

Strategic Priority Advisory Committee

Meeting Minutes

May 23, 2018 - 5:30 to 7:30 p.m.
Room 212 2nd Floor Civic Centre, Chatham

In Attendance: Don Shropshire, Bob Dye, Darrin Canniff, Karen Loney, Amy Wilcox, James Snyder, Charlene Wranich,

Regrets: Carmen McGregor, Brock McGregor, Mark Authier

MINUTES

1. Call to Order

No declaration of conflict or disclosure of pecuniary interest (direct or indirect).

2. Minutes

Motion for approval. February 28th minutes moved by Charlene, 2nd by James – all in favour.

3. Meeting Purpose

To confirm the Strategic Focus of CK Plan 2035 and discuss measuring strategic progress.

4. Approval of the Agenda

Motion for approval. Moved by Charlene, 2nd by James.

5. Report from the Chair

No update.

6. CK Plan 2035

Charlene, Bob and Karen have met twice to focus on Agenda Item 6 and 7.

7. CK Plan 2035

Measuring Strategic Progress

- Reviewed the plans of 7 other municipalities (Sudbury, Regina, Kitchener, Brantford, London)
- Reviewed strategic priorities of other plans
- CK Plan 2035 was in line with the others
- Difference between plans is that CK Plan has priorities and goals under each item but does not showcase how you reach each goal
- Brantford includes language that shows what they are looking for in light of results
- Brantford is a close comparator to CK (they have higher density)
- What is missing in CK Plan is a summary of how we are going to achieve the goals
- Have external indicators but do not have internal measures, what has been done, how far you are and what the goal is
- There are many items that are done but are not coordinated within the plan
- Committee can look at the internal indicators to help determine strategic progress towards the vision
- Example of indicators:
 - Non-violent crime (Health and Safe Community)
 - Would want an indicator that shows what the community and/or MOCK is doing to support this; focus more on a performance indicator
- Important that the information is easy to access and shows the complete picture of what is happening

- Focus of the exercise was to confirm that the CK Plan 2035 is focused and consistent with other municipalities
- Agreed that the Strategic Priorities are complete
- Important to have flexibility within the Strategic Priorities to weigh them to respond to community needs. Currently, CK is just over 5% unemployment and the focus needs to be on People
- CK Plan does not have targets and they need to be achievable and important to be plan.
- KPMG 9% of revenue collected within Municipality
- Overall, the CK Plan is fine but there is a need to drill down on the goals and measurements.

Is there a story?

- Who is the audience?
 - Internal
 - External
- Foundation of the CK Plan is great
- Strategic Priorities are reflective of what is important and none are missing
- There is a need to explain the goals and include performance indicators
- Would be good to simplify, qualify and quantify (is this a role for the SPAC)
- There is not a clear line to tell the story
- We have seen improvement in jobs, health is static, people we needs to be focuses on environment is a new area that needs direction

ACTION: Would like council to state what their legacy is to identify focuses for the next four years. In March/April to host a strategic priority session.

Would like to know the communication strategies based on audience:

- Council
- Internal (employees –to be ambassadors)
- Community Stakeholders
- Citizens

What is the committee's role?

- To ensure that Council's strategic focus is correct
- Administration role is involved in implementation
- Role of SPAC is to measure strategic priorities

ACTION: Share draft annual report

8. Succession Planning

What are the skills needed for this group?

ACTION: To review the skills matrix (Charlene and Karen to connect then connect with Don)

ACTION: All to see who could be members?

9. Work Plan

Review (Attachment B)

May/June; done

To move the success recruitment to May/June

10. 2018 Meetings

Meetings will take place from 5:30 to 7:30 p.m. on the following dates:

- June 27
- September 26
- October 24
- November 28

11. Meeting purpose

Meeting purpose was accomplished.

12. Other Business

None.

13. Adjournment

Next meeting June 27, 2018, 5:30 p.m. to 7:30 p.m. in Room 212 at the Chatham-Kent Civic Centre.