

Community FUTURES YELLOWHEAD EAST

REGULAR ZOOM BOARD Meeting Minutes

April 15, 2021

IN ATTENDANCE

CHAIRPERSON: CAROL WEBSTER, VICE CHAIR: DARYL WEBER, TREASURER: RAY HILTS, SECRETARY: LESLIE PENNY, BOARD OF DIRECTORS: NICK GELYCH, MARVIN SCHATZ, JIM HAILES, PAT BURNS, JOHN BURROWS, JUDY TRACY

MISSING: REGRETS:	
1) CALL TO ORDER:	Board Chair : Carol Webster called meeting to order at 1:01pm
2) ADOPTION OF AGENDA:	<p><u>Motion# 01/21 Moved by Leslie Penny</u> <i>That the Agenda be accepted as presented</i></p> <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<p><u>Motion # 02/21 Moved by Judy Tracy</u> <i>That the minutes of the March 19, 2021 be accepted as presented.</i></p> <p style="text-align: right;">CARRIED</p>
4) CHAIRPERSON'S REPORT:	<p><u>Motion # 03/21 Moved by Judy Tracy</u> To accept Chairman's Report As presented.</p> <p style="text-align: right;">CARRIED</p> <p>Board Chair attended a committee meeting with WD, CFNA & Alberta Managers to discuss new Community Futures Contract.</p>
5) EXECUTIVE DIRECTOR REPORT:	<p><u>Motion # 04/21 Moved by Daryl Weber</u> <i>To accept the ED Report as Attached.</i></p> <p style="text-align: right;">CARRIED</p>
6) IRC REPORT:	<p><u>Motion # 05/21 Moved by Ray Hilts</u> <i>To accept as presented.</i></p> <p style="text-align: right;">CARRIED</p> <p style="text-align: center;">•</p>
7) CED REPORT:	<p><u>Motion # 06/21 Moved by Daryl Weber</u> To accept report as information</p> <p style="text-align: right;">CARRIED</p>
8) ADMIN/PROJECT COORDINATOR REPORT	<p><u>Motion # 07/21 Moved by Nick Gelych</u> To accept as information</p> <p style="text-align: right;">CARRIED</p>
9) OLD BUSINESS:	<p>9.1 ROF Project - .updated provided.</p> <p>9.2 Year End Financial Expenditures Completed. Discussed adjustments made and provided information on final submission sent.</p> <p>9.3 CFYE Regional Business Resiliency & Diversification Partnership Initiative Fund – Request for Final Approval.</p> <p><u>Motion # 08/21 Moved by Leslie Penny</u> That the board move to approve the plans for the CFYE Regional Business Resiliency & Diversification Partnership Initiative Fund, with funding source for the project coming from the following sources: \$20,000 from previously approved RRRF operating budget, and \$50,000 from the CFYE Board .</p>

Investment fund, with the option of adding an additional \$50,000 from the investment fund, should it be required & board approval is received.

CARRIED

9.4 – Yearly ED Performance Review Due – Board Committee to review ED performance struck: Leslie Penny, Ray Hilts, Carol Webster will review, Michelle to provide background material for review.

9.5 Final RRRF direction for CFNA Attached.

Board chose to draft letter of disappointment to WD, and CFNA. Leslie Penny will draft and forward for signing by board Chair. Board Chair to forward to WD and CFNA.

10) NEW BUSINESS:

10.1 Virtual Business Resiliency Forum – Facilitation Request.

Board Chair Carol Webster agreed to assist in the presentation.

10.2 New CF Contribution Agreement Attached & Discussed. No increase to budget, but new 5-year contract instead of 3 years.

10.3 Staffing Updates – Admin/Project coordinator, moved on to new position, ED will determine what the best course of action will be in terms of replacing now or in the near future.

10.4 Board Authorization to post Biography online new website. ED to send board the form authorizing permission to post.

11) ROUND TABLE:

Daryl Weber – Alberta Beach:

- Echo marine under new owner, also new bar owner. Beach clean up started.

Judy Tracy – Town of Onoway:

- Street Sweeping started, visited with 100-year-old resident to celebrate birthday. Librarian/ Board member received 25-year service award.

Jim Hailes – town of Fox Creek:

- Capital projects moving forward.

Pat Burns – Town of Mayerthorpe:

- Major mask issues with compliance in town. Esso shut down for 2 weeks due to outbreak.

John Burrows – Woodlands County:

- New Website live today. Service request tracking option included.

Marvin Schatz – County of Barrhead:

- Emergency Alert issued after a tanker spilled, fuel into the county drainage system and into shoal creek. First field of crop planted on April 13, earliest recorded planting to date.

Nick Gelych – Lac Ste Anne County :

- Ec Dev met with partners, moving forward with promotional material developed. Very Dry fire conditions, with a wildfire involving over 200 hectares. Fire ban mandated, fires are only allowed for cooking and heating.

Ray Hilts – Town of Whitecourt:

- Council approved 1.9% increase to taxes. New low-cost housing partnership with Lac Ste Anne Foundation. Wellspring development with Christenson Development moving forward.

Leslie Penny – Town of Barrhead:

- Passed new animal control bylaw to address cat issues. Rec Fees reviewed to provide Capital Arena funds for upgrades.
- Replacement of units at Seniors Lodge, looking good.

Carol Webster – Town of Swan Hills:

Approved final budget, more snow removal than expected. Fire guard 80% completed. Ec Dev Committee & Swan Hills Chamber created joint tourism committee. Wild AB, nearing completion of their history project .
Swan Hills experiencing nursing shortage. AHS has stopped STARS from landing on Hospital. Communities in Bloom Planter program and recycled art program underway. Campground leases approved 5-year contract with the town. Carol has had several entrepreneur conversations and made referrals to CFYE. Swan Hills moving forward with a new Website.

ADJOURNMENT:

Motion # 09/21 Moved by Nick Gelych

Moved to adjourn

NEXT MEETING:

May 20th, 2021

SIGNING AUTHORITY

Carol Webster

Carol Webster (Jun 24, 2021 20:26 MDT)

Leslie Penny

Leslie Penny (Jun 25, 2021 14:37 MDT)

Chair, Carol Webster

Secretary, Leslie Penny

Community FUTURES YELLOWHEAD EAST

REGULAR ZOOM BOARD Meeting Minutes

May 20th, 2021

IN ATTENDANCE

CAROL WEBSTER, LESLIE PENNY, RAY HILTS, JIM HAILES, PAT BURNS, JOHN BURROWS, DARYL WEBER, MARVIN SCHATZ

MISSING: REGRETS:	Judy Tracy
1) CALL TO ORDER:	Call to Order by: Board Chair, Carol Webster Time: 1:08pm
2) ADOPTION OF AGENDA:	<p><u>Motion# 10/21 Moved by Daryl Weber</u> <i>That the Agenda be accepted with the addition of item New Business 10.1 Round 4 RRRF.</i></p> <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<p><u>Motion # 11/21 Moved by Pat Burns</u> <i>That the minutes of the April 15, 2021, regular board meeting be accepted as presented.</i></p> <p style="text-align: right;">CARRIED</p>
4) CHAIRPERSON'S REPORT:	<p><u>Motion # 12/21 Moved by Leslie Penny</u> Resiliency Forum update be accepted as information.</p>
5) EXECUTIVE DIRECTOR REPORT:	<p><u>Motion # Moved by</u> Information unavailable this month</p>
6) IRC REPORT:	<p><u>Motion # 13/21 Moved by: Daryl Weber</u> <i>To accept as presented.</i></p> <p style="text-align: right;">CARRIED</p>
7) CED REPORT:	<p><u>Motion # Moved by:</u> Information not available this month.</p> <p style="text-align: right;">CARRIED</p>
8) OLD BUSINESS:	<p>8.1 ROF Project – Board accepted as information and requested that the report along with the individual municipal results page be forwarded to be used at their discretion.</p> <p>8.2 Q4- Board informed that the Q4 Report was completed and sent to WD.</p> <p>8.3 CFYE Partnership Matching Grant Initiative – Board advised that the final contract is with the lawyer for development of a legal agreement between CFYE and the municipalities applying.</p> <p>8.4 Letter of Concern to WD – Board discussion ensued around the disappointment in the response from W. Board requested that ED arrange for a meeting between the board and our local MLA and MP to share our concerns regarding the RRRF administration funding as well as express our concerns coming from the COVID-19 Impact to Small Business Owners who have expressed no plans for repayment of the RRRF loans received.</p> <p>8.5 Lemonade Day Update – Update provided to the board regarding registrations, COVID 19 restrictions, virtual training sessions.</p>

	<p>8.6 Year End Audit – Board reminded of upcoming AGM – June 17th to review Year End Financials with Auditor.</p>
9) NEW BUSINESS:	<p>9.1 Round 4 RRRF – Board advised of the Roll out of Round 4 RRRF Funding, and the limitations around the additional dollars being provided to CF offices to assist in the administration of the new RRRF loans. Board indicated they wanted the ED to continue working with local MLA & MP, in an effort to provide concerns around the needs and use of administrative dollars in order to be successful in providing support to businesses who have continued to struggle due to the Pandemic.</p> <p>Discussed the need to work on creating a report that could outline the cost to the office to support and administer the RRRF loans. ED and Staff will work toward putting together some type of report and to continue reaching out to our local political leaders.</p>
10) ROUND TABLE:	<p>Daryl Weber – Alberta Beach:</p> <ul style="list-style-type: none"> • Tremendous Support from Lac Ste Anne County received in assisting AB with cleaning up of the main beach. • Drainage Issue currently being experienced in the Village, and the County will share the cost of drainage. • Golf Course is closed. • Holly Days and Pilgrim Days cancelled for this year. • AB in Bloom Group taking over care of planters and hanging baskets in the village. • Beach Park – Ag Society taking over. <p>Leslie Penny – Town of Barrhead:</p> <ul style="list-style-type: none"> • New FCSS Director started, everyone very pleased with selection. • Chamber/Downtown Business Association approved Patio Expansion. • Possible progress being made on the sale of the Champion Feed Lot, New Company looking at the prospect. <p>Jim Harris – Town of Fox Creek:</p> <ul style="list-style-type: none"> • Paving postponed due to weather • Taking down old arena, pad not being kept, Park will go around it. • Tim Hortons moving forward with start of construction. • Budget meeting to take Place in June. • Met with Minister regarding the hwy rest stop businesses. Project has been postponed. <p>Marvin Schatz – County of Barrhead:</p> <ul style="list-style-type: none"> • 70% of crops are now in the ground. <p>Ray Hilts – Town of Whitecourt:</p> <ul style="list-style-type: none"> • 13.3-million-dollar capital budget passed • Downtown Parking Bylaw has been reviewed and council has approved another bylaw reading to council to remove parking control. • Festival Way has been completed to include a concrete pad along Rotary with the capacity bring in temporary businesses, with Power and water options. Rental Agreement has been created. • Party in the Park postponed to 2022. • Whitecourt Tourism Committee developed a new logo. • 15,000 in community grants provided this year to various groups such as Wct Mtn Bike Park.

Pat Burns – Town of Mayerthorpe:

- Skateboard Park Ready to Complete.
- Town Flowerpots ready
- Tim Hortons Breaking Ground

Carol Webster – Town of Swan Hills

- Resurfacing of Sunset Crescent underway
- Communities in Bloom in full force
- New Gas Station Owner
- Seniors Visits happening
- True North group putting mask signs around town.
- Town Clean Up at Suez plant taking place, could be the last one.
- Town Fire Guard being completed.
- Swan Hills/Mayerthorpe working on Rumble Alberta plans for end of September to have an elected official's ride. Partnering on Grant Application.

ADJOURNMENT:

Motion # 14/21 Moved by Ray Hilts

Moved to adjourn at: 2:45

NEXT MEETING:

SIGNING AUTHORITY

Carol Webster

Carol Webster (Jun 24, 2021 20:26 MDT)

Leslie Penny

Chair, Carol Webster

Secretary, Leslie Penny

Community FUTURES YELLOWHEAD EAST

Special Guest/Committee Board Meeting Minutes

Friday May 28, 2021

IN ATTENDANCE

CHAIRPERSON: CAROL WEBSTER, VICE CHAIR: DARYL WEBER, TREASURER: RAY HILTS, MARVIN SCHATZ,

MISSING: REGRETS:

1) CALL TO ORDER:

No formal Call To Order required. Meeting started at 11:00 am

2) ADOPTION OF AGENDA:

Nor Formal Adoption Occurred

3) INTRODUCTIONS

Committee Chair Ray Hilts: Welcomed guests and provided opportunity for introductions by all individuals in attendance.

4) DISCUSSION ITEMS

Executive Director Michelle Jones: Provided some brief background of Community Futures, the funding hierarchy and brief information on the role out of the RRRF Loan Program.

4.1 COVID-19 Impact to Small Business Analysis – Information provided around the report results, and discussion ensued around the main areas of concern stemming from the report. With the main focus/concern arising being the percentage of businesses who have no current plan on how they will be able to repay the loan funds back come Jan 1, 2023.

4.2 Non-financial Supports to Small Business due to Pandemic.

Discussion ensued around the need for additional funding to be provided to organizations such as CF, to allow offices to continue providing coaching supports to small businesses who need assistance pivoting their business to adapt to post pandemic, and to arrange for coaching in terms of loan repayment plans.

5) RECOMMENDATIONS

Board provided some recommendations to both guests.

Requested that MP, Arnold Viersen as a representative of the constituents in the region bring these concerns forward to ask how the federal government is planning to address the potential that some business may not be able to pay back the federal loans.

He was advised that the board would appreciate continued collaboration with our office to create awareness and work to identify funding so that vital support measures can continue between CF offices and RRRF loan recipients, to help develop some repayment plan options and for the government to reconsider the repayment criteria, and the introduction of a Small Business Stress Test, and further analysis on the impacts to small business on a provincial level.

Request of Parliamentary Secretary for Small Business and Tourism, and our MLA, we would like to continue working with him to identify ways to

support small businesses within our communities and across the province, ideas such as an education and awareness program.

Both parties agreed to take this information back to their colleagues and ministries to share what they've learned and to determine what kinds of solutions or recommendations could be brought forward.

MLA, Martin Long, indicated he would be discussing this with Western Diversification to gain more information.

•

6) NEXT STEPS

Committee Chair Ray Hilts – Confirmed he would provide a detailed accounting of the meeting, including some more formal recommendations that Community Futures and both the Federal and Provincial Government could collaborate together on, in an effort to address these concerns.

ADJOURNMENT:

Meeting Concluded at : 12:15.

SIGNING AUTHORITY

Carol Webster

Carol Webster (Jun 24, 2021 20:26 MDT)

Leslie Penny

Leslie Penny (Jun 25, 2021 14:37 MDT)

Chair, Carol Webster

Secretary, Leslie Penny









Board Meeting Minutes Requiring Signatures

Final Audit Report

2021-06-25

Created:	2021-06-24
By:	Michelle Jones (mjones@cfyellowheadeast.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMPu5uEThh8F2mO_ZXV_iue4BUDCitwL

"Board Meeting Minutes Requiring Signatures" History

-  Document created by Michelle Jones (mjones@cfyellowheadeast.ca)
2021-06-24 - 8:00:06 PM GMT- IP address: 137.186.142.59
-  Document emailed to Carol Webster (carolwebster@townofswanhills.com) for signature
2021-06-24 - 8:44:49 PM GMT
-  Email viewed by Carol Webster (carolwebster@townofswanhills.com)
2021-06-25 - 2:25:30 AM GMT- IP address: 75.159.128.99
-  Document e-signed by Carol Webster (carolwebster@townofswanhills.com)
Signature Date: 2021-06-25 - 2:26:33 AM GMT - Time Source: server- IP address: 75.159.128.99
-  Document emailed to Leslie Penny (lpenny@barrhead.ca) for signature
2021-06-25 - 2:26:35 AM GMT
-  Email viewed by Leslie Penny (lpenny@barrhead.ca)
2021-06-25 - 8:31:47 PM GMT- IP address: 198.166.99.226
-  Document e-signed by Leslie Penny (lpenny@barrhead.ca)
Signature Date: 2021-06-25 - 8:37:09 PM GMT - Time Source: server- IP address: 198.166.99.226
-  Agreement completed.
2021-06-25 - 8:37:09 PM GMT