

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: Green Square Working Space, CFWY Office
Hinton, AB
Thursday, October 27, 2022, at 10:00 am

PRESENT:

Tyler Olsen	Chair, MD of Greenview (by zoom)
Dawn Mitchell	Vice Chair, Yellowhead County
Ed Moore	Director, Town of Edson (by zoom)
Albert Ostashek	Secretary/Treasurer, Town of Hinton
Brian LaBerge	IRC Chair, Town of Hinton
Ken Groat	Director, Yellowhead County
Ralph Melnyk	Director, Municipality of Jasper
Rico Damota	Director, Municipality of Jasper
Krystal Baier	Director, Town of Edson
Winston Delorme	Alternate, MD of Greenview

APOLOGIES :

Duane Didow	Director, MD of Greenview
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STAFF PRESENT:

Nancy Robbins	General Manager
Benita Smit	Business Analyst
Heather Cokes	Community Economic Development Coordinator

1. CALL TO ORDER

Vice Chair **MITCHELL** called the meeting to order at 10:04 am

2. ADDITIONS TO THE AGENDA

Addition of 6.8 Regional Round Table Discussion

3. APPROVAL OF THE AGENDA

GROAT Motion to approve the agenda as amended
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes September 16, 2022

GROAT Motion to approve the Board of Directors Meeting Minutes for September 16, 2022
(CARRIED)
(Unanimous)

4.2. Executive Committee Meeting Minutes October 7, 2022

OLSEN Motion to approve the Executive Committee Meeting Minutes for October 7, 2022
(CARRIED)
(Unanimous)

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. NEW BUSINESS

6.1. CFWY Policies and Procedures Review Section B: Human Resources

General Manager Nancy Robbins updated the board with discussion points on the Human Resources policy for CFWY. Discussion ensued on statutory holiday days and professional development allocations. The entire policy will be presented to the board for approval once the policy review is completed by the board.

6.2. Annual Provincial Symposium Debrief

Staff and Chair Olsen discussed the provincial symposium held at the Grey Eagle Resort and Casino in Calgary in late September. Highlights included board development and engagement presentations and participating in indigenous reconciliation activities throughout the week.

LABERGE Motion to accept the staff and chair debrief of the CFNA Provincial Symposium for information
(CARRIED)
(Unanimous)

6.3. Municipal budget requests 2023

Discussion ensued on the possibility of asking municipalities for program funding in the 2023 calendar year. Municipal asks will be focus on the follow up to pandemic recovery initiatives occurring at the present time as well as programming in 2023/2024. These asks will also consider the application of grants by CFWY staff for programming.

DAMOTA Motion to approve municipal budget requests for 2023 for all five municipalities for \$10,000 each with a budget attached
LABERGE (2nd)
(CARRIED)
(Unanimous)

Break in meeting from 11:05 am to 11:15 am

6.4. Strategic Planning Session Preparation

Discussion by the Board of Directors focused on the strategic planning session for December and the agenda for the day.

BAIER Motion to accept the strategic planning session preparation agenda for information
(CARRIED)
(Unanimous)

6.5. 2023 Schedule for the Board of Directors

General Manager Nancy Robbins presented a schedule for meetings in 2023 for the Board of Directors and there was a discussion of changing the date of the December commitments. The meeting is moved to November and the Christmas party will be later in December to accommodate family and community commitments.

MELNYK Motion to accept the dates of the board of directors' commitments for 2023.
(CARRIED)
(Unanimous)

6.6. Board of Directors Evaluation

General Manager Nancy Robbins presented a matrix for board consideration on board evaluation to address and identify priorities for the upcoming year. It was decided that the board would complete the evaluation over the course of a few months and review the feedback for planning at each upcoming board meeting. The preference is to complete the evaluation as per municipalities so that the information can be discussed as a group in each community.

BAIER Motion to conduct a board evaluation as presented.
(CARRIED)
(Unanimous)

6.7. Investment Review Committee appointments

Investment Review Committee appointments were re-confirmed as follows:

- Jasper – Councilor Damota
- Hinton – Councilor LaBerge (also chair)
- Edson – Councilor Moore
- Yellowhead County – Councilor Mitchell
- Municipal District of Greenview – Reeve Olsen

6.8. Regional Round Table discussion

Vice Chair **MITCHELL** discussed various ways that the regional round table discussion can be used more effectively by the organization.

LABERGE Motion to bring this item back to the Board of Directors for a request for decision on future action at the next meeting of the Board
(CARRIED)
(Unanimous)

7. OLD BUSINESS

7.1. RRRF Loan Aftercare Program – Presentation by Heather Cokes

Community Economic Development Coordinator Heather Cokes provided an update on the RRRF loans clients as of September 30, 2022 and shared what CFWY staff have done to date to support these clients. Between March and August 2022, we contacted all non payment loan clients to offer the servers of our DSS employee, complete an information survey, discuss topics that they would like for training and schedule individual coaching sessions. Out of the 75 clients contacted:

- 35 clients indicated they had funds available to repay their loan amounts in full; however were holding off on payment as they were collecting interest on the amounts.
- 13 loans were moved from non-payment status to payment plans
- 12 clients indicated that they could not afford to repay their loans as they did not have the cash flow to do so.
- 15 loan clients during this particular time frame were unable to be reached.

CFWY approved 108 loans in the RRRF program. Principal currently outstanding is just over \$2.5 million.

- 20 loans are paid in full
- 16 loans are making payments
- 72 loans have no current activity reported

Staff continue to work with RRRF clients during the semi-annual business visits, I am Local campaign and are invited to events. Staff continue to offer individualized coaching and training. CFWY has partnered with 25 other CF offices to participate in the RRRF Needs Assessment in the province. This project is designed to gather further details on the program, how it met the needs of small businesses and to address further challenges arising from the pandemic. Results of this project are expected in late December 2023.

GROAT Motion to accept the RRRF Loan Portfolio presentation as information
(CARRIED)
(Unanimous)

7.2. Lemonade Day celebration on November 3rd

Community Economic Development Coordinator Heather Cokes shared with the board the celebration of Kaylee Leis' win as 2nd runner up in North America on November 3rd. All are invited to participate at 5:30 pm at the Edson & District Chamber of Commerce.

8. IN CAMERA

OSTASHEK Motion to go in camera at 11:55 am
(CARRIED)
(Unanimous)

8.1. Delinquency Report and Loan Portfolio Review – September 2022

8.2. Update on RRRF clients as of September 30, 2022

8.3. Update on CGI clients as of September 30, 2022

8.4. Update on TOE clients as of September 30, 2022

8.5. Update on collections clients as of September 30, 2022

LABERGE Motion to leave in camera at 12:16 pm
(CARRIED)
(Unanimous)

GROAT Motion to accept the September 2022 delinquency report and loan portfolio review as presented.
(CARRIED)
(Unanimous)

DELORME Motion to commence collections on REG16/17-21T in the amount of \$105,365.47
LABERGE (2nd)
(CARRIED)
(Unanimous)

Chair **OLSEN** left the meeting at 12:19 pm

9. GENERAL MANAGER'S UPDATE

9.1. Monthly update – September 12, 2022, to October 20, 2022

General Manager Nancy Robbins updated on operations in September and October, recent developments in the CEBA program and a business continuing and disaster recovery project that is in development.

9.2. Quarter 2 Update on Minimum Performance Standards for PrairiesCan (July, August, September 2022)

General Manager Nancy Robbins updated the board of directors on the current status of the minimum performance standards for PrairiesCan as of the end of quarter 2. All indicators are on track for success for 2022/2023.

- # of local and regionally based community strategic plans developed and/or updated during the year = 1
- Total # of community-based projects (new + ongoing) = 23 +11
- Total \$ value of community-based projects (invested + leveraged) = \$975 +\$55,713
- # of partners engaged in community-based projects = 54
- # of businesses created, maintained, or expanded through business services = 65
- # of business training session participants = 102
- # of business advisory services = 197
- \$ value of loans = \$207,700
- # of loans = 8
- Amount leveraged through lending (EDP and non-EDP) = \$136,650
- Total of community-based projects AND clients loans that align with GOC priorities = 5+7

9.3. BOD Strategic Priorities Quarter 2 Update (July, August, September 2022)

The Board of Directors strategic priorities were reviewed as of the end of Quarter 2:

1. Entrepreneurial services
 - a. 2022/2023 focus: to offer coaching and training programs through a diversity lends to reach a broader number of clients
2. Community Economic Development
 - a. 2022/2023 focus: to develop targeted marketing and networking plan for each of the communities in our region (Jasper, Hinton, Grande Cache, Edson, Wildwood, Evansburg and Peers)
3. Regional Collaboration
 - a. 2022/2023 focus: to increase municipal administration partnerships and regional connections with other organizations
4. Organizational Sustainability
 - a. 2022/2023 focus: Pandemic recovery initiatives

10. FINANCIAL REPORTS

10.1. Financial Reports for August and September 2022

LABERGE Motion to approve financial reports for August and September 2022
DELORME (2nd)
(CARRIED)
(Unanimous)

10.2. Cheque Log for August and September 2022

MOORE Motion to approve the cheque log for August and September 2022
GROAT (2nd)
(CARRIED)
(Unanimous)

10.3. Budget Update as of September 30, 2022

BAIER Motion to approve the budget update as of September 30, 2022 as information
DELORME (2nd)
(CARRIED)
(Unanimous)

Director **DAMOTA** left at 12:45 pm

11. REGIONAL ROUND TABLE

Issues around the West Yellowhead were discussed by the Board of Directors.

MELNYK Motion to accept the Regional Round Table conversation as information
(CARRIED)
(Unanimous)

12. NEXT MEETING: December 2nd at 9:00 at the Overlander Lodge

13. ADJOURNMENT

LABERGE Motion to adjourn at 1 pm
(CARRIED)
(Unanimous)



Chair



Secretary/Treasurer