



**STRATEGIC PLANNING STEERING COMMITTEE
MANDATE & OBJECTIVES**
(adopted – 2011-DEC-19)

Mandate

The Strategic Planning Steering Committee has a mandate to support, guide and oversee the development of the corporate strategic plan for the City of Nanaimo. The Committee also makes recommendations to City Council on a high level implementation plan for identified priorities and the process by which the effectiveness of implementation will be measured. The Strategic Planning Steering Committee will cease to exist upon adoption of the strategic plan by City Council.

Objectives

The objectives of the Committee are to:

- Make recommendations to City Council regarding the engagement of a consultant
- Identify stakeholders in the strategic planning process; make recommendations to Council on input mechanisms
- Clarify desired outcomes and overall approach to the strategic planning process
- Work with consultant to create a process that is strategic in nature and which facilitates maximum participation from Council members and the desired level of input from any stakeholders.
- Developing a communication's strategy to maximize the engagement of identified stakeholders
- Approve the overall framework for the strategic plan and any related documents
- Make recommendations to City Council on the final draft of the strategic plan
- Recommend to City Council a high level implementation plan for the established priorities and a performance measurement process to monitor and report on the effectiveness of implementation.

Meetings

The Strategic Planning Steering Committee will:

- (a) Meet at the Call of the Chair; and
- (b) Establish meeting days and times after consultation with Committee members.

Membership

The membership of the Strategic Planning Steering Committee will consist of three (3) members of Council.

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw



ADVISORY COMMITTEES TERMS OF REFERENCE

(adopted 2010-JAN-25)

The following Terms of Reference apply to all Advisory Committees of the City of Nanaimo unless otherwise noted.

Appointment and Term

The member(s) of Council will be appointed annually by motion of Council.

Other members will be appointed for a three-year term commencing April 1st in the year following a general local government election (*does not apply to PNAC*). At-large members will be appointed by Council. Council will ratify appointments of members recommended by their specific associations.

Members of the Committee will serve without remuneration.

Chair

The Committee will elect the Chair annually at the first meeting following April 1st from amongst its members.

Meeting Procedures

All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with the current Council Procedure Bylaw.

Except where the provisions of the *Community Charter* apply, all Committee meetings shall be open to the public. Where the Committee wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

The order of business is to be as set out in an agenda package to be provided to Committee members in advance of the meeting date. All decisions of the Committee will be reached by consensus or a majority vote of the members present.

Minutes of the meeting will be adopted by the Committee at its next regular meeting. After adoption, minutes will be circulated to Council for their information. Originals of the minutes will be signed by the Chair of the Committee and forwarded to the Legislative Services Department for safe keeping.

Reporting to Council

The Committee may report to Council on any issue within its mandate or other issues as requested by Council.

The Committee Chair will present recommendations of the Committee to Council for their consideration.

Budget

The annual budget of the responsible department will include funds for the operation of the Committee.

Staff Support

Staff support will be determined by the City Manager or his/her designate. Typical support functions include the following:

- Organizing and preparing the agenda, in conjunction with the Committee Chair;
- Distributing the agenda packages to Committee members;
- Taking and preparing draft minutes;
- Managing the files of the Committee, as necessary;
- Maintaining a list of outstanding issues for Committee action;
- In conjunction with the Chair, drafting Committee reports to Council;
- Provide professional advice on issues discussed by the Committee;
- Other duties as authorized by the City Manager or his/her designate

STRATEGIC PLANNING STEERING COMMITTEE

Chair:

Staff Liaison: Terry Hartley, Director of Human Resources and Organizational Planning – (250) 755-4427,
terry.hartley@nanaimo.ca

Councillor Kipp
(Council Rep)

Councillor Greves
(Council Rep)

Councillor Johnstone
(Council Rep)