

**VILLAGE OF INNISFREE
POLICY**

EFFECTIVE DATE	REVISED DATE	RESOLUTION #	POLICY NUMBER
August 21, 2018		2018-08-21/17	1100-07

TITLE: STRATEGIC FRAMEWORK GUIDELINE

PURPOSE OF THIS POLICY:

To establish a strategic framework that supports the municipality so it can achieve long-term viability.

This policy refers to the entire organization, its elected officials, appointed officers, employees, and volunteers.

POLICY STATEMENT:

The Village believes it is critical to the long-term viability of the community to pursue opportunities that propel it forward. To achieve this, the Village shall maintain a culture that is everlasting where everyone understands what is important. The Village will ensure decisions are made in a consistent manner.

DEFINITIONS:

- CAO means the Chief Administrative Officer.
- COUNCIL means the elected body of the Village.
- EMPLOYEE means any person(s) employed by the Village.
- GUIDING PRINCIPLES means the values of the Village.
- STRATEGIC FRAMEWORK includes the Village’s mission, guiding principles, vision, strategy, goals and objectives.
- VILLAGE means the Village of Innisfree.
- VOLUNTEERS means any person(s) that holds a volunteer position appointed by the Village.

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RESPONSIBILITIES

1. Council shall:
 - a. Refer to the mission, guiding principles, and vision when making decisions, planning for the future, or considering projects that affect the Village.
 - b. Make decisions that align with, and support the Village's mission, guiding principles, and vision.
 - c. Hold the CAO and each other accountable for acting in accordance with this policy.
 - d. Regularly measure the outcome of the use of its mission, guiding principles, and vision when making decisions that impact the Village.
 - e. Set operational priorities that support the Village's vision.
 - f. Review the policy on an annual basis.
 - g. Communicate the purpose and use of the Village's mission, guiding principles, and vision when actively on duty.
 - h. Commit time and resources to the modernization of operational policies and procedures that support the Village's mission, guiding principles, and vision.

2. The CAO shall:
 - a. Refer to the mission, guiding principles, and vision when making decisions, planning for the future, or considering projects that affect the Village.
 - b. Make decisions that align with and support the Village's mission, guiding principles, and vision.
 - c. Educate council on the use of the mission, guiding principles, and values.
 - d. Educate employees and volunteers on the use of the mission, guiding principles, and values.
 - e. Hold the council, employees, and volunteers accountable for acting in accordance with this policy.
 - f. Communicate the purpose and use of the Village's mission, guiding principles, and vision when actively on duty.
 - g. Set operational priorities that support the Village's vision.
 - h. Modernize work practices and policies to support the Village's strategic framework.
 - i. Commit time and resources to the modernization of operational policies and procedures that support the Village's mission, guiding principles, and vision.

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POLICY

The Village shall maintain one (1) mission statement. The statement shall be incorporated into all planning documents. The mission statement will be used to guide the municipality as it makes decisions for the betterment of the community.

The Village shall maintain a minimum of three (3) and a maximum of eight (8) guiding principles. Guiding principles shall be a core operating process.

Guiding principles are critical for long-term consistency and shall be reviewed annually to ensure their validity.

The Village shall maintain one (1) vision statement. The statement shall be incorporated into all planning documents. The vision statement will be used to guide the municipality as it makes decisions for the betterment of the community.

The vision of the community shall be actively communicated and promoted by the council, CAO, and Village employees.

The Village shall maintain strategic policies that contribute to the vision of the community. All planning policies must have clear goals and objectives.

Strategic Planning Framework



MISSION

"Innisfree, a progressive community supported by local partnerships – committed to better living."

GUIDING PRINCIPLES

1. TRUST is our mutual goal.
2. EFFICIENCY is the best use of our resources.

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3. COLLABORATION is working together for a common goal.
4. INTEGRITY is acting with honesty

VISION

“Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles.”

REVIEW

1. This policy shall be reviewed by September 1 annually

SUPPORTING POLICIES

1. Strategic Plan (to be developed)
2. Communication Policy (to be developed)
3. Municipal Development Plan (in progress)

Mayor

Chief Administrative Officer