



**2013-2014  
Annual General Meeting**

**Box 68  
Ashern, Manitoba  
R0C 0E0**

**June, 2014**

Growing communities one idea at a time.

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**COMMUNITY FUTURES WEST INTERLAKE**  
**Annual General Meeting**  
**Eriksdale Recreation Centre**  
**Wednesday, June 25, 2014 - 7:00 p.m.**

**AGENDA:**

1. Welcome and greetings
2. Adoption of Agenda
3. Adoption of Minutes of the last AGM, Wednesday, June 19, 2013
4. Business Arising from the Minutes of an AGM Nature
5. Reports (AGM Package)
6. Audit Report for the 12 month period ending March 31, 2014
7. Confirmation of the Auditor for 2014/15
8. Presentation of Council Appointed Slate for 2014/15
9. Confirmation of Investment Review Committee
10. Open Meeting
11. Adjournment

**CHAIRPERSON'S REPORT**  
**Annual General Meeting – June 25, 2014**

2013/14 was a good year for our corporation and for the region. We had great success in providing 8 business loans for almost \$500,000; supported 3 communities with our Interlake Community Development Project; ongoing community volunteer recognition in partnership with our communities; the community facilities management project was completed with four of our communities; and we started the Business Visitation program which will be completed in 2014. The highlights of our year are found within this AGM report and I invite you to read them.

Our leaders and community volunteers remain committed and resilient to the development of the region. On behalf of the board and our residents, thank you for everything you do for our corporation and the region. Without your support, we cannot prosper and grow.

As part of the recently completed year-long Western Diversification review, we are hopeful that a new 3 year agreement is coming so we can better plan staffing and work with our communities and the region. Community Futures West Interlake Inc. has a bright future with much work to do and I am grateful and excited to be a part of it!

Finally, thank you to our staff and board for their ongoing effort and commitment. It has been a pleasure and an honour to serve as your Chairperson for 2013/2014.

Respectfully submitted



Brad Stabner

## **GENERAL MANAGER'S AGM REPORT**

### **April 1, 2013 – March 31, 2014**

Within this report, we have presented a summary of the activities of the corporation for 2013-2014. Our corporation is indebted to the ongoing support from Western Diversification and the Federal Government, particularly the ongoing support of our Member of Parliament, James Bezan – thank you to all.

2013-14 was a very successful year for our corporation as evidenced within the report that follows. Without the commitment from Western Diversification for a longer term contract, we will not be able to continue the current level of service.

Western Diversification undertook a review of their and our operations in 2013/2014 and this means we are committed to providing more loans, more business service and increased strategic development with our communities. If 2013/14 is an indication of our ongoing success, our corporation is on track to meet the new WD performance standards and hopefully a new 3 year contract.

We helped our communities. We provided direct assistance to our Community Development Corporation boards, we undertook strategic planning for those communities that requested it, facilitated community and business training; and basically did whatever our communities asked of us to assist in their economic development activities.

The Community Futures West Interlake Corporation continues to have phenomenal board members who provide support and direction for the corporation. Without their commitment and input, we would be unable to serve our communities and businesses to the high level that they are currently receiving. To my board, thank you for your ongoing support.

To the staff, Debbie Falk and Kelynda Springer thank you. It is comforting knowing that the corporation is in such great hands. Well done. The dedication of the board and staff make worthwhile and fun work that is often difficult, challenging and exhausting. Thank you. Finally, to the community volunteers and leaders, remember that the struggle is worth the effort and you are greatly appreciated. Nothing would happen without your support and dedication.

Respectfully submitted,



Henry Sikora, General Manager

## COMMUNITY FUTURES MANITOBA (CFM) REPORT

Over the past year of involvement on the Community Futures Manitoba board, I have had the opportunity to learn a great deal about what is happening with the CF Program across the country. With many years of one year contract extensions, CFM has been lobby hard for longer term commitments that will bring much stability to our program.

Last year, a new Secretary of State for Western Diversification, Michelle Rempel was appointed. She has immediately shown great interest in the program and has held a number of consultations at the staff and board level in order to learn more about the challenges and opportunities. Her enthusiasm and prairie background is certainly a positive influence on the future of CF.

One of the long-standing issues around contract renewal remains the establishment of fair and effective performance measures that reflect the vast diversity among the CF regions (size, population, economic base). New performance measures have been developed and have designated each CF as one of three performance groupings. CFWI has been designated as a Group 2 CF with targets that are certainly attainable for our corporation with some slight adjustments on how we report client numbers. The grouping also requires aggressive loan activity that should be attainable as we transition from a “lender of last resort” to an open lending policy.

With all of the discussions that have been going on, it seems that a three year contract is definitely within reach for CFs that have consistently met the performance indicators. CFWI is a strong performer and is being favorably considered for the contract. Confirmation and a draft of the contracts are expected in the fall with the hopes of being in place for April 1, 2015. Our experienced staff and good governance practices over the last many years has positioned CFWI well for this important contract.

The program review has also suggested a few governance changes that will affect our board and has generated a lot of discussion around the CFM table. The most noteworthy governance change is the nine year term limit for board members. The interpretation of this policy has been quite vague and WD recognizes the impacts this could have on succession of current boards and has left it open for CFs to suggest their own transition plan that will need to be implemented by 2016.

Throughout these discussions, I have been encouraged by the WD involvement and consideration given by the new personnel involved (from the Minister down to staff working on the Manitoba files). They have a genuine interest in seeing the program and our communities thrive and have assured CFM that they want to work with us to make these changes and will certainly make allowances for unexpected or uncontrollable circumstances that may impact our ability to meet new standards. It is an exciting time and an opportunity to reconfirm the program’s role and importance to community success.

As the saying goes, a team is only as strong as its weakest link and this is certainly the case when programs like CF is being evaluated across the entire country. In the last number of years, CFs in Saskatchewan have had many challenges and a great deal of controversy at their provincial association level (this was quite evident at the national conference in 2012). Much of the uncertainty about the future of the CF program was

centered around these issues as the previous Secretary of State was from Saskatchewan leaving an overall negative and inaccurate perception of the program.

Last fall, CFM was approached by the board of CF Saskatchewan to consider providing contracted management services for their provincial association. After a great deal of discussion and face to face meetings (that I was able to attend), the two associations have agreed to contracted services for a one year trial. Jason Denbow will remain based in Winnipeg but will provide managerial support with the assistance of a staff member on the ground in Saskatchewan. The CFM Board feels the one year trial will be a good indicator of whether the work load is sustainable and hopefully will get the Saskatchewan association back on its feet.

Serving on the CFM board has been a pleasure and an opportunity to learn more about what is happening within other regions. I believe it is a valuable asset to CFWI and appreciate the opportunity to represent CFWI at the table.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lana Cowling-Mason".

Lana Cowling-Mason

# BOARD OF DIRECTORS

The Corporation is governed by a Board of Directors composed of twelve (12) persons elected/appointed by their Municipal Councils. Two (2) directors are elected/appointed from each of the R. M.'s of Grahamdale, Siglunes, Eriksdale, Coldwell, St. Laurent and Woodlands.

Community Futures West Interlake's Board of Directors is as follows:

## R. M. OF WOODLANDS

**Lana Cowling-Mason**, Secretary-Treasurer – R. M. of Woodlands EDO - Lana was appointed to the board on December, 2001. Lana was again appointed to the Regular and Investment Committee on February, 2004. Chair of the Investment Review Committee.

**Gavin Jones**, R. M. of Woodlands councillor - Gavin was appointed to the Regular Board on December, 2006.

## R. M. OF ST. LAURENT

**Earl Zotter**, R. M. of St. Laurent Reeve - Earl was appointed to the Regular Board on June, 2008.

## R. M. OF COLDWELL

**Ken Olafson**, R. M. of Coldwell - Ken joined the Regular Board on November, 2004.

**Amanda Stevenson**, Vice-Chairperson - R. M. of Coldwell councillor - Amanda joined the Regular Board on November 10, 2010.

## R. M. OF ERIKSDALE

**Gail Holmes** - R. M. of Eriksdale councillor was appointed to the Regular Board on October 10, 2012.

**John Wainwright**, R. M. of Eriksdale Councillor – John was appointed to the Regular Board on March 10, 2010.

## R. M. OF SIGLUNES

**Steven Stasiuk** - Steven was appointed to the Investment Review Committee on March, 2008.

**Larry Williamson** – Member of the Local Urban District for Siglunes. Larry joined the Regular Board on December, 2006.

## R. M. OF GRAHAMDALE

**Linda Schroedter** – Linda was appointed to the Regular Board on April 14, 2010.

**Brad Stabner**, Chairperson - R. M. of Grahamdale councillor - Brad started on the Regular Board on December, 2006.

## BOARD EXECUTIVE

Brad Stabner– Chairperson  
Amanda Stevenson – Vice-Chairperson  
Lana Cowling-Mason– Secretary-Treasurer

## INVESTMENT COMMITTEE EXECUTIVE

Lana Cowling-Mason –Chairperson  
Steven Stasiuk – Vice-Chairperson  
Brad Stabner – Secretary-Treasurer

## STAFF

**Henry Sikora** - Henry started at Community Futures on May, 1993. Henry was employed as the Community Development Manager and on May, 1997 became the General Manager and CEO of the Corporation. Henry deals with business development and is the liaison for the Board of Directors and has taken on the Community Development Coordinator position, providing assistance with projects, planning and funding proposal development.

**Debbie Falk** - Debbie has been employed with the Corporation since November, 1990. Debbie is the Office Administrator and Self-Employment Coordinator.

**Kelynda Springer** - Kelynda started in August, 1996 and is the Administrative Assistant for the Corporation.

# COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS

## 2013/2014

Community Futures West Interlake is committed to helping communities in the region to grow by helping them help themselves. This means that we are dedicated to helping communities, local governments, and volunteer groups with obtaining what they need in order to succeed in their projects. This may mean assisting with organizational development, training, creating by-laws, incorporation, setting up committees, etc; facilitating strategic or project planning, creating budgets, work plans, and long term visions; and identifying funding sources, help creating proposals and making applications. The following is a brief summary of some of the projects we have worked on in the past year.

### Regional Highlights

#### ❖ West Interlake Community Development Project Support Initiative (WICDPSI)

- CF West Interlake works to foster community and business development in the region. We have dedicated some of our resources (\$20,000) to create a contribution program that will assist community groups in undertaking projects that will create jobs and economic growth in our region. For 2013/14 3 projects were approved for a total investment of \$20,000 in projects totaling more than \$135,000.
- Projects approved were: Ashern Rodeo Association – Ashern Rodeo Grandstand Enclosure; Lundar Agriculture Society – Multi-purpose Barn; St. Laurent Cooperative Recreation Centre Inc. – Upgrade Arena for better air quality. In 6 years, we have invested \$240,000 in direct contribution to 33 projects totaling \$2,523,369 in Community Development Investment.



#### ❖ Communities Facilities Management Project

Community Futures West Interlake initiated a project to determine how committees could better manage their facilities. The project had been initiated because of an ongoing concern about the management of community owned facilities. Health in Common was contracted to act as our consultant and facilitator to investigate models for community facility management. We believed that there may be an alternative to the volunteer model – that being a paid municipal position in charge of all the community buildings management; a facility board(s) would still exist, but their task would be booking and programming.

The municipalities were contacted to see if they were interested in participating in the project – 4 out of the 6 participated. The participating municipalities then had to supply Health in Common with information regarding community groups in their municipalities for the project to move forward. Once the process was complete Health in Common met with the groups and then took their findings and compiled a report which were then presented in evening sessions in each of the participating municipalities. The volunteer boards were invited to attend to hear the findings. Community groups working together could see savings and increased community programs.

❖ **National Volunteer Week Award Breakfasts**

We distributed ballots for community members to identify and nominate local champions in their communities. This year we asked the Rural Municipalities to partner with us. Four out of the 6 RM's participated. The names of all the nominees were put in a ballot box and 10 lucky winners were chosen each to receive \$250 donation to be given to a non-profit community organization of their choice. All of the nominees were then treated to a breakfast. Six volunteer appreciation breakfasts were held during volunteer week (April 6th – 12th) in the six West Interlake RM's.



❖ **3rd Interlake Housing Forum**

With the lack of community housing being a continued issue in the Interlake, we partnered with Community Futures East Interlake a one day housing forum. The forum brought together a range of property owners, stakeholders, developers, local Government, and Community champions to have a conversation and potentially advance new or long term housing goals. Guest speaker, Richard Milgrom, Faculty of Architecture of University of Manitoba spoke on planning and evolving infill of residential and commercial properties, which allows for the use of existing infrastructure and services. The evening concluded with a lively facilitated discussion on opportunities for housing in the Interlake. Sixty-nine people attended.

❖ **Resource to Community Groups**

Community Futures West Interlake staff sit as an active ex-officio Board Member on Interlake Tourism Association. Community Futures continues to be a resource on the Fieldstone Ventures Education Centre which has seen significant expansion of its outreach, programming and physical location and continues to adapt to training needs. We also sit as ex-officio members of all active Chambers of Commerce and Community Development Corporations.

Coordinate meetings with the Ashern Health Committee regarding expansion of senior health services.

❖ **Business Visitation Program**

This is a program initiated by CF West Interlake. Every business in our region will be contacted and met with to identify supports our businesses need to sustain or expand.

A package and survey will be created that includes the following:

- survey them on their business, contact information, and their needs;
- marketing of our services – counselling, loans and business planning packaging;
- business succession planning;
- training needs / wants;
- business marketing – web presence/technology;
- promote other Government programs

Hopefully the results will translate into new loans, improved business marketing and growth.

## **The Community Futures lobbying activities for 2013/14 were:**

- Ongoing leadership with regard to the Economic Developers Association of Manitoba efforts to develop training resources and support for rural community economic development.
- Ongoing involvement in Community Futures Manitoba including the Pooled Investment Fund and the Employee Wage Classification System. Our corporation is an active member of the Community Futures Investment Fund both as a lender to the fund in the amount of \$350,000, plus as a member of the board.
- Ongoing involvement in Interlake economic developers' meetings and a commitment to cultivating a strong network of professional contacts.
- Meetings with MPs and MLAs when the opportunity arises.
- Partnerships: Work with other economic development entities such as CF East Interlake, ITA and MAFRD on topics of regional interest, and Fieldstone Ventures to explore training opportunities, among others.

## **Corporate Marketing and Awareness**

We promote our services in a number of different ways in order to reach the widest possible audience with a consistent message. We try to keep our communities and partners aware of our services, priorities and activities by:

- Maintaining marketing materials and billboard signs to promote our name and logo
- Twice annual newsletters to every household in the region
- Regular ads in local papers promoting our services
- Annual open house during Small Business Week
- Many email notices throughout the year advising of new grant programs and deadlines
- Spring and Fall West Interlake Service Providers meetings
- Having a current and informative web page, [www.westinterlake.com](http://www.westinterlake.com)

# COMMUNITY FUTURES PARTNERS

Partnerships are vital to successful economic development in our region and much of what we have achieved over the past year has been made possible by the support, involvement and often leadership of many partners, including:

- AIM for Work
- Ashern Chamber of Commerce
- Business Development Canada
- Business Info Centre (BIC)
- Canadian Imperial Bank of Commerce
- Canadian Mental Health Association
- Coldwell CDC
- Communities Economic Development Fund
- Community Futures East Interlake
- Community Futures Manitoba
- Conseil de Development Economique des Municipalities Bilingues du Manitoba
- Economic Developers Association of Manitoba
- Employment and Income Assistance
- Entrepreneurs with Disabilities Program
- Eriksdale CDC
- Eriksdale Chamber of Commerce
- Noventis Credit Union Ltd.
- Fieldstone Ventures Education & Training
- First Peoples Investment Fund
- Independent Living Resource Centre
- Interlake Employment Services
- Interlake Regional Health Authority
- Interlake Tourism Association
- Lakeshore School Division
- Louis Riel Capital Corporation
- Training and Employment Services
- Manitoba Agriculture, Food and Rural Development
- Manitoba Business Start Program
- Healthy Living Youth and Seniors
- Interlake Metis Association
- Manitoba Young Entrepreneurs Program
- Members of Legislative Assembly and Parliament
- Office of Rural and Northern Health
- Rural Municipalities of the West Interlake:
  - Woodlands
  - St. Laurent
  - Coldwell
  - Eriksdale
  - Siglunes
  - Grahamdale
- Siglunes CDC
- Society for Manitobans with Disabilities
- St. Laurent CDC
- West Interlake Trading Company
- Western Economic Diversification Canada
- Women's Enterprise Centre
- Woodlands CDC

# **BUSINESS DEVELOPMENT HIGHLIGHTS**

## **2013/2014**

### **Business Support**

- ❖ Assist in the development and planning of your new business or business expansion.
- ❖ Assist with approaching Banks, Credit Unions and other lenders.
- ❖ Assist in developing a business or financial plan.
- ❖ Help in accessing government business support programs, including the Self-employment Program.
- ❖ Analyze your business and access industry statistics.
- ❖ Repayable small business loans, loan guarantees, or equity investments.
- ❖ A regional site for the Business Info Centre (BIC) (formerly Canada/Manitoba Business Service Centre). We maintain a comprehensive business library and an internet access point available to you to search your business idea.
- ❖ Business training on marketing, cash flow management, how to start a business, taxation, and many more.

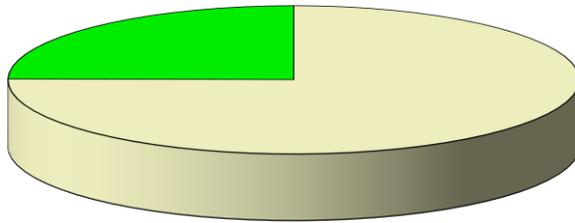
### **Business Financing**

- ❖ Small business, Entrepreneurs with Disabilities, Youth and Social Enterprise loans up to \$150,000.
- ❖ Regular loans require a minimum equity of 10% in the business.
- ❖ Repayment terms up to 5 years with a maximum period of 10 years.
- ❖ Interest charges of bank prime +2% to +4%, minimum base rate of 6.5%. Disability and Social Enterprise loans interest charges of bank prime, minimum base rate of 5%.
- ❖ Youth Micro Loan Program loans up to \$2,000 for enrolled full-time students. Interest charges of bank prime for a maximum of one year repayment term. Rebate/grant of 10% borrowed will be returned if loan is paid in full and on time.
- ❖ Aftercare loan and business counselling.

<b>Loan Statistics for 2013/14</b>	
Business Client Activity	<ul style="list-style-type: none"> <li>• Disbursed 8 loans, for a total amount of - \$484,139</li> <li>• Dollars leveraged \$160,200 (owner's equity, assets, or other financial institutions).</li> <li>• Created or maintained 25 jobs</li> </ul>
On an annual basis:	<ul style="list-style-type: none"> <li>• Provided 576 information services; and</li> <li>• 129 in-depth services for individuals requiring technical and advisory services.</li> </ul>
In a typical Month:	<ul style="list-style-type: none"> <li>• Provide services to 10 - 12 business clients</li> <li>• Have over 40 contacts with these business clients</li> <li>• Work on 2 to 3 business plans.</li> </ul>

# Loan Activity For 2013/2014

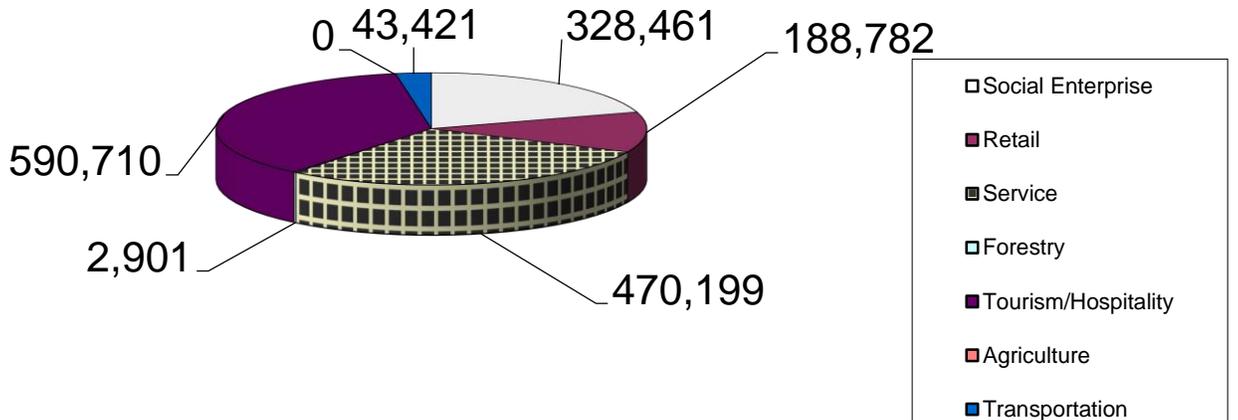
	2012/2013	2013/2014
Total Number of Loans Disbursed	11	8
Value of Loans Disbursed	\$426,250	\$484,139
Dollars Leveraged	\$253,180	\$160,200
Total Dollars Invested	<u>\$679,430</u>	<u>\$644,339</u>
Jobs Created or Maintained	18	26



## Loans by Sectors and Value

Sectors	Number of Loans	Value of Loans	%
Construction	2	295,436	15%
Social Enterprise	3	328,461	17%
Retail	5	188,782	10%
Service	10	470,199	25%
Forestry	2	2,901	0.5%
Tourism/Hospitality	10	590,710	31%
Agriculture	0	0	0.0%
Transportation	2	43,421	2.0%
<b>Total Value/Loans</b>	<b>34</b>	<b>1,919,910</b>	<b>100%</b>

### Loan Value by Sector (in Dollars)



## Loans by Municipality and Value

<b>Municipality</b>	<b>Number of Loans</b>	<b>Current Balance</b>	<b>Amount Approved</b>
Grahamdale	6	168,781	273,791
Siglunes	7	484,687	678,435
Eriksdale	0	0	0
Coldwell	9	330,327	467,419
St. Laurent	2	57,743	62,000
Woodlands	9	785,780	1,052,508
Joint-Community Futures	1	92,592	150,000
<b>TOTAL</b>	<b>34</b>	<b>1,919,910</b>	<b>2,684,153</b>

□ **ABSN Business Training** – in partnership with Aboriginal Business Service Network (ABSN) – we coordinated a two day workshop on May 28 and 29, 2013, we had 11 people in attendance. The workshop was designed for persons starting or considering starting a business within the Province of Manitoba or on a First Nation’s community. The two days focused on:

- Starting a business in Manitoba;
- Businesses on First Nation Communities;
- Financing Options & Resources;
- Business planning;
- Taxation specific to First Nations;
- Tools & Resources

□ **Technology and Social Media Seminar** – Community Futures West Interlake coordinated a one day seminar in Eriksdale on October 30<sup>th</sup>. The topic of the seminar was Technology and Social Media for Communities, Businesses and Community Organizations. Vern Sabeski from All-net.ca and Philip Giles from Modern Earth Web Design spoke on the following issues:

- The impact of technology on you and your community – trends and what you need to do to keep up;
- Is the online world the right place for you?;
- Community, business & organization webpage content;
- Resources to make it happen;
- Social media platforms and applications (Facebook, Twitter, LinkedIn)

We had 19 participants.

□ **Junior Achievement** – four – one hour sessions - delivering the Junior Achievement workshop on “Our Business World”, the sessions were delivered to the Ashern Central School Grade 5 students. Topics covered were: Organization, Management, Production and Marketing. The session introduced the students to entrepreneurship and was an excellent interactive learning experience. 13 students were in attendance.

□ **Business Info Centre (BIC) Satellite Office** – the Community Futures office is a satellite office for the Business Info Centre (formerly the Canada/Manitoba Business Service Centre) and has access to a collection of business resource materials and 2,000+ business resource books and community internet access site.

□ **Self Employment Program** – Community Futures West Interlake continues to deliver this program on behalf of Training and Employment Services. The program allows individuals on Employment Insurance to start a business while receiving program benefits. We have established a very positive working relationship with the program consultant to ensure sound delivery of the program.



## **BOARD OF DIRECTORS FOR 2014/15**

Lana Cowling-Mason

Gavin Jones

Earl Zotter

Ken Olafson

Amanda Stevenson

John Wainwright

Gail Holmes

Steven Stasiuk

Larry Williamson

Brad Stabner

Linda Schroedter

## **INVESTMENT REVIEW COMMITTEE FOR 2014/15**

Lana Cowling-Mason

Ken Olafson

John Wainwright

Steven Stasiuk

Brad Stabner