



SUBJECT: Burlington's Plan from Vision to Focus 2022-2026 as of December 2023

TO: Committee of the Whole

FROM: Corporate Strategy

Report Number: CS-01-24

Wards Affected: All

Date to Committee: January 8, 2024

Date to Council: January 16, 2024

Recommendation:

Approve the 2022-2026 Vision to Focus (V2F) The City of Burlington's 4-year Workplan contained in Appendix A of the corporate strategy report CS-01-24.

PURPOSE:

To provide Council with the updated Appendix A 2022-2026 Burlington's Plan from Vision to Focus before publishing to the community and the organization outlining the updates included from October 4, 2023, to December 2023.

Vision to Focus Alignment:

These are the New V2F Focus Areas

- Designing and delivering complete communities in Burlington
- Providing the best services and experiences
- Protecting and improving the natural environment and taking action on climate change
- Driving organizational performance

Background and Discussion:

On October 4th, 2023, Council provided comments and feedback about the 2022-2026 Burlington's Plan from Vision to Focus from report [CS-12-23](#) . Comments and feedback have been incorporated and staff are ready to move forward with actions, publish the

document, and communicate throughout the organization and to the community on the determined priorities.

Strategy/process/risk

The Burlington Leadership Team reviewed the updates provided by Council, in particular the expansion of aspirational targets, performance indicators and organizational performance measures. In addition to a review of performance measures, an alignment to the 2024 budget occurred. Items that were approved in the 2024 budget process are included in the “Action Plan at a Glance” (Appendix A, page 29) for 2024. Items that were not included in the 2024 budget were relocated to another year.

Strategy and Process

Included in the feedback, received at the October 4th CSSRA Committee meeting, was a request to provide a financial investment assessment and outline for the projects and actions within the V2F plan. This assessment and outline will be completed, however will take a significant amount of time (Q1 and Q2 2024) to ensure that the investment is identified, and the type of projects (capital, operational and/or one-time) are assessed accurately. This work will be coordinated with all service areas whose goals and objectives are defined in the V2F, including working with the Finance Team to ensure all funding plans in the City are considered, aligned and/or sequenced.

Over the next 6 months, staff will be working towards determining the baseline data and definition details for the measures outlined in the V2F plan in preparation for a semi-annual progress report in June 2024. The longer-term goal for 2025 is to launch the Corporate Dashboard which will have the V2F performance measures and targets available for Council and the community published on the City’s website.

Risk

Without moving forward with a corporate workplan like V2F, the organization will not have a plan that creates accountability, common and focused organizational goals, and the plan to complete actions to get closer to the long-term vision.

Financial Matters:

Total Financial Impact

A financial investment assessment and plan are being prepared to better understand the cost of the actions and projects within the V2F plan.

Other Resource Impacts

Other indirect costs include:

- Staff time for performance measure tracking and project status reporting
 - Development of the Corporate Dashboard (staff time and possibly technology system)
 - Finance staff time for development of a financial investment assessment and plan.
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Climate Implications:

Mitigating, responding, and adapting to Climate change is important to Burlington and therefore in this V2F workplan, taking action on climate change has become a focus area. This focus area called “Protecting and improving the natural environment and taking action on climate change” draws attention to the objectives, intended outcomes and actions that are needed over the next 4 years to make an impact on meeting the goals in Burlington’s commitment to climate action and adaptation.

Engagement Matters:

To update and refine the V2F plan, Council’s comments were included, and the Burlington Leadership Team worked with their teams to refine language, further develop performance measures, and confirm deliverables. Corporate Communications and Creative Services were instrumental in providing design, language expertise and ongoing review with the community’s perspective in mind. The Finance Team provided comments and knowledge towards an approach for determining the financial investment assessment and outline.

Conclusion:

This workplan gives staff guidance on the actions to focus time and attention towards, the goals to strive for and the desired outcomes to achieve for the Burlington

community. The “Actions at a Glance Appendix A” within the V2F document provides an accountability of intended timelines and lead roles for each action item. Council’s comments and feedback on the draft 2022-2026 Burlington’s Plan from Vision to Focus were important and helped to round out the expectations and priorities. We are seeking approval of this document so the final version of 2022-2026 Burlington’s Plan from Vision to Focus can be published and measuring, monitoring, and semiannual reporting to Council will begin.

Respectfully submitted,

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Appendices:

A. 2022-2026 Burlington’s Plan from Vision to Focus as of December 2023

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.