







Strategic PLAN

2015 - 2018

DETAILS



Staff Lead Legend	
CAO	Chief Administrative Officer
GMAPS	GM of Administrative & Protective Services
GMEPW	GM of Engineering & Public Works
GMFCS	GM of Finance & Corporate Services
GMDS	GM of Development Services
MC	Mayor and Council

Status Key	
	No changes to project plan since last reporting
	Minor changes to project plan since last reporting, no significant change in overall objectives/scope, schedule or resources required
	Major change in objectives, scope, schedule or resources since last reporting date
	Completed



Economic Development

To diversify the tax base in the District of West Kelowna by investing in economic development, small business support and new revenue opportunities.

1.1 West Kelowna Civic Centre – Municipal Hall

Description		
West Kelowna Civic Centre – Municipal Hall		
Supporting Staff		
GM of Finance & Corporate Services	Facilities Manager	
Chief Administrative Officer	GM of Administrative & Protective Services	
GM of Development Services		
Status	● 10%	Timeline 2016
Milestones		
Description	Start Date	End Date
Finalize Costs	February 24, 2015	April 2015
Bylaw to Council for 3 rd reading		May 2015
Approval of Inspector of Municipality		July 2015
Referendum		October 2015
Development applications subsequent to referendum results	2016	

2.1 Tourism Strategy Review

Description		
Review tourism strategy and create an economic impact statement. Analysis of resources allocated, what is received and clarification.		
Supporting Staff		
GM of Development Services	Economic Development Officer	
Status	Timeline	2016
Milestones		
Description	Start Date	End Date
Draft scope and present to Council		November 2015
Complete RFP (pending budget approval)	2016	
Complete draft	2016	2016

3.1 Plan to Attract Agricultural Business to Agricultural Lands Adjacent to Westbank Centre

Description		
Pursue agri-tourism, farmer's markets, wineries, and other agricultural businesses that will complement the growth and development of Westbank Centre.		
Supporting Staff		
GM of Development Services	Economic Development Officer	
Status	Timeline	December 2015
Milestones		
Description	Start Date	End Date
Draft scope and present to Council	May 2015	June 2015
RFP	July 2015	August 2015
Complete draft document	September 2015	December 2015

4.1 Local Business Promotion¹

Description		
Communicate and promote how to do business with District of West Kelowna.		
Supporting Staff		
GM of Development Services	GM of Administrative & Corporate Services	
Economic Development Officer	GM of Finance & Corporate Services	
Communications Supervisor		
Status	Timeline	May 2015
Milestones		
Description	Start Date	End Date
Prepare print and web-based material	April 2015	April 2015
Present at Breakfast with Business	May 2015	May 2015
Communications plan		ongoing

¹Refer to - Operational Plan, Departmental Projects, Purchasing Policy

5.1 Technology Sector Development

Description			
Fast evolving sector; how could the District of West Kelowna attract this business?			
Supporting Staff			
GM of Development Services		Economic Development Officer	
Status		Timeline	2016
Milestones			
Description	Start Date	End Date	
	2016		





Community Enhancement

To pursue enhancements to the community with consideration given to safe and effective travel infrastructure, health and well being of residents, community connectivity and cultural and recreational improvements.

6.1 Recreation Facilities Master Plan

Description		
Park and Recreation Master Plan review to consider neighborhood parks and schools, park maintenance, recreation facilities and build a budget.		
Consider partnerships with community groups that have financial resources to proceed.		
Supporting Staff		
GM of Development Services	GM of Engineering & Public Works	
Parks Planner	Facilities Manager	
	Recreation & Culture Manager	
Status	Timeline	2016
Milestones		
Description	Start Date	End Date
	2016	

7.1 Parks Master Plan

Description		
Park and Recreation Master Plan review to consider long term recommendations for parks acquisitions and development. The plan is to consider all types of parks and school facilities.		
Consider partnerships with community groups that have financial resources to proceed.		
Supporting Staff		
GM of Development Services	GM of Engineering & Public Works	
Parks Planner		
Status	Timeline	2015
Milestones		
Description	Start Date	End Date
Draft scope and present to Council	April 2015	April 2015
RFP	May 2015	May 2015
Complete draft plan	June 2015	November 2015

8.1 Transit Review - Implementation

Description		
Review short and long term improvements to transit service. Continue to inform the public of transit service.		
Supporting Staff		
GM of Engineering & Public Works	Engineering Manager	
Status	●	Timeline
		September 2016
Milestones		
Description	Start Date	End Date
Transit review – present to Council	January 2015	May 2015
Finalize route changes		March 2016
Implement changes		September 2016

9.1 Accessing Interior Health Services in West Kelowna

Description		
Work with Interior Health to improve access to services in West Kelowna.		
Supporting Staff		
GM of Administrative & Protective Services	Mayor and Council	
Status	●	Timeline
		December 2015
Milestones		
Description	Start Date	End Date
Recommendations of Health Advisory Committee		May 2015
Lobby Provincial Government/Interior Health Authority	July 2015	December 2015
UBCM minister meeting	September 2015	September 2015

10.1 Community Wildfire Protection – Evacuation Report

Description			
Lobby for community forest fire mitigation, emergency planning and evacuation			
<ul style="list-style-type: none"> • Jack Pine Road as emergency exit from Glenrosa and maintenance • Fire Smart 			
Supporting Staff			
GM of Administrative & Protective Services	Mayor and Council		
West Kelowna Fire Chief			
Status	●	Timeline	September 2015
Milestones			
Description	Start Date	End Date	
UBCM minister meeting		September 2015	
Letters to Ministers	May 2015	September 2015	

11.1 Neighborhood Hub/Centre and Connectivity Plan Development

Description			
Develop connectivity and walkable neighborhoods. Complete in conjunction with major Official Community Plan review in 2018.			
Illustrate what has been completed to date.			
Supporting Staff			
GM of Development Services			
Status		Timeline	2018
Milestones			
Description	Start Date	End Date	
	2018		

12.1 Cultural Plan Consideration

Description		
Bring forward recommendations to Council with recommendations from the Cultural Plan.		
<ul style="list-style-type: none"> • Financing • Cultural services and amenities 		
Supporting Staff		
GM of Finance & Corporate Services	Recreation & Culture Manager	
Status	Timeline	2015
Milestones		
Description	Start Date	End Date
Review and meet with stakeholders	April 2015	
Workshop with Council	2 nd Quarter	

13.1 Waterfront Acquisition

Description		
Consideration of potential waterfront acquisition and financial implications.		
Supporting Staff		
GM of Development Services	GM of Finance & Corporate Services	
Land Agent		
Status	Timeline	June 2015
●		
Milestones		
Description	Start Date	End Date
Report to Council	March 2015	June 2015

14.1 Bylaw Enforcement Review

Description		
Review bylaw enforcement function; complaint based or proactive enforcement. What services does the District provide?		
<ul style="list-style-type: none"> • Sprinkling restrictions 		
Supporting Staff		
GM of Administrative & Protective Services		
Status	Timeline	December 2015
Milestones		
Description	Start Date	End Date
Review District bylaws	August 2015	October 2015
Recommendations, costing of changes	November 2015	December 2015





Efficient Municipal Operations

To ensure municipal operations are as efficient and cost effective as possible.

15.1 Development Services Enhancements

Description			
Implement development services enhancements			
<ul style="list-style-type: none"> • New software implementation • Quarterly reports to Council on applications • Benchmarks, timelines and processes 			
Supporting Staff			
GM of Development Services			
Status	●	Timeline	ongoing
Milestones			
Description	Start Date	End Date	
End user software training		April 2015	
Launch City View	May 2015	December 2015	
Workshop		May 2015	
UDI		June 2015	
Development roundtable	June 2015	June 2015	

16.1 Review Good Neighbour Bylaw

Description			
Review Good Neighbour Bylaw			
<ul style="list-style-type: none"> • Illegal dumping, vacant buildings, piles of material for inactive projects 			
Supporting Staff			
GM of Administrative & Protective Services		Bylaw Enforcement	
GM of Development Services			
Status		Timeline	August 2015
Milestones			
Description	Start Date	End Date	
Review DWK Bylaw	May 2015	June 2015	
Research other jurisdictions	June 2015	July 2015	
Recommendations to Council	August 2015	August 2015	

17.1 External Review of Council

Description		
An external review of Councils' policies, and committee structure.		
Supporting Staff		
CAO	Mayor and Council	
GM of Administrative & Protective Services		
Status	Timeline	December 2015
Milestones		
Description	Start Date	End Date
Workshop with Council to determine expectations		
RFP	September 2015	
Award contract	October 2015	
Review audit		December 2015

18.1 Recreation Reserve Fund

Description		
Establish Recreation Reserve Fund		
Supporting Staff		
GM of Finance & Corporate Services	Finance Manager	
Status	Timeline	May 2015
Milestones		
Description	Start Date	End Date
2 nd and 3 rd reading of 2015 Financial Plan	2015	ongoing

19.1 Public Process required for Development

Description		
Review of public process required for development.		
<ul style="list-style-type: none"> • Notification Distance • Information Meetings 		
Supporting Staff		
GM of Development Services	GM of Administrative & Protective Services	
Status	Timeline	2016
Milestones		
Description	Start Date	End Date
	2016	

20.1 Review Water Utility and Sewer Utilities for Efficiencies

Description		
Continue to monitor and review the costs and operation of the WWTP and water services.		
Supporting Staff		
GM of Engineering & Public Works	GM of Finance & Corporate Services	
Status	Timeline	ongoing
Milestones		
Description	Start Date	End Date
Water Rate Study		December 2015
Flow Monitoring to WWTP		December 2016
Ongoing Monitoring		2017, 2018

21.1 Social Policy

Description			
Review recommendations outlined in <i>Assessment of Medical Services in West Kelowna</i> , youth homelessness, needs outlined by Elizabeth Fry Society (service for women in West Kelowna)			
Supporting Staff			
GM of Development Services			
Status		Timeline	2018
Milestones			
Description	Start Date	End Date	
	2018		





Community Engagement

To ensure effective, ongoing, proactive communication with West Kelowna residents, businesses, and visitors.

22.1 Regular Community Consultation Sessions on Initiatives

Description			
Host regular community consultation sessions on initiatives			
<ul style="list-style-type: none"> Strategic plan consultation 			
Supporting Staff			
General Managers (All)		Communications Supervisor	
Status		Timeline	ongoing
Milestones			
Description	Start Date	End Date	
Strategic Plan consultation	March 2015	March 2015	
District communication on consultation		ongoing	

23.1 Official Community Plan Review - Minor

Description			
Official Community Plan Review			
<ul style="list-style-type: none"> Minor in 2015, to complete a minor review of OCP and recommend amendments to align with recently adopted master plans Major in 2018 			
Timelines may extend based on LUC, Hillside Development, etc.			
Supporting Staff			
GM of Development Services		Planning Manager	
Status		Timeline	June 2015
Milestones			
Description	Start Date	End Date	
Report to Council on proposed minor amendments	March 2015	April 2015	
Public hearing	May 2015	May 2015	
Adopt amendments	June 2015	June 2015	

24.1 Community Recognition Policy

Description		
To recognize community leaders and extraordinary residents. (Freeman of the City, Soldiers)		
Supporting Staff		
GM of Administrative & Protective Services		
Status	Timeline	2016
Milestones		
Description	Start Date	End Date
Policy development	2016	

25.1 Continue to Build Collaborative Relationship with Westbank First Nation

Description		
Continue to build a collaborative relationship with Westbank First Nation		
Supporting Staff		
CAO	All General Managers	
Status	Timeline	Ongoing
Milestones		
Description	Start Date	End Date

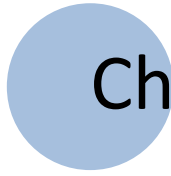
26.1 New Grant in Aid Category for Sports Travel

Description			
Consider new grant in aid category for sports travel.			
Supporting Staff			
GM of Finance & Corporate Services			
Status	Timeline		2016
Milestones			
Description	Start Date	End Date	



Operational PLAN

Departmental Projects
2015 – 2018
DETAILS



Chief Administrative Officer

1. Facilitate 2015 Strategic Plan / Provide Quarterly Reports to Council

Description			
Facilitate 2015 Strategic Plan development.			
Provide quarterly reports to Council			
Supporting Staff			
Status	● 25%	Timeline	December 2015
Milestones			
Description	Start Date	End Date	
2015 – 2018 Strategic Plan	December 2014	February 2015	
Quarter 1 Report to Council		April 2015	
Quarter 2 Report to Council		July 2015	
Quarter 3 Report to Council		October 2015	
Quarter 4 Report to Council		February 2016	

2. Efficiency Audit – Development Services

Description			
Development Services			
<ul style="list-style-type: none"> • Building permit process • Development variance permit process 			
Supporting Staff			
Chief Administrative Officer			
Status	● 75%	Timeline	April 2015
Milestones			
Description	Start Date	End Date	
Audit Building Permit and Development Variance Permit Applications		October 2014	
Complete Application and Meet with Staff		October 2014	
Draft Report	November 2014	March 2015	
Present to Council		April 2015	



General Manager

Administrative & Protective Services

1. Noxious Pest and Invasive Plants Regulation

Description			
Establish webpages and staff education for Noxious Pest and Invasive Plants regulations.			
Supporting Staff			
GM of Administrative & Protective Services		Communications Supervisor	
Status			
	● 90%	Timeline	April 2015
Phases			
Description	Start Date	End Date	
Establish web pages	February 2015	April 2015	

2. Green Bay Dredging Petition

Description			
Green Bay Property Owners Association petition received requesting dredging of Green Bay.			
Supporting Staff			
GM of Administrative & Protective Services			
Status			
	● 30%	Timeline	August 2015
Phases			
Description	Start Date	End Date	
Petition – Public Meeting	April 2014	June 2015	
Bylaw drafting if petition passes	May 2014	July 2015	
Ministry approval	July 2014	August 2015	

3. Expanded Mosquito Control

Description			
Consider expansion of the mosquito control program to Glenrosa.			
Supporting Staff			
GM of Administrative & Protective Services		Communications Supervisor	
Status			
		Timeline	
		2016	
Phases			
Description		Start Date	End Date
Budget consideration 2016		November 2015	April 2016

4. Bear Aware Program

Description			
Communications to incorporate Bear Aware information into public communication.			
Supporting Staff			
GM of Administrative & Protective Services		Communications	
Status			
		Timeline	
		November 2015	
Phases			
Description		Start Date	End Date
Research		September 2015	September 2015
Budget / Council Consideration		October 2015	October 2015
Grant Application		November 2015	November 2015
Ongoing			2016, 2017, 2018

5. 2018 General Election

Description			
Administer the 2018 local government election in West Kelowna.			
Supporting Staff			
GM of Administrative & Protective Services			
Status		Timeline	
		2018	
Phases			
Description	Start Date	End Date	
	January 2018	December 2018	

6. Municipal Classification – District to City

Description			
Council directed staff to initiate the legislative process to change the municipal designation of West Kelowna from a District municipality to a City.			
Supporting Staff			
GM of Administrative & Protective Services		Executive Coordinator	
Status		Timeline	
● 25%		December 2015	
Milestones			
Description	Start Date	End Date	
Council support to seek municipal classification change	January 2015	January 2015	
Seek question approval from Ministry	February 2015	February 2015	
Start AAP Process	March 2015	June 2015	
If successful, write Province for Lieutenant Governor Approval	July 2015	December 2015	

7. Regional Rescue

Description			
To take over the non-core regional rescue services for the westside of the W.R. Bennett Bridge.			
Supporting Staff			
GM of Administrative & Protective Services		West Kelowna Fire Chief	
Status			
	✓ 100%	Timeline	April 2015
Milestones			
Description		Start Date	End Date
			2015


8. BC Ambulance Service Resource Allocation Plan

Description			
Monitor BC Ambulance proposed changes to service resource allocations in West Kelowna.			
Supporting Staff			
GM of Administrative & Protective Services		West Kelowna Fire Chief	
Status			
	● 50%	Timeline	ongoing
Milestones			
Description		Start Date	End Date

9. WFN Fire Contract

Description			
Westbank First Nation contract expires in 2017.			
Supporting Staff			
GM of Administrative & Protective Services		West Kelowna Fire Chief	
GM Finance & Corporate Services			
Status			
	●	Timeline	September 2016
Milestones			
Description		Start Date	End Date
Contract to Council			September 2016





General Manager of Development Services

1. Recreation Trails Master Plan Phase I & II Implementation

Description			
Implement Phase I & II of <i>Recreation Trails Master Plan</i> to improve recreation trails in West Kelowna.			
Supporting Staff			
GM of Development Services			
Status			
	● 75%	Timeline	November 2015
Milestones			
Description		Start Date	End Date
Tenure approval with Crown		January 2015	June 2015
Construct improvements		August 2015	November 2015

2. Carriage Homes

Description			
Consideration of allowing Carriage Houses in West Kelowna including public consultation and regulation development.			
Supporting Staff			
GM of Development Services			
Status			
	● 75%	Timeline	June 2015
Milestones			
Description		Start Date	End Date
Council report regarding consultation process		March 2015	March 2015
Public Hearing		May 2015	May 2015
Third reading consideration		June 2015	June 2015

3. R4 Multi-Family Review

Description			
Consideration of removing apartments from the R4 zone.			
Supporting Staff			
GM of Development Services			
Status			
	● 25%	Timeline	June 2015
Milestones			
Description	Start Date	End Date	
Report to Council	February 2015	February 2015	
First and Second Reading	April 2015	April 2015	
Public Hearing	May 2015	May 2015	

4. Glenrosa Neighbourhood Plan Development

Description			
Develop Glenrosa Neighbourhood Plan including public consultation.			
Supporting Staff			
GM of Development Services			
Status			
	● 10%	Timeline	October 2015
Milestones			
Description	Start Date	End Date	
Public consultation Phase 1	March 2015	March 2015	
Report to Council	April 2015	April 2015	
Stakeholder consultation	May 2015	May 2015	
Review draft plan	October 2015	October 2015	

5. Waterfront Zoning Recommendations

Description			
Based on vision of waterfront plan, develop zoning and land use policies to achieve desired waterfront development.			
Supporting Staff			
GM of Development Services			
Status			
	● 25%	Timeline	September 2015
Milestones			
Description		Start Date	End Date
Award contract		March 2015	March 2015
Consultation		March 2015	June 2015
Report to Council		July 2015	July 2015
Draft recommendations		June 2015	September 2015

6. Discharge of Land Use Contracts

Description			
Recent legislation means land use contracts will expire in 2024; municipalities to provide zoning regulations for these areas by 2022.			
Supporting Staff			
GM of Development Services			
Status			
	●	Timeline	December 2015
Milestones			
Description		Start Date	End Date
Consideration of LUC discharge report		June 2015	June 2015
Community consultation			
Bylaw amendment consideration			
Public Hearing			
Consideration of Third Reading			

7. CNR Wharf Safety (Lifeguards)

Description			
Consideration of providing lifeguard service at CNR Wharf			
Supporting Staff			
GM of Development Services		Parks Planner	
Status			
	●	Timeline	
		May 2016	
Milestones			
Description		Start Date	End Date
Report to Council			May 2015
Budget deliberations		December 2016	May 2016

8. Review Neighborhood Designation on District Maps

Description			
Create a consistent District map that illustrates neighborhoods, inclusive of Rose Valley.			
Supporting Staff			
GM of Development Services			
Status			
		Timeline	
		December 2015	
Milestones			
Description		Start Date	End Date
Review all existing neighborhood maps		October 2015	October 2015
Revise and distribute template to all departments		November 2015	November 2015

9. Host Development Community Roundtable

Description			
Host annual roundtable to discuss development application process and ensure continuous improvement and ongoing communication.			
Supporting Staff			
GM of Development Services		Economic Development Officer	
Status			
		Timeline	
		June 2015	
Milestones			
Description		Start Date	End Date
Host meeting with development community		June 2015	June 2015

10. Economic Development Program Review

Description			
Undertake a review of the Economic Development function. Review Economic Development Plan. Provide monthly updates to Council.			
Supporting Staff			
GM of Development Services		Economic Development Officer	
Status			
		Timeline	
		April 2015	
Milestones			
Description		Start Date	End Date
Report to Council		March 2015	April 2015

11. Central Okanagan Planning Study (2nd Crossing)

Description			
Participate in the Province led analysis of Central Okanagan transportation and possible second crossing of Okanagan Lake.			
Supporting Staff			
GM of Development Services			
Status			
	● 75%	Timeline	ongoing
Milestones			
Description		Start Date	End Date
		2015	2017

12. Mayor's Youth Forum

Description			
Host annual Mayor's Youth Forum with students of Mount Boucherie Senior Secondary School and community stakeholders.			
Supporting Staff			
GM of Development Services			
Status			
	✓ 100%	Timeline	February 2015
Milestones			
Description		Start Date	End Date
Host Youth Forum at MBSS			February 19, 2015
Compile feedback			
MBSS students to present to Council			

13. Skateboard Park Design – Memorial Park

Description			
Design			
Supporting Staff			
GM of Development Services		Parks Planner	
Status			
	●	Timeline	October 2015
Milestones			
Description		Start Date	End Date
RFP		June 2015	June 2015
Award contract		July 2015	July 2015
Consultation		July 2015	September 2015
Complete design			October 2015

14. Memorial Park Tiered Seating Design

Description			
Memorial park slope provides potential for tiered seating.			
Supporting Staff			
GM of Development Services		Parks Planner	
Status			
	●	Timeline	August 2015
Milestones			
Description		Start Date	End Date
RFP		May 2015	May 2015
Award contract		June 2015	June 2015
Consultation		July 2015	August 2015
Complete design		September 2015	September 2015

General Manager of Engineering & Public Works

1. Master Implementation Plan

Description			
Develop Master Plan document that interconnects all the master plans into one principal guiding document.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 80%	Timeline	July 2015
Milestones			
Description		Start Date	End Date
Present master plan to Council		January 2015	July 2015

2. Drainage Partnership – Westbank First Nation

Description			
Work with Westbank First Nation to develop a partnership where drainage courses overlap.			
Supporting Staff			
GM of Engineering & Public Works		Manager of Operations	
Status			
		Timeline	December 2015
Milestones			
Description		Start Date	End Date
Work with Westbank First Nation to develop a strategy		April 2015	December 2015

3. WWTP Service (Flow Percentage)

Description			
Monitor flows in our sewer system to revise flow splitting estimations of West Kelowna flows to waste water treatment plant.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
		Manager of Operations	
Status			
	● 50%	Timeline	December 2016
Milestones			
Description		Start Date	End Date
Install flow monitors		April 2015	ongoing
Continually review flow monitor data			ongoing
Flow splitting estimations		July 2015	December 2016

4. Intersection Improvements Design (Tallus & Shannon Lake Road)

Description			
Design and construction of new roundabout intersection.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
		Manager of Operations	
Status			
	● 50%	Timeline	September 2017
Milestones			
Description		Start Date	End Date
Complete design of intersection		January 2015	July 2015
Tender project for construction			2017
Construction			September 2017

5. Pedestrian / Cycling Plan

Description			
Plan to improve the community's pedestrian and bicycle infrastructure.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 80%	Timeline	July 2015
Milestones			
Description	Start Date	End Date	
Receive public input	January 2015	March 2015	
Council adoption		July 2015	

6. Road Maintenance Business Case

Description			
Review current approach to road maintenance and develop and rate alternative methods of delivering the service			
Supporting Staff			
GM of Engineering & Public Works		Manager of Operations Roads Supervisor	
Status			
	● 10%	Timeline	October 2015
Milestones			
Description	Start Date	End Date	
Review current contract for efficiencies	January 2015	May 2015	
Develop alternatives and rate them	May 2015	August 2015	
Review all operations and make final recommendation	August 2015	October 2015	

7. Casa Loma Drainage Plan (Stormwater Master Plan)

Description			
Include the Casa Loma area to the Stormwater Master Plan.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 30%	Timeline	July 2015
Milestones			
Description	Start Date	End Date	
Retain consultant to review Stormwater Master Plan	January 2015	February 2015	
Finalize Stormwater Master Plan with Casa Loma included	February 2015	May 2015	

8. Horizon Lift Station

Description			
Design and construction of new lift station to replace existing old infrastructure.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
		Manager of Operations	
Status			
	● 50%	Timeline	December 2016
Milestones			
Description	Start Date	End Date	
Apply for grant funding	January 2015	October 2015	
Design lift station	January 2015	June 2015	
Tender project	2016	2016	
Construction	2016	2016	

9. Sanitary Sewer Metering Program

Description			
Monitor sewer flows to provide data to assist with flow splitting estimates.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 50%	Timeline	December 2016
Milestones			
Description		Start Date	End Date
Equipment purchase			June 2014
Establish metering equipment/program			December 2014
Monitor sewer flows			ongoing

10. Facilities Master Plan

Description			
Finalize Facility Master Plan.			
Supporting Staff			
GM of Engineering & Public Works		Facilities Manager	
Status			
	● 75%	Timeline	September 2015
Milestones			
Description		Start Date	End Date
Adopt Plan			September 2015
Implementation			September 2015

11. Westlake Road Construction

Description			
Complete Westlake Road construction.			
Supporting Staff			
GM of Engineering & Public Works		Manager of Operations	
Status			
	● 95%	Timeline	May 2015
Milestones			
Description		Start Date	End Date
Finalize watermain replacement		January 2015	March 2015
Finish top lift of pavement		April 2015	May 2015

12. Wine Trail Boucherie (future phasing plan)

Description			
Develop phasing plan for wine trail.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 20%	Timeline	2016
Milestones			
Description		Start Date	End Date
		2016	2016

13. Gellatly Phase 4 Detail Design

Description			
Complete design of Gellatly Phase 4 project.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 75%	Milestone	July 2015
Milestones			
Description	Start Date	End Date	
Draft Phasing Options - Report to Council	January 2015	July 2015	

14. Road Rehabilitation Program

Description			
Proposed road rehabilitation project for 2015.			
Council input to decision making.			
Supporting Staff			
GM of Engineering & Public Works		Manager of Operations	
Status			
	● 30%	Milestone	May 2015
Milestones			
Description	Start Date	End Date	
Develop road rehabilitation options	January 2015	May 2015	

15. Pritchard Park Improvements

Description			
Develop paving program in conjunction with traffic calming initiatives. Additional parking requirements.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
Status			
	● 50%	Milestone	June 2015
Milestones			
Description	Start Date	End Date	
Report to Council for options	January 2015	April 2015	
Construct improvements	May 2015	June 2015	

16. Transit Service Review

Description			
Conduct a review of the local transit service within West Kelowna.			
Supporting Staff			
GM of Engineering & Public Works		Engineering Manager	
GM of Finance & Corporate Services			
Status			
	● 50%	Milestone	2016
Milestones			
Description	Start Date	End Date	
BC Transit present to Council review of current service levels		June 2015	
Develop options for service changes based on Council feedback		2015	
Implement changes		2016	

17. Emergency Back-up Infrastructure for Municipal Operations

Description			
Develop a plan for emergency back-up infrastructure for municipal operations			
Supporting Staff			
GM of Engineering & Public Works			
Third Party Service Provider			
Status			
	●	Timeline	
		December 2015	
Milestones			
Description		Start Date	End Date
Budget 2015			



General Manager of Finance & Corporate Services

1. Salary Review

Description			
District of West Kelowna undertook a review of exempt staff compensation at the direction of Council.			
Supporting Staff			
GM of Finance & Corporate Services		Chief Administrative Officer	
Human Resources Manager			
Status	● 90%	Timeline	July 2015
Milestones			
Description	Start Date	End Date	
Report to Council with recommendations		July 2015	

2. Development Cost Charges Bylaw

Description			
Review of DCC Bylaw and inclusion of completed master plans.			
Supporting Staff			
GM of Finance & Corporate Services		All General Managers	
Status			
Status	● 80%	Timeline	June 2015
Milestones			
Description	Start Date	End Date	
Report to Council		June 2015	

3. JBMAC Operation Cost Analysis

Description			
Review JBMAC operational costs in advance of end of operating contract in 2016.			
Supporting Staff			
GM of Finance & Corporate Services		Recreation & Culture Manager	
Status			
	● 50%	Timeline	September 2015
Milestones			
Description	Start Date	End Date	
Report to Council with recommendations	March 2015	September 2015	

4. Utility Rate Policy and Bylaw Review

Description			
Water Master Plan to be reflected in utility rates policy and bylaw.			
Supporting Staff			
GM of Finance & Corporate Services		Finance Manager	
Status			
		Timeline	December 2015
Milestones			
Description	Start Date	End Date	
Initial rate adjustment		June 2015	
Prompt payment policy		June 2015	
Utility service change review	June 2015	2015	
Utility rate structure adjustment		December 2015	
Completion of consolidated water bylaw		December 2015	

5. Information Services Disaster Recovery Plan

Description			
Develop Disaster Recovery Plan for Information Services infrastructure and data in District of West Kelowna.			
Supporting Staff			
GM of Finance & Corporate Services		Information Services Manager	
Status			
	● 50%	Timeline	December 2015
Milestones			
Description		Start Date	End Date
Recovery Plan		2015	December

6. International Association of Fire Fighters (IAFF) Bargaining

Description			
Complete IAFF bargaining and ratify contract			
Supporting Staff			
GM of Finance & Corporate Services		Human Resources Manager	
Status			
	✓ 100%	Timeline	Spring 2015
Milestones			
Description		Start Date	End Date
Bargaining Prep			2014
Bargaining			Spring 2015

7. ALGEU Bargaining

Description		
Negotiate and ratify a new collective agreement with ALGEU.		
Current contract ends December 31, 2015.		
Supporting Staff		
GM of Finance & Corporate Services	Human Resources Manager	
Status	Timeline	September 2015
Milestones		
Description	Start Date	End Date
Fall bargaining preparation and beginning negotiations		September 2015

8. Internal Safety Audit

Description		
This is the third year of the four year safety audit plan.		
This is the second internal safety audit.		
Supporting Staff		
GM of Finance & Corporate Services	Human Resources Manager	
Status	Timeline	December 2015
Milestones		
Description	Start Date	End Date
Internal audit	September 2015	December 2015

9. Succession Planning

Description		
Build on the current succession planning policy by identifying key positions and building of plan for those positions.		
Supporting Staff		
GM of Finance & Corporate Services	Human Resources Manager	
Status		
	Timeline	December 2015
Milestones		
Description	Start Date	End Date
Completion of succession plan	February 2015	December 2015

10. Desktop Deployment Procedures

Description		
Create a process to improve desk top deployment.		
Supporting Staff		
GM of Finance & Corporate Services	Information Services Manager	
Status		
	Timeline	December 2016
Milestones		
Description	Start Date	End Date
Documentation of process	2015	December 2016

11. Cloud Based Applications

Description		
Review of applicability of cloud based applications for District of West Kelowna.		
Supporting Staff		
GM of Finance & Corporate Services	Information Services Manager	
Status		
	Timeline	September 2015
Milestones		
Description	Start Date	End Date
Evaluate	March 2015	
Report to Council		September 2015

12. Online Bidding

Description		
Review and evaluate online bidding trends in local government.		
Supporting Staff		
GM of Finance & Corporate Services	Purchasing Manager	
Status		
	Timeline	September 2015
Milestones		
Description	Start Date	End Date
Evaluation	2015	
Report to Council		September 2015

13. Purchasing Policy

Description			
Review and update of purchasing policy to include buy local statement, and to reflect current practices and standards.			
Supporting Staff			
GM of Finance & Corporate Services		Purchasing Manager	
Status			
		Timeline	
		June 2015	
Milestones			
Description		Start Date	End Date
Update and policy to Council		June 2015	

14. Purchasing Policy Communication

Description			
Plan to communicate changes on purchasing policy to all District of West Kelowna departments			
Supporting Staff			
GM of Finance & Corporate Services		Purchasing Manager	
Status			
		Timeline	
		December 2015	
Milestones			
Description		Start Date	End Date
Communications plan and rollout		June 2015	December 2015

15. Communities in Bloom National Competition

Description			
Participation in the National Communities in Bloom competition in partnership with Westbank First Nation			
Supporting Staff			
GM of Finance & Corporate Services		Recreation & Culture Manager	
Status			
		Timeline	
		September 2015	
Milestones			
Description		Start Date	End Date
Preparation and competition		May 2015	August 2015
Presentation and award			September 2015

16. Financial Reporting

Description			
Quarterly financial reports to be prepared/presented to Council reflecting comparisons to budget for both operating and capital.			
Reports to be presented in quarters 2 and 3 only. A separate year-end report will be prepared which will encompass final quarter 4 results.			
Supporting Staff			
GM of Finance & Corporate Services		Finance Manager	
Status			
		Timeline	
		November 2015	
Milestones			
Description		Start Date	End Date
Development of reporting format			August 2015
Preparation of 3 rd quarter financial reports for both operating and capital			November 2015

17. Efficiency Audit – Operations

Description		
Operations review.		
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Supporting Staff		
GM Finance & Corporate Services	GM Engineering & Public Works	
Status	Timeline	December 2015
Milestones		
Description	Start Date	End Date
Operations review		November 2015
Draft report		December 2015



