

**STRATEGIC PLANNING CALENDAR 2005 – VERSION UPDATE**

**Recommendation**

The City Manager recommends that the Strategic Planning Calendar update be received and staff be directed to distribute the update to appropriate management and staff.

**Purpose**

To provide the Operational & Strategic Planning Committee with an update of the Strategic Planning activities for 2005.

**Background - Analysis and Options**

The Strategic Planning Calendar organizes and communicates all strategic planning activities for the Mayor, members of Council and the Corporation. At the November 30, 2004 Council/SMT retreat, staff were directed to formalize retreat dates for 2005. These are reflected in this update as follows:

March 24, 2005  
June 10, 2005  
November 8, 2005

**Relationship to Vaughan Vision 2007**

The Strategic Planning Calendar outlines the most current implementation program for Vaughan Vision 2007.

**Conclusion**

The Strategic Planning Calendar update be received and staff be directed distribute the update to appropriate management and staff.

**Attachment**

1. Strategic Planning Calendar update

Respectfully submitted,

Mike DeAngelis  
City Manager

**Strategic Planning Calendar - November 30, 2004 to March, 2006**

<b>MONTH</b>	<b>YEAR</b>	<b>Activity</b>	<b>Agenda/Outcome</b>	<b>Involvement</b>
Jan/Feb	2005	Business Unit Strategic Planning Sessions	<ol style="list-style-type: none"> <li>1. Development of 2006/2007 strategic plans.</li> <li>2. Situational Analyses.</li> </ol>	<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Commissioners as available, Business Unit mgmt &amp; supervisors</li> </ul>
February 22	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public
<b>March 24</b>	2005	1 <sup>st</sup> Quarter Council/SMT Retreat	To be finalized through the Operational and Strategic Planning Committee	<ul style="list-style-type: none"> <li>• Mayor &amp; members of Council</li> <li>• Senior management team</li> <li>• Strategic Planning</li> </ul>
March	2005	Commissioner/Departmental Strategic Meetings	<ol style="list-style-type: none"> <li>1. Rationalization &amp; prioritization of departmental Objectives</li> <li>2. Designation of “corporate” objectives.</li> </ol>	<ul style="list-style-type: none"> <li>• Commissioners</li> <li>• Directors</li> </ul>
March-September	2005	Performance Management Development	1. Development of “Lead” and “Lag” performance measures against each corporate objective.	<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Dept. Mgmt.</li> </ul>
<b>March 31</b>	2005	SMT/Directors Retreat	TBD	<ul style="list-style-type: none"> <li>• SMT</li> <li>• Directors</li> <li>• Strategic Planning</li> </ul>
April	2005	Operational & Strategic Planning Committee Review	1. Review of the finalized Corporate Plan with a recommendation to Council.	<ul style="list-style-type: none"> <li>• O&amp;SP comm. Members</li> <li>• SMT</li> <li>• Strategic Planning</li> </ul>
April 19	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public

**Strategic Planning Calendar - November 30, 2004 to March, 2006**

<b>MONTH</b>	<b>YEAR</b>	<b>Activity</b>	<b>Agenda/Outcome</b>	<b>Involvement</b>
May-September	2005	Budget Process 2006	1. 2006 corporate objectives requiring funding are costed and presented within the 2006 budget process.	<ul style="list-style-type: none"> <li>• Departments</li> <li>• Budget &amp; Financial Planning</li> </ul>
May 17	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public
<b>June 10</b>	2005	Council/SMT Retreat	To be finalized through the Operational and Strategic Planning Committee	<ul style="list-style-type: none"> <li>• Mayor &amp; members of Council</li> <li>• Senior management team</li> <li>• Strategic Planning</li> </ul>
<b>June 14</b>	2005	SMT/Directors Retreat	TBD	<ul style="list-style-type: none"> <li>• SMT</li> <li>• Directors</li> <li>• Strategic Planning</li> </ul>
June 21	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public
September 20	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public
October/November	2005	Business Unit Strategic Planning Sessions	<ol style="list-style-type: none"> <li>1. Business unit objective 2007-2010</li> <li>2. Performance management issues 2005/2006</li> </ol>	<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Business Unit mgmt &amp; supervisors</li> </ul>
October 25	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public

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<b>MONTH</b>	<b>YEAR</b>	<b>Activity</b>	<b>Agenda/Outcome</b>	<b>Involvement</b>
November	2005	Commissioner/Departmental strategic Meetings	<ol style="list-style-type: none"> <li>1. Rationalization &amp; prioritization of departmental Objectives</li> <li>2. Designation of “corporate” objectives.</li> </ol>	<ul style="list-style-type: none"> <li>• Commissioner</li> <li>• Directors</li> </ul>
<b>November 8</b>	2005	2 <sup>nd</sup> Quarter Council/SMT Retreat	To be finalized through the Operational and Strategic Planning Committee	<ul style="list-style-type: none"> <li>• Mayor &amp; members of Council</li> <li>• SMT</li> </ul>
<b>November 18</b>	2005	SMT/Directors Retreat	TBD	<ul style="list-style-type: none"> <li>• SMT</li> <li>• Directors</li> <li>• Strategic Planning</li> </ul>
November 22	2005	Operational & Strategic Planning Committee Meeting	Agenda items in support of the advancement of the corporate strategic plan.	Committee Members, SMT, Management and staff as appropriate, Public
January	2006	Strategic Planning – Annual Report	<ol style="list-style-type: none"> <li>1. Report on the City’s performance against 2004 corporate objectives.</li> <li>2. MPMP reporting 2003</li> </ol>	<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• O&amp;SP Comm. members</li> <li>• SMT</li> <li>• Corporate Comm.</li> </ul>
January 10	2006	Operational & Strategic Planning Committee Review	<ol style="list-style-type: none"> <li>2. Review of the finalized 2007-2010 Corporate Plan with a recommendation to Council.</li> </ol>	<ul style="list-style-type: none"> <li>• O&amp;SP comm. Members</li> <li>• SMT</li> <li>• Strategic Planning</li> </ul>
February	2006	1 <sup>st</sup> Quarter Council/SMT Retreat	<ol style="list-style-type: none"> <li>1. Review and prioritization of the finalized Corporate Plan</li> <li>2. Operational Issues</li> </ol>	<ul style="list-style-type: none"> <li>• Mayor &amp; members of Council</li> <li>• Senior management team</li> <li>• Strategic Planning</li> </ul>