



Board of Directors Meeting

Agenda

Thursday - August 31, 2023

1:00PM – 3:00PM

Video Link: <https://www.gotomeet.me/MaryJoanAylward>

Teleconference: +1 (647) 497-9391 Access Code: 354-747-613

In Person: Brownlee Bld. - MD Spirit River

Need Help: 780-527-6232(PREDA Cell)

10:00 AM Call to Order– Nick vanRootselaar – MD Spirit River, PREDA Chair

- A) PREDA Board Minutes – June 2023 (Attachment 1)
- B) PREDA 2023-2024 Operational Budget – YTD July 31, 2023 (Attachment 2)
- C) Business From Previous Minutes:
 - HR Review
 - Prairie Oats Promotion
 - Regional Community Airports
- D) New Business:
 - GOA 2022-2023 Annual Report (Attachment 3)
 - Fairview College Meetings
 - PREDA Board of Directors
 - Appointment to Municipal Project Fund (Attachment 4)
 - PREDA Membership Meeting
- E) Next PREDA Board Meeting – November 30, 2023 10:00AM – 12:00PM
- F) Adjournment

PREDA Board of Directors Meetings: Nov 30th/23, Feb 29th/24, June 6th/24

Minutes
August 31, 2023

County of Grande Prairie	Director – Brian Peterson	Regrets
Town of Sexsmith	Director - Kenneth Hildebrand	Present
MD of Spirit River	Director - Nick vanRootselaar	Present
Northern Sunrise County	Vice Chair- Carolyn Kolebaba	Present
Village of Rycroft	Director - Jo Chelick	Present
Birch Hills County	Director – Deanne Wendland	Present
County of Northern Lights	Director – Gary These	Present
MD of Peace	Director – Bob Willing	Present
Dan Dibbelt – PREDA Executive Director / Mary Joan Aylward - PREDA Administrative		Present

1:00 PM Call to Order – C.Kolebaba, PREDA Vice Chair

- A) PREDA Board Minutes – June 2023 Submitted
Motion to Accept Agenda / Minutes Moved By D. Wendland Carried
- B) PREDA 2023-2024 Operational Budget – YTD July 31, 2023 Submitted
Motion to Accept YTD Moved By D.Wendland; 2nd N. vanRootselaar Carried
- C) GOA 2022-2023 Annual Report Submitted
Motion to Accept GOA Report Moved By D. Wendland Carried

- D) HR Review - PREDA's allocation for Executive & Administrative services were last reviewed 10 years ago in 2013. PREDA services are Fee for Service Agreement, as such PREDA does not provide medical, health, life, vacation, or pension benefits.

Motion to Increase PREDA's annual allocation for Management services by 12K to a maximum of \$90,000 effective April 1st, 2023. Moved By: K. Hildebrand 2nd N. vanRootselaar Carried

Motion: Exec. Dir. shall determine internal allocation as required to conduct the business of PREDA and submit a Fee for Service Agreement to the PREDA Board identifying the tasks to be included to conduct the business of PREDA. Fee for Service Agreement shall include the caveats based upon the operational budget of PREDA; and releasable with 30 days notice from both parties.

Moved By K. Hildebrand 2nd D. Wendland Carried

- E) PREDA Board of Directors - Received Letter of Notification (June 30) from MD of Spirit River that Nick vanRootselaar to replace Elaine Garrow as designated representative. PREDA administration requested an update of Board of Directors assignments for signing authority, provincial representation, and working with administration as per the pivotal role of Chair.

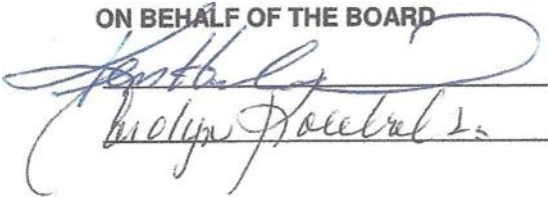
Motion to move into an internal assignment of the Chair of PREDA's Board of Directors.

Moved By: G.These 2nd D. Wendland Carried

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- | | | |
|---|----------------------------------|---------|
| Motion to Nominate C.Kolebaba as Chair of PREDA Board of Directors
Moved By: B.Willing | 2 nd D. Wendland | Carried |
| Motion to Appoint C. Kolebaba as Chair of PREDA of Directors; effective Aug. 30, 2023
Moved By: N. vanRootselaar | 2 nd G.These | Carried |
| Motion to move into an internal assignment of Vice Chair of PREDA's Board of Directors.
Moved By: G.These | 2 nd D. Wendland | Carried |
| Motion to Vote: Appoint K. Hildebrand or Nick vanRootselaar as Vice Chair of PREDA Board of Directors. Moved By: B Willing | 2 nd D.Wendland | Carried |
| Motion to Appoint K. Hildebrand as Vice Chair of PREDA Board of Directors.
Moved By: D.Wendland | 2 nd N. vanRootselaar | Carried |
| Motion to Appoint N. vanRootselaar to the Municipal Project Fund Committee
Moved By: B Willing | 2 nd D. Wendland | Carried |
| Motion to Add Signing Authorities to PREDA Chequing Account #824385924
Board of Director members Nick vanRootselaar and Ken Hildebrand are approved to be added as signing authorities on Peace Region Economic Development Alliance Account # 824385924
Transit# 07199 Branch# 219 ATB Financial 9907 106A Street Grande Prairie, AB T8V 8E9
Moved By: D.Wendland | 2 nd R. Willing | Carried |
| F) PREDA Membership Meeting – Theme Residential Construction Trades | | |
| G) Next PREDA Board Meeting – November 30, 2023 | | |
| H) Motion to Adjourn Moved by: K. Hildebrand | | Carried |

Submitted By: Dan Dibbelt – PREDA Executive Director

ON BEHALF OF THE BOARD



County of Grande Prairie	Director – Brian Peterson	Present
Town of Sexsmith	Director - Kenneth Hildebrand	Present
MD of Spirit River	Chair - Elaine Garrow	Present
Northern Sunrise County	Vice Chair- Carolyn Kolebaba	Present
Village of Rycroft	Director - Jo Chelick	Present
Birch Hills County	Director – Deanne Wendland	Present
County of Northern Lights	Director – Gary These	Present
MD of Peace	Director – Bob Willing	Present
Dan Dibbelt – PREDA Executive Director / Mary Joan Aylward - PREDA Administrative		Present

10:00AM Call to Order - Elaine Garrow – PREDA Chair

A) Agenda / Previous Minutes (Dec 2022) – Submitted

Motion to Approve Agenda / Minutes Moved by: C. Kolebaba Carried

B) 2023-2024 Operational Budget – Submitted

Motion to Approve Operational Budget Moved by: B Willing 2nd: B. Peterson Carried

C) 2022-2023 Annual General Meeting Package – Submitted

Motion to Accept 2023 AGM Package Moved by: G. These Carried

D) Business Arising from Minutes:

1) AHS / Spirit River Airport – D. Dibbelt provided update. Collective advocacy from PREDA & NTAB, numerous meetings with Town of Spirit River/ AHS resulted in cancellation of fixed wing services being revoked by GOA. A special thank-you to C. Kolebaba who attended meetings with municipalities as NTAB Chair; who spoke to the importance of northern health access and provided recommendations to the collective. The Town of Spirit River / MD of Spirit River received an award for *Outstanding Regional Advocacy* from the Alberta Airports Management Association. D. Dibbelt, Nick van Rootselaar (MD Spirit River); Steve Black (CAO – Spirit River) and Tammy Yaremko (Mayor – Spirit River) attended the award ceremony in Edmonton (May).  [Magazine – May 2023 showcased the issues addressed.](#)

Discussion: As an emerging issue identified from the above advocacy, PREDA's GOA 2023-2024 Operational Report (included in Membership AGM package) indicated PREDA would allocate 10K for an overview of all community airports in the Region.

a) Motion to Proceed with *Regional Community Airport Review* at a maximum cost of 10K.

Moved By: C. Kolebaba; 2nd By: K. Hildebrand Carried

b) Motion to recruit Will Stewart; currently AAMA Chair and Director of Terminal Services for Grande Prairie Airport; to conduct the *Regional Community Airport Review*. Review to be completed by March 31, 2024.

Moved By: C. Kolebaba; 2nd By: K. Hildebrand Carried

Action: PREDA Administration will draft Fee of Service Agreement and oversee the *Regional Community Airport Review*

D) Business Arising From Minutes: (Continued)

- 2) Advocacy for Rail Project: Distributed request to all members of PREDA / NTAB for financial support. PREDA / NTAB contributed \$1000 each towards the initiative (approved at December Board meetings). To date 11 of PREDA's 22 municipal members have contributed.
- 3) County of GP membership: Capped at \$17,000. Notified County GP CAO; overcharge of \$496 will be credited toward next membership invoice.
- 4) HR Review - Will be reviewed by Chair / Vice Chair over the summer.
Motion - Chair and Vice chair will present decision(s) at next Board of Directors meeting.
Moved By: D. Wendland 2nd by: B. Peterson Carried

E) New Business

Prairie Oats Promotional Partnership – D. Dibbelt has been working with Prairie Oats to have 7000 2lb packages of oats distributed to PREDA members mid/late summer. Intent is to give packages away (with recipe cards) for free to local residents during events within their communities/rate payer meetings. Municipalities can also add their own sticker logos to the bags. There is no cost to PREDA. Storage and distribution will be detailed in the next few weeks.

Motion to Participate in Prairie Oats Promotion. Moved by G. These Carried

F) Next PREDA Board of Directors Meeting / Adjournment

Motion to move next PREDA Board of Directors meeting to **August 31st**, start time of 1:00PM

Moved by: K. Hildebrand Carried

Motion to Adjourn – Moved by: K. Hildebrand Carried

Reminder: PREDA Board of Director Meetings - August 31st, November 30th, February 29th; June 6th

PREDA Operational Budget

April 1, 2023 - March 31, 2024

Revenues		Apr '23 - Mar 24	YTD	YTD
\$ 246,668.26		YTD Aug 31, 2023	Deposited	Receivables
Adj	PREDA Year End Carry-Over	783.9	783.9	\$ -
	PREDA Membership	\$ 71,250.44	\$ -	-\$ 71,250.44
	AB Gov - Operations	\$ 95,000.00	\$ 95,000.00	\$ -
Adj	GST / Previous Owing	\$ 2,229.92	\$ 2,229.92	\$ -
	PREDA Operational Revenues	\$ 168,480.36	\$ 98,013.82	-\$ 71,250.44
* R	Municipal Project Fund	\$ 21,640.80	\$ -	-\$ 21,640.80
* R	Northern Transportation	\$ 26,547.10	\$ -	-\$ 26,547.10
* R	AB Gov - Projects	\$ 30,000.00	\$ 30,000.00	
	Total	\$ 246,668.26	\$ 128,013.82	-\$ 119,438.34

Expenses		Apr '23 - Mar 24	YTD	YTD
		Projected	Paid	Payables
	Management Fees*	\$ 90,000.00	\$ 47,500.00	\$ 42,500.00
	Advertising	\$ 1,500.00	\$ 1,391.57	\$ 108.43
	Annual Review	\$ 4,500.00	\$ 4,300.00	\$ 200.00
	Bank Charges	\$ 400.00	\$ 71.21	\$ 328.79
	Book-Keeping	\$ 4,800.00	\$ 2,800.00	\$ 2,000.00
	Computer & Software	\$ 2,500.00	\$ 2,412.14	\$ 87.86
	Legal - Society Reg	\$ 500.00	\$ -	\$ 500.00
	Meetings	\$ 1,500.00	\$ 881.42	\$ 618.58
	Memberships	\$ 370.00	\$ 55.00	\$ 315.00
	Office / Equipment	\$ 3,600.00	\$ 3,082.72	\$ 517.28
	Postage	\$ 400.00	\$ 290.86	\$ 109.14
	Printing / Copying	\$ 300.00	\$ 250.00	\$ 50.00
	Subscriptions	\$ 1,500.00	\$ 1,005.94	\$ 494.06
	Supplies	\$ 3,500.00	\$ 2,586.16	\$ 913.84
	Telecommunications	\$ 5,000.00	\$ 2,628.81	\$ 2,371.19
	Travel	\$ 5,000.00	\$ 1,415.90	\$ 3,584.10
	Website	\$ 4,500.00	\$ 3,597.65	\$ 902.35
	Uncategorized	\$ 500.00	\$ 150.00	\$ 350.00
	PREDA Operational Expenses	\$ 130,370.00	\$ 74,419.38	\$ 55,950.62
	Plus GST	\$ 7,500.00	\$ 3,703.66	\$ 3,796.34
	TOTAL	\$ 137,870.00	\$ 78,123.04	\$ 59,746.96
* R	Municipal Project Fund	\$ 21,640.80	\$ -	-\$ 21,640.80
* R	Northern Transportation	\$ 26,547.10	\$ 10,697.26	-\$ 15,849.84
* R	AB Gov - Projects	\$ 30,000.00	\$ 11,000.00	-\$ 19,000.00

Updated August 21, 2023



10128 95th Avenue Grande Prairie AB T8V 0L4 780-527-6232 <https://peacecountrycanada.com/>

Merry Turtiak, Executive Director,
Regional & Northern Economic Development
Jobs, Economy and Trade
5th Floor Commerce Place, 10155-102 Street
Edmonton, AB T5J 4L6

RE: Grant # 0620-20200701-PREDA 2022-2023 Activity Report

M. Turtiak,

On behalf of the Peace Region Economic Development Alliance (PREDA) I am pleased to submit the attached completed REDA Metrics 2022-2023 and Activity Report to Jobs Economy and Trade as part of the annual reporting requirements of our grant. As Vice-Chair, I confirm that all JET grant funds received under this funding agreement for the three-year period of 2020-2021; 2021-2022; and 2022- 2023 were used in their entirety for the purposes intended as described in this report.

Our region's economic development continues to benefit from regional collaboration, and we appreciate your support. If you require further information, please do not hesitate to contact me directly at 780-617-2381 or our Executive Director, Dan Dibbelt at 780-527-4033.

Kind regards,

Carolyn Kalebaba – Northern Sunrise County
PREDA Vice-Chair

Attachments: PREDA – GOA Metrics Template – Completed
PREDA 2022-2023 Activity Report

Cc: PREDA - Dan Dibbelt; and PREDA Board of Directors
Nicole Nelles – GOA; Regional Economic Development Specialist

REDA Metrics – Peace Region Economic Development Alliance 2022-23

Sustainability Metrics				
Total Funding Raised (including EDTT \$50,000)	EDTT		50,000	
	PREDA Membership		59,061	
	<u>Restricted Funds (i.e. not available for PREDA Operational)</u>			
	Municipal Project Fund		21,624	
	Northern Transportation Advocacy Bureau		26,520	
	EDTT Research Project		25,000	
		Total 182,205		
Annual EDTT Funding Ratio <i>=(TOTAL FUNDING RAISED-\$50,000)/\$50,000</i>		2.64		
Regional Capacity Metrics	Projects (#)	Non-REDA initiatives engaged in (#)	Strategic Partnerships Led (#)	Time Allocation (est. % annually)
Business Retention & Expansion E.g. entrepreneurship themed activities		0	2	15%
Investment Attraction E.g. investment readiness, marketing and promotion		0	2	15%
Tourism E.g. product development		0	0	0
COVID-19 Support and Recovery E.g. targeted regional and business supports		0	0	0
Other* Broadband, Environmental		0	2	15%
Operations E.g. day-to-day operations				55%

* Identify other _____

Investment and Growth Metrics (based of the Inv. & Growth Str.)	Principal Sectors			Enabling Sectors			Other Sectors
	Energy	Agriculture	Tourism	Technology	Aerospace	Financial Services	Other - Forestry
Regional Initiatives Led (#) e.g. partnerships and projects	2	2	0	1	0	0	1
Reg. Initiatives Engaged-In (#) e.g. partnerships and projects	0	0	0	0	0	0	0

*Identify other _____

Please identify any success stories (investment attracted and/or jobs created)

- 1) **Minerals in the Peace Region** Development of metallic and industrial mineral resources in Alberta has long been overshadowed by a focus on oil, natural gas, oil sands and coal. Over the course of 100 years of oil & gas in Alberta there have been 460,000+ wells drilled. Inadvertently these wells have provided a huge core sampling inventory for mineral exploration. PREDA hosted the Alberta Geological Survey (AGS) to present an overview of their interactive mapping services available that show where mineral deposits have been identified in the PREDA. Especially lithium; the highest demand for lithium is the EV battery markets. Two Peace Region industry stakeholders also provided an update on the status of their mineral exploration in the Peace Region – NeoLitica and PRISM. NeoLithica reports **10 Million Tonne LCE Inferred Mineral Resource on its Peace River Property** in Northwest Albert; PRISM holds a compliant resource of 182 million tonnes of iron and 2.45 billion pounds of vanadium. **PRISM's strategic mineral resource is located at Clear Hills County.** PRISM has spent several years extensively developing these resources and plans to enter the commercialization stage with production operations anticipated for 2024.
- 2) **Small Nuclear Reactors** As of May, 2022 there were 439 nuclear reactors in operation in 30 countries around the world (i.e. connected to an electrical grid). Small Modular Reactors are a fraction of the size of a conventional nuclear power reactor, are designed to be factory-assembled and then transported as a unit to a location for installation. SMRs with an output of up to 300 megawatts could generate enough electricity to power approximately 230,000 homes. PREDA hosted NuScale; the first US publicly traded company focused on the design and deployment of SMR technology; accelerating the commercialization of SMR technology AND Canadian Nuclear Association to present PREDA members. Challenges identified largely centered on federal jurisdiction and lack of GOA commitment to fully engage the possibility of municipalities investing in nuclear. As a follow-up with the GOA; it was **recently announced that SMR's will be a focus for the GOA** in the upcoming years.
- 3) **Local Investing Cooperatives** - Across Alberta, co-operatives and credit unions empower communities with ownership and voice and help drive deep-rooted economic health. PREDA hosted the Alberta Community and Cooperative Association to present an overview of the types of local initiatives possible to support local economic development and community revitalization. PREDA engaged the Lac Cardinal Regional Economic Development (LCED) team to assist other PREDA members in developing a cooperative that invests in local businesses. The LCED has already meet with lawyers, investment guides, and set-up a legal society. They are currently working with a small business within their community as a pilot project. PREDA will be partnering with LCED to deliver **customized set-up sessions to other PREDA municipalities** in the upcoming year.

- 4) **Community Financing Program** (Federal) Home improvements can make a huge difference on savings from energy costs, yet many of our property owners may not have the 10K or more to spend upfront. The CEF is part of the Green Municipal Fund operated by the Federation of Municipalities and delivers energy efficient financing programs for low-rise residential properties. The CEF program is designed to help municipalities upfront costs on behalf of residents with terms of payback such as property tax levies. PREDA hosted Federation of Canadian Municipalities to present an overview of the CEF and the steps required for municipalities to qualify to offer this service to its residents. It was identified from this information session that many small municipalities do not have the capacity to pursue this opportunity. In response PREDA found and linked an **assistance service that specializes in the CEF** to local municipal leaders.
- 5) **Farmer's Right to Repair** - There are 100's of thousands of pieces of agricultural equipment across the globe. With each passing year the operations of these machines are increasingly computer / software dependent / and GPS monitored. The largest agricultural equipment providers in world have been incorporating this technology for more than a decade. What are the capabilities of remotely controlling agricultural equipment and the positive and negative potential impacts on farming in the future? Some federal MPs are trying to pass Bill C-272; enshrining the right to repair. This issue was prioritized by PREDA members last fall when numerous farmers were "held up due to failure of electronic on their equipment" and could not get serviced in a timely manner (week to ten days having equipment locked down by softwares) due to a lack specialized agricultural equipment computer technicians in the Region. As a follow-up PREDA is advocating to **Fairview Campus to prioritize local technician programs in partnership with the global equipment manufacturers** in our Region.
- 6) **Community Airports** are critical in serving health, forestry, fire, and local residents. However, keeping up with the costs of operating and maintaining these airports is increasingly difficult for small municipalities. PREDA hosted the Alberta Airports Management Association to provide an overview of challenges and opportunities across the small airports in Alberta. This issue was prioritized from PREDA members due to the sudden announcement of the discontinuance of fixed wing AHS services in the Town of Spirit River; fearful it was just one of many about to happen (Valleyview, Donnelly, Fairview, High Prairie, etc.. PREDA advocated in partnership with municipal leaders resulting in the discontinuance of fixed wing AHS services in the Town of Spirit River **being revoked by the GOA**. Municipal advocates received the annual **Regional Partnership award** from Alberta Airports Management Association for their collective action on stopping the shut down of this service in our Region.
- 7) **Y2Y (green corridors)** An environmental organization stretching from Yellowstone to the Yukon that includes the lower Peace Region along the MD of Greenview. This group is funded in the millions and heavily lead through the United States. PREDA research identified the mandate of this organization is in conflict with economic development for Northwest Alberta's forestry, oil&gas, tourism, and any potential for a northern trade / rail corridor. PREDA will be hosting Y2Y to present to municipalities in the upcoming year. This organization was brought to the attention of PREDA following the economic impact assessment of the **Species at Risk regulations conducted by the REDI region**.



2022-2023 Activity Report

June 30, 2023

Governance

PREDA's Board of Directors are elected by the Membership (Appendix A) for a four-year term.

At the June 2022 AGM the Board of Directors (below) was elected.

PREDA 2022-2026 Board of Directors					
Member Organization	Elected June 2022	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 #133	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 - Jo Chelick	Box 360	Rycroft	T0H 3A0	780-765-3652
Birch Hills County	Director – Deanne Wendland	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 – Robert Willing	P.O. Box 34	Berwyn	T0H 0E0	780-338-3845

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

Financial Structure

Overview PREDA Revenue: PREDA had two operational revenue sources in 2022-2023. The first was an annual Membership fee which is set at .75c per capita for municipalities and various flat rates for non-municipal members. The second major revenue source was an annual operating grant of 50K from the Government of Alberta Ministry of Jobs, Economy, and Trade. In 2022-2023 PREDA Membership fees totaled \$59K. Combined, PREDA Membership fees and the GOA operating grant provided PREDA with **\$109K** to operate in 2022-2023.

Overview PREDA Expenses: PREDA expenditures are operational based. PREDA does not provide external funding for projects. Overall in 2022-2023 PREDA spent 78K (+GST) on staffing, and 24K (+GST) on operations; a total cost of **\$107K** to operate in 2022-2023.

Other 2022-2023 PREDA Finances:

- 1) Collected on behalf of PREDA subcommittee MPF = \$21,624 (see Activity 3 for details)
- 2) Collected on behalf of PREDA subcommittee NTAB = \$26,520 (see Activity 4 for details)
- 3) Research Project Grant 25K + 1,250 GST. (see Activity 5 for details)

Operations

Human Resources: PREDA **does not** have employees. PREDA has *Fee for Service Agreements* equivalent to 1.0 FTE allocated at .25 Executive for higher-end government diplomacy, economic development consultations with municipal councils / regional economic development officers, site locators, and/or investor inquiries. The remaining .75 FTE is allocated for Administration, Book-keeping, Website maintenance, Research, and Meeting Coordination. In 2022-2023 PREDA paid 78K (+GST) for human resources.

Operational Model: PREDA operates under a virtual office model utilizing its website as the primary portal for information distribution to its membership. In 2022-2023, PREDA held its quarterly membership meetings from a single central location (MD of Spirit River) for three of the four quarterly meetings to decrease the cost of delivering meetings. In 2022-2023 PREDA's operational costs totaled 24K.

CORE ACTIVITIES

Listed below are the core activities of PREDA in 2022-2023. The listed core activities are available to all members and encompassed under their annual membership fees unless otherwise stated.

Activity 1: Quarterly Board / Membership Roundtables

PREDA researches and organizes 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. PREDA does not charge its membership to attend these meetings. Coordination, printing, venue, catering, research, and speaker fees are covered under PREDA's operational budget. All information collected for meetings are archived to PREDA's website under the Member Log-in. Meeting dates for PREDANTAB are listed below; Agendas are attached.

March 2, 2022	Board of Directors Meeting
March 4, 2022	Membership Meeting: Minerals in the Peace Region
June 3, 2022	AGM – Board Election
Sept 7, 2022	Board of Directors: Orientation Session
Sept 9, 2022	Membership Meeting: Small Nuclear Reactors
Dec 8, 2022	Board of Directors Meeting
Dec 9, 2022	Membership Meeting: Local Investing / Community Financing
March 3, 2023	Evaluating PREDA

Activity 2: Municipal Consultations & Services:

PREDA provides customized consultations with member Municipalities, Economic Development Officers, and Chief Administrative Officers on a regular basis throughout the year. PREDA does not charge for these customized consultation services. Of note during 2022-2023 was a compilation of PREDA municipal job vacancies; assistance to the Village of Berwyn and the Town of Spirit River for new CAO mentoring; a continuation of assisting the Town of Grimshaw Council; and mentoring Town of Sexsmith economic development. PREDA does not charge for these customized consultation services.

Activity 3: Municipal Project Fund:

This fund was created by PREDA's municipal members for municipal members. The MPF has a committee consisting of member Economic Development Officers and Community Futures which review/approve distribution of the funds collected. Recipients of grants are required to present project outcomes / updates to the general membership. PREDA provides all administrative services to the MPF committee (ie... invoicing, banking, meeting coordination, grant agreement forms & contracts). PREDA does not charge the MPF Committee for services provided. Below are the approved projects in 2022-2023 through the MPF Committee. A sample MPF Grant Agreement is attached.

MPF Member	Project Name	MPF Grant
Town of Fairview	Event Attraction Strategy	\$ 6,000.00
Town of Grimshaw	Local Investor Cooperative Training	\$ 10,000.00
Town of Sexsmith	Advantage Promotion	\$ 2,000.00
Big Lakes County	Business Survey & Retention Strategy	\$ 2,500.00

Activity 4: Northern Transportation Advocacy Bureau

PREDA assists the Northern Transportation Advocacy Bureau (NTAB) as a sub-committee housed within PREDA. At the governance level, NTAB operates under a consensus model. PREDA's Chair attended meetings and provided regular updates to membership. PREDA provides book-keeping, meeting coordination, agenda preparation with related research/documents, attendance and minute taking at NTAB meetings, distribution to NTAB members. In 2022 – 2023 PREDA assisted NTAB with its website development and archived resource library (<https://www.northerntransportationadvocacybureau.com/>). PREDA charges NTAB an annual stipend of \$12,000 for these services. Meeting dates for NTAB are listed below; Agendas are attached.

March 11, 2022	Topics: Russia & China in the Arctic; Northern Trade Corridor
July 22, 2022	Topics: Farmer's Right to Repair; Community Airports; Northwest Passage
Nov 18, 2022	Information Session - Open Invitation to Councils
March 6, 2023	Topics: Rural Fixed Wing Air Cancellations, Rail Research, Highway 686
June 9, 2023	Topics: Rail Research; Uof C – Northern Trade Corridor; Y2Y (Green Corridors)

Activity 5: Networking and Advocacy

5.a PREDA maintained an active membership in the Rural Municipalities of Alberta, and the Alberta Urban Municipalities in 2022-2023. PREDA also participates in the Growing the North Annual conference, and regional REDA meetings.

5.b PREDA maintains an open access link to the MOVE-UP magazine on its website. MOVE-UP is a local promotional tool showcasing municipalities and job opportunities in the Northwest. PREDA members were founders of this magazine. PREDA maintains a reciprocal relationship with this member. PREDA does not charge a membership fee in exchange for PREDA logo and occasional storyline. MOVE-UP magazine has access to all PREDA research and membership symposium information. The MOVE_UP link is available to the members and the public and to employers as a component of recruitment efforts for the PREDA region.

Activity 6: Regional Research

6.a PREDA completed an extensive research project on the commodity types, production volumes, export values, and potential new global markets for the Northwest region. In 2022-2023 PREDA received a project grant to update the agricultural section of this resource document. This report is also made available to potential investors and site locators.

6.b PREDA maintains an open access link to the GOA economic dashboard on its website. This link is accessible to PREDA members and the public.

6.c PREDA maintains an open access link to 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. Access to this open link is restricted to PREDA members only.

6.d PREDA maintains an open access link to Statistics Canada Community Profiles, the Census of Agriculture, and Population Census. Access to these open links is restricted to PREDA members only.

6.e PREDA maintains a professional subscription to *Statista*. Members needing global data and / or reports can use this subscription for free. If requested PREDA will assist a municipality with data searches, downloads and graphic interpretations. Access to PREDA's *Statista* subscription is restricted to PREDA members only.

6.f PREDA maintains 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. Access to PREDA's *Survey Monkey* subscription is restricted to PREDA members only.

6.g In partnership with NTAB, PREDA also provides Members subscription access to *The World Diplomat*, *Marine Traffic*, and *Flight Radar*.

Attachments

Attachment 1: Peace Region Economic Development Alliance 2022-2023 Agendas

- | | | |
|-----|---------------|---|
| 1.A | March 2, 2022 | Board of Directors Meeting |
| 1.B | March 4, 2022 | Membership Meeting: Minerals in the Peace Region |
| 1.C | June 3, 2022 | AGM – Board Election |
| 1.D | Sept 7, 2022 | Board of Directors: Orientation Session |
| 1.E | Sept 9, 2022 | Membership Meeting: Small Nuclear Reactors |
| 1.F | Dec 8, 2022 | Board of Directors Meeting |
| 1.G | Dec 9, 2022 | Membership Meeting: Local Investing / Community Financing |
| 1.H | March 3, 2023 | Evaluating PREDA |

Attachment 2: Municipal Project Fund – Sample Documents

- | | |
|-----|--|
| 2.A | MPF – Application Submitted – Town of Sexsmith |
| 2.B | MPF – Letter of Approval – Town of Fairview |
| 2.C | MPF – Grant Agreement – Big Lakes County |

Attachment 3: Northern Transportation Advocacy Bureau 2022-2023 Agendas

- | | | |
|-----|----------------|---|
| 3.A | March 11, 2022 | Russia & China in the Arctic; Northern Trade Corridor |
| 3.B | July 22, 2022 | Farmer's Right to Repair; Community Airports; Northwest Passage |
| 3.C | Nov 18, 2022 | Information Session - Open Invitation to Councils |
| 3.D | March 6, 2023 | Rural Fixed Wing Air Cancellations, Rail Research, Highway 686 |
| 3.E | June 9, 2023 | Rail Research; Uof C – Northern Trade Corridor; Y2Y (Green Corridors) |

Attachment 4: PREDA 2022-2023 Financial Statements

Municipal Project Fund

Terms of Reference

1.0 Background

The Peace Region Economic Development Alliance (PREDA) has established the Project Fund to create the opportunity for its members to access funds to support economic development projects within the PREDA region. Recognizing the challenges communities have in initiating projects due to financial constraints, and further noting that numerous government grants are based on regional concepts and partnerships and collaborations, this fund is intended to assist projects that do not necessarily fall in these categories.

2.0 Membership and Governance

2.a This fund is available for paid members of PREDA and the Municipal Project Fund.

2.b A review committee will be established to ensure fair and equal evaluation and distribution of funds. The committee will consist of up to seven members including Economic Development Officers chosen by the membership of PREDA, a designate from each of the Community Futures, and a member of PREDA Board of Directors. Additionally, the Municipal Project Fund Committee may welcome advisories to assist in the selection process.

2.c Appointment to the committee will be confirmed during PREDA's annual general meeting.

2.d The committee will meet as required; however will meet a minimum of once a year to review applications and distribute the funds collected.

2.e In the event a member community in the Project Fund opts out of membership or withdraws in the future from the Project Fund, any and all funds contributed by the member will remain with the Project Fund.

2.f The Municipal Project Fund collects funds that will be used exclusively to fund municipal projects approved by the Municipal Project Fund Committee.

2.g Remaining funds will be carried on from year to year.

2.h In the event that the Municipal Project Fund Committee and the PREDA Executive determine that the Project Fund should be discontinued, any and all funds within the Municipal Project Fund will either be returned equitably based on per capita or be transferred to PREDA general funds, as determined at a PREDA Annual General meeting.

2.i All initiating members may apply for Project Funding from the year of inception. Any member that joins after the initial year must wait one year before being eligible to apply for funding.

3.0 Project Fund Criteria

Proposals for funding for the Municipal Project Fund must fall within one of the following community economic development areas:

- a) Business Retention and Expansion – projects that address the needs of existing businesses within the PREDA region with the objective of retaining and or expanding existing businesses
- b) Opportunity Identification/Investment Attraction – projects that undertake activities for investment opportunities and attraction to the community.
- c) Community Lifestyle Development – projects that develop such areas as recreational and cultural with the objective to enhance the quality of life of the community.

4.0 Guidelines for Municipal Project Fund

4.1 The project must advance economic development within a member community. The project may benefit just one community, however, must not be to the detriment of other PREDA communities under the determination of the committee.

4.2 PREDA Board representative may at their discretion veto any decision of the Municipal Project Fund Committee if they believe a project may have adverse effects on PREDA or any of its member communities.

4.3 If approved by the Municipal Project Fund Committee a loan may be approved for a SME (Small Medium Enterprise) to assist in the development of a business in a member community. These loans will be granted in partnership with the Community Futures and administered through them.

4.4 In the event of a loan to an SME the loan interest rate and loan criteria will be according to guidelines of the area Community Futures. Any funds from a loan, including interest, will be reinvested in the Project Fund.

Any loans granted through a Community Futures for an SME is under the understanding the loan is a high risk and may not be returned. There is no liability against the Community Futures.

4.5 Any project receiving Municipal Project Funds will be required to provide updates and a final report on how the funds were used and what the final outcomes were as outlined in the funding agreement.

4.6 Receivers of a grant will sign an agreement with PREDA and will be required to meet reporting guidelines as well as provide all required documentation upon completion of the funded project.

5.0 Eligible and Ineligible Fund Criteria

5.1 Eligible projects include any project that will improve the economic stability and development of a member community as determined by the Project Fund Committee. This includes all costs of a project including infrastructure, research, marketing, development and consulting dollars.

5.2 The funds are not dependent on matching funds or multiple partners; however, investment from within the member community will be taken into consideration.

5.3 Ineligible projects include:

- a) Sponsorship for workshops, seminars or symposiums.
- b) Tourism projects where the funds are for promotion or marketing, however, tourism business initiatives would be considered (ie: tourism service providers) in unison with Community Futures as noted under the section Guidelines for Project Fund.
- c) Broad research projects

6.0 Funding and Budget

6.1 Membership in this project fund is open only to municipal members in good standing with PREDA. The rate shall be at .30 per capita.

6.2 Participation in the Municipal Project Fund is optional.

**Peace Region Economic Development
Municipal Project Fund
2023-2024 Membership**

Type	Num	Name	Amount
1 MPF Income			
Invoice	791	County of Grande Prairie	6,998.70
Invoice	792	MD of Spirit River #133	210.00
Invoice	793	MD of Smoky River #130	505.20
Invoice	794	MD of Peace #135	474.30
Invoice	795	MD of Greenview #16	2,884.50
Invoice	796	MD of Fairview #136	474.00
Invoice	797	Clear Hills County	901.80
Invoice	798	Birch Hills County	454.80
Invoice	799	Big Lakes County	1,495.80
Invoice	800	Village of Rycroft	165.00
Invoice	801	Saddle Hills County	701.40
Invoice	802	Town of Grimshaw	780.30
Invoice	803	County of Northern Lights #22	1,096.80
Invoice	804	Village of Nampa	110.10
Invoice	805	Village of Berwyn	173.10
Invoice	806	Town of Valleyview	558.90
Invoice	807	Town of Spirit River	254.70
Invoice	808	Town of Fairview	845.10
Invoice	809	Northern Sunrise County	513.30
Invoice	810	Town of Falher	300.30
Invoice	811	MD of Opportunity	1,014.60
Invoice	812	Town of Sexsmith	728.10
Total 1 MPF Income			21,640.80
TOTAL			21,640.80