

ANNUAL PERFORMANCE REPORT

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 with a cc to your WD Officer by May 31, 2019

SECTION 1
Board Motion

Motion from your Board of Directors that approved the 2018-19 Annual Performance Report.

Date of Board Meeting:	May 16, 2019
Motion:	That the 2018-2019 Annual Performance Report be approved as presented
Moved By:	Leslie Penny
Seconded By:	N/A

SECTION 2
Executive Summary on Overall Performance for 2018-19

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.)

The 2018/2019 year has been a year of great challenge and growth for CFYE. With the transition of new management, a number of previous practices have come under review and have required a fair amount of management, board and staff participation to clear up and to rectify, to hire and train new staff and to learn the workings of the Community Futures organization as a whole.

Many new practices are currently being put into effect, along with new staff being hired and trained. This will continue to impact the overall performance of the office for a better portion of the year ahead, I anticipate.

We have a new team that is dedicated to the work ahead. We are making efforts to clean up any delinquent loans and to put new policy and procedures into place to ensure the success of the loan portfolio moving forward. The current board has been brought up to date on the condition of the loan portfolio as well as has received some additional loan training and for the most part the board does feel they have a better understanding of where the portfolio currently sits and the work that is required to make the necessary improvements to the fund.

Many new projects and initiatives have been put into place with great success to date to increase awareness of the role that CFYE plays in its region. We are continuing to partner with stakeholders in each of our communities and to reach out to new and current business clients on an ongoing basis. A new Strategic Planning Session is set for June for the CFYE office and I feel this will be a tremendous step in the right direction with new staff on boarded and a relatively new board to come together to set a shared plan that everyone can be proud of and participate in.

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.

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Client Name	Service Provided (loan, bus. services, comm. planning & implementation)	Description should include: <ul style="list-style-type: none"> • Did it align with GOC/WD Priorities? <ul style="list-style-type: none"> • What role did the CF play? • Describe how this project/loan/service/initiative made a difference in the clients organization and/or community? <ul style="list-style-type: none"> • What were the final outcomes* from the activity? • How has this positively affected your community? • How has this service enhanced the economy in your community? <p style="text-align: center;">(6-8 sentences)</p>
Sajj Shawarma	Loan, Bus Services, Planning, Implementation	<p>This client came to Community Futures in 2017 and opened a new Ethnic restaurant in Whitecourt. This type of food has never been offered here in Whitecourt before and the Community has really embraced it. With the start up costs exceeding the initial expectations and additional improvements required to the business they came to us for an additional loan which they have continued to support their business and to maintain their loan in a very positive role. They have been very grateful for the ongoing supports and training information they have received from the CFYE office. They are seeing the success in their business and have now considered and approached the Grande Prairie office regarding opening another business in Grand Prairie.</p>
Country Comfort Cabins	Loan, Business planning, Marketing Training and Coaching	<p>WE are proud to have been able to provide a loan to this client as they meet the priorities of WD by way of women in business.</p> <p>This business will also be a new tourism opportunity in our region and is very unique in nature with the type of recreation facility they will be offering a more off the grid type of camping experience. They will be hiring a number of seasonal employees and providing work for a number of contractors during the set-up phase of the business.</p> <p>This will serve to bring a number of new residents into the area that will likely be shopping, dining and fueling up in the CFYE region from other areas.</p>
Community Video Awareness Campaign	Communication, Planning, Implementation & Awareness	<p>With the development of an awareness video campaign, our CED coordinator was able to visit each of the communities in our region to reach out to the municipalities and business alike to re-introduce CFYE to the communities and to engage in conversation with local municipalities and business owners and clients about the services offered through Community Futures. There were many leads that came from these individual conversations, along with additional training sessions, and follow up opportunities with potential new clients.</p> <p>In addition, each community has been highlighted as to what the benefits are for anyone wanting to start a business in their area, and how Community Futures is a great resource and connection to business development in each of the communities. This has helped us to highlight many of the client and priorities addressed by WD, through women, youth, aboriginals, persons with disabilities.</p> <p>In addition we currently have a business expansion loan going before our IRC committee that is a direct result of the interview and meeting held with our CED during the video awareness campaign</p>

*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.

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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 2018-19- operational priorities listed below:

Inclusiveness: Enhance economic well-being and prosperity of under-represented groups in Western Canada. WD’s primary focus for this priority is on supporting Indigenous peoples and women, with a secondary area of focus on youth and persons with disabilities.

Cluster Growth: Clusters are networks of interrelated companies, researchers, investors and other partners working in a specific industry or region. WD will focus on supporting select clusters within: clean technology; value-added agriculture; advanced manufacturing; digital industries; clean resources; and health and biosciences.

	Strategy	Planned Project/Initiative (2 – 3 sentences)	Outcome Achieved
1 (a)	Inclusiveness – primary focus on Indigenous peoples and women	We have developed an Indigenous Community Awareness Group. The group has come together for a couple of sessions to address how we can work together to tackle some of the issues facing the indigenous communities in our region. To date an in-person meeting has been conducted with the Alexis School, and we will be attending a 2-day conference for the FASD Alexis community	Relationships are starting to be developed and plans and actions are starting to be formed in ways that we can be of assistance in the communities to help more residence become aware of the options for business in their communities.
1 (b)	Inclusiveness – secondary focus on youth and persons with disabilities	WE facilitated at a week long experiential learning program in Fox Creek where two students were able to build and develop a business idea, plan, learn from local business owners, lenders, accountants, and to pitch their ideas before a panel of professionals as well as their school.	The youth learned a tremendous amount during the week of learning with actual hands on experience and learned from professionals in their community. One successful student has been awarded \$500 towards the start of his business should he choose to go forward with his plan and idea
2	Cluster growth – focus on specialized clusters within: clean technology; value-added agriculture; advanced manufacturing; digital industries; clean resources; and health and biosciences.	We have been networking with farmers and meat producers and cannabis manufacturers to see if there are ways, we can be of assistance to provide additional value-added agriculture services to their current operations. This will be an ongoing area of work that we will continue to work into	We have a few different local farmers that have come to us for marketing assistance as well as others come to us for information regarding trading internationally.

SECTION 5
Performance Indicator Variance

In the table below, please ensure a detailed explanation is provided if the organization did not meet the MPS for their group.

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Performance Indicator	2018-19 Target	2018-19 Actual	If you did not meet the MPS for your Group, provide a detailed explanation and plans for ensuring the MPS will be met in 2019-20.
Indicate which Group the CF is in :		Group 2	
Total # of community based projects (New PLUS Ongoing)	30	26	
# of business training session participants	390	389	
# of business advisory services	570	569	
\$ value of loans (*)	\$400,000.00	\$360,416.00	It was an extremely slow year due to the economic turndown, as well as change in management focusing on the operations of the office.
# of loans (*)	8	5	As above
# of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities	10	14	

*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 2018-19 Performance Results posted on your website. (The template for Performance Results 2018-19 was provided to you along with this document.)

2018-19 Performance Report on Website	May 31, 2019
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SECTION 8
Loans over \$150,000

Did your CF provide loans over \$150,000 in 2018-19? 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.*

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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 2018-19? 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 31, 2019

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
\$1,000,000	85	\$25,000	5
1,311,831.56	29	\$284,609.31	10

2. Equity Investment / Related Entities / Subsidiaries as of March 31, 2019

Does your CF have investments in equity, related entities or subsidiaries as of March 31, 2019? Yes No

If yes, please list them below.

Company Name	Percentage of Shares	Dollar Value
ABC Company	25%	\$25,000

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

Did the CF transfer interest in 2018-19? Yes No

If Yes, please list all interest transfers amounts, the activities, and the WD Investment Fund type.

Activity	WD Investment Fund Source	Amount Transferred

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	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

Did the CF transfer interest in 2018-19? Yes No

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

Activity	WD Investment Fund Source	Amount Transferred	Amount and Date WD Approved
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

SECTION 11 Appeals

1. Please report on the number of appeals the CF received in 2018-19. If there were no appeals, please enter "0" in the boxes below.

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

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.

We will be writing off 4 client loans this upcoming year end equaling approx. \$73,699.04
 We currently have 2 in collections which should provide some return, with another large loan going to collections shortly.