



Lakeland Industry and Community Association

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

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

BOARD OF DIRECTORS

Meeting Minutes

Thursday, September 28, 2023

9:00 a.m. – 1:00 p.m.

LICA Boardroom and via Microsoft Teams

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 6th 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

LICA Board of Directors Meeting Attendance 2022-23

Name	Org. Meeting	Oct. 20, 2022	Nov. 24, 2022	Dec. 15, 2022	Jan. 26, 2023	Feb. 23, 2023	Mar. 23, 2023	Apr. 27, 2023	May 25, 2023	June 15, 2023	Sept. 28, 2023
Louise White	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	
Kelly Dion-McFeeters	✓	✓	A	A	TC	TC	✓	✓	✓	✓	
Colin Cote	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
John Ilchuk	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	
Amanda Avery-Bibo	✓	✓	✓	✓	✓	TC	✓	✓	✓	✓	
Duane Zaraska	✓	✓	✓	A	A	A	A	A	A	✓	
Robert Machatis	✓	✓	✓	✓	✓	A	A	✓	✓	✓	
Leo Paquin	A	A	✓	✓	✓	TC	✓	✓	✓	✓	
Nikole Andres	A	A	TC	✓	✓	✓	✓	✓	A	✓	
Wayne Bamber	✓	✓	✓	✓	✓	TC	A	TC	✓	A	
Shawn Elgert	TC	TC	TC	TC	TC	TC	TC	TC	TC	TC	
Hannah Smith	A	A	TC	-	-	-	-	-	-	-	
Xiaofeng Will Wang	-	-	-	✓	A	A	A	A	TC	A	
Abdi Siad-Omar	A	A	A	TC	A	TC	A	A	TC	TC	
Murray Phillips	✓	✓	TC	✓	✓	A	✓	✓	TC	TC	
Phil Kushnir	A	A	✓	A	✓	-	-	-	-	-	
Kayla Blanchette	-	-	-	-	-	✓	A	✓	A	A	
Vicky Lefebvre	TC	TC	TC	TC	A	TC	TC	TC	TC	✓	
Lorin Tkachuk	A	A	A	A	TC	A	A	A	A	A	
Colette Borgun	-	-	-	-	-	-	-	-	-	TC	
Contractors											
Michael Bisaga		✓	✓	✓	✓	✓	✓	✓			
Kayla Helling		✓	✓		✓	✓	✓	✓	✓	✓	
Lily Lin		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Education & Outreach Coordinator			✓	✓	✓	✓	✓	✓	✓	✓	

NOTE: ✓ = Present

TC = Telephone/Video Conference

A = Absent from Meeting

LICA Board of Directors Meeting
LICA Boardroom and via Microsoft Teams
Thursday, September 28, 2023
9:00 a.m. – 1:00 p.m.

There will be a Taco Bar Lunch provided after the meeting, as a token of our appreciation for all your work this year and to honour those who will be leaving the Board.

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	CALL TO ORDER		
	1.1	Traditional Acknowledgement	Amanda	
	1.2	Member Introductions	All	
	1.3	Vision, Mission, and Values	Amanda	
	1.4	Attendance	Amanda	For Review
9:10	1.5	Approval of Agenda 1.5.1 September 28, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.6	Approval of Minutes 1.6.1 June 15, 2023 – Board Meeting Minutes 1.6.2 July 21, 2023 – Officer Email Motion re Policy 1.17 Revisions 1.6.3 July 26, 2023 – Officer Meeting Minutes 1.6.3.1 Motion #1: Additional AGM Guest Speaker Recommendation 1.6.3.2 Motion #2: LICA Overtime Agreement 1.6.3.3 Motion #3: LICA HR-related Policy Review 1.6.3.4 Motion #4: Employee Expense Claim Change 1.6.3.5 Motion #5: Community Garden Sign Contractor 1.6.3.6 Motion #6: Garden Landscaper Contract Addition 1.6.3.7 Motion #7: Fish Identification Workshop 1.6.3.8 Motion #8: Aquatic Invasive Species Fund grant application 1.6.3.9 Motion #9: AGM Centerpiece Recommendation 1.6.4 September 5, 2023 – Officer Email Motion re ALMS Conference 1.6.5 September 11, 2023 – Officer Email Motion re Janitorial Contract	Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda	For Decision For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification

	2.0	IN-CAMERA SESSION		
9:35	2.1	Lakeland HR Solutions Market Assessment Results	Amanda	For Decision
	3.0	ONGOING BUSINESS		
10:35		BREAK		
10:45	3.1	Executive Director's Report	Kristina	For Information
10:55		3.1.1 LICA Annual General Meeting	Kristina	For Decision
11:05		3.1.2 2023-24 Strategic Plan Q2 Progress Report & Summary	Kristina	For Information
		3.1.3 Financial Reports		
11:05		3.1.3.1 Accounts Receivable Report to September 11, 2023	Maria	For Information
11:10		3.1.3.2 Finances to Date August 31, 2023	Maria	For Information
11:15		3.1.4 2023-24 Consolidated Budget (Approved by LISC)	Kristina	For Decision
11:25	3.2	Education and Outreach Coordinator Report	Stephanie	For Information
		3.2.1 Healthy Waters Lac La Biche KOLB Extension Request	Stephanie	For Decision
11:35	3.3	Manager of Environmental Monitoring Programs Report	Lily	For Information
11:40	3.4	Environmental Coordinator Report	Kayla	For Information
	3.5	LICA Committees		
		3.5.1 Governance Committee		
11:45		3.5.1.1 September 5, 2023, Governance Committee Minutes – DRAFT	Amanda	For Information
		3.5.1.1.1 Policy 1.2 <i>Board Composition</i>	Amanda	For Decision
		3.5.1.1.2 Policy 1.17 <i>Review of Absences of Director & Committee Members</i>	Amanda	For Decision
		3.5.1.1.3 Policy 2.7 <i>Board and Committee Expense & Remuneration</i>	Amanda	For Decision
		3.5.1.1.4 Policy 2.6 <i>Records Retention & Committee Inquiry</i>	Amanda	For Decision
		3.5.1.1.5 Policy 2.4 <i>General Purchasing</i>	Amanda	For Discussion
		3.5.1.1.6 Policy 2.2 <i>Management of LICA Revenues</i>	Amanda	For Decision
		3.5.1.1.7 Policy 2.8 <i>Employee/Contractor Expenses</i>	Amanda	For Decision
		3.5.1.1.8 Policy 3.3 <i>Overtime Hours</i>	Amanda	For Decision
		3.5.1.1.9 Policy 3.5 <i>Employee/Contractor Salary</i>	Amanda	For Decision
		3.5.1.1.10 Policy 3.9 <i>Grievance Procedure</i>	Amanda	For Decision
12:30		3.5.2 Education and Outreach (E&O) Committee		
		3.5.2.1 September 7, 2023, E&O Committee Minutes – DRAFT	Murray	For Information
		3.5.2.1.1 Motion #3: Garden Guidelines Annual Review	Murray	For Decision
		3.5.2.1.2 Motion #4: Program Discontinuation Recommendation	Murray	For Decision
	4.0	OTHER BUSINESS		
12:40	4.1	ALMS Conference Report	Colin	For Information
12:50	4.2	Volunteer Appreciation	Kristina	For Information
	5.0	ACTION LIST		
12:55	5.1	Follow-up on Action List		
		5.1.1 June 15, 2023, Board of Directors Meeting	Amanda	For Review
	6.0	UPCOMING MEETING DATES		
	6.1	Annual General Meeting – October 5, 2023 (Lac La Biche)	Amanda	For Information
	6.2	Organizational/Inaugural Board Meeting – October 19, 2023	Amanda	For Information
1:00	7.0	ADJOURNMENT	Amanda	For Decision



Lakeland Industry and Community Association

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BOARD OF DIRECTORS

Meeting Minutes

Thursday, June 15, 2023

9:00 a.m. – 12:00 p.m.

LICA Boardroom and via Microsoft Teams

Present:

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

Guests and Observers:

Staff and Contractors:

Kristina Morris, Executive Director
Maria Cueva, Financial Coordinator
Michael Bisaga, Environmental Monitoring Programs Manager
Lily Lin, Data & Reporting Specialist
Kayla Hellum, Environmental Coordinator
Stephanie Sitkowski, Education & Outreach Coordinator
Eveline Hartog, Administrative Professional
Lori Jodoin, Administrative Professional

Regrets:

Kayla Blanchette
Wayne Bamber
Xiaofeng Wang

1.0 CALL TO ORDER:

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

1.1 Traditional Acknowledgement

1.2 Member Introductions

1.3 Vision, Mission, and Values

1.4 Attendance

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

1.5 Approval of Agenda

1.5.1 June 15, 2023, Board of Directors Meeting

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

1.6 Approval of Minutes

1.6.1 May 25, 2023– Board Meeting Minutes

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

2.0 ONGOING BUSINESS

2.1 Education and Outreach Coordinator Report

The Education and Outreach Coordinator delivered her report, noting:

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

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

2.2 Manager of Environmental Monitoring Programs Report

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

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

2.3 Environmental Coordinator Report

The Environmental Coordinator delivered her report, noting:

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

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

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

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

2.3.1 LICA's Little Environmental Stewards Proposal

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

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

2.4 Administration

2.4.1 Executive Director's Report

The Executive Director delivered her report, noting:

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

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

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

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

2.4.2 2023-24 Strategic Plan Q1 Progress Report & Summary

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

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

2.4.3 Financial Reports

2.4.3.1 Accounts Receivable Report to June 6, 2023

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

2.4.3.2 Finances to Date May 31, 2023

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

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

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

2.4.3.3 2024-25 Consolidated Budget Proposal

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

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

2.4.3.4 LICA Savings Account Proposal

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

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

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

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

3.0 NEW BUSINESS

3.1 LICA Municipal Board of Directors Seat Rotation Proposal

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

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

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

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

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

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

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

4.0 ACTION LIST

4.1 Follow-up on action list

4.1.1 May 25, 2023, Board of Directors Meeting

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

5.0 UPCOMING MEETING DATES

5.1 Board Meeting – September 28, 2023

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

6.0 ADJOURNMENT

The meeting adjourned at 11:50 a.m.

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

Approved on: _____
Date

Signature

DRAFT

LICA Reception

From: Kristina Morris
Sent: July 21, 2023 7:48 AM
To: Amanda Avery-Bibo; leo.paquin [REDACTED]
Cc: Louise White-Gibbs
Subject: RE: For Review: BOD Absence Policy
Attachments: Policy 1.17 - Review of Absences of Director and Committee Members (KM EDITS).doc

Hello Officers,

Seeing that I have received your support with the attached changes with no blocks, I will consider this motion CARRIED.

This email and policy will be brought forth to the Board in September for ratification.

Yours in environmental stewardship,

Kristina Morris

Executive Director, LICA - Environmental Stewards
Box 8237, 5107W - 50 Street
Bonnyville, AB T9N 2J5
(t) 780 812 2182 [REDACTED] (f) 780 812 2186



LICA recognizes that we operate and benefit from the traditional lands of the Denesūḡiné, 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.



From: Kristina Morris <[REDACTED]>
Sent: Tuesday, July 4, 2023 12:14:51 PM
To: Amanda Avery-Bibo [REDACTED]; [REDACTED] <[REDACTED]>
Cc: Louise White-Gibbs [REDACTED]
Subject: FW: For Review: BOD Absence Policy

From: Louise White-Gibbs <[REDACTED]>
Sent: Tuesday, July 4, 2023 12:06 PM
To: Kristina Morris <[REDACTED]>
Subject: Re: For Review: BOD Absence Policy

I will make the motion to accept changes as noted on the Absence Policy.

Louise White

On Tue, Jul 4, 2023, 10:34 a.m. Kristina Morris <[REDACTED]> wrote:

Thank you for your support with the attached Policy amendments.

As this decision involves a change in LICA Policy, I would like to request the following motion to be made:

LICA to approve amendments to Policy 1.17 – Review of Absences of Director and Committee Members as presented.

Please provide your motion and any blocks before **July 21, 2023**. Once the motion has passed, it will be brought forward to the Governance Committee as information and to the Board in September for ratification.

Thank you kindly,

Kristina Morris

From: Amanda Avery-Bibo <[REDACTED]>
Sent: Thursday, June 22, 2023 1:19 PM
To: Kristina Morris <[REDACTED]>; Louise White-Gibbs <[REDACTED]>;
[leo.paquin@\[REDACTED\]](mailto:leo.paquin@[REDACTED])
Subject: Re: For Review: BOD Absence Policy

I am ok with what is presented

Amanda

From: Kristina Morris <[REDACTED]>
Sent: June 19, 2023 1:35 PM
To: Amanda Avery-Bibo <[REDACTED]>; Louise White-Gibbs <[REDACTED]>;
[REDACTED] <[leo.paquin@\[REDACTED\]](mailto:leo.paquin@[REDACTED])>
Subject: For Review: BOD Absence Policy

Hello Officers!

As actioned from the last Board meeting, I have made an attempt to amend Policy 1.17 *Review of Absences of Director and Committee Members*. I broke the Directives into two categories: Elected Board Members and Appointed Board Members. I also attached the Bylaws, in case you would like to refer to them.

Please provide me with your feedback by **Monday, July 3rd** using Tracked Changes.

Once we have reached a consensus, I will implement the approved changes and bring it back to the Governance Committee for their information.

Thank you for your time on this!

Kristina Morris

Executive Director, LICA - Environmental Stewards

Box 8237, 5107W - 50 Street

Bonnyville, AB T9N 2J5

(t) 780 812 2182 [REDACTED] (f) 780 812 2186



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LICA

1.17 REVIEW OF ABSENCES OF DIRECTORS AND COMMITTEE MEMBERS

INTENT:

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

1.17.1 DIRECTIVES:

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

1.17.2 IMPLEMENTATION:

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

~~1.17.2.1~~

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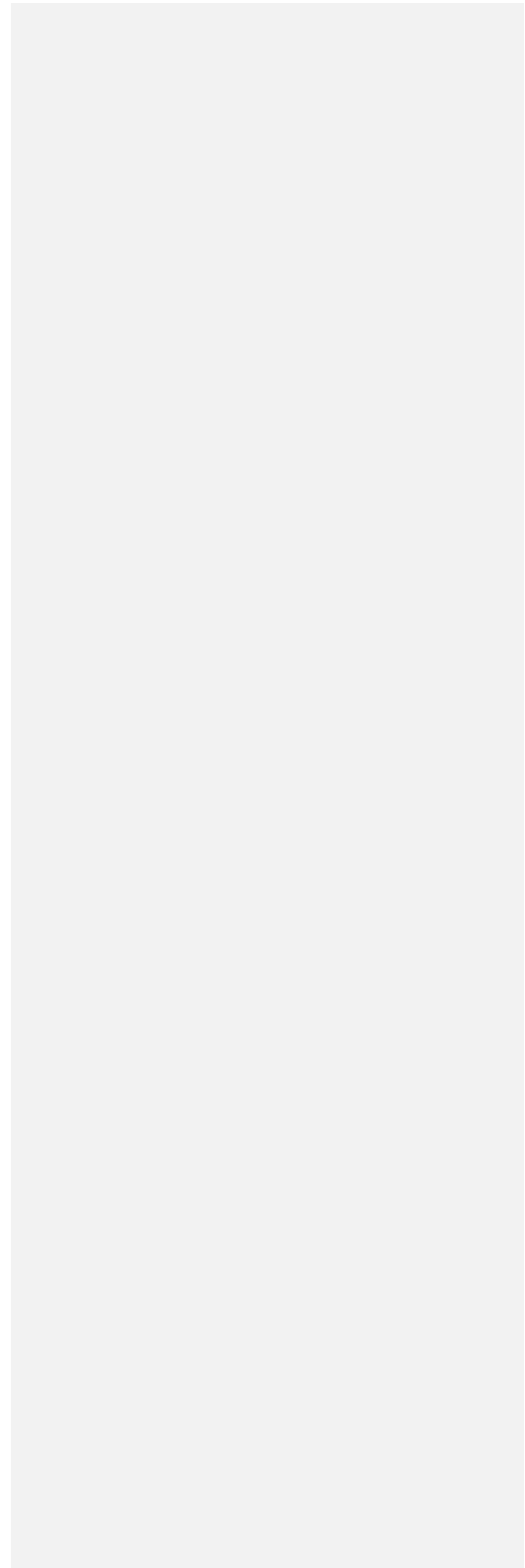
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Review Dates: April 3, 2014, November 5, 2015; June 26, 2017; April 16, 2018; June 8, 2021

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





Lakeland Industry and Community Association

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

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

LICA Officer Meeting Minutes Wednesday, July 26, 2023 1:00 p.m. – 2:30 p.m. LICA Boardroom and via Microsoft Teams

Present: Amanda Avery Bibo
Leo Paquin
Louise White

Staff and Contractors: Kristina Morris, Executive Director
Eveline Hartog, Administrative Professional
Lori Jodoin, Administrative Professional

1.0 CALL TO ORDER:

The LICA Board Chairperson, called the meeting to order at 1:08 p.m.

1.1 LICA Annual General Meeting Preparations

1.1.1 Additional Guest Speaker Recommendation

The Executive Director presented her recommendation to include an additional guest speaker at the 2023 Annual General Meeting. LICA is collaborating with two students from St. Francis Xavier University (StFX) out of Nova Scotia on a methane monitoring study. They currently have equipment installed at the St. Lina Air Monitoring Station; additionally, they are willing to bring in their sniffer vehicle to Lac La Biche to show attendees.

One Officer asked if there was a cost associated with extending an invitation to these guest speakers. The Executive Director said they are aligning their travel with their scheduled field visits so they would be covering all travel costs. She did recommend however to cover the cost of their accommodations as they would be traveling to Lac La Biche and LICA is currently offering hotel rooms to LICA staff and Board members. She confirmed that there is room in the budget to cover this expense.

Another question was also brought forward wondering if there would be time for both speakers. It was explained that StFX and New Myrnam School would each have 15 minutes to present and 5 minutes for questions. The New Myrnam School has confirmed their attendance and would be sending their principal and vice-principal to be the speakers. One Officer asked if a student may also be interested in joining to share their experience as well. The Executive Director was going to reach out to them and inquire.

All Officers were in favour of inviting the StFX University students to be an additional guest speaker at the 2023 Annual General Meeting and cover the cost of their accommodations for one night.

#1 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 the Methane Monitoring Collaboration. They would also be invited to take part in the Air Monitoring Station Tours.

1.1.2 DRAFT Program Review

The Executive Director presented the Draft AGM Program to the Officers for information. One Officer agreed that it was important to have an opening prayer but thought that if we invited an indigenous elder to lead it then it may become exclusive to other cultures. They suggested that the word “Prayer” be changed, or we should include a Christian prayer as well. Another Officer mentioned that in order to maintain inclusiveness, LICA would either have to incorporate all cultural prayers or none at all.

They continued to explain that in other meetings they had attended it was called a Treaty Acknowledgement. The Executive Director has not reached out to the elder yet, so she will work out the wording based on her discussion with them to ensure it is appropriate.

1.2 LICA Employee Agreements

1.2.1 LICA Employment Agreement Update (July 4th Email)

The Executive Director reviewed the email she sent to the Officers on July 4, 2023, regarding her meeting with Sara Hurtubise from Lakeland HR Solutions. Based on the discussion, the Executive Director requested Lakeland HR Solutions to review LICA’s Employment Agreement template and provide recommendations on any current gaps, which could leave LICA open to liability, if not amended. In this discussion, Sara identified a gap within the termination clause of current LICA employment agreements. The Executive Director also held off on drafting a letter to staff regarding the COLA increase, until such time she understood the appropriate method to amend employment agreements. Instead, she held meetings with staff to notify them of this change. With these two factors in consideration, this is a perfect opportunity for LICA to amend all employment agreements. The officers agreed that this review is important, and that LICA will wait to amend the employment agreements until after the Board reviews and

makes decisions on the Lakeland HR Solutions market assessments of employee wages and benefits.

1.2.2 LICA Overtime Agreement (July 6th Email)

The Executive Director explained that LICA needs an Overtime Agreement since LICA's Overtime Policy allows employees to take paid time off in lieu of overtime hours worked. She used a template provided by the Government of Alberta's website and drafted a copy of this agreement for the Officers and for LICA's Financial Coordinator to review, which was presented during the meeting. An [edited version](#) was presented which included a statement regarding pay periods for hourly versus salary employees, as they differ. The Officers agreed to this edit and suggested to also include a statement stating that all overtime must be pre-approved in advance. The Officers inquired on what the current process was, and the Executive Director explained that employees are encouraged to take overtime as time in lieu and to use it before the next pay period.

The Officers were also notified that Policy 3.3 *Overtime Hours* has an error as it states that overtime does not apply to salary-based employees. This contradicts the Alberta Employment Standards and will be brought forward to the Governance Committee in September to update. The Overtime Agreement will also be included within the Policy.

#2 Moved by Louise White AND CARRIED that the LICA Overtime Agreement (July 6th Email) be approved as amended to include that no overtime can be taken without prior approval.

Due to the recent gaps identified within LICA's policies, the Executive Director recommends that LICA contracts Lakeland HR Solutions to review all LICA HR-related policies to identify potential gaps and make recommendations. The Officers agreed to this recommendation and asked that the Governance Committee review the policy recommendations and update the policies as they see fit for Board approval.

#3 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.

1.2.3 Expense Claims and LICA Credit Card

One Officer suggested adding a new policy regarding staff travel, accommodations, and training expenses. They wanted all the above-mentioned expenses to be pre-approved and submitted through expense claims, instead of the VISA, as they felt that this would be an added level of fiduciary responsibility and aligns with government and industry standards. The Education and Outreach Coordinator would be exempt from submitting expense claims for accommodations as the position requires frequent travel.

The Executive Director explained that Policy 2.8 *Employee/Contractor Expenses* outlines policies related to personally incurs office or travel expenses but does

not include accommodations and training expenses. She further explained that LICA's current process requires all staff to seek pre-approval prior to booking hotel accommodations and traveling for business. Accommodations get charged to the VISA (excluding incidentals) and all mileage is expensed via an expense claim. Staff training is pre-approved by the Executive Director and/or designate to ensure it pertains to their role and within budget.

An Officer mentioned that some companies will pay for training in advance if the company is requiring the staff member to enrol. If the employee is seeking training, then they must submit through an expense claim.

The Executive Director expressed concerns related to the proposed expectation that staff cover business related expenses on their personal credit cards. Not all staff have the ability to cover these expenses personally in advance and wait for an expense claim to be processed. She also expressed concerns that this may deter staff from seeking training opportunities and traveling for business meetings.

The Officers agreed to the proposed change in policy and would like the Governance Committee to update Policy 2.8 *Employee/Contractor Expenses*, at their next meeting.

#4 Moved by Amanda Avery Bibo AND CARRIED that all employees must obtain pre-approval for training, travel, and accommodations and must submit expenses through expense claim(s). The Education and Outreach Coordinator would be exempt from submitting expense claims for accommodations as the position requires frequent travel.

One Officer also made a suggestion for LICA to obtain a second credit card for Education and Outreach related expenses. This would be another opportunity for LICA to reduce the risk of maxing out the current card. The Executive Director explained that obtaining a second credit card would contravene Article 13 of the LICA Bylaws which states that the Association will not borrow funds for any purpose, with the exception of one credit card with a limit of \$10,000 and other contracts necessary for the normal conduct of the Association.

A conversation was then held regarding issuing a secondary credit card that is tied to the existing LICA credit card account. It was later determined that this decision would not help with reducing the risk of the credit card getting maxed out. The Officers agreed to postpone this discussion until further notice.

The Officers inquired of LICA's current policy for the use of the credit card. The Executive Director explained that employees who use the credit card must obtain approval and are required to return it to the Office before the end of the day.

1.2.4 Policy 3.5 Employee/ Contractor Salary

The Executive Director brought this policy forward as it does not include what an employee's entitled breaks are and whether they are paid for them or not. Employment Standards state that if employees work between five and ten hours a day, they must take a thirty-minute lunch break. It is up to the discretion of the organization whether the break is paid/unpaid. They are not allowed to work

through that break, and it must be taken in the middle of their shift. This needs to be written into policy.

Currently, LICA offers the mandatory thirty-minute break which is unpaid. Going above the standards, LICA also offers two fifteen-minute paid breaks to employees. The Executive Director would like the Governance Committee and Board's input on whether the fifteen-minute breaks should continue as not all staff find the additional breaks as a perk.

One Officer stated that entitled breaks should also be included in the amended Employment Agreement for all employees to sign. The Executive Director will be bringing this policy to the Governance Committee and including it in the Employment Agreement. The updated Employment Agreement Template will be forwarded to Officers once completed.

The Executive Director recommended that the Officers allow for her to hold discussions with staff to see what benefits they wish to see prior to bringing a decision to the Board of Directors meeting in September 2023. No concerns were expressed.

1.2.5 Steps Forward

The Executive Director informed the Officers that once she received feedback from Lakeland HR Solutions regarding the Employment Agreement Template, feedback will be provided to the Officers along with a draft amended version for their review.

1.3 Garden Sign Budget Proposal

The Executive Director presented a proposed budget for a Community Garden Sign. She brought forward four companies that could create either wooden or metal signs that are 4'x6' in size. The wooden signs would have a finish on them to prevent sun damage but would still require some maintenance over the years.

The prices presented do not include the posts needed for the sign, those would be purchased separately.

A discussion was held regarding the location of the sign, to which the Officers agreed that it should be erected facing the Wholesale parking lot.

The Officers preferred the wooden signs over the metal ones and decided to go with The Knotty Carver company.

#5 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).

1.4 Community Garden Update

1.4.1 Additional Garden Shed Pad- Contract Amendment

Since a second shed has recently been donated by Canadian Tire for the Community Garden, a request to have our landscaper build an additional pad was brought forward. The Officers agreed to have an additional pad built at a rate of \$950 + GST.

They also agreed that the contract would not have to be amended as long as it was captured in writing with the landscaper, with the total cost amended to include this additional cost.

#6 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.

1.4.2 Theft at the Garden

The Executive Director updated the Officers on the theft that occurred at the Community Garden. One trail camera and one motion sensor light were stolen off of the gazebo. An RCMP statement has been filed. A recommendation was made by the Executive Director to possibly cage in the camera to make it more difficult to steal. The Officers agreed to this recommendation.

1.5 Fish Identification Workshop & Field Sampling Quote

The Environmental Coordinator proposed a two-day workshop, with Day 1 being half a day in the Boardroom and Day 2 being a full day in the field. The chosen dates for this workshop would be September 16 and 17, 2023. Shona Derlukewich, the technical instructor, would look after the licensing and would have all of the equipment that would be needed.

The cost of the workshop would be \$2,000 with an additional cost of \$825 for 15 Fish Identification Field Guides. These booklets have already been budgeted within IWMP Implementation.

#7 Moved by Louise White AND CARRIED that LICA proceed with the two-day Fish Identification Workshop & Field Sampling proposal.

The Environmental Coordinator then went on to discuss the Aquatic Invasive Species Fund Grant. She has been unsuccessful in locating a contractor in the area who would do water sampling. When meeting with ALMS they suggested that LICA purchase genetic testing equipment and hire a university summer student to conduct sampling. She thought this was a great way for LICA to do internal sampling and support University students.

In addition to doing water sampling, the summer student would also be responsible for educational resource distribution. The Environmental Coordinator would like the Officers approval to proceed with this change, as this was not in the original discussion with the Board of Directors. The grant application is due August 31, 2023.

#8 Moved 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 LICA Proposed Purchases

1.6.1 AGM Centerpieces

The Executive Director brought forward the idea of purchasing ten mini air monitoring lanterns to be used as centerpieces for the AGM and for other future LICA events. They would stand twelve inches tall and would use LED colour-changing candles inside as their light source. She also suggested purchasing another large, two metre tall, lantern for the Bonnyville Library, as theirs unfortunately had to move with the portable air monitoring station, when it left Bonnyville.

One Officer was wondering if it was possible to get a bulk discount if twenty mini lanterns were ordered instead of ten and possibly using these extras as gifts. The Executive Director was going to reach out to the company to see if a discount was possible.

Another Officer suggested maybe making more lanterns with the Wi-Fi bulbs for people to have in their homes. They mentioned that this would have to be run by our Environmental Monitoring Programs Manager to see if it was possible if they decided to do this.

The Executive Director also mentioned that when the lanterns were originally made, LICA had a vision to build more to distribute to interested LICA partners throughout the region. She proposed that LICA order 4 additional mini lanterns with bulbs to distribute to the Municipal District Office that was currently serving on the LICA Board. These lanterns would be rotated as the municipal seats are rotated. The Officers liked this idea and asked the Executive Director to get a quote for four more additional AQHI mini lanterns for municipal rotation.

#9 Moved by Louise White AND CARRIED that the AGM Centerpieces Proposal be accepted as presented.

1.6.2 Board Years of Service Recognition & Christmas Gifts

The Executive Director was looking into gift ideas for the Board Years of Service Recognition and for Christmas Gifts. A few long-term Board members may be leaving this year, so she wanted to get some gifts in case they do.

The gifts included slate and wooden cutting boards and slate coasters. She requested quotes from three companies. She was forthright that there was a conflict of interest with one of the companies as it belonged to her husband. After the Officers looked over all three quotes, they decided to go with Mezmar Promotions for the cutting boards, as they had the best price. They agreed that they were okay with the conflict of interest at this time.

The Executive Director recommended to go with the company Handcrafted by Elle & Bee for the coasters, as they had the better price out of all three companies. She identified that this would also promote supporting all small businesses in the area.

1.7 Janitorial Services Tender Advertisement Content

As mentioned previously to the Board, the Executive Director would like to put LICA's janitorial services up for tender. She developed a call for tender advertisement and was seeking suggestions from the Officers regarding the content. The duties included in the advertisement were taken from the current contract.

The advertisement stated that the duties would be weekly so a discussion was held if it should be changed to bi-weekly. The officers decided to leave it as is and that a discussion could be held with interested companies when they come in, to determine how often.

There were no concerns with the content on the tender. The Executive Director will publish it within the next week.

2.0 ADJOURNMENT

The meeting adjourned at 3:32 p.m.

#10 Moved by Amanda Avery Bibo AND CARRIED that the meeting is adjourned.

From: [Amanda Avery-Bibo](#)
To: [Kristina Morris](#)
Cc: [Louise White](#); [Leo Paquin](#)
Subject: Fw: Final Chance to Register!
Date: September 5, 2023 11:27:02 AM

Perfect!

Hey Kristina,

Colin provided interest in attendance and the unavailability of staff to attend. I motion for Colin Cotes to attend the ALMs Fall Conference on behalf of LICA.

Please see the officer approval below.

Thanks,
Amanda

From: Louise White-Gibbs [REDACTED]
Sent: September 5, 2023 9:25 AM
To: Amanda Avery-Bibo [REDACTED]
Cc: Leo Paquin [REDACTED]
Subject: Re: Final Chance to Register!

Yes, I think it would be great if Colin could attend and then have a report back to LICA Board.

Louise

On Tue, Sept 5, 2023, 9:20 a.m. Amanda Avery-Bibo [REDACTED] wrote:
Hi Leo and Louise

I received a call from Colin Cotes (Healthy Waster LLB) asking if anyone from LICA is attending the ALMs fall conference in Sylvan Lake. He has requested to attend on behalf of LICA if there is no person.

I will check with Kristina to see if any of the staff will be in attendance. If not, I would like to make a motion for Colin Cotes to attend the ALMS fall conference on behalf of LICA. The conference is next week (Sept 12-13) which is ahead of the September board meeting. Which is why I'm asking for us officers to make the decision today to allow Colin to submit registration today (sept 5)

Let me know your thoughts
Amanda
Get [Outlook for iOS](#)

From: Colin Cote [REDACTED]
Sent: Tuesday, September 5, 2023 9:11:57 AM

To: Amanda Avery-Bibo [REDACTED]
Subject: Fwd: Final Chance to Register!

Hi

I would like to attend this conference representing LICA if no other board members or staff are already attending.

Thanks
Colin Cote

----- Forwarded message -----

From: Healthy Waters Lac La Biche [REDACTED]
Date: Mon, Sept 4, 2023, 8:50 a.m.
Subject: Fwd: Final Chance to Register!
To: Legislative Services [REDACTED], Heather Schultz

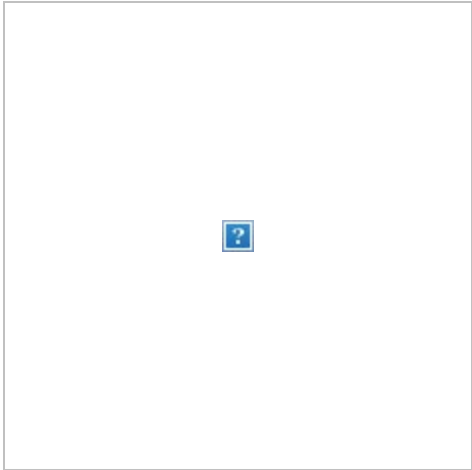
[REDACTED], Michael Schulz [REDACTED],
Brian Deheer [REDACTED], Debra Hamar [REDACTED],
Erin Shulko [REDACTED], Randi Dupras [REDACTED],
Guy Lambert [REDACTED], Don Bollinger [REDACTED], Hanson Flett [REDACTED],
[REDACTED], Garnett Robinson [REDACTED], Laurier [REDACTED],
Bourassa [REDACTED], Renee Johnston [REDACTED],
Annette McCullough [REDACTED], Paul & Elsie Shaw [REDACTED],
[REDACTED], Marv Fyten [REDACTED], Chantel Quintal [REDACTED],
[REDACTED], Lorin Tkachuk [REDACTED],
Colin Cote [REDACTED], Colette Borgun [REDACTED],
[REDACTED], Lenora LeMay [REDACTED], Lorna [REDACTED],
Jacknife [REDACTED], Kayleigh Lien [REDACTED],
[REDACTED], Brenda Robitaille [REDACTED], Nathan Polturak [REDACTED],
[REDACTED], Henry Hau [REDACTED], Anne Robinson [REDACTED],
[REDACTED], Janet McKay Reeve [REDACTED], Jaime Davies [REDACTED],
[REDACTED], Heather Dempsey [REDACTED], Julie Hink [REDACTED],
[REDACTED], Chelsey St. Louis [REDACTED], Hollyshae Morriseau [REDACTED]

Hi everyone: my apologies for this late referral. Some of you will be familiar with ALMS and their Fall Conference, which is always excellent. This year it's being held in Sylvan Lake. As you can see, it's next week Tues-Wed, Sept 12-13, and the deadline to register is tomorrow, Sept 5.

I've attended them regularly for several years, and last year, Randi and Julie attended. I don't know if anyone else is interested, and if so, not sure if you can still manage to go on such short notice, but I had been intending to send this around for your information. I meant to do it weeks ago, my apologies for not getting it sent out sooner..

----- Forwarded message -----

From: Alberta Lake Management Society [REDACTED]
Date: Fri, Sep 1, 2023 at 9:47 AM
Subject: Final Chance to Register!
To: <brian.deheer@almsociety.ca> [REDACTED]



ALMS 2023 Annual Conference

Register by September 5th!

This year the Alberta Lake Management Society (ALMS) brings our annual workshop to Sylvan Lake! Sylvan Lake is a major recreational lake with unique water quality in central Alberta. This event will also feature topics specific to the Red Deer Watershed Alliance's Fall Forum - a double whammy!

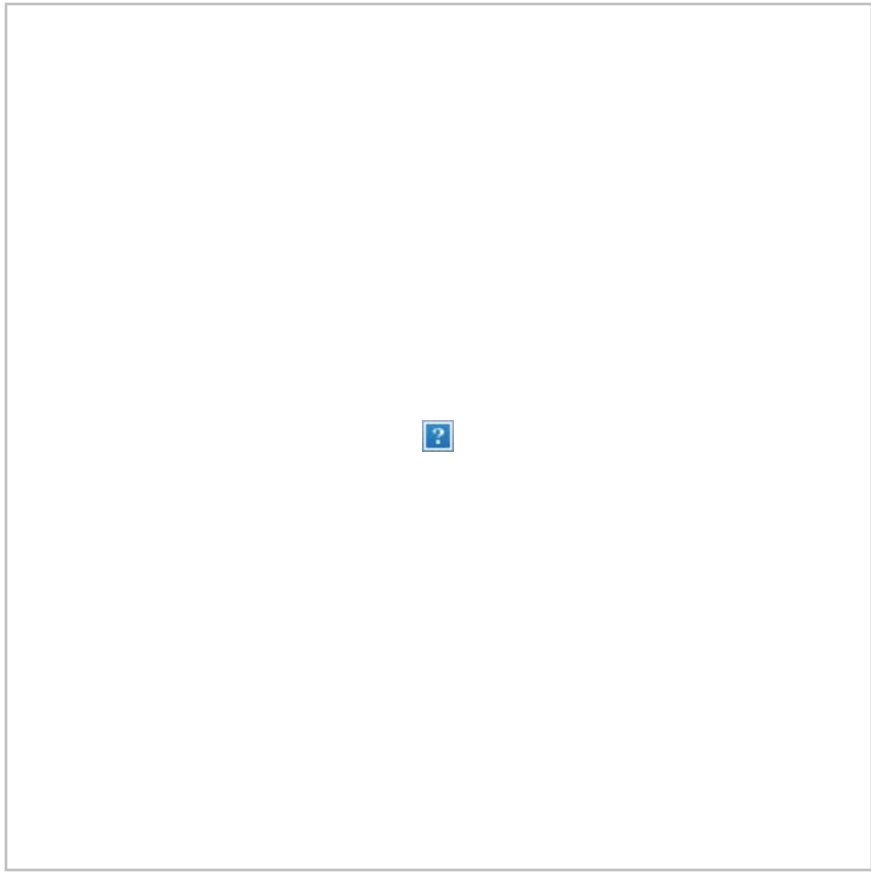
Presentations on our [agenda](#) include subjects such as bulrush restoration, piping plover distribution, oil sands monitoring, shallow groundwater, cyanobacteria blooms, and more!

Field tours will take place in the afternoon of Wednesday September 13th. More to be announced in the coming weeks.

REGISTER TODAY

Interested in sponsoring the event - check our sponsorship details, [here!](#)

Thank you to our current sponsors the **Red Deer River Naturalists** and the **Red Deer River Watershed Alliance**

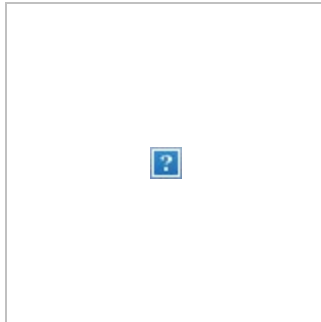


Alberta Lake Management Society | PO Box 4283, Edmonton, T6E 4T3 Canada

[Unsubscribe brian.deheer \[REDACTED\]](#)

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Sent by info@alms.ca powered by



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LICA Reception

From: Kristina Morris
Sent: September 11, 2023 10:34 AM
To: Louise White-Gibbs
Cc: Amanda Avery-Bibo; Leo Paquin
Subject: RE: RQST for Motion: Janitorial Services Tender

Good morning everyone!

As I have not received any blocks, Louise's motion below is considered CARRIED and will be ratified at the September 28th Board Meeting.

I plan to update the current contract that we have in place for your review and sign-off prior to October 1st. I figure that it may be easiest to present this to you on September 28th to lessen your load, however, please let me know if you would rather review it sooner.

Kristina

From: Louise White-Gibbs <[REDACTED]>
Sent: Wednesday, August 30, 2023 5:06 PM
To: Kristina Morris <[REDACTED]>
Cc: Amanda Avery-Bibo <[REDACTED]>; Leo Paquin <[REDACTED]>
Subject: Re: RQST for Motion: Janitorial Services Tender

I will make the motion:

LICA to contract Lakeland Janitorial to perform the duties specified within their bid, effective October 1, 2023.

Louise White

On Wed, Aug 30, 2023, 2:18 p.m. Kristina Morris <[REDACTED]> wrote:

Good afternoon Officers!

I hope you all had a marvelous vacation and are ready to start the busy Fall season!

To follow-up on the Janitorial Services Tender Advertisement, LICA offered 6 office tours and received 4 bids. After comparing the bids to our budgets and current contract, I would like to propose contracting a new service provider: Lakeland Janitorial. I have attached my recommendation, which includes a thorough breakdown of our budget, bid comparisons, and the actual bids themselves.

I respectfully ask for one of you to review the attached and make the following motion via email (please Reply All):

LICA to contract Lakeland Janitorial to perform the duties specified within their bid, effective October 1, 2023.

Please provide me with your motion or any blocks by September 10th. After this date, motions will be considered carried and will be ratified at the September Board Meeting. This will be give time to draft a contract for your review before October 1st, should we decide to proceed.

Please feel free to ask me any questions in the interim!

Kristina Morris

Executive Director, LICA - Environmental Stewards

Box 8237, 5107W - 50 Street

Bonnyville, AB T9N 2J5

(t) 780 812 2182 [REDACTED] (f) 780 812 2186



www.lica.ca

LICA recognizes that we operate and benefit from the traditional lands of the Denesųłiné, 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.



Executive Director's Report

September 28, 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 over the months of July, August, and September 2023 in addition to my regular duties as Executive Director.

Funding/Financials Update

- The OSM funding hold-back conditions within the Deposition work plan were lifted and LICA received full payment for Q1.
- Revisions have occurred with the new OSM multi-year contracts. A calculation error within the 2023-24 budget was identified and OSM agreed to revise the contracts to ensure the full approved amount is disclosed. This revision will cause delays in the delivery of the revised contracts until mid-October, which will delay processing LICA's Q2 invoices 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.
- Canada Summer Jobs confirmed funding of LICA's Summer Student position effective June 30, 2023, for 8 weeks. All reporting requirements were met and final payment was received.
- Industry Funding Formula Percentage letters were sent to our industry partners prior to June 30, 2023. The Q1 invoices were sent in the month of July.
- The final WPAC and AEG grant reports were submitted prior to June 30, 2023.
- LICA's Property Tax Exemption was filed on June 27, 2023. The Town of Bonnyville reviewed and denied the application at their Council Meeting on September 13, 2023. The reason for denial is the result of two factors:
 1. LICA's bylaws restrict membership by geographical location and by age.
 2. It was determined that LICA's services are not considered charitable or benevolent to the community.
- LICA's 2024-2025 Consolidated Budget Proposal was reviewed and approved by the LISC on September 13, 2023, with no amendments. The LISC had follow-up questions regarding LICA reserves in which a response was delivered.
- The Board of Directors motion to create a locked-term savings account and open an Advantage Savings Account was executed on June 27, 2023. All funding was transferred and the necessary accounts were closed.
- As part of their 2024-2025 work plan planning, the Alberta Environment Resource Management Department contacted LICA seeking the following information that may be considered:
 - Is there any partnership implementation work that they can help support (financially or in-kind).
 - What are the areas of concern for our region.
 - Does LICA have needs related to technical work in support of IWMP.

Information was provided and they were notified that further information may come once the LICA Watershed Committee meets on September 26, 2023.

Annual General Meeting Updates:

- LICA's 23rd Annual General Meeting (AGM) will be held on October 5th from 6:00 pm – 8:00 pm at McArthur Community Hall in Lac La Biche. Doors will open at 5:30pm for a catered dinner and networking. This year, LICA will be offering a hands-on experience to participants: 15-minute tours of the LICA Portable Air Monitoring Station beginning at 5pm.
- AGM notification was presented 28 days prior to the event, as per LICA Bylaws. This was achieved by advertising through local newspapers, radio, Bonnyville Chamber Newsletter, and social media. Invitations were sent to LICA Members, Municipalities, Indigenous Communities/Settlements, Schools, School Boards, and the Government of Alberta.

- The AGM [Program](#) has been finalized, including guest speakers from Myrnam School and St. Francis Xavier University. We will be honored by Dianne Ludwig, a Regional, Provincial, and National Elder for the Métis Nation Zone 1 to deliver the opening ceremony prayer.
 - **It is proposed that LICA gift an honorarium of \$100 to both Myrnam School and Mrs. Ludwig.**
 - The LICA Board had approved reimbursement of accommodation for the St. Francis Xavier University students at the June Meeting.
- The 2022-23 Annual Report and the 2023 Introductory Video were completed in August and included in the AGM invitations.
- Seats up for election include (1) Forestry/Trapper Director Seat, (1) Agriculture Director Seat, and (1) Community Director seat for a two-year term. It appears that we will be holding elections this year. To date, we have received a total of 5 nominations; 1 Community Director, 3 Agriculture Director, and 1 Forestry Trapper Director (2 additional members also expressed interest in running).
- LICA's Organizational meeting is proposed to be scheduled for **October 19, 2023**, in accordance with the 14-day requirement in the LICA Bylaws. This meeting will be followed by the Inaugural Board Meeting.

Human Resource Updates:

- Lakeland HR Solution concluded staff interviews in late June 2023 to collect necessary information to accurately conduct job evaluations. Sara, the lead of this project, was excellent to work with and provided insightful information on employment agreement standards and policy development.
 - Lakeland HR Solutions was contracted to review LICA's Employment Agreement Template and provide recommendations on any current gaps that leave us open to potential litigation. This review was covered under the approved HR consultation budget.
 - As LICA's policy indicates that employees may take overtime pay or paid time off in place of overtime hours worked, an Individual Overtime Agreement was developed, as required under the Alberta Employment Standards.
- As a result of my interview with Lakeland HR Solutions, I took the initiative to review potential gaps within current LICA policy. I also attended a webinar, hosted by the Government of Alberta, called *Overview of Employment Standards in Alberta* to assist in my review. A few gaps were identified in policy and have been brought forward to the Governance Committee for their review. The Officers also motioned to contract Lakeland HR Solutions to conduct an in-depth review of LICA HR-related policies to ensure that they are all current with standards and best practices.

Alberta Airsheds Council (AAC) Board Meeting Update:

- The AAC Board agreed to send a letter to Marty Collins from Environment and Protected Areas (EPA) to seek information on upcoming field audits of airshed stations. There has been a pause on the implementation of these audits since COVID and a number of airsheds would like to know when the auditing process will be re-established. Airsheds rely on these audits to maintain quality in data reporting and credibility in the public's eye.
- A discussion was held around seeking support for the AAC conference planned for October 2024 in Edmonton.
- An update was provided regarding the Air Quality HUB project. This HUB will act as a tool for all municipalities and other partners to access air quality information and resources. A beta version will be published for selected users to trial and the expected launch date is set for Clean Air Day (June 5, 2024).
- The AAC was approached to see if there was interest in the Airsheds applying as a collective for the Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program. This grant is to assist farmers in replacing agricultural equipment in an effort to reduce the footprint of carbon and other emissions. The Board agreed to gather further information as this grant would provide benefits to the rural parts of the province rather than only focusing on urban centers.

Additional Updates:

- The Bonnyville Oil and Gas Show on June 21- 22, 2023, was a huge success! Our staff were able to network and make numerous connections with local businesses and community members. Thank you to all of those who volunteered from the LICA Board and Committees!
- The University nuhelot'jine thaiyots'j nistameyimâkanak Blue Quills executed their contract in August 2023.
- LICA's Summer Student, Morgan Gillis, completed her employment term on August 25, 2023. A close-out interview to discuss performance and developmental goals was conducted on August 17th. She surpassed our expectations by delivering quality and efficient work. Morgan demonstrated strong initiative, work ethic, and was a true team player! She will certainly be missed and was asked to reapply for the position next year if available.
- As directed by the Board, I presented proposed amendments of Policy 1.17 *Review of Absences of Director and Committee Members* to the Officers for review. These amendments were specifically related to what occurs when sector-appointed Board/Committee members have three consecutive absences. A motion was made via email on July 4, 2023, to accept the proposed changes, which will be ratified at the September Board of Directors meeting. This policy was provided to the Governance Committee for information on September 5, 2023.
- A Fire Emergency Procedure was developed to ensure all staff are aware of the proper protocols to follow in the event of a fire, including the assigned Fire Wardens, the Muster Point, and evacuation protocols/map.
- Finalized the LICA Q2 Strategic Plan Progress Report for the Board to review in September.
- A proposed budget was presented to the Officers on July 26, 2023, for the development of an exterior sign for the Community Garden. The Knotty Carver was hired and completed the sign on September 5, 2023 to be erected in Spring 2024. The total cost of the sign was \$4,200 and will be covered with the funding cushion within the E&O GL code.
- Municipalities were contacted regarding LICA's new sector-appointed Board Seat rotation schedule. The County of Vermilion River will be observing the Board meeting on September 28th to determine whether they would like to participate on the LICA Board of Directors for the next couple of years. There were no additional reservations expressed and 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) *pending
 - Town of Bonnyville (permanent)
- Networking was conducted to seek interest in the Board elected seats as well as Committee member seats. LICA members who've expressed interest were contacted, as well as non-members.
- 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 20th. 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". LICA will receive recognition on social media and at the awards ceremony on October 5th. We are currently seeking a representative to be present on behalf of LICA, seeing that this date conflicts with our AGM.
- LICA received four bids from the Janitorial Services Tender. The Officers made a motion on September 11, 2023, to terminate our current contract with Shine Cleaning and contract Lakeland Janitorial. A notice of termination letter was sent on September 18th to Shine Cleaning and the new contract with Lakeland Janitorial is expected to be executed on September 28, 2023.

Additional meetings/events attended over the summer include:

- July 11th: Attended WPAC Managers Meeting to re-introduce myself and get up to speed on current projects and initiatives.
- July 12th: Meeting with LARA Executive Director, Alyssa Krawchuk, to discuss our current partnership and potential future collaborations. There is an opportunity to continue delivering joint programs with LARA as well as take on their youth agricultural presentations, due to staff shortage. LARA also applied for LICA membership and the Executive Director expressed interest in running for the Agriculture Board of Director seat.
- July 18th: LICA Staff Meeting

- July 26th: LICA Officer Meeting to provide an overview of current projects and seek motions for time-sensitive decisions.
- August 9th: Meeting with BubbleUp to discuss developing a plan to better organize content on the LICA website.
- August 10th: Overview of Employment Standards Webinar
- August 23rd: Meeting with Lakeland HR Solutions to review LICA's Employment Agreement Template. They identified some areas for improvement and will be providing LICA with a proposed reformatted template to be brought to the Board and/or Officers for review.
- August 24th: LICA Staff Training and Team building event. The Manager of Environmental Monitoring Programs and Data Reporting Specialist toured the LICA staff through the LICA Cold Lake Air Monitoring Station, where they learned details regarding the LICA Air Monitoring Network; what equipment is used, the parameters monitored, and reporting requirements. Staff were then brought to the LICA Moose Lake Soil Acidification Sampling site, where they learned about the LICA soil sampling program; how samples are collected, why they are collected, and the reporting requirements. The training concluded with a picnic in the Moose Lake Provincial Park where we had a wiener roast and potluck. We reconvened at the LICA Office at 2pm for the monthly staff meeting.



- August 26th: LICA Family Fun Day in the Garden
- August 31st: Interview with RESPECT News regarding LICA's Fisheries Workshop.
- September 1st: Meeting Greg Wentworth to review revisions within the OSM contracts, previously discussed with the Manager of Environmental Monitoring Programs.
- September 5th: LICA Governance Committee Meeting
- September 7th: LICA Education and Outreach Committee Meeting
- September 12th: Alberta Airsheds Council Board Meeting.
- September 12th: Alberta Employment Standards – Wages and Overtime Webinar
- September 12th: Town of Bonnyville Council Meeting
- September 13th: LISC Meeting
- September 13th: Interview with Lakeland This Week regarding the Community Garden and Food bank donations

Upcoming Meeting Dates:

- September 26th: LICA Watershed Committee Meeting
- September 27th: Alberta Employment Standards – Administration and Enforcement Webinar
- September 28th: LICA Board of Directors Meeting & Volunteer Appreciation Lunch
- October 5th: LICA Annual General Meeting
- October 12 & 13th: WPAC Summit
- October 19th: LICA Organizational and Inaugural Board Meeting

Respectfully submitted,
 Kristina Morris, Executive Director, LICA – Environmental Stewards



LICA
ENVIRONMENTAL STEWARDS

2023/2024 – Q2

STRATEGIC PLAN
PROGRESS REPORT



Photo Credit: Hannah Pelchat

BACKGROUND

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

VISION

The Environment in the LICA region is ecologically healthy and sustainable

MISSION

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

VALUES

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

FOUR STRATEGIC DIRECTIONS

1 - PRESENCE

Sharing Our
Successes

2 - SUSTAINABILITY & RESILIENCY

Communicating
Clear
Objectives

Adaptively
Evaluating
Programming

3 - ORGANIZATIONAL CAPABILITY

Leveraging
Initiatives and
Sustainable
Funding

Strategically
Pursuing
Alternative
Funding

4 - ORGANIZATIONAL CAPACITY

Effectively
Engaging and
Retaining
Volunteers

Strategically
Managing
Human
Resources

Maximizing
Virtual
Platforms for
Engagement

Legend:

● Achieved	● In Progress	● Incomplete
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PRESENCE

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

1.1 Increase Presence and Credibility in the LICA Region

STRATEGY	TARGET	PROGRESS	WORK PLAN
1.1.1 Expand LICA Membership	Make Membership forms easily available and accessible to all stakeholders.	<ul style="list-style-type: none"> Online membership registration is promoted on our Facebook Page and an electronic sign-up form is available on the LICA website. Membership forms are also available at all LICA events. 	WPAC AEG
	Engage municipalities within the LICA Region in efforts to increase the awareness and presence of LICA.	<ul style="list-style-type: none"> Municipalities have been invited to our industry talks and lunch n' learns. Each municipality was provided with a hard copy of the Beaver River IWMP, Summary of Key Contents document, and LICA IWMP promotional items to promote awareness of the Plan. This was achieved through delegations within the first and second quarters. In the second quarter, municipalities were invited to join the Riparian Health Workshop on August 9, 2023. Members from the following attended: M.D. of Bonnyville, Town of Bonnyville, Town of Smoky Lake, and County of Thorhild. LICA's Environmental Coordinator attended a delegation with the City of Cold Lake Mayor and Council on August 22, 2023, to speak to initial IWMP Implementation programs. 	WPAC AEG

1.1.1 Expand LICA Membership (cont.)	Engage municipalities within the LICA Region in efforts to increase the awareness and presence of LICA. (cont.)	<ul style="list-style-type: none"> LICA applied for the Fisheries and Oceans Canada, Aquatic Invasive Species Fund in August 2023. The following Municipalities provided a letter of support to accompany the application: Athabasca County, County of St. Paul, Lac La Biche County, M.D. of Bonnyville, Smoky Lake County, and the Town of Bonnyville. 	WPAC AEG
	Enroll at least 20 new LICA members.	<ul style="list-style-type: none"> Since March 31, 2023, LICA has enrolled seven new members. 	WPAC AEG
1.1.2 Host events that engage the community to collaborate on local environmental concerns	Work to implement the Beaver River IWMP.	<ul style="list-style-type: none"> The following meetings and updates were provided to the LICA Watershed Committee (LWC): <ul style="list-style-type: none"> A meeting was held on April 4, 2023, to discuss priorities and potential implementation projects for the 2023-24 fiscal year. An email update was sent on June 29, 2023, in lieu of hosting a meeting, as one was not needed at that time. The LICA Watershed Committee met on September 26, 2023, to discuss IWMP implementation projects and related expenses. 	WPAC
		<ul style="list-style-type: none"> All Stakeholders and Rightsholders located within the Beaver River watershed received a printed copy of the Final Beaver River IWMP and Summary of Key Content document. 	
		<ul style="list-style-type: none"> Promotional items to support IWMP awareness to aid in implementation were purchased and are being dispersed within the community and with decision-makers. 	
		<ul style="list-style-type: none"> An IWMP Fact Sheet was developed for disbursement to support a greater understanding of the intent behind the IWMP development and who the Plan effects. <p>Please see section 3.2.2 for initial IWMP implementation projects.</p>	

1.1.2 Host events that engage the community to collaborate on local environmental concerns	Promote events and/or dialogue through online forums on social media and the LICA website.	<ul style="list-style-type: none"> Since March 31, 2023, LICA's Community Garden Facebook Group has 64 members. A total of three posts were made in the Facebook group in the second quarter. LICA maintains a minimum frequency of at least four posts per week on Facebook and at least one post per week on Instagram. These posts range from educational information, LICA programming, advertisements for local events and those hosted by other WPACs/Airsheds, and health/smoke advisories to the public. LICA continues to notify the community of upcoming events via social media. Events shared on Facebook include: the Bonnyville Community Garden orientation, garden workshops, the riparian health workshop, garden work days, the Family Fun Day in the Garden, the Fisheries Workshop, and LICA's 23rd Annual General Meeting. 	WPAC AEG	
	Circulate surveys to members to identify topics of interest and feedback on LICA programs.	<ul style="list-style-type: none"> LICA makes every effort to circulate feedback evaluation forms for all its workshops and presentations to measure successes and identify areas to improve in the future. Evaluation forms are provided in a variety of formats, including online surveys and physical print copies. Year-end surveys were provided to all teachers. 		WPAC AEG
	1.1.3 Participate in community events focused on environmental stewardship	Attend at least five community events offered by different municipalities to promote the LICA vision and mission.		
			WPAC	

1.1.3 Participate in community events focused on environmental stewardship (cont.)	Attend at least five community events offered by different municipalities to promote the LICA vision and mission. (cont.)	<ul style="list-style-type: none"> In the second quarter, LICA held a booth at the Bonnyville Oil & Gas Show on June 21-22, 2023, where members of the public were able to learn more about LICA's watershed and airshed initiatives. <p>LICA also held a booth at Canada Day in Cold Lake (July 1, 2023), the FCSS Community Campfire in Lac La Biche (July 24, 2023), and Aqua Days in Cold Lake (August 5, 2023). Attendees were able to learn about wildlife in the Lakeland, and learned about the programming that LICA offers.</p>	AEG
1.1.4 Make meetings open to the public	Maintain an up-to-date calendar on the LICA website with upcoming meeting dates.	<ul style="list-style-type: none"> All LICA meeting dates and events are published on the LICA website calendar at www.lica.ca with the meeting link information included. 	WPAC AEG
	Disseminate meeting materials to LICA members who have identified an interest in participating in LICA meetings.	<ul style="list-style-type: none"> LICA Board and Committee meeting agendas and supporting documents are sent electronically to all appointed and interested LICA members one week in advance of each meeting. Additionally, anyone may request to be added to the email distribution list of the LICA Board or Committees to receive information and meeting invitations. 	WPAC AEG
1.1.5 Develop and disseminate communication materials on relevant topics	Develop and disseminate quarterly newsletters.	<ul style="list-style-type: none"> The Spring Newsletter was disseminated on April 27, 2023. The newsletter highlighted the Vermicomposting program, the Winter Bird Monitoring program, and Acid Deposition Monitoring. 	WPAC AEG
		<ul style="list-style-type: none"> The Summer Newsletter was disseminated on July 28, 2023, which highlighted summer youth programming, blue-green algae, an introduction to LICA's summer student, and Methane Monitoring Collaboration with Flux Lab and St. Francis Xavier University. 	
	Develop and disseminate the LICA Annual Report to all LICA members and publish it on the LICA website.	<ul style="list-style-type: none"> The LICA 2022-23 Annual Report was completed in August 2023 and disseminated electronically to all LICA Membership on September 6, 2023, within LICA's Annual General Meeting (AGM) invitation packages. 	WPAC AEG

1.1.5 Develop and disseminate communication materials on relevant topics (cont.)	Update and publish the Introduction to LICA animated video on the LICA website, social media, and YouTube Channel.	<ul style="list-style-type: none"> The LICA 2022-23 Introductory Video was completed in August 2023. The video was uploaded to the LICA website, YouTube channel. It was also shared on social media and within LICA's AGM invitations packages. 	WPAC AEG
	Examine between year differences in passive air quality results i.e., bubble and isopleth maps.	<ul style="list-style-type: none"> The annual technical report and annual community report both contain different representations of year over year differences in air quality pollutants. 	AEG OSM
	Develop and publish a multi-year monitoring report.	<ul style="list-style-type: none"> LICA finalized its Cold Lake Long-Term Soil Acidification Monitoring Report. This report summarized 2021 soil acidification parameters using descriptive statistics and analysis of variance at the Cold Lake Long-Term Soil Acidification Monitoring site. These data were used to determine if there are significant difference between sampling periods (1982 to 2021) and suggests that slow acidification may be occurring. 	OSM
	Publish and deliver Air Quality presentations and other data visualizations.	<ul style="list-style-type: none"> New visualizations of active and deposition air monitoring data are being prepared for use in the Annual Report and other LICA publications. 	AEG
	Publish an interim report to summarize the Portable Air Monitoring System (PAMS) Lac La Biche Air Quality Monitoring Project.	Anticipating a draft of the report to be complete by the fourth quarter of 2023-24 or the first quarter of 2024-25.	AEG
	Post and update information regarding the Integrated Watershed Management Plan (IWMP) on the LICA website.	<ul style="list-style-type: none"> Updates regarding the Beaver River IWMP are uploaded to the LICA website. This includes updated priorities and implementation initiatives, which are updated at the end of each fiscal year. 	WPAC
	Post and update information regarding the Acid Deposition Monitoring Program Expansion Plan on the LICA website.	<ul style="list-style-type: none"> Reference materials and other documents used to support the work of the Acid Deposition Monitoring Program Expansion Committee (ADMPEC) are uploaded to the LICA website. 	OSM

		This includes the Acid Deposition Monitoring Program Plan, scientific studies and journal articles, monitoring methods, and other reference materials.	
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1.2 Promote the LICA Vision and Mission Beyond the LICA Region

STRATEGY	TARGET	PROGRESS	WORK PLAN
1.2.1 Participate in events of other Alberta WPACs and Airsheds when possible	Participate in at least one project or event with another WPAC in Alberta.	<ul style="list-style-type: none"> The Education and Outreach Coordinator participated in X-Stream Science training day, and an in-person E&O meeting with several WPACS in Camrose, on May 23-24, 2023. This was hosted by the Battle River Watershed Alliance. The Education and Outreach Coordinator participated in the Caring for Our Watersheds project proposal with Battle River Watershed Alliance, for preliminary judging. This project wrapped up in May 2023. The Environmental Coordinator attended an Alberta Biodiversity Monitoring Institute (ABMI) Information and Engagement session with the WPAC and AWC community. The Environmental Coordinator attended a Drought Training Workshop on July 12, 2023, presented by the Milk River Watershed Council and AWC. 	WPAC
	Participate in at least one project or event with another Airshed in Alberta.	<ul style="list-style-type: none"> The Education and Outreach Coordinator and Manager of Environmental Monitoring Programs joined the Alberta Airsheds Council's Innovative Air Education Program. This program's objective is to reduce urban transportation emissions through education. 	

1.2.1 Participate in events of other Alberta WPACs and Airsheds when possible (cont.)	Participate in at least one project or event with another Airshed in Alberta. (cont.)	<ul style="list-style-type: none"> The Manager of Environmental Monitoring Programs and the Data and Reporting Specialist attended the Alberta Airsheds Council – Technical Committee with other Airshed representatives and EPA representatives on April 19, 2023. The Committee meets at least twice a year to share operational experiences and discuss implementation of new air monitoring policies and regulations. 	AEG
		<ul style="list-style-type: none"> The Education and Outreach Coordinator continues to participate in the Alberta Airshed Council's monthly social media campaigns. 	
	Participate in the WPAC Manager meetings.	<ul style="list-style-type: none"> In the first quarter, the Environmental Coordinator attended the WPAC Manager's meeting on April 12, 2023, and the WPAC Manager/ E&O Committee Governance meeting on May 16, 2023, virtually. 	WPAC
		<ul style="list-style-type: none"> In the second quarter, the Environmental Coordinator and Executive Director attended the WPAC Managers Meeting on July 11, 2023. 	
Represent LICA on the AAC Board of Directors.	<ul style="list-style-type: none"> The Executive Director represents LICA on the AAC Board of Directors and is supported by the Manager of Environmental Monitoring Programs. 	AEG	
1.2.2 Participate in the WPAC Summit and annual Synergy Alberta Conference	Attend the annual Synergy Alberta Conference.		IND
	Attend the WPAC Summit.	<ul style="list-style-type: none"> The WPAC Summit is scheduled for October 12-13, 2023, in Drumheller, AB. An invitation for two board members to accompany the Executive Director and Environmental Coordinator was extended at the September 28 Board of Directors Meeting. Final attendance will be determined after the AGM. 	WPAC

1.2.3 Provide input to the Alberta Water Council (AWC)	Provide feedback, input, and concerns to the AWC through the Alberta WPACs representative on the AWC Board of Directors.	<ul style="list-style-type: none"> LICA provides information, feedback, and concerns to the AWC through Steve Meadows, the Alberta WPAC representative on the AWC Board, as required. 	WPAC
1.2.4 Participate in the Alberta Airsheds Council (AAC)	Attend Alberta Airsheds Council meetings.	<ul style="list-style-type: none"> In the second quarter, the Executive Director attended the AAC Board Meeting and Annual General Meeting on June 12 and regular Board Meeting on September 12, 2023. 	AEG
	Participate on AAC sub-committees as required.	<ul style="list-style-type: none"> The Data and Reporting Specialist and the Manager of Environmental Monitoring Programs participate in the Alberta Airsheds Council Technical Committee meetings. 	AEG
		<ul style="list-style-type: none"> The Education and Outreach Coordinator and Manager of Environmental Monitoring Programs participate in the AAC's Innovative Air Education Program Committee. 	
		<ul style="list-style-type: none"> The Manager of Environmental Monitoring Programs participates AAC Conference Planning Committee. 	
	<ul style="list-style-type: none"> The E&O Coordinator participates in the AAC Communications Committee on a monthly basis. 		

1.3 Improve Advocacy for Environmental Protection

STRATEGY	TARGET	PROGRESS	WORK PLAN
1.3.1 Support projects and collaborate on Water for Life-aligned initiatives with local Watershed	Collaborate with at least one WSG on a joint initiative.	<ul style="list-style-type: none"> LICA staff attended the Muriel Lake Basin Management Society's annual highway cleanup to support their fundraising initiative to help raise funds for projects at Muriel Lake. 	WPAC
		<ul style="list-style-type: none"> LICA has collaborated with Healthy Waters Lac La Biche on the Keep Our Lakes Blue campaign. 	

Stewardship Groups (WSG)	Maintain partnerships with WSGs on ongoing projects and programs.	<ul style="list-style-type: none"> The Environmental Coordinator continues to provide support to WSG projects and programs, as needed. <p>She also schedules MLBMS meetings via zoom, and hosts MLWS meetings at the LICA office.</p>	WPAC
1.3.2 Participate in local WSG meetings	Represent LICA in Moose Lake Watershed Society (MLWS) meetings.	<ul style="list-style-type: none"> The Environmental Coordinator represents LICA at MLWS meetings and provides support as requested. Meetings attended this quarter were May 25, 2023, and June 20, 2023. There were no meetings scheduled in the second quarter. 	WPAC
	Represent LICA in Muriel Lake Basin Management Society (MLBMS) meetings.	<ul style="list-style-type: none"> The Environmental Coordinator represents LICA at MLBMS meetings and provides support as requested. Meetings attended this quarter include June 11, 2023. The MLBMS AGM was held on August 12, 2023. LICA shared this invitation with the LICA membership to encourage community participation. 	WPAC
	Participate in other local WSG meetings, if able.	<ul style="list-style-type: none"> The Environmental Coordinator has not been requested to attend other local WSG meetings during the first and second quarters. 	WPAC
	1.3.3 Support citizen science and community-based monitoring initiatives	Support and develop community-based monitoring projects, when applicable.	<ul style="list-style-type: none"> LICA is offering CreekWatch, a community-based water quality monitoring program, in the region to volunteer groups and organizations interested in monitoring specific creeks. <p>On August 2, 2023 LICA's Environmental Coordinator and Summer Student met with members of Buffalo Lake Métis Settlement for CreekWatch sampling. Two sites of community concern were tested.</p> <p>On August 3, 2023, LICA's Environmental Coordinator and Summer Student met with members of Kikino Métis Settlement for CreekWatch sampling. Three sites of community concern were tested.</p>

1.3.3 Support citizen science and community-based monitoring initiatives (cont.)	Plan, organize, and implement at least one community Citizen Science Program.	<ul style="list-style-type: none"> In the second quarter, LICA hosted the CreekWatch Citizen Science Monitoring Program at Buffalo Lake Métis Settlement and Kikino Métis Settlement. 	WPAC
1.3.4 Engage local communities in environmental stewardship action	Partner with local WSGs and/or community members to expand LICA campaigns.	<ul style="list-style-type: none"> The Education and Outreach Coordinator collaborated with Healthy Waters Lac La Biche to bring Keep Our Lake Blue (KOLB) to Lac La Biche and surrounding lakes. 	WPAC
		<ul style="list-style-type: none"> The Executive Director met with the Moose Lake Watershed Society's Executives to discuss a potential partnership for the KOLB Campaign in Summer 2024. 	
		<ul style="list-style-type: none"> The Environmental Coordinator shared information about the KOLB Campaign and upcoming Riparian Health Campaign with an active community group at Laurier Lake. 	
	Promote the KOLB campaign and guide other WSGs and WPACs.	<ul style="list-style-type: none"> LICA partnered with Healthy Waters Lac La Biche to facilitate the KOLB Campaign in Summer 2023. In the second quarter, Healthy Waters Lac La Biche hosted a booth at Environment Week kickoff (June 4, 2023), which LICA attended. They have also hosted information sessions at the Lac La Biche Farmer's Market during the summer to promote the campaign. A total of 33 people pledged in the campaign. A shoreline cleanup is planned for Fall 2023. 	WPAC
	Collaborate with Alberta Airsheds to implement an Air Quality Campaign in communities and/or businesses in the LICA region.	<ul style="list-style-type: none"> Discussion has begun with the Lac La Biche County to implement a Stop Needless Idling Campaign within the municipality. Further discussion is set to continue in the third quarter. 	AEG
		<ul style="list-style-type: none"> LICA collaborates monthly with Alberta Airsheds Council to implement social media campaigns. These occur throughout the month, and have a new theme monthly. 	

SUSTAINABILITY & RESILIENCY

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

2.1 Manage and Improve Organizational Operations

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.1.1 Maintain sub-committees for projects and programs as required	Maintain a standing Governance Committee (GC).	<ul style="list-style-type: none"> The GC meets on a quarterly basis and schedules additional meetings as required. A meeting was held on April 24, and September 5, 2023. 	All
	Maintain a standing Education and Outreach Committee (EOC).	<ul style="list-style-type: none"> The EOC meets on a quarterly basis and schedules additional meetings as required. A meeting was held on May 8, and September 7, 2023. 	WPAC AEG
	Maintain a working LICA Watershed Committee (LWC).	<ul style="list-style-type: none"> The LWC meets on a quarterly basis. A meeting was held on April 4, and September 26, 2023. 	WPAC
	Maintain an ad-hoc Acid Deposition Monitoring Program Expansion Committee (ADMPEC).	<ul style="list-style-type: none"> The ADMPEC schedules meetings on an as-needed basis. A meeting was held on April 4, 2023. The Manager of Environmental Monitoring Programs provided a quarterly update to the ADMPEC regarding implementation activities in September 2023. 	OSM
2.1.2 Use a consensus decision-making process for all LICA business	Ensure the continuity of consensus decision-making for all LICA business.	<ul style="list-style-type: none"> LICA’s Consensus Decision-Making Model is displayed in the board room to ensure process is followed during all LICA meetings. 	All

2.1.3 Develop and evaluate annual work plans	Develop annual work plans collaboratively with all LICA staff, contractors, and Officers, for Board approval.		All
	Complete quarterly Strategic Plan Progress Reports for the Board's review.	<ul style="list-style-type: none"> Quarterly reports are provided to the Board of Directors for their review. The second quarter Strategic Plan Progress Report was developed and presented at the September 28, 2023, Board of Directors Meeting. 	All

2.2 Maintain a Sound Financial Management and Reporting Procedure

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.2.1 Develop annual budgets for all revenue sources	Review Strategic Budget annually to assess financial needs.	<ul style="list-style-type: none"> The 2023-24 Consolidated Budget was amended to include the increase in WPAC and AEG funding at the May 25, 2023, Board of Directors Meeting. 	All
		<ul style="list-style-type: none"> The 2024-25 Consolidated Budget was developed and presented to the Board for acceptance at the June 15, 2023, Board of Directors Meeting. The Budget was approved by the LISC on September 13, 2023, and will be presented to the Board of Directors for final approval at the September 28, 2023 meeting. 	
2.2.2 Secure funding required to implement work plans	Submit WPAC Operating Grant interim and annual reports by specified deadlines to ensure continuity of funding.	<ul style="list-style-type: none"> The WPAC grant multi-year agreement ending March 31, 2023, provided LICA with \$195,000 in WPAC administrative and operational funds per fiscal year. <ul style="list-style-type: none"> The 2022-2023 Interim Report was submitted prior to the April 15, 2023, deadline. The Final Report was submitted prior to the June 30, 2023, deadline. 	WPAC

2.2.2 Secure funding required to implement work plans (cont.)	Submit Airshed Engagement Grant (AEG) interim and annual reports by specified deadlines to ensure continuity of funding.	<ul style="list-style-type: none"> The AEG grant multi-year agreement ending March 31, 2023, provided LICA with \$38,000 in airshed administrative and operational funds per fiscal year. <ul style="list-style-type: none"> The 2022-2023 Interim Report was submitted prior to the April 15, 2023, deadline. The Final Report was submitted prior the June 30, 2023, deadline. 	AEG
2.2.3 Manage finances in accordance with the Generally Accepted Accounting Principles (GAAP)	Complete monthly financial reports to present to the Board of Directors outlining expenditures from all revenue sources.	<ul style="list-style-type: none"> A comprehensive financial report is prepared and presented to the Board of Directors at each monthly meeting. The report includes a summary of outstanding accounts receivables and a detailed budget-to-actual report, which breaks down each source of revenue. 	All
2.2.4 Conduct an independent annual financial review	Contract a professional accountant to complete an annual financial review for the organization.	<ul style="list-style-type: none"> LICA's accountant, Baker Tilly (formerly Ross + Sylvestre) completed the 2022-2023 financial review. A copy of the financial report was provided to the Government of Alberta prior to the June 30, 2023, deadline. 	All
2.2.5 Adaptively evaluate and improve the efficiency of LICA resources to ensure the organization's goals are achievable	Conduct assessment(s) on LICA resources to ensure the organization is adequately equipped to conduct business.	<ul style="list-style-type: none"> On May 25, 2023, the LICA Board of Directors approved contracting an HR Consultant to perform a compensation and benefits market assessment. Results from this assessment will be brought forth to the Board of Directors at the September 28, 2023, Board of Directors meeting, for review along with suggested policy and strategies. The purpose of this review is to improve staff retention. 	All
2.2.6 Achieve organizational goals through the collaboration of LICA staff and Board members	Encourage active participation and discussion during LICA meetings by providing the Board and Committee meeting materials in advance of each meeting.	<ul style="list-style-type: none"> Electronic agendas and supporting documents are sent via calendar invitation to Board and Committee members one week in advance of meetings. The calendar invitation also includes a Microsoft Teams virtual meeting link and phone number to promote ease of accessibility. 	All

2.2.6 Achieve organizational goals through the collaboration of LICA staff and Board members (cont.)	Hold staff meetings monthly, at a minimum.	<ul style="list-style-type: none"> LICA staff members and contractors meet monthly to discuss current projects, share knowledge and information, and collaborate on upcoming work in alignment with the 2023-24 annual work plans. 	All
	Hold Officer meetings as needed.	<ul style="list-style-type: none"> The Executive Director schedules in-person meetings with the Officers and seeks input via email, as necessary. A formal Officers meeting was held on July 26, 2023. Meeting minutes will be ratified at the September 28, 2023 Board of Directors meeting. 	All

2.3 Maintain Sound Governance Practices

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.3.1 Continuously review and improve organizational bylaws, policies, and procedures	Engage Governance Committee for bylaw review and recommend amendments to the Board, as needed.	<ul style="list-style-type: none"> As per Policy 1.4 – Bylaws, it was determined that no changes to the bylaws were necessary for this fiscal year. As such, the Governance Committee did not conduct a review of LICA’s bylaws. 	All
	Review policies and procedures triennially at a minimum and amend as needed.	<ul style="list-style-type: none"> The review of 1/3 of all LICA policies is complete for the year 2023. A Fire Emergency Procedure was developed to ensure all staff are aware of the proper protocols to follow in the event of a fire, including the assigned Fire Wardens, the Muster Point, and evacuation protocols/map. 	All
		<ul style="list-style-type: none"> LICA contracted Lakeland HR Solutions to conduct a review of all HR-related policies to ensure they are up-to-date with Employment Standards and best practices. 	

2.3.2 Conduct an annual review of the Strategic Plan	Hold an annual strategic planning session with the Board of Directors. Update the 5-year plan and strategic budget as required		All
2.3.3 Develop and maintain Terms of Reference for all committees and subcommittees	Develop and/or review Terms of Reference for all LICA Committees for Board approval.	<ul style="list-style-type: none"> Approved Terms of References are in place for the E&O Committee, the Governance Committee, the LICA Watershed Committee, and the ADMPE Committee. These documents will be reviewed upon the first committee meetings following the Annual General Meeting in October 2023. 	All
2.3.4 Host an Annual General Meeting to elect Board members and to inform the general membership of current LICA activities and initiatives	Hold an AGM and complete elections for the Board of Director positions.	<ul style="list-style-type: none"> Preparations for the AGM are underway. The event will be held on October 5, 2023, at McArthur Community Hall in Lac La Biche. The event will run from 6 pm – 8 pm, with doors opening at 5:30pm for dinner and networking. This year, LICA will also be offering tours of the Portable Air Monitoring Station in Lac La Biche, beginning at 5pm. Tours will be 15 minutes in length with a limit of 10 people per tour. Elections will be held for (1) Community Director, (1) Agriculture Director, and (1) Forestry/Trapping Director. 	All

2.4 Adaptively Evaluate Programming

STRATEGY	TARGET	PROGRESS	WORK PLAN
2.4.1 Adaptively manage and continuously improve education and outreach programs	Evaluate educational programs for effectiveness through teacher surveys and update programs based on feedback.	<ul style="list-style-type: none"> The Education and Outreach Coordinator sent teachers a survey via email following any/all in-classroom presentations. An end-of-year feedback survey was also provided to teachers who received LICA presentations in the 2022-2023 school year on June 16, 2023. 	WPAC AEG

2.4.1 Adaptively manage and continuously improve education and outreach programs (cont.)	Ensure classroom presentations are curriculum-aligned and updated as required.	<ul style="list-style-type: none"> • All of LICA's classroom presentations align with the current Grade K-6 curriculum. The Education and Outreach Coordinator also frequently communicates with teachers to ensure materials align with lesson plans. • In the second quarter, classroom presentations were reviewed and updated to ensure they align with the newly implemented 2023-2024 curriculum. 	WPAC AEG
2.4.2 Ensure monitoring results are accessible to the public	Make water monitoring results and reports publicly available on the LICA website and social media.	<ul style="list-style-type: none"> • As reports are completed, they are uploaded and available under the Resource tab on the LICA Website. 	WPAC
		<ul style="list-style-type: none"> • Within the first quarter, the 2022 LakeWatch report was disseminated to the LICA Membership and published on the LICA Website. 	
		<ul style="list-style-type: none"> • Water monitoring and Health Advisories from AHS pertaining to Blue Green Algae are shared with the LICA membership and on social media. 	
	Provide ambient air data and pollutant concentrations in populated areas needed to calculate the Air Quality Health Index (AQHI).	<ul style="list-style-type: none"> • The PAMS, Cold Lake, St. Lina, and Tamarack monitoring stations provided the AQHI as intended. The 2023 wildfire season was exceptional in terms of the intensity and duration of smoke events. LICA's network of AQHI station had an operational up time over 95% providing a reliable source of air quality information to area residents. 	AEG

ORGANIZATIONAL CAPABILITY

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

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

3.1 Collect, Analyze, and Interpret Data

STRATEGY	TARGET	PROGRESS	WORK PLAN
3.1.1 Operate regional monitoring programs	Operate passive monitoring stations in the Cold Lake oil sands region. Passive monitoring includes gases such as sulphur dioxide (SO ₂), hydrogen sulphide (H ₂ S), nitrogen dioxide (NO ₂), ozone (O ₃), polycyclic aromatic compounds (PAC) and other pollutants as required. Note that all pollutants are not monitored at all stations.	<ul style="list-style-type: none"> • The LICA Passive monitoring program operated as planned during this quarter. Currently working with CNRL to re-establish access to the Burnt Lake site (restricted due to military protocols). 	OSM Deposition

3.1.1 Operate regional monitoring programs (cont.)	Operate and maintain the LICA soil acidification monitoring programs.	<ul style="list-style-type: none"> No field activity in the second quarter. Soil sampling work is scheduled for October 2023. <p>The ADMPEC identified an area for additional soil acidification monitoring to support implementation of the Acid Deposition Strategy. Preliminary work is underway to ground-truth and verify site suitability for long-term monitoring. The Whitney Lakes site was visited to confirm conditions and access; the 2023-24 research permit application for sample collection was submitted in anticipation of field work commencing in October 2023.</p>	OSM Deposition
	Operate continuous monitoring stations in the Cold Lake oil sands region. This includes the following air monitoring stations: <ul style="list-style-type: none"> – Cold Lake South station – St. Lina station – Tamarack station – PAMS 	<ul style="list-style-type: none"> The PAMS, Cold Lake, St. Lina, and Tamarack monitoring stations operated as intended this quarter. 	OSM Active Air Monitoring
	Operate and maintain the Cold Lake oil sands region integrated monitoring program including regional and triggered integrated volatile organic compound (VOC) and polycyclic aromatic hydrocarbon (PAH) monitoring as needed.	<ul style="list-style-type: none"> Both VOC and PAH sampling were fully operational at the Cold Lake station this quarter. The VOC sampling system was also active at the PAMS site and was triggered during wildfire smoke episodes. 	OSM Active Air Monitoring

3.1.1 Operate regional monitoring programs (cont.)	Complete routine calibrations and preventative maintenance at all ambient air monitoring stations in the LICA network in accordance with Alberta's Air Monitoring Directive (AMD).	<ul style="list-style-type: none"> Monthly calibrations and preventative maintenance were performed this quarter as required. Calibration records and the maintenance log for each station can be found in the monthly reports. 	OSM Active Air Monitoring
3.1.2 Adaptively manage and continuously improve monitoring programs	Participate in Oil Sands Monitoring (OSM) Program committees and activities related to optimizing and improving the active air and atmospheric deposition monitoring network in the Cold Lake oil sands region.	<ul style="list-style-type: none"> The Monitoring Programs Manager participated in the Air and Deposition Technical Advisory Committee meetings on July 18 and September 19, 2023. 	OSM Active Air Monitoring and Deposition
	Implement any additions, deletions, or any other changes to the LICA active air and atmospheric deposition monitoring network consistent with approved OSM Program work plan(s).	<ul style="list-style-type: none"> No activity in this quarter. 	OSM Active Air Monitoring and Deposition
	Document any additions, deletions, or any other changes to the LICA active air and atmospheric deposition monitoring network not indicated previously. Identify and describe any deviations from the approved OSM Program work plan(s).	<ul style="list-style-type: none"> No activity in this quarter. 	OSM Active Air Monitoring and Deposition

3.1.2 Adaptively manage and continuously improve monitoring programs (cont.)	Continue to deploy PurpleAir particulate monitors within the LICA region, as opportunities arise.	<ul style="list-style-type: none"> Connections were made with representatives in the Kehewin Cree Nation #123 and Buffalo Lake Métis Settlement regarding sensor installation. Deployment is expected to occur in Fall 2023 alongside presentations about air quality in general and how to access data from the global network of PurpleAir Sensors. 	AEG
	Implement LICA's acid deposition monitoring strategy to meet new regional regulatory compliance acid deposition monitoring and reporting requirements.	<ul style="list-style-type: none"> Wet deposition collectors and gauges ordered last fiscal year were delivered to LICA. Some components were damaged in transit and staff are working with suppliers to remedy the problem. The first of the samplers was deployed at the St. Lina monitoring station with additional installations planned for October 2023. 	OSM Deposition
3.1.3 Provide and report data in a timely manner	<p>As required by the Air Monitoring Directive (AMD):</p> <ul style="list-style-type: none"> Report exceedances of the Alberta Ambient Air Quality Objectives and Guidelines, and non-compliances of the Air Monitoring Directive to the Alberta Government (GoA) for active and deposition monitoring results, Provide real-time air quality data from continuous air monitoring stations to the Alberta Environment and Protected Areas (EPA) 	<ul style="list-style-type: none"> Exceedances of the particulate matter 2.5 objective recorded at all the LICA monitoring stations were reported to EPA. Reference numbers were obtained and documented in the monthly reports. 	OSM Active Air Monitoring and Deposition
		<ul style="list-style-type: none"> Real-time monitoring data obligations for LICA's network were met this quarter. Raw real-time data are provided to the AQHI website: https://airquality.alberta.ca/map/ 	
		<ul style="list-style-type: none"> Monthly active monitoring data reports and monitoring data up to and including July 2023 have been uploaded to the Alberta Government website. Delivery confirmation can be found here: https://lica.ca/airshed/report-tracking/monthly-reports/ 	
		<ul style="list-style-type: none"> Monthly non-continuous (integrated) monitoring data reports and monitoring data up to and including July 2023 have been uploaded to the Alberta Government website. Delivery confirmation can be found here: https://lica.ca/airshed/report-tracking/monthly-reports/ 	

3.1.3 Provide and report data in a timely manner (cont.)	<p>real-time website in the required format,</p> <ul style="list-style-type: none"> – Submit monthly Ambient Air Monitoring Reports to the GoA for active, non-continuous (integrated), and deposition monitoring, – Submit deposition, non-continuous (integrated), and continuous air monitoring data to the Alberta Air Data Warehouse, – Provide LICA Annual Report for the previous calendar year to the GoA. 	<ul style="list-style-type: none"> ● LICA's 2022 annual report was uploaded to the Alberta Government in March 2023. The report and the deliver confirmation can be found on the LICA website: https://lica.ca/airshed/report-tracking/annual-reports/ 	OSM Active Air Monitoring and Deposition
3.1.3 Provide and report data in a timely manner (cont.)	Provide data generated by the Cold Lake soil acidification program to EPA in an agreed-upon format.	<ul style="list-style-type: none"> ● No activity this quarter. Reporting of soil chemistry is expected to occur in December 2023. 	OSM Deposition
3.1.4 Maintain the highest standard of Quality Assurance and Quality Control for monitoring programs	Conduct quality assurance and quality control in accordance with the Air Monitoring Directive, the Air Monitoring Quality Assurance Plan and Standard Operating Procedures for data QA/QC developed by EPA and LICA.	<ul style="list-style-type: none"> ● All work was conducted in accordance with the Air Monitoring Directive and LICA's Standard Operating Procedures. 	OSM Active Air Monitoring and Deposition

3.1.5 Recognize, respect, and support the use of local and Indigenous Knowledge	Recruit and maintain Indigenous representation on the LICA Board of Directors, all standing committees, and all ad-hoc committees.	<ul style="list-style-type: none"> LICA encourages the representation of First Nations Communities, Métis Settlements, and the Métis Nation of Alberta on all committees and the Board of Directors. The current seats held are as followed: <ul style="list-style-type: none"> Board of Directors: (2) Director seats: First Nations and Métis representatives and (1) Community seat: First Nations representative. Governance Committee: (1) seat: Métis representative. Education and Outreach Committee: (2) seats: First Nations and Métis representatives. LICA Watershed Committee: (3) seats: First Nations and Métis representatives. Acid Deposition Monitoring Program Expansion Committee: (2) seats: First Nations representatives. 	WPAC AEG
	Engage with Indigenous peoples and communities to incorporate Indigenous Knowledge and Rights into environmental monitoring, management, and education & outreach programs.	<ul style="list-style-type: none"> In the second quarter, LICA's Environmental Coordinator, Education and Outreach Coordinator, and Summer Student joined the Kehewin Water Camp at Kehewin Provincial Recreation Area. Staff hosted a booth and networked with members of the Kehewin Cree Nation Community. 12 Indigenous Communities were invited to join the Riparian Health Workshop (August 9, 2023). Members of Whitefish First Nations, and Buffalo Lake Metis Settlement attended. CreekWatch Citizen Science sampling was completed with Buffalo Lake Métis Settlement and Kikino Métis Settlement during the second quarter. All Indigenous communities were invited to join the Fisheries workshop hosted on September 16-17, 2023. 	WPAC AEG

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

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

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

<p>3.2.2 Implement the Integrated Watershed Management Plan for the Beaver River watershed (cont.)</p>	<p>Work to implement the priorities identified within the Beaver River IWMP. (cont.)</p>	<ul style="list-style-type: none"> – The Environmental Coordinator is working to determine knowledge gaps between the State of the Watershed report and the Beaver River IWMP to assist in priority implementation projects. To implement the IWMP in regard to youth education, the Environmental Coordinator is developing 'LICA's Little Environmental Stewards Program', which will incorporate educational programming for watershed health; water, plants, and animals, and the airshed in the LICA region. – The Environmental Coordinator, with assistance from LICA's Summer Student, is currently developing a Riparian Health Campaign to raise awareness about riparian areas and the role it plays in watershed health. – Hosted on September 16-17, 2023, a two-day fisheries workshop provided attendees the opportunity to learn about our local fisheries with an in-class and hands on field experience. – LICA applied for the Fisheries and Oceans Canada, Aquatic Invasive Species Fund where proposed project deliverables will implement an Aquatic Invasive Species (AIS) monitoring program, offer a voluntary boat cleaning station, increase the dispersal of AIS educational resources, install educational signage and implement AIS control efforts where/if necessary. LICA hopes to be a successful recipient of this funding! – LICA is currently developing an identification flipbook to raise awareness of Species at Risk in the LICA Region. The flipbook will include identification tips, habitat information, and current threats for each species. – An IWMP Fact Sheet was developed for disbursement to support a greater understanding of the intent behind the IWMP development and who the Plan affects. 	<p>WPAC</p>
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<p>3.2.3 Work with municipalities, Indigenous Communities/Settlements, and WSGs to support the development and implementation of environmental management plans</p>	<p>Support the development of environmental management plans, as applicable.</p>	<ul style="list-style-type: none"> • No requests have been presented during the second quarter. 	<p>WPAC</p>
<p>3.2.4 Implement approved environmental management work plans</p>	<p>Research, apply for, and implement project-specified grants related to environmental management.</p>	<ul style="list-style-type: none"> • The Environmental Coordinator applied for the Fisheries and Oceans Canada, Aquatic Invasive Species Fund where the proposed project deliverables will implement an Aquatic Invasive Species (AIS) monitoring program, offer a voluntary boat cleaning station, increase the dispersal of AIS educational resources, install educational signage and implement AIS control efforts where/if necessary. Successful recipients will be notified by April 2024. • The Environmental Coordinator actively seeks grants, applicable to LICA, that are related to environmental management. Applications are submitted upon direction of the LICA Board of Directors. 	<p>WPAC</p>

ORGANIZATIONAL CAPACITY

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

4.1 Engage and Retain Enhanced Meaningful Partnerships

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.1.1 Recruit, maintain, and provide recognition for dedicated volunteers	Engage interested volunteers on opportunities to participate on the LICA Board and Committees.	<ul style="list-style-type: none"> The LICA 101 brochure was updated to include information about the organization and how volunteers may become a LICA Committee member or Board of Director. 	WPAC AEG
		<ul style="list-style-type: none"> Community members who express interest in LICA initiatives are invited to become a LICA member, volunteer for upcoming LICA events, and/or participate on LICA committees or Board of Directors. 	
		<ul style="list-style-type: none"> The Executive Director contacted LICA members who've expressed interest in participating on LICA committees and Board of Directors in September 2023. She also contacted organizations who share similar interests to encourage participation. 	
	Provide recognition and appreciation to all volunteers.	<ul style="list-style-type: none"> A catered lunch was offered as a thank-you to LICA Board and Committee members prior to the summer break on June 15 and on September 28, 2023, prior to the Annual General Meeting. 	WPAC AEG
<ul style="list-style-type: none"> In the second quarter, LICA continued to offer tokens of appreciation to organizations who have provided in-kind donations, such as ice cream, coffee, and LICA swag. 			

4.1.2 Engage with Indigenous communities	Provide information and presentations in efforts to collaborate with local Indigenous councils.	<ul style="list-style-type: none"> All 12 Indigenous Communities were invited to join the Riparian Health Workshop (August 9, 2023). Members of Whitefish First Nations, and Buffalo Lake Metis Settlement attended. All 12 Indigenous communities were invited to join the Fisheries Workshop hosted on September 16-17, 2023. 	WPAC AEG
	Collaborate on educational programs for schools in Indigenous communities.	<ul style="list-style-type: none"> In the first and second quarters, all schools in Tribal Chiefs Education Foundation have been included in disseminated E&O program information. 	WPAC AEG
	Develop and maintain relationships with Indigenous peoples and communities within the LICA Region.	<ul style="list-style-type: none"> University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills: From May 23-26, 2023, LICA delivered the ENVM 107 Air Monitoring Course for the Community-Based Environmental Monitoring Program at Blue Quills University. This involved 35 hours of in-class, field, and computer lab training. LICA was asked to return to deliver the program in the future. 	All
		<ul style="list-style-type: none"> Indigenous communities will be consulted on the new soil acidification monitoring area identified by the ADMPEC; the need for an additional monitoring location close to acidifying sources was initially identified by Cold Lake First Nations. 	
		<ul style="list-style-type: none"> The Environmental Coordinator and Education and Outreach Coordinator met with Kehewin Cree Nation #123 Tribal Engagement representative to collaborate on youth projects in the community. 	
		<ul style="list-style-type: none"> As part of IWMP Implementation, Indigenous communities and settlements received a printed copy of the Beaver River IWMP and Summary of Key Contents document in addition to IWMP promotional items. 	
<ul style="list-style-type: none"> CreekWatch Citizen Science sampling was completed with Buffalo Lake Métis Settlement and Kikino Métis Settlement during the second quarter. 			

4.1.2 Engage with Indigenous communities (cont.)	Develop and maintain relationships with Indigenous peoples and communities within the LICA Region. (cont.)	<ul style="list-style-type: none"> In the second quarter, LICA’s Environmental Coordinator, Education and Outreach Coordinator, and Summer Student 	All	
		<ul style="list-style-type: none"> joined the Kehewin Water Camp at Kehewin Provincial Recreation Area. A booth was hosted, and staff networked with members of the Indigenous Community. 		
		<ul style="list-style-type: none"> Beaver Lake Cree Nation, Buffalo Lake Métis Settlement and Kehewin Cree Nation provided letters of support to accompany LICA application in the Aquatic Invasive Species Fund. Cold Lake First Nations provided input to the application. 		
4.1.3 Engage with local governments	Attend council meetings, when available, and provide information, updates, and presentations in an effort to collaborate with local municipal governments.	<ul style="list-style-type: none"> The Environmental Coordinator attends council meetings as needed or upon request. Delegations are offered as projects specific to each municipality present. <p>In the second quarter, LICA’s Environmental Coordinator attended a delegation with the City of Cold Lake to speak to IWMP implementation projects.</p>	WPAC AEG	
	Engage in Municipal Land Use Planning and policy development, as needed.	<ul style="list-style-type: none"> No requests have been presented during the first quarter. 		WPAC
	Create one new partnership per year for a project or event.	<ul style="list-style-type: none"> Cold Lake Fish & Game has requested that LICA attends an event to educate their members. A conversation has begun to determine which event. It is anticipated that LICA will deliver this presentation in the third quarter. 		WPAC AEG
	<ul style="list-style-type: none"> LICA and the Beaver River Fish & Game Ladies League are scheduled to co-host two canning workshops in September 2023. 			

<p>4.1.4 Partner with organizations within the LICA Region on matters related to the environment</p>	<p>Develop and maintain partnerships with organizations to deliver environmental programming.</p>	<ul style="list-style-type: none"> ● LICA has continued partnerships with various organizations to provide educational programming in the second quarter. Examples include: <ul style="list-style-type: none"> – Participating in the Alberta Airsheds Council social media campaigns and Innovative Air Education Program. – Delivering workshops in partnership with other organizations, such as Cows & Fish (riparian health workshops), School of Fish (Fish Identification workshop), and Alternative Land Use Services (ALUS 101). – The Education and Outreach Coordinator is participating in the preliminary judging for the Caring for Our Watersheds contest, taking place in March 2024. – Working with the Bonnyville Wellness Coalition on the “Lettuce Grow” community garden decoration project. ● In LICA’s application for the Aquatic Invasive Species Fund, the following organization provided letters of support indicating our partnerships in the fight against Aquatic Invasive Species spread. LICA will be advised by April 2024 if chosen as a recipient of funding. <ul style="list-style-type: none"> – The University of Alberta indicated in their letter of support that they are equipped to contribute \$246,000.00 of in-kind support to perform lab analysis of the AIS eDNA sampling completed within LICA’s proposed project. – Alberta Lake Management Society indicated their in-kind contribution of \$50,000.00 to support genetic testing of watermilfoil specimens through the Alberta Plant Health Lab for accurate species identification. <p>LICA will also be partnering with Alberta Environment and Protected Areas to expand the existing Clean, Drain, Dry, and Don’t Let it Loose Campaign messaging as part of project deliverables.</p>	<p>WPAC AEG</p>
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4.1.4 Partner with organizations within the LICA Region on matters related to the environment (cont.)	Partner with the Alberta Lake Management Society (ALMS) on the delivery of the LakeWatch program.	<ul style="list-style-type: none"> The Environmental Coordinator worked with the ALMS Executive Director to determine how LICA can support the 2023 LakeWatch program. Approval was granted by the LISC for LICA to fund a full sampling program this season, which will include ten lakes. Volunteers are the leading determining factor for lakes to be sampled in the region. <p>LICA's Environmental Coordinator and Summer Student participated in two ALMS sampling events during the second quarter to learn more about the LakeWatch program.</p>	WPAC
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4.2 Enhancing and Retaining LICA's Governing Body and Human Resources

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.2.1 Encourage active participation from Board and Committee members in LICA initiatives and events	Board members participate in LICA initiatives and events to further demonstrate their support.	<ul style="list-style-type: none"> In the second quarter, participation in LICA events did not occur. This is primarily due to Summer break and LICA having a Summer student assisting with these events. 	All
	Committee members participate in LICA initiatives and events, as required.	<ul style="list-style-type: none"> In the second quarter, participation in LICA events did not occur. This is primarily due to Summer break and LICA having a Summer student assisting with these events. 	All
4.2.2 Provide professional development opportunities to LICA Board and Committee members and LICA staff	Provide the opportunity to each LICA Board and Committee member to attend at least one professional development workshop or information session, either hosted by LICA or other community groups.	<ul style="list-style-type: none"> The Executive Director is planning to offer a professional development opportunity to the new Board of Directors and Committee members after the Annual General Meeting. 	All

<p>4.2.2 Provide professional development opportunities to LICA Board and Committee members and LICA staff (cont.)</p>	<p>Provide at least one professional development opportunity per staff or contractor.</p>	<ul style="list-style-type: none"> ● LICA staff members are encouraged to participate in courses, seminars, workshops, and other events that promote professional development and improve LICA's business operations. In addition to publicly accessible online resources, below outlines developmental opportunities that were funded by LICA in the second quarter: <p><u>Kayla Hellum, Environmental Coordinator</u></p> <ul style="list-style-type: none"> – First Aid Training and Certificate – Portage College, Discover Digital Photography Course – Portage College, Mastering Public Speaking Course – CABIN Training Online Modules – Canadian River Institute <p><u>Stephanie Sampson, Education and Outreach Coordinator</u></p> <ul style="list-style-type: none"> – Working Effectively with Indigenous Peoples – Indigenous Relations Academy – Adobe InDesign II – University of Alberta Technology Training Center – CABIN Training Online Modules – Canadian River Institute – SafeCheck Advanced Canadian Food Safety Certification – Advancing Women in Conservation Summit 2023 <p><u>Lori Jodoin, Administrative Professional</u></p> <ul style="list-style-type: none"> – Canadian Red Cross Emergency First Aid- Safety Buzz – Fire Extinguisher Training- Safety Buzz <p><u>Eveline Hartog, Administrative Professional</u></p> <ul style="list-style-type: none"> – Canadian Red Cross Emergency First Aid- Safety Buzz <p><u>Maria Cueva, Financial Coordinator</u></p> <ul style="list-style-type: none"> – Sage50 Remote Data Access – Multi-user Setup and User Management – Sage50 How to Keep Good Records for Your Company 	<p>All</p>
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4.3 Deliver Enhanced Programming and Initiatives

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.3.1 Deliver educational activities and programs that foster environmental stewardship in schools	Hold and promote a Calendar Contest in the LICA region.	<ul style="list-style-type: none"> The 2023 Calendar Contest package was disseminated to all K-12 schools on May 11, 2023. The package was disseminated again, along with a list of E&O programs, in person at the beginning of September to encourage teachers to integrate LICA programming in their lesson plans. <p>LICA will accept entries until October, 19, 2023. The theme for this year's calendar contest is "Species at Risk", which encourages participants to draw an at-risk species and submit information regarding the importance of the species.</p>	WPAC AEG
	Hold an Earth Day writing contest and obtain a minimum of 50 entries.	<ul style="list-style-type: none"> The Earth Day Writing Contest was not held this year due to time constraints related to turnover in the Education and Outreach Coordinator role. The Contest will be reinstated in 2024. 	WPAC AEG
	Deliver at least 50 classroom presentations with a watershed focus.	<ul style="list-style-type: none"> Since April 1, 2023, the E&O Coordinator has delivered 39 classroom presentations with a watershed focus: <ul style="list-style-type: none"> (11) Vermicomposting workshops (18) Wildlife Discovery (3) Creepy Crawlies (1) number of Animal Survival (2) number of Plants in Our Watershed (1) Wastewater (4) Wetlands <p>A total of 10 elementary schools and 2 High Schools received programming.</p>	WPAC
	Deliver at least 10 classroom presentations with an air quality focus.	<ul style="list-style-type: none"> Since April 1, 2023, the E&O Coordinator has delivered 1 classroom presentation with an airshed focus, to one elementary school. 	AEG

4.3.1 Deliver educational activities and programs that foster environmental stewardship in schools (cont.)	Deliver the Little Green Thumbs and Little Green Sprouts program to local schools, as available.	<ul style="list-style-type: none"> In September 2023, the Education & Outreach Committee voted to discontinue the Little Green Thumbs/Little Green Sprouts programs. This is due to the ongoing communication challenges the provincial program lead and other grant opportunities available to schools for related programs. This recommendation will be brought forward to the Board of Directors on September 28, 2023. 	WPAC AEG
	Deliver at least two Stream of Dreams programs to local schools and organizations.	<ul style="list-style-type: none"> One Stream of Dreams program was hosted at Light of Christ Catholic School in Lac La Biche on May 29-June 5, 2023. 	WPAC
		<ul style="list-style-type: none"> No applications have been received to date for the fall 2023 Stream of Dreams session. Schools that have shown past interest have been contacted among other organizations. 	
	Deliver at least 10 X-Stream Science programs to local schools.	<ul style="list-style-type: none"> A total of three X-Stream Science Programs were delivered in the first quarter. Participating schools include Le Goff School (Cold Lake First Nations), Bonnyville Composite High School, and Cold Lake Middle School. Additional programs will be scheduled for Fall 2023. 	WPAC
<ul style="list-style-type: none"> A total of two X-Stream Science Programs have been scheduled for the second quarter. Participating schools include Glendon School, and Bonnyville Composite High School. There are still available sessions for the fall season. 			
Seek opportunities to deliver post-secondary in-class programming and presentations.	<ul style="list-style-type: none"> University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills: From May 23-26, 2023, LICA delivered the ENVM 107 Air Monitoring Course for the Community-Based Environmental Monitoring Program at Blue Quills University. This involved 35 hours of in-class, field, and computer lab training. LICA was asked to return to deliver the program in the future. 	AEG	

4.3.2 Deliver events and programs that foster environmental stewardship in the community	Host or deliver at least one event, workshop, or program to LICA municipal partners.	<ul style="list-style-type: none"> In the second quarter, municipalities within the LICA region were invited to participate in Riparian Assessment workshop, hosted by Cows and Fish, on August 9, 2023. A total of 8 representatives were in attendance from the Town of Bonnyville, M.D. of Bonnyville, Smoky Lake County, and Thorhild County. <p>Municipalities were also invited to participate in a two-day Fish Identification workshop hosted by LICA in partnership with School of Fish on September 16-17, 2023. A total of 3 representatives were in attendance, which included 2 from the Town of Bonnyville, and 1 from the M.D. of Bonnyville.</p>	WPAC AEG
	Deliver 10 youth-centered summer programs.	<ul style="list-style-type: none"> A total of 10 youth-centered programs were delivered in Summer 2023, which included: <ul style="list-style-type: none"> Four sessions at the FASD camp in Cold Lake (July 4, 11, 18, and 25, 2023). Two sessions at the MFRCS youth camp in Cold Lake (July 19-20, 2023). Two presentations at the St. Paul Library Summer Reading Program (July 24, 2023). One interactive booth at the Lac La Biche FCSS Community Campfire (July 24, 2023). One Wildlife Discovery for Books and Bannock Day at Cold Lake Library South (August 25, 2023). 	WPAC AEG
	Participate in or hold at least three Shoreline Cleanups within the Beaver River watershed.	<ul style="list-style-type: none"> One shoreline cleanup is scheduled by Healthy Waters Lac La Biche on September 20, 2023, in conjunction with the Keep our Lake Blue campaign. Two other shoreline cleanups are anticipated to be completed at the end of the second quarter. 	WPAC

4.3.2 Deliver events and programs that foster environmental stewardship in the community (cont.)	Deliver five workshops in association with the Bonnyville Community Garden and Compost.	<ul style="list-style-type: none"> ● In the second quarter, the Education and Outreach Coordinator and Summer Student hosted the following workshops: <ul style="list-style-type: none"> – One Seed Starting workshop at the Cold Lake Library on May 2, 2023. – One Garden Orientation at the LICA office on May 16, 2023. – One D.I.Y. Seed Bomb Workshop at the Community Garden on August 22, 2023. – Two canning workshops in partnership with the Beaver River Fish & Game Ladies League on September 28, 2023, and October 12, 2023. 	WPAC AEG
		<ul style="list-style-type: none"> ● LICA also hosted a Family Fun Day in the Garden event on August 26, 2023, to raise awareness of the Community Garden and compost. A total of approx. 140 people were in attendance, most of whom did not know about the opportunity and displayed an interest. 	
	Enroll at least 10 Community Garden Individual Members and one Business Sponsorship.	<ul style="list-style-type: none"> ● The Bonnyville Community Garden enrolled five individual members for the 2023 garden season, with a total of 15 raised garden beds rented. <p>This lower enrollment was primarily because the lack of awareness and challenges faced last year at the garden due to staff turnover. The remaining beds were planted as Community beds with donated seeds and vegetable plants. A total of 274lbs of fresh produce was donated to the local food bank, impacting approx. 60 families. The Community beds were also available to members of the public who were in need of fresh produce.</p>	WPAC AEG

4.4 Maximize Virtual Platforms for Engagement

STRATEGY	TARGET	PROGRESS	WORK PLAN
4.4.1 Maintain and increase social media platform presence	Increase social media followers (Facebook, Instagram) by 10%.	<ul style="list-style-type: none"> As of March 31, 2023, LICA's Facebook followers have increased to 958 from 948 (1.05%). LICA's Instagram followers have decreased slightly to 532 from 535 (-0.56%) in the same period. 	WPAC AEG
	Engage social media followers with posts on relevant information at a minimum of four times per week.	<ul style="list-style-type: none"> LICA maintains a posting interval of a minimum of four times a week on Facebook and once a week on Instagram, as per the LICA social media policy and guidelines. Topics in the second quarter included: heat domes, the AQHI, the AAC annual report, Stop Needless Idling, wildfire safety, and miscellaneous environmental holidays observed worldwide. 	WPAC AEG
	Record and publish at least five LICA videos to the LICA YouTube channel.	<ul style="list-style-type: none"> One video was published in the second quarter. This included the animated introductory video. Plans are in place to publish more videos in the third quarter. 	WPAC AEG

ACRONYMS

ABMI	Alberta Biodiversity Monitoring Institute
ACC	Alberta Airshed Council
ADMPEC	Acid Deposition Monitoring Program Expansion Committee
AEG	Airshed Engagement Grant
AGM	Annual General Meeting
AHS	Alberta Health Services
ALMS	Alberta Lake Management Society
AMD	Air Monitoring Directive
AQHI	Air Quality Health Index
AWC	Alberta Water Council
EOC	Education and Outreach Committee
EPA	Environment and Protected Areas
FCSS	Family and Community Support Services
GAAP	Generally Accepted Accounting Principles
GC	Governance Committee
GoA	Government of Alberta

HUC	Hydrologic Unit Codes
IWMP	Integrated Watershed Management Plan
KOLB	Keep Our Lake Blue
LARP	Lower Athabasca Regional Plan
LISC	Lakeland Industry Steering Committee
LWC	LICA Watershed Committee
MLBMS	Muriel Lake Basin Management Society
MLWS	Moose Lake Watershed Society
OSM	Oil Sands Monitoring
PAH	Polycyclic Aromatic Hydrocarbon
PAMS	Portable Air Monitoring Station/Systems
QA/QC	Quality Assurance/ Quality Control
VOC	Volatile Organic Compound
WPAC	Watershed Planning & Advisory Councils
WSG	Watershed Stewardship Groups



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

It Would Not be Possible Without You!

**Lakeland Industry and Community Association
Aged Overdue Receivables Summary As at Sep 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
Strathcona Resources Ltd	3,861.54	0.00	3,861.54	0.00	0.00	3,861.54
Total outstanding:	12,599.87	0.00	12,599.87	0.00	0.00	12,599.87

Generated On: Sep 11, 2023

AEP: Alberta Environment & Parks

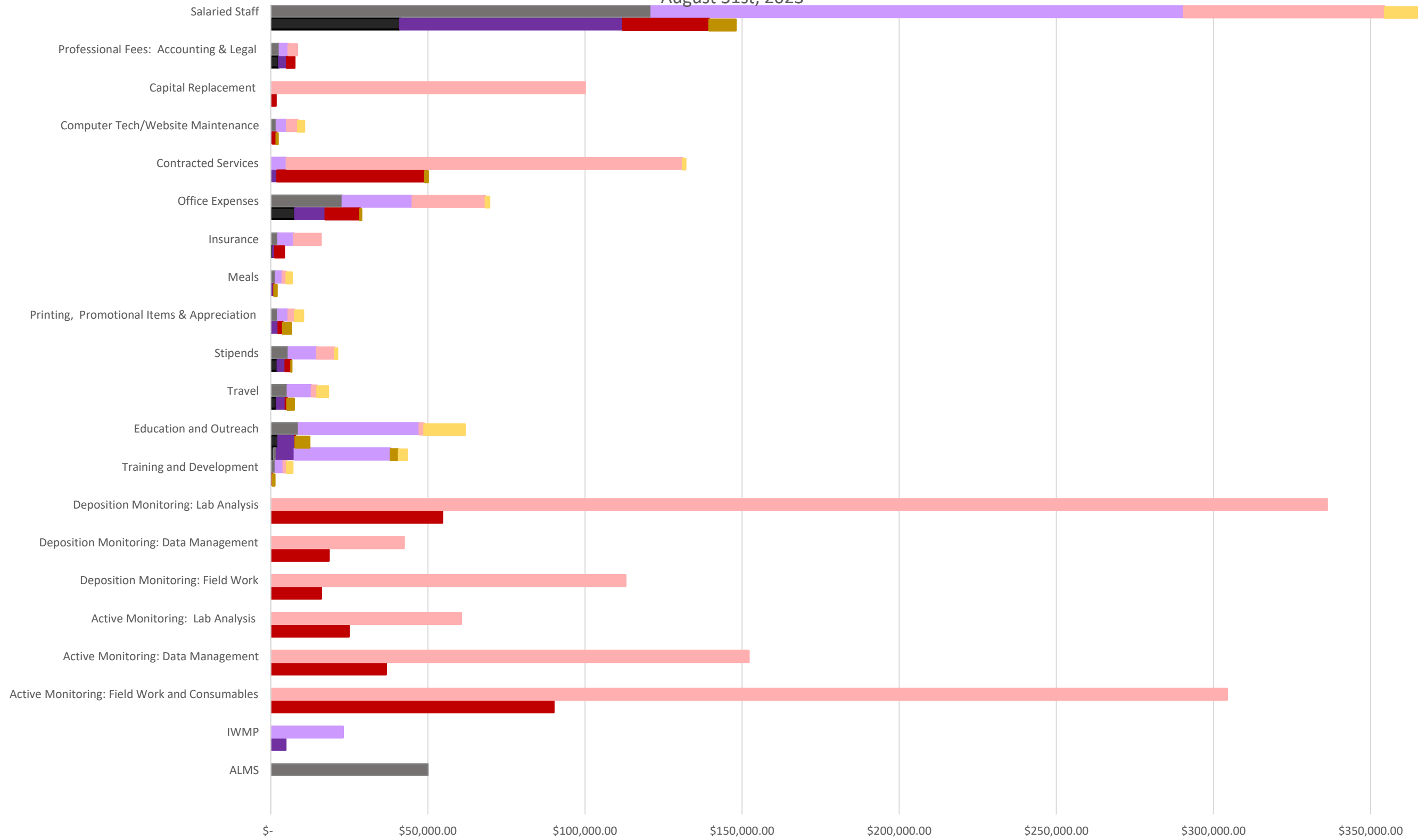
Q1 AR Payments have been received in full.

Industry Invoices: Overdue

Cenovus Energy Inc.
Strathcona Resources

LICA Consolidated Finances to Date

August 31st, 2023



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

Finances to Date

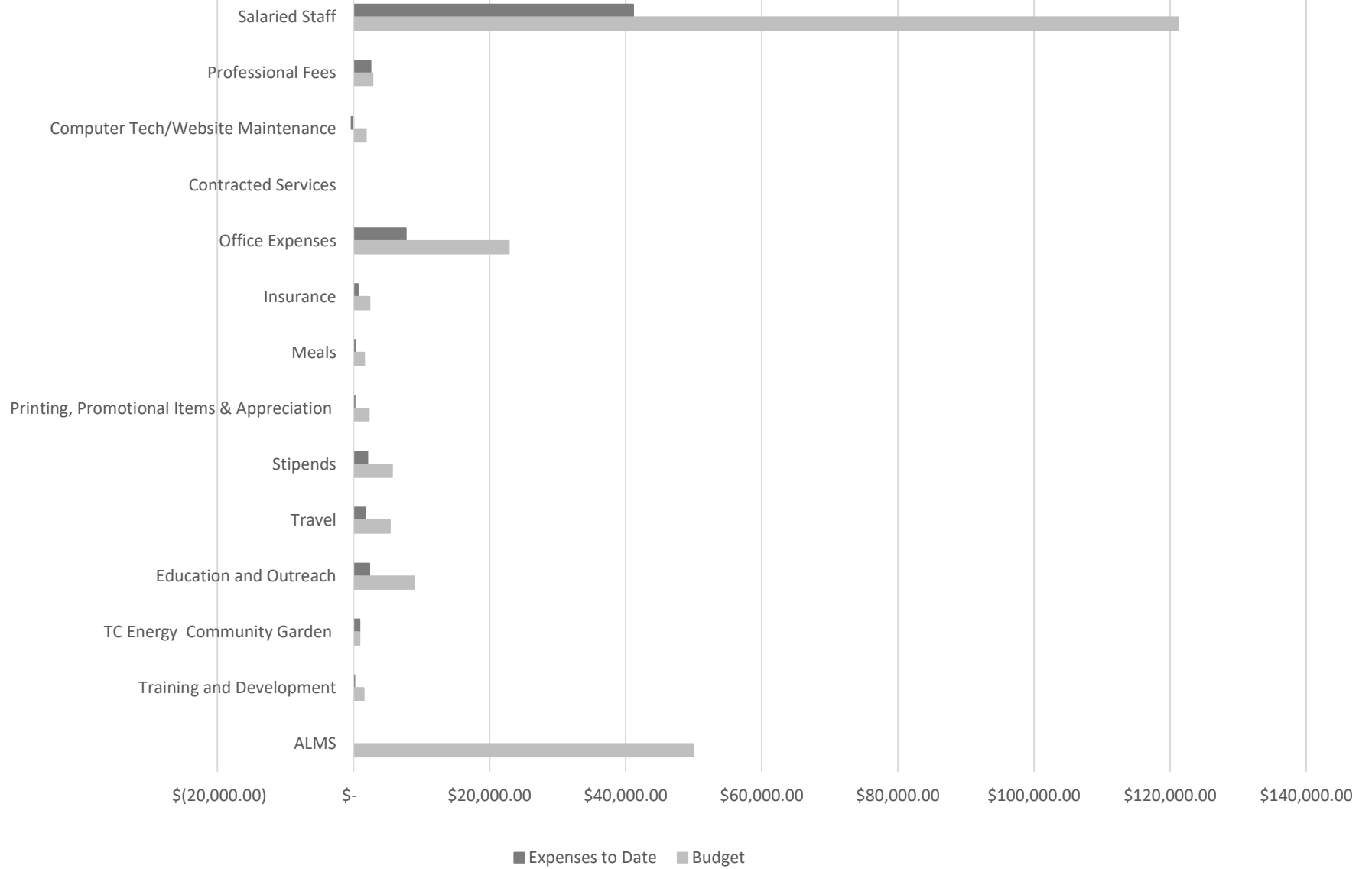
August 31st, 2023

		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		\$ 1,057.98	\$ 1,057.98										
Carry Over	TC Energy Donation	\$ 893.72	\$ 893.72										
Carry Over	WPAC Operational Grant 2022-2023				\$ 608.21	\$ 608.21							
Carry Over	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			
TOTAL REVENUE		\$ 36,483.73	\$ 227,141.30	\$ 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		\$ 41,098.48	\$ 121,117.60	\$ 80,019.12	\$ 71,033.65	\$ 169,429.54	\$ 98,395.89	\$ 27,403.81	\$ 63,879.84	\$ 36,476.03	\$ 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	\$ 535.51	\$ 3,239.00	\$ 2,703.49	\$ 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	\$ 47,000.00	\$ 126,048.00	\$ 79,048.00	\$ 1,000.00	\$ 1,000.00	\$ -
Office Expenses		\$ 7,680.18	\$ 22,840.00	\$ 15,159.82	\$ 9,694.08	\$ 22,290.00	\$ 12,595.92	\$ 11,071.81	\$ 23,200.00	\$ 12,128.19	\$ 438.59	\$ 1,330.00	\$ 891.41
Insurance		\$ 653.60	\$ 2,370.00	\$ 1,716.40	\$ 653.60	\$ 5,045.00	\$ 4,391.40	\$ 3,039.05	\$ 8,570.00	\$ 5,530.95	\$ -		
Meals		\$ 237.55	\$ 1,588.00	\$ 1,350.45	\$ 669.34	\$ 2,140.00	\$ 1,470.66	\$ 195.47	\$ 1,200.00	\$ 1,004.53	\$ 825.20	\$ 1,900.00	\$ 1,074.80
Printing, Promotional Items & Appreciation		\$ 166.49	\$ 2,250.00	\$ 2,083.51	\$ 2,285.99	\$ 3,350.00	\$ 1,064.01	\$ 1,374.78	\$ 1,950.00	\$ 575.22	\$ 2,715.24	\$ 2,850.00	\$ 134.76
Stipends		\$ 2,059.92	\$ 5,679.00	\$ 3,619.08	\$ 2,612.39	\$ 9,009.00	\$ 6,396.61	\$ 1,788.77	\$ 5,700.00	\$ 3,911.23	\$ 173.32	\$ 870.00	\$ 696.68
Travel		\$ 1,773.90	\$ 5,345.00	\$ 3,571.10	\$ 2,944.04	\$ 7,677.50	\$ 4,733.46	\$ 548.56	\$ 1,700.00	\$ 1,151.44	\$ 2,116.40	\$ 3,637.50	\$ 1,521.10
Education and Outreach		\$ 2,320.24	\$ 8,907.98	\$ 6,587.74	\$ 5,361.61	\$ 38,397.96	\$ 33,036.35	\$ 156.80	\$ 1,450.00	\$ 1,293.20	\$ 4,530.84	\$ 13,083.90	\$ 8,553.06
TC Energy Donation (Carry over)		\$ 893.72	\$ 893.72										\$ -
Community Garden Project					\$ 5,762.32	\$ 30,608.72					\$ 2,522.57	\$ 2,780.18	\$ 257.61
Training and Development		\$ 124.95	\$ 1,500.00	\$ 1,375.05	\$ 355.00	\$ 2,500.00	\$ 2,145.00	\$ 125.01	\$ 1,000.00	\$ 874.99	\$ 630.04	\$ 2,000.00	\$ 1,369.96
Deposition Monitoring: Lab Analysis								\$ 54,617.30	\$ 336,119.68	\$ 281,502.38			
Deposition Monitoring: Data Management								\$ 18,497.58	\$ 42,421.60	\$ 23,924.02			
Deposition Monitoring: Field Work								\$ 16,008.24	\$ 112,901.79	\$ 96,893.55			
Active Monitoring: Lab Analysis								\$ 24,882.00	\$ 60,597.33	\$ 35,715.33			
Active Monitoring: Data Management								\$ 36,675.26	\$ 152,115.35	\$ 115,440.09			
Active Monitoring: Field Work/Consumables								\$ 90,064.03	\$ 304,321.61	\$ 214,257.58			
IWMP					\$ 4,792.51	\$ 23,000.00	\$ 18,207.49			\$ -			
ALMS		\$ -	\$ 50,000.00	\$ 50,000.00						\$ -			
TOTAL EXPENSES		\$ 59,257.56	\$ 227,141.30	\$ 167,883.74	\$ 111,309.04	\$ 324,486.72	\$ 188,331.28	\$ 338,860.40	\$ 1,349,475.20	\$ 1,010,614.80	\$ 23,851.00	\$ 58,000.18	\$ 34,149.18
EXCESS REVENUE OVER EXPENSES		\$ (22,773.83)	\$ -		\$ 212,882.68	\$ -		\$ (124,231.75)	\$ -		\$ 34,149.18	\$ -	

TOTAL BUDGETS	\$ 1,959,103.40
	\$ 533,278.00
	<u>\$ 1,425,825.40</u>

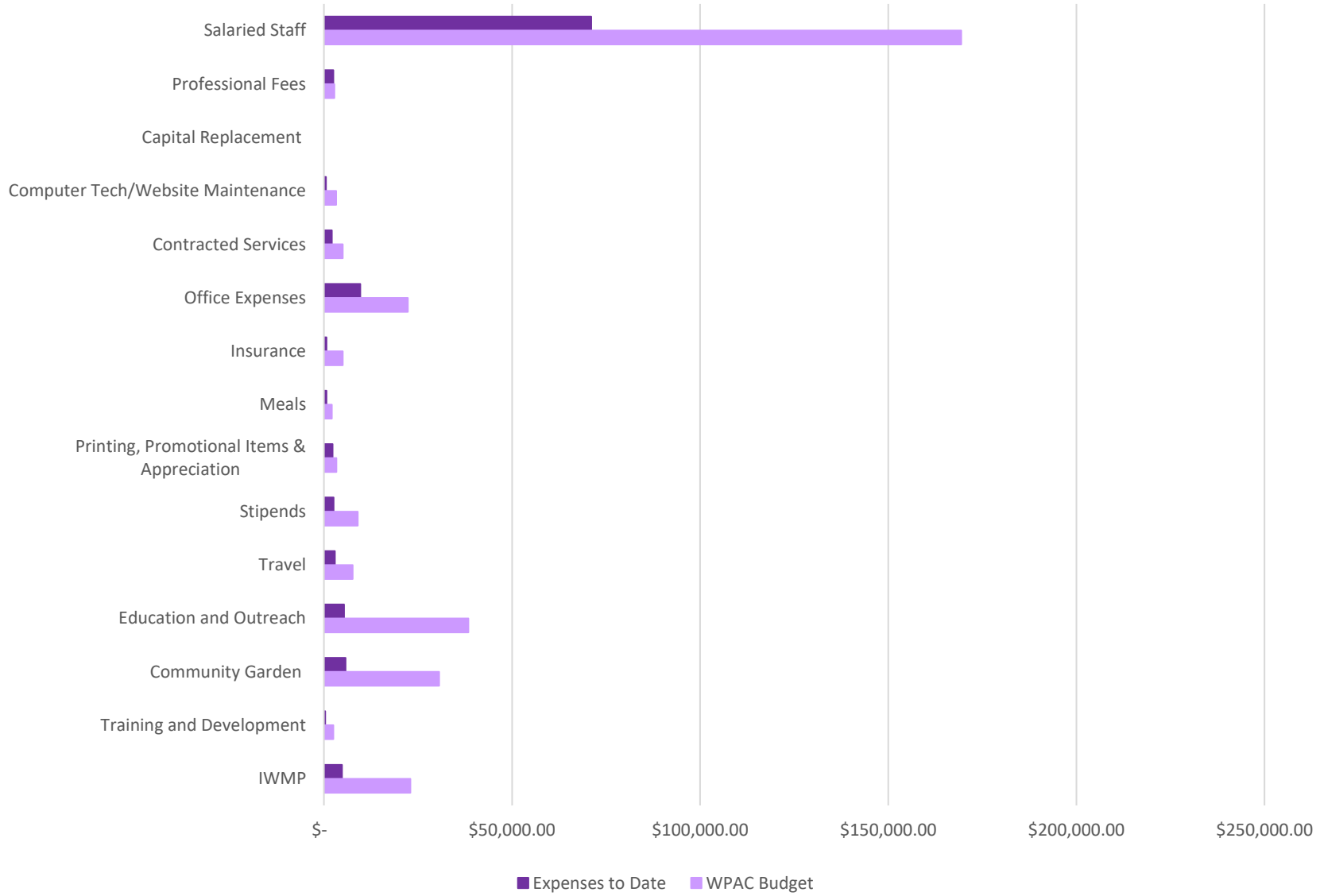
Industry and Membership Funding Expenditures to Date

August 31st, 2023



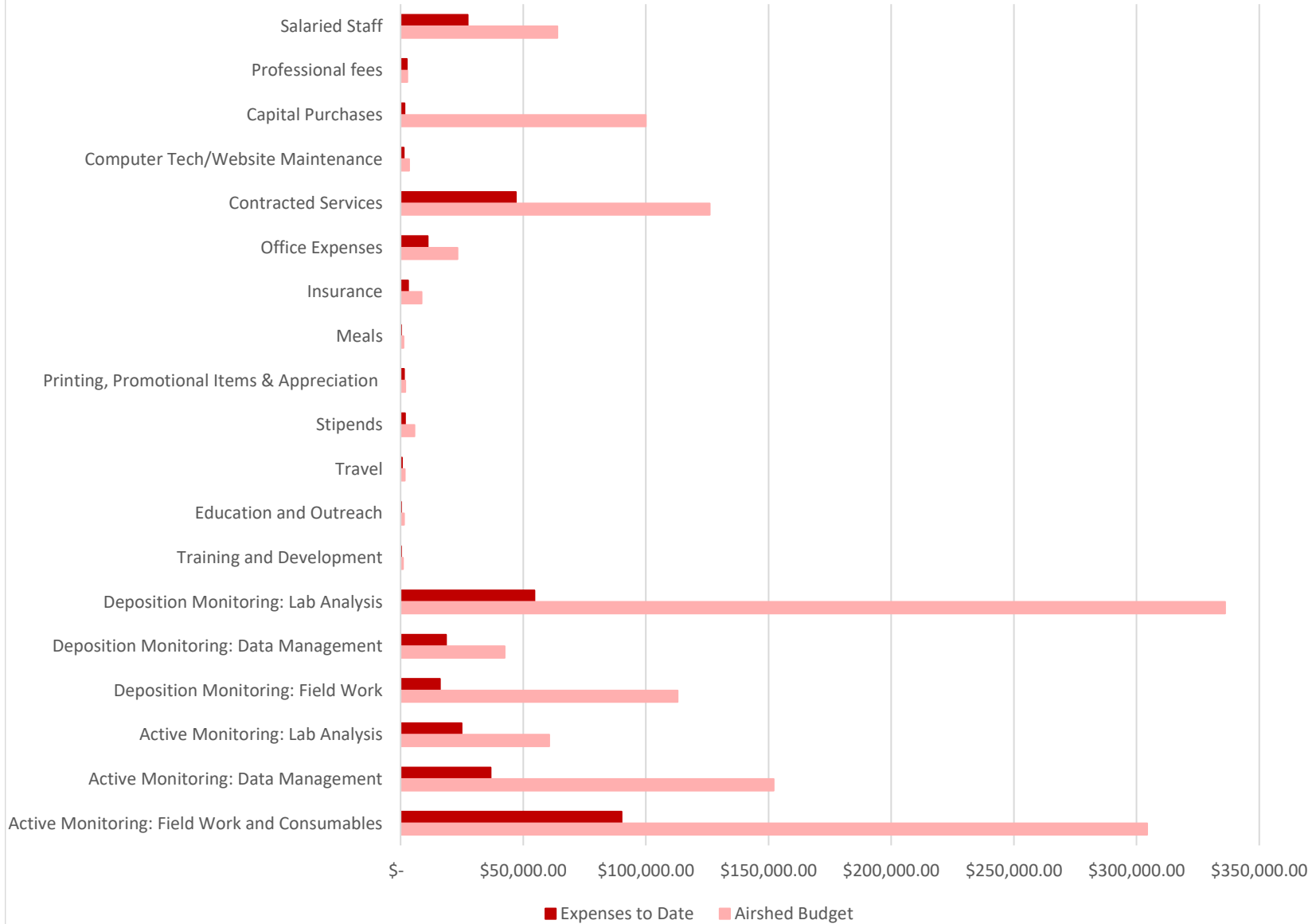
WPAC Grant Expenditures to Date

August 31st, 2023



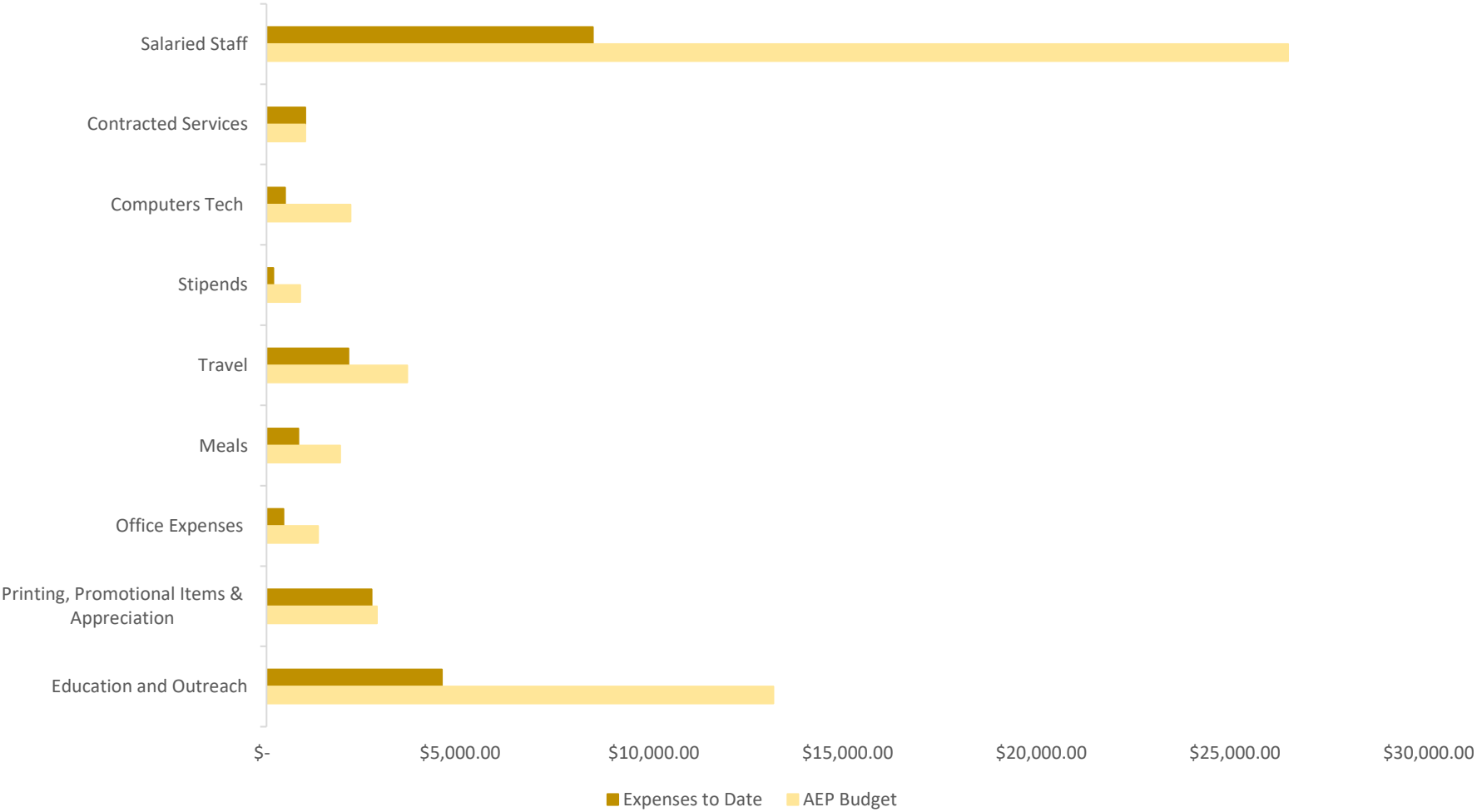
Airshed Contract Expenditures to Date

August 31st, 2023



Airshed Engagement Grant

August 31st, 2023



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

	2024-2025 Proposed Industry and Membership Budget	2024-2025 Proposed WPAC Budget	2024-2025 Proposed AEG Budget	2024-2025 Proposed OSM Contract Budget	2024-2025 Proposed Consolidated Budget
REVENUE					
GL #					
40200	Membership Fees (Industry)	25,000.00			25,000.00
40300	Associate Membership Fees (Municipality)	5,750.00			5,750.00
44500	Funding Formula				-
	Industry Funding	152,302.15			152,302.15
	ALMS Funding				-
	TC Energy Donation (E&O Initiatives)				-
	Carry Over				-
44600	Misc. Revenue (Hoodies)				-
41150	Grant Revenue				-
	WPAC Operational Grant		320,000.00		320,000.00
	Carry Over				-
	WRRP Grant				-
	Airshed Engagement Grant		60,000.00		60,000.00
	Carry Over				-
	Canada Summer Jobs Program Subsidy				-
41160	Contract Revenue (AEP)				-
	AEP Active and Deposition Monitoring Contracts			1,436,706.83	1,436,706.83
TOTAL REVENUE	\$ 183,052.15	\$ 320,000.00	\$ 60,000.00	\$ 1,436,706.83	\$ 1,999,758.98
EXPENSES					
54100	Wages and Salaries	115,015.88	138,435.88	25,491.00	77,925.88
54300	CPP/EI Expense	9,201.27	11,074.87	2,039.28	6,234.07
54350	Director CPP Expense	155.00			155.00
54360	WCB Expense	270.00	270.00		270.00
54500	Group Savings Expense (RRSP)	5,200.00			5,200.00
54400	Health Spending Account	3,500.00			3,500.00
56050	Advertising	2,070.00	2,070.00	2,070.00	6,210.00
56070	Accounting and Legal	2,800.00	2,800.00		2,800.00
56150	Bank Charges	310.00			310.00
56200	Capital Replacement				103,500.00
56210	Computer Maintenance	1,900.00	2,089.00	2,417.00	2,600.00
56220	Consultant/Facilitator				-
56250	Contracted Services				121,418.00
56270	Courrier and Postage	150.00	150.00	150.00	450.00
56300	Hall Rental	200.00	450.00	500.00	300.00
56320	Insurance Expense	2,300.00	2,300.00		10,400.00
56350	Meeting Meals	1,838.00	1,850.00	1,750.00	1,390.00
56400	Office Supplies	1,300.00	1,300.00		1,300.00
56440, 58780	Printing Costs / Annual Report	500.00	500.00	500.00	500.00
56450	Promotional Items	1,300.00	1,500.00	1,500.00	1,000.00
56455	Volunteer Appreciation	700.00	700.00	600.00	600.00
56460	Water	130.00	125.00		125.00
56470	Rent	12,000.00	12,000.00		12,000.00
56480	Electricity	1,450.00	1,450.00		1,450.00
56490	Gas	550.00	650.00		550.00
56500/56550	Stipends	5,984.00	7,789.00		6,355.00
56510	Maintenance	800.00	800.00		800.00
56520	Janitorial	900.00	1,058.00	1,058.00	1,058.00
56540	Taxes	1,525.00	1,525.00		1,525.00
56600	Subscriptions/Registration Fees	1,350.00			2,000.00
56650	Telephone Expense	1,150.00	1,150.00		1,150.00
56700	Training and Development	2,000.00	2,000.00	2,000.00	2,000.00
56750	Travel Board and Committees	1,253.00	808.50	946.00	1,157.50
56760	Travel Employees	3,100.00	2,925.00	4,525.00	1,725.00
56850	Website Maintenance	300.00	300.00	300.00	300.00
56900	Xerox	1,850.00	1,850.00	1,000.00	1,850.00
58100	Program Management Contingency				24,923.38
57180	Deposition Monitoring: Lab Analysis				348,000.00
58090	Deposition Monitoring: Data Management				44,000.00
57010, 58110	Deposition Monitoring: Field Work				117,000.00
57180	Active Monitoring: Lab Analysis				63,000.00
58090	Active Monitoring: Data Management				157,000.00
57100, 57150	Active Monitoring: Field Work/Consumables				315,000.00
TOTAL ADMINISTRATIVE EXPENSES	\$ 183,052.15	\$ 199,920.25	\$ 46,846.28	\$ 1,436,706.83	\$ 1,866,525.51
58180	Beaver River Valley Project				-
58580	IWMP Implementation		110,000.00		110,000.00
56610/58610	Education and Outreach Programs		10,079.75	9,833.72	19,913.47
58790	Community Garden Project			3,320.00	3,320.00
58630	ALMS - Lake Sampling				-
58675	Watershed Enhancement Project				-
	WRRP Grant				-
TOTAL PROJECT EXPENSES	\$ -	\$ 120,079.75	\$ 13,153.72	\$ -	\$ 133,233.47
TOTAL EXPENSES	\$ 183,052.15	\$ 320,000.00	\$ 60,000.00	\$ 1,436,706.83	\$ 1,999,758.98
EXCESS REVENUE OVER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -

Additional Notes:

LICA will be contracting a new Janitorial Service company beginning October 1, 2023. Since the proposed budget was presented to the Board in June 2023, an adjustment was made to the 2024-25 budget to accommodate the price difference under the WPAC, AEG, and OSM budget streams. It was motioned by the Board Officers on September 11, 2023, to hire Lakeland Janitorial and agreed to utilize excess funds from the WPAC and AEG grants. As there is a cushion within the OSM budget, funds were also reallocated in an effort to promote more balance between all revenue streams. The adjustments are highlighted in orange for consideration.

Noteworthy Changes include:	
Wages and Salaries	<p>Cost of Living Allowance: As per the May 25, 2023, Board of Directors Meeting a motion was passed to present a Cost of Living Allowance increase of 6% for all six positions.</p> <p>Cushion for Wage Adjustments/New Hire: A cushion (approx. \$47,000) was built into the wages and salaries GL Code in consideration of hiring a new E&O Assistant to allow LICA to increase its capacity in delivering quality education and outreach programs, campaigns, and initiatives. This also accounts for potential wage adjustments based on the HR Consultant's market assessment results.</p> <p>Summer Student Wage: It is proposed that LICA hires a summer student in 2024 and applies for the Canada Summer Jobs Program. Knowing that LICA has been approved for only 8 weeks in the past 3 years, the budget accounts for the "top up" required by LICA during these 8 weeks and an additional 5 weeks which will be paid in full by LICA (a total of 13 weeks for the position).</p> <p>CPP/EI: These amounts reflect the adjustments made within the Wages and Salaries GL Code.</p>
Group Savings Expense (RRSP)	Increased in 2023-24 budget due to two new staff members joining the program in May 2023 and LICA's contribution percentage increases based on employee years of service. The \$2,000 that was allocated to the WPAC grant revenue stream was relocated to the Industry and Membership revenue stream to ensure sustainability and security.
Health Spending Account	In 2023, an amended budget was presented to the Board to incorporate a Health Spending account for LICA's employees to promote staff retention. This proposal is derived from employee performance evaluations as LICA does not currently offer benefit packages. Health Spending accounts are becoming more favorable to companies due to rising costs in company Health Care Plans and would be beneficial for LICA to offer as an alternative to a Benefits Package because of the ongoing issue of ineligibility (we must have a 75% employee buy-in). This proposal includes \$1,000 per staff member (including the potential full-time E&O assistant position). The majority of expenses were captured under the WPAC and AEG grant revenue streams for the 2023/24 fiscal year and is now proposed to be reallocated primarily under the Industry and Membership revenue stream for the purpose of stability and security (grant funding may change upon notice). *This benefit is dependent on the HR Consultant market assessment results.
Advertisement	The total spend in 2022-23 was approximately \$5,900. This is a great opportunity for LICA to establish more of a presence within the Region by advertising more of our campaigns, events, and programming in different municipalities through various sources.
Bank Fees, Insurance, Utility Bills, Maintenance, Janitorial, Xerox	These GL codes have been updated to reflect more accurate expenditures and potential increases for the following fiscal year.
Computer Maintenance/ Courier and Postage/ Insurance/ Meals/ Promotional Items/ Volunteer and Staff Appreciation/ Maintenance/ Training and Development/ Travel/ Website Maintenance	It is recommended that the funds within these GL codes are reallocated amongst the revenue streams for a more even disbursement. Note that the insurance weighs more on the OSM revenue stream since the majority of costs are associated to the Air Monitoring Equipment.
Hall Rental & Meals	Increased based on rising rates and different venues being explored by LICA. This includes AGM and other LICA events. This also includes meals for the upcoming Alberta Airshed Conference in 2024 and excludes the WPAC Summit, which occurs every 2 years.
Printing Costs/Annual Report	As LICA focused on printing informational booklets and educational brochures in 2023, this GL code has been reduced to accommodate normal operating activities.
Promotional Items	Maintained similar funding as 2023 as LICA is going through more promotional items due to an increase in event participation.
Volunteer/Staff Appreciation	Maintained similar funding as 2023 as LICA has had an increase in volunteers which means we should increase the number of incentives and thank-you gifts. An increase was also considered for staff appreciation to account for the additional LICA employee.
Stipends	In 2022-23, LICA went overbudget in this GL Code given the rate of attendees. In the consolidated budget, LICA has always accounted for absences, however now that meetings are offered with a virtual option there are very few absences among all board and committee meetings. As such, this GL code was increased for accuracy.
Janitorial	LICA will be contracting a new Janitorial Service company beginning October 1, 2023. An adjustment was made to the 2024-25 budget to accommodate the price difference under the WPAC, AEG, and OSM budget streams. It was motioned by the Board Officers on September 11, 2023, to hire Lakeland Janitorial.
Subscriptions/Registration Fees	In alignment with the 2023/24 amended budget proposal, \$1,000 was allocated under the Industry and Membership revenue stream to cover the CreekWatch Program Membership fee. This is conditional on board approval to maintain this membership on an annual basis.
Telephone Expenses	This increase includes a mobile plan for the Education and Outreach Coordinator (\$62/month).
Training and Development	Increased to account for the potential Education and Outreach Assistant, as well as additional training for staff members.
Travel - Board and Committees & Staff	This includes additional travel from the Education and Outreach Assistant, AGM accommodations for staff and Officers (should it be at a distance), and travel for the upcoming Alberta Airshed Conference in 2024. In comparison to the 2023/24 budget, there is a reduction in travel as the WPAC Summit is excluded from the budget as it occurs every 2 years.
Education and Outreach	LICA forsee an increase in Education and Outreach programs/workshops being delivered with one new additional staff member. Also included within the budget is the Riparian Health Campaign. In 2023, LICA received an increase in WPAC and AEG grant funding, where more funds have been allocated towards the implementation of E&O Programming. The Industry & Membership revenue stream no longer has funds allocated towards the implementation of E&O, instead it has been refocused towards supporting LICA's ability to deliver the programming (through administrative costs like travel, wages, etc.).
Community Garden	For consistency purposes, LICA would like to continue to rent a portable potty for the duration of the summer, have water tanks filled by a water hauling company, and hire a professional lawn maintenance person.
IWMP Implementation	A major portion of the WPAC grant (\$110,000) has been allocated towards the IWMP Implementation GL code. This budget will be reviewed by the LICA watershed committee and potential future projects will be discussed in 2023/24 in preparation for 2024/25.



LICA
ENVIRONMENTAL STEWARDS

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

LICA Education & Outreach Update September 19th, 2023

Program and Event Analytics 2023 - 2024					
Synergy		Watershed		Airshed	
Audience Reached	1,360	Water School Programs	43	Air School Programs	2
Community Events	13	X-Stream Science	5	CARS	0
Audience Reached	1,720				
LICA Workshops/Events	13	Stream of Dreams	1		
Contests	1	Vermicompost Bins	86		
Youth & Summer Programs	10				
Little Green Thumbs	0				

Recent Meetings & School Programming

- May 23rd/24th – In-person WPAC Training at Battle River Watershed Alliance
- May 29th to June 2nd – Stream of Dreams in Lac La Biche
- June 5th – Stream of Dreams Installation
- June 7th, 8th, and 12th – X-Stream Science
- June 19th/20th - Adobe Indesign II Course
- August 24th – LICA Air & Soil Monitoring Field Trip
- September 5th – AAC Communications Committee Meeting
- September 11th – AAC IAEP Advisory Committee Meeting

Community Events

- May 6th – FCSS Bonnyville Discovery Day
- June 4th – Enviro Week Kickoff in Lac La Biche
- June 21st/22nd - Bonnyville Oil and Gas Show
- July 1st – Canada Day in Cold Lake
- July 5th – Kehewin Water Camp Field Day
- July 14th – Mad About Science Lac La Biche
- July 24th – Lac La Biche FCSS Family Campfire Day
- August 5th – Aqua Days Cold Lake
- August 25th – Wildlife Discovery at Cold Lake Library South
- August 26th – Family Fun Day in the Garden
- September 20th – Shoreline Cleanup Lac La Biche
- September 27th – BWC Lettuce Grow Painting at the Hive

LICA Events

- May 2nd – Seed Starting Workshop at Cold Lake Library South
- May 16th – Community Garden Orientation
- May 17th – Community Garden Workday
- August 9th/10th – Cows and Fish Workshop
- August 22nd – Garden Workday & Seed Bomb Workshop
- August 24th – LICA Air & Soil Monitoring Field Trip
- September 16th/17th – LICA Fisheries Workshop
- September 19th – Birds Workshop in Lac La Biche
- September 25th – Garden Cleanup Day

School Programming

- The presentations are being updated to reflect the changes in the curriculum.
 - Wetlands has moved from grade 5 to grade 2.
 - Plants in our watershed has moved from grade 4 to grade 3.
 - Animal survival is now included in wildlife discovery.
- School program document has been updated.
- Information packets have been sent out to all the schools in the region.

Cows and Fish Workshop

- The presentations went well– the attendees came from a variety of backgrounds. Those new to the topic stated that it was great information, and those who have a background in riparian health said it was a great refresher.
- Attendees indicated that they appreciated the ability to have a discussion with others regarding riparian health and their different environmental protection methods.

Shoreline Cleanup Update

- Contacted Town of St. Paul to discuss co-hosting a shoreline cleanup on Upper Therien Lake. Determined they would bring the idea to the Aug. 8th council meeting. Contact was made again at the end of August, and early September to determine if they had made a decision.
 - St. Paul returned my messages on September 18th – 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 26th.
- Notre Dame Elementary has been contacted to co-host the annual Jessie Lake shoreline cleanup. We are currently waiting for a reply.

KOLB

- Contact has been made with Healthy Waters Lac La Biche for updates on their KOLB programming. We are currently waiting on numbers.
 - Shoreline Cleanup #1
 - Shoreline Cleanup #2
 - Environment Week KOLB Kickoff: 150+
 - Farmers Market Information Booth: In the Hundreds
 - Pledges: 33

Summer Youth Programs

- July 4th, 11th, 18th, 25th – FASD Summer Camp
 - Morgan prepared games and activities for this camp
 - Stephanie joined Morgan for the first session.
- July 19th/20th – 4-Wing MFRCs Camp
- July 24th – St. Paul Library Summer Reading Program
 - Morgan attended these sessions.
- July 24th – Lac La Biche Family Campfire Gathering
 - Stephanie attended this session
- August 25th – Wildlife Discovery at Cold Lake Library South

Social Media

Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-day period)	Page Views
Facebook					

Apr 18 – May 15 Insights	799	969	5500	432	112
May 16- June 5 Insights	806	946	6100	506	114
Instagram					
Apr 18 – May 15 Insights		534	494	149	16
May 16- June Insights		536	489	129	12

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

Social Media Definitions	
Platform	Using websites and applications to communicate informally with others, find people, and share similar interests. Allows users to directly connect with one another through groups, networks, and locations.
Likes	The number of likes of your Facebook Page.
Followers	The number of accounts that started following your Instagram account.
Reach	The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.
Engagement	The number of reactions, comments, and shares on your posts.
Page Views	The number of times your page (profile) was visited.
Subscribers	The people or accounts that are subscribed to your channel.
Impressions	How many times your video thumbnails were shown to viewers. Includes only impressions on YouTube, not on external sites or apps.

Watch Time:	Channel watch time compared with the previous period. This includes public, private, unlisted, and deleted videos.
Video Views	Channel views compared with the previous period. Over time, this can help you spot high-performing videos, anticipate seasonal changes, and determine when to upload new videos. This includes public, private, unlisted, and deleted videos.

Upcoming Meetings and Events

- September 28th – Canning Workshop with Beaver River Fish & Game
- October 4th – Vermicomposting Workshop at Bonnyville Municipal Library
- October 5th – Annual General Meeting
- October 12th – Canning Workshop 2 with Beaver River Fish & Game
- October 20th – 22nd – Advancing Women in Conservation Summit

LICA Education & Outreach Committee

Community Garden Update

September 19, 2023

Community Garden Update

- We have 15 plots rented by 5 gardeners.
- Thanks to a donation from Baby Cherry Greenhouses, we planted 20 community garden plots.
 - So far, nearly 60lbs of garden produce has been donated to the Bonnyville Food Bank.
 - Eveline has contacted the facilitator of Ukrainian refugee family services to offer donations to local families.
- A rototiller and a water pump were both purchased to ease garden maintenance tasks.
- Garden plots were amended with triple mix rototilled into all plots this spring.

Garden Events

- May 2nd – Seed Starting Workshop at Cold Lake Library South
- May 16th – Community Garden Orientation
 - We had two attendees.
 - We discussed the most frequent complaints from 2022, and our attempts to mitigate the problems.
- May 17th – Community Garden Workday
 - Staff attended, as well as one gardener. This gardener continued to work in the community plots on their own time all season.
- August 22nd – Garden Workday & Seed Bomb Workshop
 - Workday – no volunteers outside of staff members
 - Perry offered to turn the compost with his mini excavator – completed for the season.
 - Plots were weeded in preparation of the Family Fun Day.
 - Morgan's first workshop – she did very well in the preparation and delivery.
 - We had 3 attendees for the workshop.
 - Held in the garden.
- September 25th – Garden Cleanup
 - Harvesting the remainder of the vegetables
 - Pulling and composting vegetation
 - Planting remainder of trees and berry bushes
 - Adding mulched leaves to plots
 - The Pontiac Hockey Team volunteered.
- September 28th – Canning Workshop with Beaver River Fish & Game Ladies League
- October 2nd – Last Day of the season – Garden officially closes

- October 12th Canning Workshop with Beaver River Fish & Game Ladies League

Family Fun Day in the Garden

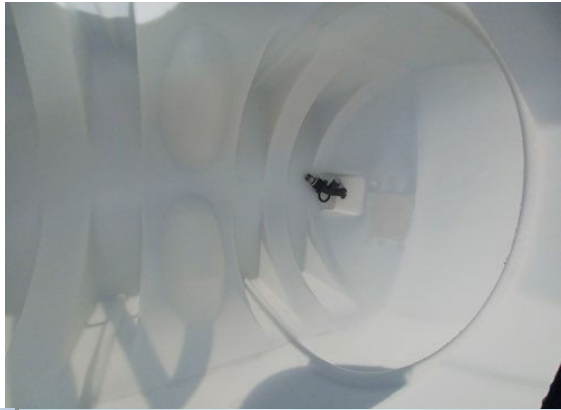
- August 26th – Family Fun Day in the Garden
 - We had between 100-150 attendees.
 - Many attendees had never been to the garden before that day.
 - Two names were drawn for free plots for 2024.
 - We served free barbecued hotdogs and burgers, and ice cream treats.
 - Fithen farms donated 10lbs of cucumbers for the lunch.
 - Attendees were encouraged to pick from the community plots – many participated.
 - Bouncy house, bug nets and rock painting were popular children's activities.

Landscaping/Maintenance

- The project is coming along very well – the pathways are nearly half completed, and the project should be finished before the end of September.
- Tank'd has been filling our water tanks all season, free of charge.
- Ivan of Tidy Power Cleaning shocked and pressure washed our water tanks to rid of them of algae, and to prepare them for the winter.
- Groundworks Landscaping was hired to maintain the lawn and weeds.

Garden Problems

- Theft/vandalism:
 - One camera and one security light were stolen off of the gazebo.
 - Some private garden beds have had minor vandalism and theft.
 - It appears that the theft has ended with the addition of a chain to lock the garden gate.
- Pink Algae in the west water tank
 - Algae contamination was present in one of the water tanks at the Community Garden in June. With the direction from Will at AHS, LICA was able to clean, shock, and refill the tank for continued gardener usage. A thank you to AHS, Tidy Power Cleaning, and Tank'd for assisting us in getting the tank back in service quickly.
 - The west tank does not receive shade during the day, and the intense sunshine has resulted in pink algae.
 - Both tanks will be emptied and shocked again in the fall, and a cover will be made for the west tank to reduce UV exposure next season.



Environmental Monitoring Programs

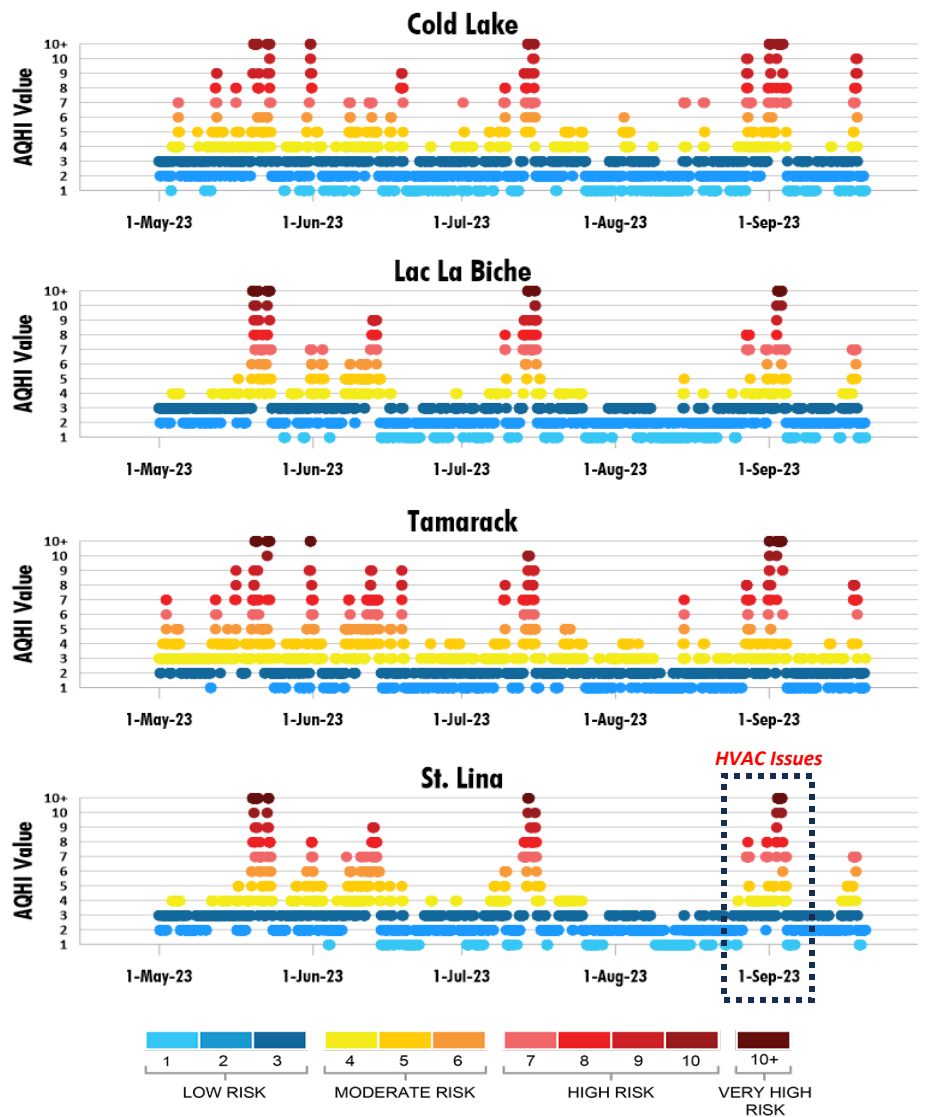
September 28th 2023, Board of Directors Update



Routine Operations & Reporting

Air Quality Health Index, PM_{2.5} Exceedances, and Wildfire Smoke: For July 192 1-hour PM_{2.5} and 30 24-hour PM_{2.5} exceedances were recorded for August: 94 1-hour PM_{2.5} and 21 24-hour PM_{2.5} exceedances were recorded.

HVAC Issues at St. Lina: The HVAC failed on August 25, and was fixed on September 9. Temperatures rose above the manufacturer's recommend operating temperature range for most instruments in the station. Data quality were likely affected and therefore were discarded. 90% operational uptime requirement for most gas analyzers was therefore not met in August and September. Annual preventative maintenance is performed on the HVACs however the units have been running at capacity given the protracted heat waves this past summer.



Special Projects and Other Updates

St. Francis Xavier University (StFX) Methane Monitoring Study: LICA staff have been providing ongoing support for the StFX graduate students. Over the summer, staff modified the sampling system and performed benchmarking tests for the students. Staff also provided input after the students presented their work to a broad stakeholder group (the presentation was a template for what will be presented at the LICA AGM). Staff are making arrangements to have the students show their sampling equipment at the AGM alongside the PAMS.

Portable Air Monitoring System (PAMS) relocation: The launch of consultation initiatives for the PAMS relocation has been postponed to the October 2023 Board of Directors Meeting.

Quality Assurance: Staff are coordinating two major quality assurance projects.

- **Quality System Improvements:** Staff are drafting a Request for Expression of Interest for Quality System services. The costs of this project work will be shared between PRAMP and LICA due to monitoring program similarity. The scope of work includes addressing QAP audit findings as well as recent changes made to the Air Monitoring Directive. This will be a multi-year project starting in 2023 and extending to 2026.
- **Field Audit Alternative:** Before the pandemic, EPA conducted annual station field audits at all LICA stations. This audit is a component of the LICA quality system. EPA paused the audit program during the pandemic and there is no indication when it will resume. LICA is planning to conduct internal station audits; the audit procedure will be the same as the EPA audit. LICA is working with a service provider to settle the date for the audit which will likely be either late this year or early next year. The Airshed Council is also intending to issue a joint letter to EPA regarding the extended audit 'blackout' period.

Acid Deposition Monitoring Program: Denuder sampling equipment has been installed at St. Lina. The next equipment installation window is October 9 – 19 with additional deployments on select days in November – December 2023. The Wood Buffalo Environmental Association is preparing to ship sample media to the LICA office (denuder and ion exchange resins) for the first round of integrated deposition sampling work. The application for the research permit was submitted for Whitney Lakes Provincial Park; we are expecting a permit document to be issued soon. The Whitney Lakes soil sampling site was also visited in August to assess site conditions and access.

Michael Bisaga
Monitoring Programs Manager

monitoring@lica.ca

Lily Lin
Data and Reporting Specialist



Environmental Coordinator Programs Update

September 28, 2023, Board of Directors Meeting

LICA Watershed Committee (LWC)

- An email update was sent to the committee on June 29th in place of a committee meeting as one was not needed at that time.
- LWC Meeting: September 26, 2023

IWMP Implementation Projects

1. LICA's Little Environmental Stewards: Program development continues.
2. Riparian Health Campaign: LICA's summer student, Morgan, was a big help in campaign resource development. The Campaign is currently still in developmental stages.
3. Species at Risk flipbook: Currently in draft form. Once ready, it will be brought to the Board for approval.
4. Fisheries Workshop, September 16-17
 - The workshop was a success! There were 13 participants who attended the first day in the office, and 11 participants who attended the field portion on day 2. (15 participants had signed up, with 1 on a waitlist).
 - Four species of fish were caught and identified on day 2.
- Delegation with the City of Cold Lake, August 22nd
 - I attended a delegation with the City of Cold Lake to present about current and forthcoming IWMP implementation projects.

Project Funding:

- Aquatic Invasive Species Fund:
 - The application was submitted on August 24, 2023.
 - Please click [here](#) to view the application and supporting documents. I am pleased that we received 14 letters of support to accompany the application.

Watershed Planning & Advisory Council (WPAC) Managers

- June 20th – ABMI Information and Engagement Session provided to the WPACs.
- July 11-12 – WPAC Manager meeting and Drought Training Workshop (In-person).
- **October 12-13 – WPAC Summit in Drumheller:**
 - An email will be sent to the Board of Directors after the AGM for the interest of 2 Board Members to attend.
 - The Summit information package can be viewed [here](#), the program is still being refined.

Alberta Lake Management Society (ALMS)

- Morgan and I were able to shadow two sampling events with ALMS to learn more about the sampling program and the parameters each lake is tested for.

Citizen Science: CreekWatch

- Two CreekWatch events were completed over the summer.
 - August 2nd at Buffalo Lake Métis Settlement with 9 volunteers. Two locations of interest were sampled.
 - August 3rd at Kikino Métis Settlement with 7 volunteers. Three locations of interest were sampled.
 - Morgan drafted the summary reports for each before her departure!

Water Stewardship Groups: Notable Highlights:

- MLBMS Annual General Meeting: August 12, 2023
 - They had a good turnout at their AGM, with the appointment of 3 new Board members. They are currently intending to proceed as normal.



Letter of Support Request

The Lac La Biche Region Watershed Stewardship Society is seeking a letter of support from LICA for their *Wetland Inventory Project 2023* application in the Watershed Resiliency and Restoration Program.

- Project Summary: An original wetland inventory was completed in 2013 that covered the lower one-third of the Lac La Biche County. In 2022, a project commenced to update a portion of this area's wetland inventory data using more accurate data sources and current technology. This project aims to correct a discrepancy in outdated wetland inventory data by collecting current data for the remaining portion of the County's White area, making all wetland data consistent. Associated Environmental Ltd. would be contracted to complete the wetland inventory mapping they started in 2022.
- This project is in alignment with the Beaver River Integrated Watershed Management Plan (IWMP) implementation goals, as it is recommended in the Plan that detailed wetland inventories such as those in the Lac La Biche County be completed to support the creation of inventories for the watershed as a whole.

The RiverWatch Institute of Alberta's Application for the Land Stewardship Centre Grant: Update

- On April 19, 2023, following board direction, a letter of support was provided to the RiverWatch Institute of Alberta to accompany their application for the Land Stewardship Centre Grant to help fund the CreekWatch Program.
 - The RiverWatch Institute of Alberta was a successful recipient of this grant!

Additions, not noted above:

- June 20: MLWS Meeting @ LICA Board Room
- June 21-22: Bonnyville Oil & Gas Show
- June 27: Virtual attendance at the Town of Bonnyville Council Meeting

- July 5: Kehewin Water Camp
- July 16: MLBMS Meeting
- July 18: LICA Staff Meeting
- July 24: ALMS Lake Stewardship of Practice Presentation
- August 9-10: Cows & Fish Workshop
- August 12: MLBMS AGM
- August 24: LICA Air & Soil Monitoring Network Training & LICA Staff Meeting
- August 28-September 8: Kayla was on Vacation.
- September 19: LICA Staff meeting
- September 27: Indigenous Voices in Environmental Monitoring Webinar

A Few Summer Photos:



Fisheries Workshop: Guess the species!



Fisheries Workshop



ALMS Sampling



Kehewin Water Camp



CreekWatch @ Buffalo Lake Métis Settlement



CreekWatch @ Kikino Métis Settlement

Kayla Hellum, LICA Environmental Coordinator
watershed@lica.ca



Lakeland Industry and Community Association

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

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

Governance Committee Meeting Minutes Tuesday, September 5, 2023 1:00 p.m. – 4:00 p.m. LICA Boardroom & Microsoft Teams

Present: Amanda Avery Bibo
Jeffrey Zalaski
Monty Moore
John Ilchuk
Kirsti Tooke

Observers: Richard Pearce

Staff and Contractors: Kristina Morris, LICA Executive Director
Eveline Hartog, LICA Administrative Professional

Regrets: Justin Inman
Kelly Dion-McFeeters
Duane Zaraska
Colin Woods

1.0 CALL TO ORDER

Jeffrey Zalaski, Committee Chair, called the meeting to order at 1:01 p.m.

1.1 Territorial Acknowledgement

1.2 Introductions

1.3 Vision, Mission and Values

1.4 Roll Call

1.5 Approval of Agenda

1.5.1 September 5, 2023

#1 Moved by John Ilchuk AND CARRIED that the September 5, 2023, Agenda be approved as presented.

1.6 Approval of Minutes

1.6.1 April 24, 2023

#2 Moved by John Ilchuk AND CARRIED that the April 24, 2023, Minutes be approved as presented.

2.0 ONGOING BUSINESS

2.1 Additional Policy Review & Board Assigned

2.1.1 Policy 1.2 Board Composition

The Governance Committee recommends the attached changes to the Board of Directors to Policy 1.2 *Board Composition*.

Policy 1.2 had not been reviewed since December 2021 and excluded the Metis Region Zone 1 which is now part of the LICA boundary and therefore important to acknowledge them within policy.

The committee also recommends updating the names of sectors and including an additional designation as an option to be nominated for the Agriculture Director seat.

2.1.2 Policy 1.17 Review of Absences of Director and Committee Members

The Governance Committee recommends amending Policy 1.17 *Review of Absences of Director and Committee Members* further by removing the term “warning” from “warning letter” to avoid a punitive tone. This wording is included within Implementation items 1.17.2.1 and 1.17.2.3.

Policy 1.17 was assigned to the Officers by the Board of Directors to review, amend, and clarify the policy pertaining to the three consecutive absences. As the amendments were made and motioned by the Officers to be ratified at the September 28 Board meeting this policy was brought to the attention of the Governance Committee for information.

2.1.3 Policy 2.2 Management of LICA Revenues

The Governance Committee recommends the attached changes to Policy 2.2 *Management of LICA Revenues* to the Board of Directors.

Policy 2.2 *Management of LICA Revenues* referenced the incorrect policy regarding credit card usage and therefore needed to be updated. The first reference should include the LICA Bylaws. LICA does not have a policy that explicitly outlines the process of credit card use and the Executive Director suggested this be included within Policy 2.4 *General Purchasing – Supplies and Services*.

2.1.4 Policy 2.4 General Purchasing – Supplies and Services

The Governance Committee recommends the attached changes to the Board of Directors to Policy 2.4 *General Purchasing – Supplies and Services*.

As a gap was identified pertaining to the expectations regarding credit card usage the Committee felt that this was important to include these procedures directly in policy.

2.1.5 Policy 2.6 Records Retention

The Governance Committee recommends the attached changes to the Board of Directors to Policy 2.6 *Records Retention*.

In review of Policy 2.6, it was determined by the Governance Committee that LICA emails were considered included within Directive 2.6.1.3.

The Committee would like to pose an inquiry to the Board of Directors for consideration and feedback on Implementation item 2.6.2.1. They would like clarification on the spirit of “kept in duplicate” and whether files being stored on SharePoint and the backup cloud could be considered as being filed in duplicate? If this is the case, then LICA would have the opportunity to demonstrate environmental stewardship by no longer printing documents and keeping everything virtual. This would also reduce physical storage and promote cost-effectiveness.

2.1.6 Policy 2.7 Board and Committee Expense and Remuneration

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

The Committee felt that LICA’s meal allowances should be amended to match those of the current municipal government rates, as they have not been updated for many years.

The Executive Director also notified the Committee that prior to her return from maternity leave, the Board discussed how LICA could reduce the large increase in stipend payments. Some ideas included lowering the stipend amount or minimum time requirement to qualify for stipend payment. The Committee agreed that LICA should not lower the stipend amount to remain competitive with other Boards within the region. It was also agreed that Implementation item 2.7.2.5 should be sufficient to capture a minimum time requirement as it states a member must be present for the majority of the meeting.

2.1.7 Policy 2.8 Employee/Contractor Expenses

The Governance Committee recommends the attached changes to Policy 2.8 *Employee/Contractor Expenses* to the Board of Directors.

On July 26, 2023, the Officers made the following motion which should be captured in Policy 2.8:

#4 Moved by Amanda Avery Bibo and CARRIED that all employees must obtain pre-approval for training, travel and accommodations and must submit expenses through expense claim(s). The Education and Outreach Coordinator would be exempt from submitting expense claims for accommodation, as the position requires frequent travel.

The Executive Director inquired about the meaning of “contractor”, as conditions around expenses and reimbursement is outlined within the current LICA Contractor contracts. The Committee agreed that the term “contractor” in this policy does not apply to the current LICA contractors, rather it applies to any hired temporary contractor(s).

2.1.8 Policy 3.3 Overtime Hours

The Governance Committee recommends the attached changes to the Board of Directors to Policy 3.3 *Overtime Hours*.

The Committee was informed that gaps were identified in Policy 3.3 as there were contraventions regarding Alberta Employment Standards. Certain salary-paid positions are eligible for overtime and an Individual Overtime Agreement should be implemented for all eligible employees since employees have the option to take their overtime as time in lieu. This agreement was drafted and approved by the Officers and should be referenced in policy. LICA also has the ability to determine average hours of work and overtime, therefore it is recommended to include this option within policy, should it be decided to implement an Averaging Agreement with an employee or group of employees.

2.1.9 Policy 3.5 Employee/Contractor Salary

The Governance Committee recommends the attached changes to the Board of Directors to Policy 3.5 *Employee Contractor Salary*.

Policy 3.5 did not include what an employee’s entitled breaks are and whether they were paid or unpaid. Alberta Employment Standards state that if an employee works between five and ten hours they must take a thirty-minute lunch break and it is left to the discretion of the organization whether this will be paid or unpaid. Currently, the thirty-minute lunch break is unpaid. LICA also offers two fifteen-minute paid breaks, in addition to the mandatory break. The Committee agreed to include this within policy. It was also agreed that the policy should reference wages, rather than salary, as not all employees are salary-based.

2.1.10 Policy 3.9 Grievance Procedure

The Governance Committee recommends the attached changes to the Board of Directors to Policy 3.9 *Grievance Procedure*.

The Committee was informed that Policy 3.9 was assigned by the Board of Directors to include that a third-party human resources consultant be available to address any HR-related grievances that employees and contractors are not comfortable discussing with the Executive Director or designate. The cost associated with having this contractor on retainer will be budgeted within the annual consolidated budget. The Committee felt it was important to add a maximum budget limit, to be shared with the contractor, to ensure appropriate budget maintenance.

3.0 NEW BUSINESS

3.1.1 Third-party Review of LICA HR-Related Policies

The Governance Committee was informed that on July 26, 2023, the Officers motioned to have Lakeland HR Solutions review all LICA HR-related policies to identify any gaps and to ensure compliance with Alberta Employment Standards. Any identified gaps would be brought to the attention of the Committee for review to make recommendations to the Board of Directors.

3.1.2 Governance Committee Training Options

The Executive Director inquired of the Governance Committee whether they would be interested in training regarding policy development and Alberta Employment Standards. She mentioned that online training is available.

A Committee member felt that this specific type of training would be of great benefit to the Committee. Another Committee member expressed that since Lakeland HR Solutions is reviewing all LICA HR-related policies that additional training may not be beneficial. They further stated that the committee members rotate every year, which would require continuous training. It was determined that for the time being no further training for the Governance Committee would be pursued.

4.0 UPCOMING MEETING DATES

4.1 Board Meeting and Appreciation Lunch – September 28, 2023

4.2 Annual General Meeting Lac La Biche – October 5, 2023

4.3 Next Committee Meeting –TBD

5.0 ADJOURNMENT

Meeting adjourned at 4:21 p.m.

#3 Moved by John Ilchuk AND CARRIED that the meeting be adjourned.

Approved on: _____
Date

Signature

DRAFT

1.2 BOARD COMPOSITION**INTENT:**

LICA is a multi-stakeholder Board comprised of directors representing diverse sectors responsible for directing LICA's work in accordance to its Vision, Mission, and Values.

1.2.1 DIRECTIVES:

- 1.2.1.1** Board composition will follow Article 4 of LICA Bylaws. The Board is composed of Directors elected by the membership or appointed by their respective sectors.

1.2.2 IMPLEMENTATION:

- 1.2.2.1** Elected directors will be elected to the Board by the membership at the Annual General Meeting as outlined in Policy 1.15 – Voting and Elections.
- 1.2.2.2** Appointed directors will be by their respective sectors.
- 1.2.2.3** The Board will elect a Chair, Vice-Chair, and Secretary-Treasurer from among its directors, at an organizational meeting to be held within 14 days of an Annual General Meeting.
- 1.2.2.4** Any Director of the Board may be required to resign or expelled by a vote of three-quarters of the Board of Directors, if behaviors contrary to LICA's Vision, Mission, Values, goals, Bylaws or polices are exhibited, subsequent to a written warning regarding conduct.

Review Dates: August 25th, 2004; Sep 2006; April 25, 2007; December 5, 2013; June 5, 2017; June 26, 2017; September 5, 2018, June 8, 2021; October 6, 2021; December 8, 2021; September 5, 2023

Approval Dates: November 29th; 2001; Sep 27, 2006; April 25, 2007; December 5, 2013; September 7, 2017; September 13, 2018, June 24, 2021; October 6, 2021; January 27, 2022



POLICY 1.2 – BOARD COMPOSITION **APPENDIX A**

BOARD OF DIRECTORS

Community:

Community Directors (2): Elected from the general LICA membership; is a member in good standing.

Forestry/Trapping Director (1): Elected from the general LICA membership; holds an active trapping license, is actively involved in a forestry operation, is a Registered Professional Forester, or is a Registered Forest Technician.

Agriculture Director (1): Elected from the general LICA membership; is actively involved in an agricultural operation of any size; is a Registered Professional Agrologist, ~~or~~ Registered Technical Agrologist or has a Certified Crop Advisor designation.

Non- Government Organization Director (1): Elected from the general LICA membership, actively involved, and endorsed by an environmental non-government organization within the LICA geographical boundaries.

First Nations Director (1): Appointed by a Band Council, within the LICA geographical boundaries.

Métis Director (1): Appointed by the Métis Nation of Alberta Zone 1 or Zone 2 or Settlement Council, within the LICA geographical boundaries.

Industry:

Oil & Gas Industry Directors (3): Appointed by the LICA industry funding partners.

Review Dates: August 25th, 2004; Sep 2006; April 25, 2007; December 5, 2013; June 5, 2017; June 26, 2017; September 5, 2018, June 8, 2021; October 6, 2021; December 8, 2021; September 5, 2023

Approval Dates: November 29th; 2001; Sep 27, 2006; April 25, 2007; December 5, 2013; September 7, 2017; September 13, 2018, June 24, 2021; October 6, 2021; January 27, 2022

Government:

Agriculture/Forestry Director (1): Appointed by the Government Of Alberta (GOA).
~~Department of Agriculture & Forestry.~~

Alberta Health Director (1): Appointed by Alberta Health Services.

Regulatory Directors:

AEP (1) – Appointed by ~~the GOA GOA, Department(s) of Environmental Monitoring and Science Division or Community Engagement Branch.~~

AER (1) – Appointed by the ~~Bonnyville~~ Alberta Energy Regulator, Bonnyville Field Centre.

Municipal Government Directors (4): Appointed from the regional governments within the LICA region: based on a two-year rotation schedule.

Review Dates: August 25th, 2004; Sep 2006; April 25, 2007; December 5, 2013; June 5, 2017; June 26, 2017; September 5, 2018, June 8, 2021; October 6, 2021; December 8, 2021; September 5, 2023

Approval Dates: November 29th; 2001; Sep 27, 2006; April 25, 2007; December 5, 2013; September 7, 2017; September 13, 2018, June 24, 2021; October 6, 2021; January 27, 2022

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

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

1.17.1 DIRECTIVES:

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

1.17.2 IMPLEMENTATION:

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

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

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

2.7 BOARD AND COMMITTEE EXPENSES AND REMUNERATION

INTENT:

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

2.7.1 DIRECTIVES:

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

2.7.2 IMPLEMENTATION:

- 2.7.2.1** LICA Board and committee members attending an approved conference may claim a stipend for conference days only.
- 2.7.2.2** Elected and appointed members will be paid stipends and be reimbursed for expenses at the following rates:
 - Meetings, events, and training (excluding the AGM) - \$ 130.00
 - Round-trip mileage in accordance with the Alberta Government rate in effect at the time of LICA's annual organizational meeting.
 - Parking as per itemized receipt
 - Meal allowances, which include gratuity and GST; no receipts required:
 - Breakfast - ~~\$13.00~~20.00
 - Lunch - ~~\$16.00~~25.00
 - Dinner - ~~\$22.00~~30.00
 - Accommodation as per itemized receipt
- 2.7.2.3** The Board Chairperson will receive a flat rate of \$100 per month, over and above any stipends paid.

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

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

Operational Policy: Finance Policy 2.7 - Expenses and Remuneration

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

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

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

Operational Policy: Finance Policy 2.7 - Expenses and Remuneration

2.6 RECORDS RETENTION

INTENT:

LICA's records are legal documents and ~~shall~~ will be retained and disposed of according to ~~the Association's~~ LICA's records management system.

2.6.1 DIRECTIVES:

- 2.6.1.1 The Executive Director will develop a properly maintained records management system that meets Revenue Canada and other applicable requirements.
- 2.6.1.2 Access to LICA records and files ~~shall~~ will be managed so that the integrity of the complete record is preserved.
- 2.6.1.3 Records vital to the organizational, legal, or financial operations of LICA ~~shall~~ will be protected and backed up monthly.
- 2.6.1.4 Approved Board and committee minutes ~~shall~~ will constitute the legal record of LICA proceedings.

2.6.2 IMPLEMENTATION:

- 2.6.2.1 Approved Board and committee minutes ~~shall~~ will be retained, secured, and kept in duplicate until LICA ceases operation.
- 2.6.2.2 Records of employment ~~shall~~ will be retained in accordance with the Alberta Employment Standards Code including but not limited to:
 - personnel files
 - records of employment
 - payroll registers and pay histories, including benefits
 - staff absences and medical certificates
 - Worker's Compensation claims

All other records ~~shall~~ will be retained in accordance with the Alberta Records Retention Schedule.

Review Dates: August 25th, 2004; Sep 2006; May 2009, November 1, 2016; June 26, 2017; May 21, 2019; December 8, 2020; September 5, 2023

Approval Dates: January 24th, 2002; Sep 27, 2006; May 28, 2009; April 24, 2017; September 7, 2017; September 26, 2019; December 17, 2020

2.4 GENERAL PURCHASING – SUPPLIES AND SERVICES

INTENT:

Purchases made with LICA funds will contribute to achieving our strategic directions while remaining within the financial constraints of the budget.

2.4.1 DIRECTIVES:

- 2.4.1.1 The Board approved budget is managed by the Executive Director and Program Managers; signing authority resides with the Officers.
- 2.4.1.2 Purchases or service contracts outside of the approved budget will be authorized by the Board and/or designates, with the assurance that funds required will be available.
- 2.4.1.3 All items purchased utilizing LICA funds are the property of LICA.

2.4.2 PROCEDURES:

2.4.2.1 PURCHASING:

- 24211 Individual expenditures exceeding \$5,000 will be competitively bid or evaluated to ensure the best option is selected.
- 24212 The Executive Director is authorized to approve expenses outside of normal business operations, up to a maximum of \$1000. Anything above this amount must be approved by the Board and/or designates.

2.4.2.2 INSURANCE:

- 24221 The Executive Director will be responsible for maintaining adequate insurance coverage for LICA.

2.4.2.3 LEGAL AND OTHER PROFESSIONAL SERVICES:

- 24231 Professional services may be obtained by the Executive Director as directed by the Board.

2.4.2.4 CREDIT CARD

24241 The credit card with a maximum limit of \$10,000 will be used for administrative purposes where invoiced billing is not available. An original receipt will be provided as proof of purchase.

24242 All purchases must be approved by the Board and/or designates.

24243 The credit card must be secured in a locked cabinet.

2423224244 The credit card must be returned on the same day of the associated expense unless otherwise approved.

Review Dates: August 25th, 2004; April 3, 2014; June 26, 2017; May 21, 2019; May 10, 2022; September 5, 2023

Approval Dates: January 24th, 2002; April 3, 2014; September 7, 2017; June 13, 2019; May 26, 2022

Operational Policy: Finance Policy 2.4 - General Purchasing – Supplies and Services

2.2 MANAGEMENT OF LICA REVENUES

INTENT:

Responsible collection and management of revenue.

2.2.1 DIRECTIVES:

- 2.2.1.1 The Board will oversee the management of revenues and expenditures.
- 2.2.1.2 LICA will not borrow funds; with the exception of one credit card account with a credit limit of \$10,000 in accordance with ~~Policy 2.3 LICA Signing Authority~~ Article 13 of the Bylaws.

2.2.2 IMPLEMENTATION:

- 2.2.2.1 The Executive ~~Director will~~ Director will ensure records and accounting of revenues and expenditures are kept accurate and current.
- 2.2.2.2 ~~The credit card will be used for administrative purposes where invoiced billing is not available.~~ Credit card use is outlined in Policy ~~2.3-4~~ General Purchasing. LICA Signing Authority.
- 2.2.2.3 The Executive Director will arrange for an annual independent financial review to be conducted and completed prior to July 01.

Review Dates: October 26, 2005; Sep. 2006; May 2009; Nov 26, 2009; April 7, 2011; June 26, 2017; March 6, 2019, September 7, 2022; September 5, 2023

Approval Dates: January 24th, 2002; Sep 27, 2006; May 28, 2009, Nov 26, 2009; April 7, 2011; September 7, 2017; March 21, 2019; November 24, 2022

Operational Policy: Finance Policy 2.2 - Management of LICA Revenues

2.8 EMPLOYEE/CONTRACTOR EXPENSES

INTENT:

LICA employee(s)/contractor(s) may incur expenses and may travel for LICA business.

2.8.1 DIRECTIVES:

2.8.1.1 LICA Employee(s)/contractor(s) are reimbursed for personally incurred office or travel expenses, unless otherwise specified in employment/service contracts.

2.8.2 IMPLEMENTATION:

~~2.8.2.1~~ Employee(s)/contractor(s) ~~shall~~will submit an expense claim, with original receipts and preapproval, for reimbursement of expenditures, ~~which shall be approved by the Executive Director or Officers, as appropriate.~~

~~2.8.2.1~~2.8.2.2 The Education and Outreach Coordinator may cover the cost of their accommodation on the LICA credit card as the position requires frequent travel.

~~2.8.2.2~~2.8.2.3 Reimbursement of travel and training expenses for employee(s)/contractor(s) ~~shall~~will be paid according to Policy 2.7 Board and Committee Expenses and Remuneration.

Review Dates: August 25th, 2004, Sep 2006, May 2009; June 26, 2017; May 21, 2019; September 5, 2023

Approval Dates: January 24th, 2002, Sep 27, 2006; May 28, 2009; September 7, 2017; June 13, 2019

Operational Policy: Finance Policy 2.8 - Employee/Contractor Expenses

3.3 OVERTIME HOURS

INTENT:

Due to the nature of LICA operations, evening meetings and special events may require overtime hours.

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3.3.1 DIRECTIVES:

- 3.3.1.1** Overtime exceeding regular scheduled hours will be paid at time-and-a-half or banked as time in lieu to be used as straight time. ~~Overtime does not apply to salary-based employees.~~
- 3.3.1.1** An Individual Overtime Agreement will be in place for all overtime eligible positions, in accordance with the Alberta Employment Standards.
- 3.3.1.2** An averaging agreement may be in place for an employee or group of employees, to determine average hours of work and overtime.

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3.3.2 IMPLEMENTATION:

- 3.3.2.1** Overtime hours are to be pre-approved by the Board or designate.
- 3.3.2.2** ~~If overtime hours extend the workday past the 12-hour maximum allowed under the Alberta Employment Standards Code, the Board or designate will request delayed or split shifts as required.~~ In accordance with Alberta Employment Standards an employee may work up to a maximum of 12 hours a day, unless an exception occurs.
- 3.3.2.3** Employees are required to track hours of work including overtime hours on their timesheets.

Review Dates: September 27, 2006; June 2009; September 2, 2010, November 28, 2016; January 26, 2017; May 3, 2017; May 27, 2020; April 24, 2023; September 5, 2023
Approval Dates: September 27, 2006; October 7, 2010; February 2, 2017; June 1, 2017; September 3, 2020; April 27, 2023



Lakeland Industry and Community Association

INDIVIDUAL OVERTIME AGREEMENT

It is agreed between [EMPLOYEE NAME] (“the employee”) and Lakeland Industry and Community Association (“the employer”) that:

1. Either wholly or partly the employer will provide and the employee will take, time off with pay in place of overtime pay for those hours worked in excess of 8 hours in a work day or 44 in a work week, whichever is greater.

The work week runs from midnight on Saturday to midnight on the following Saturday.

For hourly employees, the Pay Period runs from the 23rd of the month and ends on the 22nd of the following month. For Salary employees, the Pay Period runs from the first day of the month and ends on the last day of the same month.

2. Time off with pay is banked at a rate of 1 hour for each overtime hour worked.
3. The time off with pay in place of overtime pay will be provided, taken, and paid at the regular rate of wages at a time that the employee could have worked and received wages from the employer.
4. The time off with pay will be provided, taken, and paid within 6 months of the end of the pay period in which it was earned unless the agreement is part of a collective agreement which provides for a longer period of time.
5. If the time off with pay instead of overtime is not provided, taken, and paid in accordance with paragraph 3, the employee will be paid overtime pay of at least 1.5 times the employee’s wage rate for the overtime hours worked.
6. Time off in place of overtime will be treated as hours of work and remuneration paid in respect to time off in place of overtime pay will be treated as wages.
7. The employee will track hours worked, including overtime incurred and time off with pay.
8. All overtime hours must be pre-approved by the Executive Director or Board Designate.
9. The employer will provide a copy of this agreement to the employee.
10. Should an amendment or termination of this agreement be required, at least one month’s notice in writing must be submitted to the respective party prior to taking effect.

SIGNATURE

The Employee

Witness

[EMPLOYEE NAME]

Executive Director, LICA

Date: _____

Date: _____

3.5 EMPLOYEE/CONTRACTOR ~~SALARY~~WAGES**INTENT**

LICA employees and/or contractors are to be paid by set schedule.

3.5.1 DIRECTIVES:

3.5.1.1 LICA employees will be paid monthly and may, upon request, be paid with a mid-month advance. Contractors will be paid in accordance with contract agreements.

3.5.2 IMPLEMENTATION:

3.5.2.1 Deductions for both hourly and salaryied based-employees include personal income tax, Canada Pension Plan, Employment Insurance Benefits, and optional RRSP contribution.

3.5.2.2 These deductions will be retained from the individual's salary-wage and submitted on their behalf.

3.5.2.3 Contractors are responsible for their own deductions.

3.5.2.4 LICA employees' payroll will be released on the last business day of every month, unless approved by the Board.

3.5.2.5 LICA employee payroll for the month of December will be released in advance, on December 24th or the last business day prior as motioned by the Board.

3.5.2.6 Salary-Wage advances other than the mid-month advance pay periods will not be given.

3.5.2.7 Employees are entitled to an unpaid 30 minute lunch break if the employee works more than 5 hours but less than 10 hours.

3.5.2.8 In addition, employees are entitled to two 15 minute paid breaks.

3.5.2.6

Review Dates: September 27, 2006; June 11, 2009; November 28, 2016; January 26, 2017; June 28, 2017, February 5, 2020; February 11, 2021; September 5, 2023

Approval Dates: September 27, 2006; June 11, 2009; February 2, 2017; September 7, 2017, March 12, 2020; Mach 18, 2021

Board Operational Policy: Personnel Policy 3.5 – Employee/Contractor Salary

3.9 GRIEVANCE PROCEDURE**INTENT:**

~~The organization~~ **LICA** will provide a grievance procedure to ensure fair and equitable treatment of employees and contractors.

3.9.1 DIRECTIVES:

- 3.9.1.1** An employee/contractor who disputes earnings, work- conditions, or disciplinary actions may utilize the grievance procedure.
- 3.9.1.2** The Board of Directors may strike an *ad hoc* Grievance Committee.

3.9.2 IMPLEMENTATION:

- 3.9.2.1** The employee/contractor will present a grievance form to the Board and/or Executive Director within 7 working days of the occurrence.
- 3.9.2.2** Prior to filing a grievance, the employee/contractor must first attempt to resolve the grievance informally through a discussion with their immediate supervisor or any Board Officer.
- 3.9.2.3** The Board must respond to the employee/contractor within 30 days with a decision. The decision of the Board of Directors is final and binding.
- 3.9.2.3.9.2.4** LICA will retain a third-party HR advisor for matters that staff aren't comfortable speaking to the Executive Director or designate. Advisor expenses will be budgeted for within the annual budget and must not exceed \$375.00 per annual quarter or \$1500.00 per fiscal year, whichever is greater.

Review Dates: September 27, 2006, June 11, 2009; May 17, 2017, September 9, 2020; September 5, 2023
Approval Dates: September 27, 2006; June 11, 2009; June 1, 2017; September 24, 2020

Operational Policy: Personnel Policy 3.9 - Grievance Procedures

LICA GRIEVANCE FORM

This form is to be completed by employees/contractors to initiate a formal grievance and to be forwarded to the Board of Directors and Executive Director. **An attempt must first have been made to resolve the grievance informally through a discussion with your immediate supervisor or any of the Board Officers.**

Grievant: _____ **Contact #:** _____

Position: _____ **Reports to:** _____

Date Grievance was informally discussed with immediate supervisor: _____

STATEMENT OF GRIEVANCE:

(Concise statement of facts, including dates, identifying the issue—attach continuation page, if necessary)

REMEDY OR REDRESS SOUGHT BY THE GRIEVANT:

(Specific resolution sought)

Grievant’s Signature: _____ **Date:** _____

Date grievance received by Board/Executive Director: _____

Received by: _____

Review Dates: September 27, 2006, June 11, 2009; May 17, 2017, September 9, 2020; September 5, 2023

Approval Dates: September 27, 2006; June 11, 2009; June 1, 2017; September 24, 2020

Operational Policy: Personnel Policy 3.9 - Grievance Procedures



Lakeland Industry and Community Association

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

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Education & Outreach Committee Meeting Minutes

Thursday, September 7, 2023

9:00 a.m. – 12:00 p.m.

LICA Boardroom and via Microsoft Teams

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 25-29th, 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

ALMS Workshop Sept. 12 & 13 2023, Sylvan Lake

Sylvan Lake is experiencing invasive species problem with goldfish. Difficulties arising with remedy approaches due to collaboration; 8 different municipalities border the lake, and it seems everyone wants a different approach.

ALMS; AGM to be held in person and virtually in November, no date yet.

Winter water sampling program is expanding.

OSM (Oilsands Monitoring) is using the ALMS Lakewatch program.

ICBM (Indigenous Community Based Monitoring) is using ALMS Lakekeepers program.

MNA (Metis Nation of Alberta) is collaborating.

MNA is surveying harvesters. Interesting point on survey is that "comments" are compiled and used to create future surveys.

LICA was acknowledged and thanked for participation and funding during presentation.

Pigeon Lake Combined Feedlot Operation; (CFO) application was denied (Big news!). The Pigeon Lake Watershed Stewards (PLWS) appealed the application and won. PLWS jointly with Landowners and First Nations were successful. This was the first time this type of action was used and may have set a precedent. PLWS is willing to share knowledge and resources with others if requested.

Alberta Biodiversity Monitoring Institute (ABMI); 6 lakes pilot project combining water samples taken at the same place and time as a satellite image is taken. The image pixels are matched to lab test results. A database is being compiled and programs created. By 2025, satellite images will be able to be used monitor and forecast algal blooms in lakes much as radar is used for weather monitoring!

Irrigation and Water diversion projects; Much discussion about economic value vs natural value. No consensus on topic!

Nitrate contamination of groundwater; All testing of groundwater near dense agricultural use areas in Alberta show high nitrate levels. High nitrate levels can lead to eutrophication and algae blooms. Higher levels of salinity noted in southeast corner of Alberta and near oilsands operations.

Board of Directors Meeting

ACTION LIST

Date: June 15, 2023

Recorder: Lori Jodoin

Current Actions	Date to be Completed	Person Responsible	Status
June 15, 2023 <ul style="list-style-type: none"> • Contact the Food Bank and offer free garden plots for their clients. 	June 2023	Admin	C
<ul style="list-style-type: none"> • Apply for the Aquatic Invasive Species Prevention Fund Grant. 	August 2023	Kayla	C
<ul style="list-style-type: none"> • Invite New Myrnam School to be the guest speaker at the 2023 AGM. 	Summer 2023	Kristina / Murray Phillips	C
<ul style="list-style-type: none"> • Create Acronym List and include it in the Strategic Plan Report Glossary. 	Summer 2023	Kristina	C
<ul style="list-style-type: none"> • Update Absence Policy 1.17 to include details specific to three consecutive absences for appointed members. 	Summer 2023	Kristina	C
Actions From Past Meetings	Date to be Completed	Person Responsible	Status
May 25, 2023 <ul style="list-style-type: none"> • Develop a budget proposal for signage at the Community Garden. 	Summer 2023	Kristina	C
<ul style="list-style-type: none"> • Follow through with the Summer Student Job Program Grant. 	Summer 2023	Kristina	C
<ul style="list-style-type: none"> • Work with Lakeland HR Solutions to fulfill the scope of work in the agreement and present results to the Board of Directors. 	September 2023	Board Executive	C
April 27, 2023 <ul style="list-style-type: none"> • Connect with the Town of Bonnyville to see if they would like to partner with LICA for Cows and Fish Workshop(s). 	Summer 2023	Stephanie	C
<ul style="list-style-type: none"> • Review Record Retention Policy and Grievance Procedures Policy. 	September 2023	Governance Committee	C

Board of Directors Meeting

December 15, 2022 <ul style="list-style-type: none">Signatures required on the new Blue Quills Instructional Services Agreement Renewal when it becomes available.	Spring 2023	Board Executive	C
June 23, 2022 <ul style="list-style-type: none">Create a Community Garden Composting Plan to present to the Board for approval.	Summer 2023	Stephanie	IP