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# Board of Directors
## MEETING MINUTES
## Thursday, June 2, 2016 – 9:00 a.m.
## LICA Board Room

**Present:**
Andrea Woods, Board Chairperson
Wayne Bamber
Mildred Dunham
Darlene Gates
John Ilchuk
Monty Moore
Harold Ross
Wilf Tomchek
Neil Young

**Observers and Guests:**
Roxane Bretzlaff

**Staff and Contractors:**
Charmaine Code, LICA Executive Manager
Carrie Cardamone, LICA Executive Assistant
Michael Bisaga, Manager, Environmental Monitoring Programs (Via Teleconference 9:25 a.m.)
Lisa Isaacman, BRWA Program Manager

**Regrets:**
Randi Blackwell
Paul Kip
Dana Swigart
Kristy Tetreau
Colin Woods
Duane Zaraska

## 1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:05 a.m.

### 1.1 Roundtable Introductions

### 1.2 Vision, Mission and Values

### 1.3 Roll Call

## 2. APPROVAL OF AGENDA

**#1 Moved by Wilf Tomchek AND RESOLVED that the June 2, 2016 Agenda be amended to include:**

**4.5.4 Integrated Watershed Management Plan (IWMP)**

**7.5.1 Policy Awareness- Policy 5.6 – Board and Committee Meetings**

**7.5.2 Policy Formation Procedures**

**and, that the June 2, 2016 Agenda be approved, as amended.**

## 3. APPROVAL OF MINUTES

**#2 Moved by Monty Moore AND RESOLVED that the Minutes of the Board Organizational Meeting of April 21, 2016 be approved as presented.**

**#3 Moved by Monty Moore AND RESOLVED that the Minutes of the Board of Directors Meeting of April 21, 2016 be approved as presented.**

## 4. ITEMS FOR DECISION

### 4.1 Policy 6.8 – Board and Committee Expenses and Remuneration

#### 4.1.1 Request from Education & Information Committee (EIC) asking Board to revisit Policy 6.8

Board members considered input provided from EIC.

#### 4.1.2 Policy 6.8 Proposed Amendment

**#4 Moved by Monty Moore AND RESOLVED that the amendment to Policy 6.8 – Board and Committee Expenses and Remuneration be approved as presented with the reduction of Stipends to $130.00; and, that EIC be advised that the Board would give consideration of Stipends to be paid for certain special events, on preapproval by the Board of Directors pursuant to Policy 6.8.**

### 4.2 Education & Information Committee (EIC) Terms of Reference

**#5 Moved by John Ilchuk AND RESOLVED that the EIC Terms of Reference remain as is.**

### 4.3 LICA's Operating and Project Budgets 2016 - 2018

#### 4.3.1 Revised 2016 LICA Consolidated Budget dated May 1, 2016

Board of Directors reviewed the 2016 LICA Consolidated Budget, and instructed that the Budget be revisited to make further cuts and sent out to Board members for reconsideration.

#### 4.3.2 LICA 2017-2018 Budget Projections

Board members agreed that the LICA 2017-2018 Budget Projections be reconsidered, and sent to Board members for review.

### 4.4 Airshed Zone Operating and Project Budget 2016 – 2017

#### 4.4.1 2016-2017 Airshed Zone Budget under Oil Sands Monitoring (OSM) Program

**#6 Moved by Monty Moore AND RESOLVED that the LICA Airshed Zone's budgetary projections for 2016 - 2017 Operations and Projects be received as information and filed.**

### 4.5 BRWA Operating and Project Budgets 2017 - 2018

#### 4.5.1 BRWA Budget 2016 - 2018

The Board of Directors agreed without motion that consideration of the BRWA Budget will be postponed until the next meeting for review.

#### 4.5.2 BRWA Projects Funding Breakdown 2016 - 2018

The Board of Directors agreed without motion that consideration of the BRWA Projects Funding will be postponed until the next meeting for review.

#### 4.5.3 Gap Financing for BRWA

The Board was informed that BRWA has received their Grant Agreement, with funds to be received shortly, and Gap Financing is therefore not required.

#### 4.5.4 Integrated Watershed Management Plan (IWMP)

Roxane Bretzlaff, BRWA Co-Chair, provided a presentation regarding the IWMP Project, and requested additional project funding from LICA in the amount of $40,700 plus GST ($2,035), for a total of $42,735.

Board members discussed with BRWA representatives various options to complete this work.

### 4.6 Oil Sands Monitoring (OSM) Project Update

Michael indicated that changes are still in process with the transfer of OSM from AEMERA to Alberta Environment & Parks.

Michael also advised that the 2016/17 Work Plan has been approved and we have received conditional approval of 2016/17 funding.

## 5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

### 5.1 Pembina Institute Workshop – Landowners' Guide

Charmaine informed Board members that Pembina Institute has invited LICA to participate in hosting a Workshop that would help them gather feedback on their revised Landowner's Guide; this would be at no expense to LICA.

### 5.2 Clean Air Strategic Alliance (CASA) Collaborative Processes Training Program

Charmaine indicated to Board members that CASA is offering to come out to interested groups, to host a 1 day training program geared to Collaborative Processes; this is still in the works and we will know more towards fall.

## 6. PRESENTATIONS

### 6.1 Airshed Zone Report

#### 6.1.1 Airshed Zone Meeting Minutes – May 4, 2016

The Board reviewed the Airshed Zone Meeting Minutes of May 4, 2016.

#### 6.1.2 Projects and Operations Update – May, 2016

Mike Bisaga provided an update on Airshed Projects and Operations.

#### 6.1.3 Portable Air Monitoring Station (PAMS) – Open House

Mike indicated to Board of Directors that the graphic wrapping of PAMS has been completed, and PAMS is now situated in the Alberta Energy Regulator's (AER) parking lot.

### 6.2 BRWA Report

#### 6.2.1 BRWA Annual Meeting Minutes – April 26, 2016

BRWA Annual Meeting Minutes from April 26, 2016 were received as information and filed without motion.

#### 6.2.2 BRWA Meeting Minutes – May 3, 2016

The Board reviewed the BRWA Meeting Minutes from May 3, 2016.

#### 6.2.3 Projects and Operations Update – May 2016

Lisa Isaacman reviewed the Projects and Operations Update.

## 7. FOR INFORMATION ONLY (FIO)

### 7.1 Board Chairman's Report

Chairperson Andrea Woods provided her report for May, 2016.

### 7.2 Executive Manager's Report

Executive Manager, Charmaine Code, provided her report for May, 2016.

### 7.3 Table Officers Report

No Report.

### 7.4 Education & Information Committee (EIC)

#### 7.4.1 Education & Information Meeting Minutes – May 11, 2016

The EIC Minutes of May 11, 2016 were reviewed by the Board.

### 7.5 Governance Committee (GC)

#### 7.5.1 Policy Awareness – Policy 5.6 – Board and Committee Meetings

As a matter of Policy awareness, Board Members reviewed Policy 5.6 – Board and Committee Meetings.

### 7.5.2 Policy Formation Procedure

At the request from John Ilchuk, Charmaine reviewed and the Board discussed the process utilized to consider, amend, and approve policies and policy changes.

## 7.6 Synergy Alberta

Charmaine informed the Board of Directors that the Synergy Alberta Conference will be held November 7 & 8, 2016, in Calgary, AB.

## 7.7 Treasurer's Report

### 7.7.1 Accounts Receivable Report to May 24, 2016

The Accounts Receivable Report to May 24, 2016 was presented by Charmaine.

### 7.7.2 Comparative Income Statement to May 24, 2016

Charmaine presented the Comparative Income Statement to May 24, 2016.

# 8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

# 9. NEXT MEETING DATE

June 9, 2016 – 9:00 a.m. – Strategic Planning
September 1, 2016 – 9:00 a.m. – Board of Directors Meeting

# 10. ADJOURNMENT

The Meeting adjourned at 12:55 p.m.