

Attending:	Glenn Andersen/St. Paul, Horace Patenauade/Buffalo Lake Metis Settlement, Bob Buckle/Cold Lake, Lori Danyluk/Smoky Lake County, Dick Millar/Elk Point, Nathan Taylor/Smoky Lake, Frank Sloan/County of St. Paul, David Paul/Lac La Biche County, Sonny Rajoo/Two Hills, Martha Wessel/Mannville, Cathy Goulet, Annette Daniels, Maryann Robinson
Regrets:	Don Whittaker/County of Vermilion River, Daniel Warawa/Lamont County, Ken Baker/Lloydminster, Richard Coleman/Vegreville, Director to be appointed/Kehewin Cree Nation
Guests:	Diane Simsovic/Alberta Finance and Enterprise Allen Boucher, Karen Miller, Lynn Crump/Alberta Employment and Immigration

Handouts: April 25, 2008 EMC Agenda Package, HUB Newsletter, Casino Dene Brochure

Casino tour by Christina Radiff, Operations Manager

1.0 Call to Order

10:25 am Glenn Andersen, Chair, called the meeting to order and introductions.

Motion 08-25 **1.0 Agenda**

Dick Millar moved to accept the agenda as presented. Carried

Motion 08-26 **2.0 Minutes of March 28, 2008**

With no business from the minutes, Frank Sloan moved to adopt the minutes of the March 28, 2008 Executive Management Committee meeting. Carried

Ends **4.1 HUB Awareness**

Cathy Goulet advised that agendas are set up according to the 2008-2011 Business Plan.

4.1.1 Annual General Meeting

Cathy Goulet advised that the AGM is scheduled for May 16, 2008. The financial statements are complete and the draft annual report is nearing completion. The Keynote Speaker is Jim Bottomley, a well known speaker on economic and social trends.

4.2.1 Investment Attraction Grant Proposal

Cathy Goulet provided an overview of budget requirements for this project and possible avenues of funding for \$178,000 over 3 years.

4.2.2 Defence Industry DVD

Cathy Goulet advised that the DVD project is ongoing and will promote MERX TM. Total project cost just under \$70,000 with dollars from

HUB, PEP, and BRAED. The first filming was done at the MERX TM Workshop in Mannville in February. The launch release date is September 2008 in Edmonton with HUB, PEP and BRAED following with launches in their own regions.

4.3.1 Aboriginal Community Collaboration

Annette Daniels provided her report with additional note of the April 28, 2008 Aboriginal Awareness Workshop being rescheduled to the Fall. Workshops can be held throughout the region. Annette has had contact with Wood Buffalo to be a mentor in engaging aboriginals in that region. Wood Buffalo would like HUB to do a presentation.

4.3.1.1 AEI Supplemental Grant

Cathy Goulet advised the Board that Clay Buchanan from Alberta Employment and Immigration has committed funding for an additional two years for the Aboriginal Community Collaboration. Suggested hiring a consultant to build a proposal to the RADF for the aboriginal communities of HUB. Cathy advised the first stage is an Expression of Interest to define the project and that is forwarded to RADF for review. Second phase is actual writing of the proposal. The breakdown would be \$70,000/year from AEI, \$20,000/year from HUB to leverage \$1.24million over 3 years.

Motion 08-27 Martha Wessel moved that the HUB apply for funding of \$15,000 to the Aboriginal Economic Development Branch of Alberta Employment and Immigration to fund the writing of an Expression of Interest and, if successful, a subsequent full proposal to the RADF.

Carried

4.3.1.2 Engagement of Whyte Reynolds International Inc.

Cathy Goulet advised the Board of the recent work done for HUB by Whyte Reynolds International Inc. and their familiarity with the region.

Motion 08-28 Horace Patenaude moved that HUB engage Whyte Reynolds International Inc. to complete an Expression of Interest and, if successful, a full proposal to the RADF, for the expansion of the Aboriginal Community Collaboration initiative with the contract amount not to exceed \$15,000 inclusive of GST.

Carried

4.4.1 Letter to AUMA President

Cathy Goulet advised the Board the Judy Woyewitka is working on the project until May or longer. She has spoke to Edmonton re GIS and asset mapping and they advised AUMA has a program in place to assist communities under 20,000. Glenn Andersen wrote a letter to the President of AUMA requesting information on the program. HUB will inform members of the outcome.

4.4.2 Cluster Development

Cathy Goulet advised the Board that Judy Woyewitka has been working with transportation contacts for a cluster development. She has also been working with Dan Lajeunesse, City of Edmonton regarding purchasing opportunities for Edmonton and HUB members. Judy attended the Alberta's Environment Conference on April 21, 2008 and will provide information to members.

Guest Speaker

Working Together for Long-Term Prosperity

Diane Simsovic, Senior Director with the Advanced Industries Unit of Alberta Finance and Enterprise gave a presentation that included an analysis of Alberta's economy by industry and their Unit's current initiatives. Discussion included:

- how HUB and their unit could work together on industry development
- training and education being offered in HUB area rather than larger centres as local industry sees a need for training here
- collaboration between Portage College, NAIT and Lakeland College for training and apprenticeship
- lack of awareness of Lean Manufacturing

In-Camera

In-Camera Discussion of AEII Client Satisfaction Survey

Means

5.1 HUB Financials

Cathy Goulet presented the financials on behalf of Don Whittaker.

Motion 08-29

Bob Buckle moved that the financial report be accepted as presented.

Carried

5.2 Managers Report

Cathy Goulet advised that HUB has hired Ms. Thai Javate as Project Officer utilizing Alberta Employment and Immigration funding to cover wages from May 22, 2008 to March 31, 2009. The Regional Development Branch of Alberta Finance and Enterprise will cover other costs such as training and travel.

Cathy also advised that HUB will be hosting a golf tournament in conjunction with the June EMC meeting. All HUB members and staff will be invited to attend. The Village of Mannville and the Town of Smoky Lake offered to host.

5.2.1 Task Teams Membership

Cathy Goulet asked the Board to provide her with their Task Team recommendation and noted that Task Team meetings will take place the morning of EMC meetings.

5.2.2 Draft HUB Policies and Procedures

Cathy Goulet advised that a draft documents was provided in November 2007 and EMC asked for more detail. Cathy asked that the EMC review the draft and provide her with their comments/recommendations.

5.2.3 Regional Profile Document – Incremental Costs

Cathy Goulet provided background information on the project and Glenn Andersen addressed areas of improvement in HUB members providing information.

Discussion included various approaches in doing projects such as these, and Bob Buckle suggested establishing deadlines and conversing by addressing Mayors, Reeves, Chief, Chairs and their Councils.

Motion 08-30 Moved by Horace Patenaude that HUB approve the increase of the total cost of the Regional Profile being produced by the Two Hills and County Chronicle to \$8,500 and applicable GST. Carried

Roundtable **Roundtable Discussion**

Martha Wessel

- Beautification mode – aged trees being replaced including at the cemetery and golf course. Adding flowers and murals.
- Interest in last three weeks in lot prices
- Feasibility study on a 12-suite building next to the hospital to see cost as a village to purchase. The 12 suites would be for seniors.

Allen Boucher

- Recently revised their Operational Plan that states they have to start working with REDA's
- Working with aboriginal projects and labour force

David Paul (for Jane Palmer)

- Hosting a meeting for 25 companies re Regional Economic Development Profile
- Working starting on another hotel
- Travel Alberta visited last week to meet with 15 people for an opportunity on how to promote the region
- Plamondon celebrating their Centennial July 4-6, 2008

Karen Miller

- Thank you for letting their Branch participate in the HUB meeting
- Look forward to working with HUB

Lynn Crump

- Appreciated the invitation today and good to meet as there is some duplication
- Alberta Employment and Immigration, MD of Bonnyville, City of Cold Lake, and Cold Lake Chamber of Commerce working together to create a website entitled “Finding Work Series.” This series has been successful in Central and Southern Alberta. HUB can then link to the site.
- Portage College recently opening in the Energy Centre.
- Just held the Unleash the Northern Potential Conference that was a success.

Horace Patenaude

- Hired Ernie Hawk as CAO who will also handle economic development work
- Doing a feasibility study for a golf course
- Housing on Island Lake
- Rodeo coming up
- Things are happening with HUB and appreciate it.

Nathan Taylor

- Just recently hired St. Paul’s past Rec Director as their new CAO
- Have advertised to hire an EDO and have to get commitment from area communities for long-term funding
- Smoky Lake Chamber of Commerce hosting a Charity Poker Tournament
- Town, County and Villages have completed a 10 year Strategic Plan along with 3 year Business Plans
- RDAF application sent in for a Smoky Lake Artist Retreat Coordinator

Bob Buckle

- All industries are firing on all pistons in Cold Lake
- More jobs coming to the community
- Maple Flag coming up – 8 to 10 countries coming for 4 weeks
- International Airshow 2009 announced – expected attendance of 50,000
- NASA’s up for the summer doing climate studies
- Government announced funding for twinning of highway in Cold Lake
- A lot of retail development – Staples, Blockbuster, Shopper’s, Canadian Tire doubled
- A lot of condos and housing planned – 3 condo projects currently being built
- Anticipated opening of the Energy Centre in September 2008
- New high school is under construction
- Economic Development Committee and Chamber of Commerce are putting together an economic development profile (web based) for investment developers

Cathy Goulet

- Apologies for not getting the agenda package out sooner

Glenn Andersen

- St. Paul is very busy
- Haven't announced the east end development
- Council is looking at going further with development to the north
- Asked 3 businesses from the lake area to move to the industrial park to complete the entire lakeshore area in housing.
- New box stores coming in
- Marketing Committee suggesting an alien theme and the town website has had many hits

Next Meeting Next Meeting

Annual General Meeting on May 16, 2008 in St. Paul.
 Executive Management Committee Meeting to follow the AGM.

Adjourn at 2:05 pm.

The HUB To Do List	
What	Who
Submit parallel requests for funding for Investment Attraction.	Cathy Goulet
Request by Allen Boucher and Karen Miller to have Aboriginal Attraction, Recruitment and Retention Workshops in Lac La Biche, Bonnyville and Cold Lake.	Annette Daniels
In addition to Murielle St. Arnault, include Allen Boucher and Karen Miller on emails and information.	Annette Daniels
Advise Whyte Reynolds International Inc. to write the Expression of Interest	Cathy Goulet
Apply for \$15,000 to AEI for Whyte Reynolds International Inc. to create the Expression of Interest to RADF	Cathy Goulet
Inform members of the AUMA support to communities of under 20,000 on asset mapping and GIS upon receipt of the AUMA information.	Cathy Goulet
Provide information from the Alberta's Environment Conference to members.	Judy Woyewitka
Provide Diane Simsovic his contact information regarding the issue of training in the area.	Bob Buckle
Contact Clif Skrypnyk about possibilities of creating a Lean Manufacturing DVD or materials to bring awareness to businesses.	Cathy Goulet
Provide Cathy Goulet with names of who will be part of the Task Teams.	EMC Members
Provide Cathy Goulet with recommendations to the draft HUB Policies and Procedures document.	EMC Members
Make arrangements for the May 16, 2008 Annual General Meeting meeting.	Cathy Goulet Maryann Robinson