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**COUNCIL STRATEGIC PLAN ADMINISTRATION POLICY**

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**1. PURPOSE**

To set an administrative policy for monitoring, reporting, updating and implementing Council’s Strategic Plan.

**2. POLICY**

2.1. Council Strategic Plan Administration Policy.

**3. ADMINISTRATIVE POLICY**

3.1. Quarterly Update to Council

Staff will provide Quarterly Update reports to Council or the Committee of the Whole four times per year by March 31, June 30, September 30, and December 31. The Quarterly Update reports will include a status update on each of the projects identified in Council’s Strategic Plan.

3.2. Annual Reporting

Staff will also provide an annual report, to be included in the Annual Municipal Report required under Section 98 of the *Community Charter*. This annual report will be included in the Annual Municipal Report as a section on progress towards implementing Council’s Strategic Plan projects.

3.3. Public Reporting

Quarterly Update reports outlined in section 3.1 will be made public on the municipal website after they have been approved by Council.

3.4. Amendments to Strategic Plan

- (a) The Chief Administrative Officer will ask Council in advance of June 30<sup>th</sup> of each year if Council would like to amend the Council Strategic Plan.
- (b) Council will notify the Chief Administrative Officer by June 30<sup>th</sup> of each year if Council would like to amend the Council Strategic Plan.
- (c) If Council passes a resolution to amend its Strategic Plan, Council will also direct staff to schedule a Committee of the Whole meeting to review the Council Strategic Plan and provide recommendations to Council on amendments to the Plan by October 31 of each year.
- (d) The Chief Administrative Officer will provide Council with a report on the anticipated impacts of amendments to the Council Strategic Plan by October 31 of each year.

### 3.5. Public Input to Council Strategic Plan

- (a) The review identified in Section 3.4 may include public engagement to support Council's identification of potential updates or amendments to the Council Strategic Plan.

### 3.6. Implementation of Council Strategic Plan

- (a) Each Division will develop annual Business Plans as part of the Budget process that identifies each of Council's Strategic Plan projects that are related to the Division, including a recommended timeframe on when projects will commence.
- (b) The Chief Administrative Officer will bring forward as part of the Budget process operational and capital resource requests that are required to implement Council's Strategic Plan projects, based on the recommended timeframe identified in the Business Plans.
- (c) The Chief Administrative Officer will review existing program administration as part of the Budget Process and provide recommendations on any program administrative changes that support greater alignment to Council's Strategic Plan priorities while maintaining the municipality's core service responsibilities.
- (d) The Chief Administrative Officer will maintain an Operational Strategic Plan, which identifies the internal operational requirements necessary (including policy work; training; employee engagement; and human resource initiatives) to support successful operationalization of Council's Strategic Plan.
- (e) Commencing in June 2020, individual project plans will be developed for each key project identified in Council's Strategic Plan that will outline the scope, schedule, budget and departmental interdependencies for the Council Strategic Plan project.

### **APPROVAL HISTORY**

WRITTEN BY: George Farkas, Manager, Corporate Planning and Projects	APPROVED BY: Council	DATE: March 4, 2020
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