

Strategic Planning Sub Committee-October 3, 2017

Horning's Mills Hall-4:30 P.M.

Members Present

Deputy Mayor Janice Elliott-chair

Mayor Darren White

Councillor James Webster

Shirley Boxam-HCIA

Gerry Horst-OMAFRA

The chair called the meeting to order and discussion continued on building the framework for the SP. Committee members were update on the progress of the email database.

We established the role of our OMAFRA rep. We decided that we would need a consultant for the process. We discussed the hiring of a consultant and the committee felt that we needed to determine what we were looking for in a consultant and what our expectations would be. It was decided to look for names of consultants, particularly those who had created some of the reviewed plan that we like from other municipalities. Gerry Horst would assist us in this by providing some firms that had been involved in some of the plans he had been involved in with "like" municipalities, prior to going to RFP. Creating the RFP could involve staff and a realistic timeline to create it, send it out and be ready to make a decision, could be 30-40 days. We could make it as simple or as complex as we desired but we needed to know what we were striving for as an end goal. We felt the best approach would be to identify goals and have the consultants identify their process and how they would seek input from stakeholders that we would identify and how to gain input from them. We began discussion on the "ask" statement for the RFP. Members were asked to review the recent Municipal World articles on strategic planning as they provided a lot of insight into creating roadmaps for the process. We set a timeline of November for the RFP release, with the goal of having them back by December for 2017 budget consideration. CAO Denise Holmes would be asked to attend to assist with the RFP document.

The meeting adjourned at 6:20 to meet again on November 15th at the Melancthon Township office.