



2023-2024 Activity and Projects Plan

January 10, 2023

Governance

PREDA's Board of Directors is elected by the membership for a four-year term. PREDA membership approved a motion in June 2022 to have its Board of Directors increased from six to eight members. At the 2022 AGM the Board of Directors (below) was elected.

PREDA 2022-2026 Board of Directors					
Member Organization	Elected November 4, 2016	Address	Community	Postal	Phone
County of Grande Prairie	Director – Brian Peterson	100001 84 Avenue	Clairmont	T0H 0W0	780-567-4299
Town of Sexsmith	Director - Kenneth Hildebrand	9927-100 Street	Sexsmith	T0H 3C0	780-978-1820
MD of Spirit River	Director - Elaine Garrow	Box 389	Spirit River	T0H 3G0	780-512-9628
Northern Sunrise County	Director -Carolyn Kolebaba	Box 1300	Peace River	T8S 1Y9	780-617-2381
Village of Rycroft	Director - Joe Chelick	Box 360	Rycroft	T0H 3A0	780-765-3652
Birch Hills County	Director – Deanne Woodland	Box 157	Wanham	T0H 3P0	780-694-3793
County of Northern Lights	Director – Gary These	Box 10	Manning	T0H 2M0	780-836-3348
MD of Peace	Director – Bob Willing	Box 34	Berwyn	T0H 0E0	780-338-3845

Note: The municipality is elected; the municipality designates the representative.

Operations

Operational Facilities: PREDA operates under a virtual office model utilizing its website as the portal for information distribution to its membership. In 2023-2024, PREDA will hold its quarterly membership meetings from a single central location (MD of Spirit River) unless otherwise agreed to in partnership with a member municipality.

Human Resources: PREDA will incur the cost of 1 full-time equivalent (FTE) staff allowance of 35 hours per week which is allocated across: 1) Executive for high-end economic consultations and government diplomacy at .25FTE, and 2) Administration, Book-keeping, Website maintenance, Research, and Meeting Coordination at .75FTE.

Revenue Sources: For 2023-2024 PREDA will have two major revenue sources. The first is an annual membership fee which is set at .75c per capita for municipalities and various flat rates for non-municipal members. Projected revenues from membership fees is 55K. The second major revenue source is an annual operating grant of 125K from the provincial ministry of Jobs, Economy, and Innovation. PREDA's annual budget for 2023-2024 is projected to be ~180K.

CORE ACTIVITIES

NOTE: In March 2023, PREDA will host a Strategic Planning session with its membership to outline a multi-year plan identifying membership priorities in alignment with the Alberta government department Jobs, Economy and Northern Development (JEND). At this March meeting PREDA will also be updating its Articles of Association and Revenue Canada categorization relative to annual submissions and tax payments.

Listed below are the 2023-2024 core operational activities of PREDA. The listed activities are available to all members and encompassed under their annual membership fees.

Activity 1: Quarterly Board / Membership Roundtables

In 2023-2024 PREDA will research and organize membership symposiums on a quarterly basis. These symposiums are thematic with a variety of speakers and represent collective regional issues that impact the region's ability to build local capacity and strengthen economic development, awareness, action planning, and collective positioning. Coordination, printing, venue, catering, research, and speaker fees are covered under PREDA's operational budget.

Activity 2: Municipal Consultations & Services:

In 2023-2024 PREDA will continue to provide preliminary customized economic development consultations with member Municipalities, Economic Development Officers, and Chief Administrative Officers. PREDA does not charge for these preliminary services.

Activity 3: Municipal Project Fund:

In 2023-2024 PREDA will continue to provide administrative services to the MPF committee (i.e... invoicing, banking, meeting coordination, grant agreement forms & contracts). PREDA does not charge the MPF Committee for services provided.

Activity 4: Networking and Advocacy

- 4.a** In 2023-2024 PREDA will continue to maintain an active membership in the Rural Municipalities of Alberta, and the Alberta Municipalities (urban).
- 4.b** In 2023-2024 PREDA will participate in the Growing the North Annual conference
- 4.c** In 2023-2024 PREDA's Executive Director and Chair will participate in REDA regional managers meetings.
- 4.d** In 2023-2024 PREDA will continue to assist the Northern Transportation Advocacy Bureau (NTAB) as a sub-committee housed within PREDA. At the governance level, PREDA's Chair will attend meetings and provide regular updates to the membership.
- 4.e** In 2023-2024 PREDA will continue to provide an open access link to the MOVE-UP magazine on its website.

Activity 5: Regional Research Access

- 5.a** In 2023-2024 PREDA will complete an update of the agriculture section of the Northern Commodities research project.
- 5.b** In 2023-2024 PREDA will continue an open access link on its website to:
 - 1) GOA economic dashboards
 - 2) Provincial traffic counts for municipal members. If requested PREDA will assist a municipality with data downloads and schematic interpretations. This data is requested and/or accessed by potential investors, business developers, and site locators.
 - 3) Statistics Canada - Community Profiles, Census of Agriculture, Population Census.
- 5.c** In 2023-2024 PREDA will maintain a professional subscription to *Statista*. Members needing global & national data and/or reports can use this subscription for free. If requested PREDA will assist a municipality with data searches, downloads and graphic interpretations.
- 5.d** In 2023-2024 PREDA will maintain a professional subscription to *Survey Monkey*. Members needing survey services can use this service for free. If requested PREDA will assist a municipality with survey design, data collection & analysis, and report writing.

Activity 6: Partnership Projects

- 6.a In 2023-2024 PREDA will partner with Central Peace Economic Development (which refers to Saddle Hills, Birch Hills, MD of Spirit River, Rycroft, and Spirit River ... aka the G5). and Alberta Workforce Development to host a job fair on behalf of industries in the region. Approximate costs of \$5000.
- 6.b In 2023 – 2024 PREDA will partner with Northern Lakes College, Northwestern Polytechnical, and Industry Canada to create an Apprenticeship sponsorship protocol in the residential construction trades of Plumbing, Carpentry, Electrician, and Gas Fitter. Approximate costs of \$5000.
- 6.c In 2023-2024 PREDA will partner with the Alberta Association of Community Airports to identify governance models, operational best practices, and government usage protocols (AHS, Forestry) for small community airports in the region. Approximate costs of \$10,000.
- 6.d In 2023-2024 PREDA will partner with Lac Cardinal Regional Economic Development and the Alberta Community & Cooperative Association to deliver training modules on setting up local investor cooperatives and identifying 2 major potential opportunities with the scope of PREDA municipal members. Approximate costs of \$10,000.

2023-2024 Projected Budget

Revenues	\$183,000
PREDA Membership Fees (GST Collected)	\$58,000
GOA - Jobs, Economy and Northern Development (JEND)	\$125,000
Expenses	\$148,000
Partnership Project Expenses ¹	\$30,000
Human Resources: ² Executive Director, Administration, Research, Finances, Website	\$ 78,000
Networking & Advocacy: RMA, AM, Grow the North, REDAs, Municipal Consults	\$ 5,000
Administrative: Supplies, Softwares, Printing, E-Video / Teleconference, Subscriptions	\$7,500
Meeting Expenses: Catering, Venue, Speaker	\$6,000
Travel & Accommodations	\$10,000
Other: Society Registration, Bank Fees, Financial Review	\$4000
GST	\$7,500
Year End Projected / Undetermined	\$35,000

Note 1: Identified Project costs are estimates and may change fluctuate slightly as the projects are implemented.

Note 2: PREDA Board of Directors will be reviewing human resource costs in 2023-2024; the amount indicated above may change before the end of the fiscal year.