

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

### GOAL

Goal	Current Completi...	Progress Update
<b>Undertake Continuous Improvement Projects</b>	On Track	<p><b>Progress:</b> 12 projects completed in 2025. Five completed since last update, one cancelled and ten are ongoing.</p> <p><i>2026/03/17</i></p>
→ <b>Streamline recreation facility call-in procedure</b>	Behind	<p><b>Progress:</b> Project has moved to documentation of future state which is expected to finish up mid-March. There are some quick wins the team will identify and test before the end of March.</p> <p><i>2026/03/10</i></p>
→ <b>Streamline waste compliance documentation process</b>	Not started	<p><b>Progress:</b> Due to change in resources, this project will not move forward at this time.</p> <p><i>2026/03/12</i></p>
→ <b>Improve land use mapping and tracking of City-owned land</b>	On Track	<p><b>Progress:</b> Project has moved into pilot mode with improvements. A templated spreadsheet has been established and forms are being updated to improve the process.</p> <p><i>2026/03/10</i></p>
→ <b>Standardize Recreation division data collection</b>	On Track	<p><b>Progress:</b> The planning phase for this CI project was completed between October to December, 2025. Utilizing several Lean methods, the project team was able to identify a number of improvements. The pilot phase ran from January to February, 2026 and analysis is ongoing.</p> <p><i>2026/03/12</i></p>
→ <b>Streamline recreation facility access procedures</b>	Overdue	<p><b>Progress:</b> Staff working on the original project have new duties and are no longer responsible for sports fields. The project will now focus on streamlining facility access procedures for recreation facilities. A new project scope has been defined, project team identified, and project lead is gathering necessary information from other City divisions.</p> <p><i>2026/03/17</i></p>
→ <b>Undertake review and establish a standard for internal staff movements</b>	Overdue	<p><b>Progress:</b> A solution has been identified and developed to improve the information collection needed for all phases and tracking of work flow. It has been demonstrated to the project team and once a few tweaks are made will be able to go into pilot testing mode.</p> <p><i>2026/03/10</i></p>

Goal	Current Completi...	Progress Update
→Review and streamline process for third party service calls	Overdue	<p>Progress: The pilot training was completed and staff are reviewing feedback and making modifications. Expected roll out to staff is Quarter 2.</p> <p><i>2026/03/10</i></p>
→Reorganize Economic Development & Partnerships network drive using 5S	Overdue	<p>Progress: Project is progressing and leads have met with other staff to review outstanding item. Staff have completed the naming of the new file structure and are working on transferring files to the new folder structure. Project is expected to be completed by end of March 2026.</p> <p><i>2026/03/12</i></p>
→Analyze and streamline Fleet division communication methods	Overdue	<p>Progress: Opportunities to streamline Fleet communication channels have been identified, implemented and communicated to staff. Preparation of final CI report remaining.</p> <p><i>2026/03/12</i></p>
→Review and enhance communication of pool policy and rules for birthday party bookings	Overdue	<p>Progress: Installation of the new backdrop for pool parties has been completed at Paul Reynolds Community Centre. Lead staff are collecting post-implementation data and completing final project documentation.</p> <p><i>2026/03/18</i></p>
→Standardize medical supply bags inventory for SJRFD	Overdue	<p>Progress: The current state has been documented and discussions are taking place to determine which improvements to implement in the future state.</p> <p><i>2026/03/10</i></p>