

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
APRIL 2023	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.	Completed- April 18, 2023
MAY/JUNE 2023	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 broad themes to base community survey/input questions on.	Completed- May 16, 2023
		Senior Staff review of the old SP.	Clerk-Administrator & Deputy Clerk			Completed- June 15, 2023
	1-Preparation	Develop questions for Council interviews.	Deputy Clerk & Steering committee	Determine the priorities of Council.		Completed- May 16, 2023
		Workshop #1-complete council interviews.	Clerk-Administrator & Deputy Clerk			Completed – June 16, 2023
	1-Preparation	Develop a Strategic Plan page on the Township website	Deputy Clerk	Provide information to the public.		Informed residents regarding the SP.
July 2023	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.	Completed- June 20, 2023
						Final Completed-July 20, 2023
August 2023	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.	Completed- September 8, 2023
August 2023	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.	Completed- August 15, 2023

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.	Completed- September 19, 2023
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 potential strategic directions, priority areas and specific projects/initiatives (residents' perspectives) that support the identified broad themes.	Completed- November 3, 2023
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.		Report Completed- January 16, 2024
January 2024	3- Collect and Analyze Information	Public Meetings	Regional EDO & Deputy Clerk	Get public input regarding questions generated from the survey results.		Completed- February 20, 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.		
February 2024	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 broad themes and potential strategic directions . Potential action items may also be identified.	Completed- March 25, 2024

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. Have Council approve draft for public circulation.	Clerk-Administrator, Deputy Clerk, Steering committee & Council	Review data received, identify specific action items. Develop preliminary plan.	Commit to specific directions.	Completed- April 24, 2024
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.	Deputy Clerk	Promote transparency before adoption.	Receive comments from the public regarding potential changes/additions.	
April/ May 2024	5-implement and monitor	Workshop #4- Final review of draft plan	Clerk-Administrator, Council, Steering Committee & Deputy Clerk	Ensure all concerns have been addressed prior to implementation.	Council approval of proposed plan.	
June 2024	5-implement and monitor	Council adopt Final Strategic Plan	Council	Final Plan	Final Plan	