

Terms of Reference

STRATEGIC PLANNING COMMITTEE

Purpose

The Strategic Planning Committee is an advisory committee to the Board of Directors that assists the Board in setting and maintaining the strategic direction of the Perley Rideau.

Composition and Meetings

The Strategic Planning Committee shall consist of a Chairman and at least three (3) other Directors. In addition, the Perley and Rideau Veterans' Health Centre Foundation may be invited to provide one of its Board of Directors to sit on the committee. The Committee shall meet at least three times a year.

Committee Responsibilities and Functions

The **main responsibilities and functions** of the Strategic Planning Committee are to:

1. Maintain an environmental watch with a view to identifying emerging trends, risks and opportunities in the delivery of long-term care and for support for the frail and elderly that may affect the strategic direction of the Perley Rideau.
2. Oversee the development of the Perley Rideau's vision, mission statement, core values, and operating philosophy.
3. Oversee the development of a Strategic Plan to cover at least the next five-year planning period including:
 - a. The Perley Rideau strategic directions and key strategies for fulfilling its mission over the planning period; and
 - b. Confirming the establishment of measurable goals and objectives to assess progress in fulfilling those strategic directions.
4. Develop an annual Strategic Assessment by:
 - a. Reviewing significant changes in the operating environment, identifying new risks and opportunities;
 - b. Evaluating the Health Centre's progress in fulfilling its strategic goals and objectives;
 - c. Evaluating the suitability of the current strategic directions in view of evolving circumstances;
 - d. Recommending any necessary changes in strategic direction or strategies.

- e. Preparing the Board's Strategic Assessment for presentation to the Annual Meeting of the Corporation.
5. Provide the Executive Committee with:
 - a. Annually, the corporate objectives it proposes to focus on; and
 - b. An annual report assessing the progress of the Strategic Planning Committee, including the results of its strategic assessment.
 6. Make recommendations to the Board with respect to any of the above matters and carry out any other duties assigned to it by the Board.

Approved by the Board of Directors on the 05th day of March, 2009

Chair of the Board