

## **Scope of Service**

The Strategic Planning Committee (SPC) would like to refresh its current Strategic Plan and Work Plan. The current strategic plan was completed in 2016 and the work plan covers the period of 2019 to 2020.

The Committee would like to engage a consultant who can facilitate and support PIAC in developing its new Strategic Plan 2020 – 2025 and work plan for 2020/2021.

There are two important things the Committee would like to identify to be included in the refreshed strategic directions and work plan. First to ensure there is a focus on the recovery of Covid19 in PIAC's method of engagement with its different stakeholders. For example exploring barriers of engagement - PIAC with TDSB, PIAC with other PIAC members, PIAC with School Council members and PIAC with Parents of the TDSB. Second to ensure the plan includes an equity lens.

The period of engagement will be from June to September 2020. Note, September date to be confirmed due to Covid-19.

### ***Scope to include:***

Conducting a survey of PIAC members – Refresh directions for PIAC Strategic Plan 2020-2025 and goals and objectives for 2020/2021 Work Plan (email)

Identifying themes from survey results and sharing with Strategic Planning Committee, and tasking working groups to develop possible tactics (virtually).

Hosting a strategic planning session with all PIAC members sharing information to date with the delivery of refreshed Strategic Plan 2020-2025 and Work Plan 2020/2021.

### **Recommended Proposed Next Steps:**

1. Request for Quote is sent out to minimum three consultants using TDSB template (by May 22, 2020).
2. Quote reviewed by selection committee (Co-Chairs of Strategic Planning Committee, Michelle Munroe, Latha John, any other one to two volunteers) (week of June 6, 2020). Note: Ensure recommendation is forwarded to Executive Committee
3. Consultant Engaged and start process of strategic planning.

Phase 1 – Survey to be sent out to all members regarding current goals and objectives, new - barriers of engagement (End of June).

Phase 2 – Survey results shared with Strategic Planning group and confirm themes (Middle of July)

Phase 3 – Task PIAC working groups to review themes and make recommendations on draft work plan (July/Aug).

Phase 4 – In person PIAC Committee Members Strategic Planning /Work Plan In Person Meeting. (September/ October Date To Be Confirmed)

**Expectations and Required Skill Set for Facilitator**

- Facilitation and strategic planning experience.
- Able to administer survey (create survey and theme results)
- Deliver Refreshed Strategic Plan and 2020/2021 Work Plan
- Able to facilitate in multiple spaces (virtual and in person)