

CK Plan 2035 Advisory Committee Meeting Minutes

February 27, 2019 - 5:30 to 7:30 p.m.
Room 212, 2nd Floor Civic Centre, Chatham

Attendance: Darrin Canniff ☒ Melissa Harrigan ☒ Joey Cycles ☒
Amy Finn ☒ Stephanie Dries ☒ Robb Nelson ☒
Marjorie Crew ☐

Administrative Support: Don Shropshire ☒ Karen Loney ☒

Community Member: Susan Litwin

MINUTES

1. Call to Order

Call to order was completed at 5:35 p.m.
Declaration of Conflict or Disclosure of Pecuniary Interest (Direct or Indirect) – None.
Confidentiality forms were completed.

2. Recess to Closed Session

It was moved by Amy and 2nd by Robb, that Council move into a Closed Session Meeting of Council pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reasons:
A meeting or part of a meeting may be closed to the public if the subject matter being considered is, personal matters about an identifiable individual, including municipal or local board employees

3. Adjournment of Closed Session

Closed session was adjourned at 5:48 p.m.
Moved by Amy, seconded by Robb – all in favour.

4. Resumption of Open Session

The resumption of Open Session took place at 5:48 p.m.

5. Agenda

Moved by Amy, seconded by Stephanie – all in favour.

6. Minutes

Moved by Joey, seconded by Amy – all in favour.

7. Strategic Thinking

Members were asked to share there research on the concepts of strategic thinking. The following discussion occurred:

- Strategic thinking is not just strategic planning; it ensures that people differentiates out tactics and strategy
- People often get strategy and tactics confused
- Connects long-term thinking with short-term gains through the Vision, Objective, Actions, Results; See Figure #1 below
- How could this committee support/advocate for strategic planning for Council, Administration and/or partners?
 - Use examples of how Council has used strategic thinking/decision making to encourage more; for example approving investments in a saving accounts for an arena, increasing infrastructure for future planning

- Review briefing notes, reports to council templates:
 - Currently staff check what CK Plan focus area aligns with content of the report
 - Can the report be formatted that it aligns with the goal or metric versus the overall direction
 - Help the reader look at the main concerns/trends and how the action will address it
 - Make it an easy connect from actions to goals and measurable items
- Create a summary, one pager/placemat for Council that has promoting questions
- Make decision making criteria explicit
- Break down the plan into the four year planning cycles that supports the 2035 goal
- Ensure the CK Plan 2035 connects to people, is practical, and relevant so people can believe in it
- Measurements:
 - Need to be relevant to the community and see where they can contribute
- The CK Plan committee can encourage the community to challenge Council if decision are being made that do not support the CK Plan.
- The CK Plan is a shared responsibility, shared accountability and important to communicate this along with the metrics to show progress.
- Important to share achievements which helps to inform and then engage

ACTION: Joey and Stephanie to send resources to Karen to share with committee; resources shared below in Figure #1

ACTION: Karen and Don to review past and current process of reports to council to align CK Plan

8. Work Plan

Work plan was reviewed the following items were discussed. The final workplace is shown in Appendix 1

- Focus areas will be discussed based on Council's priorities
- Focus area discussion can be a spot where others are engaged
- Remove the focus areas discussion in March 20th and only focus on metrics
- Add in review Council outcomes from strategy session (April meeting)
- Engagement Strategy
 - Want to have tools to promote the CK Plan, such as 20 things you can do
 - Timing to create engagement strategy is over summer in order to develop process and gives time to connect with other community members
- **Melissa moved that the 2019 work plan be accepted as a living document; moved by Rob, seconded by Amy – all in favour.**

9. Council Strategy Session

An update on the strategy session was provided:

- Dates are being investigated; March 30th or two evenings April 1st and 2nd
- The process for the session would be as follows:
 - Pre-work:
 - In order to achieve success interviews will be done with each Councillor and the Executive Management team for them to share trends and priorities
 - Environmental scan will be pre-populated for the session
 - Session draft:
 - Review of current and future state
 - What is important
 - Prioritization
 - Legacy setting, At the end of your term what will have been accomplished
 - Ensuring success
- Discussed:
 - How the committee can support
 - How to encourage the strategic thinking mindset on-going

10. 2019 Meetings

11. Review of Action items (Kate new item for agenda always)

- Strategic Thinking
 - Joey and Stephanie to send resources to Karen
 - Don and Karen to look board report on what has been done historically and look at options and report back to committee
- Resources
 - Karen to send out the following reports
 - Chatham-Kent Workforce Planning Board 2018/2019 Local Labour Market Planning
 - Health Impacts and Vulnerabilities Related to Climate Change in Chatham-Kent
- Metrics
 - Karen to craft March 20th agenda to focus on a metric discussion
 - ALL to review other community plans for background

12. Adjournment

- Motion to adjourn the meeting; moved by Amy, seconded by Joey.
- The meeting was adjourned at 7:20 p.m.

CK Plan 2035 Advisory Committee of Council 2019 Evergreen work plan

Within the context that Council is responsible to establish and maintain a dynamic strategic plan, the role of the committee is to:

- Identify opportunities to advance the CK Plan 2035
- Advocate for, and support strategic thinking
- Monitor strategic progress
- Promote community awareness of the CK Plan 2035

Date	Items of Focus	Notes
Feb 4 th	<ul style="list-style-type: none"> • Appointment of Chair/Co-Chair • Review of terms of reference • Orientation to new members 	Completed
Feb 27 th	<ul style="list-style-type: none"> • Strategic thinking • Confirmation of work plan • Update on Council Strategy session 	Completed
March 20 th	<ul style="list-style-type: none"> • Review how benchmarking, indicators and targets are used in other communities 	
April 24 th	<ul style="list-style-type: none"> • CK Plan: Economic Prosperity Focus* • Strategize how community planning could be done • Review Council outcomes 	
May 22 nd	<ul style="list-style-type: none"> • CK Plan: Healthy & Safe Community Focus* • Confirm community planning recommendations 	
June 26 th	<ul style="list-style-type: none"> • CK Plan: People and Culture Focus* • Develop engagement strategy (champions) 	Determine what is done as a committee of the whole or work groups that could engage others
Sept 25 th	<ul style="list-style-type: none"> • CK Plan: Environmental Sustainability Focus* • Confirm engagement strategy • Review practices to embed strategic thinking processes for Council and administration 	<ul style="list-style-type: none"> • To have own work plan
Oct 23 rd	<ul style="list-style-type: none"> • CK Plan: Financial Sustainability Focus* • Review emerging trends and if CK Plan should be changed 	
Nov 27 th	<ul style="list-style-type: none"> • CK Plan: Open & Transparent Government* • Year-end review and planning for 2020 	<ul style="list-style-type: none"> • CK Plan: Resiliency Focus* to be in 2020

*Timing of each focus. Focus discussion timing to be determined based on Council's priorities

*To identify purpose, process and who to engage in each discussion

Figure #1

New Leadership for Today's Health Care Professionals

By Louis G. Rubino, Salvador J. Esparza, Yolanda Chassiakos

STRATEGIC THINKING

Strategic thinking: mental process synthesizing and analyzing information to envision the strategies and tactics needed to achieve an ultimate goal.

Strategic planning: is not strategic thinking, used to define tasks and activities that must be accomplished to reach an identified goal.

Strategic management: how we assign authority and responsibility to implement and monitor the activities that must be accomplished to reach the goal.



Elements of Strategic Thinking

1. A systems perspective
2. Mission, vision, values
3. Sense of opportunity
4. Sense of time
5. Connection of cause and effect

Strategy: set of related actions that leadership makes to increase organizations performance in agreed upon goals

Strategic leadership: how leaders guide the organization through strategy process

Strategy formulation: method of developing or selecting a strategy

Strategy implementation: putting the decision into effect

Links for Review

- [Strategy Mapping](#)
- [What is Strategy?](#)
- [Applying the Balance Score Card](#)
- [Having struggles with your Strategy then map it.](#)