

**CITY OF GUSTAVUS**  
**POLICIES AND PROCEDURES**

Role of the Strategic Planning Committee

**POLICY:**

The Gustavus Strategic Planning Committee will be the lead committee in writing the Gustavus Strategic Plan. In addition, this committee will assist the City Council by providing leadership to the other boards, commissions, and committees within the City in the areas of communication, planning and reporting.

**PROCEDURE:**

The Strategic Planning Committee will develop planning standards and procedures for presentation to the City Council. These will consist of an Annual Work Plan form and project planning forms.

The Strategic Planning Committee will assist other boards, commissions, committees and departments in their planning process, communications and reporting requirements.

The Strategic Planning Committee will review the work plans of boards, commissions, committees and departments for consistency with the Strategic Plan and report findings to the City Council.

The Strategic Planning Committee will draft policy and procedure for the City Council in the areas of planning, communication, and reporting for boards, commissions, committees and departments.

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Signed

Mayor of the City of Gustavus

Date