



# Lower Athabasca Regional Advisory Council

## Meeting Notes – Meeting #2

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- Date:** March 4-5, 2009
- Place/Time** Quality Inn, Fort McMurray, AB (8:30 – 4:45, 8:00 – 1:45)
- Next Meeting:** May 6,7 2009  
Lac La Biche,
- Attendees:** **Regional Advisory Council Members:**  
Melissa Blake, Eric Butterworth, Archie Collins, Lanny Coulson, Roy Vermillion, Hildy Hanson, Heather Kennedy, Peter Koning, Clarence Makowecki, Doug Parrish, Rick Pawluk, Don Pope, Cecilia Quist, Glen Semenchuk, Dave Theriault
- Regional Planning Team**  
Crystal Damer, Simon O'Byrne, Jonathan Mackay, James Scott, Randy Hills
- Convergence Consulting Group Inc.**  
David Oman
- Distribution:** Howard Ewashko, Glen Tjostheim, John Steil, Om Joshi, Shawn Bravender

### Introduction

Heather Kennedy called the meeting to order followed by an introduction of the agenda items for the meeting and acceptance of the previous meeting minutes. The stated objectives of the meetings were to discuss:

- Finalize RAC Team Charter
- Ensure that RAC Members understand the LARP process.
- Develop Strategies for LARP that will inform creation of objectives and goals

### RAC Communication

- It was discussed and agreed that all documents would be clearly identified as Draft, Confidential etc.
- It was agreed that any document that is to be shared outside of RAC will be at the discretion of the Chair, Heather Kennedy.
- Key messages can be provided to assist Members.



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### RAC Binders

- RAC Binder #1 is to contain relevant Government Policies in their entirety and is to be distributed as a hard copy to Members.
- RAC Binder #3 is to contain Summaries of relevant GoA documents along with maps and is to be distributed to RAC Members as a hard copy in April 2009.
- For subsequent RAC Meetings, Members are expected to bring RAC Binder #2 and RAC Binder #3 for reference purposes.
- As relevant material is compiled Members will receive updates as hard copies (along with instructions on where to insert the updates in the respective binders).

### Glossary of Terms

- Draft copies of the Glossary of terms were distributed to Members.
- It was requested of Members to review the Glossary of Terms to determine whether there were terms that needed to be added and for further clarification of terms if needed.

### Team Structure

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

### Team Charter

- Draft copies of the Team Charter were distributed and edited by all in *real-time*, with facilitation provided by David Oman, Convergence Consulting Ltd.
- The final draft was adopted and approved by Members

### Planning 101

- James Scott gave RAC Members a presentation on “Planning 101” to help inform Members of the process and steps involved in creating a regional plan.
- Hard copies of the presentation were provided to Members for any additional notes.



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## Profile of the Region

- Simon O’Byrne presented the Profile of the Region (Draft) to Members.
- Hard copies of this report were distributed for review and comments by Members.

## LARP Process

- It was discussed and agreed upon by Members that the Terms of Reference must be provided before subsequent RAC meetings were held.
- The requirement of maps for all subsequent meetings was established and agreed upon.
- Overviews of the process flowchart and consultation strategy were presented to Members in both hard copy and PowerPoint.
- The Table of Contents (Draft) was presented and copies were distributed to Members for review and comments.

## Discussion of LARP

- An overview of the Land-Use Framework (LUF) was provided to advise Members of the mandate of the LUF.
- A round table approach pertaining to issues identified by Members was implemented. The issues were documented to be sent back to Members for review of accuracy. The compiled list is to be presented to RPT for follow-up.

## LARP Strategies

- There was group discussion of how the LUF Vision, Strategies, Principles could inform the LARP Vision and Strategies from a stewardship perspective.
- Smaller groups of Members were formed in a workshop facilitated by Stantec, to review the RPT-recommended Strategies and to draft any additional Strategies of their own.
- The groups reconvened to share and discuss the revised/newly-drafted Strategies. It was requested that the draft Strategies be documented in the exact language as it existed. Stantec to create a full list of the Strategies—per group as they were established and a compiled list—to present to the RPT.



## 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 directed to Bonnie McInnis, Stantec.
- Briefing materials for RAC binder containing synopsis of relevant reports are currently being developed. Full reports will be housed on the sharepoint site.
- The Terms of Reference for the Lower Athabasca Regional Plan to be presented at the meeting scheduled in May 2009.

## Closing

The meeting adjourned Thursday March 5, at 1:00 p.m.

The next meeting to be held Wednesday, May 6, 2009 and Thursday, May 7 2009 in Lac La Biche.

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	Stantec	March 6
RAC Issue Identification	Review and confirm accuracy	RAC Members	March 6
Profile of the Region (Draft)	Review and comment on	RAC Members	March 13
LARP Table of Contents (Draft)	Review and comment on	RAC Members	March 20
<b>Preparation for Next Meeting</b>			
Draft strategies (objectives)	Distributed electronically	Stantec	May 1
RAC Team Charter	Distributed electronically	Stantec	May 1
Draft Terms of Reference	Distributed in hardcopy	Stantec	May 6
Additional Binder #3 materials	Distributed in hardcopy	Stantec	Ongoing