



Lakeland Industry and Community Association

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

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

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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**Thursday, January 26, 2023**

**9:00 a.m. – 12:00 p.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:**

Louise White-Gibbs  
Colin Cote  
John Ilchuk  
Amanda Avery Bibo  
Robert Machatis  
Leo Paquin  
Nikole Andres  
Phil Kushnir  
Wayne Bamber  
Shawn Elgert (arrived at 10:13am)  
Murray Phillips  
Lorin Tkachuk (left at 11:00am)  
Kelly Dion-McFeeters

**Guests and Observers:**

**Staff and Contractors:**

Vicky Krawchuk, Executive Director  
Maria Cueva, Financial Coordinator  
Michael Bisaga, Environmental Monitoring Programs Manager  
Lily Lin, Data & Reporting Specialist  
Kayla Hellum, Environmental Coordinator  
Stephanie Sitkowski, E & O Coordinator  
Eveline Hartog, Administrative Professional  
Lori Jodoin, Administrative Professional

**Regrets:**

Vicky Lefebvre  
Abdi Siad-Omar  
Xiaofeng Wang  
Duane Zaraska

## **1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 9:01 a.m.

### **1.1 Traditional Acknowledgement**

### **1.2 Member Introductions**

### **1.3 Vision, Mission, and Values**

### **1.4 Attendance**

The Board reviewed the Attendance Record, noting that there were no concerns.

### **1.5 Approval of Agenda**

#### **1.5.1 January 26, 2023, Board of Directors Meeting**

**#1 Moved by Wayne Bamber AND CARRIED that the January 26, 2023, Agenda be approved as presented.**

### **1.6 Approval of Minutes**

#### **1.6.1 December 15, 2022– Board Meeting Minutes- DRAFT**

**#2 Moved by Murray Phillips AND CARRIED that the Minutes of the December 15, 2022, Board meeting be approved as presented.**

## **2.0 ONGOING BUSINESS**

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

The Education and Outreach Coordinator delivered her report, noting:

- School programming is on track to reach our target of 50 programs.
- Little Green Thumbs Training will be held at the end of January 2023.
- Stream of Dreams received one application this year from Light of Christ School in Lac La Biche. It will be taken to the next E&O Committee meeting for feedback and discussion. Hoping additional applications come for the Fall. She will continue to reach out to schools and approach schools that have done it before to see if they're interested. For schools that have already participated, a board member mentioned the possibility of selling the fish back to those students who painted them, to fundraise for the program.
- ALUS 101 Presentation will be held on February 27, 2023, in the LICA Boardroom. It has been advertised to municipalities, agriculture producers, and Indigenous communities.
- Two community Vermicomposting Workshops are being held at the Bonnyville and Lac La Biche Public libraries on February 8 and February 15 respectively.
- Jason Barrie will be presenting a Caribou Restoration Project Presentation in Spring 2023.

### **2.1.1 Skulls and Pelts Purchase Proposal**

The Education and Outreach Coordinator presented the Skulls and Pelts Purchase Proposal to replace LICA's collection of skulls and pelts, which were stolen. The replacement cost is between \$1100 and \$1900. This will be covered by LICA's Education and Outreach portion of the WPAC operational grant.

A Board member suggested looking at Canadian suppliers, specifically Boreal Scientific and Northwest Biological, which local schools have used in the past. The Education & Outreach Coordinator will investigate these options as she originally was looking at USA providers because they also provided scat and paw prints. It was also suggested that she try contacting Ontario's Fur Auction for donations as fur prices are currently low as well as reach out to the sports stores in the LICA region since some offer taxidermy services. On that note, many members felt that it would be cheaper to buy them rather than to have pelts prepared and tanned.

A discussion was held on the appropriate storage of real fur and that purchasing synthetic would be more beneficial. As well, synthetic furs would not provoke allergic reactions as real fur might.

The E&O Coordinator will investigate the above-mentioned options and report back to the Board with her findings at the February Board meeting. If scheduling becomes an issue before the February Board Meeting, the E&O Coordinator will reach out directly to the Officers.

**#3 Moved by John Ilchuk to table a decision on the Skulls and Pelts Purchase Proposal until the next Board meeting on February 23, 2023.**

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

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

- Staff are proactively making purchases of preventative maintenance supplies due to ongoing supply chain and delivery issues, to avoid shortages.
- Alberta Environment and Protected Areas requested LICA's input on building a business case so they can have information when designing the OSM 4-year contract. The new multi-year contract will be completed by EPA once they receive the operating budget from OSM. The OSM Program Office decided to request an extension of existing contracts until the end of Q1. Air Station trailers will need to be replaced since many are 20 years old. The budgeted OSM amounts for the business case plan have included these.
- Program Coordinator at the University of Blue Quills is stepping away from the position however the Manager of Environmental Monitoring Programs ensured the Board that connections will be maintained between LICA and the University. Discussions are ongoing about delivering this year's Air Monitoring Program. There will be some changes to content delivery, as well as he has been given the opportunity to be present in the classroom when elders teach Indigenous wisdom.
- Our Data and Reporting Specialist is being trained in Python which will allow LICA more control in dealing with software issues and in-house data management.
- The Manager of Environmental Monitoring Programs has started a new component of his GIS courses which fits nicely with air monitoring values and analyzers in the LICA region. It will assist in managing large volumes of data.

- A Board member stated that Kehewin is planning to conduct a strategic planning session with a consultation team, and they would be looking at extending the air monitoring component. The Manager of Environmental Monitoring Programs noted that he would contact the Board member to obtain further information.

## **2.3 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, noting:

- Legacy sign information will be up on the LICA website this week.
- ALMS Lunch and Learn will be on February 16, 2023 in the LICA Boardroom. The Chair of the Moose Lake Watershed Society and President of the Muriel Lake Basin Management Society will be presenting.
- Invasive Species Awareness Week is February 20-26, 2023. She will have something to share either in the boardroom or on the website.
- QR code stickers on LICA signs posted on the Iron Horse Trail are being done. They will direct users of the trail to other LICA points of interest in the area, including air shed monitoring information. Staging areas of the Iron Horse Trail will also present LICA information.

### **2.3.1 Winter Bird Monitoring & Workshop Proposal**

The Environmental Coordinator and the Education and Outreach Coordinator presented the Winter Bird Monitoring & Workshop Proposal to engage and educate community members in birding. It was noted that 27 species of birds are at risk in Alberta and 16 of these species use this area for one part or all of their lives.

A Board member inquired about the possibility of offering these workshops remotely. The Board thought it was a great activity for the community to participate in throughout the winter, plus it would bring in local and interested birders who are already in our area. A Board member also suggested this would be a great program for students to increase their knowledge of local birds, possibly implementing this as a classroom presentation for E&O next year. It was suggested by a Board member that QR codes could possibly be put on trail signs to direct people to bird watching areas in the LICA region. Sharing maps on social media where birds are being spotted may also encourage people to participate throughout the program.

The Coordinators indicated that there was no cost for this program apart from staff time. The Town of Bonnyville member offered to assist in advertising the monitoring program and workshops and the Community member also offered to collaborate in adding Indigenous names to bird species.

**#4 Moved by Phil Kushnir AND CARRIED that the Winter Bird Monitoring & Workshop Proposal be approved.**

## 2.4 Administration

### 2.4.1 Executive Director's Report

The Executive Director delivered her report, noting:

- The Canada Summer Job application has been submitted and we should know by April 2023 if it was approved. In association with this application, a proposal will be brought to the Board, regarding a Youth/Student assistant for the E &O Coordinator, as an extension of the Summer Student position.
- The Bonnyville Oil and Gas Show registration has been completed. The show is on June 21 - 22, 2023.
- Alberta Legislature Library requested permission to electronically archive and make LICA's Annual Report, Integrated Watershed Management Plan, and State of the Watershed reports accessible in their catalogue. The Executive Director noted that this is a major recognition for LICA.
- The 2023-24 Consolidated Annual Work Plan was reviewed and edited by LICA staff for presentation to the Board of Directors. Once approved by the Board the Environmental and Education and Outreach Coordinators will complete the document design.

#### 2.4.1.1 2023-24 Consolidated Annual Work Plan

The Executive Director presented the 2023-24 Consolidated Annual Work Plan to the Board for approval.

**#5 Moved by John Ilchuk AND CARRIED that the 2023-24 Consolidated Annual Work Plan be approved as presented.**

#### 2.4.1.2 Youth/Student E&O Assistant Position Proposal

The Executive Director presented the Youth/Student E&O Assistant Position Proposal to the Board as a way to support our E&O Coordinator throughout the year. The Canada Summer Jobs Grant, if approved, would pay the student from May until August 2023. The position would then be turned into a casual permanent position, at 14 hours a week from September 2023 to April 2024. At that time, we would reapply for the Canada Summer Jobs Grant.

The Executive Director noted that the applicant would need to be 16-18 years old, have a driver's license, and have access to a reliable vehicle. Having the student continue on after the summer would assist in streamlining the program and could possibly lead to permanent employment in the future.

The Board encouraged LICA to advertise in the local schools especially through the Science departments and through the school boards.

A discussion was also held on the possibility of the student receiving credits for this position as a part of the school's work experience program. LICA staff will explore if this is possible.

The Education & Outreach Coordinator indicated that she was open for a student to job shadow her if they wanted to learn more about the position before applying.

**#6 Moved by Colin Cote AND CARRIED that the Youth/Student E&O Assistant Position Proposal be accepted as presented.**

## **2.4.2 Financial Reports**

### **2.4.2.1 Accounts Receivable Report to January 10, 2023**

The accounts receivable report as of January 10, 2023, was presented to the Board noting that Q3 invoices were sent out the first week of January 2023 and nothing is owing from the Q2 invoices. The 2023 membership invoices were sent out in the first week of January 2023 as well as the Q3 invoices to OSM.

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

The finances to date as of December 31, 2022, was presented to the Board, noting that LICA is on track with our spending so far. We are also awaiting the ALMS \$50,000 for the 2023 lake sampling which should be coming February 2023.

### **2.4.2.3 Employee Vacation and Sick Days Report**

The Financial Coordinator presented the Employee Vacation and Sick Days Report to the Board noting that everyone is on track for LICA and that T4s were completed in the first week of January 2023 and will be printed and sent out next week.

### **2.4.2.4 WPAC Account Fraudulent Cheques**

The WPAC Account Fraudulent Cheques was presented to the Board by the Financial Coordinator. She reviewed the whole journey of the tasks completed and events which took place.

- Between December 17, 2022- January 5, 2023, 7 fraudulent cheques were cashed totalling \$15,200.
- January 11- She was working on this account and noticed the discrepancy, contacted the bank, and informed the officers.
- January 12- She was informed by the banks Fraud Department that the account would be closed, and a new account would need to be opened, as 2 more cheques were trying to be cashed. The funds from those 2 cheques were returned on January 13, 2023.
- January 13- Police report was filed, and fraud report was signed.
- January 16- Supplemental information was provided to RCMP, for the police report.
- January 18- Officers signed off on opening new WPAC account.
- January 25- After speaking with the bank, all funds have been returned and deposited into our new WPAC bank account, as this

was no fault of LICA. The Financial Coordinator confirmed received funds. The bank is still in the investigation stage of its claim.

- The Financial Coordinator had recommendations moving forward. First, all Board members who receive a stipend get paid by direct electronic deposit since it is easier to track and more secure. Second, putting a note on the cheques that state to discard after money is deposited.
- LICA is set up for direct electronic deposit for vendors. Board members and small vendors will be encouraged to use direct electronic deposit.
- Financial Coordinator will connect with the bank on investigation and protection methods.
- Fraudulent Prevention Webinars were completed by the Financial Coordinator and Executive Director. These were forwarded to the Officers for their information.

### **3.0 ACTION LIST**

#### **3.1 Follow-up on action list**

##### **3.1.1 December 15, 2022, Board of Directors Meeting**

The Board reviewed the action list for December 15, 2022.

### **4.0 UPCOMING MEETING DATES**

**4.1 ALMS Lunch and Learn Meeting – February 16, 2023- 12:00-1:30 pm**

**4.2 Board Meeting – February 23, 2023**

**4.3 ALUS 101 Presentation – February 27, 2023- 1:00-4:00 pm**

### **5.0 ADJOURNMENT**

The meeting adjourned at 11:15 a.m.

**#7 Moved by Louise White-Gibbs AND CARRIED that the meeting is adjourned.**

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

\_\_\_\_\_  
Signature

## LICA Board of Directors Meeting Attendance 2022-23

Name	Org. Meeting	Oct. 20, 2022	Nov. 24, 2022	Dec. 15, 2022	Jan. 26, 2023	Feb. 23, 2023	Mar. 23, 2023	Apr. 27, 2023	May 25, 2023	June 22, 2023	Sept. 28, 2023
Louise White-Gibbs	✓	✓	✓	✓							
Kelly Dion-McFeeters	✓	✓	A	A							
Colin Cote	✓	✓	✓	✓							
John Ilchuk	✓	✓	A	✓							
Amanda Avery-Bibo	✓	✓	✓	✓							
Duane Zaraska	✓	✓	✓	A							
Robert Machatis	✓	✓	✓	✓							
Leo Paquin	A	A	✓	✓							
Nikole Andres	A	A	TC	✓							
Wayne Bamber	✓	✓	✓	✓							
Shawn Elgert	TC	TC	TC	TC							
Hannah Smith	A	A	TC	-							
Xiaofeng Will Wang	-	-	-	✓							
Abdi Siad-Omar	A	A	A	TC							
Murray Phillips	✓	✓	TC	✓							
Phil Kushnir	A	A	✓	A							
Vicky Lefebvre	TC	TC	TC	TC							
Lorin Tkachuk	A	A	A	A							
Contractors											
Michael Bisaga		✓	✓	✓							
Kayla Hellum		✓	✓								
Lily Lin		✓	✓	✓							
Education & Outreach Coordinator			✓	✓							

NOTE:

✓ = Present

TC = Telephone/Video Conference

A = Absent from Meeting





# LICA

ENVIRONMENTAL STEWARDS

Lakeland Industry and Community Association

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## LICA Board of Directors Meeting LICA Boardroom and via Microsoft Teams Thursday, January 26, 2023 9:00 a.m. – 12:00 p.m.

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	<b>CALL TO ORDER</b>		
	1.1	Traditional Acknowledgement	Amanda	
	1.2	Member Introductions	All	
	1.3	Vision, Mission, and Values	Amanda	
	1.4	Attendance	Amanda	For Review
9:10	1.5	Approval of Agenda 1.5.1 January 26, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.6	Approval of Minutes 1.6.1 December 15, 2022 – Board Meeting Minutes - DRAFT	Amanda	For Decision
	2.0	<b>ONGOING BUSINESS</b>		
9:20	2.1	Education and Outreach Coordinator Report 2.1.1 Skulls and Pelts Purchase Proposal	Stephanie Stephanie	For Information For Decision
9:45	2.2	Manager of Environmental Monitoring Programs Report	Mike	For Information
10:00	2.3	Environmental Coordinator Report 2.3.1 Winter Bird Monitoring & Workshop Proposal	Kayla Kayla/ Stephanie	For Information For Decision
10:30	2.4	Administration 2.4.1 Executive Director's Report 2.4.1.1 2023-24 Consolidated Annual Work Plan 2.4.1.2 Youth/Student E&O Assistant Position Proposal	Vicky Vicky Vicky	For Information For Decision For Decision
11:30		2.4.2 Financial Reports 2.4.2.1 Accounts Receivable Report to January 10, 2023 2.4.2.2 Finances to Date December 31, 2022 2.4.2.3 Employee Vacation and Sick Days Report – YE 2022 2.4.2.4 WPAC Account Fraudulent Cheques	Maria Maria Maria Maria	For Information For Information For Information For Discussion
	3.0	<b>ACTION LIST</b>		
11:50	3.1	Follow-up on the action list 3.1.1 December 15, 2022, Board of Directors Meeting	Amanda	For Review
	4.0	<b>UPCOMING MEETING DATES</b>		
11:55	4.1	Board Meeting – February 23, 2023	Amanda	For Information
12:00	5.0	<b>ADJOURNMENT</b>	Amanda	For Decision



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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**Thursday, December 15, 2022**

**9:00 a.m. – 12:00 p.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:**

Louise White-Gibbs  
Colin Cote  
John Ilchuk  
Amanda Avery Bibo  
Robert Machatis  
Leo Paquin  
Nikole Andres  
Wayne Bamber  
Shawn Elgert  
Abdi Siad-Omar  
Xiaofeng Will Wang (Arrived at 9:37am)  
Vicky Lefebvre (Arrived at 9:50am)  
Murray Phillips

**Guests and Observers:** Jeffrey Zalaski

**Staff and Contractors:** Vicky Krawchuk, Executive Director  
Maria Cueva, Financial Coordinator  
Michael Bisaga, Environmental Monitoring Programs Manager  
Lily Lin, Data & Reporting Specialist  
Stephanie Sitkowski, E & O Coordinator  
Eveline Hartog, Administrative Professional  
Lori Jodoin, Administrative Professional

**Regrets:** Phil Kushnir  
Kelly Dion-McFeeters  
Lorin Tkachuk  
Duane Zaraska

**1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 9:01 a.m.

**1.1 Traditional Acknowledgement**

**1.2 Member Introductions**

The new Alberta Health Services representative is Xiaofeng (Will) Wang.

**1.3 Vision, Mission, and Values**

**1.4 Attendance**

The Board reviewed the attendance record and the Chairperson noted that an attendance letter would be sent out to Lorin Tkachuk.

**1.5 Approval of Agenda**

**1.5.1 December 15, 2022, Board of Directors Meeting**

**#1 Moved by Louise White-Gibbs AND CARRIED that the December 15, 2022, Agenda be approved as presented.**

**1.6 Approval of Minutes**

**1.6.1 November 24, 2022– Board Meeting Minutes- DRAFT**

**#2 Moved by Murray Phillips AND CARRIED that the Minutes of the November 24, 2022, Board meeting be approved as presented.**

**2.0 ONGOING BUSINESS**

**2.1 Education and Outreach Coordinator Report**

The Education and Outreach Coordinator delivered her report, noting:

- She has attended many meetings with various committees since she started. School Programs are being booked and she is already having programs extending into June. Program Presentations will commence in January 2023.
- The 2022 Photo Contest has not yet been judged, as judges had prior commitments before Christmas. They are in the process of choosing a date in January 2023. An album of all contest entries will be added to the LICA Facebook page for a “fan favorite” to be chosen.
- Garden security is being addressed as lights and cameras will be added.
- The Stream of Dreams application deadline will be extended to January 20, 2023. To date, only one new application has been received. Previous unsuccessful applicants have been contacted to determine their interest in applying for 2023.
- Social media analytics have been reviewed and there has been an increase in Facebook followers. The Executive Director will continue to manage the accounts

until January 9, 2023, at which point the Education and Outreach Coordinator will take over.

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

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

- All major component upgrades and continuous monitoring station optimization tasks planned for 2022-2023 are now complete. Stations are upgraded to accept the additional monitoring equipment required to support the implementation of the Acid Deposition Monitoring Strategy.
- Acid deposition lake monitoring has been completed and results are to be expected in January 2023. Denuder construction has started, and he is working directly with WBEA to have them deployed in the new year.
- A half day air quality monitoring seminar was delivered at Portage College in Lac La Biche in November. The University of Blue Quills also approached the Manager of Environmental Monitoring to deliver the ENVM 107A, Air Monitoring component of the Community Based Environmental Monitoring Program once again in Spring 2023.

## **2.3 Environmental Coordinator Report**

The Executive Director delivered the Environmental Coordinator's report, noting:

- The Integrated Watershed Management Plan Summary is posted on the LICA website in addition to being sent to all Municipalities and Indigenous communities within the Beaver River Watershed. The top 5 priorities identified are being used as a starting point for the Integrated Watershed Management Plan Implementation.
- The 2022 Project Grants will have a map forthcoming to document the GPS coordinates of each legacy sign.
- The Environmental Coordinator is currently looking into different Citizen Science programs that LICA can implement to get the community involved over the winter months.
- The CreekWatch kits are currently being housed at the LICA office. A proposal for next year's sampling season will be brought to the Board in 2023.
- LICA had ordered YSI Probe supplies for Muriel Lake Basin Management Society's Winter Dissolved Oxygen winter monitoring to ensure the device is ready for use.

## **2.4 Administration**

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

The Executive Director delivered her report, noting:

- The Society Annual Return was filed on November 30, 2022.
- A review of the Annual Work Plan will take place on January 4, 2023. Officers were invited to attend and assist in the development.

#### **2.4.1.1 Strategic Plan Q3 Progress Report Summary**

The Executive Director presented the Strategic Plan Q3 Progress Report Summary to the Board as information.

#### **2.4.1.2 AEG Grant Carry-Over Reallocation Recommendation**

The AEG Grant Carry-Over Reallocation was presented to the Board for discussion.

- The Executive Director and Financial Coordinator reviewed the reallocation of funds going to stipends, snow removal, community garden, office supplies, volunteer/staff appreciation, staff wages, and Xerox Canada.
- \$3000 from the \$10,243.35 will be reallocated to Staff training and hiring payroll overlap expenses.
- \$500 was allocated to the Community Garden.
- Education and Outreach Committee has \$17,000 left in its budget.

**#3 Moved by John Ilchuk, seconded by Wayne Bamber AND CARRIED that the AEG Grant Carry-Over Reallocation Recommendation be approved as presented.**

#### **2.4.1.3 Blue Quills Instructional Services Agreement Renewal**

The Blue Quills Instructional Services Agreement Renewal was presented to the Board for discussion. A decision was made to renew the agreement with the University of Blue Quills, as it is beneficial for all parties involved. The presented agreement was last year's, therefore when a new agreement becomes available it will be forwarded to the Officers for signatures.

**#4 Moved by Leo Paquin AND CARRIED that the Blue Quills Instructional Services Agreement Renewal be approved as presented.**

#### **2.4.1.4 Policy 1.9- Committees Review**

The Board reviewed Policy 1.9 *Committees*. Policy 1.9.1.7 states, "Board members appointed and in attendance at the Committee meeting will be responsible for reporting to the Board at the following Board meeting." If more than one Board member attends the Committee meeting, reporting at the Board meeting will be chosen in alphabetical order and dependent on Member attendance.

**#5 Moved by Colin Cote AND CARRIED that Policy 1.9 – Committees be approved as presented.**

## **2.4.2 Financial Reports**

### **2.4.2.1 Accounts Receivable Report to December 8, 2022**

The accounts receivable report as of December 8, 2022, was presented to the Board noting that invoicing for the third quarter will be sent out in January 2023.

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

The finances to date as of November 30, 2022, were presented to the Board. Approximately 60-70% of the budget is spent, dependent on which category is viewed. Overall, the association is on track with the 2022-2023 Consolidated Budget.

It was noted that the Education and Outreach department has a larger amount of remaining funds available for the fourth quarter, due to the turnover timeline for the Education and Outreach Coordinator position.

## **2.4.3 ADMPE Committee**

### **2.4.3.1 November 29, 2022, ADMPEC Minutes – DRAFT**

The Draft November 29, 2022, ADMPEC meeting minutes were presented to the Board as information.

### **2.4.3.2 Acid Deposition Monitoring Program Expansion Committee (ADMPEC) Terms of Reference**

The Board reviewed and approved the recommended changes to the ADMPEC Terms of Reference.

**#6 Moved by Wayne Bamber AND CARRIED that Acid Deposition Monitoring Program Expansion Committee Terms of Reference be accepted as presented.**

## **2.4.4 LICA Watershed Committee (LWC)**

### **2.4.4.1 December 1, 2022, LICA Watershed Committee Minutes – DRAFT**

The Draft December 1, 2022, LICA Watershed Committee meeting minutes were presented to the Board as information.

### **2.4.4.2 LICA Watershed Committee Terms of Reference**

The Board reviewed and approved the recommended changes to the LICA Watershed Committee Terms of Reference.

**#7 Moved by Leo Paquin AND CARRIED that LICA Watershed Committee Terms of Reference be accepted as presented.**

## **2.4.5 Education and Outreach Committee (EOC)**

### **2.4.5.1 December 12, 2022, EOC Minutes – DRAFT**

The Draft December 12, 2022, Education and Outreach Committee meeting minutes were presented to the Board as information.

### **2.4.5.2 EOC Terms of Reference**

The Board reviewed and approved the recommended changes to the Education and Outreach Committee Terms of Reference.

**#8 Moved by Colin Cote AND CARRIED that Education and Outreach Committee Terms of Reference be accepted as presented.**

## **3.0 OTHER BUSINESS**

### **3.1 Alternative Land Use Services (ALUS) Review and Discussion**

The Education and Outreach Coordinator shared a PowerPoint presentation for information on Alternative Land Use Services (ALUS) in order to determine the interest of the Board to partner with ALUS. ALUS's projects are closely tied between agriculture and ecology and their Vision, Mission and Values align closely with LICA's, especially regarding community engagement. Various past ecological projects completed by ALUS were listed in the presentation.

A Board member expressed that they thought LICA would not be able to be an ALUS member as that is usually reserved for municipalities. These projects usually involve multiple municipalities working together. However, if working side by side as partners, LICA would possibly be able to offer in-kind support. (ie, management, office space)

Another Board member suggested that we begin with education over coordination, which means making producers/community aware of what partnerships ALUS could provide. LICA could possibly use them as a resource for education, taking small steps to start.

The Education and Outreach Coordinator will put in a request with ALUS for them to come do an information session for the community, showing what they have to offer.

**#9 Moved by Louise White Gibbs AND CARRIED that LICA host an Alternative Land Use Services information session in the community.**

**4.0 ACTION LIST**

**4.1 Follow-up on Action List**

**4.1.1 November 24, 2022, Board of Directors Meeting**

The Board reviewed the action list for November 24, 2022, noting that the second bullet in task 2.3 has been completed, along with tasks 2.3.1 and 2.4.2.2.

**5.0 UPCOMING MEETING DATES**

**5.1 Board Meeting – January 26, 2023**

**6.0 ADJOURNMENT**

The meeting adjourned at 11:20 a.m.

**#10 Moved by Louise White-Gibbs AND CARRIED that the meeting is adjourned.**

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

\_\_\_\_\_  
Signature





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## LICA Education & Outreach Update January 17th, 2023

Program and Event Analytics 2022 - 2023					
Synergy		Watershed		Airshed	
Audience Reached	1560	Water School Programs	29	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				

### Recent Meetings and Events

- January 3<sup>rd</sup> – Alberta Airsheds Council Communications Meeting
- January 16<sup>th</sup> – Meeting with Little Green Thumbs
- January 17<sup>th</sup> – X-Stream Science Update Meeting with other WPACs
- January 17<sup>th</sup> – LICA Staff Meeting
- January 18<sup>th</sup> – Bonnyville Interagency Meeting
- January 18<sup>th</sup> – Meeting with Bonnyville Home School Representative
- January 19<sup>th</sup> – WPAC E&O Meeting
- January 23<sup>rd</sup> & 24<sup>th</sup> – Little Green Thumbs Training

## **Contests**

- 2022 Photo Contest:
  - Judges have been contacted to arrange a meeting in January. Two judges have not yet replied.
- 2023 Calendar Contest:
  - Calendars have been printed and picked up.
  - Prizes have been dropped off to winning students at their schools.

## **Stream of Dreams**

- The application submission deadline was January 20<sup>th</sup>, 2023, at 5:00pm
- As of this deadline, only Light of Christ Catholic School in Lac La Biche had submitted a completed application.
- Once the EOC approves this applicant, we will order our wooden fish and book a week for programming.

## **School Programming**

- We are on track to reach our target of 50 water school programs; airshed based programming is being reviewed and updated.

## **ALUS Townhall**

- I have contacted ALUS Western Hub Managers to determine a date for a townhall meeting. We have requested February 27<sup>th</sup>, in the afternoon.

## **Workshops**

- Upcoming Introductory Bird ID Workshop (Pending Board Approval) Date TBD.
- Two community vermicomposting workshops will occur in February.
- I have contacted Jason Barrie regarding an evening workshop.

## **Little Green Thumbs**

- We have finally contacted LGT. Stephanie had virtual training with Brit from their head office on the 23<sup>rd</sup> and 24<sup>th</sup>.

## **Social Media**

- The Education and Outreach Coordinator has assumed responsibility for all social media.

Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-day period)	Page Views
<b>Facebook</b>					
Sep 9 - Dec 6 Insights	753	913	5,228	486	410
Dec 7 - Jan 16 Insights	756	865	1290	490	67
<b>Instagram</b>					
Sep 9 - Dec 6 Insights	-	526	201	91	40
Dec 7 - Jan 16 Insights	-	529	214	136	20

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
<b>YouTube</b>				
Sep 9 - Dec 6 Insights	7	93	2.1	28
Dec 7 - Jan 16 Insights	7	21	0.1	4

Social Media Definitions	
<b>Platform</b>	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.
<b>Likes</b>	The number of likes of your Facebook Page.
<b>Followers</b>	The number of accounts that started following your Instagram account.
<b>Reach</b>	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.

<b>Engagement</b>	The number of reactions, comments, and shares on your posts.
<b>Page Views</b>	The number of times your page (profile) was visited.
<b>Subscribers</b>	The people or accounts that are subscribed to your channel.
<b>Impressions</b>	How many times your video thumbnails were shown to viewers. Includes only impressions on YouTube, not on external sites or apps.
<b>Watch Time:</b>	Channel watch time compared with the previous period. This includes public, private, unlisted, and deleted videos.
<b>Video Views</b>	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.

### **Upcoming Meetings and Events**

- February 2<sup>nd</sup> – Bonnyville Wellness Coalition Meeting
- February 7<sup>th</sup> – Alberta Airsheds Council Communications Meeting
- February 8<sup>th</sup> – Vermicomposting Workshop at Bonnyville Library
- February 15<sup>th</sup> – Vermicomposting Workshop at Lac La Biche Library
- February 16<sup>th</sup> – ALMS Meeting & Webinar
- February 21<sup>st</sup> – LICA Staff Meeting



## Proposal to the Board: Replacement of Skulls and Pelts

*Stephanie Sitkowski, Education & Outreach Coordinator*

### Recommendation:

LICA to replace collection of skulls and pelts used in educational programming.

### Rationale:

In the summer of 2022, LICA's donated collection of pelts and skulls was stolen. These were used as educational tools for elementary school programming and community events. Species in our collection included black bear, beaver, fisher, fox, lynx, mink, and wolf. The Education and Outreach Coordinator has contacted multiple hunting and trapping organizations for donations of pelts and skulls, however, there have been no offers by members to date.

### Funding:

The replacement of the educational supplies will cost between \$1100 and \$1900. This will be covered by LICA's Education and Outreach portion of the WPAC operational grant. \$17,000 currently remains in this budget.

### Background:

There are many benefits to having a hands-on component of skulls and pelts for educational programming. Children can learn basic comparative anatomy, such as the difference between herbivores and carnivores, as well as physical attributes that animals have for their different needs. Learning about the requirements animals have to maintain life is a key part of the curriculum at the grade 1-2 level. Children can learn to classify and identify animals that live in their watershed and understand why it is important to protect them and their habitat. We are in an area where hunting and trapping are highly valued activities, and this type of learning can help them further appreciate the wildlife that lives in their region.

### Procurement:

A search was conducted to determine the companies with the most complete selection of products, and two North American companies were found. Acorn Naturalists operates out of the United States and sells Bone Clones museum grade replicas, Kind Fur (realistic faux fur), and silicone scat and tracks. Medieval Fur operates in Quebec and specializes in real animal parts.

The previous collection consisted of real skulls and pelts, which were donated by local trapping/hunting organizations. However, there are considerable benefits to replacing the collection with Replica Skulls and Kind Furs. Replicas will not require licenses to import or possess, nor will they require the additional cost of inspection by U.S. Fish & Wildlife (a cost of \$95). Replica skulls and pelts are more durable and do not require specialized handling or storage. Real skulls and pelts rely on trapping successes by the proper licensees, meaning that stock is often varied, and a full collection may be difficult to acquire in a timely manner.



**Pricing:**

To purchase full collections from Acorn Naturalists (skull, pelt, silicone scat, and silicone tracks), mink, lynx, and fisher would need to be removed and replace them with other species (i.e., striped skunk, bobcat, raccoon, little brown bat). The total to replace the previous collection, species, which would be incomplete sets, is approximately \$1466.56 CAD plus shipping. To replace the collection with complete sets including new species would cost \$1322.85 (\$1773.35 CAD) plus Shipping. There are three options for shipping from Acorn Naturalists: Priority International USPS (7-14 days) \$199.95 USD. Ground Service to Canada UPS (7-14 days) \$219.00. UPS Express Service (2-5 days) \$274.95 USD.

*Table 1. Cost breakdown. Acorn Naturalists. Note that prices are listed in USD. Species in prior collection are highlighted in blue.*

Species	Bone Clone Skull	Kind Fur Swatch	Silicone Scat	Silicone Tracks
Black Bear	\$209.00	\$29.95	\$22.95	\$39.95
Beaver	\$95.00	\$29.95	\$12.95	\$14.95
American Mink	\$61.00	\$29.95	-	\$12.95
Red Fox	\$91.00	\$29.95	\$12.95	\$12.95
Lynx	\$121.00	\$29.95	-	-
Wolf	\$182.00	\$29.95	\$15.95	\$14.95
Fisher	\$91.00	-	-	\$12.95
Striped Skunk	\$76.00	\$29.95	\$10.95	\$11.95
Little Brown Bat	Already Have	\$29.95	\$10.95	-
Bobcat	\$95.00	\$29.95	\$12.95	\$12.95
Raccoon	\$100	\$29.95	\$11.95	15.95

To purchase pelts and skulls from Medieval Fur, (excluding a fisher pelt) the cost is \$1782.95 CAD plus GST and shipping. To additionally substitute new species for incomplete sets, the cost is \$1845.9 CAD plus GST and shipping. Shipping costs from Medieval Fur could not yet be obtained.

*Table 2. Cost Breakdown. Medieval Fur. Note that prices are listed in CAD. Species in prior collection are highlighted in blue.*

Species	Skulls	Pelts
Black Bear	\$90	\$475
Beaver	\$40	\$75
American Mink	\$25	\$35
Red Fox	\$55	\$160
Lynx	\$70	\$17.95 (head only)
Wolf	\$100	\$600
Fisher	\$40	-
Striped Skunk	\$30	\$30 (sold out)
Little Brown Bat	-	-
Bobcat	-	-
Raccoon	\$40	\$2.95 (head only)

# Environmental Monitoring Programs

January 26<sup>th</sup> 2023, Board of Directors Update



## Routine Operations & Reporting

**Network Improvements:** Staff are “stocking up” on preventative maintenance (PM) supplies. Typically, most major PM purchases are made at the end of the fiscal year to efficiently capitalize on surplus funds. However, given ongoing supply chain and delivery issues, staff are pre-emptively ordering the supplies needed to support network operations.

## Special Projects and Other Updates

**Multi-Year OSM Contract:** Alberta EPA requested LICA's input on building a business case for new multi-year OSM contracts. The contracts will deliver the active monitoring program and the deposition monitoring program. Ball-park budget amounts were provided to EPA based on known operating costs and projected capital needs. The 2023-24 budget was previously provided to OSM through an earlier planning process and the three subsequent years were provided as estimates.

### Active

Fiscal Year Distribution	Price not to Exceed
2023-24	\$ 821,882.46
2024-25	\$ 870,648.34
2025-26	\$ 880,421.04
2026-27	\$ 911,235.77
<b>Total Price</b>	<b>\$3,484,187.61</b>

### Deposition

Fiscal Year Distribution	Price not to Exceed
2023-24	\$ 527,592.74
2024-25	\$ 566,058.49
2025-26	\$ 585,870.54
2026-27	\$ 606,376.01
<b>Total Price</b>	<b>\$2,285,897.78</b>

After LICA provided the multi-year budget projections, EPA informed LICA that the OSM Program Office decided to request an extension of existing contracts until the end of Q1 (June 30, 2023) rather than developing new multi-year contracts at this time. Once the 2023-24 workplans are approved, EPA will submit the Business Cases for the multi-year contracts.

**University nuhelot'ine thaiyots'i nistameyimâkanak Blue Quills:** Discussions are ongoing with UnBQ about delivering this year's program (ENVM 107A, Air Monitoring component of the Community Based Environmental Monitoring Program). There will be some changes to content delivery including having community elders in the classroom to teach indigenous wisdom and knowledge alongside the different subject area instructors.

**Michael Bisaga**  
Monitoring Programs Manager

Lily Lin  
Data and Reporting Specialist

monitoring@lica.ca



## Environmental Coordinator Programs Update

January 26, 2023, Board of Directors Meeting

### 2023 Projects:

- The board will be advised once the funding outcome is received.

### 2022 Project Grants:

- A map was developed that highlights the locations of the legacy signs. To promote a variety of LICA initiatives, different LICA project areas around the region were included.

### LICA Watershed Committee (LWC):

- State of the Watershed
  - Discussed briefly at the LWC meeting. Further discussion will take place if/when the anticipated funding is received.
- IWMP
  - The top 5 priorities identified in the Beaver River IWMP are being used as a starting point for IWMP implementation. The top 5 priorities can be found in the Executive Summary of the [IWMP](#). Anyone with suggestions or input on different implementation strategies is encouraged to assist during this phase!
  - IWMP implementation meetings with municipal councils are being scheduled.

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

- January 26, 2023, @ 1 pm – WPAC Managers Meeting

### Citizen Science

#### 2023 Winter Citizen Science

- Please see the attached Winter Bird Monitoring & Workshop proposal.

#### CreekWatch

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

#### MLBMS Winter DO Monitoring

- Past Winter DO Monitoring reports can be found on the [LICA Website](#) for those interested in viewing them.



## Community Outreach

- ALMS is hosting its 4<sup>th</sup> Lake Stewardship Community of Practice Meeting on February 16<sup>th</sup> from 12:00-1:30 pm. The Chair of the Moose Lake Watershed Society and President of the Muriel Lake Basin Management Society will be sharing their experience with water level concerns at Moose Lake and Muriel Lake. Shared with the LICA membership via email, and shared on the LICA social media, LICA will be streaming the meeting in the Board room for those interested in attending during their lunch hour as a 'lunch & learn'.
- Invasive Species Awareness Week is February 20-26, 2023. LICA is working to find at least one educational webinar that is offered during this week to stream in the board room for the public to attend.
- The Iron Horse Trail Association reached out regarding a restoration technique workshop. I am currently looking into the possibility of LICA hosting a workshop later in the year. A formal proposal will be brought to the Board at a later date if it is possible.

## Additions

- December 20 – LICA Staff Meeting
- December 26-30 – LICA Office Closed
- January 2 - STAT
- January 4 – Annual Work Plan Staff Planning Session
- January 10-17 – Kayla is on Holiday
- January 17 – LICA Staff Meeting
- January 26 – LICA Board Meeting
- January 26 – WPAC Managers Meeting

## Upcoming

- February 16<sup>th</sup> – Lunch and Learn at LICA Office

*Kayla Hellum,  
LICA, Environmental Coordinator*

## Proposal to the Board: Winter Bird Monitoring & Workshop

*Kayla Hellum, Environmental Coordinator*

*Stephanie Sitkowski, Education & Outreach Coordinator*

### Recommendation:

LICA to develop and offer a winter bird monitoring workshop and participate in winter bird monitoring citizen science during the 2023 winter season. LICA will offer a bird identification workshop followed by the promotion of winter bird monitoring in the community and will accept and upload monitoring data recorded by community members on the ebird site from February 1<sup>st</sup> to April 1<sup>st</sup>, 2023.

### Winter Bird Monitoring:

[eBird](#) was created by [Cornell Lab of Ornithology](#) for the purpose of supporting both birders and bird conservation. Data submitted to ebird contributes to science and conservation as the Cornell Lab conducts a detailed analysis of the database and produces valuable maps and data products on bird distribution, abundance, and migratory behaviour. Citizen science provides an opportunity for naturalists, both novice and experienced, to meaningfully contribute to science and the conservation of biodiversity.

LICA will promote winter bird monitoring by asking that participants monitor bird species from their feeders or at a location of their choosing (i.e. in the forest). They will then be asked to send specific information they collect to LICA to enter their recorded data in the ebird database.

### Workshop:

The intention of this workshop is to give new birders an introduction to bird identification techniques, including by sight and sound. The workshop will focus on basic ID principles, identifying major birding families found in the LICA region, and suggestions for reference material and equipment. The group will practice using the Merlin Bird ID app on examples of birds in our region.

### Cost:

There is no cost associated with the submission of winter bird monitoring data on ebird. Costs related with this citizen science program (i.e. uploading data) will include time dedicated by the Environmental Coordinators whose salary is paid through the WPAC operational grant.

The bird identification workshop will be held at the LICA office, and supplies purchased (i.e., refreshments) will be paid for through the Education & Outreach budget. Additional costs for the workshop include time dedicated by the Education and Outreach Coordinator, which is covered by their salary.

### Benefit:

This is a Citizen Science initiative that LICA can implement that is in support of its Vision & Mission.

This project will allow LICA will gauge community interest to support the development/or promotion of other birding/ wildlife projects that are more species-specific.

This will target and cater to a different group of individuals with different interests (i.e., wildlife conservation). All ages are welcome, but this may be more specific to adults where outreach is lacking.

## Executive Director's Report – December 2022

January 19, 2023

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

### Pandemic Response Update

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

### Funding/Financials Update

- Developed and submitted the Canada Summer Jobs (CSJ) application, which will provide LICA with a wage subsidy to hire a summer student this year. Service Canada will inform LICA of the status of the application in April 2023.
- Support was provided to the Manager of Environmental Monitoring Programs and EPA regarding the development of the new Business Case for new multi-year OSM contracts between LICA and EPA. The contracts are needed to deliver the active monitoring programs and the deposition monitoring program.
- OSM Q3 deliverables and financial reports will be submitted by February 1<sup>st</sup>.
- The Financial Coordinator has been working with the accountant regarding developing and issuing the T4s to staff.

### Additional Updates:

- Both insurance policies for the Association have been reviewed for the new term for the director liability and the general and commercial liability policies.
- The Society Annual Return was delivered on December 2, 2022. Pending proof of filing from Corporate Registries.
- Staff worked on the development of the 2023-24 Consolidated Annual Work Plan. A recommendation will be presented to the Board at the January 26<sup>th</sup> Board meeting. Following Board approval, the design will be completed in-house by the Environmental Coordinator and the Education and Outreach Coordinator.
- A proposal for a Youth/Student E&O Assistant will be brought to the Board at the January Board meeting, to extend the successful applicant of the Canada Summer Job Program to a causal permanent role at LICA. A job description and advertisement have been included in the proposal for consideration. If approved by the Board, advertisements will be posted in late March and the hiring process will commence in April; please keep in mind that the CSJ wage subsidy confirmation will be received in April 2023.
- The Bonnyville Oil and Gas Show (BOGS) registration have been completed and payment issued. The Show will occur on June 21<sup>st</sup> and 22<sup>nd</sup>.
- The Alberta Legislature Library requested permission to electronically archive and make LICA's Annual Report, Integrated Watershed Management Plan, and State of the Watershed report accessible on their catalogue. Officers have confirmed approval for the request and more information pertaining to this catalogue is found at <https://librarysearch.assembly.ab.ca/>.

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

- Dec 20<sup>th</sup> – Staff Meeting
- Dec 20<sup>th</sup> – Alberta Perspectives Survey Hiring Intentions
- Dec 21<sup>st</sup> – Understanding Your Legal Landscape (Not for Profit Courses), Alberta.ca

- Dec 26<sup>th</sup> – Jan 2<sup>nd</sup> – LICA office closed for the holidays
- Jan 4<sup>th</sup> – LICA Annual Work Plan Planning Session
- Jan 17<sup>th</sup> – Staff Meeting
- Jan 18<sup>th</sup> – Fraud Prevention Strategies and Considerations for the Non-Profit Sector Webinar by ATB Financial
- Jan 19<sup>th</sup> – Integrating Year-Round Fraud Prevention Strategies Webinar by ATB Financial

**Upcoming Meeting Dates:**

- Jan 26<sup>th</sup> – BOD Meeting
- Jan 26<sup>th</sup> – WPAC Managers Meeting
- Feb 21<sup>st</sup> – Staff Meeting
- Feb 23<sup>rd</sup> – BOD Meeting

Respectfully submitted,

Vicky Krawchuk, Executive Director, LICA – Environmental Stewards

## 2023-2024 Consolidated Annual Work Plan

### Presence

Increase presence and credibility by connecting stakeholders, promoting community involvement, improving the advocacy for environmental protection, and sharing our successes.

#### 1.1 Increase Presence and Credibility in the LICA Region

Strategy	Target	Timeline
1.1.1 Expand LICA membership	<ul style="list-style-type: none"> <li>● Make membership forms easily available and accessible to all stakeholders.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Engage municipalities within the LICA Region in efforts to increase the awareness and presence of LICA.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Enroll at least 20 new LICA members.</li> </ul>	
1.1.2 Host events that engage the community to collaborate on local environmental concerns	<ul style="list-style-type: none"> <li>● Work to implement the Beaver River IWMP.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Promote events and/or dialogue through online forums on social media and the LICA website.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Circulate surveys to members to identify topics of interest and feedback on LICA programs.</li> </ul>	
1.1.3 Participate in community events focused on environmental stewardship	<ul style="list-style-type: none"> <li>● Attend at least five community events offered by different municipalities to promote the LICA vision and mission.</li> </ul>	March 2024
1.1.4 Make meetings open to the public	<ul style="list-style-type: none"> <li>● Maintain an up-to-date calendar on the LICA website with upcoming meeting dates.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Disseminate meeting materials to LICA members who have identified an interest in participating in LICA meetings.</li> </ul>	

1.1.5 Develop and disseminate communication materials on relevant topics	<ul style="list-style-type: none"> <li>Develop and disseminate quarterly newsletters.</li> </ul>	July 2023, October 2023, February 2024, April 2024
	<ul style="list-style-type: none"> <li>Develop and disseminate the LICA Annual Report to all LICA members and publish it on the LICA website.</li> </ul>	September 2023
	<ul style="list-style-type: none"> <li>Update and publish the <i>Introduction to LICA</i> animated video on the LICA website, social media, and YouTube Channel.</li> </ul>	August 2023
	<ul style="list-style-type: none"> <li>Examine between year differences in passive air quality results i.e., bubble and isopleth maps.</li> </ul>	June 2023, September 2023, January 2024, March 2024
	<ul style="list-style-type: none"> <li>Develop and publish a multi-year monitoring report.</li> </ul>	September 2023
	<ul style="list-style-type: none"> <li>Publish and deliver Air Quality presentations and other data visualizations.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Publish an interim report to summarize the Portable Air Monitoring System (PAMS) Lac La Biche Air Quality Monitoring Project.</li> </ul>	
	<ul style="list-style-type: none"> <li>Post and update information regarding the Integrated Watershed Management Plan (IWMP) on the LICA website.</li> </ul>	
	<ul style="list-style-type: none"> <li>Post and update information regarding the Acid Deposition Monitoring Program Expansion Plan on the LICA website.</li> </ul>	
1.1.6 Maintain and update the LICA website regularly with current information, resource materials, and publications for public knowledge	<ul style="list-style-type: none"> <li>Publish up-to-date bylaws, policies, and meeting minutes on the LICA website, once approved by the Board of Directors.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Conduct quality assurance on the LICA website quarterly, at a minimum, to ensure information is current and accurate.</li> </ul>	

### 1.2 Promote the LICA Vision and Mission Beyond the LICA Region

Strategy	Target	Timeline
1.2.1 Participate in events of other Alberta WPACs and Airsheds when possible	<ul style="list-style-type: none"> <li>Participate in at least one project or event with another WPAC in Alberta.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Participate in at least one project or event with another Airshed in Alberta.</li> </ul>	
	<ul style="list-style-type: none"> <li>Participate in the WPAC Manager meetings.</li> </ul>	
	<ul style="list-style-type: none"> <li>Represent LICA on the AAC Board of Directors.</li> </ul>	
1.2.2 Participate in the WPAC Summit and annual Synergy Alberta Conference	<ul style="list-style-type: none"> <li>Attend the annual Synergy Alberta Conference.</li> </ul>	November 2023
	<ul style="list-style-type: none"> <li>Attend the WPAC Summit.</li> </ul>	August 2023
1.2.3 Provide input to the Alberta Water Council (AWC)	<ul style="list-style-type: none"> <li>Provide feedback, input, and concerns to the AWC through the Alberta WPACs representative on the AWC Board of Directors.</li> </ul>	March 2024
1.2.4 Participate in the Alberta Airsheds Council (AAC)	<ul style="list-style-type: none"> <li>Attend Alberta Airsheds Council meetings.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Participate on AAC sub-committees as required.</li> </ul>	

### 1.3 Improve Advocacy for Environmental Protection

Strategy	Target	Timeline
1.3.1 Support projects and collaborate on Water for Life-aligned initiatives with local Watershed Stewardship Groups (WSG)	<ul style="list-style-type: none"> <li>Collaborate with at least one WSG on a joint initiative.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Maintain partnerships with WSGs on ongoing projects and programs.</li> </ul>	
1.3.2 Participate in local WSG meetings	<ul style="list-style-type: none"> <li>Represent LICA in Moose Lake Watershed Society (MLWS) meetings.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Represent LICA in Muriel Lake Basin Management Society (MLBMS) meetings.</li> </ul>	

1.3.2 Participate in local WSG meetings (cont.)	<ul style="list-style-type: none"> <li>● Participate in other local WSG meetings, if able.</li> </ul>	March 2024
1.3.3 Support citizen science and community-based monitoring initiatives	<ul style="list-style-type: none"> <li>● Support and develop community-based monitoring projects, when applicable.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Plan, organize, and implement at least one community Citizen Science Program.</li> </ul>	
1.3.4 Engage local communities in environmental stewardship action	<ul style="list-style-type: none"> <li>● Partner with local WSGs and/or community members to expand LICA campaigns.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Promote the KOLB campaign and guide other WSGs and WPACs.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Collaborate with Alberta Airsheds to implement an Air Quality Campaign in communities and/or businesses in the LICA region.</li> </ul>	

## Sustainability and Resiliency

Achieve LICA’s vision and mission by maintaining strong foundational support through precise communication and adaptive evaluating, of the Association’s resources.

### 2.1 Manage and Improve Organizational Operations

Strategy	Target	Timeline
2.1.1 Maintain sub-committees for projects and programs as required	<ul style="list-style-type: none"> <li>● Maintain a standing Governance Committee (GC).</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Maintain a standing Education and Outreach Committee (EOC).</li> </ul>	
	<ul style="list-style-type: none"> <li>● Maintain a working LICA Watershed Committee (LWC).</li> </ul>	
	<ul style="list-style-type: none"> <li>● Maintain an ad-hoc Acid Deposition Monitoring Program Expansion Committee (ADMPEC).</li> </ul>	
2.1.2 Use a consensus decision-making process for all LICA business	<ul style="list-style-type: none"> <li>● Ensure the continuity of consensus decision-making for all LICA business.</li> </ul>	March 2024



2.1.3 Develop and evaluate annual work plans	<ul style="list-style-type: none"> <li>Develop annual work plans collaboratively with all LICA staff, contractors, and Officers, for Board approval.</li> </ul>	February 2024
	<ul style="list-style-type: none"> <li>Complete quarterly Strategic Plan Progress Reports for the Board’s review.</li> </ul>	June 2023, September 2023, January 2024, March 2024

## 2.2 Maintain a Sound Financial Management and Reporting Procedure

Strategy	Target	Timeline
2.2.1 Develop annual budgets for all revenue sources	<ul style="list-style-type: none"> <li>Review Strategic Budget annually to assess financial needs.</li> </ul>	September 2023
2.2.2 Secure funding required to implement work plans	<ul style="list-style-type: none"> <li>Submit WPAC Operating Grant interim and annual reports by specified deadlines to ensure continuity of funding.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Submit Airshed Engagement Grant interim and annual reports by specified deadlines to ensure continuity of funding.</li> </ul>	
2.2.3 Manage finances in accordance with the Generally Accepted Accounting Principles (GAAP)	<ul style="list-style-type: none"> <li>Complete monthly financial reports to present to the Board of Directors outlining expenditures from all revenue sources.</li> </ul>	March 2024
2.2.4 Conduct an independent annual financial review	<ul style="list-style-type: none"> <li>Contract a professional accountant to complete an annual financial review for the organization.</li> </ul>	June 2023
2.2.5 Adaptively evaluate and improve the efficiency of LICA resources to ensure the organization’s goals are achievable	<ul style="list-style-type: none"> <li>Conduct assessment(s) on LICA resources to ensure the organization is adequately equipped to conduct business.</li> </ul>	March 2024

2.2.6 Achieve organizational goals through the collaboration of LICA staff and Board members	<ul style="list-style-type: none"> <li>Encourage active participation and discussion during LICA meetings by providing the Board and Committee meeting materials in advance of each meeting.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Hold staff meetings monthly, at a minimum.</li> </ul>	
	<ul style="list-style-type: none"> <li>Hold Officer meetings as needed.</li> </ul>	

### 2.3 Maintain Sound Governance Practices

Strategy	Target	Timeline
2.3.1 Continuously review and improve organizational bylaws, policies, and procedures	<ul style="list-style-type: none"> <li>Engage Governance Committee for bylaw review and recommend amendments to the Board, as needed.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Review policies and procedures triennially at a minimum and amend as needed.</li> </ul>	
2.3.2 Conduct an annual review of the Strategic Plan	<ul style="list-style-type: none"> <li>Hold an annual strategic planning session with the Board of Directors. Update the 5-year plan and strategic budget as required</li> </ul>	May 2023
2.3.3 Develop and maintain Terms of Reference for all committees and subcommittees	<ul style="list-style-type: none"> <li>Develop and/or review Terms of Reference for all LICA Committees for Board approval.</li> </ul>	November 2023
2.3.4 Host an Annual General Meeting to elect Board members and to inform the general membership of current LICA activities and initiatives	<ul style="list-style-type: none"> <li>Hold an AGM and complete elections for the Board of Director positions.</li> </ul>	October 2023

### 2.4 Adaptively Evaluate Programming

Strategy	Target	Timeline
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2.4.1 Adaptively manage and continuously improve education and outreach programs	<ul style="list-style-type: none"> <li>Evaluate educational programs for effectiveness through teacher surveys and update programs based on feedback.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Ensure classroom presentations are curriculum-aligned and updated as required.</li> </ul>	March 2024
2.4.2 Ensure monitoring results are accessible to the public	<ul style="list-style-type: none"> <li>Make water monitoring results and reports publicly available on the LICA website and social media.</li> </ul>	March 2024
2.4.2 Ensure monitoring results are accessible to the public (cont.)	<ul style="list-style-type: none"> <li>Provide ambient air data and pollutant concentrations in populated areas needed to calculate the Air Quality Health Index (AQHI).</li> </ul>	March 2024

## Organizational Capability

Provide an accessible, informative, and practical environmental hub for the LICA region through:

- advancing and adapting data interpretation with all partners to promote growth and interpretation of the region’s environment.
- leveraging and identifying initiatives for environmentally beneficial successors.
- maintaining and strategically pursuing sustainable funding.

### 3.1 Collect, Analyze, and Interpret Data

Strategy	Target	Timeline
3.1.1 Operate regional monitoring programs	<ul style="list-style-type: none"> <li>Operate passive monitoring stations in the Cold Lake oil sands region. Passive monitoring includes gases such as sulphur dioxide (SO<sub>2</sub>), hydrogen sulphide (H<sub>2</sub>S), nitrogen dioxide (NO<sub>2</sub>), ozone (O<sub>3</sub>), nitric oxide (HNO<sub>3</sub>), ammonia (NH<sub>3</sub>), polycyclic aromatic compounds (PAC), and other pollutants, as required. Note that all pollutants are not monitored at all stations.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Operate and maintain the LICA soil acidification monitoring program.</li> </ul>	

<p>3.1.1 Operate regional monitoring programs (cont.)</p>	<ul style="list-style-type: none"> <li>● Operate continuous monitoring stations in the Cold Lake oil sands region. This includes the following air monitoring stations:               <ul style="list-style-type: none"> <li>– Cold Lake South station</li> <li>– St. Lina station</li> <li>– Tamarack station</li> <li>– PAMS</li> </ul> </li> </ul>	<p>March 2024</p>
	<ul style="list-style-type: none"> <li>● Operate and maintain the Cold Lake oil sands region integrated monitoring program including regional and triggered integrated volatile organic compound (VOC) and polycyclic aromatic hydrocarbon (PAH) monitoring as needed.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Complete routine calibrations and preventative maintenance at all ambient air monitoring stations in the LICA network in accordance with Alberta’s Air Monitoring Directive (AMD).</li> </ul>	
<p>3.1.2 Adaptively manage and continuously improve monitoring programs</p>	<ul style="list-style-type: none"> <li>● Participate in Oil Sands Monitoring (OSM) Program committees and activities related to optimizing and improving the active air and atmospheric deposition monitoring network in the Cold Lake oil sands region.</li> </ul>	<p>March 2024</p>
	<ul style="list-style-type: none"> <li>● Implement any additions, deletions, or any other changes to the LICA active air and atmospheric deposition monitoring network consistent with approved OSM Program work plan(s).</li> </ul>	
	<ul style="list-style-type: none"> <li>● Document any additions, deletions, or any other changes to the LICA active air and atmospheric deposition monitoring network not indicated previously. Identify and describe any deviations from the approved OSM Program work plan(s).</li> </ul>	
	<ul style="list-style-type: none"> <li>● Continue to deploy PurpleAir particulate monitors within the LICA region, as opportunities arise.</li> </ul>	

<p>3.1.2 Adaptively manage and continuously improve monitoring programs (cont.)</p>	<ul style="list-style-type: none"> <li>● Implement LICA’s acid deposition monitoring strategy to meet regional regulatory compliance acid deposition monitoring and reporting requirements.</li> </ul>	<p>March 2024</p>
<p>3.1.3 Provide and report data in a timely manner</p>	<ul style="list-style-type: none"> <li>● As required by the Air Monitoring Directive (AMD):           <ul style="list-style-type: none"> <li>– Report exceedances of the Alberta Ambient Air Quality Objectives and Guidelines, and non-compliances of the Air Monitoring Directive to the Alberta Government (GoA) for active and deposition monitoring results,</li> <li>– Provide real-time air quality data from continuous air monitoring stations to the Alberta Environment and Protected Areas (EPA) real-time website in the required format,</li> <li>– Submit monthly Ambient Air Monitoring Reports to the GoA for active, non-continuous (integrated), and deposition monitoring,</li> <li>– Submit deposition, non-continuous (integrated), and continuous air monitoring data to the Alberta Air Data Warehouse,</li> <li>– Provide LICA Annual Report for the previous calendar year to the GoA.</li> </ul> </li> </ul>	<p>March 2024</p>
	<ul style="list-style-type: none"> <li>● Provide data generated by the Cold Lake soil acidification program to EPA in an agreed-upon format.</li> </ul>	<p>March 2024</p>
<p>3.1.4 Maintain the highest standard of Quality Assurance and Quality Control for monitoring programs</p>	<ul style="list-style-type: none"> <li>● Conduct quality assurance and quality control in accordance with the Air Monitoring Directive, the Air Monitoring Quality Assurance Plan, and Standard Operating Procedures for data QA/QC developed by EPA and LICA.</li> </ul>	<p>March 2024</p>
<p>3.1.5 Recognize, respect, and support the use of</p>	<ul style="list-style-type: none"> <li>● Recruit and maintain Indigenous representation on the LICA Board of Directors, all standing committees, and all ad-hoc committees.</li> </ul>	<p>March 2024</p>

Local and Indigenous Knowledge	<ul style="list-style-type: none"> <li>Engage with Indigenous peoples and communities to incorporate Indigenous Knowledge and Rights into environmental monitoring, management, and education &amp; outreach programs.</li> </ul>	March 2024
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### 3.2 Support the Development and Implementation of Environmental Management Plans and Strategies

Strategy	Target	Timeline
3.2.1 Support the continuous improvement and implementation of Management Frameworks for the Lower Athabasca Regional Plan (LARP)	<ul style="list-style-type: none"> <li>Seek opportunities to provide input on the continuous improvement of the LARP as applicable.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Support the development of sub-regional plans, as applicable.</li> </ul>	
	<ul style="list-style-type: none"> <li>Implement recommendations from updated LARP as appropriate.</li> </ul>	
3.2.2 Implement the Integrated Watershed Management Plan for the Beaver River watershed	<ul style="list-style-type: none"> <li>Work to implement the priorities identified within the Beaver River IWMP.</li> </ul>	March 2024
3.2.3 Work with municipalities, Indigenous Communities/Settlements, and WSGs to support the development and implementation of environmental management plans	<ul style="list-style-type: none"> <li>Support the development of environmental management plans, as applicable.</li> </ul>	March 2024
3.2.4 Implement approved environmental management work plans	<ul style="list-style-type: none"> <li>Research, apply for, and implement project-specific grants related to environmental management.</li> </ul>	June 2023
		March 2024

### Organizational Capacity

Strategically engage and manage the Association’s capacity of volunteers, human resources, and virtual platform engagement through enhanced meaningful partnerships and programming initiatives.

#### 4.1 Engage and Retain Enhanced Meaningful Partnerships

Strategy	Target	Timeline
4.1.1 Recruit, maintain, and provide recognition for dedicated volunteers	<ul style="list-style-type: none"> <li>Engage interested volunteers on opportunities to participate on the LICA Board and Committees.</li> </ul>	September 2023
	<ul style="list-style-type: none"> <li>Provide recognition and appreciation to all volunteers.</li> </ul>	September 2023
4.1.2 Engage with Indigenous communities	<ul style="list-style-type: none"> <li>Provide information and presentations in efforts to collaborate with local Indigenous councils.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Collaborate on educational programs for schools in Indigenous communities.</li> </ul>	
	<ul style="list-style-type: none"> <li>Develop and maintain relationships with Indigenous peoples and communities within the LICA Region.</li> </ul>	
4.1.3 Engage with local governments	<ul style="list-style-type: none"> <li>Attend council meetings, when available, and provide information, updates, and presentations in an effort to collaborate with local municipal governments.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Engage in Municipal Land Use Planning and policy development, as needed.</li> </ul>	
	<ul style="list-style-type: none"> <li>Create one new partnership per year for a project or event.</li> </ul>	
4.1.4 Partner with organizations within the LICA Region on matters related to the environment	<ul style="list-style-type: none"> <li>Develop and maintain partnerships with organizations to deliver environmental programming.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>Partner with the Alberta Lake Management Society (ALMS) on the delivery of the LakeWatch program.</li> </ul>	

#### 4.2 Enhancing and Retaining LICA's Governing Body and Human Resources

Strategy	Target	Timeline
4.2.1 Encourage active participation from Board	<ul style="list-style-type: none"> <li>Board members participate in LICA initiatives and events to further demonstrate their support.</li> </ul>	March 2024

and Committee members in LICA initiatives and events	<ul style="list-style-type: none"> <li>● Committee members participate in LICA initiatives and events, as required.</li> </ul>	March 2024
4.2.2 Provide professional development opportunities to LICA Board and Committee members and LICA staff	<ul style="list-style-type: none"> <li>● Provide the opportunity to each LICA Board and Committee member to attend at least one professional development workshop or information session, either hosted by LICA or other community groups.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Provide at least one professional development opportunity per staff or contractor.</li> </ul>	March 2024
4.2.3 Adaptively evaluate and improve the efficiency of LICA resources to ensure the organization's goals are achievable	<ul style="list-style-type: none"> <li>● Complete one annual performance review per staff or contractor, this includes the conclusion of probationary periods.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Conduct assessment(s) on LICA resources to ensure the organization is adequately equipped to conduct business.</li> </ul>	

#### 4.3 Deliver Enhanced Programming and Initiatives

Strategy	Target	Timeline
4.3.1 Deliver educational activities and programs that foster environmental stewardship in schools	<ul style="list-style-type: none"> <li>● Hold and promote a Calendar Contest in the LICA region.</li> </ul>	October 2023
	<ul style="list-style-type: none"> <li>● Hold an Earth Day writing contest and obtain a minimum of 50 entries.</li> </ul>	May 2023
	<ul style="list-style-type: none"> <li>● Deliver at least 50 classroom presentations with a watershed focus.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Deliver at least 10 classroom presentations with an air quality focus.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Deliver the Little Green Thumbs and Little Green Sprouts program to local schools, as available.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Deliver at least two Stream of Dreams programs to local schools and organizations.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Deliver at least 10 X-Stream Science programs to local schools.</li> </ul>	October 2023



4.3.1 Deliver educational activities and programs that foster environmental stewardship in schools (cont.)	<ul style="list-style-type: none"> <li>● Seek opportunities to deliver post-secondary in-class programming and presentations.</li> </ul>	March 2024
4.3.2 Deliver events and programs that foster environmental stewardship in the community	<ul style="list-style-type: none"> <li>● Host or deliver at least one event, workshop, or program to LICA municipal partners.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Deliver 10 youth-centered summer programs.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Participate in or hold at least three Shoreline Cleanups within the Beaver River watershed.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Deliver five workshops in association with the Bonnyville Community Garden and Compost.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Enroll at least 10 Community Garden Individual Members and one Business Sponsorship.</li> </ul>	

#### 4.4 Maximize Virtual Platforms for Engagement

Strategy	Target	Timeline
4.4.1 Maintain and increase social media platform presence	<ul style="list-style-type: none"> <li>● Increase social media followers (Facebook, Instagram) by 10%.</li> </ul>	March 2024
	<ul style="list-style-type: none"> <li>● Engage social media followers with posts on relevant information at a minimum of four times per week.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Record and publish at least five LICA videos to the LICA YouTube channel.</li> </ul>	



## Youth/Student Education and Outreach Coordinator Assistant, Position Proposal

Vicky Krawchuk, Executive Director

### Recommendation

To extend the successful applicant's employment after the Canada Summer Jobs (CSJ) Grant term expires, to acquire a permanent casual Youth/Student Education and Outreach Assistant (E&OA) to support the Education and Outreach Coordinator (E&OC).

### Rational:

The E&OC position has proven that the workload for this department exceeds the capacity of a single role. Acquiring a Youth/Student E&O Assistant would alleviate the pressures and burnout toward the E&OC while allowing LICA to acquire more quality towards their current activities and initiatives.

### Position Requirements

The E&OA would be responsible for assisting the Coordinator in all aspects of her role. Please view the [E&OA Job Description](#) for a proposed outline of all job requirements and the Summer [Student with Continuation Job Ad](#) for the whole employment term.

Following [Youth Alberta Labour Standards](#), the requirement for this individual would include:

- a youth/student aged 16 – 18 who has a valid driver's license and reliable transportation
- completion of a maximum of two working hours on school days and eight hours on non-school days
- payment of minimum wage (at minimum), general holidays, vacations, and termination notice or pay
- completion of a [Hazard Assessment and Control](#)

It is recommended that the continuation of the Assistant position would proceed after the CSJ Grant expires at the end of August. The Assistant would then begin to accumulate an average of 14 hours/per week, from the end of August to the end of April which equates to 36 weeks. Please see *Table 1 – Schedule Breakdown* for more detailed information.

LICA's busiest time of the year in the E&O department correlates with the school year's months including May, June, and September. The summer months of June – August will include an increase in work as well, due to the operation of the Community Garden, summer camps, and workshops. With this being said, allowing a flexible schedule for winter and summer month fluctuation will allow the individual to correlate their student schedule to LICA's needs. A total accumulation of 504 hours (14 hrs/wk x 36 wks remaining in the calendar year) will not be



exceeded, therefore aligning with the approved consolidated budget for 2023-24. The hourly wage offered, will be consistent with the CSJ Grant. This was taken into consideration when applying for the grant.

<b>Schedule Breakdown (September 2023 – End of April 2024)</b>		
<b>Day</b>	<b>Hrs/Day</b>	<b>Notes</b>
Monday	1.5	After School - 3:30 pm – 5:00 pm
Tuesday	1.5	After School - 3:30 pm – 5:00 pm
Wednesday	1.5	After School - 3:30 pm – 5:00 pm
Thursday	1.5	After School - 3:30 pm – 5:00 pm
Friday	1.5	After School - 3:30 pm – 5:00 pm
Additional Hours	6.5	Extra 0.5 hour after school (not to exceed two hours), evening, weekend, no school Fridays, etc.
<b>Total Weekly Hours</b>	<b>14</b>	

*Table 1 - Schedule Breakdown.*

## LICA

### Aged Overdue Receivables Summary As at Jan 10, 2023

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Baytex	5,250.00	0.00	5,250.00	5,250.00	0.00	0.00
Canadian Natural Resources Ltd.	5,250.00	0.00	5,250.00	5,250.00	0.00	0.00
<b>Cenovus Energy Inc.</b>	15,044.13	0.00	15,044.13	5,250.00	0.00	<b>9,794.13</b>
City of Cold Lake	750.00	0.00	750.00	750.00	0.00	0.00
County of Lac La Biche	500.00	0.00	500.00	500.00	0.00	0.00
County of Two Hills	250.00	0.00	250.00	250.00	0.00	0.00
County of Vermilion River	500.00	0.00	500.00	500.00	0.00	0.00
Imperial Oil Resources Limited	5,250.00	0.00	5,250.00	5,250.00	0.00	0.00
Municipal District of Bonnyville No. 87	750.00	0.00	750.00	750.00	0.00	0.00
Pure Environmental LP	1,050.00	0.00	1,050.00	1,050.00	0.00	0.00
SLR Consulting (Canada) Ltd.	1,050.00	0.00	1,050.00	1,050.00	0.00	0.00
Smoky Lake County	250.00	0.00	250.00	250.00	0.00	0.00
<b>Strathcona Resources Ltd</b>	9,508.14	0.00	9,508.14	5,250.00	0.00	<b>4,258.14</b>
Town of Bonnyville	500.00	0.00	500.00	500.00	0.00	0.00
Village of Glendon	250.00	0.00	250.00	250.00	0.00	0.00
<b>Total outstanding:</b>	<b>46,152.27</b>	<b>0.00</b>	<b>46,152.27</b>	<b>32,100.00</b>	<b>0.00</b>	<b>14,052.27</b>

Generated On: Jan 09, 2023

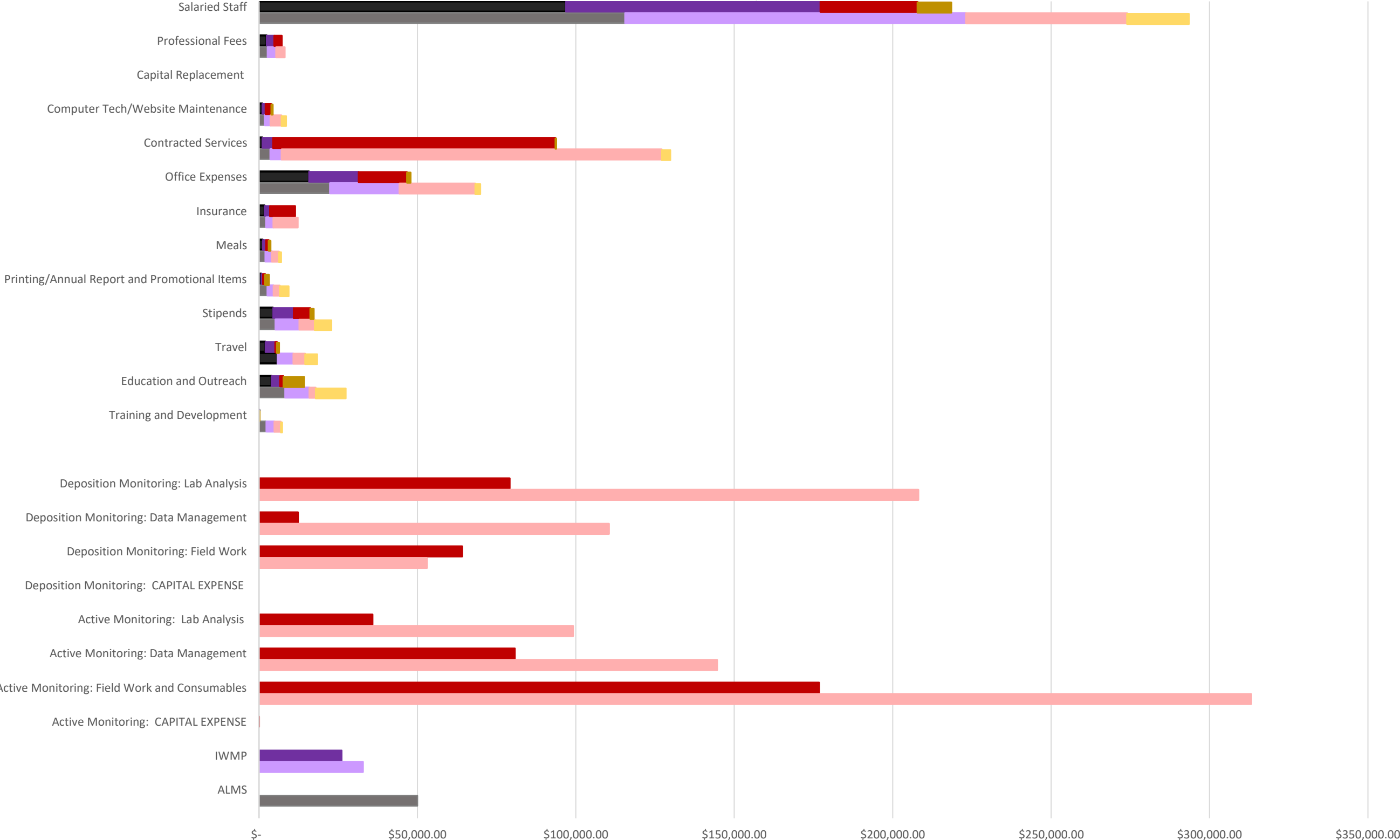
**61+ Overdue** Have inquired into when we can expect payment.

**2023 Membership Invoices have been send out.**

**No other concerns.**

# LICA Consolidated Finances to Date

December 31, 2022

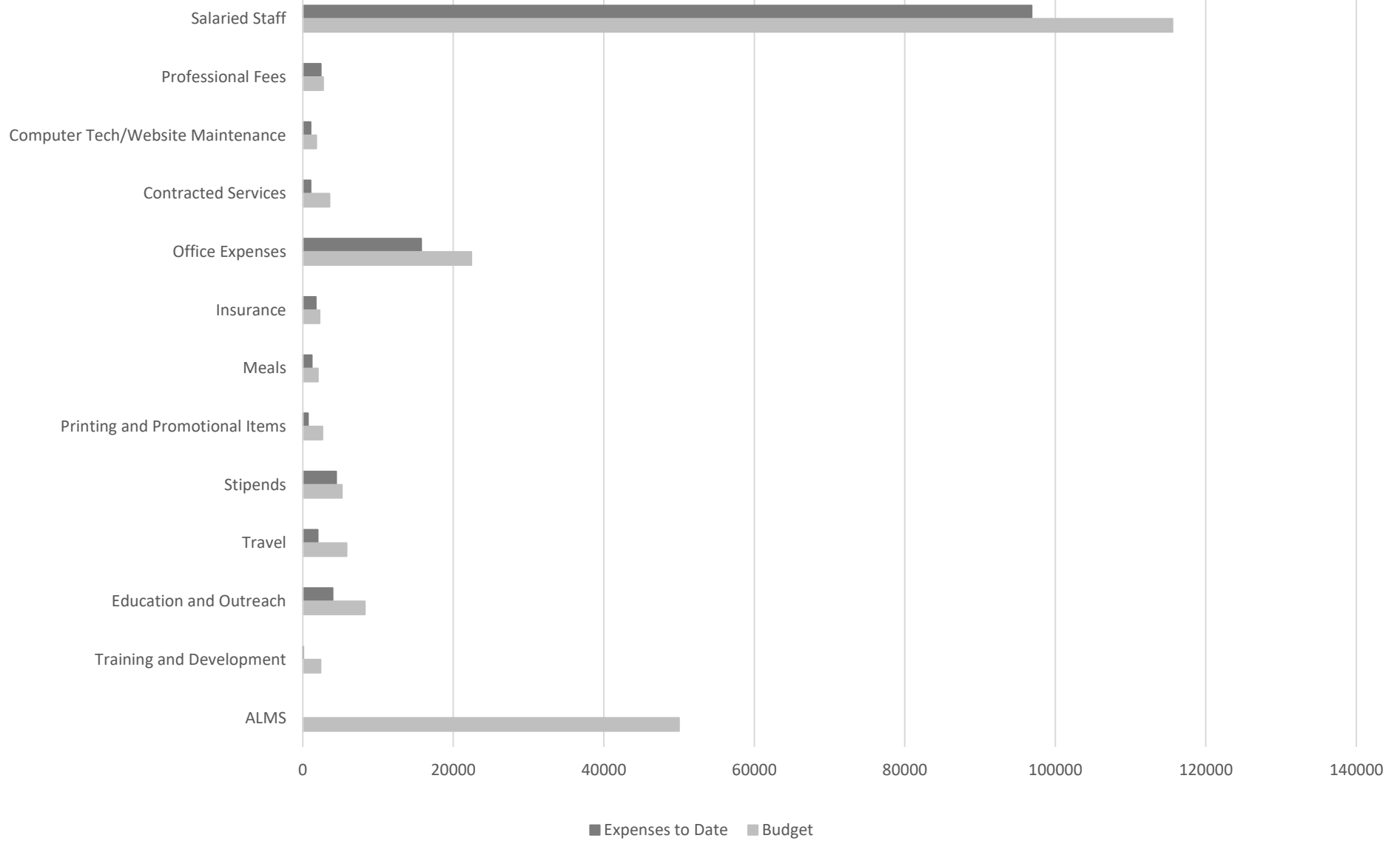


Industry and Membership Funding
  Industry and Membership Funding Budget
  WPAC Grant
  WPAC Grant Budget
  Airshed Contract
  OSM/Airshed Budget
  AEG
  AEG Budget



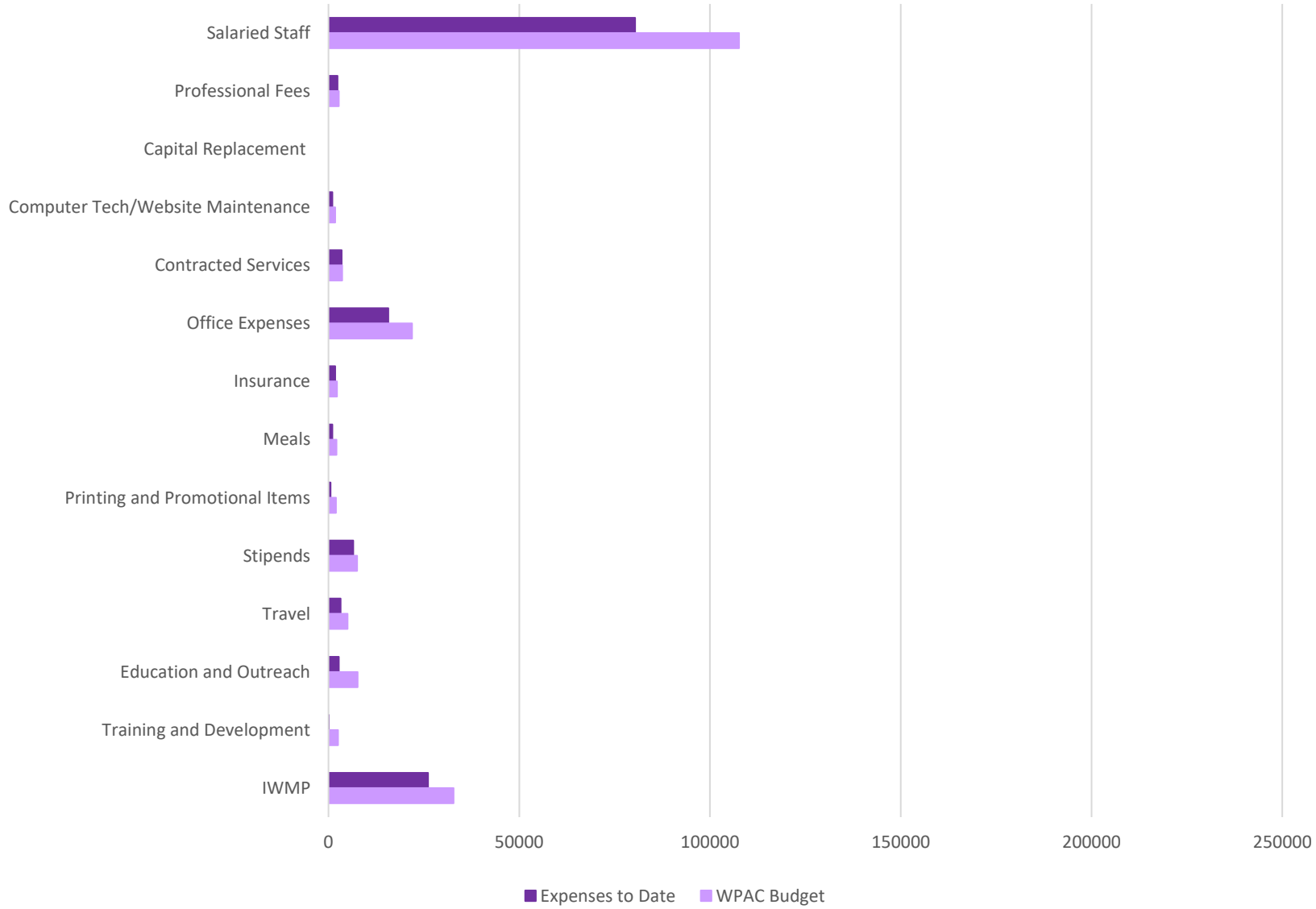
# Industry and Membership Funding Expenditures to Date

December 31, 2022



# WPAC Grant Expenditures to Date

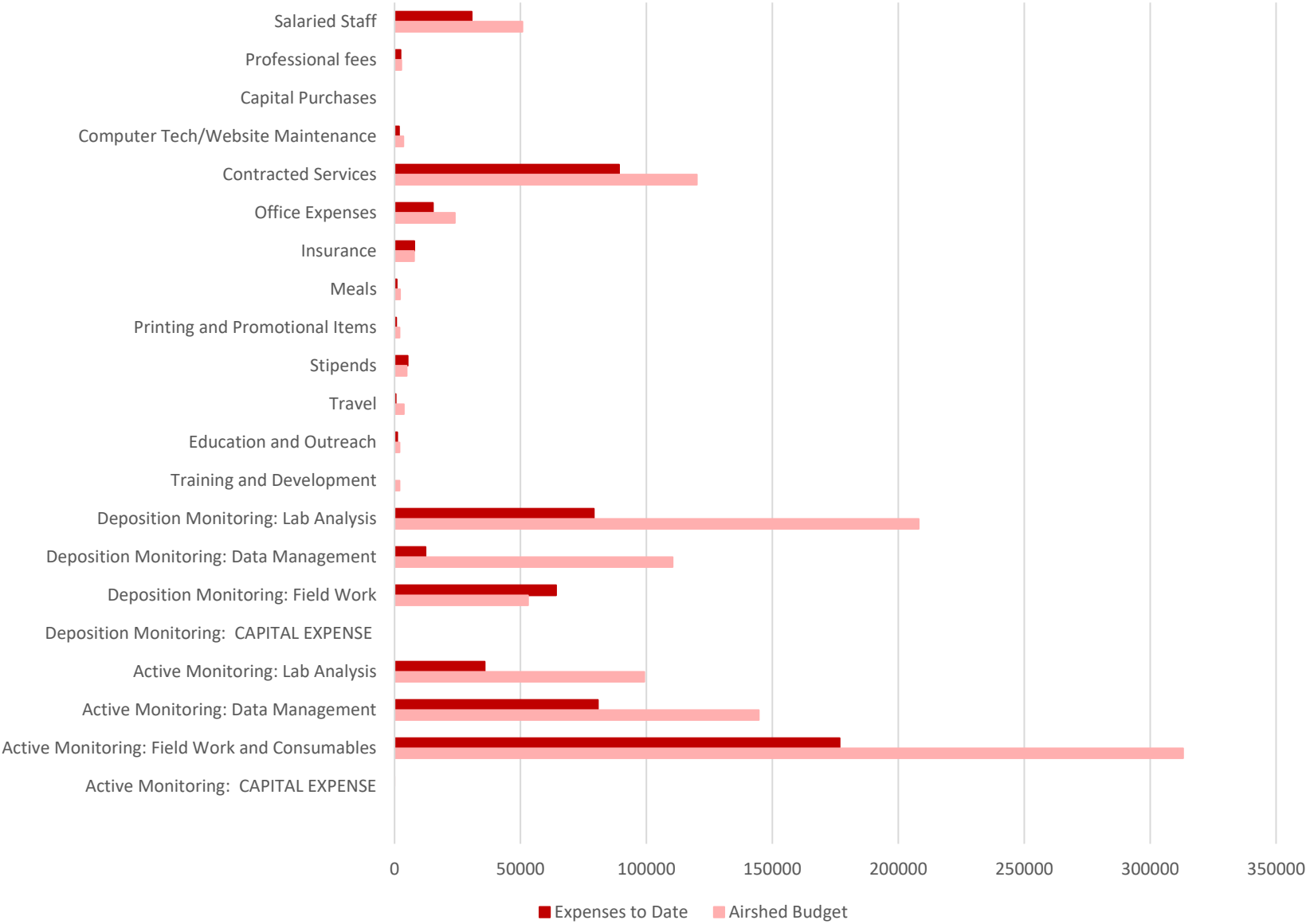
December 31, 2022





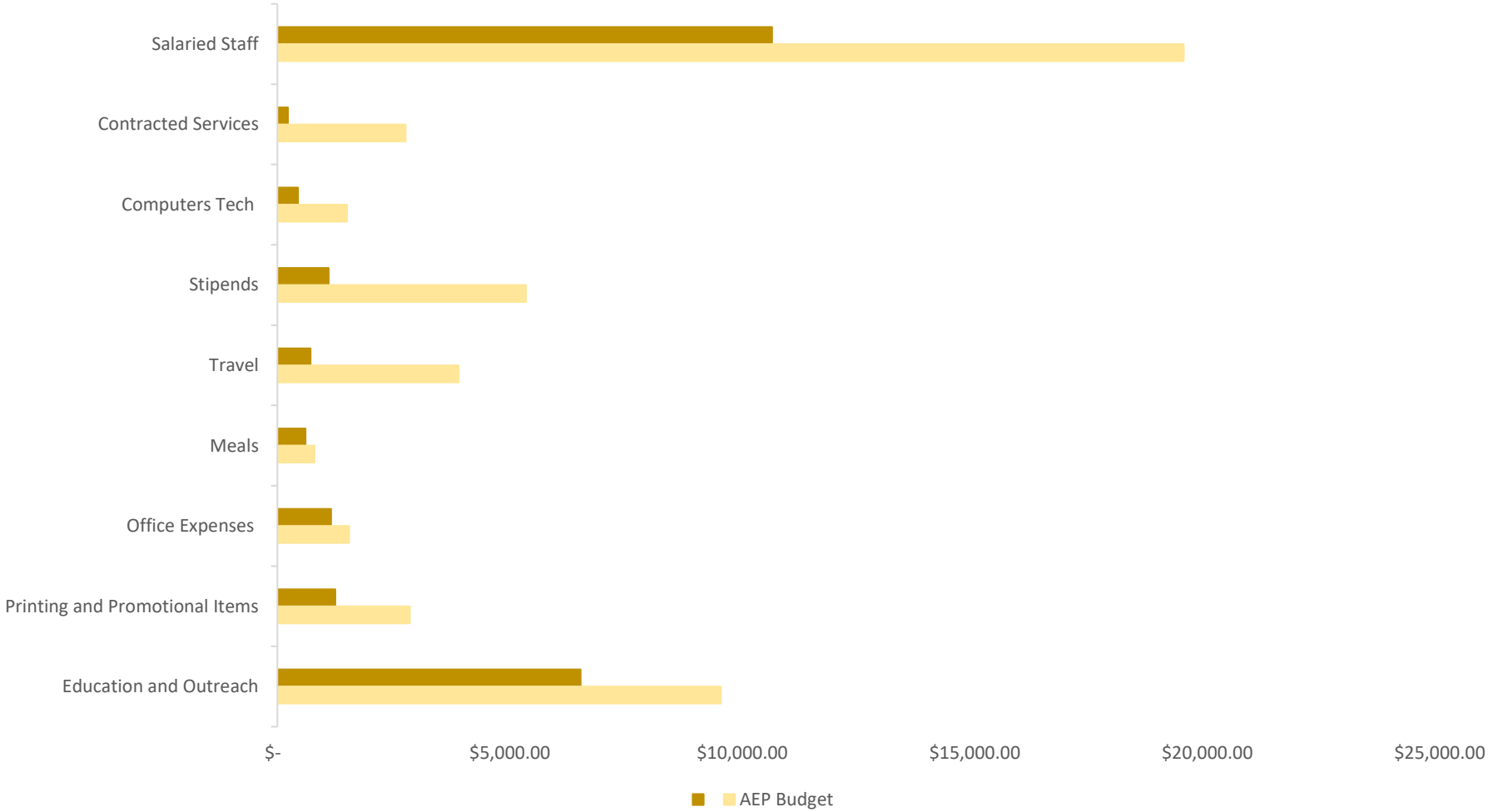
# Airshed Contract Expenditures to Date

December 31, 2022



# Airshed Engagement Grant

December 31, 2022



# Board of Directors Meeting

## ACTION LIST

Date: December 15, 2022

Recorder: Lori Jodoin

<u>Task</u>	Date to be completed	Person assigned to task	Y/N
<b>1.4 Attendance</b>			
<ul style="list-style-type: none"> <li>Forward Attendance Letter to Board Member due to three consecutive absences</li> </ul>	December 15, 2022	LICA Chairperson	<b>C</b>
<b>2.1 Education and Outreach Coordinator Report</b>			
<ul style="list-style-type: none"> <li>Photo Contest Album added to LICA's Facebook page</li> </ul>	February 2023	Stephanie	<b>IP</b>
<b>2.4.1 Executive Director's Report</b>			
<ul style="list-style-type: none"> <li>Complete Annual Work Plan Review</li> </ul>	January 4, 2023	Vicky	<b>C</b>
<b>2.4.1.3 Blue Quills Instructional Services Agreement Renewal</b>			
<ul style="list-style-type: none"> <li>Signatures required on the new agreement when it becomes available</li> </ul>	Spring 2023	LICA Officers	<b>IP</b>
<b>2.4.2.1 Accounts Receivable Report to December 8, 2022</b>			
<ul style="list-style-type: none"> <li>3<sup>rd</sup> Quarter Invoicing will be sent out</li> </ul>	January 2023	Maria	<b>C</b>
<b>3.1 Alternative Land Use Services (ALUS) Review and Discussion</b>			
<ul style="list-style-type: none"> <li>Request ALUS to hold a Community Information Session</li> </ul>	Winter 2023	Stephanie	<b>C</b>
<b>Actions Brought Forward</b>			
<ul style="list-style-type: none"> <li>Investigate the cost of new wrap for PAMS trailer</li> </ul>	Tentative 2023	Mike	<b>IP</b>
<ul style="list-style-type: none"> <li>Create QR code stickers to add to LICA signs along the Iron Horse Trail, as well as signs along the Back Country Trail Rider's Association</li> </ul>	Winter 2023	Kayla	<b>IP</b>

Next Meeting: January 26, 2023

## Board of Directors Meeting

<ul style="list-style-type: none"><li>Promote the Save the Soil Initiative</li></ul>	Ongoing	Stephanie	<b>IP</b>
<ul style="list-style-type: none"><li>Create a Community Garden Composting Plan to present to the Board for approval.</li></ul>	Spring 2023	Stephanie	<b>IP</b>

**Next Meeting: January 26, 2023**