

Celebrating 10 Years



Incorporated 2007



2018

PRIORITIES





TABLE OF CONTENTS

Executive Summary	Page 3
Economic Development	Page 4
Infrastructure	Page 5
Safety and Security	Page 6
Service Delivery	Page 7
Social and Environmental	Page 8
Operational Plan	Page 9

STAFF LEAD LEGEND:

CAO	DCAO	GMDS	GMEPW	MC
<ul style="list-style-type: none">• Human Resources• Information Services• Policing	<ul style="list-style-type: none">• Finance• Administrative and Protective Services• Fire Services	<ul style="list-style-type: none">• Planning• Building Inspection• Economic Development• Development Engineering	<ul style="list-style-type: none">• Roads• Parks and Recreation• Utilities• Facilities	<ul style="list-style-type: none">• Mayor and Council

2018 FOCUS

The goals and objectives contained in this guiding document strive to meet West Kelowna Council's vision for this community. Building on the accomplishments of previous years, West Kelowna Council has refined its action plan for 2018.

West Kelowna Council conducts strategic planning every year and is provided quarterly updates on progress and initiatives. This allows West Kelowna Council to continue to engage with citizens and adjust its goals as needed as it works to make West Kelowna a beautiful place to live, work and play.



VISION

To make informed decisions that meet the community needs to protect, enhance and celebrate our West Kelowna home.

MISSION

The City of West Kelowna is an innovative local government that will make informed decisions to benefit the community by welcoming input and giving consideration to fiscal responsibility, environmental stewardship, healthy living and economic enhancement.



CITY OF WEST KELOWNA COUNCIL 2014-2018

From left: Councillor Rosalind Neis, Councillor Bryden Winsby, Councillor Rusty Ensign, Councillor Rick de Jong, Mayor Doug Findlater, Councillor Duane Ophus, Councillor Carol Zanon



Economic Development

Goal:

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

2018 Priorities				
Project	Details	Status	Completion Date	Lead
1. Continue support for West Kelowna’s own Economic Development function and Tourism	<ul style="list-style-type: none"> • Implement Economic Strategic Plan • Present annual work plans to Council 		December 2018	GMDS
2. Development Process Review	<ul style="list-style-type: none"> • Implement recommendations of review 		Ongoing	GMDS
3. City Hall (land/building)	<ul style="list-style-type: none"> • Purchase land • Finance building (currently 2027) 		August 2018	CAO
4. Explore Greater Westside Economic Development	<ul style="list-style-type: none"> • Partner with Greater Westside Board of Trade and Westbank First Nation to host a Social Media Workshop for business • Host roundtable for westside chairs of Economic Development Committees 		July 2018	GMDS
5. Enhance role of the Economic Development Committee (EDC)	<ul style="list-style-type: none"> • Increase referrals for EDC • Incorporate activity reporting of EDC in quarterly reporting • Invite EDC members to business visits 			GMDS



Infrastructure

Goal:

To prioritize, construct and maintain the City's transportation, water, drainage and recreational infrastructure to support the needs of the community.

2018 Priorities				
Project	Details	Status	Completion Date	Lead
1. Rose Valley Water Treatment Plant and Infrastructure System	<ul style="list-style-type: none"> Design & construction of Rose Valley Water Treatment Plant 	Underway	Beyond 2018	GMEPW
2. Roads and Sidewalks Program	<ul style="list-style-type: none"> 2018 Road Rehab Program 2018 Pedestrian Improvement Program 	30% 20%	October 2018	GMEPW
3. Boucherie Road Upgrade – Phase 2	<ul style="list-style-type: none"> Construction of Phase 2 Boucherie Road 		Beyond 2018	GMEPW
4. Water Stewardship Program	<ul style="list-style-type: none"> Leak detection Drought & Source Water Protection Plan 	80%	October 2018 April 2018	GMEPW
5. CNR Wharf – Phase II Design	<ul style="list-style-type: none"> Design and approve for Phase 2 Design 	90%	Beyond 2018	GMEPW
6. Soccer Dome	<ul style="list-style-type: none"> Design and construction 		Beyond 2018	GMEPW
7. Artificial Turf Field and Track Planning	<ul style="list-style-type: none"> Design artificial turf field and track 		Beyond 2018	GMEPW



Safety and Security

Goal:

To ensure West Kelowna is safe for all residents and visitors.

2018 Priorities				
Project	Details	Status	Completion Date	Lead
1. Downtown Safety and Security (including washrooms)	<ul style="list-style-type: none"> Review security issues and hire required security 		May 2018	CAO
2. Traffic Safety and Speed Enforcement	<ul style="list-style-type: none"> Hire 2 additional reservist restricted to traffic enforcement 		April 2018	CAO
3. Glenrosa Emergency Route (Jackpine/Bear Main)	<ul style="list-style-type: none"> Grade road and improve drainage – province to do work 		Ongoing	CAO
4. Rural RCMP Detachment Review	<ul style="list-style-type: none"> Conduct study to determine work load between municipal and provincial 		September 2018	CAO
5. Update Zoning Bylaw in Consideration of Cannabis Act	<ul style="list-style-type: none"> Revise Zoning Bylaw and other applicable bylaws to respond to the Cannabis Act and corresponding provincial regulations 		June 2018	GMDS



Service Delivery

Goal:

To ensure municipal governance and operations are as efficient and effective as possible

2018 Priorities				
Project	Details	Status	Completion Date	Lead
1. Transit Service Improvement, (Including Handi-Dart)	<ul style="list-style-type: none"> Review usage, efficiency, cost and revenue collected and make recommendations 		August 2018	CAO
2. Communications Review	<ul style="list-style-type: none"> Investigate public engagement 		June 2018	DCAO
3. Development Fees Review	<ul style="list-style-type: none"> Complete a review and comparative analysis of development application fees Initiate communication review 		December 2018	GMDS
4. Departmental Review Program	<ul style="list-style-type: none"> Determine department to be reviewed and hire consultant 		September 2018	CAO
5. Works and Services Bylaw Review	<ul style="list-style-type: none"> Housekeeping review to improve clarity and functionality of bylaw 		June 2018	GMDS



Social and Environmental

Goal:

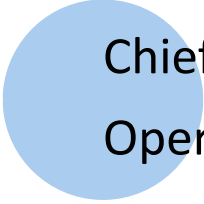
To ensure West Kelowna responds to emerging social and environmental issues.

2018 Priorities				
Project	Details	Status	Completion Date	Lead
1. Homelessness	<ul style="list-style-type: none"> • Set up community group including WFN to make recommendations • Complete social issues white paper (March 2018) • Advocate for improved services for West Kelowna residents 		Ongoing	CAO/GMDS
2. Improved Health Services	<ul style="list-style-type: none"> • Lobby the province to review services on the Westside and have them make recommendations of what is required and what they will commit to. 		Ongoing	CAO
3. Vacation Rentals (Housing Impact)	<ul style="list-style-type: none"> • Enforcement 		Ongoing	DCAO
4. Accessible parks (All Ages and Abilities)	<ul style="list-style-type: none"> • Identify locations and projects to improve accessibility 		Beyond 2018	GMEPW
5. Works and Services Bylaw Review	<ul style="list-style-type: none"> • 	30%	November 2018	GMEDS

OPERATIONAL PLAN

2018 Departmental Projects





Chief Administrative Officer Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Municipal RCMP Business Plan			September 2018	CAO
Regular Community Consultation on Initiatives			Ongoing	CAO
Facilitate 2018 Strategic Planning	100%			CAO
Strategic Plan Quarterly Updates for Council			December 2018	CAO

DRAFT



Deputy Chief Administrative Officer

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Purchasing Policy Update		Ongoing	October 2018	DCAO
Tender Document Update		March 2018	July 2018	DCAO
Implementation of Online Bidding and Evaluation Tool Software		May 2018	July 2018	DCAO
Implement Asset Management Financial Module		May 2018	November 2018	DCAO
Implement e-Billing		January 2018	September 2018	DCAO
Implement Automation of Purchasing Cards	In Progress	October 2017	March 2018	DCAO
Launch New City Website	50%	October 2017	April 2018	DCAO
Communicate Water Rates, Water Treatment Plant and Other Capital Projects		Ongoing	Ongoing	DCAO
2018 Local Government Election, Election Bylaw Review	20%	January 2018	May 2018	DCAO
Review Business License Bylaw and Fees	10%	January 2018	November 2018	DCAO
Document Management Upgrade	10%	January 2018	June 2018	DCAO
Finalize Good Neighbour and Council Procedure Bylaw Amendments	75%	Ongoing	September 2018	DCAO
Implementation of Fire Services Priority Plan		January 2018	December 2018	DCAO
Blue Card Command System Implementation	50%	2017	May 2018	DCAO
Complete Community Wildfire Protection Plan Update		March 2018	October 2018	DCAO
Develop and Implement New WKFR Performance Measurement and Metrics		March 2018	October 2018	DCAO



General Manager of Development Services Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Farm Loop Wayfinding	50%	June 2017	June 2018	GMDS
Wine Trail Wayfinding (Boucherie Construction)	50%	June 2017	November 2018	GMDS
Parks Acquisition and Disposition Strategy	80%	January 2016	June 2018	GMDS
Official Community Plan Housekeeping Review (Concurrent with Zoning Bylaw Review/Minor Mapping Amendments)	0%	April 2018	December 2018	GMDS
Update Zoning Bylaw in Consideration of Cannabis Act	0%	January 2018	June 2018	GMDS
Zoning Bylaw Housekeeping Review (Concurrent with Official Community Plan Amendment)	0%	April 2018	December 2018	GMDS
Sign Bylaw Review	80%		February 2018	GMDS
Temporary Farm Workers Housing Zoning Regulation Review	30%	October 2017	August 2018	GMDS
Building Bylaw Review (Legislative Requirement)	5%		December 2018	GMDS
Central Okanagan Planning Study (COPS) – Second Corridor		Ongoing		GMDS
Development Services Enhancements		Ongoing		GMDS
Host Builders Roundtable			November 2018	GMDS
Host Legal Industry Roundtable			June 2018	GMDS
Host Development Industry Roundtable		2018	January 2019	GMDS
Works & Services Bylaw	30%	October 2017	June 2018	GMDS
Consideration of Building Step Code		November 2018	May 2019	GMDS
Promote CityView Portal		Ongoing		
Parkland Acceptance Policy			December 2018	GMDS
Development Application Fees Review			December 2018	GMDS
STPCO Regional Transportation Plan			December 2019	GMDS

General Manager of Engineering & Public Works Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Rose Valley Water Treatment Plant	20%	January 2017	Beyond 2018	GMEPW
2018 Road Rehab Program	20%	January 2018	November 2018	GMEPW
2018 Pedestrian Improvement Program	10%	January 2018	November 2018	GMEPW
Walkway Repairs (Trails)	30%	April 2017	November 2018	GMEPW
Boucherie Road – Stuart to Ogden Construction		April 2017	November 2018	GMEPW
Gellatly Powers Creek Bridge Design		March 2018	December 2018	GMEPW
Rosealee Lane Drainage Improvements	10%	December 2017	July 2018	GMEPW
Klein Road Drainage Improvements		March 2018	July 2018	GMEPW
Drainage Partnership with Westbank First Nation		January 2018	December 2018	GMEPW
Athletic Field Lighting	85%	March 2017	April 2018	GMEPW
City Staff Office Space	70%	January 2017	May 2018	GMEPW
Public works Yard Concept Plan	70%	February 2017	May 2018	GMEPW
Water Leak Detection Program		April 2018	December 2018	GMEPW
Pettman Road Booster Station Upgrades	50%	April 2017	July 2018	GMEPW
Sunnyside Intake Upgrades		April 2018	September 2018	GMEPW
East Boundary/Casa Rio Lift Station Upgrades	80%	August 2017	May 2018	GMEPW
Horizon Lift Station	90%	January 2017	May 2018	GMEPW
Emergency Back-Up Infrastructure for Municipal Operations	50%	January 2017	December 2018	GMEPW
Road Maintenance Review	75%	January 2017	December 2018	GMEPW
Flood Remediation	20%	November 2017	Beyond 2018	GMEPW