



## 243 ADDENDUM 1

### PROVISION OF MAIL OUT SURVEY

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO  
WHOEVER IS IN POSSESSION OF THE BID  
OPPORTUNITY**

ISSUED: March 12, 2008  
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**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID OPPORTUNITY AND SHALL  
FORM A PART OF THE CONTRACT  
DOCUMENTS**

Template Version: A20070419

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.**

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#### **PART E – SPECIFICATIONS**

Revise: E2.2 (e) to read: The Contractor after 2 weeks, shall mail follow-up letters to non-respondents, reminding them of deadline and encouraging participation. The letter will identify a contact at the Contractor's place of business who will, on request, mail a complete survey package, including questionnaire and self-addressed postage paid return envelope.

Add: E5 **Draft Survey**

1. In which Department do you work? (please check one)

- |                            |                          |   |                                  |                          |    |
|----------------------------|--------------------------|---|----------------------------------|--------------------------|----|
| Employee Benefits Program  | <input type="checkbox"/> | 1 | Planning, Property & Development | <input type="checkbox"/> | 7  |
| Transit                    | <input type="checkbox"/> | 2 | City Clerk's                     | <input type="checkbox"/> | 8  |
| Internal Services          | <input type="checkbox"/> | 3 | Assessment and Taxation          | <input type="checkbox"/> | 9  |
| Corporate Finance          | <input type="checkbox"/> | 4 | Fire Paramedic Service           | <input type="checkbox"/> | 10 |
| Fleet or Parking Authority | <input type="checkbox"/> | 5 | Public Works                     | <input type="checkbox"/> | 11 |
| Water & Waste              | <input type="checkbox"/> | 6 | Community Services               | <input type="checkbox"/> | 12 |
|                            |                          |   | Not Sure                         | <input type="checkbox"/> | 99 |

2. What is your employment status?

- Permanent
- Part time/casual
- Seasonal
- Student
- Other

3. Please indicate your interest in each of the following ( use 5 point scale )

- A career change
- Education and training opportunities
- Training to advance your career
- Training to help you do your current job better

4. A number of things can be barriers to employees who want to further their education or take advantage of training opportunities. Considering the following statements, please circle the response that best applies (where 1 means not a barrier at all and 5 means a significant barrier ( again, 5 point scale. Start with 1 at the left )

- Training is offered at a location other than my workplace
- I have to find and pay for childcare/elder care
- I have to pay the costs for myself and will not be reimbursed
- It is hard to get approval from my department for training that takes place during working hours
- I have responsibilities outside the workplace
- My work gets behind if I am not there to do it
- I can't afford to take unpaid time away from work for furthering my education
- I have to pay the cost even though I will be reimbursed on successful completion
- My co-workers don't believe it is necessary
- My supervisor does not support it
- Other (please explain)

5. If you had the chance to take further education in the following areas, what would be your top 4 choices? Please number them 1 to 4, with 1 being your top choice, 2 being your second choice and so on.

Essential skills such as basic math and English

High school completion

French or other languages

Basic computer skills

Advanced computer skills

Computer programming and IT certification

Interpersonal skills such as managing conflict and working in teams

Accounting

Occupational Health and Safety

Trades and apprenticeship programs

Job skills such as equipment operator training, ice making, concrete finishing, arborist

Communication skills such as report writing or making presentations

Technology and technician-related courses

University degree such as library sciences

Supervisory and management training

Basic orientation such as how the City is structured, the mission and vision

Wellness learning such as good nutrition and achieving work-life balance

Customer service such as dealing with challenging customers or working in a call centre

Other (please explain)

6. Considering the following employment related issues, how important is this aspect of a job to you personally. five point scale where “1” means this is not at all important and “5” means this is very important. On this scale “3” would be neutral.

	Not at all important			Very important		DK/NS
Doing something I enjoy	1	2	3	4	5	9
Having job security	1	2	3	4	5	9
Having training and development opportunities	1	2	3	4	5	9
Opportunity for advancement	1	2	3	4	5	9
Being treated with respect and consideration	1	2	3	4	5	9
Being able to make my own decisions on the job	1	2	3	4	5	9

7. Considering the same list again, how satisfied you are with this aspect of your job? Use a five point scale where “1” means you are “not at all satisfied” with this aspect of your job and “5” means you are “very satisfied”. On this scale “3” would be neutral.

	Not at all satisfied			Very satisfied		DK/NS
Doing something I enjoy	1	2	3	4	5	9
Having job security	1	2	3	4	5	9
Having training and development opportunities	1	2	3	4	5	9
Opportunity for advancement	1	2	3	4	5	9
Being treated with respect and consideration	1	2	3	4	5	9
Being able to make my own decisions on the job	1	2	3	4	5	9



**About You**

8. What is the highest level of education you have completed?

Did not complete high school  
 Graduated from high school  
 Some college/technical school training  
 Graduated college/technical school  
 Some university  
 University degree

9. How many years have you worked for the City?

1 to 5  
 6 to 10  
 10 to 25  
 25 years or more

10. What is your age?

25 or under  
 36 to 35  
 36 to 55  
 56 or older

11. What type of work do you do?

Clerical

Labour

Professional

Technical

Trades

Community programming such as recreation technician or library assistant