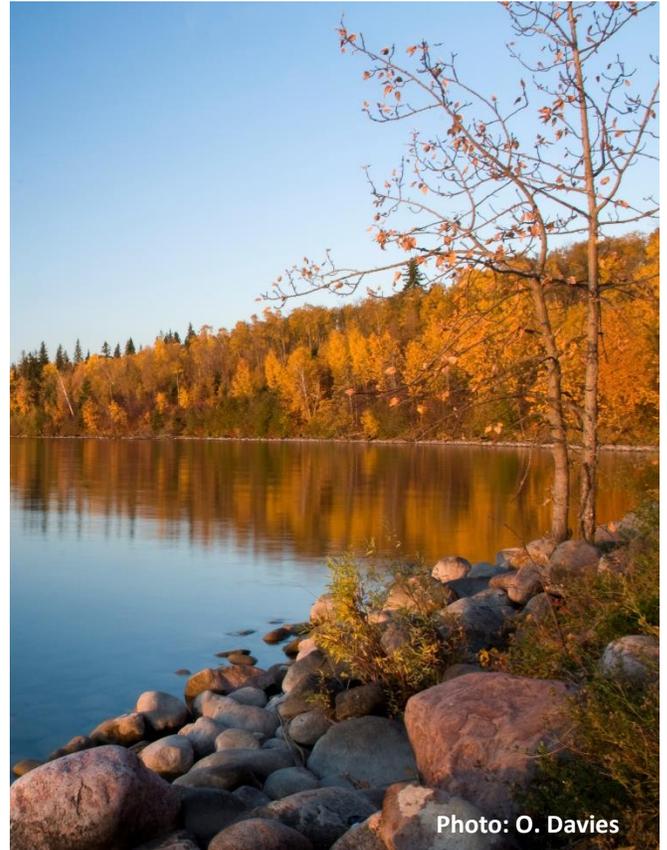


Photo: O. Davies

## 8.0 ENGAGEMENT PROCESS

Watershed stakeholders, First Nations, and the Métis were encouraged to participate in the development of the Plan to ensure relevancy, long-term viability, and collaborative implementation. The IWMP Committee met with stakeholders during scheduled engagement sessions hosted at key stages in the development of the IWMP (Figure 2). Stakeholders had the opportunity to provide input at virtual and in-person workshops, through online response forms, and by written letter or email submitted to LICA or the IWMP Committee during the designated time periods. What We Heard Summary documents were prepared and are available on LICA’s website (<https://lica.ca/watershed/iwmp/>).



**Figure 2.** Key stages in the development of the Beaver River IWMP.

## 9.0 RECOMMENDATIONS AND IMPLEMENTATION

Recommendations are put forward to address issues and achieve the goals and objectives established in Section 6.2. Relevant recommendations from existing plans were carried forward to this Plan. New recommendations were developed collaboratively to address new matters, and to align with current initiatives, directions, and values. The recommendations in the tables below are a summary of recommendations in the complete Beaver River IWMP; the numbering corresponds to those found in the complete document. Refer to the full Beaver River IWMP for additional background information, context, and detailed implementation actions.

Watershed management is a shared responsibility. There are numerous governments, agencies, organizations, and industries represented in the Beaver River watershed; all have varying levels of responsibility for land and water resource management. In addition to the recommendations, the tables in each of the following sections indicate who has a role (responsibility) for implementation.

A priority timeline is suggested for the implementation of recommendations, where:

- High (H) priority recommendations should be considered in 2023-2025.
- Medium (M) priority recommendations should be considered in 2026-2028.
- Low (L) priority recommendations should be considered in 2029-2032.



### 9.1 Plan Administration

The goals, objectives, and desired outcomes in the Beaver River IWMP should be adopted by all stakeholders. LICA will track the progress of the Beaver River IWMP implementation and report on actions regularly. As a living document, the plan will be reviewed and updated periodically to reflect current knowledge and activities in the watershed.

## 9.2 Water Quantity

**Goal:** Secure, reliable water supplies are available for desired uses (i.e., environmental, First Nations and Métis, municipal, agricultural, industrial, and recreational).

Recommendations and Priority		Responsibility
<b>9.2.3.1 Low streamflows and lake water levels</b>		
<b>Consistently apply the SWAD (H)</b>	a) In the absence of a Ministerial Order (specific advice or objectives), the Surface Water Allocation Directive (GOA 2021) should be used to provide consistent, predictable provincial water allocation guidance.	Alberta Environment and Parks (AEP) <sup>4</sup>
<b>Dams (H)</b>	b) No new dams (as per the 1985 CLBR Water Management Plan) should be constructed for water storage and multiple uses in the planning area.	AEP
<b>Hydrologic processes and connectivity (M)</b>	c) As much is practicable, maintain hydrologic processes and connectivity to minimize the potential to isolate lakes and wetlands from their catchment. Where water level drivers are understood, effort should be made to remediate hydrologic processes.	Alberta Transportation (AT); Municipalities; Cold Lake Air Weapons Range (CLAWR); Industry; Alberta Energy Regulator (AER)
<b>9.2.3.2 Groundwater</b>		
<b>Refine groundwater models (H)</b>	a) Continue to refine groundwater models in the CLBR area as information from the CLBR groundwater monitoring network becomes available. Future efforts may consider: <ul style="list-style-type: none"> <li>i. An integrated modelling tool to assess long-term trends and predict cumulative effects on water resources in the future.</li> <li>ii. Sub-watershed-scale groundwater models to refine current understanding of hydrological processes near key surface water features.</li> </ul>	Alberta Geological Survey (AGS); AEP; AER; Industry; LICA; CLFNS (Cold Lake First Nations); Municipalities
<b>Deep groundwater availability map (M)</b>	b) The mapping for deep groundwater availability and non-saline water use (south of Cold Lake) in the CLBR Basin should be completed.	AER; AGS
<b>GOWN wells (M)</b>	c) Continue to monitor Groundwater Observation Well Network (GOWN) wells, by collecting continuous water level data and annual water quality data. Report on long-term trends and disseminate findings.	AEP
<b>9.2.3.3 Lake Water Levels</b>		
<b>Improve understanding of hydrologic processes (H)</b>	a) Improve understanding of hydrological processes and drivers of fluctuating water levels for lakes and associated catchments to aid land use decision-making and stewardship.	AEP; LICA
<b>Monitor lake water levels of interest to First Nations and Métis (H)</b>	b) Explore opportunities to implement collaborative lake level monitoring programs with First Nations and the Métis, particularly where increased recreational use is proposed and/or fish habitat restoration is a priority.	First Nations; Métis; AEP; LICA
<b>9.2.3.4 Flood Mapping</b>		
<b>Flood mapping (H)</b>	a) Flood maps should be created for watercourses and lakes where development is occurring or planned using methods consistent with Provincial standards, and include the full extent of the floodplain. The flood maps should be used as an early planning tool for municipal planners, to inform infrastructure design, and to educate landowners and land managers about the risk of development in a floodplain.	AEP; Municipalities

<sup>4</sup> In October 2022, following the completion of the Beaver River IWMP, Alberta Environment and Parks (AEP) became Alberta Environment and Protected Areas (AEPA). To be consistent with the full Beaver River IWMP, this Summary document will continue to apply the previous name and acronym; Alberta Environment and Parks (AEP).

Recommendations and Priority		Responsibility
<b>9.2.3.5 Water Conservation</b>		
<b>Water conservation by all sectors (H)</b>	a) Encourage water conservation by all sectors to achieve Water for Life Strategy goals for Conservation, Efficiency and Productivity.	Alberta Water Council (AWC); Industry; Agriculture
<b>Reduce household water use (H)</b>	b) Encourage actions to reduce household water use through the Keep Our Lakes Blue campaign.	Municipalities; LICA; Landowners; Residents
<b>Actual water use (L)</b>	c) Consider a study to investigate actual water used through Household Statutory Rights and Traditional Agricultural Use to inform water conservation efforts.	AWC; Municipalities; LICA



### 9.3 Water Quality

**Goal:** Surface water and groundwater quality that is protected from contamination, maintained within the range of natural variability, and meets end-use criteria.

Recommendations and Priority		Responsibility
<b>9.3.3.1 Maintain and Improve Water Quality</b>		
<b>Reduce external nutrient and sediment inputs (H)</b>	a) Maintain and/or improve water quality conditions in lakes and streams by reducing external nutrient and sediment inputs through best (beneficial) management practice (BMP) implementation and land use strategies appropriate to each sector.	AEP; AER; Alberta Agriculture and Forestry (AAF); Municipalities; Industry; Landowners
<b>Adopt riparian targets and setbacks (H)</b>	b) Adopt riparian health targets and apply riparian setbacks to maintain functioning riparian areas and wetlands that contribute to improved water quality, stable streambanks, and reduced erosion in the watershed.	GOA; Municipalities; Industry

Recommendations and Priority		Responsibility
<b>Retain wetlands, mitigate loss (H)</b>	c) Retain wetlands. Mitigate the loss or degradation of wetlands, and replace wetlands according to the Alberta Wetland Policy to maintain water quality.	GOA; Municipalities; All Industry
<b>Assess septic and sewage discharge (H)</b>	d) Assess septic and sewage discharges to the Beaver River, tributaries, and lakes; upgrade systems that contribute to external nutrient loading to surface water using incentives where possible.	Alberta Health Services (AHS); LICA; Municipalities; Landowners
<b>Municipal services in new developments (H)</b>	e) For new developments, municipalities should strongly consider municipal sewer and water for properties adjacent to lakes, as opposed to septic tanks or fields.	Municipalities
<b>Source Water Protection Plans (H)</b>	f) Assess the need and interest for community source water protection plans to protect the quality and quantity of local water supplies as land use and climate changes.	AWC; LICA; Municipalities; First Nations; Métis
<b>9.3.3.2 Monitoring and Evaluation</b>		
<b>Monitoring the Beaver River and its tributaries (H)</b>	a) Implement a water monitoring program for major rivers that includes the mainstem Beaver River upstream of Hwy 28, and its major tributaries.	Prairie Provinces Water Board (PPWB); LICA; AEP; Watershed Stewardship Groups (WSGs); Industry; Academia
<b>Lake water quality (H)</b>	b) Continue to monitor lake water quality and consider expanding the program to monitor lakes where community interest is high. Integrate the Indigenous Lake Monitoring Program generation.	Alberta Lake Management Society (ALMS); AEP; LICA; WSGs; Academia
<b>Lake tributary water quality (H)</b>	c) Implement a lake tributary monitoring program.	LICA; AEP; WSGs; Industry; Academia; Water Survey of Canada (WSC)
<b>Monitoring public beaches (H)</b>	d) Alberta Health Services (AHS) should implement consistent monitoring programs and increase monitoring frequency at public beaches.	AHS; LICA; Municipalities
<b>Water quality indicators (H)</b>	e) In addition to water chemistry, monitoring programs should consider other water quality indicators, including fish and benthic invertebrates.	LICA; AEP; WSGs; Industry; Academia
<b>Knowledge sharing (H)</b>	f) Consider the sharing of First Nations and Métis knowledge to inform programs and stewardship activity in the watershed.	First Nations; Métis
<b>9.3.3.3 Lake Stewardship</b>		
<b>Support stewardship initiatives (H)</b>	a) Explore opportunities to support lake stewardship initiatives that improve and maintain water quality with residents and rural landowners. Keys areas of focus may include: <ul style="list-style-type: none"> <li>i. Adopting programs such as Keep Our Lake Blue.</li> <li>ii. Winter recreation impacts.</li> <li>iii. Hosting Septic Sense Workshops.</li> <li>iv. Tree planting or shoreline restoration.</li> <li>v. Promoting the use of BMPs by all sectors.</li> </ul>	Municipalities; Summer Villages; WSGs; LICA
<b>9.3.3.4 Groundwater</b>		
<b>Groundwater quality indicators (M)</b>	a) Consider monitoring water quality parameters that pose the highest risk to human health (e.g., arsenic).	Oil and Gas Industry; AHS; Academia; LICA
<b>Community-based monitoring (M)</b>	b) Explore opportunities for community-based groundwater monitoring in areas where water level and/or water quality data is limited.	Academia; LICA; Industry
<b>Address abandoned water wells (M)</b>	c) Assess the number of domestic abandoned water wells in the watershed and develop a plan to decommission sites with incentives.	LICA; AEP; AAF (Alberta Agriculture and Forestry) <sup>5</sup> ; AHS; Municipalities; WSGs

<sup>5</sup> In October 2022, following the completion of the Beaver River IWMP, Alberta Agriculture and Forestry (AAF) became Alberta Agriculture and Irrigation (AAI). To be consistent with the full Beaver River IWMP, this Summary document will continue to apply the previous name and acronym; Alberta Agriculture and Forestry (AAF).

Recommendations and Priority		Responsibility
<b>Water well workshops and well decommissioning (M-H)</b>	e) Host 'Working Water Well' workshops. As part of the program, teach rural residents how to properly maintain and/or abandon (decommission) water wells.	LICA; AEP; AAF; AHS; Municipalities; WSGs
<b>Industrial reclamation (H)</b>	f) Industrial remediation and reclamation activities should meet end-use criteria according to current requirements outlined in the Alberta Tier 1 and Tier 2 Soil and Groundwater Remediation Guidelines.	AER; Industry



## 9.4 RIPARIAN AREAS

**Goal:** Healthy riparian areas and wetlands contribute to watershed resiliency with respect to flood and drought, quality water, and critical habitat.

Recommendations and Priority		Responsibility
<b>9.4.3.1 Riparian Area Condition</b>		
<b>Adopt targets and thresholds (H)</b>	a) Adopt the riparian area extent and condition targets. Efforts should focus on decreasing the percentage of riparian area in the 'very low + low intactness' and 'unhealthy' categories and increasing the percentage of sites in the 'high intactness' and 'healthy' categories in priority areas through time.	AEP; AAF; AER; Municipalities
<b>Riparian condition monitoring (H)</b>	b) Establish a riparian condition monitoring strategy that includes: <ul style="list-style-type: none"> <li>• The completion of a riparian intactness assessment for each of the main sub-watersheds.</li> <li>• Periodic re-visits to monitor riparian health at previously assessed sites to determine progress in achieving watershed goals.</li> </ul>	Municipalities; WSGs; LICA

Recommendations and Priority		Responsibility
<b>9.4.3.2 Riparian Protection</b>		
<b>Development Setbacks (H)</b>	<p>a) At the time of subdivision, development setbacks should be applied consistently to waterbodies and watercourses to maintain important riparian functions in the watershed. Setbacks should be applied to new developments at the time a development permit is issued by the municipality.</p> <p>A minimum setback of 50 m should apply from the top-of-bank of waterbodies and watercourses. This should consist of a 30 m Environmental Reserve dedication, with the balance of 20 m taken as Environmental Reserve, Municipal Reserve, and/or conservation easement.<sup>6</sup></p> <ul style="list-style-type: none"> <li>• The 30 m should commence from the 1 in 100-year flood line unless a discernable top of bank exists beyond this.</li> <li>• The embankment is often geotechnical containment and therefore the 50 m setback shall commence beyond this.</li> <li>• To enable the determination of top-of-bank setbacks, a top-of-bank survey for the subject watercourse is a condition of a development permit.</li> </ul>	Municipalities; Realtors; Lawyers; Landowners
<b>Development in the floodplain (H)</b>	b) Development in the floodplain should be discouraged. Consider developing flood maps, that includes a GIS overlay delineating the Environmental Reserve and Municipal Reserve at the lakeshore to support application review processes and decision-making.	Municipalities
<b>Riparian policy (H)</b>	<p>c) Municipalities should develop riparian policies to maintain functioning (healthy) riparian areas in the watershed. Riparian policies should indicate activities that may be permitted or restricted in riparian areas.</p> <p>d) Except for permitted activities, no further development (including stormwater ponds) or site alteration should be permitted within the riparian setback.</p>	Municipalities
<b>Industry setbacks (H)</b>	e-g) Adhere to established and regulated setbacks for agriculture, forestry and oil and gas (Appendix H in the complete Beaver River IWMP)	AAF; AER; Industry
<b>Cold Lake Subregional Plan (CLSRP) setbacks (H)</b>	h) Continue to seek clarification regarding the implementation of the CLSRP setbacks (GOA 2022a).	AEP
<b>Regional and lot level shoreline protection policy (H)</b>	<p>i) At the lake or stream level, a shoreline protection policy should be implemented that protects <math>\geq 75\%</math> of the shoreline (Table 12 in the complete Beaver River IWMP).</p> <p>j) At the lot level, a shoreline protection policy and regulation should be implemented to protect trees and other natural vegetation on <math>\geq 75\%</math> of the land area within a 30-metre shoreline setback (or other recommended width) on new residential lots. Encourage this practice on existing residential lots.</p>	AEP; Municipalities
<b>9.4.3.3 Riparian Conservation</b>		
<b>Riparian conservation (H)</b>	<p>a) Consider policy, planning and conservation measures to conserve high-quality riparian areas (where intactness scores are <math>&gt;90\%</math>). Consider the following conservation recommendations (from Fiera 2021):</p> <ol style="list-style-type: none"> <li>Incentivize voluntary conservation of riparian habitat on private land through payment for ecosystem services, changes to tax regimes, or other BMP programs.</li> <li>Develop education and outreach programs to encourage stewardship and conservation of riparian habitats on private land.</li> <li>Secure high conservation priority riparian habitats through purchase or other land securement mechanisms available to conservation groups, land trusts, or municipalities.</li> <li>Develop provincial, municipal and/or First Nation development setback and riparian land management policies.</li> </ol>	GOA; Municipalities

<sup>6</sup> City of Cold Lake LUB 382-LU-10

Recommendations and Priority		Responsibility
	v. Create a municipal habitat conservation and restoration fund to allow for the securement of high-priority riparian conservation areas.	
<b>Unnamed lakes (M)</b>	b) Unnamed Lakes (located on Crown Land) generally have high riparian intactness. These lakes should be mapped in provincial and municipal planning documents and provided special designation through planning, policy, and conservation tools.	GOA
<b>Ecological Goods and Services (M)</b>	c) Explore Ecological Goods and Services Programs to encourage riparian area and wetland conservation (e.g., Alternative Land Use Services [ALUS] program, Land Trusts, conservation easements) in agricultural areas.	LICA
<b>9.4.3.4 Riparian Restoration</b>		
<b>Restoration to achieve targets and thresholds (M-H)</b>	a) For existing developed areas, explore opportunities to restore shorelines to meet watershed targets and thresholds (Table 12 in the complete Beaver River IWMP).	AEP; WSGs; LICA Municipalities; First Nations; Métis
<b>Refine restoration priorities (H)</b>	b) Measures should be taken to improve streambank and shoreline vegetation at priority lakes and watercourses, particularly those that did not meet the riparian intactness target and threshold (Table 13 in the complete Beaver River IWMP). Consider the following criteria to further refine priorities for restoration: <ul style="list-style-type: none"> <li>i. Riparian areas that are of spiritual or cultural significance to First Nations and support the exercise of Treaty Rights (e.g., gathering plants, trapping).</li> <li>ii. Riparian areas or littoral zones that support key fish habitats.</li> <li>iii. Degraded riparian areas are known to contribute to poor lake water quality.</li> <li>iv. Riparian areas that do not meet the target and threshold values.</li> <li>v. Resource availability.</li> </ul>	LICA; WSGs; Municipalities
<b>Riparian health assessment/ inventory (H)</b>	c) Use field validation methods such as riparian health inventory to determine site details contributing to low condition ratings at priority sites.	Cows and Fish; WSGs; LICA
<b>Explore administrative tools (H)</b>	d) Explore the use of the following tools to achieve restoration goals: <ul style="list-style-type: none"> <li>i. Incentives for riparian habitat restoration on private land through payment for ecosystem services, changes to tax regimes, or BMP programs (Fiera 2021a).</li> <li>ii. Education and outreach programs to encourage private land restoration.</li> <li>iii. Partnerships with conservation organizations to promote and encourage restoration activities on private lands.</li> <li>iv. Creating a municipal habitat conservation and restoration fund to pay for riparian habitat restoration on public lands.</li> </ul>	LICA; Municipalities
<b>Industry support for community restoration projects (M-H)</b>	e) Industry should consider the list of restoration priorities and support community initiatives to restore sites.	LICA; All; LICA's Industry Steering Committee



Photo: A. Kjarsgaard



## 9.5 WETLANDS

**Goal:** Healthy riparian areas and wetlands contribute to watershed resiliency with respect to flood and drought, quality water, and critical habitat.

Recommendations and Priority		Responsibility
<b>9.5.3.1 Wetland Inventory and Valuation</b>		
<b>Detailed wetland inventory (M)</b>	a) Complete a detailed wetland inventory for the watershed using the enhanced wetland classification method.	LICA; AEP; Ducks Unlimited Canada (DUC); Lac La Biche County
<b>Wetland valuation (M)</b>	b) Identify tools to assist with wetland valuation, considering the Alberta Wetland Policy and criteria established in the ABWRET-A. Establish a comprehensive inventory of high-valued wetlands in the watershed based on hydrological, ecological, and cultural values.	CLAWR; AEP; AAF; DUC; LICA; Municipalities
<b>Biodiversity values (M)</b>	c) Consider the Biodiversity Valuation Calculation Matrix (DUC 2017) to examine the biodiversity value of specific wetland types to species-at-risk in the watershed.	DUC
<b>9.5.3.2 Wetland Retention</b>		
<b>Maintain high-valued wetlands (H)</b>	a) To maintain high-valued wetlands, adopt a policy to avoid impacts on wetlands. If avoidance cannot occur, minimize impacts to the greatest extent possible using mitigation strategies. Replacement should apply when wetlands are permanently lost according to the Alberta Wetland Mitigation Directive (GOA 2018c). To the extent possible and as the highest priority, encourage that wetland replacement is applied in the same sub-watershed relative to where the loss occurred (GOA 2018c).	AEP; LICA; Municipalities
<b>Development setbacks (H)</b>	b) Apply appropriate development setbacks to maintain hydrologic function (flood and drought protection), water quality, and biodiversity functions on the landscape.	All
<b>Carbon credit system (L)</b>	c) Explore opportunities to establish a carbon credit system as a tool to retain wetlands on the landscape.	Industry

Recommendations and Priority		Responsibility
<b>9.5.3.3 Wetland Mitigation</b>		
<b>Road construction (H)</b>	a) Consider resource road construction and maintenance practices that mitigate impacts on wetland environments (Ptartington et al. 2016) such as: <ol style="list-style-type: none"> <li>i. Size and space culverts to promote hydrologic connectivity.</li> <li>ii. Apply minimal disturbance practices by crossing wetlands when soils are frozen.</li> <li>iii. Use wide tires on gravel trucks to reduce compaction and improve load-bearing capacity.</li> <li>iv. Source fill materials from outside wetlands to maintain wetland hydrology.</li> <li>v. Monitor and repair roads.</li> </ol>	GOA; Industry; Municipalities
<b>Agricultural activity (H)</b>	b) In agricultural areas, minimize impacts to wetlands: <ol style="list-style-type: none"> <li>i. Retain temporary wetlands in pastures and cropland to provide early spring breeding habitat for wildlife.</li> <li>ii. Maintain or restore permanent cover (e.g., perennial forage) in wet areas to provide habitat.</li> <li>iii. Avoid cultivating near the edge of wetlands.</li> <li>iv. Maintain, restore, or enhance riparian vegetation for flood and drought mitigation, water quality, and wildlife habitat.</li> <li>v. Delay mowing/haying of grassed waterways and other wet areas until mid-July to reduce nesting losses and fawn mortality. Use a flushing bar when haying.</li> <li>vi. Provide alternative water to livestock to deter the use of wetlands by livestock, and to prevent soil compaction in low-lying areas. Use temporary or permanent fencing around wetlands.</li> </ol>	Agriculture Industry

## 9.6 BIODIVERSITY

**Goal:** *Fish, wildlife, and plants are healthy and resilient to changing environmental conditions. Their ecological, social, and cultural roles in the watershed are sustained.*

Recommendations and Priority		Responsibility
<b>9.6.3.1 Fish Habitat</b>		
<b>Determine local and regional goals for fisheries (H)</b>	a) Determine local and regional goals, and update fisheries management objectives for lake fisheries through conversations with First Nations, the Métis, anglers, and the public.	AEP; WSGs; Municipalities; LICA
<b>Sportfish regulations (H)</b>	b) Implement effective sport fishing regulations, with goals of recovering fisheries and providing more sport fishing opportunities. Consider the potential to develop a 'catch-and-keep' fishery to support tourism and recreation and the economy.	AEP
<b>Fall Index Netting (FIN) (H)</b>	c) FIN programs should include additional key species in lakes (e.g., Burbot, Yellow Perch, Whitefish) that are captured during the fishing effort.	AEP
<b>Fishery monitoring (H)</b>	d) Consider other methods to monitor fish populations. Complete angler effort surveys to understand angling pressure and harvest from key lakes of interest in the watershed (e.g., creel surveys), and consider electrofishing in streams.	AEP; Academia; Alberta Conservation Association
<b>Fish education (H)</b>	e) Increase knowledge and understanding among land managers and lake users about the relationships between development, water quality, and healthy ecosystems to support the conservation of clean water and healthy fisheries.	LICA
<b>9.6.3.2 Fish Habitat and Restoration</b>		
<b>Water temperature monitoring (H)</b>	a) Continuous water temperature data should be collected at several locations in the Beaver River to assess current fish habitat conditions.	WSGs; LICA
<b>Key drivers of water temperature (H)</b>	b) Identify key drivers of high water temperature and develop a strategy to mitigate the impact.	LICA



Recommendations and Priority		Responsibility
<b>Fish spawning habitat survey (H)</b>	c) Conduct fish spawning surveys to identify lake areas that should be protected from future development, and/or recreation activity during critical spawning periods.	AEP; LICA; WSGs
<b>Assess long-term lakes closures (H)</b>	d) Lakes that have been closed to fishing should be assessed to determine the cause of the fishery decline and if the cause of impact has been resolved. Consider restoring a fishery at these lakes if habitat conditions are suitable (link to 9.6.3.1 b), or enhancing habitat conditions where feasible.	AEP; LICA; WSGs; First Nations; Métis; Municipalities
<b>9.6.3.3 Watercourse Crossings and Stream Connectivity</b>		
<b>Manage watercourse crossings (H)</b>	a) Limit new stream crossings, particularly culverts, and improve existing crossings to ensure fish passage according to the Watercourse Crossings Management Directive <sup>9</sup> .	AEP; Municipalities; AT; Industry
<b>Monitor watercourse crossings (M)</b>	b) Engage stakeholders and land users in the monitoring of watercourse crossings using the Alberta Watercourse Inventory (ABWCI) App to improve the inventory in the Beaver River watershed.	AEP; WSGs; LICA; Industry
<b>Remediate watercourse crossings (M)</b>	c) Create and implement a watershed-wide stream crossing remediation plan including inspection and assessment, fish passage ratings, sediment/erosion assessment, restoration/ replacement priorities, planned remedial work, and timelines (AEP 2020).	
<b>9.6.3.4 Shoreline Management (Littoral Zone)</b>		
<b>Shoreline habitat inventory (H)</b>	a) Shorelines (the littoral zone) should be inventoried and managed to maintain critical habitat, particularly spawning areas and identified Important Bird Areas.	AEP; WSGs; LICA Municipalities
<b>Administrative tools (M)</b>	b) Administrative tools should be identified and implemented to manage lakeside development and limit the future loss of shoreline habitat. The location and type of development should be assessed alongside shoreline function. Tools may include: <ul style="list-style-type: none"> <li>i. Master planning, shoreline zoning, and development plan review that considers dynamic shoreline processes and protects ecological functions.</li> <li>ii. Development setbacks and vegetated buffers adjacent to streams, wetlands, and lakes (link to Section 9.4.3).</li> <li>iii. Limits on continuous hard surfaces (e.g., retaining walls) to minimize erosion of neighbouring properties.</li> <li>iv. Requirements for restoration of littoral zones where necessary.</li> <li>v. Lot clearing criteria for new developments.</li> <li>vi. Encourage yard management that maintains shoreline functions.</li> <li>vii. Identify and promote best practices for marinas.</li> </ul>	AEP; Municipalities
<b>Shoreline erosion (M-H)</b>	c) Manage human-induced shoreline erosion by establishing wake-free zones and/or posting speed limits in areas most vulnerable (e.g., shallow water adjacent to the exposed shoreline). Maintain a near-shore speed limit to reduce the suspension of bottom sediments and shoreline erosion induced by wave action.	AEP; Residents and lake users

Recommendations and Priority		Responsibility
<b>9.6.3.5 Beavers</b>		
<b>Determine occurrence (M-L)</b>	a) Determine the occurrence (distribution/abundance) of beavers where there is a community concern.	LICA; Municipalities; Cows and Fish
<b>Explore management tools (M)</b>	b) Explore tools to manage beaver activity where it has impacted infrastructure and hydrologic connectivity. Prior to removal, beaver dams should be assessed by a qualified professional to understand potential impacts and recommend management strategies.	
<b>Cormorant management (L-M)</b>	a) Determine cormorant numbers in the watershed (the current program extent is the Bonnyville area), and establish a management program to reduce the population size in problem areas, as needed.	AEP; Municipalities; WSGs; LICA
	b) Complete fish community assessments (in addition to Moose Lake) to determine fish numbers, size, and population trends.	
	c) Strive to better understand cormorant population dynamics and life strategies: <ul style="list-style-type: none"> <li>i. Complete movement surveys to determine where cormorants are coming from and where they are feeding</li> <li>ii. Collect and analyze cormorant diet samples to determine food sources</li> <li>iii. Identify other birds that co-nest with cormorants; inventory and implement mitigation measures to prevent their disturbance</li> </ul>	
<b>9.6.3.7 Key Wildlife and Biodiversity Zones</b>		
<b>Key wildlife and biodiversity zones (H)</b>	a) The Beaver River, Sand River, and other areas are indicated as key wildlife and biodiversity zones and should be managed to maintain quality habitat: <ul style="list-style-type: none"> <li>i. Avoid development in key wildlife and biodiversity zones</li> <li>ii. Minimize and mitigate impacts from future development when it cannot be avoided</li> <li>iii. Plan future tourism and recreation to avoid sensitive areas</li> <li>iv. Implement riparian and wetland management recommendations</li> </ul>	AEP; Industry; Municipalities
<b>Habitat restoration (H)</b>	b) Efforts should be made to restore habitats where human footprint has already encroached on sensitive areas within key wildlife and biodiversity zones.	AEP; WSGs; LICA Municipalities
<b>9.6.3.8 Aquatic Invasive Species (AIS) and Disease</b>		
<b>Himalayan balsam (M-H)</b>	a) Spread of Himalayan balsam occurs mostly from the dispersal of seeds from landscape plantings. Consider the following to help control its spread: <ul style="list-style-type: none"> <li>i. Avoid the selling or purchase of plants for ornamental purposes.</li> <li>ii. Minimize the potential to spread seed by minimizing soil disturbance and erosion in riparian areas.</li> <li>iii. Control plants by hand-pulling. Incinerate or bag for landfill.</li> <li>iv. Explore biological control options.</li> </ul>	Municipalities; LICA; Lakeland Agricultural Research Association (LARA); WSGs
<b>Strategies to mitigate potential for Aquatic Invasive Species (AIS) (H)</b>	b) To minimize the potential to spread AIS, consider: <ul style="list-style-type: none"> <li>i. Posting signage at all access points to increase awareness.</li> <li>ii. Making boat wash stations available at key access points.</li> <li>iii. Reinstating provincial highway inspection stations for watercraft.</li> <li>iv. Reducing the number of unmanaged boat launches where possible.</li> </ul>	AEP; Municipalities



Photo: S. Riemersma

## 9.7 Land Use

**Goal:** Cumulative effects of diverse land uses are reduced or mitigated to maintain and/or improve ecosystem health.

Recommendation	Responsibility
<b>9.7.3.1 Urban Development</b>	
<b>Development setbacks (H)</b>	a) Development setbacks should account for natural variability in the hydrologic cycle and be established with consideration for flood and drought conditions, and for riparian health. Municipalities
<b>Manage stormwater release rates and volumes (M-H)</b>	b) Stormwater inputs from urban areas to lakes should be managed to maintain the natural variability of flow rate and volume in each system. Municipalities
<b>Incorporate Low Impact Development (LID) practices (M-H)</b>	c) Low impact development (LID) practices should be incorporated, wherever feasible, in all new developments and/or areas of redevelopment according to the best available science. LID practices may include, but not be limited to: <ul style="list-style-type: none"> <li>• A reduction in hard surface area</li> <li>• Retention of natural areas</li> <li>• Standards for maximum footprint per lot/land area</li> <li>• Absorbent landscaping                             <ul style="list-style-type: none"> <li>▪ Increased topsoil depths in new developments (e.g., 300 mm minimum or other appropriate depth as determined through local assessment)</li> <li>▪ Micro-depressions in yards</li> <li>▪ Gentle grades and cross-cut slopes to reduce flow rates</li> </ul> </li> <li>• Bioretention, including rain gardens and grass swales</li> <li>• Stormwater capture and use</li> <li>• Stormwater retention ponds where runoff can be stored/treated and released at an appropriate rate</li> <li>• Dry riverbed and swales to direct runoff to treatment areas</li> </ul> Municipalities
<b>Assess Stormwater quality (M)</b>	d) Assess stormwater quality generated from different development types to determine variability in water quality and potential impacts on surface water quality. Municipalities; LICA
<b>Strategies to improve stormwater quality (M)</b>	e) Implement strategies to improve the quality of urban stormwater discharged to surface water. Consider the following: <ol style="list-style-type: none"> <li>i. Inventory stormwater outfalls and place a sign at each site with the outfall number/name.</li> <li>ii. Ensure proper storage, handling, and application of road salt in winter, dust suppression, and herbicides and pesticides during the growing season.</li> <li>iii. Stockpiled snow, when melting, can be a significant source of contaminants. Care should be taken to stockpile snow away from surface water.</li> <li>iv. Consider the use of oil/grit separators to remove solids prior to discharge to surface water.</li> <li>v. Use stormwater ponds and low impact development practices that manage stormwater volume and release rate to improve stormwater quality.</li> <li>vi. Educate residents about their role in stormwater management.</li> <li>vii. Engage partners to implement programs in schools (e.g., Stream of Dreams).</li> </ol> Municipalities; AT

Recommendations and Priority		Responsibility
<b>9.7.3.2 Agriculture</b>		
<b>Environmental Farm Plan</b>	a) Encourage agricultural producer participation in the Environmental Farm Plan (EFP) program.	Municipalities; LARA; LICA; EFP Company
<b>Agricultural BMP implementation (H)</b>	b) For livestock operations, consider BMPs to protect and maintain water quality: <ul style="list-style-type: none"> <li>i. Provide off-stream watering to prevent livestock from wading in lakes, streams and wetlands. Off-stream watering has proven to increase weight gain, and reduce scours and hoof problems in livestock.</li> <li>ii. Manage stocking rate, timing and duration of livestock on grazing lands to maintain healthy upland pastures.</li> <li>iii. Use temporary or permanent fencing adjacent to lakes, watercourses and wetlands to maintain healthy riparian areas, when the management of stocking rate, timing, and duration on grazing lands cannot be met.</li> <li>iv. Develop grazing management plans that promote healthy riparian areas identified by stable streambanks and supported by deep-rooted vegetation.</li> <li>v. Use bioengineering techniques to stabilize and restore eroded streambanks, where possible.</li> </ul>	Farmers; Ranchers; Municipalities (ASBs); AAF
	c) For farm operations, consider BMPs to protect and maintain water quality: <ul style="list-style-type: none"> <li>i. Apply fertilizer at an appropriate rate to avoid excess</li> <li>ii. Practice soil conservation on cropped lands to reduce soil erosion, conserve topsoil and protect water quality.</li> <li>iii. Minimize or eliminate the use of herbicides and fertilizers adjacent to watercourses. Apply according to AOPA.</li> </ul>	
<b>Increase collaboration (H)</b>	d) Increase collaboration between municipal Agricultural Service Boards (ASBs) and local agricultural organizations to promote the use of BMPs that protect, maintain, and improve water quality, riparian areas, wetlands, and biodiversity.	LICA; LARA; Municipalities (ASBs)
<b>Ecological Goods and Services (M)</b>	e) Consider ecological goods and services incentive programs that provide payment for maintaining riparian buffers and wetlands through strategic partnerships.	LICA; Landowners; Municipalities
<b>9.7.3.3 Forestry</b>		
<b>Apply forestry industry standards (H)</b>	a) Apply forest industry standards to harvest practices according to the Alberta Timber Harvest Planning and Operating Ground Rules (GOA 2022b) and the Timber Harvest Planning and Operating Ground Rules: Northeast Alberta Regional Area-Specific Addendum (GOA 2022c): <ul style="list-style-type: none"> <li>i. Avoid excessive soil disturbance through careful planning.</li> <li>ii. Avoid construction or harvest near ephemeral draws, tributaries, and source water areas. Maintain adequate buffers next to watercourses and wetlands.</li> <li>iii. Conduct proper road construction, maintenance, and reclamation. Culverts should be properly sized and installed correctly so as not to affect the natural flow of water or increase soil erosion.</li> <li>iv. Minimize the number of roads that cross streams and wetlands, and use clear-span bridges on fish-bearing streams where practical.</li> <li>v. Avoid steep slope road construction or logging activity.</li> </ul>	AAF; Forestry Industry



Photo: N. Gillis



Recommendations and Priority		Responsibility
<b>9.7.3.4 Oil and Gas</b>		
<b>9.7.3.4.1 General</b>		
<b>Apply oil and gas industry standards (H)</b>	a) Industry should strive to reduce well density, linear fragmentation and overall ‘footprint’ by using innovative approaches to development and minimal disturbance practices. Apply industry standards and practices according to ‘Integrated Standards and Guidelines: Enhanced Approval Process (EAP)’ (GOA 2012c), <i>Oil and Gas Conservation Act</i> , and applicable AER Directives.	Oil and Gas Industry; AER
<b>Road construction and stream crossings (H)</b>	b) Assess strategies to reduce water quality impacts from road construction and stream crossings, including: <ul style="list-style-type: none"> <li>• Use of existing roads and horizontal drilling techniques to access resources.</li> <li>• Collaborations with other industry sectors on road development planning.</li> </ul>	Oil and Gas Industry
<b>9.7.3.4.2 Remediation and Reclamation</b>		
<b>Environmental Assessment (H)</b>	a) Environmental site assessments will be completed at decommissioned sites to determine if remediation measures are required prior to initiating reclamation work. Sites will be remediated to meet end-use criteria established in the Alberta Tier 1 and 2 Soil and Groundwater Remediation Guidelines (AEP 2019b; AEP 2022).	Oil and Gas Industry
<b>Reclamation (H)</b>	b) Reclamation activity will occur as per the Alberta Reclamation Criteria, and is regulated under the <i>Environmental Protection and Enhancement Act (EPEA)</i> and the Conservation and Reclamation Regulations.	
<b>Reclamation certificates (H)</b>	c) Reclamation certificates (issued by the AER) will be received by proponents when they have demonstrated the site has been reclaimed to equivalent land capability as per the Alberta Reclamation Criteria. The Indian Oil and Gas Commission Reclamation and Remediation and Surrender Process and the Alberta Reclamation Criteria will be adhered to for projects on First Nation Reserves.	AER; Indian Oil and Gas Commission
<b>9.7.3.4.3 Emergency Response Plans</b>		
<b>Emergency Response Plans (H)</b>	a) Industry is responsible for having emergency response plans in place to respond to the possible occurrence of releases into the environment. Companies must develop plans in accordance with Directive 071: Emergency Preparedness and Response Requirements for the Petroleum Industry (AER 2017). Industry should continue to act in accordance with the Directive.	AER; Oil and Gas Industry
<b>Community Emergency Response (H)</b>	b) Municipalities should explore the need for a community emergency response plan in the event that they are notified of a release.	Municipalities
<b>9.7.3.4.4 Orphan Wells</b>		
<b>Assess the extent of orphan wells (M-H)</b>	a) Assess the extent of orphan wells in the watershed. Complete an inventory and prioritize reclamation work.	AER; Oil and gas Industry
<b>Recommend wells for reclamation (M-H)</b>	b) Recommend wells to the Orphan Well Association (OWA) for reclamation.	AER; Landowners; Oil and Gas Industry; OWA



Recommendations and Priority		Responsibility
<b>9.7.3.5 Tourism and Recreation</b>		
<b>Recreation management plan (H)</b>	a) Prior to developing a recreation management plan for the area, consider: <ol style="list-style-type: none"> <li>i. Inclusion of the entire Beaver River watershed in the planning area to ensure that proposed activity considers the existing tourism and recreation footprint.</li> <li>ii. Indigenous land use and traditional rights.</li> <li>iii. Review riparian condition assessment data for Crown Land. Develop a riparian conservation policy (in addition to the setback established in the CLSRP).</li> <li>iv. Develop and/or refine fisheries management objectives with the community.</li> <li>v. Identify/assess critical fisheries habitat and spawning areas.</li> <li>vi. Collect user data as a socio-economic performance indicator.</li> <li>vii. Consider existing plans for increasing tourism and recreation in the area:                             <ul style="list-style-type: none"> <li>• The expansion of the Kinosoo Ridge Snow Resort.</li> <li>• Development of access points to the Beaver River at appropriate locations.</li> </ul> </li> </ol>	GOA
<b>Trails (H)</b>	b) Trail networks should: <ol style="list-style-type: none"> <li>i. Avoid sensitive and ecologically important species-at-risk and bird habitats, and culturally significant areas; Make use of existing, linear disturbances.</li> <li>ii. Have interpretive signage.</li> <li>iii. Be equipped with washroom facilities and tamper-proof garbage cans.</li> </ol>	GOA
<b>Infrastructure supports (L-M)</b>	c) Maintain infrastructure (e.g., roads) to support a healthy tourism and recreation economy in the watershed.	GOA
<b>Bridges on trail network (M)</b>	d) Collaborate with OHV clubs and trappers to construct bridges at watercourses on main trail systems.	AEP; LICA; Trail Users; Municipalities
<b>Stewardship education resources (H)</b>	b) Develop and provide educational stewardship resources for specific tourism and recreational users (e.g., OHV clubs, campgrounds and resorts, and ice fishermen).	LICA; WSGs

## 9.8 KNOWLEDGE AND UNDERSTANDING

**Goal:** *Indigenous Knowledge and scientific research guide decision-making.*

Recommendations and Priority		Responsibility
<b>9.8.3.1 State of the Watershed Report</b>		
<b>Update State of the Watershed Report (H)</b>	a) The 2013 Beaver River State of the Watershed Report should be updated to reflect the current status of the watershed condition, and consider new information collected to support the assessment.	LICA; WSGs
<b>9.8.3.2 Indigenous Knowledge</b>		
<b>Conduct interviews and studies (H)</b>	a) Collaborate with First Nations and the Métis to conduct interviews/studies to document experience and knowledge to support future watershed condition reporting and decision-making.	LICA; First Nations; Métis; Consultant

Recommendations and Priority		Responsibility
<b>Map indicating Indigenous place names (H)</b>	b) Efforts should be made to create a watershed map that includes Indigenous place names. A legend should be created that indicates the name given by the Cree, the Dene and the Métis, along with their meanings.	LICA; First Nations; Métis; Consultant
<b>9.8.3.3 Climate Change, Climate Variability and Adaptation</b>		
<b>Consider climate change in land use planning (H)</b>	a) Climate change and climate variability should be considered in all land use planning activities, particularly as it relates to the aquatic environment.	Municipalities; Alberta Urban Municipalities Association (AUMA)
<b>Assess regional climate (M-H)</b>	b) Assess regional climate for the historic period of record, and the potential impact on the occurrence of fire, flood, and drought. Relate findings to regional infrastructure planning to promote watershed resiliency.	LICA
<b>Publish research findings (M)</b>	c) LICA should publish the current understanding of climate change impacts on the watershed with respect to literature and modelling.	LICA

## 10.0 PRIORITIES

The IWMP Committee identified five implementation priorities for the recommendations. The priorities listed below have multiple benefits for all stakeholders, First Nations, and the Métis:

1. Prioritize the completion of floodplain maps for watercourses and high-water marks for lakes to support implementation and enforcement of urban development setbacks through policy and planning.
2. Develop and implement a long-term surface water quality monitoring program in collaboration with all stakeholders to leverage resources and achieve mutual goals.
3. Collaborate to implement BMPs and land use strategies to protect water quality and riparian health, particularly where riparian intactness scores are below the target and threshold and water quality is a concern.
4. Seek opportunities to support riparian restoration where assessments indicated health condition does not achieve targets and/or thresholds.
5. Collaborate with stakeholders to prioritize and develop a fishery monitoring program, including key habitats. Update fisheries management objectives prior to tourism and recreation planning.



Photo: A-M. Favel

## 11.0 FOR MORE INFORMATION

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**Suggested Citation:** Palliser Environmental Services Ltd. 2022. Beaver River Integrated Watershed Management Plan: Summary Document. Prepared for the Lakeland Industry and Community Association, Bonnyville, AB. 21 pp.



Palliser Environmental Services Ltd.



LICA Environmental Stewards

## Executive Director's Report – October 2022

November 17, 2022

Please consider this as my report to inform the LICA Board of Directors of the various tasks and activities undertaken over the past month in addition to my regular duties as Executive Director.

### Pandemic Response Update

- The LICA office continues to adhere to the LICA [COVID-19 policy](#) which aligns with current AHS guidelines and measures.

### Funding/Financials Update

- The OSM quarterly deliverables and financial reports were submitted on October 31<sup>st</sup>.
- The OSM Deposition Monitoring Contract 20AEM843-03 Amendment has been signed by two Officers and forwarded to AEP.
- LICA's Signing Authority transfer was completed for the newly appointed Officer.
- To Follow-up on the last meeting's motion to transfer the excess AGM budgeted funds to a staff appreciation GL, the vendor for the AGM has charged additional fees for an 18% service charge and GST, therefore a total of approx. \$260 was transferred to the GL code, as opposed to approx. \$618.

### Education and Outreach Coordinator and Administrative Professional Position Updates:

- The Education and Outreach Coordinator positions were both added to the E and O Job Ad for one full-time (30 hours/week) and one part-time (18 hours/week) position.
  - 25 applications were received since reposting.
  - Four candidates were interviewed on November 15<sup>th</sup>.
  - One full-time Education and Outreach Coordinator (Education and Outreach Coordinator II) was successfully hired.
  - One part-time Education and Outreach Coordinator (Education and Outreach Coordinator I) is pending confirmation of successful hiring.
- The Administrative Professional Position was filled, and the new hire started on October 26<sup>th</sup>. Unfortunately, she did quit on the same day in the late afternoon, as she was offered a job elsewhere that met her needs better.
- The Administrative Professional Job Ad was reposted from November 3<sup>rd</sup> – 8<sup>th</sup>.
  - Eight applications were received since re-posting.
  - Three candidates were interviewed on November 15<sup>th</sup>.
  - One-full time Administrative Professional was successfully hired.

### LICA Education and Outreach Coordinator Report:

- Daily monitoring of the E and O Coordinator's email inbox is still in place.
- Facebook and Instagram posts are being maintained as well, to meet the Strategic Plan work targets.
- The LICA Photo Contest:
  - Judging will commence with the new hires. The judging panel will consist of one Board Member, one E and O Committee Member, and a professional photographer. The scheduling of the photo contest judging will be arranged in the coming weeks by the new E and O Coordinators.
  - One individual submitted three entries in the youth category.

- 28 individuals submitted entries in the adult category, where LICA has received 72 entries. Nine of the photos were disqualified, as eight entries were not in the LICA region, and one was filtered. This left 63 photos for judging which have been arranged in a PowerPoint display for their convenience.
- The 2023 LICA Calendar Contest deadline was October 14<sup>th</sup>.
  - Seven entries were received from three schools.
  - Six photos from youth Photo Contests from 2018 – 2022 were selected to be included in the calendar, which followed the Living Green theme.
  - All files were submitted on November 3<sup>rd</sup> to the publisher for the creation of the calendar and it is estimated that it will be completed prior to the December 15<sup>th</sup> Board Meeting.
  - 13, \$20 gift cards will be purchased for the winners.
  - Please see the [LICA Calendar Contest](#) for the winners!
- Community Compost Area:
  - The Environmental Coordinator is managing the community compost area in the absence of an E&O Coordinator.
  - Concerns were brought forward by a community member about the compost area and those that could be dealt with now were completed (i.e., secure the back panel of the compost area to remain closed, have the carpenter who built the stairs file down screws that were poking through). Other tasks pertaining to the next season were added to the E&O task list.

#### **Additional Updates:**

- All newly appointed and elected Board and Committee Members were forwarded the option of two board development courses to complete in November through Alberta.ca. The information is as follows:
  - Nov 16<sup>th</sup>: Board Development Program – Committees and Meetings Webinar
  - Nov 23<sup>rd</sup>: Board Development Program – Building Strong Teams and Effective Relationships
- All Committee members were contacted and confirmed their appointment to their selected committees. There was one individual who turned down the appointment to the Education and Outreach Committee, as they recently had employment changes.
- LICA participated in the Operation Christmas Child program and had ten shoeboxes for the community to pick up and drop off at our location by November 16<sup>th</sup>.
- As well, LICA is participating in collecting donations for the local food bank. All donations are accepted until December 15<sup>th</sup> and will then be delivered to the Bonnyville Native Friendship Centre.

#### **Additional meetings attended over the past month include:**

- Nov 14<sup>th</sup> – Staff Meeting
- Nov 15<sup>th</sup> – Education and Outreach Coordinators and Administrative Professional Interviews

#### **Upcoming Meeting Dates:**

- Dec 15<sup>th</sup> – LICA Christmas Board Meeting
- Dec 20<sup>th</sup> – LICA Staff Meeting
- Dec 26<sup>th</sup> – Jan 2<sup>nd</sup> – LICA office closed for the holidays

Respectfully submitted,

Vicky Krawchuk, Executive Director, LICA – Environmental Stewards

## LICA

### Aged Overdue Receivables Summary As at Nov 15, 2022

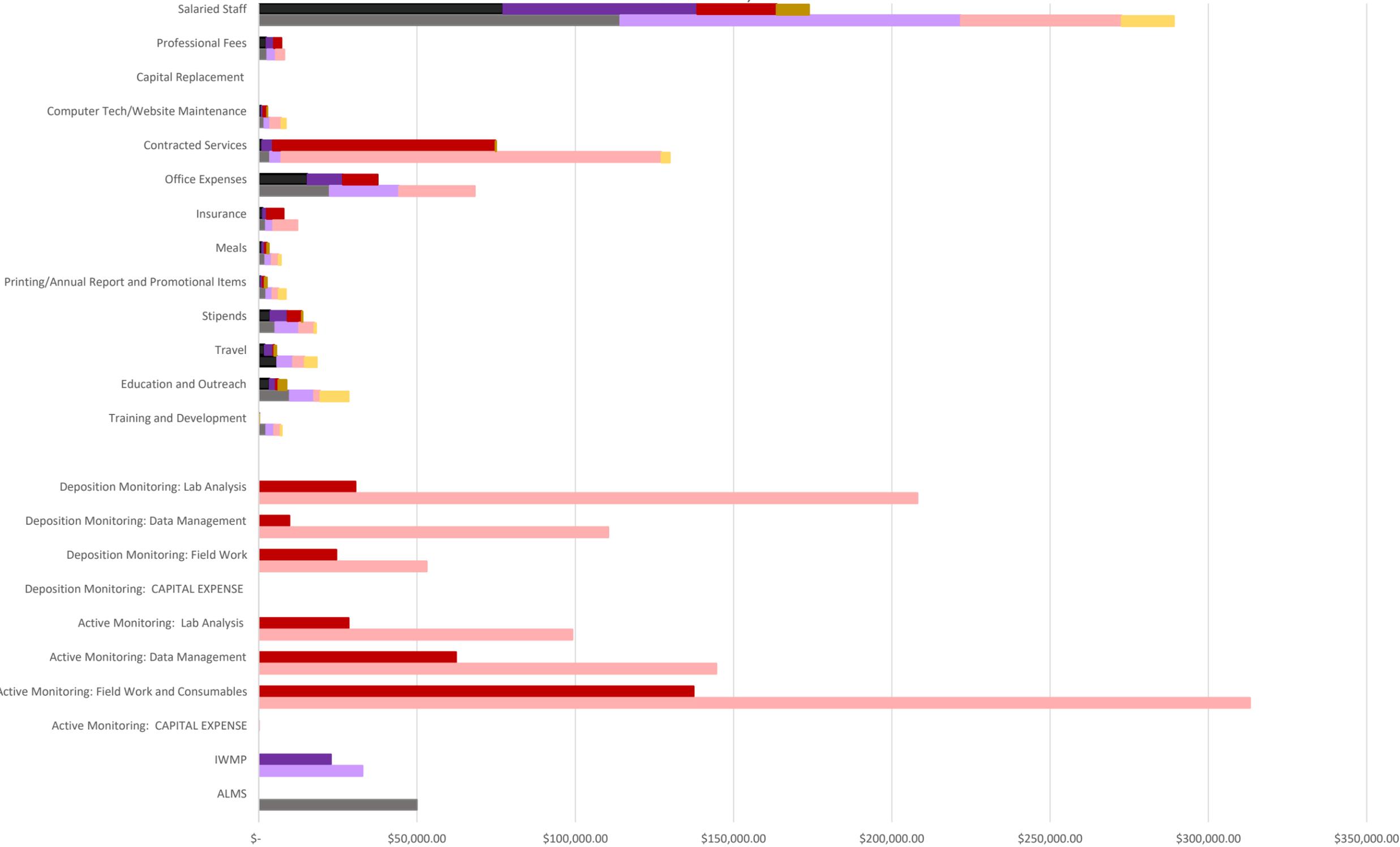
Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Alberta Environment & Parks	191,500.16	0.00	191,500.16	0.00	191,500.16	0.00
Baytex	3,090.52	0.00	3,090.52	0.00	3,090.52	0.00
Canadian Natural Resources Ltd.	13,562.36	0.00	13,562.36	0.00	13,562.36	0.00
Cenovus Energy Inc.	9,794.13	0.00	9,794.13	0.00	9,794.13	0.00
Imperial Oil Resources Limited	10,120.74	0.00	10,120.74	0.00	10,120.74	0.00
Strathcona Resources Ltd	4,258.14	0.00	4,258.14	0.00	4,258.14	0.00
<b>Total outstanding:</b>	<b>232,326.05</b>	<b>0.00</b>	<b>232,326.05</b>	<b>0.00</b>	<b>232,326.05</b>	<b>0.00</b>

Generated On: Nov 15, 2022

**Note: No Concerns**

# LICA Consolidated Finances to Date

October 31, 2022

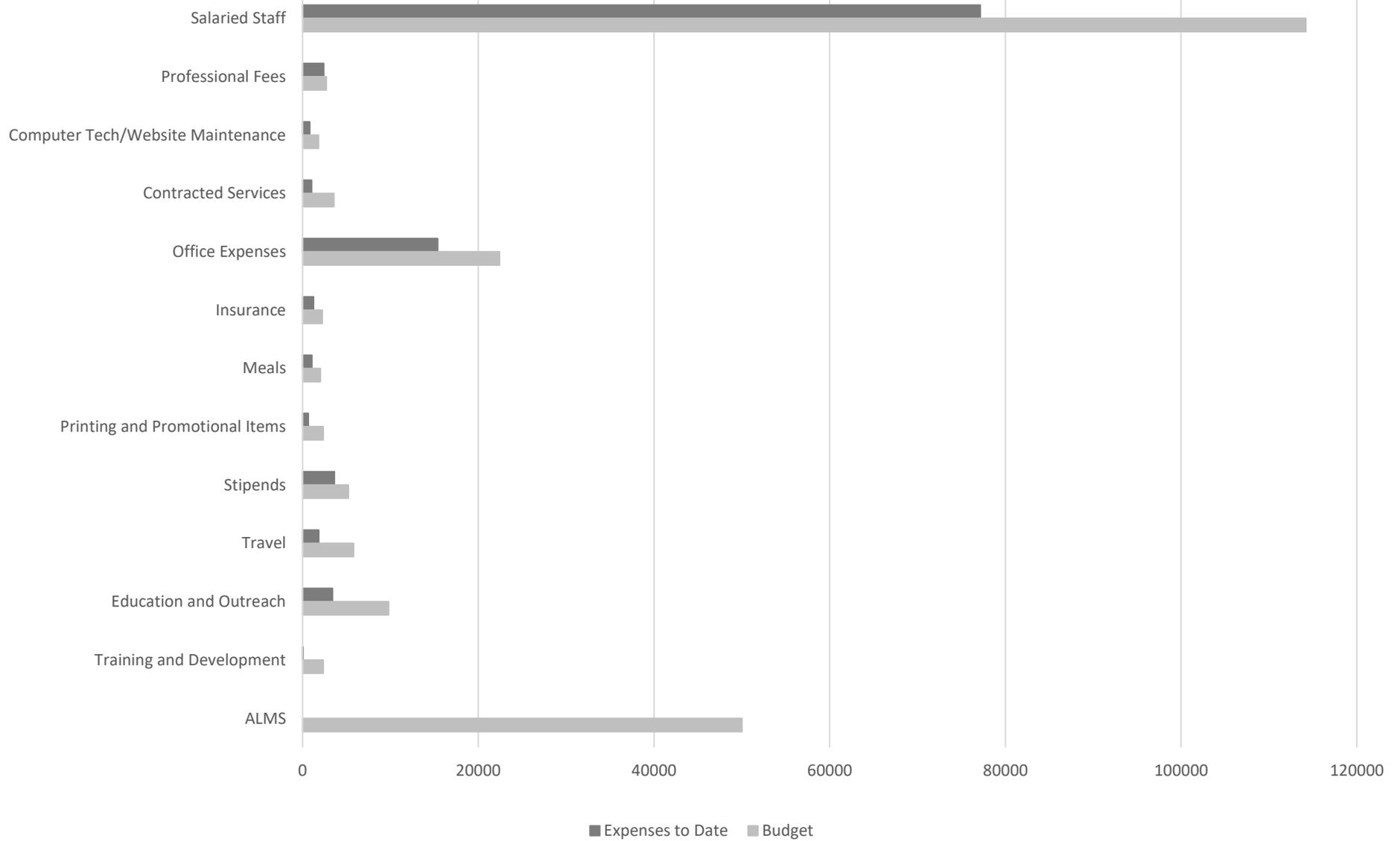


Industry and Membership Funding
  Industry amd Membership Funding Budget
  WPAC Grant
  WPAC Grant Budget
  Airshed Contract
  OSM/Airshed Budget
  AEG
  AEG Budget



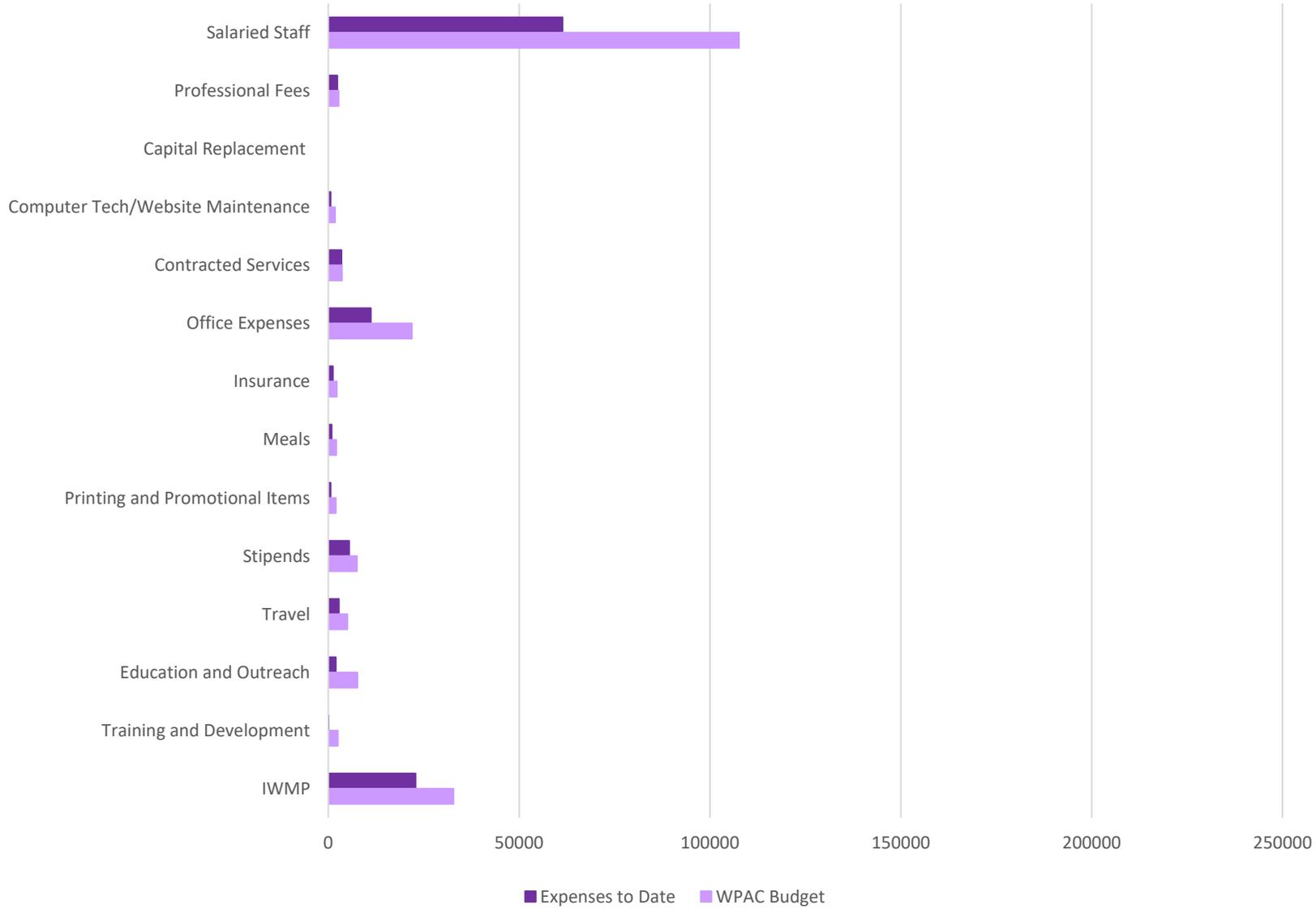
# Industry and Membership Funding Expenditures to Date

October 31, 2022



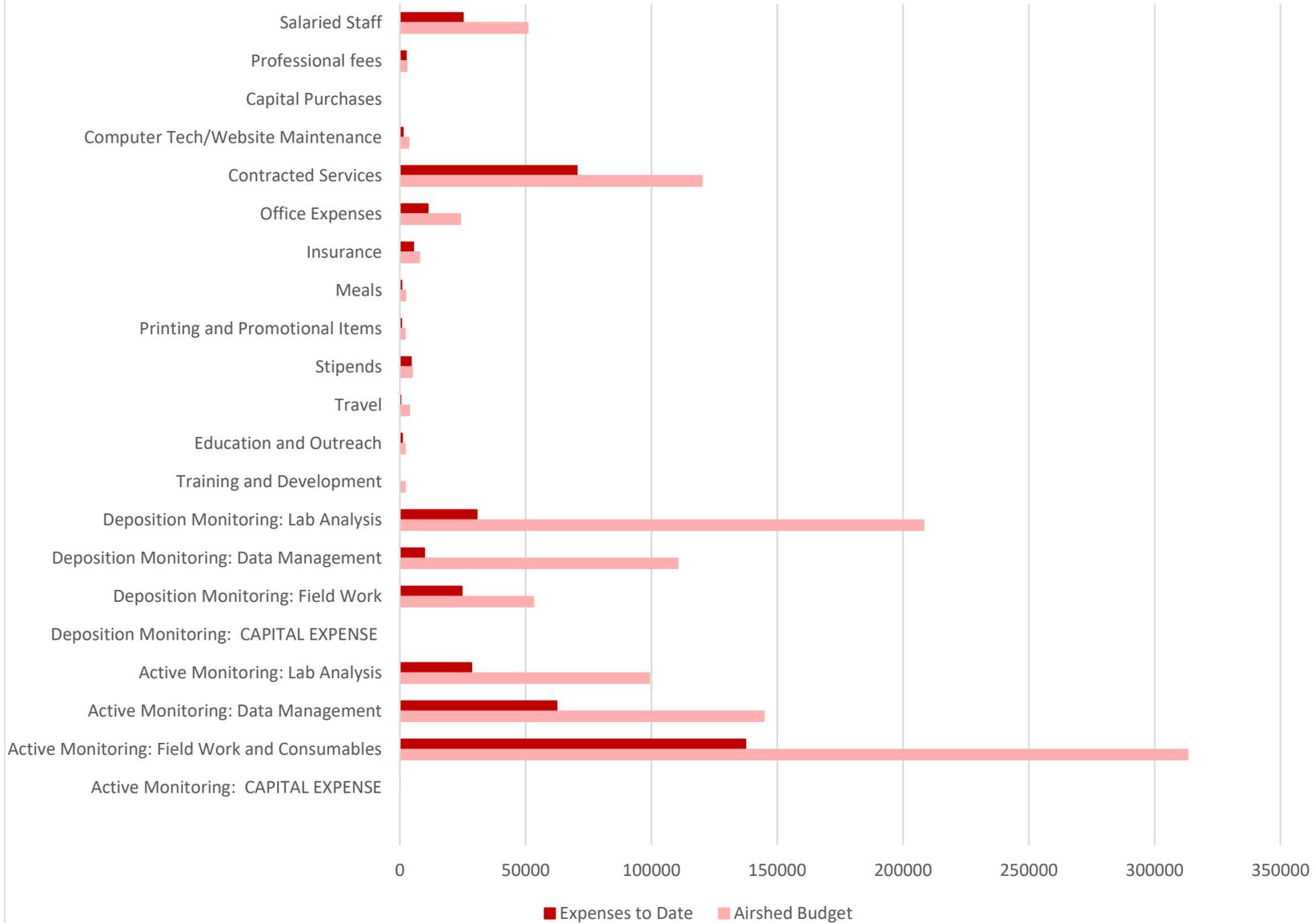
# WPAC Grant Expenditures to Date

October 31, 2022



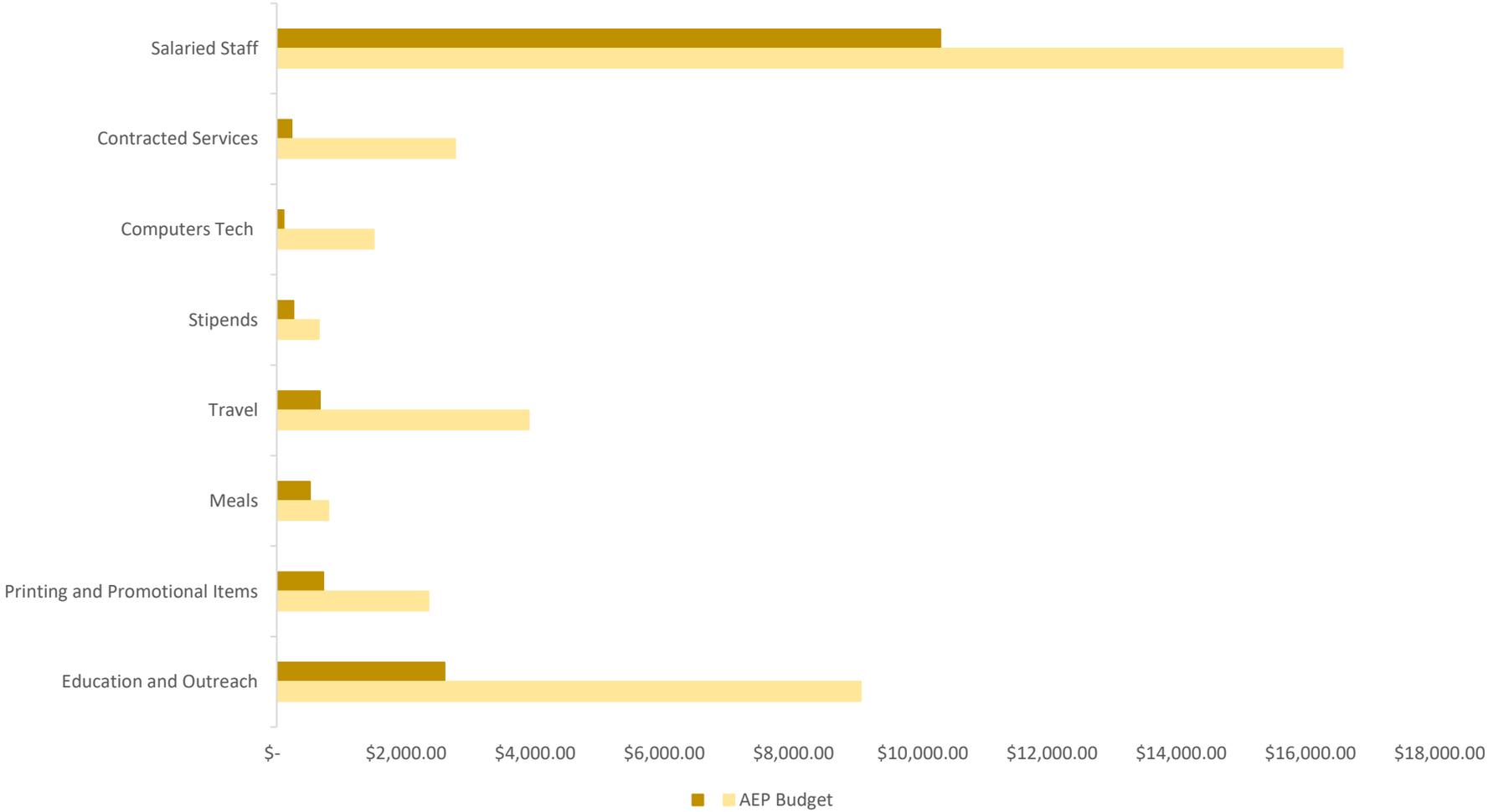
# Airshed Contract Expenditures to Date

October 31, 2022



# Airshed Engagement Grant

October 31, 2022





Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5

780 812-2182 780 812-2186 www.lica.ca

# Governance Committee Meeting Minutes Monday, November 21, 2022 1:00 p.m. – 4:00 p.m. LICA Boardroom & Microsoft Teams

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Present: Amanda Avery Bibo  
Duane Zaraska  
Colin Woods  
Amanda Peardon  
Monty Moore  
Jeff Zalaski

Observer: Carolyn Lewis  
Robert Machatis

Staff and Contractors: Vicky Krawchuk, LICA Executive Director  
Eveline Hartog, LICA Administrative Professional

Regrets: Kelly Dion-McFeeters  
John Ilchuk

## 1.0 CALL TO ORDER

Vicky Krawchuk, LICA Executive Director called the meeting to order at 1:01 p.m.

### 1.1 Territorial Acknowledgement

### 1.2 Introductions

### 1.3 Vision, Mission and Values

### 1.4 Roll Call

## **1.5 Approval of Agenda**

### **1.5.1 November 21, 2022**

**#1 Moved by Amanda Peardon AND CARRIED that the November 21, 2022, Agenda be approved as presented.**

## **1.6 Approval of Minutes**

### **1.6.1 September 7, 2022**

**#2 Moved by Jeff Zalaski AND CARRIED that the September 7, 2022, Minutes be approved as presented.**

## **2.0. CHAIRPERSON APPOINTMENT**

### **2.1 Appointment of Committee Chairperson**

The Governance Committee appointed Jeff Zalaski to be chairperson of the committee by acclamation.

## **3.0. POLICY REVIEW**

### **3.1 Committee Terms of Reference**

The Committee reviewed the Governance Committee Terms of Reference document. The following changes were recommended to the Board of Directors.

**#3 Moved by Monty Moore AND CARRIED that the Governance Committee Terms of Reference be accepted as amended.**

### **3.2 Policy Review**

#### **3.2.1 Policy 1.5 Decision Making Process**

The Governance Committee reviewed Policy 1.5 *Decision Making Process* for information.

#### **3.2.2 Policy 1.12 Volunteer Hours**

The Governance Committee reviewed Policy 1.12 *Volunteer Hours*.

#### **3.2.3 Policy 1.13 Confidentiality**

The Governance Committee reviewed Policy 1.13 *Confidentiality* and each member was requested to sign a copy for retention by LICA if they had not already done so.

### **3.2.4 Policy 2.7 Board and Committee Expenses and Remuneration**

The Governance Committee reviewed Policy 2.7 *Board and Committee Expenses and Remuneration*.

#### **3.2.4.1 Expense Claim Form**

The Governance Committee reviewed the LICA Expense Claim Form.

#### **3.2.4.2 Direct Deposit Option**

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

### **3.2.5 Committee Member Sign-on**

The Governance Committee was requested to complete the Board and Committee Sign-on sheet for retention by the Financial Coordinator. Members who have already completed this form were requested to complete the form should their contact information have changed.

## **4.0 ONGOING BUSINESS**

### **4.1 Annual Policy Review**

#### **4.1.1 Policy 1.16 Ensuring LICA Sustainability**

The Governance Committee recommends the attached changes to Policy 1.16 *Ensuring LICA Sustainability* to the Board of Directors.

#### **4.1.2 Policy 1.19 Use of LICA Equipment**

The Governance Committee recommends the attached changes to Policy 1.19 *Use of LICA Equipment* to the Board of Directors.

#### **4.1.3 Policy 2.5 Membership**

The Governance Committee recommends no changes to Policy 2.5 *Membership* to the Board of Directors.

#### **4.1.4 Policy 2.9 Petty Cash**

The Governance Committee recommends the attached changes to the Board of Directors to Policy 2.9 *Petty Cash*.

#### **4.1.5 Policy 2.10 Donations to LICA**

The Governance Committee recommends no changes to the Board of Directors to Policy 2.10 *Donations to LICA*.

**5.0 UPCOMING MEETING DATES**

**5.1 Board Meeting – November 24, 2022**

**5.2 Next Meeting – TBD**

**6.0 ADJOURNMENT**

Meeting adjourned at 1:47 p.m.

**#4 Moved by Duane Zaraska AND CARRIED that the meeting be adjourned.**

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

Date

\_\_\_\_\_  
Signature

DRAFT

**1.12 VOLUNTEER HOURS****INTENT:**

**The Board recognizes volunteer time by members is critical to the success of LICA. These hours require tracking to use as a “contribution in kind”, when applying for grants or direct government funding.**

**1.12.1 DIRECTIVES:**

**1.12.1.1** Board and committee members are requested to track hours spent on LICA activities. (Board, committee, and special meetings including preparation, business, outreach, events, workshops, and associated travel).

**1.12.2 IMPLEMENTATION:**

**1.12.2.1** The Executive Director will keep an accounting of total volunteer hours.

**1.12.2.2** Individuals are responsible for tracking their volunteer hours on the meeting and/or event sign-in sheet.

**1.12.2.3** Any volunteers who require detailed information on hours or duties are expected to keep such logs for themselves. The Executive Director will verify the total number of hours submitted, if requested.

Review Dates: October 27, 2004; Sep 2006; May 2009, February 27, 2017; June 26, 2017, November 26, 2018; September 7, 2022

Approval Dates: September 29, 2004; Sep 27, 2006; May 28, 2009; April 24, 2017; September 7, 2017; December 13, 2018

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## 1.14 USE OF LICA PREMISES

### INTENT:

~~LICA's~~The premises are to be used primarily for activities related to LICA. ~~the Association.~~

### 1.14.1 DIRECTIVES:

1.14.1.1 Permission to use LICA premises is at the discretion of the Executive Director.

### 1.14.2 IMPLEMENTATION:

1.14.2.1 An employee or contractor of LICA must be present during permitted use.

1.14.2.2 Users are responsible for returning the space to the condition in which they found it.

1.14.2.3 Users are responsible for any damages incurred to the facility or equipment.

1.14.2.4 Federal, provincial, and municipal laws, bylaws, and fire regulations must always be observed.

Review Dates: November 7, 2007; June 2009; June 26, 2017, November 26, 2018, September 7, 2022

Approval Dates: November 7, 2007; September 7, 2017; December 13, 2018

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## 2.2 MANAGEMENT OF LICA REVENUES

### INTENT:

**Responsible cCollection and management of revenue ~~is the responsibility of the Board of Directors.~~**

### 2.2.1 DIRECTIVES:

2.2.1.1 The Board will oversee the management of revenues and expenditures.

2.2.1.2 ~~The Association~~LICA ~~shall~~will not borrow funds; with the exception of one credit card account with a credit limit of \$10,000 in accordance with Policy 2.3 LICA Signing Authority.

### 2.2.2 IMPLEMENTATION:

2.2.2.1 The Executive Director will ensure records and accounting of revenues and expenditures are kept accurate and current.

2.2.2.2 The credit card(s) ~~shall~~will be used for administrative purposes where invoiced billing is not available. Credit card use is outlined in Policy 2.3 LICA Signing Authority.

2.2.2.3 The Executive Director ~~shall~~will arrange for an annual independent financial review to be conducted and completed prior to July 01.

Review Dates: October 26, 2005; Sep, 2006; May 2009; Nov 26, 2009; April 7, 2011; June 26, 2017; March 6, 2019, September 7, 2022

Approval Dates: January 24<sup>th</sup>, 2002; Sep 27, 2006; May 28, 2009, Nov 26, 2009; April 7, 2011; September 7, 2017; March 21, 2019

## 1.6 BOARD AND COMMITTEE MEETINGS

### INTENT:

Regular Board and Committee meetings are required to achieve the strategic directions and targets of LICA. Committees will meet as defined in their-Terms of ~~reference~~Reference.

### 1.6.1 DIRECTIVES:

- 1.6.1.1.1 At Committee meetings a Board member must be present in accordance with Article 14.3 in the LICA Bylaws.
- 1.6.1.1.2 Meetings are open to the general public.
- 1.6.1.1.3 A member in good standing is entitled to vote at any general or special meeting as set out in the LICA Bylaws.
- 1.6.1.1.4 Minutes of all meetings of the Board and Committees will be kept in accordance with Bylaw 10.5.
- 1.6.1.1.5 The Action List (attached at the end of this policy) can be used at any LICA meeting to identify the actions required to achieve the decisions made at the meeting.
- 1.6.1.1.6 Meetings may go in camera to address sensitive issues that cannot be discussed publicly. The Board will decide by consensus who will participate in that portion of the meeting. The Chair will seek consensus on a motion to go in camera. The time the Board goes in camera and comes out are recorded in the minutes. While the Board is in camera, no minutes are taken. Any decisions reached during the in-camera session must be passed by consensus when the regular meeting resumes. What is discussed in camera may not be discussed at any other time or place, remaining confidential. Only those items brought up in-camera and recorded in the regular meeting minutes may later be discussed.

### 1.6.2 IMPLEMENTATION:

#### 1.6.2.1 Regular Meetings:

- 1.6.2.1.1 Prior to all meetings, the Board or Committee Chair, the Executive Director and Program Managers will prepare the agenda and notice of the meeting. The notice of meeting and agenda will be provided to Board and Committee members at least five working days prior to the meeting date.
- 1.6.2.1.2 All Board and Committee meetings are open to the public who may participate in discussion; decisions will be made only by the designated decision-makers.
- 1.6.2.1.3 The presiding Chair may expel or exclude from a meeting any person whose conduct is inappropriate.

Review Dates: January 26, 2006; Sep 2006; Dec 11, 2008; May 2009; February, 2010; November 5, 2015; June 12, 2017, February 26, 2018; February 11, 2021, September 7, 2022

Approval Dates: January 25, 2006; Sep 27, 2006; Dec 11, 2008; May 28, 2009; February 4, 2010; November 5, 2015; September 7, 2017; April 12, 2018; March 18, 2021

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**1.6.2.1.4** Elected and appointed members of the Board are each entitled to one vote, which may be made in person, or by alternative means under circumstances where a decision is required, and the Board is unable to meet.

**1.6.2.1.5** Proxy voting will not be allowed.

**1.6.2.1.6** When the Board cannot meet in a timely manner for a decision, the Officers may act on behalf of the Board. Any such decisions will be reported to the Board at the next regular meeting.

**~~1.6.2.1.7~~** ~~Before starting a Board or Committee meeting, the presiding Chair will ensure that quorum is met, as per LICA Bylaws, Article 4.1. ~~If quorum has not been met, the meeting may continue, but decisions do not come into effect until approved at the next Board meeting.~~~~

~~**1.6.2.1.7**~~**1.6.2.1.8** ~~When Committee cannot meet in a timely manner for a decision the Board will act on behalf of the Committee. Any decisions made by the Board will be brought forward to the Committee Chair.~~

~~**1.6.2.1.8**~~**1.6.2.1.9** A change to the agenda may be proposed by any member and will require consensus.

~~**1.6.2.1.9**~~**1.6.2.1.10** All meetings will be adjourned within the advertised time unless there is consensus to extend the time of adjournment.

### **1.6.2.2 Annual General Meeting:**

**1.6.2.2.1** The Annual General Meeting will be conducted as described in the LICA Bylaws, Articles 10.1.

**1.6.2.2.2** Any revisions to LICA Bylaws will be ratified at the Annual General Meeting or at a special general meeting called for the purpose.

**1.6.2.2.3** Elections of members of LICA Board will be held at the Annual General Meeting.

### **1.6.2.3 Special Meetings**

**1.6.2.3.1** The Board, upon at least five working days' notice to all Directors, may call special Board meetings.

**1.6.2.3.2** Special General Meetings may be called by the Board or upon the written request of at least 25 members. Such a request will contain the reason for the meeting and notice of intended motions. At least 21 days' written notice of such a meeting will be given to all members. Quorum for a Special General Meeting is 25 members in good standing plus ten Board Directors.

### **1.6.2.4 Organizational Meeting**

**1.6.2.4.1** The organizational meeting of the new Board of Directors will be held within 14 days of each Annual General Meeting.

Review Dates: January 26, 2006; Sep 2006; Dec 11, 2008; May 2009; February, 2010; November 5, 2015; June 12, 2017, February 26, 2018; February 11, 2021, September 7, 2022

Approval Dates: January 25, 2006; Sep 27, 2006; Dec 11, 2008; May 28, 2009; February 4, 2010; November 5, 2015; September 7, 2017; April 12, 2018; March 18, 2021

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- 1.6.2.4.2 The Executive Director will call the meeting to order and sit as the interim Chair until the Board Chair has been elected.
- 1.6.2.4.3 The interim Chair will call for nominations for Board Chair and, if necessary, conduct a vote by secret ballot. The person who receives a simple majority will be elected Board Chair. If no person receives a simple majority, further ballots will be conducted until a simple majority is achieved. If the ballot results in a tie, the election will be decided by a coin toss.
- 1.6.2.4.4 Following the election of the Board Chair, they will assume the role of Chair. The Vice-Chair and Secretary-Treasurer will be elected in the same fashion.
- 1.6.2.4.5 A time and place for regular meetings will be determined.
- 1.6.2.4.6 A regular Board meeting will follow the organizational meeting.

[Meeting of the Board of Directors]

Date: \_\_\_\_\_

Recorder: \_\_\_\_\_

**ACTION LIST**

<u>Task</u>	<u>Date to be complete</u>	<u>Person assigned to task</u>	<u>Y/N</u>

Next Meeting: \_\_\_\_\_

Review Dates: January 26, 2006; Sep 2006; Dec 11, 2008; May 2009; February, 2010; November 5, 2015; June 12, 2017, February 26, 2018; February 11, 2021, September 7, 2022

Approval Dates: January 25, 2006; Sep 27, 2006; Dec 11, 2008; May 28, 2009; February 4, 2010; November 5, 2015; September 7, 2017; April 12, 2018; March 18, 2021

Review Dates: January 26, 2006; Sep 2006; Dec 11, 2008; May 2009; February, 2010; November 5, 2015; June 12, 2017, February 26, 2018; February 11, 2021, September 7, 2022

Approval Dates: January 25, 2006; Sep 27, 2006; Dec 11, 2008; May 28, 2009; February 4, 2010; November 5, 2015; September 7, 2017; April 12, 2018; March 18, 2021

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## 1.16 ENSURING LICA SUSTAINABILITY

### INTENT:

**For LICA to remain relevant and sustainable, the organization must be responsive to regional concerns; provide stakeholders with current information, and ensure that LICA has adequate resources, which are used efficiently and effectively.**

### 1.16.1 DIRECTIVES:

- 1.16.1.1 All LICA members, employees and contractors will support the Vision, Mission, and Values.
- 1.16.1.2 All LICA members, employees and contractors will support the Strategic Plan.
- 1.16.1.3 The LICA Board ~~shall~~will ensure that the financial and other resources required to achieve the Strategic Plan are in place.
- 1.16.1.4 LICA will pursue opportunities for growth and diversification based on regional needs.

### 1.16.2 IMPLEMENTATION:

- 1.16.2.1 All Board and committee members are expected to participate actively in LICA meetings and events.
- 1.16.2.2 The Board is expected to ensure that the current Board and committee structure, meeting process, administrative capacity, and budget process are an efficient and effective way to utilize available resources. Changes may be instituted as required.
- 1.16.2.3 The LICA Strategic Plan ~~shall~~will be reviewed annually and revised as required.
- 1.16.2.4 The LICA Annual Work Plans ~~shall~~will be referenced at Board meetings highlighting progress to date.
- 1.16.2.5 The LICA Board ~~shall~~will assess whether other sources of funds are needed and pursued accordingly.

Review Dates: October 2009; January 26, 2017; February 7, 2017; May 17, 2017; March 6, 2019; November 21, 2022

Approval Dates: October 2009; June 1, 2017; March 21, 2019

## 1.19 USE OF LICA EQUIPMENT

### INTENT:

LICA may lend equipment to stakeholders.

### 1.19.1 DIRECTIVES:

**1.19.1.1** Equipment may be lent to stakeholders, as approved by the Board.

**1.19.1.2** The purpose of the program ~~shall~~will be congruent with LICA policies and assist in achieving the Vision, Mission, and Values.

### 1.19.2 IMPLEMENTATION:

**1.19.2.1** All borrowers ~~shall~~will complete and sign an *Application & Agreement to Use LICA Equipment* (Appendix A).

**1.19.2.2** The borrower ~~shall~~will review instructions with respect to the proper use and care of the equipment with a trained staff or contractor prior to using the equipment.

Review Dates: November 26, 2018; November 21, 2022

Approval Dates: December 13, 2018



## POLICY 1.19 – USE OF LICA EQUIPMENT

### APPENDIX A

#### Application & Agreement to Use LICA Equipment & Materials

Review Dates: November 26, 2018; November 21, 2022

Approval Dates: December 13, 2018

**Application & Agreement to Use LICA Equipment & Materials**

Between Lakeland Industry and Community Association (LICA), (“Owner”), and

Stakeholder Name _____ from here on referred to as “the Borrower” (Organization/Individual)		
Contact Name		Phone
Address	Town/City	Postal Code
DL #		
Location of Use		
Pick-up Date	Return Date	
Equipment Name	Serial Number	

**TERMS AND CONDITIONS**

1. The intent of the program is to support environmental stewardship initiatives within the LICA region.
2. The Borrower has reviewed the instructions provided by the Owner with respect to the use of the equipment and materials, recognizes that the use of the equipment and materials may involve risks and hazards, and acknowledges either that the Borrower is familiar with the operation of the equipment and materials, or will become familiar with the use, operation and safety measures associated with the use of the equipment and materials before using the equipment or materials. The Borrower assumes all risks associated with the use of the equipment and materials.
3. The Borrower is responsible for returning the equipment and materials to the LICA office after use of the equipment and materials is complete and not later than the number of days required as indicated on this agreement.
4. The Borrower is responsible for all damages to the equipment and materials, while the equipment and materials are in the Borrower’s possession. LICA will determine the monetary amount of such damage.
5. LICA’s staff and contractors have the right to enter lands where the equipment and materials are being used or are situated to inspect the equipment and materials or observe its use.
6. The Borrower agrees to indemnify and hold harmless LICA for any claims, actions, suits, proceedings, costs, expenses, damages, and liabilities (including solicitor client fees) arising out of, connected with, or resulting from the use of equipment and materials, including, without limitation, the delivery, possession, use, operation, or return of the equipment and materials.
7. LICA is not responsible for the validity of the data collected.
8. LICA does not endorse the use of any data collected unless authorized by the Board.
9. The Borrower ~~shall~~ will notify LICA immediately if the equipment or materials are damaged, stolen, or found to be deficient.
10. The Borrower is responsible for obtaining all applicable licenses and permits.
11. The Borrower ~~shall~~ will comply with all other applicable laws in the use of the equipment and materials.
12. This agreement and the instructions are the entire agreement between the Borrower and LICA for the use of the equipment and materials. It supersedes all previous negotiations and documents relating to this agreement.

**I, as the Borrower of the equipment and materials, fully understand the Terms and Conditions as stated above and agree to comply with all laws and the Terms and Conditions of this Agreement.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of LICA Authority \_\_\_\_\_ Date \_\_\_\_\_

**2.5 MEMBERSHIP****INTENT:**

**Active membership in LICA is crucial to achieve the Vision, Mission, Values, and strategic directions.**

**2.5.1 DIRECTIVES:**

**2.5.1.1** Membership in LICA is available to anyone over 17 years of age who resides, owns property or works in the LICA region for six months or more as defined in the LICA bylaws.

**2.5.1.2** Municipal and Corporate membership is restricted to one per municipality or company.

**2.5.1.3** Members are encouraged to participate in LICA through the Board, committees, volunteer hours or participation in LICA activities.

**2.5.2 IMPLEMENTATION:**

**2.5.2.1** Membership is issued upon completion of the LICA membership and volunteer form and renewable upon confirmation of interest every three years.

**2.5.2.2** Municipal and Corporate memberships are issued upon receipt of the annual membership fee.

Review Dates: August 25th, 2004; Sep 2006; May 2009; June 26, 2017; May 21, 2019; November 21, 2022

Approval Dates: January 24, 2002; Sep 27, 2006; May 28, 2009; September 7, 2017; June 13, 2019

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**Operational Policy: Finance Policy 2.5 - Membership**

**2.9 PETTY CASH****INTENT:**

A petty cash fund is required for the effective daily operations of the LICA office.

**2.9.1 DIRECTIVES:**

- 2.9.1.1** The Board delegate's authority to the Executive Director to establish petty cash funds at the office.

**2.9.2 IMPLEMENTATION:**

- 2.9.2.1** Petty cash funds will not exceed \$500.
- 2.9.2.2** The Executive Director or designate will be responsible for the control and custody of the petty cash fund.
- 2.9.2.3** A properly dated and identifiable receipt must be submitted for every purchase.
- 2.9.2.4** Petty cash funds must always be kept secure.
- 2.9.2.5** The total of all receipts and remaining cash balance must equal the total authorized petty cash fund.
- 2.9.2.6** Petty cash reconciliations shall be completed ~~quarterly-monthly~~ at a minimum. Such reconciliations shall be approved by the Officers before issuance of replacement petty cash funds.

Review Dates: August 25<sup>th</sup>, 2004; Sep 2006; May 2009; June 26, 2017; May 21, 2019; November 21, 2022

Approval Dates: January 24<sup>th</sup>, 2002; Sep 27, 2006; May 28, 2009; September 7, 2017; June 13, 019

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**Operational Policy: Finance Policy 2.9 - Petty Cash**

**2.10 DONATIONS TO LICA****INTENT:**

Donations that support LICA's Vision, Mission, and Values are welcome.

**2.10.1 DIRECTIVES:**

**2.10.1.1** LICA welcomes donations to fund select projects or initiatives.

**2.10.1.2** Donations may be financial, in-kind, or other resources.

**2.10.2 IMPLEMENTATION:**

**2.10.2.1** The Board retains discretion whether to accept the donation.

**2.10.2.2** LICA is not a registered charity; and therefore, cannot issue income tax receipts for donations. A receipt will be given which describes the nature/amount of the donation given.

Review Dates: September 27, 2006; June 26, 2017; September 16, 2019; November 21, 2022

Approval Dates: September 27, 2006; September 7, 2017; September 26, 2019

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**Operational Policy: Finance Policy 2.10 - Donations and Gifts to LICA**

# LICA

## Lakeland Industry and Community Association

### **Governance Committee (GC)**

### **Terms of Reference**

The Governance Committee (GC) is a standing committee of LICA which reports its recommendations to the Board for approval.

**Purpose:** The GC is mandated to:

- Spearhead policy development, bylaw review, and policy review at the direction of the Board.

**Key Duties and Responsibilities:**

- Review the bylaws as per Policy 1.4 and recommend any required changes to the Board
- To ensure that the policies are reviewed triennially at a minimum, and recommend any required changes to the Board
- Subject to Board approval research, develop, amend, and/or recommend policy
- Review GC Terms of Reference for Board approval

**Membership:**

- **The GC chair will be a ~~Board Director~~Committee Member appointed by the ~~Board~~Committee at their first meeting after the annual general meeting**
- The Chair of the Board may attend as ex-officio
- Community members, Indigenous representatives, and Non-Government organizations may be appointed by the Board, and will be eligible for remuneration and expenses according to LICA policy
- The Board may request additional members from among Industry and Government to be appointed from their respective sectors.

**Meetings:**

- The GC will meet quarterly and hold additional meetings as required.
- Committee meetings will comply with Policy 1.6 – Board and Committee Meetings

**Expenses and Budget:**

- The GC will have access to the resources of the LICA office and Executive Director
- The GC will operate its finances as per LICA's bylaws and policies.

**Reporting Process:**

- The Board will be provided with copies of GC meetings minutes and drafts of any new or revised policies, terms of reference, or bylaw clauses. It is not allowed to.

Review Date: September 5th, 2007; January 9, 2014; November 5, 2015; November 28, 2016;  
January 26, 2017, January 8, 2018; December 8, 2020; December 8, 2021, November 21, 2022  
Approval Date: September 5th, 2007; January 9, 2014, November 5, 2015; February 2, 2017;  
December 17, 2020; December 16, 2021

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## ANNOUNCING: PROVINCIAL ROADWAY WATERCOURSE CROSSING RESTORATION GUIDEBOOK

### **WHO ARE WE?**

The AWC3 is a not-for-profit collaborative. Our objective is to restore fishery habitat that is damaged or isolated due to poorly installed and maintained watercourse crossings. The AWC3 promotes Education and Information Transfer to help reverse the negative trend of population decline and habitat loss in Alberta's native trout species. AWC3 intends to be a part of this very fixable problem.

### **WHAT IS THE RESTORATION GUIDEBOOK?**

The new Provincial Roadway Watercourse Crossing Restoration Guidebook is a hardcopy and digital media tool for practitioners working with watercourse crossings. Its purpose is to ensure instream works completed on roadways will work towards long term habitat recruitment and maintenance.

### **Why This Is Important:**

Watercourse crossings on Alberta's resource roads are in a state of severe disrepair. As a result, our native trout populations have become Threatened and Endangered. Proper roadway watercourse crossing management is critical to survival of the fishery.

### **GUIDEBOOK AND FUNDING:**

- Production will be 25% funded by DFO's Habitat Stewardship Program for Aquatic Species At Risk program and contributions from Industry roadway owners. AWC3 will oversee the Guidebook development
- Deliverable is an information system in digital, print, and video that practitioners can use to educate stakeholders to ensure work completed will improve and not further damage fishery habitat
- The guidebook will be produced in three phases including; hardcopy, video, and online availability
- Production costs to completion will be \$340,000, Fuse Consulting Ltd. will manage this project for AWC3

### **QUESTION**

### **ANSWER**

How do you participate?	Financial contribution, participation in development engagement sessions
How is your company name used?	Written acknowledgement and logo placement on materials
How will this be updated?	The Guidebook will change when regulations are amended
What do you get for supporting?	Recognition on the product, a receipt for your donation



Please visit <https://www.awccc.ca/> for information on the collaborative and our objectives

## Alberta Watercourse Crossing Guidebook Update:

*The following information provides insight into questions asked by the Board. This was provided in the Environmental Coordinator Report at the September 22, 2022, Board Meeting. They are attached here for reference in preparation for the presentation.*

### **1. Would AWC3 be interested in LICA hosting an engagement session for them?**

AWC3 is currently hosting stakeholder engagement sessions. They feel that they currently have a good handle on engagement for their project.

### **2. Project Timeline**

This is a 2-year project, that is wrapping up at the end of 2023. They are currently in the early stages which includes planning. Their Board of Directors currently governs decisions made on this project.

### **3. Funding**

The beginning stages of the project are currently fully funded. This includes the guidebook and some educational videos. A videographer was hired to document training videos for watercourse crossing techniques. Three main project deliverables that are not currently funded are the rest of the educational/demonstration videos, a practitioner workshop, and the website/app.

Just over \$100,000 is needed to complete the deliverables of the project. If LICA is interested in supporting the project financially, they may choose to fund a specific component or give a generated donation of any amount of their choosing.

Note: The WPAC operational grant does not allow donations to other organizations.

### **4. Other Forms of Support**

Following project completion, outreach and education of the project are needed to ensure it is successful. LICA may support this project by getting the word out and promoting it once it is finished.

### **5. Other**

Their hope and intent is that this project is supported and utilized provincially and federally as the go-to way for Watercourse Crossings. Terra Simieritsch is the project manager leading this project, with Fuse Consulting. She has offered to attend a Board meeting if that is something the LICA Board of Directors is interested in to further the conversation of providing support.

# Board of Directors Meeting

## ACTION LIST

Date: October 20, 2022

Recorder: Eveline Hartog

<u>Task</u>	Date to be completed	Person assigned to task	Y/N
<b>2.3 <u>Environmental Coordinator Report</u></b>			
<ul style="list-style-type: none"> <li>Summary document of IWMP final report to be presented to the Board at November meeting</li> </ul>	November 24, 2022	Kayla	<b>C</b>
<b>2.3.3 <u>Letter of Support Request</u></b>			
<ul style="list-style-type: none"> <li>Write a letter of support to the Alberta Invasive Species Council in support of its bid to host the International Conference of Aquatic Invasive Species in Edmonton, Alberta</li> </ul>	October 2022	LICA Chairperson	<b>C</b>
<b>2.3.4 <u>IWMP Palliser Environmental Services Contract Date Amendment</u></b>			
<ul style="list-style-type: none"> <li>Amend closing date of contract to November 30, 2022</li> </ul>	October 2022	LICA Chairperson	<b>C</b>
<b>2.4.2.1 <u>Accounts Receivable Report to October 13, 2022</u></b>			
<ul style="list-style-type: none"> <li>Forward second quarter invoices</li> </ul>	October 24, 2022	LICA Financial Coordinator	<b>C</b>
<b>2.4.2.2 <u>Finances to Date August 31, 2022</u></b>			
<ul style="list-style-type: none"> <li>Review the carryover and reallocation of \$10,243.39 from AEG grant</li> </ul>	Winter 2022	LICA Board	<b>C</b>
<b>3.1.1 <u>Hiring Committee Update</u></b>			
<ul style="list-style-type: none"> <li>Repost job advertisement for the Education and Outreach Coordinator position with the ad reworded to include both part-time and full-time positions</li> </ul>	October 20, 2022	Executive Director	<b>C</b>

Next Meeting: November 24, 2022

## Board of Directors Meeting

<b><u>Actions Brought Forward</u></b>			
<ul style="list-style-type: none"><li>Investigate the cost of new wrap for PAMS trailer</li></ul>	Tentative 2023	Mike	<b>IP</b>

**Next Meeting: November 24, 2022**

# LICA CALENDAR CONTEST

2023 Winners

## SUMMARY

- Seven Calendar Contest entries were received.
- Six photo contest entries were chosen as well from 2018-22.
- The 13 winners will receive a \$25 gift card and certificate.
- Calendar publishing will be completed by December 15<sup>th</sup> by Dark Horse Media.

ANNA WEEKUSK-STARR

LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)

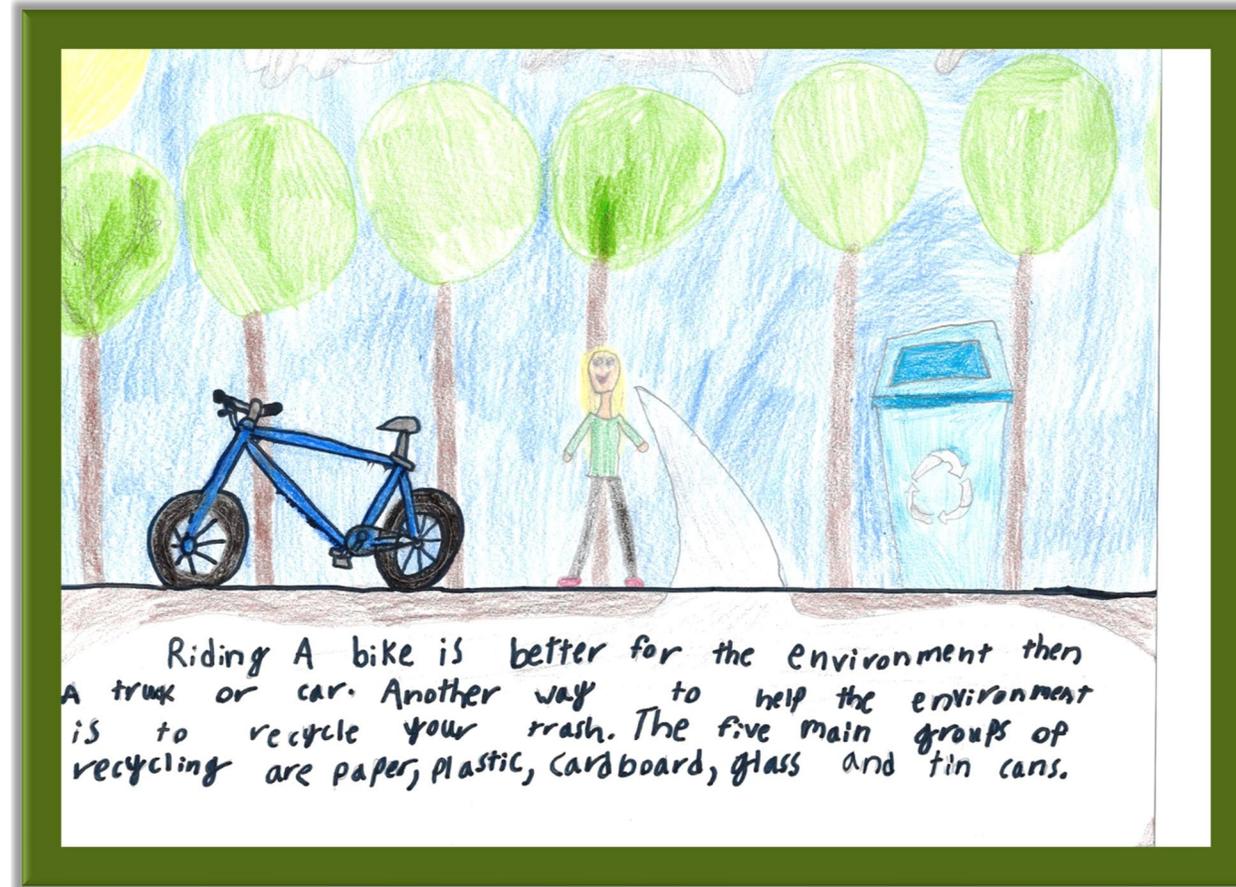
CALENDAR  
CONTEST  
WINNERS



CALENDAR  
CONTEST  
WINNERS

ALEAH HOY

NELSON HEIGHTS MIDDLE SCHOOL (GR. 5)



Riding A bike is better for the environment then  
A truck or car. Another way to help the environment  
is to recycle your trash. The five main groups of  
recycling are paper, plastic, cardboard, glass and tin cans.

TORY MAHE

ASSUMPTION JUNIOR/SENIOR HIGH SCHOOL (GR. 7)

CALENDAR  
CONTEST  
WINNERS



EVAN JANVIER-COLLINS

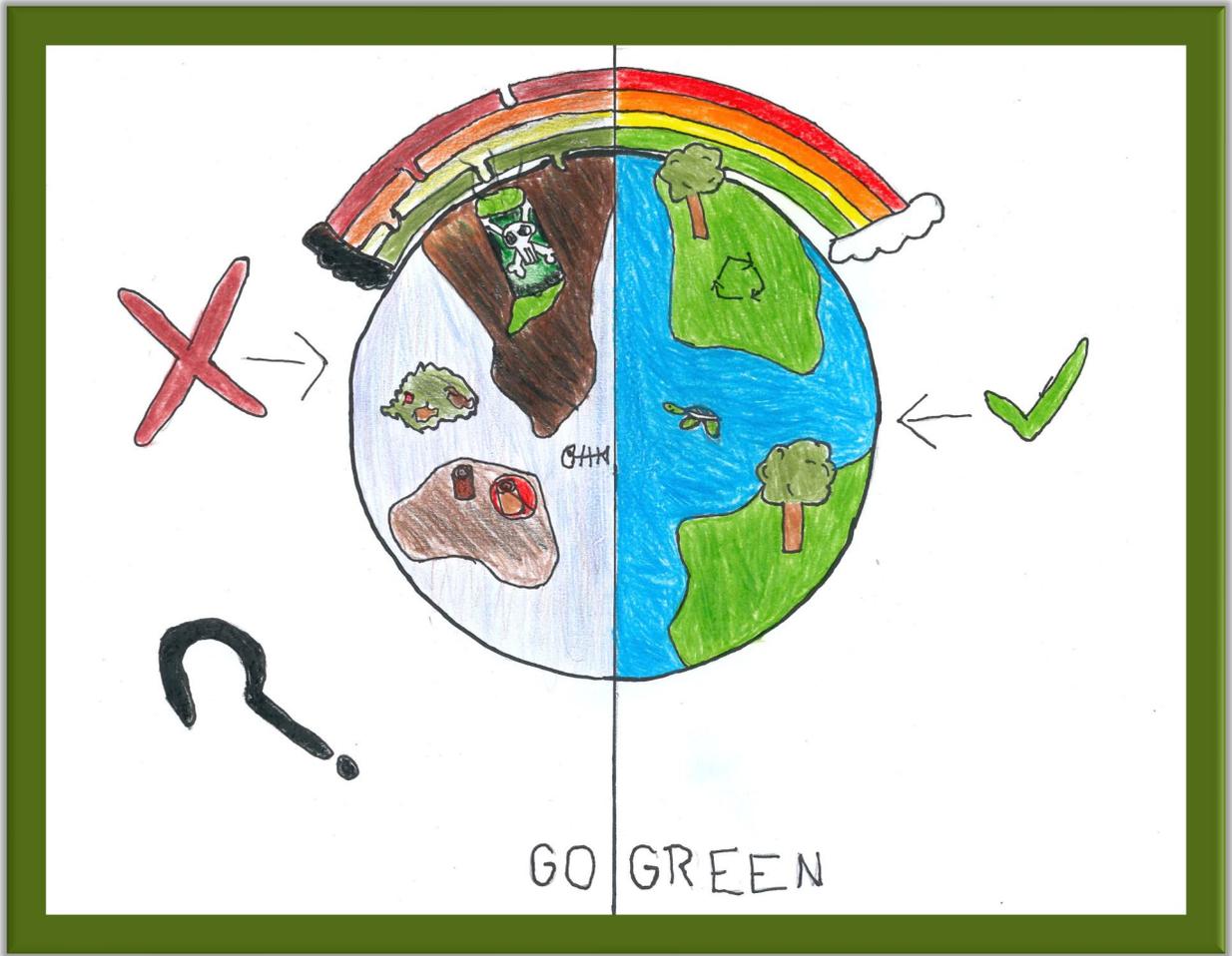
LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)

CALENDAR  
CONTEST  
WINNERS



KADIAN JANVIER  
LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)

CALENDAR  
CONTEST  
WINNERS



BLAKELY HOWSE

LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)

CALENDAR  
CONTEST  
WINNERS



CALENDAR  
CONTEST  
WINNERS

MYA JANVIER

LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)



CALENDAR  
CONTEST  
WINNERS

B-LINE BY HANNAH PELCHAT  
2022 PHOTO CONTEST



CALENDAR  
CONTEST  
WINNERS

CAPTURING SUNRISE BY MONIQUE PANDARINATH  
2020 PHOTO CONTEST



CALENDAR  
CONTEST  
WINNERS

RASPBERRIES BY AMY BEDARD  
2020 PHOTO CONTEST



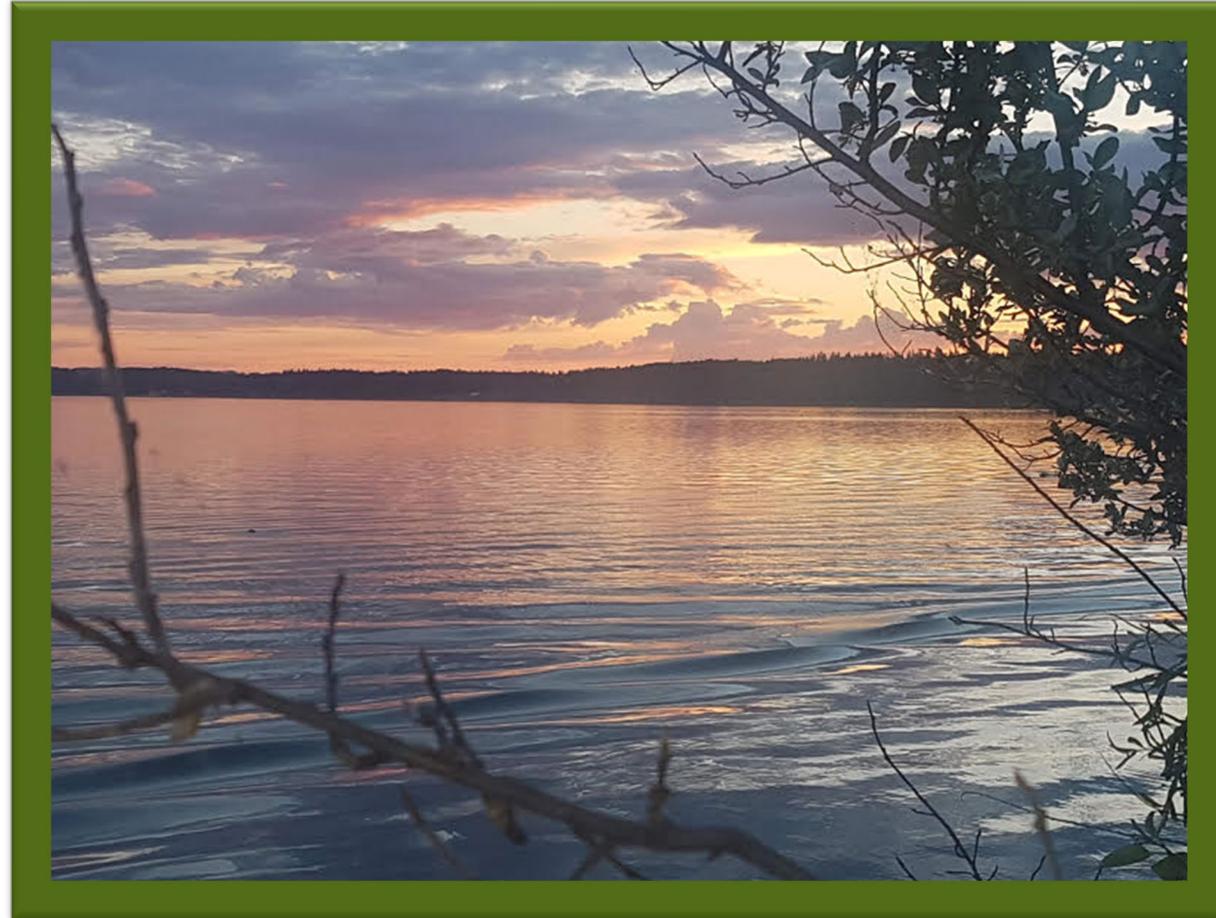
CALENDAR  
CONTEST  
WINNERS

FOXES BY BRAYDEN SAYER  
2020 PHOTO CONTEST



CALENDAR  
CONTEST  
WINNERS

SUNSET ON BEAVER LAKE BY KAYLIN WEENING  
2018 PHOTO CONTEST



STORMY SKY BY DANIELLE ANTONIUK  
2018 PHOTO CONTEST

CALENDAR  
CONTEST  
WINNERS



# CONGRATULATIONS AND THANK YOU!

2023 Winners

