



Background

- For the period of Jan 1 – Mar 31, 2019, inclusive
- Summary of progress related to work outlined in:
 - 2019-22 Strategic Plan (Approved March 14)
 - 2019 Financial Plan (Approved April 25)

Report Overview

New Report Format

- Separation of Strategic Plan action tracking and operational work plan
- Inclusion of Council Motions approved in the quarter
- Additional information as directed by Council

Quarterly Accountability Report

Strategic Plan Progress Report	Highlights, Accomplishments and Metrics	Core Service Delivery Work Plan	Council Motions
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Strategic Plan Progress Report – Att. A

Status of Strategic Plan Actions

- 63 new Actions to be initiated in 2019
- Includes summary of key milestones, expected carryforward to 2020 and activity in Q1

Name	Description	Q1	Q2	Q3	Q4	To be completed by end of 2019	Active in Q1
#1: Good Governance and Civic Engagement							
Council Expense Disclosure	Improve timely publication of Council member expenses and financial disclosure statements quarterly		First Council expense report as part of Q1 update	On-going		✓	✓
Strategic Plan Outcome Measures	Develop measurement and monitoring process for Strategic Plan Outcomes	Preliminary assessment of data sources	Retain external support to develop process for outcome measures	Communicate to departments on information needs			✓
Facilitation Training	Offer training to staff, Council members and community leaders in best practices in respectful facilitation; identify challenging topics for engagement in advance and ensure that everyone involved (staff and community leaders) have adequate training to lead engagement		Planning with HR begins in late Q2	Coordination and delivery	Delivery	✓	

Project Status Dashboard to be add in Q2



Highlights, Accomplishment, Metrics – Att. B

Report Contents

- Organized by Department (new)
- Highlights major achievements and activities
- Relevant performance metrics included
- Emerging issues and challenges (new)



Core Service Delivery Work Plan – Att. C

Report Contents

- Provides activities and timelines for over 60 major lines of service for 2019
- Direct line of sight to the 2019 Financial Plan document
- Subject to change as a result of unexpected issues or emerging community needs

Service Area	Description	Department	Q1	Q2	Q3	Q4
Business Hub	To guide new and existing businesses through City's processes, find ways to reduce or mitigate red tape, provide resources in the community to assist businesses	Business and Community Relations	CFB Esquimalt Small Business Start Up Workshop, Family Business and Young Entrepreneurs Excellence Awards	Inter-Community Business License (ICBL) Report to Council, Small Business Information Session, Business Awards, 10 to Watch, Chamber, Leadership Victoria, WATEC	Small Business Information Session - partner with ICA, VPCIS, etc. to focus on newcomers, immigrants & refugees, Small Business BC Pop-Up	Small Business Information Session Business Awards, EcoStar, Launch Annual Business License Renewal Survey
Create Victoria Master Plan	Implementation of Create Victoria Arts and Culture Master Plan	Business and Community Relations	Research and stakeholder engagement on Vacant Storefront Program	26 Bastion Square Creative Hub business plan development and host community workshop	Launch Mural Toolkit and Vacant Storefront Program	Draft Music Strategy ready for public feedback
Creative Animation and Programming of Public Space	Programming includes free arts and culture activities in Centennial Square and Cameron Blandshell, poet laureate and youth poet laureate events and readings, artist in residence and Indigenous artist in residence programs, Canada Day celebrations, public art programs, Indigenous symposium, seasonal animation and banner program	Business and Community Relations	Calls to Artists: Commute, Commercial Alley and Summer Banner Design, Chinese New Year celebration and decor	Publication of CityVibe festival brochure, launch call to artist for Artist in Residence Program. Continue to hold space for dialogue with Indigenous community regarding the next Call for Indigenous Artist in Residence Program. Summer and Event Banners	Canada Day Celebration: free programming begins in CSQ and CB, Artworks installed for Commute and Commercial Alley projects. Artist in Resident begins term.	Nominations for Youth Poet Laureate launched. Installation of Winter Animation Program, Indigenous Symposium held.



Council Motions - Att. D

Report Contents

- Includes 128 motions approved by Council in Q1
- Organized into three categories
 1. New items added by Council
 2. Operational items to be addressed through departmental work plans
 3. Motions related to, and included within the Strategic Plan

Council Feb28_2019	Letter from the Minister of Municipal Affairs and Housing	That the correspondence dated February 12, 2019 from the Minister of Municipal Affairs and Housing be referred to the next Committee of the Whole meeting.	Council added
Council Feb28_2019	Smart Cities Challenge, Letter of Support	That Council approves the letter of support and aligned funding chart for SIPP's submission to the Smart Cities Challenge	Council added
Council Feb28_2019	Extended Hours for Our Place	That Council: Allocate \$50,000 from surplus to partner with BC Housing and Island Health to increase the hours and services for Our Place to match winter hours from April 1-October 31. Request the province fund the full amount for these extended hours in future years	Council added



Additional Quarterly Information

Budget Update – Att. E

- Operating budget revenue, expenditures and variance
- Capital budget expenditures
- FTE Summary

Council Member Expenses – Att. F

- Summary of all receipts submitted for reimbursement within quarter for each member of Council
- Carbon offsets to be included for airline travel

Grant Update – Att. G

- Summary of grants new applications, grants awarded or withdrawn



Additional Quarterly Information

Contracts Awarded – Att. H

- Listing of all contracts over \$50,000 awarded
- Some are multi-year

New Position Recruitment – Att. I

- Status of the 36 new positions added to the 2019 Financial Plan to specifically support implementation of the 2019-22 Strategic Plan
- Current as of May 17

Status	Description	Number
Filled	Position has been filled or no recruitment was required	7
Active	Currently in active competition (includes advertisement, shortlisting, interviews and offer)	5
Planning	Development of a Job description and/or job evaluation currently underway	15
Pending	Recruitment is planned for the future (Q2, Q3, Q4)	9
Total		36

*As of May 17, 2019



Recommendation

That Council receive this report for information.



Strategic Plan Amendment Process

Part Two – Emergency Issues & Extraordinary Opportunities

Step 1

At a Committee-of-the-Whole meeting, Councillors interested in amending the Strategic Plan to address an emergency issue or extraordinary opportunity must bring a motion accompanied by a short report to request a short report from staff on the implications of adding a proposed Action. Emergency Issues and Extraordinary Opportunities don't need to be tied to a specific Strategic Objective, but if they do, this should be indicated clearly, as well as the Outcome that the new proposed Action is meant to achieve. Proposed new actions for Emergency Issues and Extraordinary Opportunities will require a two-thirds majority to pass.

Step 2

One Committee-of-the-Whole meeting later at the most, staff provide a brief report to Council outlining what Actions planned for a given year may need to be reconsidered and the implications of doing so.

Step 3

At the same meeting as outlined in Step 2, Committee votes on whether to move forward the new Action and Outcome and what Action or Actions may need to be removed. If Committee (and Council) supports proposed Actions and Outcomes that fall outside of the 8 Strategic Objectives, a new section will be added to the plan entitled *Emergency Issues and Extraordinary Opportunities*.