



Box 8237
5107W-50 Street
Bonnyville, AB T9N 2J5
Phone: (780) 812-2182
Fax: (780) 812-2186
Toll Free: 1-877-737-2182
E-Mail: lica2@lica.ca
Website: <http://www.lica.ca>

Board of Directors

MEETING MINUTES

Thursday, June 4, 2015 – 9:00 a.m.
LICA Board Room

Present: Andrea Woods, Board Chairperson
Fred Bamber
Robert Deresh
Mildred Dunham
John Ilchuk
Monty Moore
Geoff Pearse (Attended at 9:10 a.m.)
Harold Ross
Kristy Tetreau
Wilf Tomchek
Duane Zaraska

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 9:00 a.m.)
Lisa Isaacman, BRWA Program Manager

Regrets: Wayne Bamber
Paul Kip
Colin Woods
Neil Young

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 Monty Moore AND RESOLVED that the June 4, 2015 Agenda be approved, as presented.

3. APPROVAL OF MINUTES

#2 Moved by Wilf Tomchek AND RESOLVED that the Minutes of the Board Organizational Meeting of April 30, 2015 be approved as presented.

#3 Moved by Harold Ross AND RESOLVED that the Minutes of the Board of Directors Meeting of April 30, 2015 be approved as presented.

4. ITEMS FOR DECISION

4.1 LICA's Operating and Projects Budgets 2015 - 2018

4.1.1 2016 LICA Consolidated Budget and 2017-2018 Budget Projections

Charmaine reviewed the 2016 LICA Consolidated Budget and 2017 – 2018 Budget Projections with the Board of Directors.

#4 Moved by Harold Ross AND RESOLVED that the 2016 LICA Consolidated Budget (Operations and Projects) dated May 27, 2015 in the amount of \$461,270.00 be approved, and that LICA's Administrative budgetary projections for 2017 – 2018 Operations and Projects be received as information and filed.

4.2 Airshed Zone Operating and Project Budget 2015 – 2018

4.2.1 LICA Airshed: 2015-2016 OSM Activities Budget

LICA Airshed Zone's budgetary projections for 2015 - 2016 Operations and Projects were received as information and filed without motion.

4.3 BRWA Operating and Project Budgets 2015 - 2018

4.3.1 BRWA Budget 2015 - 2018

BRWA's budgetary projections for 2015 - 2018 Operations and Projects were received as information and filed without motion.

4.3.2 BRWA Projects Funding Breakdown 2016 - 2018

#5 Moved by John Ilchuk AND RESOLVED that LICA's contribution of \$68,780.00 (including \$55,000.00 for ALMS LakeWatch Program, and \$13,780.00 estimated for GST on Operating and Project funds) to the BRWA 2016 Project Budget be approved.

4.4 Education & Information Committee (EIC) Terms of Reference

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

4.5 Oil Sands Monitoring (OSM) Project Update

4.5.1 Environmental Monitoring Contract: \$1,072,000.00

Michael reviewed the contract with the Board of Directors.

4.5.2 Information Reporting & Community Relations Activities Contract: \$68,300.00

Michael and Charmaine reviewed the contract with the Board.

#7 Moved by Harold Ross AND RESOLVED that the following contracts between the Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA) and LICA with respect to the 2015-16 provision of services, be approved and that execution be authorized:

- **Environmental Monitoring Program in the amount of \$1,072,000**
- **Information Reporting and Community Relations Activities in the amount of \$68,300.**

4.5.3 Governance Review of AEMERA

Michael and Charmaine informed the Board that AEMERA initiated a governance review, to assess the existing and proposed governance (i.e. decision-making, accountabilities and roles) of environmental monitoring, evaluation and reporting in the oil sands region.

Michael also indicated that there will be a governance workshop in Edmonton on June 24, 2015.

4.5.4 Other

Michael advised that AEMERA's Education and Outreach Committee is developing a community report for electronic distribution in November, 2015.

5. **ITEMS FOR DISCUSSION ON UPCOMING DECISIONS**

6. **PRESENTATIONS**

6.1 **Airshed Zone Report**

6.1.1 **Airshed Zone Meeting Minutes – May 13, 2015**

The Board reviewed the Airshed Zone Meeting Minutes of May 13, 2015.

6.1.2 **Projects and Operations Update – May, 2015**

Mike Bisaga provided an update on Airshed Projects and Operations.

6.2 **BRWA Report**

6.2.1 **BRWA Meeting Minutes – May 5, 2015**

The Board reviewed the BRWA Meeting Minutes from May 5, 2015.

6.2.2 **Projects and Operations Update – May 2015**

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, 2015.

7.2 **Executive Manager's Report**

Executive Manager, Charmaine Code, provided her report for May, 2015.

7.3 **Table Officers Report**

Andrea informed the Board of the recent meeting between the Table Officers and the Co – Chairs, and Secretary Treasurer of BRWA, to discuss their proposed Memorandum of Understanding, including discussions related to Policy 5.9 – Committees, and Policy 8.1 – Communication Strategy.

7.4 Education & Information Committee (EIC)

7.4.1 Education & Information Meeting Minutes – May 6, 2015

The EIC Minutes of May 6, 2015 were reviewed by the Board.

7.4.2 Earth Day Writing Contest

EIC Co-Chair Harold Ross gave a report on the Earth Day Writing Contest and the winning entries.

7.5 Governance Committee (GC)

No Report

7.6 Synergy Alberta

Wilf Tomchek and Harold Ross, reported on the Evolution of Synergy Workshop in Red Deer on May 20, 2015.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to May 27, 2015

The Accounts Receivable Report to May 27, 2015 was presented by Charmaine.

7.7.2 Comparative Income Statement to May 27, 2015

Charmaine presented the Comparative Income Statement to May 27, 2015.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

9. NEXT MEETING DATE

June 11, 2015 – 9:00 a.m. – Strategic Planning
September 3, 2015 – 9:00 a.m. – Board of Directors Meeting

10. ADJOURNMENT

The Meeting adjourned at 12:30 p.m.