

TITLE: BUSINESS PLANNING

EFFECTIVE: 08/18/1997

1.0 PURPOSE

The Town of Irricana recognizes that a Strategic Plan is an important element in guiding the actions and decisions of council and staff. The Strategic Plan will build on the Town's common vision, including previous plans and strategies, and chart the course for the Town's successful progression into the future.

Vision Statement

Irricana is a quiet, friendly, clean and family-oriented community that values the qualities of a small town and its safe living environment. Within the next five years the Town of Irricana will make a difference by preserving its rural character, protecting its natural resources, recognizing the economic needs of the area, and respecting the community's intentions. The Town will also strive for growth and continuous improvement, to become a premier and sought after destination for families.

2.0 POLICY STATEMENT

The Town of Irricana recognizes the value and importance of a defined plan for the immediate and distant future of the Town.

3.0 OBJECTIVES

1. To provide a basis for a long range Strategic Plan.
2. To provide Council an opportunity to specifically identify areas which it feels are a priority for the Town.
3. To provide staff with specific guidelines in the annual budgeting process.
4. To provide staff and Council with guidelines in decisions relating to the allocation of resources in the achievement of the goals as set out each year.
5. To provide indicators to Council towards changes in program and service requirements.
6. To set specific dates, before the first week in February and before the first week in October, for strategic planning.

4.0 RESPONSIBILITIES

1. Municipal Council Responsibilities:
 - Meet in a retreat format with the Chief Administrative Officer and key staff members to prioritize and review mission, vision, goals and objectives.
 - Create and prioritize the goals and objectives, both operational and capital, for the next 5 years.

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- Prioritize and review the list of goals in a fall retreat session prior to budget setting.

2. Chief Administrative Officer's Responsibilities:

- Encourage and assist staff to utilize the Strategic Plan in the planning of the upcoming budget and the carrying out of regular duties.
- Direct staffing requirements towards the accomplishment of the objectives as set out in the Strategic Plan.
- Maintain a record to determine the extent of the goals and objectives actually achieved.
- Provide Council with regular progress updates.
- Provide an analysis at year end of the goals set out versus actual results for the year and an indication as to the over or under achievement.

3. Municipal Staff:

- Ensure he/she works towards the accomplishment of the objectives set out in the Strategic Plan.
- Provide assistance in the preparation of the Strategic Plan.

MAYOR: _____

MOTION: 30:13

CHIEF ADMIN. OFFICER: _____

DATE: February 4, 2013

REVISIONS: #458:02 Nov. 4, 2002