



## **Governance and Priorities Committee Report**

### **For the Meeting of January 22, 2015**

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**To:** Governance and Priorities Committee

**Date:** January 22, 2015

**From:** Katie Hamilton, Director, Citizen Engagement  
and Strategic Planning

**Subject:** Alignment of Upcoming Strategic Planning and Financial Planning Processes

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The purpose of this report is to update Council on the upcoming strategic planning process and to describe how the strategic plan will drive the subsequent financial and operational plans of the City of Victoria. In the development of each plan, public participation opportunities will be provided to ensure that the plans are consistent with community expectations.

The objective of the strategic planning process is to develop a concrete strategic plan with clear deliverables and timelines that will guide the decisions of Council and the work of staff for the next four years. Once in place, the Strategic Plan will inform financial and operational plans, and be used as the reference point by which operational performance will be assessed. Council will review the Strategic and Operational plans on a regular basis and update them according to emerging priorities and the will of Council.

Council Strategic planning will occur immediately prior to consideration of the City of Victoria's Financial Plan. This will enable Council to develop its strategic priorities, which will then be used to inform financial planning and consideration of the 2015 Budget.

Public participation in both the development of the Strategic Plan and the proposed Financial Plan will support the alignment of City programs and services with community expectations. This will provide the public and taxpayers greater transparency and involvement in these important strategic and operational decisions of the City.

Public feedback on Council's draft Strategic Plan will be collected concurrently with feedback on the draft Financial Plan. The public's input will be provided to Council prior to the Council's final decision-making on these plans.

Once Council has established the City's Strategic and Financial Plans, staff will develop an operational plan consistent with their objectives laid out in the plans. Staff will routinely report to the Council to ensure that the Council is satisfied that operational activities are aligned with the City's strategic and financial objectives, and that progress is being made toward achieving these objectives.

### **Proposed Schedule of Dates:**

The upcoming dates are scheduled for Strategic Planning and budgeting.

#### **Strategic Planning:**

All sessions will be held at the Victoria Conference Centre

January 26	9am - 3pm Strategic Planning (in-camera)
January 28	9am - 1pm Strategic Planning (in-camera)
February 2	9am - 12pm Strategic Planning
February 3	9am - 3pm Strategic Planning
February 5	12pm - 4pm Strategic Planning

The first two sessions of strategic planning are proposed to be closed to the public under Section 12(3)(l) of the Community Charter; namely, "discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 of the Community Charter." Developing a strategic plan is the first step toward defining municipal objectives that would be measured and reported on during the Council's term through quarterly reports and the Annual Report.

The majority of the sessions will be open to the public, at the Victoria Conference Centre and will be webcast or videoed and posted online depending on costs.

Facilitation assistance will be provided at the first session by Tracey Lorensen of Paragon Consulting.

#### **Budget Sessions are proposed for:**

All sessions would be held in City Hall Council Chambers

February 10	9am - 10am Budget Overview
February 16	9am - 12pm Detailed Presentations
February 17	9am - 12pm Detailed Presentations
February 18	9am - 12pm Detailed Presentations

#### **Recommendation:**

To receive this report for information and direct staff to report back with a draft strategic plan timed with first reading of the draft Financial Plan.

Respectfully submitted,




Katie Hamilton  
Director, Citizen Engagement and Strategic Planning

Jason Johnson                      City Manager

**Report accepted and recommended by the City Manager:**

**Date:**

  
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January 16, 2015