Community Need
Initiative Progress Report

CRD
Making a difference...together

Accountability

Initiatives approved in 2020 and 2021			
Ref	Initiative	% complete	Progress to date
4b-1	Grants Dashboard for EAs	100%	Lead: Financial Services (2020) Creation of an Electoral Areas grant subsite which includes guides, application forms, reporting of projects & recipients. Annual grants reporting to committee and Board for GIA & CWF in addition to regular grant call distribution to EA administrators and directors.
5b-5	CAMS Life-Cycle Costing	25%	Lead: Asset Management (2021) Completed reserve guidelines and reported through Finance Committee and Board. Aligns reserve balances to asset life to inform full life-cycle budgeting. Continued work through 2022 on end-to-end costing business process.
15a-1	Commission Review	20%	Lead: Legislative Services (2021) Reviewed and revised appointment processes; consolidated bylaw amendments to eliminate AGM requirements; review of records management practices ongoing for SGI commissions and fire services in Q4.
15b-1	Triple-Bottom-Line (TBL) Budgeting	50%	Lead: Financial Services (2020) Various reports through committees and Board to advance sustainable budgeting including the Corporate Asset Management Strategy and Policy, Debt Term Guidelines, Capital Reserve Guidelines, etc. Updated Board policy on investments to guide revenue diversification as well. Continued work through 2022 to align and capture all entities.
15b-2	Asset Management and Risk Analysis	25%	Lead: Asset Management (2020) Progressing – enhanced planning data model prototyped with new Core Area Wastewater infrastructure and development of SSDP's on plan with approximately 40% (28 SSDPS) of plan.

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15b-2	Financial Services Financial Analysis Position for Local Services	100%	Lead: Financial Services (2021) Completed – recruitment and role conversion completed and now part of core services.
15c-1.2	FMW2 (formalize 1.0 FTE)	100%	Lead: Facilities Management & Engineering Services (2021) Completed - position has been formalized and filled at the beginning of the year.
15c-1.3	Diversity, Inclusion and Organizational Development and Alignment	--	Lead: Human Resources & Corporate Safety (2021) Progressing - recruitment for the role of Employee Engagement Specialist, focused on championing and supporting an inclusive and engaged work environment, is complete. Key deliverables for 2021 include developing and supporting the CRD's corporate diversity and inclusion framework.
15d-1	Service Planning and KPIs	100%	Lead: Regional & Strategic Planning (2020) Part of core services
15d-1.2	Graphic Standards Update	50%	Lead: Corporate Communications (2021) Progressing – Work initiated, and project charter developed. Internal stakeholder meetings underway to assess needs and gaps for addressing in the document update. Will be complete 2021.
15e-1	Partnership Directory	100%	Lead: Corporate Communications (2020) Completed – Partnerships guidelines developed formal partnerships captured in new directory. The directory is updated quarterly to capture new partnerships and provide a status update on existing partnerships.
15f-1.0	Systems + Policies – Bylaw Management System	100%	Lead: Legislative Services (2020) Completed
15f-1.1	Systems + Policies – Contract Database + E-Approvals	75%	Lead: Legal Services (2020) Progressing - system testing and small scale roll-out ongoing

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15f-1.3	Systems + Policies – EDRMS	60%	Lead: Information Services (2020) Progressing – EDRMS business requirements gathering is underway and the Records Classification Schedule (RCS) update work has started. Consultant retained to deliver an EDRMS strategy and 2-year implementation plan for SharePoint in Q2. $100k is budgeted in 2021. Implementation of subsequent phases of the project are planned for 2022 onwards. Funding continues to be earmarked through reserves.
15f-1.3	FM Centralization Strategy - Project Coordinator	100%	Lead: Facilities Management & Engineering Services (2021) Completed - position has been created and filled as of February 2021
15f-1.4	Systems + Policies – HR + Corporate Safety Systems	100%	Lead: Human Resources & Corporate Safety (2020) Part of core services
15f-1.4	IT Support for Hartland Scales and Perfectmind Applications	100%	Lead: Information Technology & GIS (2021) Recruitment completed and now integrated into core services.
15f-1.5	Systems + Policies – Rise + Report Tracking System	100%	Lead: Legislative Services (2020) Operationalized and integrated into core services.
15f-1.5	Mobile Maintenance Workorder Platform Support	--	Lead: Information Technology & GIS (2021) Not started –- position has been created and recruitment started in April 2021. Work is expected to start in 2022.
15f-1.6	Systems + Policies – Signage	100%	Lead: Corporate Communications (2020) Completed – Comprehensive sign strategy developed and finalized. This strategy is managed by Corporate Communications and applies to all departments that fall under the CRD, CRHC and CRHD brand.
15f-1.6	E-Signature Software	10%	Lead: Real Estate Services (2021)

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			A technical solution has been identified. On hold while assessing options for integration with current electronic contract approval system.
15f-1.7	Systems + Policies – Toolkits	100%	Lead: Legislative Services (2020) Operationalized and integrated into core services.
15f-1.7	Microsoft Office 365	50%	Lead: Information Technology & GIS (2021) Initial system and compatibility testing has been completed including the rollout of the software to a test group of staff. Implementation planning and the creation of a final deployment schedule is underway. Completion targeted for Q2 2022.
15f-1.8	Systems + Policies – Website	10%	Lead: Corporate Communications (2020) Progressing – Advanced work will continue 2020 and 2021 towards a website refresh in the next few years.
15f-1.9	IWS Infrastructure Resilience - IT	100%	Lead: Information Technology & GIS (2021) Recruitment completed in May 2021 and this service is now part of our core IT services. Work is underway on several IWS Infrastructure projects; SCADA Master Plan, Voice Radio System Upgrade, Security Review of IWS SCADA Systems, Data Radio System Upgrade. Work associated with IWS Infrastructure will be ongoing.
15f-1.9	Systems + Policies – SAP Development	70%	Lead: Information Technology & GIS (2020) Progressing – SAP training and project coordination is now in place; system renewal work to continue through 2022.
15f-1.10	Systems + Policies – Mobile GIS	--	Deferred
15f-1.11	Systems + Policies – Information Security Program	70%	Lead: Information Technology & GIS (2020) Progressing – Implementation of a corporate security program is underway with several key programs and security improvements in place including the implementation of a corporate wide security training program, improved anti-virus and malware detection and an improved email anti-spam engine.