

	April - June 2019	July - September 2019	October - December 2019	January - March 2019/20
GRANTING	Ongoing management of Operating and Project grant programs.	Ongoing management of Operating and Project grant programs.	Ongoing management of Operating and Project grant programs.	Ongoing management of Operating and Project grant programs.
			Continue to implement reallocation strategy through new funding framework based on 2019-20 Granting Budget.	Launch 2020-21 programs reflecting re-allocation plan.
	Implement 2019-20 reallocation strategy through new funding framework based on 2019-20 Granting Budget. (ATB -5% and assessment increases and decreases)	Continue to implement 2019-20 reallocation strategy through new funding framework based on 2019-20 Granting Budget. (ATB -5% and assessment increases and decreases)	Continue to implement 2019-20 reallocation strategy through new funding framework based on 2019-20 Granting Budget. (ATB -5% and assessment increases and decreases)	Continue to implement 2019-20 reallocation strategy through new funding framework based on 2019-20 Granting Budget. (ATB -5% and assessment increases and decreases)
	Implement changes for Francophone programs: eliminate one of two deadlines for five project programs and suspend one project program.	Design program changes for 2020-21. Synthesize existing feedback on programs and plan improvements and any re-design including any potential new programs.	Finalize and post new application forms for 2020-21 programs reflecting program changes as well as any change in policy and process.	
	Introduce first fully on-line granting cycle for Recommender programs and Awards programs.			
COMMUNICATIONS	Ongoing Management of Communications Department			
		MPP riding roll-ups - grants per riding for 2018-19	Support the Director & CEO and OAC Board in arts advocacy efforts, including building and strengthening OAC's relationship with MPPs.	MPP mailing of new deadlines brochure
	Begin work related to Strategic Communications Plan (Impact Stories) and new MPP Engagement Strategy.	Develop impact stories for the website and social media that persuasive	Continue rolling out new activities that connect the arts in each riding y with the MPP	Develop new social media templates
		Enhance existing MPP strategy with new activities that connect the arts in each riding with the MPP	Develop deadlines brochure	Support to Outreach activities
	Continue to provide communications support to Nova related changes in granting.	Create new ways for grant recipients to recognize OAC funding, including a social media toolkit	Roll-out OAC/ gov't funding acknowledgment strategies to OAC funded organizations	Provide ongoing Communications support to programs/initiatives.
	Provide Communications/event support to Awards .	Produce events, eblasts, news releases, advertising, publications and other communications products as needed	Produce events, eblasts, news releases, advertising, publications and other communications products (videos, webinars) as needed	
		Provide Communications support to Outreach activities	Provide support to Awards	
	Begin work on Annual Report.	Finalize, produce and submit Annual Report		
FINANCE & ADMINISTRATION	Establish financial structure to support the implementation of 2019-20 budget.	Review OAC investment performance.	Develop a plan for financial system upgrade.	Develop 2020-21 OAC budget.
	Support and complete 2018-19 agency attestation process.	File CRA annual tax returns.	Conduct mid-year financial reviews.	Complete financial year-end activities.
	Complete 2018-19 year end audit and finalize OAC year end audited financial statements.	Review IT security and update the procedures as needed.	Complete Ministry multi-year plan process.	Submit board-approved Financial Statements and Risk Assessment.
	Submit ministry public account reporting.	Submit board-approved Financial Statements and Risk Assessment.	Develop financial plan for 2020-21 OAC Business Plan.	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions.
	Complete the Nova access control audit and develop an improvement plan.	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions.	Complete the business continuity plan.	Provide training on IT security and record management.
	Develop OAC intranet services and migrate the services into a new platform.		Submit board-approved Financial Statements and Risk Assessment.	
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HUMAN RESOURCES	Ongoing management of Human Resources Department	Ongoing management of Human Resources Department	Ongoing management of Human Resources Department	Ongoing management of Human Resources Department.
				Develop Merit Increase Plan for 2019 Performance Evaluation Period to be issued in 2020.
	Issue Merit Increases for 2018 Performance Evaluation Year			
	Implement re-organization or reallocation of resources as deemed necessary as a result of program/budget changes and implement process review.	Continue to implement re-organization or reallocation of resources as deemed necessary as a result of program development/budget changes and process review.	Review staffing requirements for 2020-21 Business Plan.	Review staffing requirements for 2020-21 budget.
	Roll-out Equity training module and conflict resolution training, and programmed wellness initiatives.	Continue to roll-out programmed wellness initiatives.	Continue to roll-out programmed wellness initiatives.	Continue to roll-out programmed wellness initiatives.
	n/a			
	Annual review of Health & Safety and Respect in the Workplace Policies			
	Hold Deaf and Disability Arts and Access Advisory Group (DDAAG) Meeting.	Review recommendations from DDAAG and implement as appropriate.	Hold Deaf and Disability Arts and Access Advisory Group (DDAAG) Meeting.	Review recommendations from DDAAG and implement as appropriate.
	Launch of CEO search and ongoing participation on Search Committee	Review short and long-listed candidates for CEO search and participate in interviews as a member of Search Committee	Select and finalize offer for CEO with the Board Chair.	New CEO to start.
RESEARCH	Add 2017-18 data to Open Data Inventory and post online. (Delayed due to additional work/time required to re-create and test all standard and ad hoc queries under new grants database system.)	Continue to develop and test queries under new grants database system (Nova).	Continue to develop and test queries under new grants database system (Nova).	Complete analysis of data to update performance measures/indicators.
	Continue to develop and test queries under new grants database system (Nova).	Begin data cleaning/verification of OAC CADAC data from 2018-19 operating grant applications.	Complete data cleaning/verification of OAC CADAC data from 2018-19 operating grant applications.	
	Begin verification of data process for 2018-19 grant statistics.	Add 2018-19 data to Open Data Inventory and post online.	Complete analysis of 2018-19 priority group statistics.	
	Complete reconciliation of Nova data with Finance Section data.		Complete environmental scan for Business Plan.	
	Begin work on 2018-19 Annual Report grants listing and riding roll-up.		Begin analysis of data to update performance measures/indicators.	