

● Draft
 ● Not started
 ● Behind
 ● On Track
 ● Overdue
 ● Complete
 → Direct Alignment
 ----> Indirect Alignment

GOAL

Goal	Current Completion	Progress Update
Undertake Continuous Improvement Projects	82%	<p>Progress: Since the last update six more continuous Improvement projects were completed. The outcomes of all projects are noted in the report and these cut across all departments. There are currently 18 active CI projects and a further three new green belts getting going.</p> <p>2025/06/17</p>
→ Reorganize the network drive in Waste & Recycling using the 5S tool	98%	<p>Progress: Finalization of A3 Report remaining</p> <p>2025/06/16</p>
→ Streamline the administration process for sports field bookings	26%	<p>Progress: Assigned staff member has been seconded to Canada Games and the project is currently on hold.</p> <p>2025/01/31</p>
→ Undertake review and establish a standard for internal staff movements	60%	<p>Progress: A solution has been identified to improve the information collection needed for all phases and tracking of work flow. It is currently in development and testing phase.</p> <p>2025/06/10</p>
→ Review and streamline process for third party service calls	70%	<p>Progress: The project team has identified several areas for improvement. Financial Services is currently working with Organizational Performance and Strategy to develop online training focused on service call invoicing. The training module is anticipated to be ready for pilot implementation within the coming weeks.</p> <p>2025/06/11</p>
→ Review, streamline, and standardize process for cheque requisitions	90%	<p>Progress: Form and procedures have been updated and approved. New training and improvement to process developed. Training moving to pilot phase in June.</p> <p>2025/06/10</p>
→ Reorganize Economic Development & Partnerships network drive using 5S	50%	<p>Progress: Progress is being made with the electronic file cleanup and reorganization. The project was previously delayed due to staff and divisional changes.</p> <p>2025/06/18</p>
→ Analyze and streamline Fleet division communication methods	80%	<p>Progress: Opportunities to streamline Fleet communication channels have been identified, implemented and communicated to staff. Multiple email accounts have been consolidated to one and communication provided to staff related to changes. Preparation of CI report remaining.</p> <p>2025/06/10</p>

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→ Improve user knowledge and awareness of swim spaces and equipment	95%	Progress: New signage has been added to the Paul Reynolds Community Centre lobby identifying the pool areas that are open at any given time. Post-implementation data has been collected. The A3 report and analysis of the quantitative impacts of the changes are being finalized. 2025/06/17
→ Implement standardized naming convention for cheque requisitions	75%	Progress: The project team has identified the various types of cheque requests currently being processed and has begun developing a standardized naming convention to promote consistency and reduce duplication, based on the data collected. The next steps include meeting with Financial Services staff to review the proposed list and finalize recommendations, taking into account the potential impact on both internal and external stakeholders. 2025/06/11
→ Streamline waste compliance documentation process	50%	Progress: Gemba walk completed and compiling results of the Gemba. 2025/06/16
→ Review and enhance communication of pool policy and rules for birthday party bookings	85%	Progress: A new backdrop for the pool deck has been procured and is awaiting installation. Post-implementation data and the A3 report will then be completed. 2025/06/17
→ Improve Adaptive Equipment Lending Program process of retrieving, receiving, and maintenance of equipment	83%	Progress: CI tools such as SIPOC analysis and Gemba Walk were used at the start of the project, followed by a team exercise to develop a current state process map. Following an analysis of the current state, the team developed a future state process map. Future state changes and data collection for verification are currently underway. An A3 report will be prepared to close out the project. 2025/06/13
→ Clarify process for lease of equipment	80%	Progress: Due to staff reassignments there may be a delay in this project based on competing priorities. 2025/06/10
→ Streamline data input-management for Facilities asset management	60%	Progress: Work has advanced on this CI project, but it has not been completed within the required timelines due to city capital projects prioritization for the Canada Games. 2025/06/13
→ Standardize calibration process of electronic salt spreader	80%	Progress: Project is nearing completion and final improvement measurements will take place after the shift back to winter season. Final project documentation will also be completed at that time. 2025/06/11
→ Standardize medical supply bags inventory for SJRFD	0%	Progress: No progress has been made on this project. Follow up planned. 2025/06/17

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→ Standardize evaluation process for high-angle training	15%	Progress: Current evaluation process has been reviewed. Proposed survey evaluation questions have been drafted and are being reviewed internally. 2025/06/10
→ Improve process of information sharing between Inspection Services and Facilities Engineering related to City infrastructure projects.	0%	Progress: Due to the prioritization of city capital projects in preparation for the Canada Games, this project is behind schedule. As soon as time permits, both Yellowbelt candidates will work together to complete their CI projects. 2025/06/13