



Lakeland Industry and Community Association

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

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ORGANIZATIONAL

Meeting Minutes

Thursday, October 19, 2023

9:00 – 11:00 a.m.

LICA Boardroom and via Zoom

Present: Louise White
Alyssa Krawchuk (via Zoom)
Colin Cote
Vic Toutant (via Zoom)
Amanda Avery-Bibo
Leo Paquin
Robert Machatis
Shawn Elgert (via Zoom)
Wayne Bamber (arrived 10:20 a.m.)
Murray Phillips
Kristen Berezanski
Annette Hobart (via Zoom)
Alex Oiffer (via Zoom)

Guests and Observers:

Staff and Contractors: Kristina Morris, Executive Director
Maria Cueva, Financial Coordinator
Kayla Hellum, Environmental Coordinator
Lori Jodoin, Administrative Professional
Eveline Hartog, Administrative Professional

Regrets: Xiaofeng Will Wang
Kayla Blanchette
Jason Stelmaschuk
Lorne Halisky

1.0 CALL TO ORDER:

The LICA Executive Director called the meeting to order at 9:00 a.m.

1.1 Territorial Acknowledgement

1.2 Introductions

1.3 Vision, Mission, & Values

1.4 Approval of Agenda

1.4.1 October 19, 2023, Organizational Meeting

#1 Moved by Louise White AND CARRIED that the October 19, 2023, Organizational Meeting Agenda be approved as presented.

2.0 POLICY REVIEW AND ELECTIONS

2.1 Policy 1.3 Responsibilities of the Board of Directors and Code of Ethics

The Board of Directors reviewed Policy 1.3 *Responsibilities of the Board of Directors and Code of Ethics* and each Director was requested to sign the *Code of Ethics* prior to November 4, 2023, for retention by LICA. Those not physically in attendance will have the Code of Ethics emailed to them for signature.

The Executive Director further stated that Government of Alberta Board members have a variance and do not sign the Code of Ethics due to their internal policies which uphold them to a higher standard.

2.2 Policy 1.5 Decision-Making Process

The Board of Directors reviewed Policy 1.5 *Decision-Making Process*. The Executive Director informed the Board that consensus training is available to those interested and to let her know so they can obtain the link. This training is free and provided through the government of Alberta.

2.3 Policy 1.7 Board Member Job Descriptions

The Executive Director reviewed with the Board of Directors Policy 1.7 *Board Member Job Descriptions*. The roles of both directors and officers were highlighted as well as the associated time commitments for each of these roles. She further indicated that she is available to assist new directors with their transition into their roles.

2.4 Policy 1.8 Board Member Conflict of Interest

The Board of Directors reviewed Policy 1.8 *Board Member Conflict of Interest*. The Executive Director stressed the importance that, in cases of conflict of interest, the Board Director must state openly state that they have a direct or perceived conflict of interest and must recuse themselves from the discussion and decision. This is noted in the minutes for public record.

2.5 Elections

The Board of Directors for 2023-24 now consists of the following:

Community Directors:	Louise White (Year 2 of 2) Amanda Avery Bibo (Year 1 of 2)
Non-Government Organization (NGO):	Colin Cote (Year 2 of 2)
Agriculture Director:	Alyssa Krawchuk (Year 1 of 2)
Forestry/Trapping:	Vic Toutant (Year 1 of 2)
Indigenous (Métis): Indigenous (First Nations)	TBD Robert Machatis
Industry:	Wayne Bamber Leo Paquin Kristen Berezanski
Government:	Shawn Elgert, Alberta Agriculture & Forestry Xiaofeng Wang, Alberta Health Services Annette Hobart, Alberta Energy Regulator Abdi Siad-Omar, Alberta Environment & Protected Areas TBD, Smoky Lake County Murray Phillips, County of Two Hills TBD, Town of Bonnyville TBD, County of Vermilion River

The Board of Director terms are 2 years in length.

2.5.1 Secretary-Treasurer

The LICA Executive Director opened the floor for nominations for the position of Board Secretary-Treasurer for a one (1) year term.

Amanda Avery Bibo nominated Leo Paquin, seconded by Kristen Berezanski.

After 3 calls, nominations ceased.

#2 Moved by Murray Phillips, seconded by Louise White AND CARRIED that nominations cease.

The Executive Director declared Leo Paquin elected by acclamation as Board Secretary-Treasurer for a one (1) year term.

2.5.2 Vice-Chairperson

The LICA Executive Director opened the floor for nominations for the position of Board Vice-Chairperson for a one (1) year term.

Amanda Avery Bibo nominated Louise White, seconded by Colin Cote.

After 3 calls, nominations ceased.

#3 Moved by Robert Machatis, seconded by Kristen Berezanski AND CARRIED that nominations cease.

The Executive Director declared Louise White elected by acclamation as Board Vice-Chairperson for a one (1) year term.

2.5.3 Chairperson

The LICA Executive Director opened the floor for nominations for the position of Board Chairperson for a one (1) year term.

Louise White nominated Amanda Avery Bibo, seconded by Colin Cote.

After 3 calls, nominations ceased.

#4 Moved by Robert Machatis, seconded by Leo Paquin AND CARRIED that nominations cease.

The Executive Director declared Amanda Avery Bibo elected by acclamation as Board Chairperson for a one (1) year term.

2.6 Policy 1.12 Volunteer Hours

The Board of Directors reviewed Policy 1.12 *Volunteer Hours* and were reminded of the expectation to track and report their volunteer hours for the month on the LICA sign-in sheet at the meeting and/or via email(executivedirector@lica.ca). These hours are reported within LICA's interim grant reports to the Government of Alberta and it is crucial to have accurate numbers of in-kind support.

The Executive Director further reminded the Board that it is within our Strategic Plan that each member attends at least one LICA event or volunteer opportunity throughout the year.

It was requested by a Board member that Board volunteer hours be shared at the April 2024 meeting to gauge the level of participation within the fiscal year.

2.7 Policy 1.13 Confidentiality

The Board of Directors reviewed Policy 1.13 *Confidentiality* and each Director was requested to sign a copy for retention by LICA. Those virtual attendees were informed that this form would be emailed to them for signature.

Once again, Executive Director stated that Government of Alberta members have a variance and do not sign the Confidentiality Policy form due to their internal policies which upholds them to a higher standard.

2.8 Policy 2.7 Board & Committee Expenses & Remuneration

The Board of Directors reviewed Policy 2.7 *Board and Committee Expenses and Remuneration*. The Board was informed if they had any questions as to whether they were eligible for stipends to connect with the Executive Director.

2.8.1 Expense Claim Form

The Board of Directors reviewed the LICA Expense Claim Form.

2.8.2 Direct Deposit Option

The Board of Directors were given the option to complete the Direct Deposit form noting that a VOID cheque will be required to accompany the form.

2.9 Board and Committee Member Sign-on

The Board of Directors were requested to complete the Board and Committee Sign-on sheet for retention by the Financial Coordinator. Members who have

already completed this form from prior tenure on the Board of Directors were requested to complete the form to ensure their contact information has not changed over the past year. It was clarified that the bottom portion of the form is to only be completed for members who claim stipends.

3.0 APPOINTMENTS TO COMMITTEES

3.1 Appointments to Committees

3.1.1 Policy 1.9 Committees

Policy 1.9 *Committees* was reviewed by the Board of Directors indicating that Committees must have at least one Board member appointed to the Committee; one Board member must be present at all meetings as the Board Liaison. Committee Chairs will be chosen at the first Committee meeting of the Board year.

3.1.2 2023-24 Board of Directors List (Draft)

The Board of Directors were presented with the Board roster to date.

3.1.3 2023-24 Committee Proposals

The Board of Directors reviewed the Expressions of Interest from LICA members, dated October 19, 2023, and the recommendations from the Executive Director, prior to making appointments to the Governance, Education and Outreach Committees, LICA Watershed Committee, and Acid Deposition Monitoring Program Expansion Committee.

3.1.4 Policy 1.17 Review of Absences of Director and Committee Members

The Executive Director reviewed Policy 1.17 *Review of Absences of Director and Committee Members* with the Board of Directors and reminded the Board that attendance is crucial to ensure quorum in order to make decisions.

3.2 Governance Committee Member Appointments

The Executive Director notified the Board of the need to appoint additional committee members due to challenges in obtaining quorum for meetings. The Board was assured that the proposed additional committee members fall within LICA's budget.

Board member Colin Cote put forth interest to sit on this committee as an NGO representative.

One of the Industry Board Members, who is also the Chair of the LICA Industry Steering Committee (LISC) notified the Board of an interested industry representative who wishes to be appointed to the committee. The Board accepted this request.

#5 Moved by Murray Phillips AND CARRIED that the following be appointed to the Governance Committee for a one (1) year term AND that one government representative (AER), three Industry representatives, four Community representatives, three Indigenous representatives, and one NGO representative also be appointed to the Committee:

1. John Ilchuk
2. Andrea Woods
3. Justin Inman
4. Jeffrey Zalaski
5. Kelly Dion-McFeeters
6. Colin Cote

3.3 Education and Outreach Committee (E&O) Member Appointments

The Board expressed interest in re-assigning Duane Zaraska under the Community Members section to retain the two indigenous representative seats, in the event that the Otipemisiwak Métis Government choose to appoint an individual.

#6 Moved by Colin Cote AND CARRIED that the following be appointed to the Education and Outreach Committee for a one (1) year term and that two Industry representatives, one government representative, two Indigenous representatives, one Non-Government Organization representative, and three community representatives also be appointed to the Committee:

1. Warren Hobart
2. Valerie Zahara
3. Duane Zaraska
4. Colin Cote
5. Kelly Dion-McFeeters

3.4 LICA Watershed Committee (LWC) Member Appointments

Board member Alyssa Krawchuk put forth interest to sit on this committee as the Agricultural representative. The Board was in favour of appointing her and re-assigned John Ilchuk as a community representative.

#7 Moved by Murray Phillips AND CARRIED that the following be appointed to the LICA Watershed Committee for a one (1) year term and that two Industry representatives, two Indigenous representatives, four Alberta Environment and Protected Areas representatives, one Alberta Energy Regulator representative, two municipal representatives, one Forestry representative, three community representatives, and one Agriculture sector representative also be appointed to the Committee:

1. John Ilchuk
2. Louise White
3. Richard Bourgeois
4. Alyssa Krawchuk
5. Vic Toutant

3.5 Acid Deposition Monitoring Program Expansion Committee (ADMPEC) Member Appointments

#8 Moved by Murray Phillips AND CARRIED that the following be appointed to the Acid Deposition Monitoring Program Expansion Committee for a one (1) year term and that 3 Industry representatives, two Indigenous representatives, two Alberta Environment and Protected Areas representatives, two Alberta Energy Regulator representatives, two Scientific and Academic Organization representatives, one Agriculture sector representative, and one community representative also be appointed to the Committee:

1. Andrea Woods
2. Desiree Parenteau with Randy Parenteau as an alternate
3. Clarence Makowecki

4.0 OTHER ITEMS

4.1 LICA 2023-24 Meeting Calendar

The Board of Directors reviewed the Board 2023-2024 meeting calendar noting that the meetings would be held every fourth Thursday of the month, excluding the months of July and August, when no meetings are held. Of note the December 2023 Board meeting will be December 21, the March 2024 meeting will be on March 21, and the September 2024 meeting will be on September 19.

#9 Moved by Colin Cote AND CARRIED that the LICA 2023-24 Meeting Calendar be approved as amended.

4.2 Policy 2.3 LICA Signing Authority

The Board members were advised that, pursuant to Policy 2.3 *LICA Signing Authority*, signing authority will reside with the Officers:
Amanda Avery Bibo, Chairperson, Louise White (formerly referred to as White-Gibbs), Vice Chairperson and Leo Paquin, Secretary-Treasurer.

#10 Moved by Wayne Bamber, seconded by Murray Phillips AND CARRIED that Amanda Avery Bibo, Louise White and Leo Paquin retain their Signing Authority, effective November 1, 2023, including access to all of LICA's Bank Accounts (Advantage Savings Accounts, Locked-term Account, and Chequing's Accounts), Online Banking access, and the CAFT portal access.

5.0 ADJOURNMENT

The meeting adjourned at 10:36 a.m.

#11 Moved by Louise White AND CARRIED that the meeting is adjourned.

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 Board of Directors Organizational Meeting
LICA Board Room and via Zoom
Thursday, October 19, 2023 – 9:00 a.m. – 11:00 a.m.

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	CALL TO ORDER		
	1.1	Territorial Acknowledgement	Kristina	
	1.2	Introductions	All	
	1.3	Vision, Mission, and Values	Kristina	For Review
9:10	1.4	Approval of Agenda 1.4.1 October 19, 2023, Organizational Meeting	Kristina	For Decision
	2.0	POLICY REVIEW AND ELECTIONS		
9:15	2.1	Policy 1.3 <i>Responsibilities of the Board of Directors and Code of Ethics</i>	Kristina	For Review and Signatures
9:20	2.2	Policy 1.5 <i>Decision-Making Process</i>	Kristina	For Information
9:25	2.3	Policy 1.7 <i>Board Member Job Descriptions</i>	Kristina	For Information
9:30	2.4	Policy 1.8 <i>Board Member Conflict of Interest</i>	Kristina	For information
9:35	2.5	Elections 2.5.1 Chairperson 2.5.2 Vice-Chairperson 2.5.3 Secretary-Treasurer	Kristina Kristina Kristina	For Decision For Decision For Decision
9:55	2.6	Policy 1.12 <i>Volunteer Hours</i>	Kristina	For Information
10:00	2.7	Policy 1.13 <i>Confidentiality</i>	Kristina	For Review and Signatures
10:05	2.8	Policy 2.7 <i>Board & Committee Expenses & Remuneration</i> 2.8.1 Expense Claim Form 2.8.2 Direct Deposit Option	Kristina Kristina Kristina	For Information For Completion For Completion
10:10	2.9	Board and Committee Member Sign-on	Kristina	For Completion

Time	Item	Agenda	Discussion Leader	Required Outcome
	3.0	APPOINTMENTS TO COMMITTEES		
10:15	3.1	The agenda package includes the following for the information of board members in considering committee appointees: 3.1.1 Policy 1.9 <i>Committees</i> 3.1.2 2023-24 BOD List (Draft) 3.1.3 2023-24 Committee Proposals 3.1.4 Policy 1.17 <i>Review of Absences of Director</i>	Chair	For Information
10:20	3.2	Governance Committee Member Appointments	Chair	For Decision
10:25	3.3	Education and Outreach Committee Member Appointments	Chair	For Decision
10:30	3.4	LICA Watershed Committee Member Appointments	Chair	For Information
10:35	3.5	Acid Deposition Monitoring Program Expansion Committee Member Appointments	Chair	For Review
	4.0	OTHER ITEMS		
10:40	4.1	LICA 2023-24 Meeting Calendar	Chair	For Decision
10:50	4.2	Policy 2.3 <i>LICA Signing Authority</i>	Chair	For Decision
	5.0	ADJOURNMENT	Chair	For Decision

Inaugural Board Meeting to Follow Immediately

1.3 RESPONSIBILITIES OF THE BOARD OF DIRECTORS**INTENT:**

The Board's role is to provide direction and leadership. The Board recognizes its Governance role as policy focused. Policy implementation and administrative detail will be carried out by LICA employees and committees.

The Board will ensure that the talents and energies of the membership are enlisted in appropriate committees and that the role and authority of the committees are clearly set out.

The Directors participate in making Board decisions which lead toward desired outcomes. LICA is not politically motivated nor associated with any political organizations.

1.3.1 DIRECTIVES:

The Board is responsible for:

- 1.3.1.1** Establishing LICA's Vision, Mission, and Values.
- 1.3.1.2** Setting strategic direction and targets annually through Strategic Planning.
- 1.3.1.3** Approving the strategic budget.
- 1.3.1.4** Overseeing budgeting and funding.
- 1.3.1.5** Providing direction through the development of Bylaws and policies.
- 1.3.1.6** Establishing committees based on organizational need.
- 1.3.1.7** Creating and confirming LICA's identity in the community through stakeholder engagement.
- 1.3.1.8** Hiring, monitoring, and evaluating employees/contractors reporting to the Board.

1.3.2 IMPLEMENTATION:

- 1.3.2.1** Members of the Board will sign a copy of LICA's Code of Ethics within 30 days of the Annual General Meeting; any variance from this requirement is subject to Board approval. (See Appendix A).
- 1.3.2.2** Board self-governance is established by policies to ensure that the Board and its committees are accountable and responsible for their actions.
- 1.3.2.3** Operational Governance is established through finance, personnel, and stakeholder engagement policies.

Review Dates: August 25th, 2004; Sep 2006; May 2009; Feb 3, 2011; Sept 5, 2013; June 12, 2017, February 26, 2018; December 8, 2021; February 1, 2022

Approval Dates: November 29, 2001; Sep 27, 2006; Feb 3, 2011; Sept 5, 2013; September 7, 2017, April 12, 2018; January 27, 2022 February 24, 2022

Self-Governance: Policy 1.3 - Responsibilities of the Board Of Directors

- 1.3.2.4** Board orientation will be conducted within one month of each Annual General Meeting and the election of the new Board of Directors and may include committee members. Ongoing training on relevant topics shall be made available to Board and committee members as deemed necessary by the Board.

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Self-Governance: Policy 1.3 - Responsibilities of the Board Of Directors

APPENDIX A**LICA Board Member - Code of Ethics (Conduct)**

Covenant Statement: "I agree to act in a manner that is in the best interests of LICA and in accordance with the principles upon which LICA was founded."

The LICA Board exists to create, promote, and monitor a structure based on LICA's Vision, Mission, and Values Statements. To this end, LICA Directors will be committed to the following principles:

1. Responsibility to the Office: Board Directors will honor the high responsibility which this membership demands by:
 - 1.1 Conducting Board business in a positive manner, respecting others' positions, and opinions, and where there is disagreement, disagreeing with issues, not with people.
 - 1.2 Understanding that LICA is a policy governing board, responsible for setting the policies which direct the organization, and using committees and an Executive Director to implement those policies.
 - 1.3 Respecting the established structure of LICA.
 - 1.4 Distinguishing between personal views and those of the Board; respecting the position and decisions of the Board even if different from their own.
 - 1.5 Taking responsibility for personal development by becoming well-informed concerning the duties of a Board director, and by making it their business to understand the issues LICA deals with.
 - 1.6 Attending regular Board meetings and actively participating in discussion and decisions.

2. Responsibility to the Community: Board Directors will honor the commitment of LICA to every individual and organization in its area by:
 - 2.1 Working to represent the perspective of the entire community, to the benefit of all.
 - 2.2 Attempting to fairly appraise all issues presented to the Board of Directors.
 - 2.3 Recognizing LICA's apolitical nature.

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Self-Governance: Policy 1.3 - Responsibilities of the Board Of Directors

- 2.4 Keeping confidential any personal information learned as result of their involvement with LICA.
 - 2.5 Refusing to use their position on the Board for personal benefit or gain.
3. Responsibility to the Board: Board Directors will honor other members of the Board by:
- 3.1 Recognizing that LICA's authority rests with the Board, and that individual Directors are not authorized to speak on behalf of the Board (e.g. to the media, a landowner, or a company) unless designated to do so by the Board.
 - 3.2 Understanding that, nevertheless, as LICA Directors, whatever they say about LICA will be deemed to be setting forth LICA's position. Thus, they must always speak with the voice of the Board. The time for debate is before the vote, not after.
 - 3.3 Recognizing and respecting the integrity of past and current members of the Board and the merit of their work.
 - 3.4 Coming to Board meetings prepared to discuss and collectively decide on Board decisions, ensuring that all relevant facts are known.

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Non-Government Director

Agriculture Director

Forestry/Trapping

Community Director

Community Director

Cold Lake First Nations

Otipemisiwak Metis Gov't

Industry Rep

Industry Rep

Industry Rep

Alberta Agriculture

Alberta Health

Alberta Energy Regulator

AEP

Town of Bonnyville

Smoky Lake County

County of Vermilion River

County of Two Hills

Review Dates: August 25th, 2004; Sep 2006; May 2009; Feb 3, 2011; Sept 5, 2013; June 12, 2017, February 26, 2018;
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February 24, 2022

Self-Governance: Policy 1.3 - Responsibilities of the Board Of Directors

1.5 DECISION-MAKING PROCESS**INTENT:**

The Board and committee members make sound decisions which align with LICA's Vision, Mission, and Values.

1.5.1 DIRECTIVES:

1.5.1.1 LICA has adopted a consensus model of decision-making for Board and committee meetings.

1.5.1.2 Annual General and Special General Meetings will follow Robert's Rules of Order.

1.5.2 IMPLEMENTATION:

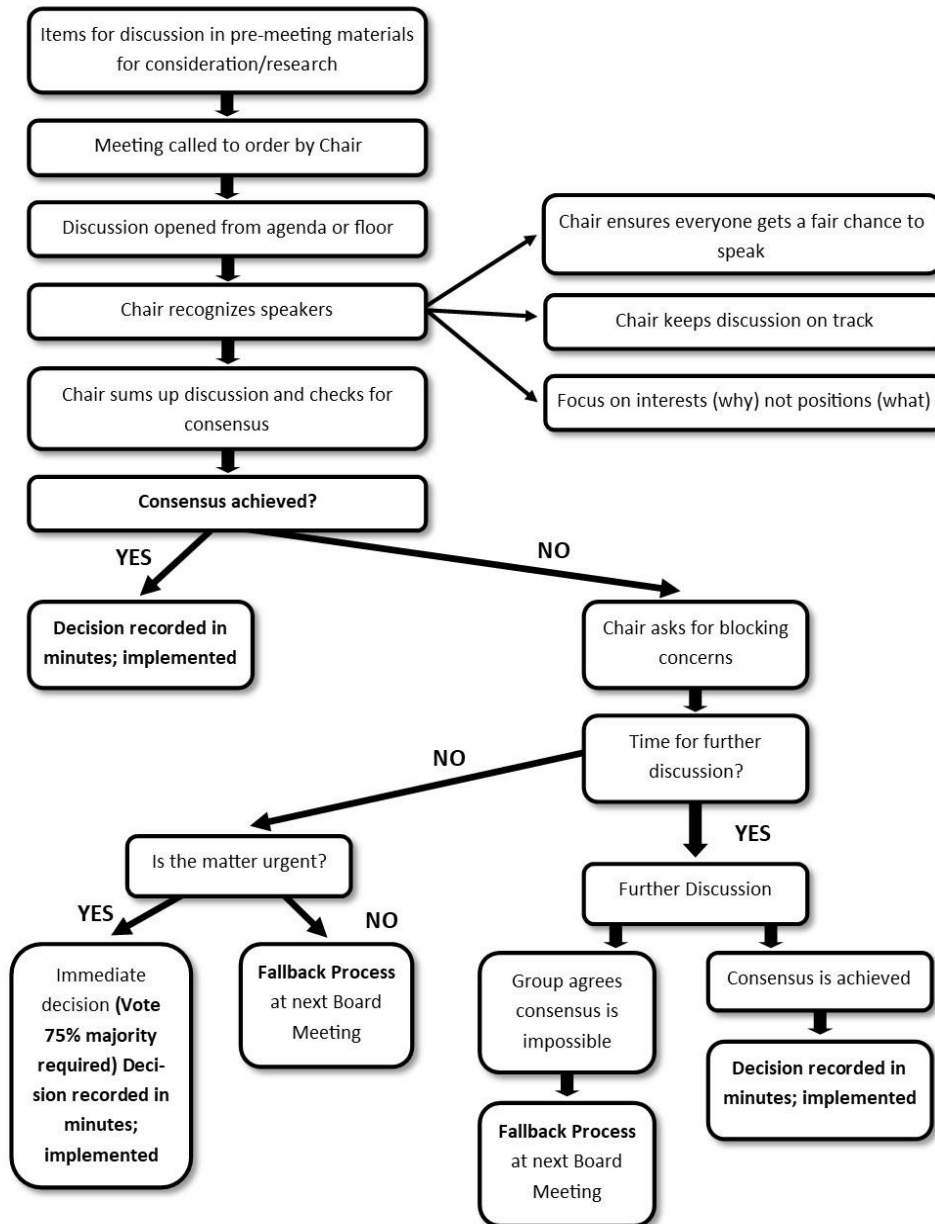
1.5.2.1 At the first meeting of the Board and of each committee, the Chair will indicate that a consensus decision-making process is to be followed as outlined in Appendix A: LICA's Board and Committee Consensus Decision-Making Process.

1.5.2.2 Training and guidance in the use of the consensus decision-making process will be made available to all Board and committee members.

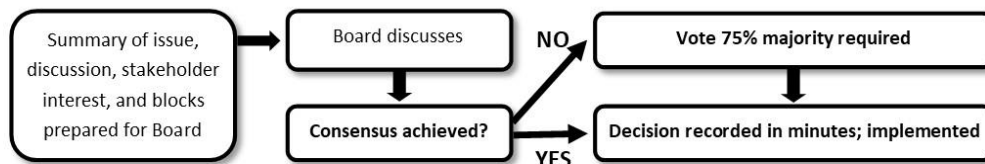
Review Dates: – August 25th, 2004; June 12, 2017; September 5, 2018, February 1, 2022

Approval Dates: November 29th, 2001; September 7, 2017; September 13, 2018, February 24, 2022

LICA’S BOARD AND COMMITTEE CONSENSUS DECISION-MAKING PROCESS



FALLBACK PROCESS



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

Approval Dates: November 29th, 2001; September 7, 2017; September 13, 2018; February 24, 2022

1.7 BOARD MEMBER JOB DESCRIPTIONS**INTENT:**

The Board of Directors are the decision makers of LICA, assuming responsibility for the administration of the organization, and its assets, liabilities, contracts, bylaws, and policies.

1.7.1 DIRECTIVES:

- 1.7.1.1** The Chair, Vice-Chair, and Secretary-Treasurer each have specific responsibilities and are the Officers of LICA.
- 1.7.1.2** The Officers will be elected from among the LICA Board of Directors within 14 days of each Annual General Meeting.
- 1.7.1.3** Officers will be accessible to the Executive Director, Directors, and the general membership of LICA.
- 1.7.1.4** All Board Directors will:
 - 1.7.1.4.1** Participate in the formation of LICA’s strategic plan, bylaws, and policies.
 - 1.7.1.4.2** Attend Board meetings and participate in committees, as requested by the Board.
 - 1.7.1.4.3** Commit to the Vision, Mission, Values, and Strategic Plan of LICA.
 - 1.7.1.4.4** Contribute constructively to Board discussions.
 - 1.7.1.4.5** Speak with one voice—Board members may debate alternatives in the Boardroom; however, once a decision has been made, whether or not an individual Board Member is in agreement, they should respect consensus and not speak against the Board decision.
 - 1.7.1.4.6** Operate within LICA Bylaws, policies, and organizational structure, as well as the adopted consensus decision-making process and rules of order, so that any decision of the Board may be made in an efficient, knowledgeable, and timely fashion.

1.7.2 IMPLEMENTATION:**1.7.2.1 Chair**

- 1.7.2.1.1** Presides at Board meetings.
- 1.7.2.1.2** Provides leadership to the Board in governing and supporting LICA, facilitating the work of the Board as a whole rather than acting as an individual.
- 1.7.2.1.3** Works closely with the Executive Director to ensure effective operation.
- 1.7.2.1.4** Acts as the official spokesperson of LICA to stakeholders, the media, and the community; represents LICA in the community (or as delegated)

Review Dates: Aug 2004, Sep 2006, May 2008; June 12, 2017; April 16, 2018, February 1, 2022

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- 1.7.2.1.5** Develops agendas for Board meetings with the Executive Director and/or Officers.
- 1.7.2.1.6** May make recommendations to the Board regarding committees to be established; seeks volunteers for committees/coordinates individual Board member assignments; ensures each committee has a Chair; stays in touch with committee Chairs to be sure that their work is carried out; identifies committee recommendations that should be presented to the Board; determines whether Officers' meetings are necessary and convenes the Officers accordingly.
- 1.7.2.1.7** Establishes or delegates a committee for hiring an Executive Director and program managers; convenes Board discussions on the evaluation and negotiating a compensation and benefits package.
- 1.7.2.1.8** Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.

1.7.2.2 Vice-Chair

- 1.7.2.2.1** Acts as Chair in the absence of the Chair; assists the Chair as required.
- 1.7.2.2.2** May be assigned a special area of responsibility, such as membership, media, orientation, or personnel.

1.7.2.3 Secretary-Treasurer

- 1.7.2.3.1** Acts as Chair in the absence of the Chair and Vice Chair; assists the Chair as required.
- 1.7.2.3.2** Manages the Board's review of, and action related to, the Board's financial responsibilities; works with the Executive Director in developing, implementing, and evaluating financial procedures and systems.
- 1.7.2.3.3** Ensures appropriate financial reports are made available to the Board.
- 1.7.2.3.4** Ensures that a year-end audit or review is conducted in agreement with LICA Bylaws.
- 1.7.2.3.5** Presents audit or review and financial report at the Annual General Meeting.

1.7.2.4 Officers

- 1.7.2.4.1** Provide consultative support to the Executive Director.
- 1.7.2.4.2** The Officers will have access to the resources of the LICA office.
- 1.7.2.4.3** The Board will be provided with a report of the Officers' meeting(s).

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1.8 BOARD MEMBER CONFLICT OF INTEREST**INTENT:**

Conflict of interest is defined as a situation or circumstance that places or may be perceived by others as placing an individual in a position where their personal interest may influence their decisions or actions in carrying out their responsibilities.

1.8.1 DIRECTIVES:

1.8.1.1 To assure the objectivity of the Board or committees and maintain public confidence in the integrity of LICA, Board or committee members must avoid any conflict of interest, or perception thereof, with respect to their fiduciary responsibilities.

1.8.2 PROCEDURES:

1.8.2.1 Board, committee, and staff members will not use their positions to obtain employment within LICA for themselves, family members, or close associates.

1.8.2.2 Board, committee, and staff members are responsible for declaring a conflict of interest, or perception thereof. Such declaration is to be made in open meeting prior to Board and committee discussion and decision of the subject and will be recorded in the minutes.

1.8.2.3 In the event of an actual or perceived conflict of interest by the Board or Committee member, the party will not participate in discussion or decisions on the subject and shall be recused from the room.

Review Dates: August 25th, 2004; October 6, 2016; June 26, 2017; April 16, 2018, March 6, 2019; May 10, 2022

Approval Dates: November 29th, 2001; October 6, 2016; September 7, 2017; May 10, 2018; March 21, 2019; May 26, 2022

Self – Governance: Policy 1.8 – Board Member Conflict of Interest

1.12 VOLUNTEER HOURS**INTENT:**

The Board recognizes volunteer time by members is critical to the success of LICA. These hours require tracking to use as a “contribution in kind”, when applying for grants or direct government funding.

1.12.1 DIRECTIVES:

1.12.1.1 Board and committee members are requested to track hours spent on LICA activities. (Board, committee, and special meetings including preparation, business, outreach, events, workshops, and associated travel).

1.12.2 IMPLEMENTATION:

1.12.2.1 The Executive Director will keep an accounting of total volunteer hours.

1.12.2.2 Individuals are responsible for tracking their volunteer hours on the meeting and/or event sign-in sheet.

1.12.2.3 Any volunteers who require detailed information on hours or duties are expected to keep such logs for themselves. The Executive Director will verify the total number of hours submitted, if requested.

Review Dates: October 27, 2004; Sep 2006; May 2009, February 27, 2017; June 26, 2017, November 26, 2018; September 7, 2022

Approval Dates: September 29, 2004; Sep 27, 2006; May 28, 2009; April 24, 2017; September 7, 2017; December 13, 2018; November 24, 2022

1.13 CONFIDENTIALITY**INTENT:**

Board and committee members may become aware of confidential information during their involvement with LICA. Under Common Law and the Freedom of Information and Protection of Privacy Act (FOIP) such information must remain confidential and may not be used for personal gain.

1.13.1 DIRECTIVES:

- 1.31.1.1** Regarding confidentiality of information, Board and committee members will always be governed by the Societies Act, Common Law, FOIP and LICA's Vision, Mission, Values, bylaws, and policies.

1.13.2 IMPLEMENTATION:

- 1.13.2.1** LICA may need to collect personal information about an individual or organization. Such information will be handled in a secure and confidential manner. LICA's records management practices will be in accordance with FOIP <https://www.servicealberta.ca/foip/>, and as defined in Policy 2.6-Records Retention.
- 1.13.2.2** Only the Officers, Executive Director, and Accounting Assistant will have access to confidential files.
- 1.13.2.3** Board and committee members will annually sign an Oath of Confidentiality (appended) at the first meeting after their election or appointment; any variance from this requirement is subject to Board approval.
- 1.13.2.4** *In camera* proceedings must remain confidential in accordance with Policy 1.6.
- 1.13.2.5** Information will remain confidential during and after LICA tenure, unless released by the owner.

Review Dates: September 27, 2006, May 8, 2008, June 2, 2011; June 26, 2017, November 26, 2018;
February 1, 2022

Approval Dates: September 27, 2006, May 8, 2008, June 2, 2011; September 7, 2017; December 13, 2018;
February 24, 2022

LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION

LICA – Environmental Stewards

BOARD AND COMMITTEE MEMBER OATH OF CONFIDENTIALITY

I do solemnly declare that I will not disclose any confidential information of any kind that comes to my knowledge respecting any member, employee, contractor or associated organization of the Lakeland Industry and Community Association (LICA) through my involvement with LICA.

I acknowledge that this declaration will remain in force both during and after my tenure as a LICA member.

I understand that if I choose to disclose confidential information, I may be liable for prosecution for breach of confidentiality, and that LICA will not indemnify me for any fines or awards of damages against me.

I have read this declaration in its entirety and understand the contents of this declaration.

Signature of Witness

Signature of Board or committee member

Name of Witness (Print)

Name of Board/committee member (Print)

Date

**Review Dates: September 27, 2006, May 8, 2008, June 2, 2011; June 26, 2017, November 26, 2018;
February 1, 2022**

**Approval Dates: September 27, 2006, May 8, 2008, June 2, 2011; September 7, 2017; December 13, 2018;
February 24, 2022**

2.7 BOARD AND COMMITTEE EXPENSES AND REMUNERATION

INTENT:

Board and appointed committee members who represent the community, Indigenous, and non-government sectors will be reimbursed for pre-approved expenses and time spent on LICA activities.

2.7.1 DIRECTIVES:

- 2.7.1.1 Board and committee members will endeavour to keep expenses and claims to a minimum.** Pre-approved stipends and expenses will be paid where participants are providing service as a LICA Board or committee member.
- 2.7.1.2** Board and committee members whose time is covered by their employers are not eligible for remuneration.
- 2.7.1.3** LICA members attending meetings as guests or observers are not eligible for stipends.

2.7.2 IMPLEMENTATION:

- 2.7.2.1** LICA Board and committee members attending an approved conference may claim a stipend for conference days only.
- 2.7.2.2** Elected and appointed members will be paid stipends and be reimbursed for expenses at the following rates:
 - Meetings, events, and training (excluding the AGM) - \$ 130.00
 - Round-trip mileage in accordance with the Alberta Government rate in effect at the time of LICA's annual organizational meeting.
 - Parking as per itemized receipt
 - Meal allowances, which include gratuity and GST; no receipts required:
 - Breakfast - \$20.00
 - Lunch - \$25.00
 - Dinner - \$30.00
 - Accommodation as per itemized receipt
- 2.7.2.3** The Board Chairperson will receive a flat rate of \$100 per month, over and above any stipends paid.

Review Dates: Jan 2006; Sep 2006; Oct 2007; May 2008; Sep 2008; Jan 2010; Jun 2010; May 2011; May 3, 2012; April 3, 2014; October 2, 2014; June 26, 2017; January 8, 2018; April 16, 2018; December 8, 2021; February 8, 2023; September 5, 2023

Approval Dates: Jan 24, 2002; Sep 27, 2006; Oct 03, 2007; Feb 04, 2010; Sep 02, 2010; June 2, 2011; May 3, 2012; Oct 02, 2014; September 7, 2017; April 12, 2018; January 27, 2022; February 23, 2023; October 6, 2023

Operational Policy: Finance Policy 2.7 - Expenses and Remuneration

- 2.7.2.4 The Officers may receive stipends, upon approval of the Board, for additional duties associated with their roles.
- 2.7.2.5 While there is an expectation of attendance for the complete meeting, event, or training, stipends will be paid only if individuals remain for the major portion of the meeting, event, or training.
- 2.7.2.6 An individual will receive one stipend per committee event, meeting, or training per day.
- 2.7.2.7 Mileage will be paid to individuals travelling to and from a meeting, event, or training session related to LICA business. LICA reserves the right to verify mileage charges prior to approval.
- 2.7.2.8 Where two or more individuals carpool to a meeting, training, or event, only the person whose vehicle makes the trip will be reimbursed for mileage.
- 2.7.2.9 Industry representatives will be eligible for reimbursement of expenses as pre-approved by the Board of Directors.
- 2.7.2.10 Other members may be approved to attend meetings, conferences, etc. with reimbursement at the discretion of the Board.
- 2.7.2.11 Reimbursement will be made after expenses are incurred and receipts and invoices are submitted and approved.
- 2.7.2.12 Claims other than mileage, meals, and stipends require original itemized receipts.
- 2.7.2.13 All expense and remuneration claims will be reviewed and approved by the Executive Director or Board designate.
- 2.7.2.14 Where anticipated expenses are known (e.g., conference fees), the Executive Director may pay for them with the LICA credit card.

Review Dates: Jan 2006; Sep 2006; Oct 2007; May 2008; Sep 2008; Jan 2010; Jun 2010; May 2011; May 3, 2012; April 3, 2014; October 2, 2014; June 26, 2017; January 8, 2018; April 16, 2018; December 8, 2021; February 8, 2023; September 5, 2023

Approval Dates: Jan 24, 2002; Sep 27, 2006; Oct 03, 2007; Feb 04, 2010; Sep 02, 2010; June 2, 2011; May 3, 2012; Oct 02, 2014; September 7, 2017; April 12, 2018; January 27, 2022; February 23, 2023; October 6, 2023

Operational Policy: Finance Policy 2.7 - Expenses and Remuneration



Lakeland Industry & Community Association

P.O. Box 8237, Bonnyville AB T9N 2J5

Phone: (780) 812-2182 Toll Free: 1-877-737-2182 Fax: (780) 812-2186 E-Mail: lica2@lica.ca Website: www.lica.ca

Receipts must be attached to expense form

EXPENSE CLAIM

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

Date	Meeting Description	Travel To	KM's	Other	Stipend	Chair Approval
TOTALS						

Authorized By:

Stipend \$ _____

Executive Director _____

KM _____ @ 0.68 \$ _____

Other Travel Expenses (please attach receipts) \$ _____

TOTAL CLAIM \$ _____

Signature of Member _____

Includes: travel, meetings, meeting prep/follow-up, tours, conferences, project implementation, services in kind, donations, other



Lakeland Industry & Community Association

P.O. Box 8237, Bonnyville AB T9N 2J5

Phone: (780)812-2182 Toll Free: 1-877-737-2182 Fax: (780)812-2186 E-Mail: lica2@lica.ca Website: www.lica.ca

Receipts must be attached to expense form

6.8 Expenses and Honoraria

Intent:

Board and appointed committee members who represent the community sector are not intended to be out of pocket on LICA's behalf, and so will be reimbursed for pre-approved expenses and time spent on LICA activities. However, it is not intended that LICA stipends become a regular "job" revenue for committee and Board volunteers. Industry and government members' time is covered by their employers, since their LICA activities are employment-related. Board and Committee members shall endeavour to keep expenses and claims to a minimum.

Guidelines:

1. Elected and appointed Community Representatives to the LICA Board and LICA Committee shall be reimbursed for pre-approved meeting and expenses related to:

- 1.1 Approved Meetings, events, and training - \$130.00 per meeting
- 1.2 Roadtrip mileage - \$0.68 per km up to 5,000 km & \$0.62 thereafter.
- 1.3 Parking as per receipt
- 1.4 Meal Allowances (no receipt required)
 - \$20.00/Breakfast
 - \$25.00/Lunch
 - \$30.00/Dinner
- 1.5 Accommodation as per receipt

EFFECTIVE DATE: October 19, 2023

2. Industry Representatives will be eligible for reimbursement of expenses as approved by the Board of Directors.
3. Representatives will be reimbursed after expenses are incurred and receipts and invoices submitted and approved accordingly.

Procedure:

1. Claims for expense reimbursement must be submitted to the Executive Director prior to the 15th of each month in order to expedite payment. Claims other than automotive mileage and per diem require copies of receipts.
2. All expense claims will be reviewed and approved by the Executive Director. All meetings will be signed off by the Chair of the Board/Committee.



Lakeland Industry and Community Association

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

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

PRE-AUTHORIZED CREDIT AUTHORIZATION AGREEMENT

Instructions:

Please complete all sections (type or print clearly) to instruct your financial institution to make deposits directly to your account. Return the completed form with a correctly encoded blank cheque marked "VOID" OR a **Preauthorized Credit Form** from your financial institution to: **Lakeland Industry and Community Association** at the above address

APPLICANT (PAYEE):

Surname: _____ First Name: _____
Surname: _____ First Name: _____
Address/Street: _____
City: _____ Province: _____
Postal Code: _____ Telephone: _____

FINANCIAL INSTITUTION TO BE CREDITED:

Name of Financial Institution: _____
Branch/Location, Street: _____
City: _____ Province: _____ Postal Code: _____
Route/Transit Number: _____ Account Number: _____

(Attach a correctly encoded cheque marked "VOID") **OR** a Preauthorized Credit Form from your Financial Institution

TERMS AND CONDITIONS

1. I (We) as the Applicant(s) and Account Holder(s)/Payee(s) hereby **authorize Lakeland Industry and Community Association** as Payor and the above noted Financial Institution to credit my (our) account at the above indicated branch of the Financial Institution, under Terms and Conditions agreed to by Me (Us) with the **Lakeland Industry and Community Association** as Payor.
2. A credit in paper, electronic or other form may be deposited on My (Our) account which amount may be increased/decreased at a future date as agreed to in writing by Me (Us). **Lakeland Industry and Community Association** as Payor will, to the best of their ability, advise Me (Us) in writing of the revised amount in advance of its effective date.
3. The authorization may be cancelled at any time by Me (Us). I (We) will notify the **Lakeland Industry and Community Association**, as Payor in writing of any changes in the Financial Institution or account information or termination of this agreement at least 10 days prior to the next due date of the pre-authorized credit. Revocation of this agreement does not in any way terminate any other obligation (s) between the Applicant (s) and **Lakeland Industry and Community Association**.
4. Any and all notices required will be sent to the addresses provided herein.
5. **Lakeland Industry and Community Association** may apply in writing to the Financial Institution for reimbursement of the credit if the credit is disputed.

Items credited will be reimbursed by the Financial Institution, subject to notification by **Lakeland Industry and Community Association** to the Branch of account within 90 days of the transaction date subject to meeting any of the following conditions:

- a) I (We) provided the authorization to the Payor.
- b) The pre-authorized credit was deposited in accordance with this authorization.
- c) The credit was posted to the wrong account due to invalid/incorrect account information supplied by the employee.

LIABILITY

The **employee shall be solely responsible for the accuracy and completeness of all information furnished to Lakeland Industry and Community Association and Lakeland Industry and Community Association shall not be responsible in any way for error resulting from the inaccuracy or incompleteness of any information furnished to it by the employee.**

Lakeland Industry and Community Association shall not be responsible or liable for any claim, demand, cost, expense, damage, penalty, delay or inconvenience to the employee or any other person resulting from failure of Lakeland Industry and Community Association to perform any of the services herein contemplated arising out of any cause beyond the control of Lakeland Industry and Community Association or for any reason whatsoever other than the gross negligence or willful default of (Company Name). Lakeland Industry and Community Association shall not be liable to the employee in any event for any special, indirect or consequential damages.

6. I (We) the Applicant (s) hereby acknowledge that I (We) have read and understand and agree to the Terms and Conditions as contained herein.
7. I (We) warrant that all persons whose signatures are required to sign on the account at my (our) Financial Institution have signed this agreement below.

8. I (We) acknowledge that delivery of this authorization **to Lakeland Industry and Community Association** as Payor constitutes delivery by Me (Us) to the above noted Financial Institution.

Date

Signature of Applicant

Date

Signature of Applicant

FOR JOINT ACCOUNTS: If only one signature is required for the account, then only one Applicant need sign this form. However, if two or more signatures are required for the account, then both or all signatures are required on this form.



Board and Committee Member Sign-On

Contact Information:

Name: _____

Mailing Address _____

Phone # _____

Cell # _____

Email Address _____

Stipend Payment Information (complete if applicable):

SIN # _____

Date of Birth _____

CPP Exempt (circle one) YES NO

Date Signed: _____

Board or Committee Name: _____

1.9 COMMITTEES**INTENT:**

The work of LICA is accomplished through the establishment of committees.

1.9.1 DIRECTIVES:

- 1.9.1.1** The Board has the power to appoint committees.
- 1.9.1.2** Committees function under Board-approved policy and Terms of Reference.
- 1.9.1.3** Committees provide reports and recommendations to the Board.
- 1.9.1.4** The Executive Director or designate shall participate in and provide support to each committee of the Board.
- 1.9.1.5** The Board Chair shall be an ex-officio member of all committees, with all the rights of a regular committee member.
- 1.9.1.6** Committee members are appointed by the Board.
- 1.9.1.7** Committees must have at least one Board member appointed to the Committee; one Board member must be present at all meetings. Committee Chairs will be chosen at the first Committee meeting of the year. Board members appointed and in attendance at the Committee meeting will be responsible for reporting to the Board at the following Board meeting.
- 1.9.1.8** Individuals may serve on a maximum of two committees at the same time.
- 1.9.1.9** The Board develops all committee Terms of Reference, in consultation with the Governance Committee, relevant contractors and staff, including the Executive Director.
- 1.9.1.10** Terms of Reference are to be reviewed annually by both the committee and the Board.

1.9.2 IMPLEMENTATION:**1.9.2.1 Standing Committees**

- 1.9.2.1.1** The Board may create standing committees based on organizational need.
- 1.9.2.1.2** Committee members shall be appointed or removed by the Board, with consideration given to the specific projects, geographical areas, or required expertise.

Review Dates: August 25, 2004; Sep 2006; May 2009; December 5, 2013; March 6, 2014; June 26, 2017; February 26, 2018; May 27, 2020; October 20, 2022

Approval Dates: November 29th, 2001; Sep 27, 2006; May 28, 2009; March 6, 2014; September 7, 2017; September 3, 2020; October 20, 2022; December 15, 2022

1.9.2.2 Ad hoc Committees

1.9.2.2.1 The Board may appoint ad hoc committees as required, with appropriate representation.

1.9.2.2.1 Committee members shall be appointed or removed by the Board, with consideration given to the specific projects, geographical areas, or required expertise.

1.9.2.3 Committee Terms of Reference

1.9.2.3.1 Committee terms of reference are part of the Board's self-governance policy, and should include:

- Name, type, authority, and duration of committee,
- Purpose,
- Key duties and responsibilities,
- Membership and how appointed,
- Meetings,
- Resources,
- Budget,
- Reporting process,
- Evaluation and termination procedures, and
- Approval and review dates.

Review Dates: August 25, 2004; Sep 2006; May 2009; December 5, 2013; March 6, 2014; June 26, 2017; February 26, 2018; May 27, 2020; October 20, 2022

Approval Dates: November 29th, 2001; Sep 27, 2006; May 28, 2009; March 6, 2014; September 7, 2017; September 3, 2020; October 20, 2022; December 15, 2022



LICA
ENVIRONMENTAL STEWARDS

Board of Directors 2023-24

Effective October 2023

Name	Company	Term
Amanda Avery Bibo Community Director		Year 1 of 2
Louise White-Gibbs Community Director		Year 2 of 2
Colin Cote Non-Government Director	Healthy Waters LLB	Year 2 of 2
Alyssa Krawchuk Agriculture Director		Year 1 of 2
Vic Toutant Forestry/Trapping Director		Year 1 of 2
Name Indigenous (Metis/First Nations)	Otipemisiwak Métis Government	Year 1 of 1
Robert Machatis Indigenous (Metis/First Nations)	Cold Lake First Nations	Year 1 of 1
Wayne Bamber Industry Representative	Cenovus - LISC Chair	Year 2 of 2
Leo Paquin Industry Member	CNRL	Year 2 of 2
Kristen Berezanski Industry Representative	Strathcona Resources	Year 1 of 2
Shawn Elgert Government Representative	Alberta Agriculture & Irrigation	Year 1 of 1
Xiaofeng (Will) Wang Government Representative	Alberta Health Services	Year 1 of 1
Annette Hobart AER Representative	AER	Year 1 of 1
Abdi Siad-Omar Government Representative	AEP	Year 1 of 1
Murray Phillips Government Representative	County of Two Hills	Year 2 of 2
Name Government Representative	Town of Bonnyville	Cont.
Name Government Representative	Smoky Lake County	Year 1 of 2
Name Government Representative	County of Vermilion River	Year 1 of 2
LICA Staff Stephanie Sampson Kristina Morris Kayla Hellum Lori Jodoin/Eveline Hartog Mike Bisaga/Lily Lin Maria Cueva	Education & Outreach Coordinator Executive Director Environmental Coordinator LICA Reception Environmental Monitoring Financial Coordinator	

1.17 REVIEW OF ABSENCES OF DIRECTORS AND COMMITTEE MEMBERS**INTENT:**

To ensure that participation through attendance continues to be a priority, in accordance with LICA Bylaw 4.6.

1.17.1 DIRECTIVES:

- 1.17.1.1** This policy will apply to all Board Directors and Committee members.
- 1.17.1.2** Attendance is reviewed at the beginning of each meeting.
- 1.17.1.3** If absence from a meeting is necessary, the Member will notify the LICA Office at the earliest known time.
- 1.17.1.4** The Board will review any Member's three consecutive absences and follow-up will be undertaken as authorized by the Board.

1.17.2 IMPLEMENTATION:

- 1.17.2.1 Elected Board of Director seats:** should three consecutive absences occur, the Member will receive a letter, notifying them of the possibility of expulsion should they miss the next meeting.
- 1.17.2.2 Elected Board of Director seats:** should a fourth consecutive absence follow; the Member will be subject to a review of expulsion by the Board as per Bylaw 4.5. Should expulsion occur, the seat will be filled in accordance with Bylaw 4.3.
- 1.17.2.3 Appointed Board of Director seats:** should two consecutive absences occur, the Member will receive a letter, notifying them of the possibility of expulsion should they miss the next meeting.
- 1.17.2.4 Appointed Board of Director seats:** should a third consecutive absence follow; the Member will be subject to a review of expulsion by the Board as per Bylaw 4.5. Should expulsion occur, the seat will be filled in accordance with Bylaw 4.5.

Review Dates: April 3, 2014, November 5, 2015; June 26, 2017; April 16, 2018; June 8, 2021; July 26, 2023; September 29, 2023

Approval Dates: April 10, 2014, November 5, 2015; September 7, 2017; May 10, 2018, June 24, 2021; October 6, 2023



Governance Committee 2023-24 Proposed Committee Appointments

Name	Sector	Reason
Community Member(s)		
John Ilchuk		Proposed to re-appoint this individual to the committee. They previously sat on the Board of Directors for many years and know the history of the organization. They expressed interest to return.
Jeff Zalaski		Proposed to re-appoint this individual to this committee. They were actively involved in discussions and expressed interest to return.
Andrea Woods		Proposed to appoint this individual as they previously sat on the Board of Directors and was the Chairperson for many years. They know the history of the organization. They have expressed interest in participating on this committee.
Justin Inman		Proposed to re-appoint this individual to this committee. They were actively involved in discussions and expressed interest to return.
Board Chairperson		
Name Once Elected		Chairperson to be elected at Organizational Meeting
Indigenous Members (Metis/First Nations)		
Robert Machatis	Cold Lake First Nations	This individual has been actively involved with LICA for years and has confirmed interest in sitting on this committee. Awaiting confirmation from Chief and Council.
Kelly Dion-McFeeters		Proposed to re-appoint this individual to this committee. They were actively involved in discussions and expressed interest to return.
Duane Zaraska	Metis Nation of Alberta Zone II Regional Council	Awaiting confirmation of re-appointment.
Government Members - Sector Appointed		
Colin Woods	AER	Awaiting confirmation of re-appointment.
Industry Members - Sector Appointed		
Kirsti Tooke	Baytex	LISC confirmed appointment
Monty Moore	Strathcona Resources	LISC confirmed appointment
LICA Staff		
Kristina Morris	Executive Director	Lead discussions/Liaison
LICA Reception		Minute Taking

LEGEND	
	Proposed for Board Approval

Notes
<p>1. Other interested candidate(s) include: Richard Pearce This individual is not recommended for committee appointment due to historical attendance rates of LICA Committee(s).</p> <p>2. There is currently one Board member present on this Committee</p>



Education and Outreach Committee 2023-24 Proposed Committee Appointments

Name	Company	Reason
Community Member(s)		
Evelyn Mendares		Proposed to remove this committee member due to lack of participation in discussions. They have, however, expressed interest in maintaining their seat.
Louise White-Gibbs		Proposed to remove this committee member. They confirmed interest to sit on either the E&O or Watershed Committee and it was agreed that she would be best needed on the Watershed Committee.
Warran Hobart		Proposed to appoint this new committee member. They have participated on the LICA Board of Directors and E&O Committee in the past and brings both indigenous and industry knowledge experience.
Valerie Zahara		Proposed to appoint this new committee member. They expressed interest in sitting on this committee as they are a lifetime gardener, permaculture designer, and have rain water harvesting certification. Serving on this committee aligns with their vision and values in community building centered around regenerative futures.
Non-Government Organization (NGO) Member(s)		
Colin Cote	Healthy Waters LLB	Proposed to re-appoint this committee member. This individual is actively involved and expressed interest in maintaining their seat should the Board agree.
Board Chairperson		
Name Once Elected		Chairperson to be elected at Organizational Meeting
Indigenous Members (Metis/First Nations)		
Duane Zaraska		Moved from Indigenous Member seat.
Kelly Dion-McFeeters		Proposed to appoint this committee member. They have participated on the Board of Directors and other LICA Committees before and is actively involved with LICA's E&O programming - adding an indigenous perspective. They have expressed interest in participating on this committee.
Gabrielle-Whiskeyjack	Metis Settlement / Saddle-Lake-First Nations	Proposed to remove this committee member due to lack of attendance. Confirmation was not received.
Government Members - Sector Appointed		
Murray Phillips	County of Two Hills	Awaiting re-appointment
Industry Members - Sector Appointed		
Cindy Connolly	Cenovus	LISC confirmed appointment
Kim Foisy	CNRL	LISC confirmed appointment
LICA Staff		
Stephanie Sampson	E&O Coordinator	Lead discussions
Kristina Morris	Executive Director	Liaison
Kayla Hellum	Environmental Coordinator	Lead discussions (as needed)
LICA Reception		Minute Taking

LEGEND	
	Proposed for Board Approval

Notes
There is currently two Board members present on the committee



**LICA Watershed Committee (LWC)
2023-24 Proposed Committee Appointments**

Name	Company	Reason
Community Member(s)		
Louise White		Proposed to appoint this individual. They have expressed interest in participating on this committee and has previously participated on the IWMP Committee.
Richard Bourgeois		Proposed to re-appoint this individual as they have participated on both the IWMP committee and LWC committees.
Agricultural Member(s)		
John Ilchuk		Proposed to re-appoint this individual to the committee. They previously sat on the Board of Directors for many years and know the history of the organization. They expressed interest to return.
Kellie-Niehiporik		Proposed to remove this individual as they are no longer available to participate on the committee.
Board Chairperson		
Name Once Elected		Chairperson to be elected at Organizational Meeting
Forestry Member		
Vic Toutant		Proposed to appoint this new committee member. This individual brings over 30 years of Forestry and Oil and Gas experience, 10 years as the president of the Lac La Biche Trappers, and 4-years as a Director with the Alberta Trappers Association. He has experience planning environmental programs as he developed a Caribou/Wolf program, supported by the GOA, which is now implemented in 7-caribou zones in Alberta. He is the owner of Little Divide Environmental Services Inc.
Indigenous Members (Metis/First Nations)		
Robert Machatis	Cold Lake First Nations	Confirmed re-appointment
Kelly-Dien-McFeeters	Kehewin-Cree Nation	Proposed to remove this individual as they expressed interest to participate on another LICA Committee.
Clem Parenteau	District 12 Métis	This individual has participated on both the IWMP committee and LWC committees.
Government Members - Sector Appointed		
Abdi Siad-Omar	EPA	Confirmed re-appointment
Alex Oiffer	EPA Ground Water Specialist	Confirmed re-appointment
Nathan Ballard/Jennifer Kerr	EPA Limnologists	Confirmed re-appointment
Shawn Elgert	GoA - AB Agriculture & Irrigation	Confirmed re-appointment
	AER	Unable to appoint representation this year
	Municipal	Awaiting re-appointment confirmation
	Municipal	Awaiting re-appointment confirmation
Industry Members - Sector Appointed		
Paul Kip	CNRL	LISC confirmed appointment
Kristen Berezanski	Strathcona Resources	LISC confirmed appointment
LICA Staff		
Kayla Hellum Kristina Morris LICA Reception	Environmental Coordinator	Lead discussions Liaison Minute Taking

LEGEND	
	Proposed for Board Approval

Notes
<p>1. Other interested candidate(s) include: Richard Pearce This individual is not recommended for committee appointment due to historical attendance rates of LICA Committee(s).</p> <p>2. There is currently three Board of Directors present on the committee</p>



**Acid Deposition Monitoring Program Expansion Committee (ADMPEC)
2023-24 Proposed Committee Appointments**

Name	Company	Reason
Community Member(s)		
Andrea Woods		Proposed to re-appoint this committee member. This individual has been represented on the committee since its inception. They confirmed their interest in maintaining their seat should the Board agree.
Indigenous Member(s) (Metis/First Nations)		
Desiree Parenteau/Randy Parenteau		Proposed to re-appoint this committee member. These individuals have been represented on the committee since its inception.
Findlay MacDermid/Nikita Lattery (alt)		Confirmed re-appointment
Agriculture Member(s)		
Clarence Makowecki		Proposed to re-appoint this committee member. This individual has been represented on the committee since its inception.
Board Chairperson (Ex-Officio)		
Name Once Elected		Chairperson to be elected at Organizational Meeting
Industry Members - Sector Appointed		
Heather Harms	Strathcona Resources	LISC confirmed appointment
Leo Paquin	CNRL	LISC confirmed appointment
Kevin Glowa	Imperial	LISC confirmed appointment
Government Members - Sector Appointed		
Prabal Roy	AEP	This individual has been appointed by EPA. Bob Myrick has since retired.
Wally Qiu	AER	This individual has been represented on the committee since its inception.
Brent McGarry	AER	Confirmed interest in maintaining their seat
Greg Wentworth	AEP	Confirmed interest in maintaining their seat
Scientific and Academic Organizations		
Salim Abboud	Abboud Research Consulting	
Sean Mercer	Imperial Oil	
LICA Staff		
Michael Bisaga	Manager of Environmental Monitoring Programs	Lead discussions
Lily Lin	Data and Reporting Specialist	Support discussions
Kristina Morris	Executive Director	Liaison
Reception		Minute Taking

LEGEND	
	Proposed for Board Approval

Notes
There is currently one Board member present on this Committee



Lakeland Industry and Community Association

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

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

LICA Board Meeting Calendar 2023-24

(Please note that dates are tentative-will be confirmed on a month-to-month basis)

<p>October 2023</p> <p>October 5 – AGM October 19 – Organizational Meeting - 9:00 AM October 19 – Regular Board Meeting after Organizational Meeting</p>	<p>November 2023</p> <p>November 23 – Board of Directors Meeting -9:00 AM</p>	<p>December 2023</p> <p>December 21 - Board of Directors- 9:00 AM</p>
<p>January 2024</p> <p>January 25 – Board of Directors - 9:00 AM</p>	<p>February 2024</p> <p>February 22 – Board of Directors - 9:00 AM</p>	<p>March 2024</p> <p>March 21 – Board of Directors – 9:00 AM Moved up since kids are off school on March 28</p>
<p>April 2024</p> <p>April 25 - Board of Directors - 9:00 AM</p>	<p>May 2024</p> <p>May 23 – Board of Directors – 9:00 AM Determine AGM date</p>	<p>June 2024</p> <p>June 27 - Board of Directors – 9:00 AM This day however is last day of classes, move to June 20?</p>
<p>July 2024</p>	<p>August 2024</p>	<p>September 2024</p> <p>September 26 - Board of Directors – 9:00 AM Meeting & Strategic Planning Session (2023-2024)</p>
<p>October 2024</p> <p>October AGM - TBD October __ – Organizational Meeting October __ -Regular Board Meeting after Org Meeting – 9:00 AM</p>		<ul style="list-style-type: none"> • Meetings are in LICA Board Room • Meeting is being held at another location • Special event

2.3 LICA SIGNING AUTHORITY**INTENT:**

The conduct of LICA's business is supported by the designation of signing authorities by the Board for contract and banking purposes.

2.3.1 DIRECTIVE:

2.3.1.1 The Officers have been designated by the Board as the bank signing authorities for LICA.

2.3.1.2 The Chair has been designated by the Board as the signatory on all official documents unless otherwise delegated.

2.3.2 IMPLEMENTATION:**2.3.2.1 Payments:**

2.3.2.1.1 All payments on behalf of LICA will be made with the approval of any two of the Officers.

2.3.2.2 Contracts:

2.3.2.2.1 LICA contracts and agreements must be signed by any two of the Officers.

2.3.2.2.2 Copies of the contracts, grants and other documents requiring decision/signature will be made available for review a minimum of one week before decision/signature is required, unless otherwise agreed.

2.3.2.3 Other:

2.3.2.3.1 The Executive Director is authorized to sign documents where no specific authority for signature has been delegated in existing Board policy, regulations, or procedural manuals.

Review Dates: August 25th, 2004; Sep 2006; May 2009, April 2010, November 1, 2016; May 17, 2017; March 6, 2019; May 10, 2022

Approval Dates: January 24th, 2002; Sep 27, 2006; May 28, 2009; April 1, 2010; April 24, 2017; June 1, 2017; March 21, 2019; May 26, 2022

Operational Policy: Finance Policy 2.3 – LICA Signing Authority



LICA
ENVIRONMENTAL STEWARDS

Board of Directors 2023-24

Effective October 2023

Name	Company	Term
Amanda Avery Bibo Community Director		Year 1 of 2
Louise White-Gibbs Community Director		Year 2 of 2
Colin Cote Non-Government Director	Healthy Waters LLB	Year 2 of 2
Alyssa Krawchuk Agriculture Director		Year 1 of 2
Vic Toutant Forestry/Trapping Director		Year 1 of 2
Name Indigenous (Metis/First Nations)	Otipemisiwak Métis Government	Year 1 of 1
Robert Machatis Indigenous (Metis/First Nations)	Cold Lake First Nations	Year 1 of 1
Wayne Bamber Industry Representative	Cenovus - LISC Chair	Year 2 of 2
Leo Paquin Industry Member	CNRL	Year 2 of 2
Kristen Berezanski Industry Representative	Strathcona Resources	Year 1 of 2
Shawn Elgert Government Representative	Alberta Agriculture & Irrigation	Year 1 of 1
Xiaofeng (Will) Wang Government Representative	Alberta Health Services	Year 1 of 1
Annette Hobart AER Representative	AER	Year 1 of 1
Abdi Siad-Omar Government Representative	AEP	Year 1 of 1
Murray Phillips Government Representative	County of Two Hills	Year 2 of 2
Name Government Representative	Town of Bonnyville	Cont.
Name Government Representative	Smoky Lake County	Year 1 of 2
Name Government Representative	County of Vermilion River	Year 1 of 2
LICA Staff Stephanie Sampson Kristina Morris Kayla Hellum Lori Jodoin/Eveline Hartog Mike Bisaga/Lily Lin Maria Cueva	Education & Outreach Coordinator Executive Director Environmental Coordinator LICA Reception Environmental Monitoring Financial Coordinator	



Lakeland Industry & Community Association

P.O. Box 8237, Bonnyville AB T9N 2J5

Phone: (780) 812-2182 Toll Free: 1-877-737-2182 Fax: (780) 812-2186 E-Mail: lica2@lica.ca Website: www.lica.ca

Receipts must be attached to expense form

EXPENSE CLAIM

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

Date	Meeting Description	Travel To	KM's	Other	Stipend	Chair Approval
TOTALS						

Authorized By:

Stipend \$ _____

Executive Director _____

KM _____ @ 0.68 \$ _____

Other Travel Expenses (please attach receipts) \$ _____

TOTAL CLAIM \$ _____

Signature of Member _____

Includes: travel, meetings, meeting prep/follow-up, tours, conferences, project implementation, services in kind, donations, other



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Receipts must be attached to expense form

6.8 Expenses and Honoraria

Intent:

Board and appointed committee members who represent the community sector are not intended to be out of pocket on LICA's behalf, and so will be reimbursed for pre-approved expenses and time spent on LICA activities. However, it is not intended that LICA stipends become a regular "job" revenue for committee and Board volunteers. Industry and government members' time is covered by their employers, since their LICA activities are employment-related. Board and Committee members shall endeavour to keep expenses and claims to a minimum.

Guidelines:

1. Elected and appointed Community Representatives to the LICA Board and LICA Committee shall be reimbursed for pre-approved meeting and expenses related to:

- 1.1 Approved Meetings, events, and training - \$130.00 per meeting
- 1.2 Roadtrip mileage - \$0.68 per km up to 5,000 km & \$0.62 thereafter.
- 1.3 Parking as per receipt
- 1.4 Meal Allowances (no receipt required)
 - \$20.00/Breakfast
 - \$25.00/Lunch
 - \$30.00/Dinner
- 1.5 Accommodation as per receipt

EFFECTIVE DATE: October 19, 2023

2. Industry Representatives will be eligible for reimbursement of expenses as approved by the Board of Directors.
3. Representatives will be reimbursed after expenses are incurred and receipts and invoices submitted and approved accordingly.

Procedure:

1. Claims for expense reimbursement must be submitted to the Executive Director prior to the 15th of each month in order to expedite payment. Claims other than automotive mileage and per diem require copies of receipts.
2. All expense claims will be reviewed and approved by the Executive Director. All meetings will be signed off by the Chair of the Board/Committee.