



Policy Code – Version: G16 – V1	
Policy Name: Strategic Planning	
Approved by motion of Board on	18/06/2012
Cross Reference G17 - Key Performance Indicators	
Related Forms	

Policy Statement

1. The Ottawa Student Transportation Authority Board of Directors, shall, in consultation with its key Member Board partners, create and adopt a multi-year strategic plan to guide the organization's activities.
2. Ottawa Student Transportation Authority Board of Directors shall, on an annual basis, review the strategic plan to assess its effectiveness and will make amendments to the plan, as required.
3. The Strategic Plan shall define the organization's Mission, Vision, Objectives and Goals
4. The Strategic Plan guides all other Operational Plans which are developed in support of Strategic Objectives and Goals within specified timelines.
5. The General Manager/CAO shall prepare annual Operational Plans with specified timelines according to Board approved policies, procedures and other directions.
6. It is the General Manager/CAO's responsibility to report the status of organizational activities as they relate to the Strategic Plan back to the OSTA Board of Directors on a regular basis.
7. The Ottawa Student Transportation Authority shall post its updated Strategic Plan on its website and will make status updates of the plan available to the public through its Board Minutes and/or reports to its Member Boards.

Procedure

1. On an annual basis, the General Manager will review the strategic plan and operational plan to ensure mission, vision, goals and measures continue to be in alignment with objectives at both Member School Boards.
2. At least one year prior to the end of the Strategic Plan period, the General Manager will arrange a strategic planning meeting including key stakeholders including (but not limited to): OSTA senior staff, OCDSB senior staff, OCSB senior staff, OSTA Board of Directors.
3. The strategic plan will include the following items:
 - a. Mission Statement
 - b. Vision Statement
 - c. Objectives, Goals and Measures
 - d. Operational Plan
 - e. Defined timelines
4. The General Manager will ensure that OSTA's strategic plan is communicated to the public and to key stakeholders through the website, reports and/or hardcopy distribution.