



Lakeland Industry and Community Association

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

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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**Thursday, May 25, 2023**

**9:00 a.m. – 12:00 p.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:**

Colin Cote  
John Ilchuk (*left at 12:07 pm*)  
Amanda Avery Bibo  
Leo Paquin  
Shawn Elgert (*left at 12:25 pm*)  
Kelly Dion-McFeeters (*arrived at 9:25 am*)  
Vicky Lefebvre (*arrived at 9:33 am, left at 12:37 pm*)  
Murray Phillips (*arrived at 9:33 am, left at 10:45 am*)  
Louise White-Gibbs  
Robert Machatis  
Wayne Bamber  
Abdi Siad-Omar  
Xiaofeng Wang

**Guests and Observers:**

**Staff and Contractors:**

Kristina Morris, Executive Director  
Maria Cueva, Financial Coordinator  
Lily Lin, Data & Reporting Specialist  
Kayla Hellum, Environmental Coordinator  
Stephanie Sitkowski, E & O Coordinator  
Eveline Hartog, Administrative Professional  
Lori Jodoin, Administrative Professional

**Regrets:**

Nikole Andres  
Kayla Blanchette  
Lorin Tkachuk  
Duane Zaraska

**1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 9:05 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 two individual board members continue to be absent. The Executive Director will send a letter to Duane Zaraska and a second letter will be sent out to Lorin Tkachuk.

**1.5 Approval of Agenda**

**1.5.1 May 25, 2023, Board of Directors Meeting**

The Executive Director informed the Board that Lily Lin, LICA’s Data & Reporting Specialist, would be presenting the Manager of Environmental Monitoring Programs Report.

**#1 Moved by Colin Cote AND CARRIED that the May 25, 2023, Agenda be approved as presented.**

**1.6 Approval of Minutes**

**1.6.1 April 27, 2023– Board Meeting Minutes**

**#2 Moved by John Ilchuk AND CARRIED that the Minutes of the April 27, 2023, Board meeting be approved as presented.**

**2.0 ONGOING BUSINESS**

**2.1 Manager of Environmental Monitoring Programs Report**

The Data & Reporting Specialist presented the Manager of Environmental Monitoring Programs Report, noting:

- Refurbishing the St. Lina station has shown a cost savings versus replacing the whole unit. In the future, when looking at other monitoring stations, which may need upgrading, the same method could possibly be used.
- For the Soil Acidification Monitoring Site, ground truthing is expected to be conducted in September or October. Equipment will be bench tested before it is put out in the field.

- Students at Blue Quills have been very engaged and inquisitive during the program which is being taught by LICA Contractors. The Manager of Environmental Monitoring also took the students to the Cold Lake South Station. The Data & Reporting Specialist indicated that it has been a privilege to be involved.
- A possible partnership is developing between LICA and St. Francis Xavier University on a Methane Monitoring Study.

## **2.2 Education and Outreach Coordinator Report**

The Education and Outreach Coordinator delivered her report, noting:

- Schools that could not be accommodated this year for educational programming, will be contacted first next year. All programs will be updated with the new Alberta Education Curriculum, which is being fully implemented this fall.
- Possible locations for the Cows and Fish Workshops will be looked at.
- Two garden members attended the orientation workshop.
- Five hours were spent at the garden on the Community Workday. Cameras and lights were put up and half the beds were weeded, supplemented with triple-mix and tilled.
- Seven plots are reserved for the Food Bank and thirteen plots have been rented by members of the community. There are forty-one plots in all.
- It still needs to be determined what to do with the unrented garden plots. The E&O Coordinator spoke about planting cover crops or wildflowers.
- A community member donated 60 packages of seeds which will be used for the community plots and put into welcome bags for the gardeners.
- Donated paint for Stream of Dreams will be picked up this weekend.

### **2.2.1 Community Garden Landscaper Recommendation**

The Executive Director updated the Board on the need to make the Community Garden more aesthetically pleasing for the community and to fix the drainage issues. Three landscapers were contacted, and quotes are in the process of being received. The main areas that need to be addressed were, leveling out the ruts, making it wheelchair accessible, reseeding grass, planting more fruit trees/shrubs, and building up some areas that have flooded in the past.

One Board member requested that the landscapers submit an overhead visual drawing of their design for the garden. This would include where everything would be located. The Executive Director shared that the budget for the landscaping would be \$30,000. Updated quotes would also need to be resubmitted by the landscapers along with their visual designs. Another Board member suggested the purchase of a wooden sign with LICA etched into it.

The Board also wished for LICA to hire a ground maintenance person to perform the following tasks in addition to grass cutting: perform weed management, and water the shrubs and communal garden plots.

**#3 Moved by Murray Phillips AND CARRIED that LICA hire a landscaper to address accessibility, beautification, and landscaping challenges and for LICA to also hire a groundskeeper to perform regular maintenance of the Community Garden.**

**#4 Moved by Colin Cote AND CARRIED that the Executive Director develop a budget proposal for signage to better promote visibility of the Community Garden.**

### **2.3 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, noting:

- IWMP swag was presented and offered for each Board member to choose from. Those Members who were absent or attended virtually, were asked to stop by the office next time they are in town, to choose an item.
- ALMS is still looking for a volunteer to assist with water sampling on Moose Lake. If interested in helping out, let the Environmental Coordinator know.
- In response to community concern at Muriel Lake regarding pink water colouration, the environmental coordinator reached out to AHS who was quick to conduct sampling and advise on proper protocol to ensure community safety. LICA shared the Blue Green Algae Health Advisory with the LICA membership, the MLBMS and on social media. Photos of the lake taken during the algae bloom can be found in her report.
- A Board member inquired if ongoing testing would be completed, at Muriel Lake, after Blue Green algae was found. The Environmental Coordinator was unsure about AHS protocol but stated that she would look into this.

### **2.4 Administration**

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

The Executive Director delivered her report, noting:

- Still waiting for the OSM fourth quarter invoice payments. She spoke with Alberta Environment and Protected Areas in which it is not uncommon for this to be delayed but payment should come through within the next month.
- The Executive Director recently received an email approval for the Summer Student Job Funding Grant; however, it wasn't delivered through a known source. The Board will be kept apprised once the agreement has been received. The Board requested for LICA to go through with the funding agreement even though they had agreed last meeting to pay for the summer student position with LICA funds.
- A Board of Directors photo will be taken at the June 15<sup>th</sup> Board meeting.
- Various LICA brochures have been revamped, these include LICA 101, Airshed Network, Education and Outreach programs, KOLB and a Blue Green Algae brochure. The E&O programming brochure will be taken to the schools in the LICA region, in collaboration with the calendar contest. One Board member suggested that the KOLB brochure include past and current partnerships. These will be added in.

#### **2.4.1.1 LICA Annual General Meeting date, time, and location**

The Executive Director proposed that the next LICA Annual General Meeting be held in Lac La Biche on October 5, 2023. It was mentioned that accommodations would be offered to Board members wishing to attend.

LICA's Data & Reporting Specialist suggested the possibility of having a tour of the Lac La Biche Air Monitoring Station.

**#4 Moved by Louise White-Gibbs AND CARRIED that the LICA Annual General Meeting be held on October 5, 2023, from 6:00pm to 8:00pm, in Lac La Biche.**

#### **2.4.2 In Camera Discussion – Cost of Living Allowance Options**

**#5 Moved by Vicky Lefebvre AND CARRIED that the Board go in-camera at 11:21 am.**

**#6 Moved by Colin Cote AND CARRIED that the Board go out-of-camera at 12:18 pm.**

**#7 Moved by Vicky Lefebvre AND CARRIED that LICA implement, effective immediately, a 6% cost of living allowance to all staff that will be retroactive as of the start of the 2023-2024 fiscal year. Lakeland HR Solutions to be hired, holding the decision of Employee Health Spending Account Proposal following the HR assessment report to be decided at the September Board meeting.**

**#8 Moved by Colin Cote and CARRIED that Lakeland HR Solutions is to report directly to the Board Executive.**

#### **2.4.3 Financial Reports**

##### **2.4.3.1 2023-24 Amended Consolidated Budget Proposal**

The Executive Director reviewed the 2023-24 Amended Consolidated Budget Proposal with the Board of Directors. The WPAC and AEG Grants were updated.

**#9 Moved by Leo Paquin AND CARRIED that the 2023-24 Amended Consolidated Budget Proposal be accepted as presented.**

##### **2.4.3.2 Accounts Receivable Report to May 16, 2023**

The accounts receivable report as of May 16, 2023, was presented to the Board. The Financial Coordinator updated the Board that she is still awaiting the fourth quarter payments from Baytex, Cenovus Energy, Imperial Oil, and Strathcona Resources.

The fourth quarter payment from AEP is expected to be received soon.

### **2.4.3.3 Finances to Date April 30, 2023**

The finances to date as of April 30, 2023, were presented to the Board. The WPAC and AEG funding has been received. \$608.21 from the WPAC, will need to be returned from the last fiscal year budget.

An update was also given on the fraudulent cheque situation. The Board Chairperson will need to go do the final signing of paperwork at Lakeland Credit Union. No report has been received yet from the RCMP.

### **2.4.3.4 LICA VISA Card Holder**

The Executive Director requested that the secondary VISA credit card belonging to the exiting interim Executive Director, Vicky Krawchuk, be cancelled.

The Financial Coordinator mentioned that there is a form online that will need to be completed, to request the card's cancellation.

**#10 Move by Wayne Bamber AND CARRIED for LICA to cancel the additional credit card (ending in 4596) assigned to Vicky Krawchuk, the exiting interim Executive Director.**

## **2.4.4 Education and Outreach Committee**

### **2.4.4.1 May 8, 2023, E&O Minutes - DRAFT**

The Draft May 8, 2023, E&O Committee meeting minutes were presented to the Board for information. The Board had no concerns with the motions that were made in this committee meeting.

### **2.4.4.2 LICA's Little Environmental Stewards Proposal**

The Environmental Coordinator presented LICA's Little Environmental Stewards Proposal to the Board, explaining that this proposal came forth from the IWMP implementation. At the last LICA Watershed Committee meeting, they discussed the importance of showing children different plants in nature. One Board member suggested a few things that should be avoided in the presentation, one being certain plant species and the other being the use of the term "edible". It will need to be stressed to not eat the plants, to keep the students safe.

There are three workshop stations that focus on water quality, nature, and air quality monitoring. An Indigenous aspect will also be included in the stations.

One Board member also mentioned that a tentative Water Camp in Kehewin was taking place this summer. They offered to be a pilot partner on this project.

The Environmental Coordinator clarified if the Board would like the name to be left as LICA's Little Environmental Stewards or changed to LICA's Junior Environmental Stewards. It was agreed to leave it as presented. All Board members accepted the proposal and thought it would be a great addition to LICA's programming, but quorum was lost during this time, so it will be ratified at the June 15<sup>th</sup> Board meeting.

**#11 Moved by Kelly Dion-McFeeters that LICA's Little Environmental Stewards Proposal be accepted AND to be RATIFIED at the June 15, 2023, Board Meeting.**

**3.0 ACTION LIST**

**3.1 Follow-up on action list**

**3.1.1 April 27, 2023, Board of Directors Meeting**

The Executive Director reviewed the action list for April 27, 2023. All items in progress still stand.

The Board Chairperson wanted to add onto the Action List that the Board Executive will work with Lakeland HR in the summer, to conduct a review.

**4.0 UPCOMING MEETING DATES**

**4.1 Board Meeting – June 15, 2023**

**5.0 ADJOURNMENT**

The meeting adjourned at 12:46 p.m.

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 15, 2023	Sept. 28, 2023
Louise White-Gibbs	✓	✓	✓	✓	✓	✓	A	✓			
Kelly Dion-McFeeters	✓	✓	A	A	TC	TC	✓	✓			
Colin Cote	✓	✓	✓	✓	✓	✓	✓	✓			
John Ilchuk	✓	✓	A	✓	✓	✓	✓	✓			
Amanda Avery-Bibo	✓	✓	✓	✓	✓	TC	✓	✓			
Duane Zaraska	✓	✓	✓	A	A	A	A	A			
Robert Machatis	✓	✓	✓	✓	✓	A	A	✓			
Leo Paquin	A	A	✓	✓	✓	TC	✓	✓			
Nikole Andres	A	A	TC	✓	✓	✓	✓	✓			
Wayne Bamber	✓	✓	✓	✓	✓	TC	A	TC			
Shawn Elgert	TC	TC	TC	TC	TC	TC	TC	TC			
Hannah Smith	A	A	TC	-	-	-	-	-			
Xiaofeng Will Wang	-	-	-	✓	A	A	A	A			
Abdi Siad-Omar	A	A	A	TC	A	TC	A	A			
Murray Phillips	✓	✓	TC	✓	✓	A	✓	✓			
Phil Kushnir	A	A	✓	A	✓	-	-	-			
Kayla Blanchette	-	-	-	-	-	✓	A	✓			
Vicky Lefebvre	TC	TC	TC	TC	A	TC	TC	TC			
Lorin Tkachuk	A	A	A	A	TC	A	A	A			
Contractors											
Michael Bisaga		✓	✓	✓	✓	✓	✓	✓			
Kayla Hellum		✓	✓		✓	✓	✓	✓			
Lily Lin		✓	✓	✓	✓	✓	✓	✓			
Education & Outreach Coordinator			✓	✓	✓	✓	✓	✓			

NOTE:

✓ = Present

TC = Telephone/Video Conference

A = Absent from Meeting





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## LICA Board of Directors Meeting LICA Boardroom and via Microsoft Teams Thursday, May 25, 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 May 25, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.6	Approval of Minutes 1.6.1 April 27, 2023 – Board Meeting Minutes	Amanda	For Decision
	2.0	<b>ONGOING BUSINESS</b>		
9:20	2.1	<b>Manager of Environmental Monitoring Programs Report</b>	Mike	For Information
9:35	2.2	<b>Education and Outreach Coordinator Report</b> 2.2.1 Community Garden Landscaper Recommendation	Stephanie Steph/ Kristina	For Information For Decision
9:50	2.3	<b>Environmental Coordinator Report</b>	Kayla	For Information
10:05	2.4	<b>BREAK</b>		
10:15		<b>Administration</b> 2.4.1 Executive Director’s Report 2.4.1.1 LICA Annual General Meeting date, time, and location	Kristina Kristina	For Information For Decision
10:30		<b>2.4.2 In Camera Discussion – Cost of Living Allowance Options</b> 2.4.2.1 Employee Health Spending Account Proposal	Amanda Kristina	For Decision For Decision
11:10		2.4.3 Financial Reports 2.4.3.1 2023-24 Amended Consolidated Budget Proposal	Kristina	For Decision
11:30		2.4.3.2 Accounts Receivable Report to May 16, 2023 2.4.3.3 Finances to Date April 30, 2023 2.4.3.4 LICA VISA Card Holder	Maria Maria Kristina	For Information For Information For Decision

11:40		2.4.4 Education and Outreach Committee 2.4.4.1 May 8, 2023, E&O Minutes – DRAFT 2.4.4.2 LICA’s Little Environmental Stewards Proposal	<b>Murray Kayla</b>	For Information For Decision
	<b>3.0</b>	<b>ACTION LIST</b>		
11:50	3.1	Follow-up on action list 3.1.1 April 27, 2023, Board of Directors Meeting	<b>Amanda</b>	For Review
	<b>4.0</b>	<b>UPCOMING MEETING DATES</b>		
11:55	4.1	Board Meeting – June 15, 2023	<b>Amanda</b>	For Information
12:00	<b>5.0</b>	<b>ADJOURNMENT</b>	<b>Amanda</b>	For Decision



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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**Thursday, April 27, 2023**

**9:00 a.m. – 11:30 a.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:**

Colin Cote  
John Ilchuk  
Amanda Avery Bibo  
Leo Paquin  
Nikole Andres  
Shawn Elgert  
Kelly Dion-McFeeters  
Vicky Lefebvre  
Murray Phillips  
Louise White-Gibbs  
Kayla Blanchette (*left at 11:58 am*)  
Robert Machatis  
Wayne Bamber

**Guests and Observers:**

**Staff and Contractors:**

Kristina Morris, 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:**

Abdi Siad-Omar  
Lorin Tkachuk  
Xiaofeng Wang  
Duane Zaraska

## **1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 9:02 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 three consecutive absences of three individual board members. Conversations are ongoing with both Duane Zaraska and Lorin Tkachuk due to holidays planned and technical difficulties. LICA will send a formal letter to Xiaofeng Wang as no responses have been received from invitations.

### **1.5 Approval of Agenda**

#### **1.5.1 April 27, 2023, Board of Directors Meeting**

**#1 Moved by Murray Phillips AND CARRIED that the April 27, 2023, Agenda be amended to include an In-Camera session as agenda item 2.4.3.**

### **1.6 Approval of Minutes**

#### **1.6.1 March 23, 2023– Board Meeting Minutes**

**#2 Moved by Colin Cote AND CARRIED that the Minutes of the March 23, 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:

- Since January 1, 2023, LICA's Vermicomposting Workshops have put 130 bins into the LICA region. Last month the Bonnyville Municipal Library and Rich Lake Agricultural Society both hosted this workshop. The Rich Lake workshop had forty attendees, the largest group to date.
- Eight Airshed Presentations have been completed already this year. The goal of ten will easily be reached.
- Unfortunately, no submissions were received for the 2023 Virtual Science Fair.
- ALUS 101 Presentation was held, and community members were in attendance. The Education and Outreach Coordinator inquired about future involvement with ALUS. A Board member brought up staff workload and questioned if the capacity to become more involved would even be possible. The Education and Outreach Coordinator has a full schedule so in order to commit, another Coordinator would

be needed. A Board member stated that initially LICA had agreed to just host the presentation, which was done, and further participation is not necessary. The Board decided that at this time, LICA cannot become more involved, however they decided that a link to ALUS would be added onto the LICA website, to be able to provide information for the community. Additionally, ALUS information will continue to be shared during LICA events.

- Cows and Fish Workshop on riparian health has tentatively been scheduled for August 9<sup>th</sup> and 10<sup>th</sup>. There is a possibility to hold a one-day or two-day workshop. If a two-day workshop is chosen, one day would be a municipal workshop at Jessie Lake and the second day would be a producer workshop on agricultural land. The Education and Outreach Coordinator inquired about compensation, to possibly assist with the presenter's travel or hotel costs. This will be brought to the E&O Committee for discussion and a proposal will be brought to the Board at a future meeting. A Board member requested that the Education and Outreach Coordinator contact the Town of Bonnyville to see if they would be interested in partnering with LICA to bring this workshop in.
- WPAC will be holding their next meeting at the end of May 2023.
- The Community Garden Orientation will be held in the LICA Boardroom on May 16<sup>th</sup> from 5:30pm - 6:30pm.
- The Education and Outreach Coordinator plans to utilize the Summer Student to increase LICA's YouTube presence.

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

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

- A commercial storage facility in Edmonton will be used to house LICA's nearly 2,500 soil samples, as the arrangements made with Alberta Environment in 2009-2010, have become at risk, due to provincial staff retiring, moving on, or simply not being aware of the past agreement. This new storage unit is important in case old soil samples are needed for re-investigation. As implementation of soil sampling increases a need to re-investigate how LICA will store and archive these samples will need to be done.
- LICA's Data and Reporting Specialist aligned internal protocol more closely to Provincial check criteria, which will be used internally prior to provincial audits.
- In the next few months, an upgrade to the data management hardware and an improvement to the server stack will be completed, resulting in a more secure and ergonomically correct system.
- There have been issues over the last two years with the data management service provider. The quantity and quality of support have been questioned as invoices came in. A meeting was held with them in March 2023, and it was decided that the two invoices would be recalled, and a new agreement fee-for-service based system will be used, moving forward.

## **2.3 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, noting:

- The WRRP Grant funding was unsuccessful. Although LICA received positive feedback on the project proposal, they are looking for different projects to support.

- LICA Watershed Committee held their meeting on April 4<sup>th</sup>. Key priorities were identified in the IWMP, and the committee is looking into different projects to support those priorities.
- A Noxious Weed awareness brochure was created for the Community Garden & Compost. It will be presented at the next E&O Committee meeting.
- Muriel Lake Basin Management Society Annual Highway Clean-up will be held on June 10<sup>th</sup>, and they are looking for volunteers to help.

### **2.3.1 2023 CreekWatch Proposal**

The Environmental Coordinator presented the 2023 CreekWatch Proposal to the Board. Muriel Lake Basin Management Society has opted out of participating for the 2023 sample season due to limited capacity. It has been difficult to keep committed volunteers, so it was recommended that CreekWatch be offered as a summer citizen science program to different community groups, to increase the outreach of the program while still monitoring numerous creeks in the region. A Board member suggested to reach out to rural, agricultural associations, and summer villages to see if they would be interested in participating.

LICA has participated for the last two years, without charge however for 2023, RiverWatch is asking that LICA donate \$1,000- \$1,500 to participate in the program. This donation would be an annual fee and it would help pay for the cost of kits, training, and staff travel.

The Environmental Coordinator recommended that LICA donate \$1,000 to RiverWatch for participation, from the Industry and Membership revenue stream. A Board member asked if this would need to be brought forward to LISC for approval. The Executive Director explained that there is \$1380.00 under the Contracted Services budget that is no longer being used due to discontinuing Mason Unrau's contract, as such the \$1,000 would be reallocated to CreekWatch to cover the cost. Since the budget was pre-approved by the LISC, she felt it may not be necessary to bring it forward. The LISC members on the Board agreed that this reallocation of funding is not necessary to bring forward to the LISC for approval, since the funding was pre-approved.

**#3 Moved by Louise White-Gibbs AND CARRIED for LICA to offer CreekWatch as a summer Citizen Science program to different volunteer groups and organizations, monitoring creeks of interest to them for the 2023 season, and to donate \$1,000 to RiverWatch for participation.**

### **2.3.2 CreekWatch Letter of Support for Water Stewardship Grant**

The Environmental Coordinator presented the CreekWatch letter of support for the Water Stewardship Grant, which was approved by the Officers through an email motion on April 13, 2023. This email was sent to facilitate a quick response since the letter of support was needed by April 25, 2023.

**#4 Moved by Amanda Avery-Bibo AND CARRIED that the April 13, 2023, Email Motion to send a CreekWatch letter of support for the Water Stewardship Grant be approved. This motion was ratified by Murray Phillips.**

### **2.3.3 2021-2022 WPAC Compendium**

The Environmental Coordinator presented the 2021-2022 WPAC Compendium to the Board for information.

## **2.4 Administration**

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

The Executive Director delivered her report, noting:

- Confirmation has not been received regarding the Canada Summer Jobs Program Grant, therefore the Executive Director suspects that LICA was not successful in receiving it. She asked the Board to consider LICA paying for the entire summer student position, from May 1, 2023, to August 25, 2023. The candidate would work 14-16 hours a week for the first two months and then 32 hours a week for the next two months. The student would work with the Education and Outreach Coordinator and the Environmental Coordinator. If grant funding is received later, it can be used to fund the summer student or be returned.

**#5 Moved by John Ilchuk and seconded by Murray Phillips AND CARRIED that LICA will cover the wages of the summer student from May 1, 2023, to August 25, 2023.**

- Moose Lake Watershed Society recently created a handbook titled, "Moose Lake, Our Past, Our Home, Our Future." One page is dedicated to the Keep Our Lake Blue Campaign (KOLB). LICA has partnered with Moose Lake Watershed Society in the past to present this campaign, but it was noticed that the LICA logo was removed from the publication. One Board member suggested to have a conversation with the MLWS Board Executive to determine the value of our partnership. Another Board member spoke about the importance of LICA's partnership with groups and recognizing these collaborations. A third member was disheartened to see that the handbook excluded Indigenous peoples who had a strong history at Moose Lake. The Executive director will reach out to the MLWS Board Executive to have a conversation regarding this.

#### **2.4.1.1 Oil and Gas Show Volunteer Sign-Up**

The Executive Director presented the Oil & Gas Show Volunteer Sign-Up Sheet to the Board. She expressed the importance of having Board representation at the show and taking advantage of the opportunity to sit with one of LICA's staff to learn more about LICA programs. Board members were asked to email by Wednesday, May 3<sup>rd</sup> if there was a day and time that worked for them.

One Board member requested the Indigenous land acknowledgement be put up in the booth during the show.

#### **2.4.1.2 2022-23 Strategic Plan Final Report & Summary**

The Executive Director presented the 2022-23 Strategic Plan Final Report & Summary to the Board as information.

#### **2.4.2 Financial Reports**

##### **2.4.2.1 Accounts Receivable Report to April 19, 2023**

The accounts receivable report as of April 19, 2023, was presented to the Board. The Financial Coordinator updated the Board that the SLR payment was received on April 21, 2023. Q4 Industry Invoices were also issued on April 17, 2023, and funds are coming in.

##### **2.4.2.2 Finances to Date March 31, 2023**

The finances to date as of March 31, 2023, were presented to the Board. The Financial Coordinator reported that in the 2022-23 fiscal year LICA underspent \$12,048.29, under the Industry and Membership revenue stream, primarily as she reallocated expenditures to consume the remaining funds within the AEG grant. There is also \$608.23 unspent from the WPAC revenue stream, and the Financial Coordinator is awaiting instructions on how to return these funds to AEPA.

It was also brought forward that in the 2023-24 Budget, more money would need to be allocated to insurance, as last fiscal year, insurance was overspent by \$3,000 and additional capital purchases were made that may affect the insurance rates. A Board member suggested to review the Insurance Policy to see if all aspects of it are needed.

A discussion was held regarding surplus money in LICA savings accounts and whether that money should be put into an advanced savings account or yearly locked term account to collect higher interest. The Advanced Savings account offers 2.8% interest, and the locked term account offers 4.8% interest for a 1-year commitment. The Financial Coordinator confirmed that there is approximately \$114,000 in Industry Savings and approximately \$130,000 in Airshed Savings that could be collecting higher interest that as LICA has not touched these funds for years. For now, the Financial Coordinator will move the amount of \$1365.77, that is currently in the common share account to the industry savings account. A Board member suggested that it would be beneficial to move a portion of this money into a locked term savings account.

The Board agreed to revisit this discussion in June, once a review of the budget is done in May 2023.

#### **2.4.3 In-Camera Session**

**#6 Moved by Murray Phillips AND CARRIED that the Board go in-camera at 11:31am.**

**#7 Moved by Louise White-Gibbs AND CARRIED that the Board go out of-camera at 12:16am.**



**#8 Moved by Amanda Avery-Bibo AND CARRIED that the Executive investigate remuneration for LICA staff for consideration by May 27<sup>th</sup>, 2023, source a 3<sup>rd</sup> party HR Consultant, and review HR policy recommendations.**

**2.4.4 LICA Watershed Committee (LWC)**

**2.4.4.1 April 4, 2023, LWC Minutes - DRAFT**

The Draft April 4, 2023, LICA Watershed Committee meeting minutes were presented to the Board for information.

The Environmental Coordinator trialed a new method to encourage committee discussion and engagement by assigning committee member names to sector-assigned topics. This was very successful.

**2.4.5 Acid Deposition Monitoring Program Expansion Committee**

**2.4.5.1 April 4, 2023, ADMPEC Minutes - DRAFT**

The Draft April 4, 2023, Acid Deposition Monitoring Program Expansion Committee meeting minutes were presented to the Board for information. There were no concerns with the motion presented.

**2.4.6 Governance Committee**

**2.4.6.1 April 24, 2023, Governance Committee Minutes – DRAFT**

The Draft April 24, 2023, Governance Committee meeting minutes were presented to the Board as information.

**2.4.6.2 Policy 1.15 Voting and Elections at General Meetings**

**#9 Moved by Murray Phillips AND CARRIED that Policy 1.15 *Voting and Elections at General Meetings* be accepted as presented.**

**2.4.6.3 Policy 3.2 Employee/Contractor Probationary Period**

**#10 Moved by Louise White-Gibbs AND CARRIED that Policy 3.2 *Employee/Contractor Probationary Period* be accepted as presented.**

**2.4.6.4 Policy 3.3 Overtime Hours**

**#11 Moved by Louise White-Gibbs AND CARRIED that Policy 3.3 *Overtime Hours* be accepted as presented.**

**2.4.6.5 Policy 3.6 Employee Vacation**

**#12 Moved by Colin Cote AND CARRIED that Policy 3.6 *Employee Vacation* be accepted as presented.**

**2.4.6.6 Policy 3.10 Personnel Files**

**#13 Moved by Colin Cote AND CARRIED that Policy 3.10 *Personnel Files* be accepted as presented.**

The Board would like the following policies reviewed at the next Governance Meeting: Policy 2.6 *Record Retention* and Policy 3.9 *Grievance Procedures*.

**3.0 ACTION LIST**

**3.1 Follow-up on action list**

**3.1.1 March 23, 2023, Board of Directors Meeting**

The Board reviewed the action list for March 23, 2023. Item 2.4.2.2 and Item 2.4.1 are complete, so they were removed. As the Science Fair received no submissions that item was also removed.

**4.0 UPCOMING MEETING DATES**

**4.1 Board Meeting – May 25, 2023**

**5.0 ADJOURNMENT**

The meeting adjourned at 12:37 p.m.

**#14 Moved by Murray Phillips AND CARRIED that the meeting is adjourned.**

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

\_\_\_\_\_  
Signature

# Environmental Monitoring Programs

May 25<sup>th</sup> 2023, Board of Directors Update



## Routine Operations & Reporting

**Network Improvements:** National Trailer is assembling a scope of work and quote to refurbish the St. Lina Monitoring Station. Quotes are also being sought from local area contractors to construct small wooden decks to host acid deposition monitoring program sampling equipment at selected sites.

**Bulk Reporting Protocol in Place for 2023 Wildfire Season:** The Temporary Alberta Airshed Wildfire Bulk Reporting Protocol is active. This protocol is intended to manage the reporting of the high number of fine particulate matter (PM<sub>2.5</sub>) exceedances generated during wide-spread and persistent poor air quality episodes as a result of wildfire smoke. The high number of exceedances of the Alberta Ambient Air Quality Objective (AAAQO) and Alberta Ambient Air Quality Guideline (AAAQG) for PM<sub>2.5</sub> that occur during these episodes can result in a high volume of calls to Alberta Environmental and Dangerous Goods Emergencies (EDGE) centre. When in effect, Alberta Airsheds submit one exceedance summary per monitoring station to the Alberta EDGE centre encompassing seven days on a calendar week basis (i.e. Monday – Sunday). Each report summarizes all measured 1-hour PM<sub>2.5</sub> AAAQG and 24-hour PM<sub>2.5</sub> AAAQO exceedances for each monitoring station. "Seven Day Letters" are not required for 1-hour PM<sub>2.5</sub> AAAQG and 24-hour PM<sub>2.5</sub> AAAQO exceedances while the protocol is in effect. This protocol does not affect near-real time reporting on the LICA website.

## Special Projects and Other Updates

**Soil Acidification Monitoring Site Selection:** Work is ongoing to assess long-term viability of the new soil acidification monitoring area identified by the ADMPEC. The next steps involve determining long-term development plans and site access points.

**Long-Awaited Arrival of Acid Deposition Monitoring Equipment:** Precipitation collectors have been delivered and work will immediately commence to bench-test the new equipment before deployment in the field. The collectors are a major component of the monitoring plan however, LICA is still awaiting delivery of the precipitation gauges and denuder samplers which are expected to arrive later this summer.



NCON Precipitation Collector

**University nuhelot'jine thaiyots'j , nistameyimâkanak Blue Quills (UnBQ):** Staff are delivering instructional services May 23-26 for UnBQ's Community Based Environmental Monitoring Training (CEMT) Program. This year, LICA Staff are delivering the ENVM 107A Air Monitoring component and are providing course content and instructional assistance for the ENVM 101A, Mapping and Navigation component.

**St. Francis Xavier University (StFX) Methane Monitoring Study:** StFX is conducting a multi-year study of regional CH<sub>4</sub> emissions in Bonnyville, Medicine Hat and Grande Prairie in collaboration with Environment and Climate Change Canada and the Alberta Energy Regulator. The project aims to develop reliable and cost-effective methodologies to estimate methane emissions from oil and gas operations at the regional level. Staff are working with the project's principal investigators to determine if there is partnership opportunity between StFX and LICA on co-deployment, operations assistance, and data-sharing.

**Michael Bisaga**  
Monitoring Programs Manager

**Lily Lin**  
Data and Reporting Specialist

[monitoring@lica.ca](mailto:monitoring@lica.ca)







**LICA**  
ENVIRONMENTAL STEWARDS

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

## LICA Education & Outreach Update May 16th, 2023

Program and Event Analytics 2023 - 2024					
Synergy		Watershed		Airshed	
Audience Reached	445	Water School Programs	32	Air School Programs	0
Community Events	3	X-Stream Science	0	CARS	0
LICA Workshops/Events	5	Stream of Dreams	0		
Contests	1	Vermicompost Bins	59		
Youth & Summer Programs	0				
Little Green Thumbs	0				

### Recent Meetings and Events

- April 17<sup>th</sup> – Meeting with Cows and Fish
- April 18<sup>th</sup> – Summer Student Interviews
- April 20<sup>th</sup> – WPAC E&O Meeting
- April 21<sup>st</sup> – Cold Lake Volunteer Show
- May 2<sup>nd</sup> – Seed Starting at Cold Lake Library South
- May 2<sup>nd</sup> – AAC Communications Committee Meeting
- May 6<sup>th</sup> – FCSS Discovery Day – Attending with Booth

## **Community Workshops**

- June 4<sup>th</sup> – LICA will be attending the Lac La Biche Environment Week Launch Party to host a booth.
- June 21<sup>st</sup> & 22<sup>nd</sup> – LICA will be hosting a booth Bonnyville Oil and Gas Show

## **School Programming**

- School programming is slowing down – a running list has been made of schools whose programming could not be accommodated this spring.
- X-Stream Science programs have been booked – 3/5 dates have been scheduled.
- Notre Dame has requested a “Creepy Crawlies” field trip on June 13<sup>th</sup> – Stephanie and Kayla will be heading to Muriel Lake to facilitate bug-related activities for approximately 70 Grade-4 Students.
- Program information will be updated over the summer, to reflect the new curriculum being fully implemented.

## **Summer Programming**

- Morgan, our new summer student, has been tasked with arranging the summer camp dates and activities, such as eco-themed crafts and games.
  - FASD Summer Camp – two-hour programs on July 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>. I will co-host with her on the first session.
  - St. Paul Summer Reading Program – July 24<sup>th</sup>.
  - MFRCS 4-Wing – July 18<sup>th</sup>, 19<sup>th</sup>, and August 12<sup>th</sup>.

## **Cows and Fish Workshop**

- Tentative dates (August 9<sup>th</sup> & 10<sup>th</sup>) have been scheduled for a riparian health workshop with Cows and Fish.
- EOC has made the decision to cover the travel and accommodation costs for the speakers.
- Kerri and I will be speaking about advertising in June.

## **Professional Development**

- Adobe InDesign II to Facilitate in-house design work.
- CABIN training in Rocky Mountain House – July 26<sup>th</sup>-28<sup>th</sup>. Kayla and Stephanie will both be attending.

## **Community Garden**

- Garden Orientation took place on May 16<sup>th</sup>, at 5:30. Attendee numbers are TBD.
- First Garden Workday of the season is on May 17<sup>th</sup>, from 12:30-8pm.
- Garden opens for the season on May 20<sup>th</sup>, 2023. Gardeners were welcome to plant in their plots at that time.



## Social Media

Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-day period)	Page Views
<b>Facebook</b>					
Mar 14 – Apr 17 Insights	793	889	6500	649	135
Apr 18 – May 15 Insights	799	969	5500	432	112
<b>Instagram</b>					
Mar 14 – Apr 17 Insights		532	474	223	21
Apr 18 – May 15 Insights		534	494	149	16

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
<b>YouTube</b>				
Mar 14 – Apr 17 Insights	7	30	0.6	24
Apr 18 – May 15 Insights	7	7	0.0	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**

- May 16<sup>th</sup> – Garden Orientation
- May 17<sup>th</sup> – Bonnyville Interagency Meeting
- May 23<sup>rd</sup> & 24<sup>th</sup> – WPAC Meeting and X-Stream Science Training in Camrose
- May 29<sup>th</sup> to June 5<sup>th</sup> – Stream of Dreams in Lac La Biche
- June 4<sup>th</sup> – Lac La Biche Environment Week Launch Party
- June 10<sup>th</sup> – Muriel Lake Basin Management Society Highway Cleanup
- June 19<sup>th</sup> & 20<sup>th</sup> – Adobe InDesign II Course
- June 21<sup>st</sup> & 22<sup>nd</sup> – Bonnyville Oil and Gas Show
- June 23<sup>rd</sup> to June 28<sup>th</sup> – Steph on Holidays



# QUOTE

Date: 5/22/2023

Groundworks Landscaping Ltd  
Box 6708  
Bonnyville, AB T9N 2H2  
780-812-8212

To LICA  
5107W – 50 Street, PO Box  
8237  
Bonnyville, AB  
T9N 2J5

<i>Salesperson</i>	<i>Job</i>	<i>Payment Terms</i>	<i>Due Date</i>
MB	Community Garden	Due on completion	

<i>Qty</i>	<i>Description</i>	<i>Unit Price</i>	<i>Line Total</i>
1	Wheelchair accessible Pathways as per drawing provided approx. 4.5' wide made with road crush and topped with Manufactured fines	3,860.00	\$3,860.00
1	Planting of an estimated 80 shrubs provided by LICA Into Topsoil mounded (orchard) beds in 2 corners of Property with mulch cover. Topsoil supplied by Groundworks, Mulch supplied by LICA	1,875.00	\$1,875.00
1	Overseeding of grass areas, scarify soil if required	550.00	\$550.00
1	Fill in/smooth out ruts on property and backfill around gazebo sloping away using existing material on site.	600.00	\$600.00
<b>Subtotal</b>			\$6,885.00
<b>GST# 834288102 GST</b>			344.25
<b>Total</b>			\$7,229.25

Make all checks payable to Groundworks Landscaping Ltd

***Thank you for your business!***

Good morning!!

As per discussion

**Jitos quote for community garden project (LICA)**

Dig out for gravel road and paths Haul out debris Place gravel, compact, and supply Edge gravel paths  
\$20050.00

Plant owner supplied shrubs and trees  
\$1800.00

Soil Condition existing soil  
Re level complete soil area, add new soil, re seed  
\$14500.00

Total- \$36350.00

All prices are plus gst.

Thank you for opportunity to price this to you.

Abhi Parmar

Jitos

780-812-6556

Bonnyville AB

**Pace Construction**

- Bobcat Services - Light Construction
  - Landscaping - Decorative Concrete Curbing
  - Retaining Walls - Paving Stone
- [geertsen@telus.net](mailto:geertsen@telus.net)

Box 5263  
 Bonnyville, Alberta  
 T9N - 2G4  
 Cell (780) 812-5606

Quotation  
 LICA  
 Bonnyville, Alberta  
 Lica2@lica.ca  
 May 23, 2023

Attention: Lori Jodoin

Scope of work includes

Install approximately 425' of pathway 42" wide.....\$8500.00 + gst

Install approximately 6 loads of topsoil in various places.....\$4320.00 + gst

Install 80 plantings, 3" of topsoil, rubber edge, and customer supplied mulch in SW L shaped bed.....\$4400.00 + gst

Originally I wanted to use crushed limestone, but it is not available. This quote is using recycled asphalt and commercial rubber edging along both sides of the pathways. This recycled asphalt can be seen in the south side parking lot at the Neighborhood Inn.

- Quote is valid for thirty (30) days

All prices are subject to GST

Sincerely,

Parry Geertsen  
 Materials Engineering Technologist



## Environmental Coordinator Programs Update

May 25, 2023, Board of Directors Meeting

### Riparian Health Campaign

- Campaign resource development is underway & will continue into the summer.

### LICA Watershed Committee (LWC)/ IWMP Implementation

- LICA's Little Environmental Stewards Program
  - Please see Agenda Item 2.4.4.2.
- Increase in educational resources pertaining to riparian health, invasive species, etc., were discussed at the last committee meeting. Development of educational resources is currently underway and will complement other LICA initiatives, Riparian Health Campaign & E&O programming.

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

- May 16: WPACs Managers & E&O Committee, Governance Meeting
- July 12-13: WPAC Manager's Meeting & Drought Workshop Training
- October 12-13: Tentative Dates for WPAC Summit
  - In-person, Drumheller.

### Alberta Lake Management Society (ALMS)

- A volunteer to assist in Moose Lake sampling is needed.

### Citizen Science: CreekWatch

- Payment has been made to the RiverWatch Institute of Alberta for 2023 participation.
- CreekWatch is currently being promoted to determine volunteer groups and creeks of interest to sample for the 2023 season.
- CreekWatch was promoted at the Discovery Day that LICA attended and is currently listed under the What's New section of the LICA Website.

### Other:

- LICA received community concern from Muriel Lake residents during the first week of May as the Lake water had pink colouration. AHS was contacted and we were advised that they were aware and were conducting sampling to determine the cause. AHS was quick to respond and advise us on the appropriate messaging to inform the community on, while we awaited the lab results. Following confirmation of lab analysis, on May 3<sup>rd</sup>, a Health

advisory for Blue Green algae was issued by AHS. This was shared with the MLBMS, the LICA membership and was posted on LICA's social media.

- Thank you to our Board member and AHS representative, Will, for your assistance in advising the community so quickly of the health advisory.
  - For more information provided by AHS, on Blue Green Algae advisories, click [here](#).
  - Photos of Muriel Lake taken May 1, 2023, can be found at the end of this report.
- The Species at Risk in the LICA Region, flip book is currently being developed. LICA's Summer Student, Morgan has been a great help in assisting with all resource development.
- A review of LICA's brochures was completed to ensure they are up to date prior to having more printed and dispersed.
- I have registered for CABIN (Canadian Aquatic Biomonitoring Network) training for July 2023.

#### Additions:

- May 8: E&O Committee meeting
- May 16: LICA Staff Meeting
- May 16: WPACs E&O Committee Governance Meeting
- May 16: LICA Community Garden Orientation
- May 25: Moose Lake Watershed Society Meeting; LICA Board room



May 1, 2023, Muriel Lake near Beaumieux subdivision

*Kayla Hellum,  
LICA, Environmental Coordinator*

## Executive Director's Report – May 2023

May 18, 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.

### Funding/Financials Update

- Notification of OSM funding decisions was received on May 9, 2023. LICA has been approved for 100% of our Active Monitoring and Deposition workplan budgets. There are, however, conditions within each workplan/budget that include a 60% funding hold-back clause if certain deliverables are not met by June 30, 2023. The hold-back conditions associated with the Deposition workplan are not anticipated to affect LICA's funding. However, the hold-back conditions associated with the Active Monitoring workplan have the potential to affect funding for all oilsands airsheds, including LICA. The conditions are as follows and are not the responsibility of LICA to fulfill:
  - **Deposition workplan:** *60% of funding will be held back contingent on the completion of the following task(s) by June 30, 2023: related to the delivery of the GEM-MACH component (\$1,696,889) of this workplan, OC directs the PIs to work with the Air TAC to deliver the GEM-MACH Workshop by June 30, 2023. Workshop outcome will include the plan for the development of deposition maps on whatever return frequency the TAC deems appropriate to support the program objectives. The program's long-term needs surrounding modeling including all required outputs and validation requirements must be a priority of the workshop.*
    - *Funding for GEM-MACH will be released\*\* only after SIKIC has confirmed in writing to the Oversight Committee that consensus has been achieved at the TAC and that SIKIC is satisfied with the review. (\*\*suggests the 60% funding hold-back is limited to the GEM-MACH workplan component and does not implicate LICA)*
  - **Active Monitoring workplan:** *60% of funding will be held back contingent on the completion of the following tasks by June 30, 2023: the completion of the network assessment/rationalization exercise at a desktop level. Implementation may then be phased in following SIKIC's receipt of the outcomes of WBEA's network assessment ... [the same applies to the PRAMP Network Assessment]*
    - *Funding will be released\*\*\* only after SIKIC has confirmed in writing to the Oversight Committee that consensus has been achieved at the TAC and that SIKIC is satisfied with the review. (\*\*\*)suggests the 60% funding hold-back implicates the entire workplan and all delivery partners, including LICA)*
- LICA has not yet received the fourth-quarter installment and is utilizing our funds from the OSM and Industry savings accounts to cover expenses until the money is deposited. Once received, Maria will transfer the necessary funds back into the accounts. This is currently not a concern, as delays in installments are not uncommon, however both myself and Maria will monitor the situation closely.
- LICA received confirmation that AEG and WPAC grant agreements were executed on May 9, 2023, and has received full payment of both grants.
- Industry Funding Formula Agreements and Metric Data Sheets were sent to LICA's Industry Partners for completion by June 9th.
- The 2023-24 Consolidated Budget Amendment proposal was reviewed with the Officers on May 10<sup>th</sup> and will be presented to the Board in May, along with options regarding staff remuneration. Due to the nature of this discussion, it was agreed that the 2024-25 Consolidated Budget Proposal will be presented at the Board Meeting in June and will reflect any adjustments made by the Board at the May meeting.

### **Additional Updates:**

- Work is underway to complete the WPAC and AEG final reports that are due no later than June 30, 2023.
- Great news!! The lost animal pelts and skulls have been recovered! LICA received a phone call on May 2<sup>nd</sup> from the Elk Point Library asking if we planned on picking up our bins from when we were last there. The Education and Outreach Coordinator compared what is contained within these bins with what was purchased and have offered to return any authentic duplicates to the Board member who donated them to LICA. A conversation was also had regarding the importance of handling LICA property and the responsibility of proper care and storage.
- Preparations continue for the Bonnyville Oil and Gas Show. LICA is planning to host an interactive booth with a 'gardener's dream package' offered as a draw prize. Here is a copy of the [Sign-up Sheet](#) for your reference.
- A meeting was held with the Officers to review four HR consultant proposals. It was agreed upon that LICA should hire Lakeland HR Solutions as they are local and offer a wholesome assessment , including the following scope of work:
  - Conduct Job evaluations through employee interviews to define the labor market.
  - Conduct a market analysis in comparison to LICA's current roles, pay structure, and benefits/perks. This analysis will include not-for-profit organizations, Government, and Industry.
  - Develop a report identifying results from the assessment and areas to improve in employee pay structure and benefits/perks.
  - Develop a compensation policy, which includes a pay band grid.
  - Develop a compensations and benefits strategy (when to implement changes and how to communicate appropriately)
  - Develop a strategy for ongoing policy management and recommendation for implementing policy (i.e., communicate policy changes, documentation required, etc.)

The quoted cost associated with [this proposal](#) is included in the 2023-24 budget amendment for the Board's review.

- I've enrolled in a *Writing for Organizations* course to begin on June 1<sup>st</sup>, to further improve my written communication skills as they apply to the workplace, including the development of proposals, briefing notes, and reports. This course will also further develop my verbal communication skills as the course offers interactive learning of conflict resolution.
- A meeting was held with the Moose Lake Watershed Society Executive on May 9, 2023, to discuss our partnership and its value. The outcome was very positive with the following highlights:
  - Our partnership is valued and the MLWS would like to continue partnering with the KOLB Campaign beginning next year.
  - The exclusion of the LICA within the booklet was an oversight on their part.
  - The MLWS is requesting to be recognized as co-creators of the KOLB Campaign, as the President worked closely with LICA's Education and Outreach Coordinator to develop the content of the campaign.
  - MLWS is facing challenges with obtaining volunteers and is seeking LICA's support to help recruit a volunteer to conduct ALMS sampling of Moose Lake.
- A letter was sent to LICA's Board Member, Will Wang, regarding his consecutive absences as directed by the Board. Board Members Lorin Tkachuk and Duane Zaraska were also contacted regarding their consecutive absences.
- A need has been identified to conduct a request for tender for janitorial services, as LICA has had the same janitorial service since 2012. Some services within the contract have not been met over the years and it would be beneficial to investigate other services in the area. This would be conducted over the Summer.
- I will be away on vacation from May 17<sup>th</sup> – May 24<sup>th</sup> to attend a family reunion in beautiful British Columbia.
- LICA's Summer Student, Morgan Gillis, started work on May 1<sup>st</sup> and has proven to be a great fit in our Team! She is currently working between 14-16 hours per week while she remains in school over the months of May-June and will transition to 32 hours per week in July-August. LICA did not



receive confirmation of receipt of the Canada Summer Jobs Program Grant, as such LICA will proceed to cover the full cost of this position.

- In preparation for LICA's 2022-23 Annual Report, I would like to coordinate a Board of Directors Photo. I would like to propose taking a group photo after the June Board Meeting or that a Rally poll be sent for a different date in June.
- The AAC Board met on May 11<sup>th</sup> to discuss a proposed project brought forward by EPA. They proposed to fund the creation and maintenance of an online portal that would contain resources and communication tools on air quality. This portal would be exclusive to specific members and also be offered as an outlet to share knowledge and ideas of air quality projects across the province. The AAC Board agreed that this initiative would bring tremendous value and they could utilize the funding this year to hire subject matter experts to assist with the deliverables. It was also noted that this project may draw on AAC Board members and Airshed to provide advice and/or support for the project (i.e., a committee may need to be struck).
- LICA was approached by FluxLab at St. Francis Xavier University to collaborate with them in their regional methane emission study. They are conducting a multi-year study of regional methane emissions in Bonnyville, Medicine Hat, and Grand Prairie, in collaboration with Environment and Climate Change Canada and the Alberta Energy Regulator. The Manager of Environmental Monitoring Programs is currently reviewing [the proposed project](#) and determining how LICA may provide support.

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

- May 1<sup>st</sup> – Summer Student, Morgan Gillis, Start Date
- May 8<sup>th</sup> – Education and Outreach Committee Meeting
- May 9<sup>th</sup> – Moose Lake Watershed Society Executive Meeting
- May 10<sup>th</sup> – Officer Meeting (2023-24 Budget Amendment Review)
- May 11<sup>th</sup> – AAC Board Meeting
- May 16<sup>th</sup> – LICA Staff Meeting

**Upcoming Meeting Dates:**

- May 25<sup>th</sup> LICA Board of Directors Meeting
- May 25<sup>th</sup> Moose Lake Watershed Society Board Meeting (LICA Office)

Respectfully submitted,

Kristina Morris, Executive Director, LICA – Environmental Stewards





## Employee Health Spending Account Proposal

*Kristina Morris, Executive Director*

### Recommendation

**LICA to offer an Employee Health Spending Account of \$1,000 to each LICA employee and incorporate its usage within policy. The Health Spending account would take effect upon completion of an employee's probationary period.**

### Background

Over the last five years, LICA's Executive Director explored the option of a group benefits plan three times through agencies such as Excalibur Executive Planning (Chamber Plan), Manulife, and Sunlife. Unfortunately, after each quote was received, it was determined that it was not the right time to invest, because either the fees were too expensive or the organization did not meet the employee participation requirements (75% of all eligible employees must enroll in the plan). Each time, a number of employees did not wish to enroll due to personal reasons.

### Issue

Over the past four years, LICA has faced a higher-than-average voluntary turnover rate of employees. Statistics show that in 2022, the voluntary turnover rate for non-profit organizations in Alberta was 19%. The below table shows a breakdown of LICA's voluntary turnover rates over the last four years:

Year	Turnover Rate
2022	50%
2021	33%
2020	33%
2019	33%

\*Note: these totals exclude summer student positions

As a result of employee performance evaluations, a common complaint received is that LICA does not offer a benefits plan or any alternatives to cover the costs associated to medical, dental, and eyecare expenses. Staff also felt under-compensated for the workload in which they carry, thus feeling undervalued.

Group Benefit plans are costly if the organization chooses to fully fund, which brings concerns around sustainably funding the Plan annually through grant funding.

### Solution & Budget

Health Spending accounts are becoming more favorable to companies due to rising costs in group benefit plans. Offering this as a benefits alternative to LICA employees would be a positive step forward in staff retention. LICA currently has the funds to begin offering a \$1,000 Health Spending Account to each of its current employees at no cost to them. This amount can easily be spent on eyecare, dental visits, chiropractic care, massage, etc.

In the 2023-24 budget proposal, expenses will be allocated primarily to the WPAC and AEG grants (as the budget amendments do not affect the Industry and OSM revenue streams). It is recommended to reallocate these expenses to the Industry and Membership Revenue Stream

and a portion in the OSM revenue stream to ensure sustainability and security within the 2024-25 budget. Note that this is conditional of LISC approval.

LICA's Financial Coordinator has experience with setting up these types of accounts and has offered to assist in the development of policy with the Governance Committee.

**2023-2024 LICA Amended Consolidated Budget (with NEW AEG & WPAC Grant Amounts)**

		2023-2024 Approved Industry and Membership Budget	2023-2024 Approved WPAC Budget	2023-2024 Proposed Amended WPAC Budget	2023-2024 Approved AEG Budget	2023-2024 Proposed Amended AEG Budget	2023-2024 Approved OSM Contract Budget	2023-2024 Approved Consolidated Budget	2023-2024 Proposed Amended Consolidated Budget
<b>REVENUE</b>									
GL #									
40200	Membership Fees (Industry)	25,000.00						\$ 25,000.00	\$ 25,000.00
40300	Associate Membership Fees (Municipality)	5,750.00						\$ 5,750.00	\$ 5,750.00
44500	Funding Formula							\$ -	\$ -
	Industry Funding	144,439.60						\$ 144,439.60	\$ 144,439.60
	ALMS Funding	50,000.00						\$ 50,000.00	\$ 50,000.00
	TC Energy Donation (E&O Initiatives)							\$ -	\$ -
	Carry Over	893.72						\$ 893.72	\$ 893.72
44600	Misc. Revenue (Hoodies)							\$ -	\$ -
41150	Grant Revenue							\$ -	\$ -
	WPAC Operational Grant		195,000.00	320,000.00				\$ 195,000.00	\$ 320,000.00
	Carry Over							\$ -	\$ -
	WRRP Grant							\$ -	\$ -
	Airshed Engagement Grant				46,257.00	58,000.00		\$ 46,257.00	\$ 58,000.00
	Carry Over							\$ -	\$ -
	Canada Summer Jobs Program Subsidy							\$ -	\$ -
41160	Contract Revenue (AEP)							\$ -	\$ -
	AEP Active and Deposition Monitoring Contracts						1,349,475.20	\$ 1,349,475.20	\$ 1,349,475.20
<b>TOTAL REVENUE</b>		<b>\$ 226,083.32</b>	<b>\$ 195,000.00</b>	<b>\$ 320,000.00</b>	<b>\$ 46,257.00</b>	<b>\$ 58,000.00</b>	<b>\$ 1,349,475.20</b>	<b>\$ 1,816,815.52</b>	<b>\$ 1,953,558.52</b>
<b>EXPENSES</b>									
54100	Wages and Salaries	108,886.67	104,356.66	148,821.97	19,791.10	21,820.00	59,148.00	292,182.43	338,676.64
54300	CPP/EI Expense	8,710.93	8,348.53	11,905.76	1,583.29	1,745.60	4,731.84	23,374.59	27,094.13
54350	Director CPP Expense	140.00	13.81	13.81				153.81	153.81
54360	WCB Expense	270.00	270.00	270.00			270.00	810.00	810.00
54500	Group Savings Expense (RRSP)	3,000.00		2,000.00				3,000.00	5,000.00
54400	Health Spending Account	380.00		2,810.00		2,810.00		380.00	6,000.00
56050	Advertising	1,550.00	1,550.00	1,750.00	1,550.00	1,750.00	1,150.00	5,800.00	6,200.00
56070	Accounting and Legal	2,800.00	2,800.00	2,800.00			2,800.00	8,400.00	8,400.00
56150	Bank Charges	240.00		30.00		30.00		240.00	300.00
56200	Capital Replacement						100,000.00	100,000.00	100,000.00
56210	Computer Maintenance	1,500.00	1,500.00	2,089.00	1,500.00	2,173.00	3,000.00	7,500.00	8,762.00
56220	Consultant/Facilitator	-		5,000.00		1,000.00		-	6,000.00
56250	Contracted Services		1,380.00		1,380.00		117,312.00	120,072.00	117,312.00
56270	Courier and Postage	100.00	100.00	200.00			100.00	300.00	400.00
56300	Hall Rental	300.00	300.00	400.00	350.00	450.00	300.00	1,250.00	1,450.00
56320	Insurance Expense	2,100.00	2,000.00	4,775.00			8,300.00	12,400.00	15,175.00
56350	Meeting Meals	1,588.00	1,640.00	2,140.00	1,100.00	1,900.00	1,200.00	5,528.00	6,828.00
56400	Office Supplies	1,300.00	1,300.00	1,300.00			1,300.00	3,900.00	3,900.00
56440, 58780	Printing Costs / Annual Report	650.00	650.00	650.00	650.00	650.00	650.00	2,600.00	2,600.00
56450	Promotional Items	1,300.00	1,000.00	1,700.00	1,000.00	1,200.00	1,000.00	4,300.00	5,200.00
56455	Volunteer Appreciation	300.00	300.00	1,000.00	500.00	1,000.00	300.00	1,400.00	2,600.00
56460	Water	100.00	100.00	160.00			100.00	300.00	360.00
56470	Rent	12,000.00	12,000.00	12,000.00			12,000.00	36,000.00	36,000.00
56480	Electricity	1,300.00	1,300.00	1,650.00			1,300.00	3,900.00	4,250.00
56490	Gas	550.00	550.00	650.00			500.00	1,600.00	1,700.00
56500/56550	Stipends	5,679.00	5,089.00	9,009.00	770.00	870.00	5,700.00	17,238.00	21,258.00
56510	Maintenance	600.00	600.00	900.00		300.00	600.00	1,800.00	2,400.00
56520	Janitorial	800.00	800.00	900.00			800.00	2,400.00	2,500.00
56540	Taxes	1,500.00	1,500.00	1,500.00			1,500.00	4,500.00	4,500.00
56600	Subscriptions/Registration Fees	1,350.00					2,000.00	3,350.00	3,350.00
56650	Telephone Expense	1,150.00	1,200.00	1,150.00			1,150.00	3,500.00	3,450.00
56700	Training and Development	1,500.00	1,750.00	2,500.00	500.00	2,000.00	1,000.00	4,750.00	7,000.00
56750	Travel Board and Committees	1,645.00	1,640.00	2,252.50		612.50	500.00	3,785.00	5,010.00
56760	Travel Employees	3,700.00	3,400.00	5,425.00	4,000.00	3,025.00	1,200.00	12,300.00	13,350.00
56850	Website Maintenance	350.00	350.00	1,150.00			500.00	1,200.00	2,000.00
56900	Xerox	1,850.00	1,850.00	1,850.00		1,000.00	1,850.00	5,550.00	6,550.00
58100	Program Management Contingency						8,736.00	8,736.00	8,736.00
57180	Deposition Monitoring: Lab Analysis						336,119.68	336,119.68	336,119.68
58090	Deposition Monitoring: Data Management						42,421.60	42,421.60	42,421.60
57010, 58110	Deposition Monitoring: Field Work						112,901.79	112,901.79	112,901.79
57180	Active Monitoring: Lab Analysis						60,597.33	60,597.33	60,597.33
58090	Active Monitoring: Data Management						152,115.35	152,115.35	152,115.35
57100, 57150	Active Monitoring: Field Work/Consumables						304,321.61	304,321.61	304,321.61
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$ 169,189.60</b>	<b>\$ 159,638.00</b>	<b>\$ 230,752.04</b>	<b>\$ 34,674.39</b>	<b>\$ 44,336.10</b>	<b>\$ 1,349,475.20</b>	<b>\$ 1,712,977.19</b>	<b>\$ 1,793,752.94</b>
<b>PROJECT EXPENSES</b>									
58180	Beaver River Valley Project		-					-	-
58580	IWMP Implementation		-	23,000.00				-	23,000.00
56610/58610	Education and Outreach Programs	6,893.72	5,500.00	36,247.96	6,500.60	10,943.90		18,894.32	54,085.58
58790	Community Garden Project			30,000.00		2,720.00			
58630	ALMS - Lake Sampling	50,000.00						50,000.00	50,000.00
58675	Watershed Enhancement Project		-					-	-
	WRRP Grant							-	-
<b>TOTAL PROJECT EXPENSES</b>		<b>\$ 56,893.72</b>	<b>\$ 5,500.00</b>	<b>\$ 89,247.96</b>	<b>\$ 6,500.60</b>	<b>\$ 13,663.90</b>	<b>\$ -</b>	<b>\$ 68,894.32</b>	<b>\$ 159,805.58</b>
<b>TOTAL EXPENSES</b>		<b>\$ 226,083.32</b>	<b>\$ 165,138.00</b>	<b>\$ 320,000.00</b>	<b>\$ 41,174.99</b>	<b>\$ 58,000.00</b>	<b>\$ 1,349,475.20</b>	<b>\$ 1,781,871.51</b>	<b>\$ 1,953,558.52</b>
<b>EXCESS REVENUE OVER EXPENSES</b>		<b>\$ (0.00)</b>	<b>\$ 29,862.00</b>	<b>\$ -</b>	<b>\$ 5,082.01</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,944.01</b>	<b>\$ (0.00)</b>

LEGEND	
	Proposed amended budget streams
	Proposed changes to budget numbers
	FYI - this funding has already been approved and now included in the budget/re-allocated

<b>Noteworthy Changes include:</b>	
<b>Wages and Salaries</b>	<p><b>Cost of Living Allowance:</b> The Board of Directors assigned the Executive Director and Officers to investigate options to increase the cost of living allowance of all staff members beginning April 1, 2023. As such, this budget depicts a Cost of Living Allowance increase of 6% for all six positions.</p> <p><b>Cushion for Wage Adjustments/New Hire:</b> A cushion (approx. \$27,600) was built into the wages and salaries GL Code to account for potential wage adjustments based on the HR Consultant's market assessment results. This also considers the possibility of hiring an E&amp;O Assistant in late fall.</p> <p><b>Summer Student Wage</b> - Paid in full by LICA: LICA has not received a response from Canada Summer Jobs, while the majority of other WPACs have received their agreements. As such, the budget has been amended to include hiring a summer student at a wage of \$20/hr for the following hours per week: 16hrs/week for 9 weeks and 32hrs/week for 8 weeks. The total comes to \$8,000 + CPP/EI.</p> <p><b>Fixed Calculation Error:</b> The monies allocated toward one of the admin staff was entered incorrectly as it did not account for a 52 week calendar year. As such an adjustment of \$1,600 was made.</p> <p><b>CPP/EI:</b> These amounts reflect the adjustments made within the Wages and Salaries GL Code.</p>
<b>Group Savings Expense (RRSP)</b>	Increased due to two new staff members joining the program in May 2023 and LICA's contribution percentage increases based on employee years of service. The additional \$2,000 is allocated from the WPAC grant revenue stream as the Industry and Membership revenue stream is not being amended at this time.
<b>Health Spending Account</b>	Included within the proposal to the Board of Directors, it is recommended to incorporate a Health Spending account for LICA's employees to promote staff retention. This proposal is derived from employee performance evaluations as LICA does not currently offer benefit packages. Health Spending accounts are becoming more favorable to companies due to rising costs in company Health Care Plans and would be beneficial for LICA to offer as an alternative to a Benefits Package because of the ongoing issue of ineligibility (we must have a 75% employee buy-in). This proposal includes \$1,000 per staff member (six staff members in total).
<b>Advertisement</b>	The total spent in 2022-23 was approximately \$5,900. This is a great opportunity for LICA to establish more of a presence within the Region by advertising more of our campaigns, events, and programming in different municipalities through various sources.
<b>Bank Fees, Insurance, Utility Bills, Maintenance, Janitorial, Xerox</b>	In 2022-23, LICA faced an increase in fees. As such, these GL codes have been updated to reflect more accurate expenditures. The Bank Fees GL Code include a one-time late penalty fee as a precaution.
<b>Computer Maintenance</b>	Increased to include additional computer program software renewal fees that were not previously included within the budget and a foreseen laptop upgrade. This also includes expenses associated with a potential additional staff member in the fall (E&O Assistant) in terms of the purchase of a laptop and associated Microsoft 365 licence, anti virus, and SaaS protection services from Lakeside.
<b>Consultant/Facilitator</b>	The Board of Directors expressed interest to contract an HR Consultant to conduct a marketing analysis, propose a pay band grid based on results, and assist LICA in developing a compensation/benefits policy. Quotes have been reviewed by the Officers and it was decided to hire a local firm: Lakeland HR Solutions to begin in July. The proposed amount within the budget includes \$4,000 towards the desired scope of work and additional funding for consultation throughout the year, if needed.
<b>Contracted Services</b>	The Board recently decided to no longer renew Mason's contract as the Manager of Communications and Design, instead, LICA would produce external publication design work internally. With this in mind, the Industry, WPAC, and AEG revenue streams had \$1,380 of funds towards this contract, which has now be re-allocated to Employee Benefits/Perks (WPAC \$1,380, AEG \$1,380, and IND \$380) and Subscription/Registration Fees GL Codes for the CreekWatch Program Membership Fee (IND \$1,000). See the embedded comments within the spreadsheet.
<b>Hall Rental &amp; Meals</b>	Increased based on rising rates and different venues being explored by LICA. This includes AGM and other LICA events.
<b>Printing Costs/Annual Report</b>	This year, LICA is will be focusing to design and print informational booklets (i.e., LICA 101, E&O Programming, KOLB, etc.) for distribution within the community.
<b>Promotional Items</b>	Added an additional \$500 to compensate for the Oil & Gas Show. Also included additional funding as LICA is going through more promotional items due to an increase in community event participation.
<b>Volunteer/Staff Appreciation</b>	An increase is proposed as a reflection from last year. LICA has had an increase in volunteers which means we should increase the number of incentives and thank-you gifts. An increase was also considered for staff appreciation.
<b>Stipends</b>	In 2022-23, LICA went over budget in this GL Code given the rate of attendees. In the consolidated budget, LICA has always accounted for absences, however now that meetings are offered with a virtual option there are very few absences among all board and committee meetings. As such, this GL code was increased for accuracy.
<b>Subscriptions/Registration Fees</b>	As per the Contracted Services comment above, \$1,000 was reallocated from Contracted Services to this GL code to accurately reflect the CreekWatch Program Membership fee. As the funds were already approved by Industry, an approval is not necessary to re-allocate within the approved budget.
<b>Telephone Expenses</b>	This increase includes a mobile plan for the Education and Outreach Coordinator. Having a cell phone assigned to this position enables more consistency for our schools and partners to be able to reach the E&O Coordinator, as some have the personal cell phone numbers of previous staff who filled the role.
<b>Training and Development</b>	As LICA has new staff members, a need to focus on staff training has been identified. This GL Code also accounts for the fees associated to attending the Synergy Alberta Conference and WPAC Summit.
<b>Travel - Board and Committees &amp; Staff</b>	This GL Code includes staff travel to deliver E&O programming and Municipal delegations, as well as attend meetings and conferences. Also included is travel for the Board and Committees to attend LICA meetings, the Synergy Alberta Conference, and the WPAC Summit. This budget also includes travel associated the AGM, since the proposed location of the AGM is out of town once again (Lac La Biche). It was considered that LICA should provide accommodations for staff and Board Members who wish to attend as the Meeting run until 8pm. This would be offered to Board Members who are eligible to collect Stipends, as their volunteer positions are not paid by their employers. A potential expense considered also includes transportation to the event, should the number of individuals in need warrant.
<b>Website Maintenance</b>	A need was identified to conduct an overhaul of the Resources Tab of the LICA website to better organize all of the links displayed. Currently, it is difficult to navigate and locate a specific resource link. As such, additional money has been allocated towards this GL Code to contract BubbleUp for this work.
<b>Education and Outreach</b>	LICA would like to take the opportunity this year to improve our current programming by upgrading older materials, replacing older equipment/resources, and purchasing items that can improve the effectiveness of the delivery of the programming. Also included under the GL Code, is the new Riparian Health Campaign and associated costs to run the campaign this year. In addition, should LICA hire an E&O Assistant in the fall, LICA foresees recognizes the opportunity to increase our delivery of outreach programs and workshops within the Region, which has been accounted for in the budget. NOTE: the surplus grant funding remaining (\$26,332.96 from WPAC and \$1,000 from AEG) has been included within this GL Code. If unanticipated events occur that require funding, LICA can draw from this "cushion".
<b>Community Garden</b>	Based on complaints received from members last year and inefficiencies identified by staff, LICA would like to rent a portable potty for the duration of the summer, have water tanks filled by a water hauling company, hire a professional lawn maintenance person, and purchase equipment/materials (i.e., rototiller, garbage cans). LICA has also budgeted for a water-transfer pump so that staff are able to effectively and efficiently water the community garden plots and newly planted fruit trees. LICA's Officers identified the need to finalize the 'beautification project' and directed staff to look into landscapers/arborists to fulfill the overall vision of the community garden that will be both appealing to the community and low maintenance moving forward. As such, a large portion of the WPAC grant (\$30,000) has been allocated to this Community Garden project in efforts to finalize it this season.
<b>IWMP Implementation</b>	The LICA Watershed Committee has agreed that this year, LICA should focus on educating the public of environmental concerns within the watershed and how they may be part of the solution. As such, \$23,000 is proposed to be allocated toward IWMP Implementation. This amount includes the development and printing of materials, as well as the purchase of materials for a new proposed outreach program "LICA's Little (Junior) Environmental Stewards", which is directed to youth and ties directly to the priorities within the IWMP.
<b>Additional Notes:</b>	
1) The current OSM Contract expires on June 30, 2023, in which Q1 of operational costs were included for the 2023-2024 fiscal year. A new multi-year contract will be submitted to LICA which will include the remaining three quarters of this year's operational payments.	
2) LICA was made aware by EPA that this year is crucial to spend the approved grant funding, as it will determine whether future reductions may occur. LICA was notified that carry-over into the next year may be considered should there be a purpose to utilize the funds (i.e., contingency, specific project, etc.)	
3) This budget depicts amendments only to the WPAC and AEG Grant revenue streams as LICA has received an increase of grant funding beginning in April 2023.	
4) The remaining amounts are proposed to be included under the Education and Outreach GL Code. If unanticipated events occur that require funding, LICA can draw from this "cushion".	

## Lakeland Industry and Community Association Aged Overdue Receivables Summary As at May 16, 2023

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Alberta Environment & Parks	548,670.81	0.00	548,670.81	0.00	548,670.81	0.00
Baytex	4,002.72	0.00	4,002.72	0.00	4,002.72	0.00
Cenovus Energy Inc.	12,684.97	0.00	12,684.97	0.00	12,684.97	0.00
Imperial Oil Resources Limited	13,107.98	0.00	13,107.98	0.00	13,107.98	0.00
Strathcona Resources Ltd	5,514.98	0.00	5,514.98	0.00	5,514.98	0.00
<b>Total outstanding:</b>	<b>583,981.46</b>	<b>0.00</b>	<b>583,981.46</b>	<b>0.00</b>	<b>583,981.46</b>	<b>0.00</b>

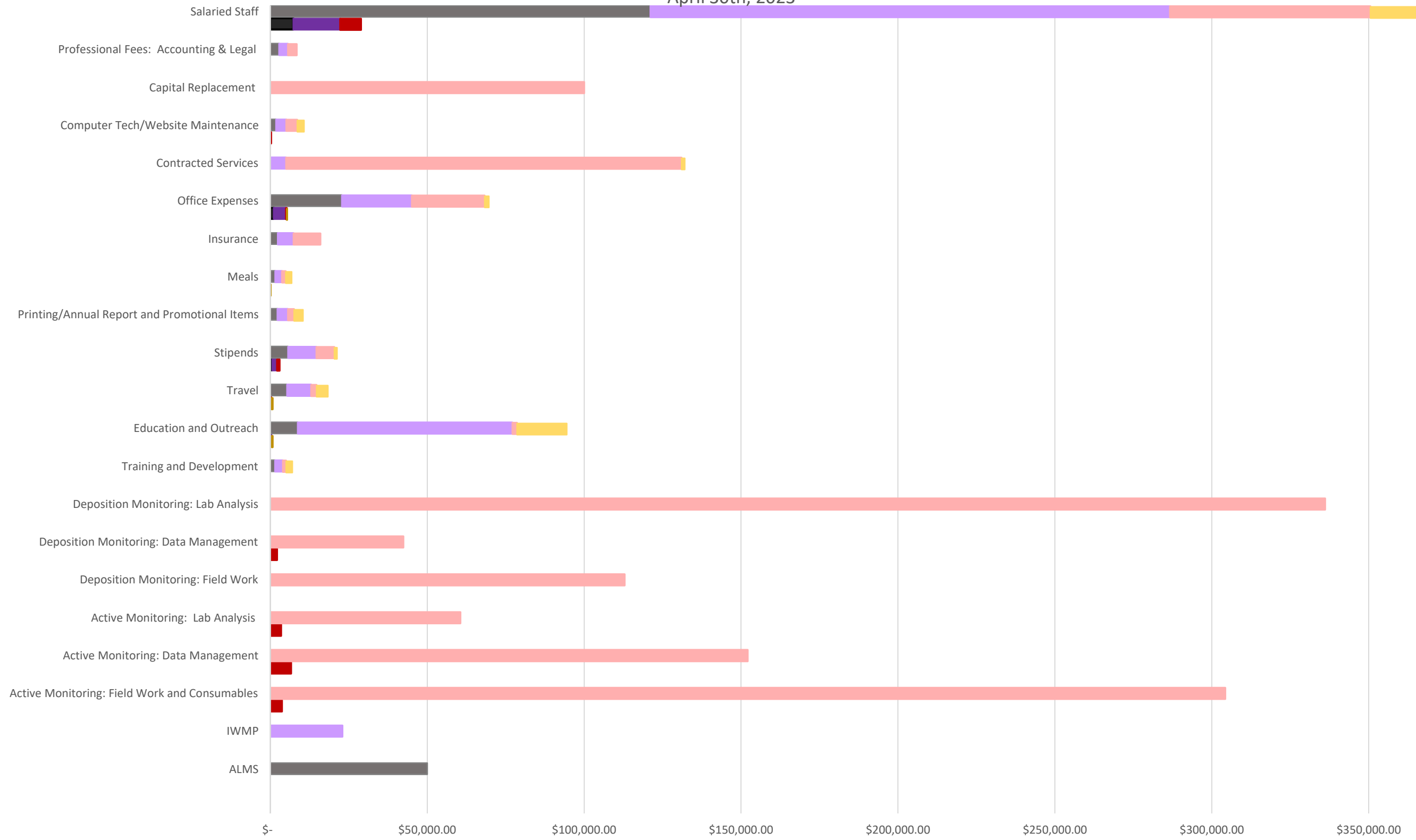
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AEP Expecting payment for Q4 invoices shortly.  
Industry invoices Q4 invoices awaiting payment.

No Concerns

# LICA Consolidated Finances to Date

April 30th, 2023



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

# Finances to Date

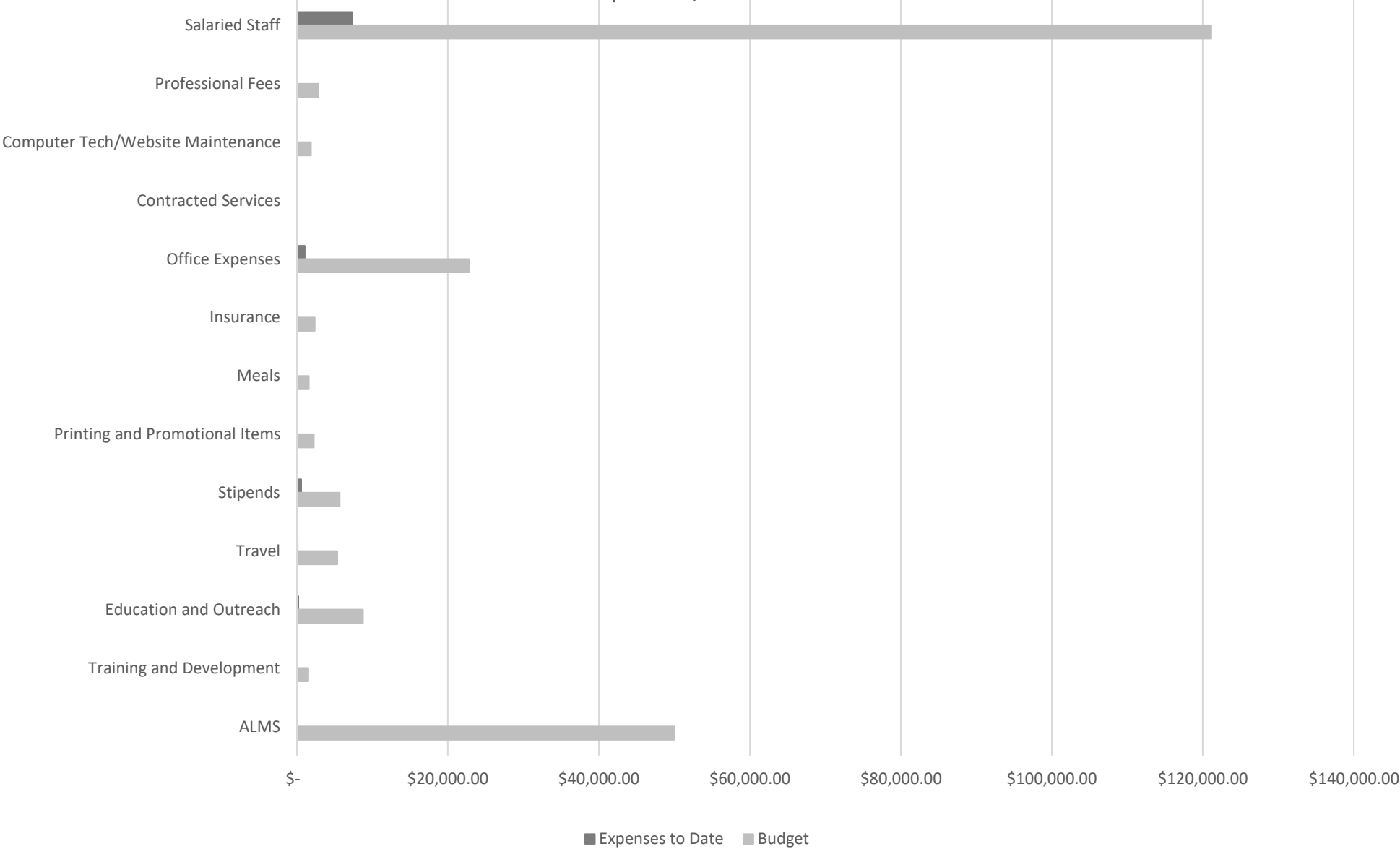
April 30th, 2023

Revenue	Industry Funding			WPAC Grant			OSM/Air Monitoring Contract			Airshed Engagement Grant		
	Actual Revenue	Budget	Balance	Actual Revenue	Budget	Balance	Actual Revenue	Budget	Balance	Actual Revenue	Budget	Balance
Membership Fees		\$ 25,000.00	\$ 25,000.00									
Associate Membership Fees (Municipality)		\$ 5,750.00	\$ 5,750.00									
Funding Formula		\$ 144,439.60	\$ 144,439.60									
ALMS Funding		\$ 50,000.00	\$ 50,000.00									
Misc												
TC Energy Donation (Carry over)	\$ 893.72	\$ 893.72										
Grant Revenue												
WPAC Operational Grant				\$ -	\$ 320,000.00	\$ 320,000.00						
AEG Grant										\$ -	\$ 58,000.00	\$ 58,000.00
OSM Contract Revenue								\$ 1,349,475.20	\$ 1,349,475.20			
<b>TOTAL REVENUE</b>	\$ 893.72	\$ 226,083.32	\$ 225,189.60	\$ -	\$ 320,000.00	\$ 320,000.00	\$ -	\$ 1,349,475.20	\$ 1,349,475.20	\$ -	\$ 58,000.00	\$ 58,000.00
Expenses	Expenses to Date	Budget	Balance	Expenses to Date	Budget	Balance	Expenses to Date	Budget	Balance	Expenses to Date	Budget	Balance
Salaried Staff	\$ 7,314.76	\$ 121,117.60	\$ 113,802.84	\$ 14,908.90	\$ 165,551.54	\$ 150,642.64	\$ 6,679.77	\$ 63,879.84	\$ 57,200.07	\$ -	\$ 26,375.60	\$ 26,375.60
Professional Fees	\$ -	\$ 2,800.00	\$ 2,800.00	\$ -	\$ 2,800.00	\$ 2,800.00		\$ 2,800.00	\$ 2,800.00			
Capital Replacement							\$ -	\$ 100,000.00	\$ 100,000.00			
Computer Tech/Website	\$ -	\$ 1,850.00	\$ 1,850.00	\$ 157.77	\$ 3,239.00	\$ 3,081.23	\$ 95.00	\$ 3,500.00	\$ 3,405.00	\$ -	\$ 2,173.00	\$ 2,173.00
Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 126,048.00	\$ 126,048.00	\$ -	\$ 1,000.00	\$ 1,000.00
Office Expenses	\$ 1,046.14	\$ 22,840.00	\$ 21,793.86	\$ 3,902.30	\$ 22,290.00	\$ 18,387.70	\$ 328.33	\$ 23,200.00	\$ 22,871.67	\$ 90.00	\$ 1,330.00	\$ 1,240.00
Insurance	\$ -	\$ 2,370.00	\$ 2,370.00	\$ -	\$ 5,045.00	\$ 5,045.00	\$ -	\$ 8,570.00	\$ 8,570.00			
Meals	\$ -	\$ 1,588.00	\$ 1,588.00	\$ -	\$ 2,140.00	\$ 2,140.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 127.00	\$ 1,900.00	\$ 1,773.00
Printing and Promotional Items	\$ -	\$ 2,250.00	\$ 2,250.00	\$ -	\$ 3,350.00	\$ 3,350.00	\$ -	\$ 1,950.00	\$ 1,950.00	\$ -	\$ 2,850.00	\$ 2,850.00
Stipends	\$ 576.63	\$ 5,679.00	\$ 5,102.37	\$ 1,516.74	\$ 9,009.00	\$ 7,492.26	\$ 866.63	\$ 5,700.00	\$ 4,833.37	\$ -	\$ 870.00	\$ 870.00
Travel	\$ 104.90	\$ 5,345.00	\$ 5,240.10	\$ 104.96	\$ 7,677.50	\$ 7,572.54	\$ 104.90	\$ 1,700.00	\$ 1,595.10	\$ 448.74	\$ 3,637.50	\$ 3,188.76
Education and Outreach	\$ 180.00	\$ 7,850.00	\$ 7,670.00	\$ 250.00	\$ 38,397.96	\$ 38,147.96	\$ -	\$ 1,450.00	\$ 1,450.00	\$ 358.59	\$ 13,143.90	\$ 12,785.31
TC Energy Donation (Carry over)		\$ 893.72										\$ -
Community Garden Project				\$ -	\$ 30,000.00						\$ 2,720.00	\$ 2,720.00
Training and Development	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Deposition Monitoring: Lab Analysis							\$ -	\$ 336,119.68	\$ 336,119.68			
Deposition Monitoring: Data Management							\$ 2,167.25	\$ 42,421.60	\$ 40,254.35			
Deposition Monitoring: Field Work							\$ -	\$ 112,901.79	\$ 112,901.79			
Active Monitoring: Lab Analysis							\$ 3,472.00	\$ 60,597.33	\$ 57,125.33			
Active Monitoring: Data Management							\$ 6,630.00	\$ 152,115.35	\$ 145,485.35			
Active Monitoring: Field Work/Consumables							\$ 3,735.06	\$ 304,321.61	\$ 300,586.55			
IWMP				\$ -	\$ 23,000.00	\$ 23,000.00			\$ -			
ALMS	\$ -	\$ 50,000.00	\$ 50,000.00						\$ -			
<b>TOTAL EXPENSES</b>	\$ 9,222.43	\$ 226,083.32	\$ 215,967.17	\$ 20,840.67	\$ 320,000.00	\$ 269,159.33	\$ 24,078.94	\$ 1,349,475.20	\$ 1,325,396.26	\$ 1,024.33	\$ 58,000.00	\$ 56,975.67
<b>EXCESS REVENUE OVER EXPENSES</b>	\$ (8,328.71)	\$ -		\$ (20,840.67)	\$ -		\$ (24,078.94)	\$ -		\$ (1,024.33)	\$ -	

**TOTAL BUDGETS**

# Industry and Membership Funding Expenditures to Date

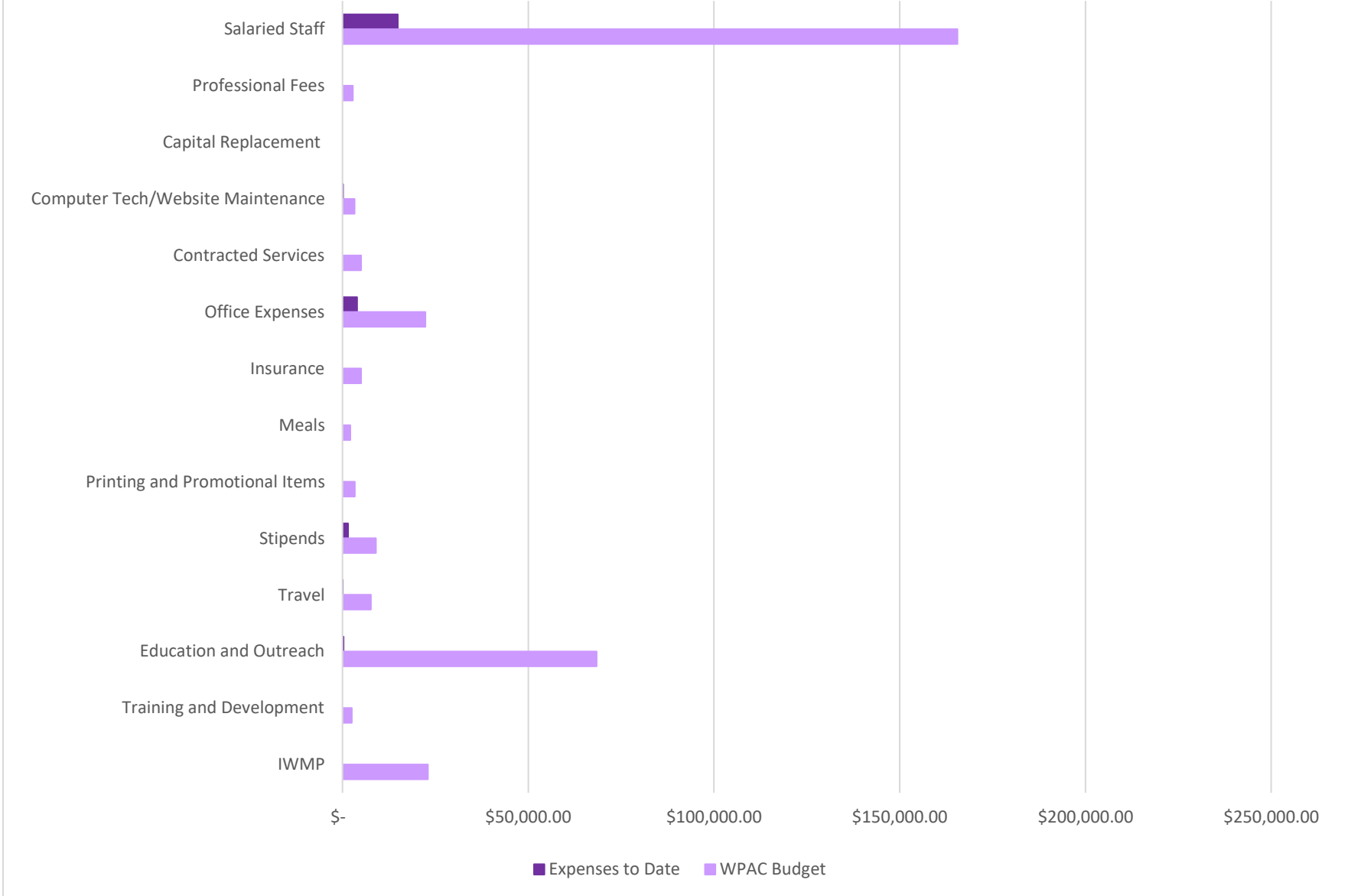
April 30th, 2023





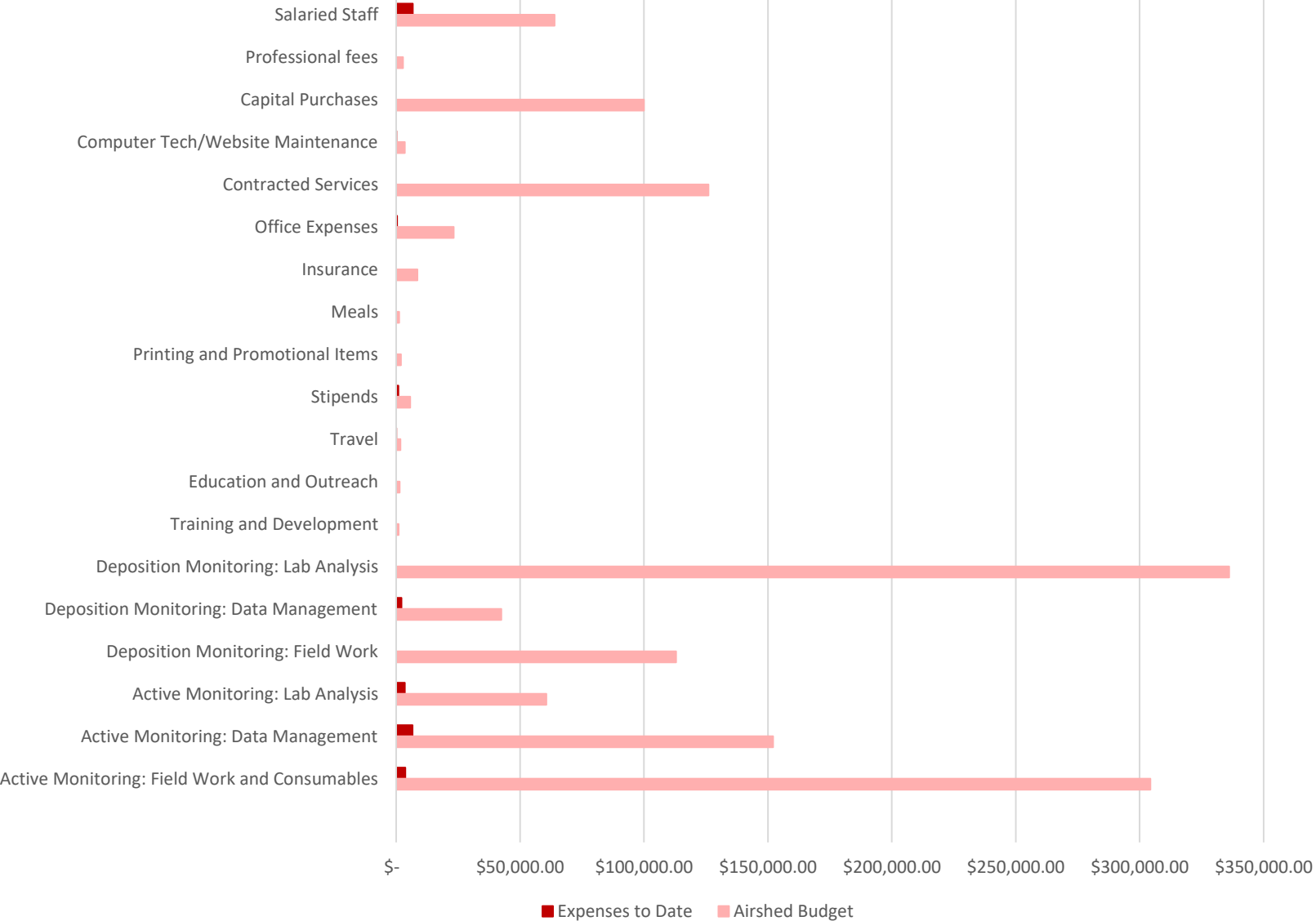
# WPAC Grant Expenditures to Date

April 30th, 2023



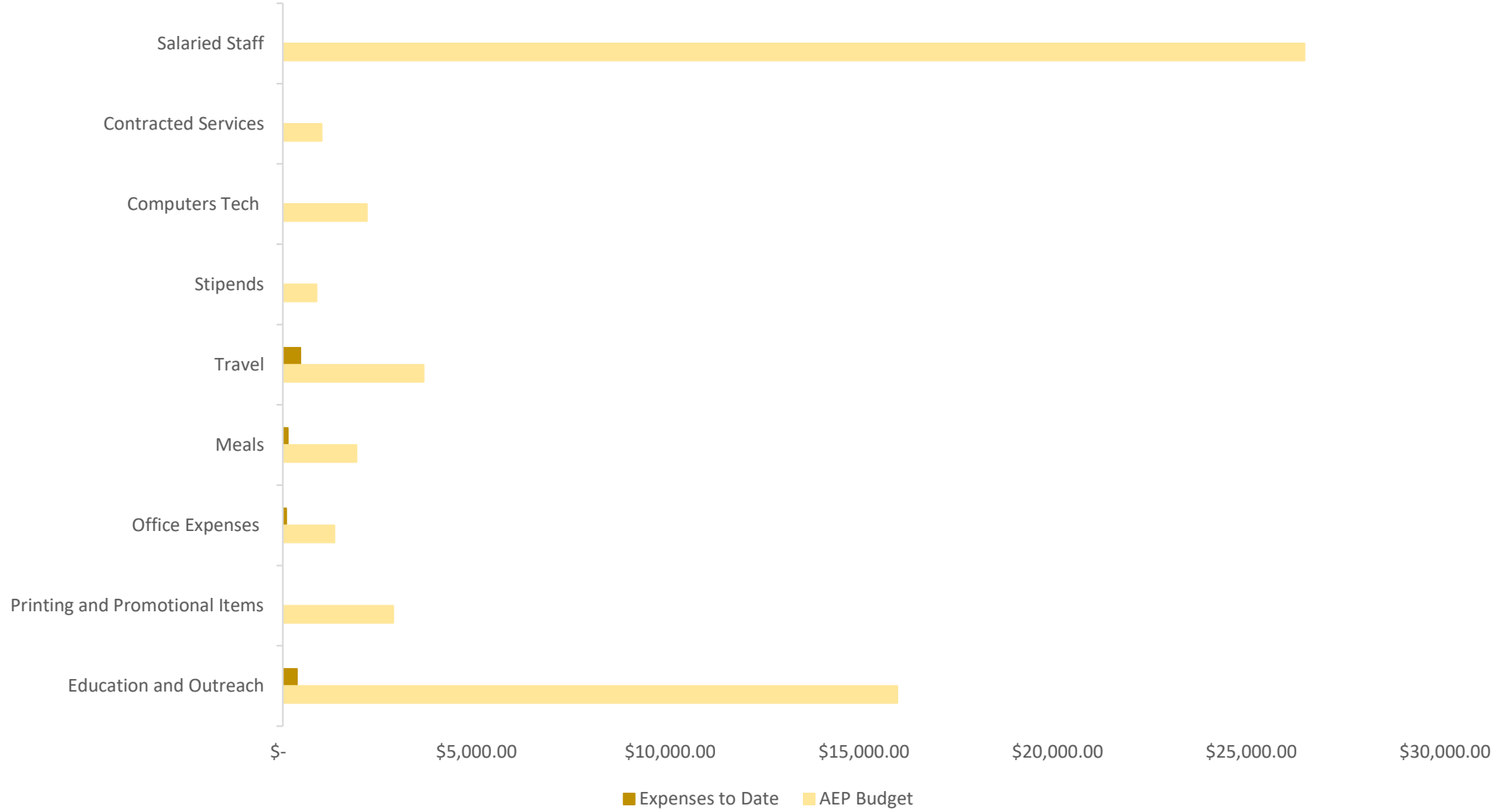
# Airshed Contract Expenditures to Date

April 30th, 2023



# Airshed Engagement Grant

April 30th, 2023





Lakeland Industry and Community Association

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

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

# Education & Outreach Committee

## Meeting Minutes

Monday, May 8, 2023  
1:00 p.m. – 4:00 p.m.  
LICA Boardroom and via Microsoft Teams

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**Present:** Louise White-Gibbs  
Murray Phillips (*left at 2:20pm*)  
Duane Zaraska  
Colin Cote  
Cindy Connolly  
Kim Foisy  
Evelyn Mondares (*left at 2:30pm*)

**Guests and Observers:** Robert Machatis

**Staff and Contractors:** Kristina Morris, LICA Executive Director  
Stephanie Sitkowski, Education & Outreach Coordinator  
Kayla Hellum, Environmental Coordinator  
Lori Jodoin, LICA Administrative Professional

**Regrets:** Gabrielle Whiskeyjack  
Amanda Avery Bibo

### 1.0 CALL TO ORDER

The Committee Chairperson called the meeting to order at 1:02 p.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 May 8, 2023, Education and Outreach Committee Agenda**

The Environmental Coordinator amended the agenda to include 3.6 LICA's Little Environmental Stewards Program, in the New Business Section.

**#1 Moved by Duane Zaraska AND CARRIED that the May 8, 2023, Agenda be amended to include 3.6 LICA's Little Environmental Stewards Program.**

## **1.6 Approval of Minutes**

### **1.6.1 February 7, 2023**

**#2 Moved by Louise White-Gibbs AND CARRIED that the February 7, 2023, Minutes be approved as presented.**

## **2.0. ONGOING BUSINESS**

### **2.1 Education & Outreach Update**

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

- Morgan Gillis has been hired as LICA's Summer Student. She started on May 1, 2023. One of her tasks will be to develop a program for the FASD Camp. She will also be working on YouTube videos/ reels this summer, as Facebook is not the best site to reach youth.
- The last two presentations are being updated- Wetlands and Water Quality. The Wetlands Presentation is booked and will be held in the next couple of weeks.
- X-Stream Science currently has three slots booked out of five. If all these fill up, there is the possibility of adding more days if needed. She has started to look at the sites where these streams are located, to make sure they would still be good to use. The Environmental Officer from Cold Lake Base has given LICA permission to use the stream on the military base. The other sites are on Crown Land, and do not require permission or licensing.
- There is a possibility of hosting a Cows and Fish Workshop, with the option of one or two days. The two-day workshops would include a municipal-focused workshop at a site like Jessie Lake and a producer-focused workshop on agricultural land. One Committee member suggested bringing them in for two days, as it would reach a greater audience. Another member shared that those two workshops are completely different so holding both would be beneficial. The E&O Coordinator asked if LICA would be able to pay for some of the costs for the two speakers who would be coming to present. The Executive Director shared that once the amount is determined, it will need to be brought to the Board of Directors or the Officers for final approval, as per LICA policy. She also stated that Cows and Fish have done a lot for LICA with their in-kind support, so she sees no issue in supporting their accommodation and travel expenses. The Committee agreed to hold a

two-day workshop and to cover the cost of travel and accommodation for the presenters. The Executive Director also stated that the E&O Coordinator should send a letter of invitation to all the Municipal Partners for the municipal workshop. Another Committee member also suggested sending the invite to the Agricultural Service Boards for the producer workshops as well. The chairperson agreed that if an invite was sent to the Agricultural Service Board, they could fan it out to producers and municipalities.

**#3 Moved by Colin Cote AND CARRIED that LICA hosts a two-day Cows and Fish Workshop and covers the cost of travel and accommodation for the presenters.**

**2.2 Community Garden Update**

The Education and Outreach Coordinator presented an update to the Committee on the Community Garden noting:

- The garden will be open to the public on May 20, 2023. Some garden members have requested to get in sooner to begin planting, but in speaking with a horticulturalist, the E&O Coordinator was told that planting before May long weekend could hurt the plants.
- Lights and cameras will be installed prior to opening day.
- Seven plots have once again been reserved for the Bonnyville Food Bank. The produce grown in them will be given to the Food Bank.
- A local gentleman who is new to the community will be donating around sixty packages of seeds for the garden. He was also inquiring if any equipment may be needed for the garden.
- Manufacturing of the water tank stand is in progress from Precision and arrangements will be made for drop off and set up.
- With the soil being hard in the garden plots, the E&O Coordinator is looking for quotes to get triple mix, topsoil, or compost to be mixed into all the plots.
- A port-a-potty will be set up at the garden, starting June 1, 2023.

**2.2.1 Community Garden Noxious Weed Brochure**

The Environmental Coordinator presented the Community Garden Noxious Weed Brochure to the Committee for information. Three Noxious weeds are present at the Community Garden, so she created this brochure specifically for the Garden members to raise awareness so they could assist with pulling these weeds to help control the spread. These brochures will be printed off and given in the gardener's welcome bags. A few will also be in the garden shed for reference.

Since the garden is organic, mechanical control will be used instead of chemical application. Committee members thought that the brochure looked great and had no concerns with publishing it.

### **3.0 NEW BUSINESS**

#### **3.1 2024 Calendar Contest Theme**

The Committee had a discussion to choose the theme for the 2024 Calendar Contest. One member suggested that it be broad enough to encourage more submissions. Various themes were discussed during the brainstorm, ranging from wildlife, species at risk, invasive species, camping, and weather. It was decided to choose Species at Risk for the 2024 Calendar Contest and then Invasive Species for the 2025 Calendar Contest.

The E&O Coordinator said she would send the poster to all schools in the LICA region. The Executive Director agreed and thought it would be a good opportunity to go into the schools, in person, to deliver the posters. Since the LICA region is large, committee members and LICA staff could also assist in delivering the posters. One member also suggested that the E&O Coordinator hand out the posters while holding presentations, for further reach.

The Committee agreed to keep the cash prizes the same as last time, which was \$50.00 each for 13 pictures (the cover and 12 months).

**#4 Moved by Duane Zaraska AND CARRIED that the 2024 Calendar Contest Theme “Species-at-Risk in the LICA Region” and the 2025 Calendar Contest Theme “Invasive Species in the LICA Region” be approved.**

#### **3.2 Presentation Request – Eco-Friendly End of Life**

The Education and Outreach Coordinator had a member of the public request a presentation on Eco-Friendly End of Life information. This presentation would look at alternatives to traditional burial and cremation. One member spoke about making sure these alternatives would be possible in our area, prior to a presentation being held.

The E&O Coordinator wanted firstly to make sure this aligns with LICA’s Mission, Vision, and Values. The Executive Director stated that it would have to be a factual presentation and be directly connected to its effect on the environment.

The E&O Coordinator said she would do some more research on this and if it connects with LICA’s environmental side then she would bring it back to the Committee. If it didn’t, she would pass on the idea. The Committee supports her doing more research but did not want too much time put into this as summer is very busy for the E&O Coordinator, with many programs occurring. Another member stated that the cultural backgrounds of our community need to be taken into consideration, as beliefs and values can vary greatly on this topic.

#### **3.3 Keep Our Lake Blue Campaign**

The E&O Coordinator will be attending the Environment Week Kick-Off on June 4<sup>th</sup> in Lac La Biche. A booth will be set up there for the Keep Our Lake Blue Campaign. She has updated the KOLB posters and brochures for Healthy Water Lac La Biche and will be updating and signing the MOU with them today. An E&O Committee member with Healthy Water Lac La Biche asked if any funding would be available from LICA, so they could do printing for KOLB materials. Looking at the MOU, the

E&O Coordinator read Item 11 that states Healthy Waters Lac La Biche will purchase all materials required to complete the campaign. Item 5 states LICA will provide Campaign resources and materials to Healthy Waters LLB, which was interpreted by the committee as LICA procuring the signs on their behalf. The expectation would be that the signs are returned at the end of the season.

The Executive Director suggested that the member submit a request that would be shared with the Officers/Board if they decided to ask for additional funding support as LICA wants these campaigns to be successful.

The Executive Director asked if the committee would want to run KOLB advertisements in Bonnyville, to maintain its presence, as Moose Lake water health is an ongoing issue. The E&O Coordinator agreed that the signups could happen at events in the area. One member stated that it's a great campaign and should be continuously promoted.

### **3.4 Shoreline Clean-ups**

The E& O Coordinator shared that no Shoreline Clean-ups are currently scheduled. She is aware that there is usually one in the Fall that is done in conjunction with Notre Dame High School, but she will have to reach out to them to confirm.

The Executive Director reminded the Committee that two shoreline cleanups need to occur in the year, as part of LICA's Strategic Plan targets. These cleanups are also for noxious weed pulls and larger debris removal. She mentioned that last year, the committee suggested LICA conduct a larger scale shoreline clean-up of Moose Lake that involved removing larger debris, as there were multiple complaints regarding debris in the water. If this is something the committee wanted to further entertain, coordination with removal companies would need to occur. The E&O Coordinator was going to connect with municipalities once locations are chosen, to see if they could assist with large debris removal trucks.

#### **3.4.1 Potential Dates**

The Education and Outreach Coordinator will choose dates with municipalities when she reaches out to them.

#### **3.4.2 Potential Locations**

The E&O Coordinator asked the Committee if they would like to stay with the locations that have been done in the past, or if LICA should look at new locations that could benefit from the cleanup. The Environmental Coordinator suggested that St. Paul may be a good location as they have a walking trail alongside of their lake. The E&O Coordinator liked this suggestion as a way to have LICA be more present in the town.

The E&O Coordinator suggested having one cleanup in Bonnyville and then choosing a new location for the second cleanup. Another member suggested that Lac La Biche might also be a good area to consider. The E&O Coordinator said that a shoreline cleanup is a part of the MOU for the KOLB



Campaign, so Lac La Biche would have one done there already. LICA could assist in advertising through social media to draw in volunteers and provide equipment like picker sticks.

The Committee decided on three locations. First to reach out to St. Paul to see if they would be interested. The second cleanup would be in Lac La Biche through the KOLB campaign and a Fall cleanup of Jessie Lake with Notre Dame High School.

### **3.5 Bonnyville Oil & Gas Show Volunteer Sign-Up**

The Education and Outreach Coordinator shared the Bonnyville Oil & Gas Show Volunteer Sign-Up Sheet with the Committee. The Executive Director expressed the importance of having Board and E&O Committee member representation at the show. Committee members were asked to email by Thursday, May 11<sup>th</sup> if there was a day and time that worked for them. If they would like to be partnered with a specific staff member that information should also be included in their email.

### **3.6 LICA's Little Environmental Stewards Program**

The Environmental Coordinator presented the draft form of LICA's Little Environmental Stewards Program to the Committee, asking for input. She provided background for this program, stating that this idea originated from the last LICA Watershed Committee meeting when discussing projects that could support the IWMP Implementation.

She proposed that LICA develop and host a field day for youth, possibly with grades 4-5, as she believes it aligns closest with their curriculum. There would be three different stations that the students would attend throughout the day, ranging in topics from water quality/fish habitat, a nature hike to support plant & animal identification, and air quality. The Environmental Coordinator made mention of another field program that takes place in the Bonnyville area; Walking with Moose, developed and offered by Moose Lake Watershed Society which targets grade 5 students. The LICA's Little Environmental Stewards program would mirror LICA's three components and also incorporate an Indigenous Knowledge component with many hands-on opportunities for students. It will be a direct tie to the IWMP and how it will be implemented with the youth in our community.

The members stated how much they loved the idea of this program, especially mentioning the Indigenous aspect which was incorporated. Another member agreed but had a suggestion to change the title to LICA's Junior Environmental Stewards, verse Little, as grade four and five students may not like to be called little. The Guest Observer states that he was in support of this program.

The Environmental Coordinator spoke about various components of the program that came from the LICA Watershed Committee meeting, such as getting kids out into nature and showing them what is safe and what isn't safe to eat and what makes up a healthy riparian area.

The Executive Director supported this idea and suggested some possibilities of creating videos for LICA's YouTube channel or incorporating this into the Riparian Health Campaign, by doing something similar with adults.

A committee member suggested that the swag bags could include an Invasive Plants of Alberta book. The Environmental Coordinator also had a list of resources in her proposal. The Environmental Coordinator will bring this to the Board with a plan to host the first Program in the fall.

**#5 Moved by Kim Foisy AND CARRIED that LICA’s Little Environmental Stewards Program plan be accepted as proposed.**

**4.0 ACTION LIST**

**4.1 Follow-Up on Action List**

**4.1.1 February 7, 2023**

The Committee reviewed the E&O Action List from the February 7, 2023, meeting. Many items were completed and a few items from the December 12<sup>th</sup> Action List were updated from Spring 2023 to Fall 2023.

**5.0 UPCOMING MEETING DATES**

**5.1 Board Meeting – May 25, 2023**

**5.2 Next Meeting – September 2023**

**6.0 ADJOURNMENT**

The meeting adjourned at 2:50 p.m.

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

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

\_\_\_\_\_  
Signature



## LICA's Little Environmental Stewards (LLES) Program Proposal

### Field Day with LICA!

**Background:** At the last LICA Watershed Committee meeting, the committee discussed IWMP implementation and different projects to support this. Riparian areas, fish habitats and youth education were topics of interest to the LWC. To implement the IWMP in regard to youth education, LICA could develop and host a 'field day' to cover a variety of environmental projects/topics. A potential field day layout is below.

**Audience:** Grades 4-5, with a preference for grade 4 to ensure alignment with the current curriculum. To be completed annually with 1-2 classes in the Spring or Fall. Could also host a field day with camps and families during the summer.

**Potential Location Options:** Cold Lake, Crane Lake, Muriel Lake, Ethel Lake

#### Tentative Field Day Layout

9:30-10:30 am – Offloading, welcome, split into groups for different workstations.

10:30-11:30 am – 1<sup>st</sup> Stations.

11:30- 12:30 pm – Lunch, activities to burn energy, show & tell, student stories.

12:30- 1:30 pm – 2<sup>nd</sup> Stations.

1:30- 2:30 pm – 3<sup>rd</sup> Stations.

Students will be split into three groups and will spend ~1 hour at each workshop station.

### 3 Workshop Stations

#### **Station 1:** Water Quality, Water Quality Indicators & Fish Habitat

- Water Quality Parameter Hands-on Sampling:
  - Students will learn about D.O., Turbidity, Nitrate, pH, chloride, and the role they play in aquatic health. Show them how to use a YSI.
  - Touch on KOLB/riparian health/ What they can do to ensure a healthy watershed.
  - Discussion about aquatic invasive species (clean, drain, dry).
- Macroinvertebrates (Biological Indicators) & Fish in our Water:
  - LICA Staff will collect macroinvertebrate samples the night before unless there is a chance that the students can capture a diverse invertebrate sample at the workshop site. During this portion of the day, students will identify invertebrate species and learn what each species indicates in terms of water quality health, similar to real-time benthic sampling. An explanation will be given for how benthic samples are taken, how lab analysis is run, and what these species tell us about water quality health.

- Potential activity: Have two trays of invertebrate samples collected the night before from two different sites and have the students determine which sample indicates a healthy or poor health system based on the species present. And match with a photo of the site.
- Students will be able to hold [fish replicas](#) to view different characteristics of native species, and a discussion will take place about appropriate fish habitats, and challenges that native fish face (*water quality, Invasive species, Diseases (Whirling Disease (Southern & Central AB), Fish Habitat – Tie into IWMP)*
  - Significance of different fish species to Indigenous Communities.
  - Potential activity: These fish replicas can be painted and used for stamping on paper & taken home.
- Depending on the time left for this station, an [Aquatic sticker activity](#) can be completed for students to place aquatic life where they believe they live in the water column.

### **Station 2:** Learning about Plants and Animals in our Region

- Students will be taken on a nature walk where they will learn about riparian areas and be shown what plants make up a healthy riparian area.
  - Potential activity: Plant collection and pressing. Glue plant samples in a workbook to bring home. With support riparian plant identification.
  - Significance of riparian areas to Indigenous Communities (Medicinal Plants, etc.)
- Students will learn about invasive plant species.
  - Alberta Weed Act: Difference between Noxious Weeds, Prohibited Noxious Weeds, and Common Weeds.
- Students can learn about edible plant species.
  - *Option to ask Metis Nation if they wanted to share their Medicinal Plant book with each student.*
  - Could make an introductory fact sheet of berries/plants that are safe to eat (Blueberry vs Juniper – safe but not desirable and different from a blueberry) – *Edible plant education stemming from LWC discussions.*
- Will touch on Species at Risk and bird identification.
  - Provide the Species at Risk Flipbook once completed.
  - Could make an introductory bird ID book?
    - Bring out bird ID backpacks for students to share and use if timing permits.
    - Indigenous names for native bird species.

### **Station 3:** Air Quality Monitoring in the LICA Region

- Students will learn about air quality in the LICA Region:
  - Work with Mike to develop educational information to present.
  - Air quality gauge: Stop Needless Idling Campaign
    - Portable air quality monitoring.
  - [Air Microbe Hunter Test Kit](#)



**End of Day**

- Each Student can take home a LICA Swag bag with the following:
  - o Beaver, notepad
  - o All about LICA Brochure
  - o KOLB Brochure
  - o Certificate “Certified *Little (Junior?)* Environmental Steward”
    - *Certified by LICA – Environmental Stewards that \_\_\_NAME\_\_\_ has completed the LICA Field Day to become a Little Environmental Stewards....*
  - o Could purchase specific Swag (Shirt, hat, water bottle?) to promote this program.
  - o Riparian Campaign, Riparian Health layer book, Species at Risk, Medicinal Plants, Invasive Species → TBD
  - o Survey for each student to learn about what they did or didn’t like.

**Resources → List of Supplies to Order from Acorn Naturalist:**

- [Macroinvertebrate Life Cycle Habitat Cards](#) (\$76.95 for 1 set, 22 cards per set) – Recommend 2 sets.
- [Magnifying Containers](#) (\$96.95 for 88) → For Macroinvertebrates or nature walk.
- [Water Quality Test Kit](#) (\$117.95 for 30 students) – Recommend 3.
- [Nature Niches Aquatic Life Sticker Kit](#) (\$24.95)
- [Perch](#), [Pike](#), and [Walleye](#) Replicas (\$21.95, \$29.95, \$34.95)
- [Air Microbe Hunter Test Kit](#) (\$93.95) – Recommend 1-2 kits.
- Macroinvertebrate sampling kits

**Cost Breakdown for Resources Listed Above (Subject to Change)**

Item	Amount
<b>Development and Execution</b>	LICA Staff Salary
<b>Resources from Acorn Naturalist (As listed above)</b>	\$904.40
<b>Additional Cost for Resource Printing (IWMP Implementation)</b>	TBD
<b>LLES Promotional Swag</b>	TBD

**Resources → List of Resources to Develop:**

- Invasive Plant Species.
- Dangerous Plant Species.
- Edible Plants – Introductory fact sheet or flip book that they bring home.
- Species at Risk Flipbook.
- Riparian Health – Layer Book - ‘These are riparian plants, and THIS is why they are important.’
- Riparian Campaign Resources.
- Macroinvertebrate checklist.
- Medicinal Plants – *Indigenous Communities*.



**Additional activities if groups finish their workshop station early:**

- Seek Out Game: Scavenger Hunt – Make a scavenger hunt sheet where participants check off what they find.
- Beaver Clues: <https://www.acornnaturalists.com/products/kits-games/beaver-clues-animal-signatures-discovery-kitr.html>
  - <https://www.acornnaturalists.com/products/kits-games/wildlife-discoveryr-kit-beaver.html>

## Board of Directors Meeting

### ACTION LIST

Date: April 27, 2023

Recorder: Lori Jodoin

Current Actions	Date to be Completed	Person Responsible	Status
April 27, 2023 <ul style="list-style-type: none"> <li>• Connect with Lorin Tkachuk and send a letter to Xiaofeng Wang regarding attendance.</li> </ul>	May 2023	Kristina	<b>C</b>
<ul style="list-style-type: none"> <li>• Connect with the Town of Bonnyville to see if they would like to partner with LICA for Cows and Fish Workshop(s).</li> </ul>	Summer 2023	Stephanie	<b>IP</b>
<ul style="list-style-type: none"> <li>• Reach out to rural, agricultural associations and summer villages regarding interest in CreekWatch.</li> </ul>	Summer 2023	Kayla	<b>IP</b>
<ul style="list-style-type: none"> <li>• Reach out to the MLWS Executive to discuss LICA partnership.</li> </ul>	Summer 2023	Kristina	<b>C</b>
<ul style="list-style-type: none"> <li>• Review Record Retention Policy and Grievance Procedures Policy.</li> </ul>	September 2023	Governance Committee	<b>IP</b>
<ul style="list-style-type: none"> <li>• Add the ALUS link to LICA website.</li> </ul>	May 2023	Admin	<b>C</b>
Actions From Past Meetings	Date to be Completed	Person Responsible	Status
March 23, 2023 <ul style="list-style-type: none"> <li>• Investigate a collaboration and/or partnership with Kehewin Tribal Coordinator.</li> </ul>	Summer 2023	Stephanie	<b>C</b>
December 15, 2022 <ul style="list-style-type: none"> <li>• Signatures required on the new Blue Quills Instructional Services Agreement Renewal when it becomes available.</li> </ul>	Spring 2023	LICA Officers	<b>IP</b>
June 23, 2022 <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>