



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, November 23, 2023 9:00 a.m. – 12:00 p.m. LICA Boardroom and via Teams

Present:

Colin Cote
Amanda Avery Bibo
Leo Paquin
Shawn Elgert – left at 10:58 a.m.
Alyssa Krawchuk – left at 10:58 a.m.
Murray Phillips
Louise White
Robert Machatis
Xiaofeng Wang
Vic Toutant
Kristen Berezanski
Bernie Poitras
Jason Stelmaschuk
Cindy Connolly (Wayne Bamber's alternate)
Lori Adams (Abdi Siad-Omar's alternate)

Guests and Observers:

Vicky Lefebvre
Bill Parker

Staff and Contractors:

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

Regrets:

Annette Hobart
Kayla Blanchette
Lorne Halisky

1.0 CALL TO ORDER:

The LICA Board Chairperson, called the meeting to order at 9:02 a.m.

1.1 LICA Vision, Mission, and Values & Traditional Acknowledgement

1.2 Member Introductions

The Executive Director reviewed expectations for virtual attendees which include:

- Attending meetings in-person, when possible,
- Participating with cameras on for the duration of meetings
- Providing notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

1.3 Attendance Review

The Chairperson reviewed the Attendance with the Board. The Executive Director noted the two consecutive absences for Kayla Blanchette. A discussion with her has taken place, and she confirmed her attendance at the next meeting. No further actions were directed by the Board at this time.

1.4 Approval of Agenda

1.4.1 November 23, 2023, Board of Directors Meeting

#1 Moved by Murray Phillips AND CARRIED that the November 23, 2023, Agenda be amended to include an In-Camera Session related to Human Resources as agenda item 1.6.

1.5 Approval of Minutes

1.5.1 October 19, 2023 – Organizational Meeting Minutes

#2 Moved by Kristen Berezanski AND CARRIED that the October 19, 2023 – Organizational Meeting Minutes be approved as presented.

1.5.2 October 19, 2023 – Board Meeting Minutes

#3 Moved by Colin Cote AND CARRIED that the October 19, 2023 – Board Meeting Minutes be approved as presented.

1.5.3 October 31, 2023 – Email Motion re – LARP Input Letter

The Environmental Coordinator shared the final draft of the letter with the Board.

Two Board members, Robert Machatis and Annette Hobart had recused themselves from the discussion and the decision, due to a conflict of interest.

#4 Ratified by Murray Phillips the motion moved by Colin Cote AND CARRIED for LICA to approve the amended input letter for consideration as input to the stakeholder engagement process for the ten-year review of the Lower Athabasca Regional Plan (LARP).

Board of Directors Meeting Minutes – November 23, 2023

_____ Initials

1.6 In-Camera Session

#5 Moved by Leo Paquin AND CARRIED that the Board go in-camera at 9:21 a.m. and that all staff and observers leave the LICA office for the duration of the discussion.

#6 Moved by Louise White AND CARRIED that the Board go out of-camera at 10:07 a.m.

#7 Moved by Murray Phillips AND CARRIED for Leo Paquin to provide additional information received from Lakeland HR Solutions to the LISC.

#8 Moved by Colin Cote AND CARRIED for the Executive Director to initiate process for research and delivery of group benefits options.

2.0 ONGOING BUSINESS

2.1 Manager of Environmental Monitoring Programs Report

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

- The precipitation collector and gauge at the St. Lina monitoring station are both now collecting data. There are also plans to install cable protectors for the equipment at the site.
- Last Tuesday, Portage College reached out and invited LICA to present once again to their second-year students. The presentations will be held in December or January, but specific dates have not yet been confirmed.
- New AQHI lanterns were installed at the Town of Bonnyville and the County of Two Hills offices. Each lantern is connected to the closest Air Monitoring Station. Bonnyville's lantern is connected to LICA's Cold Lake's station and the lantern in Two Hills is connected to Lamont's station. Next year when the Portable Air Monitoring Station (PAMS) is relocated to St. Paul, Lamont's lantern will be changed to this station, as it would become the closest station in proximity to the County of Two Hills office.

2.2 Education and Outreach Coordinator Report

The Education and Outreach Coordinator delivered her report, noting:

- Shoreline Cleanup targets will not be met this year due to changes in scheduling. There are plans in place to hold them sooner next year to ensure targets are met for 2024.
- Calendar Contest winners have been notified and prizes are ready for pick up at the LICA office. A proof of the calendar should be ready by the end of the week.
- After reaching out to Little Green Thumbs through email, no response has been received regarding the return of equipment. She suggested that LICA continue to contact them until January 2024 to demonstrate that we have attempted to return the equipment. One Board member suggested the Education and Outreach Coordinator, phone and leave a message, in case the email is not being monitored. The Board agreed that LICA should demonstrate due diligence in our attempt to return the equipment prior to taking ownership.

- On December 19, 2023, LICA will be hosting a Wildlife Identification Course geared towards adults. This has stemmed from our current Skulls and Pelts schools' presentation.
- A Board member asked for a list of all schools that the coordinator has visited this year. The list was brought up and shared at the meeting.

2.3 **Environmental Coordinator Report**

The Environmental Coordinator delivered her report, noting:

- There are various project ideas for 2024-25 IWMP implementation being presented at the November 30 LWC meeting, she mentioned that if Board members would like to take part in the discussions they are encouraged to attend before the committee's recommendations are brought to the Board for decision.
- The Species at Risk Flipbook is in development, and she has reached out to different communities to assist with the Indigenous names of the species. She asked the Board for recommendations for an Indigenous representative to collaborate on this with. One Board member stated that Donna Webster, from the Canadian Native Friendship Centre in Lac La Biche, may be a contact to assist with the proper names of animals or may know of someone else who could assist.
- The 2022 Alberta Water Council Annual Report was attached to her report for Board information, and an update shared with the WPACs from the recent AWC board meeting is that Environment & Protected Areas (EPA) is taking preparation for extreme drought very seriously. As resources become available, she will disperse them in our watershed for drought awareness.
- A meeting was held on November 6th with the WPACs, associated organizations and EPA. The EPA has been asked to brief the Minister on the partnership model with WPACs for the Spring meeting and they wanted to take this opportunity to meet with us to allow us to help shape the messaging. The Executive Director updated the Board that the same meeting was also held with Alberta's Airsheds. She further noted that EPA will be sending formal request in the new year asking WPACs and Airsheds to submit questions that they wish for Minister to ask during the meeting. In preparation for this request in the new year, the Board is asked to begin thinking about potential questions they wish LICA to present.
- Two different Winter Citizen Science Projects were presented to the Board and the Environmental Coordinator asked if the Board was interested in these projects as she could develop a formal proposal and bring them forward to the next Board meeting. One Board member suggested the Backyard Bird Count which is a global weekend event in February. The Environmental Coordinator shared that this is where she initially got her idea for the Winter Bird Monitoring program from last year. Another member suggested expanding the program to include anglers to have a Winter Fish Monitoring Program, possibly tracking the type of fish, count and name of the lake. After some discussion, the Environmental Coordinator let the Board know that she would bring forth a proposal for winter wildlife biodiversity monitoring and the Winter LakeKeepers program at the next Board meeting.

2.4 Administration

2.4.1 Executive Director's Report

The Executive Director delivered her report, noting:

- LICA's Annual Return is prepared and ready to be signed and submitted.
- OSM Contracts have been signed by LICA and waiting to be executed by the Government of Alberta. Confirmation was received that the contracts are expected to be executed by the end of this week.
- She will be working to have LICA's Canada Summer Jobs application prepared and submitted prior to the January 12, 2024, deadline.
- On Monday, it was brought to her attention that LICA did not submit the CIP grant final report prior to the March 2023, deadline. This was likely missed due to the changeover in the Executive Director and Education and Outreach Coordinator's roles. The last report related to the delivery of the CIP grant final report was presented at the April 2022 Board of Directors meeting. CIP also sent the notification of late reporting to a Board member who is no longer with LICA, which is the reason for the delay in notification. Since Monday, she has been able to finalize the report, which is now ready for the Chairperson's review and signature. She thanked the Financial Coordinator and Education and Outreach Coordinator for their assistance in completing the report.
- A LICA 101 presentation loop will be playing on CNRL's internal television network, PAW TV. She thanked the Industry Board member for bringing this opportunity forward.
- All handouts from the Indigenous Training, have been saved and compiled for Directors and Staff to reference at anytime. A binder was also created in the event someone wishes to borrow a tangible copy. This will be considered as a training opportunity offered as part of LICA's Strategic Plan target. She also highly encouraged everyone to view the YouTube video linked in her report, as it demonstrates the traumas that Indigenous People have faced. The link to access the reference material will be sent to the Board of Directors following this meeting.

2.4.1.1 LICA Website Redesign Recommendation

The Executive Director presented the two different package options, Custom Package and Build Your Brand Package, from BubbleUp. The website redesign will enhance LICA's website by making it more accessible and easier to navigate through the wealth of information. Board members agreed that having a clear, easy to use website is important. One Board member asked if quotes from other companies were obtained as this amount supersedes \$5,000 thus requiring three quotes as per LICA policy. The Executive Director advised the Board that quotes were not obtained because LICA currently has a contract with BubbleUP that contains a non-compete clause. She does not believe they would allow another company to redesign the website since they are LICA's website and domain host. Board members agreed that the Executive Director should obtain quotes from other companies to ensure prices are comparable and confirm that the contract with BubbleUP stipulates a non-

compete in relation to web design. The Executive Director will report back via email, to the Board, if there were any restrictions in the contract. Another Board member stated that if other companies are pursued, LICA should try to explore local companies and also mentioned that short one-year contract should be used to evaluate their effectiveness.

The Board agreed to table this agenda for the time being, so the Executive Director can look at the BubbleUP contract and report back to the Board via email for further direction.

2.4.2 Financial Reports

2.4.2.1 Accounts Receivable Report to November 14, 2023

The accounts receivable report as of November 14, 2023, was presented to the Board. The Financial Coordinator stated that payment was received from Baytex Energy on November 22, 2023.

2.4.2.2 Finances to Date October 31, 2023

The Finances to Date as of October 31, 2023, were presented to the Board.

The Financial Coordinator also stated that we are on track for spending with certain areas being underspent. Seven months into the fiscal year, nearing the end of the third quarter, we have now spent 46% of our budget from Industry, 56% from AEG, 57% from WPAC and 41% from OSM.

The Financial Coordinator also gave a brief breakdown of our four revenue streams for our new Board members. The Board found it very helpful, and one member suggested that it should be included in the Organizational meeting as a way to start off the year.

2.4.3 Chairperson's Report

The Chairperson provided a report on the fraudulent cheques. RCMP have completed their investigation, finding that cheques were deposited into four bank accounts residing in Ontario. Since these accounts are outside of RCMP jurisdiction, it has been handed off to Ontario authorities to complete the investigation.

2.4.3.1 Lakeland HR Solutions Assessment Update

The Chairperson shared the Lakeland HR Solutions Assessment Update with the Board for information, during the In-Camera Session, while waiting for staff to return to the office.

3.0 OTHER BUSINESS

3.1 Alberta Airsheds Council Update

The Executive Director shared the Alberta Airsheds Council Update to the Board for information.

4.0 ACTION LIST

4.1 Follow-up on Action List

4.1.1 October 19, 2023, Board of Directors Meeting

The Chairperson reviewed the Action List and requested Industry and Municipal Directors to forward any training policies to the Executive Director to assist with the creation of LICA’s Professional Development Policy.

5.0 UPCOMING MEETING DATES

5.1 Education & Outreach Committee Meeting – November 29, 2023

5.2 LWC Committee Meeting – November 30, 2023

5.3 Governance Committee Meeting – December 7, 2023

5.4 ADMPE Committee Meeting – December 14, 2023

5.5 Board Meeting – December 21, 2023

6.0 ADJOURNMENT

The meeting adjourned at 12:10 p.m.

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

Approved on: _____
Date

Signature

LICA Board of Directors Meeting Attendance 2023-24

Reminder- if attending virtually please be cognizant of quorum before logging off

Name	Org. Mtg	Oct. 19, 2023	Nov. 23, 2023	Dec. 21, 2023	Jan. 25, 2024	Feb. 22, 2024	Mar. 21, 2024	Apr. 25, 2024	May 23, 2024	June 27, 2024	Sept. 19, 2024
Amanda Avery Bibo	✓	✓									
Louise White	✓	✓									
Colin Cote	✓	✓									
Alyssa Krawchuk	TC	TC									
Vic Toutant	TC	TC									
Robert Machatis	✓	✓									
Wayne Bamber	✓	✓									
Leo Paquin	✓	✓									
Kristen Berezanski	✓	✓									
Shawn Elgert	TC	TC									
Xiaofeng (Will) Wang	TC	TC									
Annette Hobart	✓	✓									
Abdi Siad-Omar	TC	TC									
Murray Phillips	✓	✓									
Kayla Blanchette	A	A									
Lorne Halisky	-	-									
Jason Stelmaschuk	-	-									
Contractors											
Michael Bisaga											
Kayla Hellum	✓	✓									
Lily Lin	✓	✓									
Stephanie Sampson											

NOTE:

✓ = Present

TC = Telephone/Video Conference

A = Absent from Meeting



LICA
ENVIRONMENTAL STEWARDS

Lakeland Industry and Community Association

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LICA Board of Directors Meeting
LICA Boardroom and via Microsoft Teams
Thursday, November 23, 2023
9:00 a.m. – 12:00 p.m.

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	CALL TO ORDER		
	1.1	LICA Vision, Mission, and Values & Territorial Acknowledgement		For Information
	1.2	Member Introductions	All	
	1.3	Attendance Review	Amanda	For Review
9:10	1.4	Approval of Agenda 1.4.1 November 23, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.5	Approval of Minutes 1.5.1 October 19, 2023 – Organizational Meeting Minutes 1.5.2 October 19, 2023 – Board Meeting Minutes 1.5.3 October 31, 2023 – Email Motion re – LARP Input Letter	Amanda Amanda Amanda	For Decision For Decision For Ratification
	2.0	ONGOING BUSINESS		
9:20	2.1	Manager of Environmental Monitoring Programs Report	Mike	For Information
9:30	2.2	Education and Outreach Coordinator Report	Stephanie	For Information
9:40	2.3	Environmental Coordinator Report	Kayla	For Information
9:50	2.4	BREAK		
		Administration		
10:00	2.4.1	Executive Director’s Report	Kristina	For Information
10:10	2.4.1.1	LICA Website Redesign Recommendation	Kristina	For Decision
	2.4.2	Financial Reports		
10:35	2.4.2.1	Accounts Receivable Report to November 14, 2023	Maria	For Information
10:40	2.4.2.2	Finances to Date October 31, 2023	Maria	For Information
	2.4.3	Chairperson’s Report		
	2.4.3.1	Lakeland HR Solutions Assessment Update	Amanda	For Information
	3.0	OTHER BUSINESS		
10:50	3.1	Alberta Airsheds Council Update	Kristina	For Information

	4.0	ACTION LIST		
11:00	4.1	Follow-up on Action List 4.1.1 October 19, 2023, Board of Directors Meeting	Amanda	For Review
	5.0	UPCOMING MEETING DATES		
11:15	5.1	Education & Outreach Committee Meeting – November 29, 2023	Amanda	For Information
	5.2	LWC Committee Meeting – November 30, 2023	Amanda	For Information
	5.3	Governance Committee Meeting – December 7, 2023	Amanda	For Information
	5.4	ADMPE Committee Meeting – December 14, 2023	Amanda	For Information
	5.5	Board Meeting – December 21, 2023	Amanda	For Information
11:20	6.0	ADJOURNMENT	Amanda	For Decision



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ORGANIZATIONAL

Meeting Minutes

Thursday, October 19, 2023

9:00 – 11:00 a.m.

LICA Boardroom and via Zoom

Present:

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

Guests and Observers:

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

Regrets:

Xiaofeng Will Wang
Kayla Blanchette
Jason Stelmaschuk
Lorne Halisky

1.0 CALL TO ORDER:

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

1.1 Territorial Acknowledgement

1.2 Introductions

1.3 Vision, Mission, & Values

1.4 Approval of Agenda

1.4.1 October 19, 2023, Organizational Meeting

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

2.0 POLICY REVIEW AND ELECTIONS

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

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

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

2.2 Policy 1.5 Decision-Making Process

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

2.3 Policy 1.7 Board Member Job Descriptions

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

2.4 Policy 1.8 Board Member Conflict of Interest

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

2.5 Elections

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

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

The Board of Director terms are 2 years in length.

2.5.1 Secretary-Treasurer

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

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

After 3 calls, nominations ceased.

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

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

2.5.2 Vice-Chairperson

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

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

After 3 calls, nominations ceased.

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

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

2.5.3 Chairperson

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

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

After 3 calls, nominations ceased.

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

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

2.6 Policy 1.12 Volunteer Hours

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

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

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

2.7 Policy 1.13 Confidentiality

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

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

2.8 Policy 2.7 Board & Committee Expenses & Remuneration

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

2.8.1 Expense Claim Form

The Board of Directors reviewed the LICA Expense Claim Form.

2.8.2 Direct Deposit Option

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

2.9 Board and Committee Member Sign-on

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

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

3.0 APPOINTMENTS TO COMMITTEES

3.1 Appointments to Committees

3.1.1 Policy 1.9 Committees

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

3.1.2 2023-24 Board of Directors List (Draft)

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

3.1.3 2023-24 Committee Proposals

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

3.1.4 Policy 1.17 Review of Absences of Director and Committee Members

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

3.2 Governance Committee Member Appointments

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

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

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

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

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

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

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

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

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

3.4 LICA Watershed Committee (LWC) Member Appointments

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

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

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

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

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

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

4.0 OTHER ITEMS

4.1 LICA 2023-24 Meeting Calendar

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

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

4.2 Policy 2.3 LICA Signing Authority

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

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

5.0 ADJOURNMENT

The meeting adjourned at 10:36 a.m.

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

Approved on: _____
Date

Signature

DRAFT



Lakeland Industry and Community Association

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

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BOARD OF DIRECTORS

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

Present:

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

Guests and Observers:

Staff and Contractors:

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

Regrets:

Kayla Blanchette

1.0 CALL TO ORDER:

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

1.1 Approval of Agenda

1.1.1 October 19, 2023, Board of Directors Meeting

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

1.2 Approval of Minutes

1.2.1 September 28, 2023– Board Minutes

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

1.2.1.1 Wetland Inventory Project Letter of Support

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

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

1.2.2 September 29, 2023 – Email Motion re LICA Policies

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

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

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

2.0 ONGOING BUSINESS

2.1 Manager of Environmental Monitoring Programs Report

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

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

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

2.2 Education and Outreach Coordinator Report

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

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

2.3 Environmental Coordinator Report

The Environmental Coordinator delivered her report, noting:

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

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

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

2.3.1 LARP 10-Year Review Input Letter

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

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

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

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

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

2.4 Administration

2.4.1 Executive Director's Report

The Executive Director delivered her report, noting:

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

2.4.1.1 AGM Debrief

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

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

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

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

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

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

2.4.2 Financial Reports

2.4.2.1 Accounts Receivable Report to October 11, 2023

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

2.4.2.2 Finances to Date September 30, 2023

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

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

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

2.4.3 Education and Outreach (E&O) Committee

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

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

2.4.3.1.1 Motion #3: Garden Guidelines Annual Review

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

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

2.4.3.1.2 Motion #4: LGT Program Discontinuation

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

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

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

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

2.4.4 LICA Watershed Committee (LWC)

2.4.4.1 September 26, 2023, LWC Minutes – DRAFT

2.4.4.1.1 Motion #3: LLES Program Budget Review

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

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

3.0 ACTION LIST

3.1 Follow-up on Action List

3.1.1 September 28, 2023, Board of Directors Meeting

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

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

4.0 UPCOMING MEETING DATES

4.1 Board Meeting – November 23, 2023

5.0 ADJOURNMENT

The meeting adjourned at 12:45 p.m.

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

Approved on: _____
Date

Signature

From: [Kayla Hellum](#)
To: [Abdi Siad-Omar](#); [Annette Hobart](#); [Leo Paquin](#); [Xiaofeng Will Wang](#); [Wayne Bamber](#); [Shawn Elgert](#); [Murray Phillips](#); [\[REDACTED\]](#); [Louise White-Gibbs](#); [little.divide](#); [\[REDACTED\]](#); [Ihalisky](#); [\[REDACTED\]](#); [Kristen Berezanski](#); [kblanchette](#); [\[REDACTED\]](#); [div5](#); [\[REDACTED\]](#); [Alyssa Krawchuk](#); [Colin Cote](#); [\[REDACTED\]](#); [Amanda Avery-Bibo](#)
Cc: [Kristina Morris](#); [LICA Reception](#)
Subject: RE: Action Required LARP Input Letter Review & Approval
Date: November 8, 2023 3:06:00 PM
Attachments: [image004.gif](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[image018.png](#)
[image019.png](#)
[image020.png](#)
[image021.png](#)
[image022.png](#)

Thanks, Abdi. Yes, I will include your email as cc'd!

Kayla Hellum
Environmental Coordinator



Office: (780) 812-2182

Email: [\[REDACTED\]](#)

www.lica.ca

LICA is located on and benefits from the traditional lands of the Denesųłin , Nehiyaw (Cree) and in the heart of the M tis Homeland. LICA respects and honors our responsibility to truth and reconciliation as members of Treaty 6, 8, and 10 and M tis Nation of Alberta – Region 2.



From: Abdi Siad-Omar [\[REDACTED\]](#)
Sent: Wednesday, November 8, 2023 2:48 PM
To: Kayla Hellum [\[REDACTED\]](#); Annette Hobart [\[REDACTED\]](#); Leo Paquin [\[REDACTED\]](#); Xiaofeng Will Wang [\[REDACTED\]](#); Wayne Bamber [\[REDACTED\]](#); Shawn Elgert [\[REDACTED\]](#); Murray Phillips [\[REDACTED\]](#); Louise White-Gibbs [\[REDACTED\]](#); little.divide [\[REDACTED\]](#); Ihalisky [\[REDACTED\]](#); Kristen Berezanski [\[REDACTED\]](#); kblanchette [\[REDACTED\]](#); div5 [\[REDACTED\]](#); Alyssa Krawchuk [\[REDACTED\]](#); Colin Cote [\[REDACTED\]](#); [\[REDACTED\]](#); Amanda Avery-Bibo [\[REDACTED\]](#)
Cc: Kristina Morris [\[REDACTED\]](#); LICA Reception [\[REDACTED\]](#)
Subject: RE: Action Required LARP Input Letter Review & Approval

The letter looks good and I support the proposed LICA direction. Beaver River was not included in the LARP development and certainly, we do not want to miss the LARP Amendment.

Kayla - can you include me in the cc'd as GOA Representative. Abdi

Classification: Protected A

From: Kayla Hellum [REDACTED]
Sent: Wednesday, November 08, 2023 11:53 AM
To: Abdi Siad-Omar [REDACTED] Annette Hobart [REDACTED] Leo Paquin [REDACTED] Xiaofeng Will Wang [REDACTED] Wayne Bamber [REDACTED] Shawn Elgert [REDACTED] Murray Phillips [REDACTED] Louise White-Gibbs [REDACTED] [little.divide](#) [REDACTED] [lhalisky](#) [REDACTED] Kristen Berezanski [REDACTED] [kblanchette](#) [REDACTED] [div5](#) [REDACTED] Alyssa Krawchuk [REDACTED] Colin Cote [REDACTED] Amanda Avery-Bibo [REDACTED]
Cc: Kristina Morris [REDACTED] LICA Reception [REDACTED]
Subject: RE: Action Required LARP Input Letter Review & Approval

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hello, Abdi,

Please see attached the Final LARP Input Letter as circulated on October 31, 2023, with the addition of writing out the acronym 'BMP'.

If you have any concerns, please present your blocks by 2 pm today, as following this time, the motion will remain carried.

Thank you,
Kayla Hellum
Environmental Coordinator



Office: (780) 812-2182

Email: [REDACTED]

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Classification: Protected A

From: Abdi Siad-Omar [REDACTED]
Sent: Wednesday, November 8, 2023 10:21 AM
To: Kayla Hellum [REDACTED] Annette Hobart [REDACTED] Leo Paquin [REDACTED]
[REDACTED] Xiaofeng Will Wang [REDACTED]
Wayne Bamber [REDACTED] Shawn Elgert [REDACTED] Murray Phillips [REDACTED] Louise White-Gibbs [REDACTED]
[REDACTED] [little.divide](#) [REDACTED] [lhalisky](#) [REDACTED] Kristen Berezanski [REDACTED] [kblanchette](#) [REDACTED]
[div5](#) [REDACTED] Alyssa Krawchuk [REDACTED] Colin Cote [REDACTED]
[REDACTED] Amanda Avery-Bibo [REDACTED]
Cc: Kristina Morris [REDACTED] LICA Reception [REDACTED]
Subject: RE: Action Required LARP Input Letter Review & Approval

Can you share the final draft before signing off. Abdi

Classification: Protected A

From: Kayla Hellum [REDACTED]
Sent: Wednesday, November 08, 2023 9:36 AM
To: Annette Hobart [REDACTED] Leo Paquin [REDACTED] Xiaofeng Will Wang [REDACTED] Wayne Bamber [REDACTED] Shawn Elgert [REDACTED] Murray Phillips [REDACTED] Louise White-Gibbs [REDACTED] [little.divide](#) [REDACTED] [lhalisky](#) [REDACTED] Kristen Berezanski [REDACTED] [kblanchette](#) [REDACTED] [div5](#) [REDACTED] Alyssa Krawchuk [REDACTED] Colin Cote [REDACTED] [REDACTED] Abdi Siad-Omar [REDACTED] Amanda Avery-Bibo [REDACTED]
Cc: Kristina Morris [REDACTED] LICA Reception [REDACTED]
Subject: RE: Action Required LARP Input Letter Review & Approval

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good morning,

The addition of writing out 'best management practices' was made in the letter versus using the BMP acronym, as it was the only acronym not defined.

Seeing that there were no blocks presented before November 7, 2023, this motion is now considered **carried** and will be brought to the November 23rd meeting for ratification.

I will proceed in having this letter signed so that it can be sent.

Thank you,

Kayla Hellum

Environmental Coordinator



Office: (780) 812-2182

Email: [REDACTED]

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From: Kayla Hellum

Sent: Wednesday, November 1, 2023 9:46 AM

To: Annette Hobart [REDACTED] Leo Paquin [REDACTED] Xiaofeng Will Wang [REDACTED] Wayne Bamber

[REDACTED] Shawn Elgert [REDACTED] Murray Phillips

[REDACTED] Louise White-Gibbs

[REDACTED] [little.divide](#) [REDACTED] [lhalisky](#) [REDACTED] Kristen

Berezanski [REDACTED] [kblanchette](#) [REDACTED]

[div5](#) [REDACTED] Alyssa Krawchuk [REDACTED] Colin Cote [REDACTED]

[REDACTED] [abdi.siad-](#)

[omar](#) [REDACTED] Amanda Avery-Bibo [REDACTED]

Cc: Kristina Morris [REDACTED] LICA Reception [REDACTED]

Subject: RE: Action Required LARP Input Letter Review & Approval

Thank you, Colin, for making the motion.

Annette, we will ensure that this gets recorded in the November meeting minutes at the time of ratification.

Thank you,

Kayla Hellum

Environmental Coordinator



Office: (780) 812-2182

Email: [REDACTED]

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LICA is located on and benefits from the traditional lands of the Denesuḡiné, Nehiyaw (Cree) and in the heart of the Métis Homeland. LICA respects and honors our responsibility to truth and reconciliation as members of Treaty 6,

div5 [redacted] Alyssa Krawchuk [redacted] Colin Cote [redacted]
[redacted] Annette Hobart
[redacted] [abdi.siad-omar](#) [redacted] Amanda Avery-Bibo [redacted]
Cc: Kristina Morris [redacted]; LICA Reception [redacted]
Subject: RE: Action Required LARP Input Letter Review & Approval

CAUTION: External email alert.
DO NOT click links, open attachments, reply, or enter AER credentials unless you recognize the sender and know the content is safe. Report phishing via Outlook 'Report Message' button.

Good afternoon,

Thank you to those who reviewed and provided feedback on the Input Letter.

I kindly ask for a motion to approve the following letter, as amended. Please see attached.

Motion to approve the amended input letter for consideration as input to the stakeholder engagement process for the ten-year review of the Lower Athabasca Regional Plan (LARP).

Once a motion has been made, please indicate if you have any blocks by November 7, 2023. If no blocks have been presented, the motion will be considered carried and the letter will be sent. The decision will then be ratified at the November 23rd Board of Directors Meeting.

Thank you,
Kayla Hellum
Environmental Coordinator



Office: (780) 812-2182

Email: [redacted]

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From: Leo Paquin [redacted]
Sent: Wednesday, October 25, 2023 2:42 PM
To: Kayla Hellum [redacted] Xiaofeng Will Wang
[redacted] Wayne Bamber [redacted]
Shawn Elgert [redacted] Murray Phillips [redacted]
[redacted] Louise White-Gibbs [redacted]

[little.divide](#) [redacted] [lhalisky](#) [redacted] Kristen Berezanski
[redacted] [kblanchette](#) [redacted]
[div5](#) [redacted] Alyssa Krawchuk [redacted] Colin Cote [redacted]
[redacted] Annette Hobart
[redacted] [abdi.siad-omar](#) [redacted] Amanda Avery-Bibo [redacted]
Cc: Kristina Morris [redacted] LICA Reception [redacted]
Subject: RE: Action Required LARP Input Letter Review & Approval

Kayla – overall I think the letter was very well worded. Only a couple suggested wording changes. I was not able to get my track changes to capture the suggested edits and therefore placed my suggestions in the comment boxes.

Thanks

Leo

From: Kayla Hellum [redacted]
Sent: Tuesday, October 24, 2023 11:55 AM
To: Xiaofeng Will Wang [redacted] Wayne Bamber
[redacted] Shawn Elgert [redacted] Murray Phillips
[redacted] Louise White-Gibbs
[redacted] [little.divide](#) [redacted] [lhalisky](#) [redacted] Leo Paquin
[redacted] Kristen Berezanski [redacted]
[redacted] [div5](#) [redacted] Alyssa Krawchuk
[redacted] Colin Cote [redacted]
[redacted] Annette Hobart [redacted]
[abdi.siad-omar](#) [redacted] Amanda Avery-Bibo [redacted]
Cc: Kristina Morris [redacted] LICA Reception [redacted]
Subject: Action Required LARP Input Letter Review & Approval

This email was received from an external email address. Verify the source and the purpose of this email before opening any attachments or clicking on any embedded links.

Good morning, LICA Board of Directors,

Please find attached the DRAFT Lower Athabasca Regional Plan 10-year Review [Input Letter](#), for your feedback.

As discussed at the last Board meeting, the intent of this letter is to bring awareness that the Beaver River IWMP document exists and request they consider it within the LARP 10-year review process.

I have left this as a Word document to allow for suggested edits via tracked changes. If you do

provide edits, please reply-all when you send the edited document back to me, to ensure that all Board members can see the amendments.

Please complete your edits/review by **October 31, 2023**. Following this, I plan to forward the finalized letter requesting a motion to approve, granting another week to the Board to indicate if there are any blocks to sending the letter.

Thank you,

Kayla Hellum

Environmental Coordinator



Office: (780) 812-2182

Email: [REDACTED]

www.lica.ca

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Environmental Monitoring Programs

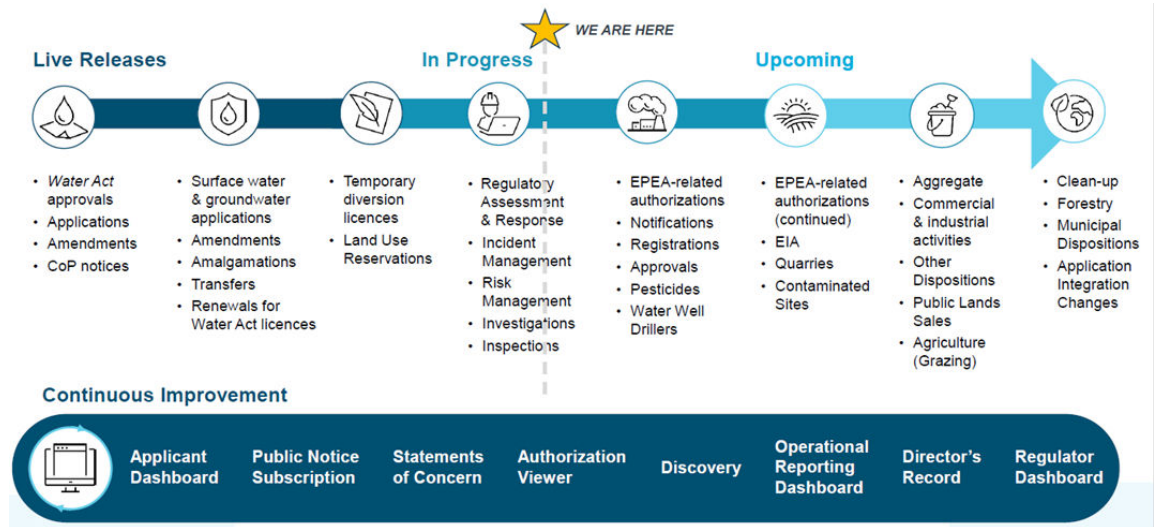
November 23rd, 2023 • Board of Directors Update



Routine Operations & Reporting

Digital Regulatory Assurance System (DRAS) pilot program for Airshed reporting: LICA is participating in AEPA's DRAS pilot program from October 23 to November 20, 2023; the pilot covers online non-emergency incident reporting. The program enables tracking of incident reports, sharing additional information, and utilizing interactive maps. Participants in the pilot program are required to submit incidents via DRAS, attend an orientation, provide feedback, and complete a survey on their experience. Post-pilot, AEPA plans to extend the program to more users; LICA staff are setting up accounts and will participate in a feedback session on November 17.

Figure 1: Digital Regulatory Assurance System (DRAS)



Special Projects and Other Updates

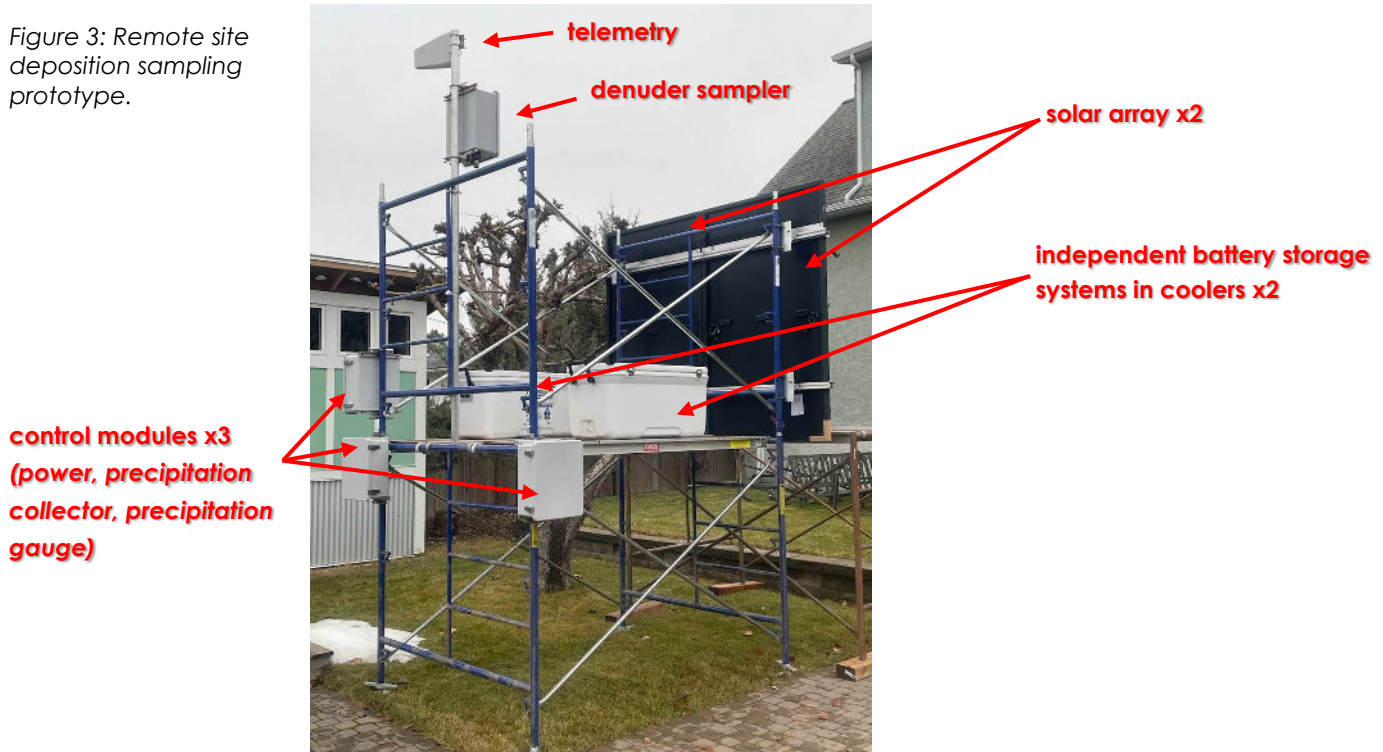
Acid Deposition Update: A precipitation collector and gauge were installed at the St. Lina monitoring station between November 2-4. Platforms were built for the samplers to avoid any ground disturbance and to simplify deployment. Both systems are online but not reporting data as staff are completing further remote operation tests and refining the code which controls sampler routines.

Figure 2: NCON precipitation collector (left) and Ott Pluvio precipitation gauge (right) deployed at St. Lina monitoring station.



LICA's Acid Deposition Monitoring Strategy involves deploying monitoring equipment at new sites where there are currently no continuous air monitoring stations. Installing equipment at existing continuous monitoring sites is significantly easier due to readily available power and the use of trailers as deployment platforms. For remote site deployment, our staff has developed an efficient, 'plug-and-play' solution, which is now in the prototype testing phase. Each remote site is equipped to generate sufficient off-grid electricity to operate the precipitation collector, gauge, and denuder sampler. The scaffolding will support both the denuder sampler and the solar array with batteries housed in insulated coolers. Meanwhile, the collector and gauge will be situated on wooden platforms on the ground near the scaffold, akin to the setup at the St. Lina monitoring station. To ensure stability, especially as the solar panels might function like a 'sail', guy-wires will be used to anchor the platform securely to the ground (this aspect is not depicted in the images).

Figure 3: Remote site deposition sampling prototype.



2023 Soil Sampling – Whitney Lakes Provincial Park Site: Soil sampling was conducted on October 31 and November 1 at the Whitney Lakes Provincial Park monitoring site. A total of 192 samples were collected from the 24 soil pits. All samples have been delivered to the Northern Forestry Centre lab in Edmonton for analysis. The draft report is expected in March 2024.

Figure 4: Whitney Lakes soil acidification sampling (Oct 31 – Nov 1, 2023)



Data Acquisition System (DR DAS Envista): After a long pause due to staffing changes, communication with DR DAS has been re-established to resolve the challenges faced during the data validation process; DR DAS is LICA's data management software provider. The LICA team has asked DR DAS to provide a work plan, setting clear expectations for the service. We anticipate a response within the next two weeks and aim to commence the system upgrade before the end of November. Shortly thereafter, we expect to complete the server upgrade project, which will finally see the "time-out" cage removed from the Board Room 😊.

St. Francis Xavier University (StFX) Methane Monitoring Study Update: The study is scheduled to conclude in mid-December, at which point all instruments will be removed from LICA's St. Lina and Cold Lake Stations. There may be an opportunity for LICA to host the instruments again next year as a continuation of their work in the area. The students have requested access to some monitoring data from the LICA stations which will be provided upon the completion of the current phase of their monitoring project.

Michael Bisaga
Monitoring Programs Manager

monitoring@lica.ca

Lily Lin
Data and Reporting Specialist



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 November 14th, 2023

Program and Event Analytics 2023 - 2024					
Synergy		Watershed		Airshed	
Audience Reached	1,798	Water School Programs	61	Air School Programs	4
Community Events	17	X-Stream Science	7	CARS	0
Audience Reached	1,780				
LICA Workshops/Events	18	Stream of Dreams	1		
Contests	1	Vermicompost Bins	98		
Youth & Summer Programs	10				
Kilometers Travelled	5,829				

Recent Meetings & School Programming

- October 14th – Community Tailgate Plant Swap at NDHS
- October 16th – AAC IAEP Creative Options Meeting
- October 17th – LICA Staff Meeting
- October 20th – 22nd – Advancing Women in Conservation Summit
- November 1st – AAC Innovative Air Education Program Meeting
- November 7th – AAC Communications Committee Meeting
- November 14th – AAC Communications Committee 2024 Planning Meeting
- November 15th – Bonnyville Interagency Meeting
- November 21st – Staff Meeting

Shoreline Cleanup Update

- Town of St. Paul in Spring 2024
- Jessie Lake Shoreline Cleanup with Notre Dame High School in Spring 2024
- Kehewin – Invite was extended. Was told to await a follow up; Currently waiting on response. Will reach out again in spring.
- Will ensure that shoreline cleanups are scheduled throughout the spring & summer to prevent this from occurring next year.

2024 Calendar Art Contest

- Winners have been notified, and requisitions are in for their cheques. Cash will be withdrawn for the winners.
- Slideshow of the winning artists.

Little Green Thumbs

- The program manager of LGT was contacted following the October Board Meeting to inform them of our decision to move on from hosting their program.
 - We have received no response to date.
 - At the one-month mark, E&O Coordinator will contact LGT again, to inform them that if we do not hear from them by the end of <time TBD> that we will take that as us being able to recycle and/or reuse the LGT equipment as we see fit.

Advancing Women in Conservation Summit

- Networking opportunities led to many great contacts – federal and provincial organizations & government as well as fellow Education & Outreach Coordinators.
 - Mike Holland Minister of Natural Resources & Energy Development for NB
 - MP Blaine Calkins, Shadow Minister for Hunting, Fishing & Conservation (Lacombe/Red Deer)
 - Research & Development Foresters, E&O Coordinators, Conservation Students, Wildlife Federation Members, Law Enforcement Members.
 - Keynote Speaker was Julie Angus - National Geographic Adventurer of the Year, and CEO of Open Ocean Robotics (focusing on autonomous watercraft for collecting ocean data).
- Mentorship activities, project management breakout sessions, panel on Pathways in Conservation.
- Next Summit is Surrey, 2025.

Social Media

Social Media Analytics					
Platform	Likes	Followers	Reach	Engagement (90-days)	Page Views
Facebook Insights					
Sept 19 – Oct 11	832	976	2369	471	232

Oct 11 – Nov 14	835	980	4235	487	440
Instagram Insights					
Sept 19 – Oct 11	-	530	144	173	29
Oct 11 – Nov 14	-	534	174	153	23

Platform	Subscribers	Impressions	Watch Time (Hours)	Video Views
YouTube Insights				
Apr 18 – Aug 30	7	19	0.0	2
Sept 1 – Nov 14	7	17	0.0	1

Social Media Definitions	
Platform	Using websites and applications to communicate informally with others, find people, and share similar interests.
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 or about your page, including posts, stories, ads, and more. 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. This includes public, private, unlisted, and deleted videos.

Upcoming Meetings and Events

- November 29th – EOC Meeting
- November 30th – Watershed Meeting
- December 5th – AAC Communications Committee Meeting
- December 5th – Beaver River Fish & Game Association AGM
- December 22nd – January 9th - Holidays

2024 Calendar Winners

Cover - Whooping Crane

Scientific Name

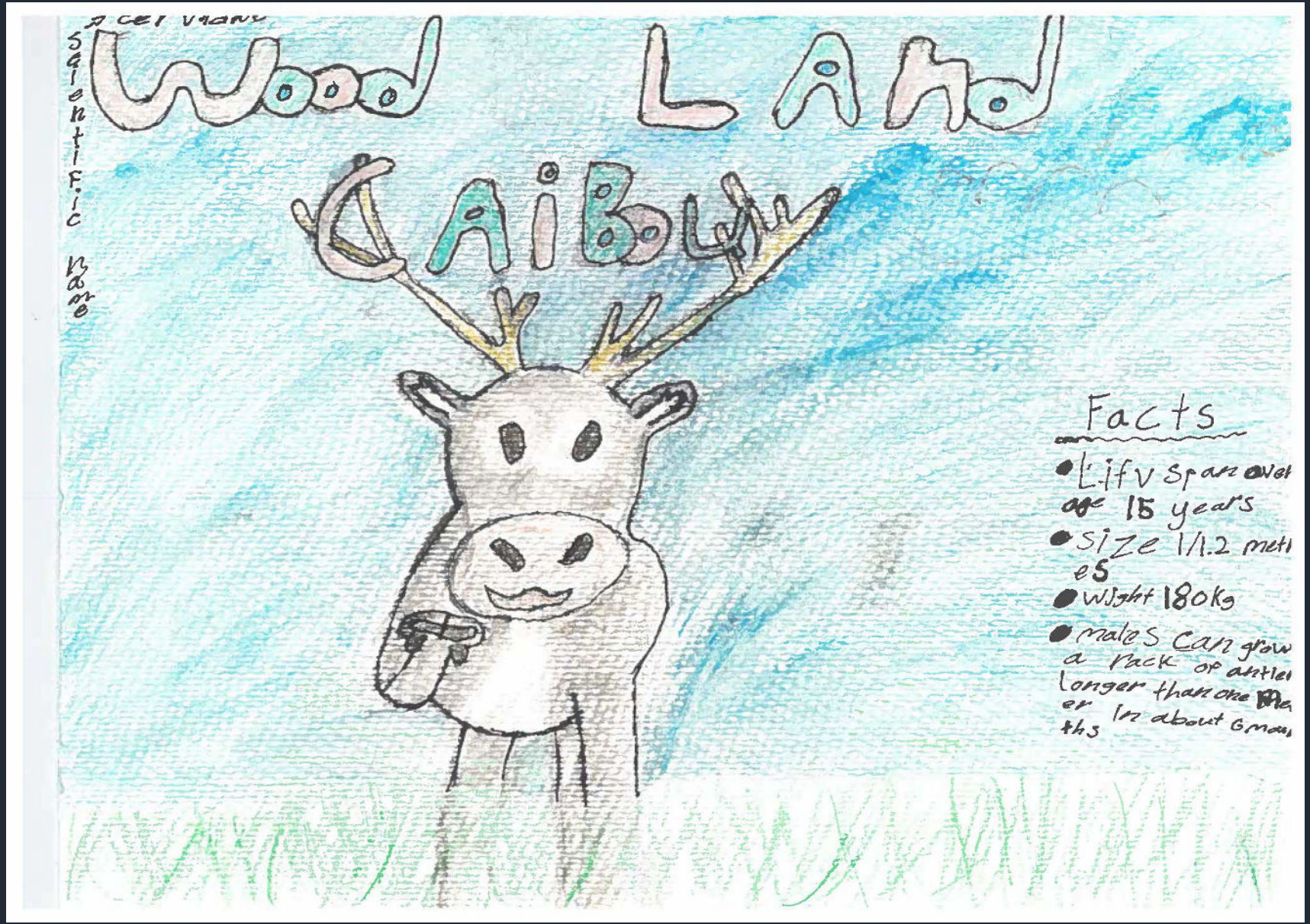
Grus americana



Whooping Crane

- The whooping crane is the tallest bird in North America.
- A whooping crane weighs around 4.5-8.5 kilograms.
- Whooping cranes can live 22-30 years.
- A whooping crane can fly at speeds reaching 60-80 kilometres per hour or more.
- Whooping cranes have a loss of habitat and a lack of food.

January – Woodland Caribou



February – American Badger



March – Black-footed Ferret



Black-footed Ferret
<i>Mustela Nigripes</i>
Conservation status:
Endangered

Ryland Ilchuk, 19, Bonnyville Outreach School

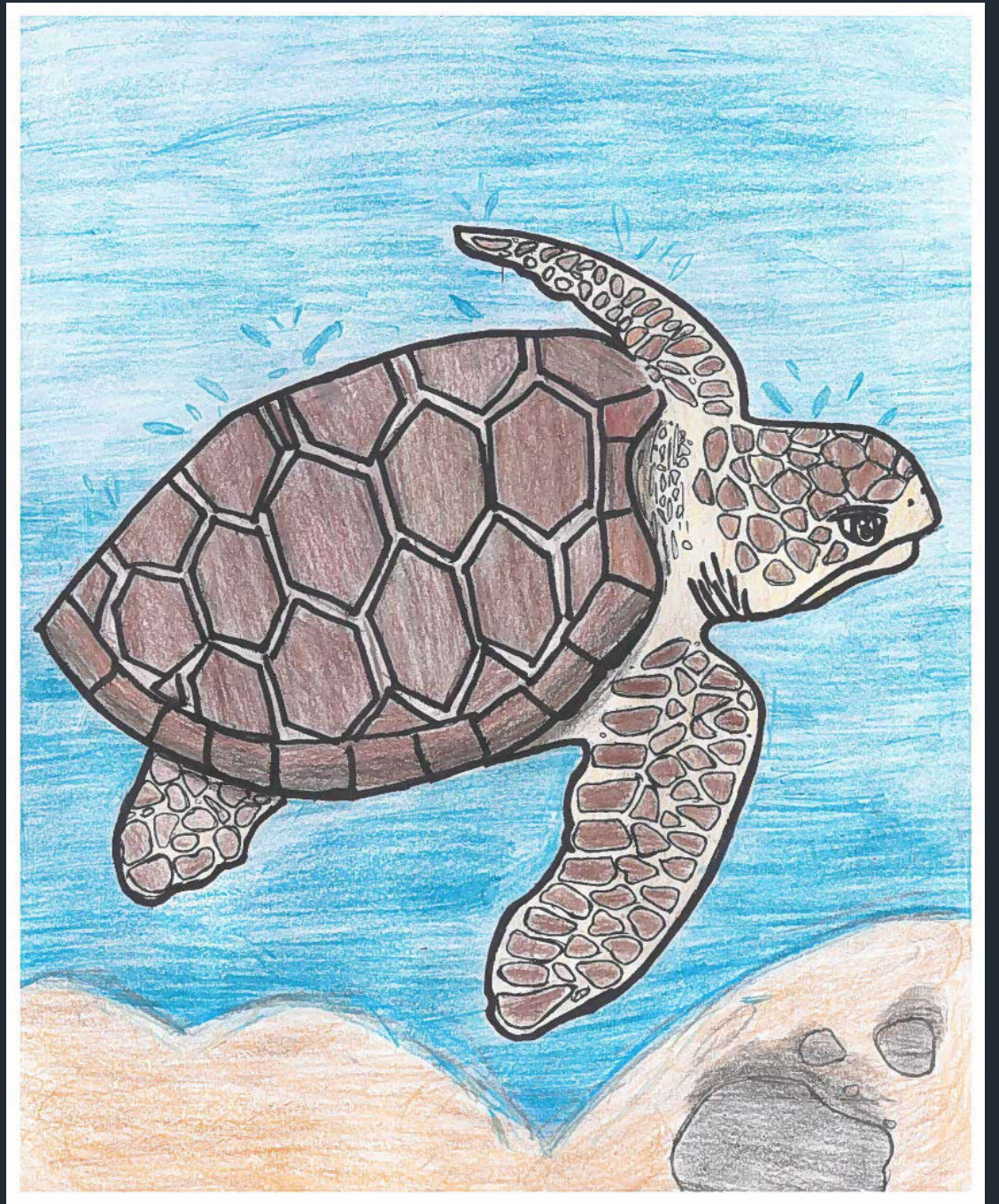
April – Small-flowered Sand-verbena



May – Oregon Spotted Frog



June – Loggerhead Sea Turtle



July – Monarch Butterfly

Monarch Butterfly

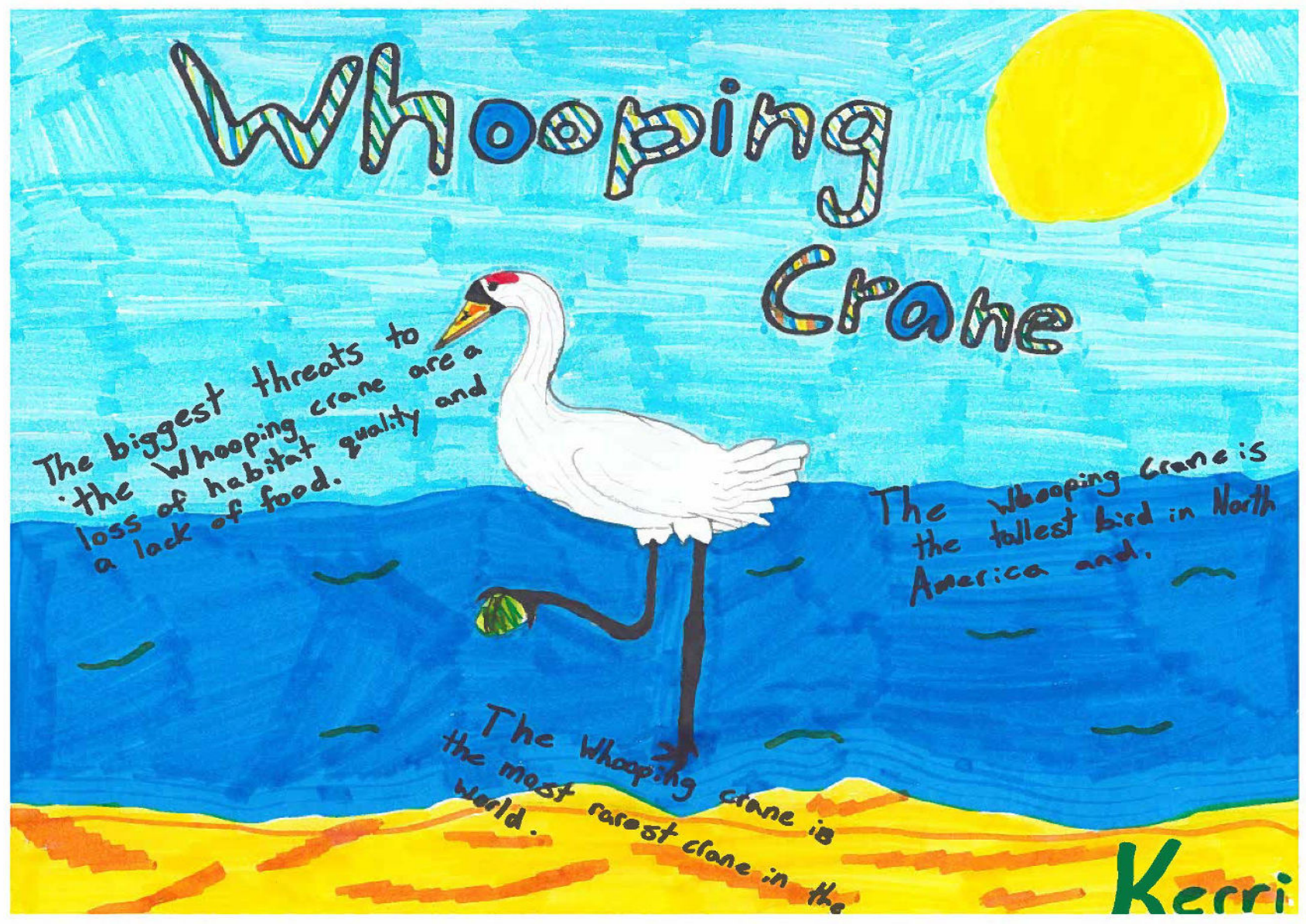


Fun Facts:

- They are herbivores.
- They live 2-6 weeks.
- Their cycle from egg to butterfly takes 1 month.

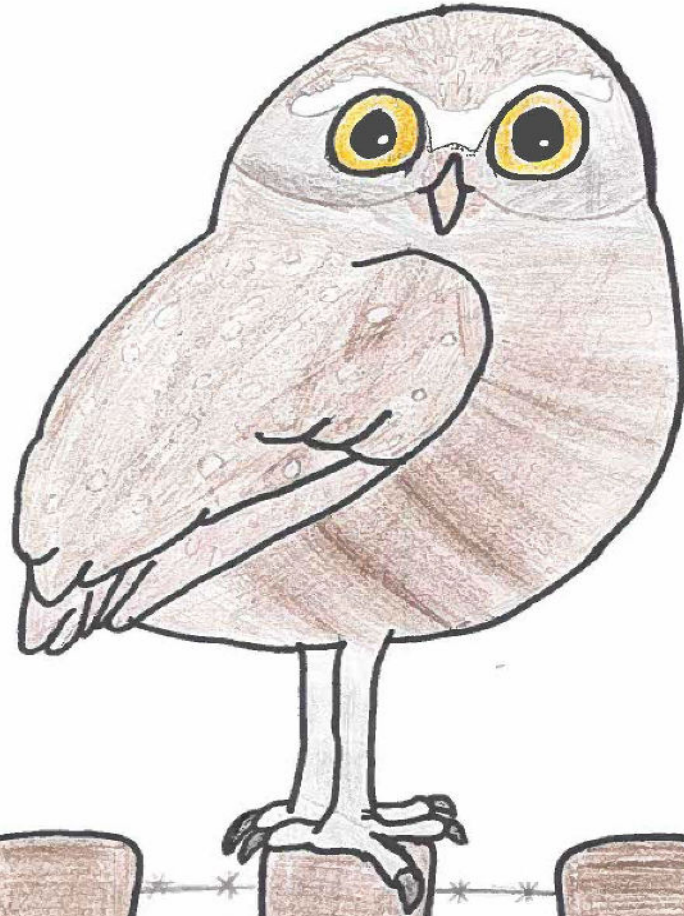
Scientific name
DANAEUS
PLEXIPPUS

August – Whooping Crane



September – Burrowing Owl

Burrowing Owl



Fun Facts:

- Burrowing owls take over vacant homes.
- Females can lay up to 12 eggs at a time.
- Most owls fly and hunt at night but burrowing owls don't.
- Burrowing owls are food hoarders.
- Scientific name is **ATHENE CUNICULARIA**

October – Lake Sturgeon,
Greater Sage Grouse,
Whooping Crane, Woodland
Caribou, Short-mouth Cisco



November – Ferruginous Hawk

Ferruginous Hawk



Fun Facts:

- Another name for them is ferrugineous rough-leg.
- Females lay 1-8 but usually lays 3-5. ^{Eggs.}
- The largest hawk was a Ferruginous hawk at 2.4 pounds.
- Scientific name BUTEO REGALIS



December – Wood Bison





Environmental Coordinator Programs Update

November 23, 2023, Board of Directors Meeting

LICA Watershed Committee (LWC)

- There is an upcoming committee meeting scheduled for November 30th from 1 pm – 4 pm.

IWMP Implementation:

1. LICA's Little Environmental Stewards: Program development continues.

2. Riparian Health Campaign:

- Trees have been ordered for next year, and draft campaign resources will be brought to the LWC on November 30th for review and then to the Board.

3. Species at Risk Flipbook:

- Will be reviewed by the LWC on November 30th.
- I am currently working with different Indigenous communities to have the Cree, Dene & Métis names for the species at risk included.
 - If anyone has a suggestion for an Indigenous representative that they feel would be interested in sharing their language (*appropriate protocol will be followed for this ask*) and collaborating on this project, please let me know.

4. IWMP Outreach & Awareness

- At the WPAC Summit in October, I was able to speak about the IWMP and provide hard copies of the Plan to a few government representatives to support awareness.
- IWMP promotional items such as collapsible buckets and water bottles were ordered as directed by LWC.
- We are working on printing the IWMP summary document as a handheld booklet to be more enticing to read to support increased awareness.

5. Meeting with Ducks Unlimited, and EPA

- On October 24th, we met with DUC & EPA to discuss potential wetland implementation projects following recommendations in the IWMP.
 - *Thank you, Abdi, for making the connection between LICA & DUC!*

- The LWC will discuss wetland implementation within the IWMP and areas where collaboration could take place with DUC to help determine a potential wetland project avenue.

6. New Myrnam School Project

- I spoke with the New Myrnam School vice-principal about their interest in partnering with LICA for a lake phytoremediation/floating island project. This idea will be discussed at the next LWC to determine the feasibility and capacity within IWMP implementation projects for the next year.

7. State of the Watershed

- I am currently in the process of connecting with different contractors/organizations to determine what revisiting the state of the watershed report could look like for the Beaver River watershed.
- In doing so, I am compiling a list of reporting options, including anticipated costs and timelines to support discussions at the next LWC meeting.
- The LWC recommendation/ suggestions will be brought to the Board.

Watershed Planning & Advisory Council (WPAC) Manager

- Alberta Water Council:
 - Click [here](#) to view the AWC 2022 Annual Report.
 - An update shared with the WPACs from the AWC Board meeting – EPA is taking preparation for extreme drought very seriously. One of the areas they are looking for cooperation in is information sharing.
 - *As resources become available, they will be dispersed in our watershed for drought awareness. This will also be considered for IWMP implementation projects.*
- Meeting with the Minister, update:
 - A meeting was held on November 6th with the WPACs, associated organizations and EPA. The EPA has been asked to brief the Minister on the partnership model with WPACs, and they wanted to take this opportunity to meet with us to allow us to help shape the messaging.
 - A meeting with the Minister will be held in person with the WPACs, likely in the Spring. More details will be shared in the coming months.

Letter of Input for the LARP 10-year Review

- Please see Agenda Item 1.5.3 for ratification.

Indigenous Awareness Training

- The Alberta Air Council offered virtual Indigenous training to the Alberta airshed organizations. I attended both days, with Kristina, on October 20 & 27, 2023.

- Topics of discussion for day one, included: Terminology, Treaties, First Nations and Métis Settlements, Métis, Residential Schools, Contemporary Experiences, Indigenous Culture and Language, and Indigenous Peoples: Education & Taxes.
- Topics of discussion for day two, included: Indigenous Cultural Protocol, Smudging Ceremony, and Elder Honorarium guidelines.

Winter Citizen Science Projects:

- I am looking into different winter citizen science projects that can be easily implemented and coordinated over the next couple of months. If the Board has an interest in the following projects, I will present a formalized proposal for a decision at one of the upcoming meetings.
 - Winter Bird Monitoring (Piloted last year)
 - [ALMS Winter LakeKeepers Program](#)
- In addition, if the Board has any other winter citizen science program ideas that they would be interested in me looking into, please let me know!

Project Funding:

- **Department of Fisheries & Oceans Canada, Aquatic Invasive Species Fund:**
 - The Board will be advised when the outcome of the application is received.

Additions:

- October 20, Indigenous Training.
- October 24, IWMP Wetland Implementation Meeting with EPA & DUC.
- October 25, Alberta Water Council Water Conservation, Efficiency, Productivity Sector Update.
- October 27, Indigenous Training.
- November 6, WPACs & EPA meeting.
- November 13, LICA office closed.
- November 15, 'How Humans Effected the Spread of Zebra Mussels' Webinar.
- November 21, LICA Staff Meeting.
- November 22, Assembly of First Nations, 2023 4th Annual Virtual Water Summit.
- November 23, LICA Board Meeting.
- November 23, ALMS Annual General Meeting.

Kayla Hellum, LICA Environmental Coordinator
watershed@lica.ca

Executive Director's Report

November 23, 2023, Board of Directors Meeting

Please consider this as my report to inform the LICA Board of Directors of the various tasks and activities undertaken since the October 19, 2023, Board of Directors meeting, in addition to my regular duties as Executive Director.

Funding/Financials Update

- The OSM quarterly deliverables and financial reports were submitted on October 31, 2023. The new multi-year OSM Contracts have been signed and are awaiting execution by the GoA. As a reminder, Q2 invoice payments are expected to be processed at the end of November once the OSM contracts have been executed.
- LICA's Signing Authority was confirmed with the Lakland Credit Union.
- Work is underway to finalize the WPAC Interim Grant Report prior to the deadline of December 1, 2023. The report is currently being reviewed by the Officers with the knowledge that specific reported items may require changes pending the decisions made at the November Board of Directors meeting. Such reported items include the potential allocation of funding towards the LICA website redesign and the funding allotted towards employee wage and benefits adjustments.
- The annual Call for Applications for the Canada Summer Jobs (CSJ) program will be launched during the week of November 20, 2023, and will end on January 10, 2024. As the Board has approved the 2024-2025 Consolidated budget, which includes hiring a Summer Student for 13 weeks, I will begin the application process when it becomes available. Note: the 13 weeks includes the standard 8 weeks covered through the CJS program and an additional 5 weeks covered by LICA.

Human Resource Updates:

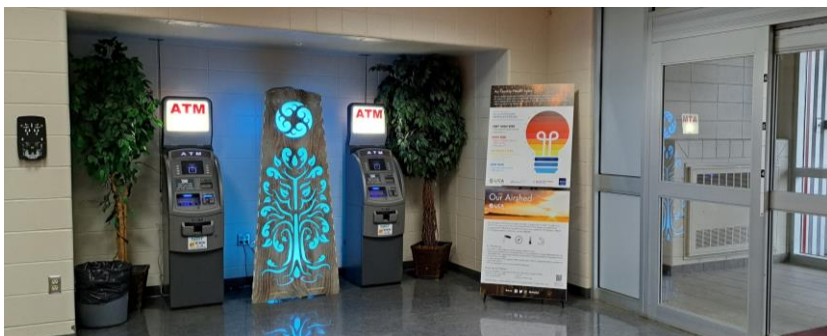
- The Officers reviewed Lakeland HR Solutions' feedback of LICA's Employment Agreement Template in which approval was granted on November 6, 2023. Once the Board finalizes its decision on the Wage and Benefits Market Assessment results, new employment agreements and individual overtime agreements will be presented to employees.
Amendments include:
 - Updating the structure of the agreement to be in the form of an offer of employment letter to the candidate, outlining all of the items within the existing employment agreement as well as specific work conditions. Once signed, this acts as the agreement.
 - Incorporating all LICA HR-related policies as attachments for employee sign-off.
 - Adding existing work conditions, such as overtime and work location.
 - Adjusting the termination clause to address legal gaps.Should the Board of Directors wish to obtain a copy, please contact the Executive Director directly.
- Lakeland HR Solutions was contracted to conduct an in-depth review of LICA HR-related policies to ensure that they are all current with employment standards and best practices. A total of 19 policies were submitted for assessment on October 6, 2023, with an expected completion date of November 15, 2023. Once the review is complete, policies will be shared in sections to the Board for their review and input.
- The Governance Committee will be meeting December 7, 2023, to develop a new training policy, as assigned by the Board of Directors.
- LICA received an email from Lakeland Jobs advertising a complimentary job-posting to celebrate their one-year anniversary. This offer is valid until December 15, 2023, and could be considered should the LICA Board of Directors decide to hire an Education and Outreach Assistant.

Additional Updates:

- Kayla and I met with the EPA Partnership Governance Team on November 6th, 2023, to discuss the strengths of the existing Partnership Model with all water partners, including WPAC's, and the value our work provides to the region. EPA's intention is to summarize the discussion into key points in their brief to the Minister. Details on what was discussed will be provided at the November Board Meeting upon request.
- Both Airsheds and WPACs will have the opportunity to address the Minister in Edmonton in Spring 2024. The idea behind the meeting is for the Minister to ask questions to the water partners regarding the Partnership Model. Details of the meeting, including the date, agenda, and format, will be shared later in the Winter.
- All Committee members were contacted and confirmed their appointment to their selected committees.
- Board members who no longer serve on the LICA Board of Directors for this term were contacted to meet with the Executive Director and received a gift for their years of service.
- LICA is the proud winner of the Cold Lake Chamber's Business of the Year Award for Outstanding Not for Profit! Included with the award, LICA received a nomination certificate and a \$1,000 marketing package provided by Country 99.



- A recommendation will be presented to the Board of Directors in November 2023, for the redesign of LICA's website to improve accessibility, content organization, and user navigation.
- The 6ft AQHI Lantern was deployed at the Bonnyville Centennial Centre on October 25, 2023. It is located between the ATM's located at the front entrance.
- Two of LICA's employees reached five-years of service milestones this year: Eveline Hartog and Lily Lin. In celebration, they received a 5 years of service lapel pin.
- Planning is underway for the annual LICA staff Christmas party on December 15, 2023. This year, we are looking into a team-building activity accompanied by dinner.



Indigenous Training

- The Airsheds were offered two indigenous training sessions, exclusive to the Government of Alberta employees. LICA's Environmental Coordinator, Executive Director, and Data and Reporting Specialist (courtesy of PRAMP) attended the Indigenous Introductory Training on October 20, 2023, and Indigenous Cultural Protocol Training on October 27, 2023. This training is used for all Alberta Public Service employees and incorporates experiential and interactive learning. The training is led by indigenous facilitators and taught from an indigenous point of view (21 Elders provided feedback on the materials). An indigenous Elder also participated in both training sessions, providing insights to traditional practices and sharing personal experiences and stories. The goal of this training is to raise awareness of how we can support reconciliation in the workplace and create a respectful and safe environment for conversations to occur with Indigenous Peoples.
- The Introductory training session provided an in depth review of Indigenous history, specifically regarding Treaties, Scrip, the 60's Scoop, Residential Schools, the Indian Trust Fund, legislation, appropriate terminology, etc.
- The Cultural Protocol training session reviewed the roles of Elders, how to properly form a contract with an Elder, Indigenous ceremonies, honorariums, governance structures within First Nations and Métis Nations, appropriate methods of engagement, and how to build and maintain good relations with Indigenous Communities.
- All training materials and notes are saved on LICA's SharePoint as well as printed in a binder for future reference. It is strongly encouraged for LICA's Board of Directors to review this material as we advance in our journey towards reconciliation. A link to this material will be shared following the November Board Meeting as part of LICA's Strategic Plan target to provide training opportunities to the Board of Directors.
- It is also encouraged that this video be watched to gain a perspective on the traumas faced by Indigenous Peoples today: <https://www.youtube.com/watch?v=lmstyXc6FnI>

Additional meetings/events attended:

- November 6th: EPA and WPAC Meeting re – Partnership Model Brief for Minister
- November 14th: Officers Meeting re – Employment Letter/Agreement Template Review
- November 21st: LICA Staff Meeting

Upcoming Meeting Dates in November/December 2023:

- November 27th: Synergy Alberta Annual General Meeting
- November 28th: Alberta Airsheds Council Board Meeting
- November 29th: LICA Education and Outreach Committee Meeting
- November 30th: LICA Watershed Committee Meeting

Respectfully submitted,

Kristina Morris
Executive Director, LICA – Environmental Stewards



LICA Website Redesign Recommendation

Kristina Morris, Executive Director

Recommendation

LICA to employ BubbleUP for the redesign of LICA's website, opting for the implementation of the Custom Website Package. In addition, should the budget allow, LICA may consider BubbleUP conducting additional design and content population of website pages to alleviate capacity from LICA employees at a rate of \$180 per page.

Executive Summary

In 2017, LICA initiated a website overhaul with Marcomm Works, investing \$20,400 in response to the Association's reorganization. Afterward, BubbleUP took over the web hosting, security, and software updates, but cost-effective measures led to discontinuing these services in favor of training LICA staff for basic website upgrades. As a full-service marketing agency with over 18 years of experience and an existing working relationship with LICA, BubbleUP is recommended to conduct the redesign of the LICA website. The primary challenge of the existing website is the lack of user-friendliness due to the tremendous amount of data in disarray. This creates challenges for the user to navigate the website and locate specific information. Over the last few months, LICA staff and the Board of Directors identified the need for improved accessibility, content organization, and navigation. A proposed solution entails updating the homepage to feature an access bar with interactive drop-down menus, a search engine, searchable Resource and Document Libraries, and links to LICA's social media platforms to promote better accessibility and user experience.

BubbleUP offers two distinct website redesign packages for LICA: the *Custom Website Package* priced at \$22,257.90 and the *Build Your Brand Website Package* priced at \$15,642.90. The Board may also consider BubbleUP performing additional design and content population of website pages to alleviate capacity from LICA employees. The additional charge would be \$180 per page.

The *Custom Website Package* involves two BubbleUP designers who will collaborate with LICA to customize the website, offering advanced upgrades and requiring less hands-on involvement from LICA. Services within this package include two design layout concepts tailored to LICA, a "Mega Menu" drop-down menu with sub-categories, a custom search bar, content layout and population of 20 pages by BubbleUP, a searchable document and resource library, and interactive pages and menus.

The *Build Your Brand Website Package* consists of one BubbleUP designer working closely with LICA staff and offering basic upgrades, necessitating more active participation from LICA in terms of content population and design. Services in this package include one home page design, a basic drop-down menu, a simplified search bar, content layout and population of 12 pages by BubbleUP, and a document library. Both packages incorporate the use of Pantone Pirate during the rebuild process to avoid interference with the website's performance. They also include 30 days of post-launch support, Google Analytics access, and comprehensive staff training to continue website maintenance.

The *Custom Website Package* is the preferred option as it encompasses the four main enhancements identified by the Board and LICA staff, while carefully considering the organization's resources and the capacity of LICA's employees and volunteers.

Background

In 2017, LICA contracted Marcomm Works to redevelop the LICA website to align with the Association's newly implemented organizational changes. Upgrades included new layouts, AQHI live data feed, and content creation. This project incurred a total expenditure of \$20,400. Subsequently, LICA contracted BubbleUP's services to facilitate website hosting and deliver security monitoring and software updates.

In an effort to optimize cost efficiency, LICA opted to discontinue the provision of security monitoring and update services, opting instead to obtain training for select staff to independently perform fundamental website enhancements, notably focusing on document uploads and content creation. BubbleUP is a full-service marketing agency with over 18 years of operational history. They also have three projects out for bid with other Alberta Airsheds involving similar website redesign work. Given their demonstrated expertise and prior experience in upgrading the LICA website, it is strongly recommended to continue leveraging their services for prospective website enhancements.

Challenges and Solutions

The LICA website is in need of revitalization. With the abundance of information, data, and reports, presently published on the website, there are challenges in navigating the website to locate specific information. A need has been identified by the LICA Staff, with support from the Board of Directors, to enhance the user's experience, specifically towards accessibility, navigation, and content organization.

Currently, LICA has an access bar where each section is its own page where information is stored, resulting in a lengthy page that the user must scroll down to find the desired information/resource.

To optimize the functionality of the LICA website, it is strongly recommended to consider enhancing the homepage with the following key features:

- An access bar with interactive drop-down menus for each section, enabling users to access dedicated pages for specific subjects. (Please refer to the "Proposed Options" section for a visual representation of how these drop-down menus may be structured.)
- A search engine that employs keyword tagging for documents to significantly improve the platform's accessibility.
- A Resource Library, categorized into distinct sectors and resource types, such as reports, studies, and links, to facilitate seamless content retrieval.
- A footer banner on the homepage to enhance user engagement and social media outreach by incorporating links to LICA's social media channels, including Facebook, Instagram, and YouTube.

Proposed Options

BubbleUP has proposed two options for LICA to consider in the redesign of the LICA website: *Build Your Brand Website Package* and *Custom Website Package*. Both options will use Pantone Pirate during the rebuild process to avoid interference with the actual website performance.

Custom Website Package - \$22,257.90

This package involves two BubbleUp designers working with LICA to redesign the website customizing it to LICA's needs. It includes advanced upgrades and less hands-on design work from LICA in terms of page and content population.

Services performed by two BubbleUp Designers:

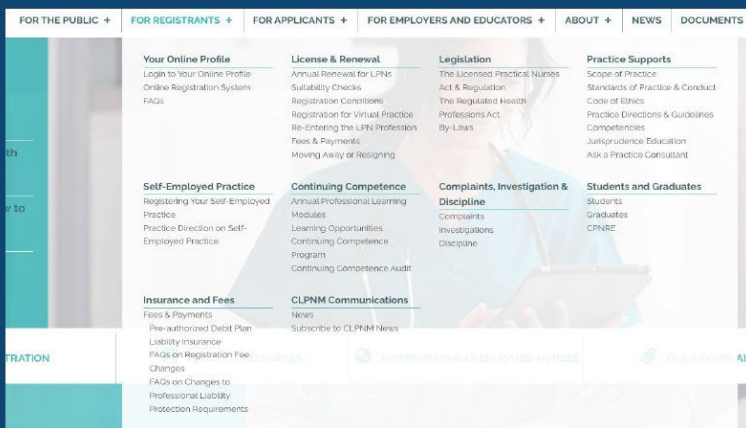
- 2 Home page design layout concepts (2 rounds of revisions)
- "Mega Menu" drop-down menu layout with sub-categories
Examples: [CLPN Manitoba](#) , [Habitat for Humanity](#) , [Alexander Business Centre](#), [SEAWA WPAC](#)
- Custom search bar with document tags
- Content layout & population of 20 pages
 - Google map integration
 - Multiple custom design layouts
 - 10 stock photos provided
 - Additional pages may be designed and populated at a rate of \$180 per page.
- Document Library with custom search
- Resource Library with custom search
- Interactive pages & Menus
- 30 days post launch support for any technical issues
- Google Analytics access to track site visits and user behaviour.
- Training on the new website – how it works and how to update content. Includes recorded webinar for future reference.
- Improved design shelf-life to retain relevancy in changing software

Services performed by LICA Staff

- Content layout and population of approx. 100 pages

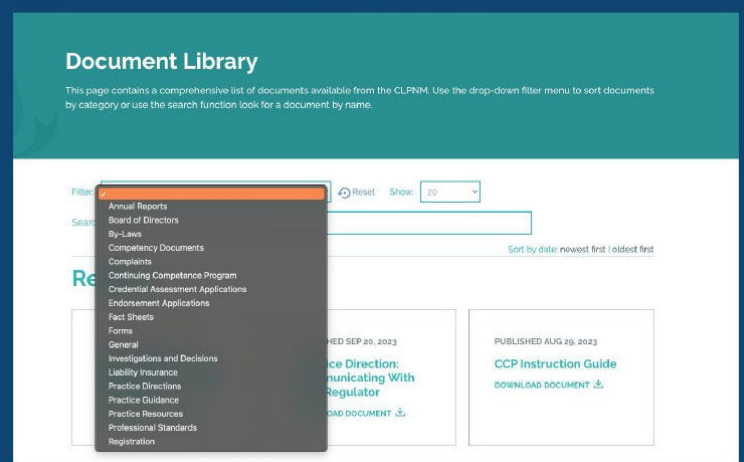
Mega Menu

Big Picture, Easy Navigation



Document Library

With Custom Search



Process and Timeline

Total timeline is anticipated to be 12 weeks, depending on capacity of LICA staff.

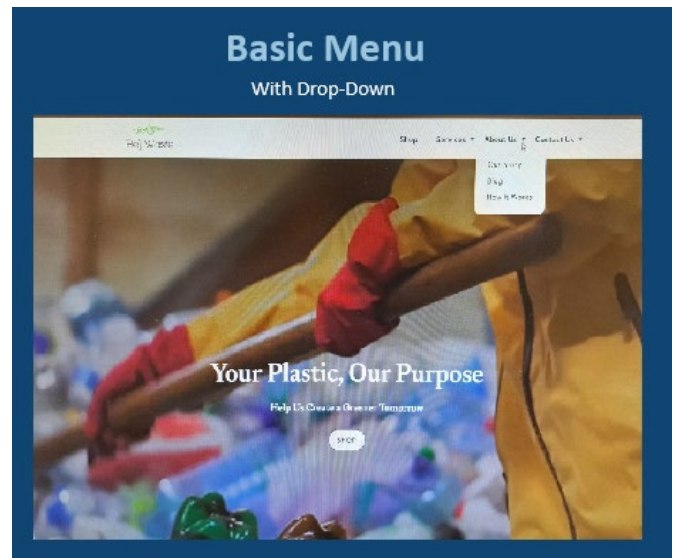
	Approval & Contract Negotiations	Website Kick-Off	Designer Showcase & Feedback	Website Development	Training	Website Launch
Nov 23 - 26	X					
Nov 26 - Dec 6	X	X				
Dec 7 - 16			X	X		
Dec 16 – Jan 30				X		
Feb 1 - 15					X	X

Build Your Brand Website Package - \$15,642.90

This package involves one BubbleUP designer working with LICA staff to redesign the website. It includes basic upgrades and requires more hands-on design work from LICA in terms of page and content population.

Services performed by one BubbleUp Designer:

- 1 Home page design (2 rounds of revisions)
- Basic drop-down menu layout without sub-categories
Examples: [Workplaces](#) , [Solaris Equestrian](#) , [\[Re\] Waste](#) , [PRAMP Airshed](#)
- Basic Search bar (i.e., using key words where documents are not linked)
- Content layout & population of 12 pages
 - 2 page layout templates included
 - 5 stock photos provided
 - Additional pages may be designed and populated at a rate of \$180 per page.
- Document Library
- Blog/formatted for a resource gallery
- 30 days post launch support for any technical issues
- Google Analytics access to track site visits and user behaviour.
- Training on the new website – how it works and how to update content. Includes recorded webinar for future reference.



Services performed by LICA Staff

- Content layout and population of 107 pages

Process and Timeline

Total timeline is anticipated to be 15 weeks, depending on capacity of LICA staff.

	Approval & Contract Negotiations	Website Kick-Off	Homepage Reveal & Feedback	Website Development	Training	Website Launch
Nov 23 - 26	X					
Nov 26 - Dec 14	X	X				
Dec 15 – Feb 15			X	X		
Feb 16 – Mar 1				X	X	X

Budget

Total Costs Considered

The total cost pertaining to each option is as follows:

1. *Custom Build Website Package*: **\$22,257.90**
2. *Build Your Own Brand Website Package*: **\$15,642.90**

In addition to the above-mentioned packages, BubbleUP may perform other services at an additional cost. The Board may consider BubbleUP performing additional design and content population of website pages to alleviate capacity from LICA employees. **The additional charge would be \$180 per page.**

Custom Build Website Package requires LICA to design and populate 24 pages

Build Your Own Brand Website Package requires LICA to design and populate 27 pages

Total Funds Available

This currently has the following funds available to support redesigning the LICA website as of October 25, 2023:

Website Maintenance (GL 56850)	WPAC Funding Cushion (GL 56610 & 58790)	AEG Funding Cushion (GL 56610)
WPAC - \$914 IND - \$114 OSM - \$264	\$21, 610.51	\$3,091.28

Should LICA underspend in other areas of the consolidated budget, the option to employ BubbleUp to perform additional page content design and layout would be recommended.

In recent conversations with the Government of Alberta Grant representative, they expressed the importance of website maintenance and support the efforts currently being made by Alberta Airsheds and WPACs to maintain the relevancy of their websites. Given the importance of LICA spending the newly increased grant funding, this project would be an excellent use of funds for the following reasons:

- Reduces the risk of grossly underspending the consolidated budget.
- Solidifies the intention and allocation of the total WPAC and AEG grant funding, to be reported to the GoA in December 2023. This is important as we are halfway through the third quarter.
- Maintains relevancy/consistency in comparison to other similar organizations, and
- Improves user accessibility, content organization, and navigation.

Appendix A – Recommended Home Page Access Bar

In consultation with the LICA staff, below is the suggested layout for the LICA website access bar drop-down options. The main tabs on the access bar are labeled in green.

1. **About:** drop-down options would include:
 - *About Us*
 - *Strategic Plans*
 - *Governance*
 - *Our Team*
 - *Our Board & Committees*
 - *Events/Meetings Calendar*
 - *Our Supporters & Volunteers*
 - *Contact Us*
2. **Airshed:** drop-down options would include:
 - *Regional Air Monitoring Programs*
 - *Acid Deposition Monitoring Program*
 - *Air Quality Health Index (AQHI)*
 - *PurpleAir*
 - *Dashboard*
 - *Compliance*
 - *Report Tracking*
 - *Stop Needless Idling Campaign*
3. **Watershed:** drop-down options would include:
 - *Integrated Watershed Management Plan (IWMP)*
 - *State of the Watershed*
 - *Water Quality Monitoring Programs*
 - Two sub-dropdown options: *Lake Monitoring* and *Citizen Science Monitoring*
 - *Riparian Assessments*
 - *Riparian Health Campaign*
 - *Keep our Lake Blue Campaign*
4. **Education:** drop-down options would include:
 - *Community Garden & Compost*
 - *LICA Calendar Contest*
 - *LICA Photo Contest*
 - *Workshops*
 - *Programs*
 - *Contests*
5. **Biodiversity:** drop-down options would include:
 - *Species at Risk*
 - *Invasive Species*
6. **Resources:** drop-down options would include:
 - *LICA Program Guides*
 - *LICA Application Forms*
 - *Annual Reports*
 - *Maps*
 - *Meeting Minutes*
 - *Resource Library*
7. **Membership:** drop-down options include:
 - *Become a LICA Member*
 - *Online Payments*

Lakeland Industry and Community Association Aged Overdue Receivables Summary As at Nov 14, 2023

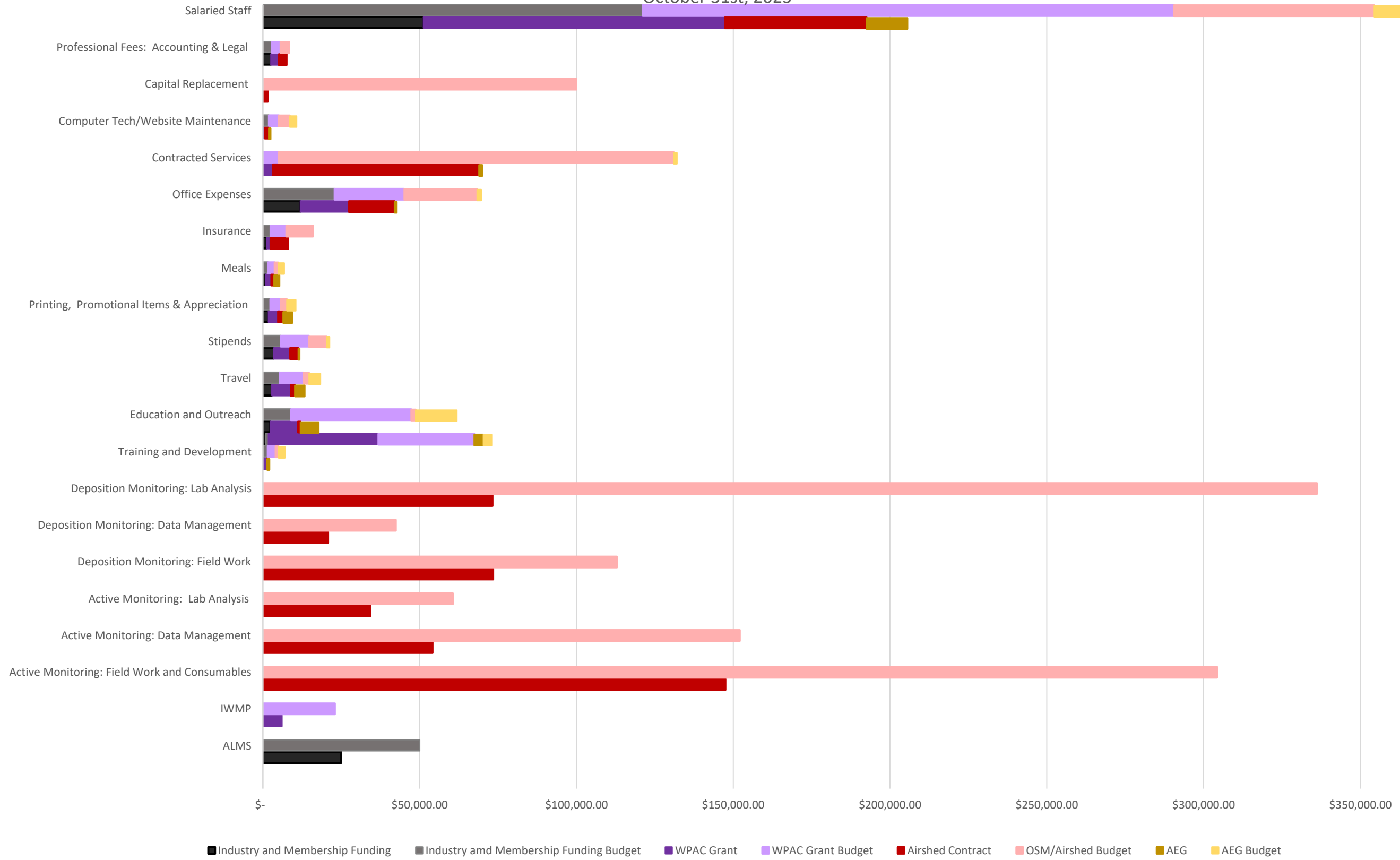
Name	Total Due	Total Current	Total Overdue	1 to 30 Overdue	31 to 60 Overdue	61+ Overdue
Alberta Environment & Parks	262,008.88	0.00	262,008.88	0.00	262,008.88	0.00
Baytex	4,472.19	0.00	4,472.19	0.00	4,472.19	0.00
Cenovus Energy Inc.	14,070.46	0.00	14,070.46	0.00	14,070.46	0.00
Strathcona Resources Ltd	6,217.86	0.00	6,217.86	0.00	6,217.86	0.00
Total outstanding:	286,769.39	0.00	286,769.39	0.00	286,769.39	0.00

Generated On: Nov 14, 2023

Note: No Concerns

LICA Consolidated Finances to Date

October 31st, 2023



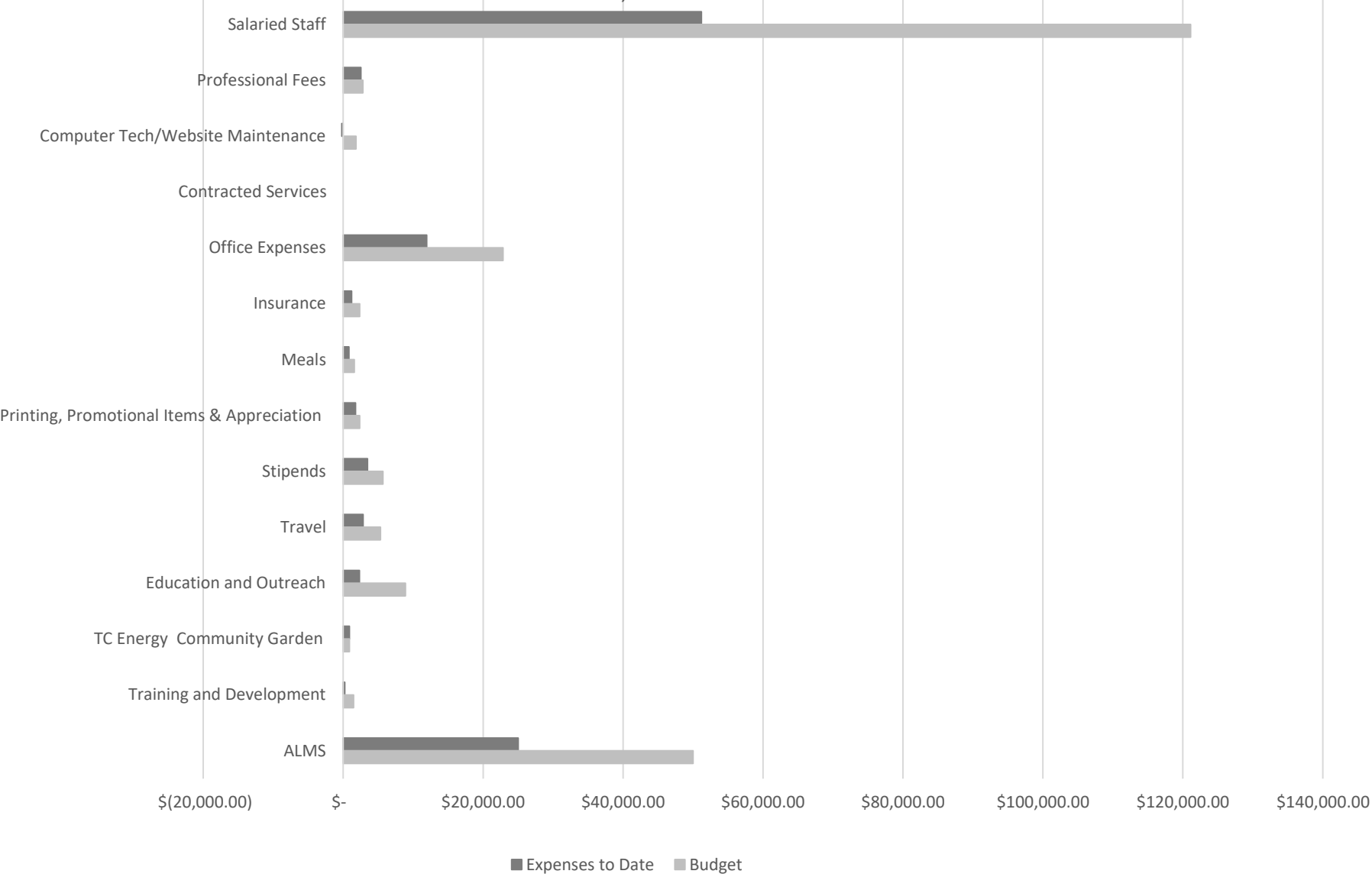
Finances to Date

October 31, 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		\$ 81,795.51	\$ 144,439.60	\$ 62,644.09									
ALMS Funding		\$ 8,340.00	\$ 50,000.00	\$ 41,660.00									
Misc		\$ 1,167.98	\$ 1,167.98										
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				\$ 3,878.00	\$ 3,878.00	\$ -						
OSM Contract Revenue							\$ -	\$ 476,637.53	\$ 1,349,475.20	\$ 872,837.67			
TOTAL REVENUE		\$ 92,197.21	\$ 227,251.30	\$ 135,054.09	\$ 324,486.72	\$ 324,486.72	\$ -	\$ 476,637.53	\$ 1,349,475.20	\$ 872,837.67	\$ 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		\$ 51,207.50	\$ 121,117.60	\$ 69,910.10	\$ 96,072.06	\$ 169,429.54	\$ 73,357.48	\$ 45,286.68	\$ 63,879.84	\$ 18,593.16	\$ 12,986.63	\$ 26,375.60	\$ 13,388.97
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		\$ (203.70)	\$ 1,850.00	\$ 2,053.70	\$ 616.28	\$ 3,239.00	\$ 2,622.72	\$ 1,289.97	\$ 3,500.00	\$ 2,210.03	\$ 559.98	\$ 2,173.00	\$ 1,613.02
Contracted Services		\$ -	\$ -	\$ -	\$ 3,137.50	\$ 5,000.00	\$ 1,862.50	\$ 65,800.00	\$ 126,048.00	\$ 60,248.00	\$ 1,000.00	\$ 1,000.00	\$ -
Office Expenses		\$ 11,940.82	\$ 22,840.00	\$ 10,899.18	\$ 15,539.08	\$ 22,290.00	\$ 6,750.92	\$ 14,519.94	\$ 23,200.00	\$ 8,680.06	\$ 663.30	\$ 1,330.00	\$ 666.70
Insurance		\$ 1,197.20	\$ 2,370.00	\$ 1,172.80	\$ 1,197.20	\$ 5,045.00	\$ 3,847.80	\$ 5,728.10	\$ 8,570.00	\$ 2,841.90	\$ -		
Meals		\$ 819.83	\$ 1,588.00	\$ 768.17	\$ 1,858.25	\$ 2,140.00	\$ 281.75	\$ 945.71	\$ 1,200.00	\$ 254.29	\$ 1,678.87	\$ 1,900.00	\$ 221.13
Printing, Promotional Items & Appreciation		\$ 1,775.25	\$ 2,360.00	\$ 584.75	\$ 3,024.35	\$ 3,350.00	\$ 325.65	\$ 1,674.78	\$ 1,950.00	\$ 275.22	\$ 2,893.64	\$ 2,850.00	\$ (43.64)
Stipends		\$ 3,488.79	\$ 5,679.00	\$ 2,190.21	\$ 5,161.74	\$ 9,009.00	\$ 3,847.26	\$ 2,670.97	\$ 5,700.00	\$ 3,029.03	\$ 389.98	\$ 870.00	\$ 480.02
Travel		\$ 2,864.79	\$ 5,345.00	\$ 2,480.21	\$ 6,064.42	\$ 7,677.50	\$ 1,613.08	\$ 1,312.55	\$ 1,700.00	\$ 387.45	\$ 3,103.01	\$ 3,637.50	\$ 534.49
Education and Outreach		\$ 2,334.86	\$ 8,907.98	\$ 6,573.12	\$ 8,849.16	\$ 38,397.96	\$ 29,548.80	\$ 829.30	\$ 1,450.00	\$ 620.70	\$ 5,786.50	\$ 13,083.90	\$ 7,297.40
	TC Energy Donation (Carry over)	\$ 893.72	\$ 893.72										\$ -
	Community Garden Project				\$ 35,022.31	\$ 30,608.72					\$ 2,907.57	\$ 2,780.18	\$ (127.39)
Training and Development		\$ 224.95	\$ 1,500.00	\$ 1,275.05	\$ 1,055.00	\$ 2,500.00	\$ 1,445.00	\$ 125.01	\$ 1,000.00	\$ 874.99	\$ 655.62	\$ 2,000.00	\$ 1,344.38
Deposition Monitoring: Lab Analysis								\$ 73,240.72	\$ 336,119.68	\$ 262,878.96			
Deposition Monitoring: Data Management								\$ 20,837.58	\$ 42,421.60	\$ 21,584.02			
Deposition Monitoring: Field Work								\$ 73,472.48	\$ 112,901.79	\$ 39,429.31			
Active Monitoring: Lab Analysis								\$ 34,346.00	\$ 60,597.33	\$ 26,251.33			
Active Monitoring: Data Management								\$ 54,159.68	\$ 152,115.35	\$ 97,955.67			
Active Monitoring: Field Work/Consumables								\$ 147,559.51	\$ 304,321.61	\$ 156,762.10			
IWMP					\$ 6,075.75	\$ 23,000.00	\$ 16,924.25			\$ -			
ALMS		\$ 25,000.00	\$ 50,000.00	\$ 25,000.00						\$ -			
TOTAL EXPENSES		\$ 104,077.01	\$ 227,251.30	\$ 123,174.29	\$ 186,207.10	\$ 324,486.72	\$ 142,693.21	\$ 547,942.43	\$ 1,349,475.20	\$ 801,532.77	\$ 32,625.10	\$ 58,000.18	\$ 25,375.08
EXCESS REVENUE OVER EXPENSES		\$ (11,879.80)	\$ -		\$ 138,279.62	\$ -		\$ (71,304.90)	\$ -		\$ 25,375.08	\$ -	

TOTAL BUDGETS	\$ 1,959,213.40
	\$ 870,851.64
	\$ 1,088,361.76

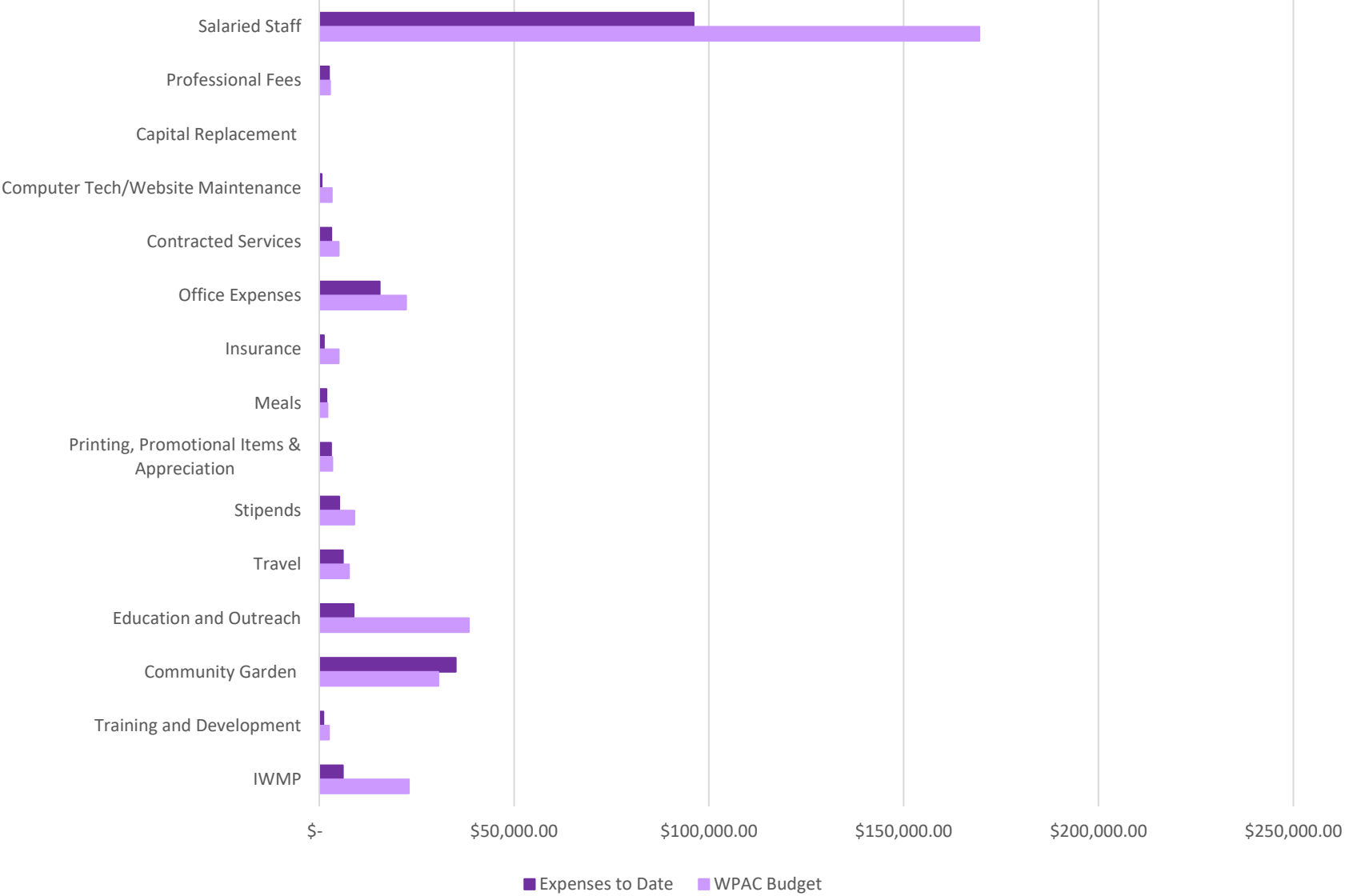
Industry and Membership Funding Expenditures to Date

October 31st, 2023



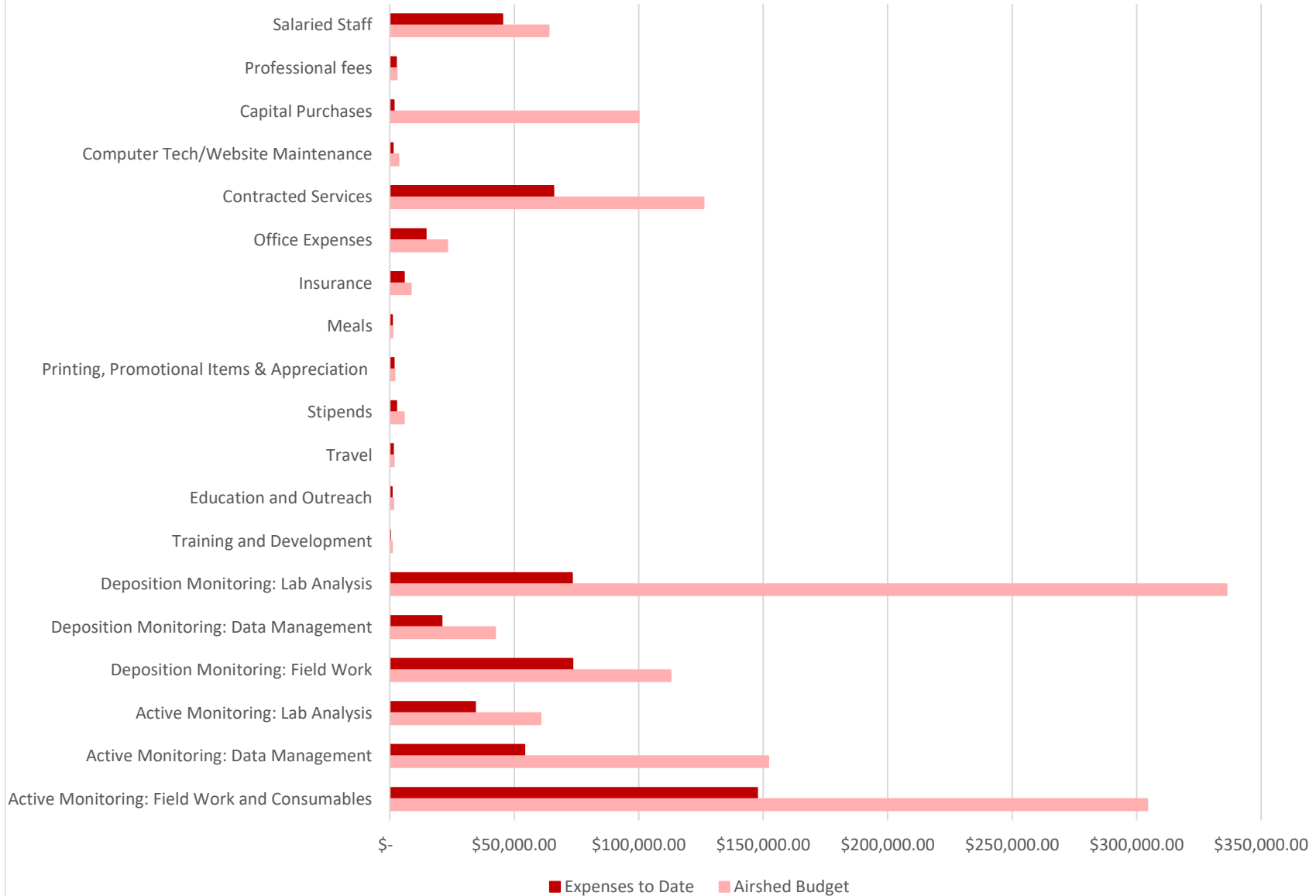
WPAC Grant Expenditures to Date

October 31st, 2023



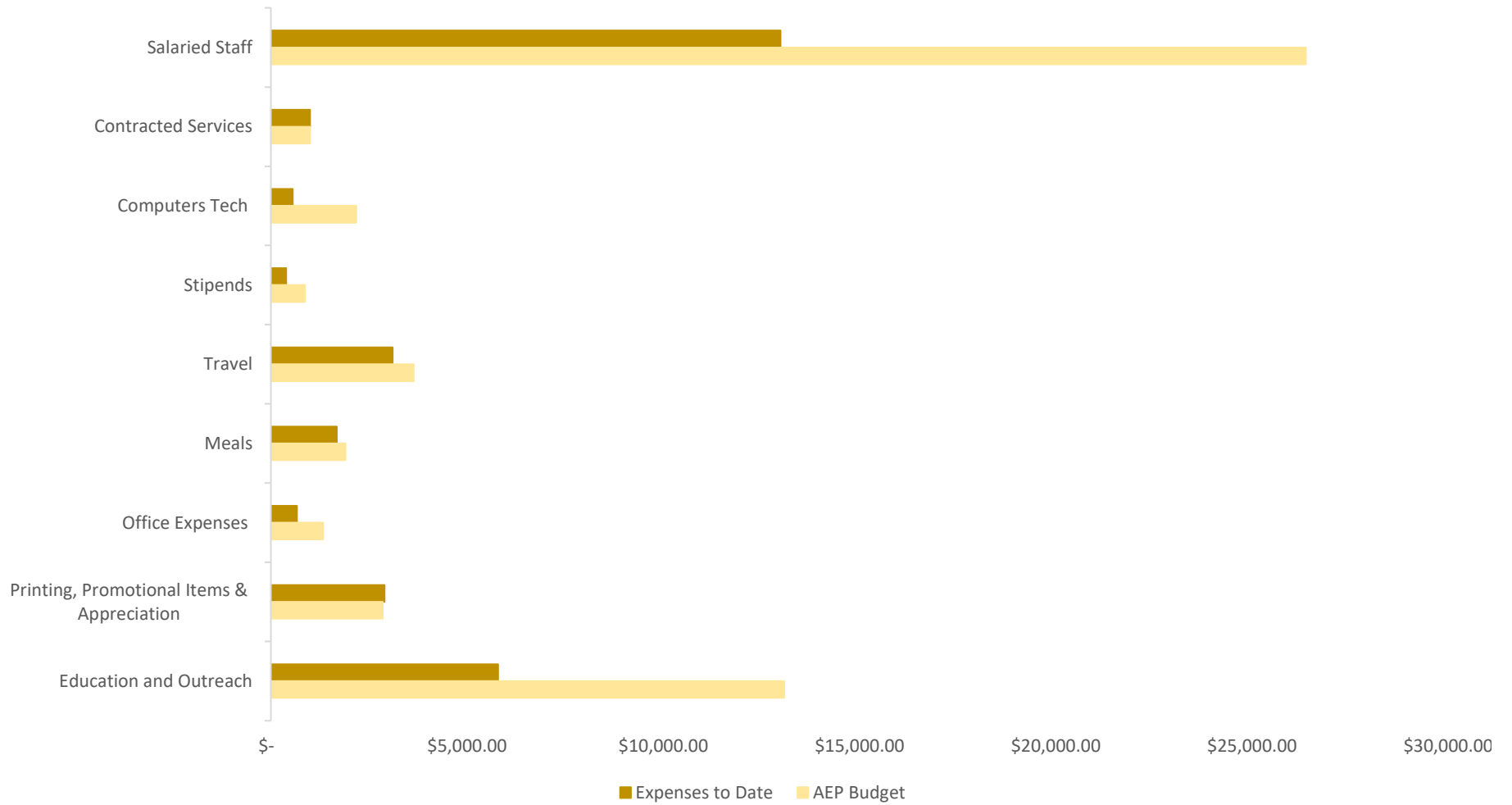
Airshed Contract Expenditures to Date

October 31st, 2023



Airshed Engagement Grant

October 31st, 2023





Alberta Airsheds Council (AAC) Update

November 23, 2023, Board of Directors Meeting

The AAC held its partnership meeting on October 24, 2023, with representation from the Government of Alberta, Clean Air Strategic Alliance, Alberta Health, Alberta Health Services, the Alberta Energy Regulator, and Environment and Climate Change Canada. Noteworthy highlights include:

- The AAC Conference planned for 2024 may be postponed until 2025 to avoid conflicts and competition with the Air and Waste Management Association (AWMA) North American conference in June 2024. The AAC is currently seeking opportunities to collaborate with them in this conference.
- Some Airsheds present annual awards to businesses and/or organizations within their region for their initiatives towards clean air. This may be something of interest for LICA in the future.
- I have been approached to join the Clean Air Strategic Alliance (CASA) Dust Best Practices Project Team on behalf of the AAC. Meetings are typically held quarterly and I would act as the liaison between the AAC and CASA. Being on this project Team would be beneficial to LICA as this opens an opportunity to promote dust management practices through workshops.
- EPA's Air Quality Hub Project, being developed in collaboration with the AAC is well underway. This Hub will act as a virtual library of air management programs and resources, available to municipalities, airsheds, and other partners.
- EPA is working on a new wildfire Condition of Environment indicator to add to their website. They are also looking into the possibility of updating the federal PM2.5 override formula for AQHI reporting. EPA will keep the airsheds in the loop within the next few months regarding any decisions on this matter.
- The AAC was requested to develop a campaign for EPA's Innovative Air Education Program. In collaboration with ZGM, a third-party contractor, the AAC revealed the proposed campaign where the purpose is to raise awareness of vehicle emissions, specifically in rush-hour traffic, to help Albertans understand their role in making a lasting difference to the air they breathe. The campaign is expected to be launched in January 2024 within the cities of Edmonton and Calgary as the impact of rush hour is greatest in these areas. The slogan is: "*Breathe cleaner. Avoid rush hour.*" The plan is to create Rush Hour Car Air-Freshener Scents – labeling the noxious and toxic chemicals prevalent in rush hour idling. The air fresheners would either have no scent or be eco-friendly infused with commonly known scents associated with these chemicals. On the back of the air fresheners, there would be information regarding health risks associated with idling in traffic and calls to action. Each air-freshener would be coloured according to the AQHI scale starting from moderate to very high risk. The intention is to disseminate car freshener to each Airshed to assist in promoting the campaign throughout Alberta. The website launching the campaign is: www.rushhourscents.ca

the idea

We make and promote air fresheners infused with the toxins of rush hour.



smells like burnt tires

smells like bleach

smells like paint thinner

smells like struck match

smells sharply sweet

odourless

Board of Directors Meeting

ACTION LIST

Date: October 19, 2023

Recorder: Lori Jodoin

Current Actions	Date to be Completed	Person Responsible	Status
October 19, 2023			
<ul style="list-style-type: none"> Review Chairperson monthly allowance in comparison to the duties outlined in Policy 1.7 <i>Board Member Job Descriptions</i>. 	Winter 2023	Governance	IP
<ul style="list-style-type: none"> Relocate PAMS in 2024 to St. Paul for a two-year term. 	Spring 2024	Mike/Lily	IP
<ul style="list-style-type: none"> Draft LARP 10-Year Review Input letter to be sent to the Board via email for review. 	Fall 2023	Kayla	C
Actions From Past Meetings	Date to be Completed	Person Responsible	Status
September 28, 2023			
<ul style="list-style-type: none"> Executive Director to work with Lakeland HR Solutions to update LICA's HR-related policies. 	Winter 2023	Kristina	IP
<ul style="list-style-type: none"> Create a Professional Development Policy. 	Winter 2023	Governance	IP
<ul style="list-style-type: none"> Start application process for a second field use credit card, including bylaw amendment. 	June 2024	Kristina	IP
<ul style="list-style-type: none"> LISC to review the wage and benefits results from Lakeland HR Solutions. 	Fall 2023	Board Officers	IP
June 23, 2022			
<ul style="list-style-type: none"> Create a Community Garden Composting Plan to present to the Board for approval. 	TBD	Stephanie	IP