



Note: The following list is founded upon membership feedback collected through one-on-one discussions and surveys with members and stakeholders conducted during the summer of 2012.

Membership Contract Services

Item	Services and Approach	Fee
Section A: Economic Development		
A1	<p>Basic Economic Development Review</p> <p>PREDA meets with municipal council/administration to review what has been done with regard to economic and community development, what is presently in place and what potential opportunities and threats or issues exists. Includes review of existing land-use bylaws, regional and inter-municipal agreements and any community development work that has already been done.</p> <p>The client receives a summary of what is lacking, with recommendations on options to pursue economic development based on available municipal funding, as well as a summary of next steps options available to the municipality and possible grant applications.</p>	<p>\$50/hour</p> <p>(average 80 hours)</p>
A2	<p>Industry Survey and Analysis</p> <p>PREDA meets with municipal council/administration to determine what information needs to be gathered and why. A SWOT analysis is completed with council and administration. PREDA works with existing industry contacts from the municipality and develops new lists with assistance from municipal administration. A unique survey that will identify the regions needs and opportunities is developed and approved by the municipality.</p> <p>Following approval from the municipality, PREDA completes the survey through industry one-on-one meetings, telephone calls and electronically. The results are collated to produce a report that creates a new complete industry list and contact information, and a summary of recommendations that includes opportunities and threats that the municipality can use in moving forward in economic development including recommendations on possible industry/business opportunities based on survey and analysis.</p>	<p>\$50/hour</p> <p>(Hours are greatly dependant on existing development and previous work done by municipality. Average 200-400 hours)</p>

A3	<p>Economic Development Strategy</p> <p>This includes both of the above (1 & 2)plus a report that details what strategies the municipality may wish to undertake. Additional consideration is given to issues such as transportation corridors, post-secondary, labor, housing, water and other economic issues and opportunities. Also includes summary and recommendations of various regional economic development organizations.</p>	<p>In consultation with client</p>
A4	<p>Economic Development Department/Committee Development</p> <p>Option 1: This process includes all of the above and culminates in the development of an economic development department for a municipality or region. The process additionally includes the process to establish an economic development committee (if desired), terms of reference and the process of hiring an economic development practitioner complete with advertising, interviews, recommendations and assisting in the hiring process.</p> <p>Option 2: This process includes meeting with municipal council and administration to evaluate the role and purpose of creating an economic development committee, both with and without an on-staff economic development practitioner. The process includes background information on the value of a committee, committee selection, training and reporting structure. The process can include establishing a committee.</p>	<p>In consultation with client</p> <p>(average 50 - 100 hours)</p>
A5	<p>Economic Development Practitioner Hiring Process</p> <p>PREDA will assist in the entire hiring process for an economic development practitioner hiring process including job description, advertising recommendations, application review, interview questions, interviewing and hiring process. May also include follow up and consultation with new employee in implementing economic development strategy.</p>	<p>(average 60 – 100 hours)</p>
<p>Section B: Regional Services</p>		
B1	<p>Facilitation of Multi-municipal Initiatives</p>	
	<p>PREDA can act in a neutral capacity to facilitate multi-municipal meetings on regional topics or projects. Services can include prep work, administrative services, and facilitation and follow up reports.</p>	<p>\$50/hour including preparation work</p>

Grant Search and Proposal writing		
B2	Grant Research and Recommendations Utilizing Metasoft software PREDA will search for grants to facilitate your identified project. PREDA will compile its findings and prepare a document with recommendations on grants that are applicable to the project.	\$50/hour
B3	Grant writing In addition to researching potential grants, PREDA also has the expertise to prepare your grant applications.	15 % of grant request
B4	Grant reviews PREDA can review your grant application for clarity, punctuation, spelling etc, as well as ensuring it meets the grant criteria. PREDA will provide follow up recommendations.	\$50/hour
Section C: Other Services		
C1	Mission and Vision Statement PREDA will facilitate the process of developing a vision and mission visioning session and the development of a vision and mission statement. Includes background review.	\$50/hour (average 10 – 20 hours)
C2	Translation Services PREDA is contracting with translation services to provide translation of material to a variety of languages. PREDA will do the research to find accurate and reliable translation services.	\$50/hour plus translation consultant costs
C3	Branding (service being developed)	
C4	Media releases Writing: PREDA will work with freelance writers to prepare your media release in a media friendly format and according to media specifications. Distribution: PREDA can distribute your media releases to various groups depending on your message News Articles: PREDA will work with freelance writers to prepare your news story for targeted media. Includes submission to media.	\$100 - \$200 average \$50 \$200+

All fees are independent of costs including mileage and accommodation. Final costs are dependent on a number of considerations and are determined in consultation with the client.