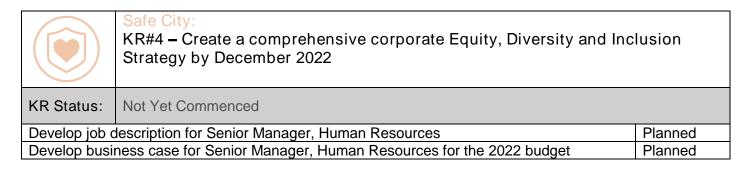
## **Corporate Services Committee**

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:	<b>CR Status:</b> 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			



	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		Planned	
Develop baseline of grants received (based on a three year average) Planned		Planned	
Develop internal communication and education plan on grants policy Planned			
Identify staff responsible for grants by incorporating into job descriptions Planned		Planned	
Document and streamline procedure for reporting on grants Planned			
Incorporate reporting on grants applied for / received in annual budget books Planned			

Attachment 1: CR-21-061 Actions for 2021 3<sup>rd</sup> Quarter – Strategic Plan Key Results for Corporate Services Committee

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		Planned
Research budget policies Planned		Planned
Evaluate best practice and identify gaps in the City's budget policies Planned		Planned
Develop and finalize budget policy revisions Planned		Planned
Develop annual call to budget consistent with strategic plan Planned		Planned

Clear Direction:		D:		1.1		
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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 Plann		
Undertake employee engagement survey		
Research organization wide project planning Planned		
Implement organization wide project planning – pilot project		
Develop job description for Senior Manager, Human Resources Plan		
Develop business case for Senior Manager, Human Resources for the 2022 budget Plan		
Utilize employee engagement survey results to identify opportunities Plan		

## 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.		