

STRATEGIC PLANNING COMMITTEE NOVEMBER 18, 2008

2009 COUNCIL/SMT STRATEGIC PLANNING WORKSHOP

Recommendation

The City Manager and the Senior Manager of Strategic Planning in consultation with the Senior Management Team recommends:

1) That Attachment 1- Council/SMT Strategic Planning Workshop Quotes be received and the date of April 1-2, 2009 be approved and direction provided for the location of the workshop.

Economic Impact

Funds are already included in the 2009 operating budget.

Communications Plan

N/A

Purpose

To confirm the 2009 Council/SMT strategic planning workshop meeting date and location.

Background - Analysis and Options

Preparatory planning for the Council/SMT strategic planning workshop is important in order to establish a date and location for the workshop. As can be seen in Attachment 1 a number of locations in various municipalities have been selected as potential sites for the workshop. As well it is recommended that April 1-2, 2009 be selected as the date for the workshop.

Relationship to Vaughan Vision 2020

The annual Council/SMT strategic planning workshop is an opportunity to review and discuss the strategic plan document and process.

Regional Implications

N/A

Conclusion

It is appropriate and timely to schedule the date and location for the 2009 Council/SMT strategic planning workshop. By approving the date of April 1-2, 2009 and selecting a suitable location planning can be initiated for the workshop.

Attachments

1. Attachment 1- Council/SMT Strategic Planning Workshop Quotes

Report prepared by:

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

Respectfully submitted,

Mike DeAngelis
City Manager

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

COUNCIL/SMT STRATEGIC PLANNING WORKSHOP QUOTES
APRIL 1ST AND 2ND 2009

LOCATION	MUNICIPALITY	COST WITHOUT TAXES OR GRATUITY (Details) 16 people	COST BREAKDOWN	APPROXIMATE COST	Total Cost with Taxes and Gratuity where applicable
HOCKLEY VALLEY RESORT 793522 Mono 3 rd Line – R.R. 1	ORANGEVILLE	<ul style="list-style-type: none"> Day 1 – complete package price includes: dinner, overnight stay, breakfast, breaks, lunch, room rental \$219/person Day 2 – meeting room, breakfast, lunch, breaks, room rental \$40/person 	<p>219x16x1</p> <p>40x16x1</p>	<p>\$3,504.00</p> <p>\$640.00</p>	<p>\$3,504.00</p> <p>GST (5%)- \$175.20</p> <p>PST (8%)- \$280.32</p> <p>Service Charge (13%)- \$455.52</p> <p>Total: \$4,415.04</p> <p>\$640.00</p> <p>GST (5%)- \$32</p> <p>PST (8%)- \$51.20</p> <p>Service Charge (13%)- \$83.20</p> <p>Total: \$806.40</p> <p>Grand Total: \$5,221.44</p>
KINGSBRIDGE 12750 Jane Street 905- 833-6512	KING CITY	<ul style="list-style-type: none"> Day 1 – complete package price includes: dinner, overnight stay, breakfast, breaks, lunch, room rental \$285/person Day 2 – meeting room, breakfast, lunch, breaks, room rental \$85/person 	<p>285 x 16 x1</p> <p>85 x 16 x 1</p>	<p>\$4,560.00</p> <p>\$1,360.00</p>	<p>\$4,560.00</p> <p>GST (5%)- \$228</p> <p>PST (8%)- \$364.80</p> <p>Service Charge (7%)- \$319.20</p> <p>Total: \$5,472</p> <p>\$1,360.00</p> <p>GST (5%)- \$68</p> <p>PST (8%)- \$108.80</p> <p>Service Charge (15%)- \$204.00</p> <p>Total: \$1,740.80</p> <p>Grand Total: \$7,212.80</p>
HILTON SUITES 8500 Warden Ave 905-415-7607	MARKHAM	<ul style="list-style-type: none"> 1 Overnight Stay (April 1st) \$185/per person Parking \$10/flat rate for overnight Meeting room rental \$400 per day Breakfast \$16/per person per day Breaks \$9/per person 2 breaks/day Lunch \$29/per person per day Dinner (approximate cost) \$51.50/per person (tax and gratuity not included) 	<p>185 x 16 x1</p> <p>10x16x1</p> <p>2 day rental</p> <p>16x16x2 days</p> <p>9x16x2 days</p> <p>29x16x2 days</p> <p>51.50 x16x1</p>	<p>\$2,960.00</p> <p>\$160.00</p> <p>\$800.00</p> <p>\$512.00</p> <p>\$288.00</p> <p>\$928.00</p> <p>\$824.00</p>	<p>\$2960 +13% = \$3,344.80</p> <p>\$160.00 (flat fee)</p> <p>\$840.00 (+GST 5%)</p> <p>\$512 +13% (66.56) +15%(76.80) = \$655.36</p> <p>\$288 + 13% (37.44) +15% (43.20)=\$368.64</p> <p>\$928 + 13% (120.64)+15% (139.20)=\$1187.84</p> <p>Dinner- \$824</p> <p>GST (5%)- \$41.20</p> <p>PST (8%)- \$65.92</p> <p>Gratuity (15%)- 123.60</p> <p>Dinner total \$1054.72</p> <p>Grand Total: \$7,611.36</p>

LOCATION	MUNICIPALITY	COST WITHOUT TAXES OR GRATUITY (Details) 16 people	COST BREAKDOWN	APPROXIMATE COST	Total Cost with Taxes and Gratuity where applicable
WATERSIDE INN 15 Stavebank Road (905) 891-7770	MISSISSAUGA	<ul style="list-style-type: none"> 1 Overnight Stay (April 1st) \$169/per person Meeting package (room rental, meals, breaks) \$119/per person (tax/gratuity included in price) Dinner (approximate cost) \$51.50/per person (tax and gratuity not included) 	169 x 16 x1 119 x16x2 51.50 x16x1	\$2704.00 \$3808.00 \$824.00	\$3055.52 (added 13% tax) \$3808.00 (tax/gratuity included in base price) Dinner- \$824 GST (5%)- \$41.20 PST (8%)- \$65.92 Gratuity (15%)- 123.60 Dinner total \$1054.72 Grand Total: \$7,918.24
HILTON TORONTO 145 Richmond Street West (416)860-6814	TORONTO	<ul style="list-style-type: none"> 1 Overnight Stay (April 1st) \$179/per person Breaks \$10.00/per person Breakfast \$27/per person Lunch \$36/per person Dinner \$76.50/per person (tax and gratuity not included) Meeting space rental \$300.00 	179x 16 x1 10 x16x2 27 x 16 x2 36 x 16 x2 76.5 x 16x1 2 day rental	\$2,864.00 \$320.00 \$864.00 1152.00 \$1224.00 \$300.00	\$3236.32 (13% tax) Food/beverage \$2336.00 GST (5%)- \$116.80 PST (8%)- \$186.88 Gratuity (15%)- 350.40 Food/Bev. \$2990.08 Dinner- \$1224.00 GST (5%)- \$61.20 PST (8%)- \$97.92 Gratuity (15%)- 183.60 Dinner total \$1566.72 \$315.00 (5%) Grand Total: \$8,108.12