

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

GOAL

Goal	Current Completion	Progress Update
Undertake Continuous Improvement Projects	On Track	Progress: Since the last update 6 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 16 active CI projects and another being scoped. 2025/11/05
→ Streamline the administration process for sports field bookings	Overdue	Progress: Assigned staff member was seconded to Canada Games and the project was on hold. The staff member has returned and a follow-up discussion for next steps will take place in the fall. 2025/10/22
→ Undertake review and establish a standard for internal staff movements	Overdue	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 but has been delayed due to competing priorities. 2025/10/20
→ Review and streamline process for third party service calls	Overdue	Progress: The project team has identified several areas for improvement. Financial Services is currently working with Organizational Performance and Strategy and finalizing the online training focused on service call invoicing and a new form. The training module is anticipated to be ready for final roll out this Fall. 2025/10/30
→ Reorganize Economic Development & Partnerships network drive using 5S	Overdue	Progress: Progress is being made with the electronic file cleanup and reorganization. The project was previously delayed due to staff and divisional changes. Next steps to meet with IT, to finalize system reorganization. 2025/10/27
→ Analyze and streamline Fleet division communication methods	Overdue	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. 2025/10/30
→ Implement standardized naming convention for cheque requisitions	Overdue	Progress: A standardized naming convention for cheque requisitions (payment and reimbursement forms) has been developed and is now in active use. The document also provides clear guidance on the use of document dates and other reference information, where applicable. 2025/10/29

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→Streamline waste compliance documentation process	Overdue	Progress: Gemba walk was completed. Next step is to analyze current process and identify areas for improvement. <i>2025/10/31</i>
→Review and enhance communication of pool policy and rules for birthday party bookings	Overdue	Progress: A new backdrop for the pool deck has been procured and is awaiting installation. Initial plans for installation were not possible and alternatives are being explored. <i>2025/10/23</i>
→Clarify process for lease of equipment	Overdue	Progress: Due to staff reassignments there is a delay in this project based on competing priorities. Staff expect to complete this project by the end of 2025. <i>2025/10/30</i>
→Standardize calibration process of electronic salt spreader	Overdue	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. <i>2025/10/22</i>
→Standardize medical supply bags inventory for SJRFD	Overdue	Progress: No progress has been made on this project. Staff will be getting back on track with this project and further updates in the coming weeks. <i>2025/11/03</i>
→Standardize evaluation process for high-angle training	Overdue	Progress: Project has been implemented. Awaiting final version of documentation. <i>2025/10/22</i>
→Improve process of information sharing between Inspection Services and Facilities Engineering related to City infrastructure projects.	Overdue	Progress: Process maps have been completed and staff are working on next steps in determining opportunities for improvement. <i>2025/10/30</i>
→Improve land use mapping and tracking of City-owned land	On Track	Progress: The kickoff meeting was held in September with the project team and continuous improvement tools such as SIPOC and voice of customer exercises have been completed. Mapping of the current process is ongoing, which will assist in identifying areas for improvement. This is a new green belt level project. <i>2025/10/29</i>
→Standardize Recreation division data collection	On Track	Progress: Kickoff meeting took place on October 23, which included completing the CI SIPOC tool and voice of customer exercise. A Gemba walk exercise took place on November 3, including starting to map current process. Further meetings are scheduled for Fall 2025 to complete current state process mapping and identify opportunities for improvement. This is a new green belt level project. <i>2025/10/30</i>
→Streamline recreation facility call-in procedure	Behind	Progress: Project has been scoped, proposal approved, and project team identified. Next step is to hold kickoff meeting with project team. This is a new green belt level project. <i>2025/10/30</i>

