

Community Need



Initiative Progress Report

Accountability

| Initiatives approved in 2020 Budget | | |
|-------------------------------------|------------------------------------|--|
| Ref | Initiative | Progress to date |
| 15a-1 | EA Strategy and Operations | Planned for 2021 – develop a comprehensive strategy and operational review on the current rural regional district governance structure within the unique needs of Salt Spring Island. |
| 15b-1 | Triple-Bottom-Line (TBL) Budgeting | <p>Progressing – Budgets are the result of the end-to-end planning business process which includes the Board Priorities, Community Needs, Corporate Plan and Service Plans. An overhaul of the business process was started in the 2019 planning cycle and continues through 2021. Staff will focus on prioritization and multi-criteria decision-making methodologies in the coming year.</p> <p>Progressing - Financial Services plans to complete a review of best practices in reserve balances for all services in 2021. This will include practices and policies from other local government and public sector organizations.</p> |
| 15b-2 | Asset Management and Risk Analysis | <p>Progressing – a corporate risk management framework has been established within the CRD. The processes involved around assessing risks have been embedded in the capital planning process to help service divisions in prioritizing resources.</p> <p>A robust capital planning and risk analysis process must have a good set of asset information where the asset is broken down and recorded to an appropriate level. An Asset Componentization Guide (ACG) has been developed to standardize how large infrastructure will be broken down into individual components.</p> <p>The infrastructure in the Core Area Wastewater Treatment Project applied the ACG and now has a robust set of asset information to enable a robust risk analysis process throughout the asset lifecycle (i.e. capital planning, operations and maintenance).</p> <p>Maintenance of assets is as critical as maintaining asset information and development of a centralized asset registry within our enterprise system is in progress.</p> |

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| 15c-2 | SGL-CRD Liaisons * | Part of core services – SGL Liaison program continues to facilitate community support and coordination on behalf of the CRD. |
| 15d-1 | Service Planning and KPIs | Part of core services – the 2021 Service Planning process will be completed by October 28, 2020 confirming the funding, timing of new initiatives and service levels for the CRD's core services next year. This process is run annually in spring/summer and gathers the information necessary to assemble a provision budget. |
| 15e-1 | Partnership Directory | Progressing – Partnerships guidelines prepared, and existing formal partnerships captured in new directory. Next steps include developing standard templates for Letter of Understanding and Memorandum of Understanding which will be completed by 2021. |
| 15f-1.0 | Systems + Policies Bylaw Management System | Progressing – improvements have been made to identify repealed and withdrawn bylaws. Publishing to the website has been delayed pending sufficient staff capacity to undertake consolidation prior to publishing. |
| 15f-1.1 | Systems + Policies Contract Database + E-Approvals | Progressing – development completed and system testing is underway. |
| 15f-1.3 | Systems + Policies EDRMS | Progressing – Planning work is underway and recruitment of 1 FTE is complete. In 2021, the Records Classification Schedule (RCS) will be updated, EDRMS business requirements gathered and selection process started. 100k has been budgeted in 2021 from reserve funds. Implementation planned for 2022 onwards. Funding continues to be earmarked through reserves. |
| 15f-1.4 | Systems + Policies HR + Corporate Safety Systems | Progressing – This project has been expanded to include other HR required changes, these changes have been included in the proposal for a new HR Information System. HR will bring this request as a 2022 IBC budget item. |
| 15f-1.5 | Systems + Policies Rise + Report Tracking System | Part of core services – Rise and report webpage created and updated on a quarterly basis. Board highlights webpage created and updated following each Board meeting, includes an option to subscribe for emailed updates. |
| 15f-1.6 | Systems + Policies – Signage | Progressing – External consultant hired, and current inventory and analysis completed. Final comprehensive sign strategy – including font, colour, white space, size, common content, logo placement – |

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| | | will be developed and completed by November 2020 to make the look and feel of CRD signage consistent across departments and posting locations. |
| 15f-1.7 | Systems + Policies – Toolkits | Progressing – improvements have been made to the legal services sharepoint site to include toolkits for contracting, procurement and bylaw drafting. Toolkits for Information Services to be advanced in 2021 pending available IT Sharepoint support. |
| 15f-1.8 | Systems + Policies – Website | Progressing – Advanced work will continue 2020 and 2021 towards a website refresh for launch 2022. |
| 15f-1.9 | Systems + Policies– SAP Development * | <p>Progressing - SAP training program and system projects supporting expanded corporate application footprint are underway. While some delays in hiring resulted from COVID 19, overall, the work plan has progressed in 2020. SAP training outreach to begin in late 2020 and expand offering into 2021 and onwards.</p> <p>This program will continue to advance through 2021, making changes and improvements to the scheduling and resourcing of projects. Increased visibility into resource consumption and staff availability has improved our overall scheduling and management of project timing, scope and task alignment spread over multiple projects. These improvements will have a positive impact going forward.</p> |
| 15f-1.11 | Systems + Policies – Information Security Program* | Progressing – this initiative is continuing to progress. We have made improvements |

* New - Initiatives not in the 2019-2022 Corporate Plan