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Board of Directors

MEETING MINUTES

Thursday, September 3, 2015 – 9:00 a.m.
LICA Board Room

- Present:** Andrea Woods, Board Chairperson
Wayne Bamber (Excused at 2:00 p.m.)
Fred Bamber
Robert Deresh
Mildred Dunham (Excused at 1:05 p.m.)
John Ilchuk
Paul Kip
Geoff Pearse (Part-time: 9:15 a.m - 12:00 p.m.)
Harold Ross
Kristy Tetreau (Attended at 9:15 a.m.)
Wilf Tomchek
Colin Woods (Excused at 12:45 p.m.)
- Observers and Guests:** Roxane Bretzlaff
Angelo Murphy (Part-time: 10:25 a.m - 1:00 p.m.)
- Staff and Contractors:** Charmaine Code, LICA Executive Manager
Carrie Cardamone, LICA Executive Assistant
Michael Bisaga, Manager, Environmental Monitoring Programs (Via Teleconference 9:15 a.m. - 11:30 a.m.)
Lisa Isaacman, BRWA Program Manager
- Regrets:** Monty Moore
Duane Zaraska
Neil Young

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 9:00 a.m.

- 1.1 Roundtable Introductions**
- 1.2 Vision, Mission and Values**
- 1.3 Roll Call**

2. APPROVAL OF AGENDA

#1 Moved by John Ilchuk AND RESOLVED that the Agenda of September 3, 2015 Agenda be amended to include:

4. Items for Decision be considered at 10:30 a.m.

5.4 Stipend Review and Options

and, that the September 3, 2015 Agenda be approved, as amended.

3. APPROVAL OF MINUTES

#2 Moved by Wilf Tomchek AND RESOLVED that the Minutes of the Board of Directors Meeting of June 4, 2015 be approved, as presented.

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 Annual Report Project Review

Charmaine reviewed options for the Annual Report Project with Board members and committed to providing a further report to identify copy and distribution options, as well as projected savings.

5.2 Lakeland Business of the Year Awards

Charmaine informed the Board that LICA has been nominated for the Lakeland Not for Profit of the Year Award, with presentations to take place this fall.

5.3 OSM (Oil Sands Monitoring) Program

5.3.1 OSM Report – June & August, 2015

Mike gave an update on the Oil Sands Monitoring Program.

5.4 Stipend Review and Options

The Executive Manager's report dated August 31, 2015 entitled 'Stipend Review and Options' was provided to Board members and it was agreed that this matter would be considered at the Board's next meeting.

6 PRESENTATIONS

6.1 Airshed Zone (AZ) Report

6.1.1 Airshed Zone Meeting Minutes – June 24, 2015

The Board reviewed the Airshed Zone Meeting Minutes of June 24, 2015.

6.1.2 Projects and Operations Update – June to August, 2015

Mike Bisaga provided an update on Airshed Projects and Operations.

6.1.3 Airshed Zone Terms of Reference for Approval

Board members reviewed the changes made to the AZ Terms of Reference.

#3 Moved by Kristy Tetreau AND RESOLVED that the Airshed Zone Terms of Reference updated to June, 2015 be approved as presented.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes – June 2, 2015

The Board reviewed the BRWA Meeting Minutes from June 2, 2015.

6.2.2 Projects and Operations Update – June to August, 2015

Lisa Isaacman reviewed the Projects and Operations Update with the Board.

6.2.3 BRWA Audited Financial Statements for the year ended March 31, 2014

BRWA Audited Financial Statements for the year ending March 31, 2014 were received as information and filed without motion.

6.2.4 BRWA Audited Financial Statements for the year ended March 31, 2015

BRWA Audited Financial Statements for the year ending March 31, 2015 were received as information and filed without motion.

6.2.5 BRWA Grant Funding for 2015/16 – Alberta Environment and Parks

Correspondence from Alberta Environment and Parks dated July 29, 2015 with respect to BRWA Grant Funding for 2015/16 was received as information and filed without motion.

Board members also agreed without motion to have further discussions at an upcoming meeting regarding sharing of costs within the LICA organization, with BRWA to provide advisement regarding their funding allocations.

4 ITEMS FOR DECISION

4.1 Strategic Planning

4.1.1 Goals & Objectives – Draft 2

Angelo Murphy, Facilitator with Alberta Culture, Community Development assisted Board members in completing their: Goals and Objectives for 2015-16.

4.1.2 Planning Session Notes – June 2015

Board members reviewed the Session notes of June 2015.

4.2 LICA's Vision, Mission & Values dated June, 2015, along with the Education and Information Committee (EIC) Expression of Concern

4.2.1 Vision, Mission, Values – Review and final approval

Board members made revisions to clarify the Mission statement.

4 Moved by Wayne Bamber AND RESOLVED:

i) That LICA's Mission will be:

“LICA supports the Community by gathering and sharing information relevant to the environment and development in our region.”

ii) That the Mission be provided to LICA's Committees for review and input, with the Mission to be considered for approval at the Board's next meeting.

iii) That LICA's Vision and Values be approved as established at the Board's Strategic Planning Session of June 11, 2015.

4.2.2 Education & Information Committee (EIC) Expression of Concern regarding proposed Mission

The Board addressed the Expression of Concern that EIC forwarded regarding LICA's Mission.

4.3 Policy Review

4.3.1 Policy 5.9 – Committees (including review of definition of independent standing committee)

The Board reviewed Policy 5.9 – Committees, particularly as it pertains to independent standing committees.

4.3.2 Policy 8.1 – Communication Strategy (including clarity around logo use, relationship phrasing, and the intention of the review process)

Board members agreed without motion to the following:

- 1 – That the relationship between LICA and its independent standing committees be defined through the use of LICA's logo in conjunction with a standard phrase such as 'Independent Standing Committee within LICA' or 'within LICA'
- 2 – That LICA and all Committees (EIC, Airshed Zone, and BRWA) provide a comprehensive list of all material to which logos (or other identification) may be applied, to assist with the definition of significant distributed material which may require organizational review and also logo/identification requirements.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairperson's Report

Chairperson Andrea Woods provided her report for June, July, and August, 2015.

7.2 Executive Manager's Report

Executive Manager, Charmaine Code, provided her report for June, July, and August, 2015.

7.3 Table Officers Report

No Report.

7.4 Education & Information Committee (EIC)

7.4.1 Education & Information Committee Meeting Minutes – June 16, 2015

The EIC Minutes of June 16, 2015 were reviewed by the Board.

7.4.2 EIC Committee Planning for 2015/16

The Board reviewed the EIC Planning for 2015/16.

7.4.3 Bonnyville Oil & Gas Show - June 2015 – Feedback Survey Results

The Board of Directors reviewed the Feedback Survey results from the 2015 Bonnyville Oil & Gas Show.

7.5 Governance Committee (GC)

No Report.

7.6 Synergy Alberta

7.6.1 Conference Delegates

Five Board members expressed interest in attending, and Charmaine advised that projected costs for the attendance of 4 members and 1 staff member at the Conference exceeds the budgeted amount by \$1,070.00.

It was agreed without motion that Charmaine will email all Board members to determine who will be authorized to attend the Synergy Alberta Conference in Calgary from November 2 - 4, 2015; with various options to be considered to decrease costs, such as having fewer delegates attend, foregoing attendance at the Monday workshop, carpooling, and waiving claims for stipend and/or mileage.

7.6.2 Synergy Conference Budget & Costs

Charmaine reviewed the projected costs of the Synergy Alberta Conference with the Board members.

7.6.3 Designation of LICA's Voting Representative

#5 Moved by Fred Bamber AND RESOLVED that Board Chairperson, Andrea Woods, be the voting representative for LICA at the 2015 Synergy Alberta Annual General Meeting.

7.6.4 Award Nominations/Applications

- **Award of Excellence to recognize special initiatives/programs**
- **Pioneer Spirit Award**

Charmaine informed the Board of the opportunity to nominate for two award categories.

Discussion took place regarding potential nominations for the Award of Excellence and it was agreed without motion to postpone this decision until the Board's next meeting.

It was also agreed without motion that Iris English be nominated for the Pioneer Spirit Award in recognition of service to both LICA and Synergy Alberta.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to August 24, 2015

The Accounts Receivable Report to August 24, 2015 was presented by Charmaine.

7.7.2 Comparative Income Statement to August 24, 2015

Charmaine presented the Comparative Income Statement to August 24, 2015.

7.7.3 Goods & Services Tax (GST)

Charmaine explained to the Board the AEMERA request that LICA register for GST, which has been undertaken effective July 1, 2016.

7.8 LICA First Aid and Emergency Equipment

Charmaine informed the Board of LICA's First Aid and Emergency Equipment inventory and process.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

Feedback was provided by all.

9. NEXT MEETING DATE

October 1, 2015 – 9:00 a.m. – Board of Directors Meeting (Including Board Photos)

10. ADJOURNMENT

The Meeting adjourned at 2:40 p.m.