



# Lower Athabasca Regional Advisory Council



## Meeting Notes – Meeting #1

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**Date:** January 28-29, 2009  
**Place/Time** Chateau Nova, Edmonton, AB (8:30 – 4:45, 8:00 – 12:00)  
**Next Meeting:** March 4,5 2009  
Ft. McMurray, Quality Inn

**Attendees:** **Regional Advisory Council Members:**  
Melissa Blake, Eric Butterworth, Archie Collins, Lanny Coulson, Howard Ewashko, Hildy Hanson, Heather Kennedy, Peter Koning, Clarence Makowecki, Doug Parrish, Rick Pawluk, Don Pope, Cecilia Quist, Glen Semenchuk, Dave Theriault

**Government of Alberta**  
Carol Chawrun, Crystal Damer, Morris Seiferling

**Stantec Consulting Ltd. / Convergence Consulting Group Inc.**  
Patti Connelly, Randy Hills, Mark Lawrence, Bonnie McInnis, Jonathan Mackay, Simon O'Byrne / David Oman

### Introduction

Morris Seiferling thanked everyone for their attendance and introductions were received, followed by an introduction of the agenda items for the meeting. The stated purpose of the meetings were to discuss:

- Group Dynamics
- Effective Teamwork
- Team Structure
- Team Charter
- Next Steps

### Team Structure

- Discussion of expectations of team
- Ground Rules / Norms were established and edited accordingly



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### Team Charter

- Draft copies of team charter were distributed and edited by all real time

### Next Steps

- Objective of meetings to be clearly identified
- Proposed dates discussed and locations of future meetings to be determined
- Agenda items and requests to be sent to Bonnie McInnis (Stantec)
- Briefing materials for RAC – binder is being developed containing abbreviated synopsis of relevant reports, full reports to be housed on sharepoint site.
- Terms of Reference for Lower Athabasca Region Plan to be presented at March meeting.

### Closing

The meeting adjourned Thursday January 29, at 12 p.m.

The next meeting to be held Wednesday March 4, 2009 and Thursday March 5 2009 in Fort McMurray.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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Planning Technologist  
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<b>Action Items from Meeting:</b>		<b>Lead</b>	<b>Due Date</b>
Key Messages	Distributed electronically	Carol Chawrun, Government of Alberta	January 29
Minutes	Distributed electronically	Stantec	February 11
Team Charter	Revised version distributed electronically	Stantec	February 11
LUF Governance Diagram	Distributed electronically	Stantec	February 11
<i>"The Five Dysfunctions of a Team" Book</i>	Copies to be sent	Stantec	February 13
<b>Preparation for Next Meeting</b>			
Proposed meeting dates and locations	Distributed electronically	Stantec	February 11
Key Government Policies	Distributed in hardcopy	Stantec	February 13
Agenda Meeting #2	Distributed electronically	Stantec	February 18
Draft glossary of terms	Distributed electronically	Stantec	February 18