



Membership Services 2023-2024

Item	Services and Approach	Fee
Section A: Economic Development		
A1	<p>Basic Economic Development Over-view</p> <p>1) 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>2) Municipality 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>Included in PREDA Membership</p> <p>Max 4 hour Consultation With CAO & Council</p> <p>PREDA research & prep time included</p>
A2	<p>Strategic Economic Development</p> <p>This includes A1-Basic Economic Development Overview plus details of additional considerations 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>\$125 per hour Min 20 hours \$2500 Base</p>
A3	<p>Economic Development Department/Committee Development</p> <p><u>Option 1:</u> This process includes A1-Basic Economic Development and A2-Strategic Economic Development 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><u>Option 2:</u> 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>\$125 per hour Min 30</p>

Section A: Economic Development		
A4	Economic Development Practitioner Hiring Process 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.	(average 60 – 100 hours)
Section B: Regional Facilitation Services		
B1	Facilitation of Multi-Municipal Initiatives 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.	\$75/hour including prep work
Section C : Census		
C1	Municipal Census / Shadow Population Calculations PREDA can work with your assessment department, legislative office, or through your economic development officer to calculate resident / shadow population, submit counts to Municipal Affairs, and assist staff / council in determining the impact the counts may have on per capita funding /community services grants.	In consultation with client
Section D : Surveys		
D1	Industry / Community Survey and Analysis 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. 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.	\$75/hour (Hours are greatly dependent on existing development and previous work done by municipality. Average 200-400 hours)