

2017-18 OAC High Level Implementation Plan

Q1 April - June 2017	Q2 July - September 2017	Q3 October - December 2017	Q4 January - March 2018
<u>Granting</u>			
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.
ICF*: Engagement process complete; provide MTCS with report and recommendations for program design. Begin creating program guidelines, web pages and application forms. Build online application portals.	ICF: Finalize all program documents. Application forms are available online and in alternative formats. Process and timelines finalized. Begin communications for upcoming deadlines.	ICF: First application deadlines close and process for assessing grants begins.	ICF: First round of grants disbursed. Feedback gathered for next cycle. Report on first year submitted to MTCS.
Gather input regarding plan for reallocation of funding in 2018. Internal and external consultation.	Finalize design of 2018 reallocation plan. Finalize detailed funding framework to deliver reallocation plan.	Finalize and post new application forms for 2018-19 programs reflecting reallocation plan.	Launch 2018-19 programs reflecting re-allocation plan.
Draft new program design for Francophone, Indigenous, Touring and Careers programs.	Finalize new program design for Francophone, Indigenous, Touring and Careers programs.	Finalize and post new applications for Francophone, Indigenous, Touring and Careers 2018-19 programs.	Launch new program design for Francophone, Indigenous, Touring and Careers 2018-19 programs.
Design and implement on-line system for third-party granting programs and Awards programs.	Launch on-line portal for third-party granting and Awards programs.		
	Finalize evaluation of Northern programs and services	Review recommendations from Northern Arts evaluation	Implement changes to Northern Arts program and services.
<u>Board/Executive</u>			
Organize and execute three board meetings including one in Ottawa (April 20 & 21).	Organize and execute one board meeting.	Organize and execute two board meetings.	Organize and execute one board meeting.
Submit 2017-18 Quarterly Hospitality and Travel Plans.	Submit 2017-18 Quarterly Hospitality and Travel Plans.	Submit 2017-18 Quarterly Hospitality and Travel Plans.	Submit 2018-19 Annual and 2017-18 Quarterly Hospitality and Travel Plans.
	Begin work on 2018-19 Business Plan.	Submit 2018-19 Draft Business Plan.	Submit 2018-19 Final Business Plan.
<u>Communications</u>			
Host reception for Ottawa arts community in conjunction with April board meeting.	MPP grant roll-up activities.	Provide Communications support for Northern Arts review.	Work on New Granting Guide for Applicants.
Work with granting and research on consultation process for funding allocation.		Support to consultation funding allocation feedback tour.	Develop new social media templates.
Begin work with granting on new funding programs for Francophone Arts and Indigenous Arts.	Continue to work with granting on new funding programs for Francophone Arts and Indigenous Arts.	Support to Premier's Arts Award event.	Provide ongoing Communications support to new programs.
Provide support to Nova related changes in granting.	Communications to support launch of third party online portal - tbc.	Develop 2018 deadlines brochure.	Support to Outreach activities.
Provide Communications/event support to Awards .	Develop social media campaign with a potential focus on Canada 150 and Ontario artists.		
Provide Communications support for ICF.	Continue to provide Communications support for ICF.		
Begin work on Annual Report.	Finalize, produce and submit Annual Report.		
<u>Finance & Admin</u>			
Establish financial structure to support the implementation of 2017-18 budget.	Review OAC investment performance.	Support financial plan of granting funding reallocation.	Develop 2018-19 OAC budget.
Support and complete 2016-17 agency attestation process.	File CRA annual returns.	Conduct mid-year financial reviews.	Complete financial year-end activities.
Complete 2016-17 year end audit and finalize OAC year end audited financial statements	Update team structure in Operations and hire new Operations Manager to fill the vacancy due to retirement	Complete ministry PRRT agency consolidation.	Review and improve OAC asset management program.
Submit ministry public account reporting.	Review Nova risk management status.	Develop financial plan for 2018-19 OAC business plan.	Conduct record management reviews.
Develop financial procedures under Nova to support granting.	Upgrade OAC's Intranet for easier collaboration and engagement across departments	Develop and test business continuity plan.	Report on indigenous cultural fund.
Continue improvement of Nova functions and reports.	Establish IT support structure to support Nova and other applications	Update OAC procurement policy.	Review OAC network structure focusing on cyber security measures

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Submit board-approved Financial Statements and Risk Register	Submit board-approved Financial Statements and Risk Register	Submit board-approved Financial Statements and Risk Register	Submit board-approved Financial Statements and Risk Register
Launch new record management series			
Human Resources			
Develop Draft Executive Compensation Framework.	Launch and Post Executive Compensation Framework.	Implement Executive Compensation Framework.	
		Prepare for Potential Labour Relations Negotiations.	Begin Labour Relations Negotiations for Collective Agreement Renewal.
Issue Merit Increases for 2016 Performance Evaluation Year.			Develop Merit Increase Plan for 2017.
	Develop New Multi-Year Accessibility Plan.	Continue to Develop New Multi-Year Accessibility Plan.	Launch New Multi-Year Accessibility Plan.
Ensure FIPPA Staff Resource is hired.			
Continue assessment of ICF staffing requirements.	Continue recruitment process for ICF staffing requirements.	Hire Additional ICF Staff.	
Begin Review with Managers on Nova and impact on work processes and structures.	Continue Review with Managers on Nova and impact on work processes and structures and develop plans as necessary.	Develop and implement re-organization or reallocation as deemed necessary as a result of Nova.	Continue to implement re-organization or reallocation as deemed necessary as a result of Nova.
Research, Policy & Evaluation			
Continue to develop and test queries under new grants database system (Nova).	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 of performance measures/indicators.
Begin verification of data process for 2016-17 grant statistics.	Begin data cleaning/verification of OAC CADAC data from 2016-17 operating grant applications.	Complete data cleaning/verification of OAC CADAC data from 2016-17 operating grant applications.	
Begin work on Annual Report grants listing and riding roll-up.			
Provide advice on methodology and provide statistical support to consultations on 2018 funding reallocation.	Add 2016-17 data to Open Data Inventory and post online.	Complete environmental scan for Business Plan.	
	Finalize evaluation of Northern programs and services	Review recommendations from Northern Arts evaluation	
Complete update of arts and quality of life statistics.			
Monitor early implementation of FIPPA.			Prepare and submit first annual report on FIPPA to the IPC.
		Begin analysis of data to update performance measures/indicators.	
*Indigenous Cultural Fund			