



TOWN POLICY

POLICY NUMBER: 1110

REFERENCE:

Resolution No. 058.03.24

ADOPTED BY:

Town Council

PREPARED BY: Strategic, Administrative & Financial Services

DATE: February 14, 2024

TITLE: Strategic Planning Policy

Policy Statement

The Strategic Plan is the overarching document that sets the strategic direction for the Town and shall strive to balance the needs of the broader community as established by Council. The Strategic Plan establishes Council's priorities for their four-year term but shall be reviewed on an annual basis for any adjustments as required.

Purpose

To provide clarity and direction regarding the establishment and ongoing review of the Council's Strategic Plan.

1.0 DEFINITIONS

- 1.1 "Town" means the municipal corporation of the Town of Strathmore.
- 1.2 "Review" means an analysis of the strategic plan, procedures, and operations and/or performance of an organization to evaluate the adequacy of resources, decision-making, and overall direction.
- 1.3 "Strategic Priorities" refers to the specific goals, objectives, or focus areas that Council identifies as crucial for its long-term success and sustainability. These priorities guide decision-making, resource allocation, and overall direction. Establishing strategic priorities helps organizations to concentrate their efforts on the most critical areas that will contribute to the Town's mission and vision.
- 1.4 "The Corporate Business Plan" refers to the Town's strategic plan document that outlines a collaborative effort that is led by the Town's Council's vision and leadership, influenced by resident feedback, and reflective of administrative staff contributions.

2.0 RESPONSIBILITIES

2.1 Town Council shall:

- a. Develop a Strategic Plan and identify strategic priorities to Administration for their term.
- b. Council to ensure that budget supports the implementation of the Strategic Plan.

2.2 The Chief Administrative Officer shall:

- a. Ensure that Administration establishes a Corporate Business Plan and that proposed budget aligns with Council's strategic priorities as outlined in the Strategic Plan.
- b. Present the Corporate Business Plan to Council annually for information when the Strategic Plan is brought forward to Council for approval.

3.0 COUNCIL'S STRATEGIC PRIORITIES

3.1 The Town of Strathmore's Council has identified six areas which will receive focus during the Council's term. These priorities are not listed in any particular order of importance or priority; however, were selected based on community feedback provided to Council as well as current service opportunities and challenges from Administration.

For each Strategic Priority, Council outlined the outcome it desires to achieve in the next four years of its term:

- a. **Affordable Living:** Strathmore is an affordable community for residents and businesses enabling access to housing, services, and supports.
- b. **Financial Sustainability:** Strathmore provides predictable and prudent tax rates and user fees that reduce overall Town debt, build financial reserves, maintain existing assets, and plan for sustainable growth.
- c. **Intentional Community Development:** Strathmore creates communities for its residents and with its neighbours and institutional partners, which promotes sustainable and interdependent family friendly spaces.
- d. **Climate Resiliency Including Environmental Stewardship:** Strathmore protects, manages, and enhances its local environment while preparing for future challenges due to climate change.
- e. **Economic Development:** Strathmore is well-positioned to encourage commercial and industrial economic development with a focus on sustainable growth.
- f. **Community Wellness:** Strathmore values Community Wellness focused on the maintenance, protection, and improvement of Services that support optimum lifestyles.

4.0 SERVICE STANDARDS AND EXPECTATIONS

- 4.1 The Strategic Plan establishes Council’s strategic priorities for their four-year term and shall be reviewed by Council on an annual basis.
- 4.2 The Strategic Plan shall be recognized as the primary resource in the development of the Corporate Business Plan, performance metrics and budgets.
- 4.3 The Corporate Business Plan shall be established by the Chief Administrative Officer and shared with Council on an annual basis.
- 4.4 The Chief Administrative Officer shall also identify any additional resourcing requirements that may be necessary to achieve the Corporate Business Plan.
- 4.5 Administration shall provide quarterly updates to Council regarding the progress made towards achieving Council’s strategic priorities.
- 4.6 Council shall review this policy once per term or as changes are made to the Strategic Plan as established by Council.

5.0 LEGAL REFERENCES

5.1 *Municipal Government Act*

Date Reviewed	Next Review Date	Revisions
January 2024	January 2028	

END OF POLICY

APPROVAL



Mayor



Director of Strategic, Administrative
and Financial Services