



January 11, 2023

Margaret Misek-Evans MCIP, RPP
Chief Administrative Officer
Town of Tecumseh
917 Lesperance Rd.
Tecumseh, ON.
N8N 1W9
(Sent via email)

Dear Margaret,

As we discussed, I am providing a proposal to assist with the development of strategic priorities for the upcoming budget year of the Town of Tecumseh BIA (TOTBIA). This proposal is to confirm my understanding of the objective, deliverables and terms of services provided.

Consultant Profile

Foresight Management Consulting (FMC) helps organizations improve their performance through the analysis of existing business practices and the development of plans for improvement. As President, Janice Forsyth brings her considerable experience to the table in senior management, strategic planning, leadership development, team building, training, facilitation and professional coaching.

Janice obtained her undergraduate and Master degrees in Human Kinetics from the University of Windsor and earned her PhD from the College of Education at Wayne State University in Detroit Michigan. She is personally dedicated to building organizations that provide learning and networking opportunities for their members. Janice recently served as Acting President/CEO (2018) of the Windsor Essex Regional Chamber of Commerce, as well as, past-chair (2015/16) with the Board of Directors. She is a member of the Windsor Rotary Club (1918) serving on the Community Service Grants Committee and the World Community Service Committee, and is a Past-Chair with the Foundation Fund Board of Directors.

Services are offered in three main areas:

- Strategic planning
- Professional Coaching
- Training and facilitation

Objective

The objective of this engagement is to provide support to the TOTBIA Board of Directors in the development of strategic priorities for their upcoming budget year.

Deliverables and Timelines

1. Meet with the TOTBIA Board Chair and BIA Coordinator to refine deliverables, approach and timelines and gather background information.
2. Meet with Board of Directors to introduce FMC and the project, explain the process, gain input and discuss how they can prepare for the strategy meetings.
3. Prepare and facilitate two strategy meetings (3 hours) with TOTBIA Board of Directors and BIA Coordinator. The meetings will include revisiting past accomplishments, brainstorming future initiatives and discussing strategic priorities and resource needs for the upcoming budget year. The meetings will be facilitated using full group discussions and small task groups. FMC will provide participants with structure and tools to ensure that all participants are heard during the course of the discussion.
4. Develop an Executive Summary that includes an introduction; an overview of the process; agreed upon priorities; and resource needs for the upcoming budget year. The Executive Summary will be reviewed by the TOTBIA Coordinator and Board Chair. FMC will revise as needed.

The following chart outlines the deliverables and timelines

Deliverable	Timeline	Hours	Fees
Meet with the Board Chair and BIA Coordinator	February 2023	2	400.00
Meet with TOTBIA Board of Directors	March 2023	2	400.00
Prepare and facilitate two strategy meetings	March/ April 2023	8	1,600.00
Develop an Executive Summary	May 2023	4	800.00
TOTAL		16	\$3,200.00

The fees for the services provided would be \$3,200.00 plus HST.

The TOTBIA will be responsible for the following:

- provide copies of necessary background information;
- organize meetings (virtual and/or face-to-face), send invitations and track attendance;
- arrange for equipment, meeting room, refreshments and any associated costs;
- designate BIA Coordinator and Board Chair, as the primary contacts for all communications with FMC.

I look forward to hearing from you regarding this proposal. I invite you to contact me if you have any questions.

Sincerely,



Janice Forsyth, PhD
President, Foresight Management Consulting