



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: STRATEGIC PLANNING GUIDELINES	NO. COU-020
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Strategic Plan

1. Staff shall make preparations (hiring a facilitator, preparing information and placing meeting notices) to enable a strategic planning meeting to occur in January immediately following a general local government election.

Strategic Planning process

2. Strategic Planning processes should incorporate the following elements:
 - a) An annual Strategic Plan Update led by a consultant.
 - b) A semi-annual Council/Staff review of plan implementation.
 - c) Public attendance at the Strategic Plan updates.
 - d) Staff updates on plan implementation and suggestions for new priorities.
 - e) Council consideration of staff suggestions, public suggestions, Council member suggestions and the establishment of strategic priorities in Committee of the Whole meetings.
 - f) Draft Strategic Plan priorities that identify the department(s) involved and the timeline estimated for completion.
 - g) The final Strategic Plan document, approved by Council in a regular meeting of Council.

Strategic Plan Updates

3. The Strategic Plan shall be updated once annually at the beginning of each year during the term of the Council.
4. In addition to the annual update, a semi-annual meeting shall be held with Council and Staff in each September for Strategic Plan progress reviews.

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5. Ad-hoc reviews of Strategic Plan priorities for important emergent issues may be held when Council deems necessary. If a mid-year update is being considered, staff should apprise Council of any resource and budget implications.

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