

| <b>Manitoulin-Sudbury District Services Board<br/>POLICY &amp; PROCEDURES MANUAL</b> |                              |
|--|------------------------------|
| Section: B. General Administration   | Effective Date: July 1, 2010 |
| Topic: 2. Governance   | Replaces: January 27, 2009   |
| Subject: 2.15. Strategic Planning Committee  |                              |
| Policy No. B.2.15.   | Page 1 of 2                  |

## Terms of Reference

### 1. COMPOSITION OF THE COMMITTEE

The Strategic Planning Committee (the "Committee") is created by and responsible to the Board of the Manitoulin-Sudbury DSB.

The Strategic Planning Committee shall be comprised of Board members and be elected by the Board of Directors of the Manitoulin-Sudbury DSB. The number of directors on the Strategic Planning Committee shall change from time to time. Effective January 1, 2009 there shall be four (4) members of the Committee plus the Board Chair who shall sit as an ex-officio member. The quorum at a meeting shall be three (3) members.

### 2. MANDATE OF THE COMMITTEE

The Committee shall be struck to recommend to the Board how it should proceed to address the recommendations in the Strategic Plan. Committee shall also consider any other matter delegated to the Committee by the Board.

### 3. TERMS OF REFERENCE

The duties and responsibilities of the Committee shall include the following:

- Review recommendations within the Strategic Plan and set priorities as to which recommendations will be implemented.
- Oversee the implementation of Strategic Plan recommendations
- As required during the year, and at the discretion of the Chair of the Committee, the Committee shall report to the Board of Directors with respect to the above-mentioned activities during the year with such recommendations as are deemed desirable in the circumstances.

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#### **4. ORGANIZATION AND PROCEDURES**

- The committee will meet from time to time at the call of the Chair.
- The Chair of the Board and the Chair of the Committee shall, in consultation with the Chief Administrative Officer set the agenda, which shall then be circulated among the Committee members.
- The Executive Assistant to the CAO shall act as secretary of the Committee.

#### **5. REPORTING TO THE BOARD**

The Chair of the Committee shall provide an oral report to the Board with respect to its activities, discussions and recommendations.