

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 **May 31, 2020**.**

SECTION 1
Board Motion

Motion from your Board of Directors that approved the 2019-20 Annual Performance Report.

Date of Board Meeting:	May 26, 2020
Motion:	“That the Community Futures Wood Buffalo Annual Performance Report for 2019-2020 be approved and submitted to Western Economic Diversification as presented.”
Moved By:	Jason Vargo
Seconded By:	Debbie Hahn

SECTION 2
Executive Summary on Overall Performance for 2019-20

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 Wood Buffalo – A Year in Reflection

Our organization continued forging new relationships within the local Fort McMurray community, through the delivery of relevant training and workshops. Our partnerships within the School System, Career Leap the Next Generation, amongst others played an important role for Community Futures Wood Buffalo in the delivery of training that would impact the youth of our society.

We focussed on four key segments, Youth, Women, Indigenous, and Person’s with Disabilities to offer relevant programming that would provide a platform for changemakers, enhancing knowledge, providing opportunities for growth, and sustainable delivery of services to support small business in the local economy.

Our Youth Strategy included a new partnership with Junior Achievement of Northern Alberta & NWT, which enabled CFWB to apply for a community impact grant from the Regional Municipality of Wood Buffalo (RMWB). We were successful in being approved to hire a part – time Coordinator to support program delivery. Our program delivery included an Achievement Club through one of the local schools, where our staff, and board were able to be involved to deliver Junior Achievement branded training to inspire, educate, and equip youth with basic business skills. Our programs have been highly effective, and several schools have contacted our office to discuss adding additional training into their school curriculum.

We also delivered “Lemonade Day”, which was highly successful. It included over 50 kids, parents, and community members developing a lemonade stands, training kids about money management, and judging the stands from Anzac to Fort McMurray.

Our Women in Business, strategy included the delivery of several programs geared specifically to women and indigenous women entrepreneurs. CFWB signed a contract to deliver “Project Gazelle”, in the Wood Buffalo communities pre-COVID-19 in addition to the “From Woe to Wow”, one-day workshop designed specifically for female entrepreneurs. Our goal is to continue in the delivery of specific trainings that will strengthen our Women Entrepreneurs ability to be successful post-COVID.

While these are a sample of successful programming, we have delivered training to our Canadian Newcomers through YMCA and delivered two all-day workshops on Starting and Maintaining Your Business, and a Customer Service Workshop. Both classes were well received with over sixty individuals in attendance asking for more training!

Business Support Network & Business Visitation Program
CFWB participated as an active partner with the Business Support Network (BSN), and was instrumental in partnering in the delivery of several local business networking events over the past year, including the Business Visitation Program in Fall 2019.

This program was designed to review the current business environment in Fort McMurray. Our concerted efforts included fifteen (15) volunteers from partner organizations visiting over 325 businesses to share information, make connections, and learn about common business concerns. There was also an online survey completed by a total of 115 businesses who primarily represented businesses with 0-9 employees in the service/retail sector.

This survey also showed that businesses within the community are looking to see more mentorship, networking opportunities and online resources available to the business community. The survey results can be found at www.choosewoodbuffalo.ca.

We began the year with:

Board Training: Legal Responsibilities for Board Members

CFWB engaged our law firm, Thorne & Thorne to delivery an interactive session with our Board of Directors so that they can understand their roles and responsibilities from a governance standpoint. This session was well received with excellent participation by board members.

We ended the year with:

Board Training: “Inspirational Leadership – Outside the Box”

CFWB engaged Melody Morin, a registered psychologist, to deliver a one-day workshop with both Board, Management, and staff. The focus of the workshop was to unify the bond between board/management/team, and to self-identify their own management style which would provide a platform for each other to be more aware of how they engage with others. It was a very insightful day.

All in all, a very robust and challenging year!!

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 the 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 Canada 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"> • 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 client’s organization and/or community? <ul style="list-style-type: none"> • What were the final outcomes* from the activity? • How has this positively affected the community? • How has this service enhanced the economy in the community? <p style="text-align: center;">(6-8 sentences)</p>
Yanagil Management Ltd.	Business Loan	This client came to CFWB due to delayed receivable. We were able to support his business with financing and provide funding for the continuation working capital which kept 22 full and part time staff employed.
Live2Lead	Community Sponsor	CFWB sponsored the Live2Lead ½ day Simulcast Event which was delivered by upcloseteam.com . This event was sold out, with over 125 community and business leaders registered and in attendance. This strengthened our local presence and commitment to small business initiatives, and we participated in the event, providing additional brand recognition to Community Futures Wood Buffalo.
Achievement Club	Training	In support of our Youth Strategy, CFWB continues to operate an Achievement Club to grade 4 children at one of the local schools teaching them basic money management through our partnership with Junior Achievement. Community Futures has received a lot of recognition for this type of program being delivered to young students, and other

		schools have asked if we could deliver programming to support youth at their schools as well.
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SECTION 4
Alignment with Government of Canada and WD Priorities in key areas

Please describe the initiatives or projects your organization was involved in that aligned with the WD 2019-20 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	Project/Initiative (2 – 3 sentences)	Outcome Achieved
1 (a)	Inclusiveness – primary focus on Indigenous peoples and women	Community Open House in rural Indigenous Communities.	Staff travelled to Fort Chipewyan to develop contacts for further program delivery and feedback was very positive. In addition, CFWB participated in Community Open houses in Anzac, Conklin, and Fort McKay over the year to strengthen our presence in these Indigenous communities.
1 (b)	Inclusiveness – secondary focus on youth and persons with disabilities	* Youth *Persons with Disabilities	Partnership with Junior Achievement *CFWB has hired one coach to support one of our entrepreneurs in the launching of her business within the EDP Program.
2	Cluster growth – focus on specialized clusters within: clean technology; value-added agriculture; advanced manufacturing; digital industries; clean resources; and health and biosciences.	N/A	

SECTION 5
Performance Indicator Variance

In the table below, please ensure a detailed explanation is provided if your organization did not meet an MPS.

Performance Indicator	2019-20 Target	2019-20 Actual		If you did not meet an MPS, please provide a detailed explanation and a plan for ensuring the MPS will be met in 2020-21.
Indicate which Group the CF is in:		Group 1		
Total # of community-based projects (New PLUS Ongoing)	2	56		
# of business training session participants	300	263		Our Women’s Business Event “From Woe to Wow”, planned for March 2020, had 83 participants registered which would have allowed us to surpass this goal. Unfortunately, due to COVID, we were unable to execute this event.
# of business advisory services	100	116		
\$ value of loans (*)	\$600,000	\$772,170		
# of loans (*)	12	11		We will continue our efforts to meet and/or exceed this goal. We had one loan which was approved, and we would have met the goal of 12 loans, however his tenant decided to withdraw from the lease, and he then did not need the loan for improvements.
# of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities	3	103	11	While we were just shy of meeting our Lending goal, we have been doing a fantastic job in Projects and Programming. We are very proactive in creating opportunities for collaboration, and delivery of programming in the local communities of Wood Buffalo.

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

SECTION 7
CF Web Reporting

Please provide the link to the 2019-20 Performance Results posted on your website.

2019-20 Performance Report on Website	http://woodbuffalo.albertacf.com/sites/default/files/woodbuffalo.albertacf.com/2019-20_cfwb_performance_results.pdf
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SECTION 8
Loans over \$150,000

Did your CF provide loans over \$150,000 in total to an organization in 2019-20 (i.e. include previous loans still outstanding)? Yes No

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

File #	Amount	Rationale for Loans over \$150,000
		Not applicable

**SECTION 9
Syndicated Loans**

Did your CF participate in any syndicated loans in 2019-20? 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
Not applicable				

**SECTION 10
Loans with Interest Rates Less than Prime Plus 2%**

Did your CF provide loans with interest rates less than prime plus 2%? Yes No

If yes, then please provide a list of all loans given and provide the reasoning/justification behind providing those loans with interest rates less than prime plus 2%. Please use your internal file or client number and not client name. **Note: Your new policy on interest rates less than prime plus 2% should have been provided to WD. If not, please attach to this report.**

File #	Amount	Interest Rate	Rationale for interest rate less than prime plus 2%
Not applicable			

**SECTION 11
Investment Fund**

1. WD Investment Fund Activity as of March 31, 2020

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
\$2,487,331.70	43	\$364,535.96	11

2. Equity Investment / Related Entities / Subsidiaries as of March 31, 2020

Does your CF have investments in equity, related entities, or subsidiaries as of March 31, 2020? Yes No

If yes, please list them below.

Company Name	Percentage of Shares	Dollar Value
CFLIP	POOLED FUNDS	\$542,596

3. FOR THOSE WITH A 3 YEAR AGREEMENT: Interest transfers up to 75% of net interest up to a maximum of \$100,000.

Did the CF transfer interest in 2019-20? Yes No

If Yes, please list all interest transfers amounts, the activities, and the WD Investment Fund type. Note: Your updated policy on interest transfers should have been provided to WD. If not, please attach to this report.

Activity	WD Investment Fund Source	Amount Transferred
Not applicable	Choose an item.	

4. Interest transfers above 75% of net interest or \$100,000 (not included in Section 3) and all interest transfers for those with 1-year agreements

Did the CF transfer interest in 2019-20? Yes No

If yes, please list all interest transfer amounts, the activities, the WD Investment Fund type, and WD approved date.
Note: Your updated policy on interest transfers should have been provided to WD. If not, please attach to this report.

Activity	WD Investment Fund Source	Amount Transferred	Amount and Date WD Approved
Not applicable	Choose an item.		

SECTION 12
Appeals

1. Please report on the number of appeals the CF received in 2019-20. If there were no appeals, please enter "0" in the first box below.

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

SECTION 13 - 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 Wood Buffalo has been extremely diligent in working within the school system, and local college to promote our programs and services. We would encourage other CF's to partner with educational institutions since there is a myriad of activities that one can get involved with to foster creativity with Youth, local residents, small business owners, -promoting programs, and working collaboratively with other stakeholders to strengthen our presence in the local economy.