	Q1	Q2	Q3	Q4
	April - June 2022	July - September 2022	October - December 2022	January - March 2023
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.
	Processing and payment of Operating grants in the following programs: Publishing Organizations; Dance Organizations; Visual Arts Artist-Run Centres and Organizations; Media Arts Organizations; Multi and Inter-Arts Organizations; Music Organizations; Theatre Organizations	Processing and payment of Operating grants in the following programs: Literary Organizations; Arts visuels, arts médiatiques et métiers d'art : organismes et centres d'artistes autogérés francophones; Diffusion francophone; Édition francophone; Organismes francophones de service aux arts; Théâtre francophone; Arts Organizations in Communities and Schools; Public Art Galleries; Publishing Organizations		Processing and payment of Operating grants in the following programs: Theatre Organizations; Music Organizations
		Design program changes for 2023-24; synthesize existing feedback on programs and plan improvements and re-design including any potential new programs	Develop funding framework for 2023-24; Finalize and post new application forms for 2022-23 programs reflecting program changes as well as any change in policy and process	

	Q1	Q2	Q3	Q4
	April - June 2022	July - September 2022	October - December 2022	January - March 2023
COMMUNICATIONS				
	Showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities	Continue to showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities	Continue to showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities	Continue to showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities
		MPP riding roll-ups - grants per riding for 2021-22	Support the CEO and OAC Board in arts advocacy efforts, including building and strengthening OAC's relationship with MPPs	MPP mailing of new deadlines brochure
	Launch new Strategic Plan	Continue with launching activities of new Strategic Plan		
	Explore opportunities for MPP engagement and OAC-funded arts activities aside from grant	Enhance existing MPP strategy with new activities that connect the arts in each riding with the MPP	Share OAC/ gov't funding acknowledgment strategies with OAC funded organizations	Provide ongoing Communications support to programs/initiatives
	Provide Communications/event support to Awards	Look for new ways for grant recipients to recognize OAC funding	Produce events, eblasts, social media posts, advertising, publications and other communications products (videos, webinars) as needed	Develop new social media templates
	Continue to provide communications support to Nova related changes in granting	Produce events, eblasts, social media posts, advertising, publications and other communications products as needed	Develop and produce deadlines brochure	Support to Outreach activities /Awards
	Begin work on Annual Report	Finalize, produce and submit Annual Report	Provide Communications support to Outreach activities/Awards	

	Q1	Q2	Q3	Q4
	April - June 2022	July - September 2022	October - December 2022	January - March 2023
FINANCE & ADMINISTRATION				
	Establish financial structure to support the implementation of 2022-23 budget	Review OAC investment performance	Conduct mid-year financial reviews	Develop 2023-24 OAC budget
	Support and complete 2022-23 agency attestation process	File CRA annual tax returns	Complete Ministry multi-year plan process	Complete financial year-end activities
	Complete 2021-22 year end audit and finalize OAC year end audited financial statements	Review IT security and update the procedures as needed	Develop financial plan for 2023-24 OAC Business Plan	Perform vendor evaluations and procurement review

Q1	Q2	Q3	Q4
Prepare the financial section of Quarterly Governance Package, for submission	Prepare the financial section of Quarterly Governance Package, for submission	Prepare the financial section of Quarterly Governance Package, for submission	Prepare the financial section of Quarterly Governance Package, for submission
Submit ministry public account reporting	Complete quarterly management reporting package	Review and test the business continuity plan	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions
Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions	

Q1	Q2	Q3	Q4
April - June 2022	**July - September 2022**	**October - December 2022**	**January - March 2023**

HUMAN RESOURCES

Q1	Q2	Q3	Q4
Implement new HRMS	Continue with implementation of new HRMS		
Issue Merit Increases for 2021 Performance Evaluation Year		Implement changes as required to annual performance appraisal process/system	Develop and implement Merit Increase Plan for 2022 Performance Evaluation Period to be issued in 2023
		Review staffing/headcount requirements for 2023-24 Business Plan	Review staffing/headcount requirements for 2022-23 budget
Annual review of Health & Safety and Respect in the Workplace Policies	Implement any required training as a result of any changes to the Health & Safety and Respect in the Workplace Policies		Remind staff of PSOA, Code of Conduct and Conflict of Interest Requirements, review disclosed conflicts for resolution
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.
Conduct Bargaining/Finalize new Collective agreement with AMAPCEO	Implement any changes required by the new Collective Agreement		

Q1	Q2	Q3	Q4
April - June 2022	**July - September 2022**	**October - December 2022**	**January - March 2023**

RESEARCH

Q1	Q2	Q3	Q4
Begin verification of data process for 2021-22 grant statistics	Begin data cleaning/verification of OAC CADAC data from 2021-22 operating grant applications	Complete data cleaning/verification of OAC CADAC data from 2021-22 operating grant applications	Add 2021-22 data to Open Data Inventory and post online
Complete reconciliation of Nova 2021-22 grants data with Finance Section data	Begin analysis of project grant final report statistics	Complete analysis of project grant final report statistics	
Begin work on data pull for 2021-22 Annual Report grants listing and riding roll-up	Complete work on data pull for 2021-22 Annual Report grants listing and riding roll-up		
	Begin analysis of 2021-22 priority/demographic group statistics	Continue analysis of 2021-22 priority/demographic group statistics.	Complete analysis of 2021-22 priority/demographic group statistics
		Begin analysis of data to update existing performance	Complete update of existing performance measures/indicators
Assist with launch of new Strategic Plan	Continue to assist with launch of new Strategic Plan		
Revise performance measures/indicators	Revise performance measures/indicators		
Participate in data partnerships (e.g. CADAC, Cultural Statistics Strategy)	Participate in data partnerships (e.g. CADAC, Cultural Statistics Strategy)	Participate in data partnerships (e.g. CADAC, Cultural Statistics Strategy)	Participate in data partnerships (e.g. CADAC, Cultural Statistics Strategy)
		Complete environmental scan for Business Plan	
Further explore approaches to research on the impact of the arts	Further explore approaches to research on the impact of the arts	Further explore approaches to research on the impact of the arts	Further explore approaches to research on the impact of the arts

Q1	Q2	Q3	Q4
April - June 2022	**July - September 2022**	**October - December 2022**	**January - March 2023**

EXECUTIVE

Q1	Q2	Q3	Q4
Ongoing liaising with Ministry on issues as they arise	Ongoing liaising with Ministry on issues as they arise.	Ongoing liaising with Ministry on issues as they arise.	Ongoing liaising with Ministry on issues as they arise.
Organize and execute board meetings as required	Organize and execute board meetings as required	Organize and execute board meetings as required	Organize and execute board meetings as required
Prepare and submit Quarterly Governance Package.	Prepare and submit Quarterly Governance Package.	Prepare and submit Quarterly Governance Package.	Prepare and submit Quarterly Governance Package.
	Begin work on 2023-24 Business Plan.	Complete work and submit 2023-24 Business Plan.	Begin work on 2023-24 Budget