

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 your WD Officer by May 31, 2018

SECTION 1
Board Motion

Motion from your Board of Directors that approved the 2017-18 Annual Performance Report.

Date of Board Meeting:	June 22, 2018
Motion:	Moved by Penny Byer to approve the 2017/18 Annual Performance Report as submitted to Western Diversification. Second by Keith Burak
Moved By:	Penny Byer
Seconded By:	Keith Burak

SECTION 2
Executive Summary on Overall Performance for 2017-18

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.)

Fiscal year 2017/18 was a busy and productive year for CFNCD, but had a number of challenges as well. The Corporation recorded positive results in programs as well as financial performance. However, staffing and governance were challenging. The Corporation remained focused on performance under the direction of the board and guided by the Executive Committee.

From a governance perspective, the Board of Directors held its Annual General Meeting and a Board of Directors meeting in Thompson, June, 2017. Unfortunately, due to lack of quorum, no further Board of Directors meetings were held. The Executive, Business Development and Community Development committee’s meet an ongoing basis throughout the fiscal year. Management will be making recommendations to the Executive/Board regarding governance including policy and procedures changes and the need to host meetings by Tele-conference, as well as changes to the Corporate By-Laws regarding Board composition and appointments process.

The Corporation once again experienced staffing challenges. Largely, the challenges related to staffing shortages as a result of maternity leaves and staffing changes. One positive staffing results was the use of Contract and Part Time positions (Thompson and Winnipeg).

Financially, the Corporation once again performed well.

From a program perspective, the Corporation continued to meet expectations and targets in both community and Business development.

In **Business Development**, the Corporation once again exceeded the WED target for the number of loans. However, the target fell short with respect to the loan dollar amount. This was due to requests for smaller amounts. The Corporation continued to deliver the SE Program on behalf of the Province of Manitoba.

In **Community Development**: The Corporation continues to focus and achieve success with community development initiatives that support and assist communities on a local and regional level. Some areas to note over the last year include, Northern Values initiative [partnership with Ducks Unlimited Canada continued], Northern Tourism and Settlement Services. CFNCD continued to provide strategic planning, facilitation and research services during the fiscal 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 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: <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>
Reflect Signs	Business Advertising Signs Retail Trade	Owners Rachelle Pinder and Tyson Benson were living in Gillam Mb working for Manitoba Hydro, both received a transfer to Thompson. The current owner of Reflect Signs was moving out of town and this opportunity became available. Reflect Signs fills a much needed roll in the Community for public advertising of events, everything from local hockey games to community trade shows. Traditional lending was unavailable and with the assistance of CFNCD, Reflect Signs continue to serve Thompson. Along with the owners, their children have now assumed some of the responsibilities both in sign maintenance and learning valuable lessons on what it takes to operate a business.
AMP Industries	Business Auto Repair Retail Trade	Owner Andre Proulx had gained a solid reputation while working for a local car dealer when he decided to open up his own business. He has steadily grown his business to now include rust proofing for both vehicles and buildings. Employing 5 people, AMP Industries offers many clients the option of taking their used vehicle for maintenance to a skilled tradesman with a solid reputation. CFNCD was instrumental in assisting Andre with equipment purchases necessary to perform the rustproofing technique and thereby hiring more local staff.
ANTZ Towing and Custom Recovery	Business Retail Trade	Kevin Beaver, owner of ANTZ Towing and Custom Recovery retired from the local mine due to a disability incurred while on the job. Kevin realized that there was only one other towing company in Thompson serving much of the surrounding area and he felt that this was an opportunity. With the assistance of CFNCD he has now purchased 3 tow trucks and a flatbed trailer and along with his 2 employees, service a large area around Thompson as well as taking vehicles to Winnipeg. Kevin also specializes in recovering vehicles or boats from surrounding lakes as he has acquired his Master Diver status.

*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 2017-18 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.

Innovation Clean Technology: Defined as any process, product, or service that reduces environmental impacts: through environmental protection activities, through the sustainable use of natural resources, or through the use of goods that have been specifically modified or adapted to be significantly less energy or resource intensive than the industry standard. The industry standard or most commonplace technology means the most prevalent or dominant technology available for use in a given market (e.g. 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 (a)	Innovation – Support business and initiatives that can bring new technologies to Canadian and global markets		
1 (b)	Clean Technology – Support business and initiatives related to Clean technology activities	Vale, Thompson, MB Operations adhering to federal emissions standards by 2018. Resulting in closure of smelter / refinery equates to job losses.	Closure mitigation task force struck (Thompson 2020) to prepare workforce for layoffs / diversify skills and retain residents. CFNCD participates on task force along with the City of Thompson, Vale, the Province of MB and Service Canada. Job fairs coordinated, various training delivered, social network created (jobs and training), etc.
2	Trade & Investment – Assist business to enter into global markets	Coordinate the Regional Tourism Association, assist in the transfer to Travel Manitoba.	Strategic Plan prepared for Manitoba North – a regional division of Travel MB, pilot project that can be duplicated by other regions. Northern Tourism Advisory Committee struck to provide support to Manitoba North. CFNCD participation on committee. Strategic Plan prepared for Thompson in partnership with the City of Thompson, Thompson Chamber, Travel MB, Thompson Hotel Association. Support provided to the Manitoba Games Host committee, hosting the Games in Thompson, MB in March 2018 equated to 2,000+ visitors and a huge economic impact on the community.

3	Building Capacity for Defence Procurement Opportunities – Support businesses to take advantage of federal procurement opportunities	Churchill Region Economic Development Fund.	CFNCD plays a role on the CRED management review committee. Approximately 3.5 million has been contributed to northern projects. Direct marketing and promotion of the fund to 17 communities in the CFNCD region. Various in-person meetings with clients, communities and organizations interested in applying to the fund.
4	Economic Growth Acceleration Opportunities for Indigenous Peoples – Support participation of Indigenous peoples in economic development		

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 2017-18.

	Collaborations and/or Cost Efficiencies Implemented	If Applicable, Names of WCBSN Partners Involved	Estimated Cost Savings and/or Benefits	Completed / Ongoing
1	Family Friday's			Ongoing
2	Fee for Service Contracts			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

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

CF NAME: ENTER CF NAME HERE
Fiscal Year: 2017-18
ANNUAL PERFORMANCE REPORT

Performance Indicator	2017-18 Target	2017-18 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 2018-19.
Indicate which Group the CF is in :		Choose your assigned group	
Total # of community based projects (New PLUS Ongoing)	1	36	
# of business training session participants	75	77	
# of business advisory services	325	337	
\$ value of loans (*)	400,000	363,210	
# of loans (*)	8	13	
# of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities	1	3	

*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 2017-18 Performance Results posted on your website. (The template for Performance Results 2017-18 was provided to you along with this document.)

2017-18 Performance Report on Website	http://www.northcentraldevelopment.ca/admin/FileUpload/files/CF%20Performance%20Web%20Reporting%20March%202018%20Final.pdf
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SECTION 8
Loans over \$150,000

Did your CF provide loans over \$150,000 in 2017-18? 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 9
Syndicated Loans

Did your CF participate in any syndicated loans in 2017-18? 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, 2018

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
\$1,170,598.67	39	\$9,855.34	1

2. Equity Investment / Related Entities / Subsidiaries as of March 31, 2018

Does your CF have investments in equity, related entities or subsidiaries as of March 31, 2018? 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 2017-18? 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
	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 2017-18? 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	Date WD Approved the Transfer
	Choose an item.		

SECTION 11
Appeals

1. Please report on the following.

Number of Appeals	
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

CF NAME: ENTER CF NAME HERE

Fiscal Year: 2017-18

ANNUAL PERFORMANCE REPORT

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.