

**Regina Community Clinic
Board of Directors
Policies and Procedures**

Policy: Strategic Direction
Strategic Planning Policy
Policy # SD-001

Approved: Board of Directors
Date: October 23, 2024

Policy: Strategic Planning Policy

Scope: This policy applies to the board and the employees of the Regina Community Clinic (RCC).

Purpose: The purpose of this policy is to establish guidelines for Strategic Planning that follow best practices in corporate governance and business planning, align with the bylaws of the Regina Community Clinic and the standards required by The Co-operative Act, and the Ministry of Health.

Procedure: The Board has primary responsibility for giving strategic direction to Management and approval of strategic plans.

The Executive Director is responsible for supporting and operational plans to the Board based on strategic direction given to management from the Board, environmental trends and analysis, risk management analysis, and input from employees and other stakeholders.

Strategic planning is a continuous process. It is recommended that the board be engaged in a facilitated discussion at least once every three (3) years.

Strategic Planning Cycle:

Revisions and additions to strategic direction provided to Executive Director from Board	Q3
Operations/business plan and budget developed by Management with input as outlined above	Q3-4
Strategic plan, Operations/Business Plan/Budget approved by Board	March
Plans and budget submitted to funders	May
Results of fiscal year and plans for future year presented to membership at AGM	June
Reporting outcomes of Operational/business plan and risk management reported to Board	Quarterly

These are the guiding principles:

1. Strategic Plan will be utilized in development of the annual business/operating plan, budget, and three-year forecasts.
2. Strategic Planning at a facilitated discussion at least once every three (3) years will include:
 - a. Review of mission, vision & values.
 - b. Examination of what's going on inside and outside the organization (environmental scan).
 - c. Identification of strategic issues.
 - d. Establish strategic goals, targets and measures.
 - e. Identify high level priorities and opportunities for the next 3-year period.
 - f. Long-term vision.



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Supporting Documents:

- SD-001 Appendix A Strategic Plan 2022-2025

Approval/Implementation/Evaluation Process	
Date Approved:	October 23, 2024
Approved by:	Board of Directors
Who & Date Reviewed:	Governance Committee, November 8, 2021; Board of Directors, November 17, 2021; Governance Committee, September 27, 2024
If revised, indicated the policy cancelled or suspended:	Article II-3, MV-2
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