Corporate Services Committee

Strategic Plan Completed Actions and Planned Actions for the Next Quarter

	Safe City: KR#3 – Conduct fire safety inspections on 95% of all commercial occupancies throughout the City each year (including apartment buildings with five or more units)	
KR Status:	Proceeding as Anticipated	
Complete 298 inspections of buildings with the following occupancy types: hotel / motel, schools / daycares, churches, industrial, east side mercantile, west side service and east side service		Planned

	Safe City: KR#4 – Create a comprehensive corporate Equity, Diversity and Inclusion Strategy by December 2022	
KR Status:	Not Yet Commenced	
Develop job description for Senior Manager, Human Resources		Planned
Develop business case for Senior Manager, Human Resources for the 2022 budget		Planned

	A City That Grows: KR#2 – Implement assessment based management	
KR Status:	Not Yet Commenced	
Gather sample policies from comparable municipalities		Planned

	Collaborative City: KR#3 – Increase competitive grant funding dollars received annually	
KR Status:	Proceeding as Anticipated	
Gathered sample policies and procedures from comparable municipalities		Complete
Drafted grants policy and gathered feedback		Complete
Finalized grants policy		Complete
Developed grants tracking spreadsheet		Complete
Document and streamline procedure for grant applications		Planned
Develop baseline of grants received (based on a three year average)		Planned
Develop internal communication and education plan on grants policy		Planned
Identify staff responsible for grants by incorporating into job descriptions		Planned
Document and streamline procedure for reporting on grants		Planned
Incorporate reporting on grants applied for / received in annual budget books		Planned

Clear Direction:
KR#2 – Align total municipal levy to Council's directed threshold each year while maintaining capital increase of 1 per cent annually

KR Status:	Not Yet Commenced	
Research debt policies		Planned
Develop and finalize debt policy		Planned
Research budget policies		Planned
Evaluate best practice and identify gaps in the City's budget policies		Planned
Develop and finalize budget policy revisions		Planned
Develop annual call to budget consistent with strategic plan		Planned

Clear Direction:
KR#3 – Develop a Human Resources strategy that fosters a skilled, engaged, **and diverse workforce that is grounded in the City's core values by September** 2022

KR Status:	Not Yet Commenced	
Develop job description for Senior Manager, Human Resources		Planned
Develop business case for Senior Manager, Human Resources for the 2022 budget		Planned

Service Excellence:
KR#1 – Further develop a culture of learning, development, well-being and embrace new approaches to service provision

KR Status:	Proceeding as Anticipated	
Finalize development of employee engagement survey with service provider		Planned
Undertake employee engagement survey		Planned
Research organization wide project planning		Planned
Implement organization wide project planning – pilot project		Planned
Develop job description for Senior Manager, Human Resources		Planned
Develop business case for Senior Manager, Human Resources for the 2022 budget		Planned
Utilize employee engagement survey results to identify opportunities		Planned

Service Excellence:
KR#2 – Enhance our information, technology and digital capabilities to allow residents, businesses and visitors to interact with the City where, when and how they choose

KR Status:	Proceeding as Anticipated	
Complete procurement process for Information Technology needs assessment		Planned
Complete phase 1 of the Information Technology needs assessment by September 2021		Planned
Undertake citizen satisfaction survey		Planned

Key Result Status Legend	
Proceeding as Anticipated	Progressing according to the planned quarterly milestones.
Monitoring Progress	Not progressing according to plan given an internal or external factor/issue.
Not Yet Commenced	Activity not yet started.
Under Review	Not progressing as planned, significant issues. Further escalation required.
Complete	Activity is fully completed and there are no further actions required.