

## TSSR STRATEGIC PLAN 2024-2028 PROCESS OUTLINE AND TIMELINE

\*SP means Strategic Plan

\*Steering Committee is the Economic Development and Community Services Committee

### INTRODUCTION PHASE

TRAGET TIME FRAME	STAGE	ACTION(S)	PERSON(S) RESPONSIBLE	GOAL	RESULT	Status
<b>APRIL 2023</b>	1-Preparation	Review of why a Strategic Plan (SP) is needed, the roles/responsibilities of persons involved.	Deputy Clerk & Steering Committee	Understand roles and responsibilities within the SP process.	Roles assigned and clear.	<b>Completed- April 18</b>
<b>MAY/JUNE 2023</b>	1-Preparation	Steering committee review of the old SP and prior process.	Deputy Clerk & Steering committee	Determination of what has been accomplished through the old SP, what is still viable/could be changed/expanded on.	A short report that outlines the status of TSSR in relation to the old SP and opportunities/ threats discussed. Identify overall <b>broad themes</b> to base community survey/input questions on.	<b>Completed- May 16</b>
		Senior Staff review of the old SP.	Clerk-Administrator & Deputy Clerk			<b>Completed- June 15</b>
	1-Preparation	Develop questions for Council interviews.	Deputy Clerk & Steering committee	Determine the priorities of Council.		<b>Completed- May 16</b>
		Workshop #1-complete council interviews.	Clerk-Administrator & Deputy Clerk			<b>Completed – June 16</b> <b>Report Completed- July 25</b>
	1-Preparation	Develop a Strategic Plan page on the Township website	Deputy Clerk	Provide information to the public.		Informed residents regarding the SP.
<b>July 2023</b>	2-Develop an updated vision and mission statement	Workshop #2- review/develop vision and mission statement.	Deputy Clerk-facilitator & Steering committee	Work together to brainstorm ideas.	Create a complete vision and mission statement for the Strategic plan.	<b>Completed- June 20</b>
						<b>Final Completed- July 20</b>
<b>August 2023</b>	3- Collect and Analyze Information	Collection of statistical information that will be relevant to making informed decisions (financial, various demographics, business information, housing information etc.)	Deputy Clerk & Regional EDO	Provide background information to steering committee.	Use information when appropriate.	<b>Completed- September 8</b>
<b>August 2023</b>	3- Collect and Analyze Information	Review council interviews and develop questions community survey.	Deputy Clerk & Steering committee	Develop questions based on council priorities and identified broad themes.	Creation of clear and concise questions.	<b>Completed- August 15</b>

CONSULTATION PHASE						
TRAGET TIME FRAME	STAGE	ACTION(S)	PERSON(S) RESPONSIBLE	GOAL	RESULT	Status
September 2023	3- Collect and Analyze Information	Finalize Community Survey	Deputy Clerk & Steering committee		Creation of clear and concise questions to encourage participation.	
October 2023	3- Collect and Analyze Information	Launch Community survey- paper and digital (1 month).	Regional EDO & Deputy Clerk	Engage residents to voice their opinions/views.	Determine <b>potential strategic directions, priority areas and specific projects/initiatives</b> (residents' perspectives) that support the identified broad themes.	
	3- Collect and Analyze Information	Conduct smaller meetings with township committees and community groups to go over the survey – see attached proposed list.	Regional EDO & Deputy Clerk	Gain insight from each community group.		
November & December 2023	3- Collect and Analyze Information	Review survey results and determine questions for public meetings.	Deputy Clerk & Steering committee	Create more precise questions on how to address the issues identified from the survey.		
	3- Collect and Analyze Information	Public Meetings (3)- one in each community.	Regional EDO & Deputy Clerk	Get public input regarding questions generated from the survey results.		
January 2024	3- Collect and Analyze Information	Conduct staff consultations	Clerk-Administrator, Department Heads & Deputy Clerk	Gain input from employees regarding questions generated from the survey results.		
	3- Collect and Analyze Information	Compile data	Regional EDO & Deputy Clerk	Compilation of all data received from staff, community groups, public meetings, and the survey.	Comprehensive document outlining all data collected organized into the <b>broad themes and potential strategic directions.</b>	
February 2024	3- Collect and Analyze Information					

PRELIMINARY PLAN PHASE						
TRAGET TIME FRAME	STAGE	ACTION(S)	PERSON(S) RESPONSIBLE	GOAL	RESULT	Status
March 2024	4- develop goals and action plans	Workshop #3- Review consultation findings; generate content of preliminary plan.	Clerk-Administrator , Deputy Clerk, Steering committee & Council	Review data received, identify specific action items. Develop preliminary plan.	<b>Commit to specific initiatives/projects to complete. Outline specific performance measures for each action item.</b>	
FINALIZATION PHASE						
TRAGET TIME FRAME	STAGE	ACTION(S)	PERSON(S) RESPONSIBLE	GOAL	RESULT	Status
April 2024	5-implement and monitor	Circulate preliminary draft of SP to the public/council (2 weeks).	Deputy Clerk	Promote transparency before adoption.	Receive comments from the public regarding potential changes/additions.	
	5-implement and monitor	Develop draft plan and create performance measures.	Regional EDO & Deputy Clerk (prepare draft) Steering committee (discuss)	Discuss any changes from preliminary plan that resulted from public input.	Creation of official draft plan.	
April/ May 2024	5-implement and monitor	Workshop #3- council Review of Draft plan	Clerk-Administrator, Council, Steering Committee & Deputy Clerk	Ensure all concerns have been addressed prior to implementation.	Resent draft plan to Council.	
June 2024	5-implement and monitor	Council adopt Final Strategic Plan	Council	Final Plan	Final Plan	