

Purpose

1. The Strategic Planning Ad Hoc Committee (the “Committee”) is established to assist in the development of a Strategic Plan (“Strategic Plan 2050”) which will outline what the community envisions for its future up to 2050.

Mandate

2. The Committee is directed to:
 - a. help advise and steer the strategic planning process and plan;
 - b. participate in and, at times, facilitate public consultations;
 - c. participate in and, at times, structure theme-based sub-group consultations (e.g. sector-specific);
 - d. participate in regular meetings of the Committee;
 - e. serve as an ambassador throughout the strategic planning process, ensuring two-way communication with the community;
 - f. provide feedback on draft iterations of the strategic plan; and
 - g. provide comments on a final draft plan for presentation and consideration by Council.

Goals and Objectives

3. The strategic plan should be actionable and easy to understand. The community consultation should take place in an inclusive manner that reflects the diversity of the City.

Composition

4. The Committee will consist of a minimum of seven (7) members and a maximum of eleven (11) members including:
 - a. the Mayor;
 - b. three (3) members of Council; and
 - c. a minimum of three (3) and a maximum of seven (7) public members.
5. Preference will be given to members of the public who reflect the community population, for example, members of the indigenous, healthcare, social services, education, business, youth/young adult, and development communities.
6. Each member will have one vote.

7. The chair of the Committee will be a Council member, chosen by the members at the first meeting of the Committee using the Clerk's procedure in effect at the time.

Term

8. The Committee will begin on November 7, 2023, and will expire on January 31, 2026, or when the mandate of the Committee is met.

Reporting

9. All agendas and minutes of the Committee will be posted on the [City's website](#). Minutes will be provided to Council for approval. A final report will be presented to Council.

Meetings

10. Meetings will be held every other month on the second Wednesday at 9:00 a.m. Meetings will not be held in July or August. Meetings may also be held at the call of the chair.
11. Meetings will be conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

Delegated Authority

12. The Committee does not have any decision-making capacity or delegated authority, except to direct staff to assist with administrative support, including the gathering of information and resource materials to assist the Committee with its review.

Remuneration

13. The Council members on the Committee, including the chair, will not receive remuneration beyond the remuneration they receive as a member of Council.
14. The public members on the Committee will serve in a volunteer capacity with no remuneration.

Staff Resources

15. The Staff Liaison is the Senior Manager, Strategic Initiatives and Operational Effectiveness.
16. The Committee will be supported by the Strategic Leadership Team and a recording secretary.