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 [abpartnerreports@wd-deo.gc.ca](mailto:abpartnerreports@wd-deo.gc.ca) by June 16, 2014.

SECTION 1

Board Motion

**Motion from your Board of Directors that approved the 2013-14 Annual Performance Report.**

|  |  |
| --- | --- |
| **Date of Board Meeting:** | June 23, 2014 |
| **Motion:** | To approve the 2013-2014 Performance Report as presented via email |
| **Moved By:** | Lesley Vandemark |
| **Seconded By:** | Leanne Beaupre |

SECTION 2

Executive Summary on Overall Performance for 2013-14

**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.)

2013-2014 was a busy year for Community Futures Grande Prairie & Region. The organization continued to see high client walk ins, advisory services, information services, loan inquiries and subsequent loan applications as well as several community groups who accessed Community Futures for a variety of reasons from strategic planning to full on business planning.

CFGP&R continued to be very active in the community, supporting imitative such as Miss School Miss Out, a partnership with Swan City Rotary, the Northern Alberta Youth Entrepreneurship Camp, Becoming a Community Builder, and was a partner or sponsor of several others such as Small Business Week, in conjunction with the Grande Prairie & District Chamber of Commerce, Business Development Bank, ATB Financial and Alberta Human Services, the Chamber of Commerce golf tournament, Chamber Ball, the Festival of Trees, the Beaverlodge Agricultural Fair, the Hythe Agricultural Fair, etc.

CFGP&R also entered into several new partnerships. April 1, 2013 we began facilitating all of the Career & Employment Workshops (CEW) for Alberta Human Services, offering resume writing, job search, interview skills, career planning and life skills training for all Albertans in the Grande Prairie region. In the fall of 2013, Community Futures was approached by the City of Grande Prairie 100th Anniversary committee to assist in the coordination of an innovation-themed event as part of the 100 year celebrations. Community Futures took over this role, secured a contracted coordinator and worked with Centre for Research and Innovation, Grande Prairie Regional College and the City of Grande Prairie to host Innovate 2014, an innovation conference to be held in May 2014.

Community Futures continued to be an organizing partner of the 4th annual Growing the North economic development conference, seeing over 550 delegates attend the two day event packed full of speakers and presentations such as Shawn Shewchuck renowned Results Coach, Marc Saltzman, technology guru and culminating in a stimulating presentation by Colonel Chris Hadfield. As part of the conference, Community Futures continued to partner with Farm Credit Canada to host the 4th annual Taste of the Peace event, showcasing local producers and their products via tradeshow and sample booths and one of Grande Prairie’s top chefs serving his recipes and creations. This year more than 250 people attended and the event will continue to grow. It is an excellent opportunity for local producers to not only showcase their product but look at ways to expand their markets, test new product development and take advantage of some significant free exposure.

Community Futures Grande Prairie & Region continued to deliver career services in Peace Wapiti School Board schools via a partnership with Peace Wapiti School Board and Alberta Human Services. 2 Career Counsellors, one full time and the other part time, work in the schools assisting students with setting and pursing career and occupational goals and direction.

Overall, 2013-2014 was a stellar year for CFGP&R and 2014-2015 is already promising to be just as robust.

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)** |
| Lux Kitchen Bath and Lighting | Loan | CFGP&R was an integral partner in the startup of Lux Kitchen Bath and Lighting. This CF office is not typically involved in the startup of a large scale, instantly franchise-able retail business, but in this case, CF was able to leverage the entire start up deal with Servus Credit Union. This business has fast become a major player in the kitchen, bath and lighting arena, attracting customers that would normally travel to larger centres, namely Edmonton, to purchase these products. It is a perfect example of an Import Replacement imitative. The business is appealing to local contractors who are choosing to buy local as well.CF provided a loan guarantee of $150,000 to assist the clients in completing necessary leasehold improvements and purchasing inventor for the showroom floor. This business is now working with another CFGP&R client, Fratelli Cabinetry, a custom cabinet manufacturer who will be a CF success story next year, to become their high end cabinet supplier. A perfect example of supply chain management and local value chain development. The business fits well with GoC/WD priorities in that they are conducting strong Import Replacement and are accessing markets outside the region via their retail store and working locally to support other business in their value chain development. |
| Teepee Creek Stampede Strategic Planning | Business services, community planning and implementation | Community Futures Grande Prairie & Region has been working with the Teepee Creek Stampede board since 2007. Every few years, CF staff are invited to facilitate a strategic planning session that is guaranteed to be implemented. For the past 6 years, the organization has been strategic growing is stampede event, diversifying its events offering and appealing to a larger market outside of the region. The event itself provides a strong foundation for the continued development and existence of the small community’s services and school. Recently the Teepee Creek Stampede Association was successful in obtaining enough capital to begin construction on an indoor riding and events facility. The Stampede has a clear cut business plan, measurable and realistic goals and have attained all they have set out to attain. It is no longer just an event, it is a movement. |
| Elevated Robotic Services | Business services, loan | Ellen Christopherson was referred to Community Futures by a few people, and via the Centre for Research and Innovation. She was starting her new company Elevated Robotic Services.  ERS gathers data from remote, hard-to-access or dangerous places using sophisticated sensors mounted on robots. Robots can operate on land (wheeled or tracked vehicles), underwater (submersibles) or in the air (unmanned aerial vehicles – “UAV”). Sensors may operate over most of the electromagnetic system, and include still and video cameras, infrared and lidar. The collected data is analyzed using software to provide useful information to the following industries:   * mining * agriculture * building and infrastructure maintenance * cinematography and photography * disaster response / search and rescue * forestry * oil and gas * utilities * wildlife and animal tracking * dinosaur fossil location   Still images, videos, live video feeds, 2D maps, 3D models or a number giving a volume or area are provided. Products can be produced for a wide range of spectral imaging such as infrared (which produce thermal images), visible light and hyperspectral imaging (which can differentiate between various materials).  Initially, ERS is focusing on UAV technology. Sensing equipment will provide the following data/information:   * [Images and Videos](http://www.elevatedrs.com/services/images-and-videos/) * [Volumetrics](http://www.elevatedrs.com/services/volumetrics/) * [Inspections](http://www.elevatedrs.com/services/inspections/) * [2D Mapping](http://www.elevatedrs.com/services/inspections/) * [3D Modelling](http://www.elevatedrs.com/services/3d-modelling/) * [Thermal Images and Videos](http://www.elevatedrs.com/services/thermal-imaging-and-videos/) * [Hyperspectral Imaging](http://www.elevatedrs.com/services/multispectral-imaging/)   Ellen has always had a passion for aviation. She holds both a glider pilot’s license and a private pilot’s license, and is a gliding instructor. She holds a degree in Mechanical Engineering from the University of Alberta, a master’s degree in Sustainable Energy Engineering from Technical University Delft in the Netherlands and several years’ experience in the surveying industry based in northern Alberta. With the advances in unmanned systems, Ellen has become involved in the industry, combining many aspects of her background to create Elevated Robotic Services Inc. Community Futures financed the start up with $120,000 and is looking to convert this term loan into an equity stake in the company. |

\*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 2013-14 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 | Fratelli Cabinetry – working with the cabinet manufacturer to streamline their production processes and facilities to ramp up productivity and efficiency, to produce more at a high quality standard. | Fratelli endeavours to purchase new automated equipment to assist them in their production facility. Seeking CF financing to do so in first quarter 2014-2015. |
| **2** | Support businesses and initiatives that can bring new technologies to Canadian and global markets | Elevated Robotic Services – bringing new technology into the region and utilizing it for industry purposes. | ERS just received blanket approval to conduct unmanned flights throughout Alberta! |
| **3** | Assist businesses to enter into global markets |  |  |
| **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 2013-14.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Collaborations and/or Cost Efficiencies Implemented** | **If Applicable, Names of WCBSN Partners Involved** | **Estimated Cost Savings and/or Benefits** | **Completed / Ongoing** |
| **1** | Continue to work with CF Northwest Alberta to assist with their business analyst functions, completing registrations and discharges for their operations | Community Futures Northwest Alberta | Ongoing Collaboration, shared competencies, reduced cost for CFNWA | Ongoing |
| **2** | Partnership with Alberta Human Services to delivery Business and Entrepreneurship Training to all Albertans |  | Increased profile in the community and increased referrals  Another mechanism by which to generate income | Ongoing |
| **3** |  |  |  |  |
| **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

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.

| **Performance Indicator** | **2013-14**  **Target** | **2013-14**  **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 (See Note A) | 5 | 5 |  |
| # of partners engaged in community strategic planning (See Note B) | 10 | 12 |  |
| Total # of community based projects (See Note C) | 6 | 366 | Anticipate this is a TEA entry issues as all of our new training sessions are entered into TEA in Projects |
| Amount Invested in CED or Business Development Projects | 5000 | 13500 | Includes Taste of the Peace, Investing in Our Future and Career Workshops – both cash and in kind |
| $ leverage value of community based projects (See Note D) | 190000 | 128000 | A bit of slippage in Investing in Our Futures and Career Workshops contracts |
| Total $ value of the community based projects (See Note E) | 195000 | 141500 |  |
| # of partners engaged in community-based projects (See Note B) | 12 | 343 | Duplications in TEA – the number is more likely 16 new partners, the rest are ongoing |
| # of businesses created, maintained, or expanded through business services | 30 | 32 |  |
| Amount leveraged through business services (See Note F) | 250000 | 52500 | We do not do a good job in following our business development clients who obtain financing elsewhere |
| # of business training session participants | 50 | 981 | Increase in training offering via Alberta Human Services contracts |
| # of business advisory services | 225 |  |
| $ value of loans (See Note G) | 2800000 | 2755169 |  |
| # of loans (See Note H) | 30 | 36 |  |
| Amount Leveraged through Lending (EDP and non-EDP) | 2000000 | 1101116 | Many loans to growth oriented businesses or existing CF clients in maintenance or growth phase, little cash to invest as all invested up front in start up |

**Notes:**

1. Cumulative total from the additional quarterly excel spreadsheet
2. # of partners engaged in community strategic planning **PLUS** # of partners engage in community-based projects **EQUALS** # Partners developed/maintained (in TEA)
3. # New CED or Business development projects and/or events (in TEA) **PLUS** # Ongoing CED or Business development projects and/or events (in TEA) **EQUALS** Total # of community based projects
4. $ leverage value of community based projects **EQUALS** Amount leveraged from CED or Business Development Projects and/or events (in TEA)
5. Total $ value of Community based projects **EQUALS** Amount invested in CED or Business Development Projects (in TEA) **PLUS** Amount leveraged from CED or Business Development Projects and/or events (in TEA)
6. $ leverage value of community based projects **EQUALS** Amount leveraged from CED or Business Development Projects and/or events (in TEA)
7. Amount leveraged through business services **EQUALS** Amount leveraged from Business Development clients (in TEA)
8. Total value of all loans and other investments approved where initial disbursements made

SECTION 7

Loans over $150,000

**Did your CF provide loans over $150,000 in 2013-14?**   **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 2013-14?**   **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:** | Becoming a Community Builder | | |
| **New this year or ongoing from previous year?** | New | **Dollar Amount Contributed by CF:** | 1500 |
| **Number of Partners involved:** | 6 | **Dollar Amount Contributed by Other Sources:** | 6000 |
| **Was this identified in your organizations’ strategic plan and/or operating plan?** | | | No |
| **Description (a paragraph or two)** | | | |
|  | | | |

**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:** | Partnership with Alberta Human Services | | |
| **New this year or ongoing from previous year?** | Ongoing | **Dollar Amount Contributed by CF:** | 0 |
| **Number of Partners involved:** | 2 | **Dollar Amount Contributed by Other Sources:** | $300,000 |
| **Was this identified in your organizations’ strategic plan and/or operating plan?** | | | Yes |
| **Description (a paragraph or two)** | | | |
| Community Futures values its relationships with Alberta Human Services. We provide the Career and Employment Workshops contract to the region as well as a new contract to deliver Business and Entrepreneurship Training to all Albertans living in the area. The relationship we have with the department also resulted in a small contract to provide career services in the Alberta Works Centre for 6 weeks.  Community Futures relationships with the provincial government has created a new network within agencies serving diverse populations including Aboriginal clients and Newcomers. Community Futures is now pursuing a partnership with the Grande Prairie Centre for Newcomers to deliver Career and Entrepreneurship workshops to their clients. | | | |

SECTION 10

Investment Fund

1. **Investment Fund Activity as of March 30, 2014**

|  |  |  |  |
| --- | --- | --- | --- |
| **Value of Loans Receivable** | **Total Number of loans** | **Aged Accounts Receivable greater than 90 days** | **Total value of loans over 90 days** |
| $1,000,000 | 111 | 5 | $25,000 |
| $5,370,467 | 102 | 5 | $359,271 |

1. **Equity Investment / Related Entities / Subsidiaries as of March 30, 2014**

**List any CF investments in equity, related entities or subsidiaries as of March 30, 2014**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Percentage of Shares** | **Dollar Value** |
| ABC Company | 25% | $25,000 |
| Liquid Chicks Inc. | 40% | $150,000 |
|  |  |  |
|  |  |  |

SECTION 11 - OPTIONAL

Highlights & Social Media

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.**
2. **Does the CF have a Facebook account?  Yes  No**
3. **Does the CF have a Twitter account?  Yes  No**

**If yes, WD would like to follow you on Twitter, what is your Twitter address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**