

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 11, 2008

Item 1, Report No. 1, of the Strategic Planning Committee, which was adopted without amendment by the Council of the City of Vaughan on February 11, 2008.

1 CONFIRMATION/APPOINTMENT OF CHAIR AND VICE-CHAIR

The Strategic Planning Committee recommends:

- 1) That Regional Councillor Ferri be appointed Chair for 2008; and**
- 2) That Regional Councillor Rosati be appointed Vice-Chair for 2008.**

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Item 2, Report No. 1, of the Strategic Planning Committee, which was adopted without amendment by the Council of the City of Vaughan on February 11, 2008.

2 **STRATEGIC INITIATIVE TRACKING MECHANISM**

The Strategic Planning Committee recommends approval of the recommendation contained in the following report of the City Manager and the Senior Manager of Strategic Planning, dated February 5, 2008:

Recommendation

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

1. That Attachment 1 – Draft Strategic Initiative/Action Steps Tracking Template be approved.
2. That Attachment 2- Draft Strategic Initiative/Action Steps Tracking Mechanism Process be approved.

Economic Impact

N/A

Communications Plan

Communication with internal and external stakeholders on the successful completion of strategic initiatives will be compiled as part of the Corporate annual report

Purpose

The draft strategic initiative/action steps tracking template is being presented for approval by the Strategic Planning Committee. Once approved the template will be completed for each of the strategic initiatives as part of the Vaughan Vision 2020 strategic plan. Also, a draft process is proposed to guide the completion of the template by the senior management team for presentation at the 2008 Council/SMT Strategic Planning workshop.

Background - Analysis and Options

At the Council meeting on November 26, 2008 Council approved the Vaughan Vision 2020 strategic initiatives list. This document lists the strategic initiatives for each of the strategic goals and objectives as part of the Vaughan Vision 2020 strategic plan.

As can be seen in Attachment 1 the strategic initiative tracking template presents a method for tracking the implementation progress of each of the strategic initiatives which are on the approved list. The example shown in the attachment is for strategic initiative number twenty-four which is the revision of the Vaughan Vision 2008 strategic plan and the publishing and communication of a new Vaughan Vision 2020. Column one lists the number of the strategic initiative from the aggregated list of approved strategic initiatives. Column two lists the completion date for the initiative. Column three and four lists the project milestones and timelines for each milestone in the implementation of the initiative. The fifth and sixth columns list the deliverable for each of the milestone steps for the initiative and the target date for each milestone. The final column provides space for comments and to indicate when the milestone step has been completed. Once approved this template will be completed for each of the sixty-two strategic initiatives in the Vaughan Vision 2020 strategic plan.

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As can be seen in Attachment 2 the draft strategic initiative/action steps tracking mechanism process illustrates that once the template has been recommended by the Strategic Planning Committee on February 5th and approved by Council on February 11th, meetings will then be held during February and March'08 with Commissioner's to complete the template for each of their strategic initiatives. The aggregated list will then be presented to the April'08 Council/SMT strategic planning workshop.

Relationship to Vaughan Vision 2020

The strategic initiative/action steps tracking mechanism will provide an update on the implementation progress of strategic initiatives which are a part of the Vaughan Vision 2020 strategic plan.

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

Regional Implications

N/A

Conclusion

The draft strategic initiative/action steps tracking template and process is being presented to the Strategic Planning Committee for review and feedback in order to proceed with the next steps of completing the template for all strategic initiatives and presented at the 2008 Council/SMT Strategic Planning workshop.

Attachments

1. Attachment 1 - Draft Strategic Initiative/Action Steps Tracking Template
2. Attachment 2- Draft Strategic Initiative/Action Steps Tracking Mechanism Process

Report prepared by:

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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Item 3, Report No. 1, of the Strategic Planning Committee, which was adopted without amendment by the Council of the City of Vaughan on February 11, 2008.

3 DRAFT VAUGHAN VISION 2020 ROLLOUT STRATEGY

The Strategic Planning Committee recommends:

- 1) That Attachment 1 “Draft Vaughan Vision 2020 Rollout Strategy” be approved, subject to the following amendments:
 - i) That Clause 5, in the first page of Attachment 1, under “KEY ACTION STEPS” be replaced with the following:
 5. City Manager to address staff regarding major strategic goals and accomplishments at a staff event, pending cost approval.
 - ii) That Clauses 2, 4, 5 and 7, in the second page of Attachment 1, under “KEY ACTION STEPS” be replaced with the following:
 2. Copies of Vaughan Vision 2020 will be distributed to all households in the City of Vaughan, pending cost approval. Also, copies of the strategic plan are to be sent out to stakeholders who were invited to the Vaughan Vision information forum in October '07 as well as to City Managers in surrounding municipalities.
 4. Publish a Vaughan Vision 2020 layout in the Toronto Star delivered throughout York Region providing an overview of the new strategic plan for citizens. Approximate cost \$3,000.
 5. Provide new stories in local newspapers and for television profiling the Vaughan Vision 2020.
 7. Organize in the fall an innovative annual Vaughan Vision 2020 information forum for citizens to attend and receive information on Vaughan Vision 2020 strategic accomplishments as well as future initiatives.; and
- 2) That the following report of the City Manager and the Senior Manager of Strategic Planning, dated February 5, 2008, be received.

Recommendation

The City Manager and the Senior Manager of Strategic Planning in consultation with the Senior Management Team recommend:

1. That Attachment 1 – Draft Vaughan Vision 2020 Rollout Strategy be approved

Economic Impact

Funds have been included in the 2008 operating budget

Communications Plan

The Vaughan Vision 2020 communication plan was approved by Council on November 26, 2008.

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Purpose

The Vaughan Vision 2020 rollout strategy outlines a process for promoting the Vaughan Vision 2020 to staff as well as communicating the strategic plan to external stakeholders. This report is tabled for approval by the Strategic Planning Committee.

Background - Analysis and Options

At the Council meeting on November 26, 2008 Council approved the Vaughan Vision 2020 communication plan. This report expands on the rollout activities which were included in the initial communication plan.

As can be seen in Attachment 1 there are two parts to the rollout strategy. The first part outlines key action steps to promote the Vaughan Vision 2020 to City staff as well as ensure that the plan becomes a 'living' document. Action items include a desk drop of the Vaughan Vision 2020 to all staff, a presentation at Council, and internal kickoff events at various City locations. As well meetings are planned with staff to communicate the Vaughan Vision 2020, and it is planned that the City Manager will briefly discuss strategic accomplishments and goals at the forthcoming staff barbeque in the Fall. Further, it is proposed that laminated prints of the Vaughan Vision 2020 strategic map be purchased and hung in all City boardrooms and posters be developed to be located at strategic points in the City facilities.

The second part of the draft rollout strategy as noted in Attachment 1 concerns initiatives to engage the media in the Vaughan Vision 2020 launch as well as communication of the strategic plan to external stakeholders. Key action steps include the organization of an external kickoff at St. Joan of Arc Catholic High School, providing availability of copies of the plan at community centres and libraries, and posting the Vaughan Vision 2020 strategic plan document on the City's website. Further, additional steps being considered are the publishing of a Vaughan Vision 2020 layout in the Toronto Star, developing news stories for local newspapers and television, the production of an annual report and organizing a Vaughan Vision 2020 information forum for citizens to communicate accomplishments in the strategic plan.

Relationship to Vaughan Vision 2020

The draft Vaughan Vision 2020 rollout strategy highlights the key action steps in the communication of the Vaughan Vision 2020 strategic plan.

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

Regional Implications

N/A

Conclusion

The draft Vaughan Vision 2020 rollout strategy is being presented to the Strategic Planning Committee for review and approval.

Attachments

1. Attachment 1 - Draft Vaughan Vision 2020 Rollout Strategy

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Report prepared by:

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

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Item 4, Report No. 1, of the Strategic Planning Committee, which was adopted without amendment by the Council of the City of Vaughan on February 11, 2008.

4 DRAFT 2008 COUNCIL/SMT STRATEGIC PLANNING WORKSHOP AGENDA

The Strategic Planning Committee recommends approval of the recommendation contained in the following report of the City Manager and Senior Manager of Strategic Planning, dated February 5, 2008:

Recommendation

The City Manager and Senior Manager of Strategic Planning in consultation with the Senior Management Team recommend:

- 1) That Attachment 1- Draft 2008 Council/SMT Strategic Planning workshop agenda be received

Economic Impact

Funds have been included in the 2008 operating budget.

Communications Plan

N/A

Purpose

The draft 2008 Council/SMT strategic planning workshop agenda is being provided for information.

Background - Analysis and Options

At the Council meeting on December 10, 2008 Council approved the location of the Waterside Inn for the 2008 Council/SMT Strategic Planning Workshop from April 2-3, 2008. The draft agenda for this workshop is being presented at the Strategic Planning Committee for information.

Relationship to Vaughan Vision 2020

The annual Council/SMT strategic planning workshop is an opportunity to review and discuss the strategic plan document and process.

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

Regional Implications

N/A

Conclusion

It is appropriate and timely to review the agenda for the April 2-3, 2008 Council/SMT strategic planning workshop in order to initiate planning for the workshop.

Attachments

1. Attachment 1- Draft 2008 Council/SMT strategic planning workshop agenda

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Report prepared by:

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

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