

Organizational Planning

Purpose *To have a process in place for overall organizational planning.*

Policy Statement *ASC will have an overall organizational planning process that is driven by the Board of Directors, aligned with the Vision, Mission and Principles and will include:*

- *Determination of the process for gathering information from relevant stakeholders*
- *Review of internal and external factors, challenges and opportunities in relation to determination of organizational priorities*
- *Development of a written Organizational Strategic Plan for a specified timeline*
- *A plan for implementation of the Organizational Strategic Plan*
- *An identified monitoring and review process*

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		R	Jan 31/08	R	Nov 2/12	R/R	July 26/18

Organizational Planning

Information Gathering

Together with the Executive Director, the Board will determine the stakeholders to gather information from which may include, but not be limited to:

- Persons receiving ASC services
- Parents/Guardians/Families of persons receiving ASC Services
- Employees of ASC
- Funders
- Provincial organizations to which ASC is a member
- Community members

Together with the Executive Director, the Board will determine the process to be used to gather the information which may include but not be limited to:

- Targeted Focus groups
- Surveys
- Direct participation in strategic planning events
- One on one conversations
- Written submissions

Additional information to be considered in review processes may include but not be limited to:

- Annual area outcome evaluations
- Employee exit interview information
- Recommendations/suggestions from standards compliance processes
- Recommendations from Handling of Concerns processes

External Information to be reviewed may also include but not be limited to:

- Changes in applicable legislation
- Changes in provincial program policies
- Changes in contractual agreement processes
- Economic and/or political environment
- Community Demographics

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Review of information gathered and determination of priorities

The Board will determine the process for disseminating information gathered. Further the Board will determine who will be involved in determining organizational priorities. This may include but not be limited to any combination of:

- The Board and Executive Director
- Senior Leadership
- Client, parent/guardian/family, and Employee representatives
- Other relevant stakeholders

Development of the Written Organizational Strategic Plan

Once the process for dissemination of information gathered and determination of priorities has occurred, the results will be compiled into a written Organizational Strategic Plan, which will include:

- Identified timeline of the plan
- Summary of the background process of information gathering
- Identified organizational priorities described as outcomes and goals with strategies, responsibilities, success measures/completion timelines.
- A plan for implementation
- A monitoring and review process with established timelines

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