

# **LICA**

Lakeland Industry and Community Association

## **Air, Deposition, and Effects Monitoring Advisory Committee (ADEMAC)**

### **Terms of Reference**

The Lakeland Industry and Community Association established the Air, Deposition, and Effects Monitoring Advisory Committee (ADEMAC), formerly the Acid Deposition Monitoring Program Expansion Committee, to provide coordinated governance and technical oversight for LICA's atmospheric monitoring programs, including both the acid deposition monitoring program and the regional ambient air monitoring network. The Committee ensures these programs operate effectively, meet regulatory expectations, and provide high-quality, transparent data to support regional environmental understanding.

ADEMAC is a technical advisory committee of LICA and reports its activities and recommendations to the Board for approval. With representation from industry, government, regulators, Indigenous communities, and the public, the Committee draws on a broad range of perspectives and expertise to guide program operations, continuous improvement, and strategic direction.

#### **1.0 Purpose**

- 1.1** To support the LICA Board's Vision and Mission.
- 1.2** To operate within LICA Board-approved and Oilsands Monitoring (OSM) work plans and budget and be accountable to the LICA Board of Directors for oversight of the implementation, operation, reporting, and management of LICA's Regional Air and Deposition Monitoring Programs.
- 1.3** To make recommendations to the LICA Board related to communications, messaging, program goals, and matters relevant to atmospheric monitoring and reporting.
- 1.4** To ensure that all atmospheric monitoring programs deliver relevant, accurate, reliable, and credible data and information that address regulatory requirements and stakeholder needs.
- 1.5** To oversee and provide guidance for the operation, maintenance, integration, and continuous improvement of LICA's ambient air and acid deposition monitoring programs, ensuring alignment, data quality, and coordinated regional environmental reporting.

## **2.0 Operating Principles**

- 2.1** The ADEMATIC will follow LICA's Vision and Mission and will operate within LICA's policies and OSM Objectives and Funding Conditions in support of the Strategic Plan and annual workplans.
- 2.2** The ADEMATIC will meet on an as needed basis.
- 2.3** The ADEMATIC will report to the Board, and when needed, be responsible for facilitating Board discussion regarding their recommendations.
- 2.4** The ADEMATIC will ensure that the Plan effectively addresses regulatory compliance needs.
- 2.5** Members will actively participate and contribute to regular meetings and the group's work.
- 2.6** Members will communicate with employers, organizations, and stakeholders they represent about ADEMATIC's objectives, priorities, and accomplishments, as well as any issues that may need to be resolved.
- 2.7** Meeting minutes will be recorded at all ADEMATIC meetings, which will be sent to the Committee Chair for review and approval within a reasonable timeframe following the meeting. These will be made available to all ADEMATIC members to review for final approval at the next committee meeting.
- 2.8** The ADEMATIC will strive for consensus recommendations and decisions. If it becomes clear that the ADEMATIC cannot make a consensus recommendation, the technical recommendation of the majority and the non-consensus position(s) will be presented for the Board to decide.
- 2.9** Outside expertise may be invited to contribute as required and as directed by the Technical Staff.

## **3.0 Membership**

The membership of the ADEMATIC is made up of the Manager of Environmental Monitoring Program, Executive Director, Environmental Coordinator, LICA Data Reporting Specialist, core members, and resource members. Core members are selected by the sectors that they represent or are appointed by the LICA Board. Resource members are included by invitation of the Manager of Environmental Monitoring Programs or Executive Director.

- 3.1** The ADEMATIC chair shall be a Committee member appointed by the Committee at their first meeting after the annual general meeting and must be present at all committee meetings.

**3.2** The Chair of the Board may attend as ex-officio.

**3.3** Community members may be appointed by the Board and shall be eligible for remuneration and expenses according to LICA policy.

**3.4** The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.

**3.5** The core membership will be Board approved.

### **3.6** Core Membership

3.6.1 Alberta Environment and Protected Areas (EPA) – Sector nominated

3.6.2 Alberta Energy Regulator (AER) – Sector nominated

3.6.3 Industry, Oil & Gas – Sector nominated

3.6.4 Agriculture – Sector nominated

3.6.5 LICA Board Directors – Board appointed

3.6.6 Indigenous Communities – Sector nominated

3.6.7 Environmental Organizations & Special Interest Groups – Sector nominated

3.6.8 Municipal Governments – Sector nominated

3.6.9 Community Members – Board appointed

3.6.10 Scientific and Academic Organization & Institutions – Sector nominated

### **3.7** Resource Membership

3.7.1 Third-Party Contractors

3.7.2 Data and Reporting Specialist, LICA

3.7.3 Fisheries and Oceans

3.7.4 Environment Canada

3.7.5 Government Health Representatives

3.7.6 Industry Representatives

- 3.7.7 Education and Outreach Committee, LICA
- 3.7.8 Alberta Environment & Protected Areas Technical Monitoring Expertise
- 3.7.9 Agriculture and Agri-food Canada
- 3.7.10 Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)
- 3.7.11 LICA Watershed Committee, LICA
- 3.7.12 Others as required

#### **4.0 Meetings**

**4.1** Committee meetings will comply with Policy 1.6 Board and Committee Meetings.

**4.2** Committee members will attend meetings in-person when possible.

**4.3** Committee members attending virtually must:

- Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.
- Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

#### **5.0 Roles and Responsibilities of the ADEMAC and its Members**

**5.1** ADEMAC Members (in general)

- 5.1.1 Actively participate in meetings and provide technical knowledge, operational insight, and the perspectives of the sector, stakeholder group, or profession they represent.
- 5.1.2 Develop recommendations related to the operation, maintenance, integration, and reporting of LICA's ambient air and acid deposition monitoring programs.
- 5.1.3 Review program materials, monitoring results, operational updates, and proposed changes, and make recommendations to support effective delivery of regional atmospheric monitoring.
- 5.1.4 Support the long-term strategic direction of LICA's atmospheric monitoring programs and identify opportunities for enhancement, coordination, and innovation.

- 5.1.5 Ensure committee recommendations and oversight activities remain aligned with LICA's Strategic Plan, work plans, OSM Objectives and Funding Conditions, regulatory requirements, and approved budgets.
- 5.1.6 Engage additional expertise from member organizations or external specialists as needed to support committee activities.
- 5.1.7 Consider the application and integration of Quality Assurance and Quality Control requirements under LICA's Quality Assurance Program in the review of atmospheric monitoring operations, data quality, and reporting.

## **6.0 Specific ADEMAC Member Roles**

### **6.1 Manager of Environmental Monitoring Programs**

- 6.1.1 Act as ADEMAC Vice Chair to convene meetings and prepare agendas.
- 6.1.2 Report to the LICA Board as a representative of the ADEMAC.
- 6.1.3 Oversee operations and maintenance of Regional Monitoring Programs, such as LICA's Active Air and Deposition Monitoring Networks.
- 6.1.4 Liaise with the OSM Air and Deposition Technical Advisory Committee, and coordinate information sharing as required.
- 6.1.5 Ensure the ADEMAC operate cost-effectively and within OSM and LICA budgets.

### **6.2 Environmental Coordinator**

- 6.2.1 Participate in meetings to provide watershed technical expertise, as required.
- 6.2.2 Ensure alignment with the Integrated Watershed Management Plan.

### **6.3 Executive Director**

- 6.3.1 Advise the ADEMAC on LICA policies as required.
- 6.3.2 Act as a liaison between other LICA committees and the ADEMAC.
- 6.3.3 Maintain collaborative relationships with stakeholders.

### **6.4 Education & Outreach Coordinator**

- 6.4.1 Assist in coordinating and delivering outreach activities to engage the public, such as forums.
- 6.4.2 Promote data visualizations to the public and disseminate materials as they become available.

**6.5 Board Director**

6.5.1 Act as a liaison between the LICA Board and ADEMAC.

**6.6 Industry Member(s)**

6.6.1 Understand and represent their sector's interests and regulatory requirements.

**6.7 Agriculture Representative(s)**

6.7.1 Understand and represent their sector's interests and regulatory requirements.

**6.8 Community Member(s), Environmental Organization(s) & Special Interest Group(s)**

6.8.1 Represent the public interest, bringing a local perspective to the Programs.

6.8.2 Ensure that the programs are operated in a transparent manner.

**6.9 Indigenous Representative(s)**

6.9.1 Ensure Indigenous Environmental Knowledge is recognized and integrated into the Programs.

**6.10 Alberta Environment and Protected Areas and Alberta Energy Regulator Representative(s)**

6.10.1 Provide advice and technical input regarding the operations and design of the Programs.

6.10.2 Provide a link to other Government of Alberta and Regulatory staff and resources.

6.10.3 Act as a liaison regarding regulatory requirements, policy development, and approvals.

**6.11 Scientific and Academic Organization & Institution(s)**

6.11.1 Provide advice and technical input regarding the operations and design of the Programs.

**6.12 Third-Party Contractor(s)**

6.12.1 Perform duties according to approved standards and protocols as per their current contracts.

## **7.0 Evaluation**

- 7.1** The ADEMAC shall review its Terms of Reference and evaluate its objectives annually.