

**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-rappportsab.deo@canada.ca](mailto:wd.abreports-rappportsab.deo@canada.ca) by May 31, 2021**

**SECTION 1**  
**Board Motion**

**Motion from your Board of Directors that approved the 2020-21 Annual Performance Report.**

<b>Date of Board Meeting:</b>	
<b>Motion:</b>	To approve the annual performance Report 2020-21 as amended
<b>Moved By:</b>	
<b>Seconded By:</b>	

**SECTION 2**  
**Executive Summary on Overall Performance for 2020-21**

**Please provide a short narrative (half- 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.)

Challenges and issues can be best summed up by simply saying that the current pandemic provided us with numerous physical, emotional, mental, and financial challenges. Constantly moving goalposts of restrictions, expectations, and community needs were unprecedented. There is no doubt that entire novels will be written about the 2020 global pandemic, so for the purposes of this report, we will not go into further detail.

The staff at CFTR has proven numerous times over the past 10 years that they are up to any challenge, and the Board of Directors is pleased to say that the staff of CFTR once again proved that they are a truly unshakable and cohesive team. It is to their personal and professional credit that they were able to come together and distribute the ever changing (and increasing) workload, while maintaining a positive and professional demeanor. The flexibility, and willingness to learn new roles (far outside their regular duties), is to be commended.

Changes to policy and procedure in the past year were all in response to the issues (and potential issues) caused by the Pandemic, and included the approval of a Pandemic Resiliency Plan, giving the GM temporary authority if required. Please see attached.

While CFTR acknowledges that many of the ‘normal’ MPS were not met, the results achieved during the 2020-21 fiscal year were nothing less than outstanding under any circumstances, but even more so considering the conditions under which they were achieved.

In summary, the majority of CFTR time and resources were consumed by the RRRF program, and response to the global pandemic, however we were still able to launch 4 new projects to assist in Covid recovery.

**SECTION 3**  
**RRRF Summary – Overall Performance for 2020-21**

**1. Please describe how your organization used the additional operating funding (\$66,000) you received under RRRF.**

The additional funds we received were used to ensure a safe environment for our staff, and to equip the staff to work remotely. This included the purchase of things such as plexiglass shields, masks, cleaning supplies, and other PPE. CFTR also

supplied its staff with laptops and upgraded tower computers to support the demands of video conferencing, which proved invaluable for meeting with stakeholders, partners, and clients. Cell phones were also upgraded for the same reasons. To ensure that our staff was working in environments that met the physical demands of day-to-day work, home offices were also provided, with ergonomically correct furniture and equipment, and to ensure that files kept at residential locations were secure.

**2. Please outline below the results you achieved with RRRF Funds.**

<b>RRRF Loans</b>	<b># of Loans (Total)</b>	<b>59</b>	<b>\$-Value of Loans (Total)</b>	<b>1,821,645.55</b>	<b># of Jobs Created, Maintained or Expanded</b>	
<b>RRRF Results: Please outline below 1 or 2 success stories achieved with RRRF funds (2-3 sentences). This could be initiatives the CF implemented and/or client success stories.</b>						
<p>CFTR was able to implement a business need survey in the Athabasca area to help frame the needed response. A Regional Tourism brand focusing on experiential travel has begun, in conjunction with customer service training to assist local operators during and in recovery from the pandemic.</p> <p>A co-working space is under development in Westlock which will allow for permanent and temporary work and meeting spaces for locals.</p> <p>A shop local program for the Morinville area is being met with great enthusiasm.</p>						

**SECTION 4**  
**Success Stories**

**Please provide three 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.

<b>Client Name</b>	<b>Service Provided (loan, bus. services, comm. planning &amp; implementation)</b>	<b>Description should include:</b> <ul style="list-style-type: none"> <li>• Did it align with GOC/WD Priorities?</li> <li>• What role did the CF play?</li> <li>• Describe how this project/loan/service/initiative made a difference in the client's organization and/or community?</li> <li>• What were the final outcomes* from the activity?</li> <li>• How has this positively affected the community?</li> <li>• How has this service enhanced the economy in the community?</li> </ul> <b>(6-8 sentences)</b>

\*Examples 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 5**  
**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 2020-21 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.

	<b>Strategy</b>	<b>Project/Initiative (2 – 3 sentences)</b>	<b>Outcome Achieved</b>
<b>1 (a)</b>	Inclusiveness – primary focus on Indigenous peoples and women	None	
<b>1 (b)</b>	Inclusiveness – secondary focus on youth and persons with disabilities	None	
<b>2</b>	Cluster growth – focus on specialized clusters within: clean technology; value-added agriculture; advanced manufacturing; digital industries; clean resources; and health and biosciences.	None	

**SECTION 6**  
**Performance Indicator Variance**

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

Performance Indicator	2020-21 Target	2020-21 Actual	If you did not meet an MPS, please provide a detailed explanation and a plan for ensuring the MPS will be met in 2021-22.
Indicate which Group the CF is in :		<b>Group 2</b>	
Total # of community based projects (New PLUS Ongoing)	2	2	
# of business training session participants		0	Covid prevented us from conducting any in-person training.
# of business advisory services	400		
\$ value of loans (*)	400,000		Covid
# of loans (*)	<b>10</b>		Covid
# of Projects/Initiatives that align with GOC/WD priorities and (PLUS) # of Loans that align with GOC/WD priorities	2	0	Covid

\*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

**CF Web Reporting**

Please provide the link to the 2020-21 Performance Results posted on your website.

<b>2020-21 Performance Report on Website</b>	Website under redevelopment.
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**SECTION 8**

**Loans over \$150,000**

Did your CF provide loans over \$150,000 in total to an organization in 2020-21 (i.e. include previous loans still outstanding)?  No (outstanding accounts only)

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
R1819Q4#011	407,137.77	Previously reported

**SECTION 9**  
**Syndicated Loans**

Did your CF participate in any syndicated loans in 2020-21?  No

**SECTION 10**  
**Loans with Interest Rates Less than Prime Plus 2% (Excluding RRRF Loans)**

In 2020-21, did your CF provide loans with interest rates less than prime plus 2%, excluding RRRF Loans?  No

**SECTION 11**  
**Investment Fund**

**3. WD Investment Fund Activity as of March 31, 2021**

And projects	Total Number of Loans Receivable	Total Value of Loans Receivable over 90 days	Number of Loans Receivable over 90 days
\$1,030,629.16	22	\$24,768.25	1

**4. Equity Investment / Related Entities / Subsidiaries as of March 31, 2021**

Does your CF have investments in equity, related entities or subsidiaries as of March 31, 2021?  No

**5. 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 2020-21?  Yes

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
All of our Interest Transfer money was redirected to Covid and RRRF related activities and projects.	Non-Repayable	75,000

**6. 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 2020-21?  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
We were able to use a small portion originally intended for our youth programming, however with the restrictions in early May we were not able to provide the level of programming originally planned.	Non-Repayable	23,483	23,483 March 25, 2020

**SECTION 12**

**Appeals**

1. Please report on the number of appeals the CF received in 2020-21. If there were no appeals, please enter "0" in the first box below.

Number of Appeals	0
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**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.