



Section of Policy Manual: Governance	Policy No. GOV-18
Subject: Terms of Reference – Strategic Planning Committee	Policy Approval Date: Sept. 12, 2019
Year of next review: September 2020	Last Review/Revision Date/Section: New Policy

**Section 1: POLICY**

Terms of Reference must be established to define the duties and responsibilities of the Strategic Planning Committee.

**Section 2: PURPOSE**

The purpose of this policy is to provide a framework for the Strategic Planning Committee’s activities. The Strategic Planning Committee is responsible to the Library Board for the development and implementation of the 2020-2024 GPL Strategic Plan.

**Section 3: ACCOUNTABILITY**

The Strategic Planning Committee is an ad-hoc committee of the Library Board, reporting to the Board monthly at official Board meetings until the Strategic Plan has been approved and implemented.

**Section 4: COMPOSITION AND TERM OF OFFICE**

1. The Strategic Planning Committee will consist of three Library Board members and the Chair of the Board (ex-officio). The CEO/Chief Librarian will be an advisor to the Committee and will also act as Secretary.
2. Strategic planning experience is preferred for at least one (1) member of the Committee.
3. As this is an ad-hoc committee, committee members will be appointed for the length of time required to draft the strategic plan and have it approved for implementation by the Library Board.



## **Section 5: MEETINGS**

The Committee will meet as required.

## **Section 6: DUTIES AND RESPONSIBILITIES**

1. Establish the period of time the strategic plan will be in effect and determine timelines for the creation of the plan.
2. Review current strategic plan to determine if there are goals still to be accomplished.
3. Develop a process for consultation with community members. This may include the use of a needs assessment survey, small focus groups or larger public meetings led by a facilitator etc.
4. Capture and collate community feedback for review by Library Board members and Library staff.
5. Facilitate opportunities for Library Board members and Library staff to provide feedback on possible strategic planning directions. This may include a special event for Board and Library staff to participate in as a group.
6. Review results from previous surveys and focus group discussions.
7. Use strategic plans published by other organizations as a means of generating ideas for content and design.
8. Ensure strategic directions align with input provided by community members, Library staff, and the Library Board.
9. Ensure strategic directions are in alignment with the Town's strategic planning.
10. Review current mission and vision statements to ensure these are aligned with the strategic directions outlined in the plan.



11. Draft directions, goals and sub-goals with timelines, budget and measures attached to each sub-goal.
12. Bring drafts of the strategic plan to the Board for discussion, amendment and official approval at board meetings as part of the Board agenda package.
13. Ensure the approved plan is documented in a standard format, is published for distribution and is made available on the Library's website for access by the public and Library staff.
14. Undertake such duties as may be assigned by the Library Board as these relate to future planning.

#### **Section 7: REVIEW OF TERMS**

The Terms of Reference will be reviewed by the Strategic Planning Committee annually to ensure best practices are being incorporated.