

AGENDA FOR THE MEETING OF THE STRATEGIC PLANNING STEERING COMMITTEE
TO BE HELD IN THE CITY HALL BOARD ROOM
ON FRIDAY, 2012-FEB-03, COMMENCING AT 9:00 A.M.

1. **CALL THE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Meeting of the Strategic Planning Steering Committee *Pg. 1-2*
held in the City Hall Board Room on Monday, 2012-JAN-16 at 8:30 a.m.

5. **OTHER BUSINESS:**

6. **QUESTIONS:**

7. **PROCEDURAL MOTION:**

That the following meeting be closed in order to deal with the following matters under the *Community Charter* Section 90(1):

- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

8. **ADJOURNMENT:**

MINUTES OF THE STRATEGIC PLANNING STEERING COMMITTEE MEETING
HELD IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET
ON MONDAY, 2012-JAN-16 AT 8:30 A.M.

PRESENT: Councillor J. A. Kipp, Chair
Councillor G. E. Greves
Councillor D. K. Johnstone

Staff: A. C. Kenning, City Manager
T. L. Hartley, Director of Human Resources and Organizational Planning

Others: Ken Balmer, Rethink (West) Inc. (arrived 8:45 a.m., vacated 9:50 a.m.)
Brenda Clarke, Rethink (West) Inc. (arrived 8:45 a.m., vacated 9:50 a.m.)

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

2. APPOINTMENT OF CHAIR

Councillor Jim Kipp was elected to serve as Chair of the Strategic Planning Steering Committee.

3. REQUEST FOR PROPOSALS (RFP) – STRATEGIC PLANNING PROCESS PROPOSALS

Ms. T. L. Hartley, Director of Human Resources and Organizational Planning, provided an overview of the RFP scoring criteria, a hand-out of the scores for each of the 15 proponents, and background information on Rethink (West) Inc.

Mr. Ken Balmer and Ms. Brenda Clarke of Rethink (West) Inc. entered the Board Room at 8:45 a.m.

Ken Balmer provided a presentation on the two options for a strategic planning process that were laid out in their proposal, outlined some of the considerations for determining the best process and responded to questions regarding their proposal.

Mr. Balmer and Ms. Clarke vacated the Board Room at 9:50 a.m.

It was moved and seconded that the Strategic Planning Steering Committee recommend that Council:

- (a) award the RFP for the provision of strategic planning consultant services to Rethink (West) Incorporated; and
- (b) approve the use of the “enhanced” process for strategic planning.

The motion carried unanimously.

4. ADJOURNMENT

It was moved and seconded at 10:15 a.m. that the meeting terminate. The motion carried unanimously.

APPROVED:

CHAIR

FOR ADOPTION