



Strategic Planning Committee Terms of Reference

1. Legislative Reference / Authority

Community Safety and Policing Act, 2019, Sections 39 and 42:

- S.39 - Police Service Board Duties and Powers: Strategic Plan
- S.42 – Administration and Finances: Delegation

2. Membership and Committee Procedures

- a. The Strategic Planning Committee shall be comprised of 3 members appointed by the Board.
- b. The Board Chair shall be an ex-officio voting member of the Strategic Planning Committee.
- c. The Strategic Planning Committee Chair shall be elected at the Committee's first meeting of the year.
- d. Support for the Strategic Planning Committee will be provided by the Executive Director.
- e. The Strategic Planning Committee shall operate in a manner consistent with the provisions of the Board's Procedural By-law.
- f. The Strategic Planning Committee shall meet at the call of the Committee Chair, and the Chair will do their best to accommodate member schedules when calling meetings.
- g. The Executive Director shall consult with the Committee Chair on the development of agendas, be responsible for preparing and distributing agenda packages and maintaining records of meetings.

3. Mandate

The mandate of the Strategic Planning Committee is to ensure the Board meets its responsibilities as described in the *Community Safety and Policing Act, 2019* and its regulations, respecting reviewing and revising its Strategic Plan.

Date approved: February 19, 2026

Date revised:

The Strategic Planning Committee shall:

- a. Work in collaboration with the Chief of Police to coordinate and develop the review and revision of the Board's Strategic Plan;
- b. Prepare and adopt a Strategic Plan for the provision of policing

4. Reporting

The Strategic Planning Committee Chair shall provide a report to the Board following each of its meetings.

5. Accountability

The Executive Director shall keep a record of the Strategic Planning Committee's meetings and the records shall be available to all Board members and the public, unless confidential.