

# Considered at the June 18, 2024, Strategic Priorities Committee meeting

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## Memorandum

Date: June 18, 2024  
 Submitted by: General Manager of Corporate Services  
 Subject: Strategic Priorities Intake

This memo outlines operational changes in how staff conduct reporting back on Council Strategic Plan project progress as well as how staff report back on direction for new initiatives, in line with the terms of reference of the Strategic Priorities Committee.

Starting in July 2024, staff will be reporting out on the Corporate Project Plan bi-monthly, to correspond with a new Strategic Priorities Intake process. When Council makes a motion that directs new work for staff (e.g., completely new work, changing or expanding the scope of existing work) staff will report back to the Strategic Priorities Committee with the following information per motion:

<b>Motion</b>	THAT staff report back with a needs assessment for onsite child-care services for employees and the viability for establishing such an amenity to be offered for employees and possibly members of the general public.
<b>Meeting Date</b>	5/9/2023
<b>Strategic Alignment</b>	Healthy Community Development Strategic Goal 3.3 – Enhance Community Wellbeing - Facilitate community well-being through programs and long-term planning
<b>Project Alignment</b>	No current project on this topic.
<b>GM Lead</b>	Angie Parnell, GM Corporate Services
<b>Staff Response</b>	Overview: Impacts: Timeline:
<b>Project Proposal</b>	<input type="checkbox"/> Not Required <input type="checkbox"/> Required

The information above will allow for the consideration of:

- Impact of new work on existing work (including potential timeline/scope impacts)
- Prioritization of new work in the context of existing priorities (and in addition to staff work on core business activities, which is operational in nature)
- Opportunities for integration into existing or upcoming projects for increased efficiencies
- Whether a project proposal to plan out the work is appropriate and needed

The objective of the Strategic Priorities Intake process is to ensure that new work is aligned with Council's strategic goals and is assigned to staff with the urgency and scope that reflects Council's overall priorities, and with a timeline that leverages existing projects, especially when new work is a smaller piece that can fit into a larger strategy that's planned or in progress.

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Depending on the nature of a Council motion, it may or may not be suitable for the Strategic Priorities Intake process. Here are some examples of previous motions and the type of workflow staff would action using the Strategic Priorities Intake process:

<i>Examples of new staff work arising from Council motions</i>	
Item	Action
Priority Resident Registration for Recreation	Strategic Priorities Intake process – create new project and prioritize within the context of established priorities
Off Leash Dog Park	Strategic Priorities Intake process – staff would note project alignment with upcoming Dog Management Strategy, identify impacts and timelines (for example actioning the Dog Park project immediately would delay or defer other projects), and seek Council direction.
Go Here Washroom Program	Immediate staff action
UBCM Advocacy Letters	Immediate staff action

In order that Council is able to visualize all identified projects when considering intake, staff will provide Council with a visual check-in of the Strategic Plan: Corporate Project Plan list of projects, to assist with seeing the broader picture of progress and workload.

Strategic Priorities Intake will occur every other month starting July 23, 2024 (July 2024, September 2024, November 2024, January 2025) for a trial period of six months after which the process will be evaluated for its effectiveness. An annual environmental scan will be conducted annually in the spring (May 2025) and a detailed update on the Corporate Project Plan will be provided in the fall (November 2024).

**THAT the memo dated June 18, 2024, from the General Manager of Corporate Services regarding Strategic Priorities Intake be received for information.**

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## Report Approval Details

Document Title:	Strategic Priorities Intake – June 2024.docx
Attachments:	
Final Approval Date:	Jun 10, 2024

This report and all of its attachments were approved and signed as outlined below:

Angie Parnell, General Manager of Corporate Services - Jun 9, 2024

Stephanie Lam, City Clerk and Manager of Legislative Services - Jun 10, 2024

Paul Rockwood, General Manager of Finance and Technology - Jun 10, 2024

Anna Mathewson, City Manager - Jun 10, 2024