

**TOWNSHIP OF CHISHOLM**  
**STRATEGIC PLANNING COMMITTEE MEETING**

**DATE:** April 11<sup>th</sup>, 2012  
**TIME:** 7:00 P.M.  
**LOCATION:** Council Chambers

**PRESENT:** Deputy Mayor David Hodgins  
Councillors Teresa Miller and Cec Reid  
Members from Public – Don Butterworth and David Dockendorff  
Tara Hamilton, Northern Development Officer, Ministry of  
Northern Development and Mines  
Clerk-Treasurer Linda Ringler

**ABSENT:** Mayor Leo Jobin, and Sheldon Reiche, Municipal Advisor,  
Ministry of Municipal Affairs and Housing, absent with regret  
Councillor Micheline Mamone absent on authorized leave

**1. CALL TO ORDER**

Deputy Mayor David Hodgins called the meeting to order at 7:10 p.m.

**2. APPROVAL OF AGENDA**

**Resolution 2012-07 (SPC)**

Don Butterworth – David Dockendorff: Be it resolved that the agenda be accepted as presented. **‘Carried’**

**3. APPROVAL OF MINUTES**

**Resolution 2012-08 (SPC)**

David Dockendorff – Don Butterworth: Be it resolved that the minutes of the March 22<sup>nd</sup>, 2012 Strategic Planning Committee meeting be adopted as printed and circulated. **‘Carried’**

At this time, Deputy Mayor David Hodgins turned the meeting over to Ms. Hamilton for handling.

#### **4. STRATEGIC PLANNING - STEP 1. PLANNING TO PLAN**

Ms. Hamilton reviewed, with the Committee, a slide presentation entitled “*Strategic Planning - Step 1. Planning to Plan*”, which outlined the initial steps in Strategic Planning, including finding and recruiting members of the team, key and resource considerations, and end-to end steps.

As a result of the above-noted presentation, timelines for the Strategic Planning process were established by the Committee as follows:

April 15

May 1 – Planning Committee meeting – review of situational assessments and plan for the workshop

May 15 – Vision/Missions/Values Workshop

June 1 – Plan design workshop

June 15 – Development of action plans and project plans

July 1

July 15

August 1

August 15 – Newsletter announcement and link to web page

September 1 – Draft plan and public meeting

September 15

September 30 – Final community presentation (slide deck) – open house/public meeting, web site

The Committee agreed that it would need information as to why the township is developing a Strategic Plan for distribution to the public, and Ms. Hamilton offered to provide some information in this regard.

Ms. Hamilton provided the name of a contact to staff, willing to provide strategies for engaging the Amish population in strategic planning, if the Committee felt there was a need for this type of information.

#### **5 STRATEGIC PLANNING - STEP 3. VISION, MISSION, VALUES**

Ms. Hamilton reviewed with the Committee, a slide presentation entitled “*Strategic Planning - Step 3, Vision, Mission, Values*”, which provided information with respect to the preparation of Vision and Mission Statements, and Community Values.

**6 VISION AND MISSION STATEMENTS**

Sample Vision and Mission Statements were distributed by staff to the Committee, along with the Township’s existing Mission Statements for Council, Administrative Dept., Public Works Dept., and Fire Dept.

**7 NEXT AGENDA**

The next agenda will focus on the preparation of vision and mission statements for the township, and discussion with respect to community participation. Ms. Hamilton will send a revised vision, mission information package to staff for distribution to the committee members. Members were also asked to spend some time, between now and the next meeting, to review the information and prepare vision and mission statements for discussion at the next meeting.

**8 ADJOURNMENT**

**Resolution 2012-09 (SPC)**

Cec Reid – Teresa Miller: Be it resolved that we do now adjourn to meet again on Thursday, April 26<sup>th</sup> at 7:00 p.m., or at the call of the Chair.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk-Treasurer