



Administration & Finance Division

To: Mayor and Council

From: Jordan Forbes, Human Resources Manager

Date: September 9, 2019

Subject: Strategic Planning Process

Hi All,

As you are aware, we will be proceeding forward with our Strategic Planning process. We have targeted the week of October 7-11 for a strategic planning retreat with Senior Management and Members of Council.

The session will start on October 7 at Sunny Cove at 9AM and will run until 4PM.

After this session, in subsequent days, we will hold a number of additional sessions including:

- i. An evening or afternoon session to get input from Town Managers (extended group), Council members, committees of council (those members of committees who are not on council), and community partners (e.g. RRDSSAB, RRFDC, other public sector partners). We will work on much of the same information as at the retreat, but at a less granular level than with Council and Senior Management.
- ii. Community session. One public session will be held to gain input from the public in regards to what we are working on.
- iii. Review of draft plan, Senior Management, Council and the Economic Development Advisory Committee will be provided with an opportunity to have input into the planning document. After this occurs, Council and Senior Management will hold a final meeting to go over the document, and finalize the implementation plan.

I have attached a copy of the proposed methodology to give you a better idea of the exercise we will be undertaking.

In addition, later this month, we will be circulating a workbook to help Councillors and other participants focus their ideas related to strategic planning.

Feel free to contact me with any questions you may have, I will be happy to address them, and work with Council to ensure that this plan reflects a strategic direction that accurately represents its wishes.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes
Human Resources Manager