

COUNCIL / CAO PRIORITIES

NOW

1. **WATER MASTER PLAN: Implementation Plan & Financial Options (July)**
2. **INTEGRATED COMMUNITY SUSTAINABILITY PLAN (ICSP): Lobby for Grant award (March)**
3. **COMMUNITY BRANDING: Prepare Marketing Strategy (March)**
4. **TRANSPORTATION ACTION PLAN: Formulate Public Information Strategy (March)**
5. **TOWN CENTRE PLAN: Review of Current Needs (November)**

NEXT

- ACCESS & MOBILITY COMMITTEE: Terms of Reference
- ECONOMIC DEVELOPMENT & TOURISM (ED & T) STRATEGY: Interim Action Plan until ICSP (Mar)
- CAPITAL PLAN: IAMP (June 2011)

ORGANIZATIONAL EXCELLENCE (CAO/Council)

1. **'Can Do' Culture: NQI Strategic Approach (Apr)**
- 2.
- 3.

ADVOCACY (CAO/Council)

- *Watershed Management Proposal*
- *Kal-Wood Lake canal*
- *Safe Harbour (Federal Government)*

DEPARTMENTAL PRIORITIES (CAO/ Staff)

CHIEF ADMINISTRATIVE OFFICER (Alberto)

1. **COMM. BRANDING: Prepare Marketing Strategy (Mar)**
2. **ICSP: Lobby for Grant award (Mar)**
3. **'Can Do' Organization Culture**
 - ED & T STRATEGY: Terms of Reference
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FINANCE (Stephen)

1. CAPITAL PLAN: IAMCP (Oct.)
2. HST Implementation: Hire Consultant (June)
3. Transit Master Plan: Complete Plan (May)
 - Information Tech. Strategy
 - Collective Agreement Process

ADMIN. & CORPORATE SERVICES (Hazel)

1. ACCESS & MOBILITY COMMITTEE: Terms of Ref (Apr)
2. Bylaw Services Review: Enforcement Policy (June)
3. Bylaw Adjudication Process: Staff Training (June)
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EMERGENCY SERVICES (Steve W)

1. Inspection Program: Overall Strategic Plan (June)
2. Data Collection: Mapping GIS (June)
3. Fire Hall: Site (May 2011)
 - Wildfire Mitigation Plan
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PARKS & RECREATION SERVICES (Steve S)

1. Parks/Recreation Master Plan: ICSP (Mar 2013)
2. Public Works/Parks & Rec: yards design (June)
3.
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ENGINEERING SERVICES (Michael)

1. **WATER MASTER PLAN: Implementation Plan & Financial Options (July)**
2. **TRANS. ACTION PLAN: Public Info. Strategy (Mar)**
3. CAPITAL PLAN: IAMCP (Oct.)
 - Waste Water Management Plan
 - Kal Lake Pump house

DEVELOPMENT SERVICES (Mike)

1. **TOWN CENTRE: Review of Current Needs (Nov.)**
2. GIS: In-House Evaluation (Mar)
3. Carbon Neutral Operations Plan: Monitor Implementation (June)
 - Development application process review
 - Building Bylaw update

HUMAN RESOURCES SERVICES (Dana)

1. Job Descriptions: Joint Job Review Committee (Mar)
2. Office Space Design: Review (Mar)
3. **Can Do Culture: NQI Strategic Approach (Apr)**
 - Wellness Program Proposal
 - Performance Management System

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. WATER MASTER PLAN (Engineering Department)	Approve preferred option for further phase of implementation – November 2010	Council adopted a preferred option in November 2010 – Action Completed	Submission of an Implementation Plan and Financial Feasibility Options	July 2011
2. INTEGRATED COMMUNITY SUSTAINABILITY PLAN (Development Services)	Submit Grant Application to UBCM under the Innovation Fund – November 2010	Council approved Grant Application in January 2011 and Staff submitted Grant request in January 2011 – Action Completed	<ul style="list-style-type: none"> Lobby Provincial MLA and Federal MP for successful awarding of Grant Find out when grants will be approved 	<p>March 2011</p> <p>March 2011</p>
3. COMMUNITY BRANDING (Development Services)	Approval of New Community Brand – December 2010	Council approved new brand in February 2011 – Action Completed	<ul style="list-style-type: none"> Internal deployment of new logo and image change for the organization Preparation of a marketing implementation strategy 	<p>March 2011</p> <p>March 2011</p>
4. TRANSPORTATION ACTION PLAN (Engineering Department)	Review of the District's Assets Inventory (Integrated Assets Management Plan) – October 2010	The Assets Inventory was received by Council in October 2011 – Action Completed	<ul style="list-style-type: none"> Formulate a public information strategy Create an Information Management Strategy Create a financial plan to reduce infrastructure aging issues Submit preferred options for an Integrated Transportation Framework 	<p>March 2011</p> <p>April 2011</p> <p>May 2011</p> <p>December 2011</p>
5. TOWN CENTRE PLAN (Development Services)	Review of current needs – November 2010	Waiting on Branding Strategy – In Progress	Create a Town Centre Strategic Plan	April 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
• ACCESS & MOBILITY COMMITTEE (Corporate Services)	Terms of Reference	It will become a priority once one of the main 5 is completed	General discussion for direction	April 2011
• ECONOMIC DEVELOPMENT & TOURISM STRATEGY (Development Services)	Terms of Reference	Should be done after ICSP is completed	Explore in-house facilitation to create an interim action plan	March 2011
• CAPITAL PLAN (Engineering)	Not Specified	This is linked to the Integrated Assets Management Plan and should be stem from it	Wait for IAMP to be completed	June 2011
ORGANIZATIONAL EXCELLENCE (CAO/Council)				
1. Strategic Priority System	Guidelines Approval – October 2010	This item is complete and in the implementation phase – Action Completed	Remove from Active List	March 2011
2. Corporate Business Plan	Approval – October 2010	The new Corporate Business Plan was approved in October 2011 – Action Completed	Remove from Active List	March 2011
3. Can Do Culture	Explore National Quality Institute methodology – October 2011	Presentations to management were made in December 2011 and NQI basic membership acquired in February 2011	Review next steps and create a strategic approach	April 2011
ADVOCACY (CAO/Council)				
• <i>Lease Lot Conversion Paper</i>	Discuss at UBCM	Government accepted DLC recommendations and lease lot issue is off the table at this time – Action Completed	Remove from Active List	March 2011
• <i>Watershed Management Proposal</i>	Work with MOE and IHA to establish common goals and objectives	Still on going – Staff are working with identified agencies and will report back as soon as information is available	To review next quarter	June 2011
• <i>Kal-Wood Canal</i>	Solicit grant for dredging the canal to federal government	Involved the local MP – no grants available	Direction from Council	March 2011
• <i>Safe Harbour</i>	Solicit RDCO to apply for grant and complete this project	See 'Next Action'	Meeting with RDCO	March 2011
• <i>Prison on Hiram Walker</i>	Lobby Province to take prison construction near DLC border off the agenda	Province announced prison not to be built on ex Hiram Walker site – Action Completed	Remove from Active List	March 2011

ADMINISTRATION & CORPORATE SERVICES PRIORITIES

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. INTEGRATED COMMUNITY SUSTAINABILITY PLAN (Development Services)	Submit Grant Application to UBCM under the Innovation Fund – November 2010	Council approved Grant Application in January 2011 and Staff submitted Grant request in January 2011 – Action Completed	• Lobby Provincial MLA and Federal MP for successful awarding of Grant	March 2011
			• Find out when grants will be approved	March 2011
2. COMMUNITY BRANDING (Development Services)	Approval of New Community Brand – December 2010	Council approved new brand in February 2011 – Action Completed	• Internal deployment of new logo and image change for the organization	March 2011
			• Preparation of a marketing implementation strategy	March 2011
3. ACCESS & MOBILITY COMMITTEE ROLE (Corporate Services)	Terms of Reference	It will become a priority once one of the main 5 is completed	• General discussion for direction	April 2011
ADVOCACY			•	
• <i>Prison Issues (Provincial Government)</i>	Lobby Province to take prison construction near DLC border off the agenda	Province announced prison not to be built on ex Hiram Walker site – Action Completed	Remove from Active List	March 2011
ADMINISTRATION				
1. COMMUNITY BRANDING (Development Services)	Approval of New Community Brand – December 2010	Council approved new brand in February 2011 – Action Completed	• Internal deployment of new logo and image change for the organization	March 2011
			• Preparation of a marketing implementation strategy	March 2011
2. ICSP (Development Services)	Submit Grant Application to UBCM under the Innovation Fund – November 2010	Council approved Grant Application in January 2011 and Staff submitted Grant request in January 2011 – Action Completed	• Lobby Provincial MLA and Federal MP for successful awarding of Grant	March 2011
			• Find out when grants will be approved	March 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
3. Corporate Business Plan (Administration)	Approval – October 2010	The new Corporate Business Plan was approved in October 2011 – Action Completed	<ul style="list-style-type: none"> Remove from Active List 	March 2011
<ul style="list-style-type: none"> Can-Do Organization Culture (Administration) 	Explore National Quality Institute methodology – October 2011	Presentations to management were made in December 2011 and NQI basic membership acquired in February 2011	<ul style="list-style-type: none"> Review next steps and create a strategic approach 	April 2011
<ul style="list-style-type: none"> ECONOMIC DEVELOPMENT & TOURISM (ED&T) STRATEGY (Development Services) 	Terms of Reference	Should be done after ICSP is completed	<ul style="list-style-type: none"> Explore in-house facilitation to create an interim action plan 	March 2011
CORPORATE SERVICES			<ul style="list-style-type: none"> 	
1. ACCESS & MOBILITY COMMITTEE ROLE	Terms of Reference	It will become a priority once one of the main 5 is completed	<ul style="list-style-type: none"> General discussion for direction 	April 2011
2. Council Laptops (Finance)	Roll Out to Council – November 2010 – Action Complete	Council members are using the new laptops	Remove from Active List	March 2011
3. Electronic Action Tracking (Corporate Services)	Implementation – October	The new system is up and running	Remove from Active List	March 2011
<ul style="list-style-type: none"> Policies Review (Corporate Services) 	Update all District policies	It will be added to the Active List instead of Council Laptops	Add as number 2 on the Corporate Services List	March 2011
<ul style="list-style-type: none"> Communications/Social Media (Administration) 	Initiate and implement Social Media for the District	Actively using Facebook, Twitter, Blogger, LinkedIn and YouTube	Add as number 3 on the Corporate Services List and Create a Social Media Policy	March 2011
BYLAW SERVICES				
1. MTI System (Corporate Services)	Ticket Printing – September	The system was approved by Council and is in place since October 2010 – Action Completed	Remove from Active List	March 2011
2. Bylaw Notice system (Corporate Services)	Adoption of Bylaw – September	The new Bylaw was approved by Council and is in force	Remove from Active List	March 2011
3. Enforcement Policy	Discuss with Council – September	Direction was given by Council on this matter	Considering drafting an actual policy and add this item as number 1 on the Bylaw Services List	June 2011
<ul style="list-style-type: none"> Staff Training 	Define needs and proceed with training of various departments	To be initiated	Add as number 2 on the list	June 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
HUMAN RESOURCES				
1. Job Descriptions (Human Resources)	Review – November	The Clerical Positions Job Descriptions were reviewed and new ones were issued – Action Completed	Ratification through the Joint Job Review Committee	March 2011
2. Office Space	Conceptual Ideas from Architect	Conceptual Options received in November 2010	Review of Options by Staff	March 2011
3. Collective Agreement	Information gathering	Information Gathering completed	Starting negotiations	March 2011
• Wellness Program	Define needs	To be initiated	Add to active list as soon as one of the main priorities is completed	March 2011
• Performance Management/NQI	Explore National Quality Institute methodology – October 2011	Presentations to management were made in December 2011 and NQI basic membership acquired in February 2011	Review next steps and create a strategic approach	April 2011



**District of Lake Country
Strategic Priorities Quarterly Review
March 2011
FINANCE PRIORITIES**

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. CAPITAL PLAN	Not Specified	<ul style="list-style-type: none"> This is linked to the Integrated Assets Management Plan and should be stem from it Working together with Engineering Department 	<ul style="list-style-type: none"> Wait for IAMP to be completed Information gathering 	<p>June 2011</p> <p>October 2011</p>
2. Harmonized Sales Tax Review	Establish cost to hire a consultant – October – Action Completed	This is a priority in order to establish full potential savings we can gain through HST rebates	Hire Consultant	June 2011
3. Woodsdale Local Service Area		Commutation – November 2010 - Action Complete	<ul style="list-style-type: none"> Debt Issue Finalize Contracts & Follow up with Home owners 	<p>March 2011</p> <p>March 2011</p>
ADVOCACY (CAO/Council)				
<ul style="list-style-type: none"> Home-Owner Grant (Provincial Government) 	Discuss with MLA and forward to UBCM	Increase in grants does benefit all residents		TBD
<ul style="list-style-type: none"> Transit Expansion Funding 		Funding is tentatively approved to add an additional 10 trips		May 2011
<ul style="list-style-type: none"> Grant Application Process 				TBD
COMPUTER TECHNOLOGY				
1. IT Strategy Review	Meeting with Departments		EMT Meeting	March 2011
2. Laptops for Council	Roll Out to Council – November 2010 – Action Complete		Remove from Active List	March 2011
3. Community Wide WiFi	Approval – March 2011	Deferred to 2012 – move to bullet item	Inform proponent	March 2011
<ul style="list-style-type: none"> Capital Asset Software (Engineering) 		Engineering Project with amortization component for Finance Department		

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
• SharePoint Implementation		Move to item 2 in list	Have consultant (ONE IT) do a presentation for managers	March 2011
POLICIES/BYLAWS				
1. Purchasing Policy Rewrite		Discuss at EMT and Managers Meeting	Review comments	April 2011
2. Budget Process Review/Enhancement	Guidelines – October 2010 - Action Complete	Move to item 3	5 Year Financial Plan Process Review	October 2011
3. Lake Pine Water Utility Asset Purchase	Security Issuing – Action Complete	Move to item 2	Debt Issue System Take over	March 2011 October 2011
• Fee Bylaws Amendments		Land Development, expand charges)		
OPERATIONS				
1. Purchasing Cards			Guidelines	November 2011
2. Water Acreage Audit	Complete - November 2010 – Action Complete		Remove from Active List	
3. Automated Garbage Audit	Complete – March 2011 – Action Complete		Remove from Active List	
ADMINISTRATION				
Transit Master Plan			Complete Plan	May 2011
Collective Agreement	Information gathering complete		Starting negotiations	March 2011
Fire Specified Area Expansion		Properties in Carr’s Landing, work with Corporate Services	Information Gathering	January 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. INTEGRATED COMMUNITY SUSTAINABILITY PLAN (Development Services)	Submit Grant Application to UBCM under the Innovation Fund – November 2010	Council approved Grant Application in January 2011 and Staff submitted Grant request in January 2011 – Action Completed	<ul style="list-style-type: none"> Lobby Provincial MLA and Federal MP for successful awarding of Grant Find out when grants will be approved 	<p>March 2011</p> <p>March 2011</p>
2. COMMUNITY BRANDING (Development Services)	Approval of New Community Brand – December 2010	Council approved new brand in February 2011 – Action Completed	<ul style="list-style-type: none"> Internal deployment of new logo and image change for the organization Preparation of a marketing implementation strategy 	<p>March 2011</p> <p>March 2011</p>
3. ACCESS & MOBILITY COMMITTEE ROLE (Corporate Services)	Terms of Reference	It will become a priority once one of the main 5 is completed	<ul style="list-style-type: none"> General discussion for direction 	April 2011
ADVOCACY			•	
• <i>Development/Building</i>	This items is being addressed as part of various procedures reviews		Remove from Active List	March 2011
• <i>Applications</i>	This items is being addressed as part of various procedures reviews		Remove from Active List	March 2011
• <i>Enforcement</i>	This items is being addressed as part of various procedures reviews		Remove from Active List	March 2011
OPERATIONAL				
1. Development Application & Post Application Review, including Bundled Process (Development Services)	Inventory – December	The inventory was completed	Report for Council consideration to be drafted	March 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
2. Building Bylaw Update (Development Services)	Final – December	Needed more information gathering – Report submitted to Council on March 1 st , 2011	Final adoption to be approved after receiving approval from the Building Authority	April 2011
3. Education & Communication (Development Services)	Needs Identification	Identification of needs completed	Create brochures for public information	June 2011
• File Management & Tracking (Corporate Services)	Identify corporate needs	To be initiated – Preliminary meeting held in February 2011	To be identified	June 2011
GIS/TECHNOLOGY				
1. GIS Proposal/Municipal Data Integration (Development Services)	Needs Identification	Needs Identification completed and decided that this work can go ahead in-house	Remove from the Active List	March 2011
2. Electronic Filing (Corporate Services)	Needs Identification	Project in conjunction with Corporate Services	Needs Identification	June 2011
• Integration of application systems (Development Services)	Needs Identification	Not Initiated	Add as Number 3 on the Active List	March 2011
• In-House GIS/IT Services (Engineering)	See Item 1	See Item 1	Add as Number 1 on the Active List	March 2011
ENVIRONMENTAL				
1. CARBON NEUTRAL OPERATIONS PLAN (Development Services)	Define the Plan	Plan defined in 2010	Monitor Implementation and Report Back to Council	June 2011
2. Water Reduction Strategies/Policies (Engineering)	Review Engineering	Not Initiated	To Be Initiated	June 2011
3. Tree Bylaw (Development Services)	Draft to Council – August 2011	Not Initiated	Report to Council	August 2011
• Shoreline Mapping (Development Services)	Inventory and Implementation	Not Initiated	To be added to Active List once one of the current priorities is completed	June 2011
• Float Homes (Development Services)	Feasibility Study	Not Initiated	To be moved under Economic Development	March 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
ECONOMIC DEVELOPMENT				
1. Town Centre MOU/Development (Development Services)	Review of current needs – November 2010	Waiting on Branding Strategy – In Progress	Create a Town Centre Strategic Plan	April 2011
2. Community Branding (Development Services)	Approval of New Community Brand – December 2010	Council approved new brand in February 2011 – Action Completed	<ul style="list-style-type: none"> Internal deployment of new logo and image change for the organization Preparation of a marketing implementation strategy 	<p>March 2011</p> <p>March 2011</p>
3. Economic Development & Tourism Strategy (Development Services)	Terms of Reference	Should be done after ICSP is completed	<ul style="list-style-type: none"> Explore in-house facilitation to create an interim action plan 	March 2011
• Business Attraction Strategy (Development Services)	Creation of Strategy	Not Initiated	Add to Active List once room is available	June 2011
• Industrial Park Development Plan (Development Services)	Creation of Plan	Not Initiated	Add to Active List once room is available	June 2011
• Tourism Promotion (Development Services)	Creation of Strategy	Not Initiated	Add to Active List once room is available	June 2011
• Tax Base Expansion (Administration)	Creation of Strategy	Not Initiated	Add to Active List once room is available	June 2011
SOCIAL				
1. Affordable House Strategy (Development Services)	Write paper & committee – December	Not Initiated	Research into DLC needs	June 2011
2. Age Friendly Strategy (Development Services)	Complete Report	Report is in draft form	Submit Report to Council for Approval	March 2011
3. Active Transportation Plan (Engineering)	Review of the District's Assets Inventory (Integrated Assets Management Plan) – October 2010	The Assets Inventory was received by Council in October 2011 – Action Completed	<ul style="list-style-type: none"> Formulate a public information strategy Create an Information Management Strategy Create a financial plan to reduce infrastructure aging issues Submit preferred options for an Integrated Transportation Framework 	<p>March 2011</p> <p>April 2011</p> <p>May 2011</p> <p>December 2011</p>

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
• Homeless/Transient Accommodation Policy	Creation of Strategy	Not Initiated	Add to Active List once room is available – Focus on Transient	June 2011
• Community Garden Program	Creation of Strategy	Not Initiated	Add to Active List once room is available	June 2011
LAND USE			•	
1. Flood Plain mapping (Engineering)	Terms of Reference – September 2011	Not Initiated	Same	September 2011
2. Policy Review & Development (Corporate Services)	Meet with Corp Serv – February 2011	In Progress	Same	April 2011
3. Neighbourhood Pre-Plans (Development Services)	Terms of Reference – December	In Progress	Same	March 2011
• Active Transportation & Recreation Plan (Corporate Services)	Land Acquisition	Not Initiated	Add to Active List once room is available	June 2011
• Highway 97 Relocation impact (Engineering)	Study and Strategy	In Progress	Report to Council	June 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. WATER MASTER PLAN	Approve preferred option for further phase of implementation – November 2010	Council adopted a preferred option in November 2010 – Action Completed	<ul style="list-style-type: none"> Submission of an Implementation Plan and Financial Feasibility Options 	July 2011
2. TRANSPORTATION ACTION PLAN	Review of the District's Assets Inventory (Integrated Assets Management Plan) – October 2010	The Assets Inventory was received by Council in October 2011 – Action Completed	<ul style="list-style-type: none"> Formulate a public information strategy Create an Information Management Strategy Create a financial plan to reduce infrastructure aging issues Submit preferred options for an Integrated Transportation Framework 	March 2011 April 2011 May 2011 December 2011
3. CAPITAL PLAN ASSET MANAGEMENT	Not Specified	This is linked to the Integrated Assets Management Plan and should be stem from it	<ul style="list-style-type: none"> Wait for IAMP to be completed 	June 2011
ADVOCACY				
<ul style="list-style-type: none"> <i>Lease lot conversion paper</i> 	Discuss at UBCM	Government accepted DLC recommendations and lease lot issue is off the table at this time – Action Completed	<ul style="list-style-type: none"> Remove from Active List 	March 2011
<ul style="list-style-type: none"> <i>Watershed Management Plan</i> 	Work with MOE and IHA to establish common goals and objectives	Still on going – Staff are working with identified agencies and will report back as soon as information is available	<ul style="list-style-type: none"> To review next quarter 	June 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
WATER				
1. Water Master Plan	Approve preferred option for further phase of implementation – November 2010	Council adopted a preferred option in November 2010 – Action Completed	Submission of an Implementation Plan and Financial Feasibility Options	July 2011
2. Capital Plan (Asset Management)	Not Specified	This is linked to the Integrated Assets Management Plan and should be stem from it	Wait for IAMP to be completed	June 2011
3. Kal Lake Interconnect	Work program	In Progress (Phase 2)	Update from Staff	June 2011
• SCADA Plan	Draft IITS	In Progress	Update from Staff	August 2011
• Communication Improvements-quantity/quality	Work Program	In Progress	Update from Staff	August 2011
ROADS				
1. Transportation Action Plan	Review of the District's Assets Inventory (Integrated Assets Management Plan) – October 2010	The Assets Inventory was received by Council in October 2011 – Action Completed	<ul style="list-style-type: none"> Formulate a public information strategy Create an Information Management Strategy Create a financial plan to reduce infrastructure aging issues Submit preferred options for an Integrated Transportation Framework 	<p>March 2011</p> <p>April 2011</p> <p>May 2011</p> <p>December 2011</p>
2. Capital Plan (Asset Management)	Not Specified	This is linked to the Integrated Assets Management Plan and should be stem from it	Wait for IAMP to be completed	June 2011
3. 5-year Operational Plan	October 2010	To be Initiated	Define ToR	June 2011
• Computerized maintenance scheduling program	Training - October	To be Initiated	Part of Operational Plan – Remove from the List	March 2011
• Expand in-house capacity	Assessment - October 2010	To be Initiated	Part of the Operational Plan – Remove from the List	March 2011
DRAINAGE				
1. Master Drainage Plan	Phase 1	In Progress	Report to Council on next steps	August 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
SEWER				
1. Capital Plan (Asset Management)	Not Specified	This is linked to the Integrated Assets Management Plan and should be stem from it	Wait for IAMP to be completed	June 2011
2. Liquid Waste Management Plan	Complete Stage II – December 2010	Received draft report from Consultant	Review draft report and report to Council	May 2011
3. 2010 Lift Station Upgrade	November 2010	Budget Items Approved	Proceed with works	June 2011
• Operational Review and Operator Training	August 2011	To be Initiated	Initiate Review	August 2011
• Bio-Reactor Aeration Improvement	Assess Process	To be Initiated		August 2011
LAND, DEVELOPMENT & ENVIRONMENTAL SERVICES				
1. Capital Plan (Asset Management)	Not Specified	This is linked to the Integrated Assets Management Plan and should be stem from it	Wait for IAMP to be completed	June 2011
2. Subdivision & Development Servicing Bylaw 97-139 Review & Update	Draft – November 2010	Draft bylaw is ready for review	Review Bylaw and report to Council	April 2011
3. Wood Lake/Hwy 97 Strategic Plan	Terms of Reference and issues paper – October 2010		Draft ToR	April 2011
• Transit Improvements & Expansion of Service	Bus stops – October 2010		Complete installation	April 2011
• Solid Waste Operational Options	To Council – November 2010	Completed	Remove from List	March 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. PARKS & RECREATION MASTER PLAN (Parks & Recreation)	Budget proposal for Consultant – November 2010	Not approved as budget items (See next action)	Wait for ICSP to be completed	March 2013
2. PARKS IN-HOUSE VS CONTRACT ANALYSIS (Parks & Recreation)	September	Approved by Council and positions filled – Action Completed	Remove from Active list	March 2011
3. NEIGHBOURHOOD PARK DEVELOPMENT POLICY (Parks & Recreation)	Adoption	Policy adopted (to be used for Lake Apex Drive Park)	Remove from Active List?	March 2011
• Public Works/Parks & Recreation (Engineering)	Yards Design	Work with Engineering Department to discuss equipment storage issues	Same	June 2011
ADVOCACY (CAO/Council)				
• Kalamalka – Wood Lake Canal		Large cost associated		March 2011
• Safe Harbour		RDCO completing a facility assessment and will then decide where to spend funds	Completing of RDCO Facility Study	March 2011
PARKS				
1. Sport Field Operations/Procedures	Gather Information – December		Assign to Parks Foreman	October 2011
2. Field Use Policies	Gather Information – December		Assign to Parks Foreman	October 2011
3. Trail Management	Inventory – April		In conjunction with Active Transportation Plan & WALC	June 2011
• Municipal campgrounds		Potential for location at Oyama Gravel Pits owned by DLC		June 2011
• Film Commission Facilities		2 buildings required		June 2011

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
FACILITIES				
1. Assessment Plan	Inventory – January	Started		June 2011
2. Energy Conservation Plan	Collect & Review Data – April	Started		June 2011
3. Facility Policy & Procedure Review	Inventory – May			May 2011
• Golf Course			Remove from Active List	March 2011
PROGRAMS/SPECIAL EVENTS				
1. MAXIMIZE ACTIVENET'S POTENTIAL	Review system capability – March		Review System Capability	June 2011
2. Evaluate Teen Needs	Meeting with GESS & Questionnaire - October			April 2011
• Develop program areas	On-going			June 2011
PARTNERSHIP/SPONSORSHIP				
1. Foster Community Partnerships	Meet with leaders of each group – June	Meeting arranged with Boys and Girls Club	Continue Meetings	June 2011
ARTS & CULTURE				
1. In conjunction with Parks & Recreation Master Plan			Wait for ICSP – 2013 start	2013
FORESHORE/WATER				
1. Okanagan Centre Greenspace Plan	Refer to 2011 Budget		Request for Direction	March 2011
2. Beasley Beach Plan	In conjunction with Parks & Rec Master Plan			
3. Foreshore Maintenance Plan	Equipment Review		Assign to Parks Foreman	May 2011



**District of Lake Country
Strategic Priorities Quarterly Review
March 2011
FIRE DEPARTMENT PRIORITIES**

PRIORITY	ACTION-DEADLINE	COMMENTS-STATUS	NEXT ACTION(S)	NEW DEADLINE
1. Inspection Program	Identification of Areas of Attention – October	Need additional staff in DS to assist with inspections	Proceed with Overall Strategic Planning	June 2011
2. Data Collection	Complete Data – June	On-going	Update CAO	June 2011
3. Fire Hall Site	Exemption from ALR – November	Waiting to hear from ALR – Letter sent from staff to receive a response on whether site was approved for exemption	Waiting to hear from ALR	May 2011
• Wildfire Mitigation Plan		Budget approved by Council for Phase 1 (\$8,000)	Implement mitigation for private properties in Carr’s landing	April 2011
OPERATIONS				
1. Fire Prevention Bylaw	Review of Existing Bylaws		Review of Existing Bylaws	April 2011
2. Emergency Operations Training for District Staff	Meeting with CAO to discuss – February	Meeting and next steps occurred – Action Completed	Research who needs to be trained, how many staff per department, minimum training required for each to participate in the EOC	March 2011
3. Maintenance Program	Review Resource Options – November	Not Initiated	Cost analysis for In-House Mechanic	September 2011
• Regional Education Program		Dependent upon Regional Program	Linked to EOC Training for staff	June 2011
CAPITAL				
1. Strategic Plan	Budget Request – November	Deferred to 2012	Prepare Terms of Reference	March 2011
2. Vehicle Computers	Budget Request – November	Deferred to 2012		2012
3. Station 81 Paving	Budget Request - November	Deferred to 2012		2012
• Thermal Equipment	Budget Request – November	Deferred to 2012		