



**Strategic Planning 2021 - 2024
Proposed Steps**

**PRAMP Board Meeting Item #5
January 20, 2021**

Background

At the November 25, 2020 Board meeting, Directors requested that staff prepare for a strategic planning process early in 2021.

Decision Requested

The Board is asked to review and if desired, amend or approve the process that staff has outlined below.

Proposed Steps

January 20	Board decides on Strategic Planning process
February	<p>Staff Engage Stakeholders (municipalities, industry, Indigenous organizations, community)</p> <ol style="list-style-type: none"> 1. Send letter to CAOs or other contacts. Include highlights from past year including boundary expansion, Purple Air network, outreach work. Also include information about seeking new location for AQHI station along with process for site selection. 2. Arrange telephone or on-line meetings with stakeholders to seek input on PRAMP strategic direction and on the AQHI station location. 3. Develop an on-line survey about the AQHI station that could be posted on the PRAMP website and shared on Facebook and Twitter. 4. Compile input (without attributing comments to individual organizations) and share with PRAMP Committee. <p>Staff and Working Groups – Look Back</p> <ol style="list-style-type: none"> 1. Staff, the Technical Working Group and the Communications Working Group will consider: <ul style="list-style-type: none"> • What did we accomplish? • How well did we do it? 2. Compile input and share with PRAMP Committee.
March	<p>PRAMP Committee Meeting #1 (2 hours via Zoom) – Look Back</p> <ul style="list-style-type: none"> • Review and add to staff and Working Groups’ input on what did we accomplish and how well did we do it? • Contractor Performance Reviews <p>PRAMP Committee Meeting #2 (2 hours via Zoom) – Look Ahead</p>



	<ul style="list-style-type: none"> • Review and update PRAMP Vision, Mission, Goals and Objectives • Update PRAMP Terms of Reference
March	<p>Staff and Working Groups – Look Ahead</p> <ol style="list-style-type: none"> 1. Using information from PRAMP Committee Meetings #1 and #2, PRAMP staff, the Technical Working Group and the Communications Working Group will consider: <ul style="list-style-type: none"> • What could we accomplish over the next 2 years? • How will we measure success? 2. Compile input and share with PRAMP Committee.
March/April	<p>PRAMP Committee Meeting #3 (2 hours via Zoom) – Business Planning</p> <ul style="list-style-type: none"> • Shape 2-year Business Plan
April	<p>Staff and Working Groups – Business Planning</p> <ul style="list-style-type: none"> • Prepare draft Strategic Plan and 2-year Business Plan and share with PRAMP Board
April/May	<p>PRAMP Board of Directors</p> <ul style="list-style-type: none"> • Review and approve Strategic Plan and Business Plan



**PRAMP Board Annual Work Plan
Draft for Discussion
January 20, 2021**

Board Responsibilities	Winter	Spring	Summer	Fall
Strategic Planning • Review Mission, Vision, Goals	Feb/Mar/Apr			
Financial Planning • Review and approve work plans and budgets				Dec/Jan
Governance • Review and update policies, bylaws			June	
Performance Assessment • Organization • ED • Board/Directors		March		

Proposed Meeting Schedule for 2021

Board Meeting	Key Topics	Approach
January 20	- Confirm Board Work Plan Schedule - Approve process for Strategic Planning	Zoom
March	- Performance Assessment - Strategic Planning (including review of PRAMP Terms of Reference)	Zoom
April	- Confirm Strategic Plan	Zoom
May/June	- Policy Review	Zoom
September		TBD
October		TBD
December	- Financial Planning	TBD