



## **Council Member Motion**

For the Governance and Priorities Committee meeting of June 4 2015

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**Date:** May 25 2015

**From:** Mayor Helps and Councillor Madoff

**Subject:** Proposed Strategic Plan Amendment Process

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### **Recommendation**

That Council adopt the process laid out in Appendix A for proposing amendments to the 2015-2018 Strategic Plan.

### **Summary**

On April 16 2015 Council adopted a four-year strategic plan that included the following principles for plan implementation:

In implementation Council is committed to:

1. Doing what we say
2. Remaining open to new information, new ideas and public input
3. Scheduling quarterly check in updates with Council on strategic plan execution
4. Creating mechanisms to consider emerging issues
5. Aligning our governance structure with our priorities

Appendix A and this report address principles 2, 3 and 4. Principle number 5 will be addressed in two special Governance and Priorities Committee meetings on June 29<sup>th</sup> and July 15<sup>th</sup>.

The purpose of this report is to identify a process that would provide an opportunity for emerging issues and opportunities as well as emergency issues and extraordinary opportunities to be brought forward for consideration to the Governance and Priorities Committee.

The intent of this process is to ensure that the flexibility necessary to respond to emerging issues is in place while, at the same time, ensuring that the existing objectives identified in Council's Strategic Plan are not unintentionally superseded by new initiatives.

The Governance and Priorities Committee Quarterly Update provides one opportunity for amendments to the Strategic Plan to be considered. Emerging issues and opportunities that are not particularly time sensitive could be brought forward at this time, following the process outlined in Part One of Appendix A.

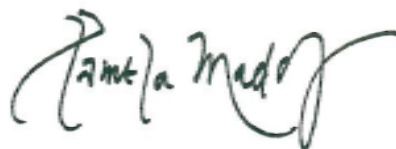
Emergency issues and extraordinary opportunities could be brought forward to any Governance and Priorities Committee meeting following the process outlined in Part Two of Appendix A.

The proposed process allows Council to remain open and responsive to new information, new ideas, public input and new opportunities while ensuring that objectives identified in Council's Strategic Plan are completed.

**Respectfully Submitted,**

A handwritten signature in black ink, appearing to read "Z. Helps".

Mayor Helps

A handwritten signature in black ink, appearing to read "Camela Madoff".

Councillor Madoff

## **Appendix A – Process for Amending Strategic Plan**

### *Part One – Emerging Issues and Opportunities*

#### **Step 1**

At a Governance and Priorities Committee Quarterly Update, councillors interested in amending the Strategic Plan to address an emerging issue or opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. This report must outline which of the 13 Objectives the new proposed Action will lead to, as well as the Outcome that the new proposed Action is meant to achieve.

#### **Step 2**

Two GPC meetings later at the most, staff provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

#### **Step 3**

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what and what Action or Actions may need to be removed.

### *Part Two – Emergency Issues and Extraordinary Opportunities*

#### **Step 1**

At a Governance and Priorities Committee, councillors interested in amending the Strategic Plan to address an emergency issue or extraordinary opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. Emergency Issues and Extraordinary Opportunities don't need to be tied to a specific Strategic Objective, but if they do, this should be indicated clearly, as well as the Outcome that the new proposed Action is meant to achieve. Proposed new actions for Emergency Issues and Extraordinary Opportunities will require a two-thirds majority to pass.

#### **Step 2**

One GPC meeting later at the most, staff provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

#### **Step 3**

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed. If Committee (and Council) supports proposed Actions and Outcomes that fall outside of the 13 Strategic Objectives, a new section will be added to the plan entitled *Emergency Issues and Extraordinary Opportunities*.