

Strategic Planning Ad hoc Working Group

Terms of Reference

Date Approved:

Motion:

Term of the Committee: Ad Hoc

Start Date: December 4, 2023

End Date: November 4, 2024

Lead Department: Strategic Initiatives

Point of Contact: Lorie Fioze

1. Mandate

To provide direction on the overall framework to plan and implement a strategic planning process. The committee would provide advice and recommendations to Council on the process.

2. Goals and Objectives

To identify and make recommendations regarding the process to develop a strategic plan for 2025 including the:

- Timelines of the new strategic plan
- The environmental scan needed to set the context for the planning process
- The public engagement process including the identification of sectors and participants to be invited to be informed, involved and/or engaged in the process
- Identify if and when consultants are needed throughout the process
- Help to select the consultant(s)
- Identify measurement and monitoring process of the Strategic Plan

3. Strategic Plan Priorities

To develop a strategic plan to begin in 2025.

4. Key Success Factors and Performance Indicators

- Strategic planning process and timelines are identified and approved by Council.
- The Strategic Plan is completed by November 2024.

5. Membership

a. Roles and Responsibilities

The Chair

The responsibilities of the Chair are to:

- preside over all Meetings;
- ensure adherence to the Council approved terms of reference;
- consult with the Staff Liaison on items of business intended for inclusion for the Committee Agendas; and
- maintain regular communication with assigned Municipality staff.

Councillor Members

Councillors appointed to the Committee, and not serving as the Chair, are expected to:

- provide the Council's perspective on the issues/matters being considered by the Committee;
- provide insights into the kind of information and the types of questions to be answered to assist Council in its deliberations on the issues/matters being considered by the Committee;
- to make linkages to other issues/matters/actions being taken by Council.

Staff Liaison

The Manager of Strategic Initiatives from the Strategic Initiatives Department will be the Municipal Staff Resource to the Committee.

The role of Staff Liaison is to act as a liaison between the Committee, municipal staff, and Council with respect to information requests, the

presentation of information, and the coordination of administrative supports for the Committee.

The Staff Liaison is authorized to commit 2 hours per week in support of the Committee.

The CAO will be a participant of this committee.

b. Number of Members

Three Council members form the membership of this working group.

c. Member Qualifications

The following qualifications should be considered for appointing members to the Committee:

- Awareness and knowledge of the importance of strategic planning processes.
- Ability to attend regular meetings.

6. Reporting Structure

The Committee is responsible for providing Council with updates at planning milestones a final report will be prepared by the Staff Liaison that includes (but is not necessarily limited to):

- Committee mandate
- Goals and Objectives
- An overview of the work completed by the Committee in its pursuit of achieving its mandate (e.g., what activities were undertaken, what discussions were had, what strategic questions came up)
- Key successes
- Presentation of advice to Council and explanation of rationale, analysis, data, etc. that supports the advice
- Policy, financial, stakeholder, other risk assessment of the advice

7. Public Communications

The Committee is expected to adhere to the following public communications protocols:

- The Chair will act as the spokesperson for the committee.
- The Chair will represent the Committee at any official functions.
- Coordination of any communication pieces/advertisements, etc., shall be through the Staff Liaison including promotion of the progress of initiatives, plan updates, and engagement activities.
- Agenda meetings and minutes will be posted on the Municipal website

8. General

a. Frequency of Meetings

This committee will meet 6 times starting in December 2023 and concluding in early November 2024.

Committee meetings will typically be one to two hours in length and will be held on a bi-monthly basis.

b. Rules of Procedure

The Municipality of Kincardine Procedure by-law shall serve as the rules of procedure for this committee.

c. Relevant Policies

- Advisory Committees of Council and Local Boards – Administration Policy.