



GOODFISH LAKE BUSINESS CORPORATION

ISSUE 01 JANUARY 2020

Save the Date !!
Annual GFLBC Community BBQ
Monday, May 4, 2020

this issue...

- New Year Greetings 1
- GFLBC Announces New CEO 1
- Lean Six Green Belt Graduates..... 2
- Welcome Back Dale Carnegie! 2
- AB Employment Legislation Update 2
- Safety Moment..... 3
- Plant Manager Commends Employees 3
- Drycleaners Receives a Few Upgrades..... 3
- Why Walk-Around? 3
- Finance Matters..... 4
- Making the Sales Connection 4
- Goodfish Management Update 4
- Q&A 4

New Year Message from the Shareholders

From Our Family to Yours, we would like to wish the community of Whitefish Lake First Nation #128 a safe, joyous and Happy New Year!
Chief Tom Houle & Councillor Stan Houle



Message from the Board of Directors

Dear Whitefish Lake First Nation #128 Community:
Please accept our wish to you for 2020. Hoping the New Year brings you much peace and happiness!

Peter Elzinga, Brian Hjesvold, Sandy Jackson, Greg Sparklingeyes, Darryl Steinhauer, Herve Faucher and James Krauss



Home is Wear the Heart Is...

Time to bundle up in Goodfish Lake Winter Wear...it's getting cold!

Comfort, warmth, quality. GFLBC has been successfully operating for over 40 years and 100% First Nation owned. Made in Goodfish – by Goodfish **For Sales information visit:**

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Message from the Managers

Wishing all the Employees, Staff and Community Members all the best in the coming New Year including peace, love, happiness and good tidings.

Noah Nemhara, Charlie McAmmond, Harold Cardinal, Patsy Cardinal, Mark Krezlewicz, Desmond Clarke, Calvin Steinhauer, Kelly Shirt and Jon Nhieu



GFLBC Announces New CEO Appointment

Goodfish Lake Business Corporation is pleased to announce the appointment of Mr. Tom Jackson as the new Chief Executive Officer effective February, 2020.

With well over 30 years of leadership in planning, directing and coordinating, Mr. Jackson’s familiarity in working with First Nations in various sectors including Supply Chain, Logistics, Purchasing and Transportation, Procurement, Indigenous Affairs and the oil and gas sector has proven to be what it takes to take the lead role as CEO. Under his stewardship, Mr. Jackson has managed through several periods of market volatility and was able to significantly improve revenue and profitability streams which included negotiation processes with major suppliers to enhance capital availability and reduce inventory carrying costs.

On behalf of the Board of Directors and in connection with Tom’s appointment, GFLBC would like to thank Mr. Noah Nemhara who acted as Interim CEO during this transition process.

Welcome aboard Tom and welcome home!



Congratulations New Lean Six Green Belt Graduates!

In the Fall of 2018, GFLBC enrolled several Manager's in the Lean Six Sigma Green Belt Course and at that time, Charlie McAmmond, Noah Nemhara, John Nhieu, Desmond Clarke and Rhonda Jackson were able to complete this intense but very rewarding course. We now offer our sincere congratulations to Mark Krezlewicz, Kyle Teague and Calvin Steinhauer for completing and receiving their Lean Six Green Belt Certification in November, 2019. The course offered by GoProductivity is a two full week class instruction at NAIT Patricia Campus.

As Certified Green Belts, the Managers continue to be involved in enhancing the daily operations within their division and ultimately creating a change of mindset to improving. This has not only provided a substantial contribution to Lean Six Sigma projects and initiatives but also enabled a more in-depth understanding and implementation of the various six sigma tools, identify waste in processes and create a better flow in process delivery. Managers are now capable of gaining a deep understanding of quality and process improvement using Lean Six Sigma principles with the emphasis on leadership and collaborative work environment strategies. Managers selected a project within their area and developed a plan to execute these projects and put the DMAIC principles of process for improvement into practice by using the road map, tools and methods to successfully drive for improved process solutions.

Interim CEO, Noah Nemhara indicated that, "*Lean Six Sigma Program has helped to change the mindset of all our Managers and Employees in their day-to-day operational roles and decision making.*"

Rhonda Jackson, Executive Assistant mentioned that, "*when it comes to reporting practices time management plays a key factor and this meant reorganizing, standardizing, prioritizing and team work. The commitment and ability to work as a team has been tremendous and has made a huge impact on reporting effectively.*"

Recent graduate Kyle Teague indicated that he is, "*grateful for the opportunity provided for him by the Business Corporation*" and that he has "*learned to recognize opportunities for process improvement.*" Kyle is currently working on a project to forecast past and future sales capacity/performance and is excited to bring continued growth to the business.



Welcome back Dale Carnegie!

Round two of Dale Carnegie will kick off in the beginning of 2020 with an expected class of 30 employees from various divisions within GFLBC. Facilitator Robert Wastle stated that, "*the community of Goodfish has always been welcoming*" and that he is "*looking forward to another successful year and meeting more employees.*"

In April of 2019, a total of 29 of GFLBC employees completed and graduated from the course and since then, "*the morale has been unbelievably positive*" says Desmond Clarke, Sewing & Garment Plant Manager.



Alberta Employment Law Update 2019

With several new Alberta Employment and Labour Legislation changes that came into effect 2019, GFLBC had the opportunity to participate in a one-day workshop in Edmonton which was conducted by MLT Aikens.

The one-day workshop covered amendments as they relate to Employment Standards Code and Regulations and changes to the Alberta Labour Relations Code. Changes to the Canadian Labour Code included Leave of Absences; Vacation Entitlement and Holiday Pay; Flexible Work Arrangements; Termination of Employment; Minimum Age of Employment; Equal Pay and the Pay Equity Act. Other areas that were captured included Duty to Accommodate which were derived from Human Rights Legislation under the Alberta Human Rights Act; Digitalization and the Workplace; Drug and Alcohol Testing; and, Managing Termination.

One may ask, what is the next step? With the changes that have taken effect, GFLBC Policies and Procedures have been amended to current legislation and reviewed by McLennan Ross, LP. The green light has been issued and starting 2020, GFLBC Managers in each area will be preparing to host workshops which will provide its' employees with the amended Policy and Procedure Manual.

To get a glimpse of what the changes are visit: <https://www.alberta.ca > employment-standards>



Safety Moment

Patsy Cardinal, Corporate Safety Manager

Ever wonder what is meant by Toolbox or Tailgate meetings? Daily tool box talks are important to us and gives us many reasons to work safely. Most will say, "I want to work in a safe environment so I can go home each day to my family."

We know that accidents can happen any day or at any time. By starting each day with a quick 5-10-minute toolbox talk it serves as a reminder the importance of health and safety at work. Tool box meetings can help keep the knowledge fresh in our minds and is a way to keep communication open of any updates or changes; it's a habit that will help the team develop a positive attitude towards safety; and also raises awareness before work starts each day.

A **tool box/tailgate talk** is an informal safety meeting that focuses on safety topics related to your specific job such as workplace hazards and safe work practices. It's an opportunity to review the hazards and controls of each work site. The hazards and controls of each task are documented into a **Field Level Hazard Assessment (FLHA)** and discussed at the toolbox/tailgate meeting. This is completed daily at each of our worksite at the corporation.

Field Level Hazard Assessment (FLHA) - The FLHA is part of the Hazard Assessment and Control System which assists employees in identifying and controlling task specific hazards. Prior to work commencing, all employees must be involved in the FLHA process by doing a visual identification of hazards directly at the work site. The employees will then establish controls for a hazard's referring to **Job Hazard Assessments (JHA's)** which have already been completed for the specific task, safe work practices, safe job procedures, codes of practices, and other documents such as **Safety Data Sheet (SDS)** manufacturer's specifications, etc. If the hazard cannot be controlled to a reasonable level of risk, management must be informed and work must not proceed until the situation has been reassessed and an effective control can be put in place.

Each employee present is expected to sign on to the FLHA form after it has taken place. The FLHA's are used for all daily activities and should be revisited and updated if any of the following situations were to occur:

- A job scope change or has additions to the originally assigned tasks
- Special or new equipment being brought in during the course of work
- New employees being introduced to the task
- Changes in weather conditions
- Entrance into a restricted/confined workspace is required

Supervisors are to attend/lead the process with employees on the development of the FLHA and sign off on the completed FLHA form prior to the execution of the work or as soon as reasonably practicable.

For further information on Toolbox/Tailgate Safety meetings or any safety matter please contact:

Corporate Safety Manager, Patsy Cardinal at 780.636.2863 Ext. 1033 or pcardinal@gflbc.ca

Plant Manager Commends Employees

Desmond Clarke, Plant Manager

Sewing and Garment Employees are very excited as we have been cross-training Employees to take on different duties outside their scope of work. Plant Manager, Desmond Clarke stated that, *"we have a well-rounded team of individuals who can use their skills and fill in for each other and to also assist in many areas and this allows them to work together and to handle situations in a reasonable and productive manner."*

Currently the Sewing & Garment are happy to be making Winter Wears for the cold weather ahead to meet the Customer needs. The Staff are also responding very well to meeting our high demand of work load to satisfy our Customer needs. *"Overall we have been doing great, thank you staff."*

Drycleaners Receives a Few Upgrades

Calvin Steinhauer, Director of Operations

In 2019, the Goodfish Lake DryCleaners had undergone some minor/major upgrades and repairs including the access road to and from the facility, the parking lot, a new designated Muster Point, replacement of all external doors, upgraded heat sealers for repairs; and, major and minor repairs to existing piping to Multi-Matic machines.

Director of Operations Calvin Steinhauer indicated, *"that currently he and CFO, Noah Nemhara are working with an Engineering firm to finalize the costs associated with the installation of new chillers and boilers for the upcoming 2020 New Year and that over time repairs are required in order to continue operating successfully. It's always good to prepare, plan and budget."*



Why Walk-Around? Transportation Assistant, Brandon Cardinal

Brandon of Transportation here. I will be discussing the importance of safety walk arounds and pre-post trip inspections. One of the most crucial steps before entering your vehicle, yet, most overlooked. The walk around exists, to spot any hazards or potential hazards. Anything from low tires, to headlights or taillights being out. Topping up your fluids before and at shifts end. This should apply to your work and personal vehicles. Your personal vehicles play just as important part as your work vehicle, as your personal is the one that gets you too work (in most cases). If it is cold outside, plug your vehicle in with a heavy-duty extension cord. If its winter time, switch over to winter tires as winter tires are designed for continuous severe winter conditions.

Remember to check the surrounding area for any debris that may have landed in your vehicles line of drive, while parked. Winterize your vehicle, this winter, to avoid any issues when it gets cold. Also keep a safety survival kit (winter or summer) to have as an emergency, if vehicle problems do arise. Last but not least; the walk around and pre trip inspection, plays a crucial part of starting your day. So please. Take your time in this safety aspect. Never rush yourself when doing your pre-trip, post-trip walk around, spotting potential hazards and having the ability to control and fix them when first spotted, can go along way and save yourself some valuable time this upcoming season.

Finance Matters

Noah Nemhara, Chief Financial Officer

What is an Audit? An audit is the examination of an entity's accounting records, as well as the physical inspection of its assets. It is performed by a licensed Certified Public Accountant (CPA), and the CPA expresses an opinion on the fairness of the entity's financial statements. This opinion is then issued along with the financial statements to the shareholders and investment community.

At the end of every year, our financial year, all our accounting system and records books are audited by the external auditors, Doyle and Company. An audit entails a verification and third-party confirmation that our accounting transactions and entries are being done in a proper manner. Over the years, Goodfish Lake Business Corporation (GFLBC) has made a lot of progress in finance processes improvement, internal controls, cash flow.

We have continued to build Finance capacity and understanding as we take the company to the next level and in order to do this and enhance the success of our audits, our managers and finance employees took part in **Aboriginal Finance Officers (AFOA)** course in Finance in Edmonton, participated in an Excel Course at Portage College in St Paul and also since the new Sage 300 accounting system was implemented, they have received extensive Sage 300 training to enhance their understanding.

Chief Financial Officer, Noah Nemhara also completed the Certified Aboriginal Finance Manager Designation and this is also an important course which helps in building the professional competencies to enhance Finance leadership.

The new system Sage 300 is an important milestone which is challenging for any company but we are proud that we have completed the roll out and this has enhanced the functionality and finance operations and increased the accuracy of our processes.

This Month's Q&A

Q. I am interested in the GIC Savings Program that GFLBC has to offer for the employees. What is a GIC? How does this work? What is the process? And who do I contact? Great question! First of all, a GIC Savings is an investment account that offers a guaranteed interest rate over a fixed period of time and is NOT compulsory for GFLBC Employees. It is strictly on a voluntary basis. First you must have a Servus Credit Union Savings Account established with the St. Paul branch and provide the bank account information to Payroll. Secondly, what is the amount that you are looking at saving for one year? Advise Payroll of your savings goal. Take for instance I would like to save \$1,300 for a period of one year which would be great and just in time for Christmas! Having said this, payroll would deduct \$50.00 per payroll period for a duration of one year or at which time the GIC's will expire. The deadline for GIC Enrollment is November of each year. After one year of deductions you will receive the total \$1,300 saved including the interest earned.

To know more about this program contact:

Finance Manager, Faye Buffalo at 780.636.2863 Ext. 1032 or fbuffalo@gflbc.ca



Making the Sale Connection

Mark Krezlewicz, Director of Business Development & Sales

2019 has been a year of growth for the sales team. We have increased our customer base dramatically and seen exponential increases in sales revenue year over year. In addition, we have expanded our value proposition to offer more products including Rain Gear, FR Hoodies, and FR Head Gear. Next year our focus will be on further growth in the specific areas of Industrial Laundry and potentially a Laundry/Distribution facility located in Fort McMurray.

Some of our new customers include: APM Getsco, Aptim, Backwoods Energy Services, Brand Energy Solutions, Edge Energy, Entrec and Ledcor.

Some existing customers that we have kept and continued to grow business with are: Aecom, Big Horn Mining, Pimee Wells Servicing, SMS Equipment, Seven Lakes, Harvest, PME, Carey Industrial, and Alstom Power Installation.

We had the opportunity to have booths at (2) tradeshow this year which resulted in numerous connections and opportunities. Kyle and I both completed our Lean Six Sigma Green Belt training and are excited to implement what we learned to improve our forecasting for next year!

We appreciate the support from everyone and look forward to continued growth and prosperity.

GFL Management Update Kelly Shirt

GFL Management LP (Firestorm) and Alberta Wildland Firefighting/Fire-Tack Program had a good season this year. In this upcoming season there will be some new changes that will add to our versatility amongst the types of Crews we can send out. Having said this, we are hoping to see some new faces along with our experienced workers who will be able to provide their knowledge to those who need it. We are very proud and commend our Fire-Tack members as they have worked hard and in the most extreme dangerous settings.

I am confident and believe that it is time for Goodfish to expand out to other job opportunities as our Employees have vast knowledge and expertise that they can bring to the table. On a final note, I sincerely thank the Employees for their hard work, commitment and dedication to serving and protecting our environment. Thank you and like we say in the firefighting business, **PLAY SAFE!**

