

A2.1 Corporate Priorities Policy



Regional Board Policy

Corporate Priorities Policy

Category: Administration	Policy Number: 09-07A-51	Replaces:
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Administration Department		
Date Adopted: July 2009	Board Resolution Number: 09-07A-51	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

That the following criteria for the establishment of Corporate Priorities for level 1, 2, and 3 action be endorsed as a policy of the Board.

POLICY:

CORPORATE PRIORITIES

Corporate priorities will ensure a balance of core service delivery and visionary leadership, with attention to ensuring a strong corporate foundation. Priorities will be assigned a Level 1, 2 or 3 rating to ensure staff are aware of the Board's priorities.

Corporate priorities will be broken into one of six (6) categories as follows:

- Strategic Initiatives
- Operational Imperatives

- Legislation (internal or external)
- Organizational Improvements, Policies and Procedures
- New Service Requests
- Routine Operational Goals or Resolutions

LEVEL ONE

To be pursued on an ongoing and continuous basis with a high degree of priority until completion. Priorities that have the potential to result in service level deterioration, liability to the corporation, have significant strategic importance, or are a legislative requirement of senior government will be included as Level 1 priorities. Level 1 goals will generally be either:

- achievable within the current fiscal year (ie operational imperatives, legislative requirements, etc.); or
- longer term strategic initiatives of sufficient corporate importance to continually allocate resources until the goal is successfully achieved.

Monthly reports to the Board on the status of each level 1 priority item.

LEVEL TWO

To be pursued as time permits on a secondary priority basis. Level 2 priorities are generally new initiatives or are subject to work, services, or resources of other organizations whose time frame cannot be controlled. Level 2 priorities will not result in service level deterioration or liability to the corporation. They are considered desirable improvements, but are not mandatory items and do not present any financial or legal threat to the corporation. Level 2 priorities may not be completed in the current fiscal year, but it is anticipated that continual progress will occur.

Quarterly reports to the Board on the status of each level 2 priority item.

LEVEL THREE

No active pursuit at this time pending completion of Level 1 and 2 priority items or additional resources. Level 3 priorities shall include any adopted business plan goals that are not included in the current year's goals or Board resolutions that do not appear on the Level 1 or 2 priority lists. Level 3 priorities shall be submitted to the Board on a semi-annual basis for evaluation and/or reprioritization of resources. Level 3 priorities shall be used as a "parking lot" for items identified for future consideration but to which no immediate resources are being assigned.

They will be reviewed annually in October for consideration during the establishment of the next year's business plan goals and any remaining outstanding items will be reviewed again in April following adoption of the current year business plan goals to determine continued relevance.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
Adopted – New Policy	July 2009	09-07A-51