

Minutes of the Meeting of the Trustees of the Onion Lake Education Trust Fund ("OLETF") held at the offices of Onion Lake Energy, Lloydminster, AB
December 8, 2023.

PRESENT

Trustees: Matthew Fox
Leona Carter
Kevin Littlewolfe
Ivan Harper (via video conference)

Also Attending: Terry Munro CMC, Munro & Associates Inc. (Advisor)
Michael Job, Vice President, Leith Wheeler Investment Counsel
(video conference part of meeting)

The Meeting was called to order at 4:16 p.m. by Chair Matt Fox and Terry Munro agreed to act as Secretary.

As notice of the meeting had been properly given, and as a quorum of Trustees was present, the meeting was declared to be duly constituted for the transaction of business.

Opening remarks were provided by Matt Fox and Ivan Harper delivered a prayer.

1. Approval of Minutes

The minutes of the last Board of Trustees meeting were sent prior to the meeting to each Trustee and reviewed by those present.

UPON MOTION duly made and seconded, **IT WAS RESOLVED** that the Minutes of Meeting of the Board of Trustees held on September 21, 2023 be approved and adopted. **CARRIED**

2. Update on Onion Lake Education Trust Fund – Financial Information

As at each meeting, the Board of Trustees is provided with a banking overview of OLETF. A copy of a current December 5, 2023 statements of the OLETF bank account at RBC which includes the balance and recent transactions were reviewed by the Trustees.

As of December 5, 2023, a balance of \$490,352.66 in trust revenue was currently on deposit at RBC in the OLETF bank account. All Trustees have access as "read only" to the bank account. Mr. Munro pointed out the OLETF had recently received the Q3 2023 payment from OLE as per agreement.

3. Presentation by Investment Manager – Leith Wheeler Investment Counsel Q3 2023 Report - Michael Job, Vice-President, Vancouver, B.C.

Matt Fox turned the agenda item over to the representative from Leith Wheeler, Michael Job who attended the meeting via videoconference to provide an update on the OLETF portfolio assets managed by Leith Wheeler Investment Counsel.

Michael Job began by saying how pleased he was to meet with the Board of Trustees and congratulated the Board for going over the \$1 million dollar mark in relation to their Trust Capital.

Michael Job provided in his presentation an overview of his firm and stated Leith Wheeler currently had \$23 B Canadian dollars of assets under administration. He also highlighted all of the work they do with their Indigenous clients. Mr. Job gave a general overview and update on Leith Wheeler personnel. He provided a description of the WSAPHT portfolio with a Total Portfolio Value of \$1,018,938 as at November 30, 2023.

Portfolio performance was reviewed with the Board of Trustees.

OLETF

As of November 30, 2023

Annualized Returns¹

	YTD	1 Year	2 Years	3 Years	Inception ³
Total Portfolio	6.2%	3.3%	2.5%	5.9%	9.2%
Benchmark ²	9.1%	5.8%	0.6%	4.0%	7.5%

Leith Wheeler underperformed the benchmark for Q3 2023 by 3.1%. In terms of Canadian Equity performance, the portfolio did well for YTD – 7.3% vs. benchmark S&P/TSX Composite 7.5%. Since inception, OLETF has achieved 9.2% vs benchmark of 7.5%. He talked about recent new additions and deletions to the investment portfolio to which he received some questions. Mr. Job reviewed a chart on equity attribution and also spoke of the equity best performers. Methanex, First Quantum and Stella-Jones all performed with high returns. He stated they have already started to trim these positions. He also reviewed the equity worst performers including energy and utilities stocks and gave some background on each name.

Michael Job reported on U.S. Equity performance results showing at 5.4% vs. benchmark S&P500 (C\$) at 20.9%. He covered an activity summary, attributions, best & worst performers, top 5 companies in S&P500 Index and a 30-year chart on U.S. Equity Growth vs. Value. Mr. Job pointed out the “magnificent 7” tech stocks (Apple, Google, Microsoft, etc.) that have contributed almost 75% of S&P 500’s return to date. He said they own some but not all of the names. Leith Wheeler has a “value” style of investing which makes the “magnificent 7” stocks far too high in price to purchase at present levels.

<u>OLETF</u>	1 Year	Inception Return (November 18, 2017)
Total Portfolio	3.3%	9.2%
Canadian Equity	2.0%	18.8%
TSX Composite	2.3%	14.2%
<u>OLETF</u>	1 Year	Inception (November 18, 2017)
US Equity	2.5%	18.8%
S&P 500 (C\$)	15.0%	15.3%
<u>OLETF</u>	1 Year	Inception (November 18, 2017)
International Equity	9.3%	11.1%
MSCI EAFE (C\$)	13.5%	9.9%
OLETF FIXED INCOME	3.3%	-0.7%

A discussion took place about the different categories of investment types. The Board was directed to the main number of 9.2% which is the rate of return on OLETF trust moneys since the moneys were first invested by the Board of Trustees 4 years ago. The Chairman thanked Mr. Job for his excellent presentation of the Leith Wheeler report for Q3 2023 and said the Board looks forward to meeting with him in person in the near future.

4. Trust Capital Designation

The Board of Trustees again reviewed the financial statements of its investments. As noted earlier by Michael Job, there was a capital balance of \$1,018,938 as at November 30, 2023. The Board discussed their continuing desire to build up trust capital. They also pointed out that a large amount, \$490,352 was on deposit in chequing account with RBC Royal Bank. After considerable discussion about what amount of trust revenue was required, an amount to transfer as trust capital was arrived at.

UPON MOTION duly made and seconded, **IT WAS RESOLVED** that the Board of Trustees approve and authorize the transfer of \$300,000.00 three hundred thousand dollars, from RBC to OLETF's account at Leith Wheeler Investment Counsel to become trust capital. **CARRIED**

5. OLETF Scholarship Program – Fall Semester 2023

A general discussion of the scholarship awards program took place looking at different aspects of the program. The Board reviewed its decision to include part-time students for scholarships beginning in 2024. They reviewed a motion passed at the Board of Trustees' meeting of September 21, 2023, which read;

UPON MOTION duly made and seconded, **IT WAS RESOLVED** that the Board of Trustees authorize and approve the inclusion of eligible Onion Lake Part-Time post secondary students for OLETF financial Scholarships subject to implementation of an OLETF Policy on Part-Time Students (amounts adjusted for part-time studies). Policy 09-01-2023 is to be approved by Board and program to take effect January 1, 2024. **CARRIED.** 09-01-2023.

Matt Fox stated that the Trustees would be reviewing an OLETF Policy that was amended to reflect the decision of the Board and consider a Motion for adoption of the Policy.

6. OLETF Policy T-003-19 Scholarship Selection Criteria & Administrative Procedures

Title: Scholarship Selection Criteria & Administrative Procedures (to consider Part-Time Students for Scholarship).

Overview: The Onion Lake Education Trust Fund ("OLETF") sponsors a scholarship program for qualifying Onion Lake Cree Nation students at the post-secondary education level. This policy describes the selection criteria and administrative procedures that apply to the OLETF Scholarship Program.

Certain selection criteria and procedures for the program were carefully reviewed by the Trustees. A complete black-line version of the Policy was provided to the Board that clearly showed all amendments to Policy T-003-19. The Trustees discussed each amendment in detail including the issue of "Qualifying Institution".

Scholarship

Eligibility Requirements:

- a. Educational Experience. Each applicant must be a graduate of a high school and/or enrolled in an accredited post secondary institution (qualifying institution, defined below) as either;
 - a. *FULL TIME* (as defined by the post-secondary institution, typically 3+ classes per Fall/Winter semester or 2+ classes per Spring/Summer semester) or
 - b. *PART TIME* (as defined by the post-secondary institution, typically 1 or 2 classes per Fall/Winter semester or 1 class per Spring/Summer semester)

National Guidelines for Post Secondary studies are published by Indigenous Services Canada (ISC): Onion Lake Education Trust Fund has its own standards and do not necessarily fully incorporate ISC guidelines.

The eligible Onion Lake student must be accepted in an ISC approved post secondary institution. Prospective students should be aware that some private institutions are not approved for funding. List of institutions currently not approved for funding: Reeves, Academy of Learning, CDI, MC College or any other private or public institution where credits are not transferable to main stream institutions like the University of Saskatchewan, University of British Columbia, University of Alberta, etc.

Distance Learning. Recipients can be enrolled in distance learning classes; however, they must be enrolled in fully accredited post-secondary institutions (qualifying institutions) as defined below.

Previous OLETF Scholarship Recipients. Eligible Onion Lake students can only receive one (1) OLETF scholarship per academic year. For example, those receiving a scholarship for the Fall Semester cannot apply again for the Winter Semester. No exceptions.

The OLETF Selection Committee shall apply the criteria in a reasonable and objective manner. However, the Selection Committee and the Board of Trustees are not required to place the same weight upon each criteria for each candidate, and need not determine that all criteria exist for each candidate. All decisions are final.

**General Administrative
Requirements for OLETF
Scholarships:**

"Qualifying Institution" means a vocational school, college, or university that has membership in national associations such as the Association of Universities and Colleges of Canada (AUCC) and / or the Western Association of Schools and Colleges (WASC) of the United States of America. Since post-secondary education falls under provincial rather than federal jurisdiction in Canada, Quality Assurance Practices for Post Secondary Institutions in Canada by CICIC shall serve as the standard for quality assurance and accreditation for post-secondary institutions.

NOTE: Most public Canadian and American 4-year colleges and universities and 2-year vocational schools or community colleges meet these requirements, if they maintain a regular curriculum and schedule of classes.

The Board of Trustees discussed the Policy. It was understood that part-time students would qualify for scholarships beginning 2024, however, they must be enrolled in a qualified institution "as defined by the Policy".

UPON MOTION duly made and seconded, **IT WAS RESOLVED** that the OLETF Policy T-003-19 – Scholarship Selection Criteria & Administrative Procedures be amended and approved as presented at the Board of Trustees meeting held December 8, 2023. Copy attached to Minutes.
CARRIED.

7. OLETF Administration

The OLETF administration includes day-to-day operations and the roles of Linette Fox and Munro & Associates Inc. Linette Fox provides bookkeeping and administrative services (cheque preparation) to the trust on a part-time contractor basis. Munro & Associates Inc. is responsible for overall administration, fund raising, sponsorships, coordinating for investment of trust funds, policies, database, accounting, document and audit issues, preparation for Board meetings, tax receipts for sponsors, liaison with Chief and Council and many other matters. It was reported all aspects of OLETF operations were functioning well and that Linette Fox was assuming greater responsibilities over time.

8. OLETF Website and OLETF Annual Report

Terry Munro stated that the OLETF website had been updated once again with new information. He reminded the Trustees that all applications for scholarships including the applications for Fall

Semester 2023 are only done on-line, as well as all communications with Onion Lake students. The Board members were encouraged to visit the updated site and to offer any suggestions for improvement.

The updates include all new corporate sponsors as well as those regular sponsors that had given donations for scholarships in 2023. The Board of Trustees commented about the importance of highlighting the sponsors involved.

It was reported that the 2022-23 OLETF Annual Report is now being put together. The Trustees were requested to participate with any new ideas for the report.

9. OLETF Database

The Trustees discussed that the state-of-the-art database developed in 2022 will prove useful in numerous ways now and in the future and will become an important tool for the OLETF administration and the Board of Trustees. It was reported that all scholarship recipients for Fall 2023 will be inputted shortly to the OLETF database. Data in relation to students, applications, awards, sponsors and other areas from the inception of the Trust is available. The Trustees reviewed an example from the database.

10. OLETF Logo & Poster

The Board of Trustees were provided stickers of logos for OLETF. In addition, a copy of the new poster for OLETF was revealed. Linette Fox will be placing the poster around the Reserve.

OLETF letterhead with the new logo was reviewed and accepted by the Board of Trustees.

11. OLETF Corporate Sponsorship Program 2023

The Board of Trustees reviewed a list of corporate donations which included a number of new and old names. The Trustees were of the view that the corporate sponsor program should continue and expand even though the Trust is now receiving quarterly royalty payments. Terry Munro reported that a total of over \$447,550 has been raised through corporate sponsorship since inception of the OLETF. The Board of Trustees discussed this matter in some detail and stated they were proud of the accomplishments of OLETF in relation to the corporate sponsors program.

It was pointed out that the OLETF website has the logos of all the current sponsors on display

12. Termination

Matt Fox thanked everyone for their participation in the Board of Trustee's meeting and wished everyone and their families well for the holidays and new year. The Board of Trustees stated the next meeting would tentatively be held in January 2024 at a place to be determined.

There being no further business, the meeting was terminated by the Chairman at 6:05 p.m.

Chairman

Secretary