

OPERATIONAL AND STRATEGIC PLANNING COMMITTEE SEPTEMBER 20, 2005

COMMITTEE NAME CHANGE AND REVISED TERMS OF REFERENCE and 2005/2006 STRATEGIC PLANNING COMMITTEE TIMELINE

Recommendation

The City Manager and the Senior Manager of Strategic Planning, recommends:

- 1) That the Operational and Strategic Planning Committee's name be changed to the Strategic Planning Committee and that the Revised Strategic Planning Committee Terms of Reference (Attachment 1), dated September 8, 2005, submitted at the meeting, be approved; and
- 2) That Procedure By-law 400-2002 be amended to reflect the proposed changes to section 6.2 with respect to the proposed name change and purpose of the said committee; and
- 3) That public notice be given in accordance with By-Law 394-2002 and that this matter be forwarded to a future council meeting for a public meeting; and
- 4) That Attachment 2. 2005/2006 Strategic Planning Committee Timeline be received.

Economic Impact

There is no economic impact

Purpose

To accommodate the mandate change for the Strategic and Operational Planning committee.

Background - Analysis and Options

The working history of the Strategic and Operational Planning committee indicated that many operational issues were taking up too much time on the agenda and concern was expressed that these matters should be dealt with on a Committee of the Whole basis. Thus, a new Terms of Reference has been developed for the newly named Strategic Planning Committee. Also, in order to provide an overview of the Strategic Planning Committee's agenda items for the next few meetings a timeline has been attached in Appendix 3.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Conclusion

It is appropriate and timely to update the Terms of Reference for the Strategic Planning Committee.

Attachments

1. Revised Terms of Reference, Strategic Planning Committee
2. 2005/2006 Strategic Planning Committee Timeline

Report prepared by:

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City Manager

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Senior Manager of Strategic Planning

The City Above Toronto

There shall be a **Strategic Planning Committee** comprised of Members of Council, as determined by Council, to meet quarterly, for the purpose of reviewing and assessing the implementation of the Corporate Strategic Plan. Meetings shall be held at the call of the Chair. Agenda's will be distributed to Members of the Committee at least 48 hours before the meeting.

The Committee will monitor the development of the Corporate Strategic Plan process as well as the implementation progress of strategic plan initiatives and the reporting of successes at the end of the year. In addition, the Committee shall, as required, be involved in evaluating new initiatives and consider appropriate changes to the strategic planning process.

Order of Business

1. Presentations
2. Confirmation of Agenda
3. Disclosure of Interest
4. Items for Discussion
5. New Business
6. Adjournment

Recommendations for Reporting to the Committee

Reports and agenda items must be submitted to the City Manager for review and approval no later than the first day of the month prior to a committee meeting.

The Deputy City Clerk or her designate (under the supervision of the CM) shall prepare an agenda of all business to be brought before the committee. Agenda items will be submitted from the City Manager's Office no later than 3:00pm on the Thursday prior to distribution on the Friday, seven (7) business days before each scheduled committee meeting.

Status Reports

To ensure Members of the Committee are fully informed regarding the progress of strategic initiatives, the Committee expects the following regular reporting:

- Quarterly updates on Corporate Strategic Initiatives progress
- Discussion on strategic planning resource and performance management issues
- Annual report on Corporate and Departmental strategic plan successes

Strategic – Operational Organization

To ensure a segregation between strategic and operational issue review:

- Any operational review regarding departmental organizational restructuring, process redesign, and business process efficiency and/or effectiveness adjustments will be tabled for review and discussion by the Committee of the Whole. All reports must be endorsed by the City Manager, the appropriate Commissioner and/or the Senior Management Team.
- The Strategic Planning Committee will review on a quarterly basis the Corporate Strategic initiative's progress and determine whether any adjustments need to be made to timelines or resource allocation. This process will be aligned with a formal review process to be instituted at SMT.

Strategic – Budget Link

To ensure the Strategic Planning and Budgeting processes are linked:

- Any new strategic initiative that requires new funding or the re-allocation or redeployment of City resources must be reviewed by the Strategic Planning and Budget Committees then the Committee of the Whole. All reports must be endorsed by the City Manager, The Commissioner of Finance and Corporate Services and/or the Senior Management Team.
- The annual Strategic Planning and Budget cycle will be recommended to Council by the Strategic Planning and Budget Committees. This will include the timing and agenda for Council/Senior Management Team retreats.

2005/2006 STRATEGIC PLANNING COMMITTEE TIMELINE

**Sept 20, 2005
Operational and Strategic
Planning Committee
meeting**

- Review Terms of Reference for Strategic Planning Committee
- Review status of Corporate Strategic "A" initiatives
- Review action list from March 2005 Council/SMT offsite meeting



**January, 2006
Strategic Planning
Committee meeting**

- Review status of Corporate Strategic "A" initiatives
- Discuss formulation of Corporate successes report
- Discuss feasibility of obtaining public and staff feedback on strategic vision
- Discuss and finalize agenda for 2006 strategic offsite meeting



**March, 2006
Strategic Planning
offsite meeting**

- Review status of operational and Corporate successes
- Finalize Corporate successes report
- Discuss process for revising 2007 Vaughan Vision
- Discuss organizing a December 2006 workshop to prepare for March 2007 offsite meeting