



CHAMBRE DE COMMERCE
WEST NIPISSING OUEST
CHAMBER OF COMMERCE

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West Nipissing Chamber of Commerce
Board of Directors Meeting Minutes
Tuesday, September 21st 2021
7:00 PM Meeting on Zoom

Joanne Valliere	✓	Marcy Lemieux	X	Daniel Chenier	✓
Lisa Filiatrault	✓	Pamela Fraser	✓		
Sylvain Bilodeau	✓	Stuart Seville	✓		

Other personnel:

Rebecca Foisy– Executive Director, Manon Arcand –Manon Arcand Professional Services

1.0 Call to Order

The meeting was called to order by Pam at 7:04 pm.

2.0 Declaration of Pecuniary Interest

No pecuniary interests were declared.

3.0 Adoption of Agenda

Joanne moved to accept the agenda, Seconded by Stuart. Carried.

4.0 Approval of Previous Board Meeting Minutes – August 17th, 2021

Joanne moved to accept the previous meeting minutes, Seconded by Stuart. Carried.

5.0 Treasurers Report – May 2021, June 2021, July 2021, August 2021

Sylvain presented the treasurer’s report May 2021, June 2021, July 2021, and August 2021.

The West Nipissing Chamber of Commerce will need to pay back the RRRF Covid-19 relief, as they have been receiving Covid-19 also from the CEBA program. Guy from Fednor has been in contact with Rebecca as she discovered that an organization can only benefit from one program and not both.

Rebecca then reported back to Guy that the board applied for both funding in March 2020, but was not aware of this detail. The Chamber has received close to \$32,000 from the RRRF, which will be the ball park figure needed to be given back to Fednor.

The CEBA program is a loan program through the government, the Chamber was given a \$60,000 loan, and the Chamber can only keep \$20,000 from this program. \$40,000 must be given back to the government by December 31st 2022, if not interest will then be charged to the Chamber.

In conclusion, the RRRF program was relief money that was free money to the Chamber and did not need to be repaid. The CEBA program, is a program that the money needs to be repaid, and only \$20,000 will help the Chamber during the Covid 19 pandemic (March 2020- Present). Rebecca estimates that a total of \$72,000 must be given back to the government in total by the end of December 2022.

Stuart moved to accept the treasurer's report for May 2021, June 2021, July 2021, and August 2021. Seconded by Pam. Carried.

6.0 Executive Director's Report

Rebecca presented the Executive Director's report for September 2021.

7.0 Committee Updates

7.1 Governance

More members will be needed to join the Governance Committee, we will need to elect a Chair and Vice Chair for the 2021-2022 term.

Current Committee Members Include: Pam Fraser, Zack Lafleur, Rebecca Foisy

7.2 Special Projects

A new Chair is needed for this committee, as Pat was the Chair, Vice Chair is: Joanne Valliere.

Committee Members Include: Pam Fraser, Joanne Valliere, Daniel Chenier, Stuart Seville, Zack Lafleur, Rebecca Foisy, Lisa Filiatrault, Stacie Fiddler (Labour Market Group), Tina McGee (Junkala Wealth Building Inc.)

7.3 Membership Recruitment & Marketing

Chair is: Pam Fraser and Vice Chair is: Marcy Lemieux.

We currently have 78 Paid Chamber Members, 1 Payment Outstanding: Camp Horizon, total of 79 Chamber Members for 2021.

We lost: IION, JYF Promotions, Literacy Alliance of Nipissing, MRL Expert Conseil, Stitch N Love, Sturgeon Etching, Thistle Marketing, THS Turf Solutions, Alex Self Storage, Art Studio, Comfort Inn, DJ & Sons, Alouette Bus Lines, McGuinty Funeral Home, Optimum Home Comfort, Wishingstar Occasions.

New Members in the last month are: Intrend Mortgage Inc, and Manon Arcand Professional Services, Old McDonald Family Farm.

Committee Members Include: Pam Fraser, Marcy Lemieux, Sylvain Bilodeau, Tina McGee (Junkala Wealth Building Inc.), Kendall Karoglan (Molly Maid), Zack Lafleur, Rebecca Foisy.

7.4 Finance Committee

Sylvain is seeking more help and volunteers for the Finance Committee he wants to launch. Sylvain asked Manon if she would be interested in joining, and she said she would be able to review our Financial Statements monthly. If Manon or Sylvain have any direct questions about the financials, they should ask Rebecca and Martha for any clarification. Rebecca will email future financial reports to Manon & Sylvain going forward.

8.0 Business Arising from Previous Meeting

8.1 Shop Local Funding Update

On Monday September 13th 2021, Rebecca received email confirmation that the West Nipissing Chamber of Commerce has been approved for \$35,000 to deliver a Shop Local Campaign for the West Nipissing region. Rebecca is in the process of getting some questions answered before sending off the signed contracts and banking information. The OCC plans on giving 40% from the government of Canada, second payment is 50% of the awarded amount will be provided upon receipt of the midterm report, and the final payment of 10% of the awarded amount will be provided upon receipt of the final report.

Sylvain shared that he will be asking the Caisse to see if the Chamber can permanently place signage at all 3 West Nipissing branches, a partnership would then be created with the Caisse for this project. Joanne shared the idea of creating signage in Sturgeon that would stay in town permanently, Rebecca said she had a similar idea with creating a billboard at either entrance from hwy 17.

-40% of \$35,000 = \$14,000
-50% of \$35,000 = \$17,500
-10% of \$35,000 = \$3,500

8.2 Rapid Test Kit Funding Update

The Chamber has distributed approximately 4925 Rapid Tests, to about 52 businesses in the West Nipissing and North Bay region. Rebecca received confirmation from the Ontario Chamber of Commerce that the Rapid Test Program has been extended to March 31st 2022. Rebecca is doing bi weekly distribution days at the Chamber's office, and is also doing pick ups at her residence for North Bay business owners.

On Tuesday September 7th, the OCC deposited \$6698.00, which is half the funding for the Rapid Test Kit Program. Another \$6698.00 is expected on a later date to cover the 12-week program. Rebecca is expecting more funds to be announced to cover the expansion of the program. A total of \$13,396.00 is expected to cover the costs of the first half. (Stericycle bills, Rebecca's wages, PPE, costs of hosting the website)

8.3 Zack/Pam/Stuart Sidewalk Sale Update

Pam went to the Market on Saturday September 18th, 2021, and it was a busy event in Sturgeon. Stuart mentioned that the number of vendors was great, and it was the biggest market yet. Sylvain mentioned

for next year to incorporate a Chamber Membership in the base price, so that the Beautification Group and the Chamber can benefit from new members.

8.4 All Candidates Night Cancelled

The All-Candidates Night Forum for 2021 was cancelled due to lack of participation from Chamber Members.

9.0) New Business

9.1 Christmas Party Marcel Halls (Dec. 10 & 11 2021)

The board would like to postpone the Christmas Party this year, and postpone it to 2022 because of the uncertainty with the fourth wave.

9.2 Vaccination Passport Policy

Rebecca sought clarification regarding implementing a Vaccination Policy for the staff at the Chamber. Currently the staff is only Rebecca and Zack who work remotely from home. The board told Rebecca to create a Vaccination Policy, Rebecca is responsible for the policy to follow. Rebecca is going to reach out to Lynn regarding Vaccination Policy for Municipal buildings, and if 30 Front St. has a policy in place.

9.3 Chamber of Commerce Executives of Canada Membership

Rebecca is seeking some development on her end to bring to the West Nipissing Chamber. The Chamber of Commerce Executives does hold Zoom Seminars, that Rebecca can tap into and bring ideas that other Chamber's are rolling out with to the West Nipissing Chamber of Commerce. It's \$200 for 15 months, but the only difference is networking with Executives from other Chambers across Canada and not just Ontario.

9.4 Vacant Land Update (Old lumber mill on Hwy 17, Ottawa St & Cache Bay Rd)

Dan was seeking an update regarding the vacant land.

The Municipality has officially acquired that property from Weyerhaeuser and are looking at developing a plan to ensure they maximize the best use of the property. A feasibility study will be undertaken shortly. If a board member is interested in developing the property or has a business opportunity you should contact: Stephan Poulin, Director of Economic Development and Community Services.

Stuart sits on the Economic Development Committee and has been involved with this project since the beginning. He shared that they're in the process of hiring a company outside of the region to do the feasibility study, and that the government is contributing to the funding for this. A green space and shopping strip mall would be great for this space. Possibly linking the area to Minnehaha Bay could be an option. Senior's housing, bike parks, dog parks is all a possibility with this space. The feasibility study will show the vision of the 21st century of Sturgeon Falls, Stuart will provide updates.

9.5 Small Business Week (October 17-23)

For Small Business Week, the board would like to stick with the roll out of the Shop Local Campaign instead of creating a virtual event. Joanne suggested that the Chamber should have a Shop Local Selfie Contest of community members sharing their shop local purchases on our Facebook page. Rebecca will plan a Facebook Contest for the week of October 17th- 23rd. Rebecca should create a poster to share with Chamber Member owners to post in their stores to encourage entries in this contest.

9.6 RRRF Update from Guy Paquette

Guy Paquette from FedNor called Rebecca today in regards of repayment of the Covid relief money as the West Nipissing Chamber benefitted from 2 programs when they could only benefit from 1. Guy instructed Rebecca to share the news with board as he will submit the repayment amount and the instructions how to send it.

10.0 Updates from Other Boards

NIL

11.0 Correspondence

-Piece of mail from Knights of Columbus

12.0 Next Meeting

Next meeting scheduled for 7:00 pm on Tuesday October 19th, 2021 on Zoom.

13.0) Adjournment

The meeting was adjourned at 8:30 pm



Pamela Fraser, President



Rebecca Foisy, Executive Director

WEST NIPISSING 
 *Quelle surprise!*