



Lakeland Industry and Community Association

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

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

Education & Outreach Committee Meeting Minutes

Monday, December 12, 2022

9:00 a.m. – 12:00 p.m.

LICA Boardroom and via Microsoft Teams

Present:	Louise White-Gibbs Murray Phillips (Via Microsoft Teams) Duane Zaraska (Via Microsoft Teams) Colin Cote (Via Microsoft Teams) Cindy Connolly (Via Microsoft Teams) Kim Foisy Evelyn Mondares (Via Microsoft Teams, arrived 9:20 a.m.) Amanda Avery Bibb Gabrielle Whiskeyjack (Via Microsoft Teams)
Guests and Observers:	Robert Machatis
Staff and Contractors:	Vicky Krawchuk, LICA Executive Director Stephanie Sitkowski, Education & Outreach Coordinator Eveline Hartog, LICA Administrative Professional Lori Jodoin, LICA Administrative Professional Kayla Hellum, Environmental Coordinator

Regrets:

1.0 CALL TO ORDER

Vicky Krawchuk, LICA Executive Director, called the meeting to order at 9:00 a.m.

1.1 Territorial Acknowledgement

1.2 Vision, Mission, and Values

1.3 Introductions

1.4 Roll Call

1.5 Approval of Agenda

1.5.1 December 12, 2022, Education and Outreach Committee Agenda

#1 Moved by Louise White-Gibbs AND CARRIED that the December 12, 2022, Agenda be approved as presented.

1.6 Approval of Minutes

1.6.1 September 8, 2022 – DRAFT

#2 Moved by Duane Zaraska AND CARRIED that the September 8, 2022, Minutes be approved as presented.

2.0. CHAIRPERSON APPOINTMENT

2.1 Appointment of Committee Chairperson

The Education & Outreach Committee (EOC) appointed Murray Phillips to be chairperson of the committee by acclamation.

3.0 POLICY REVIEW

3.1 Committee Terms of Reference

The LICA Education & Outreach Committee reviewed the Terms of Reference document. The following changes were recommended to the Board of Directors.

#3 Moved by Duane Zaraska AND CARRIED that the LICA Education & Outreach Committee Terms of Reference be accepted as amended.

3.2 Policy Review

3.2.1 Policy 1.5 Decision-Making Process

The LICA Education & Outreach Committee reviewed Policy 1.5 *Decision-Making Process* for information.

3.2.2 Policy 1.12 Volunteer Hours

The LICA Education & Outreach Committee reviewed Policy 1.12 *Volunteer Hours*.

3.2.3 Policy 1.13 Confidentiality

The LICA Education & Outreach 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 LICA Education & Outreach Committee reviewed Policy 2.7 *Board and Committee Expenses and Remuneration*.

3.2.4.1 Expense Claim Form

The Committee reviewed the LICA Expense Claim Form.

3.2.4.2 Direct Deposit Option

The Education & Outreach 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 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 Education & Outreach Update

The Executive Director and Education & Outreach (E&O) Coordinator presented their updates to the Committee, noting:

- School programs cancelled in October and November are being rescheduled with teachers for the new year.
- The calendar contest galley has been sent to Dark Horse Media and we are awaiting the final proof and calendars will be printed, hopefully, by December 15. The photo contest judging will happen in January 2023. Sixty-three photos are eligible for judging.
- The deadline for submissions by schools who wish to receive the Stream of Dreams program has been extended to January 20, 2023. Schools who had applied in the past but were not awarded the program have been contacted.
- The artwork for the LICA cookbook is being worked on but publication of the cookbook will be deferred until harvest 2023 to allow for more recipe submissions.
- The Community Garden beds, and compost bin have been prepared for the winter season with minor repairs done on the compost bin. A professional grass cutting service was hired in the fall resulting in the garden looking very tidy before the snow fell. In Spring 2023, there will be placement of security cameras, lights, and signage at the garden.

4.1.1 LICA Calendar Contest Winners

The Committee briefly reviewed a slide show showcasing the entries of the LICA Calendar Contest. Winners will be notified once calendars are ready.

5.0 ACTION LIST

5.1 Follow-Up on Action List

5.1.1 September 8, 2022

The Committee reviewed the E&O Action List from the September 8, 2022, meeting noting:

- Item 2.2.1 Bonnyville Community Garden 2022 the fall weed removal, managing inactive beds and cover crop for inactive beds will be assigned to Stephanie and updated to Spring 2023.
- Item 2.2.3 Cameras need the addition of signage in the garden and will be assigned to Stephanie.
- Item 2.2.4 Cookbook will now be completed in the fall of 2023 and assigned to Stephanie.
- Item 2.3.1 Judging Timeline to be assigned to Stephanie and to be completed in January 2023.
- Item 2.3.2 Showcase Event to be updated to Spring 2023 and assigned to Stephanie.
- Item 2.3.3 Fan Favorite Voting will be assigned to Stephanie and completed in January 2023.
- Item 2.6 Volunteer Appreciation Event will be assigned to Stephanie to be completed in February 2023.

The Committee had a general discussion regarding activities that Education and Outreach could consider pursuing. These included:

- Having an industry-based community presentation, such as Pathways with Jason Barrie presenting on carbon capture. This could be an evening or a LICA Lunch and Learn event.
- Contacting Alberta Environment and Protected Areas or Alberta Energy Regulators to do a community presentation.
- Hosting an open house showcasing our programs, and the photo contest winners; or having a volunteer appreciation event.
- Do presentations to municipal councils and school boards in the LICA region to inform them of our community and school programs in order to get local buy-in for these programs; this is who we are, this is what we can offer, how can we partner?
- Create more awareness of the airshed component of LICA's activities.
- Consider creating a YouTube video of what programs E&O has and what LICA can offer in the community.
- Have a booth and participate in the Lac La Biche Healthy Waters kick-off to the Keep Our Lake Blue campaign on June 4, 2023.
- Consider establishing an E&O youth committee to pursue environmental projects in their schools and in the community.

- Planting shelter belts or fruit tree seedlings in inactive LICA Community Garden beds and then awarding these seedlings to LICA volunteers.

6.0 UPCOMING MEETING DATES

6.1 Board Meeting – December 15, 2022

6.2 Next Meeting – TBD

7.0 ADJOURNMENT

The meeting adjourned at 10:28 a.m.

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

Approved on: _____
Date

Signature

2022-23 Attendance
Education & Outreach Committee Meetings

NAME	December 12, 2022						
Evelyn Mondares							
Louise White-Gibbs							
Stephanie Sitkowski							
Amanda Avery Bibb							
Murray Phillips							
Duane Zaraska							
Gabrielle Wiskeyjack							
Colin Cote							
Cindy Connolly							
Kim Foisy							

Notes: ✓ = Present

TC = Telephone Conference

A = Absent from Meeting

Education and Outreach Committee (EOC) Meeting

LICA Boardroom and via Microsoft Teams

Tuesday, December 12, 2022
9:00 a.m. - 12:00 p.m.

Item	Agenda	Discussion Leader	Required Outcome
1.0	CALL TO ORDER		
1.1	Territorial Acknowledgement	Vicky	
1.2	Vision, Mission, and Values	Vicky	
1.3	Introductions	All	
1.4	Roll Call	Vicky	For Information
1.5	Approval of Agenda		
1.5.1	December 6, 2022	Vicky	For Decision
1.6	Approval of Minutes		
1.6.1	September 8, 2022 - DRAFT	Vicky	For Decision
2.0	Chairperson Appointment		
2.1	Appointment of Committee Chairperson	Vicky	For Decision
3.0	POLICY REVIEW		
3.1	Committee Terms of Reference	All	For Decision
3.2	Policy Review		
3.2.1	Policy 1.5 <i>Decision-Making Process</i>	Vicky	For Information
3.2.2	Policy 1.12 <i>Volunteer Hours</i>	Vicky	For Information
3.2.3	Policy 1.13 <i>Confidentiality</i>	Vicky	For Signature
3.2.4	Policy 2.7 <i>Board and Committee Expenses and Remuneration</i>	Vicky	For Information
3.2.4.1	Expense Claim Form	Vicky	For Completion
3.2.4.2	Direct Deposit Option	Vicky	For Completion
3.2.5	<i>Committee Member Sign-on</i>	Vicky	For Completion
4.0	ONGOING BUSINESS		
4.1	Education and Outreach Update	Vicky/ Stephanie	For Information
4.1.1	LICA Calendar Contest Winners	Vicky	For Information
5.0	ACTION LIST		
5.1	Follow-Up on Action List		
5.1.1	September 8, 2022	Chairperson/ Stephanie	For Review
6.0	UPCOMING MEETING DATES		
6.1	Board Meeting – December 15, 2022	Chairperson	For Information

6.2	Next Meeting – TBD	Chairperson	For Discussion
7.0	ADJOURNMENT	Chairperson	For Decision



Lakeland Industry and Community Association

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Education & Outreach Committee Meeting Minutes

Thursday, September 8, 2022

1:00 p.m. – 4:00 p.m.

LICA Boardroom and via Microsoft Teams

Present:	Stephanie Sitkowski (via Microsoft Teams) Duane Zaraska Cindy Connolly (via Microsoft Teams) Amanda Avery Bibo (via Microsoft Teams)
Guests and Observers:	Robert Machatis
Staff and Contractors:	Vicky Krawchuk, LICA Executive Director Rachel Bates, Education & Outreach Coordinator Eveline Hartog, LICA Administrative Professional Tina Johnson, LICA Administrative Professional
Regrets:	Gabrielle Wiskeyjack Evelyn Mondares Carrie Baumgardner

1.0 CALL TO ORDER

Amanda Avery-Bibo, the Board Chairperson, called the meeting to order at 1:07 p.m.

1.1 Territorial Acknowledgement

1.2 Vision, Mission, and Values

1.3 Introductions

1.4 Roll Call

Shareena Wilkins has moved out of the LICA region and will no longer be serving as Committee Chairperson. We wish Shareena well in her new endeavors.

1.5 Approval of Agenda

1.5.1 September 8, 2022

#1 Moved by Cindy Connolly AND CARRIED that the September 8, 2022, Agenda be approved as presented.

1.6 Approval of Minutes

1.6.1 June 16, 2022 – DRAFT

#2 Moved by Stephanie Sitkowski AND CARRIED that the June 16, 2022, Minutes be approved as presented.

1.6.2 May 17, 2022 – DRAFT

#3 Moved by Cindy Connolly AND CARRIED that the May 17, 2022, Minutes be approved as presented.

2.0. ONGOING BUSINESS

2.1 Education & Outreach Update

The Education & Outreach (E&O) Coordinator presented her Update to the Committee, noting:

- The summer student Calista Stoyles assisted the E & O Coordinator for 8 weeks over the summer and was an immense help. There were a record number of summer camps this year and LICA has exceeded the workplan target in this area from 10 to 13.
- There has been a significant increase in Facebook reach from 7K to 28K over a three-month period.
- Two Hills, a new LICA member, has requested an X-Stream Science class and this will be presented.
- The 2023 Calendar Contest advertising was re-sent to all schools in the LICA region on September 1 with contest deadline of October 14.
- Stream of Dreams applications were sent to schools September 1. The E & O Committee will select schools at the November committee meeting.
- Rachel updated LICA's program guide for Stream of Dreams during the summer.
- All advertising for the LICA Annual General Meeting has been completed and the keynote speaker has been booked.
- LICA's classroom presentation packages have been updated and will be made available for distribution to schools and community groups.

2.2 Bonnyville Community Garden

2.2.1 2022 Season Update

The E&O Coordinator gave a brief update on the Community Garden indicating that:

- Of the 41 beds available 11 gardeners signed up and 9 beds were sold and 7 beds were Food Bank beds with kind donations from Baby Cherry Greenhouse.
- There were 2 garden workdays planned and a number of garden workshops as well which were very well attended. It was noted that some of the workshops were hosted at the LICA garden gazebo which is a fantastic venue.
- The last garden workday will be at the end of September and gardeners have until October 1 to harvest their gardens. During the garden workday LICA will focus on lawn care since weeds are an issue. It was suggested by a committee member to turn weed removal into a learning opportunity for our gardeners in the spring.
- A committee member suggested for the committee to look into options on how to manage in-active garden beds to reduce weed potential and unsightliness of weeds overtaking the bed. The E & O Coordinator will also investigate the use of a cover crop for the empty beds.
- Vandalism and theft of garden crops was noted as being a problem this year.

2.2.2 Budget Update

The E&O Coordinator reviewed the Community Garden budget noting that all big purchases for the garden have now been made and LICA has come in under budget by approximately \$3K.

2.2.3 Cameras

Continuing issues around theft of garden members' produce has led to LICA looking at installation of cameras around the location in hopes this would deter any acts of vandalism.

#4 Moved by Amanda Avery Bibb to allow the E & O Coordinator to spend up to \$500.00 to purchase an outdoor motion sensor light(s) and a trail cam for the LICA Community Garden.

2.2.4 Cookbook

The E&O Coordinator presented the front and back cover of the cookbook for Committee review and approval. The cookbook is due to be completed by the end of September and a print run of 50-60 books will be made available.

2.3 Photo Contest

2.3.1 Judging Timeline

The E&O Coordinator informed the Committee that 75 photo entries have been received. Susie O'Conner will again be one of our judges and she would like dates where she can come into the office to judge the photos. Along with Susie the E&O Coordinator requested that 1 Board member and 1 Committee be on the judging panel. Duane Zaraska volunteered to be the Board representative and Cindy Connolly volunteered to represent the Committee. The E&O Coordinator will contact all the judges soon to coordinate a date for judging.

2.3.2 Showcase Event

The Committee was encouraged by the E&O Coordinator to consider having a showcase event this year celebrating the photo contest winners. Each winner will be presented with a canvas copy of their photo but she would like to see a LICA hosted event displaying the winning entries.

After discussion some of the Showcase events ideas offered were:

- Have a moving art exhibit
- Host an open house and have the photos on display; perhaps consider reinstituting Christmas at LICA
- Do a presentation at the Annual General Meeting
- Host a mini-LICA art show and mini-gala; have an environmental art show
- Have a kid's art show
- Display the winners through social media post
- Wait until the LICA calendar contest is done and then celebrate all contest winners in one event, a one-day bigger event

The Committee's decision was to host a one-night event to be determined at a later date.

2.3.3 Fan Favorite Voting

The E&O Coordinator along with the Committee discussed how best to select the Fan Favorite photo from the contest. It was decided that LICA would create an album on Facebook and the photo that gets the greatest number of "likes" will be the winner.

2.4 Keep Our Lake Blue

2.4.1 Blue-Green Algae Brochure/Poster Update

The E&O Coordinator presented the final copy of the Blue-Green Algae Brochure and poster update. The Committee gave their approval to have the brochure presented to the Board of Directors for approval.

2.5 Winter Workshops

2.5.1 Brainstorming Topics

The E&O Coordinator opened the floor to the Committee to offer suggestions for 3 LICA hosted winter workshops. The Committee suggested that LICA consider:

- Having a presentation or two on wetland policies.
- A carbon capture and storage presentation. It was suggested that the E&O Coordinator reach out to Pathways to see if they would like to take this opportunity.
- To contact industry members to see if they have any presentations on environmental matters in the industry i.e., reclamation, Caribou habitat restoration, etc.

2.6 Volunteer Appreciation Event

The E&O Coordinator presented to the Committee some initial ideas she had for volunteer recognition in the future. Some suggestions were:

- have a car wash and b-b-q in June at the Community Garden.
- raffle a door prize.
- make handmade cards using photo contest entries.
- have a notice board of appreciation updated monthly.
- offer a gift of the cookbook to volunteers.

The E&O Coordinator will begin the volunteer appreciation by starting a notice board and gifting the LICA cookbook to the volunteer of the month.

3.0 ACTION LIST

3.1 Follow-up on Action List

3.1.1 June 16, 2022

The Committee reviewed the E&O Action List from the June 16, 2022, meeting.

4.0 UPCOMING MEETING DATES

4.1 Board Meeting – September 22, 2022

4.2 Next Meeting – TBD

The Committee determined that the next E&O Committee meeting would be in November and the dates will be arranged with the new Committee chair.

5.0 ADJOURNMENT

The meeting adjourned at 3:04 p.m.

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

Approved on: _____
Date

Signature

DRAFT

LICA

Lakeland Industry and Community Association

Education & Outreach Committee

Terms of Reference

The Education & Outreach Committee (E&O) is a standing committee of LICA which shall report its activities and requests to the Board for approval.

1.0 Purpose:

- 1.1. To plan, coordinate, and facilitate educational opportunities, outreach activities, and special events through the execution of the Strategic and Annual Work Plans.
- 1.2. To ensure the dissemination of comprehensive information in and for the LICA region to support the organization's Vision, Mission, and Values.

2. Key Duties and Responsibilities:

- 2.1. Provide opportunities for public education and participation.
- 2.2. Develop public information resources, and educational materials.
- 2.3. Coordinate presentations and events.
- 2.4. Act as a resource to the Executive Director, Board, and committees.

3. Membership:

- 3.1. The E&O chair shall be a Board Director appointed by the Board and must be present at all committee meetings.
- 3.2. The Chair of the Board may attend as ex-officio.
- 3.3. Community members may be appointed by the Board and shall be eligible for remuneration and expenses according to LICA policy.
- 3.4. The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.

4. Meetings:

- 4.1. Committee meetings will comply with Policy 1.6 Board and Committee Meetings.

5. Expenses and Budget:

- 5.1. The E&O shall have access to the resources of the LICA office and Executive Director.
- 5.2. The E&O shall operate its finances as per LICA's bylaws and policies.

Review Dates: January 17, 2018; November 27, 2018; November 18, 2019; December 15, 2020;
November 16, 2021

Approval Dates: February 8, 2018; December 13, 2018; December 12, 2019; January 21, 2021; November 25, 2021

6. Reporting Process:

- 6.1. The Education & Outreach Coordinator reports to the Board on behalf of the committee with input from the committee chair.
- 6.2. LICA Board will be provided with copies of committee meeting minutes.
- 6.3. Annual E&O reporting will be submitted to the Board via required grant reports, and to the membership through the annual report and the annual general meeting.

7. Evaluation:

- 7.1. The E&O shall review its Terms of Reference and evaluate its objectives annually.

Review Dates: January 17, 2018; November 27, 2018; November 18, 2019; December 15, 2020;
November 16, 2021

Approval Dates: February 8, 2018; December 13, 2018; December 12, 2019; January 21, 2021; November 25, 2021

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:

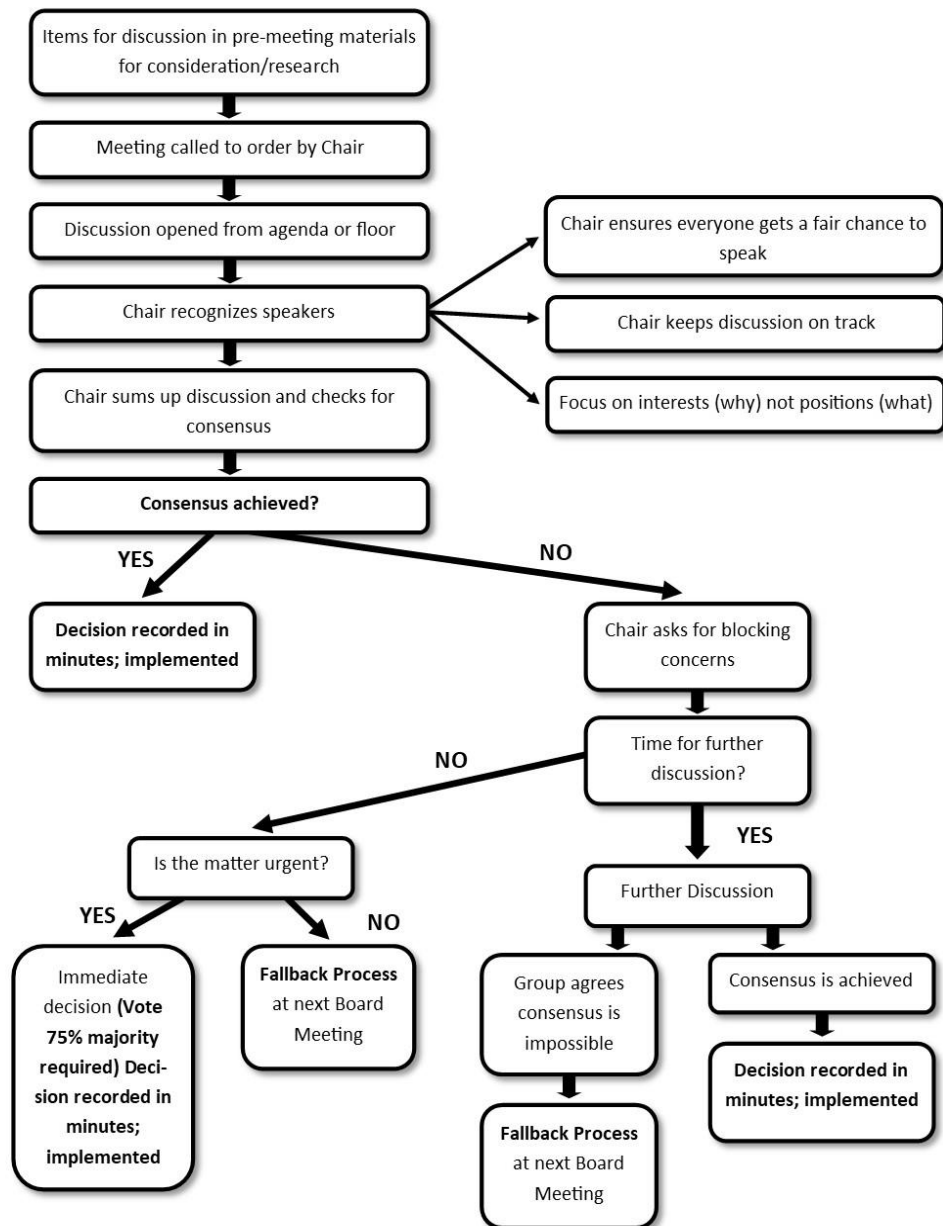
1.5.2.1 At the first meeting of the Board and of each committee, the Chair will indicate that a consensus decision-making process is to be followed as outlined in Appendix A: LICA's Board and Committee Consensus Decision-Making Process.

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.

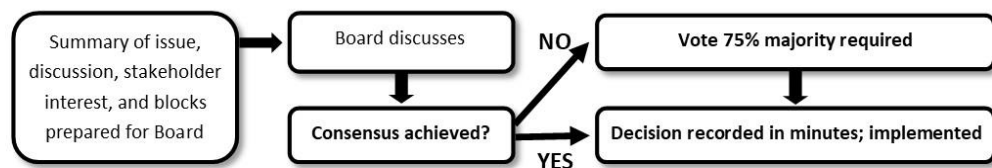
Review Dates: – August 25th, 2004; June 12, 2017; September 5, 2018, February 1, 2022

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



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 Accommodation 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: _____



Lakeland Industry and Community Association

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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:



Lakeland Industry and Community Association
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LICA Education & Outreach Committee Report

December 6, 2022

E and O Updates

- Stephanie Sitkowski commenced employment as LICA's new Education and Outreach Coordinator on November 21st!
- The Executive Director and Environmental Coordinator have taken over the workload for this position in the interim. Social media targets have been maintained and exceeded within the past months.
- All presentations were canceled for the months of October and November and will be rescheduled for the new year. All requests for presentations, workshops, and events will as well be addressed in the coming months.

Contests

- The LICA Photo Contest:
 - 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 to occur between December 1st – 14th.
 - 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 14th.
 - 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 3rd to the publisher for the creation of the calendar and it is estimated that it will be completed prior to the December 15th Board Meeting.
 - 13, \$20 gift cards will be purchased for the winners.
 - Please see the [LICA Calendar Contest](#) for the winners!

Stream of Dreams

- Stream of Dreams applications have not yet been received. WJS Bonnyville was contacted and forwarded an application form. The opportunity to re-connect with applicants who were passed over in previous years to see if they would have an interest will be brought for discussion to the Committee.

Cookbook

- Three to four recipes have been submitted for the LICA cookbook and the anticipated deadline will be moved to the next harvest for a completion date.

Community Garden

- All shrubs and trees were planted on the south side of the garden as outlined in the garden design.
 - Shrubs and trees were watered regularly in the fall, in hopes that they will survive the winter. Mulch was also added around each shrub/tree.
- Garden members were asked to have their garden plots cleaned out by October 1st, but as a few members were unaware of this date, they were welcomed to stay longer to harvest their gardens.
 - Garden plots that were not tended to this season were cleaned.
- A professional grass-cutting service was hired to do a fall clean for the end of the season to ensure all areas of the garden were tended to.
- The watering tank was emptied, and the garden shed was cleaned and organized for the end of the season. A lock was added to the front gate of the garden.
- Community Compost Area:
 - The Environmental Coordinator was 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.

Recent Meetings and Events

- September 15: X-Stream Science with Ecole des Beaux Lacs
- September 17: Shoreline Cleanup at Sandy Beach, Cold Lake
- September 22: Board Meeting
- October 6: Annual General Meeting
- October 20: LICA Organizational Meeting
- October 21: Calendar Contest submission deadline
- October 18: Staff Meeting
- November 14: Staff Meeting
- November 16: Committees and Meetings Webinar
- November 23: BWC Grant Meeting
- November 24: Board Meeting
- December 1: LWC Meeting
- December 5: BWC Meeting
- December 6: AAC Communicator Meeting

Upcoming Meetings and Events

- December 8: Staff Christmas Gathering
- December 15: Board Meeting
- December 20: Staff Meeting
- December 26 – January 2: LICA Office Closed

LICA E and O Program and Event Analytics 2022 - 2023					
Synergy		Watershed		Airshed	
Audience Reached	1510	Water School Programs	25	Air School Programs	0
Community Events	6	X-Stream Science	3	CARS	0
LICA Workshops/Events	10	Stream of Dreams	2		
Contests	2				
Youth & Summer Programs	13				
Little Green Thumbs	0				
Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-day period)	Page Views
Facebook					
Jun 16 - Sep 8 Insights	719	877	6, 720	2	60
Sep 9 - Dec 6 Insights	748	913	4, 251	359	341
Instagram					
June 16 - Sep 8 Insights	-	524	140	28	45
Sep 9 - Dec 6 Insights	-	526	190	91	34

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
YouTube				
June 16 - Sep 8 Insights	7	91	0.6	43
Sep 9 - Dec 6 Insights	7	51	2.0	21

Social Media Definitions	
Platform	Using websites and applications to communicate informally with others, find people, and share similar interests. Allows users to directly connect with one another through groups, networks, and locations.
Likes	The number of likes of your Facebook Page.
Followers	The number of accounts that started following your Instagram account.
Reach	The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.
Engagement	The number of reactions, comments, and shares on your posts.
Page Views	The number of times your page (profile) was visited.
Subscribers	The people or accounts that are subscribed to your channel.
Impressions	How many times your video thumbnails were shown to viewers. Includes only impressions on YouTube, not on external sites or apps.
Watch Time:	Channel watch time compared with the previous period. This includes public, private, unlisted, and deleted videos.
Video Views	Channel views compared with the previous period. Over time, this can help you spot high-performing videos, anticipate seasonal changes, and determine when to upload new videos. This includes public, private, unlisted, and deleted videos.

The background of the entire image is a close-up, slightly blurred photograph of green wheat stalks. The stalks are vibrant green and have a fine, feathery texture. They are arranged in a way that creates a sense of depth and movement, with some stalks in sharp focus and others blurred in the background. The overall color palette is a range of greens, from light lime to deep forest green.

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 15th by Dark Horse Media.

ANNA WEEKUSK-STARR

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

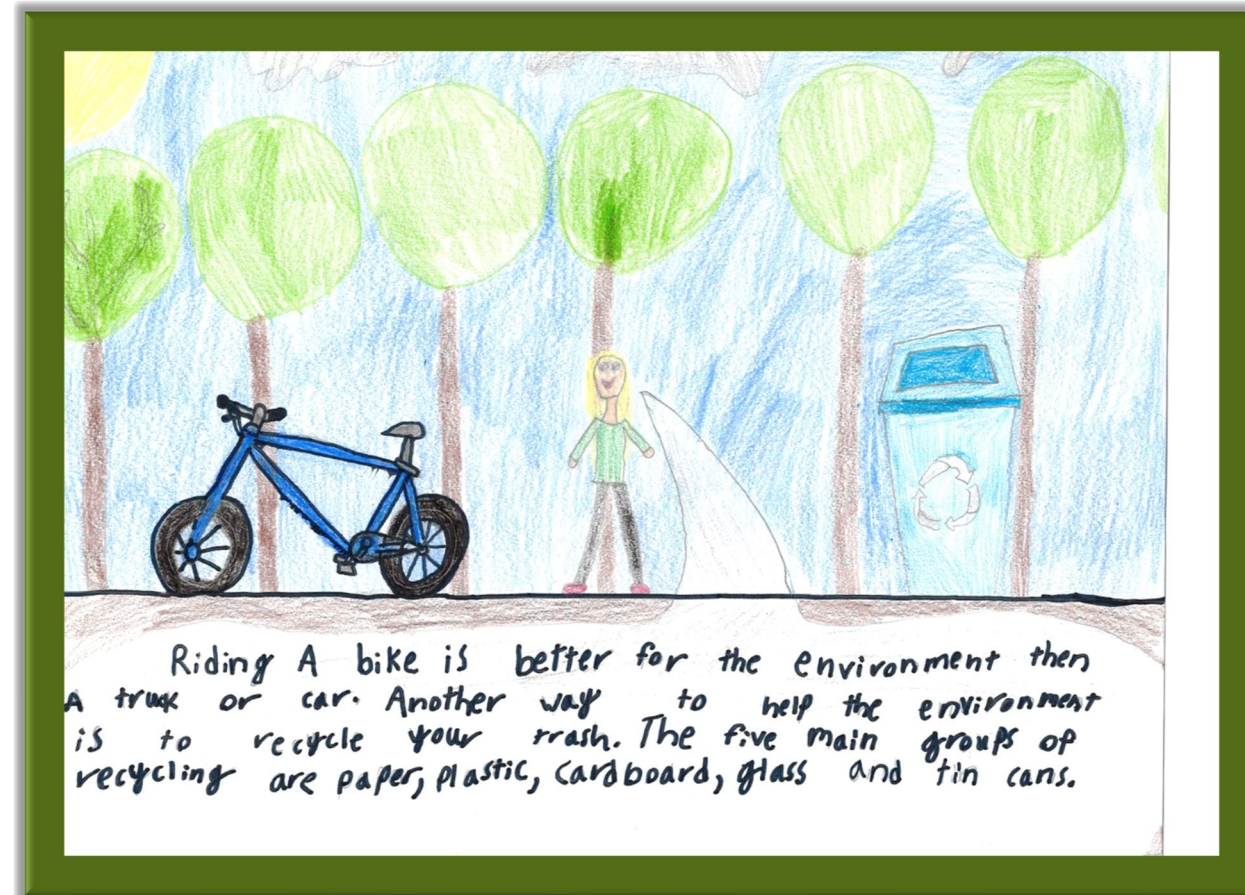
CALENDAR
CONTEST
WINNERS



CALENDAR
CONTEST
WINNERS

ALEAH HOY

NELSON HEIGHTS MIDDLE SCHOOL (GR. 5)



CALENDAR
CONTEST
WINNERS

TORY MAHE

ASSUMPTION JUNIOR/SENIOR HIGH SCHOOL (GR. 7)



CALENDAR
CONTEST
WINNERS

EVAN JANVIER-COLLINS

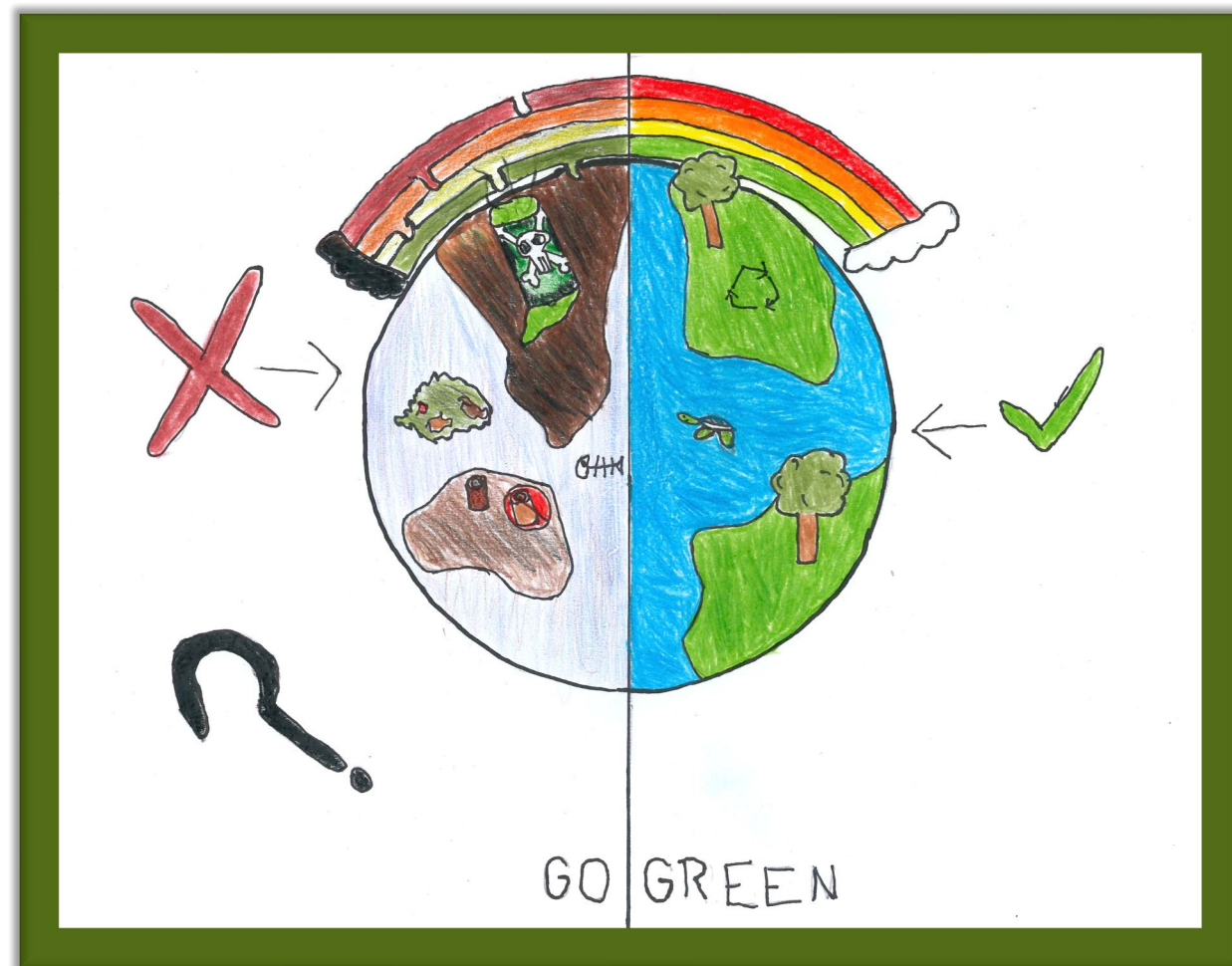
LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)



CALENDAR
CONTEST
WINNERS

KADIAN JANVIER

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



CALENDAR
CONTEST
WINNERS

BLAKELY HOWSE

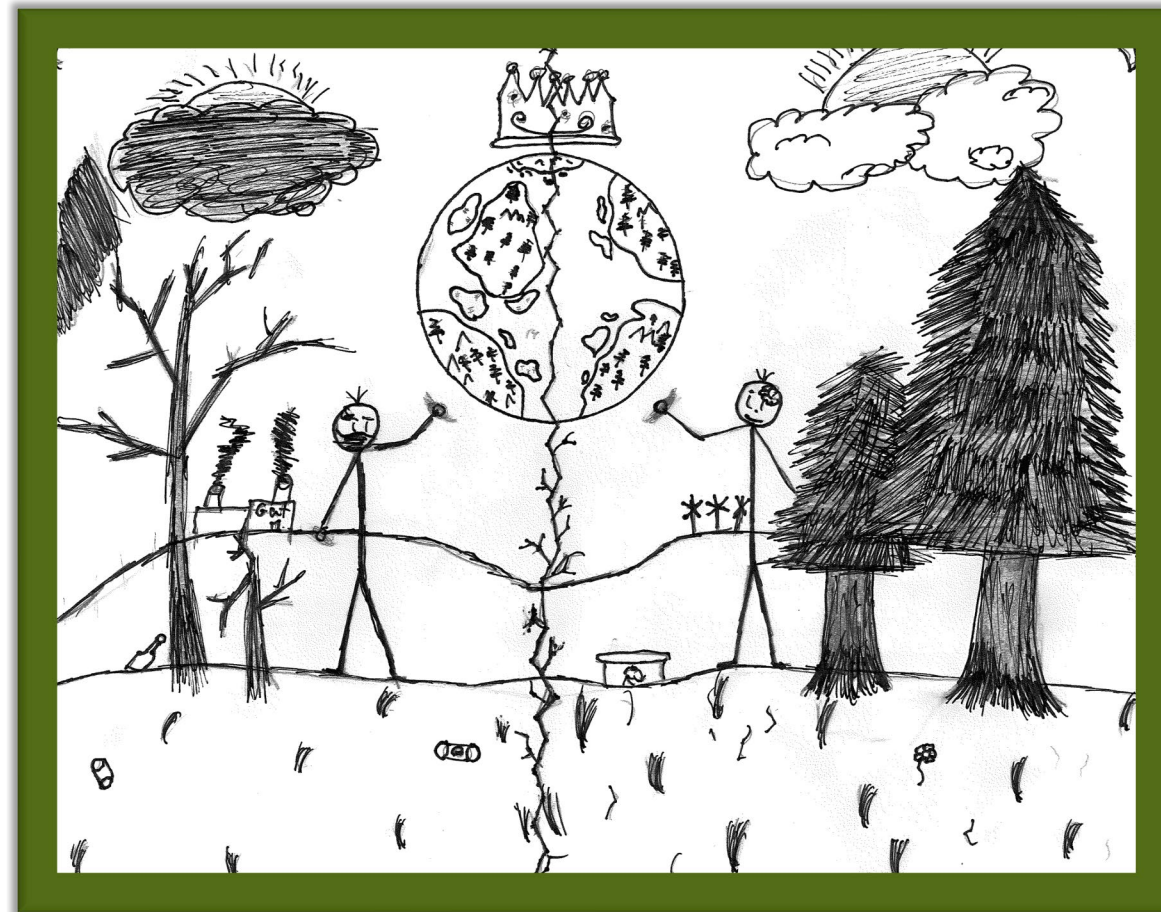
LE GOFF SCHOOL – COLD LAKE FIRST NATIONS (GR. 7)



CALENDAR
CONTEST
WINNERS

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



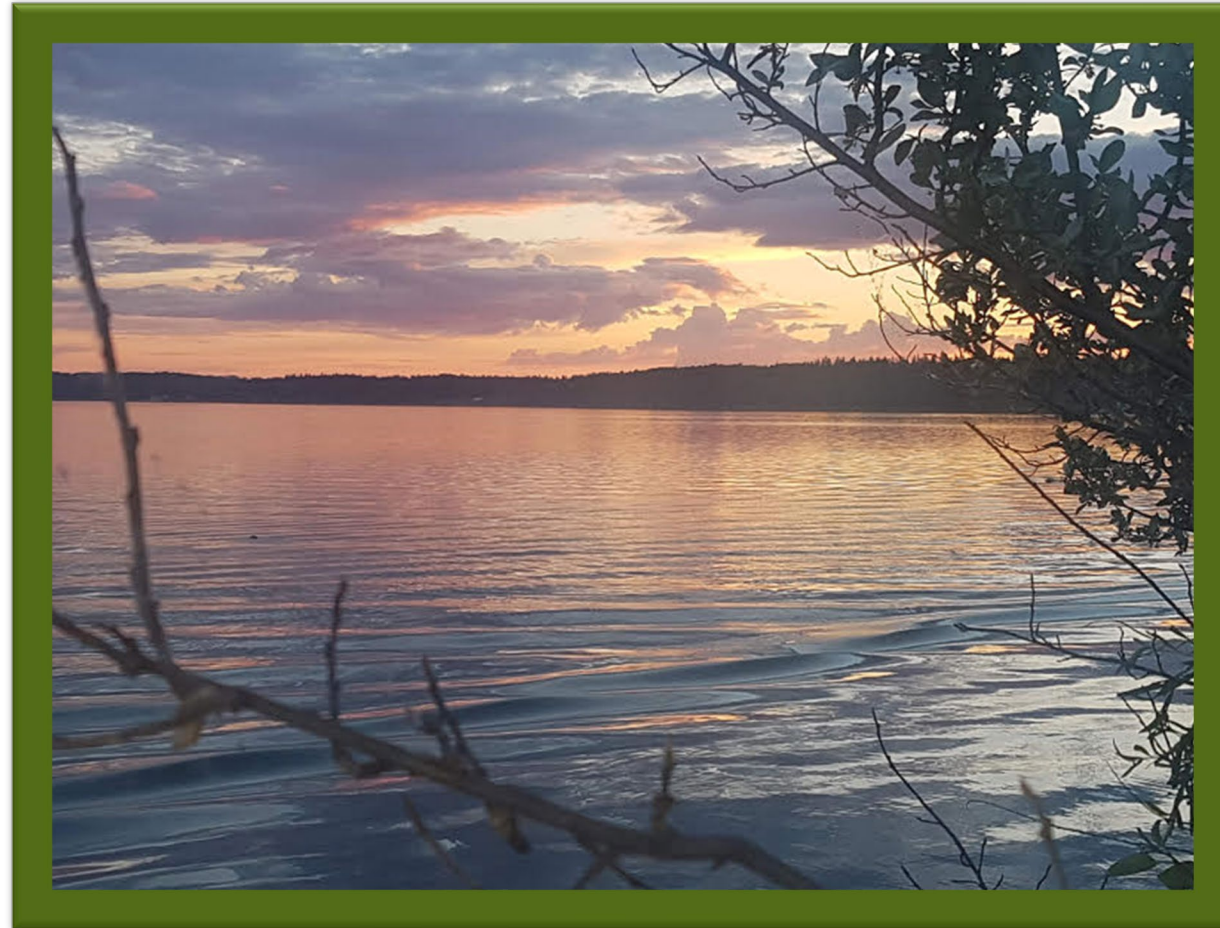
CALENDAR
CONTEST
WINNERS

FOXES BY BRAYDEN SAYER
2020 PHOTO CONTEST



CALENDAR
CONTEST
WINNERS

SUNSET ON BEAVER LAKE BY KAYLIN WEENING
2018 PHOTO CONTEST



CALENDAR
CONTEST
WINNERS

STORMY SKY BY DANIELLE ANTONIUK
2018 PHOTO CONTEST



CONGRATULATIONS AND THANK YOU!

2023 Winners



[Meeting of the Education & Outreach Committee]

Date: September 8, 2022

Recorder: Eveline Hartog

ACTION LIST

<u>Task</u>	Person assigned to task	Date to be complete	Y/N
2.2.1 <u>Bonnyville Community Garden 2022 Season Update</u>			
<ul style="list-style-type: none"> Turn fall weed removal into a learning opportunity for our gardeners in the spring 	Rachel	Spring 2023	IP
<ul style="list-style-type: none"> Look into options on how to manage inactive garden beds in order to reduce weed growth 	Committee	November 2022	IP
<ul style="list-style-type: none"> Investigate the use of cover crop for empty garden beds 	Rachel	November 2022	IP
2.2.3 <u>Cameras</u>			
<ul style="list-style-type: none"> Purchase an outdoor motion sensor light(s) and trail cam 	Rachel	Spring 2023	
2.2.4 <u>Cookbook</u>			
<ul style="list-style-type: none"> Complete compilation of LICA cookbook for printing 	Rachel	September 2022	
2.3.1 <u>Judging Timeline</u>			
<ul style="list-style-type: none"> Coordinate a time and date with judges to judge photo contest entries 	Rachel	September 2022	
2.3.2 <u>Showcase Event</u>			
<ul style="list-style-type: none"> Determine date and venue to host a one-night event to showcase photo contest winners 	Rachel	Fall 2022	
2.3.3 <u>Fan Favorite Voting</u>			
<ul style="list-style-type: none"> Create an album on Facebook using the 2022 photo contest entries in order to facilitate likes on the platform 	Rachel	September 2022	IP
2.6 <u>Volunteer Appreciation Event</u>			
<ul style="list-style-type: none"> Start a notice board to honor volunteers monthly 	Rachel	September 2022	IP

Next Meeting: TBD

[Meeting of the Education & Outreach Committee]

3.1.1 Follow-up on Action List			
<ul style="list-style-type: none">No follow up actions to be taken	Rachel	Fall 2022	IP

Next Meeting: TBD