Committee Name Committee Work Plan

Issued on: Issuance Date
Approved by: Council

WORK PLAN

Council will discuss with staff prior to the Advisory Body/ Committee (AC) appointments being made where they will give input that would be developed to bring forward to the AC regarding elements of work that the AC would include in it as annual work plan to support Council's Strategic Priorities. This would not be intended to limit the AC from undertaking other initiatives that are in line with Council's Strategic Priorities but rather to assist the AC in more efficiently developing an effective work plan that would assist Council in accomplishing their Strategic Priorities in a timely manner.

The annual work plan will be prepared by the AC for their term and submitted to Council within two (2) months of its appointment by Council. It is recognized that other work items may arise during the course of the term and that additions to the work plan may be recommended by Council, staff or the AC itself. Additional items requested to be added to the work plan by the AC should not require additional meetings from their meeting schedule. The purpose of the AC is to advise Council on items linked directly within their mandate, which correlate to Council's Strategic Priorities.

Any amendment to the AC's approved work plan must be approved by Council.

Task/Activity	Objective	Action Steps	Priority Level	Target Due Date	Completion Date	Referred by Council?	Assigned Member