

**WD does not require a signed copy of the Annual Performance Report as the Board Motion will demonstrate Board approval. Please email, in WORD format only, a copy of the approved Annual Performance Report to [wd.abreports-rapportsab.deo@canada.ca](mailto:wd.abreports-rapportsab.deo@canada.ca) by June 30, 2016**

**SECTION 1**  
**Board Motion**

**Motion from your Board of Directors that approved the 2015-16 Annual Performance Report.**

<b>Date of Board Meeting:</b>	June 14, 2016
<b>Motion:</b>	That the CFYE 2015-16 Annual Performance Report be approved as presented.
<b>Moved By:</b>	Dwight Davidson
<b>Seconded By:</b>	N/A

**SECTION 2**  
**Executive Summary on Overall Performance for 2015-16**

**Please provide a short narrative (1/2 to one page) summarizing your organization’s overall performance, successes, challenges and issues for the past fiscal year.** Highlight any governance improvements undertaken (board training, new policies, etc.)

In fiscal 2014-15, the CFYE Board of Directors revised the corporation’s Articles of Association and enacted a new policy that changed the composition of the Investment Review Committee. Under this new policy, all of the Board Members are also members of the Investment Review Committee and attend meetings on a rotational basis. Having now been in effect for just over one year, this new policy has proven to be extremely beneficial by strengthening both the Board Members’ involvement in and commitment to the organization.

In March 2016, the Board of Directors participated in an all-day Strategic Planning workshop, the outcomes of which included both a new Vision for the corporation and correspondingly a new Mission Statement. Our new Vision Statement is:

Community Futures Yellowhead East is a leading force in creating economic prosperity within our region

Our new Mission Statement is:

To help communities thrive by supporting entrepreneurs from start up to success

Overall performance remained positive! Our lending activity increased both in number of approved loans and in dollar amount of approved loans, both exceeding target numbers. CFYE staff continued to participate in a number of VERY successful community economic development projects during the year, some of which have now become annual events due to their overwhelming success. Our reach into the local communities continues to grow as demonstrated by the increasing number of partnerships, both new and ongoing, that we have been able to foster over the past year. New partnerships were formed and the opportunity to collaborate with both new and existing partners continues to increase.

The local events hosted during Small Business Week were a resounding success once again. Events held during the week included motivational speakers, business training sessions, the “Top Guns” of Business event and Business Awards Gala events in both Whitecourt and Barrhead. Planning is already underway for this year’s events.

Low oil prices continued to affect our local economies. Some clients have been experiencing a slowdown in business and a related loss in revenue. CFYE staff has been working with these clients in an attempt to find a solution either permanently or until such time as the economy begins to improve.

For more information on our programs check out our Facebook page at [www.facebook.com/communityfuturesye](http://www.facebook.com/communityfuturesye)

**SECTION 3**

**Success Stories**

**Please provide 3 success stories with a short description, the role your organization played and why you feel this is a success for your community. Note: Client approval should be obtained to share information about them.**

WD uses these stories to demonstrate the impact of the CFs in western Canadian communities and to outline concrete examples of positive outcomes for western Canadian stakeholders.

Client Name	Service Provided (loan, bus. services, comm. planning & implementation)	Description should include: <ul style="list-style-type: none"> <li>• Did it align with GOC/WD Priorities?                             <ul style="list-style-type: none"> <li>• What role did the CF play?</li> </ul> </li> <li>• Describe how this project/loan/service/initiative made a difference in the clients organization and/or community?                             <ul style="list-style-type: none"> <li>• What were the final outcomes* from the activity?</li> <li>• How has this positively affected your community?</li> </ul> </li> <li>• How has this service enhanced the economy in your community?</li> </ul> (6-8 sentences)
Curl Up & Dye Hair Design Ltd./Elora Lanctot	Line of Credit Loan, Coaching and other Business Services	Elora first approached CFYE for financing in early 2015. She was operating as a sole proprietor and was sharing space with an esthetician. Elora wanted to expand the services that she was providing and bring new services to Whitecourt. She needed the space and operating capital to make that happen. The Line of Credit that she was approved for facilitated her relocation to a new space and the beginning of her expansion. Elora now has eleven (11) staff/contractors working with her and the list of services that her salon provides continues to expand. She has also expanded her space by leasing the space next to her salon when that became available last fall. In the year and a half since her expansion began, Elora’s energy and leadership have been evident throughout the now expanded salon that promises and delivers the ultimate beauty experience to clients.
Small Business Week Events – “Top Guns” of Business Event	Business services, skills training, community economic development, community planning and implementation.	Small Business Week 2015 was the third consecutive year that a coordinated series of events was planned for the Whitecourt business community. The organizing committee was composed of representatives from the Town of Whitecourt, Woodlands County, Whitecourt Chamber of Commerce, the Government of Alberta and Community Futures Yellowhead East. Scheduled events included a motivational speaker, a full day of skills training, a Business Awards Gala, and the “Top Guns” of Business Event. The intent of the “Top Guns” event is to bring local investors together with entrepreneurs looking for investment, mentorship, and/or help with a specific issue. To date assistance has been received in the form of direct investment, the formation of mentorship relationships, help securing a patent for a new invention, information on negotiating distribution channels and connections to secure manufacturing opportunities for a new invention.
Cheap Smokes & Cigars/Robert Klein and Jeremy McPhee	Entrepreneurs with Disabilities Loan, Term Loan and a Line of Credit, business services and business coaching services.	In mid-2015 experienced entrepreneurs Rob Klein and Jeremy McPhee partnered to bring the Alberta based tobacco franchise Cheap Smokes and Cigars to Whitecourt. They approached CFYE with their business plan over the summer of 2015 and were approved for both a term loan and a line of credit. CFYE staff worked extensively with them in a coaching capacity through to their grand opening in October 2015. And all the hard work paid off – this location had franchise record breaking sales their first week of opening. This business continues to meet or exceed targeted revenue numbers on a monthly basis.

\*Example of possible outcomes: jobs created, impact on the community, successfully assisted companies to enter global markets, new export sales for businesses, new office(s) opened in western Canada, investment attracted to a business, new product(s) created or new service(s) created, successful joint venture established, etc.

**SECTION 4**

**Alignment with Government of Canada and WD Priorities in key areas**

**Please describe the initiatives or project that your organization was involved in that aligned with WD 2015-16 operational priorities listed below:**

**Innovation:** Helping support the development and commercialization of cutting edge technologies. Facilitating and enabling western Canadian businesses to capitalize on research, development and commercialization opportunities.

**Skills Development and Training:** Helping to promote skills training opportunities in key sectors across Western Canada.

**Trade & Investment:** Enhancing access to international markets and attracting foreign direct investment to Western Canada.

**Building Capacity for Defence Procurement Opportunities:** Helping western SMEs take advantage of federal procurement opportunities, for instance, by acting as a business facilitator and/or promoting western Canadian companies and their capabilities to domestic and international audiences.

**Economic Growth Acceleration Opportunities for Indigenous Peoples:** Engaging with Indigenous groups to explore opportunities to increase the economic participation of Indigenous peoples with a particular focus on business and economic development, and skills and training.

	<b>Strategy</b>	<b>Planned Project/Initiative (2 – 3 sentences)</b>	<b>Outcome Achieved</b>
<b>1</b>	Innovation – Support business and initiatives that can bring new technologies to Canadian and global markets	Provide information and path finding assistance for businesses that are working toward bringing new technologies and innovations to market.	CFYE staff provided a number of information and advisory services to clients who were looking for this information. Additionally, two loans were approved for clients who were bringing new technology to the local market.
<b>2</b>	Skills Development and Training – Support the promotion of skills training opportunities	Explore projects that will help equip students with the skills they need to access in-demand jobs and ensure that western Canadian industries have the skilled workers they need to continue to grow.	CFYE staff sat on the planning committees for both the Career and Education Expo held in Whitecourt last September and the GROWTH School Expo held in Barrhead last October. Both events included local businesses as exhibitors so students could discuss the career options that are available to them locally and what skills and so what training they would need to take advantage of these opportunities.
<b>3</b>	Trade & Investment – Assist business to enter into global markets	Provide information and path finding assistance for businesses that express an interest in entering into the global markets. Schedule training initiatives in strategic locations throughout our region as needed. Path find for companies that are researching entry into a foreign market; e.g. connecting them with EDC	CFYE staff provided information and assistance as requested. No specific training sessions were scheduled due to insufficient demand at this time. Staff attended a training session in Calgary to meet and network with representatives from various government departments who will be available to provide targeted assistance as required.
<b>4</b>	Building Capacity for Defence Procurement Opportunities – Support businesses to take advantage of federal procurement opportunities	Information and path finding services available.	Information on various opportunities was circulated to clients as it became available.

5	Economic Growth Acceleration Opportunities for Indigenous Peoples – Support participation of Indigenous peoples in economic development	Communicate information on the programs and services available through our office to relevant client groups to ensure they are aware of the availability of this program to help them develop strategies for increasing their participation in the local economy.	Information on the programs and services offered by CFYE was distributed to local aboriginal organizations.
6	Other		

**SECTION 5  
Collaboration & Cost Efficiencies**

**Please report back on the cost efficiencies\* or collaboration\* efforts (CFs, WCBSN or other business service providers) that the organization implemented during 2015-16.**

	<b>Collaborations and/or Cost Efficiencies Implemented</b>	<b>If Applicable, Names of WCBSN Partners Involved</b>	<b>Estimated Cost Savings and/or Benefits</b>	<b>Completed / Ongoing</b>
1	CFYE continues to collaborate with other CF offices and local business service providers to provide new and ongoing programs and services to our local residents. Our office is always looking for ways to collaborate with other groups and/or organizations in an ongoing effort to enhance efficiency and effectiveness especially as it relates to program and service delivery.	Various depending on the project/initiative. CFYE has partnered with CF West Yellowhead, CF Tawatinaw, CF Capital Region, the Whitecourt and Barrhead Chambers of Commerce etc.	Collaboration with other CF offices and business service providers helps us to enhance program and service delivery in our region. Sharing resources can assist in reducing the cost to any one single entity.	Ongoing
2	CFYE continues to participate in “group buying” opportunities through the CFNA when possible. The most recent example being our participation in the provincial marketing campaign. We recently purchased some of the promotional items available through the new campaign for use at the various trade shows that we attend.	Community Futures Network of Alberta as lead plus the other participating CF Offices.	Cost savings not readily known but would be difficult to do something of this scope on an individual basis.	Ongoing
3	Training opportunities. Our office has participated in a number of the training opportunities facilitated by the CFNA. The most recent example being the lending training which was attended by our Business Analyst.	Community Futures Network of Alberta	Again no definite cost saving can be easily calculated, but the training offered is focused specifically to our needs and addresses what we need to know to do our jobs efficiently and effectively.	Ongoing
4				

\*Examples could include: co-location and/or collaboration with other WCBSN partners /or other business service providers, sharing internal services, efficient use of technology, participating in group buying opportunities.

**SECTION 6**

**CF NAME: COMMUNITY FUTURES YELLOWHEAD EAST**  
**Fiscal Year: 2015-16**  
**ANNUAL PERFORMANCE REPORT**

**Performance Indicator Variance**

In the table below, please ensure an explanation is provided for the following circumstances:

1. Targets were not met or where there was a significant variance of 20% or greater.
2. The organization did not meet the MPS for their group.

Performance Indicator	2015-16 Target	2015-16 Actual	<ol style="list-style-type: none"> <li>1. If you did not achieve your targets or exceeded them by 20% or more, please provide a detailed explanation.</li> <li>2. If you did not meet the MPS for your Group, provide a detailed explanation and plans for ensuring the MPS will be met in 2016-17.</li> </ol>
Indicate which Group the CF is in :		<b>Group 2</b>	
Total # of community based projects (New PLUS Ongoing)	2	17	CFYE is being asked to participate in an increasing number of community based projects in our region, especially in the Whitecourt and Fox Creek areas.
# of business training session participants	100	272	A number of the new community based projects that CFYE was involved in included providing business training sessions.
# of business advisory services	300	295	Advisory services close to targeted number. Staff continues to actively promote the availability of these services to both new and existing clients.
\$ value of loans (*)	\$600,000	\$986,188	The dollar value of loans is a reflection of the increased number of loans approved. The number of loans is 50% higher than targeted and the dollar value is approximately 50% higher than target.
# of loans (*)	<b>12</b>	18	There was an increased demand for our programs and services during the year due to the continuing effect of low oil prices on our regional economy.
# of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities	2	3	

\*Total value of ALL loans and other investments approved where initial disbursements made

**FOR REFERENCE ONLY:**

MPS	GROUP 1	GROUP 2	GROUP 3
Total # of community based projects (New PLUS Ongoing)	2	2	2
# of business training session participants	400	400	300
# of business advisory services			
\$ value of loans	\$600,000	\$400,000	\$200,000
# of loans	12	8	6
# of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities	3	2	1

**SECTION 7  
CF Web Reporting**

Please provide the hyperlink to the 2015-16 Performance Results posted on your website. (The template for Performance Results 2015-16 was provided to you along with this document.)

<b>2015-16 Performance Report on Website</b>	<a href="http://yellowheadeast.albertacf.com/sites/default/files/yellowheadeast.albertacf.com/cf_performance_web_site_reporting_2015-16.pdf">http://yellowheadeast.albertacf.com/sites/default/files/yellowheadeast.albertacf.com/cf_performance_web_site_reporting_2015-16.pdf</a>
--	---

**SECTION 8  
Loans over \$150,000**

Did your CF provide loans over \$150,000 in 2015-16?  Yes  No

If **yes**, then please provide a list of all loans given over \$150,000 and provide the reasoning/justification behind providing those loans. Please use your internal file or client number and **not client name**. *Note: your policy on loans over \$150,000 should have been provided to WD previously. If not, please attach to this report.*

File #	Amount	Rationale for Loans over \$150,000
123456	\$165,000	Explanation

**SECTION 9  
Syndicated Loans**

Did your CF participate in any syndicated loans in 2015-16?  Yes  No

If **Yes**, please provide a list of any syndicated loans your organization may have been a part of.

Note: As per the Contribution Agreement (Attachment B, Investment Fund Terms and Conditions), each participating CF may only provide up to \$150,000.

Lead CF	Which CF reported the loan in the reporting system?	Amount Contributed by your CF	Total Loan Amount	Number of Partner CFs
CF Edmonton	CF Edmonton	\$75,000	\$300,000	5

**SECTION 10  
Investment Fund**

**1. WD Investment Fund Activity as of March 30, 2016**

Total Value of Loans Receivable	Total Number of Loans Receivable	Total Value of Loans Receivable over 90 days	Number of Loans Receivable over 90 days
\$1,846,007	49	\$147,922	7
\$		\$	

**2. Equity Investment / Related Entities / Subsidiaries as of March 30, 2016**

List any CF investments in equity, related entities or subsidiaries as of March 30, 2016

Company Name	Percentage of Shares	Dollar Value
N/A		

**3. FOR THOSE WITH A 3 YEAR AGREEMENT : Interest Transfers up to \$50,000**

Please list all interest transfers amounts, the activities, and the WD Investment Fund type.

Activity	WD Investment Fund Source	Amount Transferred
N/A	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	

**4. Interest Transfers above \$50,000 (not included in Section 3) and Interest Transfers for those with 1 year agreements**

Please list all interest transfers amounts, the activities, the WD Investment Fund type, and WD approved date.

Activity	WD Investment Fund Source	Amount Transferred	Date WD Approved the Transfer
N/A	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

**SECTION 11**  
**Appeals**

**1. Please report on the following.**

<b>Number of Appeals</b>	<b>0</b>
<b>Basis for the Appeals (please list all reasons)</b>	
<b>Number of Appeals Upheld</b>	
<b>Number of Appeals Denied</b>	
<b>Number of Appeals Pending Decision</b>	

**SECTION 12 - OPTIONAL**

**Highlights**

1. This section is optional and is provided for you to show case anything the CF does that you feel may be different from other CFs. This could include; best practices, interesting processes, unique services, meaningful community based projects or events, etc.