

# Memorandum

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Date: January 9, 2020  
Submitted by: City Manager  
Subject: Strategic Plan: Staff Action Plan 4<sup>th</sup> Quarter Update 2019

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Following the adoption of Council's Strategic Plan on May 7, 2019, staff developed the Staff Action Plan (SAP) which is comprised of projects that will operationalize the Priorities, Objectives, and Actions in the Plan.

Since September 2019, the implementation of SAP projects is being monitored and tracked using Envisio software. The attached documents and accompanying presentation to Council will give an overview of SAP project progress towards Council's Strategic Priorities.

In the attached Quarterly Reports (**Attachments 1 and 2**), the progress of all projects in the Staff Action Plan supporting each Priority Area and Objective is provided.

The accompanying presentation will provide Council and the public with information about key Staff Action Plan projects, notable project changes, and potential project risks.

Though this update is not a line-by-line review of each project, the full list of projects and their status for Q3 and Q4 is provided in **Attachment 3** and **Attachment 4**.

The Q4 updates provide the state of the Staff Action Plan as of January 9, 2020. Any known changes to projects in the Staff Action Plan made after this date will be flagged in the accompanying presentation. Likewise, any potential Staff Action Plan project risks not highlighted in the reports will be in the presentation. The Q3 updates provide the state of the Staff Action Plan as of October 4, 2019. A Q3 presentation to Council was prepared for November, 2019, but was not delivered due to operational demands.

The recommended resolution is:

**THAT the memo dated January 9, 2019 from the City Manager regarding Strategic Plan: Staff Action Plan 4<sup>th</sup> Quarter Update 2019 be received for information.**

Attachment(s)

1. Q4 2019 Quarterly Strategic Report.
2. Q3 2019 Quarterly Strategic Report.
3. Q4 2019 Project Report.
4. Q3 2019 Project Report.

## Report Approval Details

Document Title:	Strategic Plan - Staff Action Plan 4th Quarter Update 2019.docx
Attachments:	<ul style="list-style-type: none"><li>- Q3 2019 Quarterly Strategic Report.pdf</li><li>- Q3 2019 Project Report.pdf</li><li>- Q4 2019 Project Report.pdf</li><li>- Q4 2019 Quarterly Strategic Report.pdf</li></ul>
Final Approval Date:	Jan 20, 2020

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

Tracey Takahashi for Dorothy Shermer, Corporate Officer - Jan 10, 2020 - 10:39 AM

André Boel, General Manager of Planning and Development - Jan 12, 2020 - 8:08 PM

Jeff Moi, General Manager of Engineering and Operations - Jan 13, 2020 - 10:07 AM

Lesley Douglas, General Manager of Environment and Parks - Jan 15, 2020 - 2:33 PM

Ron Coulson, Fire Chief - Jan 15, 2020 - 2:40 PM

Kate Zanon, General Manager of Community Services - Jan 15, 2020 - 4:34 PM

Rosemary Lodge for Angie Parnell, General Manager of Corporate Services - Jan 16, 2020 - 3:06 PM

Rosemary Lodge, Manager of Communications and Engagement - Jan 16, 2020 - 3:06 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 16, 2020 - 4:25 PM

Tim Savoie, City Manager - Jan 20, 2020 - 4:02 PM