

Standing Committee on Strategic Priorities

Terms of Reference

Purpose

A standing committee to make recommendations to Council related to establish, monitor and evaluate progress on Council's strategic priorities.

Policy

BC Community Charter:

- 141(1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be council members.
 - (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

Membership

- Mayor (Chair)
- Town Councillors (all)
- CAO
- Senior staff members as required

Meetings

Members will respect the following rules of meeting conduct:

- Promise of informality. Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved; and
- Promise to stay on track and on topic.

Objectives

1. Collaboratively design the strategic priority setting process to meet the needs of Council, including recommending the selection of a facilitator and venue.
2. Ensure the strategic priority setting process is completed, including relative prioritization, an accountability framework, and target timelines including milestones.
3. Once priorities have been adopted by Council, the Committee will meet quarterly to:
 - a. Review and evaluate progress on strategic priorities, using an agreed upon framework,
 - b. Discuss emerging new priorities in light of organizational capacity, and
 - c. Recommend to Council any adjustments deemed necessary.
4. Initiate other processes related to strategic priorities as deemed necessary, and consider any matters referred to it by Town Council.

Procedure

- Meeting schedule to be set annually
- Meeting agendas to be established collaboratively by the Chair and Chief Administrative Officer and approved by the Chair prior to publication
- Other meeting procedures to follow Council Procedures Bylaw

Minutes

The Town of Smithers staff will prepare the minutes of all committee meetings. The minutes shall be made available to the public, committee members and Council.

Meeting Facilitator

The Chair shall preside at all meetings of the committee, maintain order, and ensure that rules of the committee are followed. The members of the committee in the event of an absence will select an alternate Chair.