

Policy Type:	Governance	Policy Number:	GOV-02
Policy Title:	Planning	Initial Policy Approval Date:	Nov 2021
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		Year of Next Review:	2025

The board shall maintain an effective planning process for the organization in order to fulfill its mandate. OV-CAOS embeds planning, community analysis and consultation into all its ongoing programming. This policy establishes a formal planning process.

1. The planning process ensures that:
 - a) the vision of the board is realized
 - b) the organization is able to respond to changing needs and trends in the community
 - c) programs/services available elsewhere in the community are not unnecessarily duplicated
 - d) funds are responsibly expended in a deliberate and accountable manner
 - e) continuity of service is maintained regardless of personnel changes in the board or employees

2. To this end, the board shall:
 - a) in the second year of its term, develop a formal planning document that includes the mission and vision statements, and priorities

 - b) develop a cycle for reviewing and assessing:
 - i. needs in the community served by the organization
 - ii. the services of the organization in light of member and community feedback
 - iii. the priorities of the membership
 - iv. current board strategic planning documents: mission statement, goals and objectives

 - c) report to the community on the organization's progress in fulfilling its plan by means of:
 - i. distribution of an annual report
 - ii. presentations to service groups, community organizations and municipal councils

 - d) ensure public information and communication about the planning process and the plan are accessible to persons with disabilities.

GOV-05 – Planning (continued)

3. Reviewing and assessing the organization's current environment will be addressed through a situational analysis that may include:
 - a) **Community analysis** - A range of community-related information with possible implications for programs, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of service.
 - b) **Consultation with members** - Members are consulted regularly concerning programs and services (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.). OV-CAOS ensures that the invitation to comment and the feedback process are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communications supports, upon request.

Related Documents:

OV-CAOS. *FN 01 – Mission Statement*

OV-CAOS. *FN 02 – Vision Statement*

OV-CAOS. *OP 05 – Accessibility at Events/Programs*