



CLEARVIEW

# Staff Recommendation Report

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**To:** Mayor and Council  
**From:** John Ferguson, CAO  
**Date:** April 24, 2023  
**Subject:** Report # CAO-002-2023 Strategic Planning Consultant

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## Recommendation

Be It Resolved that Council of the Township of Clearview hereby:

- 1) Receive report CAO-002-2023 (Strategic Planning Consultant) dated April 24, 2023; and,
- 2) After review by the Township's solicitor, direct the Mayor and Clerk to sign the Strategic Plan Consultant Agreement with Dunbar and Associates; and,
- 3) Direct staff to prepare a by-law to be presented to Council at the May 8, 2023, meeting with the Agreement forming Schedule A of the by-law.

## Background

The CAO has been directed to implement a Strategic Planning Process in Clearview Township. As part of that process to engage a consultant team, the CAO initiated a "verbal quotation procedure" pursuant to Schedule "B" of Procurement By-law 17-20 attached as Appendix A for reference.

## Comments and Analysis

Three consulting companies were asked to submit proposals outlining their approach to municipal strategic planning. All the submissions were good and demonstrated the ability to carry out strategic planning in a municipal setting.

The three submissions are as follows.

- |  |                   |
|--|-------------------|
| 1. The Planning Group                          | \$48,000 plus HST |
| 2. The Municipal strategic Planning Associates | \$18,700 plus HST |
| 3. Dunbar and Associates                       | \$42,500 plus HST |

Dunbar and Associates is the recommended Team to carry-out strategic planning in Clearview Township due to their fulsome approach to the strategic planning process. The Team at Dunbar and Associates are local, experienced and have a sense of our community.

## **Clearview's Strategic Plan**

The above initiative supports the following strategic pillars established (2017-2022):

- Recreation and Culture
- Identity-Marketing-Promotion
- Economic Activity
- Quality of Life
- Governance

## **Financial Implications**

Other costs include community hall rentals, snacks, and refreshments for community meetings.

## **Report Appendices**

[Appendix A – Procurement By-law 17-20](#)

## **Approvals**

**Submitted by:** John Ferguson, Chief Administrative Officer