



Lakeland Industry and Community Association

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

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## **BOARD OF DIRECTORS**

**Meeting Minutes**  
**Thursday, October 19, 2023**  
**11:00 a.m. – 12:30 p.m.**  
**LICA Boardroom and via Zoom**

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**Present:** Colin Cote  
Amanda Avery Bibo  
Leo Paquin  
Shawn Elgert  
Alyssa Krawchuk  
Murray Phillips  
Louise White  
Robert Machatis  
Alex Oiffer- Adbi Siad-Omar's Alternate (joined at 11:12 a.m.)  
Wayne Bamber  
Xiaofeng Wang (joined at 11:19 a.m.)  
Vic Toutant  
Kristen Berezanski  
Annette Hobart

**Guests and Observers:**

**Staff and Contractors:** Kristina Morris, Executive Director  
Maria Cueva, Financial Coordinator  
Lily Lin, Data & Reporting Specialist  
Kayla Hellum, Environmental Coordinator  
Eveline Hartog, Administrative Professional  
Lori Jodoin, Administrative Professional

**Regrets:** Kayla Blanchette

## **1.0 CALL TO ORDER:**

The LICA Board Chairperson, called the meeting to order at 10:59 a.m.

### **1.1 Approval of Agenda**

#### **1.1.1 October 19, 2023, Board of Directors Meeting**

**#1 Moved by Colin Cote AND CARRIED that the October 19, 2023, Agenda be approved as amended to include 2.4.1.1 AGM Debrief.**

### **1.2 Approval of Minutes**

#### **1.2.1 September 28, 2023– Board Minutes**

**#2 Moved by Louise White AND CARRIED that the Minutes of the September 28, 2023, Board meeting be approved as presented.**

##### **1.2.1.1 Wetland Inventory Project Letter of Support**

This was brought to the Board at the September 28, 2023, Board meeting. As quorum was lost and due to the short timeline to action this request, the Board Members present accepted developing a letter of support which required ratification at the next meeting.

**#3 Ratified by Murray Phillips the decision made by the Board of Directors who were present at the September 28, 2023, Board Meeting AND CARRIED for LICA to write a letter of support to the Lac La Biche Region Watershed Stewardship Society for their Wetland Inventory Project 2023 application.**

##### **1.2.2 September 29, 2023 – Email Motion re LICA Policies**

These policies were sent out to the Board for an email motion as quorum was lost at the September 28, 2023, Board meeting.

**#4 Ratified by Murray Phillips the motion moved by Colin Cote AND CARRIED for LICA to approve the September 29, 2023 – Email Motion re LICA Policies.**

**#5 Moved by Louise White that Policy 2.7 *Board and Committee Expenses and Remuneration* be sent to the Governance Committee to review the monthly allowance for the Chairperson in comparison to the duties outlined in Policy 1.7 *Board Member Job Descriptions*.**

## **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:

- The non-methane hydrocarbon (NMHC) data collected from the St. Lina station, from August 2023 - October 2023 is still valid and may be revised pending the root cause analysis results, of the NMHC noise.
- The PAMS current location project ends in April 2024, so discussions need to be started to collect information for the next location. Two options were presented to the Board. One was receiving feedback through a survey and the second option was moving the PAMS to the next largest population centre, which is St. Paul, as part of a rotation schedule. It would be a three-site rotation occurring every two years between Bonnyville, Lac La Biche and St. Paul. Board members liked the idea of a rotation schedule as relationships and infrastructure have already been established. One Board member mentioned that baseline data could be kept and used when the PAMS returned back to the same location. It was also decided that locations would not be locked in and if an environmental factor was occurring the station could be relocated.

**#6 Moved by Kirsten Berezanski to relocate the LICA Portable Air Monitoring Station in 2024 to St. Paul for a two-year term, rotating every two years between Bonnyville, Lac La Biche and St. Paul. The PAMS may be relocated to address any environmental concerns brought forward to the Board, preferably one year after date of install.**

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

The Executive Director presented the Education and Outreach Coordinator's report on behalf of the Education and Outreach Coordinator in her absence, noting:

- School packages have been sent out and feedback has been well received. Rural schools in particular expressed their gratitude for being included and informed about the programming LICA offers. Since the packages have been sent out, five new schools have requested presentations.
- The X-Stream Science program will be re-adjusted so it can be used in different water bodies, as it is difficult to find suitable publicly accessed streams. The only thing changing will be data collection from a shoreline instead of a streambed.
- Due to some difficulties with planning co-hosted Shoreline cleanups, the Education and Outreach Coordinator has developed a new plan. She suggested LICA host a cleanup this fall, possibly after Halloween, if weather permits, or complete a cleanup in the wintertime, near popular fishing areas. In 2024, she plans to host spring cleanups earlier in the year to ensure targets are being met.
- As of yesterday, there have been 65 submissions for the 2024 Calendar Contest. A digital poll will be sent out to our Board members and to the Education and Outreach Committee, so they can vote on their top 13 pictures. Those with the most votes will be included in the calendar.
- LICA was able to donate 274 pounds of produce from the Community Garden to the Bonnyville Food Bank. Approximately 60 families were supported by these donations.

## **2.3 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, noting:

- She attended the WPAC Manager Meeting in Drumheller on October 11, 2023.
- Doug Thrussell, from Alberta Environment and Protected Areas was impressed that our AGM had elections, as we were the only WPAC who did. He also

expressed to the Managers the importance of spending our grant funding or having a plan that shows how it will be spent.

- The Government of Alberta will be conducting a review to see who is sitting on each Board from now until March 2024.
- The Minister of Environment and Protected Areas would like to meet with the WPACs in February or March of 2023. Details are yet to be received but it will probably be a question-and-answer format.
- The WPAC Compendium will only highlight key points and will be completed in the next few months.
- On October 12-13, 2023, she attended the WPAC Summit alongside the Executive Director and one Board member, all representing LICA. She presented as part of the Education and Literacy section on LICA's initial IWMP implementation projects. She shared the new Riparian Health Campaign as well as LICA's Little Environmental Stewards Program. At the end of the Summit they gave out fun red-carpet awards. LICA was the recipient of the Coolest WPAC, for being an airshed zone and synergy group.
- The social media, Fish Friday posts were a fun way for LICA to connect with members of the community to increase fish identification and knowledge in the region. There was engagement for all four weeks and information was shared about each fish species.

### **2.3.1 LARP 10-Year Review Input Letter**

The Environmental Coordinator brought this forward to the Board asking if they would consider sending a letter to Alberta Environment and Protected Areas asking them to consider the Beaver River IWMP priorities within the 10-year review process of the Lower Athabasca Regional Plan (LARP).

One Board member cautioned that this could be politically charged as LARP has major impacts on industry operations. The need for LICA to remain unbiased needs to be upheld. Another Board member stated that Cold Lake First Nations is involved with LARP review themselves. Therefore, he recuses himself from the discussion and decision due to a conflict of interest.

A discussion was then held on the topic of an input letter verse a letter of review. Board members preferred an input letter and one member suggested to use the word intention instead of support. Another member asked if LICA could just provide a copy of the Beaver River IWMP. The Executive Director stated that it could be attached with the letter so they could use it for their consideration, in their review.

The Board agreed that they would like to see a copy of the input letter prior to it being sent out. The Environmental Coordinator stated that she would draft the letter and send it out to all the Board members, with the exception of the member who abstained.

**#7 Moved by Leo Paquin AND CARRIED that a draft letter be presented to the Board of Directors via email to review LICA's intentions.**

## 2.4 Administration

### 2.4.1 Executive Director's Report

The Executive Director delivered her report, noting:

- That OSM Contracts are expected to be received by the end of October 2023. Due to the delay in contract execution, there is an expected delay to receive the Q2 invoice payments until the end of November 2023. There are no concerns at this time regarding LICA's ability to cover expenses until this time.
- The WPAC Interim Report will be developed and completed prior to the December 1, 2023, deadline.
- LISC approved paying 50% of ALMS expense in advance to assist.
- The contract between DR. DAS is up for renewal and will be sent to the officers shortly for signature. Similar to last year, this contract will be between LICA, PRAMP, and DR. DAS as both airsheds receives the same services. Separate invoices will be sent to each airshed and details will be sent to the officers when received.
- After meeting with Bubbleup, regarding the potential redesign of LICA's website, a proposal will be brought forward to the Board at the November meeting, with two options to consider.

#### 2.4.1.1 AGM Debrief

The Executive Director presented some recommendations for next years AGM. She suggested having only one guest speaker for 30 minutes to allow for more time for our program managers to give their updates. The purpose of an AGM is to focus on the organization's successes. The Board agreed with this statement and acknowledged the importance to allot more time to our Program Managers to present on LICA's successes and aspirations for the future. One Board member also proposed that the guest speaker should be called the Keynote for future AGMs.

Additionally, the Executive Director proposed that she could do a LICA 101 presentation prior to the program managers presentations. This would give guests a brief overview of LICA and also share what the AGM theme for the year is. Board members supported the idea of a LICA 101 presentation that would be given by the Executive Director.

One Board member suggested having more time for supper before the speakers start, another member agreed and stated that a full hour should be given for a catered supper or 30 minutes for hors d'oeuvres. It was also brought forward that LICA should continue to have a slideshow playing through dinner displaying some of the Program Managers updates and LICA projects implemented over the last year. It was also suggested that speakers and staff should be first in line to eat, followed by AGM attendees.

One Board member spoke about the importance of time management for our virtual attendees, as they are just sitting and waiting. We must begin the AGM at the announced time.

A discussion was then held in regard to calling the AGM an Open House to encourage more people to attend and see what LICA is all about. The Executive Director shared that according to the Society's Act, it has to be called the Annual General Meeting, however we can also include the term Open House in the advertisement. One member suggested calling it the Open House and AGM.

A discussion was also held regarding advertisement. A Board member asked what kinds of advertisements are in place for the AGM and whether this could play into lower numbers of membership registering. The Executive Director disclosed that LICA has a large variety of target demographics, as such advertisement alternates between multiple methods, including newspapers, radio stations, social media, and formal invitation letters. She also noted that once an email reminder was sent to LICA membership, the registration numbers quickly increased to meet quorum.

## **2.4.2 Financial Reports**

### **2.4.2.1 Accounts Receivable Report to October 11, 2023**

The accounts receivable report as of October 11, 2023, was presented to the Board. Payment is expected to be received from Cenovus on November 3, 2023.

### **2.4.2.2 Finances to Date September 30, 2023**

The Finances to Date as of September 30, 2023, were presented to the Board. All Canada Summer Job funding has been received, as of September 18, 2023.

The Financial Coordinator also stated that we are on track for spending. So far, we have spent 40% of our budget from Industry, 44% from AEG, 51% from WPAC and 35% from OSM.

A correction was also made. The LICA Locked Term Account has accumulated \$1,812.98 in interest from June 27, 2023, to October 7, 2023.

## **2.4.3 Education and Outreach (E&O) Committee**

### **2.4.3.1 September 7, 2023, E&O Committee Minutes – DRAFT**

The Education and Outreach Committee Chairperson presented a brief overview of the September 7, 2023, meeting minutes to the Board.

**2.4.3.1.1 Motion #3: Garden Guidelines Annual Review**

The Education and Outreach Committee Chairperson reviewed some the changes that were made in the Garden Guidelines. One specific change was that gardeners will now be allowed to prebook two plots and if more are available after the set sign-up timeframe, they will be allowed to rent more plots if interested.

**#8 Moved by Louise White AND CARRIED that Motion #3: Garden Guidelines Annual Review be accepted as presented.**

**2.4.3.1.2 Motion #4: LGT Program Discontinuation**

The Education and Outreach Committee Chairperson explained that the Little Green Thumbs Program was supported to be discontinued due to lack of communication from the company and the fact that schools are proceeding with other gardening programs. The Board was in agreeance that this program should be discontinued.

**#9 Moved by Colin Cote AND CARRIED that Motion #4: Little Green Thumbs Program Discontinuation be accepted as presented.**

One Board member suggested the possibility of cycling some E&O programs that are lacking interest from participants. It was also brought forward that maybe new programs could replace older ones to keep information relevant.

The Education and Outreach Coordinator was not in attendance for this meeting, but she was welcomed to approach the Board if she was interested in cycling some of the E&O programs. She is the expert in the area and knows her capacity.

**2.4.4 LICA Watershed Committee (LWC)**

**2.4.4.1 September 26, 2023, LWC Minutes – DRAFT**

**2.4.4.1.1 Motion #3: LLES Program Budget Review**

The Environmental Coordinator shared the motion made at the LICA Watershed Committee meeting on September 26, 2023, regarding LICA's Little Environmental Stewards Program Budget.

**#10 Moved by Murray Phillips AND CARRIED that Motion #3: LICA's Little Environmental Stewards Program Budget Review be accepted as presented.**

**3.0 ACTION LIST**

**3.1 Follow-up on Action List**

**3.1.1 September 28, 2023, Board of Directors Meeting**

The Chairperson reviewed the action list for September 28, 2023. The Executive Director informed the Board that her work with Lakeland HR Solutions to update LICA's HR-related policies should be completed by mid-November 2023. These policies will be shared in smaller groupings at the next few Board Meetings to avoid filling the agenda.

The Executive Director also asked for further details regarding the creation of the Professional Development Policy so the Governance Committee would have a clear understanding prior to creating the policy. Board Members explained that they wanted a guideline or scale created on what percentage of training could be reimbursed/covered by LICA in accordance with the duration of length the individual has been employed for. This would protect LICA's investment of training in the event an individual leaves shortly after being employed. Board members also stated that they would like to include the Professional Development Goals setting that is part of the annual employee performance evaluations.

**4.0 UPCOMING MEETING DATES**

**4.1 Board Meeting – November 23, 2023**

**5.0 ADJOURNMENT**

The meeting adjourned at 12:45 p.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

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**LICA Board of Directors Meeting**  
**LICA Boardroom and via Zoom**  
**Thursday, October 19, 2023**  
**Immediately Following the Organizational Meeting**

Time	Item	Agenda	Discussion Leader	Required Outcome
11:00	<b>1.0</b>	<b>CALL TO ORDER</b>		
	1.1	Approval of Agenda 1.1.1 October 19, 2023, Board of Directors Meeting	<b>Chair</b>	<b>For Decision</b>
11:05	1.2	Approval of Minutes 1.2.1 September 28, 2023 – Board Minutes 1.2.1.1 Wetland Inventory Project Letter of Support 1.2.2 September 29, 2023 – Email Motion re LICA Policies	<b>Chair</b> <b>Chair</b> <b>Chair</b>	<b>For Decision</b> <b>For Ratification</b> <b>For Ratification</b>
	<b>2.0</b>	<b>ONGOING BUSINESS</b>		
11:10	2.1	<b>Manager of Environmental Monitoring Programs Report</b>	<b>Mike</b>	For Information
11:20	2.2	<b>Education and Outreach Coordinator Report</b>	<b>Stephanie</b>	For Information
11:30	2.3	<b>Environmental Coordinator Report</b> 2.3.1 LARP 10-Year Review Input Letter	<b>Kayla</b> <b>Kayla</b>	For Information <b>For Decision</b>
11:40	2.4	<b>Administration</b> 2.4.1 Executive Director’s Report 2.4.2 Financial Reports	<b>Kristina</b>	For Information
11:50		2.4.2.1 Accounts Receivable Report to October 11, 2023	<b>Maria</b>	For Information
11:55		2.4.2.2 Finances to Date September 30, 2023	<b>Maria</b>	For Information
12:00		2.4.3 Education and Outreach (E&O) Committee 2.4.3.1 September 7, 2023, E&O Committee Minutes – DRAFT	<b>Murray</b>	For Information
		2.4.3.1.1 Motion #3: Garden Guidelines Annual Review	<b>Murray</b>	<b>For Decision</b>
		2.4.3.1.2 Motion #4: LGT Program Discontinuation	<b>Murray</b>	<b>For Decision</b>
12:10		2.4.4 LICA Watershed Committee (LWC) 2.4.4.1 September 26, 2023, LWC Minutes – DRAFT	<b>Amanda</b>	For Information
		2.4.4.1.1 Motion #3 LLES Program Budget Review	<b>Amanda</b>	<b>For Decision</b>
	<b>3.0</b>	<b>ACTION LIST</b>		
12:20	3.1	Follow-up on Action List 3.1.1 September 28, 2023, Board of Directors Meeting	<b>Chair</b>	For Review

	<b>4.0</b>	<b>UPCOMING MEETING DATES</b>		
	4.1	Board Meeting – November 23, 2023	<b>Chair</b>	For Information
12:30	<b>5.0</b>	<b>ADJOURNMENT</b>	<b>Chair</b>	<b>For Decision</b>



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## **BOARD OF DIRECTORS**

### **Meeting Minutes**

**Thursday, September 28, 2023**

**9:00 a.m. – 1:00 p.m.**

**LICA Boardroom and via Microsoft Teams**

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**Present:**

Colin Cote  
John Ilchuk  
Amanda Avery Bibo  
Leo Paquin  
Shawn Elgert (left at 11:57 am)  
Kelly Dion-McFeeters (arrived at 10:15 am)  
Murray Phillips  
Louise White  
Robert Machatis  
Abdi Siad-Omar (left at 12:43 pm)  
Nikole Andres  
Wayne Bamber (arrived at 9:13 am, left at 12:29 pm)  
Xiaofeng Wang (left at 11:56 am)

**Guests and Observers:**

**Staff and Contractors:**

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

**Regrets:**

Colette Borgun  
Vicky Lefebvre  
Kayla Blanchette

## **1.0 CALL TO ORDER:**

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

### **1.1 Traditional Acknowledgement**

The Chairperson questioned whether reading the Traditional Acknowledgement off the screen reflects the importance and meaningfulness of the message. The Board held a discussion and stated that actions speak louder than words and that LICA should state what they are doing towards honouring truth and reconciliation. One Board member suggested putting the Traditional Acknowledgement up on a plaque on the Boardroom wall along side LICA's Vision, Mission, and Values. Another member thought it was important to add the word "commitment" following "responsibility" within the acknowledgement. The Indigenous Board member stated that it is important to have the Traditional Acknowledgement, as long as it holds meaning to the organization, and that it does not need to be read at every meeting. It was decided that the Traditional Acknowledgement would be left on the agenda but not read at every meeting.

### **1.2 Member Introductions**

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

### **1.4 Attendance**

The Board reviewed the Attendance Record, noting no issues. Robert Machatis informed the Board that he was reappointed by Cold Lake First Nations to be their representative on the LICA Board. The Executive Director also let the Board know that Duane Zaraska is no longer the president of the Métis Nation of Alberta and are awaiting confirmation of reappointment. She also informed the Board that their name has been changed to Otipemisiwak Métis Government and that the newly established government is divided into 22 Districts instead of 6 Zones.

### **1.5 Approval of Agenda**

#### **1.5.1 September 28, 2023, Board of Directors Meeting**

**#1 Moved by Murray Phillips AND CARRIED that the September 28, 2023, Agenda be approved as presented.**

### **1.6 Approval of Minutes**

#### **1.6.1 June 15, 2023– Board Meeting Minutes**

**#2 Moved by John Ilchuk AND CARRIED that the Minutes of the June 15, 2023, Board meeting be approved as presented.**

**1.6.2 July 21, 2023 – Officer Email Motion re Policy 1.17 Revisions**

The Executive Director noted the Governance Committee’s recommendation for 1.17.2.1 and 1.17.2.3 to remove the word “warning” as it sounds harsh and reprimanding. The Board was in agreeance.

**#3 Ratified by Colin Cote the motion moved by Louise White AND CARRIED for LICA to approve amendments to Policy 1.17 – Review of Absences of Director and Committee Members, including the amendment to remove the word “warning” in 1.17.2.1 and 1.17.2.3.**

**1.6.3 July 26, 2023 – Officer Meeting Minutes**

**1.6.3.1 Motion #1: Additional AGM Guest Speaker Recommendation**

**#4 Ratified by Murray Phillips the motion moved by Leo Paquin AND CARRIED that LICA invite the St. Francis Xavier University Students to be a second guest speaker at the 2023 LICA Annual General Meeting on October 5, 2023. The presentation topic will be on Methane Monitoring Collaboration. They would also be invited to take part in the Air Monitoring Tours.**

**1.6.3.2 Motion #2: LICA Overtime Agreement**

**#5 Ratified by Murray Phillips the motion moved by Louise White AND CARRIED that the LICA Overtime Agreement (July 6<sup>th</sup> Email) be approved as amended to include that no overtime can be taken without prior approval.**

**1.6.3.3 Motion #3: LICA HR-related Policy Review**

The Executive Director will work with Lakeland HR Solutions to update HR-related policies, which will be brought forward to the Board for approval. The original recommendations from Lakeland HR Solutions will be brought forward to the Board.

**#6 Ratified by John Ilchuk the motion moved by Amanda Avery Bibo AND CARRIED to have Lakeland HR Solutions conduct a review of all LICA HR-related policies to identify any gaps.**

**1.6.3.4 Motion #4: Employee Expense Claim Change**

The Chairperson brought forward to the Board background information for Board Officers to bring forward the Motion of an employee expense claim change. In early June, the Executive Director approached Board Officers about over-expenditure of LICA VISA for a period of two months and requested consideration to increase the credit card limit, which would require a by-law change. The over-expenditures were the result of spending the remaining budget prior to the end of the fiscal year, as well as seasonal expenses. Upon review, the Board Officers suggested alleviating the pressures of credit card expenditures by utilizing direct invoicing where possible and putting forward the Motion for employee training, travel, and accommodation to go through the expense claim process. The Chairperson advised the Board that this Motion was implemented on August 23, 2023, and that staff have expressed

concerns. One Board Member expressed misunderstanding as to why there may be staff concerns.

A staff member expressed personal concern regarding the expense claim Motion and advised that this Motion has direct impact. She asked what would occur if this Motion directly affected her ability to meet job expectations. She also advised that she was a representative of all staff members' concerns regarding this matter and requested to present these concerns to the Board. The Board agreed to hear these concerns. The Chairperson answered that work performance is a different discussion and advised that information brought forward, at this time, is on public record. If staff would like to bring forward personal information, it was offered that these concerns be invited into the in-camera session to the Board.

Further discussion was deferred until the 2.0 In-Camera Session as FOIPable information may be discussed.

**1.6.3.5 Motion #5: Community Garden Sign Contractor**

**#7 Ratified by Colin Cote the motion moved by Louise White AND CARRIED that The Knotty Carver be hired to create a 4'x6' wooden Community Garden sign for \$4,200 (including GST).**

**1.6.3.6 Motion #6: Garden Landscaper Contract Addition**

**#8 Ratified by John Ilchuk the motion moved by Leo Paquin AND CARRIED that an additional pad for the secondary garden shed, be built at a rate of \$950 + GST by the landscaper, PACE Construction.**

**1.6.3.7 Motion #7: Fish Identification Workshop**

**#9 Ratified by Murray Phillips the motion moved by Louise White AND CARRIED that LICA proceed with the two-day Fish Identification Workshop & Field Sampling proposal.**

**1.6.3.8 Motion #8: Aquatic Invasive Species Fund grant application**

LICA will find out by the end of March 2024 if they have been approved for the grant.

**#10 Ratified by Murray Phillips the motion made by Amanda Avery Bibo AND CARRIED for LICA to include contracting a university student to conduct water sampling and other responsibilities outlined with the Aquatic Invasive Species Fund grant application.**

**1.6.3.9 Motion #9: AGM Centerpiece Recommendation**

The Executive Director indicated that municipal lanterns and the six-foot-tall lantern have also been made and are ready to be deployed. The large lantern will be on display at the Bonnyville Centennial Centre.

**#11 Ratified by Nikole Andres the motion moved by Louise White AND CARRIED that the AGM Centerpieces Proposal be accepted as presented.**

**1.6.4 September 5, 2023 – Officer Email Motion re ALMS Conference**

**#12 Ratified by Murray Phillips the motion moved by Amanda Avery Bibo AND CARRIED for Colin Cote to attend the ALMs Fall Conference on behalf of LICA.**

**1.6.5 September 11, 2023 – Officer Email Motion re Janitorial Contract**

**#13 Ratified by Colin Cote the motion moved by Louise White AND CARRIED that LICA contract Lakeland Janitorial to perform the duties specified within their bid, effective October 1, 2023.**

**2.0 IN-CAMERA SESSION**

**2.1 Lakeland HR Solutions Market Assessment Results**

**#14 Moved by Leo Paquin AND CARRIED that the Board go in-camera at 10:16 a.m. and also have further conversations of 1.6.3.4 with staff present, for this specific item.**

**#15 Moved by Louise White AND CARRIED that the Board go out of-camera at 12:26 p.m.**

**#16 Moved by Murray Philips AND CARRIED that 1.6.3.4 Motion #4: Employee Expense Claim Change be struck in the #4 Motion in the Officer July 26, 2023, Meeting Minutes.**

**#17 Move by Nikole Andres AND CARRIED to review the wage and benefits results from Lakeland HR Solutions with LISC.**

**#18 Moved by Murray Philips AND CARRIED for a Professional Development Policy to be created.**

**#19 Moved by Murray Philips AND CARRIED to start the process of a second field use credit card, including bylaw amendment.**

**3.0 ONGOING BUSINESS**

**3.1 Executive Director's Report**

The Executive Director delivered her report, noting:

- The Métis Nation of Alberta has now changed names to the Otipemisiwak Métis Government and is divided into 22 Districts. The Board gave their approval for the Executive Director to update LICA policies with the new government changes.

**#20 Moved by Colin Cote AND CARRIED that the Executive Director update LICA policies with the new Otipemisiwak Métis Government name and division changes.**

### **3.1.1 LICA Annual General Meeting**

The Executive Director updated the Board letting them know that 21 LICA members have registered for the AGM, but 28 are needed for quorum. A few of the Board members asked to have their names added to the registration list.

The Executive Director also made a recommendation to offer an honorarium to the New Myrnam School and Indigenous Elder for their participation in this year's Annual General Meeting.

**#21 Moved by Leo Paquin AND CARRIED that LICA present an honorarium of \$100.00 to both the New Myrnam School and Mrs. Dianne Ludwig.**

### **3.1.2 2023-24 Strategic Plan Q2 Progress Report & Summary**

The Executive Director presented the 2023-24 Strategic Plan Q2 Progress Report to the Board for information. LICA is on track with no concerns. There were only two areas not met. One being the Earth Day Writing Contest due to the transition of the new Education and Outreach Coordinator. The second one was the delivery of the X-Stream Science Program as only half of the target was completed. This was due to low interest from the schools.

### **3.1.3 Financial Reports**

#### **3.1.3.1 Accounts Receivable Report to September 11, 2023**

The accounts receivable report as of September 11, 2023, was presented to the Board. The Financial Coordinator shared an update that she is waiting for payments to be processed by Cenovus Energy and Strathcona Resources.

#### **3.1.3.2 Finances to Date August 31, 2023**

The Finances to Date as of August 31, 2023, were presented to the Board. The Financial Coordinator mentioned that surplus funds have been invested and continue to accumulate interest. To date surplus accounts have accumulated \$2,217.82 in interest.

#### **3.1.4 2023-24 Consolidated Budget (Approved by LISC)**

The Executive Director presented the 2023-24 Consolidated Budget to the Board. An adjustment was made since the proposed budget was presented in June 2023. The change reflected the price difference with the newly hired Lakeland Janitorial Services. Details were noted within the attachment provided in the Agenda.

**#22 Moved by John Ilchuk and seconded by Nikole Andres AND CARRIED that the 2023-2024 Consolidated Budget (Approved by LISC) be approved as presented.**



### **3.2 Education and Outreach Coordinator Report**

The Education and Outreach Coordinator delivered her report, noting:

- Teachers have been reaching out and booking into May and June for specific programming.
- Correction on her report, it should read Notre Dame High School not Notre Dame Elementary School under the Shoreline Cleanup Update.
- A Board member requested for the Education and Outreach Coordinator to share the first Shoreline Cleanup sign up sheet with him.

#### **3.2.1 Healthy Waters Lac La Biche KOLB Extension Request**

- The Education and Outreach Coordinator informed the Board that Healthy Waters Lac La Biche requested an extension of the KOLB program. They have held three shoreline cleanups, hosted an Environmental Week KOLB Kickoff, and attended Farmer's Markets throughout the summer, signing up participants. Board members were all in agreement to extend the KOLB program for Healthy Waters Lac La Biche.

**#23 Moved by Amanda Avery Bibo AND CARRIED that the Healthy Waters Lac La Biche KOLB Extension Request be approved as presented.**

**Quorum was lost at 12:43 p.m.**

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

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

- EPA Field Audit program will resume in October 2023.
- Negotiations are occurring with the St. Lina Air Monitoring Station's Landowner for a renewed License of Occupation Agreement. They are renegotiating costs associated to an additional site used for acid deposition and gravel road installation.
- St. FX University students will be bringing their own equipment to the Annual General Meeting on October 5, 2023. They will park their Sniffer Vehicle beside the Portable Air Monitoring Station during the tours and at the venue, to showcase it.

### **3.4 Environmental Coordinator Report**

The Environmental Coordinator delivered her report, noting:

- The WPAC Summit is being held on October 12 – 13, 2023. The Executive Director will be looking for two Board members who are interested in attending, after the Annual General Meeting, as the new Board will not have had their first meeting to appoint the Officers. Colin Cote tentatively put his name forward as interested in attending.
- The Lac La Biche Region Watershed Stewardship Society requested a letter of support for their Wetland Inventory Project 2023 application. All Board members present agreed for LICA to write a letter of support and this decision will be ratified at the next Board meeting.

### **3.5 LICA Committees**

#### **3.5.1 Governance Committee**

##### **3.5.1.1 September 5, 2023, Governance Committee Minutes - DRAFT**

The Draft September 5, 2023, Governance Committee meeting minutes were presented to the Board as information.

###### **3.5.1.1.1 Policy 1.2 Board Composition**

Due to loss in quorum, the review of Policy 1.2 Board Composition will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

###### **3.5.1.1.2 Policy 1.17 Review of Absences of Director & Committee Members**

As the review of Policy 1.17 Review of Absences of Director & Committee Members occurred in agenda item 1.6.2, this item is deemed complete.

###### **3.5.1.1.3 Policy 2.7 Board and Committee Expense & Remuneration**

Due to loss in quorum, the review of Policy 2.7 Board and Committee Expense & Remuneration will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

###### **3.5.1.1.4 Policy 2.6 Records Retention & Committee Inquiry**

Due to the loss in quorum, the review of Policy 2.6 Records Retention & Committee Inquiry will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting. Should time warrant the inquiry may be discussed via email or at the next Board meeting.

###### **3.5.1.1.5 Policy 2.4 General Purchasing**

Due to loss in quorum, the review of Policy 2.4 General Purchasing will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

###### **3.5.1.1.6 Policy 2.2 Management of LICA Revenues**

Due to loss in quorum, the review of Policy 2.2 Management of LICA Revenues will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

**3.5.1.1.7 Policy 2.8 Employee/ Contractor Expenses**

Due to loss in quorum, the review of Policy 2.8 Employee/ Contractor Expenses will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

**3.5.1.1.8 Policy 3.3 Overtime Hours**

Due to loss in quorum, the review of Policy 3.3 Overtime Hours will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

**3.5.1.1.9 Policy 3.5 Employee/Contractor Salary**

Due to loss in quorum, the review of Policy 3.5 Employee/Contractor Salary will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

**3.5.1.1.10 Policy 3.9 Grievance Procedure**

Due to loss in quorum, the review of Policy 3.9 Grievance Procedure will be sent to the Board in an email for approval. The CARRIED motion will be ratified at the next Board Meeting.

**3.5.2 Education and Outreach (E&O) Committee**

**3.5.2.1 September 7, 2023, E&O Committee Minutes - DRAFT**

The Draft September 7, 2023, E&O Committee meeting minutes were tabled for review until the next meeting.

**3.5.2.1.1 Motion #3: Garden Guidelines Annual Review**

Due to loss in quorum, the review of Motion #3: Garden Guidelines Annual Review will be tabled until the next Board meeting.

**3.5.2.1.2 Motion #4: Program Discontinuation Recommendation**

Due to loss in quorum, the review of Motion #4: Program Discontinuation Recommendation will be tabled until the next Board meeting.

**4.0 OTHER BUSINESS**

**4.1 ALMS Conference Report**

A Board member who attended the ALMS Conference shared their report with the Board. It was brought forward that ALMS Conference presenters expressed appreciation for LICA attendance at the Conference.

**4.2 Volunteer Appreciation**

The Executive Director expressed her appreciation for all the Board and Committee members who served this year. As a token of appreciation, there will be a lunch following the meeting, for all the Board and Committee members.

**5.0 ACTION LIST**

**5.1 Follow-up on Action List**

**5.1.1 June 15, 2023, Board of Directors Meeting**

The Chairperson reviewed the action list for June 15, 2023. Almost all items have been completed.

**6.0 UPCOMING MEETING DATES**

**6.1 Annual General Meeting – October 5, 2023 (Lac La Biche)**

**6.2 Organizational/ Inaugural Board Meeting – October 19, 2023**

**7.0 ADJOURNMENT**

The meeting adjourned at 1:21 p.m.

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

\_\_\_\_\_  
Signature

**From:** [Kristina Morris](#)  
**To:** [Colin Cote](#)  
**Cc:** [jilchuk](#); [Amanda Avery-Bibo](#); [leo.paquin](#); [Shawn Elgert](#); [spiritwit](#); [Murray Phillips](#); [Louise White-Gibbs](#); [rmachatis](#); [abdi.siad-omar](#); [Andres, Nikole](#); [wayne.bamber](#); [XiaofengWill.Wang](#); [Colette Borgun](#); [Vicky Lefebvre](#); [Kayla Blanchette](#); [director](#); [lara](#); [little.divide](#); [LICA Reception](#)  
**Subject:** RE: Action Req'd: LICA Policy Review & Approval  
**Date:** October 6, 2023 7:42:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Thank you Colin for your motion and everyone with your comments of support.

Seeing that there were no blocks presented before October 5<sup>th</sup>, this motion is now considered CARRIED and will be brought forward to the October 19<sup>th</sup> Inaugural Board Meeting for ratification.

I will proceed to send all HR-related policies to Lakeland HR Solution for assessment of any gaps.

I hope you all have a happy thanksgiving this weekend!

## Kristina Morris

Executive Director, LICA - Environmental Stewards  
Box 8237, 5107W - 50 Street  
Bonnyville, AB T9N 2J5  
(t) 780.812.2182 (f) 780.812.2186



[www.lica.ca](http://www.lica.ca)

LICA recognizes that we operate and benefit from the traditional lands of the Denesųliné, Nehiyaw (Cree), and in the heart of the Métis Homeland. LICA has respect and gratitude towards sharing the land and honors our responsibility to truth and reconciliation as members of Treaty 6, 8, and 10 and Métis Nation of Alberta – Regions 1 and 2.



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**From:** Colin Cote [REDACTED]  
**Sent:** Friday, September 29, 2023 7:40 AM  
**To:** Kristina Morris [REDACTED]  
**Cc:** [jilchuk](#); [Amanda Avery-Bibo](#); [leo.paquin](#); [Shawn Elgert](#); [spiritwit](#); [Murray Phillips](#); [Louise White-Gibbs](#); [rmachatis](#); [abdi.siad-omar](#); [Andres, Nikole](#); [wayne.bamber](#); [XiaofengWill.Wang](#); [Colette Borgun](#); [Vicky Lefebvre](#); [Kayla Blanchette](#)  
**Subject:** Re: Action Req'd: LICA Policy Review & Approval

I will make this motion.

Colin Cote

On Thu, Sept 28, 2023, 5:06 p.m. Kristina Morris [REDACTED] wrote:

Good afternoon Board Members!

Thank you again for your time at today's Board Meeting – I hope the food was worth the wait!

As we were not able to maintain quorum, I have attached the Governance Committee's policy recommendations for your review and approval. The Board agreed to review these policies in advance of the Inaugural Board meeting, as most are to be presented to Lakeland HR Solutions next week for assessment.

I kindly ask for a motion to approve the following policies (attached for your reference). I've also attached the Governance Minutes so you may reference why the recommendations are being proposed.

- **Motion to approve Policy 1.2 *Board Composition* as amended.**
  - You will see that I have updated the Métis Nation of Alberta to the new Government naming, as approved at the meeting.
- **Motion to approve Policy 2.2 *Management of LICA Revenues* as presented.**
- **Motion to approve Policy 2.4 *General Purchasing – Supplies and Services* as presented.**
- **Motion to approve Policy 2.6 *Records Retention* as presented.**
  - The committee has requested clarification within this policy, which can be discussed at the Board meeting and/or clarified via email. Please review the attached minutes for details.
- **Motion to approve Policy 2.7 *Board and Committee Expense and Remuneration* as presented.**
- **Motion to approve Policy 2.8 *Employee/Contractor Expenses* as amended.**
  - Removed the section 2.8.2.2 as it pertains to the motion that was stricken at today's Board of Directors meeting.
- **Motion to approve Policy 3.3 *Overtime Hours* as presented.**
- **Motion to approve Policy 3.5 *Employee Contractor Salary* as presented.**
- **Motion to approve Policy 3.9 *Grievance Procedure* as presented.**

Once a motion has been made, please indicate if you have any blocks by **October 5, 2023**. If no blocks have been presented, the motion will be considered CARRIED and the policies will be cleaned up and sent to Lakeland HR Solutions for their assessment. The

policies will be then ratified at the October 19<sup>th</sup> Board of Directors Meeting.

Thank you for your time,

**Kristina Morris**

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Bonnyville, AB T9N 2J5  
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# Environmental Monitoring Programs

October 19<sup>th</sup> 2023, Board of Directors Update



## Routine Operations & Reporting

**Non-Methane Hydrocarbons (NMHC) at St. Lina:** NMHC noise noted in August continued into September with numerous non-zero values. No issues were found during the monthly calibration (September 11); although the frequency reduced somewhat after the zero-air generator was replaced on September 26, sporadic NMHC values continued. As this finding has now persisted through two analyzers, two zero air generators, changes in carrier gas (N2) cylinder and H2 generator maintenance, staff are conducting a root-cause analysis with the network operator.

**Zero Air Generators (ZAG):** ZAGs purchased late in the previous fiscal year were installed at Cold Lake, St. Lina, and Tamarack. Aging ZAGs were the last remaining component of our support systems that needed replacing (the major evergreening of our network was a process that started in 2018).

## Special Projects and Other Updates

**St. Francis Xavier University (StFX) Methane Monitoring Study:** The St.FX project was presented at the AGM; the students also offered a *show-and-tell* of their monitoring and sampling systems alongside LICA when we opened the PAMS for tours during the AGM. The students were in the area for about a week following the AGM conducting sampling work to support their project. The AGM provided a valuable opportunity to talk to the students in person as most of the support provided by LICA staff has been remote since their equipment was co-located at our monitoring stations earlier in the summer.



**Portable Air Monitoring System (PAMS) relocation:** Staff will begin collecting feedback regarding relocation options for the PAMS this fall. This will primarily be done through an online survey distributed by email and social media. Another option that would forego seeking input would be to move the station to the next largest population centre that doesn't have routine monitoring: St. Paul. LICA could contemplate entering a 3-site rotation for the PAMS that would include Bonnyville, Lac La Biche, and St. Paul to cover those communities every 2 years (6-year cycle).

**Oil Sand Monitoring (OSM) Program 2024-25 Call for Proposals:** We received the official OSM 2024-25 Call for Proposals. Staff are working to complete the OSM budget template and field sampling schedule and are working towards an October 16<sup>th</sup> submission deadline.



**Webinar Participation:** LICA will be participating in a webinar hosted by the Alberta Capital Airshed: *Quality Organizations Across Canada*. LICA will be talking about our monitoring and sampling programs along with speakers from the Fraser Basin Council and the Port of Vancouver.

<https://capitalairshed.ca/clean-air-webinar-connecting-air-quality-organizations-across-canada-part-2/>

Clean Air Webinar

# Connecting Air Quality Organizations Across Canada, Part 2

Wednesday, October 18, 2023  
9:00-10:00 AM MDT

 Alberta Capital Airshed

Register online at [capitalairshed.ca](https://capitalairshed.ca)

Register

### Speakers

-   **Christine Rigby**  
Port of Vancouver
-   **Patience Rakocho**  
Fraser Basin Council
-   **Michael Bisaga**  
LICA

**Michael Bisaga**  
**Monitoring Programs Manager**  
[monitoring@lica.ca](mailto:monitoring@lica.ca)

**Lily Lin**  
**Data and Reporting Specialist**



Lakeland Industry and Community Association  
 Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5  
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## LICA Education & Outreach Update October 10th, 2023

Program and Event Analytics 2023 - 2024					
Synergy		Watershed		Airshed	
Audience Reached	1,573	Water School Programs	49	Air School Programs	3
Community Events	17	X-Stream Science	7	CARS	0
Audience Reached	1,780				
LICA Workshops/Events	17	Stream of Dreams	1		
Contests	1	Vermicompost Bins	97		
Youth & Summer Programs	10				
Little Green Thumbs	0				

### Recent Meetings & School Programming

- September 19<sup>th</sup> – BIRDS workshop in Lac La Biche
- September 20<sup>th</sup> – Healthy Waters Lac La Biche Shoreline Cleanup
- September 23<sup>rd</sup> – Painting Garden Decorations at the Bonnyville Library
- September 25<sup>th</sup> – Bonnyville Community Garden Cleanup Day
- September 27<sup>th</sup> – Painting Garden Decorations at the Bonnyville Library
- September 28<sup>th</sup> – Canning Workshop with Beaver River Fish & Game
- October 4<sup>th</sup> – Vermicomposting Workshop at Bonnyville Municipal Library
- October 5<sup>th</sup> – Annual General Meeting
- October 12<sup>th</sup> – Canning Workshop 2 with Beaver River Fish & Game

## **School Programming**

- We have had new schools requesting presentations as a result of the information packets that went out. Kikino School, H.A. Kostash in Smoky Lake, Racette Jr. High School in St. Paul, Ashmont Elementary, Vilna School and John N.A. Janvier School (Formerly Le Goff) have all requested programming.

## **Shoreline Cleanup Update**

- St. Paul returned my messages on September 18<sup>th</sup> – they had determined that it would be too late for a fall cleanup and would like to host one in the spring instead.
- Healthy Waters Lac La Biche held a third shoreline cleanup as a part of KOLB this summer – Stephanie attended the third cleanup on September 26<sup>th</sup>.
- Notre Dame High School has been contacted to co-host the annual Jessie Lake shoreline cleanup. We are currently waiting for a reply.

## **Canning Workshops 1 & 2**

- These workshops were extremely popular – both sessions were fully booked within two days.
- The workshops went very well – attendees were able to participate in making chokecherry jelly, corn relish, and salsa. Each family took home at least one of each item.
  - Hosting at the Beaver River Fish and Game Hall kitchen worked much better than using the LICA kitchen, due to the large space and commercial equipment. Co-hosts were very knowledgeable, and our relationship with the BRGFA has become stronger as a result.
- We have had requests for more canning workshops, as well as fermentation workshops. I will be looking into these for next garden season.

## **2024 Calendar Art Contest**

- We have had 3 entries by email to date. A reminder has been sent via Social Media to gain more entries. The last date for submissions is October 19<sup>th</sup>, 2023.

## **Community Garden**

- LICA's garden plots resulted in 274 pounds of donated produce to the local food bank.
- Additional produce was used for our canning workshops.
- We had a successful garden cleanup on September 25<sup>th</sup> – 5 community members, 3 staff, 1 board member, and 8 Pontiac hockey players came together to harvest, clean out plots, and plant trees. The garden is now closed for the season.
  - We did have a request from one community member to plant their garlic in the fall. We determined that they could do this providing they paid for their registration/plot for the 2024 season in advance.

## Social Media

Social Media Analytics					
Platform	Page Likes	Followers	Reach	Engagement (90-day period)	Page Views
<b>Facebook</b>					
Apr 18 – Aug 30 Insights	815	954	8763	529	1022
Sept 19 – Oct 11 Insights	832	976	2369	471	232
<b>Instagram</b>					
Apr 18 – Aug 30 Insights	-	532	466	174	66
Sept 19 – Oct 11 Insights	-	530	144	173	29

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
<b>YouTube</b>				
Mar 14 – Apr 17 Insights	7	30	0.6	24
Apr 18 – Aug 30 Insights	7	19	0.0	2

## Social Media Definitions

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

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

### **Upcoming Meetings and Events**

- October 14<sup>th</sup> – Community Tailgate Plant Swap at NDHS
- October 20<sup>th</sup> – 22<sup>nd</sup> – Advancing Women in Conservation Summit
- October 18<sup>th</sup> – 26<sup>th</sup> – New Brunswick
- November 1<sup>st</sup> – AAC Innovative Air Education Program Meeting
- November 7<sup>th</sup> – AAC Communications Committee Meeting
- November 15<sup>th</sup> – Bonnyville Interagency Meeting
- November 21<sup>st</sup> – Staff Meeting
- December 22<sup>nd</sup> – January 8<sup>th</sup> - Holidays



## Environmental Coordinator Programs Update

October 19, 2023, Board of Directors Meeting

### LICA Watershed Committee (LWC)

- LWC Meeting: September 26, 2023
  - The Committee reviewed the anticipated LLES program development costs and accepted the budget breakdown, as proposed. Please see agenda item 2.4.3.2 for Decision.
  - The Committee also brainstormed ways to spend the remaining budget, and different IWMP promotional items ideas were shared.

### IWMP Implementation Projects

1. LICA's Little Environmental Stewards: Program development continues.
2. Riparian Health Campaign: Campaign development continues.
3. Species at Risk Flipbook: Currently in draft form. Once ready, it will be brought to the Board for approval.

### Project Funding:

- Aquatic Invasive Species Fund:
  - The Board will be advised when the outcome of the application is received.

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

- October 11, WPAC Manager Meeting
- October 12-13, WPAC Summit in Drumheller
  - LICA presented two of our IWMP implementation programs; LICA's Little Environmental Stewards Program & the Riparian Health Campaign.

### Letter of Support Request

A letter of support was sent to the Lac La Biche Region Watershed Stewardship Society on September 28, 2023, in support of their application for the Watershed Resiliency and Restoration Program.

- See Agenda Item 1.2.1.1 for Ratification.

### Community Outreach:

- Fish Friday
  - To increase fish identification and knowledge in the region, 'Fish Friday' posts were made for 4 weeks (September 22-October 13) on LICA's social media. Viewers were encouraged to guess the fish species each week. Those who guessed correctly were entered into a draw to win a LICA swag bag.

### Agenda Item 2.3.1: Lower Athabasca Regional Plan (LARP) 10-year Review Input Letter

LICA should consider sending a letter to Alberta Environment and Protected Areas for consideration of the Beaver River IWMP priorities within the 10-year review process of the Plan.

In conversations with a representative from Healthy Waters Lac La Biche, both themselves and the Athabasca Watershed Council have sent letters for input in the stakeholder engagement process for the 10-year review of the LARP.

The relevancy and effectiveness of the Plan are being considered during this review. An input letter would be drafted to include feedback and considerations in alignment with the Beaver River IWMP, as the lower Athabasca region encompasses most of the watershed.

#### Additions:

- September 27, Healthy Waters Lac La Biche AGM
- September 28, Board of Directors Meeting
- October 4, MLBMS Meeting
- October 5, LICA AGM
- October 11, WPAC Manager Meeting
- October 12-13, WPAC Summit
- October 17, LICA Staff Meeting
- October 19, LICA Board of Directors Meeting

**Kayla Hellum, LICA Environmental Coordinator**  
**[watershed@lica.ca](mailto:watershed@lica.ca)**

## Executive Director's Report

October 19, 2023, Board of Directors Meeting

Please consider this as my report to inform the LICA Board of Directors of the various tasks and activities undertaken since the September 28, 2023, Board of Directors meeting, in addition to my regular duties as Executive Director.

### Funding/Financials Update

- LICA is awaiting the revised OSM Contracts, expected to be received before the end of October. As cautioned in September, LICA expects delays in Q2 invoice payments until the end of November. Currently, LICA is able to carry the expenses with no concerns and has requested to be apprised should any further delays occur.

### Annual General Meeting Debrief:

- LICA's 23<sup>rd</sup> Annual General Meeting was a success! A total of 55 people attended - 41 in person and 14 virtually. Of the 55 attendees, 34 were LICA members. Attendees included LICA members and representation from Indigenous communities, the Government of Alberta, and the Canada Energy Regulator. A total of 10 participated in the Air Monitoring Station Tours.
- A total of 8 people registered for LICA membership as part of the Annual General meeting.
- LICA successfully filled the three Board of Director seats through elections – congratulations Alyssa Krawchuk, Vic Toutant, and Amanda Avery Bibo! A parting gift will be provided to John Ilchuk, Duane Zaraska, and Kelly Dion-McFeeters, to thank them for serving on the Board of Directors.
- Feedback received was positive with a couple of suggestions for improvement. The membership appreciated both presentations, enjoyed the food and venue, and was impressed with the elections.
- It is recommended that next year, LICA has one guest speaker to allow more time to showcase our successes.

### Human Resource Updates:

- Lakeland HR Solutions completed their review of LICA's Employment Agreement Template and provided some recommendations to improve the overall structure and identified a gap within the termination clause. This review was covered under the approved HR consultation budget.
  - The recommendations will be sent to our newly appointed officers for their review. Once the Board finalizes its decision on the Wage and Benefits Market Assessment results, new employment agreements and individual overtime agreements will be presented to employees.
- Lakeland HR Solutions was contracted to conduct an in-depth review of LICA HR-related policies to ensure that they are all current with employment standards and best practices. A total of 19 policies were submitted for assessment on October 6, 2023. Once the review is complete, policies will be shared in sections to the Board for their review and input.



## Additional Updates:

- LICA should expect appointments by the following municipalities effective October/November 2023: County of Two Hills (1-year term); Smoky Lake County (2-year term); County of Vermilion River (2-year term); Town of Bonnyville (permanent)
- LICA was nominated for the Cold Lake Chamber's "Business of the Year" Award. A nomination certificate and an award will be given to the winner on October 20<sup>th</sup>. LICA has purchased 2 tickets – one for the Executive Director and Board Chairperson.
- LICA was also nominated for the Bonnyville Chamber's "Business Resiliency Award". Board member John Ilchuk represented LICA at the Awards Ceremony and confirmed that LICA was not the recipient of the Not-for-Profit Award. It was however a privilege to be nominated by multiple people for the award!
- LICA finalized the service contract with Lakeland Janitorial, who performed their first cleaning on October 7, 2023. The quality of service was excellent!
- In preparation for the Organizational Meeting, I have connected with LICA members who have expressed their interest in participating on LICA Committees. A list of proposed appointments to each LICA Committee will be presented to the Board for review and final approval.
- Following my meeting with Bubble Up on August 9, 2023, regarding developing a plan to better organize content on the LICA website, a proposal will be presented to the Board of Directors in November 2023. This proposal will contain two options and budgets to redesign the website by improving accessibility, content organization, and navigation.

## Additional meetings/events attended:

- September 27<sup>th</sup>: Alberta Employment Standards – Administration and Enforcement Webinar
- October 6<sup>th</sup>: Meeting with Canada Energy Regulator Engagement Representative
- October 12 & 13<sup>th</sup>: WPAC Summit
- October 17<sup>th</sup>: LICA monthly Staff Meeting

## Upcoming Meeting Dates in October 2023:

- October 20<sup>th</sup>: *Indigenous Introductory* Training
- October 20<sup>th</sup>: Cold Lake Chamber of Commerce Business Resiliency Awards Event
- October 24<sup>th</sup>: Alberta Airsheds Council Partnership Meeting
- October 27<sup>th</sup>: *Indigenous Cultural Protocol* Training

Respectfully submitted,

Kristina Morris, Executive Director, LICA – Environmental Stewards

**Lakeland Industry and Community Association  
Aged Overdue Receivables Summary As at Oct 11, 2023**

Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Cenovus Energy Inc.	8,738.33	0.00	8,738.33	0.00	0.00	8,738.33
<b>Total outstanding:</b>	<b>8,738.33</b>	<b>0.00</b>	<b>8,738.33</b>	<b>0.00</b>	<b>0.00</b>	<b>8,738.33</b>

Generated On: Oct 11, 2023

<p><b>Overdue Industry Invoice:</b></p>	<p><b>Cenovus Energy Inc</b></p> <p>We are expecting payment to be made on Nov 6th. Payment terms 90 days currently and Cenovus is working on getting this changed back to 30 days.</p>	<p><b>Overdue 90+ days</b></p>
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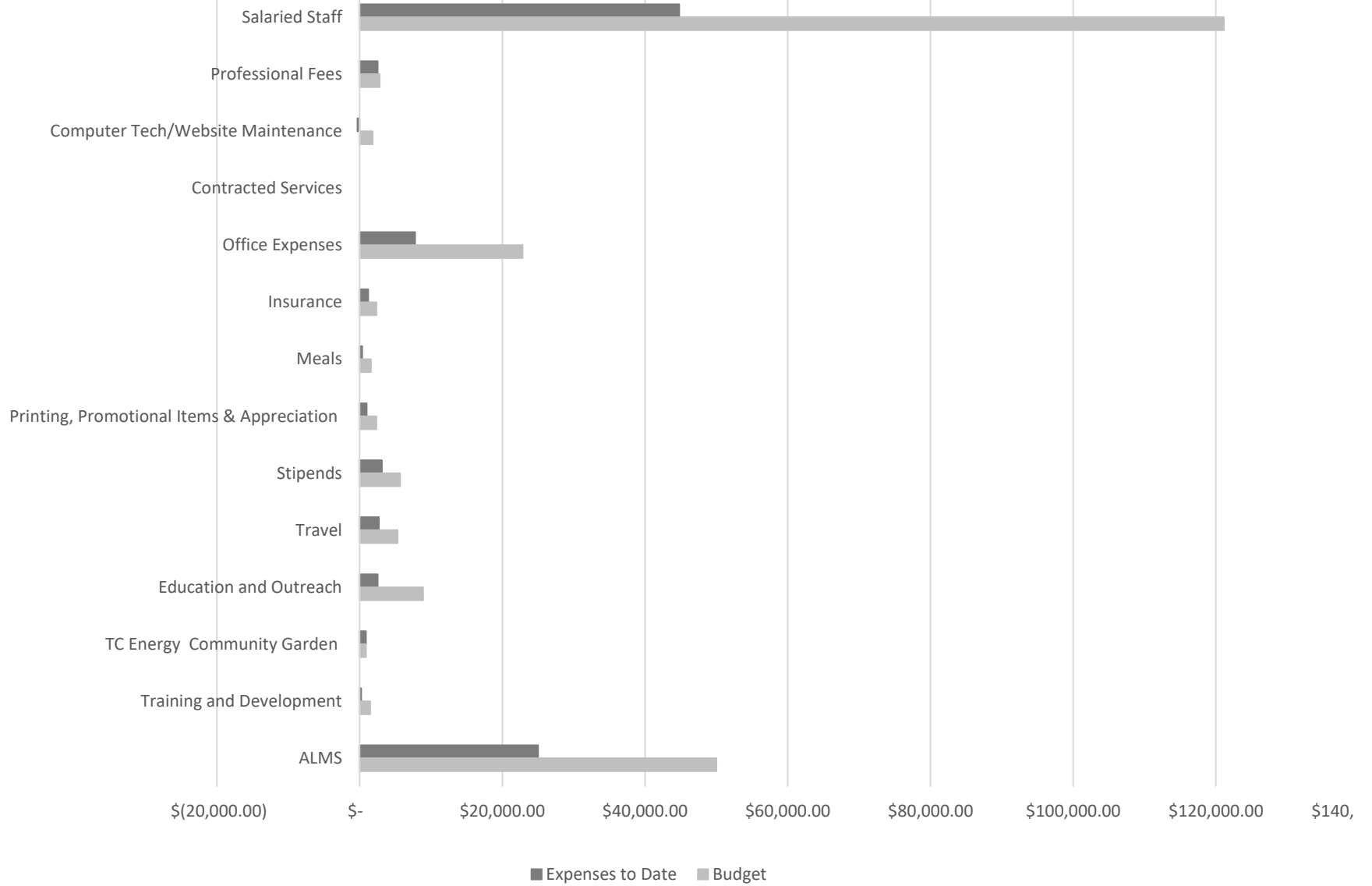
**Finances to Date**

September 30, 2023		Industry Funding			WPAC Grant			OSM/Air Monitoring Contract			Airshed Engagement Grant		
Revenue		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		\$ 34,532.03	\$ 144,439.60	\$ 109,907.57									
ALMS Funding			\$ 50,000.00	\$ 50,000.00									
Misc		\$ 1,167.98	\$ 1,167.98										
<b>Carry Over</b>	TC Energy Donation	\$ 893.72	\$ 893.72										
<b>Carry Over</b>	WPAC Operational Grant 2022-2023				\$ 608.21	\$ 608.21							
<b>Carry Over</b>	Multi year grants 2019-2023				\$ 0.51	\$ 0.51					\$ 0.18	\$ 0.18	
Grant Revenue													
	WPAC Operational Grant				\$ 320,000.00	\$ 320,000.00	\$ -						
	AEG Grant										\$ 58,000.00	\$ 58,000.00	\$ -
	Canada Summer Jobs (CSJ) Grant				\$ 3,583.00	\$ 3,878.00	\$ 295.00						
OSM Contract Revenue							\$ -	\$ 214,628.65	\$ 1,349,475.20	\$ 1,134,846.55			
<b>TOTAL REVENUE</b>		\$ 36,593.73	\$ 227,251.30	\$ 190,657.57	\$ 324,191.72	\$ 324,486.72	\$ 295.00	\$ 214,628.65	\$ 1,349,475.20	\$ 1,134,846.55	\$ 58,000.18	\$ 58,000.18	\$ -
Expenses		Expenses to Date	Budget	Balance	Expenses to Date	Budget	Balance	Expenses to Date	Budget	Balance	Expenses to Date	Budget	Balance
Salaried Staff		\$ 44,781.56	\$ 121,117.60	\$ 76,336.04	\$ 89,546.50	\$ 169,429.54	\$ 79,883.04	\$ 34,449.80	\$ 63,879.84	\$ 29,430.04	\$ 8,423.31	\$ 26,375.60	\$ 17,952.29
Professional Fees		\$ 2,533.00	\$ 2,800.00	\$ 267.00	\$ 2,534.00	\$ 2,800.00	\$ 266.00	\$ 2,533.00	\$ 2,800.00	\$ 267.00	\$ -		
Capital Replacement								\$ 1,610.45	\$ 100,000.00	\$ 98,389.55	\$ -		
Computer Tech/Website		\$ (284.47)	\$ 1,850.00	\$ 2,134.47	\$ 693.28	\$ 3,239.00	\$ 2,545.72	\$ 1,268.48	\$ 3,500.00	\$ 2,231.52	\$ 475.49	\$ 2,173.00	\$ 1,697.51
Contracted Services		\$ -	\$ -	\$ -	\$ 2,075.00	\$ 5,000.00	\$ 2,925.00	\$ 56,400.00	\$ 126,048.00	\$ 69,648.00	\$ 1,000.00	\$ 1,000.00	\$ -
Office Expenses		\$ 7,780.18	\$ 22,840.00	\$ 15,059.82	\$ 13,706.75	\$ 22,290.00	\$ 8,583.25	\$ 12,886.15	\$ 23,200.00	\$ 10,313.85	\$ 538.59	\$ 1,330.00	\$ 791.41
Insurance		\$ 1,197.20	\$ 2,370.00	\$ 1,172.80	\$ 1,197.20	\$ 5,045.00	\$ 3,847.80	\$ 5,728.10	\$ 8,570.00	\$ 2,841.90	\$ -		
Meals		\$ 384.80	\$ 1,588.00	\$ 1,203.20	\$ 669.34	\$ 2,140.00	\$ 1,470.66	\$ 342.72	\$ 1,200.00	\$ 857.28	\$ 825.20	\$ 1,900.00	\$ 1,074.80
Printing, Promotional Items & Appreciation		\$ 1,000.17	\$ 2,360.00	\$ 1,359.83	\$ 2,724.35	\$ 3,350.00	\$ 625.65	\$ 1,474.78	\$ 1,950.00	\$ 475.22	\$ 3,348.30	\$ 2,850.00	\$ (498.30)
Stipends		\$ 3,113.20	\$ 5,679.00	\$ 2,565.80	\$ 4,085.83	\$ 9,009.00	\$ 4,923.17	\$ 2,395.39	\$ 5,700.00	\$ 3,304.61	\$ 415.56	\$ 870.00	\$ 454.44
Travel		\$ 2,693.50	\$ 5,345.00	\$ 2,651.50	\$ 3,331.02	\$ 7,677.50	\$ 4,346.48	\$ 960.70	\$ 1,700.00	\$ 739.30	\$ 2,290.86	\$ 3,637.50	\$ 1,346.64
Education and Outreach		\$ 2,527.74	\$ 8,907.98	\$ 6,380.24	\$ 7,286.61	\$ 38,397.96	\$ 31,111.35	\$ 364.30	\$ 1,450.00	\$ 1,085.70	\$ 4,752.27	\$ 13,083.90	\$ 8,331.63
	TC Energy Donation (Carry over)	\$ 893.72	\$ 893.72										\$ -
	Community Garden Project				\$ 32,782.32	\$ 30,608.72					\$ 2,907.57	\$ 2,780.18	\$ (127.39)
Training and Development		\$ 224.95	\$ 1,500.00	\$ 1,275.05	\$ 455.00	\$ 2,500.00	\$ 2,045.00	\$ 125.01	\$ 1,000.00	\$ 874.99	\$ 630.04	\$ 2,000.00	\$ 1,369.96
Deposition Monitoring: Lab Analysis								\$ 73,240.72	\$ 336,119.68	\$ 262,878.96			
Deposition Monitoring: Data Management								\$ 19,667.58	\$ 42,421.60	\$ 22,754.02			
Deposition Monitoring: Field Work								\$ 58,055.64	\$ 112,901.79	\$ 54,846.15			
Active Monitoring: Lab Analysis								\$ 30,674.00	\$ 60,597.33	\$ 29,923.33			
Active Monitoring: Data Management								\$ 45,820.46	\$ 152,115.35	\$ 106,294.89			
Active Monitoring: Field Work/Consumables								\$ 127,717.33	\$ 304,321.61	\$ 176,604.28			
IWMP					\$ 4,792.51	\$ 23,000.00	\$ 18,207.49			\$ -			
ALMS		\$ 25,000.00	\$ 50,000.00	\$ 25,000.00						\$ -			
<b>TOTAL EXPENSES</b>		\$ 91,845.55	\$ 227,251.30	\$ 135,405.75	\$ 165,879.71	\$ 324,486.72	\$ 160,780.61	\$ 475,714.61	\$ 1,349,475.20	\$ 873,760.59	\$ 25,607.19	\$ 58,000.18	\$ 32,392.99
<b>EXCESS REVENUE OVER EXPENSES</b>		\$ (55,251.82)	\$ -		\$ 158,312.01	\$ -		\$ (261,085.96)	\$ -		\$ 32,392.99	\$ -	

<b>TOTAL BUDGETS</b>	\$ 1,959,213.40
	\$ 759,047.06
	\$ 1,200,166.34

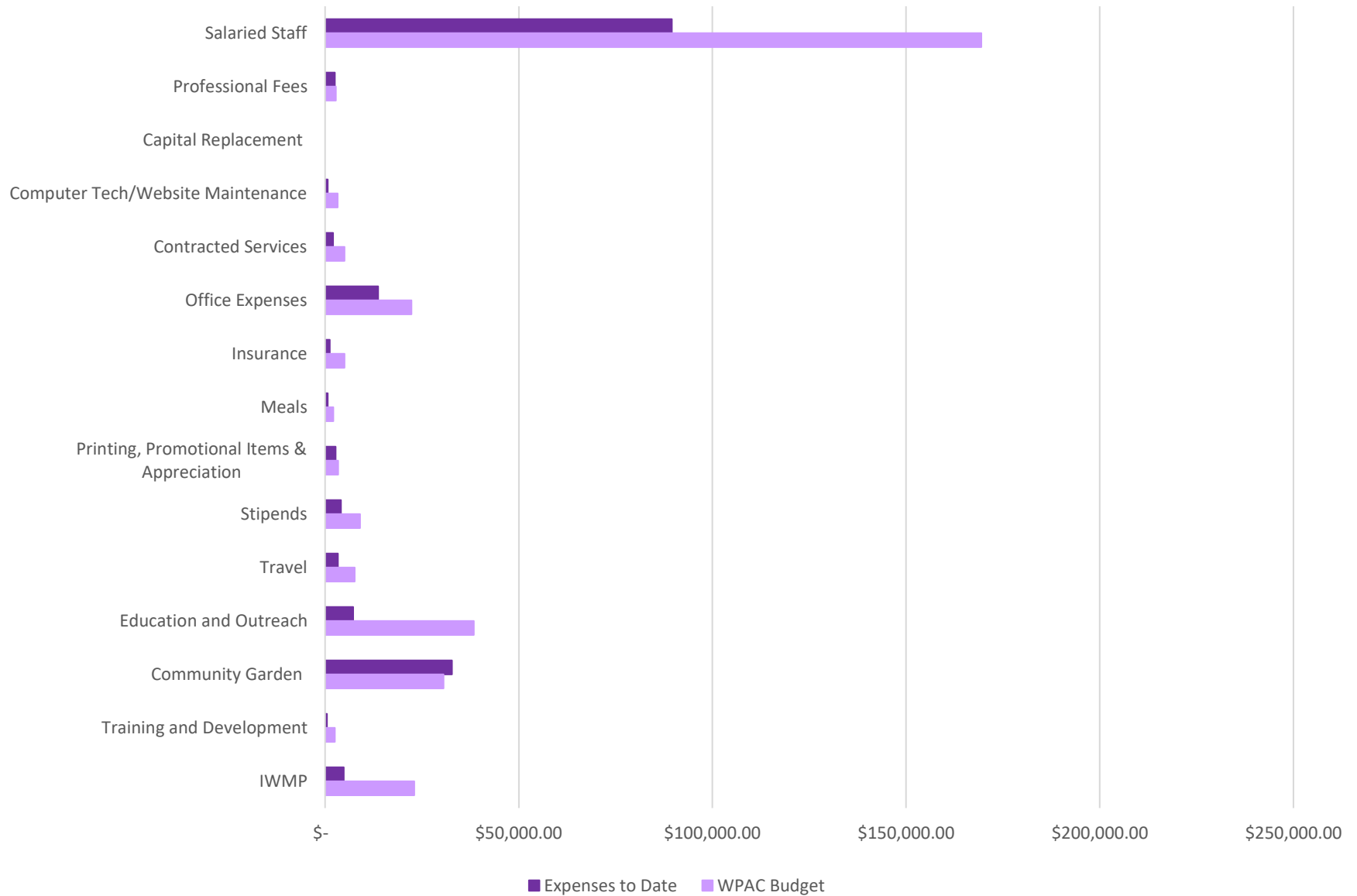
# Industry and Membership Funding Expenditures to Date

September 30th, 2023



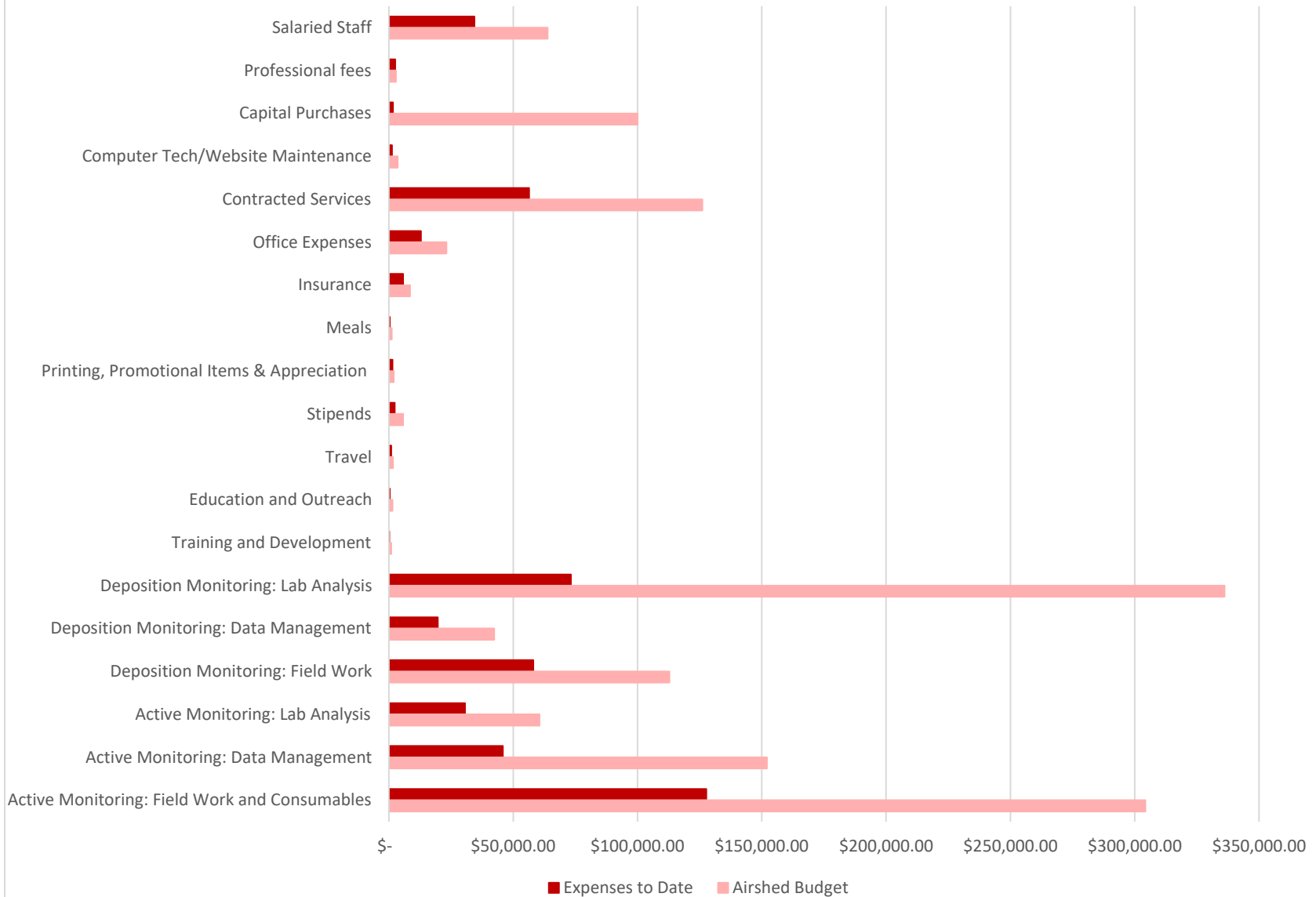
# WPAC Grant Expenditures to Date

September 30th, 2023



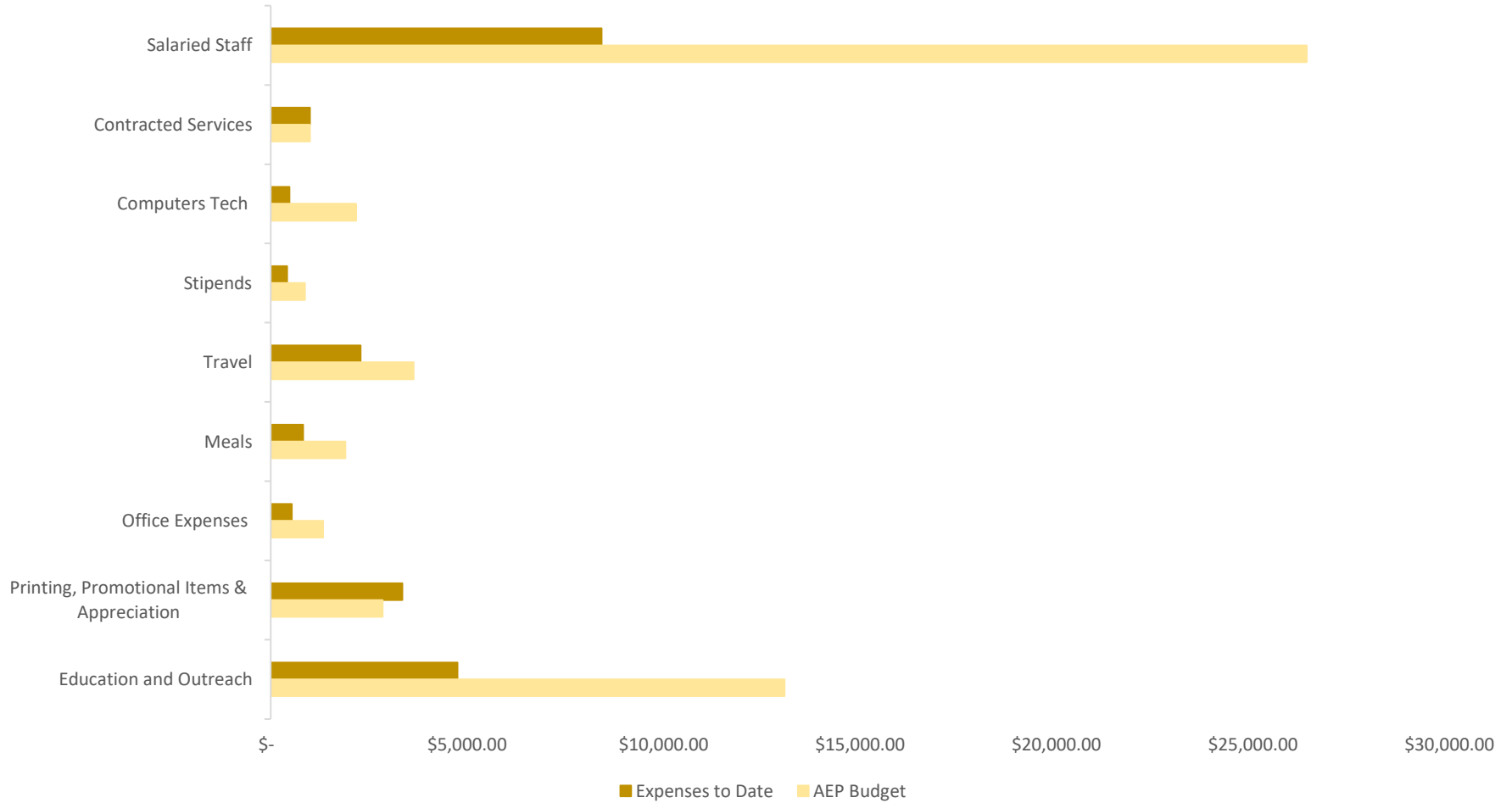
# Airshed Contract Expenditures to Date

September 30th, 2023



# Airshed Engagement Grant

September 30th, 2023







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

# Education & Outreach Committee Meeting Minutes

Thursday, September 7, 2023

9:00 a.m. – 12:00 p.m.

LICA Boardroom and via Microsoft Teams

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**Present:** Louise White  
Murray Phillips (left at 10:03 am)  
Colin Cote  
Cindy Connolly  
Kim Foisy  
Evelyn Mondares  
Amanda Avery Bibo

**Guests and Observers:** Robert Machatis

**Staff and Contractors:** Kristina Morris, LICA Executive Director  
Stephanie Sampson, Education & Outreach Coordinator  
Eveline Hartog, LICA Administrative Professional  
Lori Jodoin, LICA Administrative Professional

**Regrets:** Duane Zaraska  
Gabrielle Whiskeyjack

## 1.0 CALL TO ORDER

The Committee Chairperson called the meeting to order at 9:03 a.m.

### 1.1 Territorial Acknowledgement

### 1.2 Vision, Mission, and Values

### 1.3 Introductions

### 1.4 Roll Call

## **1.5 Approval of Agenda**

### **1.5.1 September 7, 2023, Education and Outreach Committee Agenda**

**#1 Moved by Louise White AND CARRIED that the September 7, 2023, Agenda be approved as presented.**

## **1.6 Approval of Minutes**

### **1.6.1 May 8, 2023**

**#2 Moved by Colin Cote AND CARRIED that the May 8, 2023, Minutes be approved as presented.**

## **2.0. ONGOING BUSINESS**

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

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

- LICA school presentations have been updated with the new curriculum.
- Cows and Fish Workshop went well with a great representation from municipalities and Indigenous groups.
- Correction for the Shoreline Cleanup: it was Notre Dame High School that was contacted, not Notre Dame Elementary School.
- She will contact St. Paul to follow-up on the shoreline cleanup for Upper Therien Lake.

A committee member provided an update on the Healthy Waters Lac La Biche Shoreline Clean Ups and KOLB Campaign. They have conducted two shoreline cleanups this year and plan on hosting another cleanup with LICA on the evening of September 20, 2023. They have contacted schools requesting them to assist with cleaning specific areas in Lac La Biche.

The KOLB campaign in Lac La Biche has resulted in numerous people signing up. Eight signed up at the Environment Week Kick-off and twenty-five signed up at the Farmer's Market. A request was made by Healthy Waters Lac La Biche to extend their KOLB campaign as it has had very good reception from the area. This will be brought forward at the next Board of Directors meeting.

#### **2.1.1 Updated E&O Program Brochure**

The Education & Outreach Coordinator presented the updated brochure to the Committee for information. She gave credit to LICA's Summer Student who gathered the existing content and designed it. All LICA's programs were amalgamated into a single brochure and will be given to all schools in the LICA region this month.

## **2.2 Bonnyville Community Garden Update**

### **2.2.1 2023 Season Update**

The Education and Outreach Coordinator presented the 2023 Season Update to the Committee noting:

- Fresh garden vegetables have been donated throughout the summer to the Bonnyville Food Bank. Approximately 100 pounds of produce has been given this summer, with more to be delivered.
- Family Fun Day in the Garden was very successful, over 100 people attended. Many people commented that they didn't know the garden was there. One Committee member suggested hosting another garden day in the spring, to promote garden plot reservations. Others agreed that this was a great idea.
- People who put their name in for the door prize at the Family Fun Day Event will be contacted in the spring to see if they were still interested in purchasing a garden plot for the 2024 garden season.
- Two more garden workshops are being planned. One will be about canning and the other will be about winterizing your garden.
- One Committee member suggested that the gazebo would look good with the LICA emblem on it, in addition to the wooden LICA Community Garden sign that will be erected at the garden.
- A cover for the west water tank will be investigated for next season, as it will prevent algae growth in the tank. Non-potable water signs were posted on each tank at the end of August.

### **2.2.2 End of Season Preparations**

The Education and Outreach Coordinator shared that the end of season preparations for the Community Garden will be taking place between September 25-29<sup>th</sup>, 2023. She has created a list of tasks that need to be completed during various times throughout the year.

LICA will be hosting a Garden Cleanup Day this fall. The E&O Coordinator plans to connect with schools to let them know that students are welcome to come volunteer and earn community service hours. The committee is also encouraged to volunteer their time to assist with this project.

### **2.2.3 Cookbook**

The Education and Outreach Coordinator shared the cookbook that was designed by LICA's Summer Student.

These cookbooks, which include various vegetables that can be grown in the garden, will be given to LICA Garden Members. One Committee member asked if they would be available to others and another member suggested that they be for sale at the Annual General Meeting on October 5, 2023, in Lac La Biche.

## **2.2.4 Garden Guidelines Annual Review**

The Education and Outreach Coordinator reviewed the Garden Guidelines with the committee. The most current document was displayed, and committee members had the opportunity to update it. It was noted that an annual review would be wise to ensure that the guidelines are still applicable for the upcoming year.

Discussion occurred around the guideline that garden plots are not to be used for commercial activity. The Committee agreed with this statement as LICA is a not-for-profit organization. However, if there are unreserved garden plots remaining after the registration period, they agreed to allow those who wish to grow for commercial use because it is more beneficial to have the plots used than get overcome by weeds.

Garden members will be able to reserve a maximum of two garden plots at the beginning of the season, with the possibility of renting more if there are open plots remaining.

It was also decided that the garden should be opened prior to May long weekend, so gardeners can come in and tend their plots, if they wish. LICA will make sure to advertise when the plots will be prepared and if gardeners come prior to this date, then the preparation is their responsibility.

Click [here](#) to view all amendments made during the meeting.

**#3 Moved by Louise White AND CARRIED that the Garden Guidelines Annual Review be approved to include the amended track changes as shown in the linked document.**

## **3.0 NEW BUSINESS**

### **3.1 Calendar Contest**

#### **3.1.1 School Packages**

In an effort to raise awareness of LICA's school programming among all schools within the region, the Education and Outreach Coordinator developed school packages which were presented to the committee. These will be delivered to all schools in the LICA region. They contain information on contests and school programming that LICA provides.

One Committee member suggested adding Wetlands to the grade five programming in the School Programming Poster, as this remains on the curriculum. They also recommended mentioning to schools that the Stream of Dreams Program can be done every four years, so they are aware that it is not a one-time program.

### **3.1.2 Distribution List and Sign Up**

The Education and Outreach Coordinator shared the School Distribution List and many Committee members generously offered to assist in the delivery of the packages to the schools in the LICA region. The Executive Director thanked them and expressed her appreciation for their volunteering.

### **3.2 Winter Workshops**

#### **3.2.1 Brainstorming Topics**

The Education and Outreach Coordinator led a brainstorming session with the Committee members on possible winter workshops that LICA could hold. Click [here](#) to view the list of ideas.

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

The Education and Outreach Coordinator gave this update in 2.1 Education and Outreach Update.

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

The Education and Outreach Coordinator gave this update in 2.1 Education and Outreach Update.

### **3.5 Little Green Thumbs**

#### **3.5.1 Program Discontinuation Recommendation**

The Education and Outreach Coordinator presented the Little Green Thumbs (LGT) discontinuation proposal to the Committee, noting the following:

- There have been continual challenges with the communication and support from this program.
- The last garden that went out to a school was in 2019.
- There are other opportunities that LICA can look into to meaningfully replace this program.
- The Executive Director noted that LICA has been unable to fulfill this target within the Strategic Plan for a number of years due to the challenges faced with the LGT program.
- The E&O Coordinator mentioned that she has a list of organizations and grant opportunities to have gardens in schools. LICA could utilize these and host programs locally.

Committee members agreed that if communication is difficult and no support is being given then it is time to move on.

**#4 Moved by Louise White AND CARRIED that LICA discontinue the Little Green Thumbs Program and investigate other resources for garden programs in schools.**

**3.6 Stream of Dreams Application Review – Fall 2023**

The Education and Outreach Coordinator stated that Stream of Dreams applications were due on September 6, 2023, for the fall. No applications were received, so the Coordinator was going to reach out to schools who had previously participated to see if they would like to do it again. If the weather turns cold before the fish can be installed on the fence, there is always the possibility of painting them this fall and erecting them in the spring of 2024.

The Committee members brainstormed other options for this fall program to occur. They suggested reaching out to senior centers, industry social clubs, Beaver River Fish and Game, or the Centennial Center for hockey teams. If multiple applications are received the E&O Coordinator will reach out to the Committee via email to make a decision.

The E&O Coordinator also shared that the deadline for Spring Sessions will be October 27, 2023.

**4.0 ACTION LIST**

**4.1 Follow-Up on Action List**

**4.1.1 May 8, 2023**

The Committee reviewed the E&O Action List from the May 8, 2023, meeting and the E&O Coordinator updated the items that were complete.

**5.0 UPCOMING MEETING DATES**

**5.1 Board Meeting & Volunteer Appreciation Lunch – September 28, 2023**

**5.2 Annual General Meeting in Lac La Biche – October 5, 2023**

**5.2 Next Meeting – TBD**

**6.0 ADJOURNMENT**

The meeting adjourned at 11:45 a.m.

**#6 Moved by Louise White AND CARRIED that the meeting be adjourned.**

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

\_\_\_\_\_  
Signature



Lakeland Industry and Community Association

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

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

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**LICA Watershed Committee  
Meeting Minutes  
Tuesday, September 26, 2023  
1:00 p.m. – 4:00 p.m.  
LICA Boardroom and Microsoft Teams**

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**Present:** Richard Bourgeois  
Clem Parenteau  
Kelly Dion-McFeeters  
Shawn Elgert  
Randi Dupras  
Roxane Bretzlaff  
John Ilchuk  
Amanda Avery Bibo  
Abdi Siad-Omar (arrived at 1:07pm)  
Kristen Berezanski  
Robert Machatis (arrived at 1:32pm)

**Observers and Guests:**

**Staff:** Kayla Hellum, LICA Environmental Coordinator  
Kristina Morris, LICA Executive Director  
Eveline Hartog, LICA Administrative Professional  
Lori Jodoin, LICA Administrative Professional

**Regrets:** Bill Parker  
Kellie Nichiporik  
Annette Hobart

**1.0 CALL TO ORDER**

The Committee Chairperson, called the meeting to order at 1:04 p.m.

**1.1 Territorial Acknowledgement**

**1.2 Vision, Mission, and Values**

**1.3 Introductions**

## **1.4 Roll Call**

The Chairperson reviewed attendance with the Committee. The Environmental Coordinator let the Committee know that Kellie Nichiporik accepted a new position for work and is unable to attend meetings during the day, so Amanda Avery Bibo, agreed to chair this meeting.

## **1.5 Approval of Agenda**

### **1.5.1 September 26, 2023, LWC Agenda**

**#1 Moved by Roxane Bretzloff AND CARRIED that the September 26, 2023, Agenda be approved as presented.**

## **1.6 Approval of Minutes**

### **1.6.1 April 4, 2023, LWC Minutes**

**#2 Moved by John Ilchuk AND CARRIED that the April 4, 2022, Minutes be approved as presented.**

### **1.6.2 June 29, 2023, Email Update**

The Environmental Coordinator shared the June 29, 2023, Email Update to the Committee for information.

## **2.0 NEW BUSINESS**

### **2.1 Youth Water Council**

The Environmental Coordinator presented the Youth Water Council information to the Committee for discussion. She pointed out that other watersheds have Youth Councils and asked the Committee if they were interested in exploring this for LICA.

One Committee member loved the idea and thought it was a great way to get youth involved. They approached a science teacher from Kehewin in regard to starting a science club. Another member asked if we have received any feedback from schools. The Environmental Coordinator said they did not, as she wanted to see if the Committee was interested first before moving forward. She is aware of several schools that have student environmental groups, which would be great groups to target.

Through discussion, committee members felt that it would be a good idea to create a Terms of Reference. It could be used as a guidance document for the youth to operate within, as they could use it to assist them in project selection. It was also recommended that they could reference the IWMP and incorporate LICA values within their project(s).

Committee members felt that the council could start slow for the first year and possibly help out with current projects and extend the audience reach. As they



grow more familiar in their roles, they could then start to propose their own project ideas. One member suggested that they reach out to Myrnam School to learn about the projects they are involved in.

The Committee members support the Environmental Coordinator to further investigate, reach out to schools, and gauge student interest. She will bring the results back to the committee prior to presenting a proposal to the Board of Directors.

### **3.0 ONGOING BUSINESS**

#### **3.1 LLES Program Budget**

The Environmental Coordinator presented the LICA Little Environmental Stewards (LLES) Program Budget to the Committee for decision. She noted that the amount may slightly vary, pending the prices of items purchased and that the amount disclosed provides her with a guideline. One Committee member suggested purchasing waterproof paper and mechanical pencils so that the students would have proper materials when participating in the program. The Committee agreed with the budget that was presented.

**#3 Moved by Roxane Bretzlaff AND CARRIED that the LLES Program Budget be approved as presented.**

#### **3.2 IWMP Implementation Budget Review & Brainstorm**

The Environmental Coordinator presented the IWMP Implementation Budget Review to the Committee.

Committee members discussed options for promotional items suggesting collapsible buckets, bug nets, and goldfish pods with the LICA logo on them. The Environmental Coordinator mentioned that the goldfish pods were connected to the Aquatic Invasive Species grant but could be added in here as well. The Executive Director supported these ideas and thought a variety of items could be purchased.

The Species at Risk flipbooks, which are a quarter of a page in size, are to be printed for increased knowledge in the LICA Region. The Environmental Coordinator is developing this book specifically with the Species at Risk in the LICA region. The suggested quantity for purchase was 400. The Committee members discussed this item and supported the idea of reducing the number of flipbooks to 200 and reallocating the remaining \$2,000.00 toward IWMP promotional items. If more books are needed, they can be ordered at a later time.

One Committee member suggested promoting the Dene and Cree language in the book and offered to assist the Environmental Coordinator with this. Another Committee member questioned whether a book is the right modality for youth as they tend to move toward digital resources. The Environmental Coordinator mentioned that a link or QR code could be created to be shared with them, as another option for viewing.

### **3.3 Fisheries Workshop Update**

The Environmental Coordinator shared a Fisheries Workshop update with the Committee for information. The workshop was held over two days, on September 16 and 17, 2023. Fifteen people registered for the workshop representing all age categories. Six minnow traps were set on the evening of the 16<sup>th</sup> and the traps were pulled on the 17<sup>th</sup>. Sein and kick netting was also completed with the group on the 17<sup>th</sup>. During the workshop, ~60 fishes were caught, representing five different species. One of the species, the Iowa Darter, was a surprise, as it is less common to find.

Committee members who were in attendance for the workshop shared their thoughts. One was very impressed with the presentation and the booklets, saying it was a great hands-on experience. The other also thought it was very well done and set up great for kids as well. They recommended holding another workshop in the future or making it a part of a regular workshop rotation for LICA.

### **3.4 IWMP Fact Sheet**

The Environmental Coordinator shared the IWMP Fact Sheet with the Committee. She mentioned that it would be an easy way to distribute information when LICA has a booth at future events. In addition, our Education and Outreach Coordinator could also hand them out at certain LICA workshops or events.

One member requested that the term “stakeholders” be further elaborated. The Environmental Coordinator agreed to update the fact sheet.

### **3.5 CreekWatch Citizen Science Update**

The Environmental Coordinator shared an update on CreekWatch Citizen Science with the Committee. Even though it was promoted on social media and emails went out to different sectors, the interest and community engagement was lower than expected. One Committee member stated that maybe we have reached the end of this program. This program has been delivered for the last three years and perhaps it may be time to conclude it. The Environmental Coordinator agreed that it may be more beneficial to do sampling with laboratory analysis. CreekWatch is solely a Citizen Science endeavor to get people interested about their local waterways.

The question arose from a committee member on whether LICA can do lab analysis. The Environmental Coordinator explained that the WPAC operational funding does not support monitoring, so there is currently no funding to support lab analysis.

In consideration of the topic of monitoring, the Executive Director notified the committee that a representative from the Government of Alberta (GoA) reached out to LICA asking if we had projects that may require in-kind or financial support from the GoA in the next fiscal year. She had identified the top five IWMP priorities and noted that the committee will be meeting later this year to discuss potential implementation projects. She also noted that LICA currently does not have funding to support monitoring efforts and that LICA currently submitted an application for the Aquatic Invasive Species Fund. She asked the committee if

they felt there was any pertinent information that they wished to be shared with the GoA regarding their ask. The Committee felt strongly that we need to increase monitoring efforts, to fill in data gaps. One committee member stressed the importance of deciding in advance the purpose of the data how it would be of value to LICA and the region, and the desired outcomes. They did not want to monitor if the data was not going to be used effectively and one member thought it was better to have an implementation program set up prior to conducting monitoring.

### **3.6 Aquatic Invasive Species Fund Grant Application**

The Environmental Coordinator presented the Aquatic Invasive Species Fund Grant Application to the Committee. One member was wondering where the boat washing trailer would be stored. The Environmental Coordinator explained that Smoky Lake County was interested in hosting the trailer at lakes in their jurisdiction and we could ask that they support storing it, too, but it could also be stored in the locked Bonnyville Community Garden for the winter. A question also came forth regarding the long-term maintenance of the boat washing station after the AIS funding is complete. It would be maintained as a piece of equipment, and minimal costs are required for upkeep. It was stated that the replacement tools would be kept at the LICA office for tracking and would be replaced as needed. One Committee member inquired about staff wages, wondering if wages would come out of the grant. The summer technician contract position would be funded solely through this grant. The budgeted \$37,000.00 would go towards the technician completing this work.

Early detection, monitoring and control efforts are a part of the grant application. The boat washing station could be moved to fish derbies and popular lakes on long weekends, to help educate and promote clean boats. It would also be great for advertising as the trailer would be wrapped with the LICA logo.

### **3.7 ALMS Conference Report (Colin Coté)**

The Environmental Coordinator presented the ALMS Conference Report to the Committee. A Board member, representing LICA, attended the Conference on September 12 and 13, 2023. The main points of his report were shared with the Committee. One member inquired about having access to presentations or reports from the conference. The Executive Director was going to send the committee a link to the conference materials if it was available to the public.

## **4.0 ACTION LIST**

### **4.1 Follow-up on Action List**

#### **4.1.1 April 4, 2023**

The Committee reviewed the Action List from the April 4, 2023 meeting.

- 9.2.3.3 b) will be removed as Lac La Biche does not have any flood plain mapping.

- 9.4.3.2 e) was completed. The following links were shared by a Committee member during the meeting.
  - [Minimum Setbacks for Manure Application](#)
  - [AOPA APPLICATION PROCESS WHERE NEIGHBOURS FIT IN](#)
  - [Municipalities and the Agricultural Operation Practices Act \(AOPA\)](#)
  - [Agricultural Operation Practices Act](#)
- 9.4.3.3 e) and 9.5.3.1 b) are still in progress and will be changed to Fall 2023.
- 4.2.1 the first bullet will be changed to Fall 2023

**5.0 UPCOMING MEETING DATES**

**5.1 Board Meeting & Volunteer Lunch – September 28, 2023**

**5.2 Annual General Meeting in Lac La Biche – October 5, 2023**

**5.3 Next Meeting - TBD**

The next meeting will occur after the Annual General Meeting, likely in November 2023.

**6.0 ADJOURNMENT**

The meeting adjourned at 2:15 p.m.

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

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

\_\_\_\_\_  
Signature

## Board of Directors Meeting

### ACTION LIST

Date: September 28, 2023

Recorder: Lori Jodoin

Current Actions	Date to be Completed	Person Responsible	Status
September 28, 2023			
<ul style="list-style-type: none"> <li>Executive Director to work with Lakeland HR Solutions to update LICA's HR-related policies.</li> </ul>	Winter 2023	Kristina	<b>IP</b>
<ul style="list-style-type: none"> <li>Create a Professional Development Policy.</li> </ul>	Winter 2023	Governance	<b>IP</b>
<ul style="list-style-type: none"> <li>Start application process for a second field use credit card, including bylaw amendment</li> </ul>	June 2024	Kristina	<b>IP</b>
<ul style="list-style-type: none"> <li>LISC to review the wage and benefits results from Lakeland HR Solutions.</li> </ul>	Fall 2023	Board Officers	<b>IP</b>
<ul style="list-style-type: none"> <li>Update LICA policies with the new Otipemisiwak Métis Government name and division changes.</li> </ul>	Fall 2023	Kristina	<b>C</b>
<ul style="list-style-type: none"> <li>Write Letter of Support for Lac La Biche Region Watershed Stewardship Society for their Wetland Inventory Project 2023 application.</li> </ul>	September 2023	Kayla	<b>C</b>
Actions From Past Meetings	Date to be Completed	Person Responsible	Status
June 23, 2022			
<ul style="list-style-type: none"> <li>Create a Community Garden Composting Plan to present to the Board for approval.</li> </ul>	Winter 2023	Stephanie	<b>IP</b>