

## STRATEGIC PLANNING COMMITTEE NOVEMBER 20, 2007

### VAUGHAN VISION 2020 MONITORING AND TRACKING PROCESS

#### Recommendation

The City Manager and the Senior Manager of Strategic Planning in consultation with the Chair of the Strategic Planning Committee and Senior Management Team recommends:

- 1) That Attachment 1- Vaughan Vision 2020 Reporting and Review Process be approved.

#### Economic Impact

N/A

#### Communications Plan

N/A

#### Purpose

To establish a reporting and review process for the Vaughan Vision 2020.

#### Background - Analysis and Options

At the October 9, 2007 Strategic Planning Committee meeting a point was raised during the discussion about establishing a process which outlines how and under what circumstances the strategic plan would change. As well, at the Vaughan Vision 2020 information forum on October 2, 2007 the public provided feedback on the need to establish a monitoring process to ensure the strategic goals are being met. Further, at the Vaughan Vision 2020 departmental review meetings staff have mentioned that they would like to see a communication process established to share strategic successes with all staff.

All of these perspectives have been incorporated into the process outlined in Attachment 1 which illustrates two components to the reporting and review process which will be implemented. First, is the review of the strategic plan and reporting of successes. It is recommended that a strategic initiative update be provided at the Strategic Planning Committee on the implementation progress of all strategic initiatives. This will be accomplished by utilizing a colour coding scheme for the strategic initiatives list as well as developing a process to update the committee on initiative milestone dates. In establishing this process a monitoring system will be developed which will track and ensure that progress is being made towards achieving the strategic vision and goals. Additionally, a Vaughan Vision 2020 report card will be developed and posted on the City's website and VIBE annually which will provide measurement indicators to evaluate success in attaining the strategic objectives as well as a listing of which strategic initiatives have been completed during the year.

A second component to the reporting and review process is the review and confirmation of the strategic initiatives list. It is recommended that the review of the Vaughan Vision 2020 strategic vision, goals and objectives be completed every four years during the new term of Council and that the strategic initiatives list be reviewed on an annual basis at the annual Council/SMT strategic planning workshop. At this workshop the list of initiatives will be reviewed as well as their priority. Additionally, emerging strategic issues which are brought forward during the year will be tabled at the Strategic Planning Committee for discussion. It is recommended the following criteria be used to determine if the initiative should be added to the strategic initiatives list:

- Result in lost opportunity
- Risk to Corporation
- Respond to legislative requirements

Implementing the above noted mechanisms will establish an effective monitoring and reporting process which will help ensure that the strategic vision and goals are attained as well as strategic successes are communicated to all stakeholders.

### **Relationship to Vaughan Vision 2007**

The Vaughan Vision 2020 strategic plan will replace the Vaughan Vision 2007 document and the outlined monitoring and reporting process will ensure that the strategic plan is a 'living' document and that strategic successes will be communicated to all stakeholders.

### **Regional Implications**

N/A

### **Conclusion**

The outlined monitoring and reporting process will ensure that the strategic plan is a 'living' document and that progress in achieving the plan will be communicated to all stakeholders.

### **Attachments**

1. Attachment 1- Vaughan Vision 2020 Reporting and Review Process

### **Report prepared by:**

Thomas Plant MBA, MPA  
Senior Manager of Strategic Planning

### **Respectfully submitted,**

Mike DeAngelis  
City Manager

Thomas Plant MBA, MPA  
Senior Manager of Strategic Planning

# VAUGHAN VISION 2020 REPORTING AND REVIEW PROCESS

