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 [ABC@wd-deo.gc.ca](mailto:ABC@wd-deo.gc.ca) by May 15, 2015

SECTION 1

Board Motion

**Motion from your Board of Directors that approved the 2014-15 Annual Performance Report.**

|  |  |
| --- | --- |
| **Date of Board Meeting:** | May 14, 2015 |
| **Motion:** | To approve the Annual Performance Report as presented |
| **Moved By:** | Rick Sakundiak |
| **Seconded By:** | Greg Gayton |

SECTION 2

Executive Summary on Overall Performance for 2014-15

**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.)

**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.)

Community Futures Grande Prairie & Region experienced yet another record breaking year in terms of lending in the 2014-2015 fiscal year. We approved 38 loans for $3.48Million, leveraged more than $2Million and created or maintained more than 70 jobs! Our walk in and call in traffic remains incredibly strong, with new clients accessing our services daily. For the balance of the fiscal year, we were operating with one part-time, contracted Business Analyst, one part-time staff Business Analyst and one full-time Business Development Officer/CED Officer. Given the robust nature of our client inquiries, we had to make adjustments for the 2015-16 year.

With this type of activity comes huge opportunity but also huge challenges. It is obvious that Community Futures is an integral Business Development player in our region. We regularly receive referrals from our Board Members, our Chamber of Commerce, the BDC, ATB Financial and Servus Credit Union. It is these types of partnerships that make us as successful as we are. We are able to quickly meet the every changing client needs because we can call on our partner organizations, financial institutions, private sector businesses and associations to meet the challenge.

That large network ensures that we stay very busy at Community Futures. We receive warm referrals and then can take the reins. Referrals are made to Community Futures for lending needs but also for business planning help and training, for strategic planning facilitation, goal setting and SWOT Analysis sessions, board development training.

The challenges inherent in such a busy organization are abundant but not insurmountable. The team workload is pretty heavy. The BAs and BDO, not to mention the Executive Director, have at least 50 aftercare and follow up clients assigned to their desk and also are presented with up to 20 new loan inquiries per month with at least 5 of those files eligible to move forward to the IRC. Sometimes it can be daunting to stay on top of this client load.

The amount of loan activity we are currently addressing is also a challenge, in that we do not have the cash on hand needed to meet our clients’ lending needs. We are currently indebted to CFLIP for $2.75Million and the request for an additional $1Million has just been approved. That Million dollars will hopefully get us through May and part June if the previous year is an indication of this years’ activity. We need to find new ways to generate revenue for our organizations, both operationally and for the investment fund. That is perhaps the most daunting of our challenges.

Our Board remains fully engaged and absolutely cooperative and connected to the region, its communities, people, business and non-profits. They allow the organization to work as a well-oiled machine and empower the staff to endeavor for success. We could not ask for a better board.

Community Futures Grande Prairie & Region is poised for another successful year. CF clients are experiencing success here and we are an ongoing part of that future.

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:**   * **Did it align with GOC/WD Priorities?** * **What role did the CF play?** * **Describe how this project/loan/service/initiative made a difference in the clients organization and/or community?** * **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?**   **(6-8 sentences)** |
| Elevated Robotic Services Ltd. (Ellen Christopherson) | Loan (Equity position) | Ellen Christopherson has always wanted a business that would fit her personality and interests.  So, with a lifelong passion for travelling and flying, surveying experience that started in high school, a degree in mechanical engineering from the University of Alberta, software development work on her resume, and a Master’s degree in Sustainable Energy Engineering from the University of Delft, what’s a person to do?  Well, buy a drone and start an aerial robotics service, of course!  That’s when Ellen contacted Community Futures Grande Prairie & Region.  The local Community Futures office supported her business by providing start-up funding, advice, networking and business coaching.   Christopherson says that Community Futures “provides a one-point-of-contact place for financial and knowledge resources”.  Today Ellen’s business, Elevated Robotics Service Inc. (ERS) based in the Town of Grimshaw, Alberta uses drones (aka aerial robotics) to do fly-overs that capture geographical surface data.  ERS provides computer analysis of the data that helps a business answer questions such as: how much gravel is in that pile?  Is the crop infested?  Where is treatment needed?  This aerial data helps companies make business decisions that can result in the difference between a profit or loss year.  Recently presented with the Best New Business at the Grande Prairie Chamber of Commerce’s 2014 Business Excellence Awards, Elevated Robotics Services now employs \_\_ and serves clients throughout northern Alberta. |
| Teepee Creek Stampede Association | * Strategic Planning sessions * Business Development * Loan | Community Futures Began working with the Teepee Creek Stampede Association to building a new community facility that is primarily an Indoor Riding Arena but would have multiple other uses making it a true Agricultural Events Centre.  This is a very exciting project for the community of Teepee Creek as it will be the first new community facility in our area for more than 30 years.  Teepee Creek Stampede Association applied for $450,000 to assist in the completion of the Teepee Creek Agricultural Events Center. The requested funds was for bridge financing as the County of Grande Prairie has already committed $450,000 over the next three years and will be paid in instalments of $150,000 per year. The total project funds raised to date are 1,400,000.00  While the primary purpose of this facility will be to provide an indoor riding arena, space for the local community members and families, the building that is being built will be versatile enough to handle large competitions at a regional, provincial, or even national level. The current plans will allow the facility to be used for many purposes and can easily be adapted to handle special events.  The event center broke ground in the summer of 2013. To date all the funds necessary for implementing phase 1 of this project are in place. The bridge financing is so that the committee can take advantage of this facility this year as opposed to waiting until 2017. To date the funds that have been raised for this project come from a variety of sources including Corporate Sponsorship, Local Community Fundraisers (including: community suppers, dances, socials, and raffles) Municipal Government and Provincial Government. |
| Modern Smiles Denture and Implant Clinic (Rae-lynn Robichaud and Tia Chabot) | Loan | Rae‐lynn Robichaud and Tia Chabot are the two shareholders of Modern Smiles Denture & Implant Centre Inc. They incorporated the business in 2013 and secured space in Junction Point for the clinic. Rae‐lynn is a trained Denturist as had been working for the past 3.5 years at Grande  Prairie Denture Clinic. Tia is trained in Commerce and worked part‐time at ATB Financial while also doing books for a number of companies.  Tia handles the books for Modern Smiles, while Raelynn handles all aspects of the denture side of things. This is a good partnership in that Rae‐lynn brings the Denture experience, acumen and contacts while Tia brings numbers savvy and stronger credit rating and net worth position.  In 2013, Modern Smiles received a $40,000 loan to assist with the purchase of approximately $30,000 of equipment and an additional $10,000 of operational capital to take them through the first few months of operation. In 2014, the company sought an additional $25,000 to assist with expansion and equipment purchase.  This type of business diversified our loan portfolio, as it was an industry we have never had opportunity to work in. It is only the third denture clinic in the community, where comparable communities normally have 10-11. All dentures, plates and implants are manufactured in house. |

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 2014-15 operational priorities listed below:**

**Business Productivity and Growth:**  Improving business productivity and furthering the development of long-term economic growth through access to business and financing services and the adoption of innovative business technologies, processes and practices.

**Technology Commercialization:** Developing and bringing new technologies to the marketplace.

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

|  | **Strategy** | **Project / Initiative**  **(2 – 3 sentences)** | **Outcome Achieved** |
| --- | --- | --- | --- |
| **1** | Support businesses and initiatives to address productivity issues and/or adopting innovative business technologies, processes, and practices | Business and Entrepreneurship Training series – a partnership with Alberta Human Services to provide business training to all Albertans. 4 courses of study focused on creating strong, resilient business plans, lean and productive organizations. | This project saw 330 clients over a 12 month period and hosted 62 classes for those participants. On average, we had 8 clients registered for each workshop and 5 attended. |
| **2** | Support businesses and initiatives that can bring new technologies to Canadian and global markets | Blackout Rental Services – became an equity partner with this organization working with Canada Tower Inc. in Calgary to manufacture unique and distinct light, communication tower, generator units. | Company purchased two such light towers and began marketing units to the industry in November 2014. |
| 6762247 Canada Ltd. o/a Dark Consulting | Working with local consultant and innovator to develop a proposal to federal government for potential procurement of Power Stack product to harness and create electricity from diesel power generators primarily used to electrify small northern communities |
| **3** | Assist businesses to enter into global markets | Peace Gourmet Honey | Working with niche honey producer to identify new product development opportunities, capitalizing on near-organic nature of his honey. Creating new product packaging to capitalize on specialty market needs. Plans to work with marketing and distribution firms to get product into high end retail and service/hospitality chains |
| **4** | Other GOC Priorities |  |  |

SECTION 5

Cost Efficiencies

**Please report back on the cost efficiencies\* or collaboration\* efforts (CFs, WCBSN or other business service providers) that the organization implemented during 2014-15.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Collaborations and/or Cost Efficiencies Implemented** | **If Applicable, Names of WCBSN Partners Involved** | **Estimated Cost Savings and/or Benefits** | **Completed / Ongoing** |
| **1** | Lending with other CFs to assist in the leveraging of our limited loan dollars | CFNWA, CFWY, CFWR | Able to leverage our Inv fund dollars | Ongoing |
| **2** | Provide assistance to CFNWA to help with registrations and discharges | CFNWA | Add to CFNWA capacity, generate operational revenue | Completed |
| **3** | Business incubation – lease out offices in existing location to offset rental costs |  | Generate $2000/month in revenu3 | Ongoing |
| **4** |  |  |  |  |

SECTION 6

Performance Indicator Variance

**Please provide a report of your organization’s performance against the targets you established.**  Shading denotes performance indicator for which a *minimum performance standard* has been established.

**In the table below, please ensure an explanation is provided in the last column in the following circumstance: where targets were not met or where there is a significant variance of 20% or greater.**

| **Performance Indicator** | **2014-15**  **Target** | **2014-15**  **Actual** | **Rationale for Variance**  **\*** Please provide an explanation where targets **were not met or where there is a significant variance of 20% or greater** |
| --- | --- | --- | --- |
| # of local and regionally-based community strategic plan(s) developed and/or updated during the year | 3 | 6 | Received several referrals from communities looking for assistance with strategic planning and SWOTs |
| # of partners engaged in community strategic planning | 5 | 5 |  |
| Total # of community based projects (new PLUS ongoing) | 10 | 21 | Several project partnerships were renewed |
| Amount Invested in NEW and ONGOING community-based projects | 16,500 | 14,500 |  |
| $ leverage value from NEW and ONGOING community based projects | 370,000 | 194,500 | Two contracts ended |
| Total $ value of the community based projects (See Note A) | 386,500 | 209,000 |  |
| # of partners engaged in community-based projects | 20 | 30 |  |
| # of businesses created, maintained, or expanded through business services | 10 | 15 |  |
| Dollar amount leveraged through business services | 50,000 | 231,500 | Referral of a bankable client to other FI |
| # of business training session participants | 100 | 399 | Training contract with Alberta Human Services – marketing and market awareness |
| # of business advisory services | 500 | 357 | Actual numbers are much higher; however staff find it challenging to allocated the time to ensure all advisory services, meetings and interactions are entered into TEA system. The number of loans indicates this number is much higher in reality. |
| $ value of loans (See Note B) | $1.07M | $3.48M | Excellent referral system |
| # of loans (See Note B) | 27 | 38 | Same as above |
| Amount Leveraged through Lending (EDP and non-EDP) | $1.05M | $1.8M | Same as above |

**Notes:**

1. Total $ value of Community based projects **EQUALS** Amount invested in NEW and ONGOING community-based projects **PLUS** Amount leveraged from NEW and ONGOING community-based projects
2. Total value of ALL loans and other investments approved where initial disbursements made

Has your CF posted their CF Performance Indicator Results on your website?  **Yes**  **No**

SECTION 7

Loans over $150,000

**Did your CF provide loans over $150,000 in 2014-15?**   **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 8

Syndicated Loans

**Did your CF participate in any syndicated loans in 2014-15?**   **Yes**  **No**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 9

Report on 2 Community Based Projects that were completed during the fiscal year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | Taste of the Peace | | |
| **New this year or ongoing from previous year?** | Ongoing since 2010 | **Dollar Amount Contributed by CF:** | $5,000 |
| **Number of Partners involved:** | 4 | **Dollar Amount Contributed by Other Sources:** | $10,000 |
| **Was this identified in your organizations’ strategic plan and/or operating plan?** | | | Yes |
| **Description (a paragraph or two)** | | | |
| Taste of the Peace is a partnership with Farm Credit Canada and operates as a pre-conference event to Growing the North Conference for economic developing. This year, a new partner, Pomeroy Group, came on as a sponsor of the event. They donated space, booth set up and chef/meal preparation for it. Seven Generations, an Oil and Gas company, came on as wine sponsor.  The event is intended to showcase local producers and local food products by allowing producers to have booths and to sell items at the event. Local chefs then source product from the producers and showcase those products in several dishes that are available to the public and to conference registrants. Each participant receives a producer directory so they may source product from them in future. | | | |

**Please complete the table and provide a short report on a minimum of two Community Based projects your organization completed during the fiscal year.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | Downtown Grande Prairie Business Incubator Project | | |
| **New this year or ongoing from previous year?** | New | **Dollar Amount Contributed by CF:** | $5,000 |
| **Number of Partners involved:** | 5 | **Dollar Amount Contributed by Other Sources:** | $15,000 |
| **Was this identified in your organizations’ strategic plan and/or operating plan?** | | | Yes |
| **Description (a paragraph or two)** | | | |
| CF Grande Prairie & Region is working with the City of Grande Prairie, County of Grande Prairie, Centre for Research and Innovation and the Grande Prairie & District Chamber of Commerce to investigate the opportunity to establish a business incubator in the downtown core of the City. Discussion have centred on models and business needs. A proposal was completed identifying micro retail, micro professional services as being low hanging fruit for this first incubator. The partners invested $5000 each into the proposal development. A building was found for purchase but was purchased before movement could be made. CF is researching real estate options and it may be possible to realize the incubator by the end of the 2015-16 fiscal year. CF will be anchor tenant in the incubator and will provide business training and coaching as part of the incubator service. | | | |

SECTION 10

Investment Fund

1. **Investment Fund Activity as of March 30, 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| $7,426,538 | 118 | $490,613 | 6 |

1. **Equity Investment / Related Entities / Subsidiaries as of March 30, 2015**

**List any CF investments in equity, related entities or subsidiaries as of March 30, 2015**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Percentage of Shares** | **Dollar Value** |
| ABC Company | 25% | $25,000 |
| Liquid Chicks Inc. | 40% | $150,000 |
| Elevated robotic Services Ltd. | 35% | $120,000 |
| Blackout Rentals Inc. | 40% | $150,000 |

SECTION 11

Appeals

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

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

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, etc.**

Our loan activity makes CFGP&R unique in the province. We are finding it challenging to keep up with demand and in May 2015 will become indebted to CFLIP for $3.75Million. The additional $1M will take us through part of second quarter when we anticipate we will need additional cash to satisfy the number of qualified loan inquiries and applications. We continue to meet the challenge of providing aftercare to all of our active loan files as well as collections and recovery work on delinquent files. We try to ensure that all of our sponsorship, marketing and CED project efforts translate into business development and/or business financing referrals. Our robust network of partners in our community make us an integral service in our region.

The CFGP&R Board is very concerned about access to sufficient capital to meet the needs of the region. If current activity continues or increases, we will need to access additional investment funds in quick order. Our debt to CFLIP continues to grow and although the interest rate on the borrowed money is very reasonable, the cost to our investment fund is significant. This is money that could be better used for lending. If CFLIP remains our only solution, it may be incumbent upon WD to investigate investing further dollars into the fund. Another solution for CFGP&R may be entering into a borrowing agreement with another CF.