



# Project Memo

Date: 08/08/2019

Temagami Strategic Plan – Project 19-053

From – Robert Manseau – Project Lead

To: - Dan Omara, Craig Davidson & the project Steering Committee

Cc: Alan Spacek, Murray Morello

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To all:

Please find enclosed the project initiation meeting notice for Wednesday, August 14<sup>th</sup>, 2019.

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## STEERING COMMITTEE NOTICE

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### Meeting location and time

**Date:** Wednesday August, 14, 2019

**Time:** 4:00pm

**Location:** Temagami Shores

**Particulars:** Dinner will be served; Meeting duration is approximately 3 to 3.5 hours inclusive of dinner.

## Meeting Agenda

- Greetings and Introductions
- Review Steering Committee framework
- Identification of Project stressors
- Identification of literature review requirements and its core list of documents
- Review of Strategic Plan priorities
- Review Project Methodology
- Assignment of key dates and obligations

## Project Objectives

Further to the accepted proposal three (3) individual yet interrelated objectives are required, they are:

1. Consultations with all key voices in economic development and comprehensive reviews of the Municipality's planning documents to better understand their baseline goal, objectives, and existing economic situation;
2. The development of a Key Findings document that summarizes critical information that will be utilized within the Strategic Plan; and
3. The development of a holistic Strategic Plan.

## Meeting Objectives

- Define the role of the steering committee;
- Review Project objectives and provide context under which the project will be undertaken;
- Secure guidance for public consultation process.

<b>Task</b>	<b>Task Description:</b>
1	Initiation Meeting with the Municipality of Temagami
	Council
	Key Staff
	Stakeholders
	Review Proposed Work Plan
2	Literature Review
	Municipal Planning Documents
	Official Plan
	Asset Plan
	Others (as identified by Council)
	Previous Strategic Plans
	Any Pre-Generated Relevant Municipal Documentation
	Industry Related Material (Relevant to Temagami)
	Tourism
	Forestry
	Mining
	Others (as identified by Council)
3	Regional 360 Analysis
	Federal
	Provincial
	Regional
	Neighboring Agencies
4	Council Planning Session
	Vision
	Goals
	Objectives
	Ambitions
	Capacity/Capabilities
5	Community Consultation
	Community Survey, Public Planning Session, & Identified Key Regional Stakeholders
	Vision

	Goals
	Objectives
	Ideas/Concepts
	Perceived Limitations
6	Deliverable 1 - Key Findings
	Draft Document
	Review Document
	Final Draft and Submission
7	Strategic Plan Pillars
	SWOT Analysis
	PESTEL Analysis
	Identify Strategic Pillars
	Define Strategic Pillars
8	Project and Initiative Compilation
	Identify Potential Project's & Initiatives
	Filter Potential Project's & Initiatives (Based on Strategic Pillars)
	Filter Potential Project's & Initiatives (Based on Viability for Implementation/Budget)
	Develop Comprehensive List of Project's & Initiatives
9	Needs and Gaps Analysis
	Identify Existing Capacity & Capabilities
	Human Resources
	Budget
	Assets
	Resources
	Funding Support
	Comparison w/ Project and Initiative Compilation
	Identify Required Capacity & Capabilities
	Identify/Define Needs
	Outline Gaps
10	Action Items Definition - Action Plan

	Identify Key Actionable Items
	Identify Potential Mitigation Strategies
	Prioritize Actionable Items
	Determine Critical Path
	Determine Implementation Milestones
11	Implementation and Framework
	Draft Implementation Plan
	Who, what, when, & how.
	Identify Realized Goals & Objectives
12	Deliverable 2 - Report Preparation and Packaging
	Draft Documentation
	Executive Summary
	Message from Mayor and Council
	Vision Statement, Common Values, Goals & Objectives
	Strategic Pillars
	Needs & Gaps
	Individual Strategies and Objectives
	Implementation Plan
	Final Draft and Submission
	Changes (if required)
13	Strategic Plan Presentation
	If Requested