

# Director Information Package



## Director Information Package

Thank you for your interest in the Community Futures Development Corporation of Greater Trail! This is an informational package designed to assist Board and staff in familiarizing themselves with CF Greater Trail's policies, mandates, and vision.

Applications for membership should be returned to [erik@communityfutures.com](mailto:erik@communityfutures.com) or mailed to:

Community Futures Greater Trail  
825 Spokane Street  
Trail, BC V1R 3W4  
Attention: Board of Directors

If you have any questions or are interested in learning more about the organization, please contact our Executive Director, Erik Kalacis, at 250.364.2595 ext. 22.

Office hours are 8:30am to 4:30pm, Monday to Friday. The office is closed on weekends and statutory holidays.

### Service Area

There are 34 Community Futures offices to serve the rural communities throughout British Columbia. The area served by CF Greater Trail encompasses the following communities:

- Trail
- Montrose
- Fruitvale
- Rossland
- RDKB Areas 'A' & 'B'
- Warfield

### Funding

- The Community Futures program is partially funded by Western Economic Diversification Canada. CFs also contract with other government agencies as well as the private sector to provide specific services.
- Interest revenue from business loans and investments and fee-for-service contracts also contribute to financial growth and stability.
- All CFs are encouraged to become self-sustaining organizations.

Our program was developed in the recognition that local economic development solutions need to be developed at the community level. In order to ensure this 'bottom up' planning approach, members from our communities serve as volunteers to work on committees, or the Board of Directors, to represent the interests of the area. Staff resources are provided to assist and support committee and/or Board requirements, in addition to assigned program delivery duties. The Corporation is

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able to negotiate its role and function with various funding agencies to deliver Community Futures programming under local direction and control.

### **Local mandate**

The mandate of the Corporation is to support the development of a sustainable and diversified economy in Greater Trail by:

- Development of economic sectors where increasing employment opportunities exist;
- Diversification of business and community support in the local communities;
- Development of value-added support for resource-based industries;
- Providing information resources, support, and training for small business;
- Supporting small business financing;
- Arranging income support for Employment Insurance recipients starting a small business; and
- Encouraging entrepreneurial development.

### **MISSION STATEMENT**

*“Investing in your business. Building our community’s future.”*

**Director:** Subject to the Bylaws of Incorporation, directors are elected for a one-year term. The director’s term of office shall be from the date of the meeting at which they were elected until the annual general meeting one year following. A director may serve up to a maximum of 9 consecutive terms.

Directors are responsible for the affairs of the Corporation. Directors are entitled to vote on corporate issues at the board level and on sub-committees, for which they are regular participants.

#### *Director Responsibilities include:*

- Attend meetings of the Board of Directors (~10/year);
- Be prepared for all meetings and participate productively in discussion;
- Inform and advise the Board of appropriate Corporation directions and needs.

**Board Meetings:** Regularly scheduled Board meetings are generally held on the 3<sup>rd</sup> Tuesday of each month, from 11:30am – 1:30pm. Prior to the meeting, each board member receives a board package including the agenda, minutes from last meeting, correspondence, and reports to review before the meeting.

**Committee Member:** Subject to the policy and procedures of the committee, members are appointed to committees. Committee members are entitled to vote at committee meetings. Committee members are not required to attend Board meetings, but are encouraged to attend training and strategic planning sessions. Committees shall not be used to transact

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Board business but to act as a resource to the Board and/or CF staff, unless specifically empowered otherwise. Committee Membership will be for one year with the option to be re-appointed on an annual basis. Committee members will be appointed as required.

*Applicants for committee membership are reminded that participation in Community Futures activities is on a voluntary basis without remuneration or honorariums. However, Community Futures Greater Trail does reimburse for pre-authorized travel expenses incurred for CF business according to our Travel Expense Policy. Every member is reimbursed on a per diem rate for travel, meals, and accommodation; rates are set by the National Joint Council and are updated quarterly. Claim forms can be picked up at the CF office. Members are covered by Liability Insurance and Travel Insurance carried by CF Greater Trail. If daycare is necessary for attendance at meetings, this shall be covered with proof/receipt of the expense.*

### **Confidentiality and Conflict of Interest**

Volunteers are expected to sign a 'Code of Conduct & Privacy Agreement' which covers confidentiality and conflict of interest issues related to business lending, counselling, Self Employment Program, and other corporate activities.

### **New Board and Committee Member Recruiting Procedure**

- A. An information package and brochure is provided to an interested individual by committee members, Board of Directors, and/or staff persons.
  - B. Application is completed and returned to the Executive Director for review by the Board of Directors.
  - C. Board of Directors reviews application and agrees to either:
    - Give 'provisional approval' to an applicant. 'Provisional approval' means that the Board has approved their application provisional on the applicant's decision to join the organization after having had an opportunity to learn more about its purpose and programs;
    - Reject the application;
    - 'File' the application for review at a later date;
    - Request additional information from the applicant.
  - D. The applicant will receive an official response from Community Futures Greater Trail. Where the applicant has received 'provisional approval', the prospective member will receive an invitation to attend committee meetings and/or a Board meeting to learn more about the corporation. The Executive Director will provide an overview of the programs and respond to questions.
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- E. Applicant confirms interest to join the Corporation as a ‘Director and/or Committee Member.’ Applicants for ‘Active Membership’ are requested to indicate an area of interest to serve on a committee.
- F. Each new member is invited to attend a Board Meeting and an orientation session with the Chair and Executive Director.
- G. The individual is appointed to serve on the committee of interest.

All members are invited to attend the ‘Annual General Meeting’.

As a “Not-for-Profit” corporation, we actively seek volunteers who will represent the broad community interest in delivery of our mandate and services. Interested individuals are encouraged to apply and become a **Board or Committee Member** and be available to serve on a committee(s) and/or the Board of Directors.

## What is Community Futures?

Community Futures provides small business loans, counseling services, and on-going support for new business start-ups and business expansions.

### **Business Training and Counselling**

One-on-one counseling, group sessions, video conferences, computer, and library resources are available to assist individuals in a variety of areas including:

- general business information;
- starting a new venture or buying an existing business;
- business planning;
- advertising and marketing;
- financing for small business;
- home-based business;
- management;
- statistics and market research;
- cash flow and sales projections.

### **Loans**

Loans are available for new business start-ups, existing business, and the purchase of an existing business. Applicants are encouraged to apply at traditional institutions but it is not a requirement to be declined to meet the CF’s criteria for financing. Loan applications are evaluated on the following criteria, as reflected in a business plan:

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- Project viability;
  - The ability to repay;
  - Management abilities;
  - Provision of adequate security;
  - A reasonable personal financial investment;
  - Economic/social benefit to Greater Trail;
  - Potential for job creation or job maintenance.

We partner with other lending organizations including the Nelson & District Credit Union, Kootenay Savings Credit Union, Chartered Banks, Women's Enterprise Network, The Southern Interior Development Trust Initiative, Columbia Basin Trust, other Community Futures offices, as well as private lenders in order to provide the best options for our clients.

There are five portfolio funds that are available for lending. They are:

- Repayable Investments (repayable to WED);
- Regular Investments (non-repayable to WED);
- Entrepreneurs with Disabilities Fund (repayable to WED);
- CF Special Investment Funds (internally restricted funds)
- Community Business Loan Fund (BC Ministry funds)

#### **WED Loan Funds (Non-repayable and Repayable)**

These funds were provided by Western Economic Diversification Canada; a portion of these funds are repayable upon demand to the Government of Canada, while a certain amount of funds were a direct contribution to the organization (non-repayable). We offer loans for business startup, expansion, and acquisition. The Loans Committee, which is comprised of community volunteers, is involved with the loan review process. This ensures community input to loan approvals. This committee meets on an "as needed" basis, typically once/month. Meetings are held in the CFDC meeting room or attendance may be via teleconference. We also assist with topping up bank financing, and/or technical assistance for clients to develop their applications for their local financial institution. All interest generated from the loan funds is reinvested back into the respective fund.

#### **Entrepreneurs with Disabilities Fund**

This program is available to clients living in a rural community and who have a disability that impairs their ability to perform at least one of the basic activities of self-employment or entrepreneurship. This program includes money available for loans not normally to exceed \$150,000.00, one-on-one entrepreneurial business counseling, training, help to identify needs for specialized equipment and the assistance needed to acquire it, and access to capital. All interest generated from the loan funds is reinvested back into the respective fund.

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### **Community Business Loan Fund**

This program is available to clients living in a rural community and is in support of one or more of the following: a) forestry; b) aquaculture; c) manufacturing; d) tourism; e) clean/renewable energy; f) innovative technology; g) exporting. Loans must meet CF's general lending policy. All interest generated from the loan funds is reinvested back into the respective fund.

### **Special Fund**

The Special Fund is a fund derived solely of internal revenue generated from operations over the past 20+ years. Excess funds not required for operations derived from rental income in our Business Incubator, excess Fee for Service revenue, and Loan Administration fees had been directed into this account. In addition, all interest generated from the loan funds is reinvested back into the respective fund.

**Community Economic Development:** A core strength of Community Futures Development Corporations across Western Canada is community economic development (CED). Traditionally, economic development focuses on attracting new industries and investment into a community. In contrast, CED practitioners focus on the existing community and its residents, help to work out solutions, and stimulate the economy from within. It is felt that the community has to take ownership of the issues and causes for progress to occur. For this reason, CED can be sustained as long as the community works together.

**Self-Employment Program (SEP):** The Self-Employment Program is a strategic combination of one-on-one assistance, workshops, mentoring, and specialty counselling. The primary objective is to help people make a well thought out, lasting transition from unemployment to self-employment. The 48-week program provides fledgling entrepreneurs with instruction and support while developing their business plans. Participants also receive ongoing business training, support and coaching while they launch and operate their new businesses. If eligible, clients receive financial support for the duration of the contract period. Businesses started through the Self Employment Program have a higher success rate than the national average.

Community Futures has been the delivery agency of the Self-Employment Program since its inception in 1987. In 2012/13 the Self-Employment Program transitioned from the Federal Employment Insurance Agency to the Employment Program of BC and as a result underwent significant change.

To qualify for the SE Program, applicants must meet the following conditions:

- Be a qualified Employment Insurance claimant;
  - Be legally entitled to work in Canada;
  - Provide an acceptable business plan showing potential for viable self-employment;
  - Make a personal investment in the business and operations of the new enterprise;
  - Start a new business or take over an existing business and agree to work full-time on their business venture.
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**Business Incubator:** The South Kootenay Business Centre is a business incubator and accelerator that helps new and emerging firms survive the vulnerable and costly start-up stages of their development. [www.skbc.ca](http://www.skbc.ca)

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