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

ORGANIZATIONAL

Meeting Minutes
Wednesday, October 20, 2022
9:00 – 11:00 a.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, 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

Initials

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): Indigenous (First Nations)	Duane Zaraska 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

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LICA Board of Directors Organizational Meeting
LICA Board Room and Microsoft Teams
Thursday, October 20, 2022 – 9:00 a.m. – 11:00 a.m.

Item	Agenda	Discussion Leader	Required Outcome
1.0	**CALL TO ORDER**		
1.1	Territorial Acknowledgement	**Vicky**	
1.2	Introductions	**All**	
1.3	Vision, Mission, and Values	**Vicky**	For Review
1.4	Approval of Agenda	**Vicky**	For Decision
2.0	**POLICY REVIEW AND ELECTIONS**		
2.1	Policy 1.3 *Responsibilities of the Board of Directors and Code of Ethics*	**Vicky**	For Review and Signatures
2.2	Policy 1.5 *Decision-Making Process*	**Vicky**	For Information
2.3	Policy 1.7 *Board Member Job Descriptions*	**Vicky**	For Information
2.4	Policy 1.8 *Board Member Conflict of Interest*	**Vicky**	For information
2.5	**Elections** 2.4.1 Chairperson 2.4.2 Vice-Chairperson 2.4.3 Secretary-Treasurer	 **Vicky** **Vicky** **Vicky**	 For Decision For Decision For Decision
2.6	Policy 1.12 *Volunteer Hours*	**Vicky**	For Information
2.7	Policy 1.13 *Confidentiality*	**Vicky**	For Review and Signatures
2.8	Policy 2.7 *Board & Committee Expenses & Remuneration* 2.8.1 Expense Claim Form 2.8.2 Direct Deposit Option	**Vicky** **Vicky** **Vicky**	For Information For Completion For Completion
2.9	Board and Committee Member Sign-on	**Vicky**	For Completion

3.0	**APPOINTMENTS TO COMMITTEES**		
3.1	The agenda package includes the following for the information of board members in considering committee appointees: 3.1.1 Policy 1.9 *Committees* 3.1.2 2022-23 BOD List (Draft) 3.1.3 2022-23 Committee Proposals 3.1.4 Policy 1.17 *Review of Absences of Director*	**Chair**	For Information
3.2	Governance Committee (Bylaws and Policies)	**Chair**	For Decision
3.3	Education and Outreach Committee (E&O)	**Chair**	For Decision
3.4	Integrated Watershed Management Plan Committee (IWMPC) **To be addressed at the Inaugural Board Meeting in Item 2.3.2*	**Chair**	For Information
3.5	Acid Deposition Monitoring Program Expansion Committee (ADMPEC)	**Chair**	For Review
4.0	**OTHER ITEMS**		
4.1	LICA 2022-23 Meeting Calendar	**Chair**	For Decision
4.2	Policy 2.3 *LICA Signing Authority*	**Chair**	For Decision
5.0	**ADJOURNMENT**		

Inaugural Board Meeting to Follow

1.3 RESPONSIBILITIES OF THE BOARD OF DIRECTORS

INTENT:

The Board's role is to provide direction and leadership. The Board recognizes its Governance role as policy focused. Policy implementation and administrative detail will be carried out by LICA employees and committees.

The Board will ensure that the talents and energies of the membership are enlisted in appropriate committees and that the role and authority of the committees are clearly set out.

The Directors participate in making Board decisions which lead toward desired outcomes. LICA is not politically motivated nor associated with any political organizations.

1.3.1 DIRECTIVES:

The Board is responsible for:

1.3.1.1 Establishing LICA's Vision, Mission, and Values.

1.3.1.2 Setting strategic direction and targets annually through Strategic Planning.

1.3.1.3 Approving the strategic budget.

1.3.1.4 Overseeing budgeting and funding.

1.3.1.5 Providing direction through the development of Bylaws and policies.

1.3.1.6 Establishing committees based on organizational need.

1.3.1.7 Creating and confirming LICA's identity in the community through stakeholder engagement.

1.3.1.8 Hiring, monitoring, and evaluating employees/contractors reporting to the Board.

1.3.2 IMPLEMENTATION:

1.3.2.1 Members of the Board will sign a copy of LICA's Code of Ethics within 30 days of the Annual General Meeting; any variance from this requirement is subject to Board approval. (See Appendix A).

1.3.2.2 Board self-governance is established by policies to ensure that the Board and its committees are accountable and responsible for their actions.

1.3.2.3 Operational Governance is established through finance, personnel, and stakeholder engagement policies.

Review Dates: August 25th, 2004; Sep 2006; May 2009; Feb 3, 2011; Sept 5, 2013; June 12, 2017, February 26, 2018; December 8, 2021; February 1, 2022
Approval Dates: November 29, 2001; Sep 27, 2006; Feb 3, 2011; Sept 5, 2013; September 7, 2017, April 12, 2018; January 27, 2022 February 24, 2022

1.3.2.4 Board orientation will be conducted within one month of each Annual General Meeting and the election of the new Board of Directors and may include committee members. Ongoing training on relevant topics shall be made available to Board and committee members as deemed necessary by the Board.

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Approval Dates: November 29, 2001; Sep 27, 2006; Feb 3, 2011; Sept 5, 2013; September 7, 2017, April 12, 2018; January 27, 2022 February 24, 2022

APPENDIX A

LICA Board Member - Code of Ethics (Conduct)

Covenant Statement: "I agree to act in a manner that is in the best interests of LICA and in accordance with the principles upon which LICA was founded."

The LICA Board exists to create, promote, and monitor a structure based on LICA's Vision, Mission, and Values Statements. To this end, LICA Directors will be committed to the following principles:

1. Responsibility to the Office: Board Directors will honor the high responsibility which this membership demands by:

    1.1 Conducting Board business in a positive manner, respecting others' positions, and opinions, and where there is disagreement, disagreeing with issues, not with people.

    1.2 Understanding that LICA is a policy governing board, responsible for setting the policies which direct the organization, and using committees and an Executive Director to implement those policies.

    1.3 Respecting the established structure of LICA.

    1.4 Distinguishing between personal views and those of the Board; respecting the position and decisions of the Board even if different from their own.

    1.5 Taking responsibility for personal development by becoming well-informed concerning the duties of a Board director, and by making it their business to understand the issues LICA deals with.

    1.6 Attending regular Board meetings and actively participating in discussion and decisions.

2. Responsibility to the Community: Board Directors will honor the commitment of LICA to every individual and organization in its area by:

    2.1 Working to represent the perspective of the entire community, to the benefit of all.

    2.2 Attempting to fairly appraise all issues presented to the Board of Directors.

    2.3 Recognizing LICA's apolitical nature.

2.4 Keeping confidential any personal information learned as result of their involvement with LICA.

2.5 Refusing to use their position on the Board for personal benefit or gain.

3. Responsibility to the Board: Board Directors will honor other members of the Board by:

3.1 Recognizing that LICA's authority rests with the Board, and that individual Directors are not authorized to speak on behalf of the Board (e.g. to the media, a landowner, or a company) unless designated to do so by the Board.

3.2 Understanding that, nevertheless, as LICA Directors, whatever they say about LICA will be deemed to be setting forth LICA's position. Thus, they must always speak with the voice of the Board. The time for debate is before the vote, not after.

3.3 Recognizing and respecting the integrity of past and current members of the Board and the merit of their work.

3.4 Coming to Board meetings prepared to discuss and collectively decide on Board decisions, ensuring that all relevant facts are known.

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Colin Cote *Non-Government Director*	*John Ilchuk* *Agriculture Director*	*Amanda Avery Bibo* *Forestry/Trapping*
Kelly Dion-McFeeters *Community Director*	*Louise White-Gibbs* *Community Director*	*Robert Machatis* *Cold Lake First Nations*
Duane Zaraska *Zone II Regional Council*	*Wayne Bamber* *Industry Rep*	*Leo Paquin* *Industry Rep*
Nikole Andres *Industry Rep*	*Shawn Elgert* *Alberta Agriculture*	*Hannah Smith* *Alberta Health*
Alberta Energy Regulator	*Abdi Siad-Omar* *AEP*	Phil Kushnir *Town of Bonnyville*
Vicky Lefebvre *City of Cold Lake*	*Lorin Tkachuk* *County of Lac La Biche*	*Murray Phillips* *County of Two Hills*
Lorie Czuroski *Observer*		

Review Dates: August 25th, 2004; Sep 2006; May 2009; Feb 3, 2011; Sept 5, 2013; June 12, 2017, February 26, 2018; December 8, 2021; February 1, 2022

Approval Dates: November 29, 2001; Sep 27, 2006; Feb 3, 2011; Sept 5, 2013; September 7, 2017, April 12, 2018; January 27, 2022 February 24, 2022

1.5 DECISION-MAKING PROCESS

INTENT:

The Board and committee members make sound decisions which align with LICA's Vision, Mission, and Values.

1.5.1 DIRECTIVES:

1.5.1.1 LICA has adopted a consensus model of decision-making for Board and committee meetings.

1.5.1.2 Annual General and Special General Meetings will follow Robert's Rules of Order.

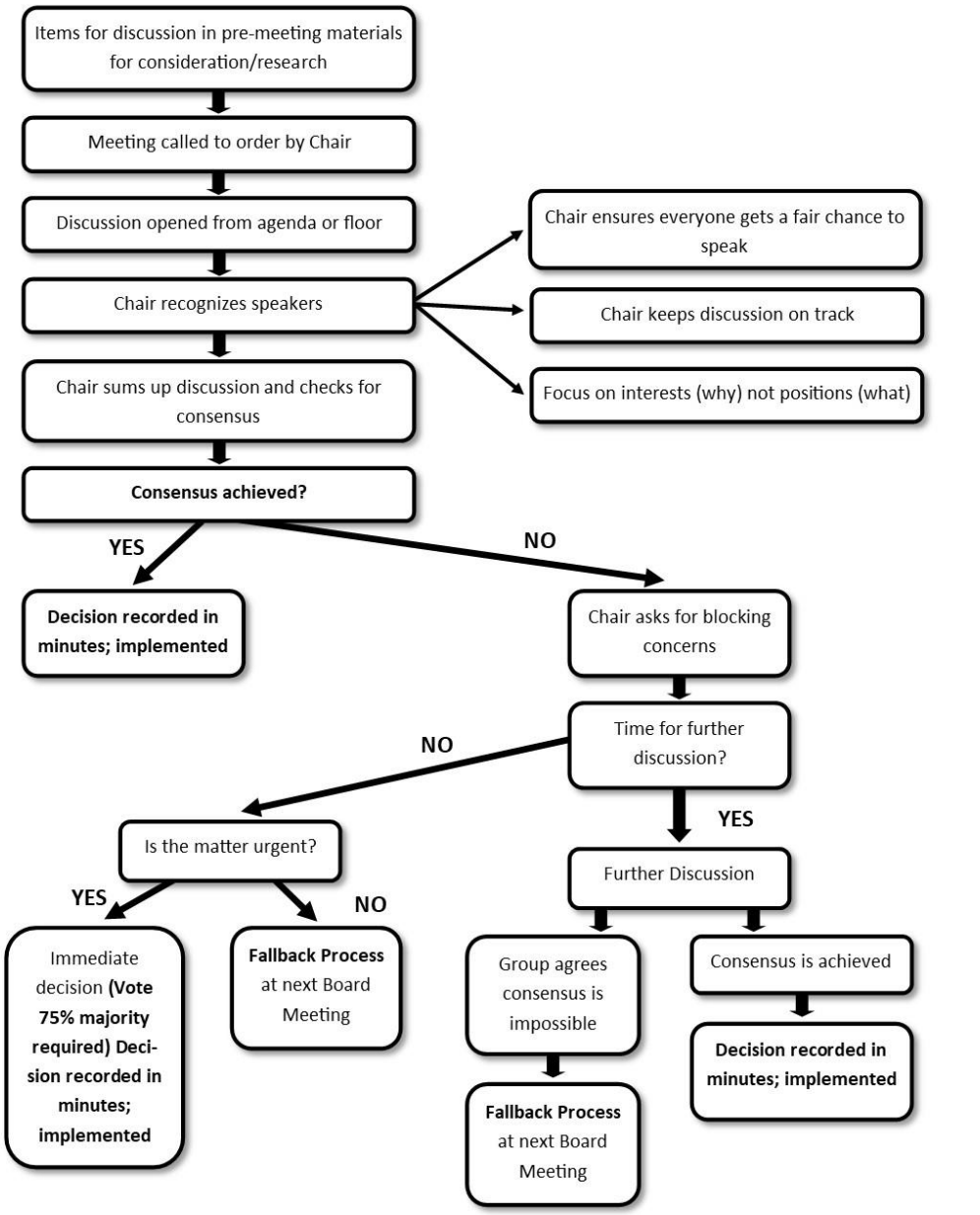
1.5.2 IMPLEMENTATION:

1.5.2.1 At the first meeting of the Board and of each committee, the Chair will indicate that a consensus decision-making process is to be followed as outlined in Appendix A: LICA's Board and Committee Consensus Decision-Making Process.

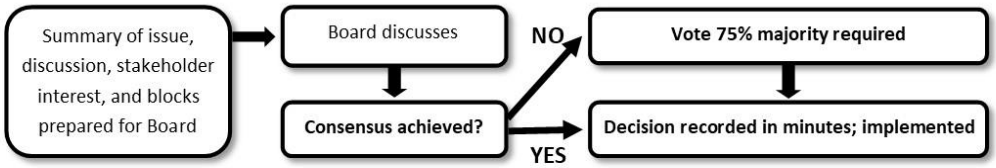
1.5.2.2 Training and guidance in the use of the consensus decision-making process will be made available to all Board and committee members.

Review Dates:– August 25th, 2004; June 12, 2017; September 5, 2018, February 1, 2022
Approval Dates: November 29th, 2001; September 7, 2017; September 13, 2018, February 24, 2022

LICA'S BOARD AND COMMITTEE CONSENSUS DECISION-MAKING PROCESS



FALLBACK PROCESS



Review Dates: August 25th, 2004; June 12, 2017; September 5, 2018; February 1, 2022
Approval Dates: November 29th, 2001; September 7, 2017; September 13, 2018; February 24, 2022

1.7 BOARD MEMBER JOB DESCRIPTIONS

INTENT:

The Board of Directors are the decision makers of LICA, assuming responsibility for the administration of the organization, and its assets, liabilities, contracts, bylaws, and policies.

1.7.1 DIRECTIVES:

1.7.1.1 The Chair, Vice-Chair, and Secretary-Treasurer each have specific responsibilities and are the Officers of LICA.

1.7.1.2 The Officers will be elected from among the LICA Board of Directors within 14 days of each Annual General Meeting.

1.7.1.3 Officers will be accessible to the Executive Director, Directors, and the general membership of LICA.

1.7.1.4 All Board Directors will:

1.7.1.4.1 Participate in the formation of LICA's strategic plan, bylaws, and policies.

1.7.1.4.2 Attend Board meetings and participate in committees, as requested by the Board.

1.7.1.4.3 Commit to the Vision, Mission, Values, and Strategic Plan of LICA.

1.7.1.4.4 Contribute constructively to Board discussions.

1.7.1.4.5 Speak with one voice—Board members may debate alternatives in the Boardroom; however, once a decision has been made, whether or not an individual Board Member is in agreement, they should respect consensus and not speak against the Board decision.

1.7.1.4.6 Operate within LICA Bylaws, policies, and organizational structure, as well as the adopted consensus decision-making process and rules of order, so that any decision of the Board may be made in an efficient, knowledgeable, and timely fashion.

1.7.2 IMPLEMENTATION:

1.7.2.1 Chair

1.7.2.1.1 Presides at Board meetings.

1.7.2.1.2 Provides leadership to the Board in governing and supporting LICA, facilitating the work of the Board as a whole rather than acting as an individual.

1.7.2.1.3 Works closely with the Executive Director to ensure effective operation.

1.7.2.1.4 Acts as the official spokesperson of LICA to stakeholders, the media, and the community; represents LICA in the community (or as delegated)

Review Dates: Aug 2004, Sep 2006, May 2008; June 12, 2017; April 16, 2018, February 1, 2022
Approval Dates: Nov 29th, 2001; Sep 27, 2006; May 08, 2008; September 7, 2017; May 10, 2018; February 24, 2022

1.7.2.1.5 Develops agendas for Board meetings with the Executive Director and/or Officers.

1.7.2.1.6 May make recommendations to the Board regarding committees to be established; seeks volunteers for committees/coordinates individual Board member assignments; ensures each committee has a Chair; stays in touch with committee Chairs to be sure that their work is carried out; identifies committee recommendations that should be presented to the Board; determines whether Officers' meetings are necessary and convenes the Officers accordingly.

1.7.2.1.7 Establishes or delegates a committee for hiring an Executive Director and program managers; convenes Board discussions on the evaluation and negotiating a compensation and benefits package.

1.7.2.1.8 Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.

1.7.2.2 Vice-Chair

1.7.2.2.1 Acts as Chair in the absence of the Chair; assists the Chair as required.

1.7.2.2.2 May be assigned a special area of responsibility, such as membership, media, orientation, or personnel.

1.7.2.3 Secretary-Treasurer

1.7.2.3.1 Acts as Chair in the absence of the Chair and Vice Chair; assists the Chair as required.

1.7.2.3.2 Manages the Board's review of, and action related to, the Board's financial responsibilities; works with the Executive Director in developing, implementing, and evaluating financial procedures and systems.

1.7.2.3.3 Ensures appropriate financial reports are made available to the Board.

1.7.2.3.4 Ensures that a year-end audit or review is conducted in agreement with LICA Bylaws.

1.7.2.3.5 Presents audit or review and financial report at the Annual General Meeting.

1.7.2.4 Officers

1.7.2.4.1 Provide consultative support to the Executive Director.

1.7.2.4.2 The Officers will have access to the resources of the LICA office.

1.7.2.4.3 The Board will be provided with a report of the Officers' meeting(s).

Review Dates: Aug 2004, Sep 2006, May 2008; June 12, 2017; April 16, 2018, February 1, 2022
Approval Dates: Nov 29th, 2001; Sep 27, 2006; May 08, 2008; September 7, 2017; May 10, 2018; February 24, 2022

1.8 BOARD MEMBER CONFLICT OF INTEREST

INTENT:

Conflict of interest is defined as a situation or circumstance that places or may be perceived by others as placing an individual in a position where their personal interest may influence their decisions or actions in carrying out their responsibilities.

1.8.1 DIRECTIVES:

1.8.1.1 To assure the objectivity of the Board or committees and maintain public confidence in the integrity of LICA, Board or committee members must avoid any conflict of interest, or perception thereof, with respect to their fiduciary responsibilities.

1.8.2 PROCEDURES:

1.8.2.1 Board, committee, and staff members will not use their positions to obtain employment within LICA for themselves, family members, or close associates.

1.8.2.2 Board, committee, and staff members are responsible for declaring a conflict of interest, or perception thereof. Such declaration is to be made in open meeting prior to Board and committee discussion and decision of the subject and will be recorded in the minutes.

1.8.2.3 In the event of an actual or perceived conflict of interest by the Board or Committee member, the party will not participate in discussion or decisions on the subject and shall be recused from the room.

Review Dates: August 25th, 2004; October 6, 2016; June 26, 2017; April 16, 2018, March 6, 2019; May 10, 2022
Approval Dates: November 29th, 2001; October 6, 2016; September 7, 2017; May 10, 2018; March 21, 2019; May 26, 2022

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

1.13 CONFIDENTIALITY

INTENT:

Board and committee members may become aware of confidential information during their involvement with LICA. Under Common Law and the Freedom of Information and Protection of Privacy Act (FOIP) such information must remain confidential and may not be used for personal gain.

1.13.1 DIRECTIVES:

1.31.1.1 Regarding confidentiality of information, Board and committee members will always be governed by the Societies Act, Common Law, FOIP and LICA's Vision, Mission, Values, bylaws, and policies.

1.13.2 IMPLEMENTATION:

1.13.2.1 LICA may need to collect personal information about an individual or organization. Such information will be handled in a secure and confidential manner. LICA's records management practices will be in accordance with FOIP https://www.servicealberta.ca/foip/, and as defined in Policy 2.6-Records Retention.

1.13.2.2 Only the Officers, Executive Director, and Accounting Assistant will have access to confidential files.

1.13.2.3 Board and committee members will annually sign an Oath of Confidentiality (appended) at the first meeting after their election or appointment; any variance from this requirement is subject to Board approval.

1.13.2.4 *In camera* proceedings must remain confidential in accordance with Policy 1.6.

1.13.2.5 Information will remain confidential during and after LICA tenure, unless released by the owner.

Review Dates: **September 27, 2006, May 8, 2008, June 2, 2011; June 26, 2017, November 26, 2018; February 1, 2022**
Approval Dates: **September 27, 2006, May 8, 2008, June 2, 2011; September 7, 2017; December 13, 2018; February 24, 2022**

LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

LICA – Environmental Stewards

BOARD AND COMMITTEE MEMBER OATH OF CONFIDENTIALITY

I do solemnly declare that I will not disclose any confidential information of any kind that comes to my knowledge respecting any member, employee, contractor or associated organization of the Lakeland Industry and Community Association (LICA) through my involvement with LICA.

I acknowledge that this declaration will remain in force both during and after my tenure as a LICA member.

I understand that if I choose to disclose confidential information, I may be liable for prosecution for breach of confidentiality, and that LICA will not indemnify me for any fines or awards of damages against me.

I have read this declaration in its entirety and understand the contents of this declaration.

_____ _____

Signature of Witness Signature of Board or committee member

_____ _____

Name of Witness (Print) Name of Board/committee member (Print)

_____

Date

Review Dates: **September 27, 2006, May 8, 2008, June 2, 2011; June 26, 2017, November 26, 2018; February 1, 2022**
Approval Dates: **September 27, 2006, May 8, 2008, June 2, 2011; September 7, 2017; December 13, 2018; February 24, 2022**

2.7 BOARD AND COMMITTEE EXPENSES AND REMUNERATION

INTENT:

Board and appointed committee members who represent the community, Indigenous, and non-government sectors will be reimbursed for pre-approved expenses and time spent on LICA activities.

2.7.1 DIRECTIVES:

2.7.1.1 **Board and committee members shall endeavour to keep expenses and claims to a minimum.** Pre-approved stipends and expenses will be paid where participants are providing service as a LICA Board or committee member.

2.7.1.2 Board and committee members' whose time is covered by their employers are not eligible for remuneration.

2.7.2 IMPLEMENTATION:

2.7.2.1 LICA Board and committee members attending an approved conference may claim stipend for conference days only.

2.7.2.2 Elected and appointed members will be paid stipends and be reimbursed for expenses at the following rates:

- Meetings, events, and training (excluding the AGM) - $ 130.00
- Round-trip mileage in accordance with the Alberta Government rate in effect at the time of LICA's annual organizational meeting.
- Parking as per itemized receipt
- Meal allowances, which include gratuity and GST; no receipts required:

Breakfast - $13.00
Lunch - $16.00
Dinner - $22.00

- Accommodation as per itemized receipt

2.7.2.3 The Board Chairperson will receive a flat rate of $100 per month, over and above any stipends paid.

2.7.2.4 The Officers may receive stipends, upon approval of the Board, for additional duties associated with their roles.

Review Dates: Jan 2006; Sep 2006; Oct 2007; May 2008; Sep 2008; Jan 2010; Jun 2010; May 2011; May 3, 2012; April 3, 2014; October 2, 2014; June 26, 2017; January 8, 2018; April 16, 2018; December 8, 2021
Approval Dates: Jan 24, 2002; Sep 27, 2006; Oct 03, 2007; Feb 04, 2010; Sep 02, 2010; June 2, 2011; May 3, 2012; Oct 02, 2014; September 7, 2017; April 12, 2018; January 27, 2022

2.7.2.5 While there is an expectation of attendance for the complete meeting, event, or training, stipends will be paid only if individuals remain for the major portion of the meeting, event, or training.

2.7.2.6 An individual will receive one stipend per committee event, meeting, or training per day.

2.7.2.7 Mileage will be paid to individuals travelling to and from a meeting, event, or training session related to LICA business. LICA reserves the right to verify mileage charges prior to approval.

2.7.2.8 Where two or more individuals carpool to a meeting, training, or event, only the person whose vehicle makes the trip will be reimbursed for mileage.

2.7.2.9 Industry representatives will be eligible for reimbursement of expenses as pre-approved by the Board of Directors.

2.7.2.10 Other members may be approved to attend meetings, conferences, etc., with reimbursement at the discretion of the Board.

2.7.2.11 Reimbursement will be made after expenses are incurred and receipts and invoices are submitted and approved.

2.7.2.12 Claims other than mileage, meals and stipends require original itemized receipts.

2.7.2.13 All expense and remuneration claims will be reviewed and approved by the Executive Director or Board designate.

2.7.2.14 Where anticipated expenses are known (e.g., conference fees), the Executive Director may pay for them with the LICA credit card.

Review Dates: Jan 2006; Sep 2006; Oct 2007; May 2008; Sep 2008; Jan 2010; Jun 2010; May 2011; May 3, 2012; April 3, 2014; October 2, 2014; June 26, 2017; January 8, 2018; April 16, 2018; December 8, 2021

Approval Dates: Jan 24, 2002; Sep 27, 2006; Oct 03, 2007; Feb 04, 2010; Sep 02, 2010; June 2, 2011; May 3, 2012; Oct 02, 2014; September 7, 2017; April 12, 2018; January 27, 2022

Lakeland Industry & Community Association
P.O. Box 8237, Bonnyville AB T9N 2J5
Phone: (780) 812-2182 Toll Free: 1-877-737-2182 Fax: (780) 812-2186 E-Mail: lica2@lica.ca Website: www.lica.ca

Receipts must be attached to expense form

EXPENSE CLAIM

NAME: _____

ADDRESS: _____ **POSTAL CODE:** _____

Date	Meeting Description	Travel To	KM's	Other	Stipend	Chair Approval
TOTALS						

Authorized By:

Stipend $ _____ **Executive Director** _____

KM _____ **@ 0.61** $ _____

Other Travel Expenses $ _____
(please attach receipts)

TOTAL CLAIM $ _____ **Signature of Member** _____

Includes: travel, meetings, meeting prep/follow-up, tours, conferences, project implementation, services in kind, donations, other

Lakeland Industry & Community Association
P.O. Box 8237, Bonnyville AB T9N 2J5
Phone: (780)812-2182 Toll Free: 1-877-737-2182 Fax: (780)812-2186 E-Mail: lica2@lica.ca Website: www.lica.ca

Receipts must be attached to expense form

6.8 Expenses and Honoraria

Intent:

Board and appointed committee members who represent the community sector are not intended to be out of pocket on LICA's behalf, and so will be reimbursed for pre-approved expenses and time spent on LICA activities. However, it is not intended that LICA stipends become a regular "job" revenue for committee and Board volunteers. Industry and government members' time is covered by their employers, since their LICA activities are employment-related. Board and Committee members shall endeavour to keep expenses and claims to a minimum.

Guidelines:

1. Elected and appointed Community Representatives to the LICA Board and LICA Committee shall be reimbursed for pre-approved meeting and expenses related to:

1.1	Approved Meetings, events, and training	- $130.00 per meeting
1.2	Roadtrip mileage	- 61.0 cents per km up to 5,000 km & 55.0 cents over 5,000 km
1.3	Parking as per receipt	
1.4	Meal Allowances (no receipt required)	- $13.00/Breakfast
		- $16.00/Lunch
		- $22.00/Dinner
1.5	Accomadation as per receipt	

EFFECTIVE DATE: **October 7, 2022**

2. Industry Representatives will be eligible for reimbursement of expenses as approved by the Board of Directors.

3. Representatives will be reimbursed after expenses are incurred and receipts and invoices submitted and approved accordingly.

Procedure:

1. Claims for expense reimbursement must be submitted to the Executive Director prior to the 15th of each month in order to expedite payment. Claims other than automotive mileage and per diem require copies of receipts.

2. All expense claims will be reviewed and approved by the Executive Director.

Approval Date: _____ **Review Date:** _____

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

PRE-AUTHORIZED CREDIT AUTHORIZATION AGREEMENT

Instructions:

Please complete all sections (type or print clearly) to instruct your financial institution to make deposits directly to your account. Return the completed form with a correctly encoded blank cheque marked "VOID" OR a Preauthorized Credit Form from your financial institution to: **Lakeland Industry and Community Association** at the above address

APPLICANT (PAYEE):

Surname: _____ First Name: _____

Surname: _____ First Name: _____

Address/Street: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____

FINANCIAL INSTITUTION TO BE CREDITED:

Name of Financial Institution: _____

Branch/Location, Street: _____

City: _____ Province: _____ Postal Code: _____

Route/Transit Number: _____ Account Number: _____

(Attach a correctly encoded cheque marked "VOID") **OR** a Preauthorized Credit Form from your Financial Institution

TERMS AND CONDITIONS

1. I (We) as the Applicant(s) and Account Holder(s)/Payee(s) hereby **authorize Lakeland Industry and Community Association** as Payor and the above noted Financial Institution to credit my (our) account at the above indicated branch of the Financial Institution, under Terms and Conditions agreed to by Me (Us) with the **Lakeland Industry and Community Association** as Payor.

2. A credit in paper, electronic or other form may be deposited on My (Our) account which amount may be increased/decreased at a future date as agreed to in writing by Me (Us**). Lakeland Industry and Community Association** as Payor will, to the best of their ability, advise Me (Us) in writing of the revised amount in advance of its effective date.

3. The authorization may be cancelled at any time by Me (Us). I (We) will notify the **Lakeland Industry and Community Association**, as Payor in writing of any changes in the Financial Institution or account information or termination of this agreement at least 10 days prior to the next due date of the pre-authorized credit. Revocation of this agreement does not in any way terminate any other obligation (s) between the Applicant (s) and **Lakeland Industry and Community Association**.

4. Any and all notices required will be sent to the addresses provided herein.

5. **Lakeland Industry and Community Association** may apply in writing to the Financial Institution for reimbursement of the credit if the credit is disputed.

   Items credited will be reimbursed by the Financial Institution, subject to notification by **Lakeland Industry and Community Association** to the Branch of account within 90 days of the transaction date subject to meeting any of the following conditions:

   a) I (We) provided the authorization to the Payor.
   b) The pre-authorized credit was deposited in accordance with this authorization.
   c) The credit was posted to the wrong account due to invalid/incorrect account information supplied by the employee.

   LIABILITY

   The **employee shall be solely responsible for the accuracy and completeness of all information furnished to Lakeland Industry and Community Association and Lakeland Industry and Community Association shall not be responsible in any way for error resulting from the inaccuracy or incompleteness of any information furnished to it by the employee.**

   Lakeland Industry and Community Association shall not be responsible or liable for any claim, demand, cost, expense, damage, penalty, delay or inconvenience to the employee or any other person resulting from failure of Lakeland Industry and Community Association to perform any of the services herein contemplated arising out of any cause beyond the control of Lakeland Industry and Community Association or for any reason whatsoever other than the gross negligence or willful default of (Company Name). Lakeland Industry and Community Association shall not be liable to the employee in any event for any special, indirect or consequential damages.

6. I (We) the Applicant (s) hereby acknowledge that I (We) have read and understand and agree to the Terms and Conditions as contained herein.

7. I (We) warrant that all persons whose signatures are required to sign on the account at my (our) Financial Institution have signed this agreement below.

8. I (We) acknowledge that delivery of this authorization **to Lakeland Industry and Community Association** as Payor constitutes delivery by Me (Us) to the above noted Financial Institution.

_____ _____
Date Signature of Applicant

_____ _____
Date Signature of Applicant

FOR JOINT ACCOUNTS: If only one signature is required for the account, then only one Applicant need sign this form. However, if two or more signatures are required for the account, then both or all signatures are required on this form.

Board and Committee Member Sign-On

Contact Information:

Name: _____

Mailing Address _____

_____

Phone # _____

Cell # _____

Email Address _____

Stipend Payment Information (complete if applicable):

SIN # _____

Date of Birth _____

CPP Exempt (circle one) YES NO

Date Signed: _____

Board or Committee Name: _____

1.9 COMMITTEES

INTENT:

The work of LICA is accomplished through the establishment of committees.

1.9.1 DIRECTIVES:

1.9.1.1 The Board has the power to appoint committees.

1.9.1.2 Committees function under Board-approved policy and Terms of Reference.

1.9.1.3 Committees provide reports and recommendations to the Board.

1.9.1.4 The Executive Director or designate shall participate in and provide support to each committee of the Board.

1.9.1.5 The Board Chair shall be an ex-officio member of all committees, with all the rights of a regular committee member.

1.9.1.6 Committee members are appointed by the Board.

1.9.1.7 The Chair of each committee must be a Board Director.

1.9.1.8 Individuals may serve on a maximum of two committees at the same time.

1.9.1.9 The Board develops all committee Terms of Reference, in consultation with the Governance Committee, relevant contractors and staff, including the Executive Director.

1.9.1.10 Terms of Reference are to be reviewed annually by both the committee and the Board.

1.9.2 IMPLEMENTATION:

1.9.2.1 Standing Committees

1.9.2.1.1 The Board may create standing committees based on organizational need.

1.9.2.1.2 Committee members shall be appointed or removed by the Board, with consideration given to the specific projects, geographical areas, or required expertise.

Review Dates: August 25, 2004; Sep 2006; May 2009; December 5, 2013; March 6, 2014; June 26, 2017; February 26, 2018; May 27, 2020

Approval Dates: November 29th, 2001; Sep 27, 2006; May 28, 2009; March 6, 2014; September 7, 2017; September 3, 2020

1.9.2.2 *Ad hoc* Committees

1.9.2.2.1 The Board may appoint ad hoc committees as required, with appropriate representation.

1.9.2.2.1 Committee members shall be appointed or removed by the Board, with consideration given to the specific projects, geographical areas, or required expertise.

1.9.2.3 Committee Terms of Reference

1.9.2.3.1 Committee terms of reference are part of the Board's self-governance policy, and should include:

- Name, type, authority, and duration of committee,
- Purpose,
- Key duties and responsibilities,
- Membership and how appointed,
- Meetings,
- Resources,
- Budget,
- Reporting process,
- Evaluation and termination procedures, and
- Approval and review dates.

Review Dates: August 25, 2004; Sep 2006; May 2009; December 5, 2013; March 6, 2014; June 26, 2017; February 26, 2018; May 27, 2020
Approval Dates: November 29t, 2001; Sep 27, 2006; May 28, 2009; March 6, 2014; September 7, 2017; September 3, 2020

BOARD OF DIRECTORS 2022-23

(18 Directors)

Community Directors

Louise White-Gibbs	Year 1 of 2
Kelly Dion-McFeeters	Year 1 of 1

Non-Government Director

Colin Cote	Year 1 of 2

Agriculture Director

John Ilchuk	Year 2 of 2

Forestry/Trapping Director

Amanda Avery-Bibo	Year 2 of 2

Indigenous (Metis/First Nations)

Duane Zaraska	Métis Nation of Alberta, Zone II Regional Council
Robert Machatis	Cold Lake First Nations

Industry Members

Wayne Bamber	Cenovus
Leo Paquin	CNRL
Nikole Andres	Imperial

Government

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

Member Proposal for the Governance Committee

Organizational Meeting - October 20th

Name	Seat	Notes	
John Ilchuk	Community Director	Confirmed interest Sep 30th	
Jeff Zalaski	Community Director	Crop Production Advisor at Nutrien Ag Solutions Canada Education: Bachelor of Science in Agriculture	Governance is first choice. E and O second choice.
Duane Zaraska	Indigenous (FN and Metis)	Confirmed appointment Aug 10th	
Amanda Avery-Bibo	Board Chair / Forestry/Trapping Director	Emailed interest Sep 30th	
Colin Cote	NGO	Board NGO Seat	
Amanda Peardon (Baytex)	Industry Member	Confirmed appointment Sept 27th	
Monty Moore (Strathcona)	Industry Member	Confirmed appointment Sept 27th	
Colin Woods (AER)	Government	Confirmed appointment October 11th	
(AEP)	Government	Abdi confirmed he will not be rejoining.	

New Committee Member
Pending Confirmation
Unfilled Seat

Member Proposal for the Education and Outreach Committee

Organizational Meeting - October 20th

Name	Seat	Notes
Evelyn Mondares	Community Director	Emailed interest Sep 30th
Alyssa Hellum	Community Director	Student teacher. Completed an aboriginal teacher's ED program while in University. Eperience with participating on other boards and committees, while being active in fundraising efforts and volunteering. Volunteers frequently for Creek Watch.
Stephanie Sitkowski	Community Director	Confirmed interest Sept 30th
Amanda Avery-Bibo	Board Chair / Forestry/Trapping Director	Emailed interest Sep 30th
Duane Zaraska	Indigenous (FN and Metis)	Confirmed appointment Aug 10th
Gabrielle Whiskeyjack	Indigenous (FN and Metis)	Emailed interest Sep 30th
Murray Phillips	Government	Confirmed interest Oct 5th
Cindy Connolly (Cenovus)	Industry Members	Confirmed appointment Sept 28th
Kim Foisy (CNRL)	Industry Members	Confirmed appointment Sept 28th

New Committee Member
Pending Confirmation
Unfilled Seat

Member Proposal for the IWMP Committee

Pending name change

Organizational Meeting - October 20th

Name	Seat	Notes
John Ilchuk	Community Director	Confirmed interest Sep 30th
(Name)	Community Director	
Robert Machatis / Findlay MacDermid	Indigenous (FN and Metis)	Confirmed appt Oct 5th
Clem Parenteau	Indigenous (FN and Metis)	Confirmed interest Oct 6th
Kelly Dion-McFeeters	Indigenous (FN and Metis)	Suggested addition by Kayla
Amanda Avery-Bibo	Board Chair, Committee Chair (Forestry/Trapping Director)	Emailed interest Sep 30th
Roxanne Bretzlaff (CNRL)	Industry Member	Confirmed appointment Sept 28th
Kristen Berezanski (Strathcona)	Industry Member	Confirmed appointment Sept 28th
Abdi Siad-Omar (AEP)	Government	Confirmed appointment October 11th
Bill Parker (City of Cold Lake)	Government	Pending appointment in October (Bill confirmed interest on Oct 6th)
Annette Hobart (AER)	Government	Confirmed appt Oct13th
Shawn Elgert	Government	Confirmed interest Oct 13th
Randi Dupras (Lac La Biche County)	Government	Confirmed appt Oct 5th
Kellie Nichiporik	Agriculture	Confirmed Interest Oct 4th
Richard Bourgeois	Environmental Organizations	Emailed interest Sep 30th

New Committee Member
Pending Confirmation
Unfilled Seat

Member Proposal for the ADMPE Committee: FOR REVIEW

Organizational Meeting - October 20th

Name	Seat	Notes
Clarence Makowecki	Agriculture Director	Emailed interest Sep 29th
Desiree Parenteau	Community Director	Emailed interest Sep 29th
Andreas Woods	Community Director	Confirmed interest Sept 30th
Amanda Avery Bibo	Chair	Emailed interest Sep 30th
Bob Myrick (AEP)	Government	Pending appointment in October
Wally Qiu (AER)	Government	Pending appointment in October
Brent McGarry (AER)	Government	Confirmed Oct 13th
Greg Wentworth (AEP)	Government	Pending appointment in October
Kevin Glowa (Imperial)	Industry Member	Confirmed appointment Sep 28th
Jennifer O'Brien (Cenovus)	Industry Member	Confirmed appointment Sep 28th
Leo Paquin (CNRL)	Industry Member	Confirmed appointment Sep 28th
Heather Harms (Strathcona)	Industry Member, Committee Chair	Confirmed appointment Sep 28th
Findlay MacDermid / Nikkita Lattery (alt) (CLFN)	Indigenous (Metis/First Nations)	Confirmed appt Oct 5th
Lily Lin	LICA	
Mike Bisaga	LICA	
Salim Abboud (Abboud Research Consulting)	Guest/Observer	Pending appointment in October
Sean Mercer (Imperial Oil)	Guest/Observer	Pending appointment in October

New Committee Member
Pending Confirmation
Unfilled Seat

1.17 REVIEW OF ABSENCES OF DIRECTORS AND COMMITTEE MEMBERS

INTENT:

To ensure that participation through attendance continues to be a priority, in accordance with LICA Bylaw 4.6.

1.17.1 DIRECTIVES:

1.17.1.1 This policy will apply to all Board Directors and Committee members.

1.17.1.2 Attendance is reviewed at each meeting.

1.17.1.3 If absence from a meeting is necessary, the Member will notify the LICA Office at the earliest known time.

1.17.2 IMPLEMENTATION:

1.17.2.1 The Board will review any Member's three consecutive absences and follow-up will be undertaken as authorized by the Board.

Review Dates: April 3, 2014, November 5, 2015; June 26, 2017; April 16, 2018; June 8, 2021

Approval Dates: April 10, 2014, November 5, 2015; September 7, 2017; May 10, 2018, June 24, 2021

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

LICA Board Meeting Calendar 2022-23

(Please note that dates are tentative-will be confirmed on a month-to-month basis)

October 2022 October 6 – AGM October 20 – Organizational Meeting - 9:00 AM October 20 – Regular Board Meeting after Organizational Meeting	**November 2022** November 24 – Board of Directors Meeting -9:00 AM	**December 2022** December 15 - Board of Directors- 9:00 AM
January 2023 January 26 – Board of Directors - 9:00 AM	**February 2023** February 23 – Board of Directors - 9:00 AM	**March 2023** March 23 – Board of Directors – 9:00 AM
April 2023 April 27 - Board of Directors - 9:00 AM	**May 2023** May 25 – Board of Directors – 9:00 AM **Determine AGM date**	**June 2023** June 22 - Board of Directors – 9:00 AM
July 2023	**August 2023**	**September 2023** September 28 - Board of Directors – 9:00 AM Meeting & Strategic Planning Session (2022-2023)
October 2023 October __ – AGM - TBD October __ – Organizational Meeting October __ -Regular Board Meeting after Org Meeting – 9:00 AM		• Meetings are in LICA Board Room • Meeting is being held at another location • Special event

Revised on: October 5, 2022

2.3 LICA SIGNING AUTHORITY

INTENT:

The conduct of LICA's business is supported by the designation of signing authorities by the Board for contract and banking purposes.

2.3.1 DIRECTIVE:

2.3.1.1 The Officers have been designated by the Board as the bank signing authorities for LICA.

2.3.1.2 The Chair has been designated by the Board as the signatory on all official documents unless otherwise delegated.

2.3.2 IMPLEMENTATION:

2.3.2.1 Payments:

2.3.2.1.1 All payments on behalf of LICA will be made with the approval of any two of the Officers.

2.3.2.2 Contracts:

2.3.2.2.1 LICA contracts and agreements must be signed by any two of the Officers.

2.3.2.2.2 Copies of the contracts, grants and other documents requiring decision/signature will be made available for review a minimum of one week before decision/signature is required, unless otherwise agreed.

2.3.2.3 Other:

2.3.2.3.1 The Executive Director is authorized to sign documents where no specific authority for signature has been delegated in existing Board policy, regulations, or procedural manuals.

Review Dates: August 25th, 2004; Sep 2006; May 2009, April 2010, November 1, 2016; May 17, 2017; March 6, 2019; May 10, 2022

Approval Dates: January 24th, 2002; Sep 27, 2006; May 28, 2009; April 1, 2010; April 24, 2017: June 1, 2017; March 21, 2019; May 26, 2022