



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, April 30, 2015 – 11:15 a.m.
LICA Board Room

Present: Andrea Woods, Board Chairperson
Wayne Bamber
Robert Deresh
Mildred Dunham
John Ilchuk
Paul Kip (Excused at 12:00 p.m.)
Monty Moore
Harold Ross
Kristy Tetreau
Wilf Tomchek
Colin Woods
Duane Zaraska

Observers and Guests: Roxane Bretzlaff
Kellie Nichiporik
Alana Phelps
Megan St. Amant

Staff and Contractors: Charmaine Code, LICA Executive Manager
Carrie Cardamone, LICA Executive Assistant
Michael Bisaga, Manager, Environmental Monitoring
Programs (Via Teleconference 11:10 a.m.)
BRWA Program Manager

Regrets: Fred Bamber
Geoff Pearse
Neil Young

1. CALL TO ORDER

Chairperson Andrea Woods called the meeting to order at 11:15 a.m.

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

2. APPROVAL OF AGENDA

#1 Moved by Harold Ross AND RESOLVED that the April 30, 2015 Agenda be amended to include:

- 4.6 Report from Executive Manager dated April 29, 2015 with respect to Surplus/Deficit and Cash – 2014; and,**

that the April 30, 2015 Agenda be approved, as amended.

3. APPROVAL OF MINUTES

#2 Moved by Harold Ross AND RESOLVED that the Minutes of the Board of Directors Meeting of April 2, 2015 be approved as presented.

#3 Moved by John Ilchuk AND RESOLVED that the Minutes of the Annual General Meeting of April 23, 2015, be received as information and filed.

4. ITEMS FOR DECISION

4.1 LICA's Operating and Projects Budgets 2015 - 2018

4.1.1 Revised 2015 LICA Consolidated Budget

Charmaine reviewed the Revised 2015 Budget with the Board of Directors.

#4 Moved by John Ilchuk AND RESOLVED that the decrease of \$4730.00 in the Revised 2015 LICA Consolidated Budget dated March 26, 2015 in the amount of \$462,190.00 be approved, reflecting a decrease of \$4730.00 in operating costs.

4.1.2 2016 LICA Consolidated Budget and 2017-2018 Budget Projections

Charmaine reviewed the Budget with the Board of Directors.

#5 Moved by Monty Moore AND RESOLVED that the 2016 LICA Consolidated Budget and 2017-2018 Budget Projections be referred to the Budget Review Meeting later today, followed by consideration for approval at the Board's June 4, 2015 meeting.

4.2 Airshed Zone Operating and Projects Budgets 2015 - 16

4.2.1 2015 - 16 Airshed Zone Budget under Oil Sands Monitoring (OSM) Program

Mike reviewed the 2015–16 Airshed Zone Budget under OSM, with the Board of Directors.

4.3 BRWA Operating and Projects Budgets 2016 - 2018

4.3.1 2016 BRWA Operating and Projects Budgets and 2017 – 2018 Budget Projections

Kellie pointed out to the Board that the amount that BRWA is asking from LICA for 2015 should be:

• Aquatic Ecosystem Health Assessment	\$0
• ALMS Lake Sampling	\$55,000
• GST on Operations and Projects (Amended/Estimated)	<u>\$18,890</u>
TOTAL	\$73,890

The 2016 ask from LICA includes:

• ALMS Lake Sampling	\$55,000
• GST on Operations & Projects (Estimate)	<u>\$13,780</u>
TOTAL	\$68,780

#6 Moved by Monty Moore AND RESOLVED that the BRWA's Operating and Projects Budgets 2016 and 2017 – 2018 Budget Projections be referred to the Budget Review Meeting later today, followed by consideration for approval at the Board's June 4, 2015 meeting.

4.4 Annual Report Comparative: 2004 – 2014 Report Years

Charmaine explained the economies realized and the resulting decrease in costs for the 2014 Annual Report project.

4.5 Synergy Alberta Spring Workshop "Energy 101/Understanding Energy" – Red Deer, AB – May 20, 2015

Charmaine informed the Board of Directors of the Workshop coming up on May 20, 2015, and that LICA is invited to send 3 members.

Charmaine also indicated that she would check to see if there is an opportunity for distance participation through the use of various technologies.

4.6 Report from Executive Manager dated April 29, 2015 with respect to Surplus/Deficit and Cash – 2014

Charmaine reviewed, and presented recommendations to the Board regarding the 2014 Surplus and Cash Report.

#7 Moved by Monty Moore AND RESOLVED that the following recommendations of the Executive Manager as contained in her report of April 29, 2015 be approved:

“1 – In order to decrease LICA’s unrestricted cash reserves/bank balance to an amount equivalent to approximately 6.8 months of expenditures (decreasing the 2014 cash balance of \$408,679.26 to approximately \$228,000), that the following be approved:

- a) That the 1st, 2nd and 3rd quarterly billings for 2015 for LICA (totaling approximately \$60,000 per quarter) be issued, along with a corresponding credit, based on each Funding Partner’s percentage for the 2014/15 funding formula;**
- b) That the 4th quarterly billing of 2015 be issued as usual, with no credit attached.**

2 – That the update with respect to the Airshed Zone’s unrestricted cash reserves/bank balance be received as information and filed.

3 – That the update with respect to the Beaver River Watershed Alliance cash reserves/bank balance be received as information and filed.”

5. ITEMS FOR DISCUSSION ON UPCOMING DECISIONS

5.1 Oil Sands Monitoring (OSM) Project Update

Mike reported on the status of discussions regarding both the Monitoring Contract and the Communications & Engagement Contract with AEMERA.

6. PRESENTATIONS

6.1 Airshed Zone Report

6.1.1 Airshed Zone Meeting Minutes of March 25, 2015

The Board reviewed the Minutes from the March 25, 2015 Airshed Zone Meeting.

6.1.2 Projects and Operations Updates – April, 2015

Mike provided an update on the Airshed Projects and Operations.

6.2 BRWA Report

6.2.1 BRWA Meeting Minutes of April 7, 2015

The Board reviewed the Minutes from the April 7, 2015 BRWA meeting.

6.2.2 Projects and Operations Updates – April, 2015

Roxane provided an update on BRWA Projects and Operations.

7. FOR INFORMATION ONLY (FIO)

7.1 Board Chairman's Report

Robert Deresh provided his Chairman's report for April, 2015.

7.2 Executive Manager's Report

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

7.3 Table Officers (TOs) Report

No Report.

7.4 Education & Information Committee (EIC)

7.4.1 Earth Day Birthday

Harold Ross reported on the Earth Day Birthday celebration of April 11, 2015.

7.5 Governance Committee (GC)

No Report.

7.6 Synergy Alberta

Charmaine advised that the Annual Synergy Alberta Conference will be held November 2 - 4, 2015 in Calgary.

7.7 Treasurer's Report

7.7.1 Accounts Receivable Report to April 23, 2015

The Accounts Receivable Report to April 23, 2015 was presented by Charmaine.

7.7.2 Comparative Income Statement to April 23, 2015

Charmaine presented the Comparative Income Statement to April 23, 2015.

8. FEEDBACK ON MEETING AND ROUNDTABLE DISCUSSION

Feedback was given by all.

9. NEXT MEETING DATE

April 30, 2015 – Budget Review Meeting

May 21, 2015 – Orientation & Development

June 4, 2015 – Board of Directors

June 11, 2105 – Strategic Planning

10. ADJOURNMENT

The Meeting adjourned at 12:40 p.m.