



COUNCIL ADDENDUM
Thursday, April 9, 2015
7:00 p.m.

6. PRESENTATION AND CONSIDERATION OF REPORTS

6.7 Staff Report – Strategic Planning Process

Listed on
the Agenda

A report from the Chief Administrative Officer dated April 9, 2015 regarding the Strategic Planning Process.

6.9 Staff Report – Dufferin Oaks HVAC

Not Listed
on the
Agenda

A report from the Chief Building Official and Dufferin Oaks Administrator dated April 9, 2015 with respect to the repair and retrofitting of six HVAC units at Dufferin Oaks.



REPORT TO COUNTY COUNCIL

To: Warden Maycock and Members of Council
From: Sonya Pritchard, Chief Administrative Officer
Meeting Date: April 9, 2015
Subject: Council Strategic Plan Project - Report #2

Purpose

The purpose of this report is to provide Council with an overview of the strategic plan process and to recommend a schedule for the project.

Background & Discussion

In December 2014, at the first meeting of this Council a motion was approved for staff to move ahead with setting up a strategic plan process and retaining a facilitator. Over the past several months staff has reviewed relevant background information, retained a facilitator, and refined the strategic plan process. Now that the County budget has been completed there is an opportunity to focus on the Strategic Plan project. Staff expects the process to take place over the next few months and anticipate presenting a draft plan to Council for consideration in June 2015.

The Strategic Plan will identify a vision, mission, and values; and establish strategic priorities for the remainder of this term of Council and into the future. The plan can be used to provide a common focus for Council and staff for the rest of the term and to help guide decision making. It will also serve as a valuable measuring stick to determine if established goals and priorities are being achieved.

Mr. David Clarke has been retained to facilitate several meetings and to assist with an online public survey to obtain resident and stakeholder group input. Mr. Clarke comes with many years of experience on similar projects at other municipalities. He was selected following a competitive process whereby several consultants were invited to submit proposals and to participate in telephone interviews. Staff has already met with Mr. Clarke to refine the strategic plan process, lay out the agendas, and create the meeting schedule.

It should be noted that most of the strategic plan work will be undertaken by staff. Compilation of all of the background information, meeting notes, reports, administrative details, and the final Strategic Plan document will be completed by a team consisting of the CAO, Deputy Treasurer, and administration department staff.

The following tables lays out the proposed schedule for the project and identifies who will participate in each step:

Date	Activity	Participants	Comments
April 14	Senior Management Team Facilitated Session	CAO, Department Heads, Deputy Treasurer, Facilitator	Discussion to cover what we do, the environment, core business functions, vision, mission, values, strategic priority areas, performance measurers
April 28 (7 pm)	County Council Workshop - Facilitated Session	County Council members, CAO, Department Heads, Deputy Treasurer, Facilitator, Admin support	Similar to the Department Head discussion but from a Council perspective.
Early May	Draft report outlining results of facilitated sessions	CAO, Deputy Treasurer	Report to be circulated to staff, Council, local Councils and posted to website
Mid May	Online survey seeking feedback on priorities identified above	CAO, Deputy Treasurer, Facilitator	An opportunity for residents and stakeholder groups to give feedback and input
May 28	Local Councils Workshop	County Council, Local Councils, CAO, Department Heads, Deputy Treasurer, Admin support	Similar to Official Plan process where all Councils can come together to hear a presentation on initial findings and provide feedback and input into what is important at the County level
June 11	Draft Plan to County Council	CAO, Deputy Treasurer	Draft Plan will incorporate local council and resident feedback for County Council consideration.

There is an opportunity to include an additional discussion session for County Council if required. It should be noted that all of the Council workshop sessions are open meetings and members of the public are welcome to attend. Dates will be published on the County website and through social media.

Financial Impact

An amount of \$15,000 was previously approved to cover the cost of facilitation services required for the project and this amount will be sufficient.

Local Municipal impact

All local Council members will be invited to participate in the workshop scheduled for May 28, 2015.

Recommendation

THAT the report of Sonya Pritchard, Chief Administrative Officer dated April 9, 2015, regarding Council Strategic Plan Project - Report #2 be received;

AND THAT the project activity schedule including the following meetings be approved:

- **April 28, 2015 – County Council Workshop - Facilitated Session**
- **May 28, 2015 – All Local Councils Workshop – Facilitated Session**

Respectfully submitted,

Sonya Pritchard, CPA, CMA
Chief Administrative Officer



REPORT TO COUNTY COUNCIL

To: Warden Maycock and Members of County Council

From: Michael Giles, Chief Building Official/Director of Property and Valerie Quarrie, Administrator, Dufferin Oaks

Date: April 9, 2015

Subject: **Dufferin Oaks HVAC**

Purpose

The purpose of this report is approve the funds for the repair and retrofitting of 6 HVAC units at Dufferin Oaks.

Background & Discussion

A recent inspection of six HVAC units was conducted and significant wear and tear has been found in the units. The repairs are required as soon as possible and are not part of the 2015 Capital Budget.

In order to complete these repairs, a tender for the repair of the HVAC units will be issued April 9th and will take 3 weeks for proponents to respond. It is projected that the successful contractor will need at least 8-10 weeks to order and receive the parts in order to begin the work. It is important that the tender be awarded in a timely manner to ensure the completion of the repairs prior to the fall heating season.

Financial Impact

It is estimated that the repairs may cost up to \$150,000. There is sufficient funds to cover the cost of the HVAC repair in the Reserve for Dufferin Oaks Capital.

Local Municipal Impact

None

Recommendations:

THAT the report of the Chief Building Official and the Administrator of Dufferin Oaks dated April 9, 2015, be received;

THAT the funds of up to \$150,000 for the repair and retrofitting of Dufferin Oaks HVAC units, be approved;

AND THAT the funds be taken from the Reserve for Dufferin Oaks Capital;

AND THAT staff be authorized to award the tender.

Respectfully submitted,

Michael Giles
Chief Building Official/Director of Property I

Valerie Quarrie
Administrator