

**Governance Committee**  
**Meeting Minutes**

**Wednesday, November 16, 2016 – 1:00 p.m.**  
**LICA Board Room**

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**PRESENT:**

Committee Members & Resource Persons:	Wayne Bamber (Chairperson) Heather Harms (Attended at 1:20 p.m.) John Ilchuk Wilf Tomchek Andrea Woods (Excused at 3:15 p.m.)
Observers and Guests:	Unas Balkhi
Staff and Contractors:	Eveline Hartog, LICA Administrative Assistant
Regrets:	Michael Bisaga, Manager Environmental Monitoring Programs Carrie Cardamone, LICA Executive Assistant Colin Hanusz, BRWA Program Manager Delano Tolley (Vice-Chair) Colin Woods

**1. CALL TO ORDER**

Chairperson Wayne Bamber called the meeting to order at 1:10 p.m.

**1.1 Roll Call/Committee Member List**

**2. APPROVAL OF AGENDA**

**#1 Moved by John Ilchuk AND RESOLVED that the November 16, 2016 Agenda be approved as presented.**

### **3. APPROVAL OF MINUTES**

**#2 Moved by John Ilchuk AND RESOLVED that the November 1, 2016 Minutes be approved as presented.**

### **4. ITEMS FOR DECISION**

#### **4.1 Policy 7.1 – Executive Manager Job Description**

**#3 Moved by Wilf Tomchek AND RESOLVED that the Governance Committee forward the following recommendations to the Board of Directors that Policy 7.1 – Executive Manager Job Description be amended by the following:**

**“7.1 EXECUTIVE DIRECTOR JOB DESCRIPTION”, and noted that throughout LICA Policy Manual Executive Manager shall now read Executive Director, and**

**“Position Summary**

**The Executive Director has a leadership role, actively building relationships within and outside LICA’s diverse stakeholder community.”, and**

**Strike “The Executive Manager will be a full time equivalent position. Salary shall be determined by the successful candidate’s experience and qualifications.”, and**

#### **KEY RESPONSIBILITIES:**

##### **1. Operational Planning and Management**

**Strike “Regularly review existing Board bylaws and policies, and make recommendations to the Board for changes and new directions”, and**

##### **2. Financial Management**

**Include the word independent before standing committees, and**

**“Review execution of the budget, which shall include the allocations made by the Airshed and Watershed Program Managers”, and**

##### **3. Communications and Advocacy**

**“With the Board Chair (who is the official LICA spokesperson), be the key communicator for LICA”, and**

**“Manage the Association’s web page and social media content”, and**

**“Assist with the development and dissemination of educational materials and information in the LICA region”, and**

**“Engage stakeholders to ensure LICA’s responsiveness to emerging concerns”, and**

#### **4. Human Resources**

**“Recruit, hire, train, supervise, discipline, and terminate required paid and volunteer staff (as per Section 7.0 of the Board Policy Manual)”, and**

**“Conduct annual staff performance reviews”, and**

**Add “Nurture a positive office environment”, and**

### **KNOWLEDGE AND ABILITIES**

#### **1. Partnership and Facilitation**

**“Develop and maintain positive relations with key stakeholders”, and**

**“Facilitate a collaborative process that promotes achievement of LICA’s desired outcomes”, and**

**“Apply effective communication skills, including promotion, public presentations, and media awareness”, and**

**“Enthusiastic commitment to the concept of the synergy movement”, and**

**“Familiarity with community, resource and environmental interests”, and**

**Add “Remain current on broad environmental policies and external organizational changes to ensure the effectiveness of LICA”, and**

#### **2. Management and Organizational Development**

**“Experience working with the volunteer sector and with Boards of Directors”, and**

**“Familiarity with consensus decision making”, and**

**“Facilitate meeting organization and effectiveness”, and**

**“Proficient in conflict resolution management”, and**

**“Team leading experience”, and**

### **3. Experience and Training**

**“Experience in dealing with boards, committees, and community organizations”, and**

**Strike “Preference will be given to a candidate with a business or related degree”, and**

**Strike “A combination of training and experience in line with the requirements of this position will be considered.”**

#### **4.2 Policy 5.9 – Committees**

Review of Policy 5.9 – Committees was tabled by the Committee and will be addressed at a future meeting.

#### **4.3 Bylaws Article 12.6**

The Committee tabled agenda item Bylaw Article 12.6 as further review of LICA’s associated funding policies were required.

#### **4.4 Policy 7.8 – Staff Vacation**

Agenda item Policy 7.8 – Staff Vacation was tabled until the Committee reviewed Policy 7.0 OPERATIONAL POLICY: PERSONNEL.

#### **4.5 Establish a System for Review of Policy Manual**

The Committee discussed the many issues facing a broad policy review and determined that review of static policies at this point was the logical starting point.

**#4 Moved by Heather Harms AND RESOLVED that the Governance Committee forward the following recommendation to the Board of Directors that the Governance Committee begin review of the policy manual by reviewing the Bylaws and then reviewing LICA’s more static policies, such as Policy 7.0, until completed.**

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

No items presented.

### **6. PRESENTATIONS**

No report.

7. **FOR INFORMATION ONLY (FIO)**

7.1 **Finances to November 15, 2016**

The Committee reviewed the finances to November 15, 2016.

8. **FEEDBACK ON MEETING**

9. **NEXT MEETING DATE**

To be determined.

10. **ADJOURNMENT**

The meeting adjourned at 4:10 p.m.