



Lesser Slave Lake
Economic Alliance

**Lesser Slave Lake Economic Alliance (LSLEA)
Meeting Minutes – January 22, 2015
Slave Lake Town Office, Slave Lake AB**

Present:

Barry Sharkawi, Chair – High Prairie & Region Chamber of Commerce
Suzanne Allan – MD of Big Lakes
Bill Kostiw – MD of Big Lakes
Darcy Dupas – East Prairie Metis Settlement
Robert L’Hirondelle – East Prairie Metis Settlement
Brian Rosche – MD of Lesser Slave River
Diane Smith – Town of Slave Lake
Val Tradewell – Northern Lakes College
Leo Alook – MD of Opportunity
Brenda Lemay – MD of Opportunity
Helen Alook – MD of Opportunity
Marjorie Auger – MD of Opportunity
Mark Vandenberghe – Innovation & Advanced Education
Fatima Assaf – Rural Alberta Business Centre, Slave Lake
Inka Hart – High Prairie School Division
Debbie Rose – Town of High Prairie (via telephone conference)

Darcie Acton – Executive Director, LSLEA
Tom Moore – Guest Speaker

Absent:

Laurie Renauer – Slave Lake & District Chamber of Commerce
Greg Gauchier – Peavine Metis Settlement
Chris Lamouch – Gift Lake Metis Settlement
Linda Cox – Administration, LSLEA

- 1. Meeting called to order at 10:35 a.m.**
- 2. AGENDA** – There were no additions or changes to the agenda.

57-2014/15 Moved by Brian Rosche to adopt the agenda as presented.

CARRIED

3. **Minutes** of the December 4th, 2014 meeting were reviewed.

58-2014/15 Moved by Leo Alook and seconded by Darcy Dupas to adopt the minutes of December 4th, 2014, as presented.

CARRIED

4. Guest Speaker

A presentation was given by Tom Moore, Manager of the Lesser Slave Lake Waste Management Services Commission. Mr. Moore handed out his speaking points and a facility brochure. Highlights of his presentation included:

- a. Waste to Energy projects underway in southern Alberta
- b. Small business opportunities for management of recycled materials, if we view waste as a commodity. For example, there are opportunities to create products from plastics and cardboard; trucking services are in demand to transport waste wood to power generation facilities elsewhere in the province; concrete crushing is in demand; and waste electronics contain valuable components.
- c. There was discussion around the possibility of creating an investor package specifically for the LSL facility. Tom recommended further discussion with his contact in southern Alberta in order to gain insight.

59-2014/15 Moved by Brian Rosche that the Executive Director follow-up with Tom Moore to arrange a guest speaker from Southern Alberta Energy from Waste Association to attend a future LSLEA meeting.

CARRIED

60-2014/15 Moved by Val Tradewell, seconded by Diane Smith, to accept Tom Moore's presentation for information.

CARRIED

5. Financial Reports

- a. A financial summary to December 31, 2014 was presented for information. There was discussion and questions about what amount of funding LSLEA may have in reserve, and what amounts are dedicated to existing projects. Mark Vandenberghe commented on the conditional nature provincial funding for both operations and projects. Suzanne Allan inquired as to whether LSLEA can request an extension for projects that may not be completed in the current fiscal year. An extension can be requested, but there is a formal process that must be followed, so time is of the essence.

61-2014/15 Moved by Brian Rosche and seconded by Darcy Dupas to accept the financial summary.

CARRIED

- b. Given the current uncertainty with provincial funding, the board must exercise caution in making financial decisions. The executive director requested the formation of a Finance Task Force to assist with reviewing the organization's finances and preparing an operating budget for 2015-2016.

62-2014/15 Moved by Leo Alook to form a Finance Task Force to prepare the 2015-16 operating budget and to draft a finance policy.

CARRIED

The following individuals volunteered to serve on the Finance Task Force along with the Executive Director and the Administrator:

Val Tradewell, Darcy Dupas, Diane Smith, Bill Kostiw, Brenda Lemay, Barry Sharkawi (ex-officio).

6. Business Arising from the Minutes

Leo Alook asked for clarification of LSLEA's mandate, and the process of appointing Directors and Alternates. Darcie explained the appointment process according to the bylaws. Copies of the current Bylaws were made and distributed to those present. Darcy Dupas suggested an IT strategy so that all foundation documents are shared with board members. Darcie said the new website will provide a page for these types of documents. There was discussion about the need to ensure we understand guidelines about how we make project decisions and provide funding for projects. Val Tradewell asked when LSLEA needs to have our plan submitted to the Government. Mark Vandenberghe advised that the normal timeframe is shortly after the beginning of the new fiscal year.

(Lunch recess from 12:15 – 12:45)

6(a). DRAFT RFP – Regional Training

Darcie introduced the draft RFP, explaining that the full draft was sent out electronically, and that an excerpt had been printed out for today's discussion.

Val Tradewell gave a verbal overview of Northern Lakes College's mandate and activities in the region. She provided information on the requirements for becoming a trades apprentice in Alberta. Given that NLC's mandate already covers what the RFP proposes, she questioned the rationale of launching a study as described in the draft RFP.

Brenda Lemay expressed concern that there are gaps in training, and asked how NLC addresses the gaps.

Bill Kostiw asked why LSLEA would run a separate program in communities already served by the college, and stated that we need to concentrate on partnering with NLC and the school divisions. We would be duplicating what NLC is already doing.

Brenda Lemay repeated that there seems to be a gap in training, and that she would like LSLEA to do the study.

Brian Rosche suggested modifying the RFP to focus on identifying educational gaps and access issues, and not on building a facility.

Helen Alook asked about NLC's plans for facilities in Wabasca. Val explained current plans including a partnership program underway in Wabasca, and the possibility of a trades centre in Slave Lake to serve the wider area including Wabasca. Barry Sharkawi asked what age groups were served by the dual credit and apprenticeship programs. Val explained that each program is approved by the Government of Alberta, and each has educational prerequisites that are set by the Province, not by NLC. Brenda asked whether NLC has preparatory programs to assist learners to meet the entrance requirements for trades, as there seems to be a shortfall in pre-trades types of programs. Val replied that yes, NLC offers academic upgrading and other preparatory. Debbie Rose commented that there is a perception that NLC is reducing its programs in the High Prairie area. Inka Hart added that High Prairie School Division offers a program to assist students in preparing for trades training and apprenticeship exams. Val said that the NLC President would be willing to come to a LSLEA board meeting to give more information and to discuss LSLEA's proposed Regional Training project.

63-2014/15 Moved by Brian Rosche to request that the NLC President and the NLC Board Chair speak with the LSLEA Board about gaps in education and training in the LSLEA region.

CARRIED

A tentative date of February 13th was set for this meeting. Location TBD.

64-2014/15 Moved by Darcy Dupas to table the current DRAFT RFP – Regional Training – until we have further insight from NLC, and until we verify availability of funding for the project.

CARRIED

6.b RFP Strategic Plan Facilitation – The RFP has not yet been drafted. This item will come forward to a future meeting.

6.c Draft Conflict of Interest and Non-Disclosure Policy

Darcie began the discussion by explaining the intent of the policy to provide guidance when there is an actual or perceived conflict of interest. As an example, she disclosed to the Board that her spousal relationship with a member of NLC's senior management may lead to a perception of conflict of interest,

and policy is meant to provide guidance in these types of situations. There was discussion about the definition of “interest”, and whether that referred to material, monetary, or pecuniary.

Darcy Dupas suggested that the draft needs to be re-worked for clarification, and that it should be broadened into a Code of Conduct. He suggested looking at the Edmonton Catholic School Board’s policy for reference.

Darcie will bring a revised draft forward to a future meeting.

6(d) Transportation Committee

A start-up meeting was originally scheduled for January 20th, but had to be postponed due to lack of participation. A new date will be arranged for some time in March.

Clarification was given that this committee’s purpose is to look at regional transportation routes, rather than modes of public transport (e.g. bus service).

7. New Business

- a. Growing the North Conference: A notice was sent to members about this conference. Approval is needed to expend funds so that staff, chair, and interested directors can attend this conference Feb 17 – 19th in Grande Prairie. The cost estimate as of today is \$3015, which includes 4 registrations, and 3 accommodation & mileage amounts. Registration is still available for interested directors who want to attend.

65-2014/15 Moved by Darcy Dupas, and seconded by Leo Alook, to approve an expenditure of approximately \$3015 towards the Growing the North Conference.

CARRIED

- b. East End Marina Study Update: This project is underway, but an update from the managing partner could not be arranged for this meeting.
- c. RABC Customer Service Project: Fatima Assaf presented information on a project under consideration by the Rural Alberta Business Centre to provide customer service training for local businesses’ front line staff. RABC is looking at arranging workshops, and has been in contact with High Prairie Chamber as a possible partner. Training would be similar to the “Alberta Best” and “Service Best” programs that were available in the past.

8. Chairperson’s Report

Barry reported that he and Darcie had participated in a telephone conference with Karen Wronko, Entrepreneurship and Regional Development Branch, on January 21st. The call was regarding the REDA Renewal process, which has been stalled due to the current provincial fiscal situation. The funding parameters for REDAs in 2015-16 are not yet known. In the meantime, we

are advised to proceed with planning as per our existing agreement, and will make adjustments when we find out new information.

9. Executive Director's Report

An Activity Report was distributed in the agenda package. Darcie gave a brief verbal project update. HPSD Video project is completed, and an invoice is forthcoming. Web Update is nearing completion, and should be wrapped up by end of January. There has been no reply to an inquiry to MD of Lesser Slave River regarding copyright of Four Season's book.

66-2014/15 Moved by Leo Alook to accept the Executive Director's report as information.

CARRIED

10. **Next meeting** is scheduled for February 13th at 10:30 am. Location TBD. (Gift Lake, Peavine, Red Earth or Wabasca were suggested as possible locations.)

11. The meeting was adjourned at 2:25 pm.

Chair, Barry Sharkawi

(Minutes recorded by Darcie Acton, Executive Director)