










# QUARTERLY COUNCIL PRIORITIES PROGRESS REPORT 2021 Q1/Q2



# DIVERSE HOUSING

	DEPT.	RESOURCED INITIATIVE (green text = added in 2021)	Target Completion	Status	% Complete	Q1 & Q2 ACTIVITY / 2021 NEXT STEPS
1	Administration	Provide support to CRHD re: Oak Bay Lodge redevelopment	Unknown		20%	CRHD has awarded demolition contract and applied for demolition permit. CRHD working with Island Health to determine scope of services & potential financing/partnership models. Second round of CRD-led consultation expected in late June or July.
2	Building & Planning	Prepare a <u>Housing Needs Report</u>	2020		100%	n/a
3	Building & Planning	Complete a Secondary Suite Study ( <i>amending/drafting regulatory and policy pieces will be a separate delivery</i> )	2021		90%	Draft strategy prepared and presented to Council April 2021. A survey was prepared as part of the public engagement for the study. Final report anticipated to be presented to Council in Q3 2021.
4	Building & Planning	Identify infill housing opportunities and specific housing needs for neighbourhoods	2022		20%	Project Charter was prepared and subsequently approved by Council April 2021. Request for Proposal for consultant services issued June 2021.
5	Building & Planning	Prepare Village Area Plan(s) for the Oak Bay Village/Cadboro Bay Road corridor and for the Secondary Village areas	2023		0%	Council provided direction on March 8, 2021 to commence project in 2022.
6	Building & Planning	Develop a <u>Community Amenity Contribution Policy</u>	2019		100%	n/a
7	Building & Planning	Undertake a process to amend the <u>OCP</u> for a new Heritage Conservation Area	2020		100%	n/a
8	Building & Planning	Zoning Bylaw Update	2024			n/a
9	Building & Planning	Enhance bylaw enforcement (short-term rentals etc.)	2021		10%	Commenced hiring process for Bylaw Compliance Official May 2021. Once onboarded, the successful candidate will provide enhanced bylaw enforcement service. Council decision making on focus areas for Bylaw Compliance to be facilitated in Q4 2021.



Initiative completed



Initiative on track



Initiative slated to start in future year











Risks to on-time



Initiative delayed

# SUSTAINABLE SERVICE

	DEPT.	RESOURCED INITIATIVE (green text = added in 2021)	Target Completion	Status	% Complete	Q1 & Q2 ACTIVITY / 2021 NEXT STEPS
10	Administration	Negotiate Marina Lease (2023 +30 years)	2022		20%	Reviewed Technical, Community Amenity and Financial Proposals. Undertook community consultation on amenities. Council selected proponent to negotiate with. Hired Negotiator. Negotiations expected to continue through remainder of 2021 and into 2022.
11	Engineering & Public Works	Assess and improve Tod House	Unknown		15%	Project Manager engaged. CHC updated on Tod House report/planned next steps in June. Project kick-off expected in Q3.
12	Administration	Complete Cenotaph Restoration Project	2020		100%	n/a
13	Financial Services	Develop long term financial sustainability plan	2022		10%	On track for completion no later than 2022. Staff are hoping to deliver by Q4-2021 so that in place for 2022 budget. Staff are working to advance Council's related resolution asking for a report on the District's Infrastructure Replacement Plan by September 30, 2021 (date subject to change).
14	Fire & Emergency Services	Prepare Fire Master Plan	2021		10%	Collection of metrics and statistics related to departmental operations ongoing. Next steps involve working with a contractor to develop and prepare Fire Master Plan.
15	Engineering & Public Works	Complete Water Master Plan	2019		100%	n/a
16	Engineering & Public Works	Refurbish Municipal Hall	2021		80%	Completion of construction June 2021. On budget and on schedule. Transition of staff back into Municipal Hall to occur July/August 2021.
17	Engineering & Public Works	Prepare Sewer Master Plan	2021		40%	Preparation of Sewer Master Plan progressing well. District staff continue to work closely with our engineering consultants. Aiming to report out on outcomes and implications in Q4.



Initiative completed



Initiative on track



Initiative slated to start in future year





Risks to on-time



Initiative delayed

# SERVICE EXCELLENCE

	DEPT.	RESOURCED INITIATIVE (green text = added in 2021)	Target Completion	Status	% Complete	Q1 & Q2 ACTIVITY / 2021 NEXT STEPS
18	Administration	Prepare and implement an HR Plan (talent management, health & safety, performance management, compensation & benefits and HR systems)	Pandemic-dependent		40%	Advancing components in workforce planning, performance management, health & safety, HR systems, as well as recruitment, selection and onboarding.
19	Administration	Review and revamp Occupational Health & Safety Program	2023		40%	By June 30, the hiring process for the Occupational Health and Safety Officer should be complete. Once hired, their objective will be to advance review and revamp of the District's Occupational Health & Safety Program.
20	Administration	Refresh website	2023			n/a
21	Administration	Review Procedures Bylaw	2020		100%	n/a
22	Administration	Procure <u>public engagement software platform</u>	2019		100%	n/a
23	Building & Planning	Update Land Use Procedures Bylaw	2021		50%	Review and draft bylaw preparation is underway. Next steps include a final bylaw preparation for Committee and Council review in Q4.
24	Financial Services	Upgrade software to implement additional school tax levies for the Province	2019		100%	n/a
25	Financial Services	Develop a 5 year long-term financial plan	2020		100%	n/a
26	Financial Services	Undertake Budget software implementation	Unknown		100%	Determined in 2020 that budget software was not longer required since transparent award-winning budget process had been achieved in other ways.
27	Financial Services	Upgrade Tempest.net (upgrade platform to the .NET environment for the web service and web applications)	2019		100%	n/a



Initiative completed



Initiative on track



Initiative slated to start in future year









Risks to on-time



Initiative delayed

# SERVICE EXCELLENCE

	DEPT.	RESOURCED INITIATIVE (green text = added in 2021)	Target Completion	Status	% Complete	Q1 & Q2 ACTIVITY / 2021 NEXT STEPS
28	Financial Services	Upgrade payroll software	2021		90%	On track for full completion by August 31, 2021. Next steps include rolling out timesheet module to all internal staff.
29	Financial Services	Implement Network Switch Replacement	2021		100%	n/a
30	Financial Services	Prepare an IT Operational Master Plan (hardware replacement, software acquisition & maintenance, support service targets, network security enhancements, corporate training, and ERP support)	2020		100%	n/a
31	Financial Services	Update Microsoft 365	2022		100%	n/a
32	Financial Services	Undertake network security audit (every three years)	2021		5%	Request for expression of interest currently being developed. Aiming for Q3 implementation of the first network security audit.
33	Financial Services	Upgrade Council Chambers Audio Equipment	2021		25%	The RFP was reissued to facilitate the move to strictly wireless components. Target completion date for installation of upgraded audio equipment is Q3.



Initiative completed



Initiative on track



Initiative slated to start in future year



Risks to on-time



Initiative delayed

# QUALITY OF LIFE

	DEPT.	RESOURCED INITIATIVE (green text = added in 2021)	Target Completion	Status	% Complete	Q1 & Q2 ACTIVITY / 2021 NEXT STEPS
34	Administration	Undertake deer management research project	2021		85%	Completed Phase 1 of 2021 project (purchase of equipment, summarizing previous year research etc.). Signed grant agreements. Received 2021 grant funds. Signed operating agreement with UWSS. Next phase of deer immuno-contraception to be applied in the fall. In Q4 Council will need to determine whether to continue program in 2022 and beyond.
35	Building & Planning	Change rules for home-based business	time permitting			n/a
36	Parks, Recreation & Culture	Update dog-use policies	2023			n/a
37	Parks, Recreation & Culture	Prepare Parks, Recreation and Culture Master Plan	2024			n/a
48*	Parks, Recreation & Culture	Design Carnarvon Park Building	2022			n/a

\* #48 is out of sequence as it was added following numbering of other items.



Initiative completed



Initiative on track



Initiative slated to start in future year



Risks to on-time



Initiative delayed

# HEALTH AND RESILIENCE

	DEPT.	RESOURCED INITIATIVE (green text = added in 2021)	Target Completion	Status	% Complete	Q1 & Q2 ACTIVITY / 2021 NEXT STEPS
38	Administration	Investigate and consult on regulatory options for restricting or banning single-use items (pending legal challenge)	2021		30%	Initial report presented to the Committee of the Whole May 2021. Recommendations are subject to Council approval in June. Next step would involve consultation with businesses in late 2021.
39	Building & Planning	Complete Sea-Level Rise Study	2020		100%	n/a
40	Engineering & Public Works	Prepare EV Station Options Analysis	2020		100%	Analysis completed in 2020. Council directed that staff procure 3 EV charging stations. Locations identified for Municipal Hall, Oak Bay Recreation Centre and Henderson Recreation Centre. Detailed design work in progress. Aiming for construction in 2021 Q3/Q4.
41	Fire & Emergency Services	Prepare an Emergency Evacuation Plan (funded by grants)	2020		100%	n/a
42	Fire & Emergency Services	Prepare Communications Plan for public in case of Emergency	2021		50%	Mass notification system went live in May 2021. Next steps involve refining system policies and procedures, training, public education and promotion of the system.
43	Fire & Emergency Services	Review mutual aid agreement	2021		100%	New tri-party fire mutual aid agreement was put into place January 2021 with the City of Victoria and the District of Saanich.
44	Fire & Emergency Services	Review policies and procedures	2022		50%	Operational Guideline review/ revision/ update ongoing. Policy changes/ additions required due to the new Mutual Aid/ Automatic Aid Agreement with Saanich being prioritized.
45	Parks, Recreation & Culture	Implement Cool Kit Program	2021		5%	Staff and consultant are currently undertaking administrative/preparatory work. The project is targeted to be launched in fall 2021, with identification and training of community volunteers. Community outreach and monitoring to follow.
46	Building & Planning	Action Recommendation No. 4 of Community Climate Action Working Group Report	2022		0%	Council direction on March 8, 2021 was to recommend additional funding of \$20,000 to retain a consultant to complete this initiative. Staff to proceed with consultant selection in Q4 2021
47	Building & Planning	Develop information sheet on reducing demolition waste to be attached to demolition permit applications	2021		0%	Staff preparation of information sheet can be completed in coordination with preparation of CCAWG Recommendation No. 4 in cooperation with a consultant.



Initiative completed



Initiative on track



Initiative slated to start in future year



Risks to on-time



Initiative delayed