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 by June 30, 2016

SECTION 1

Board Motion

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

|  |  |
| --- | --- |
| **Date of Board Meeting:** | June 23, 2016 |
| **Motion:** | To approve the 2015-16 Annual Performance Report as presented. |
| **Moved By:** | Chris Turnmire |
| **Seconded By:** | Jerry Napier |

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.)

As always, the 2015 – 16 fiscal was a busy one for Community Futures Grande Prairie & Region. The office was incredibly busy with new and existing financing requests and client relationship development. Several projects continued successfully and a few new ones started with some very promising objectives. Board Bylaws were also altered in order to address the need for solid, cohesive and continuous board leadership.

As of March 31, 2016, Community Futures Grande Prairie & Region had successfully approved and disbursed on 51 loans, totaling $4,119,339.00, leveraging an additional $2,857,500.00 and creating or maintaining 157 jobs in the region. The year just busier as the economic downturn took firm hold in the region and several local companies began feeling the stress of stretched Accounts Receivable timeframes, reduced cash flow and continued overhead expense demands. Referrals from traditional financial institutions, mostly ATB Financial and BDC, continued at a high rate and we were able to help many clients that did not fit their criteria.

We were also busy as partners of the annual Taste of the Peace event, showcasing local producers and as an organizing partner for the Growing the North economic development conference in February. Both events were resounding successes, with a growth of 25% in attendance for the Taste of the Peace event and over 400 in attendance at the conference. CF provides Speaker Coordinator services for the Growing the North event.

CFGP has entered into a partnership with the County of Grande Prairie to complete a three year comprehensive Business Visitation Program, visiting every business in the municipality and asking questions to get a good indication of the business conditions, challenges, opportunities and specifics of the region. The project kicks off in the 2015-16 fiscal year and we are excited about it.

We have continued to do all of the things we always do, being part of the 2nd largest Chamber of Commerce in Alberta, Rotary, local networks and masterminds. Our Vice Chair, Chris King, recently joined the CFNA Board and is looking forward to his 3 year term there.

The Board reviewed the organizational bylaws and revised the Board Make-up bylaw to go from 11 to 12 members, removing the condition of Chamber membership for the 5 positions in addition to our municipal representatives. So now we have 7 municipal appointed representatives and 5 Members at Large. By having a more balanced Board, we protect ourselves from the turbulence the 9 year maximums, election years, etc. could have on the board.

We have an amazing organization and that is due to the dynamic board and staff that we have.

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)** |
| Motley Que BBQ | Loan, business services and coaching | Alignment: Minimal. The project has grown the company from a part time to a full-time company. Prior to working with CF, Motley Que operated on a May through October season. They now have a permanent location in their own facility, and operate year round. They have hired 3 part time, and 2 full time staff, and are working with the Rotary Employment Partnership, that supports persons with disabilities, employing one staff member through that program.CF provided funding, advice, and has partnered with a Business Coach to provide that service to Motley Que to help them implement systems for their company as they grow, and move out of being solely a mobile food service business.The clients have moved from being a seasonal business, to working in a full-time facility, catering year round, have successfully bid to be vendors at Calgary Stampede this year, have been awarded grants to travel to food Shows in the U.S. to wholesale their products to major retailers, employed staff, and are launching a full scale sit down restaurant this year.Their products (sauces and rubs) are being launched on Amazon within the month, and they have been approached by three U.S. companies to carry product, or to partner on Joint Ventures. |
| GP Brewing Company | Equity Investment | Alignment: Yes – technology commercialization – GP Brewing Co. brought new brewing technologies, practices and equipment in to the region’s first micro-brewery and blazed the trail for future microbrew opportunities. The equipment is state of the art and other than a few pieces, completely manufactured in Canada. The company principals actually worked with the manufacturers to develop specific equipment for specific functions; after a year, the equipment was ready to manufacture and install. |
| Trusted Dispatch | Loan, business services and coaching | Alignment – Yes – Trade & Investment. Trusted Dispatch has been in operation for over a year and are changing the trucking industry in a BIG way.  They have found a way for Truckers and other Trucking companies to utilize the backhaul in a more profitable way.  They are the go to company for auction companies to get merchandise shipped all over Canada and the US.  They are a fast growing company looking to expand to British Colombia and Saskatchewan, the rest of Canada over the next year.   |

\*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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Strategy** | **Planned Project/Initiative****(2 – 3 sentences)** | **Outcome Achieved** |
| **1** | Innovation – Support business and initiatives that can bring new technologies to Canadian and global markets | Monster Devices – provided financing to this company who developed the Monster Strap. Innovative product for fleet owner, owner operator, or a truck driver.  This newly patented and manufactured product saves fuel, time, money, and make more miles.  This Thurston work with engineering companies and plastic mould companies this product is ready to be exported to the United States as well as Canada.  Creating jobs and increasing efficiency for companies especially truck short distances with multiple straps.  This company is also sourcing some of its parts locally in the Grand Prairie Region | * Completed patent
* Completed moulds in China
* Complete manufacture
* BC Okanagan – closer to shipping port
* Parts sourced:
* BC & Grande Prairie, AB
* Completed commercialization plan
* Product has been introduced to market – ready for export to US and Canada
 |
| **2** | Skills Development and Training – Support the promotion of skills training opportunities | Young Entrepreneur Training – St. Mary’s School – Business Development Officer visited the school 4 times during a 4 month partnership the school, providing content and direction for the development and delivery of a grade 7 entrepreneurship program. Culminated in three CF staff adjudicating live loan applications, supplying loan dollars and attending the final market day. | * 30 grade 7 students participated
* 6 business plans submitted
* 6 businesses started
* Plans to do in 2016/17 school year
* Funds raised were split between charitable giving and school FR
* Used as part of Math, Social Studies and English curriculum
 |
| **3** | Trade & Investment – Assist business to enter into global markets | Loan provided to Overflow Hauling to assist them in diversify their market. The company had primarily been working in the oilfield, providing oilfield hauling to exploration and service companies. The economic downturn has caused several large and small trucking companies to close in the region; this company has chosen to go another route and focus their attention on short and long haul highway hauling and have pursued that market aggressively, successful transitioning their trucks to Provincial, National and North American hauling routes. | * Business remained open
* Increased profitability
* Maintained 7 jobs
* Accessing interprovincial and American haul markets
 |
| **4** | Building Capacity for Procurement Opportunities – Support businesses to take advantage of federal procurement opportunities | Loan provided to Black Poplar Frameworks to assist in taking his mobile machine, welding and fabricating unit to Cape Breton/Nova Scotia. Client has been working with several of the shipping and fishing boats in the region and has been investigating options for joint ventures with local companies looking to be part of ship building procurement. | * Client successfully transitioned to Cape Breton/NS in March 2016
* Muskrat Falls project
* Donkin Mine contract
* Looking to hire up to 4 people
 |
| **5** | Economic Growth Acceleration Opportunities for Indigenous Peoples – Support participation of Indigenous peoples in economic development | Provided loan to 1900823 Alberta Ltd. for the development of Accdata, a Metis female-owned company that provides bookkeeping and office administration training to First Nations communities throughout northern Alberta. This company is in the final stages of provincial approval for private institution status and is entering into a $70K contract in the Slave Lake area and a pending $90K contract with Service Canada.  | * Business revenue has grown by 25% in past year
* Accdata had provided mobile training at the Slave Lake Friendship Centre, and Duncan First Nation
* 2 rounds of local Business Bookkeeping Bootcamps completed
* Private vocational training facility certification approved
* Application to Service Canada and Alberta Works for aboriginal office and bookkeeping training
 |
| **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Collaborations and/or Cost Efficiencies Implemented** | **If Applicable, Names of WCBSN Partners Involved** | **Estimated Cost Savings and/or Benefits** | **Completed / Ongoing** |
| **1** | Part of the new Exchange Email Server - Bulletproof |  | %1000 | Ongoing |
| **2** | EDP Programming Utilization | EDP Pan West | Assisted two clients | Completed |
| **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

**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** | 1. **If you did not achieve your targets or exceeded them by 20% or more, please provide a detailed explanation.**
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.**
 |
| --- | --- | --- | --- |
| Indicate which Group the CF is in : | Group 1 |
| Total # of community based projects (New PLUS Ongoing) | 8 | 50 | There are a few projects that we have now closed and re-opened for the new year. However, active new and ongoing community projects are probably closer to 15 |
| # of business training session participants | 60 | 78 | We had a partnership with a the Northwest Learning Consortium and offered our small business training series twice |
| # of business advisory services | 400 | 578 | We had an increased number of referrals from partners  |
| $ value of loans (\*) | $1.8M 20 | $4,110,339 | Increased traffic from referrals, increased requests for top-ups from existing clients, opportunities for growth for some clients, financial institutions tightened up their lending criteria |
| # of loans (\*) | 20 | 51 | See above |
| # of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities | 3 | 24 | We have been very conscious in ensuring our projects not only feed our overall mandate and services but are quite intentional in seeing how they kink to the GOC and WD objectives |

\*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.)**

|  |  |
| --- | --- |
| **2015-16 Performance Report on Website** | Yes, <http://grandeprairie.albertacf.com/latest-news>  |

SECTION 8

Loans over $150,000

**Did your CF provide loans over $150,000 in 2015-16?**  [ ]  **Yes** [x]  **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** [x]  **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** |
| $1,000,000 | 85 | $25,000 | 5 |
| $8,762,667 | 128 | $1,067,366 | 14 |

1. **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** |
| Liquid Chicks Inc. | 40% | $150,000 |
| Elevated Robotic Services Ltd. | 35% | $120,000 |
| Blackout Rentals Inc. | 40% | $150,000 |
| GP Brewing Co. | 10% | $150,000 |

1. **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** |
| Operations (BA/Accounts Officer/Audit) – 07/28/2015 | Non-Repayable | 20,000 |
| Operations – (BA,/Accounts Officer) 08/28/2015 | Non-Repayable | 40,000 |
| Operations – (BA,/Accounts Officer) 11/25/2015 – balance of approved amount | Non-Repayable | 32,749 |
| Operations – 03/03/2016 – special request to cover additional operational needs at end of year | Non-Repayable | 40,000 |

1. **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** |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |
|  | Choose an item. |  |  |

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, meaningful community based projects or events, etc.**

Community Futures Grande Prairie & Region remains committed to ensuring that the region’s entrepreneurs are able to access the business services and business financing needed to move their businesses forward. Access to capital is the biggest challenge we have at the moment, both operationally and for investment. We have embarked on the development of a local Opportunity Development Fund to provide additional investment capital for business financing. We have also entered into discussions with the provincial government about the possibilities available to us to work with them in managing a similar fund, providing an additional source of capital to entrepreneurs that do not currently fit their funding criteria. WE are also working with BDC to identify opportunities to work together, perhaps setting up a BDC fund for CF and/or looking at the existing CFGP portfolio and “selling” performing loans to BDC, to free up cash flow for current and future requests.