

**STRATEGIC PLANNING COMMITTEE MEETING
ON-LINE TELECONFERENCE
MEETING MINUTES
Thursday, September 17, 2020
1:00 p.m.**

MEMBERS PRESENT: K. Kawall (Chair)
S. Beattie
R. Brady
D. Bylsma
J. Hellinga
D. Huson
B. Johnson (departed 1:36 p.m.)
W. Rapley (attended at 1:31 p.m.)
E. Smith
M. Woodhouse
B. Wright

MEMBERS ABSENT: B. Mackenzie

STAFF PRESENT: C. Sharma, C.A.O. / Secretary – Treasurer
G. Bivol, Executive Co-ordinator to the C.A.O. / Board
R. Bisson, Manager, Communications and Public Relations
N. Green, Project Manager
G. Shaule, Administrative Assistant

The Chair called the meeting to order at 1:05 p.m..

1. APPROVAL OF AGENDA

Recommendation No. SPC-08-2020

Moved by Member Huson

Seconded by Member Woodhouse

THAT the Strategic Planning Committee Meeting agenda dated Thursday, September 17, 2020 **BE APPROVED** as presented.

CARRIED

2. DECLARATIONS OF CONFLICT OF INTEREST

None declared.

3. APPROVAL OF MINUTES

a) Minutes of the NPCA Strategic Planning Committee meeting dated July 23, 2020

Recommendation No. SPC-09-2020

Moved by Member Bylsma

Seconded by Member Wright

THAT the Minutes of the NPCA Strategic Planning Committee meeting dated July 23, 2020 **BE APPROVED**.

CARRIED

4. CORRESPONDENCE

None.

5. DELEGATIONS

None.

6. PRESENTATIONS

None.

7. CONSENT ITEMS

None.

8. DISCUSSION ITEMS

a) Motion to Ratify the Appointment of Chair and Vice Chair of the Strategic Planning

Recommendation No. SPC-10-2020

Moved by Member Woodhouse

Seconded by Member Smith

WHEREAS the Members of the Strategic Planning Committee did, on July 23, 2020 undertake to vote electronically on the appointment of a Chair and Vice Chair of the Committee from amongst its membership;

NOW THEREFORE, IN ACCORDANCE WITH THE RESULTS OF THE POLLING, BE IT HEREBY RESOLVED:

1. **THAT** Ken Kawall **BE APPOINTED** as Chair of the Strategic Planning Committee.
2. **AND THAT** Diana Huson **BE APPOINTED** as Vice Chair of the Strategic Planning Committee.

CARRIED

b) Motion Establishing a 2020 Strategic Planning Committee Meeting Calendar

Recommendation No. SPC-11-2020

Moved by Member Smith

Seconded by Member Hellinga

THAT the 2020 Strategic Planning Committee Meeting Calendar **BE APPROVED** as presented.

CARRIED

- c) Report No. SPC-02-20 RE: Strategic Planning Update #1 - C. Sharma, C.A.O. / Secretary – Treasurer spoke and N. Green, Project Manager presented via PowerPoint. Discussion ensued.

Recommendation No. SPC-12-2020

Moved by Member Huson

Seconded by Member Bylsma

1. **THAT** Report No. SPC-02-20 RE: Strategic Planning Update and associated staff presentation **BE RECEIVED**.
2. **THAT** the Strategic Planning budget attached as Appendix 1 to Report No. SP-02-20 **BE RECEIVED**.
3. **THAT** the Scope of Work for procurement of a facilitator/consultant to support the strategic planning process attached as Appendix 2 to Report No. SP-02-20 **BE RECEIVED** for input by the committee.
4. **AND FURTHER THAT** the draft Communication and Engagement Plan: Strategic Planning attached as Appendix 3 to Report No. SP-02-20 **BE RECEIVED** for input.

CARRIED

9. NEW BUSINESS

None.

10. ADJOURNMENT

Recommendation No. SPC-13-2020

Moved by Member Huson

Seconded by Member Bylsma

THAT the Strategic Planning Committee meeting of September 17, 2020 **BE** hereby **ADJOURNED** at 2:04 p.m..

CARRIED

K. Kwall
Committee Chair

C. Sharma, MCIP, RPP
Chief Administrative Officer / Secretary
- Treasurer