



Lakeland Industry and Community Association

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

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

BOARD OF DIRECTORS

Meeting Minutes

Thursday, June 15, 2023

9:00 a.m. – 12:00 p.m.

LICA Boardroom and via Microsoft Teams

Present:

Colin Cote
John Ilchuk
Amanda Avery Bibo
Leo Paquin
Shawn Elgert
Kelly Dion-McFeeters
Vicky Lefebvre
Murray Phillips (*left at 11:42 am*)
Louise White
Robert Machatis
Abdi Siad-Omar
Nikole Andres
Duane Zaraska
Colette Borgun (*Lorin Tkachuk's Alternate*)

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, Education & Outreach Coordinator
Eveline Hartog, Administrative Professional
Lori Jodoin, Administrative Professional

Regrets:

Kayla Blanchette
Wayne Bamber
Xiaofeng Wang

1.0 CALL TO ORDER:

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

1.1 Traditional Acknowledgement

1.2 Member Introductions

1.3 Vision, Mission, and Values

1.4 Attendance

The Board reviewed the Attendance Record, noting no issues. Colette Borgun, Lorin Tkachuk's alternative was in attendance.

1.5 Approval of Agenda

1.5.1 June 15, 2023, Board of Directors Meeting

#1 Moved by Louise White AND CARRIED that the June 15, 2023, Agenda be approved as presented.

1.6 Approval of Minutes

1.6.1 May 25, 2023– Board Meeting Minutes

#2 Moved by Nikole Andres AND CARRIED that the Minutes of the May 25, 2023, Board meeting be amended to include that Board member Murray Phillips left at 10:45 am, not 10:45 pm, on page one of Board members present.

2.0 ONGOING BUSINESS

2.1 Education and Outreach Coordinator Report

The Education and Outreach Coordinator delivered her report, noting:

- Since the report, one Airshed program was delivered.
- LICA will be setting up a booth in Cold Lake at their Canada Day Celebration. The Education and Outreach Coordinator will be bringing the skulls and pelts to have the children play a game guessing what animal they belong to.
- Cows and Fish invitation letters and posters are being created and will be coming out shortly.
- One Board member stated that the Stream of Dreams fence in Lac La Biche looks fantastic and gets lots of visibility where it is. They also noticed KOLB signs going up in the area. Members of Healthy Waters Lac La Biche are planning to set up a booth at the Farmer's Market a few times this summer, to further promote the campaign.
- To date we have seventeen Community Garden plots rented out for this season. All plots have been weeded, tilled, and ready for planting. One Board member

- suggested the possibility, that for next year, use the M.D. News Story in Lakeland Today to advertise when the plots are available for rent, to have a greater reach.
- Another Board member suggested possibly bringing in a vendor, like an ice cream truck, to the Community Garden to increase awareness of the garden. The Education and Outreach Coordinator is hoping to have a Community BBQ at the garden once the landscape work is completed and agreed that an ice cream truck would be a great addition to that day.
 - A Board member also suggested contacting the local food bank to see if their clients would like to rent a plot free of charge this year, due to the number of beds still available.

2.2 Manager of Environmental Monitoring Programs Report

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

- More wildfire smoke is to be expected in July and August with the updated wildfire predictions.
- A partnership with St. Francis Xavier University appears to be moving forward. A draft partnership document is expected to be received by next week, which will include liability, data sharing, roles, and responsibilities. Students from the University are planning to travel to Alberta, next week, to visit the various monitoring locations in our region, Grande Prairie, and Medicine Hat. If our area is selected, they would bring their monitoring equipment to the St. Lina and Cold Lake Station by the end of June. This would provide LICA with a unique opportunity to evaluate an alternative hydrocarbon monitoring technology.
- The Portable Air Monitoring System (PAMS) relocation process will be initiated this fall. It includes a survey, a social media campaign, and communication with LICA stakeholders, to get a sense of community needs and potential locations. Locations will then be evaluated using a previously developed matrix.
- A Purple Air particulate matter sensor is expected to be installed at Buffalo Lake Metis Settlement in late June or early July. LICA's Environmental Coordinator was thanked for making a connection at Buffalo Lake for this partnership to occur.

2.3 Environmental Coordinator Report

The Environmental Coordinator delivered her report, noting:

- She has received interest for CreekWatch monitoring by Buffalo Lake Metis Settlement and Kikino Metis Settlement.
- To follow-up from a question presented at the last board meeting, Alberta Health Services will conduct ongoing monitoring of lakes following the issuance of a Health Advisory. One Board member mentioned that the bacteria that was found in Muriel Lake was called Planktothrix a species of Blue-green Algae, which occasionally blooms in lakes under the ice, or upon ice out. This is why the health advisory came out so early in the season.
- The Moose Lake Watershed Society (MLWS) will be meeting on June 20th, in the LICA Board Room and she can connect those that are interested in becoming a member with Kellie, MLWS's President. A Board member mentioned that MLWS has special equipment to test the lake. The Environmental Coordinator explained the qPCR machine has the capability to genetically measure algae and fecal matter in the water. One Board member requested more information on funding for

this piece of equipment. The Environmental Coordinator was going to look into this and send that information directly to him.

- The Environmental Coordinator would like a site assessment done at the Tucker Lake Weir to understand if the weir is still operating as intended when it was installed. She is currently awaiting a response from DFO.
- The Aquatic Invasive Species Prevention Fund is a grant that is currently available and is aligned with the IWMP Implementation. If the grant is received, it would assist with increasing awareness in our area and preventing invasive species from entering our lakes. A contractor would be hired to conduct monitoring and the Environmental Coordinator would be responsible for overseeing their work and dispersing educational materials in the community. It was also brought forward by a Board member that an awareness campaign during Fishing Derbies could be beneficial. Another member requested that a list of lakes, which are known to have invasive species, could be made, and used to assist in preventing the spread of these known species.

#3 Moved by Vicky Lefebvre AND CARRIED for the Environmental Coordinator to apply for the Aquatic Invasive Species Prevention Fund Grant with Officer review and to seek contractor quotes to conduct monitoring.

2.3.1 LICA's Little Environmental Stewards Proposal

The Environmental Coordinator presented this proposal to the Board at the May 25th Board meeting, but quorum was lost, and therefore the motion to approve, could not be made at that time.

#4 Ratified by Louise White AND CARRIED that LICA's Little Environmental Stewards Proposal be approved as presented at the May 25th Board meeting.

2.4 Administration

2.4.1 Executive Director's Report

The Executive Director delivered her report, noting:

- LICA was notified that we may not be eligible for the Canada Summer Jobs Program Grant, since the summer student was hired before the grant agreement was issued. The Executive Director is in ongoing conversations with the new representative and is awaiting their response regarding the conditions that were followed. The Executive Director will forward an update to the officers, once received.
- The Environmental Coordinator and Manager of Environmental Monitoring Programs have updated LICA brochures and developed informative signs for the Bonnyville Oil and Gas Show.
- The Manager of Environmental Monitoring Programs and the Data and Reporting Specialist have delivered programming at Blue Quills University; however, we are still waiting to receive the contract from them. There is a possibility to amend last years contract to include this year's programming. With the change of Administration, the contract was not able to be signed prior to delivery of the program.

- LICA has hired PACE Construction to landscape the Community Garden this summer and Groundworks for groundskeeping.
- Property Tax Exemption documents have been received. The landlord signed the authorization letter and provided the title and documents that were needed for the application. If approved, this will impact the 2024-25 budget, as property taxes are currently accounted for in the event the application gets denied. The landlord also mentioned the possibility to take over some of the space attached to the LICA office, in the spring of 2024. More details will come later next year.
- Annual General Meeting will include a tour of the Air Monitoring Station in Lac La Biche. The tours will take place between 5:00pm - 6:00pm and be 15 minutes in duration. There will be an option to sign up for the tours through Eventbrite with a maximum of 10 people per tour. The office will be closed on October 5th, so all staff can travel to Lac La Biche and set up for the event.

One Board member mentioned that an announcement was just made that New Myrnam School had placed third in the 2023 Energy Revealed Challenge, through Green Learning, in Canada. There was a discussion on the initiatives undertaken by the school and how they align with LICA's vision and mission. A Board member suggested inviting New Myrnam school to be the speaker for the AGM and inviting school board members, school districts, and teachers to the AGM. Murray Phillips will provide contact information for them or contact them himself.

#5 Moved by Colin Cote AND CARRIED to ask the New Myrnam School to be the guest speaker at the Annual General Meeting and to invite local school divisions and board members to attend.

2.4.2 2023-24 Strategic Plan Q1 Progress Report & Summary

The Executive Director presented the 2023-24 Strategic Plan Q1 Progress Report and Summary to the Board for information. It was stated that we are currently on track and progressing through second quarter targets.

One Board member requested a list of acronyms to be included in the report, to assist with fully understanding the document.

2.4.3 Financial Reports

2.4.3.1 Accounts Receivable Report to June 6, 2023

The Financial Coordinator presented the Accounts Receivable Report until June 6, 2023, to the Board. It was reviewed with no concerns.

2.4.3.2 Finances to Date May 31, 2023

The Financial Coordinator presented the Finances to Date May 31, 2023, to the Board noting:

- An invoice of \$858.00 was sent to Light of Christ School for the Stream of Dreams programming. The remaining revenue is from Community Garden Plots.

- The funding formula percentages have been calculated and remain similar to last year.
- Waiting for Year End Financials from the accountant and expecting to hear back next week.
- Heard back from the RCMP, regarding the fraudulent cheques, they are continuing to investigate.
- The Financial Coordinator requested a break from preparing financial reports over July and August. The September report will reflect the summer months. The Board agreed to this request.

2.4.3.3 2024-25 Consolidated Budget Proposal

The Executive Director presented the 2024-25 Consolidated Budget Proposal to the Board. She noted that the budget is review and accepted in June for the LISC’s consideration over the summer. Once the LISC approves of the Industry and Membership revenue stream, the budget will be presented to the Board in September for final approval. Notes were reviewed in conjunction with budget numbers.

#6 Moved by Colin Cote AND CARRIED that the 2024-25 Consolidated Budget Proposal be accepted as presented and be presented to the LISC.

2.4.3.4 LICA Savings Account Proposal

The Executive Director presented the LICA Savings Account Proposal to the Board. The Board agreed with the recommendations. The Executive Director also asked for permission to have these minutes signed before the next Board meeting, in order to present them to Lakeland Credit Union to make these changes prior to September. These signed minutes will not be published or shared until after Board approval in September. The Board agreed.

#7 Moved by Murray Phillips and seconded by Duane Zaraska AND CARRIED that: LICA to open a new Locked Term Deposit Account, for a 1-year term, and transfer all funds from the LICA Platinum Account (number 538099257502) into the Locked Term Deposit Account. The LICA Platinum Account (number 538099257502) is to be closed once the transfer is complete. The Locked Term Deposit Account is to be named “LICA Locked Surplus” for online banking.

LICA to transfer \$30,000 from the Airshed Platinum Account (number 538099257528) into the above-mentioned new locked term deposit account. Once the transfer of funds is complete, LICA would like the Airshed Platinum Account (number 538099257528) to be converted into an Advantage Savings Account. The Advantage Savings Account is to be named “LICA Surplus” for online banking.

LICA to transfer all funds from the WPAC Platinum Account (number 538099257510) into the above-mentioned LICA Surplus Advantage Savings Account. The WPAC Platinum Account (number 538099257510) is to be closed once the transfer is complete.

3.0 **NEW BUSINESS**

3.1 **LICA Municipal Board of Directors Seat Rotation Proposal**

The Executive Director presented the LICA Municipal Board of Directors Seat Rotation Proposal to the Board. There are eight LICA Municipalities and four director seats. It was explained that this is a living document based on whether municipalities agree to appoint a representative for their designated term. It was recommended that the Town of Bonnyville remains a constant on the rotation since LICA's office is located in the town and it is important to have a consistent liaison on the Board of Directors to ensure activities within Town of Bonnyville are known.

One Board member suggested that if Municipality Directors cannot attend a meeting, then their alternate should be asked to attend. A discussion was held regarding recent challenges with consistent attendance and the Board decided to update the Board and Committee Member absence policy to be more specific with the ramifications of when 3 consecutive absences occur with appointed members. It was discussed that if a municipality has three consecutive absences, then they should be removed from the rotation and the next municipality on the rotation would have the opportunity to fill that seat.

As the Board will not be meeting until September and the Executive Director will be seeking re-appointments to the Board of Directors in August, the Officers were assigned to review and make the changes to this policy on behalf of the Board of Directors. This policy will be brought to the Governance Committee in the Fall for their information.

#8 Moved by Duane Zaraska AND CARRIED that the LICA Municipal Board of Directors Seat Rotation Proposal be accepted as presented, including:

- **LICA to include one consistent sector-appointed municipal board seat (Town of Bonnyville) and three alternating seats on a 2-year rotation for the remaining municipal members.**
- **Municipal Members included on the schedule would also have the opportunity to participate on committees for that year.**

#9 Moved by Louise White AND CARRIED to update Policy 1.17 *Review of Absences of Directors and Committee Members* to include:

- **After two consecutive absences of Board appointed members, a warning letter will be sent. In addition, after three consecutive absences a termination letter will be sent and the seat will be revoked until the next rotation.**

4.0 **ACTION LIST**

4.1 **Follow-up on action list**

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

The Executive Director reviewed the action list for May 25, 2023.

5.0 UPCOMING MEETING DATES

5.1 Board Meeting – September 28, 2023

5.2 Annual General Meeting- October 5, 2023 (Lac La Biche)

6.0 ADJOURNMENT

The meeting adjourned at 11:50 a.m.

#9 Moved by Duane Zaraska AND CARRIED that the meeting is adjourned.

Approved on: _____
Date

Signature

DRAFT

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	A		
Robert Machatis	✓	✓	✓	✓	✓	A	A	✓	✓		
Leo Paquin	A	A	✓	✓	✓	TC	✓	✓	✓		
Nikole Andres	A	A	TC	✓	✓	✓	✓	✓	A		
Wayne Bamber	✓	✓	✓	✓	✓	TC	A	TC	✓		
Shawn Elgert	TC	TC	TC	TC	TC	TC	TC	TC	TC		
Hannah Smith	A	A	TC	-	-	-	-	-	-		
Xiaofeng Will Wang	-	-	-	✓	A	A	A	A	TC		
Abdi Siad-Omar	A	A	A	TC	A	TC	A	A	TC		
Murray Phillips	✓	✓	TC	✓	✓	A	✓	✓	TC		
Phil Kushnir	A	A	✓	A	✓	-	-	-	-		
Kayla Blanchette	-	-	-	-	-	✓	A	✓	A		
Vicky Lefebvre	TC	TC	TC	TC	A	TC	TC	TC	TC		
Lorin Tkachuk	A	A	A	A	TC	A	A	A	A		
Contractors											
Michael Bisaga		✓	✓	✓	✓	✓	✓	✓			
Kayla Hellum		✓	✓		✓	✓	✓	✓	✓		
Lily Lin		✓	✓	✓	✓	✓	✓	✓	✓		
Education & Outreach Coordinator			✓	✓	✓	✓	✓	✓	✓		

NOTE:

✓ = Present

TC = Telephone/Video Conference

A = Absent from Meeting



LICA
ENVIRONMENTAL STEWARDS

Lakeland Industry and Community Association

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LICA Board of Directors Meeting
LICA Boardroom and via Microsoft Teams
Thursday, June 15, 2023
9:00 a.m. – 12:00 p.m.

8:40 a.m. - Board of Directors Group Photo at the Notre Dame Highschool living green wall.

Directions: The address is 5006 49 Ave. Enter the school through the main doors and Voila! Kristina will be there to greet everyone.
Please do not wear green or brown as you will blend into the wall!

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	CALL TO ORDER		
	1.1	Traditional Acknowledgement	Amanda	
	1.2	Member Introductions	All	
	1.3	Vision, Mission, and Values	Amanda	
	1.4	Attendance	Amanda	For Review
9:10	1.5	Approval of Agenda		
		1.5.1 June 15, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.6	Approval of Minutes		
		1.6.1 May 25, 2023 – Board Meeting Minutes	Amanda	For Decision
	2.0	ONGOING BUSINESS		
9:20	2.1	Education and Outreach Coordinator Report	Stephanie	For Information
9:35	2.2	Manager of Environmental Monitoring Programs Report	Mike	For Information
9:50	2.3	Environmental Coordinator Report		
		2.3.1 LICA’s Little Environmental Stewards Proposal	Kayla Kayla	For Information For Ratification
10:05	2.4	BREAK Administration		
10:15		2.4.1 Executive Director’s Report	Kristina	For Information
10:25		2.4.2 2023-24 Strategic Plan Q1 Progress Report & Summary	Kristina	For Information
		2.4.3 Financial Reports		
10:35		2.4.3.1 Accounts Receivable Report to June 6, 2023	Maria	For Information
10:40		2.4.3.2 Finances to Date May 31, 2023	Maria	For Information
10:50		2.4.3.3 2024-25 Consolidated Budget Proposal	Kristina	For Decision
11:10		2.4.3.4 LICA Savings Account Proposal	Kristina	For Decision

	3.0	NEW BUSINESS		
11:30	3.1	LICA Municipal Board of Directors Seat Rotation Proposal	Kristina	For Decision
	4.0	ACTION LIST		
11:50	4.1	Follow-up on Action List 4.1.1 May 25, 2023, Board of Directors Meeting	Amanda	For Review
	5.0	UPCOMING MEETING DATES		
11:55	5.1	Board Meeting – September 28, 2023	Amanda	For Information
	5.2	Annual General Meeting- October 5, 2023 (Lac La Biche)	Amanda	For Information
12:00	6.0	ADJOURNMENT	Amanda	For Decision



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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

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 pm*)
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 15th 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 15th 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
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 June 6th, 2023

Program and Event Analytics 2023 - 2024					
Synergy		Watershed		Airshed	
Audience Reached	755	Water School Programs	36	Air School Programs	0
Community Events	3	X-Stream Science	0	CARS	0
LICA Workshops/Events	5	Stream of Dreams	1		
Contests	1	Vermicompost Bins	59		
Youth & Summer Programs	0				
Little Green Thumbs	0				

Recent Meetings and Events

- May 23rd & 24th – WPAC Meeting and X-Stream Science Training in Camrose
- May 29th to June 5th – Stream of Dreams in Lac La Biche
- June 4th – Lac La Biche Environment Week Launch Party
- June 5th – Stream of Dreams Installation in Lac La Biche

Community Workshops

- June 4th – LICA attended the Lac La Biche Environment Week Launch Party to host a booth. Approximately 50 community members engaged with our booth. 8 individuals signed up for KOLB.
- June 21st & 22nd – LICA will be hosting a booth Bonnyville Oil and Gas Show.
- Industry Talks will resume in Fall 2023.

School Programming

- Only a few school programs remain for the year – 4 Watershed based, & 1 Airshed based.
- X-Stream Science programs have begun. Le Goff School, BCHS, and Cold Lake Junior High School participated this spring.
- Notre Dame invited us to attend a “Creepy Crawlies” field trip on June 13th – Stephanie and Kayla will be heading to Muriel Lake to facilitate bug-related activities for approximately 70 Grade-4 Students.
- New curriculum programming is in progress.

Summer Programming

- Summer programming is in progress. We currently have 10 youth-based summer programs scheduled.
- Cows and Fish will be attending August 9th and 10th for a two-day workshop.

Professional Development

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

Community Garden

- We hosted a workday on the afternoon of Thursday June 8th.
- 7 plots have been planted with donated seeds and seedlings. These plots will be harvested for donation to the food bank.
- At least 15 plots have been rented out by individuals so far. Due to the number of empty plots, we have allowed gardeners to rent more than the usual maximum of 2 plots.

Social Media

Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-day period)	Page Views
Facebook					
Apr 18 – May 15 Insights	799	969	5500	432	112
May 16- June 5 Insights	806	946	6100	506	114
Instagram					
Apr 18 – May 15 Insights		534	494	149	16
May 16- June Insights		536	489	129	12

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
YouTube				
Apr 18 – May 15 Insights	7	7	0.0	4
May 15- June 7 Insights	7	6	0.0	4

Social Media Definitions	
Platform	Using websites and applications to communicate informally with others, find people, and share similar interests. Allows users to directly connect with one another through groups, networks, and locations.
Likes	The number of likes of your Facebook Page.
Followers	The number of accounts that started following your Instagram account.
Reach	The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.

Engagement	The number of reactions, comments, and shares on your posts.
Page Views	The number of times your page (profile) was visited.
Subscribers	The people or accounts that are subscribed to your channel.
Impressions	How many times your video thumbnails were shown to viewers. Includes only impressions on YouTube, not on external sites or apps.
Watch Time:	Channel watch time compared with the previous period. This includes public, private, unlisted, and deleted videos.
Video Views	Channel views compared with the previous period. Over time, this can help you spot high-performing videos, anticipate seasonal changes, and determine when to upload new videos. This includes public, private, unlisted, and deleted videos.

Upcoming Meetings and Events

- June 10th – Muriel Lake Basin Management Society Highway Cleanup
- June 19th & 20th – Adobe InDesign II Course
- June 21st & 22nd – Bonnyville Oil and Gas Show
- June 23rd to June 28th – Steph on Holidays
- July 4th, 11th, 18th, 25th – FASD Summer Camp Programming
- July 14th – Mad about Science in Lac La Biche
- July 18th, 19th & August 12th – 4-Wing MFRCS Youth Programming
- July 24th – St. Paul Summer Reading Program Youth Workshop
- August 9th & 10th – Cows & Fish Riparian Health Workshop
- August 16th – 21st – Stephanie in Saskatoon

Environmental Monitoring Programs

June 15th 2023, Board of Directors Update

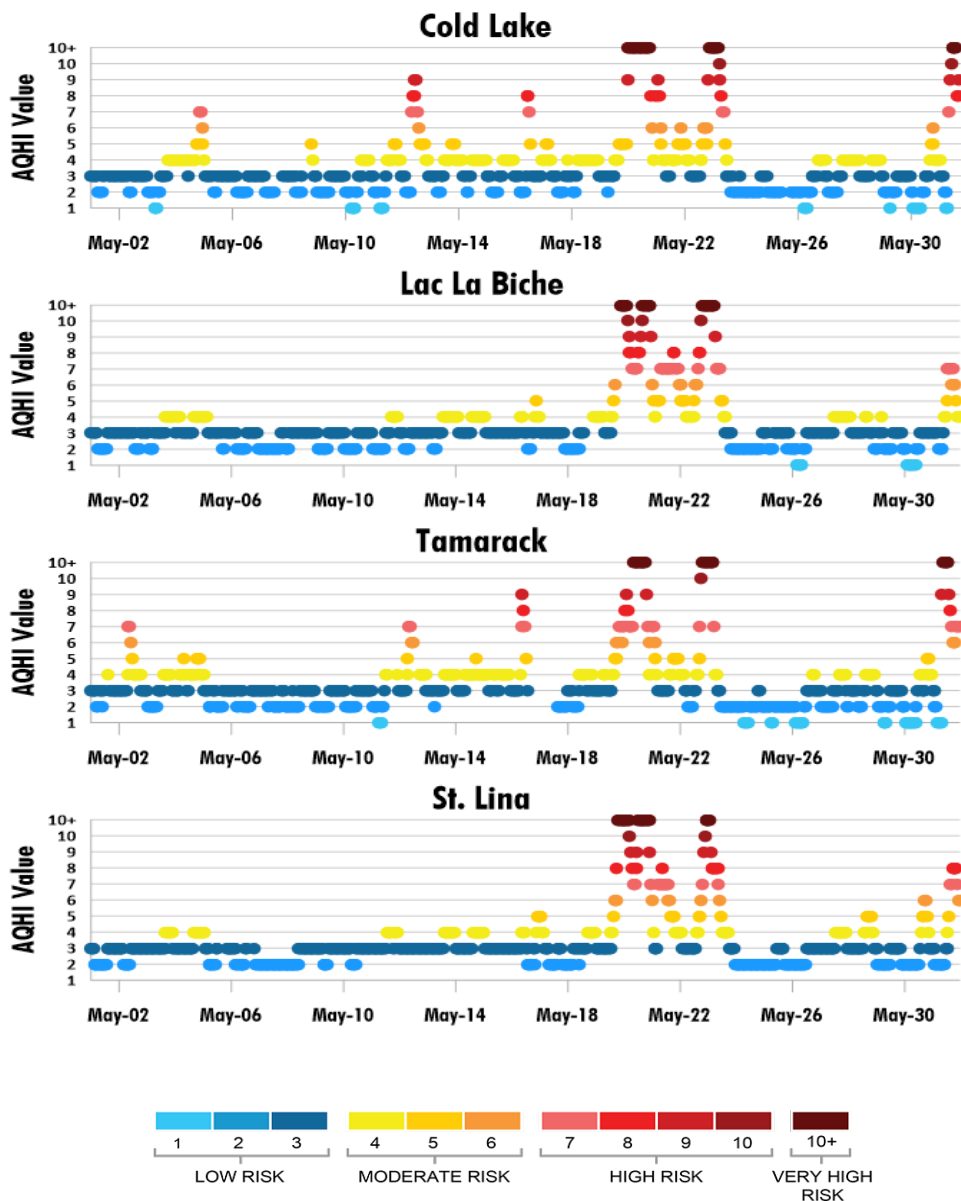


Routine Operations & Reporting

Air Quality Health Index, PM_{2.5} Exceedances, and Wildfire

Smoke: Wildfire smoke caused sustained high and very high risk air quality health index (AQHI) ratings over several days in May. At nearly 300 exceedances of the particulate matter (PM_{2.5}) Objectives and Guidelines recorded across the entire LICA network, it was the highest number of PM_{2.5} contraventions that LICA has ever reported to EPA over the course of a month. With hot, dry conditions persisting over much of Western Canada, wildfires continue to burn in Alberta and neighbouring Provinces. It is possible that we may experience smoky conditions for much of this summer.

These charts show the AQHI ratings from May 1 – 31, 2023 at LICA's 4 continuous monitoring stations.

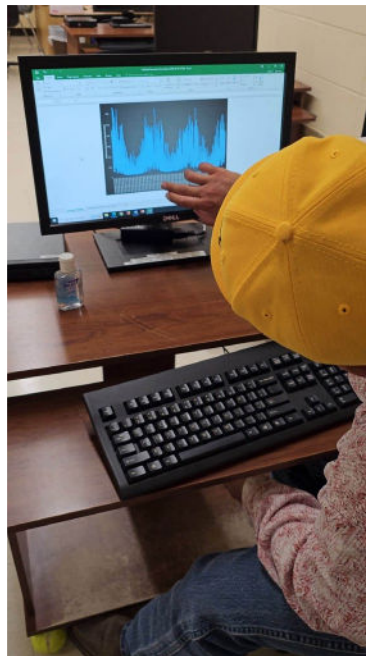


Special Projects and Other Updates

St. Francis Xavier University (StFX) Methane Monitoring Study: Discussions are ongoing with StFX regarding their multi-year methane emissions study. Staff are anticipating representatives from the University will visit LICA's stations in late June to assess feasibility of co-deployment. Tentatively, the Cold Lake and St. Lina monitoring station are of interest to researchers for this project.

Portable Air Monitoring System (PAMS) relocation: The PAMS has been monitoring air quality in Lac La Biche since May 2022. LICA's practise has been to relocate the station approximately every 24 months. At this time, staff are notifying the LICA Board of Directors of our intention to solicit feedback on relocation options starting in fall 2023; once the relocation options are assessed, site selection and ground truthing will occur over the winter months in preparation for a spring 2024 move.

University nuhelot'jine thaiyots'j, nistameyimâkanak Blue Quills (UnBQ): Staff delivered instructional services from May 23-26 for UnBQ's Community Based Environmental Monitoring Training (CEMT) Program. Overall, it was a rewarding experience and students were grateful for the knowledge and experience shared throughout the classroom, field, and computer lab components.



Arrival of Acid Deposition Monitoring Equipment: Unfortunately, some of the equipment was damaged in transit from Europe to Bonnyville. Staff are working with suppliers to resolve the issue; replacement parts will be sourced from local vendors to minimize any further delays in deployment.

Michael Bisaga
Monitoring Programs Manager
monitoring@lica.ca

Lily Lin
Data and Reporting Specialist



Environmental Coordinator Programs Update

June 15, 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:
 - To support IWMP Implementation with youth.
 - See Agenda Item 2.3.1, for Ratification.
- The Executive Director of ALMS and the President of MLWS shared Shona Derlukewich's contact who is a Fisheries Biologist. Shona conducts fisheries work privately and with the Federal Government. I am currently looking into the possibility of hosting a Fisheries Workshop with Shona to increase knowledge and understanding of fish in the LICA region. She has also written a Fish ID book that can be purchased to support IWMP Implementation. Fisheries and an increase in educational resources were identified as priorities by the LWC. Fisheries workshops are not endorsed or promoted through DFO, this is Shona's private business.
- As the first quarter committee meeting was held in April, an email update to the Committee will be sent at the end of June to update LWC on project planning prior to the summer.

Watershed Planning & Advisory Council (WPAC) Managers

- 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)

- As previously approved, 10 lakes will be sampled during the 2023 season.
- A volunteer is needed for Moose Lake. If you are interested in assisting with your boat, please let me know and I will connect you with ALMS.

Citizen Science: CreekWatch

- CreekWatch is currently being promoted to determine volunteer groups and creeks of interest to sample for the 2023 season.

Water Stewardship Groups:

Muriel Lake Basin Management Society:

- Annual Highway Cleanup: Volunteers are needed!
 - Details: June 10th. Meet at 56 Elk Road (south side of the lake), in front of lot 56, at 9 am for a brief tailgate safety meeting. This is a family-friendly event, and the only requirement is wearing closed-toed footwear. Hi-Visibility vests and garbage bags will be provided. Gloves are recommended.
- Annual General Meeting: August 12, 2023, @ 11 am, Muriel Lake MD Campground.

Moose Lake Watershed Society:

- Due to a lack of attendance at the May 25 meeting, elections for Board positions could not take place. On June 20, 2023, another meeting will take place in an attempt to hold elections.
- If anyone is interested in joining the Moose Lake Watershed Society, please email Kellie @ mooselakewatershed@gmail.com, they are in need of members!
- A Blue-green Algae Health Advisory was issued to Moose Lake on June 2, 2023. This was shared with MLWS, the LICA membership and on LICA's social media.

Community Concern/Inquires:

- **May Board Meeting Question:** Does AHS conduct ongoing monitoring at Lakes following an advisory? Can the lake be used recreationally for the season with an advisory? (Question stemming from Muriel Lake Advisory).
- **Answer from AHS:** AHS is continuing to monitor Muriel Lake. However, once a BGA advisory is put in place, it remains for the whole season. Blue-green Algae can come and go quickly. If there is no visible bloom in the water, it can still be used for recreation even if an advisory is in place.
 - For more information provided by AHS, on Blue Green Algae advisories, click [here](#).
- LICA received an inquiry from a Lethbridge College senior (originally from Bonnyville) regarding data on Moose Lake. She plans to complete her senior project for environmental management on the toxic algae blooms at Moose Lake. To assist her study, I provided relevant water quality and riparian health reports, advised her of the ALMS LakeWatch monitoring, and recommendations outlined in the IWMP. I also shared the MLWS Presidents' contact so that she may connect them as well.
- **Tucker Lake Weir:**
 - Community concern has been received about fish fatality at the Tucker Lake weir. Fish travel into Jackfish Creek for spawning, but due to low water levels at the weir, fish are unable to return to the Lake and therefore do not survive.
 - I conducted a site visit of the Tucker Lake weir to determine the flow into Jackfish Creek and if fish could be seen. The remains of four fish; two Northern Pike and suspected two Yellow Perch were found stuck within the rocks of the weir.

- I reached out to Shona as a Fisheries Biologist with the Federal Government, regarding this fish passage issue, to see if she had any advice.
- Shona reviewed the file that they have on the rock weir and has contacted their Occurrence Team to conduct a review. They will get back to me with their findings.
- Please find photos taken on May 29, 2023, at the end of this report.

Additions & Summer Events:

- May 29 – June 2: Stream of Dreams in Lac La Biche
- June 10: MLBMS Highway Cleanup
- June 11: MLBMS Meeting
- June 13: Muriel Lake School Field Trip (Assist E&O)
- June 15: LICA Board of Directors meeting
- June 20: ABMI Information and Engagement Session – WPAC/AWC
- June 20: MLWS Meeting
- June 21-22: Bonnyville Oil & Gas Show
- July 11-12: WPAC Manager Meeting & Drought Workshop Training
- July 16: MLBMS Meeting
- July 18: LICA Staff Meeting
- July 26-27: CABIN Training
- August 9-10: Tentative Dates for Cows & Fish Workshop
- August 12: MLBMS AGM
- August 15: LICA Staff Meeting
- August 28-September 8: Kayla is on Vacation.



Tucker Lake Weir, May 29, 2023. Photos above are taken within the rocks of the weir and show the remains of two suspected Yellow Perch and one of two Northern Pike found.

☀️ *Have a great summer!*
 Kayla Hellum, LICA Environmental Coordinator



Environmental Coordinator Programs Update

June 15, 2023, Board of Directors Meeting

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

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Citizen Science: CreekWatch

- CreekWatch is currently being promoted to determine volunteer groups and creeks of interest to sample for the 2023 season.

- Buffalo Lake Métis Settlement has scheduled an afternoon to sample Amisk Lake Creek that flows through their community.
- Kikino Métis Settlement has expressed interest in taking part in CreekWatch, also.

Water Stewardship Groups:

Muriel Lake Basin Management Society:

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- Please find photos taken on May 29, 2023, at the end of this report.

Upcoming Grant Funding:

The following grant opportunity is currently available and is in alignment with IWMP Implementation as its focus is aquatic invasive species.

Aquatic Invasive Species Prevention Fund

- Applications are accepted until August 31, 2023.
- This grant would fund a project for the monitoring and prevention of aquatic invasive species.
- With the growing concern of aquatic invasive species in Alberta, increasing efforts to educate, prevent and monitor in the Beaver River watershed is very important.

Additions & Summer Events:

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Have a great summer!
Kayla Hellum, LICA Environmental Coordinator



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 – 1st Stations.

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

12:30- 1:30 pm – 2nd Stations.

1:30- 2:30 pm – 3rd 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
Development and Execution	LICA Staff Salary
Resources from Acorn Naturalist (As listed above)	\$904.40
Additional Cost for Resource Printing (IWMP Implementation)	TBD
LLES Promotional Swag	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>

Executive Director's Report – June 2023

June 8, 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

- A meeting was held with EPA on May 29th, to better understand the implications of the OSM funding hold-back conditions within the Deposition workplan. Although LICA is not responsible to complete deliverables with these conditions, we will continue to meet with EPA to stay current with the situation, as the deadline to meet these conditions is June 30th. Currently, based on conversations, I am confident that the conditions will be met. In relation to other non-funding holdback-related workplan conditions, the Manager of Environmental Monitoring Programs is working closely with EPA to ensure they are met prior to their deadlines. This includes developing a 5-year OSM Deposition workplan proposal, which includes OSM objectives and estimated budgets.
- LICA has received payment for one of the OSM fourth-quarter invoices. Payment for the second invoice is expected to be paid within the next week.
- LICA received confirmation on May 26th, that we are the recipient of the Canada Summer Jobs Program Grant, effective May 1, 2023, for 8 weeks. The necessary reporting was conducted within the designated timeframes. As planned, LICA will continue to pay for the position past the 8 week approved timeline.
- 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 requests were sent on May 3rd with a response deadline of June 9th. Once received, funding formula percentage letters will be sent to our industry partners prior to June 30th.
- The 2024-25 Consolidated Budget Proposal will be presented to the Board at the June 15th meeting for acceptance. Once accepted, the Budget Proposal will be forwarded to LISC for approval.

Additional Updates:

- Work continues to complete the WPAC and AEG Grant final reports that are due no later than June 30, 2023. These reports are currently under review by the Officers. A few noteworthy items within the final reporting includes:
 - A minor reporting error was identified in the 2021-22 fiscal year, where carry-over amounts within the report were rounded to the nearest dollar, rather than to the cent. This means that LICA's actual surplus as of March 31, 2023 is \$608.72 within the WPAC Grant and \$0.18 within the AEG, which has been reflected within both final reports and Schedule C budgets.
 - In the 2019-20 interim report letters submitted to the GoA, LICA did not report the carry-over amounts from the previous Grant Agreement. In an effort to provide the most accurate information, these totals have been included within the final reports with supporting documentation.
- Preparations continue for the Bonnyville Oil and Gas Show on June 21- 22, 2023.
- With support from LICA staff, I've finalized LICA's Strategic Plan Q1 Progress Report to be presented to the Board in June.

- A letter was sent to LICA's Board Members, Lorin Tkachuk and Duane Zaraska, regarding their consecutive absences.
- LICA's Summer Student, Morgan Gillis continues to demonstrate a strong work ethic, as she assists with the preparation of E&O programming and the development of LICA informational materials! She is currently working between 14-16 hours per week while she remains in school for the month of June and will transition to 32 hours per week in July-August.
- In efforts to support LICA's Education and Outreach, I assisted with delivering the Stream of Dreams program in Lac La Biche on May 31 – June 1, 2023.
- A student from the Lethbridge College Ecosystem Management Bachelor's Degree Program contacted LICA seeking assistance with their senior project of Moose Lake health data collection, specifically related to the blue-green algae blooms. The objectives are to figure out when a bloom happens this summer and monitor different water parameters (i.e., temperature, pH, light intensity, and phosphorus/nitrogen levels) to see what the levels are when the water becomes most hazardous to pets. In addition, they would like to assess the riparian health around the lake. The Environmental Coordinator provided the student with related data resources (LICA's Riparian Health Assessments, IWMP, ALMS LakeWatch report, etc.) and directed them to contact the Moose Lake Watershed Society for more information.
- Two EPA representatives, the Airshed and Watershed Resource Manager and Senior Advisor, reached out with interest in attending LICA's Annual General Meeting. Information regarding the meeting was shared and a formal invitation will be delivered.
- Kellie Nichiporik provided notification of her retirement at LARA, effective May 31, 2023. The new Executive Director is Alyssa Krawchuk.

Upcoming Meeting Dates:

- June 12th: AAC Annual General Meeting and Board Meeting
- June 14th: Meeting with Telus regarding current services & opportunities for cost-savings
- June 20th: Meeting with Pathways Alliance to discuss their annual work plan and vision and to better understand regional environmental needs
- June 21-22nd: Bonnyville Oil and Gas Show
- June 22nd: Parkland Airshed Management Zone (PAMZ) Annual General Meeting
- June 22nd: South East Alberta Watershed Alliance (SEAWA) Annual General Meeting
- July 11th – WPAC Managers Meeting

Respectfully submitted,

Kristina Morris, Executive Director, LICA – Environmental Stewards



LICA
ENVIRONMENTAL STEWARDS

2023/2024 – Q1

STRATEGIC PLAN
PROGRESS REPORT



Photo Credit: Hannah Pelchat

BACKGROUND

This report is to provide an overview of the first quarter of LICA's achievements in the 2023-2024 fiscal year. Included within this report is a progress summary of LICA's four Strategic Directions articulated in the 2023-2028 Strategic Plan and completed targets outlined in the 2023-2024 Core Operational & Program Work Plan.

VISION

The Environment in the LICA region is ecologically healthy and sustainable

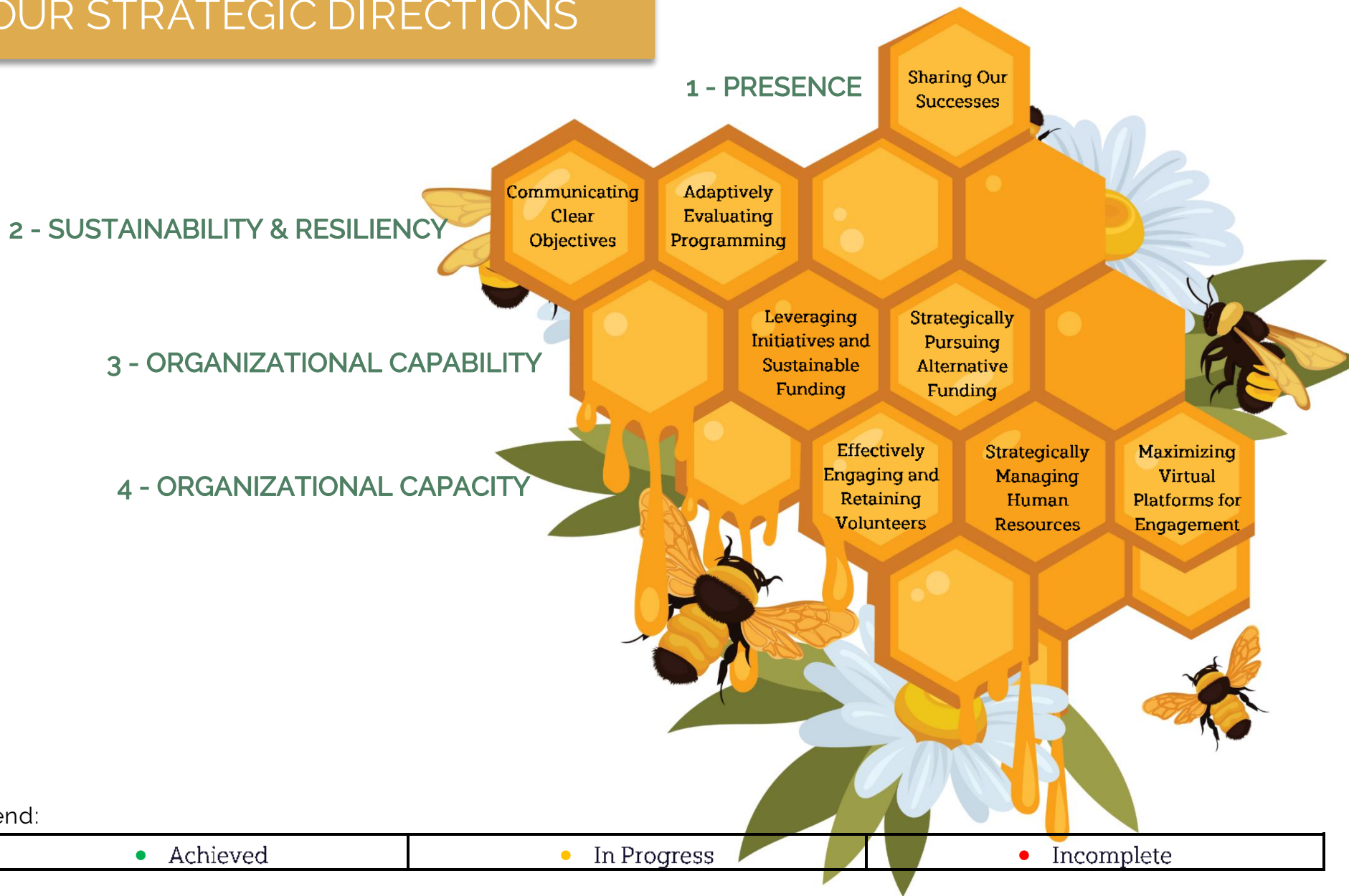
MISSION

LICA collects, shares and acts upon credible data, Indigenous Knowledge, and information relevant to the environment. This will be achieved through scientific study, community engagement, and meaningful partnerships.

VALUES

- We connect stakeholders and promote community involvement
- We provide timely, defensible, and accessible data
- We educate the community, advocating for environmental stewardship
- We responsibly manage our resources to achieve our vision and mission

FOUR STRATEGIC DIRECTIONS



PRESENCE

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

1.1 Increase Presence and Credibility in the LICA Region

STRATEGY	TARGET	PROGRESS	WORK PLAN
1.1.1 Expand LICA Membership	Make Membership forms easily available and accessible to all stakeholders.	<ul style="list-style-type: none"> Online membership registration is promoted on our Facebook Page and an electronic sign-up form is available on the LICA website. 	WPAC AEG
	Engage municipalities within the LICA Region in efforts to increase the awareness and presence of LICA.	<ul style="list-style-type: none"> Municipalities have been invited to our industry talks and lunch n' learns. Each municipality was provided with a hard copy of the Beaver River IWMP, Summary of Key Contents document, and LICA IWMP promotional items to promote awareness of the Plan. 	WPAC AEG
	Enroll at least 20 new LICA members.	<ul style="list-style-type: none"> Since March 31, 2023, LICA has enrolled one new member. 	WPAC AEG
1.1.2 Host events that engage the community to collaborate on local environmental concerns	Work to implement the Beaver River IWMP.	<ul style="list-style-type: none"> The LICA Watershed Committee met on April 4, 2023, to discuss priorities and potential implementation projects for the 2023-24 fiscal year. 	WPAC
		<ul style="list-style-type: none"> All Stakeholders and Rightsholders located within the Beaver River watershed received a printed copy of the Final Beaver River IWMP and Summary of Key Content document. 	

1.1.2 Host events that engage the community to collaborate on local environmental concerns (cont.)	Work to implement the Beaver River IWMP. (cont.)	<ul style="list-style-type: none"> Promotional items to support IWMP awareness to aid in implementation were purchased and are being dispersed within the community and with decision-makers. 	WPAC
	Promote events and/or dialogue through online forums on social media and the LICA website.	<ul style="list-style-type: none"> LICA's Community Garden Facebook Group has 58 followers. A total of two posts were made in the Facebook group in the first quarter. LICA maintains a minimum frequency of four posts per week on Facebook and one post per week on Instagram. These posts range from educational information, LICA programming, advertisements for local events and those hosted by other WPACs/Airsheds, and health/smoke advisories to the public. 	WPAC AEG
	Circulate surveys to members to identify topics of interest and feedback on LICA programs.	<ul style="list-style-type: none"> LICA makes every effort to circulate feedback evaluation forms for all its workshops and presentations to measure successes and identify areas to improve in the future. Evaluation forms are provided in a variety of formats, including online surveys and physical print copies. 	WPAC AEG
1.1.3 Participate in community events focused on environmental stewardship	Attend at least five community events offered by different municipalities to promote the LICA vision and mission.	<ul style="list-style-type: none"> LICA held booths at the FCSS Cold Lake Volunteer Day (April 21st, 2023) and FCSS Bonnyville Discovery Day (May 6th, 2023) 	WPAC AEG
		<ul style="list-style-type: none"> LICA held a booth at the Lac La Biche Environment Week Launch Party on June 4th, 2023, in conjunction with the KOLB Campaign kick-off. Roughly 50 community members engaged with the LICA booth. 8 individuals signed up for KOLB. 	
		<ul style="list-style-type: none"> LICA held a booth at the Bonnyville Oil & Gas Show on June 21-22, 2023, where members of the public were able to learn more about LICA's watershed and airshed initiatives. 	
1.1.4 Make meetings open to the public	Maintain an up-to-date calendar on the LICA website with upcoming meeting dates.	<ul style="list-style-type: none"> All LICA meeting dates and events are published on the LICA website calendar at www.lica.ca with the meeting link information included. 	WPAC AEG

1.1.4 Make meetings open to the public (cont.)	Disseminate meeting materials to LICA members who have identified an interest in participating in LICA meetings.	<ul style="list-style-type: none"> LICA Board and Committee meeting agendas and supporting documents are sent electronically to all appointed and interested LICA members one week in advance of each meeting. Additionally, anyone may request to be added to the email distribution list of the LICA Board or Committees to receive information and meeting invitations. 	WPAC AEG
1.1.5 Develop and disseminate communication materials on relevant topics	Develop and disseminate quarterly newsletters.	<ul style="list-style-type: none"> The Spring Newsletter was disseminated on May 1, 2023, which highlighted LICA's Vermicomposting Workshop, Winter Bird Monitoring Program results, Acid Deposition Monitoring sampling methods, and a section to get to know LICA staff members. 	WPAC AEG
	Develop and disseminate the LICA Annual Report to all LICA members and publish it on the LICA website.	<ul style="list-style-type: none"> Development of the LICA 2022-23 Annual Report is underway, with an anticipated completion date of August 2023. 	WPAC AEG
	Update and publish the Introduction to LICA animated video on the LICA website, social media, and YouTube Channel.	<ul style="list-style-type: none"> Development of the LICA 2022-23 Introductory Video is underway, with an anticipated completion date of August 2023. Once complete, the video will be updated on the LICA website, YouTube channel, and distributed with the AGM invitations in September 2023. 	WPAC AEG
	Examine between year differences in passive air quality results i.e., bubble and isopleth maps.	<ul style="list-style-type: none"> The annual technical report and annual community report both contain different representations of year over year differences in air quality pollutants. 	AEG OSM
	Develop and publish a multi-year monitoring report.	<ul style="list-style-type: none"> LICA finalized its Cold Lake Long-Term Soil Acidification Monitoring Report. This report summarized 2021 soil acidification parameters using descriptive statistics and analysis of variance at the Cold Lake Long-Term Soil Acidification Monitoring site. These data were used to determine if there are significant difference between sampling periods (1982 to 2021) and suggests that slow acidification may be occurring. 	OSM

1.1.5 Develop and disseminate communication materials on relevant topics (cont.)	Publish and deliver Air Quality presentations and other data visualizations.	<ul style="list-style-type: none"> New visualizations of active and deposition air monitoring data are being prepared for use in the Annual Report and other LICA publications. 	AEG
	Publish an interim report to summarize the Portable Air Monitoring System (PAMS) Lac La Biche Air Quality Monitoring Project.		AEG
	Post and update information regarding the Integrated Watershed Management Plan (IWMP) on the LICA website.	<ul style="list-style-type: none"> Updates regarding the Beaver River Integrated Watershed Management Plan are added to the LICA Website as required. 	WPAC
	Post and update information regarding the Acid Deposition Monitoring Program Expansion Plan on the LICA website.	<ul style="list-style-type: none"> Reference materials and other documents used to support the work of the Acid Deposition Monitoring Program Expansion Committee (ADMPEC) are uploaded to the LICA website. The documents include Terms of References, meeting minutes meeting supporting materials, policy documents, scientific studies and journal articles, and monitoring methods. 	OSM

1.2 Promote the LICA Vision and Mission Beyond the LICA Region

STRATEGY	TARGET	PROGRESS	WORK PLAN
1.2.1 Participate in events of other Alberta WPACs and Airsheds when possible	Participate in at least one project or event with another WPAC in Alberta.	<ul style="list-style-type: none"> The Education and Outreach Coordinator participated in X-Stream Science training day, and in-person E&O meeting with several WPACS in Camrose, on May 23rd and 24th, 2023. 	WPAC
		<ul style="list-style-type: none"> The Education and Outreach Coordinator participated in Caring for Our Watersheds project proposal preliminary judging. This project wrapped up in May 2023. 	
		<ul style="list-style-type: none"> The Environmental Coordinator attended an Alberta Biodiversity Monitoring Institute (ABMI) Information and Engagement session with the WPAC and AWC community. 	
	Participate in at least one project or event with another Airshed in Alberta.	<ul style="list-style-type: none"> The Education and Outreach Coordinator and Manager of Environmental Monitoring Programs joined the Alberta Airsheds Council's Innovative Air Education Program. This program's objective is to reduce urban transportation emissions through education. 	AEG
		<ul style="list-style-type: none"> The Manager of Environmental Monitoring Programs and the Data and Reporting Specialist attended the Alberta Airsheds Council – Technical Committee with other Airshed representatives and EPA representatives on April 19, 2023. The Committee meets at least twice a year to share operational experiences and discuss implementation of new air monitoring policies and regulations. 	
	Participate in the WPAC Manager meetings.	<ul style="list-style-type: none"> The Environmental Coordinator attended the WPAC Manager's meeting on April 12, 2023, and the WPAC Manager/ E&O Committee Governance meeting on May 16, 2023, virtually. 	WPAC

1.2.1 Participate in events of other Alberta WPACs and Airsheds when possible (cont.)	Represent LICA on the AAC Board of Directors.	<ul style="list-style-type: none"> The Executive Director represents LICA on the AAC Board of Directors and is supported by the Manager of Environmental Monitoring Programs. 	AEG
1.2.2 Participate in the WPAC Summit and annual Synergy Alberta Conference	Attend the annual Synergy Alberta Conference.		
	Attend the WPAC Summit.	<ul style="list-style-type: none"> The WPAC Summit is tentatively set for October 12-13, 2023 in Drumheller, AB. Once the details are released, LICA will extend an invitation for two staff and two board members to attend. 	WPAC
1.2.3 Provide input to the Alberta Water Council (AWC)	Provide feedback, input, and concerns to the AWC through the Alberta WPACs representative on the AWC Board of Directors.	<ul style="list-style-type: none"> LICA provides information, feedback, and concerns to the AWC through Steve Meadows, the Alberta WPAC representative on the AWC Board, as required. 	WPAC
1.2.4 Participate in the Alberta Airsheds Council (AAC)	Attend Alberta Airsheds Council meetings.	<ul style="list-style-type: none"> The Executive Director regularly attends AAC Board Meetings with the Manager of Environmental Monitoring Programs, as required. 	AEG
	Participate on AAC sub-committees as required.	<ul style="list-style-type: none"> The Data and Reporting Specialist and the Manager of Environmental Monitoring Programs participate in the Alberta Airsheds Council Technical Committee meetings. 	AEG
		<ul style="list-style-type: none"> The Education and Outreach Coordinator and Manager of Environmental Monitoring Programs participate in the AAC's Innovative Air Education Program Committee. 	
		<ul style="list-style-type: none"> The Manager of Environmental Monitoring Programs participates AAC Conference Planning Committee. 	
	<ul style="list-style-type: none"> The E&O Coordinator participates in the AAC Communications Committee on a monthly basis. 		

1.3 Improve Advocacy for Environmental Protection

STRATEGY	TARGET	PROGRESS	WORK PLAN
1.3.1 Support projects and collaborate on Water for Life-aligned initiatives with local Watershed Stewardship Groups (WSG)	Collaborate with at least one WSG on a joint initiative.	<ul style="list-style-type: none"> LICA staff attended the Muriel Lake Basin Management Society's annual highway cleanup to support their fundraising initiative to help raise funds for projects at Muriel Lake. 	WPAC
	Maintain partnerships with WSGs on ongoing projects and programs.	<ul style="list-style-type: none"> The Environmental Coordinator continues to provide support to WSG projects and programs, as needed. In this quarter, LICA is assisting the Moose Lake Watershed Society in the dissemination of its Moose Lake informational handbook. 	WPAC
1.3.2 Participate in local WSG meetings	Represent LICA in Moose Lake Watershed Society (MLWS) meetings.	<ul style="list-style-type: none"> The Environmental Coordinator represents LICA at MLWS meetings and provides support as requested. Meetings attended this quarter were May 25, 2023, and June 20, 2023. 	WPAC
	Represent LICA in Muriel Lake Basin Management Society (MLBMS) meetings.	<ul style="list-style-type: none"> The Environmental Coordinator represents LICA at MLBMS meetings and provides support as requested. Meetings attended this quarter include June 11, 2023. 	WPAC
	Participate in other local WSG meetings, if able.	<ul style="list-style-type: none"> The Environmental Coordinator has not been requested to attend other local WSG meetings during this quarter. 	WPAC
1.3.3 Support citizen science and community-based monitoring initiatives	Support and develop community-based monitoring projects, when applicable.	<ul style="list-style-type: none"> LICA is offering CreekWatch, a community-based water quality monitoring program, in the region to volunteer groups and organizations interested in monitoring specific creeks. 	WPAC
	Plan, organize, and implement at least one community Citizen Science Program.	<ul style="list-style-type: none"> On April 27th, the LICA Board of Directors accepted the recommendation that LICA offer CreekWatch as a Summer Citizen Science program to different volunteer groups and organizations interested in monitoring specific creeks. In the first quarter, this program has been posted on the LICA website, and advertised at two events where LICA held a booth. Posters have also been shared with organizations and indigenous communities/settlements within the region. 	WPAC

1.3.3 Support citizen science and community-based monitoring initiatives (cont.)	Plan, organize, and implement at least one community Citizen Science Program. (cont.)	<ul style="list-style-type: none"> ● Buffalo Lake Métis Settlement and Kikino Métis Settlement have both expressed interest in participating in CreekWatch during the 2023 season. 	WPAC
1.3.4 Engage local communities in environmental stewardship action	Partner with local WSGs and/or community members to expand LICA campaigns.	<ul style="list-style-type: none"> ● The Education and Outreach Coordinator collaborated with Healthy Waters Lac La Biche to bring Keep Our Lake Blue (KOLB) to Lac La Biche and surrounding lakes. 	WPAC
	Promote the KOLB campaign and guide other WSGs and WPACs.	<ul style="list-style-type: none"> ● LICA has partnered with Healthy Waters Lac La Biche to facilitate the KOLB Campaign in Summer 2023. Work is currently underway to promote the upcoming Campaign in the Lac La Biche area. 	WPAC
	Collaborate with Alberta Airsheds to implement an Air Quality Campaign in communities and/or businesses in the LICA region.	<ul style="list-style-type: none"> ● Discussion has begun with the Lac La Biche County to implement a Stop Needless Idling Campaign within the municipality. Further discussion is set to continue in Fall 2023. 	AEG

SUSTAINABILITY & RESILIENCY

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

2.1 Manage and Improve Organizational Operations

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.1.1 Maintain sub-committees for projects and programs as required	Maintain a standing Governance Committee (GC).	<ul style="list-style-type: none"> The GC meets on a quarterly basis and schedules additional meetings as required. A meeting was held on April 24, 2023. 	All
	Maintain a standing Education and Outreach Committee (EOC).	<ul style="list-style-type: none"> The EOC meets on a quarterly basis and schedules additional meetings as required. A meeting was held on May 8, 2023. 	WPAC AEG
	Maintain a working LICA Watershed Committee (LWC).	<ul style="list-style-type: none"> The LWC meets on a quarterly basis. A meeting was held on April 4, 2023. 	WPAC
	Maintain an ad-hoc Acid Deposition Monitoring Program Expansion Committee (ADMPEC).	<ul style="list-style-type: none"> The ADMPEC schedules meetings on an as-needed basis. A meeting was held on April 4, 2023. 	OSM
2.1.2 Use a consensus decision-making process for all LICA business	Ensure the continuity of consensus decision-making for all LICA business.	<ul style="list-style-type: none"> LICA’s Consensus Decision-Making Model is displayed in the board room to ensure process is followed during all LICA meetings. 	All
2.1.3 Develop and evaluate annual work plans	Develop annual work plans collaboratively with all LICA staff, contractors, and Officers, for Board approval.		All

2.1.3 Develop and evaluate annual work plans (cont.)	Complete quarterly Strategic Plan Progress Reports for the Board's review.	<ul style="list-style-type: none"> The first quarter Strategic Plan Progress Report was developed and presented at the June 15, 2023, Board of Directors Meeting. 	All
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2.2 Maintain a Sound Financial Management and Reporting Procedure

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.2.1 Develop annual budgets for all revenue sources	Review Strategic Budget annually to assess financial needs.	<ul style="list-style-type: none"> The 2023-24 Consolidated Budget was amended to include the increase in WPAC and AEG funding at the May 25, 2023, Board of Directors Meeting. 	All
		<ul style="list-style-type: none"> The 2024-25 Consolidated Budget was developed and presented to the Board for acceptance at the June 15, 2023, Board of Directors Meeting. 	
2.2.2 Secure funding required to implement work plans	Submit WPAC Operating Grant interim and annual reports by specified deadlines to ensure continuity of funding.	<ul style="list-style-type: none"> The WPAC grant multi-year agreement ending March 31, 2023, provided LICA with \$195,000 in WPAC administrative and operational funds per fiscal year. <ul style="list-style-type: none"> The 2022-2023 Interim Report was submitted prior to the April 15, 2023, deadline. The Final Report is currently under review and is expected to be submitted prior to the June 30, 2023, deadline. 	WPAC
	Submit Airshed Engagement Grant (AEG) interim and annual reports by specified deadlines to ensure continuity of funding.	<ul style="list-style-type: none"> The AEG grant multi-year agreement ending March 31, 2023, provided LICA with \$38,000 in airshed administrative and operational funds per fiscal year. <ul style="list-style-type: none"> The 2022-2023 Interim Report was submitted prior to the April 15, 2023, deadline. The Final Report is currently under review and is expected to be submitted prior the June 30, 2023, deadline. 	AEG

2.2.3 Manage finances in accordance with the Generally Accepted Accounting Principles (GAAP)	Complete monthly financial reports to present to the Board of Directors outlining expenditures from all revenue sources.	<ul style="list-style-type: none"> ● A comprehensive financial report is prepared and presented to the Board of Directors at each monthly meeting. The report includes a summary of outstanding accounts receivables and a detailed budget-to-actual report, which breaks down each source of revenue. 	All
2.2.4 Conduct an independent annual financial review	Contract a professional accountant to complete an annual financial review for the organization.	<ul style="list-style-type: none"> ● Work is on track with LICA's accountant, Baker Tilly (formerly Ross + Sylvestre), to complete the 2022-2023 financial review. 	All
2.2.5 Adaptively evaluate and improve the efficiency of LICA resources to ensure the organization's goals are achievable	Conduct assessment(s) on LICA resources to ensure the organization is adequately equipped to conduct business.	<ul style="list-style-type: none"> ● On May 25, 2023, the LICA Board of Directors approved contracting an HR Consultant to perform a compensation and benefits market assessment. Results from this assessment will be brought forth to the Board of Directors in September, along with suggested policy and strategies, in effort to maintain staff retention. 	All
2.2.6 Achieve organizational goals through the collaboration of LICA staff and Board members	Encourage active participation and discussion during LICA meetings by providing the Board and Committee meeting materials in advance of each meeting.	<ul style="list-style-type: none"> ● Electronic agendas and supporting documents are sent via calendar invitation to Board and Committee members one week in advance of meetings. The calendar invitation also includes a Microsoft Teams virtual meeting link and phone number to promote ease of accessibility. 	All
	Hold staff meetings monthly, at a minimum.	<ul style="list-style-type: none"> ● LICA staff members and contractors meet monthly to discuss current projects, share knowledge and information, and collaborate on upcoming work in alignment with the 2023-24 annual work plans. 	All
	Hold Officer meetings as needed.	<ul style="list-style-type: none"> ● The Executive Director schedules in-person meetings with the Officers and seeks input via email, as necessary. 	All

2.3 Maintain Sound Governance Practices

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.3.1 Continuously review and improve organizational bylaws, policies, and procedures	Engage Governance Committee for bylaw review and recommend amendments to the Board, as needed.	<ul style="list-style-type: none"> As per Policy 1.4 – Bylaws, it was determined that no changes to the bylaws were necessary for this fiscal year. As such, the Governance Committee did not conduct a review of LICA’s bylaws. 	All
	Review policies and procedures triennially at a minimum and amend as needed.	<ul style="list-style-type: none"> The review of 1/3 of all LICA policies is near complete for 2023. The anticipated completion date for this review will be in September 2023, prior to LICA’s Annual General Meeting. 	All
2.3.2 Conduct an annual review of the Strategic Plan	Hold an annual strategic planning session with the Board of Directors. Update the 5-year plan and strategic budget as required		All
2.3.3 Develop and maintain Terms of Reference for all committees and subcommittees	Develop and/or review Terms of Reference for all LICA Committees for Board approval.	<ul style="list-style-type: none"> Approved Terms of References are in place for the E&O Committee, the Governance Committee, the LICA Watershed Committee, and the ADMPE Committee. These documents will be reviewed upon the first committee meetings following the Annual General Meeting in October 2023. 	All
2.3.4 Host an Annual General Meeting to elect Board members and to inform the general membership of current LICA activities and initiatives	Hold an AGM and complete elections for the Board of Director positions.	<ul style="list-style-type: none"> Preparations for the AGM are underway. The Board of Directors has accepted October 5, 2023, from 6:00 pm – 8:00 pm, as the placeholder date for a face-to-face and virtual meeting. The AGM this year will be held in Lac La Biche. 	All

2.4 Adaptively Evaluate Programming

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.4.1 Adaptively manage and continuously improve education and outreach programs	Evaluate educational programs for effectiveness through teacher surveys and update programs based on feedback.	<ul style="list-style-type: none"> The Education and Outreach Coordinator sent teachers a survey via email following any/all in-classroom presentations. An end-of-year feedback survey was also provided to teachers who received LICA presentations in the 2022-2023 school year on June 16, 2023. 	WPAC AEG
	Ensure classroom presentations are curriculum-aligned and updated as required.	<ul style="list-style-type: none"> All of LICA's classroom presentations align with the current Grade K-6 curriculum. The Education and Outreach Coordinator also frequently communicates with teachers to ensure materials align with lesson plans. Classroom presentations will be reviewed in the second quarter prior to the 2023-2024 school year, to ensure they align with the newly implemented curriculum. 	WPAC AEG
2.4.2 Ensure monitoring results are accessible to the public	Make water monitoring results and reports publicly available on the LICA website and social media.	<ul style="list-style-type: none"> As reports are completed, they are uploaded and available under the Resource tab on the LICA Website. Within the first quarter, the 2022 LakeWatch report was disseminated to the LICA Membership and published on the LICA Website. 	WPAC
		<ul style="list-style-type: none"> Water monitoring and Health Advisories from AHS pertaining to Blue Green Algae are shared with the LICA membership and on social media. 	
	Provide ambient air data and pollutant concentrations in populated areas needed to calculate the Air Quality Health Index (AQHI).	<ul style="list-style-type: none"> The PAMS, Cold Lake, St. Lina, and Tamarack monitoring stations provided the AQHI as intended. 	AEG

ORGANIZATIONAL CAPABILITY

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

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

3.1 Collect, Analyze, and Interpret Data

STRATEGY	TARGET	PROGRESS	WORK PLAN
3.1.1 Operate regional monitoring programs	Operate passive monitoring stations in the Cold Lake oil sands region. Passive monitoring includes gases such as sulphur dioxide (SO ₂), hydrogen sulphide (H ₂ S), nitrogen dioxide (NO ₂), ozone (O ₃), polycyclic aromatic compounds (PAC) and other pollutants as required. Note that all pollutants are not monitored at all stations.	<ul style="list-style-type: none"> • The LICA Passive monitoring program operated as planned during this quarter. 	OSM Deposition
	Operate and maintain the LICA soil acidification monitoring programs.	<ul style="list-style-type: none"> • No field activity in the quarter. Soil sampling work is scheduled for Fall 2023. The ADMPEC identified an area for additional soil acidification monitoring to support implementation of the Acid Deposition Strategy. Preliminary work is underway to ground-truth and verify site suitability for long-term monitoring. 	OSM Deposition

3.1.1 Operate regional monitoring programs (cont.)	Operate continuous monitoring stations in the Cold Lake oil sands region. This includes the following air monitoring stations: <ul style="list-style-type: none"> – Cold Lake South station – St. Lina station – Tamarack station – PAMS 	<ul style="list-style-type: none"> • The PAMS, Cold Lake, St. Lina, and Tamarack monitoring stations operated as intended this quarter. 	OSM Active Air Monitoring
	Operate and maintain the Cold Lake oil sands region integrated monitoring program including regional and triggered integrated volatile organic compound (VOC) and polycyclic aromatic hydrocarbon (PAH) monitoring as needed.	<ul style="list-style-type: none"> • Both VOC and PAH sampling were fully operational at the Cold Lake station this quarter. 	OSM Active Air Monitoring
	Complete routine calibrations and preventative maintenance at all ambient air monitoring stations in the LICA network in accordance with Alberta’s Air Monitoring Directive (AMD).	<ul style="list-style-type: none"> • Monthly calibrations and preventative maintenance were performed this quarter as required. Calibration records and the maintenance log for each station can be found in the monthly reports. 	OSM Active Air Monitoring
3.1.2 Adaptively manage and continuously improve monitoring programs	Participate in Oil Sands Monitoring (OSM) Program committees and activities related to optimizing and improving the active air and atmospheric deposition monitoring network in the Cold Lake oil sands region.	<ul style="list-style-type: none"> • Due to the provincial election, OSM committees were paused for most of the quarter. Committee work is expected to resume in July 2023. 	OSM Active Air Monitoring and Deposition

3.1.2 Adaptively manage and continuously improve monitoring programs (cont.)	Implement any additions, deletions, or any other changes to the LICA active air and atmospheric deposition monitoring network consistent with approved OSM Program work plan(s).	<ul style="list-style-type: none"> No activity in this quarter. 	OSM Active Air Monitoring and Deposition
	Document any additions, deletions, or any other changes to the LICA active air and atmospheric deposition monitoring network not indicated previously. Identify and describe any deviations from the approved OSM Program work plan(s).	<ul style="list-style-type: none"> No activity in this quarter. 	OSM Active Air Monitoring and Deposition
	Continue to deploy PurpleAir particulate monitors within the LICA region, as opportunities arise.	<ul style="list-style-type: none"> Connections were made with representatives in the Kehewin Cree Nation #123 and Buffalo Lake Métis Settlement regarding sensor installation. Deployment is expected to occur in July or August 2023. 	AEG
	Implement LICA's acid deposition monitoring strategy to meet new regional regulatory compliance acid deposition monitoring and reporting requirements.	<ul style="list-style-type: none"> Wet deposition collectors and gauges ordered last fiscal year were delivered to LICA. Some components were damaged in transit and staff are working with suppliers to remedy the problem. Equipment is expected to be ready for deployment this Summer after replacement components are sourced and samplers are bench-tested. 	OSM Deposition

<p>3.1.3 Provide and report data in a timely manner</p>	<p>As required by the Air Monitoring Directive (AMD):</p> <ul style="list-style-type: none"> – Report exceedances of the Alberta Ambient Air Quality Objectives and Guidelines, and non-compliances of the Air Monitoring Directive to the Alberta Government (GoA) for active and deposition monitoring results, – Provide real-time air quality data from continuous air monitoring stations to the Alberta Environment and Protected Areas (EPA) real-time website in the required format, – Submit monthly Ambient Air Monitoring Reports to the GoA for active, non-continuous (integrated), and deposition monitoring, – Submit deposition, non-continuous (integrated), and continuous air monitoring data to the Alberta Air Data Warehouse, – Provide LICA Annual Report for the previous calendar year to the GoA. 	<ul style="list-style-type: none"> ● Exceedances of the particulate matter 2.5 objective recorded at all the LICA monitoring stations were reported to EPA. Reference numbers were obtained and documented in the monthly reports. ● Real-time monitoring data obligations for LICA's network were met this quarter. Raw real-time data are provided to the AQHI website: https://airquality.alberta.ca/map/ ● Monthly active monitoring data reports and monitoring data up to and including April 2023 have been uploaded to the Alberta Government website. Delivery confirmation can be found here: https://lica.ca/airshed/report-tracking/monthly-reports/ ● Monthly non-continuous (integrated) monitoring data reports and monitoring data up to and including April 2023 have been uploaded to the Alberta Government website. Delivery confirmation can be found here: https://lica.ca/airshed/report-tracking/monthly-reports/ ● LICA's 2022 annual report was uploaded to the Alberta Government in March 2023. The report and the deliver confirmation can be found on the LICA website: https://lica.ca/airshed/report-tracking/annual-reports/ 	<p>OSM Active Air Monitoring and Deposition</p>
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3.1.3 Provide and report data in a timely manner (cont.)	Provide data generated by the Cold Lake soil acidification program to EPA in an agreed-upon format.	<ul style="list-style-type: none"> No activity this quarter. Reporting of soil chemistry is expected to occur in December 2023. 	OSM Deposition
3.1.4 Maintain the highest standard of Quality Assurance and Quality Control for monitoring programs	Conduct quality assurance and quality control in accordance with the Air Monitoring Directive, the Air Monitoring Quality Assurance Plan and Standard Operating Procedures for data QA/QC developed by EPA and LICA.	<ul style="list-style-type: none"> All work was conducted in accordance with the Air Monitoring Directive and LICA's Standard Operating Procedures. 	OSM Active Air Monitoring and Deposition
3.1.5 Recognize, respect, and support the use of local and Indigenous Knowledge	Recruit and maintain Indigenous representation on the LICA Board of Directors, all standing committees, and all ad-hoc committees.	<ul style="list-style-type: none"> LICA encourages the representation of First Nations Communities, Métis Settlements, and the Métis Nation of Alberta on all committees and the Board of Directors. The current seats held are as followed: <ul style="list-style-type: none"> Board of Directors: (2) Director seats: First Nations and Métis representatives and (1) Community seat: First Nations representative. Governance Committee: (1) seat: Métis representative. Education and Outreach Committee: (2) seats: First Nations and Métis representatives. LICA Watershed Committee: (3) seats: First Nations and Métis representatives. Acid Deposition Monitoring Program Expansion Committee: (2) seats: First Nations representatives. 	WPAC AEG
	Engage with Indigenous peoples and communities to incorporate Indigenous Knowledge and Rights into environmental monitoring, management, and education & outreach programs.	<ul style="list-style-type: none"> In the first quarter, LICA's Environmental Coordinator and Education and Outreach Coordinator met with Kehewin Cree Nation #123 Tribal Engagement representatives to collaborate on youth projects in the community. 	WPAC AEG

3.1.5 Recognize, respect, and support the use of local and Indigenous Knowledge (cont.)	Engage with Indigenous peoples and communities to incorporate Indigenous Knowledge and Rights into environmental monitoring, management, and education & outreach programs. (cont.)	<ul style="list-style-type: none"> LICA's Environmental Coordinator and Education and Outreach Coordinator have reached out to the Kehewin Cree Nation #123 to seek if they would be interested in providing Cree words to be included in LICA's Bird ID Presentation. 	WPAC AEG
		<ul style="list-style-type: none"> The Environmental Coordinator will engage with all Indigenous communities in the LICA region to seek their knowledge and perspective while developing the LICA's Little Environmental Stewards program. 	

3.2 Support the Development and Implementation of Environmental Management Plans and Strategies

STRATEGY	TARGET	PROGRESS	WORK PLAN
3.2.1 Support the continuous improvement and implementation of Management Frameworks for the Lower Athabasca Regional Plan (LARP)	Seek opportunities to provide input on the continuous improvement of the LARP, as applicable.	<ul style="list-style-type: none"> No requests have been presented during the first quarter. 	WPAC AEG
	Support the development of sub-regional plans, as applicable.	<ul style="list-style-type: none"> No requests have been presented during the first quarter. 	WPAC AEG
	Implement recommendations from updated LARP, as appropriate.	<ul style="list-style-type: none"> No requests have been presented during the first quarter. 	WPAC AEG
3.2.2 Implement the Integrated Watershed Management Plan for the Beaver River watershed	Work to implement the priorities identified within the Beaver River IWMP.	<ul style="list-style-type: none"> The LICA Watershed Committee met on April 4, 2023, to discuss priorities and potential implementation projects for the 2023-24 fiscal year. The LWC will continue to assist the Environmental Coordinator in IWMP implementation. The following tasks are currently being conducted: <ul style="list-style-type: none"> The Environmental Coordinator is working to determine knowledge gaps between the State of the Watershed 	WPAC

3.2.2 Implement the Integrated Watershed Management Plan for the Beaver River watershed (cont.)	Work to implement the priorities identified within the Beaver River IWMP. (cont.)	<p>report and the Beaver River IWMP to assist in priority implementation projects.</p> <ul style="list-style-type: none"> – To implement the IWMP in regard to youth education, the Environmental Coordinator is developing 'LICA's Little Environmental Stewards Program', which will incorporate educational programming for watershed health; water, plants, and animals, and the airshed in the LICA region. 	WPAC
3.2.3 Work with municipalities, Indigenous Communities/Settlements, and WSGs to support the development and implementation of environmental management plans	Support the development of environmental management plans, as applicable.	<ul style="list-style-type: none"> ● No requests have been presented during the first quarter. 	WPAC
3.2.4 Implement approved environmental management work plans	Research, apply for, and implement project-specified grants related to environmental management.	<ul style="list-style-type: none"> ● The Environmental Coordinator applied for a Watershed Resiliency and Restoration project grant on October 13, 2022, to complete the riparian area intactness assessments for the remainder of the Beaver River HUC6 watersheds. Unfortunately, the application was not successful and the project was not selected for funding during the 2023-2024 project term. ● The Environmental Coordinator actively seeks grants, applicable to LICA, that are related to environmental management to apply upon direction of the LICA Board of Directors. 	WPAC

ORGANIZATIONAL CAPACITY

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

4.1 Engage and Retain Enhanced Meaningful Partnerships

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.1.1 Recruit, maintain, and provide recognition for dedicated volunteers	Engage interested volunteers on opportunities to participate on the LICA Board and Committees.	<ul style="list-style-type: none"> The LICA 101 brochure was updated to include information on where volunteers can find more information about becoming a LICA Committee member or Board of Director. 	WPAC AEG
	Provide recognition and appreciation to all volunteers.	<ul style="list-style-type: none"> Following the June 15, 2023, Board of Directors meeting, a catered lunch will be offered as a thank-you to both LICA board and committee members prior to the Summer break. 	WPAC AEG
		<ul style="list-style-type: none"> In the first quarter, LICA has offered tokens of appreciation to organizations who have provided in-kind donations, such as ice cream, coffee, and LICA swag. 	
4.1.2 Engage with Indigenous communities	Provide information and presentations in efforts to collaborate with local Indigenous councils.		WPAC AEG
	Collaborate on educational programs for schools in Indigenous communities.	<ul style="list-style-type: none"> In the first quarter, all schools in Tribal Chiefs Education Foundation have been included in disseminated E&O program information. 	WPAC AEG

4.1.2 Engage with Indigenous communities (cont.)	Develop and maintain relationships with Indigenous peoples and communities within the LICA Region.	<ul style="list-style-type: none"> University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills: From May 23-26, 2023, LICA delivered the ENVM 107 Air Monitoring Course for the Community-Based Environmental Monitoring Program at Blue Quills University. This involved 35 hours of in-class, field, and computer lab training. LICA was asked to return to deliver the program in the future. 	All
		<ul style="list-style-type: none"> Indigenous communities will be consulted on the new soil acidification monitoring area identified by the ADMPEC; the need for an additional monitoring location close to acidifying sources was initially identified by Cold Lake First Nations. 	
		<ul style="list-style-type: none"> The Environmental Coordinator and Education and Outreach Coordinator met with Kehewin Cree Nation #123 Tribal Engagement representative to collaborate on youth projects in the community. 	
		<ul style="list-style-type: none"> As part of IWMP Implementation, Indigenous communities and settlements received a printed copy of the Beaver River IWMP and Summary of Key Contents document in addition to IWMP promotional items. 	
		<ul style="list-style-type: none"> Indigenous communities and settlements were offered the opportunity to take part in CreekWatch to monitor a creek of interest to their community. Currently, Buffalo Lake Métis Settlement and Kikino Métis Settlement have both expressed interest in participating in CreekWatch during the 2023 season and further discussions will occur in the second quarter. 	
4.1.3 Engage with local governments	Attend council meetings, when available, and provide information, updates, and presentations in an effort to collaborate with local municipal governments.	<ul style="list-style-type: none"> The Environmental Coordinator attends council meetings as needed or upon request. Delegations are offered as projects specific to each municipality present. 	WPAC AEG

4.1.3 Engage with local governments (cont.)	Engage in Municipal Land Use Planning and policy development, as needed.	<ul style="list-style-type: none"> No requests have been presented during the first quarter. 	WPAC
	Create one new partnership per year for a project or event.		WPAC AEG
4.1.4 Partner with organizations within the LICA Region on matters related to the environment	Develop and maintain partnerships with organizations to deliver environmental programming.		WPAC AEG
	Partner with the Alberta Lake Management Society (ALMS) on the delivery of the LakeWatch program.	<ul style="list-style-type: none"> The Environmental Coordinator worked with the ALMS Executive Director to determine how LICA can support the 2023 LakeWatch program. Approval was granted by the LISC for LICA to fund a full sampling program this season, which will include ten lakes. Volunteers are the leading determining factor for lakes to be sampled in the region. 	WPAC

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

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.2.1 Encourage active participation from Board and Committee members in LICA initiatives and events	Board members participate in LICA initiatives and events to further demonstrate their support.	<ul style="list-style-type: none"> At the Bonnyville Oil & Gas Show, a total of five Board members volunteered their time at the booth hosted by LICA. 	All
	Committee members participate in LICA initiatives and events, as required.	<ul style="list-style-type: none"> At the Bonnyville Oil & Gas Show, a total of two E&O Committee members volunteered their time at the booth hosted by LICA. 	All

<p>4.2.2 Provide professional development opportunities to LICA Board and Committee members and LICA staff</p>	<p>Provide the opportunity to each LICA Board and Committee member to attend at least one professional development workshop or information session, either hosted by LICA or other community groups.</p>		<p>All</p>
	<p>Provide at least one professional development opportunity per staff or contractor.</p>	<ul style="list-style-type: none"> ● LICA staff members are encouraged to participate in courses, seminars, workshops, and other events that promote professional development and improve LICA's business operations. In addition to publicly accessible online resources, below outlines developmental opportunities that were funded by LICA in the first quarter: <p><u>Kayla Hellum, Environmental Coordinator</u></p> <ul style="list-style-type: none"> – April 20-21: First Aid Training and Certificate – June 7: Metis Nation Traditional Plan Walk & Identification Training – June 9: Portage College, Discover Digital Photography Course – June 9: Portage College, Mastering Public Speaking Course <p><u>Stephanie Sitkowski, Education and Outreach Coordinator</u></p> <ul style="list-style-type: none"> – May, 2023: Indigenous Relations Academy- Working Effectively with Indigenous Peoples – June 20th & 21st: University of Alberta: Adobe InDesign II <p><u>Lily Lin, Data and Reporting Specialist</u></p> <ul style="list-style-type: none"> – May 1-5: Data Science Course online training 	<p>All</p>

4.2.2 Provide professional development opportunities to LICA Board and Committee members and LICA staff (cont.)	Provide at least one professional development opportunity per staff or contractor. (cont.)	<u>Lori Jodoin, Administrative Professional</u> <ul style="list-style-type: none"> – May 23, 2023: Portage College- Computer Skills for the Workplace <u>Kristina Morris, Executive Director</u> <ul style="list-style-type: none"> – June 1, 2023: Writing for Organizations course by Athabasca University. <i>This course is designed to further develop written and verbal communication skills through practical and interactive learning.</i> 	All
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4.3 Deliver Enhanced Programming and Initiatives

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.3.1 Deliver educational activities and programs that foster environmental stewardship in schools	Hold and promote a Calendar Contest in the LICA region.	<ul style="list-style-type: none"> • The 2023 Calendar Contest package was disseminated to all K-12 schools on May 11, 2023. The package will be disseminated again, along with a list of E&O programs, in person at the beginning of the next school year to promote integration within the new teacher’s lesson plans. <p>LICA will accept entries until October, 19, 2023. The theme for this year’s calendar contest is “Species at Risk”, which encourages participants to draw an at-risk species and submit information regarding the importance of the species.</p>	WPAC AEG
4.3.1 Deliver educational activities	Hold an Earth Day writing contest and obtain a minimum of 50 entries.	<ul style="list-style-type: none"> • The Earth Day Writing Contest was not held this year due to time constraints related to turnover in the Education and Outreach Coordinator role. The Contest will be reinstated in 2024. 	WPAC AEG

and programs that foster environmental stewardship in schools (cont.)			
	Deliver at least 50 classroom presentations with a watershed focus.	<ul style="list-style-type: none"> ● The E&O Coordinator delivered 34 classroom presentations with a watershed focus in the first quarter: <ul style="list-style-type: none"> – (8) Vermicomposting workshops – (17) Wildlife Discovery – (2) Creepy Crawlies – (1) number of Animal Survival – (1) number of Plants in Our Watershed – (1) Wastewater – (4) Wetlands <p>Schools that received programming in the first quarter include: Vera M. Welsh (Lac La Biche), Bonnyville Composite High School, Notre Dame High School (Bonnyville), Iron River School, Art Smith Aviation Academy (Cold Lake), Cold Lake Elementary School, Glendon School, Ecole des Beaux Lacs (Bonnyville), Ardmore School, Northstar Elementary School (Cold Lake), Light of Christ Catholic School (Lac La Biche), and Notre Dame Elementary School (Bonnyville).</p>	WPAC
	Deliver at least 10 classroom presentations with an air quality focus.	<ul style="list-style-type: none"> ● The E&O Coordinator did not schedule any presentations with an airshed focus in the first quarter. Presentations will resume in schools in the fall. 	AEG
	Deliver the Little Green Thumbs and Little Green Sprouts program to local schools, as available.	<ul style="list-style-type: none"> ● LICA did not deliver any new Little Green Thumbs programs to schools within the first quarter due to ongoing communication challenges the provincial program lead. Currently, eight gardens remain in schools around the region. Three teachers have confirmed that they are still using their gardens. 	WPAC AEG
4.3.1 Deliver educational activities	Deliver at least two Stream of Dreams programs to local schools and organizations.	<ul style="list-style-type: none"> ● One Stream of Dreams program was hosted at Light of Christ Catholic School in Lac La Biche on May 29-June 5, 2023. 	WPAC

and programs that foster environmental stewardship in schools (cont.)		<ul style="list-style-type: none"> Applications for a Fall Stream of Dreams programming have been collected and will be reviewed with the E&O Committee in September. 	
	Deliver at least 10 X-Stream Science programs to local schools.	<ul style="list-style-type: none"> A total of three X-Stream Science Programs were delivered in the first quarter. Participating schools include Le Goff School (Cold Lake First Nations), Bonnyville Composite High School, and Cold Lake Middle School. Additional programs will be scheduled for Fall 2023. 	WPAC
	Seek opportunities to deliver post-secondary in-class programming and presentations.	<ul style="list-style-type: none"> University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills: From May 23-26, 2023, LICA delivered the ENVM 107 Air Monitoring Course for the Community-Based Environmental Monitoring Program at Blue Quills University. This involved 35 hours of in-class, field, and computer lab training. LICA was asked to return to deliver the program in the future. 	AEG
4.3.2 Deliver events and programs that foster environmental stewardship in the community	Host or deliver at least one event, workshop, or program to LICA municipal partners.	<ul style="list-style-type: none"> In the first quarter, municipalities within the LICA region were invited to attend a Lunch and Learn webinar: Alberta Citizen Science Community of Practice Webinar: Addressing Gaps in Wildfire Smoke Monitoring Through Citizen Science. 	WPAC AEG
	Deliver 10 youth-centered summer programs.	<ul style="list-style-type: none"> A total of 11 youth-centered programs are scheduled to be delivered in Summer 2023. 	WPAC AEG
	Participate in or hold at least three Shoreline Cleanups within the Beaver River watershed.	<ul style="list-style-type: none"> One shoreline cleanup will be completed with Healthy Waters Lac La Biche in conjunction with the Keep our Lake Blue campaign. 	WPAC
		<ul style="list-style-type: none"> Two other shoreline cleanups are anticipated to be completed during the second quarter. 	
Deliver five workshops in association with the Bonnyville Community Garden and Compost.	<ul style="list-style-type: none"> The Education and Outreach Coordinator and Summer Student hosted a Seed Starting workshop at the Cold Lake Library on May 2, 2023, and Garden Orientation at the LICA office on May 16, 2023. 	WPAC AEG	

4.3.2 Deliver events and programs that foster environmental stewardship in the community (cont.)	Enroll at least 10 Community Garden Individual Members and one Business Sponsorship.	<ul style="list-style-type: none"> The Bonnyville Community Garden enrolled five individual members for the 2023 garden season, with a total of 13 raised garden beds rented. LICA will continue to promote the Community Garden in effort to obtain more members. <p>This lower enrollment is anticipated to be because of the challenges faced last year at the garden due to staff turnover. The remaining beds will be planted with donated seeds and vegetable plants that will be harvested and donated to the local food bank in the Fall. Some unused beds will also be seeded with native wildflower mix to serve as an attraction for pollinators as well as an educational opportunity to discover the plants of our region.</p>	WPAC AEG
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4.4 Maximize Virtual Platforms for Engagement

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.4.1 Maintain and increase social media platform presence	Increase social media followers (Facebook, Instagram) by 10%.	<ul style="list-style-type: none"> As of March 31, 2022, LICA's Facebook followers have increased to 948 from 847 (11.9%). LICA's Instagram followers have increased slightly to 535 from 517 (3.48%) in the same period. 	WPAC AEG
	Engage social media followers with posts on relevant information at a minimum of four times per week.	<ul style="list-style-type: none"> LICA maintains a posting interval of a minimum of four times a week on Facebook and once a week on Instagram, as per the LICA social media policy and guidelines. 	WPAC AEG
	Record and publish at least five LICA videos to the LICA YouTube channel.	<ul style="list-style-type: none"> No videos were published in the first quarter. Plans are in place to publish videos in the second quarter. 	WPAC AEG



A Special
THANK YOU
to All of our Partners,
Volunteers, and Staff
for Your Assistance
with Carrying-out such
Important Work!

It Would Not be Possible Without You!



Lakeland Industry and Community Association

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Strategic Plan Q1 Progress Report Summary

LICA remains on target with the annual work plans in the first quarter. Some key highlights include:

1. PRESENCE:

• **Completed to Date:**

- i. Implementation of the Beaver River IWMP is underway. The LICA Watershed Committee met on April 4, 2023, to discuss priorities and potential implementation projects for the 2023-24 fiscal year. Copies of the Plan have also been disseminated to all Stakeholders and Rightsholders within the Beaver River watershed.
- ii. LICA has maintained a consistent presence on social media , which include posts ranging from educational information, LICA programming, advertisements for local events and those hosted by other WPACs/Airsheds, and health/smoke advisories to the public.
- iii. The LICA Community Garden Facebook Group, the LICA Page, and the LICA Instagram account have all had an increase in followers. Through membership promotion, LICA has enrolled five new members.
- iv. LICA is showing its presence throughout the LICA region; in the first quarter some key events and meetings attended include:
 - FCSS Cold Lake Volunteer Day and FCSS Bonnyville Discovery Day.
 - Lac La Biche Environment Week Launch Party, in conjunction with the KOLB Campaign kick-off.
 - X-Stream Science training day with other WPACs.
 - Alberta Biodiversity Monitoring Institute (ABMI) Information and Engagement session with the WPAC and AWC community
 - Alberta Airsheds Council – Technical Committee with other Airshed representatives and EPA representatives to share operational experiences and discuss implementation of new air monitoring policies and regulations.
 - Bonnyville Oil & Gas Show on June 21-22, 2023
- v. LICA finalized its Cold Lake Long-Term Soil Acidification Monitoring Report. This report summarized 2021 soil acidification parameters using descriptive statistics and analysis of variance at the Cold Lake Long-Term Soil Acidification Monitoring site.

- vi. LICA has established numerous partnerships with WSGs, organizations, municipalities, and indigenous communities/settlements on current projects being implemented; this includes CreekWatch, Muriel Lake Basin Management Society Highway Cleanup, KOLB, Stop Needless Idling Campaign, etc.

2. SUSTAINABILITY & RESILIENCY:

- **Completed to Date:**

- i. All LICA committees have met within the first quarter, which is in alignment with the Committee Terms of References.
- ii. LICA in on track with all deadlines associated with grant reporting, year-end financial statement report, and consolidated budget review.
- iii. All Board and Committee meeting agendas and correspondence are made available to the public and shared with members via email and calendar invitation.
- iv. The review of 1/3 of all LICA policies is near complete for 2023. The anticipated completion date for this review will be in September 2023, prior to LICA's Annual General Meeting.
- v. Preparations for the AGM are underway. The Board of Directors has accepted October 5, 2023, from 6:00 pm – 8:00 pm, as the placeholder date for a face-to-face and virtual meeting. The AGM this year will be held in Lac La Biche.
- vi. All of LICA's classroom presentations align with the current Grade K-6 curriculum. The Education and Outreach Coordinator also frequently communicates with teachers to ensure materials align with lesson plans. Classroom presentations will be reviewed in the second quarter prior to the 2023-2024 school year, to ensure they align with the newly implemented curriculum.
- vii. The PAMS, Cold Lake, St. Lina, and Tamarack monitoring stations provided the AQHI as intended.

3. ORGANIZATIONAL CAPABILITY

- **Completed to Date:**

- i. The LICA Passive monitoring program and the PAMS, Cold Lake, St. Lina, and Tamarack monitoring stations all operated as intended this quarter.
- ii. Wet deposition collectors and gauges ordered last fiscal year were delivered to LICA. Some components were damaged in transit and staff are working with suppliers to remedy the problem. Equipment is expected to be ready for deployment this Summer after replacement components are sourced and samplers are bench-tested.
- iii. Exceedances of the particulate matter 2.5 objective recorded at all the LICA monitoring stations were reported to EPA. Reference numbers were obtained and documented in the monthly reports.

- iv. LICA continues to engage with indigenous peoples and communities to incorporate Indigenous Knowledge and Rights into environmental monitoring, management, and education & outreach programs. In the first quarter, LICA has conducted the following engagement:
 - A meeting was held with Kehewin Cree Nation #123 Tribal Engagement representatives to collaborate on youth projects in the community. In addition, the Nation was asked if they would be interested in providing Cree words to be included in LICA's Bird ID Presentation.
 - The Environmental Coordinator plans to engage with all Indigenous communities in the LICA region to seek their knowledge and perspective while developing the LICA's Little Environmental Stewards program.
- v. LICA applied for a Watershed Resiliency and Restoration project grant on October 13, 2022, to complete the riparian area intactness assessments for the remainder of the Beaver River HUC6 watersheds. Unfortunately, the application was not successful and the project was not selected for funding during the 2023-2024 project term. With this said, the Environmental Coordinator continues to actively seek grants, applicable to LICA, that are related to environmental management to apply upon direction of the LICA Board of Directors.

4. ORGANIZATIONAL CAPACITY:

- **Completed to Date:**

- i. LICA continues to provide recognition and appreciation to all of its volunteers. In the first quarter, the following gestures were made:
 - LICA has offered tokens of appreciation to organizations who have provided in-kind donations, such as ice cream, coffee, and LICA swag.
 - Following the June 15, 2023, Board of Directors meeting, a catered lunch will be offered as a thank-you to both LICA board and committee members prior to the Summer break.
- ii. LICA continues to develop and maintain relationships with indigenous peoples and communities within the LICA region. In the first quarter, LICA has conducted the following engagement:
 - From May 23-26, 2023, LICA delivered the ENVM 107 Air Monitoring Course for the Community-Based Environmental Monitoring Program at the University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills. This involved 35 hours of in-class, field, and computer lab training. LICA was asked to return to deliver the program in the future.
 - Indigenous communities will be consulted on the new soil acidification monitoring area identified by the ADMPEC; the need for an additional monitoring location close to acidifying sources was initially identified by Cold Lake First Nations.

- As part of IWMP Implementation, Indigenous communities and settlements received a printed copy of the Beaver River IWMP and Summary of Key Contents document in addition to IWMP promotional items.
 - Indigenous communities and settlements were offered the opportunity to take part in CreekWatch to monitor a creek of interest to their community. Currently, Buffalo Lake Métis Settlement and Kikino Métis Settlement have both expressed interest in participating in CreekWatch during the 2023 season and further discussions will occur in the second quarter.
- iii. The Environmental Coordinator worked with the ALMS Executive Director to determine how LICA can support the 2023 LakeWatch program. Approval was granted by the LISC for LICA to fund a full sampling program this season, which will include ten lakes. Volunteers are the leading determining factor for lakes to be sampled in the region.
- iv. LICA's six staff and two Contractors are encouraged to participate in courses, seminars, workshops, and other events that promote professional development and improve LICA's business operations. The report includes training that has been funded by LICA in the first quarter.
- v. The E&O Coordinator delivered the following programs within the first quarter:
 - 34 classroom presentations with a watershed focus.
 - Zero presentations with an airshed focus.
 - One Stream of Dreams program was hosted at Light of Christ Catholic School in Lac La Biche on May 29-June 5, 2023.
 - Three X-Stream Science Programs
 - 11 youth-centered programs are scheduled to be delivered in Summer 2023
- vi. The 2023 Calendar Contest package was disseminated to all K-12 schools on May 11, 2023. The package will be disseminated again, along with a list of E&O programs, in person at the beginning of the next school year to promote integration within the new teacher's lesson plans. LICA will accept entries until October, 19, 2023. The theme for this year's calendar contest is "Species at Risk", which encourages participants to draw an at-risk species and submit information regarding the importance of the species.
- vii. The Bonnyville Community Garden enrolled five individual members for the 2023 garden season, with a total of 13 raised garden beds rented. LICA will continue to promote the Community Garden in effort to obtain more members. This lower enrollment is anticipated to be because of the challenges faced last year at the garden due to staff turnover. The remaining beds will be planted with donated seeds and vegetable plants that will be harvested and donated to the local food bank in the Fall.

Some unused beds will also be seeded with native wildflower mix to serve as an attraction for pollinators as well as an educational opportunity to discover the plants of our region.

- viii. As of March 31, 2022, LICA's Facebook followers have increased to 948 from 847 (11.9%). LICA's Instagram followers have increased slightly to 535 from 517 (3.48%) in the same period.
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- **Incomplete – Status Update:**
 - i. The Earth Day Writing Contest was not held this year due to time constraints related to turnover in the Education and Outreach Coordinator role. The Contest will be reinstated in 2024.

Lakeland Industry and Community Association Aged Overdue Receivables Summary As at Jun 06, 2023

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Alberta Environment & Parks	322,473.42	0.00	322,473.42	0.00	0.00	322,473.42
Cenovus Energy Inc.	12,684.97	0.00	12,684.97	0.00	0.00	12,684.97
Strathcona Resources Ltd	5,514.98	0.00	5,514.98	0.00	0.00	5,514.98
Total outstanding:	340,673.37	0.00	340,673.37	0.00	0.00	340,673.37

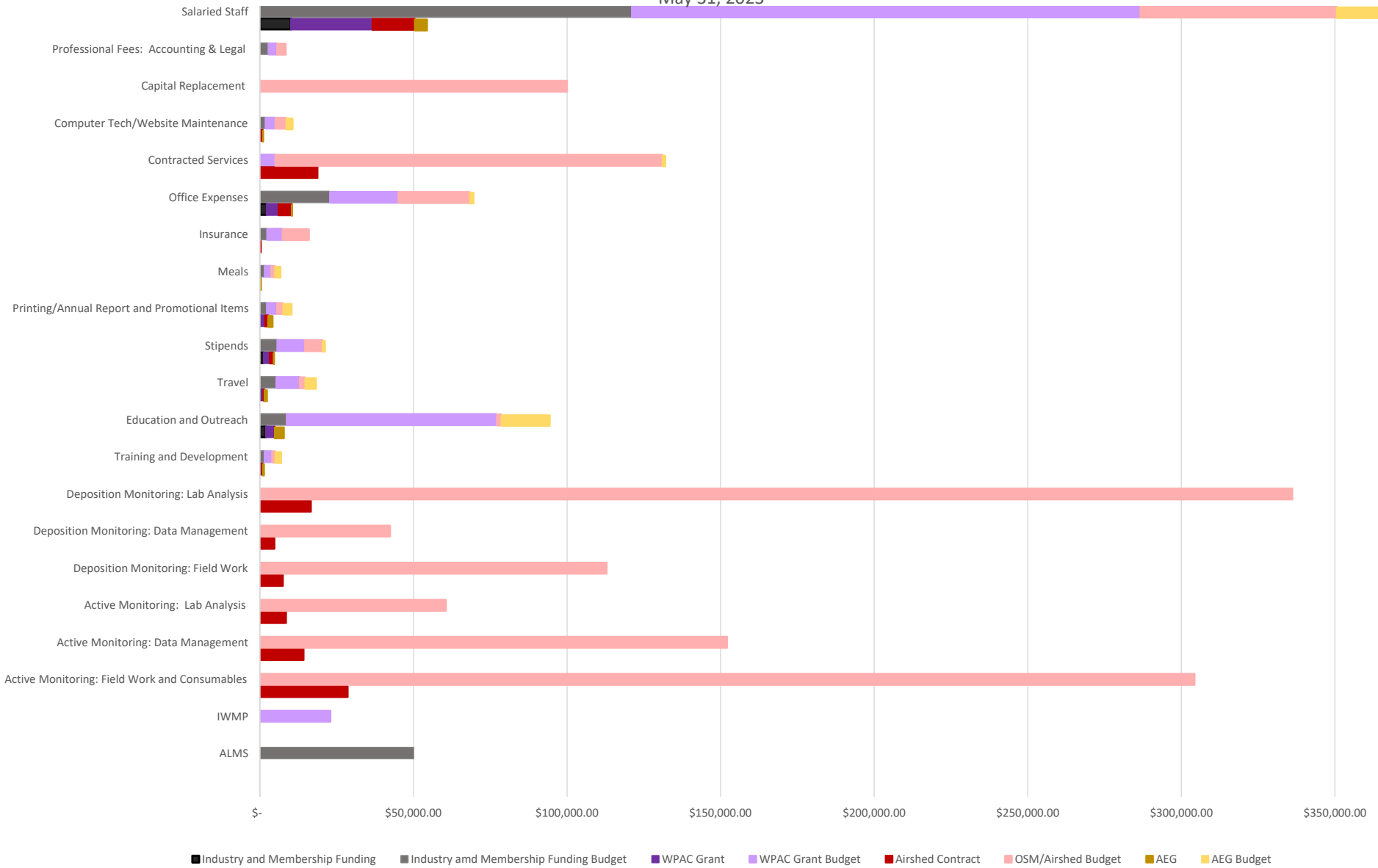
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<p>AEP - Alberta Environment & Parks Industry invoices</p>	<p>Awaiting on Final Q4 invoice to be paid. Cenovus Strathcona Still awaiting payment for the 2022-2023 Q4 period.</p>
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AEP: Q4 Funding Received 30-May-23 \$226,197.39

LICA Consolidated Finances to Date

May 31, 2023



Finances to Date

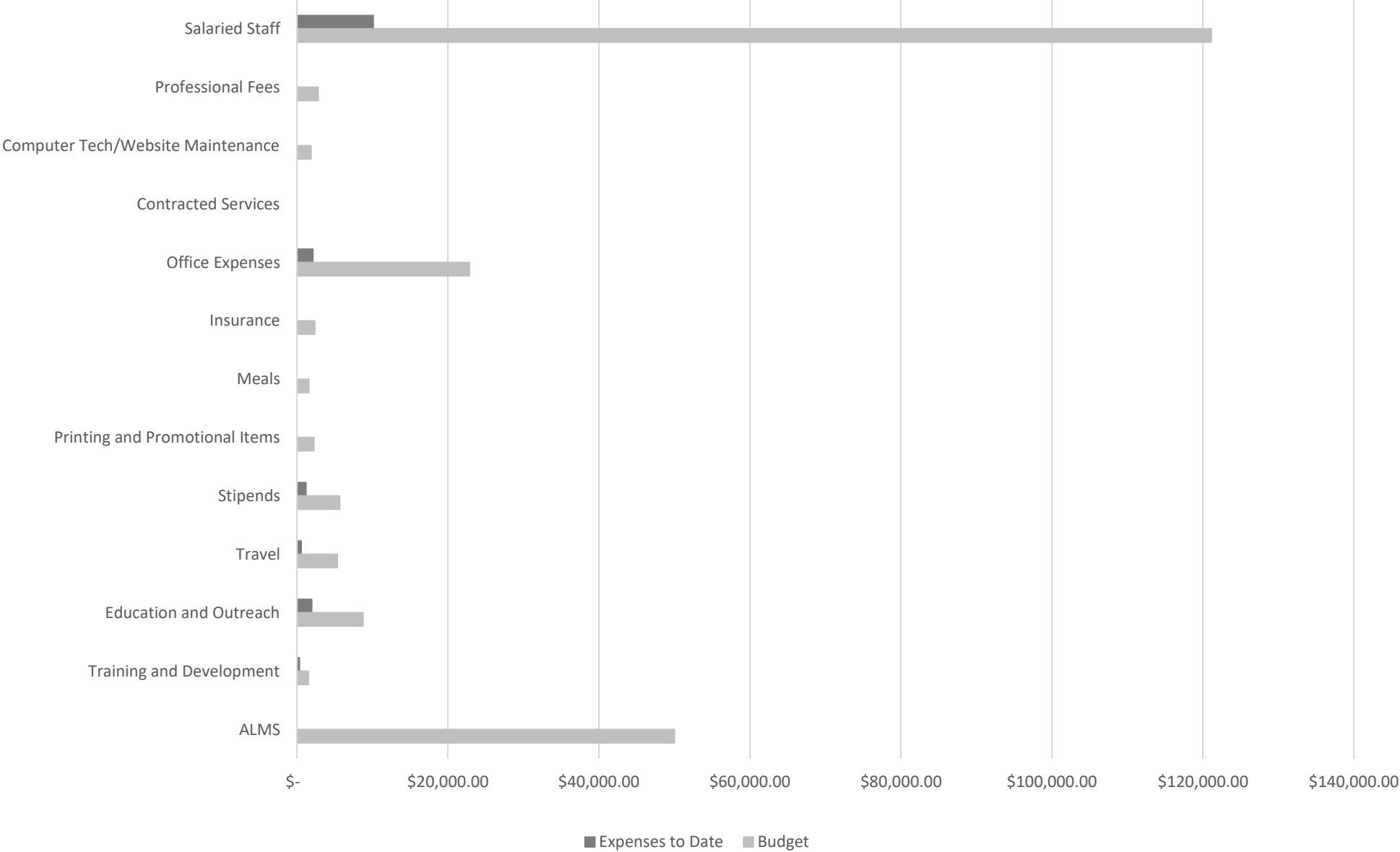
May 31st, 2023

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	\$ 972.28											
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			
TOTAL REVENUE	\$ 1,866.00	\$ 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	\$ 10,110.32	\$ 121,117.60	\$ 111,007.28	\$ 26,530.35	\$ 165,551.54	\$ 139,021.19	\$ 13,804.44	\$ 63,879.84	\$ 50,075.40	\$ -	\$ 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	\$ 279.25	\$ 3,239.00	\$ 2,959.75	\$ 708.03	\$ 3,500.00	\$ 2,791.97	\$ -	\$ 2,173.00	\$ 2,173.00
Contracted Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 18,800.00	\$ 126,048.00	\$ 107,248.00	\$ -	\$ 1,000.00	\$ 1,000.00
Office Expenses	\$ 2,112.53	\$ 22,840.00	\$ 20,727.47	\$ 3,964.69	\$ 22,290.00	\$ 18,325.31	\$ 4,348.03	\$ 23,200.00	\$ 18,851.97	\$ 90.00	\$ 1,330.00	\$ 1,240.00
Insurance	\$ -	\$ 2,370.00	\$ 2,370.00	\$ 110.00	\$ 5,045.00	\$ 4,935.00	\$ -	\$ 8,570.00	\$ 8,570.00			
Meals	\$ -	\$ 1,588.00	\$ 1,588.00	\$ 97.32	\$ 2,140.00	\$ 2,042.68	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 196.99	\$ 1,900.00	\$ 1,703.01
Printing and Promotional Items	\$ -	\$ 2,250.00	\$ 2,250.00	\$ 1,672.60	\$ 3,350.00	\$ 1,677.40	\$ -	\$ 1,950.00	\$ 1,950.00	\$ -	\$ 2,850.00	\$ 2,850.00
Stipends	\$ 1,196.63	\$ 5,679.00	\$ 4,482.37	\$ 2,048.97	\$ 9,009.00	\$ 6,960.03	\$ 1,225.48	\$ 5,700.00	\$ 4,474.52	\$ -	\$ 870.00	\$ 870.00
Travel	\$ 567.46	\$ 5,345.00	\$ 4,777.54	\$ 599.01	\$ 7,677.50	\$ 7,078.49	\$ 369.97	\$ 1,700.00	\$ 1,330.03	\$ 790.68	\$ 3,637.50	\$ 2,846.82
Education and Outreach	\$ 1,968.13	\$ 7,850.00	\$ 5,881.87	\$ 2,855.22	\$ 38,397.96	\$ 35,542.74	\$ -	\$ 1,450.00	\$ 1,450.00	\$ 2,956.68	\$ 13,143.90	\$ 10,187.22
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	\$ 324.56	\$ 2,500.00	\$ 2,175.44	\$ -	\$ 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							\$ 4,773.10	\$ 42,421.60	\$ 37,648.50			
Deposition Monitoring: Field Work							\$ -	\$ 112,901.79	\$ 112,901.79			
Active Monitoring: Lab Analysis							\$ 8,510.00	\$ 60,597.33	\$ 52,087.33			
Active Monitoring: Data Management							\$ 14,270.06	\$ 152,115.35	\$ 137,845.29			
Active Monitoring: Field Work/Consumables							\$ 28,590.14	\$ 304,321.61	\$ 275,731.47			
IWMP				\$ -	\$ 23,000.00	\$ 23,000.00			\$ -			
ALMS	\$ -	\$ 50,000.00	\$ 50,000.00						\$ -			
TOTAL EXPENSES	\$ 15,955.07	\$ 226,083.32	\$ 209,234.53	\$ 38,481.97	\$ 320,000.00	\$ 251,518.03	\$ 95,399.25	\$ 1,349,475.20	\$ 1,254,075.95	\$ 4,034.35	\$ 58,000.00	\$ 53,965.65
EXCESS REVENUE OVER EXPENSES	\$ (14,089.07)	\$ -	\$ -	\$ 281,518.03	\$ -	\$ -	\$ (95,399.25)	\$ -	\$ -	\$ 53,965.65	\$ -	\$ -

TOTAL BUDGETS	\$ 1,953,558.52
Total Expense	\$ 153,870.64
Total Balance	\$ 1,799,687.88

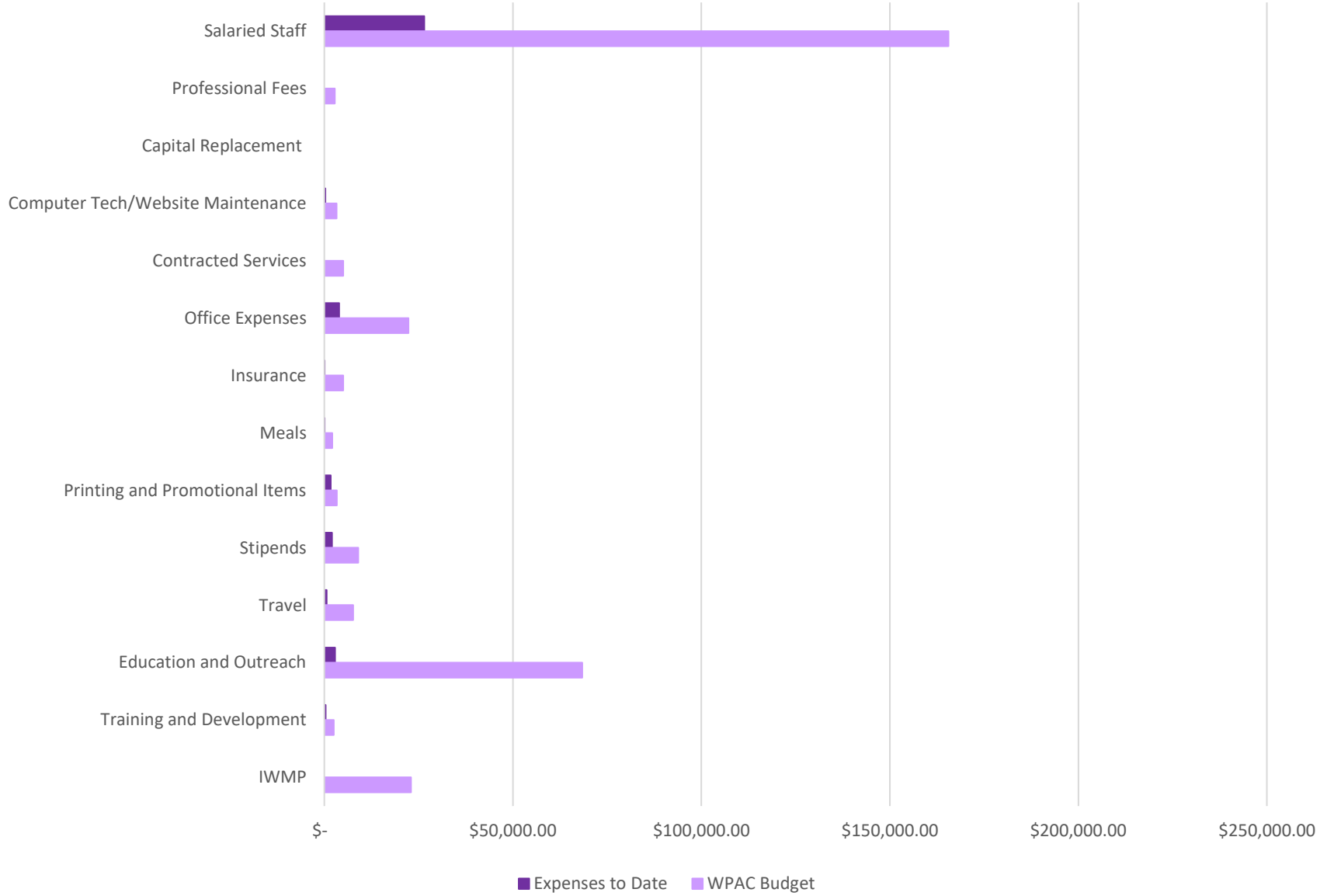
Industry and Membership Funding Expenditures to Date

May 31, 2023



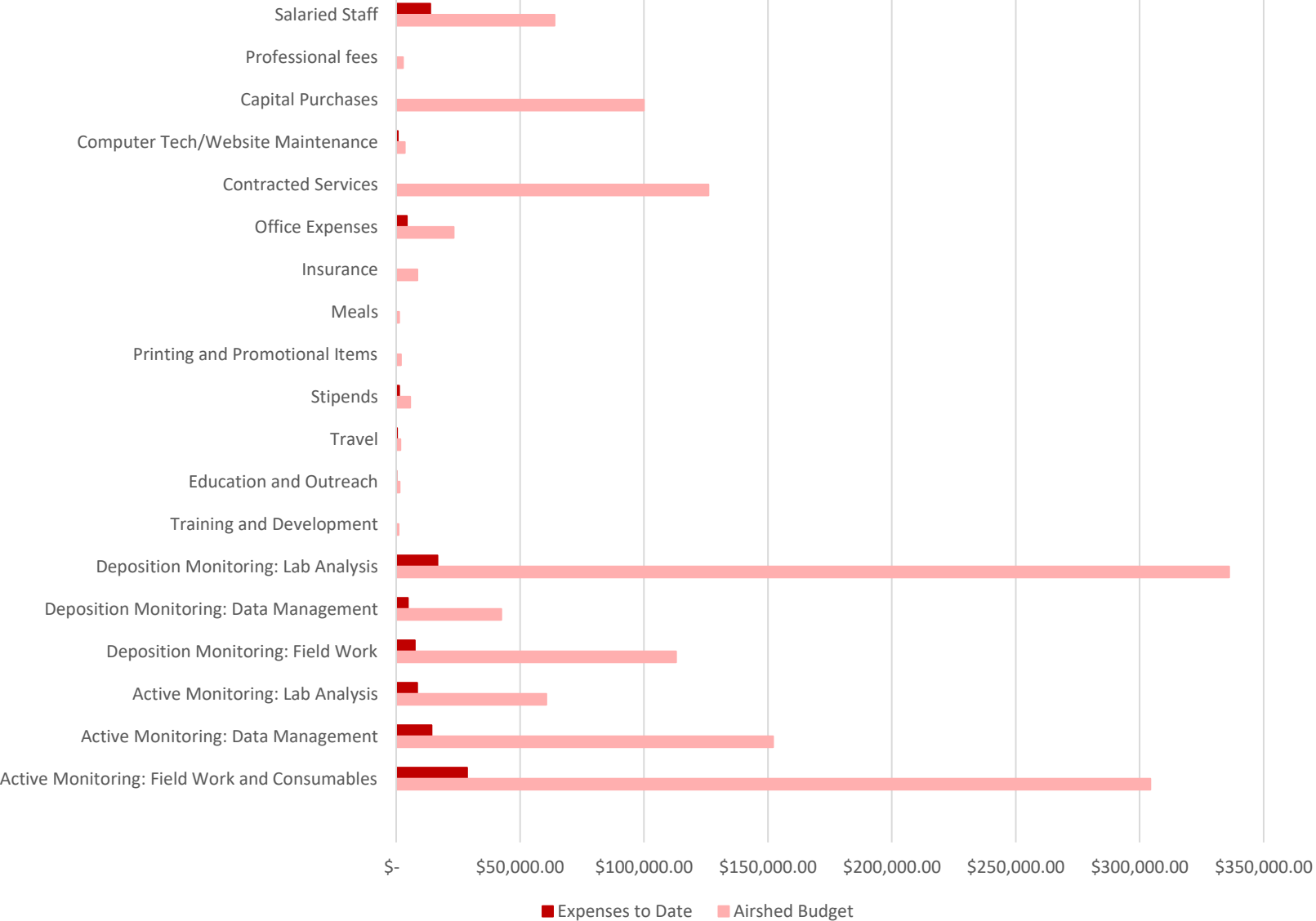
WPAC Grant Expenditures to Date

May 31, 2023



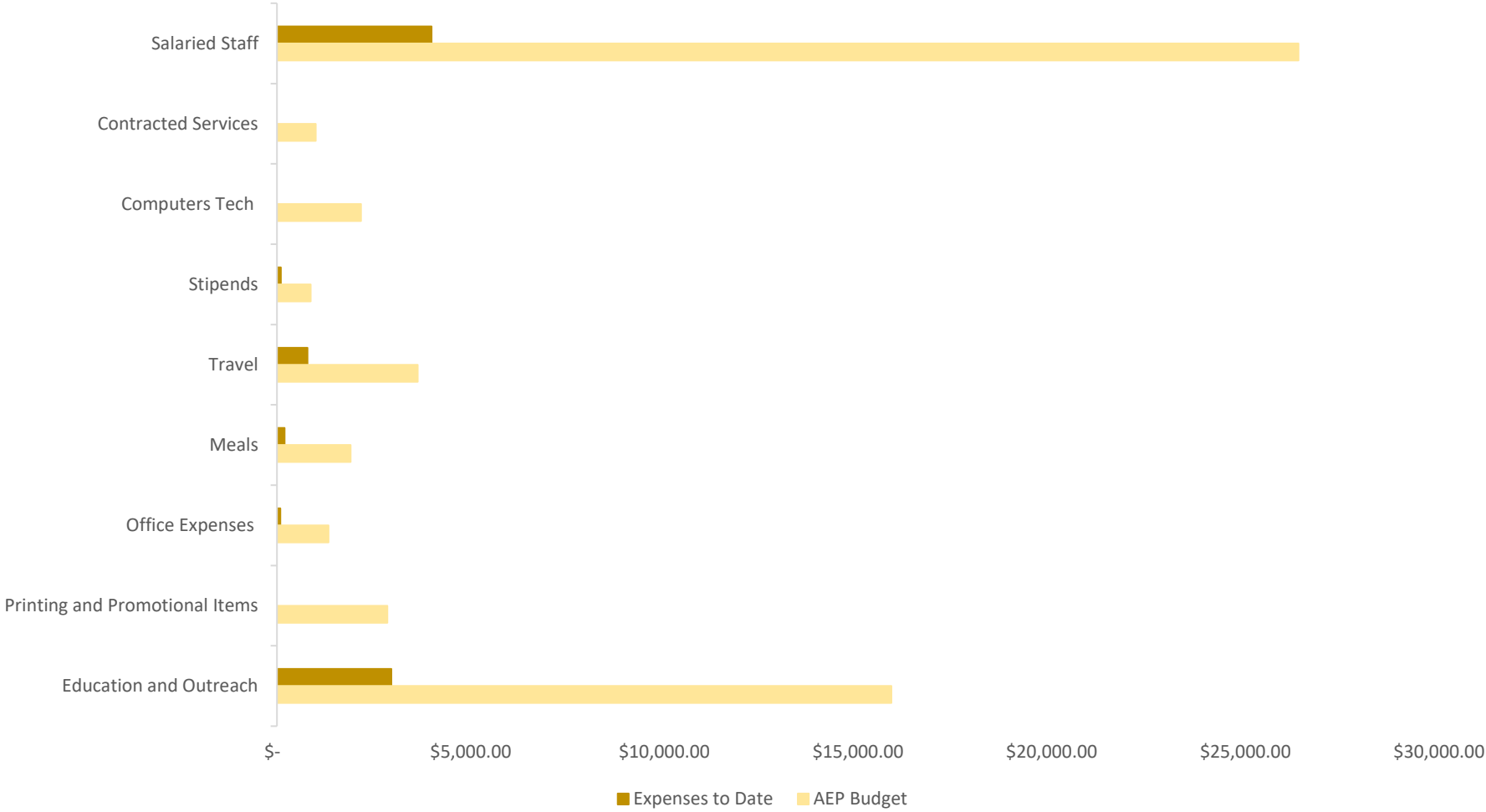
Airshed Contract Expenditures to Date

May 31, 2023



Airshed Engagement Grant

May 31, 2023



2024-2025 LICA Consolidated Budget (For Board Review - June 2023)

		2022-2023 Actual Industry and Membership Expenses	2023-2024 Approved Industry and Membership Budget	2024-2025 Proposed Industry and Membership Budget	2022-2023 Actual WPAC Expenses	2023-2024 Approved WPAC Budget	2024-2025 Proposed WPAC Budget	2022-2023 Actual AEG Expenses	2023-2024 Approved AEG Budget	2024-2025 Proposed AEG Budget	2022-2023 Actual OSM Contract Expenses	2023-2024 OSM Contract (AEP Approved)	2024-2025 Proposed OSM Contract Budget	2022-2023 Total Actual Expenditures	2023-2024 Approved Consolidated Budget	2024-2025 Proposed Consolidated Budget
REVENUE																
GL #																
40200	Membership Fees (Industry)	25,000.00	25,000.00	25,000.00										25,000.00	25,000.00	25,000.00
40300	Associate Membership Fees (Municipality)	4,750.00	5,750.00	5,750.00										4,750.00	5,750.00	5,750.00
44500	Funding Formula													-	-	-
	Industry Funding	130,587.07	144,439.60	152,302.15										130,587.07	144,439.60	152,302.15
	ALMS Funding	50,000.00	50,000.00											50,000.00	50,000.00	
	TC Energy Donation (E&O Initiatives)													-	-	-
	Carry Over	1,023.46	893.72	-										1,023.46	893.72	-
44600	Misc. Revenue (Hoodies)	88.21												88.21	-	-
41150	Grant Revenue													-	-	-
	WPAC Operational Grant				195,000.00	320,000.00	320,000.00							195,000.00	320,000.00	320,000.00
	Carry Over				46.93	608.72								46.93		-
	WRRP Grant													-		-
	Airshed Engagement Grant							38,000.00	58,000.00	60,000.00				38,000.00	58,000.00	60,000.00
	Carry Over							10,243.57	0.18					10,243.57		-
	Canada Summer Jobs Program Subsidy				4,310.00									4,310.00		-
41160	Contract Revenue (AEP)													-	-	-
	AEP Active and Deposition Monitoring Contracts										1,150,792.70	1,349,475.20	1,436,706.83	1,150,792.70	1,349,475.20	1,436,706.83
TOTAL REVENUE		\$ 211,448.74	\$ 226,083.32	\$ 183,052.15	\$ 199,356.93	\$ 320,608.72	\$ 320,000.00	\$ 48,243.57	\$ 58,000.18	\$ 60,000.00	\$ 1,150,792.70	\$ 1,349,475.20	\$ 1,436,706.83	\$ 1,609,841.94	\$ 1,953,558.52	\$ 1,999,758.98
EXPENSES																
54100	Wages and Salaries	102,939.83	108,886.67	115,015.88	100,752.92	148,821.97	138,435.88	23,402.66	21,820.00	25,491.00	46,747.12	59,148.00	77,925.88	273,842.53	338,676.64	356,868.64
54300	CPP/EI Expense	6,067.27	8,710.93	9,201.27	7,656.81	11,905.76	11,074.87	1,755.14	1,745.60	2,039.28	3,672.53	4,731.84	6,234.07	19,151.75	27,094.13	28,549.49
54350	Director CPP Expense	137.74	140.00	155.00		13.81								137.74	153.81	155.00
54360	WCB Expense	228.08	270.00	270.00	228.06	270.00	270.00				228.07	270.00	270.00	684.21	810.00	810.00
54500	Group Savings Expense (RRSP)	2,185.96	3,000.00	5,200.00		2,000.00								2,185.96	5,000.00	5,200.00
54400	Health Spending Account		380.00	3,500.00		2,810.00			2,810.00					-	6,000.00	7,000.00
56050	Advertising	1,367.36	1,550.00	2,070.00	1,824.61	1,750.00	2,070.00	1,377.75	1,750.00	2,070.00	1,312.44	1,150.00		5,882.16	6,200.00	6,210.00
56070	Accounting and Legal	2,393.34	2,800.00	2,800.00	2,393.33	2,800.00	2,800.00				2,393.33	2,800.00	2,800.00	7,180.00	8,400.00	8,400.00
56150	Bank Charges	175.89	240.00	310.00	126.07	30.00			30.00					301.96	300.00	310.00
56200	Capital Replacement										275,706.22	100,000.00	103,500.00	275,706.22	100,000.00	103,500.00
56210	Computer Maintenance	1,644.96	1,500.00	1,900.00	2,229.73	2,089.00	2,089.00	1,440.99	2,173.00	2,417.00	4,070.44	3,000.00	2,600.00	9,386.12	8,762.00	9,006.00
56220	Consultant/Facilitator	1,030.00	-		3,430.00	5,000.00		230.00	1,000.00		800.00			5,490.00	6,000.00	-
56250	Contracted Services										112,800.00	117,312.00	121,418.00	112,800.00	117,312.00	121,418.00
56270	Courier and Postage	108.82	100.00	150.00	138.61	200.00	150.00			150.00	164.27	100.00		411.70	400.00	450.00
56300	Hall Rental		300.00	200.00	375.00	400.00	450.00	200.00	450.00	500.00	100.00	300.00	300.00	675.00	1,450.00	1,450.00
56320	Insurance Expense	2,124.84	2,100.00	2,300.00	2,124.78	4,775.00	2,300.00				10,346.38	8,300.00	10,400.00	14,596.00	15,175.00	15,000.00
56350	Meeting Meals	2,036.74	1,588.00	1,838.00	2,221.35	2,140.00	1,850.00	800.00	1,900.00	1,750.00	2,097.49	1,200.00	1,390.00	7,155.58	6,828.00	6,828.00
56400	Office Supplies	754.65	1,300.00	1,300.00	1,833.91	1,300.00	1,300.00	500.00			1,469.97	1,300.00	1,300.00	4,558.53	3,900.00	3,900.00
56440, 58780	Printing Costs / Annual Report	322.00	650.00	500.00	322.00	650.00	500.00	367.00	650.00	500.00	322.00	650.00	500.00	1,333.00	2,600.00	2,000.00
56450	Promotional Items	1,335.00	1,300.00	1,300.00	1,108.05	1,700.00	1,500.00	1,000.00	1,200.00	1,500.00	1,108.05	1,000.00	1,000.00	4,551.10	5,200.00	5,300.00
56455	Volunteer Appreciation	639.38	300.00	700.00	300.00	1,000.00	700.00	1,200.00	1,000.00	600.00	300.00	300.00	600.00	2,439.38	2,600.00	2,600.00
56460	Water	124.90	100.00	130.00	129.00	160.00	125.00				99.17	100.00	125.00	353.07	360.00	380.00
56470	Rent	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00				12,000.00	12,000.00	12,000.00	36,000.00	36,000.00	36,000.00
56480	Electricity	1,388.34	1,300.00	1,450.00	1,558.61	1,650.00	1,450.00				1,303.04	1,300.00	1,450.00	4,249.99	4,250.00	4,350.00
56490	Gas	538.65	550.00	550.00	537.93	650.00	650.00				528.01	500.00	550.00	1,604.59	1,700.00	1,750.00
56500/56550	Stipends	4,532.14	5,679.00	5,984.00	7,041.43	9,009.00	7,789.00	3,905.00	870.00		5,221.43	5,700.00	6,355.00	20,700.00	21,258.00	20,128.00
56510	Maintenance	585.59	600.00	800.00	575.00	900.00	800.00	900.00	300.00		575.00	600.00	800.00	2,635.59	2,400.00	2,400.00
56520	Janitorial	800.00	800.00	900.00	900.00	900.00	800.00				800.00	800.00	800.00	2,500.00	2,500.00	2,500.00
56540	Taxes	1,467.56	1,500.00	1,525.00	1,467.56	1,500.00	1,525.00				1,467.56	1,500.00	1,525.00	4,402.68	4,500.00	4,575.00
56600	Subscriptions/Registration Fees	446.00	1,350.00	1,350.00							2,000.00	2,000.00	2,000.00	2,446.00	3,350.00	3,350.00
56650	Telephone Expense	763.65	1,150.00	1,150.00	763.73	1,150.00	1,150.00	90.00			1,049.15	1,150.00	1,150.00	2,666.53	3,450.00	3,450.00
56700	Training and Development	2,075.44	1,500.00	2,000.00	3,055.82	2,500.00	2,000.00	500.00	2,000.00	2,000.00	2,000.00	1,000.00	2,000.00	7,631.26	7,000.00	8,000.00
56750	Travel Board and Committees	563.17	1,645.00	1,253.00	1,089.48	2,252.50	808.50		612.50	946.00	562.86	500.00	1,157.50	2,215.51	5,010.00	4,165.00
56760	Travel Employees	1,749.01	3,700.00	3,100.00	2,743.01	5,425.00	2,925.00	2,505.59	3,025.00	4,525.00	20.94	1,200.00	1,725.00	7,018.55	13,350.00	12,275.00
56850	Website Maintenance	46.68	350.00	300.00	46.66	1,150.00	300.00			300.00	46.66	500.00	300.00	140.00	2,000.00	1,200.00
56900	Xerox	1,823.38	1,850.00	1,850.00	1,761.11	1,850.00	1,850.00	86.35	1,000.00	1,000.00	2,705.54	1,850.00	1,850.00	6,376.38	6,550.00	6,550.00
58100	Program Management Contingency										6,232.96	8,736.00	25,181.38	6,232.96	8,736.00	25,181.38
57180	Deposition Monitoring: Lab Analysis											336,119.68	348,000.00	-	336,119.68	348,000.00
58090	Deposition Monitoring: Data Management										144,762.89	42,421.60	44,000.00	144,762.89	42,421.60	44,000.00
57010, 58110	Deposition Monitoring: Field Work										75,987.80	112,901.79	117,000.00	75,987.80	112,901.79	117,000.00
57180	Active Monitoring: Lab Analysis										158,407.97	60,597.33	63,000.00	158,407.97	60,597.33	63,000.00

58090	Active Monitoring: Data Management												152,115.35	157,000.00	-	152,115.35	157,000.00																	
57100, 57150	Active Monitoring: Field Work/Consumables												271,383.41	304,321.61	315,000.00	271,383.41	304,321.61	315,000.00																
TOTAL ADMINISTRATIVE EXPENSES		\$	154,396.37	\$	169,189.60	\$	183,052.15	\$	160,734.57	\$	230,752.04	\$	199,662.25	\$	40,260.48	\$	44,336.10	\$	45,788.28	\$	1,150,792.70	\$	1,349,475.20	\$	1,436,706.83	\$	1,506,184.12	\$	1,793,752.94	\$	1,865,209.51			
58180	Beaver River Valley Project																																	
58580	IWMP Implementation						32,777.11		23,000.00		110,000.00																							
56610/58610	Education and Outreach Programs		7,052.37		6,893.72				5,236.53		36,247.96																							
58790	Community Garden Project										30,000.00																							
58630	ALMS - Lake Sampling		50,000.00		50,000.00																													
58675	Watershed Enhancement Project																																	
	WRRP Grant																																	
TOTAL PROJECT EXPENSES		\$	57,052.37	\$	56,893.72	\$	-	\$	38,013.64	\$	89,247.96	\$	120,337.75	\$	7,982.91	\$	13,663.90	\$	14,211.72	\$	-	\$	-	\$	-	\$	-	\$	103,048.92	\$	159,805.58	\$	134,549.47	
TOTAL EXPENSES		\$	211,448.74	\$	226,083.32	\$	183,052.15	\$	198,748.21	\$	320,000.00	\$	320,000.00	\$	48,243.39	\$	58,000.00	\$	60,000.00	\$	1,150,792.70	\$	1,349,475.20	\$	1,436,706.83	\$	1,609,233.04	\$	1,953,558.52	\$	1,999,758.98			
EXCESS REVENUE OVER EXPENSES		\$	-	\$	(0.00)	\$	-	\$	608.72	\$	608.72	\$	-	\$	0.18	\$	0.18	\$	-	\$	-	\$	-	\$	-	\$	608.90	\$	(0.00)	\$	-			

LEGEND	
	Proposed amended budget streams

Additional Notes:

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 executed this year, which will include the proposed budgets brought forward to OSM in January 2023. As such, the above budget is an estimated amount and may be subject to change based on changes within LICA's OSM work plan. These totals are not approved by the Board of Directors, rather they are reviewed and approved by EPA, in which the final work plan and budgets decisions are made in June the following year.

2) Due to the increase in WPAC and AEG funding, beginning April 1, 2023, the 2023-24 consolidated budget was amended to include additional expenses under these revenue streams. The 2024-25 consolidated budget proposal includes a reallocation of these expenses to be more evenly distributed among all 4 revenue streams.

Noteworthy Changes include:	
Wages and Salaries	<p>Cost of Living Allowance: As per the May 25, 2023, Board of Directors Meeting a motion was passed to present a Cost of Living Allowance increase of 6% for all six positions.</p> <p>Cushion for Wage Adjustments/New Hire: A cushion (approx. \$47,000) was built into the wages and salaries GL Code in consideration of hiring a new E&O Assistant to allow LICA to increase its capacity in delivering quality education and outreach programs, campaigns, and initiatives. This also accounts for potential wage adjustments based on the HR Consultant's market assessment results.</p> <p>Summer Student Wage: It is proposed that LICA hires a summer student in 2024 and applies for the Canada Summer Jobs Program. Knowing that LICA has been approved for only 8 weeks in the past 3 years, the budget accounts for the "top up" required by LICA during these 8 weeks and an additional 5 weeks which will be paid in full by LICA (a total of 13 weeks for the position).</p> <p>CPP/EI: These amounts reflect the adjustments made within the Wages and Salaries GL Code.</p>
Group Savings Expense (RRSP)	Increased in 2023-24 budget 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 \$2,000 that was allocated to the WPAC grant revenue stream was relocated to the Industry and Membership revenue stream to ensure sustainability and security.
Health Spending Account	In 2023, an amended budget was presented to the Board 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 (including the potential full-time E&O assistant position). The majority of expenses were captured under the WPAC and AEG grant revenue streams for the 2023/24 fiscal year and is now proposed to be reallocated primarily under the Industry and Membership revenue stream for the purpose of stability and security (grant funding may change upon notice). *This benefit is dependent on the HR Consultant market assessment results.
Advertisement	The total spend 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.
Bank Fees, Insurance, Utility Bills, Maintenance, Janitorial, Xerox	These GL codes have been updated to reflect more accurate expenditures and potential increases for the following fiscal year.
Computer Maintenance/ Courier and Postage/ Insurance/ Meals/ Promotional Items/ Volunteer and Staff Appreciation/ Maintenance/ Training and Development/ Travel/ Website Maintenance	It is recommended that the funds within these GL codes are reallocated amongst the revenue streams for a more even disbursement. Note that the insurance weighs more on the OSM revenue stream since the majority of costs are associated to the Air Monitoring Equipment.
Hall Rental & Meals	Increased based on rising rates and different venues being explored by LICA. This includes AGM and other LICA events. This also includes meals for the upcoming Alberta Airshed Conference in 2024 and excludes the WPAC Summit, which occurs every 2 years.
Printing Costs/Annual Report	As LICA focused on printing informational booklets and educational brochures in 2023, this GL code has been reduced to accommodate normal operating activities.
Promotional Items	Maintained similar funding as 2023 as LICA is going through more promotional items due to an increase in event participation.
Volunteer/Staff Appreciation	Maintained similar funding as 2023 as 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 to account for the additional LICA employee.
Stipends	In 2022-23, LICA went overbudget 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.
Subscriptions/Registration Fees	In alignment with the 2023/24 amended budget proposal, \$1,000 was allocated under the Industry and Membership revenue stream to cover the CreekWatch Program Membership fee. This is conditional on board approval to maintain this membership on an annual basis.
Telephone Expenses	This increase includes a mobile plan for the Education and Outreach Coordinator (\$62/month).
Training and Development	Increased to account for the potential Education and Outreach Assistant, as well as additional training for staff members.
Travel - Board and Committees & Staff	This includes additional travel from the Education and Outreach Assistant, AGM accommodations for staff and Officers (should it be at a distance), and travel for the upcoming Alberta Airshed Conference in 2024. In comparison to the 2023/24 budget, there is a reduction in travel as the WPAC Summit is excluded from the budget as it occurs every 2 years.
Education and Outreach	LICA foresees an increase in Education and Outreach programs/workshops being delivered with one new additional staff member. Also included within the budget is the Riparian Health Campaign.
Community Garden	For consistency purposes, LICA would like to continue to rent a portable potty for the duration of the summer, have water tanks filled by a water hauling company, and hire a professional lawn maintenance person.
IWMP Implementation	A major portion of the WPAC grant (\$110,000) has been allocated towards the IWMP Implementation GL code. This budget will be reviewed by the LICA watershed committee and potential future projects will be discussed in 2023/24 in preparation for 2024/25.



LICA Savings Accounts Proposal

Kristina Morris, Executive Director

Recommendation

LICA to open a new Locked Term Deposit Account, for a 1-year term, and transfer all funds from the LICA Platinum Account (number 538099257502) into the Locked Term Deposit Account. The LICA Platinum Account (number 538099257502) is to be closed once the transfer is complete. The Locked Term Deposit Account is to be named “LICA Locked Surplus” for online banking.

LICA to transfer \$30,000 from the Airshed Platinum Account (number 538099257528) into the above-mentioned new locked term deposit account. Once the transfer of funds is complete, LICA would like the Airshed Platinum Account (number 538099257528) to be converted into an Advantage Savings Account. The Advantage Savings Account is to be named “LICA Surplus” for online banking.

LICA to transfer all funds from the WPAC Platinum Account (number 538099257510) into the above-mentioned LICA Surplus Advantage Savings Account. The WPAC Platinum Account (number 538099257510) is to be closed once the transfer is complete.

Background

Many years ago, the Government of Alberta did not have conditions on retaining grant funding as surplus money. As such, any left-over funds at the end of each fiscal year, from grants and/or industry and membership funding, were transferred into their respective Platinum Savings Accounts (named LICA, Airshed, and WPAC) for tracking purposes. Grant agreements have since changed, where organizations are no longer allowed to retain left-over grant funds as surplus.

LICA’s surplus funds are in place as a contingency to cover operational expenses should the organization experience reductions within our grant funding or a delay in payment. LICA still currently holds our surplus funds within three platinum savings accounts: Airshed Platinum Account (approx. \$130,000), LICA Platinum Savings Account (approx. \$114,000), and WPAC Platinum Savings Account (approx. \$150). **These accounts generate roughly 0.2% interest per month.**

Issue

Rather than having three separate savings accounts to total our organizational surplus, it is recommended that LICA merges all 3 savings accounts into one for better tracking and ease of usage. The funds LICA currently holds as surplus do not hold reporting requirements and the amounts within each Platinum Savings Account are calculated together to total our organizational surplus. This organizational surplus total is what gets considered when requests to draw down LICA’s surplus funds are brought forward to the Board of Directors and the LISC for approval.

LICA also has the opportunity to receive a better return on investment by changing our Platinum Savings Accounts into either an Advantage Savings Account (**2.2% interest per month**) or a Locked term Deposit investment (**4.45% interest per year upon maturity**).

The funds within the Industry Platinum Savings Account have not been utilized for over 3 years and is not foreseen to be utilized in the near future. The funds within this account would be ideal

to be locked in a term deposit account and be re-assessed annually by the Board of Directors, to ensure LICA maximizes our return on investment.

The funds within the Airshed Platinum Savings Account are utilized every year to cover the first quarter of OSM operational costs, due to delays in processing payment from the previous fiscal year's quarter. Historically, LICA has utilized under \$100,000 to cover expenses, which have been reimbursed once payment is received by OSM. It is recommended for LICA to retain \$100,000 within an Advantage Savings Account, should it be required to cover future operational costs. The remaining funds could be transferred to a locked term deposit account to maximize our return on investment.

The funds within the WPAC Platinum Savings Account are very minimal and would be ideal to be transferred within an Advantage Savings Account to collect a better interest rate with the Airshed funds.

Advantage Savings Accounts

Features

- Premium interest rate based on daily balance
- Interest paid at month-end
- No monthly fee
- One free transaction per month, \$5.00 per additional debit
- No minimum balance
- Free online statements

Account Balance	Interest Rate
\$0-\$9,999	1.80%
\$10,000-\$99,999	2.05%
\$100,000+	2.20%

Locked Term Deposit Investments

Non-Redeemable (Locked Term)	Interest Rate
30-90 Days	2.75%
180 Days	3.25%
1 Year	4.45%
2 Years	4.40%
3 Years	4.25%
4-5 Years	4.20%

*These interest rates were provided on May 15, 2023, and are subject to change.



LICA Municipal Board of Directors Seat Rotation Schedule

Kristina Morris, Executive Director

Recommendation

LICA to include one consistent sector-appointed municipal board seat (Town of Bonnyville) and three alternating seats on a 2-year rotation. Below is the proposed rotational schedule that depicts all eight LICA municipal members on rotation:

LICA Board of Director Municipal Seats	2021-22 (Last Year)	2022-23 (Current)	2023-24 (Fall 2023)	2024-25 (Fall 2024)	2025-26 (Fall 2025)	2026-27 (Fall 2026)
Director Seat 1	M.D. of Bonnyville	County of Two Hills	County of Two Hills	Village of Glendon	Village of Glendon	County of LLB
Director Seat 2	County of LLB	County of LLB	Smoky Lake County	Smoky Lake County	M.D. of Bonnyville	M.D. of Bonnyville
Director Seat 3	City of Cold Lake	City of Cold Lake	County of Vermilion River	County of Vermilion River	City of Cold Lake	City of Cold Lake
Director Seat 4	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville	Town of Bonnyville

*Note: the municipal sector-appointed seats are assigned in October-November each year, therefore, the above-mentioned annual timeframe reflects a fall start/end date.

Issue

LICA has a total of eight municipal memberships (as shown below). In 2021, when LICA received new interest in LICA membership from surrounding municipalities, the question of ‘how can municipalities participate on the Board of Directors’ was posed. LICA identified a need to develop a rotational schedule, similar to the LISC, to ensure that all municipal partners have an opportunity to appoint a member to the Board of Directors.

Current LICA Municipal Membership:

- | | |
|--|------------------------------|
| 1. Town of Bonnyville | 5. County of Lac La Biche |
| 2. City of Cold Lake | 6. Smoky Lake County |
| 3. Municipal District of Bonnyville No. 87 | 7. County of Two Hills |
| 4. Village of Glendon | 8. County of Vermilion River |

Solution

As the LICA office resides within the Town of Bonnyville, it is important to have a consistent liaison on the Board of Directors to ensure activities within the town are known by both LICA and the Town of Bonnyville. As such, the remaining three Board of Director seats would alternate on a 2-year rotation cycle (which mirrors the LISC's schedule). Municipal Members included on the schedule would also participate on committees for that year.

This schedule would be shared among all of LICA's municipal members for feedback. Should a municipal member not be able to appoint a member for the scheduled two years, the time slot will be replaced with the member next in line in the rotation. The Executive Director would be responsible for updating the schedule as conversations occur over the Summer in preparation for the Fall sector appointments.

Board of Directors Meeting

ACTION LIST

Date: May 25, 2023

Recorder: Lori Jodoin

Current Actions	Date to be Completed	Person Responsible	Status
May 25, 2023 <ul style="list-style-type: none"> • Attendance letters to be sent to Lorin Tkachuk and Duane Zaraska. 	June 2023	Kristina	C
<ul style="list-style-type: none"> • Connect with landscapers and request them to submit visual design and updated quotes. 	June 2023	Admin	IP
<ul style="list-style-type: none"> • Hire a landscaper for the Community Garden. 	June 2023	Kristina	IP
<ul style="list-style-type: none"> • Hire a groundskeeper to perform regular maintenance of the Community Garden. 	June 2023	Kristina	IP
<ul style="list-style-type: none"> • Develop a budget proposal for signage at the Community Garden. 	Summer 2023	Kristina	IP
<ul style="list-style-type: none"> • Connect with AHS to see if on-going testing will occur at Muriel Lake. 	Summer 2023	Kayla	C
<ul style="list-style-type: none"> • Follow through with the Summer Student Job Program Grant. 	Summer 2023	Kristina	IP
<ul style="list-style-type: none"> • Include current and past partnerships in the LICA KOLB brochure. 	Summer 2023	Kayla	C
<ul style="list-style-type: none"> • Work with Lakeland HR Solutions to fulfill the scope of work in the agreement and present results to the Board of Directors. 	September 2023	Board Executive	IP
Actions From Past Meetings	Date to be Completed	Person Responsible	Status
April 27, 2023 <ul style="list-style-type: none"> • Connect with the Town of Bonnyville to see if they would like to partner with LICA for Cows and Fish Workshop(s). 	Summer 2023	Stephanie	IP

Board of Directors Meeting

<ul style="list-style-type: none"> • Reach out to rural, agricultural associations and summer villages regarding interest in CreekWatch. • Review Record Retention Policy and Grievance Procedures Policy. 	<p style="text-align: center;">Summer 2023</p> <p style="text-align: center;">September 2023</p>	<p style="text-align: center;">Kayla</p> <p style="text-align: center;">Governance Committee</p>	<p style="text-align: center;">IP</p> <p style="text-align: center;">IP</p>
<p>December 15, 2022</p> <ul style="list-style-type: none"> • Signatures required on the new Blue Quills Instructional Services Agreement Renewal when it becomes available. 	<p style="text-align: center;">Spring 2023</p>	<p style="text-align: center;">Board Executive</p>	<p style="text-align: center;">IP</p>
<p>June 23, 2022</p> <ul style="list-style-type: none"> • Create a Community Garden Composting Plan to present to the Board for approval. 	<p style="text-align: center;">Summer 2023</p>	<p style="text-align: center;">Stephanie</p>	<p style="text-align: center;">IP</p>