



Lakeland Industry and Community Association

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

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

BOARD OF DIRECTORS

Meeting Minutes

Thursday, February 23, 2023

9:00 a.m. – 11:30 a.m.

LICA Boardroom and via Microsoft Teams

Present: Louise White-Gibbs (arrived at 9:25 a.m.)
Colin Cote
John Ilchuk
Amanda Avery Bibo
Leo Paquin
Nikole Andres
Wayne Bamber
Shawn Elgert
Abdi Siad-Omar
Kelly Dion-McFeeters
Vicky Lefebvre
Kayla Blanchette

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: Murray Phillips
Robert Machatis
Lorin Tkachuk
Xiaofeng Wang
Duane Zaraska

1.0 CALL TO ORDER:

The LICA Board Chairperson, called the meeting to order at 9:03 a.m.

1.1 Traditional Acknowledgement

1.2 Member Introductions

Kayla Blanchette has replaced Phil Kushnir as the Town of Bonnyville Board Member, due to scheduling issues.

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 February 23, 2023, Board of Directors Meeting

#1 Moved by Colin Cote AND CARRIED that the February 23, 2023, Agenda be approved as presented.

1.6 Approval of Minutes

1.6.1 January 26, 2023– Board Meeting Minutes

#2 Moved by John Ilchuk AND CARRIED that the Minutes of the January 26, 2023, 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:

- Two air-based presentations have been completed this month. We are on target to reach our goal of 10 this year.
- Vermicomposting Workshops have been successful in both Lac La Biche and Bonnyville.
- Bird ID Workshop was held February 13, 2023, in Bonnyville. This workshop is will also be held in Lac La Biche at a later date.
- Caribou Restoration Project Presentation will be held on March 9, 2023, by Jason Barrie with Cenovus.
- Stream of Dreams Programming will be done at Light of Christ School in Lac La Biche.

- Homeschool students will start to meet on Friday afternoons, in the LICA Boardroom to participate in some of LICA’s school programs. This will be starting on February 24, 2023.
- Two Social Media posts were boosted on events this month to increase reach.

2.1.1 Skulls and Pelts Purchase Proposal

The Education and Outreach Coordinator presented this to the Board for information as she received approval from the Officers to purchase skulls and pelts, through an email motion on February 7, 2023. The motion stated, “Moved by Leo Paquin and seconded by Louise White-Gibbs AND CARRIED to authorize the Education and Outreach Coordinator to purchase of educational tools as per the Skulls and Pelts Purchase Proposal up to a maximum amount of \$2500.00.”

This email was sent to facilitate the quick purchase of the items since schools are requesting these presentations now. In the next two weeks, this presentation is booked five times.

2.1.2 Community Initiatives Outside the LICA Region

At the Education and Outreach Committee Meeting on February 7, 2023, it was brought to discussion that the County of Two Hills is a LICA member, but only part of the county falls within the LICA region. What happens if an organization, outside of the LICA region, would like to schedule a LICA presentation? Do they have to come to a facility within the LICA boundary?

A discussion was then held by the Board members. One member stated that a rule may need to be put into place to set up a physical boundary, for example, 20 kilometers outside the LICA boundary.

A few Board members brought up the idea of possibly having a cost associated with the program if they are outside of our region, to help offset expenses. Another member liked the idea of a paid membership to have LICA’s presence in their area. Possibly adding a per-school basis to their membership.

Another Board member was concerned about overwhelming the Education and Outreach Coordinator. If we keep expanding, the programming in our region may be diminished. The Education and Outreach Coordinator was wondering if programming would need to be adjusted as not all areas are the same, due to the watershed and airshed boundaries. A suggestion was brought forward that groups could possibly bus into our region for programming, as our Coordinator doesn’t have time to travel further outside our region and there are the additional costs associated.

The Executive Director mentioned that insurance would have to be reviewed and changed to go outside of our region.

It was brought to consensus that groups seeking programming from LICA, would have to come to a facility within our boundary or they could partake in the programs virtually. Programming will remain in the LICA boundary for the time

being. Requests can be presented to the Board of Directors and reviewed in a case-by-case manner, if a group is requesting a program outside the LICA region.

A Board member stated that this may need to be revisited in the future if there are many requests, to determine if we have the capacity to fulfill it. It is a potential growth option if our staff capacity and funding increase.

2.2 Manager of Environmental Monitoring Programs Report

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

- Seeking quotes to replace the St. Lina Monitoring Station as it is dealing with a winter fly infestation and dry rot.
- Work plan and budgets are under review and should be determined by March 4, 2023. This will secure funding for the upcoming year.
- Purple Air Deployment Campaign is looking to find partners to host these sensors. They are small and require wifi and a power source to operate. The power consumption for the year is around \$10.00. Would like these set up before the forest fire season begins, especially since they measure particulate matter. Currently they are located in Bonnyville, Cold Lake, Lac La Biche County Office, rural St. Paul, and Blue Quills University. Additional southeast areas to target are Marwayne, Heinsberg, and Frog Lake; west areas to target are Kikino, Buffalo Lake, and Iron River.
- Reviewed map work in digitizing soil acidification monitoring in the LICA region; this is nearly complete. This is the preliminary work before recommending a fifth site for soil monitoring.
- Planning to have an Acid Deposition Committee Meeting in late March.

2.3 Environmental Coordinator Report

The Environmental Coordinator delivered her report, noting:

- The “Look What LICA Is Up To!” Map is on the LICA website.
- Updated information from the WPAC managers’ meeting. We are currently in the last quarter of the fourth year for funding which ends March 31, 2023. Potentially receiving an increase in grant funds requested.
- ALMS 2022 LakeWatch Report is now posted on the website, was also shared on social media, and emailed to the LICA members.
- Bird ID Workshop was attended by 10 community members.
- Creek Watch will now be asking for a donation fee for this next season. It will be included in a proposal for the March Board Meeting.
- Lunch and Learn was hosted on February 16, 2023, and attended by four community members. One new LICA member was acquired at this event.

2.4 Administration

2.4.1 Executive Director’s Report

The Executive Director delivered her report, noting:

- T4 slips and stipends are completed and have been mailed out.
- 2023 ALMS LakeWatch Program Proposal has been submitted to the LISC for approval.

- EPA will be providing an increased amount in funding towards the Airshed Grant for 2023-27, according to written confirmation from Minister Savage.
- The Societal Annual Return Proof of filing was received on February 8, 2023.
- 2022-23 Strategic Plan Final Report has been distributed to all staff to work on.
- Drake Contracting has offered to clear our LICA parking lot for free, including hauling of snow on an as-needed basis. Posts have been made on Facebook to thank them for their generosity, each time they donated their service. A token of appreciation will be delivered to them at end of season.
- The former Executive Director, who is currently on maternity leave, has submitted her return-to-work letter and will commence on April 3, 2023.

2.4.2 Financial Reports

2.4.2.1 Accounts Receivable Report to February 15, 2023

The accounts receivable report as of February 15, 2023, was presented to the Board. Since the report was created, we have received the full amount from Alberta Environment and Parks (AEP), on February 21, 2023.

2.4.2.2 Finances to Date January 31, 2023

The finances to date as of January 31, 2023, were presented to the Board, noting:

- ALMS invoice of \$50 000.00 was received and payments will go out next week.
- CIP Grant has \$3363.61 left to spend.
- Two municipalities owe for membership but everything else is on track.
- WCB Annual Return 2022 has been filed.
- RCMP representative has been in contact regarding the fraudulent cheques.
- Financial Coordinator was wondering about the fraud recommendations which were made at the January Board Meeting regarding all Board and Committee Members being paid by electronic direct deposit. Seeking Board direction on how to move forward in this situation.
- Completed Cyber Security Awareness Training.
- Budget is on track. Spending AEG and OSM to ensure budget has been spent, then spending will continue in the WPAC and Industry revenue streams. Program Managers and Staff are being updated on their budget to facilitate spending. Financial Coordinator is working irregular hours to be as up to date and timely as possible.

2.4.3 Education and Outreach Committee (EOC)

2.4.3.1 February 7, 2023, E&O Minutes- DRAFT

The Draft February 7, 2023, Education Outreach Committee meeting minutes were presented to the Board as information.

2.4.4 Governance Committee

2.4.4.1 February 8, 2023, Minutes - DRAFT

The Draft February 8, 2023, Governance meeting minutes were presented to the Board as information.

2.4.4.2 Review of February 8, 2023, Policies

2.4.4.2.1 Policy 1.10 Office Hours of Operation

#3 Moved by Louise White-Gibbs AND CARRIED that Policy 1.10 *Office Hours of Operation* be accepted as presented.

2.4.4.2.2 Policy 2.11 Recognition

#4 Moved by John Ilchuk AND CARRIED that Policy 2.11 *Recognition* be accepted as presented.

2.4.4.2.3 Policy 2.13 LICA Membership in Other Organizations

#5 Moved by Colin Cote AND CARRIED that Policy 2.13 *LICA Membership in Other Organizations* be accepted as presented.

2.4.4.2.4 Policy 4.3 Social Media Management

#6 Moved by Louise White-Gibbs AND CARRIED that Policy 4.3 *Social Media Management* be amended to read:

“Policy 4.3- Item 4.3.2.5 Security and Passwords

- Authorized staff should be the only employees and contractors with access to post on LICA’s social media accounts.”

2.4.4.2.5 Policy 2.7 Board and Committee Expenses and Remuneration

#7 Moved by Colin Cote AND CARRIED that Policy 2.7 *Board and Committee Expenses and Remuneration* be accepted as presented.

2.4.4.3 Appointment of New Committee Member

#8 Moved by Louise White-Gibbs AND CARRIED that Appointment of New Governance Committee Member Justin Inman be accepted as presented.

3.0 ACTION LIST

3.1 Follow-up on action list

3.1.1 January 26, 2023, Board of Directors Meeting

The Board reviewed the action list for January 26, 2023.

4.0 UPCOMING MEETING DATES

4.1 ALUS 101 – February 27, 2023, 1:00 pm - 4:00 pm

4.2 Board Meeting – March 23, 2023

5.0 ADJOURNMENT

The meeting adjourned at 10:42 a.m.

#9 Moved by John Ilchuk 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	TC						
Colin Cote	✓	✓	✓	✓	✓						
John Ilchuk	✓	✓	A	✓	✓						
Amanda Avery-Bibo	✓	✓	✓	✓	✓						
Duane Zaraska	✓	✓	✓	A	A						
Robert Machatis	✓	✓	✓	✓	✓						
Leo Paquin	A	A	✓	✓	✓						
Nikole Andres	A	A	TC	✓	✓						
Wayne Bamber	✓	✓	✓	✓	✓						
Shawn Elgert	TC	TC	TC	TC	TC						
Hannah Smith	A	A	TC	-	-						
Xiaofeng Will Wang	-	-	-	✓	A						
Abdi Siad-Omar	A	A	A	TC	A						
Murray Phillips	✓	✓	TC	✓	✓						
Phil Kushnir	A	A	✓	A	✓						
Vicky Lefebvre	TC	TC	TC	TC	A						
Lorin Tkachuk	A	A	A	A	TC						
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, February 23, 2023
9:00 a.m. – 11:30 a.m.

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	CALL TO ORDER		
	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 February 23, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.6	Approval of Minutes 1.6.1 January 26, 2023 – Board Meeting Minutes	Amanda	For Decision
	2.0	ONGOING BUSINESS		
9:20	2.1	Education and Outreach Coordinator Report 2.1.1 Skulls and Pelts Purchase Proposal 2.1.2 Community Initiatives Outside the LICA Region	Stephanie Stephanie Vicky	For Information For Information For Discussion
9:50	2.2	Manager of Environmental Monitoring Programs Report	Mike	For Information
10:05	2.3	Environmental Coordinator Report	Kayla	For Information
10:20	2.4	Administration 2.4.1 Executive Director’s Report	Vicky	For Information
10:35		2.4.2 Financial Reports 2.4.2.1 Accounts Receivable Report to February 15, 2023 2.4.2.2 Finances to Date January 31, 2023	Maria Maria	For Information For Information
10:50		2.4.3 Education and Outreach Committee (EOC) 2.4.3.1 February 7, 2023, E&O Minutes – DRAFT	Duane	For Information
11:00		2.4.4 Governance Committee 2.4.4.1 February 8, 2023, Minutes – DRAFT 2.4.4.2 Review of February 8, 2023, Policies 2.4.4.2.1 Policy 1.10 <i>Office Hours of Operation</i> 2.4.4.2.2 Policy 2.11 <i>Recognition</i>	Board Appt. Board Appt. Board Appt.	For Information For Decision For Decision

		2.4.4.2.3 Policy 2.13 <i>LICA Membership in Other Organizations</i> 2.4.4.2.4 Policy 4.3 <i>Social Media Management</i> 2.4.4.2.5 Policy 2.7 <i>Board and Committee Expenses and Remuneration</i>	Board Appt. Board Appt. Board Appt.	For Decision For Decision For Decision
		2.4.4.3 Appointment of New Committee Member	Vicky	For Decision
	3.0	ACTION LIST		
11:10	3.1	Follow-up on action list 3.1.1 January 26, 2023, Board of Directors Meeting	Amanda	For Review
	4.0	UPCOMING MEETING DATES		
11:20	4.1	ALUS 101 – February 27, 2023, 1:00 pm- 4:00 pm	Amanda	For Information
	4.2	Board Meeting – March 23, 2023	Amanda	For Information
11:30	5.0	ADJOURNMENT	Amanda	For Decision



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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

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



Lakeland Industry and Community Association
 Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5
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LICA Education & Outreach Update February 14th, 2023

Program and Event Analytics 2022 - 2023					
Synergy		Watershed		Airshed	
Audience Reached	1755	Water School Programs	40	Air School Programs	2
Community Events	7	X-Stream Science	3	CARS	0
LICA Workshops/Events	13	Stream of Dreams	2		
Contests	2				
Youth & Summer Programs	13				
Little Green Thumbs	0				

Recent Meetings and Events

- January 18th – Bonnyville Interagency Meeting
- January 18th – Meeting with Bonnyville Home School Representative
- January 19th – WPAC E&O Meeting
- January 19th – Business Support Network – Roundtable
- January 25th – Stream of Dreams meeting
- January 26th – Little Green Thumbs Training
- February 2nd – Bonnyville Wellness Coalition
- February 7th – Alberta Airsheds Communications Committee Meeting
- February 8th – Vermicomposting Workshop Bonnyville Library
- February 13th – Birding workshop at LICA Boardroom
- February 15th – Vermicomposting Workshop Lac La Biche Library
- February 16th – Lunch and Learn on Water Level Concerns at Moose/Muriel Lake

Stream of Dreams

- Light of Christ School in Lac La Biche has been approved as our spring Stream of Dreams participant.

Cookbook

- The submission deadline for recipes is March 31st, 2023.

Community Workshops

- Vermicomposting Workshop at Bonnyville Municipal Library went well.
 - We added on the waitlist participants for a total of 22 households.
 - Another workshop will be hosted in the spring as they had many more people inquire.
- Bird ID workshop on February 13th was a success – we had 13 participants attend.
 - Lac la Biche has asked about hosting this workshop.
- Vermicomposting workshop will be held at Lac La Biche Community Center on Wednesday, February 15th.
- ALUS 101 Presentation and Townhall (February 27th, 1:00pm-4:00pm)
- Contact has been made with Jason Barrie for a Caribou Restoration Project Presentation – Date TBD

School Programming

- Updates have been made to the Air, Water and Climate presentation, as well as the Plants in our Watershed presentation.
- Two air-based presentations have been completed this month.
- We will be hosting a group of homeschooling families at the LICA office over the next four weeks for programming in our Board Room.

Social Media

Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-day period)	Page Views
Facebook					
Dec 7 - Jan 16 Insights	756	865	1290	490	67
Jan 17 - Feb 14 Insights	794	889	6087	665	217

Instagram					
Dec 7 - Jan 16 Insights	-	529	214	136	20
Jan 17 - Feb 14 Insights	-	528	219	187	29

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
YouTube				
Dec 7 - Jan 16 Insights	7	21	0.1	4
Jan 17 - Feb 14 Insights	7	11	0.0	1

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.

Upcoming Meetings and Events

- February 27th – ALUS 101 Presentation and Townhall
- February 24th, March 3rd, 10th, and 17th – Homeschooling programming in LICA Boardroom
- March 1st-2nd – Classroom presentations at Light of Christ in Lac La Biche
- March 8th – Caring for Our Watersheds Meeting
- March 15th – Bonnyville Interagency Meeting
- March 21st – LICA Staff Meeting
- March 22nd – World Water Day Webinar via Alberta WPACs

From: LICA Education & Outreach Coordinator <outreach@lica.ca>
Sent: Monday, February 6, 2023 4:00 PM
To: Amanda Avery-Bibo <chairperson@lica.ca>; Leo Paquin <[REDACTED]>;
lwhitegibbs@lica.ca <[REDACTED]>
Cc: LICA Executive Director <executivedirector@lica.ca>
Subject: Skulls and Pelts Email Motion

Good afternoon, Officers,

I am reaching out to further the discussion started at the January board meeting regarding the purchase of skulls and pelts. Unfortunately, the additional research has not turned up any viable alternatives to those presented at the meeting. One suggestion involved reaching out to Northwest Biological and Boreal Scientific – these two companies have since amalgamated. They only carry 2-3 of the skulls we are looking for, and no additional educational tools such as pelts, etc. The cost is also significantly higher, with a single skull costing between \$300-\$700. Another suggestion was to search the fur harvest auction. Unfortunately, auctions do not begin until March 20th. While I will continue to contact trappers and hunters in order to acquire real skulls and pelts for our collection, I have not yet received any offers for donation.

As such, I am hoping to gain your support in going ahead with the purchase of the skulls, pelts, silicone tracks, and silicone scat from Acorn Naturalists. Although this is on the agenda to further discuss at the February board meeting, I have had multiple teachers reach out to book this particular presentation, with a total of 8 presentations requested beginning March 1st. Teachers have been made aware that we are in the process of replacing these items, and that an alternative activity will be offered if required.

I believe that a decision should be reached in order for the purchase to be completed – shipping will take upwards of two weeks, and at this point, I have a tighter timeline than originally anticipated.

For your convenience, I have attached a motion to expedite the purchase of the pelts and skulls from Acorn Naturalists.

Moved by _____ and seconded by _____ AND CARRIED to authorize the Education and Outreach Coordinator to purchase of educational tools as per the Skulls and Pelts Purchase Proposal up to a maximum amount of \$2500.00.

Yours in environmental stewardship,

Stephanie Sitkowski

Education and Outreach Coordinator, LICA - Environmental Stewards
Box 8237, 5107W - 50 Street
Bonnyville, AB T9N 2J5
(t) 780.812.2182 (f) 780.812.2186



From: [Leo Paquin](#)

Sent: Tuesday, February 7, 2023 7:58 AM

To: [LICA Education & Outreach Coordinator](#); [Amanda Avery-Bibo](#); [lwhitegibbs](#) [REDACTED]

Cc: [LICA Executive Director](#)

Subject: RE: Skulls and Pelts Email Motion

Stephanie – thanks for the update status in regards to the skulls & pelts. I have attached my signature to move the motion. Just need another officer to sign off.

Thanks

Leo

From: Louise White <[REDACTED]>

Sent: Tuesday, February 7, 2023 9:59 AM

To: Leo Paquin <[REDACTED]>; LICA Education & Outreach Coordinator <outreach@lica.ca>;
Amanda Avery-Bibo <chairperson@lica.ca>

Cc: LICA Executive Director <executivedirector@lica.ca>

Subject: RE: Skulls and Pelts Email Motion

Second signature to approve motion for pelts, etc attached

Louise

Sent from [Mail](#) for Windows



COPY

Resources for the Trail and Classroom

SOLD TO
VICKY KRAWCHUK
LICA
PO BOX 8237
OFFICE CLOSED ON FRIDAYS
BONNYVILLE, AB T9N 2J5
CANADA

SHIP TO

Customer #	Station ID	Customer PO #	Type	Terms		
288802	/10		R /	XXXXXXXXX4596 VISA		
Credit Card Number		Type	Phone Number	Zone	Pkg Code	Ship Via
		008137	(780) 812-2182	0.0 Lbs	0	UPE

2/8/23 UPGRADED SHIPPING TO UPS EXPRESS, ADDED ITEMS
 ** SHIP TO 5107 W 50 ST, BONNYVILLE, T9N 2J5 **
 ** ADD TO LABEL "OFFICE CLOSED ON FRIDAYS" **

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	1	R-6232	SKULL REPLICA: RACCOON	100.0000	---	100.00
1	0	1	T-23074	KIND FUR@ SWATCH: RACCOON	29.9500	---	29.95
1	0	1	TR-3207	TRACK REPLICA: RACCOON	13.9500	---	13.95
1	0	1	R-19097	SKULL REPLICA: AMERICAN MINK	61.0000	---	61.00
1	0	1	T-23069	KIND FUR@ SWATCH: MINK	29.9500	---	29.95
1	0	1	TR-4076	TRACK REPLICA: MINK	11.9500	---	11.95
1	0	1	T-23053	KIND FUR@ SWATCH: BLACK BEAR	29.9500	---	29.95
1	0	1	SC-17159	SCAT REPLICA: BLACK BEAR	22.9500	---	22.95
1	0	1	TR-3217	TRACK REPLICA: BLK BEAR YOUNG	19.9500	---	19.95

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NATURALISTS

14742 Plaza Drive
Suite 100
Tustin, CA 92780

Ship to

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Suite 100
Tustin, CA 92780

Ship to



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Customer #	Station ID	Customer PO #	Type	Terms	
288802	/10		R /	XXXXXXXXX4596 VISA	
Credit Card Number	Type	Phone Number	Zone	Pkg Code	Ship Via
		008137	(780) 812-2182	0.0 Lbs	0 UPE

2/8/23 UPGRADED SHIPPING TO UPS EXPRESS, ADDED ITEMS
 ** SHIP TO 5107 W 50 ST, BONNYVILLE, T9N 2J5 **
 ** ADD TO LABEL "OFFICE CLOSED ON FRIDAYS" **

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	1	T-23063	KIND FUR® SWATCH: RED FOX	29.9500	--	29.95
1	0	1	R-18280	SKULL REPLICA: RED FOX	91.0000	--	91.00
1	0	1	SC-16251	SCAT REPLICA: RED FOX (OMNIVORE)	12.9500	--	12.95
1	0	1	SC-17154	SCAT REPLICA: RED FOX (RODENT)	12.9500	--	12.95
1	0	1	TR-4089	TRACK REPLICA: FOX	13.9500	--	13.95
1	0	1	T-23076	KIND FUR® SWATCH: GRAY WOLF	29.9500	--	29.95
1	0	1	R-20089	SKULL REPLICA: ALASKAN WOLF	182.0000	--	182.00
1	0	1	SC-17402	SCAT REPLICA: WOLF	15.9500	--	15.95
1	0	1	R-15276	SKULL REPLICA: BEAVER	100.0000	--	100.00

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		008137	(780) 812-2182	0.0 Lbs	0 UPE

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** SHIP TO 5107 W 50 ST, BONNYVILLE, T9N 2J5 **

** ADD TO LABEL "OFFICE CLOSED ON FRIDAYS" **

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	1	T-23055	KIND FUR@ SWATCH: BEAVER	29.9500	--	29.95
1	0	1	T-24199	KIND FUR@ SWATCH: STRIPED SKUNK	29.9500	--	29.95
1	0	1	TR-3202	TRACK REPLIC: STRIPED SKUNK	13.9500	--	13.95
1	0	1	SC-16256	SCAT REPLIC: STRIPED SKUNK	10.9500	--	10.95
1	0	1	T-23330	KIND FUR@ SWATCH: BAT	29.9500	--	29.95
1	0	1	SC-16242	SCAT REPLIC: BOBCAT	12.9500	--	12.95
1	0	1	TR-3215	TRACK REPLIC: BOBCAT	12.9500	--	12.95
MERCHANDISE INVOICE TOTAL					\$		949.00
SHIPPING & HANDLING					\$		234.95
INVOICE TOTAL					\$		1183.95
CR. CARD: ON, APPR: 4392802249					\$		-1183.95

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CANADA

SHIP TO

Customer #	Station ID	Customer PO #	Type	Terms	
288802	/10		R /	XXXXXXXX4596 VISA	
Credit Card Number	Type	Phone Number	Zone	Pkg Code	Ship Via
	008137	(780) 812-2182	0.0 Lbs	0	UPE

2/8/23 UPGRADED SHIPPING TO UPS EXPRESS, ADDED ITEMS
 ** SHIP TO 5107 W 50 ST, BONNYVILLE, T9N 2J5 **
 ** ADD TO LABEL "OFFICE CLOSED ON FRIDAYS" **

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	1	SHIP	SHIPPING COSTS	76.0000	--	76.00
				UPGRADE TO UPS EXPRESS SHIPPING			
1	0	1	TR-3216	TRACK REPLICAS: BEAVER	13.9500	--	13.95
1	0	1	TR-3218	TRACK REPLICAS: WOLF (YOUNG)	13.9500	--	13.95
				MERCHANDISE INVOICE TOTAL	\$		103.90
				INVOICE TOTAL	\$		103.90
				CR. CARD: V , APPR:008137	\$		-103.90

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Suite 100
Tustin, CA 92780

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Environmental Monitoring Programs

February 23rd 2023, Board of Directors Update



Routine Operations & Reporting

Network Improvements: Seeking quotes to replace St. Lina monitoring station. A self-sustaining wintertime fly infestation has taken up residence in the station's walls.



Special Projects and Other Updates

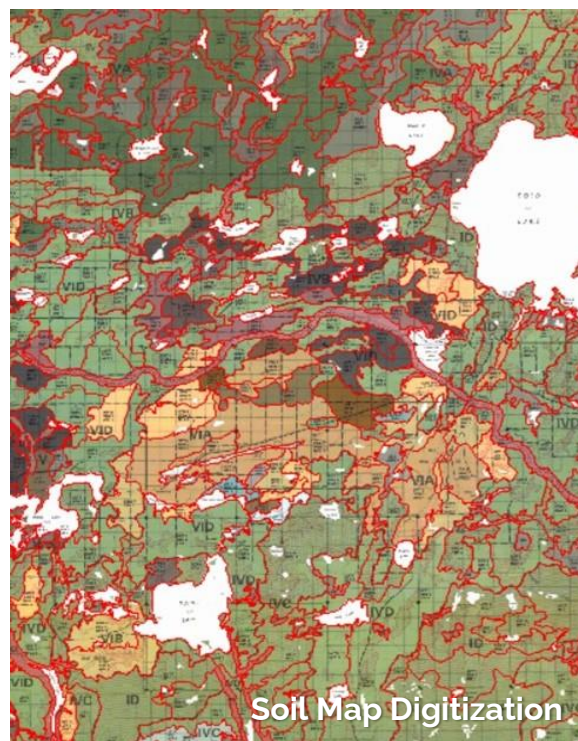
OSM Work Planning Process: 2023-24 workplans are currently under review.

- The Science and Indigenous Knowledge Integration Committee (SIKIC) met with Technical Advisory Committees (TAC) before Christmas for targeted/focused questions (LICA is not a member of the TAC during review periods).
- SIKIC-only review began on Jan 13th
- Oversight Committee (OC) will begin its review during the second half of February
- Decisions by Alberta EPA & ECCC, after OC review is complete (OC makes recommendations)
- Decisions on workplans made by March 4th

PurpleAir Deployment Campaign: Planning is underway for a campaign to seek partners who will host our remaining PurpleAir sensors. Ideally, sensors will be deployed before wildfire season starts this spring. The sensors can detect particulate matter and are useful for increasing our monitoring network's spatial extent in an economic manner. To complement existing monitors and sensors, certain deployment areas and communities in the airshed have a higher priority than others.



Soil Acidification Monitoring Program: Work on digitizing soil classification and acid sensitivity maps is nearly complete. The soil classification and types components are now being visualized; digitalization of sensitivity classes is underway. Once complete, these data can be layered with modelling outputs to begin screening suitable areas for additional long-term monitoring plots; this is a key deliverable under the ADMPEC's Strategy for Acid Deposition monitoring. Planning for the Fall 2023 field work season is underway.



Alberta Airsheds Council (AAC) Innovative Air Education Grant: Alberta EPA invited AAC to apply for \$300K grant. The objective of the project is to Reduce transportation, emissions, particularly in urban areas. *Part 1:* Conduct research about messaging and strategies to reach key audiences. *Part 2:* Implement strategies.

Michael Bisaga
Monitoring Programs Manager
monitoring@lica.ca

Lily Lin
Data and Reporting Specialist



Environmental Coordinator Programs Update

February 23, 2023, Board of Directors Meeting

2023 Projects:

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

2022 Project Grants:

- Check out the “Look What LICA Is Up To!” map on the LICA Website.

LICA Watershed Committee (LWC):

- IWMP
 - Implementation is ongoing.

Watershed Planning & Advisory Council (WPAC) Managers

WPAC Managers Meeting Update – January 26, 2023

- WPAC Operational Grant Funding Increase Request:
 - On February 6th, a briefing note was sent to Minister Savage on behalf of *Alberta* WPACs detailing the immense importance of WPACs in Alberta.
 - On February 7th, three WPAC managers representing Northern, Central and Southern Alberta met with the Minister to advocate for WPACs and our operational grant funding. At this meeting, WPACs requested additional funding for the upcoming 4-year grant term, to ensure that GoA priorities are achieved (i.e., State of the Watershed reporting). From the WPAC managers in attendance at the meeting, it was relayed that the Minister had agreed to provide additional funding to WPACs for the upcoming 4-year term. To date, LICA has not received written confirmation from the GoA with specifics of the grant funding increase. This is expected to be formally announced in the coming weeks. The board will be apprised of the final outcome once GoA confirmation has been received.
 - LICA’s Officers were informed of this funding request on February 2nd once the briefing note was reviewed.

Alberta Lake Management Society (ALMS)

- The [2022 LakeWatch Report](#) was received and posted on the LICA website, shared on social media and emailed to the LICA members (during invasive species awareness week).
- The 2023 LakeWatch proposal was sent to LISC for review.
- The lakes included in the 2023 LakeWatch proposal are Kehewin, Long, Skeleton North, Skeleton South, Garner, Moose, Minnie, Marie, and Amisk.
 - As ALMS relies on the support of volunteers to sample at each lake, this list may be subject to future changes based on unforeseen challenges with volunteer availability.

Citizen Science

2023 Winter Bird Monitoring

- Winter bird monitoring and the Bird ID workshop were shared with all Indigenous communities via email and the LICA membership.



- Buffalo Lake Métis Settlement, the Village of Glendon and the Town of Bonnyville shared this on their Facebook pages.
- The Town of Bonnyville added this to their community calendar and did a great job promoting the workshop in the community.
- A special thanks to our members that continue to share and promote our events on their platforms and in their communities!
- February 13, 2023: Bird ID Workshop
 - 10 community members (9 in-person, 1 virtual) attended the Bird ID workshop. Stephanie did a phenomenal job leading the workshop and teaching the group tips and tricks to support all levels of experience with birding. Positive responses to the workshop and the information presented were received through the feedback surveys offered at the end of the workshop.

CreekWatch

- A proposal for 2023 sampling will be brought to the Board in March.
- Please be advised that after an update received from the RiverWatch Executive Director, a 'donation' fee will be required for participation this season. This will be included in the proposal.

Community Outreach

- Lunch & Learn
 - Hosted on February 16th from 12:00 – 1:30 pm.
- Invasive Species Awareness Week: February 20-26, 2023.
 - An invasive species awareness poster was created and shared on LICA's social media.
 - The ALMS report was shared on LICA's social media and with the LICA membership to highlight invasive species monitoring and the results of the 2022 sampling efforts.

Additions

- January 26 – WPAC Managers Meeting.
- January 31 – The Ecological Buffalo, OCS Science Seminar.
- February 1 – Town of Bonnyville Rebranding Engagement Session.
- February 7 – LICA Education and Outreach Committee Meeting.
- February 8 – LICA Governance Committee Meeting.
- February 7 – 9 – 2023 Invasive Species Forum (select presentations were watched).
- February 13 – LICA Bird ID Workshop.
- February 14 – Spatial and temporal variability among lake fish function and assemblages, OSC Science Seminar.
- February 16th – Lunch and Learn at the LICA Office.
- February 17-20 – Great Backyard Bird Count.
- February 20-26 – Invasive Species Awareness Week.
- February 21 – LICA Staff Meeting.
- February 23 – LICA Board of Directors Meeting.
- February 24-March 7 – Kayla is on vacation.

*Kayla Hellum,
LICA, Environmental Coordinator*

Executive Director's Report – January 2023

February 16, 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

- The accountant has completed the Association's T4 slips, which have been distributed to all staff and volunteer stipend recipients. Volunteer slips were mailed out the first week of February.
- On February 8th, the [2023 ALMS LakeWatch Program Proposal](#) has been submitted to the LISC for their approval. ALMS is proposing to sample ten lakes within the LICA region with a total funding value of \$50,000.
- Received written confirmation from Minister Savage that the EPA will be providing an increased amount in funding towards the airshed grant for 2023-27. Further details are pending.

Additional Updates:

- In addition to the proposal, ALMS provided LICA's [2022 LakeWatch Summary Report](#) for the sampling season, which has now been published on the LICA website under the *Resources* tab. This report will be shared on LICA social media platforms and emailed to the LICA Members in correlation with Invasive Species Awareness Week, February 20th – 26th.
- Received the Societal Annual Return Proof of Filing on February 8th.
- Annual Performance Evaluations are in progress for all contractors and staff, including Probationary Evaluations for the Education and Outreach Coordinator and the Administrative Professional.
- LICA has two contracts up for renewal with a deadline of March 31st. The Communications and Design Manager Contract is not being renewed as per the Board motion at the November 2022 meeting. The Contractor has been made aware of the November Board motion, with the meeting minutes provided. For a reminder, the motion from November 24, 2022, is as follows:
 - *“Moved by Robert Machatis AND CARRIED that the Communications and Design Manager's contract not be renewed in 2023 and we will contact his services on an ad hoc basis as needed.”*
- Work has commenced on the 2022-23 Strategic Plan Final Report and has been distributed to all staff. This report is to be completed by the end of March and will be presented to the Board at the April Board Meeting and included with the WPAC and AEG Interim Reports.
- Work as well has begun for both the WPAC Operating Grant and AEG Interim Reports and Schedule C Budgets. The deadline for these reporting requirements is due by April 15, 2023.
 - Final reporting for the 2019-2023 WPAC Operating Grant and the 2019-2023 AEG are due by June 30, 2023.
- Worked on updating the LICA Social Media Guide, which was created in 2020. This was brought to the E and O Committee Meeting on February 7th for their updates and review.
- Drake Contracting has generously offered to clear the LICA parking lot for free! They as well have offered to haul away the snow pile on an as-needed basis, and if it permits, they would top-up their tandem loads with the snow free of charge. Drake Contracting has been acknowledged for their tremendous generosity through LICA Facebook and Instagram posts, every time they have

donated their services. Social media recognition will progress throughout the winter season, as well staff will deliver a season-end thank-you basket as a token of appreciation.

- A call out for volunteers has been issued in January for high school students to volunteer and/or obtain work experience credits for shoveling snow for the season.
- A Volunteer Appreciation Board has been developed as per the Board's request in the fall, to acknowledge all LICA volunteers throughout the year. Please find this creation in the LICA Boardroom and take a gander at all of the great activities that take place, as it will continually be updated!
- The former Executive Director, who is currently on maternity leave, has submitted her return to work letter and will commence ED duties on April 3, 2023.
- Commenced a Leadership Development Series by Ian Hill through the Niche Academy. Mr. Hill presented a Difference Makers Leadership training in St. Paul on Feb 21st or Feb 22nd for two hours. An alternative was sought out, due to a conflicting schedule, including webinars containing six episodes, each approx. one hour in length, on leadership training.

Additional meetings attended over the past month include:

- Jan 26th – WPAC Managers Meeting
- Feb 7th – E and O Committee Meeting
- Feb 8th – Governance Committee Meeting
- Feb 13th – BIRDS Basic ID & Birdwatching Workshop
- Feb 16th – Lunch and Learn with ALMS
- Feb 16th – WPAC 2023-24 Grant Information with EPA
- Feb 21st – Staff Meeting
- Feb 23rd – BOD Meeting

Upcoming Meeting Dates:

- Feb 27th – ALUS Townhall
- March 21st – Staff Meeting
- March 23rd – BOD Meeting
- March 29th – Bonnyville Chamber of Commerce AGM

Respectfully submitted,

Vicky Krawchuk, Executive Director, LICA – Environmental Stewards

LICA

Aged Overdue Receivables Summary As at Feb 15, 2023

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Alberta Environment & Parks	247,369.88	0.00	247,369.88	0.00	247,369.88	0.00
Baytex	3,204.16	0.00	3,204.16	0.00	3,204.16	0.00
Cenovus Energy Inc.	15,404.25	0.00	15,404.25	0.00	15,404.25	0.00
County of Two Hills	250.00	0.00	250.00	0.00	250.00	0.00
Municipal District of Bonnyville No. 87	750.00	0.00	750.00	0.00	750.00	0.00
SLR Consulting (Canada) Ltd.	1,050.00	0.00	1,050.00	0.00	1,050.00	0.00
Strathcona Resources Ltd	9,664.70	0.00	9,664.70	0.00	9,664.70	0.00
Total outstanding:	277,692.99	0.00	277,692.99	0.00	277,692.99	0.00

Generated On: Feb 15, 2023

Note:

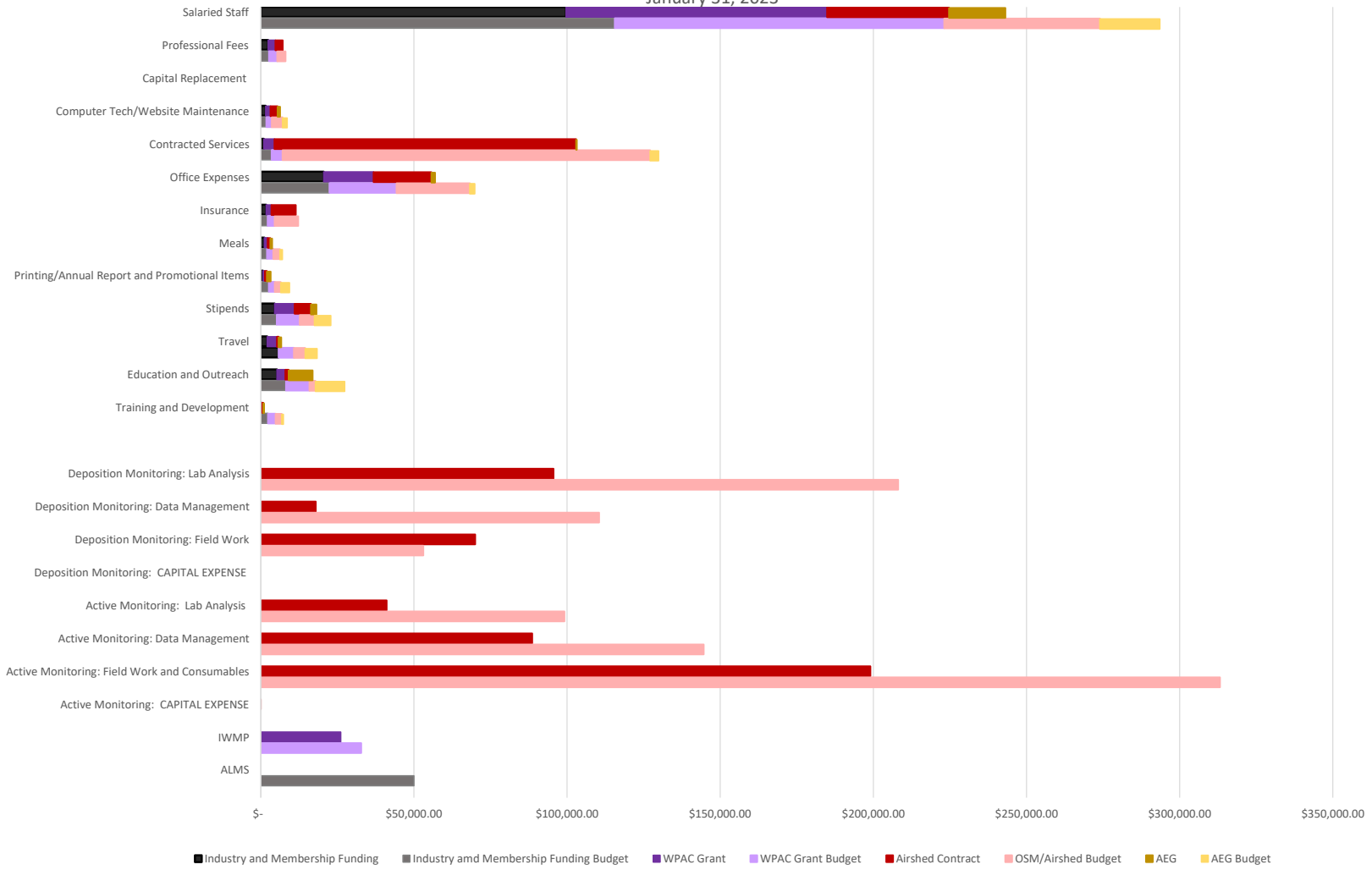
61+ Overdue

Non overdue

No concerns to report

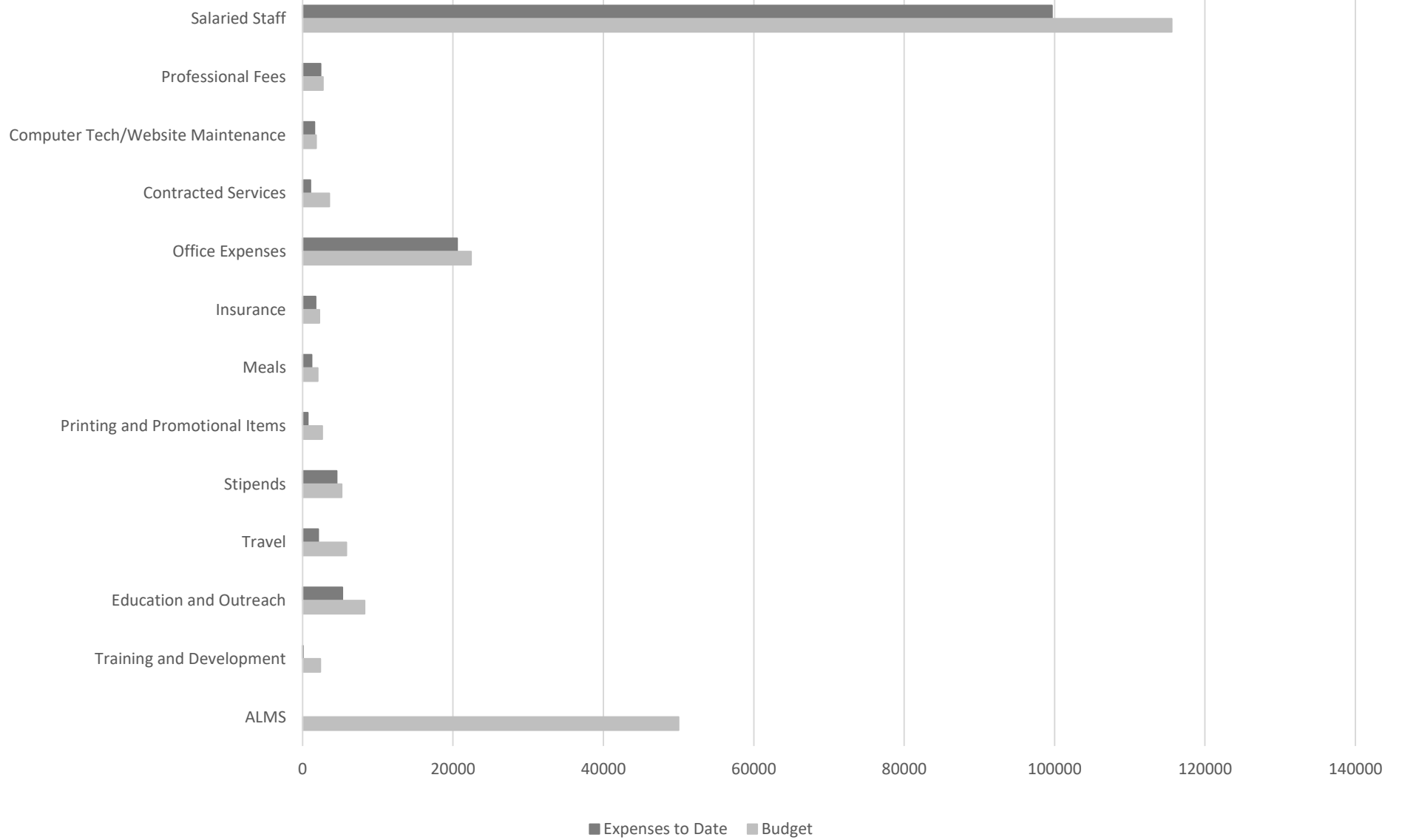
LICA Consolidated Finances to Date

January 31, 2023



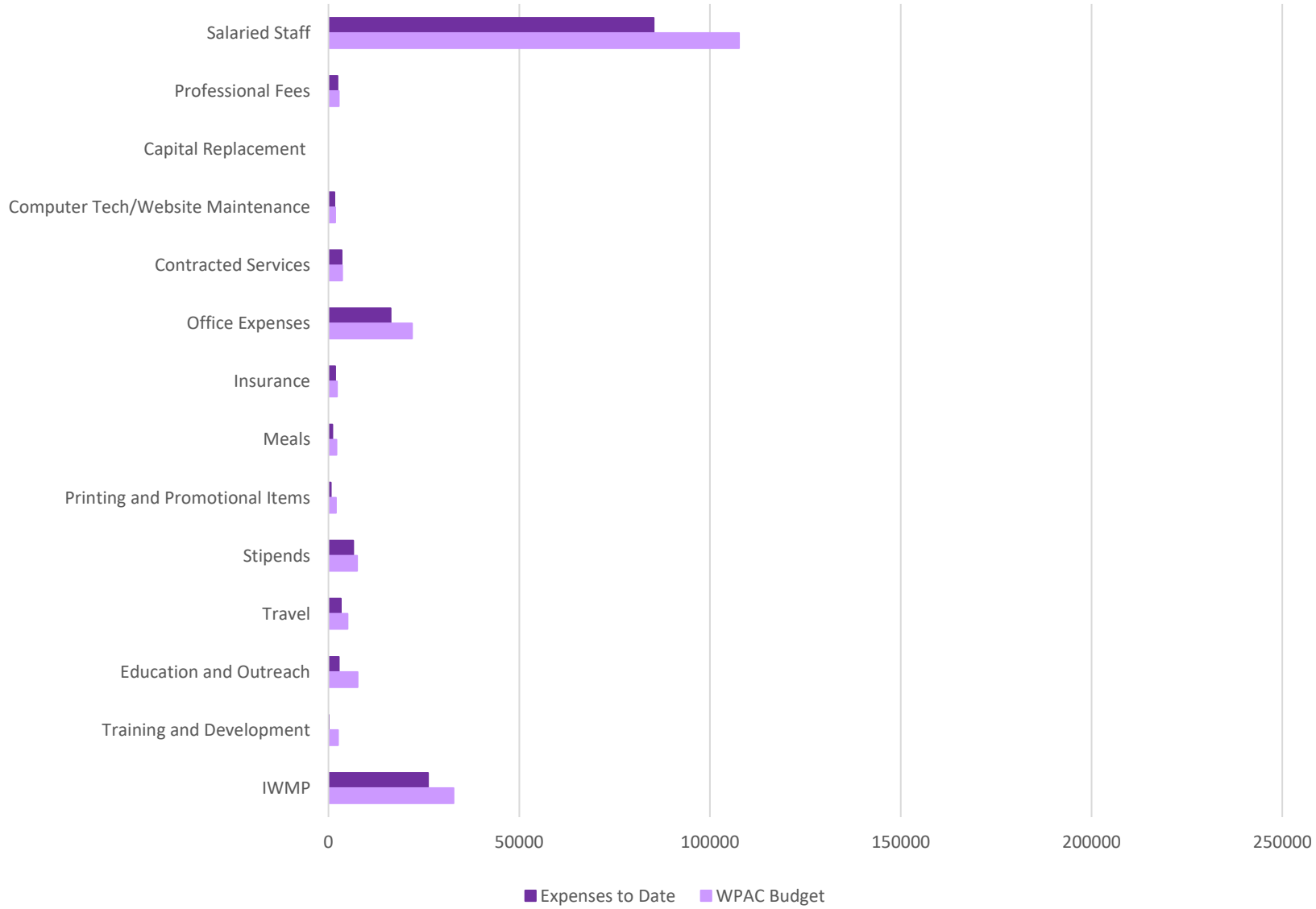
Industry and Membership Funding Expenditures to Date

January 31, 2023



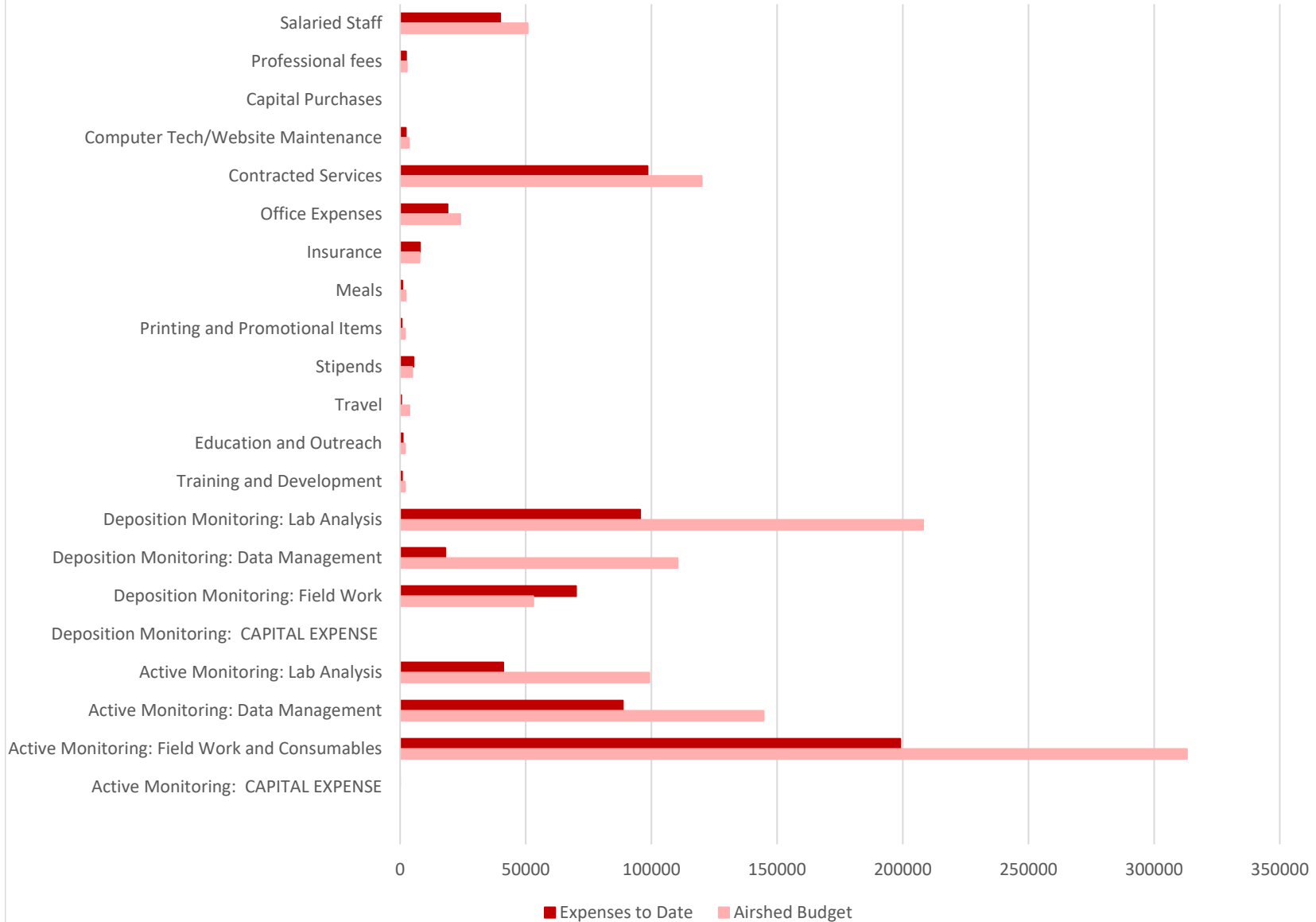
WPAC Grant Expenditures to Date

January 31, 2023



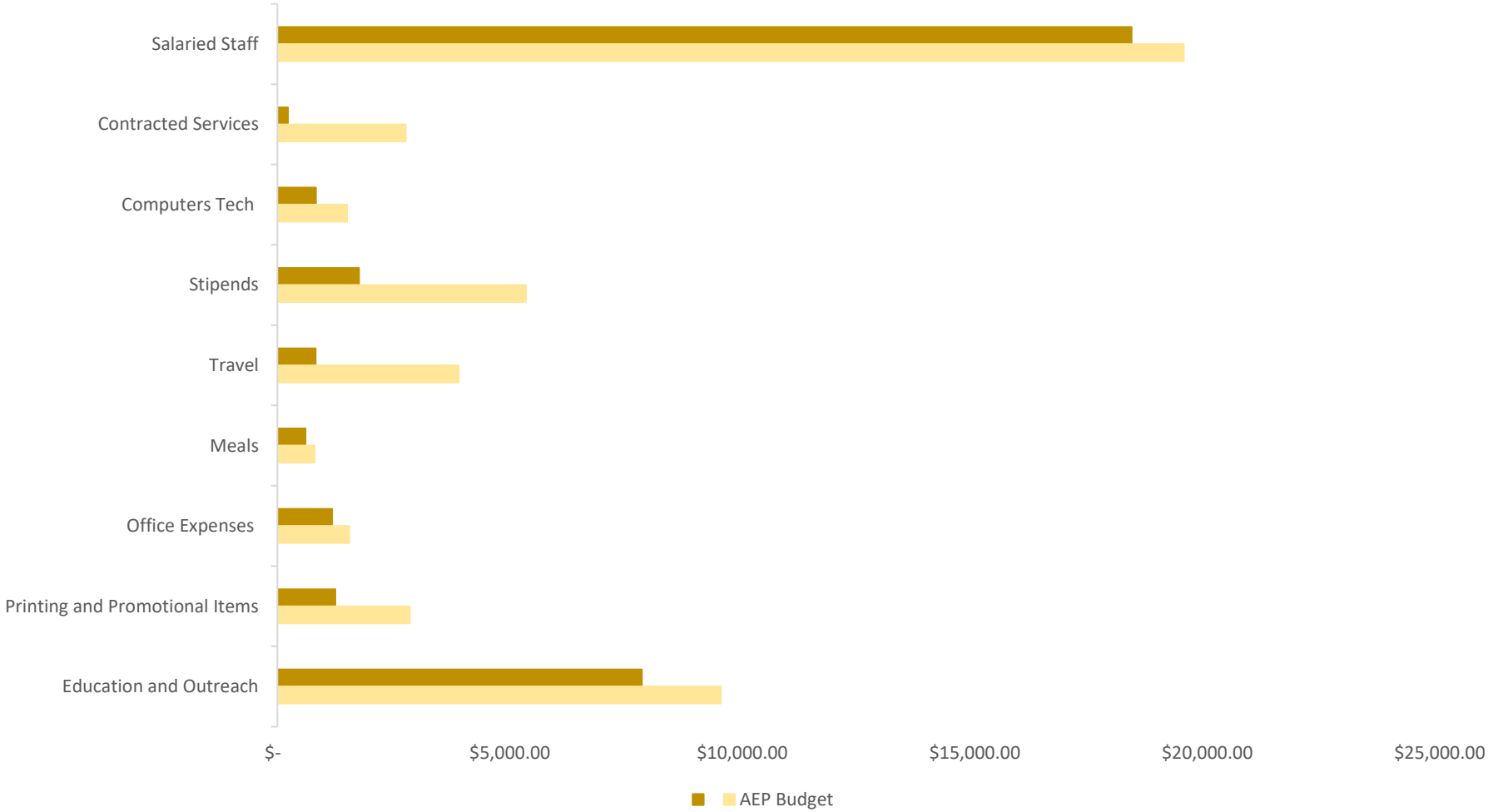
Airshed Contract Expenditures to Date

January 31, 2023



Airshed Engagement Grant

January 31, 2023





Lakeland Industry and Community Association
Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5
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Education & Outreach Committee Meeting Minutes Tuesday, February 7, 2023 9:00 a.m. – 12:00 p.m. LICA Boardroom and via Microsoft Teams

Present: Louise White-Gibbs
Murray Phillips
Duane Zaraska
Colin Cote
Cindy Connolly
Kim Foisy
Amanda Avery Bibo

Guests and Observers: Robert Machatis

Staff and Contractors: Vicky Krawchuk, LICA Executive Director
Stephanie Sitkowski, Education & Outreach Coordinator
Kayla Hellum, Environmental Coordinator
Eveline Hartog, LICA Administrative Professional
Lori Jodoin, LICA Administrative Professional

Regrets: Evelyn Mondares
Gabrielle Whiskeyjack

1.0 CALL TO ORDER

The Committee Chairperson called the meeting to order at 9:03 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 February 7, 2023, Education and Outreach Committee Agenda

#1 Moved by Duane Zaraska AND CARRIED that the February 7, 2023, Agenda be approved as presented.

1.6 Approval of Minutes

1.6.1 December 12, 2022

#2 Moved by Cindy Connolly AND CARRIED that the December 12, 2022, Minutes be approved as presented.

2.0. NEW BUSINESS

2.1 Social Media

2.1.1 Review of Social Media Guide

The LICA Education & Outreach Committee reviewed the Social Media Guide.

A discussion was held on the various social media accounts LICA has. Currently, LICA actively uses Facebook and Instagram. In addition to those accounts LICA also has a Twitter account, but it is not being used.

A Committee member mentioned that Industry and Business actively use Twitter, but youth and the majority of people use Instagram and Facebook. Twitter seems to be more business based. It was suggested to leave the Twitter account dormant for now, for potential future activity and to continue using Facebook and Instagram.

2.1.2 Review Policy 4.3 Social Media Management

The LICA Education & Outreach Committee reviewed Policy 4.3 *Social Media Management* for information.

A Committee Member stated that all Board, Committee Members, and Staff should actively be sharing LICA posts and content on their own social media accounts, to increase LICA exposure.

One recommendation was made to Policy 4.3.2.5. Rephrase it to say- "Periodically review passwords and administrators and the Passwords document in the shared drive."

2.2 Stream of Dreams

2.2.1 Review Application – Light of Christ School

The Education & Outreach Coordinator presented the Stream of Dreams Application from Light of Christ School in Lac La Biche. They were the only school to send in an application this year; they have applied in the past. The owner of the fence gave them permission to use it for Stream of Dreams. A Committee Member thought the location was great; since the fence is right on main street, it will get good exposure.

LICA's goal is to do two Stream of Dreams programs per year, based on LICA's budget. The price has recently increased from \$5.00 to \$7.00 per fish.

It was also mentioned that a couple of groups in Bonnyville may be interested in participating in it for their Summer Programs. Those fish could possibly be displayed in LICA's Community Garden or baseball diamonds in town. The murals can be put up anywhere in the community, not just schools. Local FCSS may also be interested in the program and offer it as a series of workshops over the summer, so families could participate together.

There is also an option to re-do the Stream of Dreams programs in schools for those who have previously completed it if it was more than four years ago. Students would have the option to purchase their fish which were previously done, with the money going back into the program.

A Committee Member suggested reaching out to Senior Citizen Facilities to share the program and increase exposure. Possibly making it a grandparent and grandchild activity.

A Committee Member requested the E&O Coordinator to reach out to all members of the Committee. Sending them an application, so they can send it out to their sectors which would broadcast it out to their communities.

E&O Coordinator also mentioned that Stream of Dreams has a Fish in a Box program, which was used during COVID when children could not be altogether.

All schools within the LICA region have been contacted. A Committee Member recommended the E&O Coordinator reach out to the schools again in May 2023, reminding them that LICA can offer them this program. Applications are now closed but will be reopening again in Fall 2023.

#3 Moved by Louise White-Gibbs AND CARRIED that the Stream of Dreams Application for Light of Christ School be approved as presented.

3.0 ONGOING BUSINESS

3.1 Education & Outreach Update

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

- Photo Contest is now complete. Judging was difficult to arrange so photos were sent to judges, and they had to choose the top ten, for the Adult Category. The three photos with the most points were selected as winners. The Youth Category had three entries. Photos were framed, and winners are coming in to pick them up. They will also receive their cash prize, as advertised, via mail. The prizes are as follows:
 - Fan Favourite - \$50 cheque with a small LICA prize bag
 - Adult 1st Place - \$150 cheque
 - Adult 2nd Place - \$100 cheque
 - Adult 3rd Place - \$50 cheque
 - Youth 1st Place - \$150 cheque
 - Please note that the youth recipient is the same for first, second, and third place in the youth entries. The winner has received a collage photo frame of all winnings and a monetary value for the first-place award.
- Calendar Contest is also complete, as all winners have received their prizes.
- The deadline for the Cookbook has been extended until March 31, 2023. Approximately 20-30 recipes have been submitted.
- She will contact Industry as well to do an evening presentation.

3.1.1 School Programming Updates

The Education & Outreach (E&O) Coordinator updated the Committee on School Programming.

- Programs are continuously being updated with current information. Five Wastewater Programs and three Air, Water, and Climate Programs were presented last week. In addition, two Airshed Programs have been done since her report was written.
- X-Stream Science training will occur in May or June 2023 in Camrose during the WPAC Meeting and then the program will begin to roll out.
- Little Green Thumbs contact was established. E&O Coordinator is connecting with all the schools to update equipment and provide consumables. Older systems will be updated with new LED lamps.
- A Committee Member asked that if the Two Hills FCSS wanted us to come and do a program, would we have to do it in Myrnam, as Two Hills is outside of the LICA region? Another member stated that this would have to be a Board decision. All school programming is offered to all Two Hills Schools because the rest of the St. Paul School Division is in the LICA region.
- Another Committee Member asked about how they can get printed material for the KLOB program. The E&O Coordinator will assist with this.

3.1.2 Upcoming Community Events

The Education & Outreach (E&O) Coordinator updated the Committee on Upcoming Community Events.

- On Monday, February 13, 2023 LICA will be hosting a Bird ID Workshop. It can be offered virtually if needed. Another Bird ID Workshop will be held in the Lac La Biche region at a later date.
- Vermicomposting Workshops have been very popular as interest has been increasing throughout the community. There will be 50-60 bins being completed this month. The Bonnyville Library is holding one on February 8th, which has 22 participants registered. Rich Lake Agricultural Society also requested to have a workshop in April 2023.
- ALUS 101 Presentation will be held on February 27, 2023.

A Committee Member pitched the idea of holding another Virtual Science Fair within social media to engage youth through active learning. Youth will send in small reels of their science projects. Advertising will start soon, so youth can work on it through Easter/Spring Break. The fair will have three different age categories. LICA Admin will decide on details on timelines and age groups. Submission deadline will be Friday, April 14, 2023. The E&O Coordinator will collect entries and place them into a folder on Sharepoint. The folder will be shared with Committee Members for personal viewing and then they will be watched together at the April Meeting, for judging. There will be cash prizes for each age category. In addition, one Fan Favourite Award will receive a LICA swag bag.

#4 Moved by Amanda Avery Bibo AND CARRIED that the Virtual Science Fair with monetary prizes of \$50.00, \$75.00, and \$100.00 cash be approved.

4.0 ACTION LIST

4.1 Follow-Up on Action List

4.1.1 December 12, 2022

The Committee reviewed the E&O Action List from the December 12, 2022 meeting.

5.0 UPCOMING MEETING DATES

5.1 Board Meeting – February 23, 2023

Murray Phillips, E&O Chairperson, is unable to attend. Duane Zaraska will be reporting.

5.2 Next Meeting – April 24-28, 2023

6.0 ADJOURNMENT

The meeting adjourned at 10:39 a.m.

#5 Moved by Colin Cote AND CARRIED that the meeting be adjourned.

Approved on: _____
Date

Signature

DRAFT



Lakeland Industry and Community Association

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Governance Committee Meeting Minutes Wednesday, February 8, 2023 1:00 p.m. – 4:00 p.m. LICA Boardroom & Microsoft Teams

Present: Amanda Avery Bibo
Duane Zaraska
Jeffrey Zalaski
Kelly Dion-McFeeters
John Ilchuk

Observer:

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

Regrets: Amanda Peardon
Monty Moore
Colin Woods

1.0 CALL TO ORDER

Jeffrey Zalaski, Committee chair, called the meeting to order at 1:04 p.m.

1.1 Territorial Acknowledgement

1.2 Introductions

1.3 Vision, Mission and Values

1.4 Roll Call

1.5 Approval of Agenda

1.5.1 February 8, 2023

#1 Moved by John Ilchuk AND CARRIED that the February 8, 2023, Agenda be approved as amended to include:

- **Item 3.3.3 Discussion of addition of another member to the Governance Committee.**

1.6 Approval of Minutes

1.6.1 November 21, 2022

#2 Moved by Duane Zaraska AND CARRIED that the November 21, 2022, Minutes be approved as presented.

2.0 ONGOING BUSINESS

2.1 Annual Policy Review

2.1.1 Policy 1.10 Office Hours of Operation

The Governance Committee recommends the attached changes to Policy 1.10 *Office Hours of Operation* to the Board of Directors.

2.1.2 Policy 2.11 Recognition

The Governance Committee recommends the attached changes to Policy 2.11 *Recognition* to the Board of Directors.

2.1.3 Policy 2.13 LICA Membership in Other Organizations

The Governance Committee recommends the attached changes to Policy 2.13 *LICA Membership in Other Organizations*.

2.1.4 Policy 4.3 Social Media Management

The Governance Committee recommends the attached changes to the Board of Directors to Policy 4.3 *Social Media Management*.

2.2 Additional Review/Board Assigned

2.2.1 Policy 2.7 Board and Committee Expenses and Remuneration

The Governance Committee recommends the attached changes to the Board of Directors to Policy 2.7 *Board and Committee Expenses and Remuneration*.

3.0 UPCOMING MEETING DATES

3.1 Board Meeting – February 23, 2023

3.2 Next Meeting – April 2023

3.3 Addition of Another Member to the Governance Committee

The Committee Chair briefly discussed the need to add an additional member to the Governance Committee in order to facilitate achieving quorum. He indicated that Justin Inman has offered to put his name forward as a Community Director seat on the Committee.

4.0 ADJOURNMENT

Meeting adjourned at 2:20 p.m.

#3 Moved by Kelly Dion-McFeeters AND CARRIED that the meeting be adjourned.

Approved on: _____
Date

Signature

1.10 OFFICE HOURS OF OPERATION**INTENT:**

LICA will maintain regular office hours in order to meet the needs of the public and of LICA's Board and Committees.

1.10.1 DIRECTIVES:

1.10.1.1 The Board ~~shall~~will set regular office hours.

1.10.1.2 If circumstances change, the office hours may change.

1.10.2 IMPLEMENTATION:

1.10.2.1 The office ~~shall~~will be open Monday to Thursday from 8:30 a.m. to 5:00 p.m. from September to June. The office ~~shall~~will be open Tuesday to Thursday from 8:30 a.m. to 5:00 p.m. for July and August.

1.10.2.2 The office will be closed all business days between Christmas and New Year's Day.

1.10.2.3 The hours of operation must be posted.

1.10.2.4 If the office is closed for any other reason, during LICA's regular business hours, the closure ~~shall~~will be posted, and the Officers ~~shall~~will be notified.

Review Dates: September 27, 2006; February 2007; June 11, 2009; November 5, 2015; November 28, 2016; May 3, 2017; February 5, 2020; February 8, 2023

Approval Dates: September 27, 2006; June 11, 2009; November 5, 2015; December 1, 2016; June 1, 2017; March 12, 2020

Self-Governance Policy: Policy 1.10 – Office Hours of Operation

2.11 RECOGNITION

INTENT:

LICA recognizes its members, partners, employees, contractors, and volunteers who assist in achieving its Vision, Mission, and Values.

2.11.1 DIRECTIVES:

2.11.1.1 LICA will recognize:

- Long-term contributions or significant achievements by members, staff and contractors supporting LICA's Vision and Mission.
- ~~LICA will recognize~~ Guest speakers, presenters or facilitators who contribute voluntarily to LICA activities.
- ~~LICA will recognize~~ Significant milestones and events.

2.11.2 IMPLEMENTATION:

- 2.11.2.1 All gifts exceeding \$100 must have Board approval.

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Review Dates: October 27, 2004; Sep 2006; May 2009; November 1, 2016; June 26, 2017; September 16, 2019; February 8, 2023

Approval Dates: September 29, 2004; Sep 27, 2006; May 28, 2009; April 24, 2017; September 7, 2017, September 26, 2019

Operational Policy: Finance Policy 2.11 - Recognition

2.13 LICA MEMBERSHIP ~~(S)/PARTNERSHIP(S) IN OTHER ORGANIZATIONS~~

INTENT:

Membership ~~(s)/partnership(s) in other organizations may will~~ assist in achieving LICA's Vision, Mission, Values, and goals.

2.13.1 DIRECTIVES:

~~2.13.1.1~~ 2.13.1.1 The Board may purchase membership(s) in other organizations.

~~2.13.1.2~~ 2.13.1.2 The Board may form partnerships.

~~2.13.1.3~~ 2.13.1.3 Membership ~~(s)/partnership(s) in community organizations~~ will be guided by LICA's Vision, Mission, and Values and be directly related to the objectives of ~~the Association~~ LICA.

2.13.2 IMPLEMENTATION:

~~2.13.2.1~~ 2.13.2.1 Requests and invitations for membership ~~(s)/partnership(s) by community organizations shall will~~ be reviewed by the Board.

~~2.13.2.2~~ 2.13.2.2 LICA members may bring forward proposed membership ~~(s)/partnership(s) to the Board.~~

~~2.13.2.3~~ 2.13.2.3 The Board of Directors ~~shall will~~ instruct the Executive Director in the role of LICA with respect to any such membership ~~(s)/partnership(s).~~

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Review Dates: June 26, 2017; September 16, 2019; February 8, 2023

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

Operational Policy: Finance Policy 2.13 - Memberships in Other Organizations

4.3 SOCIAL MEDIA MANAGEMENT

INTENT:

To maintain LICA’s brand identity consistently across social media channels, prevent a security breach, prevent a public relations crisis, act quickly if a breach or crisis does happen, and provide a criterion for how staff should manage LICA’s online presence.

4.3.1 DIRECTIVES:

- 4.3.1.1 The Education & Outreach Coordinator team is responsible for maintaining all online social media accounts with assistance from all LICA staff according to the Social Media Guide.
- 4.3.1.2 All posts have a positive tone and reflect the Vision, Mission, and Values of LICA.
- 4.3.1.3 The Education & Outreach Coordinator team provides social media training for employees.

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4.3.2 IMPLEMENTATION:

4.3.2.1 Posting and Engagement

- Ensure the validity to any claims from external or linked sources before sharing
- Posts should be evenly distributed and related to LICA’s affiliation with Synergy Alberta, the Watershed Planning and Advisory Council, and the Alberta Airshed Council
- Visuals should align with LICA’s Style Guide document unless it is for a special event or collaboration with another account
- Like and/or comment on all LICA posts that were shared by other pages or people
- Like and/or comment on all posts LICA is tagged in

4.3.2.2 Customer Service

- Respond to any inquiries or messages sent through social media
- Contact and register participants when hosting an event that was shared online

Review Dates: February 5, 2020; February 8, 2023;
Approval Dates: March 12, 2020

4.3.2.3 Strategy and Planning

- Use social media planning calendars to schedule and visualize social feeds
- Have posts scheduled at the optimal times on each weekday
- Highlight any special calendar days that align with LICA values and create a correlating post
- Posting frequency on Facebook should not drop below two per week during the summer and should remain at one post per weekday during busy seasons
- There should be at least one post per week on Instagram
- For posting multiple photos or videos, use Facebook's scheduled posts feature and write a note on the planning calendar to ensure redundant posting does not occur

4.3.2.4 Advertising

- Ensure ads have minimal text, proper dimensions, align within the parameters provided by the various social media companies, and LICA's style and social media guides
- Ensure all paid advertising remains within the approved budget

4.3.2.5 Security and Passwords

- The Education & Outreach ~~team~~ Coordinator and Executive Director should be the only employees with access to posting on LICA's social media accounts
- Annually review and update the privacy policies on each social media account
- ~~Annually~~ Periodically update review passwords, administrators, and the passwords document in the shared drive.

4.3.2.6 Approvals (legal, financial, or otherwise)

- Posted imagery, graphics, and video must follow proper copyright laws and use conditions
- Any social media campaign projecting to use 25% or more of the advertising budget should be approved by the Executive Director

4.3.2.7 Monitoring and Listening

- If an unexpected or off-brand post shows up on LICA's social media, cross reference it with the social media scheduling calendar to see if it was planned before identifying it as requiring a Crisis Response (4.3.2.8)
- Monitor all social channels for unscheduled or random posts, which may indicate a security breach
- Watch for imposter accounts, inappropriate mentions, and negative conversations about LICA as a Crisis Response may be required

Review Dates: February 5, 2020; February 8, 2023;

Approval Dates: March 12, 2020

Operational Policy: Environmental Management, Monitoring and Educational Outreach Policy 4.3 – Social Media Management

- Annually gauge which topics LICA’s followers are interested in and adjust social post planning appropriately
- Be attentive to topics that are sensitive to LICA’s audience

4.3.2.8 Crisis Response

- A social media crisis is when a publicly viewed post on LICA’s account violates the Social Media Policy, Confidentiality Policy, or anything contrary to the law. It can also include a major negative change in the online conversation about LICA as an organization
- Once a post is identified as the cause of a crisis, the following general procedure will be followed:
 - Pause all scheduled posts to ensure they are not published until the crisis has subsided
 - Remove or delete the post in question
 - Identify the source or publisher of the post
 - If the post is from an external source, report it to the social media platform
 - If the post is a result of a security breach, change all passwords and minimize internal access to social profiles
- Have the Education & Outreach ~~team~~ Coordinator and Executive Director formulate a timely public response to temporarily remediate a negative public image
- Respond to public responses in an apologetic tone to alleviate long term brand disparagement and ensure the public that actions will be taken to resolve any damage or harm caused
- Once the Executive Director has approved that the crisis has been resolved, regular scheduled posting can resume
- Following all social media crises, the Board will be informed of the situation including the post, procedure, resolution, and any other ramifications due to the event
- If the crisis was caused by a LICA employee or Board Member, refer to Policy 3.10 *Disciplinary Procedures* and assess the severity of consequences

4.3.2.9 Social Media Training for other Employees

- New Education & Outreach employees will:
 - Become familiar with the Social Media Management Policy, Social Media Guide, and Style Guide
 - Receive training on programs required to maintain LICA’s social media profiles
- Best practices for employee’s personal social media activity include:
 - When posting from a personal account and referencing LICA, ensure it is consistent with LICA’s branding

Review Dates: February 5, 2020; February 8, 2023;

Approval Dates: March 12, 2020

LICA

Lakeland Industry and Community Association

Board Manual

- Do not respond to any negative reviews or comments about LICA with a personal account

Review Dates: February 5, 2020; February 8, 2023;
Approval Dates: March 12, 2020

Operational Policy: Environmental Management, Monitoring and Educational Outreach Policy 4.3 – Social Media Management

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~~will 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.

~~2.7.1.2~~2.7.1.3 LICA members attending meetings as guests or observers will not collect stipends.

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.

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; February 8, 2023

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

Operational Policy: Finance Policy 2.7 - Expenses and Remuneration

- 2.7.2.4** The Officers may receive stipends, upon approval of the Board, for additional duties associated with their roles.
- 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; February 8, 2023

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

Operational Policy: Finance Policy 2.7 - Expenses and Remuneration

Board of Directors Meeting

ACTION LIST

Date: January 26, 2023

Recorder: Lori Jodoin

<u>Task</u>	Date to be completed	Person assigned to task	Y/N
<u>2.1 Education and Outreach Coordinator Report</u>			
<ul style="list-style-type: none"> Investigate Canadian sources for purchasing skulls and pelts 	February 23, 2023	Stephanie	C
<ul style="list-style-type: none"> Continue to reach out to schools in LICA region to participate in Stream of Dreams program 	Winter 2023	Stephanie	C
<u>2.1.1 Skulls and Pelts Purchase Proposal</u>			
<ul style="list-style-type: none"> Report back to the Board regarding final decision on skulls and pelts purchase 	February 23, 2023	Stephanie	C
<u>2.2 Manager of Environmental Monitoring Programs Report</u>			
<ul style="list-style-type: none"> Contact Board member regarding Kehewin extending their air monitoring program 	February 2023	Mike	C
<u>2.3 Environmental Coordinator Report</u>			
<ul style="list-style-type: none"> Complete QR codes on LICA signs on Iron Horse Trail staging areas to direct users to other LICA points of interest and to include airshed monitoring information 	Winter 2023	Kayla	IP
<u>2.3.1 Winter Bird Monitoring & Workshop Proposal</u>			
<ul style="list-style-type: none"> Investigate offering the workshop for virtual users 	Winter 2023	Kayla/ Stephanie	C
<ul style="list-style-type: none"> Share maps on social media where birds are spotted 	Winter 2023	Kayla/ Stephanie	IP
<ul style="list-style-type: none"> Contact the Town of Bonnyville to assist in advertising for Bird Monitoring Workshops 	Winter 2023	Kayla/ Stephanie	C

Next Meeting: February 23, 2023

Board of Directors Meeting

<ul style="list-style-type: none"> Contact Board member to add Indigenous names to bird species 	Winter 2023	Kayla/ Stephanie	C
<u>2.4.1.2 Youth/Student E&O Assistant Position Proposal</u>			
<ul style="list-style-type: none"> Investigate the possibility of students receiving high school credits 	Spring 2023	Admin	IP
<u>2.4.1.2 WPAC Account Fraudulent Cheques</u>			
<ul style="list-style-type: none"> Financial Coordinator to follow up with bank regarding their investigation and future protection methods 	Winter 2023	Maria	IP
<u>Actions Brought Forward</u>			
<ul style="list-style-type: none"> Investigate the cost of new wrap for PAMS trailer 	Tentative 2023	Mike	IP
<ul style="list-style-type: none"> Promote the Save the Soil Initiative 	Ongoing	Stephanie	IP
<ul style="list-style-type: none"> Create a Community Garden Composting Plan to present to the Board for approval 	Spring 2023	Stephanie	IP
<ul style="list-style-type: none"> Signatures required on the new Blue Quills Instructional Services Agreement Renewal when it becomes available 	Spring 2023	LICA Officers	IP

Next Meeting: February 23, 2023