



**2021-2022
Annual General Meeting**

**Box 68
Ashern, Manitoba
R0C 0E0**

June 22, 2022

Growing communities one idea at a time.



TABLE OF CONTENTS

Agenda	2
Minutes	3
Chairperson's and General Manager's Report	5
Board of Directors	7
Board Executive	7
Investment Committee Executive	7
Staff	8
Community Highlights	9
Business Highlights	12
Audit	18
Board of Directors Slate for 2022/23	37

COMMUNITY FUTURES WEST INTERLAKE
Annual General Meeting
Oak Point Community Hall
Wednesday, June 22, 2022 - 7:30 p.m.

AGENDA:

1. Welcome and Land Acknowledgement
2. Adoption of Agenda
3. Adoption of Minutes of the last AGM, Wednesday, June 23, 2021
4. Business Arising from the Minutes of an AGM Nature
5. Reports (AGM Package)
6. Audit Report for the 12 month period ending March 31, 2022
7. Confirmation of the Auditor for 2022/23
8. Presentation of Board of Directors Slate for 2022/23
9. Confirmation of Investment Review Committee
10. Policy Manual amendments
11. Open Meeting
12. Adjournment

Land Acknowledgement

Today we acknowledge that we are gathered on ancestral lands of Treaty 1 territory. Our Community Futures West Interlake office is located on Treaty 2 territory and our work extends throughout Treaty 1 and 2 territories. These are the traditional territories of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the Homeland of the Métis nation. We respect these Treaties and dedicate ourselves to move forward in a spirit of reconciliation and collaboration.

Annual General Meeting

Wednesday, June 23, 2021 – 7:30 p.m. – Via Zoom Meeting

PRESENT: Diane Bottrell, Chairperson
Debbie Valiquette
Lori Schellekens
Kelynda Springer, O/A
Phil Mathews
Clayton Gibson

Jim Scharf
Lana Cowling-Mason, GM/CDC
Jason Bittner
Janice Lowry
Darryl Langrell
Shanto Mathew, BA

ABSENT: Guy Dumont

Due to Covid, the Annual General Meeting was by Zoom.

The meeting was called to order at 7:37 p.m. Meeting was conducted by Lana Cowling-Mason, General Manager.

ADOPTION OF AGENDA

Moved by Phil Mathews, seconded by Diane Bottrell **THAT** the agenda be adopted as presented.

CARRIED

R2021/2022-17

ADOPTION OF JUNE 17, 2020 MEETING MINUTES

Moved by Lori Schellekens, seconded by Debbie Valiquette **THAT** the June 17, 2020 meeting minutes be adopted as presented.

CARRIED

R2021/2022-18

BUSINESS ARISING FROM THE MINUTES – there was no business arising from the minutes of an AGM nature.

ANNUAL GENERAL MEETING PACKAGE FOR THE YEAR ENDING MARCH 31, 2021. The following items were highlighted from the AGM package:

- Chairperson's Report
- General Manager's Report
- Board of Directors & Staff Positions
- Community Economic Development Highlights
- Business Development Highlights
- Auditors Report and audit for the year ending March 31, 2021

Moved by Phil Mathews, seconded by Jason Bittner **THAT** the Annual General Meeting Report for the year ending March 31, 2021 be adopted as presented.

CARRIED

R2021/2022-19

Growing communities one idea at a time.

Providing financial and community economic development assistance to the West Interlake.

Moved by Darryl Langrell, seconded by Janice Lowry **THAT** the Audit Report for the twelve-month period ending March 31, 2021 be adopted as presented.

CARRIED

R2021/2022-20

CONFIRMATION OF AUDITOR

Sensus Partnership of Chartered Accountants was approved for three fiscal years ending ending March 31, 2021, 2022 and 2023 - \$3,995.00 plus PST and GST as per R2020/2021-21.

PRESENTATION OF COUNCIL APPOINTED SLATE FOR 2021/2022

Executive positions may assume a maximum term of three years. Diane Bottrell, Chairperson has completed three years.

Slate Presented – Executive for the Corporation

- Clayton Gibson, Chairperson
- Janice Lowry, Vice-Chairperson
- Jason Bittner, Secretary-Treasurer

Board of Directors:

Darryl Langrell, Lori Schellekens, Guy Dumont, Phil Mathews, Jim Scharf, Debbie Valiquette, Clayton Gibson, Diane Bottrell, Jason Bittner and Janice Lowry.

CONFIRMATION OF INVESTMENT REVIEW COMMITTEE

The present Investment Review Committee indicated a desire to remain on the committee for the 2021/22 fiscal year.

- | | |
|--------------------------------------|------------------|
| - Jim Scharf, Chairperson | - Guy Dumont |
| - Darryl Langrell, Vice-Chairperson | - Diane Bottrell |
| - Jason Bittner, Secretary-Treasurer | |

Moved by Phil Mathews, seconded by Lori Schellekens **THAT** the executive for the Corporation are: Clayton Gibson, Chairperson, Janice Lowry, Vice-Chairperson and Jason Bittner, Secretary-Treasurer. Lana Cowling-Mason along with the executive will remain as signing officers for the general operation account – any two to sign. Jim Scharf, Chairperson, Darryl Langrell, Vice-Chairperson and Jason Bittner, Secretary-Treasurer, Guy Dumont and Diane Bottrell will remain on the Investment Review Committee. The Investment Review Committee executive and Lana Cowling-Mason will remain as signing officers for the Investment Fund Accounts – any two to sign.

CARRIED

R2021/2022-21

OPEN MEETING - There was no other business of an AGM nature.

ADJOURNMENT – Meeting adjourn at 8:19 pm.

Chairperson

Sec.-Treasurer

**CHAIRPERSON & GENERAL MANAGER REPORT –
Annual General Meeting – June 22, 2022**

The 2021/22 year found Community Futures West Interlake slowly returning to some of our more traditional activities that had been altered by the pandemic. Programming and operations moved from immediate crisis response and the seemingly daily changes, to a state of recovery and the assessment of how we assist our communities moving forward.

The Regional Relief and Recovery Program (RRRF) in-take closed in June. When all the paperwork was completed, our Investment Review Committee had reviewed and approved 157 loans between \$40,000 Round 1 and \$20,000 Expansion Loans. With these approvals, staff processed and disbursed over \$4.5M in our region. Between Covid and the drought impacts that affected many of our clients, the cash injection was timely in keeping our local economy moving. It is our hope that many of the RRRF recipients will be able to repay the majority of the loans by 2023 allowing them to benefit from a portion forgiven by the program.

For those who require a longer payment schedule, outstanding loans will be financed over a three-year period. In consideration of the long-term administration required for this program, CFWI received \$137,000 to be used over the next four years to assist with costs. This funding is a welcome addition to budgets that have not seen funding increases in 13 years and will allow the Corporation to continue to meet the needs of our region with reduced interest transfers required to balance the budget.

The RRRF program also increased the profile of CFWI within our region. As our core services are tied to supporting entrepreneurs with start-up and expansion, the program introduced the office to new clients. The CF program also generated additional federal government attention. Having 267 offices with boots on the ground across rural Canada (in every province and territory) proved to be invaluable to move support directly into communities quickly and effectively. We anticipate more opportunities to be the delivery agent for future programs.

In early 2021, CFWI had the opportunity to apply for special project funding from the Rural Opportunities Fund (ROF) for projects that had impact beyond one geographic area, could be replicated in other places and resulted in engagement and business benefits. The ROF funding was available to CF offices in western Canada and administered by the CF Pan West Association – another nod that the program could be trusted to make good use of funding investments into community economic development. In partnership with Interlake Tourism Association, CF North Red and CF East Interlake, we lead and application for funding to develop content for ITA's Driftscape App. The app is essentially a digital travel guide with the capability to promote, direct and provide interpretation to the Interlake's many tourism gems. One of the key components of the app is to have quality content to "lure" visitors to the area. Through our application to the ROF program, we were able to access \$230,000 in external funding to support the community and build on the in-kind and cash investments made by the partners and the communities. A big thank you to ITA and all the partners who made this project such a success under trying conditions! It was great to see everyone set aside the "geographic boundaries" and work together to develop an excellent visitor experience.

While direct business supports dominated the last couple of years, we were happy to be getting back to support for our community organizations that anxiously awaited the end of the pandemic. Many organizations returned to operations by regrouping and reorganizing. This past year saw a lot of requests for assistance in training and planning. Board governance, succession planning and project planning sessions were the predominant requests received. CFWI is always happy to

provide this training to community groups providing critical services in our region. CFWI is also hosting the core modules of the Economic Developers Association of Manitoba (EDAM) Community Edge Program – Manitoba’s recognized Community Economic Development training program. These sessions will be hosted in the coming months at a subsidized price and all are encouraged to attend these sessions directed towards community leaders, municipal staff and economic development practitioners.

This past year, our staff has also been selected to represent Manitoba CF offices at a number of western Canadian and national visioning sessions looking at the long-term vision for the CF program. As the program continues to face status quo funding, there is a need to be innovative and collaborative to continue to deliver core services as operating costs increase. These discussions have been very positive and have also resulted in some great advocacy efforts for the program at the national level. Board and staff members attended the 2022 National Event in Ottawa in May. The event included an evening reception with all MPs invited to attend and learn about what CFs do. The event was well attended and well received by over 60 MPs. We hope that telling the success stories of our clients and sharing the impressive business support stats will result in a future increase in operating budgets.

Looking to the coming year, CFWI is excited to get back to some of our own regional strategic priorities. The Interlake Community Development Project Support Initiative (ICDPSI) funded four worthy projects last year and this year’s recipients will soon be announced. The relaunch of the See the 6 regional tourism marketing campaign and development of a regional investment cooperative are also on the top of our priority list. We will also be renewing our investment in youth leadership and engagement. We have begun discussions with the school divisions and schools within our region to host a Youth Leadership Retreat in the coming school year. This has been enthusiastically received and we look forward to introducing entrepreneurship and talking about community involvement with our high school students in the fall. We will also be offering Junior Achievement sessions on demand to any of our elementary school classes looking to learn about how business and entrepreneurship works.

Coming through the hardships of the pandemic has been difficult for our communities and our clients. It has highlighted our resilience and adaptability that is a way of life in rural Manitoba. It has also shown us that there are new ways to meet challenges and goals. The board and staff are happy to be able to get back out to the region and have those very important key discussions in person. We did however, also learn that virtual connections can be an invaluable tool. We will continue to use those resources to assure we make the most effective use of our time and limited resources while continuing to meet the needs of our region.

Our CFWI Board Members are our connection to the communities and are our ambassadors. Thank you to each and every one of you for committing your time to our organization and our communities. A special thank you to Guy Dumont and Debbie Valiquette who have left our board this past spring. Welcome to Monique Holm and Darryl Langrell who have recently joined our board. Our staff continues to dedicate their talents and energy to serving our corporation. Your contributions and commitment are greatly appreciated.

To our community volunteers, municipal leaders and businesses – thank you for helping us “Grow Our Communities One Idea at a Time”.

Respectfully Submitted,

Clayton Gibson, Chairperson

Lana Cowling-Mason, General Manager

BOARD OF DIRECTORS

The Corporation is governed by a Board of Directors composed of ten (10) persons elected/appointed by their Municipal Councils. Two (2) directors are elected/appointed from each of the R. M.'s of Grahamdale, West Interlake, Coldwell, St. Laurent and Woodlands. Community Futures West Interlake's Board of Directors is as follows:

R. M. OF WOODLANDS

Darryl Langrell, RM of Woodlands – Darryl was appointed to the Regular and Investment Committee in April 2021.

Lori Schellekens, R. M. of Woodlands Reeve – Lori was appointed to the Regular Board in December 2018.

R. M. OF ST. LAURENT

Phil Mathews, RM of St. Laurent Councillor – Phil was appointed to the Regular Board in November, 2018.

R. M. OF COLDWELL

Jim Scharf, RM of Coldwell Councillor – Jim was appointed to the Regular and Investment Committee in November, 2018.

R. M. OF WEST INTERLAKE

Diane Bottrell, RM of West Interlake – Diane joined the Regular and Investment Committee in December, 2015.

Clayton Gibson, RM of West Interlake Councillor – Chairperson - Clayton was appointed to the Regular Board in March, 2020.

R. M. OF GRAHAMDALE

Jason Bittner, RM of Grahamdale Councillor – Jason was appointed to the Regular Board and Investment Committee in October, 2019.

Janice Lowry, RM of Grahamdale – Janice was appointed to the Regular board in March, 2020.

BOARD EXECUTIVE

Clayton Gibson– Chairperson
Janice Lowry – Vice-Chairperson
Jason Bittner – Secretary-Treasurer

INVESTMENT COMMITTEE EXECUTIVE

Jim Scharf– Chairperson
Darryl Langrell– Vice-Chairperson
Jason Bittner – Secretary-Treasurer



STAFF

Lana Cowling-Mason – Lana has been employed with the Corporation since August, 2014. Lana is the General Manager and Community Development Coordinator.

Kelynda Springer - Kelynda started in August, 1996 and is the Office Administrator for the Corporation.

Shanto Mathew – Shanto started in September, 2019 and is the Business Analyst for the Corporation.



COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS 2021/2022

Community Futures West Interlake is committed to helping communities in the region to grow by helping them help themselves. This means that we are dedicated to helping communities, local governments, and volunteer groups obtain what they need in order to succeed in their projects. This may mean assisting with organizational development, training, creating by-laws, incorporation, setting up committees; facilitating strategic or project planning, creating budgets, work plans, and long-term visions; and identifying funding sources, help creating proposals and making applications. The following is a brief summary of some of the projects we have worked on in the past year.

Regional Highlights

West Interlake Community Development Project Support Initiative (WICDPSI)

CF West Interlake works to foster community and business development in the region. We have dedicated some of our resources (\$20,000) to create a contribution program that will assist community groups in undertaking projects that will create jobs and economic growth in our region. For 2021/22 - 4 projects were approved for a total investment of \$20,000 in projects totaling more than \$275,898 dollars.

Projects approved were: Woodlands Childcare Inc. – Warren Expansion Drawings Project; Woodlands Pioneer Museum – Continuing to Build Accessibility - Washroom; Lundar Community Pool – Splash Pad Installation/Upgrade Pumping System; and Lundar Agriculture Society – New Campground Amenities. In 13 years, we have invested over \$371,442 in direct contribution to 57 projects totaling \$7,145,180 in Community Development Investment.

Resource to Community Groups

Community Futures West Interlake staff sit as an active ex-officio Board Member on Interlake Tourism Association. We also sit as ex-officio members of all active Chambers of Commerce and Community Development Corporations.

Community Edge – CED Certification Program

The Economic Developers Association of MB (EDAM) has developed a community economic development (CED) training program. The program includes eight modules that will provide the core concepts that municipal leaders and practitioners should understand in the delivery of community development. These modules will also be the basis for a certification process for the practitioners. The modules have been completed and are being offered on demand, across the province. General Manager, Lana Cowling-Mason, is a certified Community Edge trainer and has delivered a number of sessions.



As a member of the EDAM Education Committee, Lana has been directly involved in determining content and delivery methods for the program and in assessing certification applications for practitioners.

Local Activities Highlights

Our efforts at “getting the word out” about how we can help community organizations have resulted in a busy year. A combination of signage, social media, print ads, direct mailings, and promotion of our services by our Board members and community partners enabled us to actively participate in many projects including:



Driftscape (Online Tourism App

Development – A downloadable app that provides tourism information highlighting points of interest, tours and interpretations. CFWI prepared the Rural Opportunities Fund application and accessed over \$230,000 to fund the project. The project is being delivered in partnership with Interlake Tourism Association, CF East Interlake and CF North Red.

Transportation Opt. Network for Seniors (T.O.N.S) – T.O.N.S. is a group administers activities, projects, programs and research that develops a greater understanding of issues related to providing adequate transportation for the older population in Manitoba. CFWI is one of only a couple of members representing rural Manitoba.

Valley Fiber Interlake Expansion – Interlake & Winnipeg River based project to run dedicated fiber through the region, improving access to underserved communities. The CF role is to connect the provider with the community and assist as needed with project development.

Some other local projects Community Futures West Interlake assisted with in 2021/22 are:

- Provided Interlake Tourism Association with ongoing support and assistance facilitating the annual planning process and administration of the Tourism Development Fund.
- Assisted the Rosser Woodlands Rec Commission with their financials and Annual General Meeting presentation.
- Facilitated the Rosser Woodlands Rec Commission strategic plan.
- Provide resource support to the Woodlands Childcare Expansion Project.
- Provide resource support to the Warren Park Development Enhancement Project.
- Delivered board governance session to the Woodlands Childcare Board.
- Facilitated planning session for the West Interlake Trading Company.
- Provide resource support to the Lakeshore Wellness Centre.
- Provided resource support to the Eriksdale CDC regarding the Eriksdale Seniors Housing Project.
- Delivered board governance session to the RM of Grahamdale CDC.
- Provided resource support to the RM of Grahamdale CDC regarding the development of the Moosehorn Wayside Park.

- Provided resource support to the RM of Grahamdale regarding the Steep Rock Area Development Plan.
- Assisted with the RM of Grahamdale CDC Annual General Meeting.
- Delivered Land Use Planning Basics session to the RM of Grahamdale.
- Delivered board governance session to the Ashern Daycare Co-op.



BUSINESS DEVELOPMENT HIGHLIGHTS

2021/2022

Community Futures West Interlake continues to deliver our regular loan financing packages.



**Regional Relief and Recovery Fund
Community Futures Stream**

<p>Who is eligible? Rural small businesses that were impacted adversely due to the COVID-19 pandemic and have costs that have not been covered through other COVID-19 supports.</p>	<p>What Costs are Eligible? Lease payments, salaries and benefits, property taxes, utilities, bank charges & interest, office supplies, vehicle supplies, insurance, rent & other regular operating costs.</p>
<p>What is the Regional Relief and Recovery Fund? This Government of Canada fund provides loans of up to \$50,000 to small and medium sized businesses to help cover operating expenses incurred during the COVID-19 pandemic.</p>	<p>Repayment Terms No interest and no payments through Dec. 31, 2022. Up to \$20,000 of the contained loan is forgivable if repaid by December 31, 2022. Payments begin January 2023 & loans must be repaid by Dec. 31, 2025. No prepayment penalties.</p>

Application deadline has been extended to June 30, 2021.

CFWI delivered the Regional Relief and Recovery Fund (RRRF). A fund established by the Government of Canada to support businesses and organizations economically impacted by the Covid-19 pandemic. Loans paid off by December 31, 2023 will be eligible for a portion to be forgiven. Outstanding balances are due December 31, 2025.

RRRF Program – Numbers in the Interlake

<p>Round 1 Loans (\$40,000)</p> <ul style="list-style-type: none"> ➤ Manitoba Total: RRRF program approved \$21,667,451 to 575 businesses. ➤ CFEI: \$3,880,059 to 103 businesses ➤ CF West Interlake: \$3,242,958 to 91 businesses ➤ CF North Red: \$2,001,000 to 51 businesses 	<p>RRRF Expansion (\$20,000):</p> <ul style="list-style-type: none"> ➤ Manitoba Total: RRRF program approved \$8,160,376 to 411 businesses. ➤ CFEI: \$1,310,376 to 68 businesses ➤ CFWI: \$1,430,000 to 72 businesses ➤ CFNR: \$960,000 to 48 businesses
--	---

**Interlake: \$12,824,393 of \$29,827,827 or 42.99% of MB's RRRF dollars.
Potential forgiven portion injected into Interlake economy: \$4.23M**

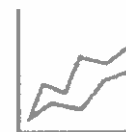
Loan Statistics for 2021/22

7	Regular Business Loans, valued at \$385,167
Regional Relief and Recovery Loans, valued at \$841,300	32
41.5	Jobs Created and/or Maintained
Business Advisory Services Delivered	155

CF Business Support Impact: Assisted vs. Non-Assisted Business

Based on tracking 4,562 active business clients between 2012 and 2017, Stats Canada data showed businesses supported by CFs experienced:

- **Employment Growth: 6.82 % vs. .82%**
- **Annual Sales Growth: 7.68% vs. 2.49% (Plus increased resiliency)**
- **Business Survival Rates: 65% vs. 46% (At five years after start-up)**

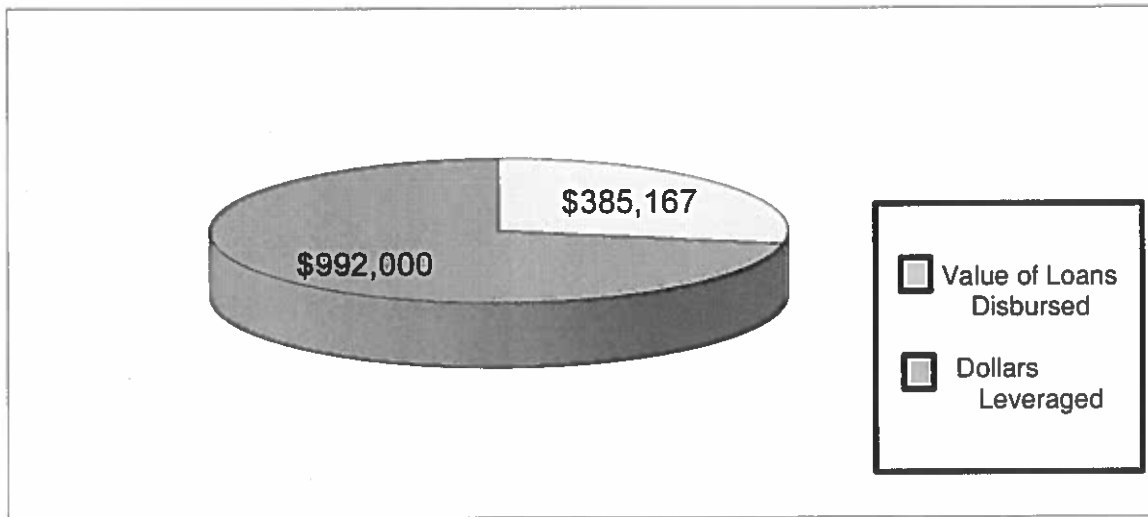


RESULTS

Overall, CF assisted businesses are outperforming the comparable group.

Loan Activity For 2021/2022

	2020/2021	2021/2022
Total Number of Loans Disbursed	6	7
Value of Loans Disbursed	\$430,505	\$385,167
Dollars Leveraged	\$401,000	\$992,000
Total Dollars Invested	\$831,505	\$1,377,167
Jobs Created or Maintained	20	18



Loan Activity for the Regional Relief and Recovery Fund (RRRF)	
	2021/2022
Total Number of Loans Disbursed	32
Value of Loans Disbursed	\$841,300
Jobs Created or Maintained	23.5

Regular Loan Fund Portfolio by Sector:

Sectors	Number of Loans	Value of Loans	%
Arts, Ent. & Recreation	2	168,200	10%
Manufacturing	3	120,361	7%
Transportation and Warehousing	1	13,154	1%
Professional, Scientific & Tech	2	245,359	14%
Retail Trade	6	378,899	22%
Other Services	8	291,529	17%
Agriculture, Forestry, Fishing & Hunting	1	10,011	1%
Real Estate, Rental & Leasing	1	55,882	3%
Accommodation & Food Serv.	8	445,761	26%
Total Value/Loans	32	1,729,156	100%

Loan Activity for the Regional Relief and Recovery Fund (RRRF)

Sectors	Number of Loans	Value of Loans
Agriculture, Forestry, Fishing & Hunting	128	3,717,000
Manufacturing	4	89,892
Construction	1	40,000
Transportation and Warehousing	2	60,000
Retail Trade	8	214,766
Other Services	7	210,000
Real Estate, Rental & Leasing	2	60,000
Arts, Entertainment and Recreation	1	26,300
Accommodation & Food Serv.	4	120,000
Total Value/Loans	157	4,537,958

Loans by Municipality and Value			
Municipality	Number of Loans	Current Balance	Amount Approved
Grahamdale	1	13,154	15,000
West Interlake	11	438,303	467,978
Coldwell	6	368,336	521,667
St. Laurent	1	75,738	100,280
Woodlands	11	803,212	1,079,764
Joint-Community Futures	2	30,413	217,000
TOTAL	32	1,729,156	2,401,689

Loan Activity for the Regional Relief and Recovery Fund (RRRF)		
Loans by Municipality and Value		
Municipality	Number of Loans	Amount Approved
Grahamdale	38	1,049,947
West Interlake	46	1,361,300
Coldwell	48	1,410,000
St. Laurent	8	203,000
Woodlands	17	513,711
Total Value/Loans	157	4,537,958

TRAINING AND BUSINESS DEVELOPMENT ACTIVITIES FOR 2021/22

Self-Employment Program – Community Futures West Interlake continues to deliver this program on behalf of Training and Employment Services. The program allows individuals on Employment Insurance to start a business while receiving program benefits. We have established a very positive working relationship with the program consultant to ensure sound delivery of the program.



Capital Campaign Training – how to effectively fundraise – delivered to representatives from four community groups in Warren, Woodlands and Lundar. The session covered: What is a capital campaign and how could it help meet fundraising goals while using volunteer time effectively; Developing a case for support that can be used in grant applications and sponsorship requests; How to develop fundraising targets and prospects to support your cause; Information on grant programs and funders that may be interested in supporting your project.

Small Business Week Virtual Celebration – In partnership with other CFs across Manitoba, we hosted a virtual business celebration as part of small business week. A guest speaker was booked to talk about thinking innovatively and building your network. Ten participants from CFWI region participated.