

City of Kelowna
Regular Council Meeting
AGENDA



Monday, January 17, 2022
1:30 pm
Council Chamber
City Hall, 1435 Water Street

Pages

1. Call to Order

I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

In accordance with the most recent Provincial Health Officer Order regarding face coverings, a mask or face covering must be worn in the gallery of Council Chambers except when presenting to Council.

As an open meeting, a live audio-video feed is being broadcast and recorded on kelowna.ca.

2. Confirmation of Minutes

4 - 10

PM Meeting - January 10, 2022

3. Development Application Reports & Related Bylaws

3.1. Francis Ave 615 - Z21-0078 (BL12315) - 1283684 B.C. Ltd., Inc. No. BC1283684

11 - 33

To rezone the subject property from the RM3 - Low Density Multiple Housing zone to the RM3r - Low Density Multiple Housing (Residential Rental Tenure Only) zone.

3.2. McCurdy Rd 2755 - Z20-0075 (BL12318) - Prodev GP Ltd and 2137259 Alberta Ltd

34 - 73

To rezone a portion of the subject property from the A1 – Agriculture 1 zone to the RM3 – Low Density Multiple Housing, RM5 – Medium Density Multiple Housing, and P3 – Parks and Open Space zones.

3.3. 3510 Spectrum Crt - BL12284 (TA21-0013) - Kelowna Motors Investments Ltd., Inc. No. BC 1281822

74 - 74

To adopt Bylaw No. 12284 in order to consider a Site-Specific Text Amendment application for 3510 Spectrum Court to add the permitted use of automotive and minor recreational vehicle sales/rental.

3.4.	3510 Spectrum Crt - DP21-0134 - Kelowna Motors Investments Ltd., Inc. No. BC 1281822	75 - 106
	To consider the form and character of an industrial development to accommodate automotive sales and service use.	
4.	Bylaws for Adoption (Development Related)	
4.1.	Sarsons Rd 444 - BL12297 (Z21-0082) - Bruce Trevor Benedict and Ruth Marie Benedict	107 - 107
	To adopt Bylaw No. 12297 in order to rezone the subject property from the RU1 Large Lot Housing zone to the RU2 - Medium Lot Housing zone.	
5.	Non-Development Reports & Related Bylaws	
5.1.	Cultural Facilities Master Plan	108 - 197
	To present Council with the Cultural Facilities Master Plan for endorsement.	
5.2.	2022 Canada Cultural Spaces Fund Grant	198 - 204
	To approve a grant application for a Canada Cultural Spaces Fund Grant Program to upgrade of specialized lighting fixtures at the Kelowna Community Theatre.	
5.3.	Redevelopment of Parkinson Recreation Centre - Project Framework	205 - 245
	To approve in principle the Guiding Principles and an updated Functional Program for the redevelopment of Parkinson Recreation Centre project, and to direct staff on next steps.	
5.4.	2021 Budget Amendment ICBC Road Safety Program	246 - 248
	To amend the 2021 Financial Plan to reflect ICBC's Road Safety Improvement Program contributions.	
5.5.	Transformer Replacement - Trade Waste Treatment Facility	249 - 250
	To obtain funding to replace the incoming power transformer, electrical vaults, and high voltage cabling at the Trade Waste Treatment Facility, equipment that has exceeded its life span and is indicating signs of imminent failure.	
6.	Bylaws for Adoption (Non-Development Related)	
6.1.	BL12311 - Amendment No. 41 to Traffic Bylaw No. 8120	251 - 252
	To adopt Bylaw No. 12311.	
7.	Mayor and Councillor Items	

8. Termination



**City of Kelowna
Regular Council Meeting
Minutes**

Date:	Monday, January 10, 2022
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Deputy Mayor Ryan Donn, Councillors Maxine DeHart, Gail Given, Brad Sieben*, Mohini Singh, Luke Stack* and Loyal Wooldridge
Members participating Remotely	Councillor Charlie Hodge
Members Absent	Mayor Colin Basran
Staff Present	City Manager, Doug Gilchrist; Deputy City Clerk, Laura Bentley; Divisional Director, Planning & Development Services, Ryan Smith*; Development Planning Department Manager, Terry Barton*; Planner Specialist, Wesley Miles*; Project Portfolio Manager, Angie Thiessen*; Divisional Director, Corporate Strategic Services, Carla Weaden*; Policy & Planning Department Manager, Danielle Noble-Brandt*; Long Range Policy Planning Manager, James Moore*; Planner Specialist, Daniel Sturgeon*; Park and Landscape Planner, Melanie Steppuhn*; Parks & Buildings Planning Manager, Robert Parlane*; Strategic Transportation Planning Manager, Mariah VanZerr*
Staff participating Remotely	Legislative Coordinator (Confidential), Arlene McClelland; General Manager, Infrastructure, Mac Logan*

(* Denotes partial attendance)

1. Call to Order

Deputy Mayor Donn called the meeting to order at 1:31 p.m.

I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

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2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

R0004/22/01/10 THAT the Minutes of the Regular Meetings of December 6, 2021 and Budget Deliberations of December 9, 2021 be confirmed as circulated.

Carried

3. Development Application Reports & Related Bylaws

3.1 Pooley Rd 3700 - A21-0012 FH21-0003 - Jealous Fruits Ltd., Inc. No. 1282068

Staff:

- Displayed a PowerPoint Presentation summarizing the application and responded to questions from Council.

Councillor Sieben joined the meeting at 1:48 p.m.

Moved By Councillor Singh/Seconded By Councillor Wooldridge

R0005/22/01/10 THAT Agricultural Land Reserve Application No. A21-0012 for Lot C Sections 11 and 14 Township 26 ODYD Plan EPP98515 located at 3700 Pooley Road, Kelowna, BC for a Non-Adhering Residential Use Permit pursuant to Section 25 of the Agricultural Land Commission Act, be supported by Council;

AND THAT the Council directs Staff to forward the subject application to the Agricultural Land Commission for consideration;

AND THAT Council authorizes the issuance of Temporary Farm Working Housing Permit No. FH21-0003 for Lot C Sections 11 and 14 Township 26 ODYD Plan EPP98515 located at 3700 Pooley Road, Kelowna, BC subject to the following:

1. Approval by the Agricultural Land Commission of Non-Adhering Residential Use Permit Application A21-0012;
2. The dimensions and siting of the building to be constructed on the land in accordance with Schedule A;
3. A vegetated buffer is provided for screening adjacent property lines and between the temporary farm worker housing and active farming areas in accordance with Schedule B;
4. The applicant is required to post the City a Landscape Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscape buffer, as determined by a professional landscaper;
5. Registration of a Section 219 Restrictive Covenant on the Title that states:
 1. The dwellings will be used for temporary farm workers only;
 2. The owner will remove the dwellings if the farm operation changes such that if they are no longer required;
 3. The dwellings will only be used for farm workers for a maximum of ten (10) months of the year;
 4. The maximum number of accommodations permitted on this farm unit within this City sector is 60 workers: and,
 5. The temporary farm worker housing building footprint is a maximum of 0.3ha.

AND FURTHER THAT this Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

Carried

3.2 Webster Rd 815 - A21-0014 - Lakhwinder Singh Brar and Paramjit Kaur Brar

Staff:

- Displayed a PowerPoint Presentation summarizing the application and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Given

R0006/22/01/10 THAT Agriculture Land Reserve Application No. A21-0014 for The East 11 Chains of Lot 3 Measured Along the North Boundary Thereof by the Full Depth of Said Lot; Section 25 Township 26 ODYD Plan 603 Except Plans B797, C.B. 157 and B4993 located at 815 Webster Road, Kelowna, BC for a Non-Adhering Residential Use Permit pursuant to Section 25 of the Agricultural Land Commission Act, be supported by Council;

AND THAT Council directs Staff to forward the subject application to the Agricultural Land Commission for consideration.

Carried
Councillor Hodge - Opposed

3.3 Supplemental Report - Cambridge Ave 651 - Z21-0085 (BL12313) - Provincial Rental Housing Corporation, Inc. No. BC0052129

Councillor Stack declared a conflict of interest for items 3.3 and 3.4 since his employer is involved in the application and departed the meeting at 1:57 p.m.

Moved By Councillor Wooldridge/Seconded By Councillor Given

R0007/22/01/10 THAT Council receives, for information, the report from the Office of the City Clerk dated January 10, 2022 with respect to Zoning Bylaw No. 12313;

AND THAT Rezoning Bylaw No. 12313 be forwarded for further reading consideration.

Carried

3.4 Cambridge Ave 651 - BL12313 (Z21-0085) - Provincial Rental Housing Corporation, In. No. BC0052129

Moved By Councillor Singh/Seconded By Councillor Wooldridge

R0008/22/01/10 THAT Bylaw No. 12313 be read a first, second and third time.

Carried

Councillor Stack rejoined the meeting at 1:59 p.m.

3.5 Supplemental Report - Fordham Rd 4684 - Z21-0096 (BL12314) - Claire Boti and Paul Domy

Moved By Councillor Wooldridge/Seconded By Councillor Singh

R0009/22/01/10 THAT Council receives, for information, the report from the Office of the City Clerk dated January 10, 2022 with respect to Zoning Bylaw No. 12314;

AND THAT Rezoning Bylaw No. 12314 be forwarded for further reading consideration.

Carried

3.6 Fordham Rd 4684 - BL12314 (Z21-0096) - Claire Boti and Paul Domy

Moved By Councillor Wooldridge/Seconded By Councillor Singh

R0010/22/01/10 THAT Bylaw No. 12314 be read a first, second and third time.

Carried

4. Bylaws for Adoption (Development Related)

4.1 BL12300 - Kelowna 2040 Official Community Plan

Moved By Councillor Wooldridge/Seconded By Councillor Singh

R0011/22/01/10 THAT Bylaw No. 12300 be adopted.

Carried

5. Non-Development Reports & Related Bylaws

5.1 Action Plan 2022

Staff:

- Displayed a PowerPoint Presentation providing an overview of actions being undertaken throughout 2022 and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Sieben

R0012/22/01/10 THAT Council receive for information, *Action Plan 2022* as attached to the report of the Corporate Strategic Services Divisional Director dated January 10, 2022.

Carried

5.2 Community Trends 2021 Report

Staff:

- Displayed a PowerPoint Presentation detailing the 2021 Community Trends report focused on housing unaffordability and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

R0013/22/01/10 THAT Council receives, for information, the report from the Policy & Planning Department dated January 10, 2021, with respect to the 2021 Community Trends Report.

Carried

Councillor Wooldridge:

- Brought forward a request for more information regarding affordable land acquisition policy.

Moved By Councillor Wooldridge/Seconded By Councillor DeHart

THAT Council direct staff to report back on bold needs to address affordable housing with key recommendations of action in both financial resourcing and policy on how to action the ambitious targets in the 2040 OCP and land acquisition strategy.

Councillor Stack declared a conflict of interest as his employer applies for affordable housing grants and departed the meeting at 3:05 p.m.

Following discussion the motion was amended as follows:

Moved By Councillor Wooldridge/Seconded By Councillor DeHart

R0014/22/01/10 THAT Council direct staff to report back with key recommendations on financial resources and policies in the affordable land acquisition strategy.

Carried

Councillor Stack rejoined the meeting at 3:09 p.m.

5.3 Agricultural Advisory Committee - Terms of Reference Amendments

Staff:

- Provided an overview of amendments to the Agricultural Advisory Committee Terms of Reference and responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Sieben

R0015/22/01/10 THAT Council approves the amended Terms of Reference for the Agricultural Advisory Committee to add a non-voting member from the Ministry of Agriculture and reduce the number of voting members from seven (7) to five (5).

Carried

5.4 Okanagan Lake Shoreline Tenure Applications

Staff:

- Displayed a PowerPoint Presentation outlining the proposed sites for the shoreline tenure application and responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Hodge

R0016/22/01/10 THAT Council receives, for information, the report from the Parks and Buildings Planning Department dated January 10, 2022, with respect to Crown Land Tenure along City of Kelowna beaches;

AND THAT Council directs staff to apply to the Province of British Columbia for community institutional Crown Land Tenures over the foreshore of Okanagan Lake for City of Kelowna beach accesses and beach parks.

Carried

5.5 Micromobility Permit Program Amendments and Bylaw Changes

Staff:

- Provided a summary of the proposed amendments to the Traffic Bylaw.

Moved By Councillor Stack/Seconded By Councillor Sieben

R0017/22/01/10 THAT Council receives for information, the report from Integrated Transportation dated December 6th, 2021, regarding the Micromobility Permit Program Amendments and Bylaw Changes;

AND THAT Council gives reading consideration to Bylaw No. 12138 being Amendment No. 41 to the Traffic Bylaw No. 8120.

Carried

5.6 BL12311 - Amendment No. 41 to Traffic Bylaw No. 8120

Moved By Councillor Sieben/Seconded By Councillor DeHart

R0018/22/01/10 THAT Bylaw No. 12311 be read a first, second and third time.

Carried

5.7 Developer Funded Traffic Signal Installations and Upgrades

Staff:

- Summarized the proposed budget amendments from developer contributions for traffic signal installations.

Moved By Councillor Given/Seconded By Councillor Sieben

R0019/22/01/10 THAT Council receives, for information, the report from Traffic Signals and Systems dated January 10, 2022 with respect to developer funding contributions.

AND THAT the 2021 Financial Plan be amended to include \$447,700 for traffic signal installations and upgrades with funding received from developer contributions.

Carried

6. Bylaws for Adoption (Non-Development Related)

6.1 BL12271 - Road Closure and Removal of Dedication Bylaw - 234 - 278 Leon Ave

Deputy Mayor Donn invited anyone in the public gallery who deemed themselves affected by the proposed road closure to come forward.

No one from the Gallery came forward.

Moved By Councillor DeHart/Seconded By Councillor Sieben

R0020/22/01/10 THAT Bylaw No. 12271 be adopted.

Carried

7. Mayor and Councillor Items

Councillor Hodge:

- Encouraged everyone to get their vaccination booster shot.

Councillor Stack

- Encouraged all citizens to get their vaccination.

Councillor DeHart:

- Made comment on today's Council meeting.

Councillor Sieben:

- Made comment on concerns regarding COVID-19 hospitalization data and rapid test availability.
- Expressed condolences to the family of Reg Henry who was the founder of Kelly O'Bryan's Neighbourhood Restaurant.

Councillor Wooldridge:

- Encouraged citizens to support the annual Dine Around culinary experience in Kelowna and area restaurants that begins January 19th.

Councillor Singh:

- Congratulations to Kelowna citizen Ross Fitzpatrick who was awarded the Order of Canada.

Councillor Given:

- Encouraged citizens to become a snow angel by assisting those unable to shovel snow in their yards.
- Encouraged citizens to be kind and patient with businesses that are experiencing reduced staff.

Deputy Mayor Donn:

- Expressed disappointment in the Passenger Transportation Board decision to deny Uber's ride sharing application.
- Made comment on the many changes with policies and procedures, the adoption of the Official Community Plan, and the changes to staff reports to Council. These are transitional times as more housing is needed.
- Commented on COVID-19 impacts.

Council:

- Commended Councillor Donn for chairing today's meeting.

8. Termination

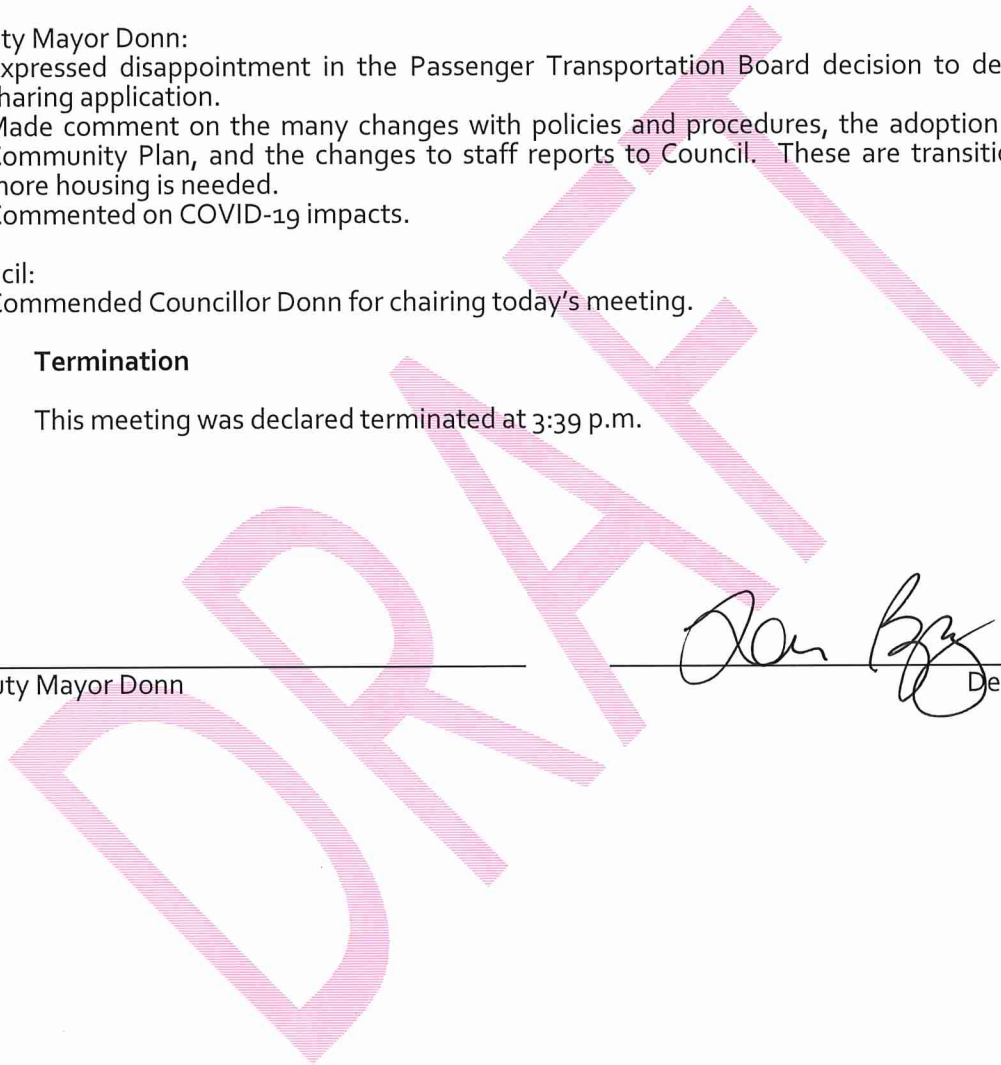
This meeting was declared terminated at 3:39 p.m.

Deputy Mayor Donn

/acm



Deputy City Clerk



market rental in perpetuity. The proposed development will add diversity to the typology of rental units available within the Lower Mission area. The development site is centrally located with easy access to both the City Centre and South Pandosy Urban Centres. The property is also within walking distance of the Kelowna General Hospital, the lakefront, parks and other nearby services and amenities.

4.0 Proposal

4.1 Background

Council supported rezoning the subject property from the RU6 – Two Dwelling Housing zone to the RM3 – Low Density Multiple Housing zone in 2018. Initial Consideration was held on July 16, with the Public Hearing, 2nd and 3rd readings following on July 31 of that year. Council adopted the Rezoning Bylaw on May 12, 2020. On the same evening, Council also considered the Development Permit and associated variances. The proposal was ultimately defeated by Council after lengthy discussion around the overall massing of the development.

In January of 2021, the applicant submitted a Development Permit application proposing a multiple dwelling housing project that contained six units and would also have required multiple variances. As the current Development Permit application was much more aggressive than the previous defeated proposal, Staff challenged the application to amend the design in relation to the massing and variances. After a lengthy process and multiple revisions, the applicant submitted the current design which meets all of the RM3 development regulations.

The applicant had indicated the intention for the development to be utilized as rental units. The 'r' subzone designation could be applied for at any time since the property is currently zoned for multi-family development. Staff urged the applicant to bring forward the rezoning of the property prior to Council consideration of the form and character Development Permit.

4.2 Project Description

The proposed multiple dwelling housing building is comprised of three units. One unit faces Francis Avenue and provides a ground-oriented prominent entry facing the street. A sidewalk extends along the west side property line from Francis Avenue to the rear lane. This provides the access to the remaining two units. All site parking is accessed from the rear lane.

4.3 Site Context

The subject property is located mid-block on Francis Avenue between Pandosy and Richter Streets.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU6 – Two Dwelling Housing	Single and Two Dwelling Housing
East	RU6 – Two Dwelling Housing	Single Dwelling Housing
South	RU6 – Two Dwelling Housing	Single Dwelling Housing
West	RU6 – Two Dwelling Housing	Single Dwelling Housing

Subject Property Map: 615 Francis Avenue



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 5.3. Design residential infill to be sensitive to neighbourhood context.

Policy 5.3.1. Ground Oriented Infill.

Encourage gentle densification in the form of ground-oriented residential uses such as house-plexes, townhouses and narrow lot housing to approximately 2 storeys, maintaining residential uses and setbacks that reflect the existing development pattern. Consider opportunities for greater height and massing at block ends and along Active Transportation Corridors as outlined in Figure 5.3.

Policy 5.3.2. Transition from Transit Supportive Corridors.

Provide a transition area allowing for 3-4 storeys in height, as outlined in Figure 5.3, serving as a transition from the medium density development along the Transit Supportive Corridors and lower density residential areas in the Core Area. Encourage ground-oriented residential such as stacked townhouses and bungalow courts with setbacks that respect adjacent lower density residential areas. Discourage commercial uses in the transition zone.

Objective 5.11. Increase the diversity of housing forms and tenure to create an inclusive, affordable and complete Core Area

Policy 5.11.1. Diverse Housing Forms.

Ensure a diverse mix of low and medium density housing forms in the Core Area that support a variety of households, income levels and life stages.

Policy 5.11.2. Diverse Housing Tenures.

Encourage a range of rental and ownership tenures that support a variety of households, income levels and life stages. Promote underrepresented forms of tenure, including but not limited to co-housing, fee-simple row housing, co-ops, and rent-to-own.

6.o Application Chronology

Date of Application Accepted: January 13, 2021
Date Public Consultation Completed: December 14, 2021
Date Amended Application Received: November 10, 2021

Report prepared by: Lydia Korolchuk, Planner Specialist

Reviewed by: Jocelyn Black, Urban Planning Manager

Reviewed by: Terry Barton, Development Planning Department Manager

Attachments:

Schedule A: Development Engineering Memo

Attachment A: Conceptual Drawing Package

Attachment B: Applicant's Letter of Rationale

SCHEDULE _____ A

This forms part of application

Z21-0078



City of

Kelowna
DEVELOPMENT PLANNING

Planner
Initials

LK

CITY OF KELOWNA

MEMORANDUM

Date: August-25-,2024-_, Revised Circulation _ December 10, 2021

File No.: Z21-0078

To: Community Planning (LK)

From: Development Engineering Manager (RO)

Subject: 615 Francis Ave. RM3 to RM3r

Development Engineering comments and requirements regarding this rezoning application to rezone the subject property from the RM3 – Low Density Multiple Housing to the RM3r – Low Density Multiple Housing (Residential Rental Tenure Only):

General

1. All the offsite infrastructure and services upgrades are addressed in the Development Engineering Report under the Rezoning Permit application file number Z18-0058.

Ryan O'Sullivan
Development Engineering Manager

AS



City of

Kelowna
DEVELOPMENT PLANNINGPlanner
Initials

LK

CITY OF KELOWNA**MEMORANDUM**

Date: February 3, 2021
File No.: DP21-0004
To: Urban Planning (LK)
From: Development Engineering Manager (JK)
Subject: 615 Francis Ave. Form & Character

A Development Permit for the form and character of a proposed addition to the existing building.

1) General

- a) All comments have been addressed in Z18-0058

2) Drainage

- a) Provide an adequately sized drainage system complete with individual lot connections. The Subdivision, Development and Servicing Bylaw requires that each lot be provided with an individual connection; however, the City Engineer may permit use of individual ground water disposal systems, where soils are suitable. For on-site disposal of drainage water, a hydrogeotechnical report will be required complete with a design for the disposal method (i.e. trench drain / rock pit). The Lot Grading Plan must show the design and location of these systems for each lot.
- b) Provide the following drawings:
 - i) A detailed Lot Grading Plan (indicate on the Lot Grading Plan any slopes that are steeper than 30% and areas that have greater than 1.0 m of fill);
 - ii) A detailed Stormwater Management Plan for this subdivision; and,
 - iii) An Erosion and Sediment Control Plan.
- c) Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.
- d) Significant banks are located on this site. The slopes appear to be sensitive to erosion; temporary and permanent measures must be taken to prevent erosion and sediment transport.
- e) Identify clearly on a contour map, or lot grading plan, the top of bank(s). Provide cross sections along the top of the bank at each property corner and at locations where there are significant changes in slope. Cross sections are to be perpendicular to the contour of the slope. Show the proposed property lines on the cross sections.

Not all areas have a clear top of bank; and therefore, field reconnaissance by City staff and the applicant may be needed to verify a suitable location for property lines.

- f) Where ditches are provided, they must be adequately lined and protected for the design flows.
- g) The drainage gullies are to be protected by way of Statutory Rights-of Way suitable to the Drainage Manager.

3) Geotechnical Study

- a) Provide a geotechnical report prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision. The Geotechnical reports must be submitted to the Development Services Department for distribution to the Development Engineering Branch and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval:

- i. Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
- ii. Site suitability for development.
- iii. Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- iv. Any special requirements for construction of roads, utilities and building structures.
- v. Recommendations for items that should be included in a Restrictive Covenant.
- vi. Recommendations for roof drains, perimeter drains and septic tank effluent on the site.
- vii. Any items required in other sections of this document.

Additional geotechnical survey may be necessary for building foundations, etc



James Kay, P.Eng.
Development Engineering Manager

AS

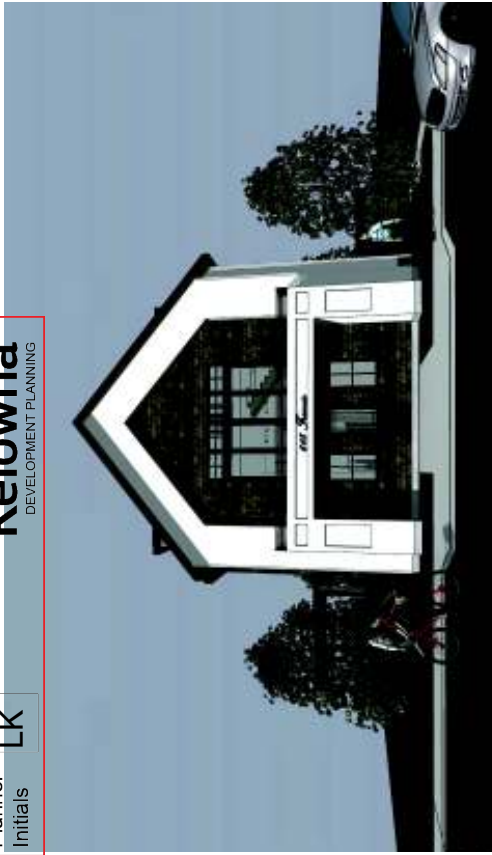


City of

Kelowna
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LK



Street-View



Street-View



Street-View



Lane-View



WESTERKAMP DESIGN INC.
1687 SUTHERLAND AVENUE
KELOWNA, B.C. V1Y 5Y7
(778) 484-2516
e-mail: info@wkd-inc.com
www.wkd-inc.com

PROJECT: 615 FRANCIS AVENUE DEVELOPMENT

TITLE:

Cover Sheet

CUSTOMER: 615 FRANCIS AVENUE
KELOWNA, BC

LEGAL:

LOT 15, DISTRICT LOT 14,
O.D.Y.D., PLAN 1141

REVISIONS:

REVISIONS:

REVISIONS:

REVISIONS:

REVISIONS:

SCALE: AS NOTED

DATE: 11/10/2021

SHEET:

DP-001

**Letter of Rationale - 615 Francis Avenue, Kelowna, BC**

This application is for a Development Permit with “R” dedication to accommodate the construction of a 3-unit low-rise building on an existing RM3 zoned lot with rear lane access. The existing lot is currently developed with an older single detached home. This property is located at 615 Francis Avenue, Kelowna, situated in the middle of the block in a mature neighborhood consisting of one storey, one and a half storey, two and a half storey single family homes and other multi-family dwellings and suites. Many properties in the area have carriage houses or multiple dwellings on one lot. Several nearby properties have RM1 or RM3 zoning.

The subject lot is already zoned RM3 as it meets the form and density objectives of the future OCP (MRL) and the City’s vision and goal for increasing density and growth through a variety of sensitive infill developments within this community. This sets the stage to present our rationale for a Development Permit with “R” dedication.

When considering this lot, street, neighbourhood, current zoning and The City of Kelowna’s objectives for this area and the OCP, along with multiple design meetings, submissions and feedback from the City of Kelowna planning department and planners; special attention has been given to the current form and character of the neighbourhood, massing, potential parking issues, site lines and shadowing of neighbouring properties. All the required site setbacks, FAR, height restrictions, parking requirements, and lot coverages for the current RM3 zoning have been achieved.

The massing and form was carefully considered to blend with the existing residential character of the community. Therefore, the multi-unit structure is representational of a stately arts and crafts, barn style home which is common in the Kelowna Pandosy corridor. The pitched roof with dormers complement the more traditional character of the neighbourhood.

Traditional arts and crafts elements, board and batten siding, shakes, dormers and garden style landscaping, greenery, fencing, and pergola features are consistent and attractive design elements which enhance and add value to the community and surrounding properties.

The 3 residential units consist of 2 – 2 bedroom dwellings and 1 - 6 bedroom dwelling, providing a diverse supply of housing options.

The garbage and recycling are concealed behind a fence and gate off the alley. All parking is accessed directly from the rear alley and screened from neighbours. All of these structural and screening elements are grounded with landscaping including potted trees on the roof top patios.

The building uses strategically placed side elevation cantilevers, building material breaks, dormer roof lines and a purposeful separation at the garage.

The front street setback allows the building to be 1.5m from the front lot line. Our proposal has the building set back to 3.0 m with staggered front fence lines to create a softer curb appeal which is more uniform and cohesive with the existing properties.

The site has a walk score of 77 which indicates a very walkable area where most errands can be accomplished on foot, particularly to the Pandosy Village area. The average walk score in Kelowna is 42. Kelowna General Hospital is also within walking distance. Easy access to bus routes are located within one city block along Pandosy Street that link to downtown, UBCO, Okanagan College, Orchard Park and other locations. Bicycles will be highly encouraged with a bike stand for ease of use. The commute downtown via bike is 8 mins. Cameron Park, Osprey Park, Strathcona Park, Maude Roxby Wetland and Kinsman Park are all nearby as well as Francis Ave public beach access.

This proposal is consistent with the neighbourhood form and character, the OCP and the City's vision and goal for increasing density and growth through a variety of sensitive infill developments within this community. Therefore, for Council's consideration, we are pleased to submit our design proposal for acceptance for a Development Permit with "R" dedication, with the intention to maintain community character and design through a traditional yet innovative architectural approach.

CITY OF KELOWNA

BYLAW NO. 12315

Z21-0078

615 Francis Avenue

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 15 District Lot 14 ODYD Plan 1141 located at 615 Francis Avenue, Kelowna, BC from the RM3 – Low Density Multiple Housing zone to the RM3r – Low Density Multiple Housing (Residential Rental Tenure Only) zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second, and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk



Z21-0078 615 Francis Avenue

Rezoning Application



Proposal

- ▶ To consider an application to rezone the subject property from the RM3 – Low Density Multiple Housing zone to the RM3r – Low Density Multiple Housing (Residential Rental Tenure Only) zone to facilitate the development of multiple dwelling housing.

Development Process

Jan 13, 2021

Development Application Accepted

Staff Review & Circulation

Dec 14, 2021

Neighbourhood Consultation

Jan 17, 2022

Initial Consideration

Notice of First Reading

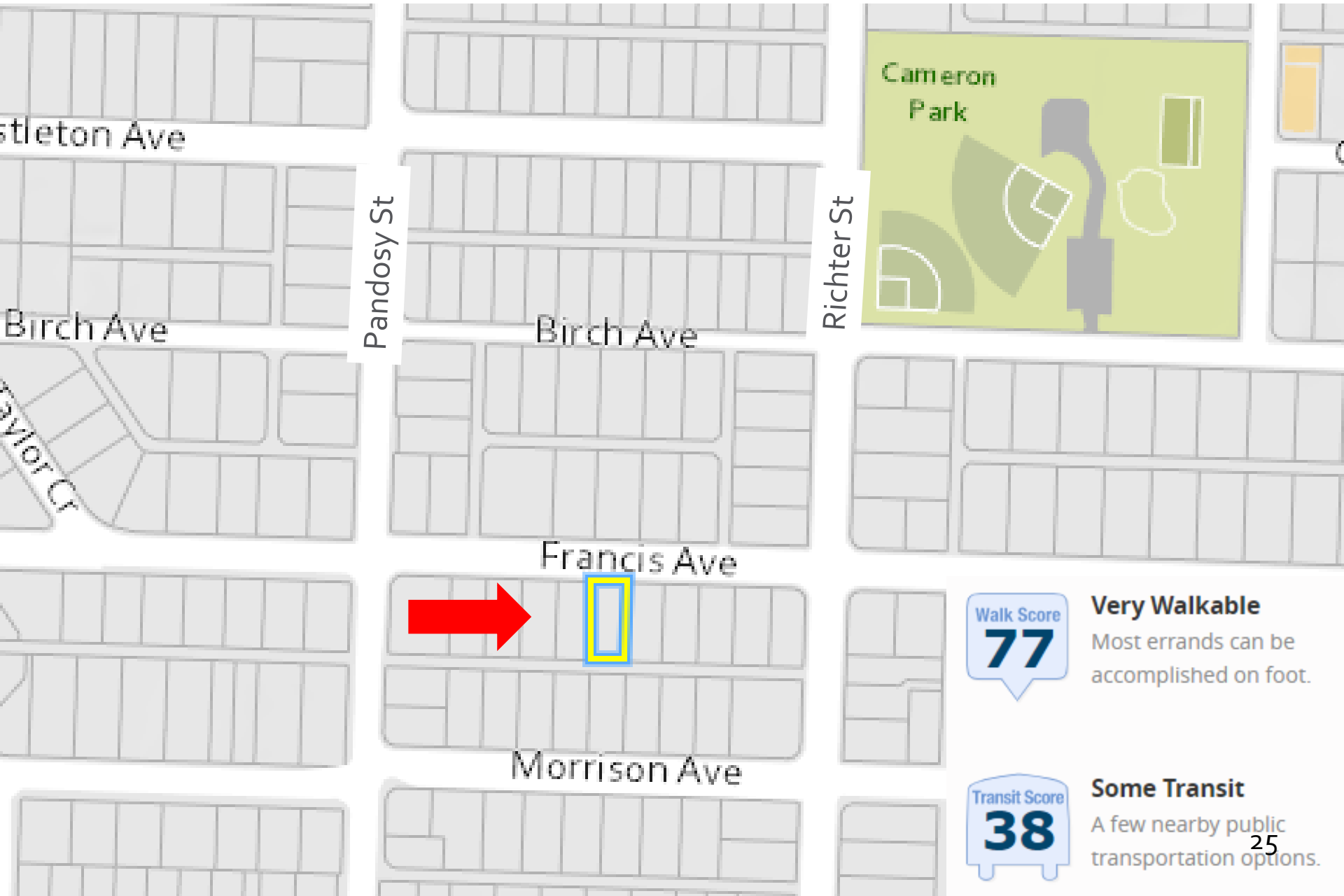
First, Second & Third Readings

Final Reading, DP & Variances

Building Permit

Council Approvals

Context Map



Stiletton Ave

Birch Ave

TRAVIOL CR

Pandosy St

Birch Ave

Richter St

Cameron Park

Francis Ave

Morrison Ave

Walk Score

77

Very Walkable

Most errands can be accomplished on foot.

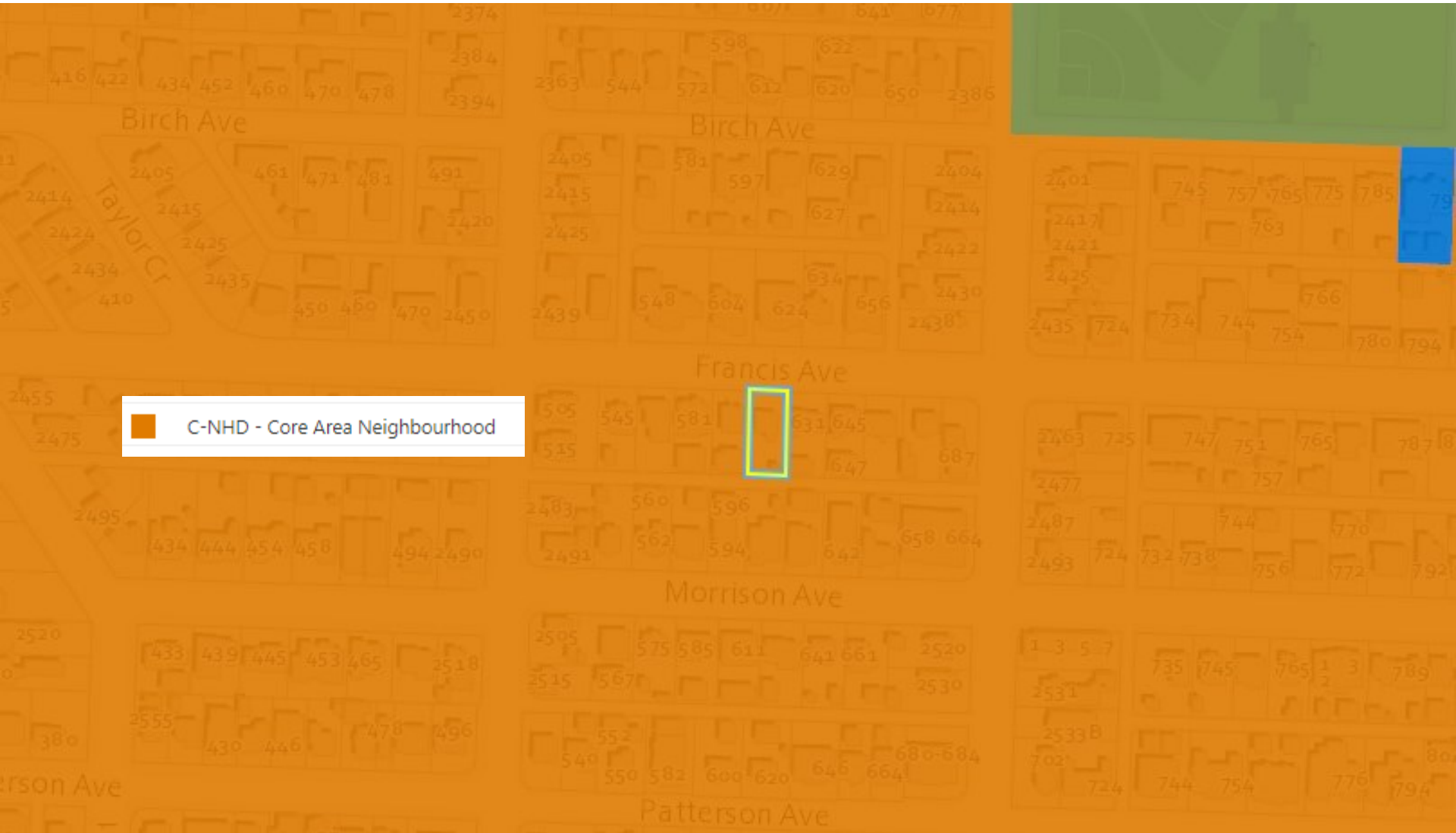
Transit Score

38

Some Transit

A few nearby public transportation options.

OCP Future Land Use

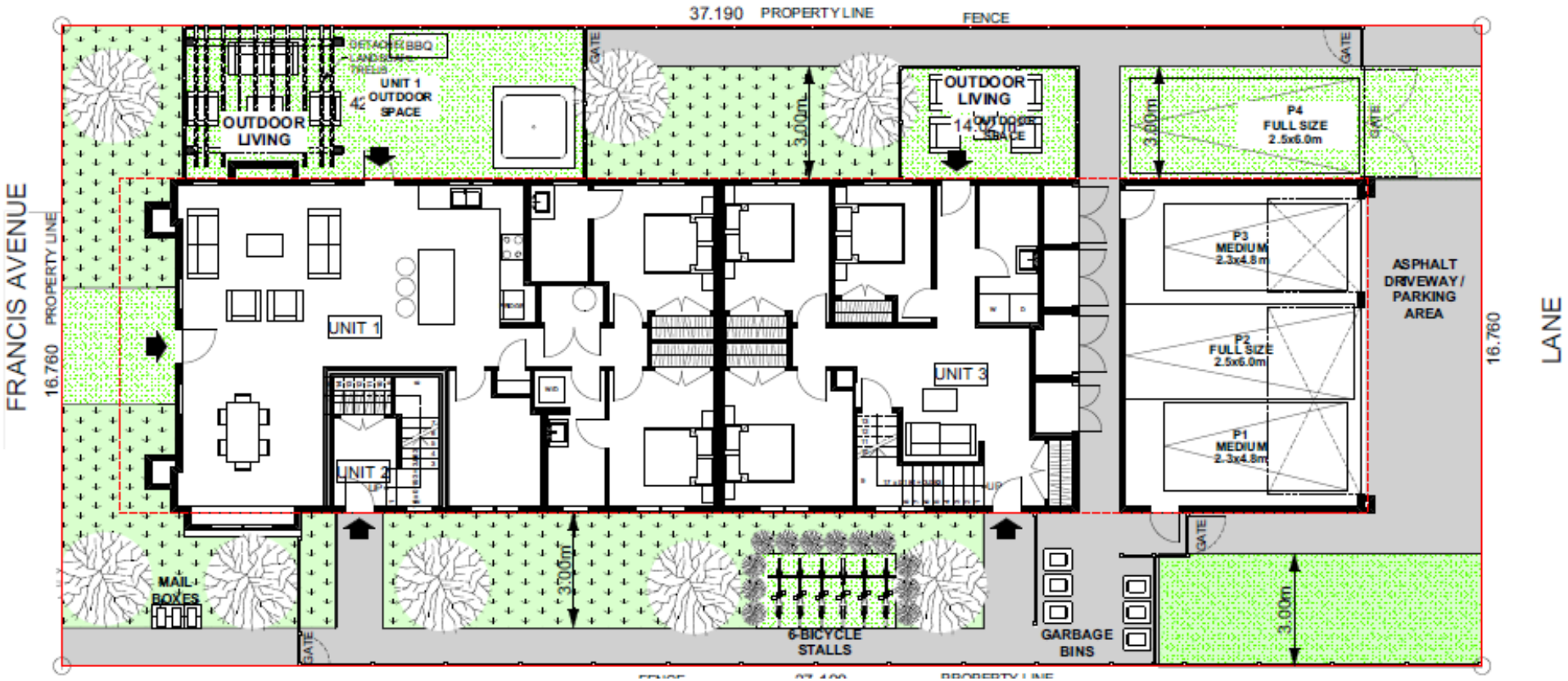


Subject Property Map



Francis Ave

Site Plan



Proposed Rendering



View from Francis Ave

Subzone Rezoning

- ▶ The primary zoning of the parcel remains unchanged:
 - ▶ RM3 – Low Density Multiple Housing
- ▶ The proposed rezoning is to add the 'r' subzone:
 - ▶ RM3r – Low Density Multiple Housing (Residential Tenure Only)
 - ▶ Provides rental housing in perpetuity

Development policy

- ▶ Meets the intent of Official Community Plan Core Area Urban Design Policies:
 - ▶ 5.3.1 – Ground Oriented Infill
 - ▶ 5.11.1 – Diverse Housing Forms
 - ▶ 5.1162 – Diverse Housing Tenures
- ▶ Consistent with the Future Land Use → C-NHD Core Area Neighbourhood.

Staff Recommendation

- ▶ Development Planning Staff recommends **support** of the proposed Rezoning:
 - ▶ Rental tenure is protected.
 - ▶ The Healthy Housing Strategy identifies rental housing as a significant need.



Conclusion of Staff Remarks

REPORT TO COUNCIL



Date: January 17, 2022

To: Council

From: City Manager

Department: Development Planning

Application: Z20-0075

Owner: Prodev GP Ltd. Inc. No. A87135 and
2137259 Alberta Ltd., Inc. No. 2021372590

Applicant: Troika Management Corp.

Address: 2755 McCurdy Road

Subject: Rezoning Application

Existing OCP Designation: S-MU Suburban – Multiple Unit/R-AGR - Rural – Agricultural and
Resource, NAT – Natural Areas

Existing Zone: A1 – Agriculture 1

Proposed Zone: RM3 – Low Density Multiple Housing/RM5- Medium Density Multiple
Housing/P3 – Parks and Open Space

1.0 Recommendation

THAT Rezoning Application No. Z20-0075 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of portions Lot 1, District Lots 124 and 415, ODYD, Plan KAP84653 Except Plan EPP45174, located at 2755 McCurdy Road, Kelowna, BC from the A1 – Agriculture 1 zone to the RM3 – Low Density Multiple Housing, RM5 – Medium Density Multiple Housing, and P3 – Parks and Open Space zone as shown on Map "A" attached to the Report from the Development Planning Department dated January 17, 2022, be considered by Council;

AND THAT Council, in accordance with Local Government Act s. 464(2), not hold a Public Hearing for the Rezoning Bylaw;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Development Planning Department dated January 17th 2022;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Hazardous Condition and Natural Environment Development Permit by the Development Planning Department Manager;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Preliminary Layout Review Letter by the Approving Officer;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the approval of the Ministry of Transportation and Infrastructure;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to registration of a restrictive covenant in accordance with Section 219 of the Land Title Act restricting the number of dwellings on the subject property in relation to the capacity of the water system to supply domestic and fire flow demands in accordance with the Subdivision, Development & Servicing Bylaw No 7900.

2.0 Purpose

To rezone a portion of the subject property from the A₁ – Agriculture 1 zone to the RM₃ – Low Density Multiple Housing, RM₅ – Medium Density Multiple Housing, and P₃ – Parks and Open Space zones.

3.0 Development Planning

Development Planning staff support the proposed application to amend the Zoning Bylaw. If approved the application would allow for the development of the subject area in the form of low and medium density multi-family residential housing, specifically townhouses and apartment buildings up to a maximum of 4 ½ building storeys. If the rezoning application is approved future development will be subject to the City's Hillside Design Development Permit Guidelines.

The property is located within the Permanent Growth Boundary and is adjacent to existing infrastructure such as roads/water/sewer. The proposal is consistent with the recently adopted 2040 Official Community Plan (OCP). Specifically, in accordance with the 2040 OCP the subject property is designated 'Suburban – Multiple Unit (S-MU) which supports a variety of housing types including low rise apartment buildings up to 4 storeys in height.

An extension to McCurdy Road would be required to accommodate the proposed development which would result in a new connection between the Dilworth Mountain neighborhood and Highway #97. The remaining portion of the property is proposed to be transferred to the City to be preserved as park/open space except for a portion of the land may be used to accommodate a future road extension running north-south through the subject property.

4.0 Proposal

4.1 Background

In 2011, an application was made to amend the future land use designation and rezone the subject property to allow for low and medium density multiple unit residential development. The proposal was for approximately 343 units in row housing and low-rise apartment buildings. The area to be rezoned for development generally covered the same portions of the property as the current application and included the extension of McCurdy Road. Following Public Hearing on July 29, 2014, Council gave second and third readings to Official Community Plan Map Amending Bylaw No. 10875 and Rezoning Bylaw No. 10877 for the subject property, under applications OCP11-0011 and Z11-0069, respectively. The applicant chose not to move forward with those applications and submitted a new application in 2016.

In 2016 a revised application was submitted to allow for lower density residential development with approximately 150 apartment and townhouse units and did not include the immediate extension of McCurdy Road. A restrictive covenant was to be registered on title limiting the development to 153 units, or requiring a new Traffic Impact Study should additional units be proposed. The area to be rezoned for development was generally the same portions of the property. Following a Public Hearing on September 19th 2017, Council gave second and third readings to the Official Community Plan Map Amending Bylaw No. 10875 and Rezoning Bylaw No. 10877 for the subject property. The applicant chose not to move forward

with that application and submitted a new application on August 27th 2020 which is currently under consideration and outlined in greater detail below.

4.2 Project Description



The applicant is intending to build townhouses and apartment housing with a total of approximately 300 dwelling units to be built on the subject site. The proposed RM5 – Medium Density Multiple Housing Zone would allow for apartment housing up to 4 ½ building storeys in height, the proposed RM3 – Low Density Multiple Housing zone would allow for 3 storey townhouse or apartment buildings.

Any future development on the site would be subject to Development Permit guidelines related to hillside development. Specifically, in accordance with OCP policy all development in hillside areas with slopes 20% and greater will be reviewed for form and character to ensure preservation of significant natural features, consideration of visual impacts, and high quality urban design.

The property is located within the Natural Environment Development Permit area. The majority of the proposed development area is within ESA3 – 'Moderate', and ESA2 – 'High' environmentally sensitive areas. ESA1 – 'Very High' environmental sensitive areas are to be avoided except for a portion of the proposed road extension which will require environmental compensation. An environmental impact assessment report has been submitted as part of the application which recommends incorporating 25,668 m² of riparian restoration in the form of wetland creation and enhancement along the Mill Creek corridor to mitigate the environmental impact of the development.

Due to the regulatory complexity of developing land within environmentally sensitive and hillside areas staff are recommending final adoption be considered subsequent to issuance of related development permits and a subdivision preliminary layout review (PLR) letter.

Staff are also recommending that final adoption of the Rezoning Bylaw be considered subsequent to registration of a restrictive covenant limiting the number of dwellings on the subject property in relation to

the applicants ability to provide water service to the property that provides adequate domestic and fire flow water capacities. The property is within the Black Mountain Irrigation District (BMID) service Area. Currently, the property cannot be serviced with the required 150L/S of water to provide minimum fire flows to the entire site. This means a limited number of units (TBD) on a portion of the site could be serviced if BMID and the City combined services. The exact number of units that can be serviced will be confirmed at the Development Permit stage. Staff expect this restriction will no longer be needed once a City reservoir near Summit Drive is upgraded which is currently anticipated to be constructed within 2-5 years.

4.3 Site Context

The subject property is located in the City's Highway 97 Sector between the Dilworth Mountain neighbourhood to the west and Mill Creek to the east. The property is approximately 25.4 ha (62.8 ac) in area and is undeveloped. The property contains a mix of knolls and draws in the west, steep slopes through the centre, and relatively flat land in the east towards Mill Creek.

The majority of the property is located within the Permanent Growth Boundary, with the exception of the northeast corner of the site (which is not proposed to be rezoned). All of the proposed development areas are within the limits of the Permanent Growth Boundary.

The property is bisected by a statutory right-of-way for a FortisBC gas pipeline. A portion of the property east of the right-of-way is within the Agricultural Land Reserve (ALR) no development is proposed in this area. The site is surrounded by a mix of uses specifically: Vacant (Non-ALR) land to the north, industrially zoned lands to the east, and residential/ agricultural land to the west.

Subject Property Map:



5.0 **Current Development Policies**

5.1 Kelowna Official Community Plan (OCP)

Chapter 3: Future Land Use - Suburban – Multiple Unit (S-MU)

Suburban Multiple Unit lands support a greater variety of multi-unit housing in the Gateway and Suburban Neighbourhoods, located strategically to support the viability of local commercial areas, Village Centres and, in some cases, transit service, schools and other community amenities. Some Suburban Multiple Unit lands are located in the Rural Lands District to reflect existing multi-unit development only.

Table 3.6: Suburban – Multiple Unit Summary

Supported Uses	Supported Forms	Density (FAR)	Other Characteristics
<ul style="list-style-type: none"> • Single and two dwelling residential • Ground-oriented multi-unit residential • Low rise apartments • Secondary suites and carriage houses 	<ul style="list-style-type: none"> • Attached and detached buildings up to 4 storeys 	<ul style="list-style-type: none"> • Up to approximately 1.3 	<ul style="list-style-type: none"> • Considerations for hillside and environmental context

Objective 7.2. Design Suburban Neighbourhoods to be low impact, context sensitive and adaptable.

Policy 7.2.2. Hillside Housing Forms.

Encourage housing forms that best match to the topography and have the lowest amount of impact in hillside areas, such as minimum cuts and fills, for example, and provide the greatest environmental protection. Discourage housing forms and associated roadways that cause high amounts of slope disturbance and visual impact.

Objective 7.4. Ensure a compatible urban-rural interface that protects agricultural uses.

Policy 7.4.1. Agricultural Land Protection.

Retain the agricultural land base for the long-term by supporting the ALR and by protecting agricultural lands from the impacts of adjacent development and redevelopment

6.0 **Technical Comments**

6.1 Development Engineering Department

- Servicing Memo Attached.

6.2 Parks and Buildings Planning Department

- In accordance with table 5.1 of the OCP required accommodation of a linear pathway (on both sides of Mill Creek). The width for the trail is a minimum of 10 metres, outside of any Riparian Management Area (RMA). The width of the trail must be minimum 2.4m to accommodate a

maintenance vehicle (Class 4). 3. The RMA along Mill Creek upstream of Hardy, for this property, is 30 metres.

- Any lands that are to become City Park must be undisturbed and have been treated for wildland fire hazards prior to transfer.
- A fencing plan will be required, in accordance with Council Policy 364 – Fencing

7.0 Application Chronology

Date of Application Received: August 27th 2020

Date Public Consultation Completed: April 14th 2021

Report prepared by: Alex Kondor, Planner Specialist

Reviewed by: Dean Strachan, Community Planning & Development Manager

Reviewed by: Terry Barton, Development Planning Department Manager

Approved for Inclusion: Ryan Smith, Divisional Director, Planning & Development Services

Attachments:

Attachment A: Map "A" Zoning Bylaw Amendment

Attachment B: Concept Plan

Schedule A: Development Engineering Memo

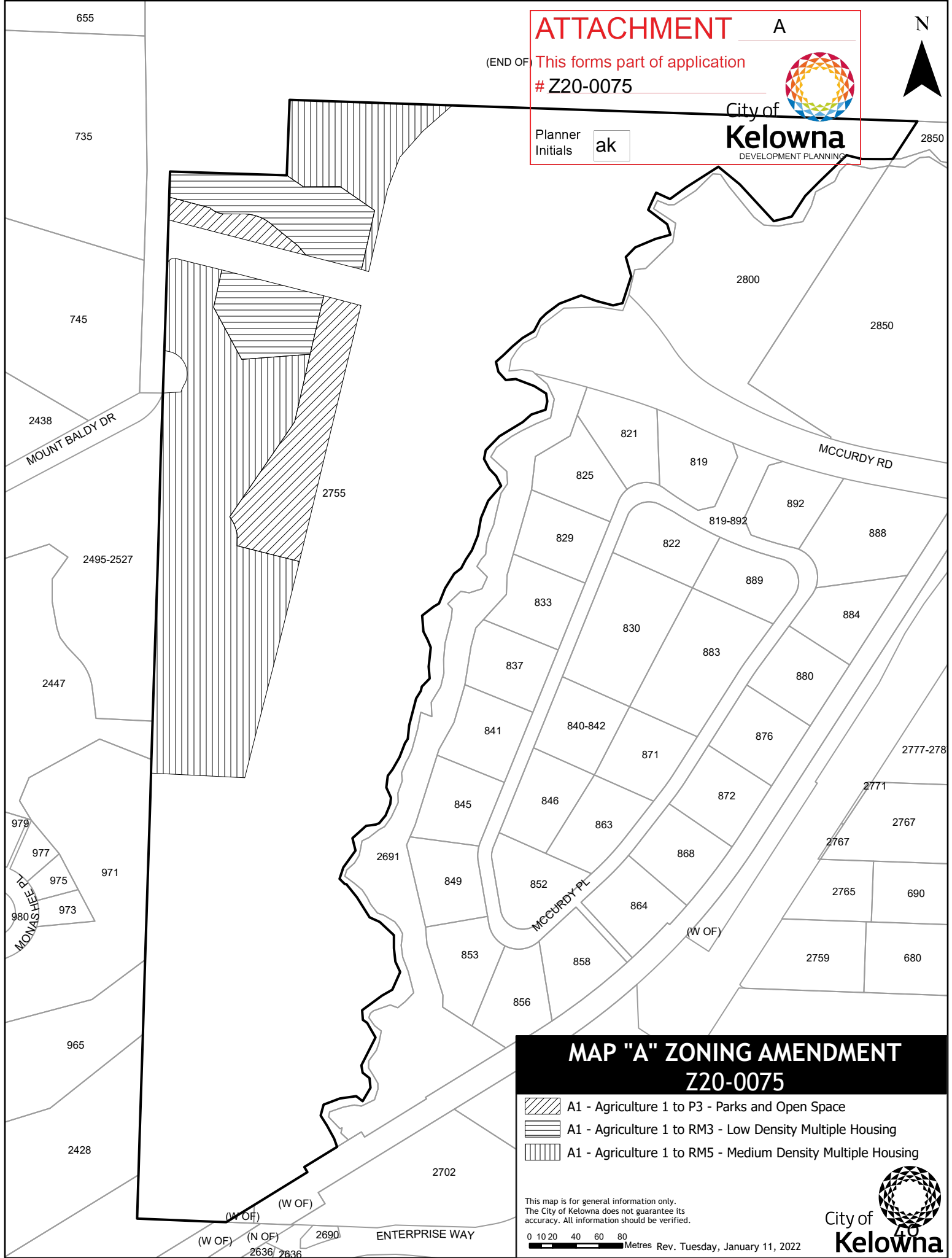
ATTACHMENT A

(END OF) This forms part of application
Z20-0075



City of
Kelowna
DEVELOPMENT PLANNING

Planner
Initials **ak**



MAP "A" ZONING AMENDMENT Z20-0075

- A1 - Agriculture 1 to P3 - Parks and Open Space
- A1 - Agriculture 1 to RM3 - Low Density Multiple Housing
- A1 - Agriculture 1 to RM5 - Medium Density Multiple Housing

This map is for general information only.
The City of Kelowna does not guarantee its
accuracy. All information should be verified.

0 10 20 40 60 80
Metres Rev. Tuesday, January 11, 2022



UNIT NUMBERS AND SIZES

BLOCK A - MULTI-FAMILY				
	No.	SF	Total SF	
First Floor				
1 Bedroom (A)		621	3,726	
1 Bedroom + Den (B)		763	0	
2 Bedroom (C)		1,104	0	
2 Bedroom Corner (D)		1,264	0	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den	2	1,100	2,200	
2 Bedroom Lock-off			0	
Other Amenity				
Total	2		2,200	
Second Floor				
1 Bedroom (A)	6	621	3,726	
1 Bedroom + Den (B)	6	763	4,578	
2 Bedroom (C)	2	1,104	2,208	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	15		11,776	
Third Floor				
1 Bedroom (A)	11	621	6,831	
1 Bedroom + Den (B)	6	763	4,578	
2 Bedroom (C)	2	1,104	2,208	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	4	823	3,292	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	24		18,173	
Fourth Floor				
1 Bedroom (A)	8	621	4,968	
1 Bedroom + Den (B)	3	763	2,289	
2 Bedroom (C)	2	1,104	2,208	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	4	823	3,292	
2 Bedroom + Den	3	1,144	3,432	
2 Bedroom Lock-off			0	
Other Amenity				
Total	21		17,453	
Fifth Floor				
1 Bedroom (A)	4	621	2,484	
1 Bedroom + Den (B)		763	0	
2 Bedroom (C)	2	1,104	2,208	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	4	823	3,292	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	11		9,248	
Total	No.	%	Total SF	
1 Bedroom (A)	29	40%	18,009	
1 Bedroom + Den (B)	15	21%	11,445	
2 Bedroom (C)	8	11%	8,832	
2 Bedroom Corner (D)	4	5%	5,056	
2 Bedroom Junior (E)	12	16%	9,876	
2 Bedroom + Den	5	7%	5,632	
2 Bedroom Lock-off			0	
Other Amenity				
Total	73		58,850	

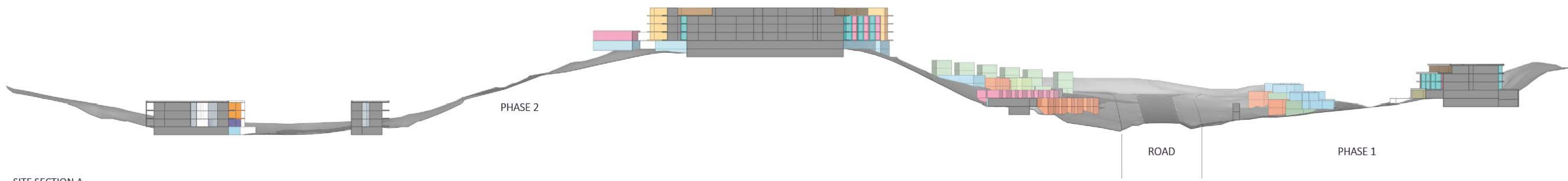
BLOCK B - TOWNHOMES				
	No.	SF	Total SF	
Block 1				
2 Bedroom (Blue)	2	908	1,816	
2 Bedroom (Green)	1	1,300	1,300	
2 Bedroom + Den (Violet)	1	1,920	1,920	
2 Bedroom + Den (Pink)		1,300	0	
3 Bedroom (Orange)	1	1,280	1,280	
Other Amenity				
Total	5		6,316	
Block 2				
2 Bedroom (Blue)	2	908	1,816	
2 Bedroom (Green)	1	1,300	1,300	
2 Bedroom + Den (Violet)	1	1,920	1,920	
2 Bedroom + Den (Pink)		1,300	0	
3 Bedroom (Orange)	1	1,280	1,280	
Other Amenity				
Total	5		6,316	
Block 3				
2 Bedroom (Blue)		908	0	
2 Bedroom + Den (Violet)	2	1,300	2,600	
2 Bedroom + Den (Violet)		1,920	0	
2 Bedroom + Den (Pink)	3	1,300	3,900	
3 Bedroom (Orange)	2	1,280	2,560	
Other Amenity				
Total	7		9,060	
Total	No.	%	Total SF	
2 Bedroom (Blue)	4	24%	3,632	
2 Bedroom (Green)	4	24%	5,200	
2 Bedroom + Den (Violet)	2	12%	3,840	
2 Bedroom + Den (Pink)	3	18%	3,900	
3 Bedroom (Orange)	4	24%	5,120	
Other Amenity				
Total	17		21,692	

BLOCK C - TOWNHOMES				
	No.	SF	Total SF	
Block 1				
2 Bedroom (Yellow)			0	
2 Bedroom + Den (Blue)			0	
2 Bedroom + Den (Green)	6	1,336	8,016	
3 Bedroom (Violet)			0	
3 Bedroom (Orange)			0	
Other Amenity				
Total	6		8,016	
Block 2				
2 Bedroom (Yellow)	1	1,000	1,000	
2 Bedroom + Den (Blue)	1	1,478	1,478	
2 Bedroom + Den (Green)			0	
3 Bedroom (Violet)			0	
3 Bedroom (Orange)	1	1,474	1,474	
Other Amenity				
Total	3		3,952	
Block 3				
2 Bedroom (Yellow)			0	
2 Bedroom + Den (Blue)			0	
2 Bedroom + Den (Green)			0	
3 Bedroom (Violet)	4	1,438	5,752	
3 Bedroom (Orange)			0	
Other Amenity				
Total	4		5,752	
Block 4				
2 Bedroom (Yellow)			0	
2 Bedroom + Den (Blue)	1	1,478	1,478	
2 Bedroom + Den (Green)			0	
3 Bedroom (Violet)			0	
3 Bedroom (Orange)	4	1,474	5,896	
Other Amenity				
Total	5		7,374	
Total	No.	%	Total SF	
2 Bedroom (Yellow)	1	6%	1,000	
2 Bedroom + Den (Blue)	2	11%	2,956	
2 Bedroom + Den (Green)	6	33%	8,016	
3 Bedroom (Violet)	4	22%	5,752	
3 Bedroom (Orange)	5	28%	7,370	
Other Amenity				
Total	18		25,094	

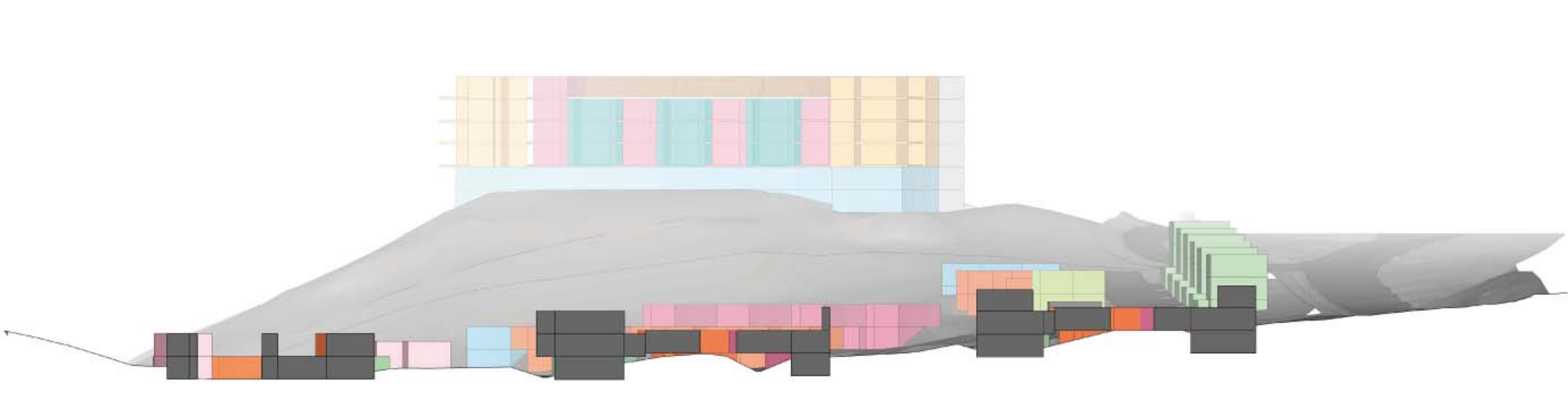
BLOCK D - MULTI-FAMILY				
	No.	SF	Total SF	
First Floor				
1 Bedroom (A)	17	621	10,557	
1 Bedroom + Den (B)	9	763	6,867	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	3	1,264	3,792	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	30		22,320	
Second Floor				
1 Bedroom (A)	17	621	10,557	
1 Bedroom + Den (B)	9	763	6,867	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	3	1,264	3,792	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	30		22,320	
Third Floor				
1 Bedroom (A)	17	621	10,557	
1 Bedroom + Den (B)	9	763	6,867	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	3	1,264	3,792	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	30		22,320	
Fourth Floor				
1 Bedroom (A)	10	621	6,210	
1 Bedroom + Den (B)	2	763	1,526	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	3	1,264	3,792	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den	7	1,144	8,008	
2 Bedroom Lock-off			0	
Other Amenity				
Total	23		20,640	
Total	No.	%	Total SF	
1 Bedroom (A)	61	54%	37,881	
1 Bedroom + Den (B)	29	26%	22,127	
2 Bedroom (C)	4	4%	4,416	
2 Bedroom Corner (D)	12	11%	15,168	
2 Bedroom Junior (E)			0	
2 Bedroom + Den	7	6%	8,008	
2 Bedroom Lock-off			0	
Other Amenity				
Total	113		87,600	

BLOCK E - MULTI-FAMILY NORTH				
	No.	SF	Total SF	
First Floor				
1 Bedroom (A)		621	0	
1 Bedroom + Den (B)		763	0	
2 Bedroom (C)	4	1,104	4,416	
2 Bedroom Corner (D)		1,264	0	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den			0	
2 Bedroom Lock-off	4	1,500	6,000	
Other Amenity				
Total	8		10,416	
Second Floor				
1 Bedroom (A)	3	621	1,863	
1 Bedroom + Den (B)	3	763	2,289	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	2	823	1,646	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	10		8,166	
Third Floor / Fourth				
1 Bedroom (A)	3	621	1,863	
1 Bedroom + Den (B)	3	763	2,289	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	3	823	2,469	
2 Bedroom + Den	2	1,144	2,288	
2 Bedroom Lock-off			0	
Other Amenity				
Total	13		11,277	
Fourth Floor				
1 Bedroom (A)	3	621	1,863	
1 Bedroom + Den (B)	3	763	2,289	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	3	823	2,469	
2 Bedroom + Den	2	1,144	2,288	
2 Bedroom Lock-off			0	
Other Amenity				
Total	13		11,277	
Total	No.	%	Total SF	
1 Bedroom (A)	9	20%	5,589	
1 Bedroom + Den (B)	9	20%	6,867	
2 Bedroom (C)	7	16%	7,728	
2 Bedroom Corner (D)	3	7%	3,792	
2 Bedroom Junior (E)	8	18%	6,584	
2 Bedroom + Den	4	9%	4,576	
2 Bedroom Lock-off	4	9%	6,000	
Other Amenity				
Total	44		41,136	

BLOCK E - MULTI-FAMILY SOUTH				
	No.	SF	Total SF	
First Floor				
1 Bedroom (A)		621	0	
1 Bedroom + Den (B)		763	0	
2 Bedroom (C)	4	1,104	4,416	
2 Bedroom Corner (D)		1,264	0	
2 Bedroom Junior (E)		823	0	
2 Bedroom + Den			0	
2 Bedroom Lock-off	4	1,500	6,000	
Other Amenity				
Total	8		10,416	
Second Floor				
1 Bedroom (A)	3	621	1,863	
1 Bedroom + Den (B)	3	763	2,289	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	2	823	1,646	
2 Bedroom + Den			0	
2 Bedroom Lock-off			0	
Other Amenity				
Total	10		8,166	
Third Floor				
1 Bedroom (A)	3	621	1,863	
1 Bedroom + Den (B)	3	763	2,289	
2 Bedroom (C)	1	1,104	1,104	
2 Bedroom Corner (D)	1	1,264	1,264	
2 Bedroom Junior (E)	3	823	2,469	
2 Bedroom + Den	2	1,144	2,288	
2 Bedroom Lock-off			0	
Other Amenity				



SITE SECTION A
N.T.S.



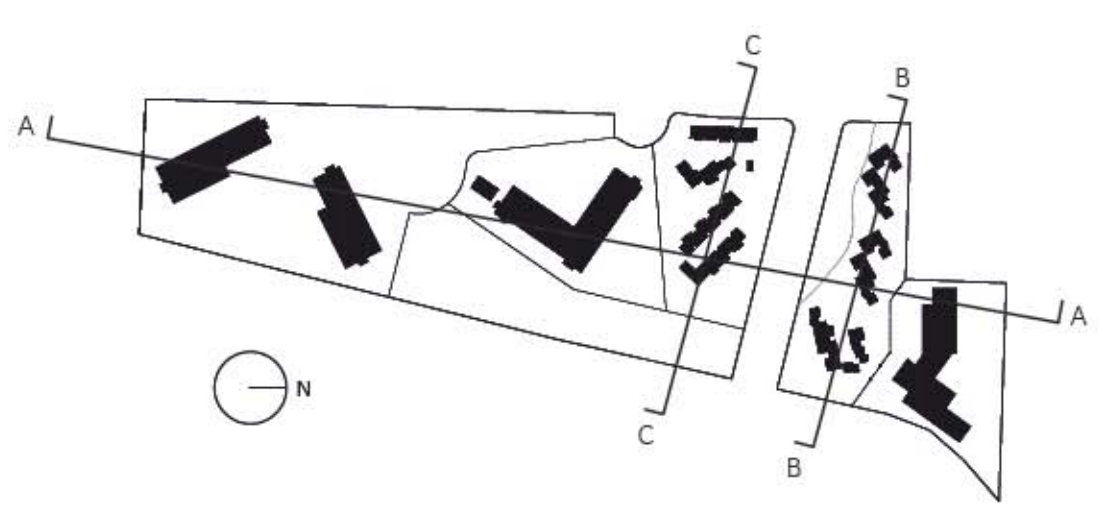
SITE SECTION B
N.T.S.

PHASE 1 TOWNHOMES



SITE SECTION C
N.T.S.

PHASE 2 TOWNHOMES



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 This drawing must not be scaled. The general contractor shall verify all dimensions, volume and levels prior to commencement of work.

Client: TROIKA TERRENO DEVELOPMENT JV

NO.	DATE	RECORD OF REVISIONS
1	18/11/19	RE-ZONING
2	18/12/11	RE-ZONING R1
3	20/03/09	RE-ZONING R2
4	21/05/25	ISSUED FOR REZONING #3
5	21/12/13	ISSUED FOR REZONING #4

Project: **TERRENO**
 "A HILLSIDE COMMUNITY"
 KELOWNA, BC

Sheet Title: **SITE SECTION**

Job Number	19.718
Date	2021.12.13
Scale	N.T.S.
Revision Number	5
Drawing Number	

NOT FOR CONSTRUCTION



*FUTURE ZONING [CURRENT ZONING]

P3
 REMAINDER LOT 1
 422,842 ft²
 39,283 m²
 3.92 ha

MF3[RM5]
 SUBDIVISION LOT 6

MF3[RM5]
 SUBDIVISION LOT 3

P3
 REMAINDER LOT 1
 105,508 ft²
 9,802 m²
 0.98 ha

MF3[RM5]
 SUBDIVISION LOT 5

MF2[RM3]
 SUBDIVISION LOT 4

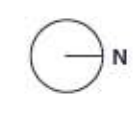
P3
 LOT 1

MF2[RM3]
 SUBDIVISION LOT 1

MF3[RM5]
 SUBDIVISION LOT 2

A1
 REMAINDER LOT 1
 905,678 ft²
 84,140 m²
 8.41 ha

A1
 SUBDIVISION LOT 7
 518,903 ft²
 48,207 m²
 4.82 ha



- MF3 - MEDIUM DENSITY MULTIPLE HOUSING
- MF2 - LOW DENSITY MULTIPLE HOUSING
- A1 - AGRICULTURE
- P3 - PARKS
- RIPARIAN AREA

NOT FOR CONSTRUCTION

NO. DATE RECORD OF REVISIONS

NO.	DATE	RECORD OF REVISIONS
1	18/11/19	RE-ZONING
2	18/12/11	RE-ZONING R1
3	20/03/09	RE-ZONING R2
4	21/05/25	ISSUED FOR REZONING R3
5	21/12/13	ISSUED FOR REZONING R4

NO. DATE RECORD OF ISSUED

NO.	DATE	RECORD OF ISSUED
Project		
TERRENO		
"A HILLSIDE COMMUNITY"		
KELOWNA, BC		

Sheet Title

SITE PLAN

Job Number 19.718

Date 2021.12.13

Scale 1/128" = 1'

Revision Number 5

Drawing Number

A1.2.1
45

These drawings are instruments of service, are the exclusive property of the architect and cannot be reproduced or used for construction without the architect's prior written permission.
 This drawing must not be scaled. The general contractor shall verify all dimensions, volume and levels prior to commencement of work.

Client: TROIKA TERRENO DEVELOPMENT JV

NO. DATE RECORD OF REVISIONS

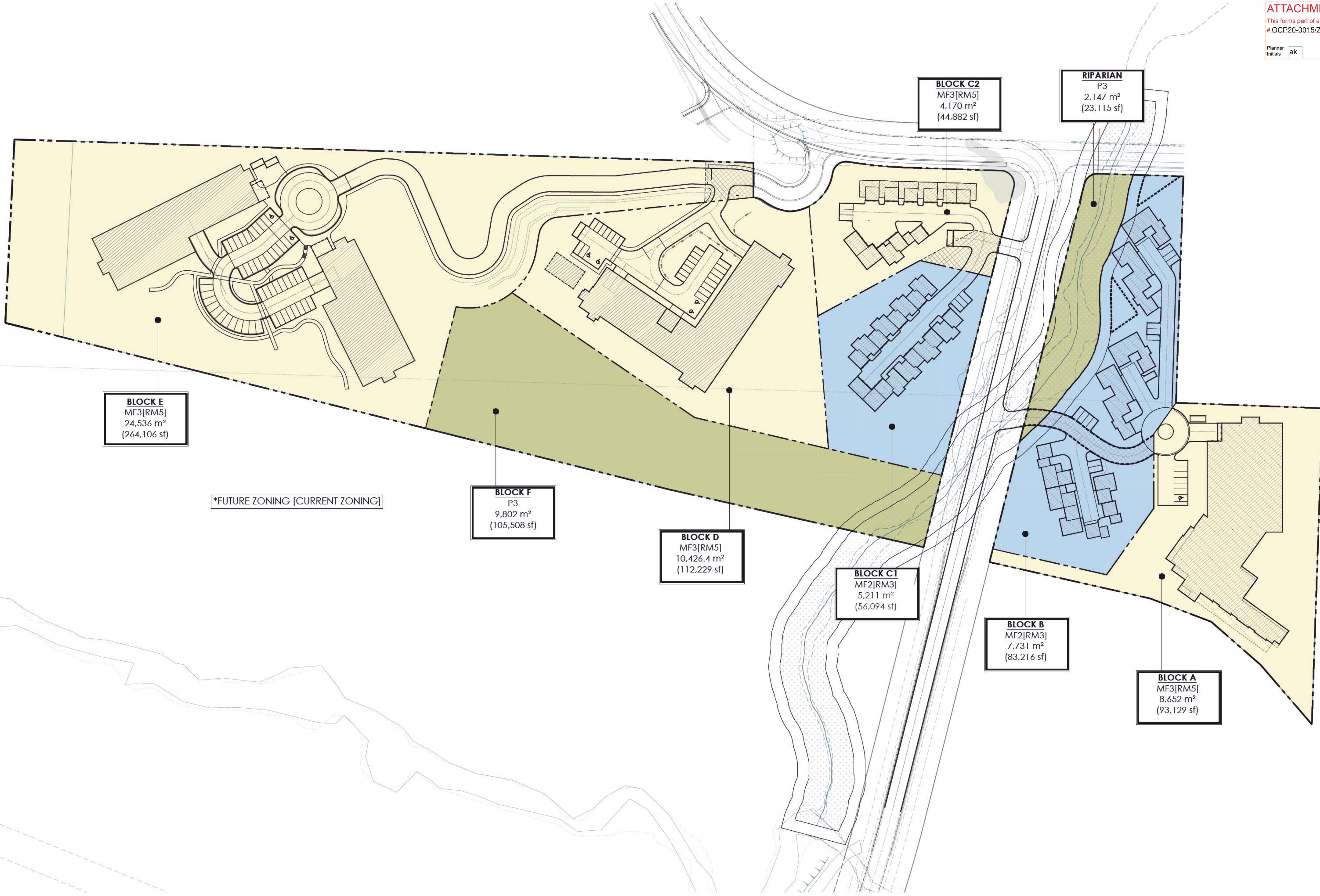
1	18/11/19	RE-ZONING
2	18/12/11	RE-ZONING R1
3	20/03/09	RE-ZONING R2
4	21/05/25	ISSUED FOR REZONING R3
5	21/12/13	ISSUED FOR REZONING R4

NO. DATE RECORD OF ISSUED

Project
TERRENO
 "A HILLSIDE COMMUNITY"
 KELOWNA, BC

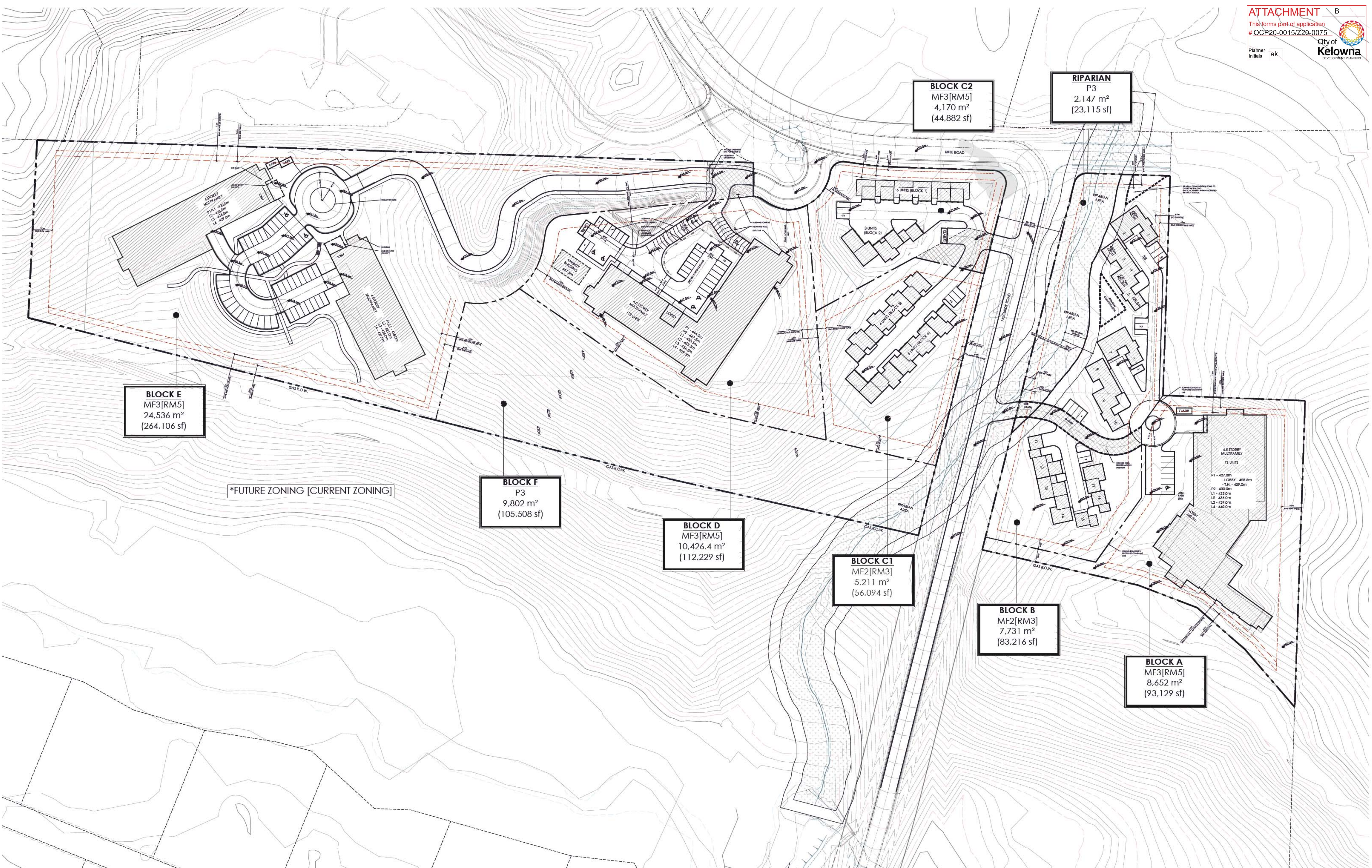
Sheet Title
SITE PLAN

Job Number 19.718
 Date 2021.12.13
 Scale 1/64" = 1'
 Revision Number 5
 Drawing Number



- MF3 - MEDIUM DENSITY MULTIPLE HOUSING
- MF2 - LOW DENSITY MULTIPLE HOUSING
- A1 - AGRICULTURE
- P3 - PARKS
- RIPARIAN AREA
- ACCESS EASEMENT

NOT FOR CONSTRUCTION



BLOCK E
 MF3[RM5]
 24,536 m²
 (264,106 sf)

BLOCK C2
 MF3[RM5]
 4,170 m²
 (44,882 sf)

RIPARIAN
 P3
 2,147 m²
 (23,115 sf)

BLOCK F
 P3
 9,802 m²
 (105,508 sf)

BLOCK D
 MF3[RM5]
 10,426.4 m²
 (112,229 sf)

BLOCK C1
 MF2[RM3]
 5,211 m²
 (56,094 sf)

BLOCK B
 MF2[RM3]
 7,731 m²
 (83,216 sf)

BLOCK A
 MF3[RM5]
 8,652 m²
 (93,129 sf)

*FUTURE ZONING [CURRENT ZONING]

These drawings are instruments of service, are the exclusive property of the architect and cannot be reproduced or used for construction without the architect's prior written permission.
 This drawing must not be scaled. The general contractor shall verify all dimensions, dates and levels prior to commencement of work.

Client
 TRIKA TERRENO DEVELOPMENT JV

NO.	DATE	RECORD OF REVISIONS

1	18/11/19	RE-ZONING
2	18/12/11	RE-ZONING R1
3	20/03/09	RE-ZONING R2
4	21/05/25	ISSUED FOR REZONING R3
5	21/12/13	ISSUED FOR REZONING R4

NO.	DATE	RECORD OF ISSUED

TERRENO
 "A HILLSIDE COMMUNITY"
 KELOWNA, BC

Sheet Title
SITE PLAN

Job Number 19,718
 Date 2021.12.13
 Scale 1/64" = 1'
 Revision Number 5
 Drawing Number

NOT FOR CONSTRUCTION



3D PERSPECTIVE (1)
 Scale: N.T.S.



3D PERSPECTIVE (2)
 Scale: N.T.S.

NO.	DATE	RECORD OF REVISIONS
-----	------	---------------------

1	18/11/19	RE-ZONING
2	18/12/11	RE-ZONING R1
3	20/03/09	RE-ZONING R2
4	21/05/25	ISSUED FOR REZONING R3
5	21/12/13	ISSUED FOR REZONING R4

NO.	DATE	RECORD OF ISSUED PROJECT
-----	------	--------------------------

TERRENO
 "A HILLSIDE COMMUNITY"
 KELOWNA, BC

Sheet Title
 BLOCK A
 MULTI-FAMILY
 3D PERSPECTIVES

Job Number	19.718
Date	2021.12.13
Scale	N.T.S.
Revision Number	5
Drawing Number	

SCHEDULE A

This forms part of application
Z20-0075



Planner Initials AK

City of **Kelowna**
DEVELOPMENT PLANNING

CITY OF KELOWNA

MEMORANDUM

Date: August 31, 2021

File No.: Z20-0075

To: Planning and Development Officer (AK)

From: Development Engineering Manager (RO)

Subject: 2755 McCurdy Rd. A1 to RM3 & RM5

The Development Engineering Branch has the following comments and requirements associated with this application to rezone the subject property from the A1 zone to RM3 and RM5 zones to facilitate construction of 266 condominiums and 43 townhomes. The road and utility upgrading requirements outlined in this report will be a requirement of this development. The Development Engineering Technologist for this project is Sarah Kelly.

1. GENERAL

- a. The following requirements are valid for two (2) years from the reference date of this memo, or until the application has been closed, whichever occurs first. The City of Kelowna reserves the rights to update/change some or all items in this memo once these time limits have been reached.
- b. This proposed development may require the installation of centralized mail delivery equipment. Please contact Arif Bhatia, Delivery Planning Officer, Canada Post Corporation, 530 Gaston Avenue, Kelowna, BC, V1Y 2K0, (250) 859-0198, arif.bhatia@canadapost.ca to obtain further information and to determine suitable location(s) within the development.
- c. There is a possibility of a high water table or surcharging of storm drains during major storm events. This should be considered in the design of the onsite system.
- d. A Traffic Assessment (TA) was triggered by this application. Recommendations from the Traffic Impact Analysis (TA), completed by the applicants consulting engineer, will become requirements of this development.
- e. These Development Engineering comments/requirements are subject to the review and requirements from the Ministry of Transportation and Infrastructure (MoTI).

2. DOMESTIC WATER AND FIRE PROTECTION

- a. The subject lot is located within the Black Mountain Irrigation District (BMID) service area. The developer is required to make satisfactory arrangements with BMID for all water and fire protection-related issues. All charges for service connection and upgrading costs, as well as any costs to decommission existing services, shall be the responsibility of the developer.



- b. The Developer's Consulting Engineer will determine the domestic and fire protection requirements of this proposed development and establish minimum requirements and service needs. The bylaw requirement for this development is 150 L/s. If it is determined that upgrades to any existing water distribution system must be made to achieve the required fire flows, these upgrades shall be the responsibility of the developer.
- c. All fire flow calculations approved by BMID are to be shared with the Development Engineering Branch upon submittal of off-site civil engineering drawings.
- d. Provide an adequately sized domestic water and fire protection system complete with individual lot connections. The water system must be capable of supplying domestic and fire flow demands of the project in accordance with the Subdivision, Development & Servicing Bylaw. No. 7900. Provide water flow calculations for this development to confirm bylaw conformance. Ensure every building site is located at an elevation that ensures water pressure is within the bylaw pressure limits. Note: Private pumps are not acceptable for addressing marginal pressure.

3. SANITARY SEWER SYSTEM

- a. The Applicant's Consulting Mechanical Engineer will determine the requirements of the proposed development and establish the service needs. Dependant upon required sizing of service connection, Developer to tie into new manhole at the intersection of McCurdy and Hwy 97.
- b. New 200mm PVC main to be extended to future intersection between Mt Baldy Dr. and McCurdy Rd. In exchange for the works at McCurdy Rd. and Hwy 97 Sanitary works installed by City of Kelowna.
- c. The Applicant's Consulting Engineer is to perform an analysis of the City's sanitary sewer system's downstream capacity, based on the proposed development unit count.
- d. Arrange for individual lot connections before submission of the subdivision plan, including payment of connection fees (provide copy of receipt).

4. STORM DRAINAGE

- a. The property is located within the City of Kelowna drainage service area. For on-site disposal of drainage water, a hydrogeotechnical report will be required, complete with a design for the disposal method (i.e. trench drain / rock pit). The Lot Grading Plan must show the design and location of these systems.
- b. Provide the following drawings:
 - i. A detailed Lot Grading Plan (indicate on the Lot Grading Plan any slopes that are steeper than 30% and areas that have greater than 1.0 m of fill);
 - ii. A detailed Stormwater Management Plan for this subdivision; and,
 - iii. An Erosion and Sediment Control Plan is to be prepared by a Professional Engineer proficient in the field of erosion and sediment control. The plan is to be prepared as per section 3.14 of Schedule 4 of Bylaw 7900. If a line item for ESC is not included in the Engineer's cost estimate for off-site work, then an additional 3% will be added to the performance security based on the total off-site construction estimate.


SCHEDULE A

This forms part of application # **Z20-0075**

Page 3 of 7

City of Kelowna
DEVELOPMENT PLANNING

Planner Initials **AK**



- c. On-site detention systems are to be compliant with Bylaw 7900, Schedule 4, Section 3.11.1 *Detention Storage*.
- d. As per Bylaw 7900, Schedule 4, Section ~~3.1.3 Climate Change~~, the capacity of storm works will include an additional 15 percent (15%) upward adjustment, and applied to the rainfall intensity curve stage (IDF) in Section 3.7.2.
- e. Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.
- f. Register right of ways on private properties for all the storm water infrastructure carrying, conveying, detaining and/or retaining storm water that is generated from the public properties, public road right of ways, and golf course lands.
- g. Identify clearly on a contour map, or lot grading plan, all steep areas (>30 %). Provide cross sections for all steep areas at each property corner and at locations where there are significant changes in slope. Cross sections are to be perpendicular to the contour of the slope. Show the proposed property lines on the cross sections. Not all areas have a clear top of bank; and therefore, field reconnaissance by City staff and the applicant may be needed to verify a suitable location for property lines.
- h. If individual lot connections are required, ensure that payment of connection fees has been completed (please provide receipt).
- i. Where structures are designed or constructed below the proven high groundwater table, permanent groundwater pumping will not be permitted to discharge to the storm system. The City will approve designs that include provisions for eliminating groundwater penetration into the structure, while addressing buoyancy concerns. These design aspects must be reviewed and approved by the City Engineer.


5. ROAD IMPROVEMENTS

- a. Mt Baldy Dr must be upgraded to a full urban standard (SS-R5), and extended to intersect with McCurdy Rd through necessary dedication of road, along the full frontage of this proposed development. Upgrading to include; curb and gutter, sidewalk, LED street lighting, landscaped and irrigated boulevard, storm drainage system, pavement removal and replacement and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction.
- b. McCurdy Rd must be constructed to a rural standard (SS-R5) along the full frontage of this proposed development and extended to intersect with Mt Baldy Dr at the existing east property line. Construction to include; storm drainage system, LED street lighting, landscaped boulevard, and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. McCurdy Rd will be required to transition from a rural SS-R5 standard to an urban SS-R9 standard from the existing west property line to HWY 97.
- c. The Right of Way for the future access roads must be dedicated to the City and be constructed to an SS-R4 urban standard along the full frontage of this proposed development including; curb and gutter, sidewalk, storm drainage system, LED street lighting, landscaped and irrigated boulevards, pavement removal and replacement, and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. A cul-de-sac (SS-R17) must be constructed at the terminal end of any access road.

SCHEDULE A

This forms part of application # Z20-0075

Page 4 of 7



City of
Kelowna
DEVELOPMENT PLANNING

- d. Both emergency access roads must be constructed to a SS-R2 standard and must comply with BCBC requirements pertaining to emergency access. Emergency access must be provided via both cul-de-sacs.
- e. Possible north cul-de-sac to existing McCurdy Rd would require crossing of Mill Creek. Confirmation of MOE section 9 approval required to be provided to the City for Mill Creek crossing.
- f. The applicant will be responsible for installation of traffic signals at the intersection of Dilworth Dr and Mt Baldy Dr, as per recommendation from CTQ Traffic Review and Roads Assessment dated April 14, 2021.
- g. All Landscape and Irrigation plans require design and inspection by a Qualified Professional registered with the BCSLA and the IABC, are to be included as a line item in the estimate for the Servicing Agreement performance security. Landscape and irrigation plans require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.
- h. Streetlights must be installed on all public roads. All streetlighting plans are to include photometric calculations demonstrating Bylaw 7900 requirements are met and approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.

6. POWER AND TELECOMMUNICATION SERVICES

- a. All proposed distribution and service connections are to be installed underground. It is the developer’s responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant’s cost.
- b. If any road dedication or closure affects lands encumbered by a Utility right-of-way (such as Hydro, Telus, Gas, etc.) please obtain the approval of the utility. Any works required by the utility as a consequence of the road dedication or closure must be incorporated in the construction drawings submitted to the City’s Development Manager.
- c. Re-locate existing poles and utilities, where necessary including within lanes. Remove aerial trespass(es).

7. GEOTECHNICAL STUDY

- a. Provide a comprehensive geotechnical report (3 copies), prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: **NOTE: The City is relying on the Geotechnical Engineer’s report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.**
- b. The Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.
 - i. Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
 - ii. Site suitability for development.



- iii. Site soil characteristics (i.e. fill areas, such as organic material, etc.).
 - iv. Any special requirements for construction of roads, utilities, and building structures.
 - v. Recommendations for items that should be included in a Restrictive Covenant.
 - vi. Recommendations for roof drains and perimeter drains.
 - vii. Recommendations for erosion and sedimentation controls for water and wind.
 - viii. Any items required in other sections of this document.
- c. Should any on-site retaining walls surpass the following limits, an Over Height Retaining Wall Permit will be required:

“Retaining walls on all lots, except those required as a condition of subdivision approval, must not exceed a height of 1.2 m measured from natural grade on the lower side, and must be constructed so that any retaining walls are spaced to provide a 1.2 m horizontal separation between tiers. The maximum number of tiers is two with a maximum total height of 2.4 m. Any multi-tier structure more than 2 tiers must be designed and constructed under the direction of a qualified professional engineer.”

The design of all retaining walls is to conform with Engineer & Geoscientists British Columbia’s Professional Practice Guidelines for Retaining Wall Design. Submission requirements for the Over Height Retaining Wall Permit include Engineer of Record documents (Appendix A of Retaining Wall Design Guideline) and any necessary independent reviews (as per EGBC’s Documented Independent Review of Structural Designs).

- d. Any modified slopes having a finished slope greater than 2H:V1 (50%) and an elevation change greater than 1.2 m must be installed under the direction of a qualified professional engineer.
- e. Any exposed natural rock surface on a lot that has the potential for materials to displace causing a hazardous condition, must be reviewed by a qualified professional engineer with the appropriate and measures undertaken as prescribed by the engineer. For adequate Rockfall Protection adjacent to walls and rock cuts, please consider BC MoTI Supplement to TAC Geometric Design Guide 440, page 440-8, which outlines a ditch bottom width depending on wall height. Sidewalks and utilities should be kept out of this protection area. Additional ROW may be required.

Where walls are on the high side, the City’s preference is that the walls remain setback and on private property. Where the walls hold up a public road, the City’s preference is that additional dedication be provided, and the walls be owned by the City. Please design any geogrids or tie-backs so that they do not encroach into the required road ROW.

SCHEDULE A
Page 6 of 7
This forms part of application
Z20-0075
Planner Initials: AK
City of Kelowna
DEVELOPMENT PLANNING

8. ROAD DEDICATION/SUBDIVISION REQUIREMENTS

- a. The following road dedications will be required:
 - i. 20m ROW for Mt Baldy Dr extension.
 - ii. 30m ROW for McCurdy Rd extension.
 - iii. 15m ROW for all access roads.
- b. Grant Statutory Rights of Way if required for utility services.
- c. Perimeter access must comply with the BC Building Code. Fire Truck access designs and proposed hydrant locations will be reviewed by the Fire Protection Officer.
- d. Indicate on the site, the locations of loading bays as well as the garbage and recycle bins. Provide turning movements for a MSU vehicle to confirm manoeuvrability on site without requiring a reverse movement onto public roadways.

9. DESIGN AND CONSTRUCTION

- a. Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.
- b. Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- c. Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).
- d. A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.
- e. Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Development Engineering Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

10. SERVICING AGREEMENT FOR WORKS AND SERVICES

- a. A Servicing Agreement is required for all offsite works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.
- b. Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than \$5,000,000 and the City is to be named on the insurance policy as an additional insured.

SCHEDULE A Page 7 of 7

This forms part of application
Z20-0075

City of
Kelowna
DEVELOPMENT PLANNING

Planner
Initials
AK

11. CHARGES AND FEES

- a. Development Cost Charges (DCC's) are payable.
- b. Fees per the "Development Application Fees Bylaw" include:
 - i. Street Marking/Traffic Sign Fees: at cost (to be determined after detailed design completed).
 - ii. Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
 - iii. Survey Monument Fee: \$50.00 per newly created lot (GST exempt).
 - iv. Engineering and Inspection Fee: 3.5% of construction value (plus GST).
- c. Approved payment methods for Performance Security:
 - i. Personal Cheques < \$5,000
 - ii. Certified Cheque or Bank Draft > \$5,000
 - iii. Minimum Letter of Credit value is \$50,000

Ryan O'Sullivan

Ryan O'Sullivan
Development Engineering Manager

SK

CITY OF KELOWNA

**BYLAW NO. 12318
Z20-0075
2755 McCurdy Road**

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of portions of Lot 1 District Lots 124 and 415 ODYD Plan KAP84653 Except Plan EPP45174 located on McCurdy Road, Kelowna, BC from the A1 – Agriculture 1 zone to the RM3 – Low Density Multiple Housing, RM5 – Medium Density Multiple Housing, and P3 – Parks and Open Space zones as per Map "A" attached to and forming part of this bylaw.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second, and third time by the Municipal Council this

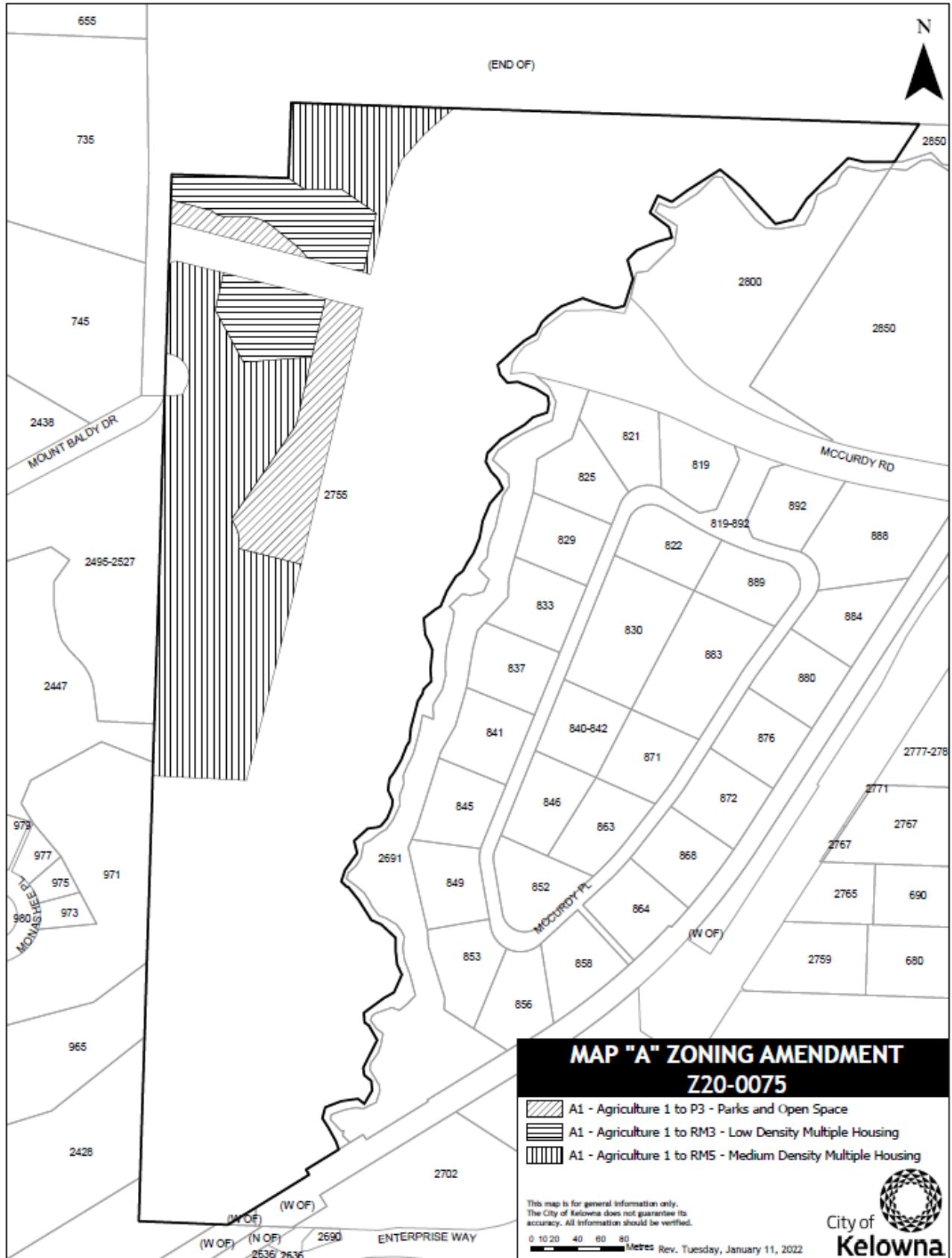
Approved under the Transportation Act this

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk





Z20-0075

Zoning Bylaw Amendment



Proposal

- ▶ Zoning Bylaw Amendment:
 - ▶ A1 – Agriculture 1 → RM3 – Low Density Multiple Housing /RM5- Medium Density Multiple Housing/P3 – Parks and Open Space

Development Process

August 27th 2020

Development Application Submitted

Staff Review & Circulation

April 14th 2021

Public Notification Received

January 17th 2022

Council Consideration

1st/2nd/3rd Readings

Subdivision/Development Permit /MOTI Approval

Adoption

Development Permit/Building Permit

Council Approval

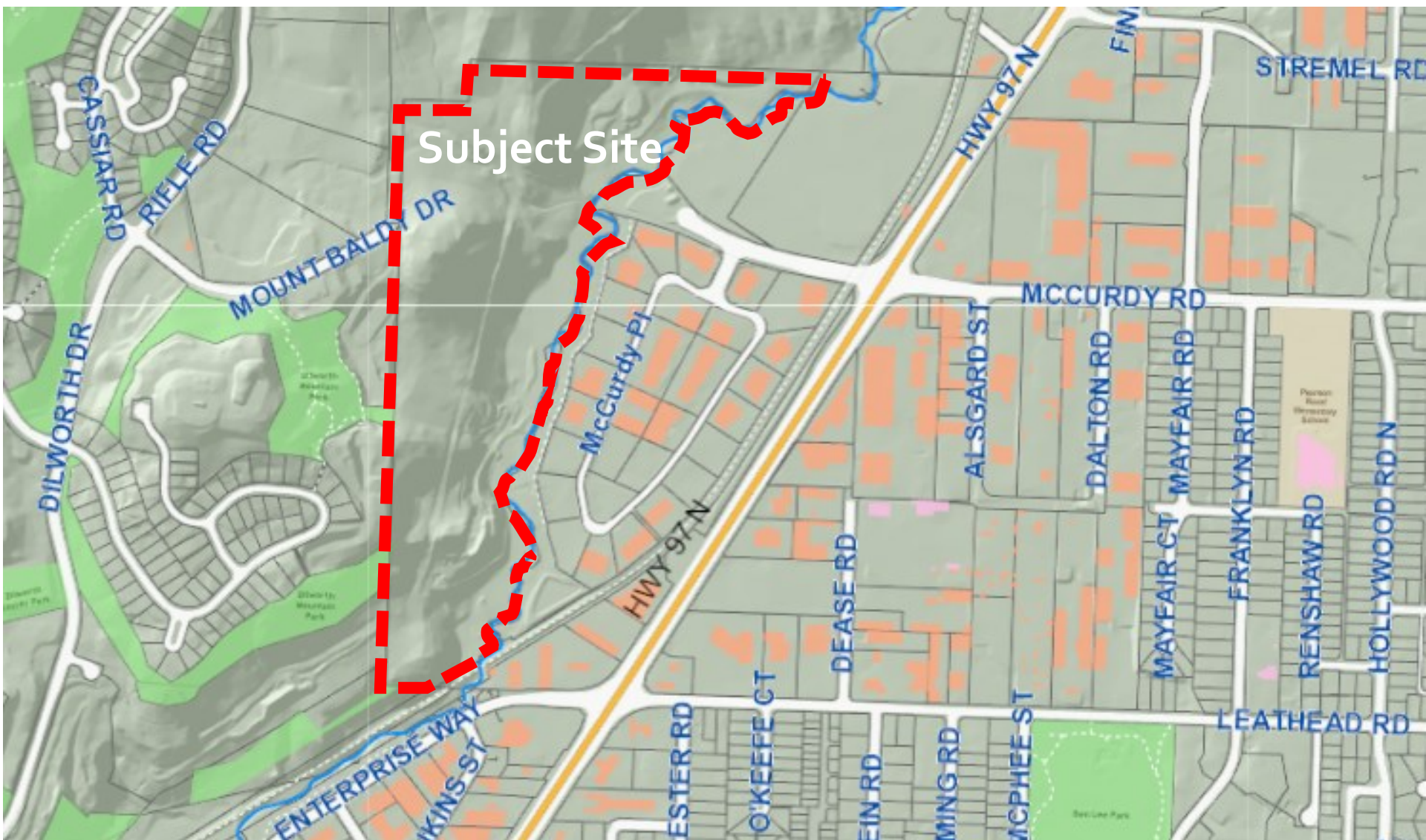
Context Map



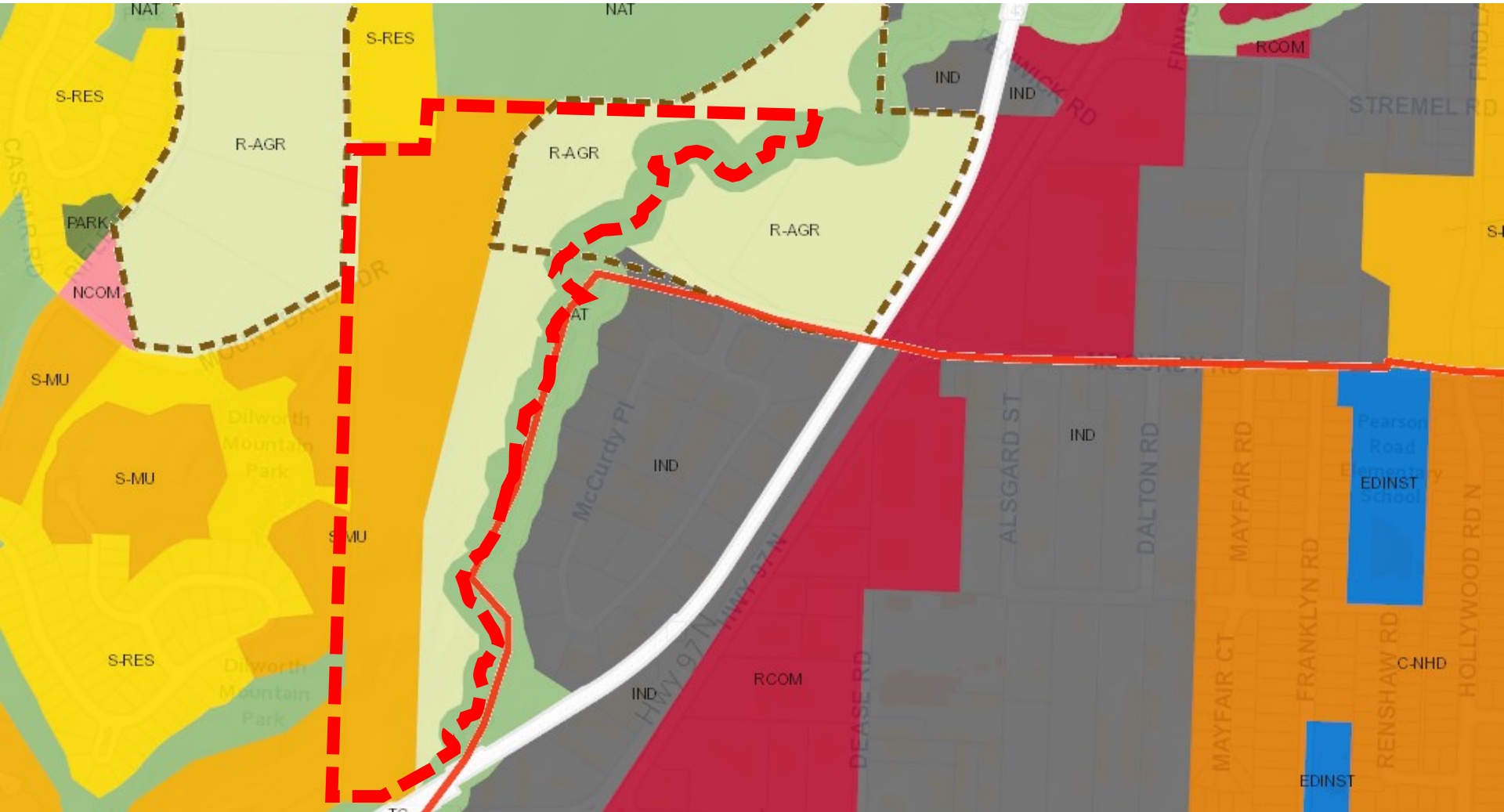
City of Kelowna



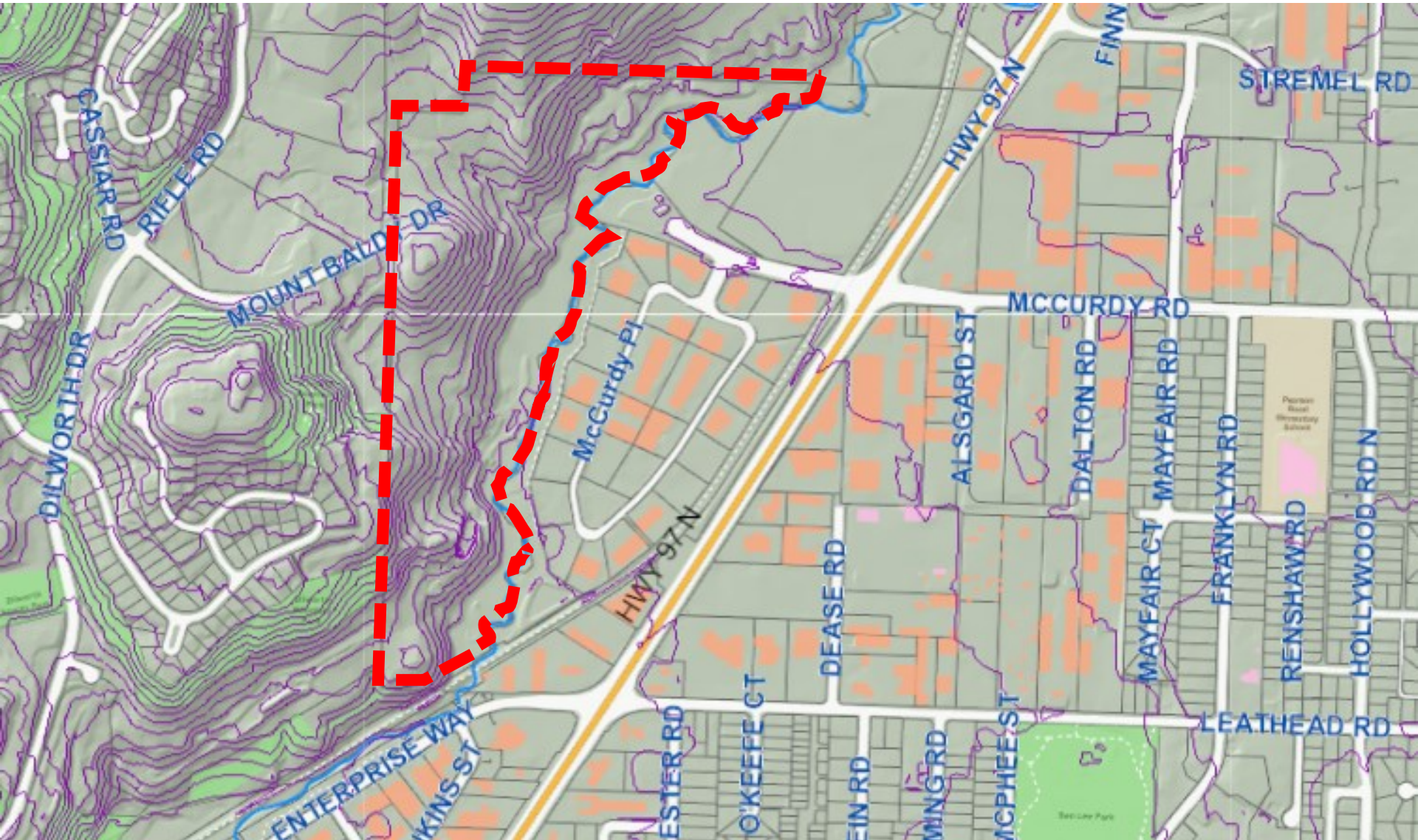
Subject Site



Official Community Plan



Topography



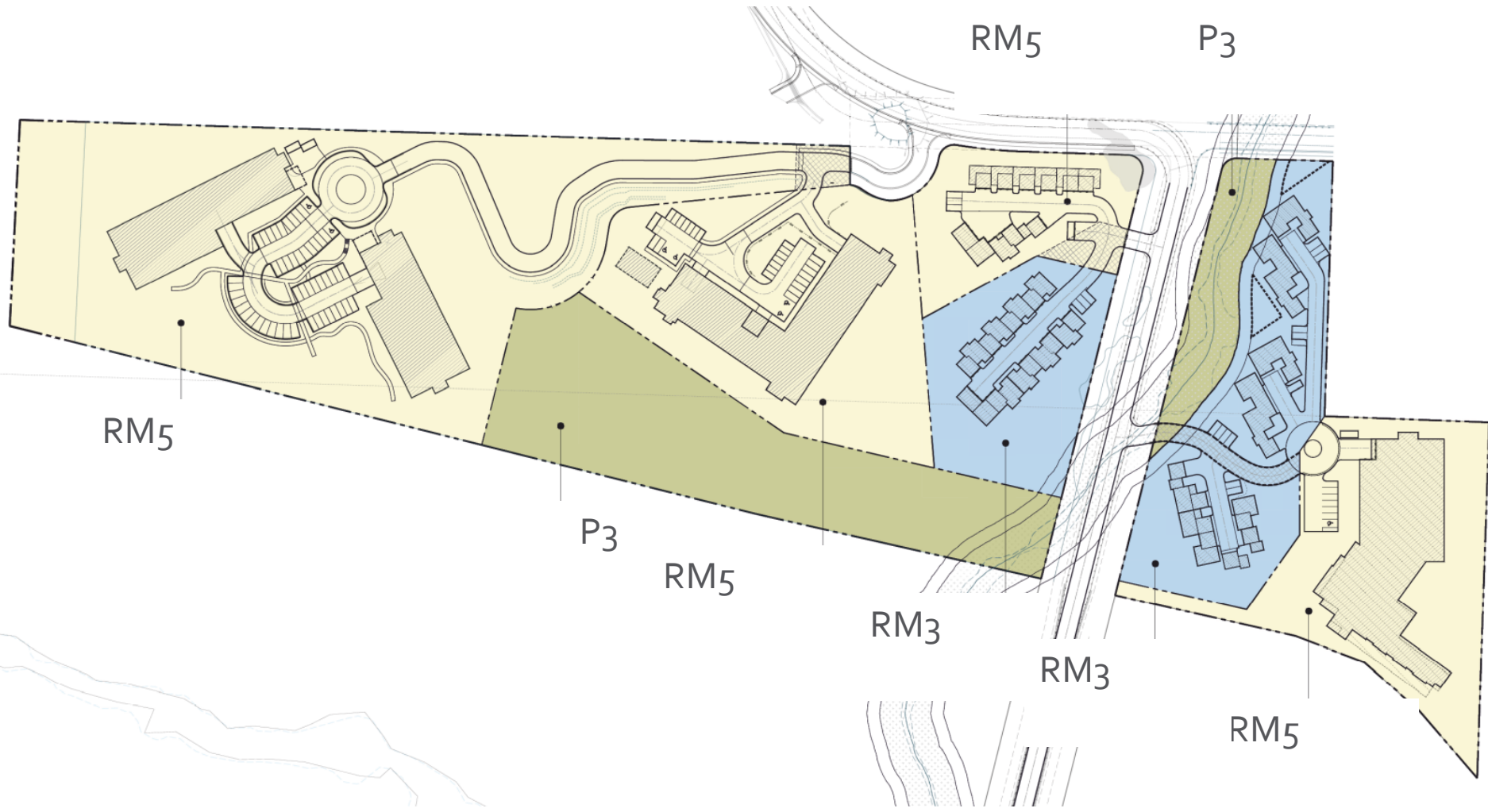
Agricultural Land Reserve



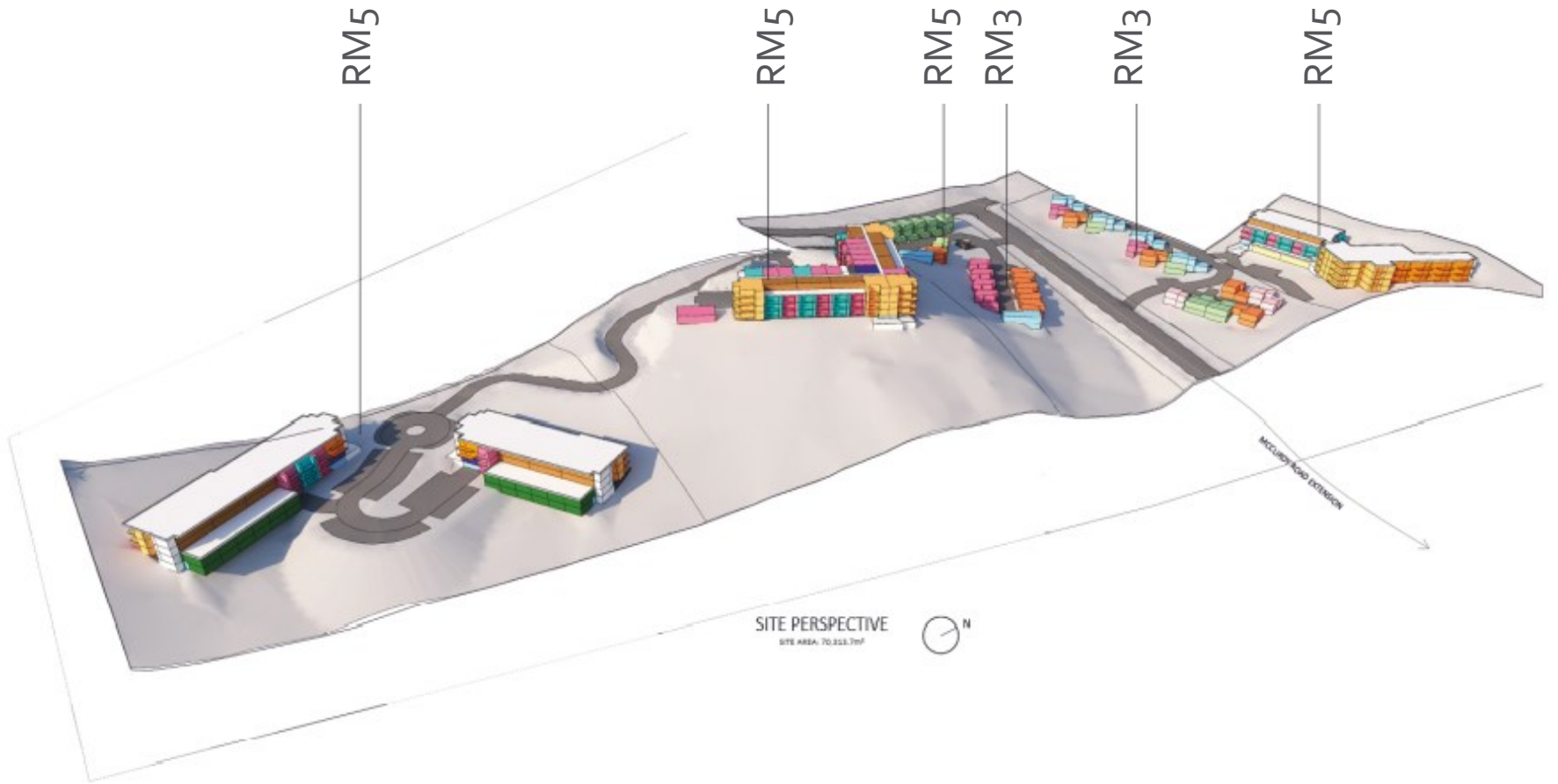
Concept Rendering



Site Plan



Site Concept



Development Policy – Suburban Multiple Unit (S-MU)

Table 3.6: Suburban – Multiple Unit Summary

Supported Uses	Supported Forms	Density (FAR)	Other Characteristics
<ul style="list-style-type: none"> • Single and two dwelling residential • Ground-oriented multi-unit residential • Low rise apartments • Secondary suites and carriage houses 	<ul style="list-style-type: none"> • Attached and detached buildings up to 4 storeys 	<ul style="list-style-type: none"> • Up to approximately 1.3 	<ul style="list-style-type: none"> • Considerations for hillside and environmental context

Staff Recommendation

- ▶ Staff support the proposal:
 - ▶ The property is located within the Permanent Growth Boundary and is adjacent to existing infrastructure such as roads/water/sewer.
 - ▶ The proposal is consistent with the 2040 OCP S-MU – Suburban Multiple Unit Designation



Conclusion of Staff Remarks

CITY OF KELOWNA
BYLAW NO. 12284
TA21-0013
3510 Spectrum Court

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 **Section 18 – Schedule 'B' - Comprehensive Development Zones, CD15 – Airport Business Park** be amended by adding in its appropriate location the following:

"1.9 Site Specific Uses and Regulations

Uses and regulations apply to the CD15 – Airport Business Park on a site-specific basis as follows:

	Legal Description	Civic Address	Regulation
	Lot 17 Section 14 Township 23 ODYD Plan KAP82802	3510 Spectrum Court	To allow Automotive and minor recreational vehicle sales/rentals as a permitted principal use

2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 18th day of October, 2021.

Considered at a Public Hearing on the 16th day of November, 2021.

Read a second and third time by the Municipal Council this 16th day of November, 2021.

Approved under the Transportation Act this 18th day of November, 2021.

Audrie Henry

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: January 17, 2022

To: Council

From: City Manager

Department: Development Planning

Application: DP21-0134

Owner: Kelowna Motors Investments Ltd., Inc. No. BC 1281822

Address: 3510 Spectrum Court

Applicant: Innocept Developments

Subject: Development Permit Application

Existing OCP Designation: IND - Industrial

Existing Zone: CD15 – Airport Business Park

1.0 Recommendation

THAT final adoption of Zoning Bylaw Text Amendment Bylaw No.12284 be considered by Council;

AND THAT Council authorize the issuance of Development Permit No. DP21-0134 for Lot 17 Section 14 Township 23 ODYD Plan KAP82802 located at 3510 Spectrum Court, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land, be in accordance with Schedule "B";
3. Landscaping to be provided on the land be in accordance with Schedule "C";
4. The applicant be required to post with the City a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a Registered Landscape Architect;

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Development Permit Application in order for the permits to be issued;

AND FURTHER THAT this Development Permit are valid for two (2) years from the date of Council approval, with no opportunity to extend.

2.0 Purpose

To consider the form and character of an industrial development to accommodate automotive sales and service use.

3.0 Development Planning

Development Planning is recommending support for the proposed industrial development as it is consistent with the surrounding industrial character in the Airport Business Park. The application meets the Official Community Plan (OCP) Comprehensive Development Permit Area design guidelines and integrates well with the existing buildings on site.

4.0 Proposal

4.1 Background

The subject property is a partially developed lot with an existing building currently being used by the August Motors business. It is directly adjacent to Highway 97N however is accessed from Spectrum Court. The Future Land Use Designations for the property is currently IND - Industrial and is zoned CD15 – Airport Business Park

4.2 Project Description

The proposed development will allow for automotive sales and a proposed vehicle service building. The building will have 15 service bays, detail/wash bays, interior display/showroom, and a lounge/club facility. The proposed building is two storeys, with a gross floor area of just over 20,000 ft².

The form and character of the building is a modern form consisting primarily of concrete panels with metal flashing and large windows to break up the façade. The east elevation (Highway 97) uses a central metal panel projection to break up the massing and articulate the elevation most visible from the highway.

The landscape buffers and planting types generally meet the criteria for industrial developments. The internal parking area and building are lined with trees and shrubs on the Highway 97 frontage and integrates well with the existing building and landscaping that is currently developed on the property.

4.3 Site Context

The subject properties are in the Highway 97 City Sector. The Future Land Use is IND – Industrial is zoned CD15 – Airport Business Park and is within the Permanent Growth Boundary (PGB). The property is 2.5 acres in size. Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	CD15 – Airport Business Park	Vacant
East	A1 - Agriculture	Hwy 97 / Vacant
South	CD15 – Airport Business Park	Spectrum Court / Industrial
West	CD15 – Airport Business Park	Industrial

Subject Property Map: 3510 Spectrum Court



4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	CD 15 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Min. Lot Area	4000m ²	m ²
Min. Lot Width	40m	m
Min. Lot Depth	35m	m
Development Regulations		
Max. Floor Area Ratio	1.5	0.37
Max. Site Coverage (buildings)	50%	%
Max. Height	18m or 4 Storeys	8.53m
Min. Front Yard	6m	24.6m
Min. Side Yard	7m	24.6m
Min. Side Yard Hwy	10m	16.98m
Min. Rear Yard	0m	20.0m
Other Regulations		
Min. Parking Requirements	34	37
Min. Bicycle Parking	7	7
Min. Loading Space	1	1

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Chapter 14: Urban Design Development Permits Areas

Comprehensive Development Permit Area Objectives.

- Convey a strong sense of authenticity through urban design that is distinctive for Kelowna;
- Promote a high urban design standard and quality of construction for future development that

- is coordinated with existing structures;
- Integrate new development with existing site conditions and preserve the character amenities of the surrounding area;
- Promote interesting, pedestrian friendly streetscape design and pedestrian linkages;
- Provide for a scale and massing of commercial buildings that promotes a safe, enjoyable living, pedestrian, working, shopping and service experience;
- Incorporate architectural features and detailing of buildings and landscapes that define an area's character; and
- Promote alternative transportation with enhances streetscapes and multi-modal linkages

COMPREHENSIVE DEVELOPMENT PERMIT AREA	YES	NO	N/A
Authenticity and Regional Expression			
Do landscaping and building form convey a character that is distinct to Kelowna and the Central Okanagan?	X		
Are materials in keeping with the character of the region?	X		
Are colours used common in the region's natural landscape?		X	
Does the design provide for a transition between the indoors and outdoors?	X		
Context			
Does the proposal maintain the established or envisioned architectural character of the neighbourhood?	X		
Does interim development consider neighbouring properties designated for more intensive development?	X		
Are façade treatments facing residential areas attractive and context sensitive?			X
Are architectural elements aligned from one building to the next?	X		
For exterior changes, is the original character of the building respected and enhanced?			X
Is the design unique without visually dominating neighbouring buildings?	X		
For developments with multiple buildings, is there a sense of architectural unity and cohesiveness?	X		
Relationship to the Street			
Do buildings create the desired streetscape rhythm?	X		
Are parkade entrances located at grade?			X
For buildings with multiple street frontages, is equal emphasis given to each frontage?	X		
Massing and Height			
Does the design mitigate the actual and perceived mass of buildings?	X		
Does the height consider shading and view impacts for neighbouring properties and transition to less intensive areas?	X		
Human Scale			

COMPREHENSIVE DEVELOPMENT PERMIT AREA	YES	NO	N/A
Are architectural elements scaled for pedestrians?	X		
Are façades articulated with indentations and projections?	X		
Are top, middle, and bottom building elements distinguished?	X		
Do proposed buildings have an identifiable base, middle and top?	X		
Are building facades designed with a balance of vertical and horizontal proportions?	X		
Are horizontal glazed areas divided into vertically proportioned windows separated by mullions or building structures?	X		
Does the design incorporate roof overhangs and the use of awnings, louvers, canopies and other window screening techniques?			X
Is the visual impact of enclosed elevator shafts reduced through architectural treatments?			X
Exterior Elevations and Materials			
Are buildings finished with materials that are natural, local, durable, and appropriate to the character of the development?	X		
Are entrances visually prominent, accessible, and recognizable?	X		
Are higher quality materials continued around building corners or edges that are visible to the public?	X		
Are a variety of materials used to create contrast, enhance the pedestrian environment, and reduce the apparent mass of a building?	X		
Are elements other than colour used as the dominant feature of a building?	X		
Public and Private Open Space			
Does public open space promote interaction and movement through the site?	X		
Are public and private open spaces oriented to take advantage of and protect from the elements?	X		
Is there an appropriate transition between public and private open spaces?	X		
Are amenities such as benches, garbage receptacles, bicycle stands, and community notice boards included on site?	X		
Site Access			
Is the safe and convenient movement of pedestrians prioritized?	X		
Are alternative and active modes of transportation supported through the site design?	X		
Are identifiable and well-lit pathways provided to front entrances?	X		
Do paved surfaces provide visual interest?		X	
Is parking located behind or inside buildings, or below grade?		X	

COMPREHENSIVE DEVELOPMENT PERMIT AREA	YES	NO	N/A
Are large expanses of parking separated by landscaping or buildings?	X		
Are vehicle and service accesses from lower order roads or lanes?	X		
Do vehicle and service accesses have minimal impact on the streetscape and public views?	X		
Is visible and secure bicycle parking provided in new parking structures and parking lots?	X		
Environmental Design and Green Building			
Does the proposal consider solar gain and exposure?			X
Are green walls or shade trees incorporated in the design?			X
Does the site layout minimize stormwater runoff?			X
Are sustainable construction methods and materials used in the project?			X
Are green building strategies incorporated into the design?			X
Decks, Balconies, Rooftops and Common Outdoor Amenity Space			
Are decks, balconies or common outdoor amenity spaces provided?			X
Does hard and soft landscaping enhance the usability of decks, balconies, and outdoor amenity spaces?			X
Are large flat expanses of roof enhanced with texture, colour, or landscaping where they are visible from above or adjacent properties?			X
Amenities, Ancillary Services and Utilities			
Are loading, garage, storage, utility, and other ancillary services located away from public view?	X		
Are vents, mechanical rooms / equipment and elevator penthouses integrated with the roof or screened with finishes compatible with the building's design?			X
Landscape Development and Irrigation Water Conservation			
Does landscaping:	-	-	-
<ul style="list-style-type: none"> Compliment and soften the building's architectural features and mitigate undesirable elements? 	X		
<ul style="list-style-type: none"> Maintain the dominant pattern of landscaping along the street and surrounding properties? 	X		
<ul style="list-style-type: none"> Enhance the pedestrian environment and the sense of personal safety? 	X		
<ul style="list-style-type: none"> Screen parking areas, mechanical functions, and garbage and recycling areas? 		X	
<ul style="list-style-type: none"> Respect required sightlines from roadways and enhance public views? 	X		
<ul style="list-style-type: none"> Retain existing healthy mature trees and vegetation? 			X
<ul style="list-style-type: none"> Use native plants that are drought tolerant? 	X		

COMPREHENSIVE DEVELOPMENT PERMIT AREA	YES	NO	N/A
<ul style="list-style-type: none"> Define distinct private outdoor space for all ground-level dwellings? 			X
Do any fences and retaining walls create visual interest and enhance the pedestrian environment?	X		
Do parking lots have one shade tree per four parking stalls?		X	
Does the Landscape Architect's Landscape Water Conservation Report:	-	-	-
<ul style="list-style-type: none"> Meet the requirements for Landscape Water Budget calculations for the landscaped area? 	X		
<ul style="list-style-type: none"> Indicate how the development complies with or varies from the Landscape Water Conservation Guidelines? 	X		
<i>Landscape Water Conservation Guidelines</i>			
Are plants grouped into "hydro-zones" of high, medium, and low or unirrigated / unwatered areas?	X		
Does at least 25% of the total landscaped area require no irrigation / watering?	X		
Does at least 25% of the total landscaped area require low water use?	X		
Does at most 50% of the total landscaped area require medium or high-water use?	X		
Is mulch cover provided for shrubs and groundcover to reduce soil evaporation?	X		
Do water features such as pools and fountains use recirculated water systems?			X
Do landscape installation standards meet the requirements of the BC Landscape Standard and / or the Master Municipal Construction Document?	X		
Are the required written declarations signed by a qualified Landscape Architect?	X		
<i>Irrigation System Guidelines</i>			
Is the Irrigation Plan prepared by a Qualified Professional?	X		
Are irrigation circuits grouped into "hydro-zones" of high, medium, and low or unirrigated / unwatered areas consistent with the landscaping plan?	X		
Is drip or low volume irrigation used?	X		
Are the required written declarations signed by a qualified Certified Irrigation Designer?	X		
Crime prevention			
Are CPTED practices as related to landscaping, siting, form, and exterior design included in the design?			X
Are building materials vandalism resistant?		X	
Universal Accessible Design			
Is access for persons with disabilities integrated into the overall site plan and clearly visible from the principal entrance?	X		
Are the site layout, services, and amenities easy to understand and navigate?	X		

COMPREHENSIVE DEVELOPMENT PERMIT AREA	YES	NO	N/A
Lakeside Development			
Are lakeside open spaces provided or enhanced?			X
Are lake views protected?			X
Does lakeside development act as a transition between the lake and inland development?			X
Signs			
Do signs contribute to the overall quality and character of the development?	X		
Is signage design consistent with the appearance and scale of the building?	X		
Are signs located and scaled to be easily read by pedestrians?	X		
For culturally significant buildings, is the signage inspired by historical influences?			X
Lighting			
Does lighting enhance public safety?	X		
Is "light trespass" onto adjacent residential areas minimized?			X
Does lighting consider the effect on the façade, neighbouring buildings, and open spaces?			X
Is suitably scaled pedestrian lighting provided?			X
Does exterior street lighting follow the International Dark Sky Model to limit light pollution?	X		

Chapter 14: Urban Design Development Permits Areas

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6.o Application Chronology

Date of Application Received: June 4, 2021
Date Public Consultation Completed: August 18, 2021

Report prepared by: Wesley Miles, Planner Specialist
Reviewed by: Dean Strachan, Community Planning and Development Manager
Approved for Inclusion: Terry Barton, Development Planning Department Manager

Attachments:

Attachment A: Draft Development Permit DP21-0134
Schedule A: Site Plan
Schedule B: Elevations
Schedule C: Landscape Plan

ATTACHMENT A
This forms part of application
DP21-0134
Planner Initials **WM**
City of Kelowna
COMMUNITY PLANNING



Development Permit Permit DP21-0134

This permit relates to land in the City of Kelowna municipally known as:

3510 Spectrum Court

and legally known as:

Lot 17 Section 14 Township 23 ODYD Plan KAP82802

and permits the land to be used for the following development:

Industrial

The present owner and any subsequent owner of the above described land must comply with any attached terms and conditions.

Date of Council Decision

Decision By: COUNCIL

Issued Date:

Development Permit Area: Comprehensive Development Permit Area

This permit will not be valid if development has not commenced by January, 2024.

Existing Zone: CD15 – Airport Business Park

Future Land Use Designation: IND - Industrial

This is NOT a Building Permit.

In addition to your Development Permit, a Building Permit may be required prior to any work commencing. For further information, contact the City of Kelowna, Development Services Branch.

NOTICE

This permit does not relieve the owner or the owner’s authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Owner: Kelowna Motors Investments Ltd., Inc. No. BC 1281822

Applicant: Innocept Developments, Paul Passutto

Terry Barton
Development Planning Department Manager
Development Planning

Date

1. SCOPE OF APPROVAL

This Development Permit applies to and only to those lands within the Municipality as described above, and any and all buildings, structures and other development thereon.

This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit, noted in the Terms and Conditions below.

The issuance of a permit limits the permit holder to be in strict compliance with regulations of the Zoning Bylaw and all other Bylaws unless specific variances have been authorized by the Development Permit. No implied variances from bylaw provisions shall be granted by virtue of drawing notations that are inconsistent with bylaw provisions and that may not have been identified as required Variances by the applicant or Municipal staff.

2. CONDITIONS OF APPROVAL

- a) The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
- b) The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
- c) Landscaping to be provided on the land be in accordance with Schedule "C"; and
- d) The applicant be required to post with the City a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a Registered Landscape Architect.

This Development Permit is valid for two (2) years **from the date of Council approval**, with no opportunity to extend.

3. PERFORMANCE SECURITY

As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Developer and be paid to the Developer or his or her designate if the security is returned. The condition of the posting of the security is that should the Developer fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the Municipality may use enter into an agreement with the property owner of the day to have the work carried out, and any surplus shall be paid over to the property own of the day. Should the Developer carry out the development permitted by this Permit within the time set out above, the security shall be returned to the Developer or his or her designate. There is filed accordingly:

- a) An Irrevocable Letter of Credit in the amount of **\$ 20,623.00**

Before any bond or security required under this Permit is reduced or released, the Developer will provide the City with a statutory declaration certifying that all labour, material, workers' compensation and other taxes and costs have been paid.

5. INDEMNIFICATION

Upon commencement of the works authorized by this Permit the Developer covenants and agrees to save harmless and effectually indemnify the Municipality against:

- a) All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought, by reason of the Municipality said Permit.

All costs, expenses, claims that may be incurred by the Municipality where the construction, engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly in any way or to any degree, to construct, repair, or maintain.

**The PERMIT HOLDER is the CURRENT LAND OWNER.
Security shall ONLY be returned to the signatory of the
Landscape Agreement or their designates.**

AUGUST VEHICLE SERVICE FACILITY

PROJECT LEGAL DESCRIPTION:

LOT 17, SEC/ 14, TOWNSHIP 263, ODYD
PLAN KAP82802

PROJECT CIVIC ADDRESS:

3510 SPECTRUM COURT, KELOWNA, BC.

PROJECT LOCATION

SCHEDULE A
This forms part of application
DP21-0134

Planner Initials **WM**

City of **Kelowna**
COMMUNITY PLANNING



1 SITE LOCATION
NTS



CONSULTANTS

ARCHITECT

BLUEGREEN ARCHITECTURE INC.
100 - 1353 Ellis Street
Kelowna, BC V1Y 1Z9

Contact:
Wendy Rempel, Architect AIBC,
P: 236.420.3550
wrempel@bluegreenarch.com

LANDSCAPE

**OUTLAND DESIGN
LANDSCAPE ARCHITECTURE**
303 - 590 KLO Road,
Kelowna, BC V1Y 7S2

Contact:
Fiona Barton
P: 250.868.9270
fiona@outlanddesign.ca

DRAWING LIST

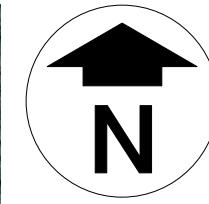
ARCHITECTURAL DRAWINGS

- A0.00 COVER / PROJECT INFO
- A0.01 SITE CONTEXT & PHASE 2 RENDERINGS
- A1.00 SITE PLAN & ZONING
- A2.00 MAIN FLOOR PLAN
- A2.01 2ND FLOOR / MEZZANINE PLAN
- A3.00 BUILDING ELEVATIONS & SIGNAGE
- A4.00 BUILDING SECTIONS & RENDERINGS

LANDSCAPE DRAWINGS

- L-1 CONCEPTUAL LANDSCAPE PLAN
- L-2 WATER CONSERVATION/IRRIGATION PLAN

PROJECT LOCATION



2 EXISTING BUILDING - PHASE 1, 3510 SPECTRUM COURT
SCALE: NTS



3 VIEW LOOKING EAST FROM SPECTRUM COURT
SCALE: NTS

1 PHOTO / PERSPECTIVE KEY
SCALE: NTS



4 VIEW LOOKING SOUTHWEST FROM HWY. 97
SCALE: NTS



5 VIEW LOOKING WEST FROM HWY. 97
SCALE: NTS



6 VIEW LOOKING WEST FROM HWY. 97
SCALE: NTS



7 PHASE 2 PERSPECTIVE OF WEST FACE
SCALE: NTS



8 PHASE 2 PERSPECTIVE OF WEST & SOUTH FACES
SCALE: NTS

PROJECT INFORMATION

LEGAL ADDRESS:
LOT 17, SEC/ 14, Township 263, ODYD
Plan KAP82802

CIVIC ADDRESS:
3510 Spectrum Court, Kelowna, BC.

ZONING INFORMATION

ZONING	CD-15 AIRPORT BUSINESS PARK - Industrial Uses	
	MINIMUM	ACTUAL
MINIMUM LOT WIDTH	40 m	105.68 m
MINIMUM LOT DEPTH	35 m	85.87 m
MINIMUM LOT AREA	4000 sm	10320.9 sm

TOTAL GROSS FLOOR AREA - Phase 2

Floor	Area (sq ft)	Area (sq m)
Main Floor		
Service / Wash (Industrial)	11022 sf	1023.9 sm
Car Club (Commercial)	5978 sf	555.4 sm
Subtotal Main Floor	17000 sf	1579.3 sm
2nd Floor		
Office (Industrial)	1105 sf	102.7 sm
Car Club (Commercial)	2312 sf	214.8 sm
Subtotal 2nd Floor	3417 sf	317.4 sm
Mezzanine (Industrial)	510 sf	47.4 sm
TOTAL	20927 sf	1944.1 sm

BUILDING AREAS FOR F.A.R. CALCULATIONS

Area	Area (sq ft)	Area (sq m)
Net Floor Area - Existing Building	20817.4 sf	1934.0 sm
Net Floor Area - Phase 2 (New)	20927.0 sf	1944.1 sm
TOTAL	41744.4 sf	3878.1 sm

DEVELOPMENT REGULATIONS - INDUSTRIAL

FLOOR AREA RATIO (FAR)

Ratio	Maximum	Actual
Total Net Floor Area / Lot Area	1 : 1.5	0.376

SETBACKS

Setback	Minimum (m)	Actual (m)	Notes
FRONT YARD	6 m	6 m	
SIDE YARD WEST (Adj. to commercial or indust.)	0 m	3.25 m	West - Exist. Bldg
SIDE YARD EAST (Adj. to commercial or indust.)	0 m	24.6 m	South - New Bldg.
SIDE YARD (Adj. to Flanking street)	4.5 m	N/A	
SETBACK FROM HWY 97 Property Line	7 m	16.98 m	
REAR YARD (Adj. to commercial or industrial)	0 m	3.2 m	North - Exist. Bldg.
REAR YARD (Adj. to other zones)	6 m	n/a	
REAR YARD (Adj. to Flanking street)	4.5 m	n/a	

BUILDING HEIGHT

Height	Maximum	Actual
4 storeys/18m	4 storeys/18m	2 storeys (9.14m)

LANDSCAPE BUFFERS

Buffer	Minimum (m)	Actual (m)	Notes
FRONT (Level 2)	3 m	1.5 m	Existing - Phase 1
REAR YARD (Level 3)	3 m	n/a	Existing - Phase 1
FLANKING (Level 2)	3 m	n/a	
SIDE YARD (Level 3) - West and South	3 m	3 m	
HIGHWAY 97 BUFFER (Level 4)	3 m	3 m	

PARKING INFORMATION

PARKING SUMMARY

Area	Sq. Ft.	Sq. m	Stalls	STALLS	
				Required	Provided
Main Floor					
office	1105	102.65	2.5 STALL PER 100 sm	2.6	
General Industrial	9945	923.89	1 STALL PER 100 sm	9.2	
Showroom/Display	5950	552.76	2.5 STALL PER 100 sm	13.8	
Subtotal	17000			25.6	
Mezzanine/2nd Floor					
Car Club	2312	214.78	2.5 STALL PER 100 sm	5.4	
Mezz/Office	1105	102.65	2.5 STALL PER 100 sm	2.6	
Storage	510	47.38	1 STALL PER 100 sm	0.5	
Subtotal	3927.0	364.818	SUBTOTAL STALLS	8.4	
				TOTAL STALLS	34.0

BICYCLE PARKING SUMMARY

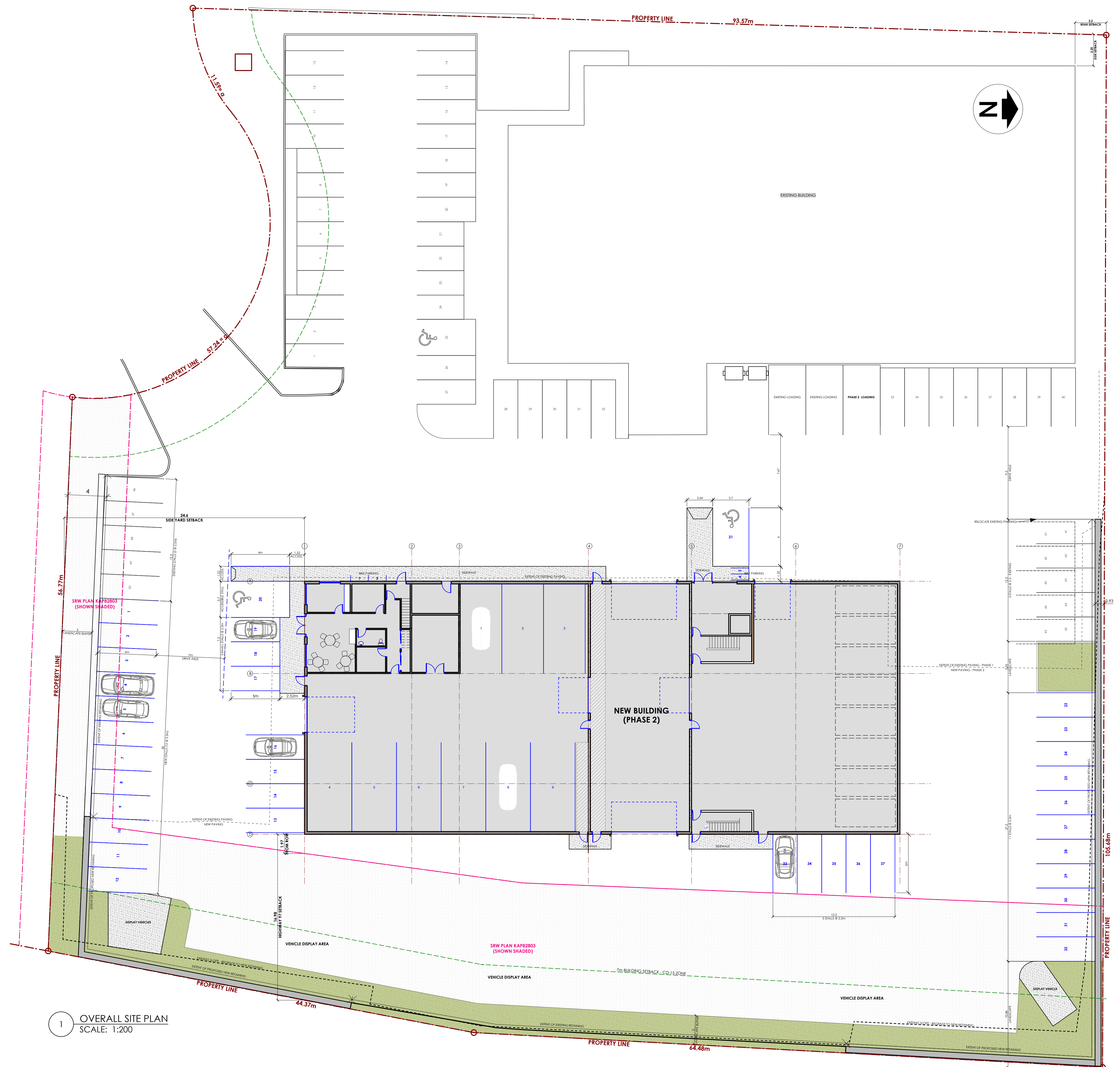
Proposed Bike Parking Calculations

Category	GFA (sm)	Stalls	Required	Provided
Industrial				
Long Term Parking	1174.0	@ 0.5 STALL PER 1000 sm	0.6	1
Short-Term Parking		@ 0 STALL PER 500 sm	0.0	0
Commercial				
Long Term Parking (Greater governs)	770.1	@ 1 STALL PER 500 sm	1.5	2
Short-Term Parking		@ 2 STALL PER Entrances (2)	4.0	4
		OR @ 1 STALL PER 750 sm	1.0	n/a

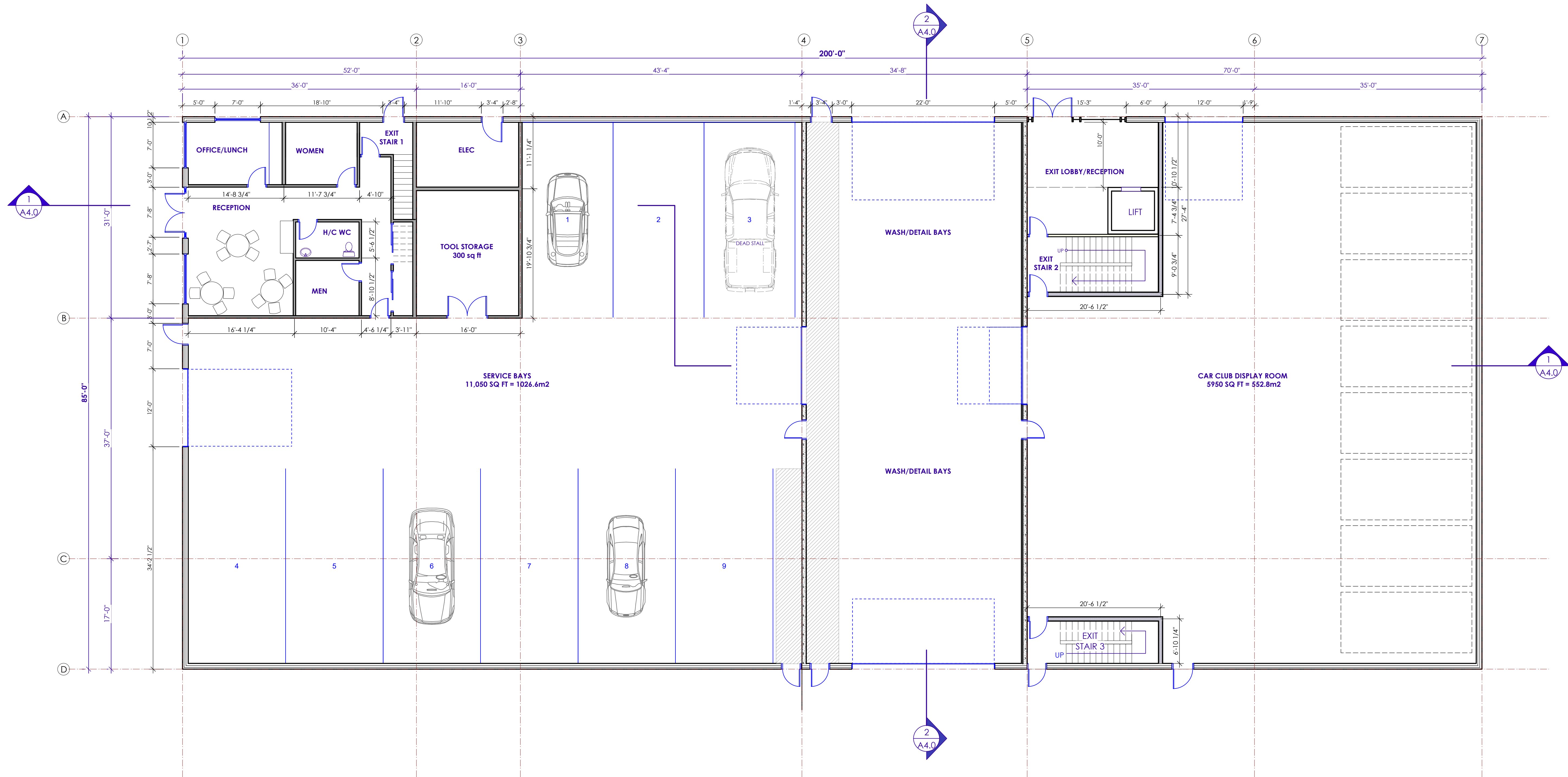
OFF-STREET LOADING SUMMARY

Phase	GFA (sm)	Stalls	LOADING STALLS	
			Required	Provided
Phase 2				
Total GFA - Phase 2	1944.12	@ 1 STALL PER 1900 sm	1.02	1

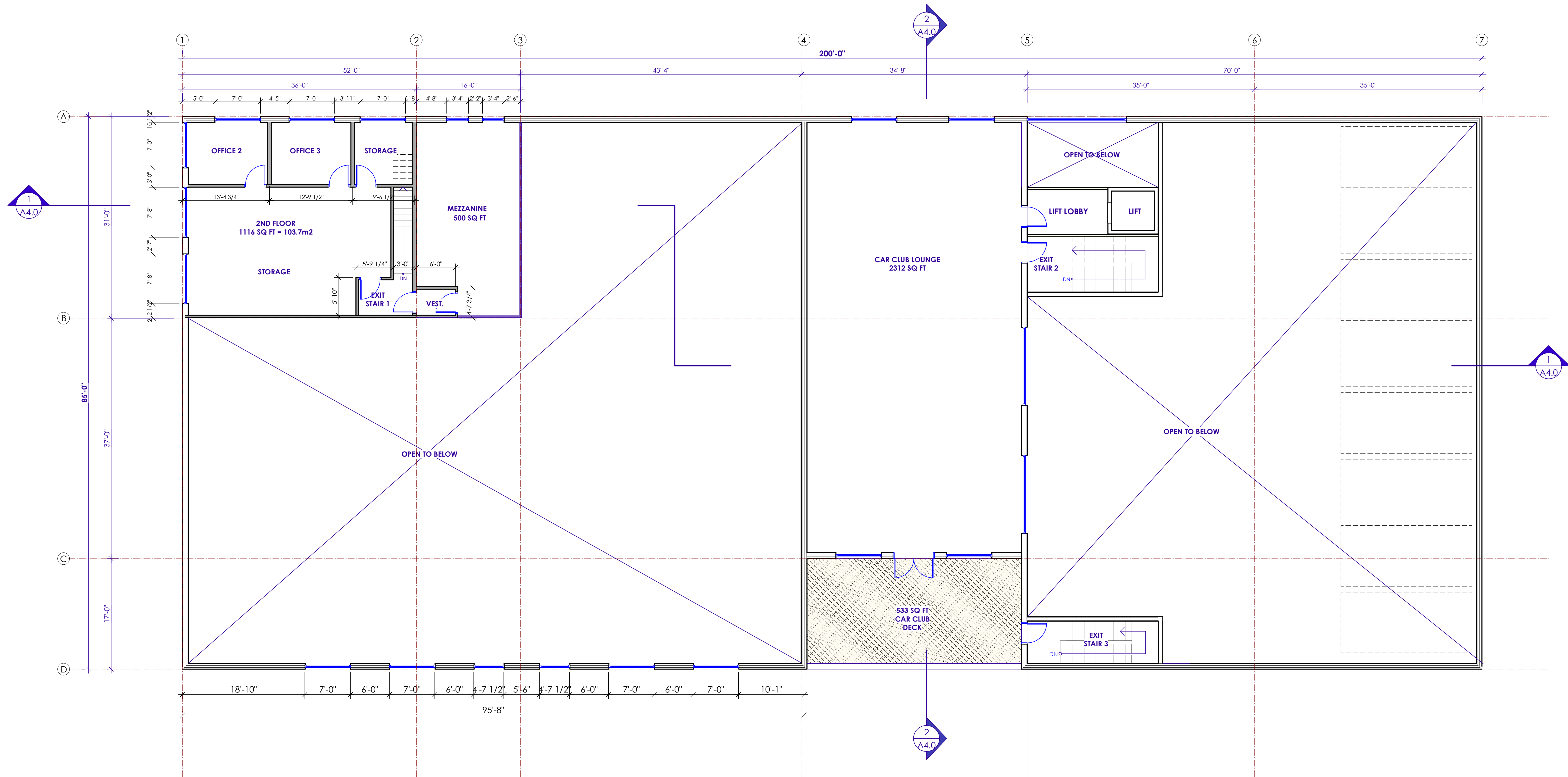
NOTE:
REFER TO LANDSCAPE PLAN FOR ALL
LANDSCAPING INFORMATION



1 OVERALL SITE PLAN
SCALE: 1:200



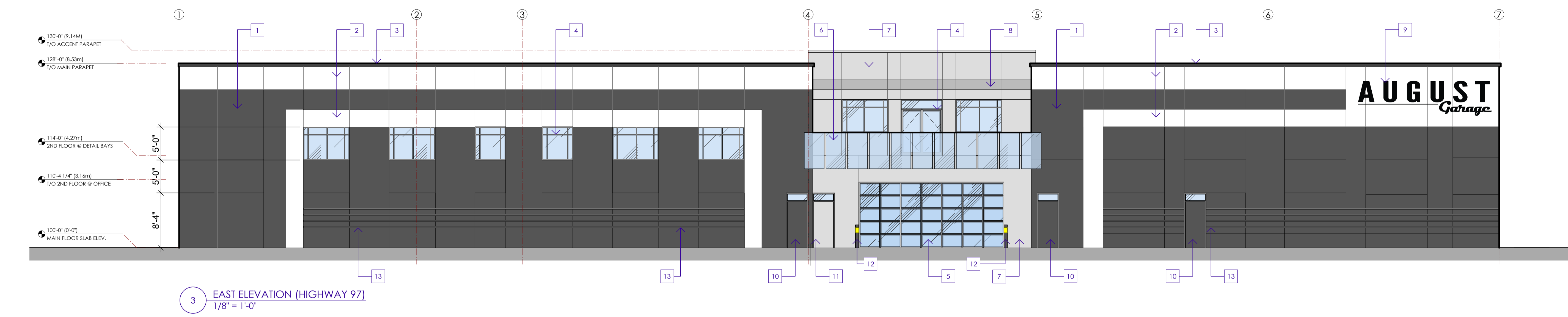
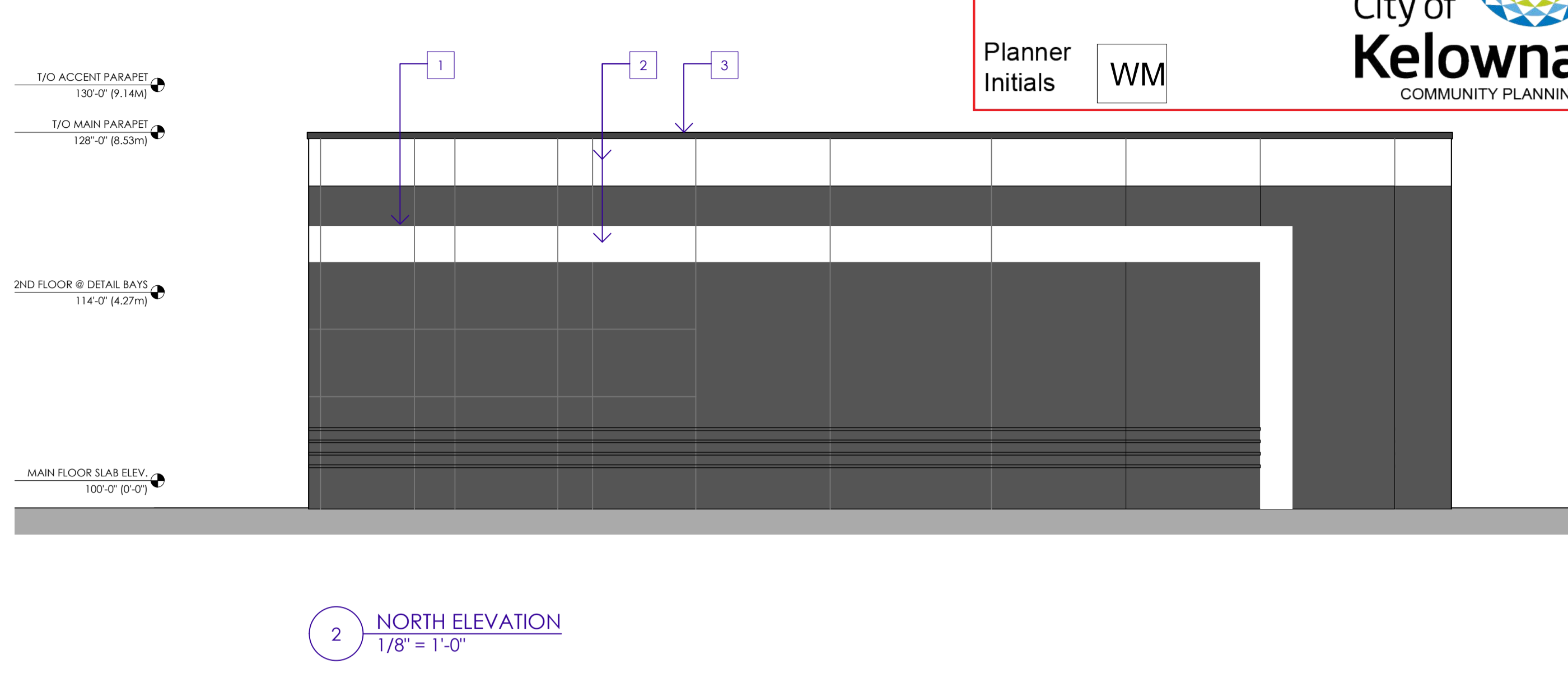
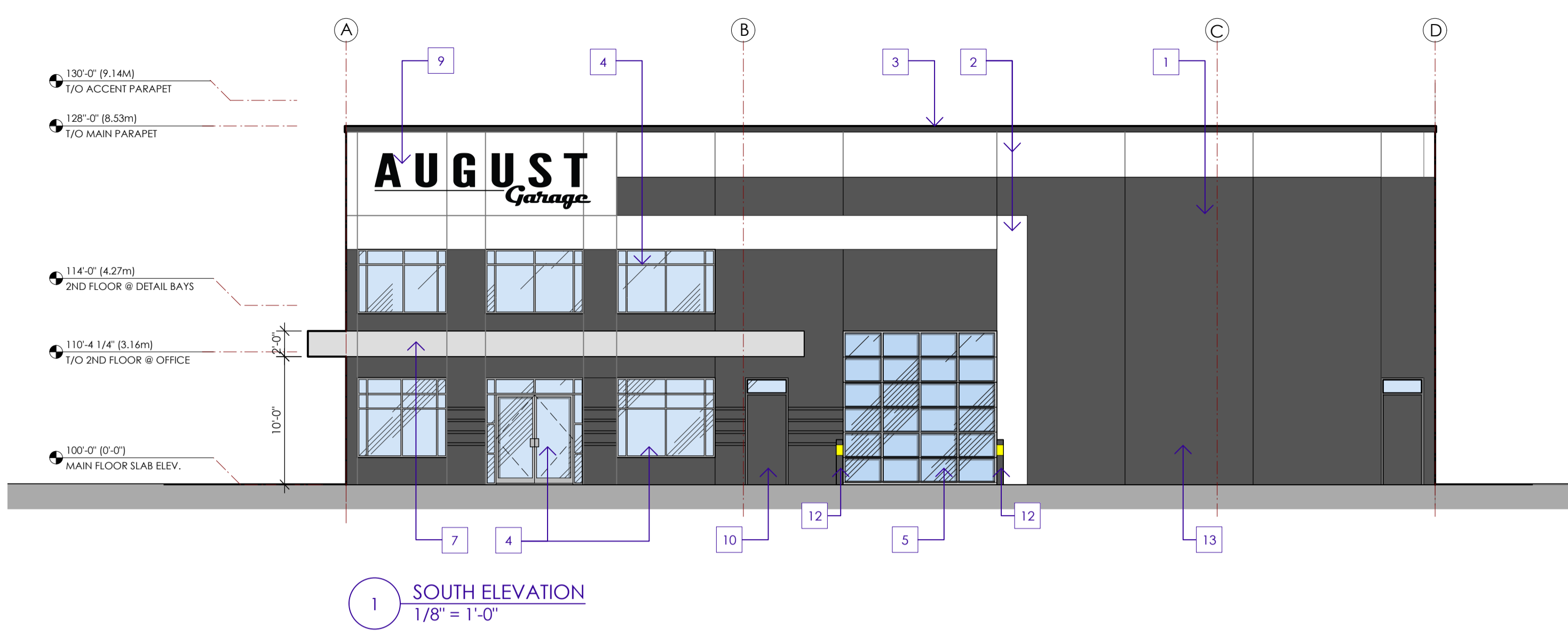
1 MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"



1 2ND FLOOR / MEZZANINE PLAN
SCALE: 1/8" = 1'-0"

EXTERIOR FINISH LEGEND:

1	MAIN COLOR 1 - PAINTED CONCRETE PANEL COLOR: Benjamin Moore "Black Ash" #0657
2	ACCENT COLOR - PAINTED CONCRETE PANEL COLOR: Benjamin Moore "Brilliant White" #0150
3	PRE-FINISHED METAL FLASHING AT PARAPET CASCADE METALS - MATT BLACK
4	STOREFRONT / CURTAINWALL GLAZING COLOR: CLEAR ANNOXIDIZED ALUMINIUM
5	PRE-FINISHED INSULATED O/H DOOR COLOR: GREY/SILVER W/ GLAZING PANELS
6	GLASS GUARD CLEAR GLASS
7	METAL PANEL WALL / METAL CANOPY COL: BRILLIANT SILVER METALLIC
8	ACCENT METAL PANEL WALL / METAL CANOPY COL: ANTHRACITE SILVER METALLIC
9	PAINTED SIGNAGE - REFER TO SIGNAGE PERMIT INFORMATION - A3.00
10	PAINTED STEEL MAIN DOOR AND FRAME COLOR: Benjamin Moore "Black Ash" #0657
11	PAINTED STEEL MAIN DOOR AND FRAME COLOR TO MATCH METAL PANEL - ITEM 7
12	PAINTED STEEL BOLLARD
13	CONCRETE REVEALS

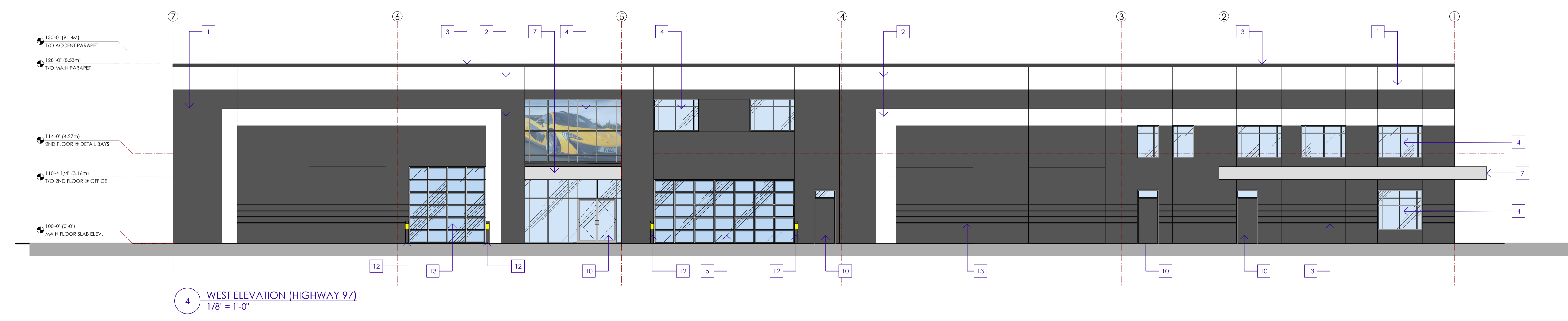


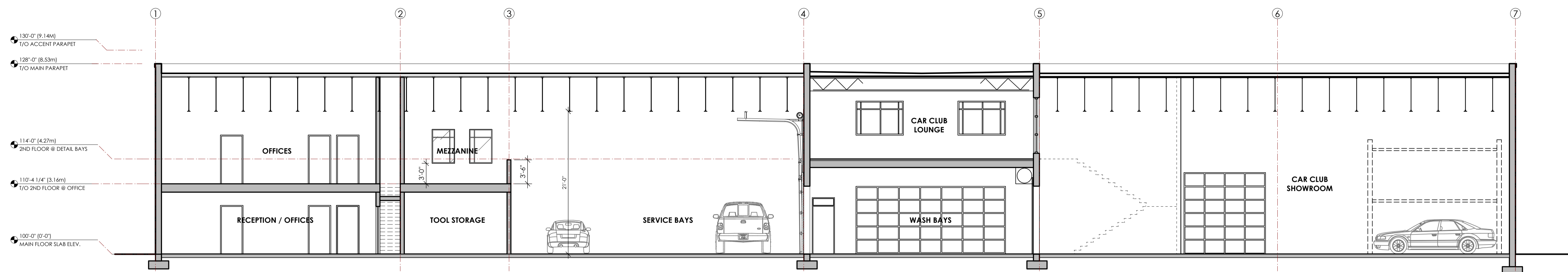
WALL SIGN - PERMIT INFORMATION



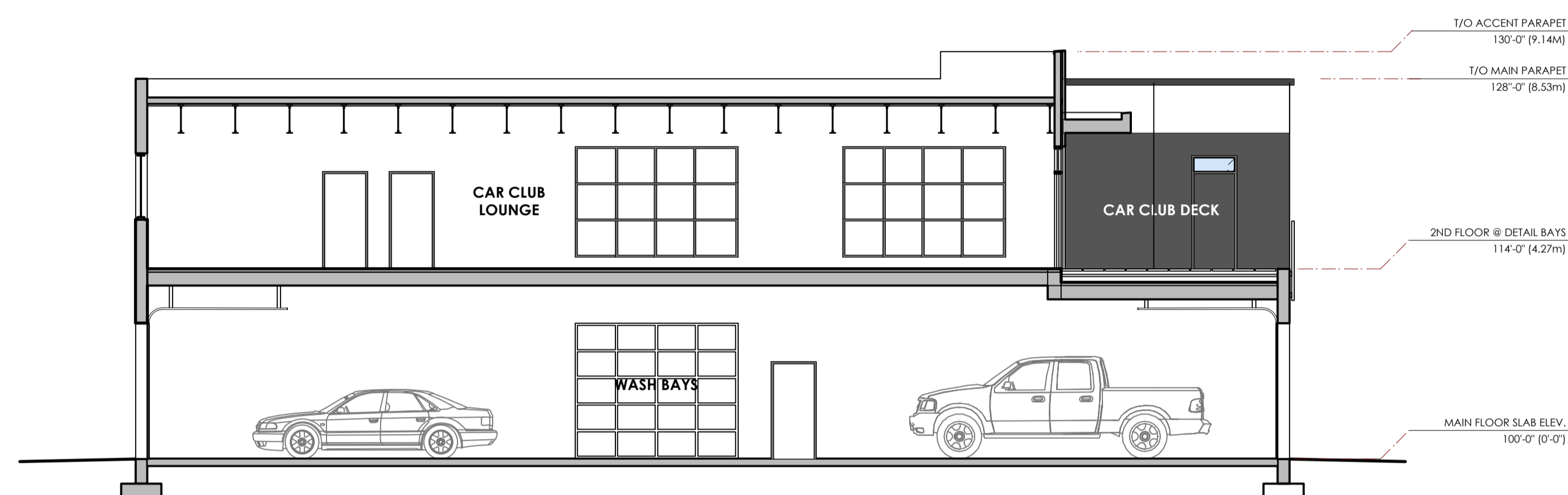
WALL SIGN - EAST FRONTAGE:
 PER SIGN BYLAW 11.530
 ALLOWABLE AREA: 1sq.m / 1lin. m OF FRONTAGE
 ACTUAL LIN. m OF FRONTAGE: 61m (200ft.)
 ALLOWABLE WALL SIGN AREA: 61 sq.m
 ACTUAL WALL SIGN AREA: 11.7 sq.m

WALL SIGN - SOUTH FRONTAGE:
 PER SIGN BYLAW 11.530
 ALLOWABLE AREA: 1sq.m / 1lin. m OF FRONTAGE
 ACTUAL LIN. m OF FRONTAGE: 25.9m (85ft.)
 ALLOWABLE WALL SIGN AREA: 25.9 sq.m
 ACTUAL WALL SIGN AREA: 11.7 sq.m





1 BUILDING SECTION
A2.00 1/8" = 1'-0"



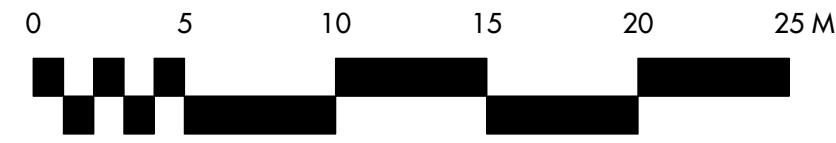
2 BUILDING SECTION
A2.00 1/8" = 1'-0"



3 PHASE 2 PERSPECTIVE EAST/NORTH FACES
A0.01 SCALE: NTS



4 PHASE 2 PERSPECTIVE SERVICE ENTRY (SW CORNER)
A0.01 SCALE: NTS



NOTES

1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED THE CANADIAN LANDSCAPE STANDARD.
2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATIC TIMED UNDERGROUND IRRIGATION SYSTEM.
3. TREE AND SHRUB BEDS TO BE DRESSED IN A MINIMUM 75mm WOOD MULCH, AS SHOWN IN PLANS. DO NOT PLACE WEED MAT UNDERNEATH TREE AND SHRUB BEDS.
4. TREE AND SHRUB BEDS TO RECEIVE A MINIMUM 300mm DEPTH TOPSOIL PLACEMENT.
5. TURF AREAS FROM SOD SHALL BE NO. 1 GRADE GROWN FROM CERTIFIED SEED OF IMPROVED CULTIVARS REGISTERED FOR SALE IN B.C. AND SHALL BE TOLERANT OF DROUGHT CONDITIONS. A MINIMUM OF 150mm DEPTH OF GROWING MEDIUM IS REQUIRED BENEATH TURF AREAS. TURF AREAS SHALL MEET EXISTING GRADES AND HARD SURFACES FLUSH.
6. SITE GRADING AND DRAINAGE WILL ENSURE THAT ALL STRUCTURES HAVE POSITIVE DRAINAGE AND THAT NO WATER OR LOOSE IMPEDIMENTS WILL BE DISCHARGED FROM THE LOT ONTO ADJACENT PUBLIC, COMMON, OR PRIVATE PROPERTIES.

PLANT LIST

BOTANICAL NAME	COMMON NAME	QTY	SIZE/SPACING & REMARKS
TREES			
GLEDITSIA TRIACANTHOS 'HARVE'	NORTHERN ACCLAIM HONEYLOCUST	7	6cm CAL.
PINUS FLEXILIS 'VANDERWOLF'S PYRAMID'	VANDERWOLF'S PINE	3	1.5m HT.
SHRUBS			
CORNUS SERICEA 'KELSEY'	KELSEY DWARF DOGWOOD	50	#02 CONT. /0.75M O.C. SPACING
RIBES ALPINUM	ALPINE CURRANT	12	#02 CONT. /1.5M O.C. SPACING
SYRINGA X 'SMNJRPI'	BOOMERANG DWARF PINK	33	#02 CONT. /1.0M O.C. SPACING
PERENNIALS, GRASSES & GROUNDCOVERS			
HEMEROCALLIS 'BETTER RUM'	DAYLILY 'BETTER RUM'	22	#01 CONT. /0.6M O.C. SPACING
PENNISETUM ALOPECUROIDES 'LITTLE BUNNY'	FOUNTAIN GRASS 'LITTLE BUNNY'	23	#01 CONT. /0.6M O.C. SPACING

SCHEDULE C

This forms part of application # DP21-0134

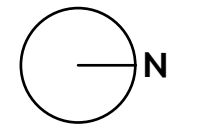
Planner Initials **WM**

City of Kelowna
COMMUNITY PLANNING



OUTLAND DESIGN
LANDSCAPE ARCHITECTURE

303-590 KLO Road
Kelowna, BC V1Y 7S2
T (250) 868-9270
www.outlanddesign.ca



PROJECT TITLE
3510 SPECTRUM COURT

Kelowna, BC

DRAWING TITLE
CONCEPTUAL LANDSCAPE PLAN

ISSUED FOR / REVISION

1	21.05.27	Review
2		
3		
4		
5		

PROJECT NO. 21-010

DESIGN BY FB

DRAWN BY MC

CHECKED BY FB

DATE MAY 27, 2021

SCALE 1:250

PAGE SIZE 24"x36"

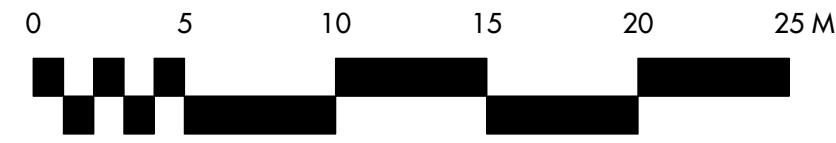
SEAL



DRAWING NUMBER

L1/2

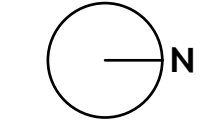
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WATER CONSERVATION CALCULATIONS
 LANDSCAPE MAXIMUM WATER BUDGET (WB) = 214 cu.m. / year
 ESTIMATED LANDSCAPE WATER USE (WU) = 119 cu.m. / year
 WATER BALANCE = 95 cu.m. / year
 *REFER ATTACHED IRRIGATION APPLICATION FOR DETAILED CALCULATIONS

- IRRIGATION NOTES**
- IRRIGATION PRODUCTS AND INSTALLATION METHODS SHALL MEET OR EXCEED THE REQUIREMENTS OF THE WATER USE REGULATION BYLAW NO. 10480 AND THE SUPPLEMENTARY SPECIFICATIONS IN THE CITY OF KELOWNA BYLAW 7900 (PART 6, SCHEDULE 5).
 - THE IRRIGATION SYSTEM SHALL MEET THE REQUIREMENTS, REGULATIONS, AND BYLAWS OF THE WATER PURVEYOR.
 - THE IRRIGATION SYSTEM SHALL BE EQUIPPED WITH AN APPROVED BACKFLOW PREVENTION DEVICE, WATER METER, AND SHUT OFF VALVE LOCATED OUTSIDE THE BUILDING ACCESSIBLE TO THE CITY.
 - AN APPROVED SMART CONTROLLER SHALL BE INSTALLED. THE IRRIGATION SCHEDULING TIMES SHALL UTILIZE A MAXIMUM ET VALUE OF 7" / MONTH (KELOWNA JULY ET), TAKING INTO CONSIDERATION SOIL TYPE, SLOPE, AND MICROCLIMATE.
 - DRIP LINE AND EMITTERS SHALL INCORPORATE TECHNOLOGY TO LIMIT ROOT INTRUSION.
 - IRRIGATION SLEEVES SHALL BE INSTALLED TO ROUTE IRRIGATION LINES UNDER HARD SURFACES AND FEATURES.
 - IRRIGATION PIPE SHALL BE SIZED TO ALLOW FOR A MAXIMUM FLOW OF 1.5m /SEC.
 - A FLOW SENSOR AND MASTER VALVE SHALL BE CONNECTED TO THE CONTROLLER AND PROGRAMMED TO STOP FLOW TO THE SYSTEM IN CASE OF AN IRRIGATION WATER LEAK.

- IRRIGATION LEGEND**
- ZONE #1:** HIGH EFFICIENCY SUBSURFACE DRIP IRRIGATION FOR MODERATE WATER USE PLANTING AREAS
 TOTAL AREA: 137 sq.m.
 MICROCLIMATE: EASTERN EXPOSURE, PARTIALLY SHADED BY TREES
 ESTIMATED ANNUAL WATER USE: 46 cu.m.
 - ZONE #2:** HIGH EFFICIENCY SUBSURFACE DRIP IRRIGATION FOR MODERATE WATER USE PLANTING AREAS
 TOTAL AREA: 191 sq.m.
 MICROCLIMATE: EASTERN EXPOSURE, PARTIALLY SHADED BY TREES
 ESTIMATED ANNUAL WATER USE: 64 cu.m.
 - ZONE #3:** HIGH EFFICIENCY SUBSURFACE DRIP IRRIGATION FOR MODERATE WATER USE PLANTING AREAS
 TOTAL AREA: 29 sq.m.
 MICROCLIMATE: NORTHWEST EXPOSURE, PARTIALLY SHADED BY A TREE
 ESTIMATED ANNUAL WATER USE: 10 cu.m.



PROJECT TITLE
3510 SPECTRUM COURT

LOCATION
 Kelowna, BC

DRAWING TITLE
**WATER CONSERVATION/
 IRRIGATION PLAN**

ISSUED FOR / REVISION

NO.	DATE	REVISION
1	21.05.27	Review
2		
3		
4		
5		

PROJECT NO. 21-010
 DESIGN BY FB
 DRAWN BY MC
 CHECKED BY FB
 DATE May 27, 2021
 SCALE 1:250
 PAGE SIZE 24"x36"

SEAL



DRAWING NUMBER

L2/2

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DP21-0134

3510 Spectrum Court

Development Permit Application



Proposal

- ▶ To consider the form and character of an industrial development to accommodate automotive sales and vehicle services

Development Process

June 4, 2021

Development Application Submitted

Staff Review & Circulation

Aug 18, 2021

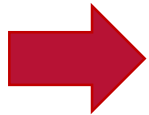
Public Notification Received

Jan 17, 2022

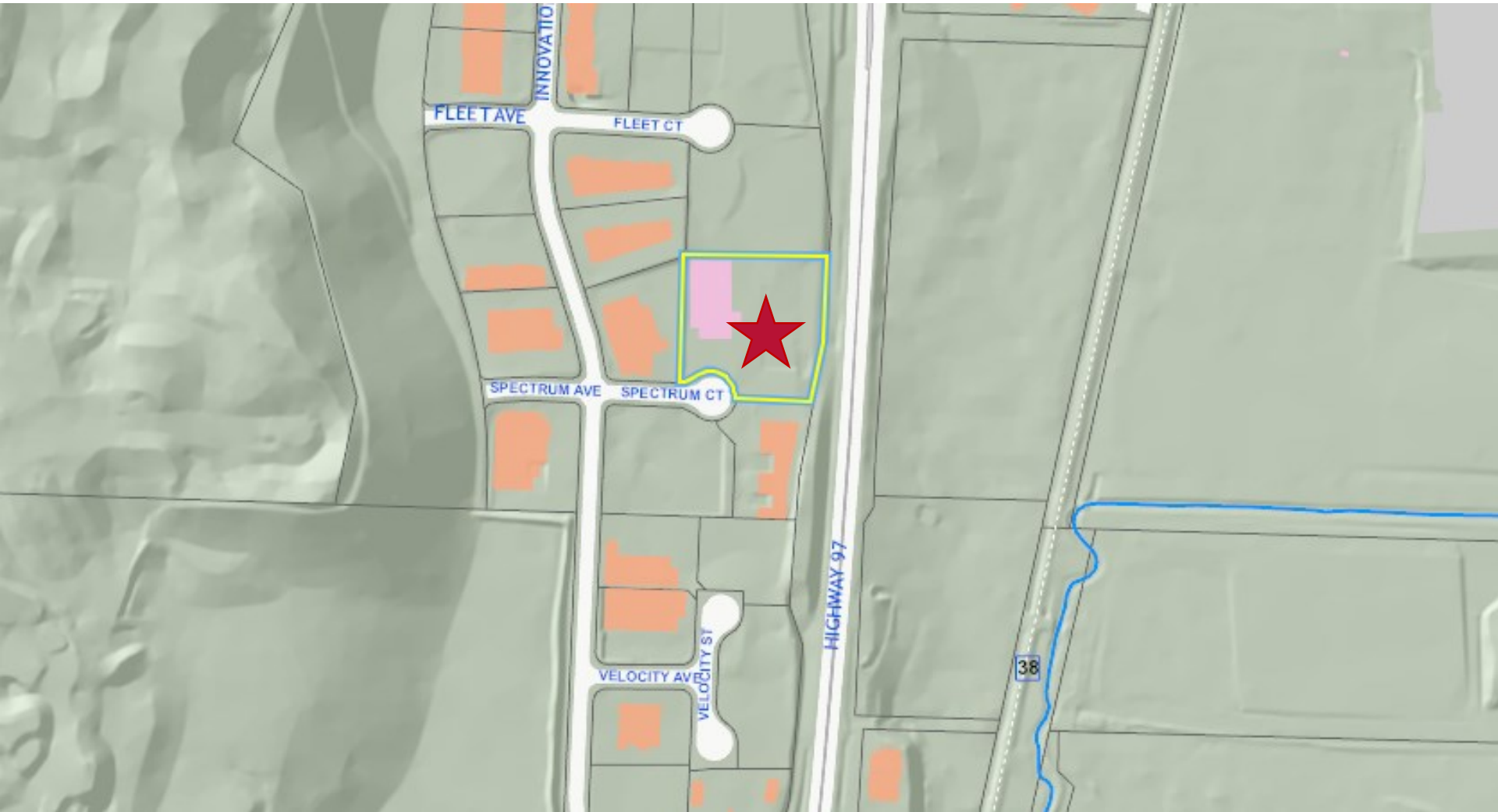
Council Consideration

Council Approval

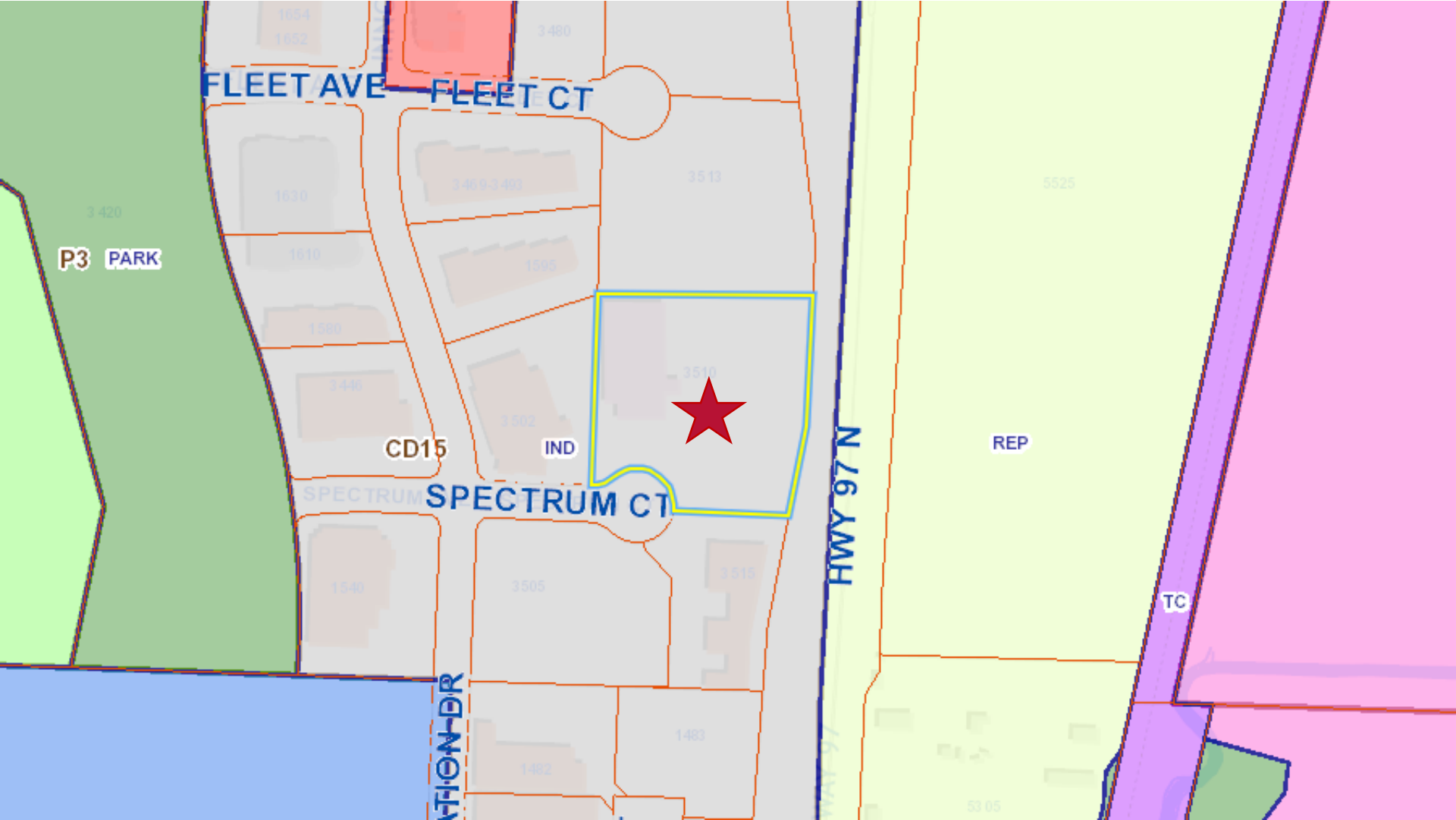
Building Permit



Context Map



OCP Future Land Use / Zoning



Subject Property Map



Project Details

- ▶ The proposed amendments will allow for automotive sales and a proposed vehicle service building.
- ▶ The building will have 15 service bays, detail/wash bays, interior display/showroom, and a lounge/club facility. The proposed building is two storeys, with a gross floor area of just over 20,000 ft².
- ▶ No Variances proposed at this time.

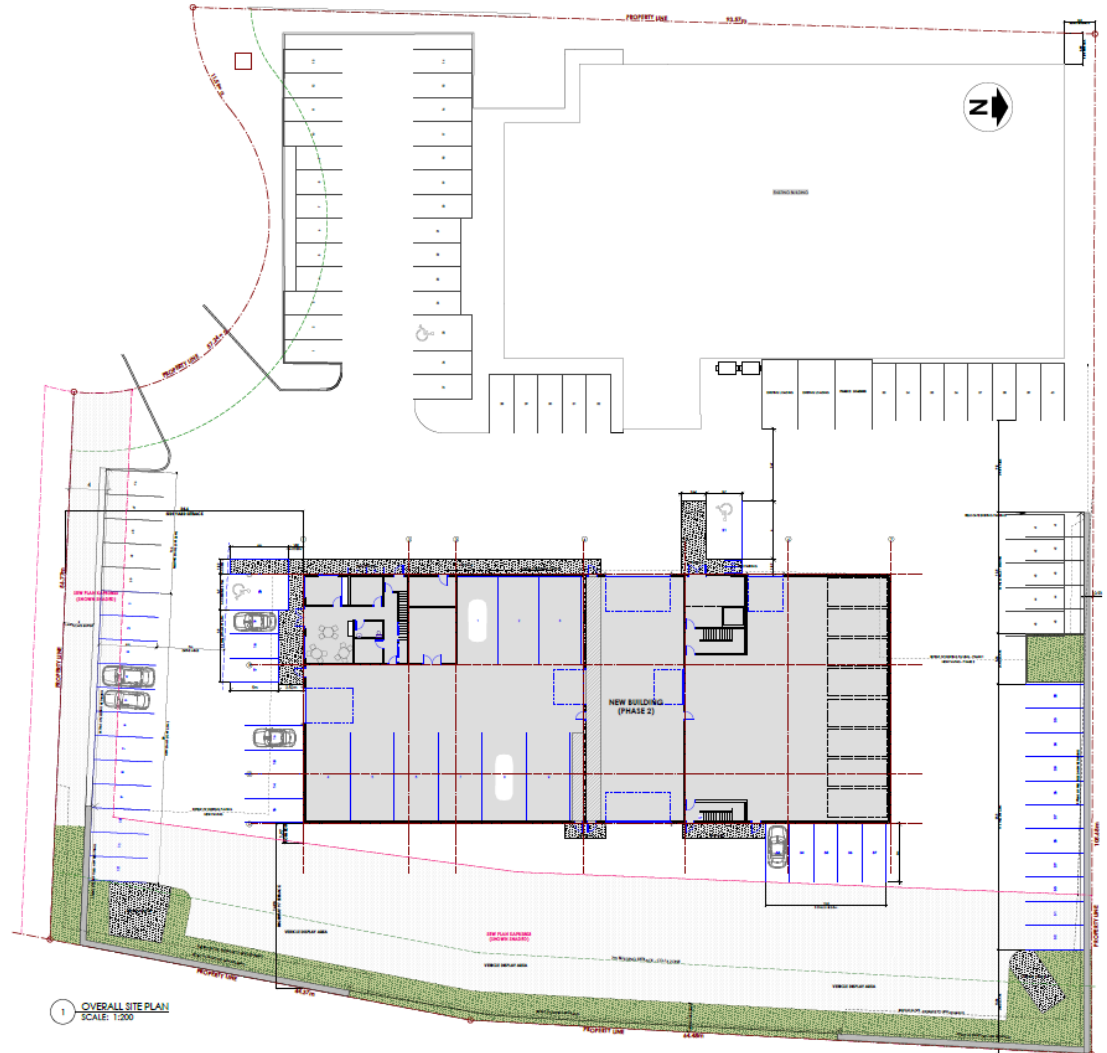
Site Plan and Renderings



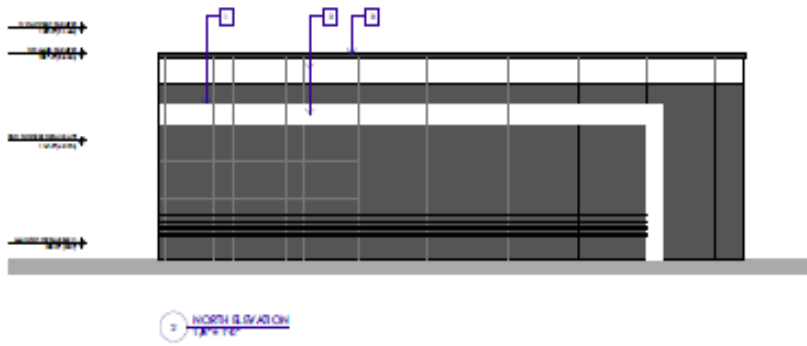
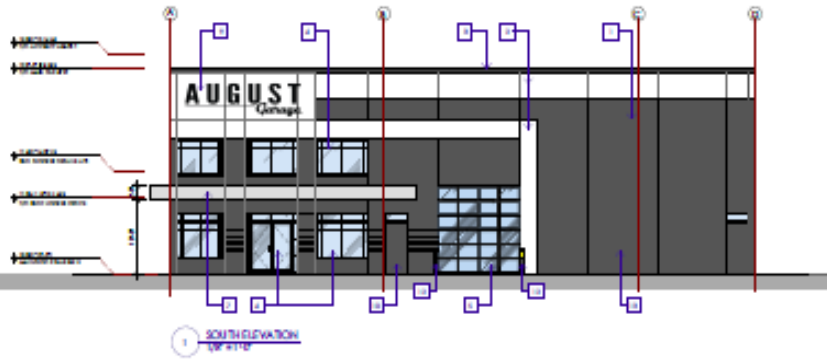
3 PHASE 2 PERSPECTIVE EAST/NORTH FACE
SCALE: NIS



4 PHASE 2 PERSPECTIVE SERVICE ENTRY (SW CORNER)
SCALE: NIS

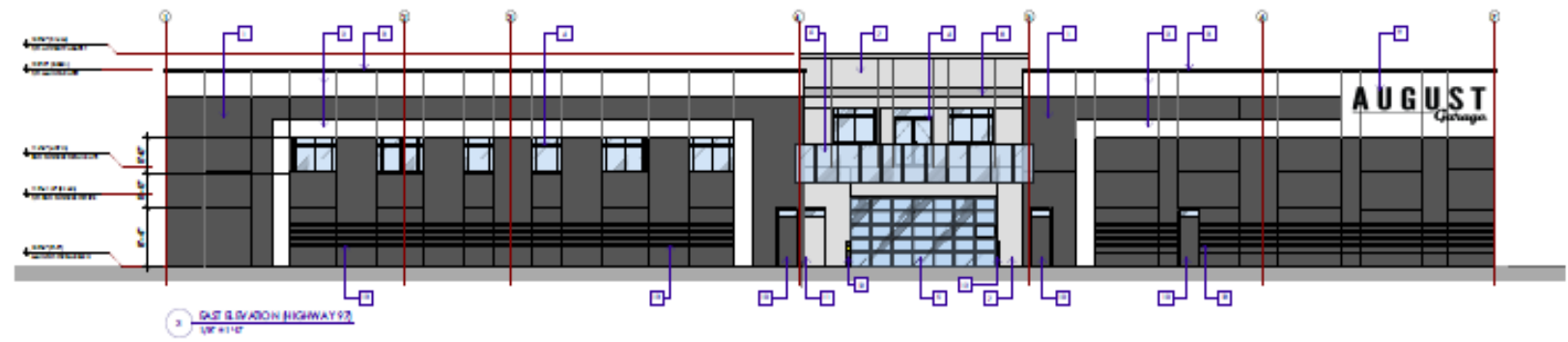


Elevations



WALL SIGN - FINISH INFORMATION

1	PAINTED - DARK GREY COLOR FROM FINISH SCHEDULE SECTION
2	PAINTED - LIGHT GREY COLOR FROM FINISH SCHEDULE SECTION
3	PAINTED - WHITE COLOR FROM FINISH SCHEDULE SECTION
4	PAINTED - DARK GREY COLOR FROM FINISH SCHEDULE SECTION
5	PAINTED - LIGHT GREY COLOR FROM FINISH SCHEDULE SECTION
6	PAINTED - WHITE COLOR FROM FINISH SCHEDULE SECTION
7	PAINTED - DARK GREY COLOR FROM FINISH SCHEDULE SECTION
8	PAINTED - LIGHT GREY COLOR FROM FINISH SCHEDULE SECTION
9	PAINTED - WHITE COLOR FROM FINISH SCHEDULE SECTION
10	PAINTED - DARK GREY COLOR FROM FINISH SCHEDULE SECTION
11	PAINTED - LIGHT GREY COLOR FROM FINISH SCHEDULE SECTION
12	PAINTED - WHITE COLOR FROM FINISH SCHEDULE SECTION
13	PAINTED - DARK GREY COLOR FROM FINISH SCHEDULE SECTION
14	PAINTED - LIGHT GREY COLOR FROM FINISH SCHEDULE SECTION
15	PAINTED - WHITE COLOR FROM FINISH SCHEDULE SECTION



WALL SIGN - FINISH INFORMATION

WALL SIGN - FINISH INFORMATION

PAINTED - DARK GREY COLOR
FROM FINISH SCHEDULE SECTION

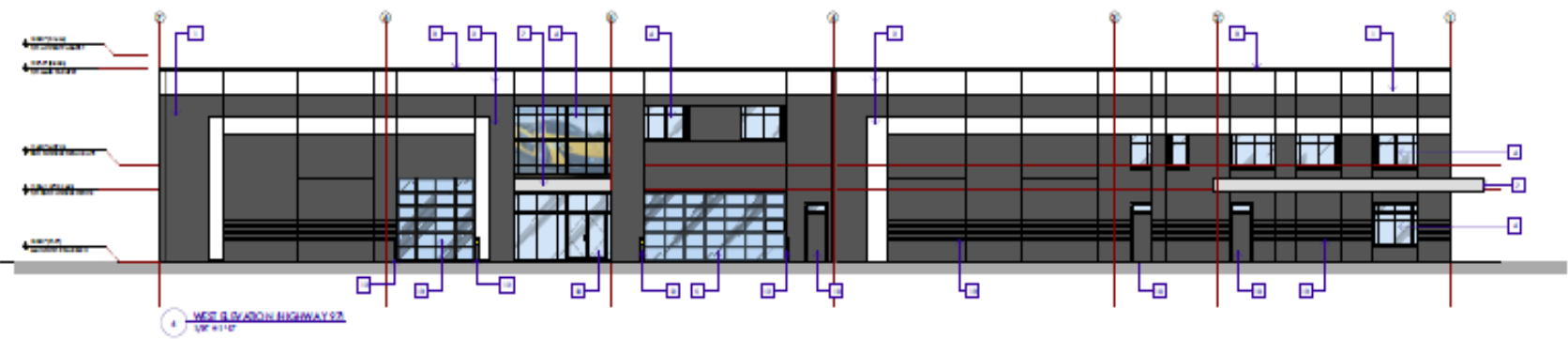
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FROM FINISH SCHEDULE SECTION

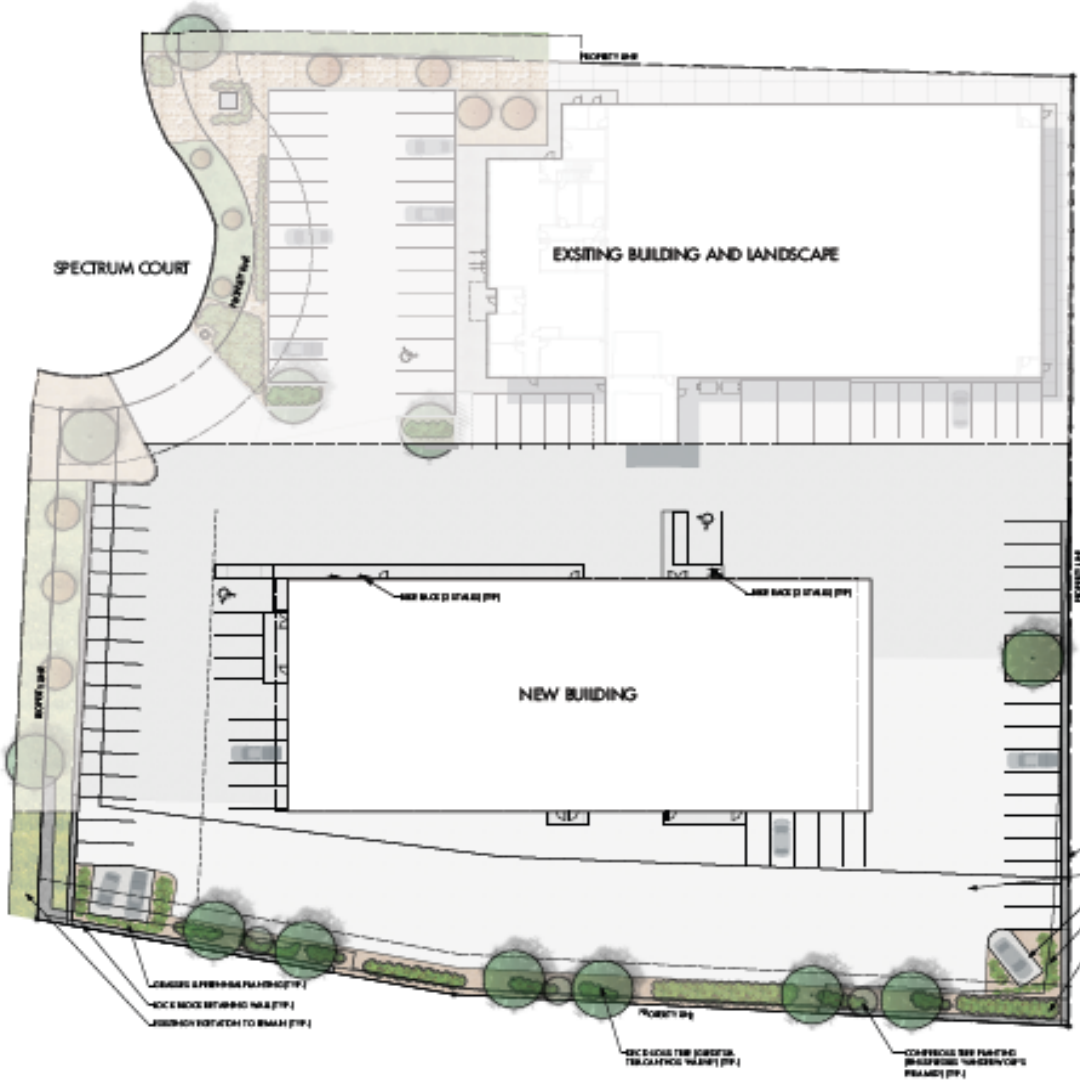
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FROM FINISH SCHEDULE SECTION

PAINTED - LIGHT GREY COLOR
FROM FINISH SCHEDULE SECTION

PAINTED - WHITE COLOR
FROM FINISH SCHEDULE SECTION



Landscape Plan



- NOTES**
1. PLANT MATERIAL AND CONSTRUCTION METHODOLOGY MUST BE REVIEWED BY THE GRADING AND SITEWORK ENGINEER.
 2. ALL EXISTING AND NEW PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENVER'S LANDSCAPE DESIGN AND CONSTRUCTION MANUAL.
 3. THE LANDSCAPE DESIGN SHALL BE REVIEWED BY THE CITY OF DENVER'S LANDSCAPE DESIGN AND CONSTRUCTION ENGINEER.
 4. THE LANDSCAPE DESIGN SHALL BE REVIEWED BY THE CITY OF DENVER'S LANDSCAPE DESIGN AND CONSTRUCTION ENGINEER.
 5. THE LANDSCAPE DESIGN SHALL BE REVIEWED BY THE CITY OF DENVER'S LANDSCAPE DESIGN AND CONSTRUCTION ENGINEER.
 6. THE LANDSCAPE DESIGN SHALL BE REVIEWED BY THE CITY OF DENVER'S LANDSCAPE DESIGN AND CONSTRUCTION ENGINEER.

PLANT LIST

SYMBOL NAME	COMMON NAME	QTY	REVISED SPECIFICATIONS
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	7	4.0m DBH
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	3	1.5m DBH
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	10	1.5m DBH
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	20	1.5m DBH
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	20	1.5m DBH
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	20	1.5m DBH
NEW CORNUS FLORIDA (S) STRIP (PP)	HOOP PINE	20	1.5m DBH

Staff Recommendation

- ▶ Staff recommend **support** for the development permit application
 - ▶ Consistent with OCP Design Guidelines; and
 - ▶ Integrated well into existing site



Conclusion of Staff Remarks

CITY OF KELOWNA

BYLAW NO. 12297

Z21-0082

444 Sarsons Road

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 19 District Lot 167, ODYD, Plan 8049 located on Sarsons Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 1st day of November, 2021.

Public Hearing waived by the Municipal Council this 1st day of November, 2021.

Read a second and third time by the Municipal Council this 22nd day of November, 2021.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: January 17, 2022
To: Council
From: City Manager
Subject: Cultural Facilities Master Plan
Department: Active Living and Culture

Recommendation:

THAT Council receives, for information, the report from Active Living and Culture dated January 17, 2022, regarding the Cultural Facilities Master Plan;

AND THAT Council endorses the Cultural Facilities Master Plan, as attached to the report from Active Living and Culture dated January 17, 2022;

FURTHER THAT Council directs staff to report back with periodic progress updates on the plan’s implementation through the bi-annual Cultural Plan Report Card.

Purpose:

To present Council with the Cultural Facilities Master Plan for endorsement.

Previous Council Resolution

Resolution	Date
THAT Council receives for information the report from the Cultural Services Manager dated April 19, 2021, regarding the Cultural Facilities Master Plan community engagement summary; AND THAT Council approves in principle the proposed preliminary Cultural Facilities Master Plan key recommendations as outlined in the report from the Cultural Services Manager, dated April 19, 2021, to support the further development of the plan.	4/19/2021

The 2020-2025 Cultural Plan sets community priorities for the enhancement of cultural vitality and community spaces. The Cultural Facilities Master Plan (CFMP) goes further to explore how municipally-owned cultural facilities are used throughout the city in support of cultural programming, the opportunities and challenges related to municipally-owned cultural facilities and what next steps are needed to enhance Kelowna’s cultural space to meet current and future needs.

The purpose of the CFMP is to:

- assess cultural facility usage within Kelowna, primarily municipally-owned cultural facilities, based on the facility size, characteristics, usage, capacity, condition and demand;
- provide a description of the local creative sector’s spatial needs and address strategies for optimizing existing space or providing more space;
- provide recommendations to assist the City’s prioritization and decision-making process about individual municipal facilities and the collective inventory;
- highlight common trends and examples from across Canada that are applicable to the City of Kelowna and cultural facility usage; and
- support the review and development of future City plans, processes and initiatives including the development of the comprehensive Strategic Facility Master Plan.

The CFMP focuses on areas where municipal investment is likely or highly likely and where it is determined that the City of Kelowna would have the largest positive impact on the creative sector overall. The CFMP focuses on cultural facilities, however, is not intended to act in isolation of other City plans, processes and initiatives that are in place, being reviewed or developed.

The process used in the development of the Cultural Facilities Master Plan included:



Following the April 19, 2021 Report to Council, staff conducted further engagement to affirm that the CFMP would meet the needs of the diverse stakeholders involved. This engagement included:

- three facilitated presentations for creative sector stakeholders and community members to learn more and provide comment;
- distribution of the draft materials through the Arts and Culture newsletter to approximately 2,500 subscribers with an invitation for feedback;
- inclusion of the draft CFMP material on kelowna.ca with an opportunity to provide feedback;
- presentation and invitation for feedback to each of the three Boards of Directors of the municipally-owned cultural facilities;

- open-house style display held at the Rotary Centre for the Arts through June 2021; and
- numerous presentations and discussions with City of Kelowna staff from a variety of departments.

The feedback gathered was used to fine-tune the preliminary Key Recommendations, Action Steps and develop the Key Initiatives Table and success criteria.

Discussion:

Stakeholder Highlights - What we Heard

The results of the 43 interviews and numerous follow-up conversations were used to generate a stronger understanding of the creative sector and the primary facility needs of Kelowna's cultural organizations. The results of this engagement made up the focus of the report to Council on April 19 and are included in the preliminary section of the plan.

Municipally-owned Cultural Facilities

The City of Kelowna has six municipally-owned cultural facilities including the Kelowna Community Theatre, Kelowna Art Gallery, Rotary Centre for the Arts, Okanagan Heritage Museum, Okanagan Military Museum and the Laurel Packinghouse.

Each facility has their own history, amenities and service to the community. In addition to developing an understanding of the building specifications, accessibility, investment and community feedback, a formal Building Condition Assessment & Replacement Reserve Study was completed on all municipally-owned cultural facilities in June 2021 and a summary for each facility is provided in the CFMP.

Examples in Action from Across Canada

In consideration of the needs identified in the previous sections, a review of how other municipalities are handling related challenges was conducted. Key areas that were determined to have relevance and offer important considerations for Kelowna include:

- investment prioritization;
- co-location of cultural facilities;
- partnerships building; and
- delivering culture across civic facilities.

Exploring Prioritization

The purpose of a prioritization tool would be to guide the assessment of capital investment requests, determine their respective merits and eventually rank projects in relation to other capital improvement needs and services provided by the City. The process for prioritizing investment should be based on principles of transparency and fairness and the results should be implementable and presented to stakeholders in a timely manner.

A prioritization tool requires an evidence-based analysis of the current and future state, strategic alignment, need for investment and financial implications. Developed through conversations with internal and external stakeholders, the CFMP provides a starting point for creating a prioritization tool to guide facility investment for the City of Kelowna. A prioritization tool will be further explored as part of the upcoming Strategic Facilities Master Plan.

Key Recommendations & Action Steps

Resulting from community engagement and best practice review, five key recommendations make up the framework for the development of action items to address facility needs in the creative sector.

The action items below are addressed in the context of cultural facilities. It is understood that many of the action items must be developed in coordination with broader City plans, processes and initiatives, some of which are underway or planned to begin soon.

Key Recommendation 1: Building capacity within community organizations

Action 1: Provide grant support to community organizations to conduct feasibility studies that demonstrate their facility needs now and into the future.

Action 2: Develop an approach to measuring and communicating the impacts that cultural facilities have on Kelowna's social, cultural, environmental and economic conditions.

Action 3: Support capacity building of local organizations through ongoing educational opportunities and financial support for projects that enhance long-term sustainability and financial security.

Key Recommendation 2: Implement a prioritization tool

Action 4: Work collaboratively to develop, implement and publicly communicate an assessment tool to prioritize capital investment in facilities and facility development.

Key Recommendation 3: Rethink how community space can be created

Action 5: Develop opportunities for the professional exhibition of art within municipally-owned facilities and spaces.

Action 6: Establish the civic plaza, Art Walk extension and cultural amenity space within the development at 350 Doyle Avenue.

Action 7: Include the needs of the creative sector in the planning, redevelopment and construction of civic facilities and outdoor spaces.

Action 8: Evaluate vacant city-owned heritage assets for opportunities to enhance space availability for community programming.

Key Recommendation 4: Ongoing investment in existing facilities

Action 9: Increase investment in Facilities Asset Management, including the ongoing maintenance, repairs, renewals and accessibility upgrades of municipally-owned facilities.

Action 10: Clarify repair and maintenance responsibilities in the lease and operating agreements with cultural facility operators.

Action 11: Establish appropriate reserves for future cultural facility capital needs and development.

Key Recommendation 5: Reimagine what's possible with innovative approaches

Action 12: Explore the role of the municipality in fundraising campaigns, sponsorship, advertising and philanthropy for facility development and renewal.

Action 13: Investigate models that engage new partnerships and enhance future cultural facility development.

Implementation

The successful implementation of the CFMP will require a cross-departmental approach to the completion of multiple initiatives that support each of the 13 Action Steps. A Key Initiatives Table contained within the report highlights upcoming major projects that are considered to advance the CFMP's key recommendations and action steps. Each project identifies the appropriate City Department that will lead, the estimated timeline and intended source of funding. The completion of each initiative will continue to move the needle towards the realization of our local creative sector's space needs.

While the key initiatives span over several years, the success of the implementation will be measured by considering the outcomes that will result over the short, medium and long-term through ongoing commitment to the Key Recommendations and Action Steps included in the plan.

Outcome Evaluation

Successful implementation of the CFMP will result in several positive outcomes for the creative sector. In the short term, it is anticipated that the community will see:

- increased investments made in cultural facility renewal and development through public and private sector support;
- the implementation of a City of Kelowna prioritization tool;
- establishment of facility reserve funds for municipally-owned cultural facilities;
- clarity in relation to available spaces for cultural programming;
- creation of a Creative Hub at 350 Doyle, including a civic plaza and Art Walk extension;
- consultation of the local creative sector through appropriate planning processes;
- the successful adaptive re-use of City-owned heritage assets; and
- the development of a long-term facility asset management strategy.

With continued commitment, the outcomes over the medium and long term would see additional space for cultural programming, the needs of the creative sector reflected in broader City plans and well-maintained cultural facilities that continue to meet the changing needs of the community. A more extensive list of medium- and long-term outcomes are provided within the CFMP.

Implementation of the CFMP will be measured and reported through the bi-annual Cultural Plan Report Card.

Conclusion:

In summary, the Cultural Facilities Master Plan provides action items that build on foundational aspects of facility development that need to be addressed before commitment to the construction of new facilities can be achieved. The key recommendations and action items in the plan are about working collaboratively with our community to understand specific needs, support sustainability of those delivering services in our community, strengthen our own processes for investment prioritization, rethink where space can be created, and make meaningful investments in amplifying existing spaces. This plan will encourage staff and facility operators to be innovative in resolving longstanding facility challenges and capitalize on opportunities as they present themselves. It is through this long-term and ongoing commitment to facility renewal and development, in the context of all City priorities, that we can establish a road map for future space provision.

Internal Circulation:

Building Services
Communications
Parks & Buildings Planning
Partnerships Office
Long Range Policy Planning

Considerations applicable to this report:*Existing Policy:*

- Cultural Policy No. 274
- 2020-2025 Cultural Plan
- 2017 Cultural Spaces Report

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Financial/Budgetary Considerations
External Agency/Public Comments
Communications Comment:

Submitted by: C. McWillis, Cultural Services Manager

Approved for inclusion: JG

cc:

Attachments:

Cultural Facilities Master Plan Report



Cultural Facilities Master Plan

Contents

- 2 Executive Summary
- 6 Building on a strong foundation
- 12 What We Heard
- 14 Kelowna's Municipally-owned Cultural Facilities
 - 14 Kelowna Community Theatre
 - 19 Kelowna Art Gallery
 - 23 Rotary Centre for the Arts
 - 29 Kelowna Museums Society
 - 30 Okanagan Heritage Museum
 - 34 Okanagan Military Museum
 - 37 Laurel Packinghouse
- 41 Examples in Action from Across Canada
 - 42 Co-location of Cultural Organizations
 - 44 Partnership Building
 - 46 Delivering Culture Across Civic Facilities
 - 48 Investment Prioritization
- 50 Exploring Prioritization
- 54 Key Recommendations and Action Steps
- 62 Appendices
- 65 Bibliography



We acknowledge that our community is located
on the traditional, ancestral, unceded territory of
the syilx/Okanagan People.



Executive Summary



The *Cultural Facilities Master Plan* (CFMP) builds on prior efforts to strengthen the City's commitment to cultural facility development, including the *2020-2025 Cultural Plan* and the *Creative Spaces Report* (May 2017). The CFMP explores how facilities throughout the city are used in support of cultural programming, the opportunities and challenges related to City-owned cultural facilities and what steps are needed to enhance Kelowna's cultural spaces to meet current and future needs.

The purpose of the CFMP is to:

- Assess cultural facility usage within Kelowna, primarily City-owned cultural facilities, based on facility size, characteristics, usage, capacity, condition and demand;
- Provide a description of the local creative sector's spatial needs and address strategies for optimizing existing space or providing more space;
- Provide recommendations to assist the City's prioritization and decision-making process about individual municipal facilities and the collective inventory;
- Highlight common trends and examples from across Canada that are applicable to the City of Kelowna and cultural facility usage; and
- Support the review and development of future city plans, processes and initiatives including the development of the comprehensive Strategic Facilities Master Plan.

The CFMP and its recommendations focus on areas where municipal investment is likely or highly likely and where it is determined that the City of Kelowna can have the largest overall positive impact on the creative sector.

Stakeholder Highlights

The results of the 43 interviews and follow-up conversations (where necessary) were used to generate a stronger understanding of the creative sector and the primary facility needs of Kelowna's cultural organizations. Some key highlights from this engagement include:

- **Over half (56 per cent) of interviewees perceived their respective facility or facilities to be in good or excellent condition.** Thirty per cent indicated that their facilities were in fair condition and 12 per cent said that their facilities were in poor condition.
- From the space needs identified, **storage, performance, admin/office, studio/creator and program/service**, emerge as the top priorities to support ongoing operations.
- While only 14 per cent of interviewees indicated they have surplus space in their current facility, **nearly all (96 per cent) were willing to consider some form of co-location.**
- **Nearly half (49 per cent) identified that the greatest threats to keeping their space(s) were rent increases and affordability.**
- **63 per cent indicated they are planning to stay and maintain their current facility**, 9 per cent would like to expand their existing facility, 7 per cent would like to redevelop their existing facility and 5 per cent would like to develop a new facility.

Explore stakeholder engagement in more detail in the "What We Heard" section of the plan.

Facilities

Kelowna has six municipally-owned cultural facilities including the Kelowna Community Theatre, Kelowna Art Gallery, Rotary Centre for the Arts, Okanagan Heritage Museum, Okanagan Military Museum and Laurel Packinghouse; each with their own history, amenities and service to the community. In addition to the building specifications, accessibility, investment and community feedback, a formal *Building Condition Assessment & Replacement Reserve Study* was completed on all municipally-owned cultural facilities in June 2021.

Examples in Action

A review of how several other municipalities are handling cultural facility challenges was conducted. Examples from Oakville, Regina, Vancouver, Saskatoon, St. Catharines, Ottawa, Hamilton, Richmond, Surrey and Coquitlam resulted in the identification of four key practices that are relevant to Kelowna's situation including co-location of cultural organizations, partnership building; delivering culture across civic facilities; and investment prioritization.

Exploring the Idea of Prioritization

The purpose of a prioritization tool would be to assist in the assessment of capital investment requests, determine their respective merits and eventually rank projects in relation to other capital improvement needs and services provided by the City. The process for prioritizing investment should be based on principles of transparency and fairness and the results should be implementable and presented to stakeholders in a timely manner.

A prioritization tool requires an evidence-based analysis of the current and future state, strategic alignment, need for investment and financial implications. Developed through conversations with internal and external stakeholders, the CFMP provides a starting point for creating a prioritization tool to guide facility investment for the City of Kelowna. A prioritization tool will be further explored as part of the development of the upcoming Strategic Facilities Master Plan.

Key Recommendations and Action Steps:

Five key recommendations and 13 action steps were developed to guide future cultural facility support and development and create the framework for future initiatives.

1 Key Recommendation 1: Building capacity within community organizations

Action 1: Provide grant support to community organizations to conduct feasibility studies that demonstrate their facility needs now and into the future.

Action 2: Develop an approach to measuring and communicating the impacts that cultural facilities have on Kelowna's social, cultural, environmental and economic conditions.

Action 3: Support capacity building of local organizations through ongoing educational opportunities and financial support for projects that enhance long-term sustainability and financial security.

2 Key Recommendation 2: Implement a prioritization tool

Action 4: Work collaboratively to develop, implement and publicly communicate an assessment tool to prioritize capital investment in facilities and facility development.

3 Key Recommendation 3: Rethink how community space can be created

Action 5: Develop opportunities for the professional exhibition of art within municipally-owned facilities and spaces.

Action 6: Establish the civic plaza, Art Walk extension and cultural amenity space within the development at 350 Doyle Avenue.

Action 7: Include the needs of the creative sector in the planning, redevelopment and construction of civic facilities and outdoor spaces.

Action 8: Evaluate vacant city-owned heritage assets for opportunities to enhance space availability for community programming.

4 Key Recommendation 4: Ongoing investment in existing facilities

Action 9: Increase investment in Facilities Asset Management, including the ongoing maintenance, repairs, renewals and accessibility upgrades of municipally-owned facilities.

Action 10: Clarify repair and maintenance responsibilities in the lease and operating agreements with cultural facility operators.

Action 11: Establish appropriate reserves for future cultural facility capital needs and development.

5 Key Recommendation 5: Reimagine what's possible with innovative approaches

Action 12: Explore the role of the municipality in fundraising campaigns, sponsorship, advertising and philanthropy for facility development and renewal.

Action 13: Investigate models that engage new partnerships and enhance future cultural facility development.

Implementation

The successful implementation of the CFMP will require a cross-departmental approach to the completion of multiple initiatives that support each of the 13 action steps.

The Key Initiatives Table highlights upcoming major projects that are considered to advance the CFMP's key recommendations and action steps. The completion of each initiative included in this table will continue to move the needle towards the realization of our local creative sector's space needs.

Outcome Evaluation

Successful implementation of the CFMP will be measured and reported during the bi-annual Cultural Plan Report Card.

Cultural facility development is not the responsibility of a single division or department within the City of Kelowna and no one initiative will resolve the multiple space challenges faced by the creative sector in Kelowna. It is through a long-term and ongoing commitment to facility renewal and development, in the context of all City priorities, that we can establish a road map for future space provision.

Building on a strong foundation



Cultural facilities are integral to the success of a vibrant creative sector in Kelowna. They provide locations for programs and services that benefit people from all demographics of our population, are venues for community-building and contribute significantly to the City of Kelowna’s social and economic priorities.

The *Cultural Facilities Master Plan* (CFMP) builds on prior efforts to strengthen the City’s commitment to cultural facility development, including the *2020-2025 Cultural Plan* and the *Creative Spaces Report* (May 2017). The CFMP explores how facilities throughout the city are used in support of cultural programming, the opportunities and challenges related to City-owned cultural facilities and what steps are needed to enhance Kelowna’s cultural spaces to meet current and future needs.

Why invest in culture?

Culture connects people and keeps our city vibrant. Investment in cultural infrastructure boosts a community's social capital while generating social, economic and health benefits.



In Kelowna, the appreciation for cultural offerings is evident as cultural events are attended by approximately 1.5 million people each year. Over 416,000 of these attendees patronize our key municipally-owned cultural facilities including the Kelowna Community Theatre, Rotary Centre for the Arts, Kelowna Art Gallery, Okanagan Heritage Museum, Okanagan Military Museum and Laurel Packinghouse, which are all located within Kelowna's Cultural District.

“Facilities are the places where arts and culture happen. Healthy facilities, artistic capability, organizations and finances are the four hallmarks of a thriving arts and culture sector. Despite their importance, facilities are the most under-resourced component of arts operations”

– ArtsBuild Ontario, *Why Creative Spaces Matter* | ArtsBuild Ontario

One of the key goals established by *Imagine Kelowna* is to “Create great public spaces that bring people together. We need great public gathering places like parks, plazas and community centres where people can meet and connect with others.” Investment in the development and maintenance of our cultural infrastructure will ensure that our residents continue to have places where they can connect with each other, while contributing to our local economy.

In 2020, the City invested \$23.75 per capita into cultural programs and initiatives. This includes \$1.42 million through operating agreements with operators of Kelowna's major cultural facilities and an additional \$625,000 in cultural programming delivered by a variety of non-profit professional and amateur arts organizations. These amounts do not include investment in infrastructure or maintenance of facilities.

The value of investing in cultural facilities and the resulting cultural offerings, was identified in The House of Commons Report of the Standing Committee on Canadian Heritage (2018), which says that support for the next generation of cultural spaces is essential. The committee concluded that infrastructure is needed both to create new cultural hubs and districts and to ensure long-term sustainability and growth.

The economic impact of culture

An economic impact assessment of Kelowna's creative sector was completed in July 2019. The report demonstrates the sector's significant impact on the local economy and further substantiates the value of investing in culture.

Key Highlights

- Kelowna's creative sector more than doubled in size from 2009 to 2018. The direct economic output in 2018 was \$339 million.
- 1.5 million people per year, or just over an average of 4,000 people per day, attend some type of cultural facility or event.
- 3,168 full-time employees work in the creative sector, up from 1,279 in 2009.
- 60 per cent of those working in the creative sector are self-employed.
- In 2018 alone, 380,000 volunteer hours were contributed to arts, culture and heritage organizations.
- There were 626 creative sector establishments in 2018, up from 342 in 2009.
- The creative sector saw income growth of 43 per cent from 2009-2018.

The full report can be found at: kelowna.ca/culture.

According to Statistics Canada’s Cultural Satellite Account, Kelowna’s creative sector contributes \$185 million to B.C.’s culture GDP, accounting for 2.35 per cent of the provincial total.

Continued investment in our cultural infrastructure is essential to support the rapidly growing creative sector and support the growth of Kelowna’s cultural capital. When we invest in culture, we generate social and economic benefits for our community.

Purpose and process

The purpose of the CFMP is to:

- Assess cultural facility usage within Kelowna, primarily City-owned cultural facilities, based on facility size, characteristics, usage, capacity, condition and demand;
- Provide a description of the local creative sector’s spatial needs and address strategies for optimizing existing space or providing more space;
- Provide recommendations to assist the City’s prioritization and decision-making process about individual municipal facilities and the collective inventory;
- Highlight common trends and examples from across Canada that are applicable to the City of Kelowna and cultural facility usage; and
- Support the review and development of future city plans, processes and initiatives including the development of the comprehensive Strategic Facilities Master Plan.

The process to complete the report is illustrated below:



Developed concurrently with the *2020-2025 Cultural Plan* and the *Creative Sector Economic Impact Assessment*, the recommendations of this Plan are based on:

- one-on-one interviews with leaders from 43 of Kelowna’s cultural organizations;
- numerous follow-up interviews and fact checking with major facility operators;
- feedback gathered during the Cultural Plan community engagement;
- third party facility condition assessment reports completed on municipally-owned cultural facilities;
- a review of cultural facility actions taken in communities of a similar size that are experiencing similar challenges; and
- cross-departmental discussions within the City of Kelowna.

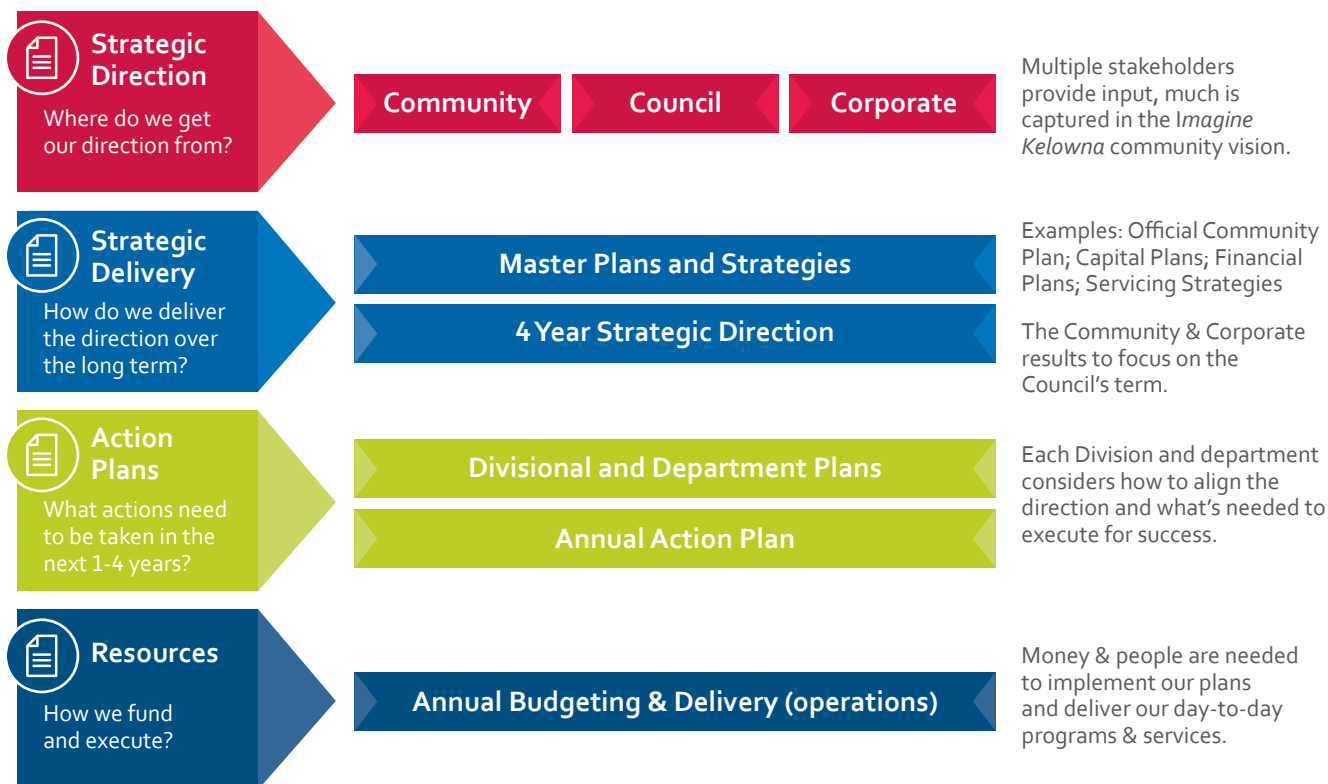
It still has its limits

While the CFMP covers a lot of ground, it is not all inclusive. This plan does not:

- provide an in-depth accounting of the space needs of individual artists in our community. Instead, it is based primarily on the needs of local non-profit arts and culture organizations that serve artists;
- provide a review of for-profit facilities or include specific facility needs of the for-profit creative sector;
- consider municipally-owned heritage assets;
- consider the City of Kelowna Public Art collection or future public art commissions; or
- consider the prioritization of cultural facilities within the context of larger City of Kelowna infrastructure needs except to identify that this is necessary. The broader prioritization will be considered in the future as part of a Strategic Facilities Master Plan covering all civic facilities.

The CFMP and its recommendations focus on areas where municipal investment is likely or highly likely and where it is determined that the City of Kelowna can have the largest overall positive impact on the creative sector.

An Ecosystem of Plans



Imagine Kelowna

The *Imagine Kelowna* community vision summarizes what residents envision our community to look like by 2040. It describes the desired future state through four vision statements:

We want a community that:

- Puts people first
- Values its history
- Encourages curiosity and creativity
- Recognizes the changing roles of individuals, businesses, governments and community organizations

Imagine Kelowna also outlines four principles (connected, smarter, responsible, collaborative) and 14 goals. The vision and principles are higher-level, while the goals articulate more specific policy directions. The Imagine Kelowna vision, alongside input from City Council and the Senior Leadership Team, provides the strategic direction for the City.

To learn more about Imagine Kelowna, visit kelowna.ca/imaginekelowna.

Official Community Plan (OCP)

The OCP is the primary tool that local governments use to guide the long-term growth of their communities. In Kelowna, the OCP sets out the vision, strategies and objectives for 20 years of growth.

The OCP knits together policy from a wide range of areas, including public art, cultural and heritage facilities and spaces, neighbourhoods and landscapes, into a growth strategy that sets the City on a path towards its desired long-term vision.

As a high-level, long-term policy document, the OCP is a powerful tool that is grounded in the community's vision for the future as it pertains to growth management.

To learn more about the OCP, visit kelowna.ca/ocp.

Civic Precinct Plan

The *Civic Precinct Plan* is the overarching planning document that guides the long-term redevelopment of key sites in the Civic Precinct area, including the Kelowna Community Theatre, City Hall parking lot and Memorial Arena. The Civic Precinct Plan was endorsed by Council in 2016 following extensive community engagement.

To learn more about the Civic Precinct Plan, visit kelowna.ca.

2020-2025 Cultural Plan

The *2020-2025 Cultural Plan* sets community priorities for the enhancement of cultural vitality and community spaces over the next five years. The plan is designed to set a course for the creative sector to provide accessible, diverse and inclusive experiences, use resources effectively, leverage opportunities and be innovative and forward thinking. The Cultural Plan also highlights the value of partnerships and cooperation to advance the Plan as a collective community.

Many components of the Cultural Plan will be advanced within the action steps of the CFMP and there is a direct connection to the theme area of "Spaces." Specifically, Goal 3 of the Cultural Plan is "Optimize existing spaces" and Goal 4 is "Commit to developing new facilities."

To learn more about the Cultural Plan, visit kelowna.ca/culture.

Strategic Facilities Master Plan – Coming soon!

This plan will look at the strategic management of the City of Kelowna’s publicly owned assets over the next twenty years with the goal of maintaining and improving services that residents rely on. The plan will take into account the City of Kelowna’s anticipated population and demographic growth trends along with changes in services, standards and practices, building codes and the wear and tear that the facilities experience on a daily basis.

The Strategic Facilities Master Plan will create a framework to invest in and manage our facilities through maintenance, life cycle replacement, renovation and redevelopment. The document will aim to reflect the work and input that staff, consultants and residents will provide, believing that the quality of life in Kelowna is strongly supported by services that are delivered through its facilities.

Facility Needs of Kelowna’s Arts and Culture Organizations

Participating Organizations

A series of one-on-one telephone interviews were conducted by CitySpaces and City of Kelowna staff in February and March 2019. The following organizations provided invaluable input:

- Alternator Centre for Contemporary Art
- Arts Council of the Central Okanagan
- Ballet Kelowna Society
- BC Old Time Fiddlers
- Central Okanagan Heritage Society
- Centre Culturel Francophone de L’Okanagan
- Chamber Music Kelowna
- Cool Arts Society
- Creative Okanagan Artist and Event Development Society
- Dolyna Ukrainian Cultural Society
- Fat Cat Children’s Festival Society
- Federation of Canadian Artists – Central Okanagan Chapter
- Festivals and Special Events Development Society of Kelowna
- Global Citizens Event Society
- Inner Fish Performance Society
- Inspired Word Cafe
- Kelowna Art Gallery
- Kelowna Arts Council (Artists for Creative Alliance)
- Kelowna City Concert Band Society
- Kelowna Community Concert Association
- Kelowna Community Music School
- Kelowna Community Theatre
- Kelowna Innovation Society
- Kelowna-Kasugai Sister City Association
- Kelowna Museums Society
- Kelowna Pipe Band Society
- Kelowna Pride Society
- Ki-Low-Na Friendship Society
- Kiwanis Music Festival Society
- New Vintage Theatre Society
- Okanagan Chinese Canadian Association
- Okanagan Festival Singers
- Okanagan Historical Society
- Okanagan Regional Library, Downtown Branch
- Okanagan Society of Independent Filmmaking
- Okanagan Symphony Orchestra Society
- Opera Kelowna Society
- Ponderosa Spinners and Weavers Fibre Artists Guild
- Rotary Centre for the Arts
- Society of Friends of the Early Music Studio
- Studio 9 School of the Arts
- Theatre Kelowna Society
- University of British Columbia, Faculty of Creative and Critical Studies

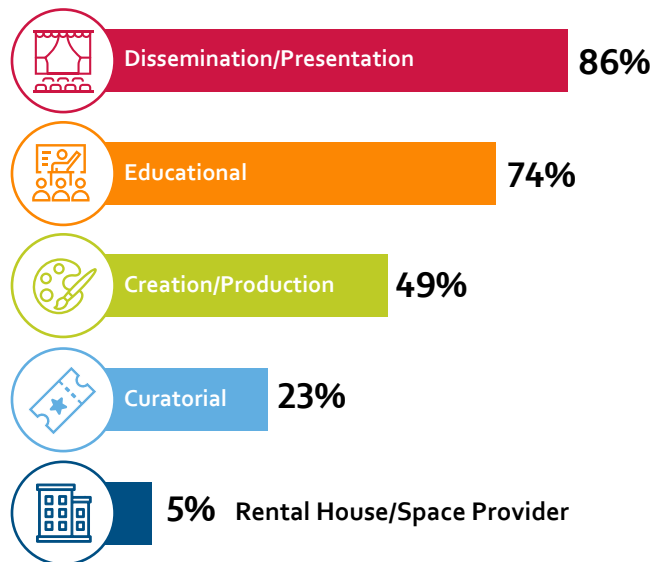
A copy of the interview guide used is provided as Appendix A.

What we heard

The results of the 43 interviews and follow-up conversations (where necessary) were used to generate a stronger understanding of the creative sector and the primary facility needs of Kelowna’s cultural organizations.

Role in the creative sector

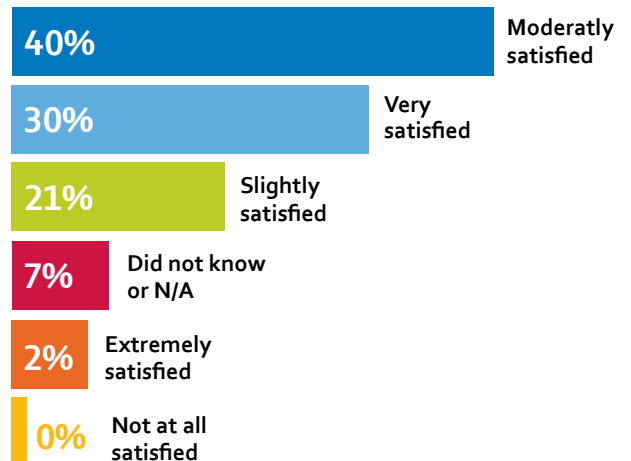
The organizations interviewed self-identified their roles in supporting the creative sector as follows:



Current facility conditions

Over half (56 per cent) of interviewees perceived their respective facility or facilities to be in good or excellent condition. Thirty per cent indicated that their facilities were in fair condition and 12 per cent said that their facilities were in poor condition.

Sixty-three per cent of those interviewed operate out of two or more facilities.



Regarding whether an organization’s existing facilities were meeting its operational needs, **32 per cent were extremely or very satisfied**. No organizations reported being not at all satisfied.

Top priorities

From all the space needs identified by those interviewed, the following five space types emerged as priorities to support ongoing operations.



Storage



Performance



Admin/Office



Studio/Creator



Program/Service

Space sharing

96%

of respondents said they would be **willing to co-locate** with another organization if the conditions were right

While only 14 per cent of interviewees indicated they have surplus space in their current facility, nearly all (96 per cent) were willing to consider some form of co-location if:

- Scheduling arrangements could be accommodated;
- There is cultural and organizational alignment between groups sharing facilities;
- The shared facilities meet the functional needs of all groups (storage, hours of operation, logistic requirements, location preferences, etc.);
- The co-location arrangement improves the operational efficiency of all groups through better affordability, or equipment and/or staff sharing; and
- The co-location arrangement leverages networks and collaboration opportunities within the creative community.

Utilization of current space

46%

Neutral just the right amount of space

19%

Somewhat over capacity

12%

Over capacity not enough space

12%

Somewhat underutilized some slack space

9%

Did not know or N/A

2%

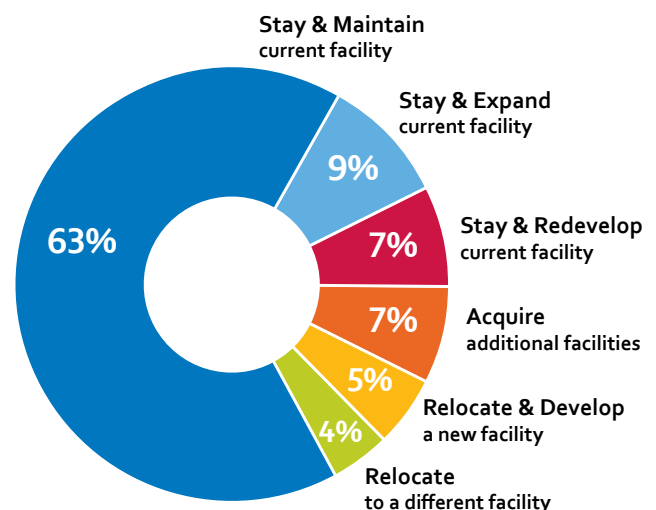
Underutilized do not use all space

Threats to keeping space

Of the 43 representatives interviewed, nearly half (49 per cent) identified that the greatest threats to keeping their space(s) were rent increases and affordability. Additional threats included the availability and competitive nature of grant funding (30 per cent) and organization capacity issues (28 per cent). Building condition, such as aging infrastructure, was a primary threat to 21 per cent of the organization representatives interviewed.

Future space plans

When asked about future space plans, 63 per cent indicated they are planning to stay and maintain their current facility, 9 per cent would like to expand their existing facility, 7 per cent would like to redevelop their existing facility and 5 per cent would like to develop a new facility.



Kelowna's Municipally-owned Cultural Facilities



Kelowna Community Theatre

1375 Water St
Kelowna, BC V1Y 0B4
250-469-8944

Website: theatre.kelowna.ca

Year built: 1962

Major renovation: 1970, 1988, 2021

Ownership: Owned and operated by the City of Kelowna

Covenants/Heritage Status: The Kelowna Community Theatre is located within Kelowna's Cultural District.

History

The Kelowna Community Theatre opened September 13th, 1962 when Kelowna was a town of only 15,000 residents. Citizens played a major role in the theatre's funding and creation and since its opening, it has been known as "the community's theatre." Over the past 60+ years, the theatre has served as Kelowna's hub for concerts and live music, performing arts, dance, live theatre, festivals, fund-raisers, comedy shows and community and private events. Kelowna Community Theatre is the interior's largest performing arts theatre with over 250 events annually.

Facility Amenities

The Kelowna Community Theatre has two performance spaces available for public rental and is equipped to host conferences, classes, performances, meetings or receptions. The theatre has state of the art technical systems in both theatres as well as technical staff and contractors on hand for performances and events.

- The **Main Stage** includes a 46.5 ft. long main stage with varying depths and a 17.5 ft. operating height, a 46 ft. x 9.5 ft. orchestra pit, loading bay and seating for 853 people. This includes six wheelchair spaces and six companion seats. Wheelchairs for loading/unloading guests and hearing assistance devices are available. The main stage has audio, video and projection equipment that meets a variety of specifications, as well as lighting, ladders, lifts, risers and pianos.
- The **Black Box Theatre** is a 51.5 ft. x 30 ft. (1,200 sq. ft.) multi-purpose room, which can be used as a separate performance space or included with the main stage as a rehearsal room or VIP meet and greet space. The Black Box includes a bar and refrigerator, PA system, lighting and video systems and optional stage risers, tables and chairs. Full occupancy for the Black Box Theatre/Rehearsal Hall is 125 people (106 when licensed to serve alcohol).
- The **Green Room** is a large room with several couches and chairs located beside the upper-level dressing rooms. The room includes a sink, refrigerator, microwave, TV and stereo. The capacity of the Green Room is 40 people.
- The facility includes two fully-appointed group **Dressing Rooms**, two private dressing rooms with bathrooms, six showers and laundry facilities.
- The **Theatre Lobby** is a large area over two levels and has two licensed bar areas and a concession area. Tables, tablecloths and chairs are available. The theatre lobby has been used as an exhibition space and for separate industry events/ luncheons. The lobby capacity is 236 people.

Service to the Community

The Kelowna Community Theatre facilities are booked by approximately 100 unique users each year. A total of 211 performances were held at the theatre in 2019, welcoming over 84,000 audience members.

Staff full-time equivalent (FTE): 4.5

Three local arts organizations regularly perform at the Kelowna Community Theatre and use it as their home base:

- [Ballet Kelowna](#)
- [Kelowna Community Concert Association](#)
- [Okanagan Symphony Orchestra](#)

Additional annual regular users include:

- Canadian School of Ballet
- Kelowna Actors Studio
- New Vintage Theatre
- BC Interior Jazz Festival
- Kelowna Kiwanis Chamber & Orchestra Festival
- Miss Kelowna Lady of the Lake Pageant
- Kelowna Rockets Awards presentations

In addition, the facility is used by a variety of:

- Local and regional non-profit arts organizations
- Local schools including post-secondary institutions

- Local and regional dance companies
- Local, provincial and national music and comedy industry promoters
- Distinguished speakers
- Community forums and seminars

Building

Building size: 26,360 sq. ft.

Building footprint: 22,200 sq. ft.

A Building Condition Assessment & Replacement Reserve Study was completed in June 2021. An energy study, performance upgrade analysis, and project optimization were not completed as part of the building condition assessment scope of work. For detailed information regarding the condition of the building, the full report should be referenced.

Highlights:

- **Structural Integrity:** Portion of the low-slope modified bitumen (SBS) roof membrane is nearing its serviceable life and is recommended to be replaced. The exterior sealants observed on-site are at or near the end of their serviceable lives and are recommended to be replaced. This work was completed in 2021.

The *Building Condition Assessment & Replacement Reserve Study* provides the following summary table of expenditures expected within the next 5-year period. Costs indicated capture like for like renewals using Class D estimates, are future value and account for inflation.

2021	2022	2023	2024	2025
-	-	-	-	-
-	-	\$232,496	\$81,543	-
-	-	-	-	-
-	-	\$77,123	\$107,925	-
-	-	-	-	-
-	\$8,068	-	\$45,328	\$8,562

Accessibility

Below is a summary of different assessments that have evaluated the accessibility of KCT:

Key Areas of Success

- **Exterior Approach and Entrance:** Power activation that opens both sides of the doors means that the clear width of the doorway is more than enough to accommodate all users. Overhead signage that indicates where the accessible doors are located is helpful for users who may have difficulty traveling long distances.
- **Interior Circulation:** Florescent strips on the nosing of stairs located within the main theatre are a good low-cost solution for helping people find their way in low lighting.
- **Interior Services & Environment:** Toilet facilities are located directly adjacent to the lobby and reception area.
- **Sanitary Facilities:** The accessible/universal washroom is of sufficient size to easily facilitate transfers.
- **Emergency Systems:** Evacuation instructions included a detailed diagram with clearly marked exit points as well as accessible routes of travel.
- **Additional Use of Space:** The stage and backstage of the theatre are accessible via the sloped walkway on the right side of the building or through the rear entrance.

Key Areas of Improvement

- **Exterior Approach and Entrance:** No seating located near the front door. Adding bench seating would allow users to rest before entering the building.
- **Interior Circulation:** Many doors in the building have knob handles. Lever style handles are considered more accessible as they are useable with a closed fist and do not require grasping or twisting.
- **Interior Services and Environment:** The ticket sales counter is too high to be considered accessible and lacks knee space for wheelchair users.
- **Sanitary Facilities:** There is only one accessible washroom in the main lobby. Due to the number of people that may attend the theatre, it has been recommended that consideration be given to renovating the gendered washrooms to include additional accessible toilets. Signage for washrooms is incorrectly placed on the door (instead of on the latch side wall) and do not include Braille or raised lettering.
- **Emergency Systems:** No visual fire alarms were noted in the building. These are especially important in areas where people are likely to be alone, such as washrooms. Fire alarm pulls were mounted too high. Best practice suggests that they should be mounted no higher than 1066 mm. Evacuation instructions were also mounted too high to be readable from a seated position.
- **Additional Use of Space:** Accessible seating is limited to only one area of the theatre. There is no signage to indicate that the seats are reserved for people with disabilities.

Summary of Community Feedback

The following information was communicated during the public consultation process. The information reflects the opinion of those who responded and should be considered collectively with other information provided.

In interviews and feedback, users considered themselves on average to be “moderately satisfied” with the Kelowna Community Theatre’s functionality and rated the facility as being in “fair to good” condition overall. A few interviewees commented that the venue no longer meets their needs; while the facility was suitable up to thirty years ago, attempts to upgrade it have not kept pace with changing demand and its physical condition deters cultural organizations and patrons. The Kelowna Community Theatre is at capacity with bookings and considered by many to be inadequate for a population base of 151,957 in the City of Kelowna and 194,882 in the immediate region (2016 Canada Census).

Specific opinions expressed during the consultation:

- The venue is over capacity, especially from mid-April to mid-June and it is challenging to schedule weekend dates.
- The rental cost is too expensive.
- For concert groups, the main stage is suitable, however the backstage area and rehearsal space are inadequate.
- The Black Box Theatre is useful as a stand-alone venue space but has no dressing area(s).
- Overall, the venue has kept up technologically. Acoustics were said to be a challenge by one respondent, although the venue serves music performances well.
- Various groups require a proper orchestra pit and choir loft.
- Dance groups have issues with the grid height for lighting arrangements and sightlines, side-lighting and booms.
- The facility lacks adequate washrooms, parking and storage. Staff offices are cramped.
- The lobby is small, dated and lacks flexibility. The kitchen is small and leads to catering difficulties.
- Issues were cited with accessibility and the need for additional accessible seating for Main Stage performances.

- The facility is aging, with questions over the value of renovations versus a new building.
- Continued investment in KCT is required until a new theatre is built.
- A new 1,200-seat concert hall, along with a 600-seat recital hall, is desired.
- With more room, the facility could operate as a collective space for a number of non-profit and performing arts groups. This would utilize the space in between performances and provide a physical address for smaller organizations.
- Organizations and the general community are concerned about the long-term closure of the venue if a new venue is built on the same site.

Investment

Capital Investment

A capital improvement fee (CIF) is collected on every admission to the Kelowna Community Theatre and held in reserve for facility upgrades and new equipment purchases. Semi-annual maintenance periods allow the theatre to deep clean the facility, undertake capital projects, conduct safety checks and install new equipment.

In 2020, a new sound system, stage risers, an Auris hearing loop and a new dance floor were installed. The theatre’s Yamaha grand piano has also been refurbished. In 2021, a major renewal to Kelowna Community Theatre (\$630,000) was completed. This renewal included upgrades to washrooms and kitchens, flooring, interior and exterior paint and facility lighting. In addition, major HVAC and roofing projects. Facility staff are currently developing a long-term plan for the use of the CIF.

In the City’s 10-year Capital Plan, replacement of the aging Kelowna Community Theatre is slated for 2025 at a cost of \$72 million. However, this project is listed as a Priority 2 with no funds currently allocated. To support long-term development of the site, the footprint of approximately 65,000 sq. ft. is being protected. This is determined to be sufficient to accommodate a new performing arts centre with 1,200 seats, a secondary performance space, multiple rehearsal spaces and adequate patron space on several floors.

Annual repairs and maintenance investment

	2017	2018	2019	2020	Total
City Investment**	\$79,124	\$153,958	\$91,048	\$71,693	\$395,823

The City of Kelowna is the operator of this facility.

***The City investment totals are derived from the Building Services Operations (CC 156/277) annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.*



Kelowna Art Gallery

1315 Water St
Kelowna, BC V1Y 9R3
250-762-2226

Website: kelownaartgallery.com

Year built: 1996

Ownership: Owned by the City of Kelowna and operated by the Kelowna Art Gallery Association under a lease and operating agreement.

Covenants/Heritage Status: The Kelowna Art Gallery is located within Kelowna's Cultural District.

History

The Kelowna Art Gallery opened in 1975 and was originally housed in the Kelowna Centennial Museum. In 1996, a 15,758 sq. ft. facility meeting national standards for secure, climate-controlled storage and exhibition of artworks was constructed by the City of Kelowna and leased to the Kelowna Art Gallery Association.

The Gallery's permanent collection started with the acquisition of *After the Rain* by Okanagan resident Irvine Adams (1902–1992) in 1977. Since then, close to 900 works of art have been acquired by the gallery through donation and purchase. On November 1, 2006, the Kelowna Art Gallery was granted "A" status by the Minister of Canadian Heritage. All permanent collection artworks are available for view online.

Facility Amenities

The Kelowna Art Gallery is divided into four exhibition galleries: the Front Project Space, the Mardell G. Reynolds Gallery, the Treadbolt Gallery and the outdoor Rotary Courtyard. Outside the building is the North Terrace and the West Terrace. Programs are delivered in the Front Project Space and the Scotiabank Studio or Art Lab.

- The **Front Project Space** is comprised of 1,350 sq. ft. of multi-purpose/rental space. It has a built-in projector screen and wireless internet. Maximum capacity is 170 people (for a reception). There is an outdoor patio adjacent to this space (the North Terrace).
- The **Treadgold/Bullock Gallery** is 3,000 sq. ft. of exhibition space and is the only climate-controlled gallery in this facility.
- The **Mardell G. Reynolds Gallery** is 600 sq. ft. of exhibition space, adapted from previous education space.
- The **Rotary Courtyard** is a 600 sq. ft. outdoor patio off the Galleria.
- The **Art Lab** is 360 sq. ft. of multi-purpose/programming space.
- The **North End Terrace** provides an outdoor space for Gallery patrons to gather and includes a piece of public art and space for more.

The facility also has administrative space, office space, a small boardroom, a staff room, three accessible public washrooms, a collections storage vault and holding room, in addition to a workshop and preparatory space on the ground floor.

Service to the Community

The Kelowna Art Gallery offers extensive public programming and events in the community. In 2019, the Gallery held 17 on-site exhibitions and two satellite exhibitions at Kelowna International Airport. The Gallery hosted 343 school tours with over 6,300 students from elementary through university-level classes. Additional community programming included art classes, tours, Family Sundays, Lunchbox Series, talks and artists' presentations and community art projects. Total visitors in 2019 was over 30,000.

Staff: 14 FTE (8 FT, 12 PT)

The Kelowna Art Gallery Association is the primary user of the facility. Ancillary users of the building are one-time facility renters and partner community groups who use the public and meeting spaces.

Building

Building size: 15,758 sq. ft.

Building footprint: 12,300 sq. ft.

A Building Condition Assessment & Replacement Reserve Study was completed in June 2021. An energy study, performance upgrade analysis and project optimization were not completed as part of the building condition assessment scope of work. For detailed information regarding the condition of the building, the full report should be referenced.

Highlights:

- **Building Functionality:** The exterior sealants observed on-site are at or near the end of their serviceable lives and are recommended to be replaced.
- **General Upgrades:** A contingency allowance is accounted for in the below summary table to account for potential upgrades and major repairs to the plumbing piping and sanitary west related components within the early portion of the term of analysis (i.e., 2-5 years). A contingency allowance is accounted for in the Table of Expenditures to account for potential upgrades and major repairs lighting and branch wiring within the early portion of the term of analysis (i.e., 2-5 years).

The *Building Condition Assessment & Replacement Reserve Study* provides the following summary table of expenditures expected within the next 5-year period. Costs indicated capture like for like renewals using Class D estimates, are future value and account for inflation.

	2021	2022	2023	2024	2025
Substructure	-	-	-	-	-
Shell	-	-	\$23,513	-	-
Interior	-	-	-	-	-
Services	-	-	-	\$146,694	-
Equipment & Furnishings	-	-	-	-	-
Building Sitework	-	\$11,526	-	-	-

Accessibility

Below is a summary of different assessments that have evaluated the accessibility of Kelowna Art Gallery:

Key Areas of Success

- **Vehicular Access:** The closest transit stops are regularly serviced between 8 a.m. – 5 p.m., with a large accessible waiting area. An accessible path of travel is provided from the nearby parking areas to the building entrance.
- **Building Entrances:** The building entrance is well drained and has an overhang for shelter from the elements. The doors are wheelchair accessible and the building entrance is levelled.
- **Interior Paths of Travel:** Some areas within the facility are only accessible by stairs.
- **Washrooms:** The Gallery has a unisex washroom and baby facilities are provided in both male and female washrooms. The washrooms feel safe, are aesthetically pleasing and meet all B.C. building codes.
- **Interior Features:** All counters contrast well with their surroundings and have a non-glare finish.
- **Social Connectedness:** An easily accessible AED with clear instructions is recommended.

Key Areas for Improvement

- **Vehicular Access:** It has been recommended to consider adding accessible parking stalls and a loading zone. The nearby transit stop is over 500 m away from the building.
- **Building Entrances:** There is no relief area for seeing-eye dogs or tactile signage at the building entrance.
- **Interior Paths of Travel:** Some areas within the facility are only accessible by stairs.
- **Washrooms:** The washrooms could include tactile signage, height-friendly soap dispensers and a safe needle disposal container. It has been recommended that the gallery consider adding a component to allow people who are visually impaired to identify the centerline of washroom urinals and toilets. To avoid burns, pipes under the washbasins should be insulated. There are no steps or grab bars available at the urinals.
- **Interior Features:** It has been recommended that the Gallery consider adding visual signal devices for fire alarms that are visible from all areas and signage to identify accessible features of the building.
- **Social Connectedness:** An AED is required that is easily accessible with clear instructions.

Summary of Community Feedback

The following information was communicated during the public consultation process. The information reflects the opinion of those who responded and should be considered collectively with other information provided.

User interviews and feedback rated the Gallery as being in “fair to good” condition and over capacity. Satisfaction level was not rated, but an analysis of comments shows satisfaction to be in the “moderately satisfied” range. The building requires more space for programming, exhibitions and storage. The art class space is too small, with space for only 15 people comfortably where space for 30 is needed. More space is needed for hands-on activities, especially during school tours. Overall, the Gallery estimates an additional 10,000 sq. ft. is needed for functionality. The Kelowna Art Gallery is a well-used and well-loved facility and though it is more than 20 years old, it has been well taken care of.

Specific opinions expressed during the consultation:

- With an additional 10,000 sq. ft., KAG could possibly make co-location space available to other organizations for programming.
- The organization would like to proceed with a Request for Proposals to conduct a functional design for an expansion.
- There is a desire to expand the free Art Lab.
- KAG is growing rapidly.
- There is a desire to build off-site storage that could be shared with other arts organizations.
- Parking is considered challenging for staff and patrons.
- Large trucks face challenges navigating the designated loading bay.
- There is a root problem with nearby trees in the Rotary Commons.
- Galleries and art storage areas are required to have stable relative humidity and temperature.
- A 3,000 sq. ft. gallery is needed to display the permanent collection.

Investment

Capital Investment

In 2020, the City of Kelowna completed a roof replacement with insulation upgrade and HVAC automation project at the Kelowna Art Gallery.

In addition to general maintenance of the facility (carpet cleaning, window washing, janitorial, etc.), the Kelowna Art Gallery Association installed a small mezzanine (2017) and additional shelving (2020) to support storage of the permanent collection. This project has an estimated value of \$50,000.

Annual repairs and maintenance investment

	2017	2018	2019	2020	Total
Operator investment*	\$27,159	\$30,788	\$46,332	\$46,077	\$150,356
City Investment**	\$21,549	\$16,943	\$5,220	\$14,092	\$57,804

*The Operator investment totals were as submitted by the organization and include annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.

**The City investment totals are derived from the Building Services Operations (CC 156/277) annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.



Rotary Centre for the Arts

421 Cawston Ave
Kelowna, BC V1Y 6Z1
250-717-5304

Website: rotarycentreforthearts.com

Year built: 2002

Original Building: Grower's Supply Building built in 1965

Ownership: Owned by the City of Kelowna and operated by the Kelowna Visual and Performing Arts Centre Society (KVPACS) under a lease and operating agreement.

Covenants/Heritage Status: The Rotary Centre for the Arts is located within Kelowna's Cultural District. The building is on the City of Kelowna Heritage Register.

History

This building was originally designed by local architect, John Woodworth, a pioneer architect and conservationist and a tireless builder and organizer who loved his community and its natural environment. It opened in May 1965 and housed Growers Supply Company, which supplied local orchardists and farmers with everything they needed for crop production.

The building was extensively renovated as part of Kelowna's downtown-north end cultural revitalization and opened on November 2, 2002. Elements of the original Growers Supply Building have been retained within the current Rotary Centre for the Arts to honour its heritage. The visible remnants of the Growers Supply Building are located at the rear of the current building, including structural wooden and concrete elements.

Facility Amenities

The RCA's three levels house the 326-seat Mary Irwin Theatre, resident artist studios, a pottery studio, galleries, dance studio, meeting rooms, atrium, a box office and a bistro. The building is fully accessible with 23 parking spaces. The rental/public spaces and 13 studios are:

- The **Mary Irwin Theatre** is a venue for music and dance recitals, theatre productions, concerts, films, corporate presentations and meetings. The 326-seat theatre has exceptional acoustics and state of the art light, sound and stage equipment.
- The **Salloum Rehearsal Hall** is a multi-purpose space equipped with a piano, sprung floor, 6 ft. screen, dance barres and mirrors with curtains. The space is used for dance classes, choir groups, theatre rehearsals and smaller shows, costume shops, private dinner parties, cocktail receptions, computer workshops, birthday parties and recitals.
- The **Sun FM Dance Studio** is centrally located next to the box office and has 1,047 sq. Ft. of studio space with a sprung-wood floor, mirrored walls, an upright piano, a stereo and a dance barre. The space is used for belly dancing lessons, flamenco, jazz, yoga and music recitals.
- The **Pacific Safety Products Boardroom** comes equipped with a boardroom-style table that can be reconfigured, an LCD projector, electronic screen, internet connection and 40 chairs. A conference phone is available upon request. The space is used for corporate meetings, seminars, round tables, marketing meetings, small receptions, strata groups and non-profit group meetings.
- The **Harmony Honda Painting & Drawing Studio** is a multi-purpose studio equipped with a loading door, tables, chairs, 11 built-in wall easels and two sinks. The space is used for workshops, drop-in classes and art lessons, community painting groups, art therapy groups, live drawing sessions, photography sessions, after school programs, catering staging area for large events and annual general meetings.
- The **South Atrium** is an open space with soaring glass walls located next to the main entrance of the RCA. This space is used for receptions, live music, dinner meetings and special events.
- The **Delta Grand Okanagan & Sun-Rype Upper Theatre Lobby** is on the second floor by the upper theatre entrance. The space is used for meet and greet sessions, receptions, workshops, live performances and catered cocktail hour or dessert.
- The **Alex Fong Galleria** is used for trade shows, receptions and art exhibits or openings.
- The **Daily Courier Performance Court** is an outdoor space adjacent to the South Atrium and is used for outdoor performances, art markets and additional space for Atrium events.
- Studio Occupants (at time of this report)
 - New Vintage Theatre | Studio 100 & 114
newvintagetheatre.com
 - The Alternator Centre for Contemporary Art | Studio 103
alternatorcentre.com
 - Theatre Kelowna Society / Set Shop & Wardrobe | Studio 105, 107 & Basement
theatrekelownasociety.org
 - Potters Addict Ceramic Art Centre | Studio 108
pottersaddict.com
 - Brandy Masch | Studio 112
brandymasch.com
 - The Piano Room | Studio 113
Jaydean Braham - jaydeanbraham@gmail.com
Danni Fehr - dannifehr@yahoo.ca
dannifehr.ca
 - Cool Arts | Studio 201
coolarts.ca

- Tyler Robbins | Studio 202
tylerkeetonrobbins.com
- Frequency Vocal Studio | Studio 203
frequencyvocalstudio.com
- Ponderosa Spinners, Weavers & Fibre Artists | Studio 204
ponderosaguild.org
- Arts Council of the Central Okanagan | Studio 205
artsco.ca

On-site technical and A/V equipment include a theatre projector, HDMI portable projector, microphone, speaker, pianos, livestreaming, tables and chairs.

Service to the Community

The Rotary Centre for the Arts sees almost 15,000 hours of use each year. In 2019, the facility had over 2,500 bookings with a total of 230,000 attendees. In 2019, community and youth education programs engaged over 7,600 participants. The Mary Irwin Theatre had 268 days of use, with 21 shows and around 40 performances which entertained more than 8,000 patrons.

Staff FTE: 13 (8 FT, 6 PT, 2 contractors, 4 seasonal – project specific, 60 volunteers)

Additional annual regular users include:

- Kelowna Culture Days
- Kelowna Fringe Festival (since the inaugural launch in 2019)
- Opera Kelowna
- Ballet Kelowna
- BC Interior Jazz Festival
- Chamber Music Kelowna
- Living Things Festival
- Kelowna Kiwanis Festival
- Craft Culture Market
- Artisan Christmas Market
- Valley First Wine Tastings
- Kelowna Art Market
- Education and Career Fairs
- L'Amore Bridal Fair
- Okanagan Fitness Festival
- Community Sport Hero Awards
- Film Festivals
- Concerts
- Theatre Productions (specifically Theatre Kelowna and New Vintage Theatre)
- Dance Festivals/Competitions
- Distinguished speakers/presentations
- Community forums & workshops
- Art and dance classes/sessions

Building

Building size: 44,000 sq. ft.

Building footprint: 29,200 sq. ft.

A Building Condition Assessment & Replacement Reserve Study was completed in June 2021. An energy study, performance upgrade analysis and project optimization were not completed as part of the building condition assessment scope of work. For detailed information regarding the condition of the building, the full report should be referenced.

Highlights:

- **Building Functionality:** The low slope modified bitumen (SBS) roof membrane is nearing its serviceable life and is recommended to be replaced. The exterior sealants observed on-site are at or near the end of their serviceable lives and are recommended to be replaced.
- **General Upgrades:** A contingency allowance is accounted for in the Table of Expenditures to account for potential partial upgrades and/or major repairs to the Domestic Water Distribution-Pipes & Fittings, Sanitary Waste and Lighting and Branch Wiring related components that have and/or approaching the end of their service life.

The *Building Condition Assessment & Replacement Reserve Study* provides the following summary table of expenditures expected within the next 5-year period. Costs indicated capture like for like renewals using Class D estimates, are future value and account for inflation.

	2021	2022	2023	2024	2025
Substructure	-	-	-	-	-
Shell	-	\$6,000	\$14,108	\$71,950	\$1,121,627
Interior	-	-	-	-	-
Services	-	-	-	\$318,019	-
Equipment & Furnishings	-	-	-	-	-
Building Sitework	-	-	\$16,136	-	-

Accessibility

Below is a summary of different assessments that have evaluated the accessibility of the Rotary Centre for the Arts:

Key Areas of Success

- **Vehicle Access:** There is designated accessible parking and a designated drop-off zone adjacent to the main entrance.
- **Exterior Approach and Entrance:** A low slope ramp with handrails is available and the entrance includes an automated door.
- **Interior Circulation:** The studios are open concept and spacious. Hallways are spacious and well illuminated and stairs have tactile indicators including high contrast nosing.
- **Interior Services & Environment:** There is a variety of seating and tables for a variety of activities.
- **Emergency Systems:** There are clear fire plans and some visual alarms. Firefighting equipment is at an accessible height.
- **Additional Use of Space:** There is clear space to maneuver within the art studio. The studio is well illuminated and has a variety of tables to create art. The food services space on the main level has clear space to maneuver.

Key Areas for Improvement

- **Vehicle Access:** Accessible spaces are not clearly defined and there is no marked pathway to the sidewalk or main entrance of the building. There are two steps that lead from the designated parking area and these steps do not include high contrast nosing for easy recognition.
- **Exterior Approach and Entrance:** Markings and decals on all glazed doors and walls should be in high contrast. There is an area beside the exterior ramp that may be confusing for people with low vision or cognitive issues. It has been recommended that the RCA consider a guard rail that closes the space between the ramp and the stairs.
- **Interior Circulation:** The art studio does not have automated entrance doors. It has been recommended that the RCA consider a mirror on the back wall of the elevator. To protect people from body impact injuries, soft pad bumpers can be added to the wooden posts in the hallway adjacent to the art studio.
- **Interior Services and Environment:** There is a craft-style kitchen counter and sink within the Art Studio. It is not at an accessible-height and does not have knee space for people using a wheeled mobility device. It has been recommended that the RCA consider renovating the counter and sink area utilizing CSA B651-12 as guide.
- **Washrooms:** There are no emergency call bells in the accessible washrooms. People with limited core strength and limited mobility require a seat back for stability. It has been recommended that the RCA consider seatbacks on tankless open water jacket toilets in the accessible washrooms. Sanitary disposal, mirror, hand dryers, soap dispensers, toilet paper dispensers and coat hooks are not accessible from a seated position in all washrooms. Round knob handles on stall doors are difficult to open for people with closed hand grips and impairments. It has been recommended that the RCA consider installing sliding door locks on stall doors. To prevent burn injuries at sink locations, it has been recommended that the RCA consider wrapping drainpipes.
- **Signage, Wayfinding and Communication:** Many people with low vision or partial sight rely on tactile signage and landmarks for way-finding. It has been recommended that the RCA consider wayfinding signage that uses international symbols and shapes, raised lettering and braille and is mounted at an accessible height. Bold, high contrast room signage that is tactile, utilizes braille and is mounted at accessible height on the latch side of the door could be installed.
- **Emergency Systems:** Visual fire alarms aren't visible from all areas of the building. It has been recommended that the RCA consider bold, high contrast evacuation signage that has marked exit points on a non-reflective surface mounted at accessible height.
- **Additional Use of Space:** The Art Studio could include height-adjustable tables, a lowered height coat rack and storage that is accessible for all users, as well as some chairs that have arm rests and are adjustable in height.

Summary of Community Feedback

The following information was communicated during the public consultation process. The information reflects the opinion of those who responded and should be considered collectively with other information provided.

In interviews and feedback, users considered themselves to be “moderately satisfied” with the overall functionality of the building and rated the RCA as being in “fair to good” condition. The facility was thought to be somewhat limited in its use and functionality and its condition was described as “creeping on the 1990s.” There is a need for two types of spaces – arts administration/office spaces and additional studio spaces. The building was designed to structurally support a third storey above the studios, which would alleviate some of the space issues.

Specific opinions expressed during the consultation:

- Some tenants under-utilize their space.
- The co-location with art groups is great. Some organizations are active and fantastic, and the collaboration is awesome.
- Parking has been identified as a concern, particularly during events at Prospera Place.
- The box office/front reception area has no sightlines for safety and monitoring visitors. There has been an increase in security incidents and issues, including drug use in the public washrooms.

- The flooring upgrade is really good. The tables and chairs are starting to get dated.
- Certain spaces have noise issues.
- While the RCA provides opportunities for interactions among artists, users cited challenges with booking availability, storage, rental costs and hours of operation.
- The studio wing has the structural capacity for a third-floor expansion. Adding a third storey would create much-needed space.
- Enhancements of sound-proofing in the current space will allow simultaneous (non-disruptive) use.

Investment

Capital Investment

The \$6,800,000 RCA building project in 2002 was funded by the City of Kelowna, the Province and the Federal Government. There were also significant individual contributions, along with donations from special interest groups. The Centre was named after the Rotary Clubs, whose extensive efforts fundraised \$350,000.

New flooring throughout the primary public traffic areas of the facility was installed in 2019. In 2020, boilers were replaced as part of the City of Kelowna Boiler Replacement Program. Exterior lighting was upgraded to LED.

Although a capital improvement fee is charged by the Rotary Centre for the Arts to patrons of the theatre, a reserve fund has not yet been established. To date, the fee has been used to off-set in-year expenses for repairs and maintenance. A future reserve fund will assist with upgrades and new equipment purchases for the facility.

Annual repairs and maintenance investment

	2017	2018	2019	2020	Total
Operator investment*	\$149,755	\$157,788	\$148,012	\$135,425	\$590,980
City Investment**	\$27,386	\$30,428	\$80,683	\$41,805	\$180,302

*The Operator investment totals were as submitted by the organization and include annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.

**The City investment totals are derived from the Building Services Operations (CC 156/277) annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.



Kelowna Museums Society

Website: kelownamuseums.ca

The Kelowna Museums Society manages and maintains multiple museums located in three of the City's cultural facilities. These facilities are owned by the City of Kelowna and operated by the Kelowna Museums Society under a lease and operating agreement. They include:

Okanagan Heritage Museum

470 Queensway Avenue, Kelowna

This building includes the Central Okanagan Sports Hall of Fame Museum, Kelowna Public Archives and the Ursula Surtees Conservation Lab.

Okanagan Military Museum

Memorial Arena
1424 Ellis St, Kelowna

The museum is located at the front of the building and includes the Vince Bezeau Military Archives and Library. The main section of the building is operated as an arena.

Laurel Packinghouse

1304 Ellis St, Kelowna

The Laurel Packinghouse has 4,275 sq. ft. of rental space for community and private events and hosts the Okanagan Wine and Orchard Museum. This museum was formerly the BC Wine Museum and BC Orchard Industry Museum.

Okanagan Heritage Museum

470 Queensway Avenue
Kelowna, BC V1Y 6S7
250-763-2417

Year built: 1967

Major Renovation: 1975 & 2001

Covenants/Heritage Status: The Okanagan Heritage Museum is located within Kelowna's Cultural District and parts of the Museum are within the Kelowna Trust Area (Simpson Covenant).

History

The Kelowna Museums Society grew out of the Okanagan Historical and Natural History Society (OHNHS), which was formed in 1925. By 1944, the Central Okanagan Boy Scouts Association began overseeing the exhibitions and this led the group to find a temporary home in the loft of a barn until a permanent building was erected in Kelowna's City Park in 1948.

By 1951, the Okanagan Museum and Archives Association (OMAA) took over managing the museum and a new home was found on Bernard Avenue. To accommodate the increased collections, the City helped purchase and renovate the Willow Inn Lodge at Mill Street and Queensway Avenue, which opened in 1958.

With continued public support and more artefact donations, the OMAA quickly outgrew the Willow Inn Lodge. Board members and City staff found government funding to construct a new building specifically for the museum at the corner of Queensway Avenue and Ellis Street, the current site of the Okanagan Heritage Museum. What was then known as the Kelowna Centennial Museum officially opened on June 10, 1967. The building was originally only one floor. The second storey was added in 1975 to accommodate new offices, storage and exhibits, as well as the Kelowna Art Gallery. In 1996, the Kelowna Art Gallery moved into a dedicated building on Water Street.

Facility Amenities

The Okanagan Heritage Museum is comprised of two adjacent main floors of exhibit space, a reception area, gift shop, meeting/public room, public washrooms and four staff offices. The lower-level holds the Kelowna Public Archives, including over 36,500 objects, 222 linear meters of archival documents, plus thousands of photos, audiovisual recordings, maps and books relating to the region's history. The lower-level is also home to the Ursula Surtees Conservation Laboratory, which offers conservation assessment, treatment and workshops. The Conservation Lab is the only facility of its kind in the interior of BC. Lastly, the lower-level has collections storage, a collections/mounting work area, an education/meeting room, workshop and loading bay, staff kitchen and washroom and some staff desk space. The building has an elevator for accessibility between floors and somewhat narrow wheelchair ramps at the front entrance.

Service to the Community

Overall, the Kelowna Museums Society welcomed over 34,000 museum visitors in 2019, 22,000 of whom were participants in school or public programming. These numbers include the Okanagan Heritage Museum, Okanagan Military Museum, the Okanagan Wine & Orchard Museum and community outreach programming.

In 2019, there were a number of public events at the Okanagan Heritage Museum, including exhibition openings, workshops, presentations and public tours. The Kelowna Museums Society partners with numerous Indigenous partners such as, Wildrose Traditions, Westbank First Nation and additional community organizations to present workshops, exhibitions and public events. Ancillary users of the building include researchers accessing the Kelowna Public Archives and artifact donors.

Staff: 21.5 FTE (14 FT, 13 PT, 2 contract)

These staff are governed by a collective agreement.

Building

Building size: 15,000 sq. ft. (main floor) plus approximately 15,000 sq. ft. of basement space.

Building footprint: 9,000 sq. ft.

A Building Condition Assessment & Replacement Reserve Study was completed in June 2021. An energy study, performance upgrade analysis and project optimization were not completed as part of the building condition assessment scope of work. For detailed information regarding the condition of the building, the full report should be referenced.

Highlights:

- **Building Functionality:** The low-slope modified bitumen (SBS) roof membrane is nearing its serviceable life and is recommended to be replaced. HVAC package rooftop heating/cooling units are approaching the end of their service life and they are due replacement in a short term.

The *Building Condition Assessment & Replacement Reserve Study* provides the following summary table of expenditures expected within the next 5-year period. Costs indicated capture like for like renewals using Class D estimates, are future value and account for inflation.

	2021	2022	2023	2024	2025
Substructure	-	-	-	-	-
Shell	-	\$28,000	-	\$314,781	-
Interior	\$22,600	\$23,052	\$23,513	\$23,983	\$24,463
Services	-	-	-	\$57,560	-
Equipment & Furnishings	-	-	-	-	-
Building Sitework	-	-	\$52,904	-	-

Additional Review

A detailed review of the electrical systems was conducted in 2021 by the City of Kelowna Electrical Technician and indicated numerous items that require immediate action, including:

- Outdated switches and plugs;
- Lack of ample outlet access and extensive use of extension cords;
- Baseboard heating is recessed in the wall;
- Need for GFI (ground-fault interrupter) protection for plugs within 1.5 m of sinks;
- Update to electrical space heaters;
- Appropriate fire protection devices needed within archives;
- Panels/circuit labelling; and
- Replace light fixtures (interior and exterior).

Accessibility

Below is a summary of different assessments that have evaluated the accessibility of the Okanagan Heritage Museum:

- **Vehicular Access:** The facility has a good number of accessible stalls available and the parking area is accessible and in good condition. The building is located near a well-maintained transit stop with frequent bus service.
- **Building Entrances:** The building has an overhang that protects from the elements and automated push buttons.
- **Interior Paths of Travel:** The corridors are an appropriate width and the flooring is designed with minimal patterns. Ramps and stairs have appropriate handrails.
- **Washrooms:** All floors have an accessible, unisex stand-alone washroom. All washrooms are clean, well-lit and feel safe.

- **Social Connectedness:** There are plenty of reasons for people of all ages to visit the Okanagan Heritage Museum and many opportunities are created for visitors to connect.

Key Areas for Improvement

- **Vehicular Access:** It has been recommended that a passenger loading zone be added, adequate handrails be added to ramps in the vehicle area and level landings be installed at appropriate intervals.
- **Building Entrances:** There is a large distance from the accessible parking area to the accessible entrance. The wheelchair ramp is steep with sharp corners. The entrance has no relief area or tactile signage.
- **Interior Paths of Travel:** It has been recommended that slip-resistant, non-glossy flooring be installed. Doors are heavy and hard to operate. Ramps, stairs and handrails could use colour contrasts.
- **Washrooms:** Both washrooms need tactile signage and baby changing stations. There is no room for feeding children. Consider adding washroom components that are accessible to people who are visually impaired and people of varying heights. To avoid burns, insulation can be added to the pipes under washbasins.
- **Interior Features:** The building does not have a lowered service counter, drinking fountains with multiple heights or visual signal devices for fire alarms. Signage could include identification of all accessible facilities within the building, wayfinding signage upon entry to navigate the building and digital beacons or QR codes for audible cues.
- **Social Connectedness:** To increase social interaction, consider adding a venue to buy snacks or food, including seating areas with tables for social interaction. There is no AED that is easily available with clear instructions.

Summary of Community Feedback

The following information was communicated during the public consultation process. The information reflects the opinion of those who responded and should be considered collectively with other information provided.

From interviews and feedback, users considered themselves to be “slightly satisfied” with the overall functionality of the building, but rated it as being in “poor condition.” The Okanagan Heritage Museum has aging infrastructure and requires ongoing maintenance and renewal investment. The facility is over-capacity with inadequate space for collections storage, program equipment storage, school groups, gallery space and presentation/lecture space. The Kelowna Public Archives are not in a temperature/humidity-controlled environment, leading to concerns about the long-term preservation of archival material.

Specific opinions expressed during the consultation:

- The building entrance creates enormous access challenges for people with mobility issues.
- The heat-activated deluge sprinkler system puts collections and displays at risk.
- The entrance has a dated and unattractive appearance. Passers-by don’t “see” the museum.
- The electrical system in lower-level spaces appears improvised.
- Lighting, air flow and temperature controls in the classroom do not provide the necessary flexibility for the type of use making it an unhealthy and uncomfortable space.
- Traffic flow in the lower level is highly problematic, with tromping through archives essential for moving between rooms. This puts extra demands on the elevator. Lack of direct public access to the archives limits broader utilization of this important resource.
- Have had to turn away school groups and limit audience numbers at lectures, as there is not enough space.
- The gallery space is not large enough to tell the whole story.
- Archival and collection donations continue and additional space will be necessary over time.
- Maintenance costs continue to rise and the elevator technician is required to visit once a month.
- A proper loading ramp to bring in big items for exhibits is required.
- A feasibility study is desired to explore options for renovations or new locations.

Investment

Capital Investment

In 2001, various renovations were undertaken at the Okanagan Heritage Museum to create space for the Kelowna Public Archives and the Ursula Surtees Conservation Laboratory. Renovations to archival and collections storage were completed between 2004 – 2006.

A portion of the front entry garden of the Museum (facing the Memorial Parkade) was replaced in 2019. The remaining portion of the entry still requires updating.

In the spring of 2019, the Kelowna Museums Society completed a multi-year renovation of the gallery and exhibition space at the Okanagan Heritage Museum, funded primarily through the museum's future project reserve fund and Canada 150 grants. Replacement of the facility is not currently in the City of Kelowna's capital plan.

Annual repairs and maintenance investment

	2017	2018	2019	2020	Total
Operator investment*	\$23,379	\$19,199	\$32,867	\$42,393	\$117,838
City Investment**	\$7,413	\$8,415	\$11,398	\$8,887	\$36,113

*The Operator investment totals were as submitted by the organization and include annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.

**The City investment totals are derived from the Building Services Operations (CC 156/277) annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.



Okanagan Military Museum

1424 Ellis St
Kelowna, BC, V1Y 2A5
250-763-9292

Year built: 1948

Major renovation: 1958, 1979 & 2004

Covenants/Heritage Status: The museum is a part of the Memorial Arena, which exists within Kelowna's Cultural District and the Kelowna Trust Area (Simpson Covenant). The building is on the City of Kelowna Heritage Register.

History

The Kelowna & District Memorial Arena was built as a tribute to the local men and women who gave their lives during the Second World War. It was funded and built by the greater Kelowna community at a cost of \$235,000. The facility officially opened on Remembrance Day in 1948. The Okanagan Military Museum is housed in the original part of the Memorial Arena.

A dedicated group of veterans and volunteers created the Okanagan Military Museum Society (OMMS) in 1987, with a goal to collect, preserve and exhibit artefacts related to Okanagan military heritage and to tell the stories of locals and their contributions on the world stage. The OMMS is a separate registered charity and society. In 2006, the OMMS amalgamated with the Kelowna Museums Society. The OMMS board is still active and works with the Kelowna Museums Society in many aspects of the operation of the museum.

Facility Amenities

The Okanagan Military Museum area has a north-facing double door entrance leading into the main floor exhibit galleries, two public washrooms and a workshop space. The main floor exhibit area has been enlarged over the years, opening up walls to tunnel into unused arena dressing rooms and spaces. The museum's second floor houses the Vince Bezeau Military Library & Archives, a research/meeting room (capacity 20), washrooms, three offices and collections storage.

Service to the Community

Programming at the Okanagan Military Museum includes drop-in visits, guided tours and programming for school and community groups, lectures, community outreach and a Remembrance Day Open House and associated programs. Ancillary users of the building include researchers accessing the Vince Bezeau Military Library & Archives and partner community groups using the research/meeting room. The British Columbia Dragoons also partner with the museum.

Staff FTE: Staffing is included in the Kelowna Museums Society total numbers, with a designated OMM staff of 1 FTE. The separate Okanagan Military Museum Society also has one <0.5 staff position. The Okanagan Military Museum relies heavily on volunteers to assist with exhibits and programming.

Building

Building size: 12,000 sq. ft. (estimated)

Building footprint: 6,300 sq. ft.

A Building Condition Assessment & Replacement Reserve Study was completed in June 2021. An energy study, performance upgrade analysis and project optimization were not completed as part of the building condition assessment scope of work. For detailed information regarding the condition of the building, the full report should be referenced.

The Building Condition Assessment & Replacement Reserve Study indicates there are no expenditures expected within the next 5-year period.

Accessibility

Below is a summary of different assessments that have evaluated the accessibility of the Okanagan Military Museum:

Key Areas of Success

- **Building Entrances:** Good drainage aimed away from the building.
- **Interior Path of Travel:** Floors are slip resistant and made with non-glossy material. All stores and mezzanines are open to the public and reachable by an accessible path of travel. Interior doors are properly recessed to not reduce the minimum required width of the path and are mounted at an accessible height.

Key Areas for Improvement

- **Parking:** There are no accessible parking stalls. Street parking is time-limited and sparse. There is no accessible loading zone.
- **Building Entrances:** While there is an accessible path of travel from the parking area to the building with the appropriate width and surfacing material, it has been recommended that the museum consider improving the condition to reduce tripping hazards caused by things like high lips, low dips and cracks. It has also been recommended that the museum consider adding an overhang on the building entrance and installing power-operated entrance doors.
- **Interior Path of Travel:** Interior doors are heavy and slow closing with inaccessible door handles. The second floor is not generally wheelchair accessible, although there is accessible access through the arena and into the museum's second floor via a loading ramp.
- **Interior Features:** It has been recommended that the museum consider appropriate interior wayfinding signage and signage for identifying accessible features of the building. Avoid signage with a glare and add a tactile option, digital beacons and QR codes.

Summary of Community Feedback

The following information was communicated during the public consultation process. The information reflects the opinion of those who responded and should be considered collectively with other information provided.

In interviews and feedback, users considered themselves to be “slightly satisfied” with the overall functionality of the three Kelowna Museums Society buildings, but rated them as being in “poor condition.” The Okanagan Military Museum facility was considered to be in the worst condition of the three museum buildings, with inadequate exhibit space and storage. The facility is outdated, unsightly and no longer meets modern standards around accessibility, environment and health. Maintenance costs rise every year and the HVAC system is inadequate.

Specific opinions expressed during the consultation:

- Noise from the adjacent arena degrades the experience for visitors and greatly impacts the quality of the work environment for staff and volunteers within the facility, creating a workplace health and safety issue.
- The efficiency of the electrical system and its age is of concern.
- Have had to turn away school groups and limit audience numbers at lectures.
- There is not enough gallery space to tell the whole story.
- Temperature control within the facility is challenging and the facility is considered to be cold most of the time.
- Accessibility within the facility, in particular washroom facilities, is limited.
- Main floor public washrooms are old and an eye sore.
- Major cracks in the floor inhibit movement.
- The current co-location of a museum and arena is not compatible. Co-locating with a different type of organization with aligned interests would be feasible.
- There is a need to work with the City to explore options for major renovations or new locations.

Investment

Capital Investment

The facility is maintained on an ongoing basis. In 2005, some improvements updated the building for operational efficiencies and code requirements. The Kelowna Memorial Arena is aged and in poor condition but because it is a WWII memorial building, public sentiment is against seeing the building demolished and replaced.

Annual repairs and maintenance investment

	2017	2018	2019	2020	Total
Operator investment*	\$4,184	\$5,640	\$10,200	\$11,474	\$31,498
City Investment**	\$0	\$0	\$0	\$901	\$901

*The Operator investment totals were as submitted by the organization and include annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.

**The City investment totals are derived from the Building Services Operations (CC 156/277) annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.



Laurel Packinghouse

1304 Ellis St
Kelowna, BC, V1Y 1Z8
778-478-0325

Year built: 1918

Major Renovations: 1982/83, 2010

Covenants/Heritage Status: The Laurel Packinghouse is located within Kelowna's Cultural District. The Laurel/BC Growers Packinghouse is on the City of Kelowna Heritage Register, formally recognized in 1983/01/10 and the National Register of Canada's Historic Places (2005/07/29). It is Kelowna's first designated heritage building.

History

The Laurel Packinghouse was built in 1917 and completed in 1918, using bricks made locally from Knox Mountain clay. At that time, what is now Kelowna's Cultural District was packed with fruit warehouses, packinghouses, canneries and a sawmill. Horses, boxcars and trucks jostled for position on tracks and dirt roads.

A fire in the 1960's destroyed much of the industrial district, but the Laurel remained a working packinghouse until the 1970's. When it was slated for demolition in 1982, members of the community rallied to save it. The building was revitalized in 2010. The BC Orchard Industry Museum opened in 1989 and the BC Wine Museum and VQA Wine Shop in 1996. The Laurel also provided space for a range of community arts groups and was the key component of the redevelopment of the neighbourhood as Kelowna's Cultural District.

A more complete history of the Laurel Packinghouse can be found at: www.kelowna.ca

Facility Amenities

The Laurel Packinghouse is a two-storey heritage building with a full basement/cellar that is accessible by loading bays as well as a staircase. The facility has 4,275 sq. ft. of open space for events and a capacity of 300 people. The Laurel is also home to the Okanagan Wine & Orchard Museum and gift shop, housed in two sections on the main floor. The main floor also has three public washrooms, one of which is a family room that contains a baby-changing station and a full kitchen with microwave, electric stove, double-wide fridge and three sinks. The facility has a raised stage, 10 ft. x 10 ft. screen, podium, tables, chairs and access to a rear patio/deck area and courtyard. There is no audio-visual system in place and no technicians on site for rentals. The Kelowna Museums Society has audio-visual equipment for museum events. There is one office space on the main floor for museum staff.

The second storey of the facility was renovated in 2010, removing the unsafe offices, hallway and south stairwell. The renovation left a second storey loft with staff work spaces at the north end of the building and opened up most of the space in a way that conforms to the original layout. The Laurel basement has extensive storage space for collections and equipment. There are several closed-off rooms including a cold cellar. Access to the basement is through the building's original loading bays or through the north stairwell.

Service to the Community

The Okanagan Wine & Orchard Museum and Laurel Packinghouse visitor/programming numbers are included in the Kelowna Museums Society 2019 statistic of over 34,000 visitors. Programming at the Laurel includes drop-in visits, guided tours and programming for school and community groups, lectures, public events and fairs.

The Laurel is also utilized by and rented to community groups, business and individuals for public and private events, adding another 26,200 visitors/users of the facility in 2019. These include craft fairs, galas, fundraisers, civic and community presentations and roundtables, meetings and private events such as weddings and Christmas parties.

Staff FTE: Staffing is included in the Kelowna Museums Society total numbers.

Building

Building size: 11,195 sq. ft.

Building footprint: 11,195 sq. ft.

A Building Condition Assessment & Replacement Reserve Study was completed in June 2021. An energy study, performance upgrade analysis and project optimization were not completed as part of the building condition assessment scope of work. For detailed information regarding the condition of the building, the full report should be referenced.

Highlights:

- **Building Functionality:** The exterior sealants observed on-site were either missing or at/near the end of their serviceable lives and are recommended to be installed and/or replaced. The original heritage windows were noted to be aged and require continuous preservation and rehabilitation to perform as intended. A budgetary allowance has been allocated for short-term window upgrades.

The *Building Condition Assessment & Replacement Reserve Study* provides the following summary table of expenditures expected within the next 5-year period. Costs indicated capture like for like renewals using Class D estimates, are future value and account for inflation.

	2021	2022	2023	2024	2025
Substructure	-	-	-	-	-
Shell	-	\$5,000	-	\$66,194	-
Interior	-	-	-	-	-
Services	-	-	-	-	-
Equipment & Furnishings	-	-	-	-	-
Building Sitework	-	-	-	-	-

Accessibility

Below is a summary from different assessments that have evaluated the accessibility of the Laurel Packinghouse:

Key Areas of Success

- **Parking:** Plenty of accessible parking stalls are available. The pavement is in good condition and the aisle next to the accessible stall is appropriately paved. Parking stalls are designed so vehicles do not encroach on the path of travel. There is public transit. The pathway to the building is accessible. Ramps are the appropriate width, free from obstruction and feature appropriate handrails.
- **Building Entrances:** Good drainage away from the entrance. There are automated doors that are push button activated with hardware at the appropriate height.
- **Interior Paths of Travel:** Generally, the interior paths are accessible. Handrails are in contrasting colours.
- **Washrooms:** Well-maintained, safe public washrooms are provided, with an accessible and unisex washroom available. Grab bars are available in each stall. Hooks and shelves are available in the stalls. Wash basins are fully accessible. Automatic or lever type faucets are used. Mirrors are provided and fully accessible.
- **Interior Features:** All surfaces are non-glare. All accessible features are identified within the building. Signage uses the appropriate font and colouring contrast. Entertainment areas are accessible to those with diverse abilities.
- **Social Connectedness:** Activities are available for people of all ages. The building is equipped with movable seating and tables, as well as refuge locations.

Key Areas for Improvement

- **Parking:** The transit stop is paved and firm, but there is no designated waiting area with benches. Ramps do not have level landings at 6,000 mm apart.
- **Building Entrances:** No relief area for seeing eye dogs. No tactile signage.
- **Interior Paths of Travel:** Stairs do not have non-slip surfaces, contrasting colours or non-slip tread. Handrails do not have tactile cues for those with vision impairments.
- **Washrooms:** No tactile signage, family room for feeding or safe needle disposal container. No components to accommodate children or little people. No call buttons installed in accessible stalls. No steps in front of the urinals, grab bars beside the urinals or clear width of approach of 800 mm centred on the urinals.
- **Interior Features:** Counters are not contrasting colours and there are no shorter counters to make accommodations. No visual signals with the fire alarms. No assisted listening devices installed. No wayfinding signage, digital beacons or QR codes. No tactile signs.
- **Social Connectedness:** There is no venue to buy snacks or food. There is no AED.

Summary of Community Feedback

The following information was communicated during the public consultation process. The information reflects the opinion of those who responded and should be considered collectively with other information provided.

In interviews and feedback, users considered themselves to be “slightly satisfied” with the overall functionality of the three museum buildings but rated them as being in “poor condition.” The Laurel Packinghouse was considered the most functional and in best condition overall, with ample programming/event space and new offices.

Specific opinions expressed during the consultation:

- Window sashes on east side are in very poor shape and require maintenance.
- Wooden floorboards are comprised of a thin historical laminate on new lumber and do not hold up well to heavy use.
- While the Laurel has extensive storage space for collections, the basement space is not temperature or humidity controlled leading to concerns for the long-term preservation of the collections.
- Storage for moveable furniture and other event accessories is inadequate. Improvised storage solutions create extra work between users and may reduce public access to the venue.
- There is a need to follow Standards and Guidelines for Conservation of Historic Places in Canada for all repairs and renovations.
- Salvage wooden floorboards from other historical buildings to replace damaged boards in the Laurel building.
- Spring flooding season generates significant risk for groundwater entering the basement area where collection items are stored.

Investment

Capital Investment

The facility was fully renovated in 2010 at a cost of \$2.54 million with approximately \$1.44 million paid by the City and \$1.1 million by the federal government. A further \$380,000 was requested during the City’s 2011 budget process for an upper story walkway through the heavy timber trusses and a heritage garden in the south rear-yard, including replacement of the original train spur for the eventual restoration and relocation of the 1940’s box car. This did not proceed.

In 2019, the \$500,000 outdoor Laurel Courtyard upgrade was completed, with \$235,000 covered by a BC Capital Project Gaming grant. The remainder was a shared expense between Kelowna Museums Society and the City of Kelowna.

In 2019, HVAC Condensing Units were replaced.

Annual repairs and maintenance investment

	2017	2018	2019	2020	Total
Operator investment*	\$27,371	\$26,909	\$26,151	\$12,885	\$93,316
City Investment**	\$17,547	\$29,455	\$25,071	\$5,388	\$77,461

*The Operator investment totals were as submitted by the organization and include annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.

**The City investment totals are derived from the Building Services Operations (CC 156/277) annual spending on maintenance of the facility. Utility fees (electric, gas, sewer, water) have been removed. This does not include capital expenditures.

Examples in Action from Across Canada



A review of how other municipalities are handling cultural facility challenges was conducted. Four key practices were identified as relevant to Kelowna's situation:



Co-location of cultural organizations



Partnership building



Delivering culture across civic facilities



Investment prioritization



Co-location of Cultural Organizations

Integrating multiple arts, culture and recreation organizations into one facility serves to cross-pollinate users and drive-up participation for all programs. To support the co-location of organizations, comparative municipalities have undertaken projects, such as:

- Developing a mixed-use community and cultural centre; and
- Developing a creative hub to support neighbourhood revitalization.

According to Canadian Heritage, “a creative hub is a multi-tenant facility which brings together professionals from a range of arts or heritage sectors and creative disciplines. Creative hubs feature diverse business models, such as not-for-profit and for-profit organizations and self-employed creative workers. Creative hubs provide multiple users with shared space, equipment and amenities; opportunities for idea exchange, collaboration and/or professional development; and offer space and programming that is accessible to the public.”

Comparative Communities

Town of Oakville

In the Town of Oakville, Queen Elizabeth Park Community and Cultural Centre (QEPCCC) opened in 2012 and occupies 144,000 sq. ft. of a former high school. One of the largest multi-use venues in Canada, the QEPCCC houses a diverse collection of artistic, cultural and active living programs. While 22 cultural groups call the QEPCCC home, an additional 29 groups regularly use the facility. The venue provides artists with specialized spaces, such as ceramics, woodworking, textile, digital arts and fine art studios and the main gallery and corridors offer opportunities for artists to display their work. The QEPCCC has shown growth year-over-year in attendance, programming and revenues, with more than 500,000 people visiting the Centre annually.



With a large number of mixed-use spaces and a diverse range of users, the QEPCCC requires approximately \$3 million in annual operating funding and staff to support group scheduling. By co-locating arts and cultural groups with recreational facility users, there has been increased public participation in arts and cultural activities, with some groups quadrupling their memberships. The Town supports non-profit users with discounted facility rental fees (approximately one-third less than regular rental rates) that equate to approximately \$900,000 in municipal funding, which is absorbed by the tax base.

The planning and development of the QEPCCC highlights lessons to be considered when developing co-location facilities. While there was widespread interest among users intending to use co-location spaces, subsequently, some groups opted to use independent facilities.

Some spaces have been underutilized and the Town is considering repurposing them. This experience indicates the need to forecast the sustainability of demand for each dedicated space within a co-location facility. Town staff suggest this can be achieved by conducting a granular feasibility analysis of each space and developing partnership agreements with the intended users.

To learn more about this facility, visit oakville.ca

City of Regina

The Creative City Centre is a non-profit artist-run centre in the heart of downtown Regina. The facility hosts visual art, music, theatre, film screenings, literary art and spoken word experiences and is home to a variety of artists and arts organizations. This facility has become a catalyst for creativity in Regina. As a 43-seat venue that hosts between 150-200 events each year, the facility welcomes approximately 4,500 people through its doors annually.

As a result of lack of opportunities for operating support, this space is reliant on very dedicated volunteers. Volunteers complete all activities from programming to facility operations, administration and grant writing. This model is considered by the founder to be unsustainable over the long-term and highlights the need for an appropriate financial model and ongoing operating support.

The nature of the space promotes collaboration among users and has provided many local artists with their first opportunity to present their work or experience new art forms. These opportunities have put many artists on the path to their current art form or their current level of success.

To learn more about this facility, visit creativecitycentre.ca



BCA Sun Wah (Vancouver)

Spanning 49,000 sq. ft. over three floors in Chinatown, BCA Sun Wah is home to over 80 artists, cultural organizations, and social impact organizations and it is the largest community cultural hub in the province. Operated by BCA (formerly BC Artscape), this space strives to nurture an environment that supports its tenants' work while also serving the broader community.

Initial community support for the development of this space amounted to approximately \$3.75 million and required an additional loan of \$1.3 million to complete the renovations. Unfortunately, opportunities for operating support for the ongoing expenses of these spaces is very limited and creates ongoing sustainability challenges to the operation of the space. The City of Vancouver has acknowledged this challenge and recently created a Space Operators Fund to support facilities like BCA Sun Wah. Without ongoing public support for operating expenses this project would not be possible.

BCA Sun Wah management has acknowledged the significant benefits that come with the development of a community space that promotes culture, collaboration and connection between local community members and organizations. However, ensuring conservative budgets, an appropriate financial model and appropriate rainy-day funds are available is critical to the success of the space long-term.

To learn more about this facility, visit bcabca.ca



Considerations for Kelowna

The review of comparative municipalities suggests that there is value in exploring co-location and mixed-use arts spaces designed for collaboration within the arts and cultural community. Key considerations for the City of Kelowna include:

- Co-locating arts and culture with recreation;
- Developing an understanding of the costs of operating and maintaining co-location facilities and the required municipal investment;
- Developing consistent rental discounts and tax abatements to non-profit organizations
- Developing partnership agreements with co-locating groups; and
- Validating demand for specific (inflexible) spaces through individual needs and capacity analysis.



Partnership Building

A key theme in the interviews and feedback was the challenge of cultural facility affordability. From the perspective of user groups, limited access to funding is an ongoing issue, which reduces the ability to afford capital investments and cover operating costs. To address similar challenges, comparative municipalities are taking on a range of community development approaches, such as:

- Supporting groups with capital development grants;
- Focusing on partnership development to leverage external funding opportunities; and
- Assisting groups with capacity building to enable better access to external funding and management of their own capital funding requirements.

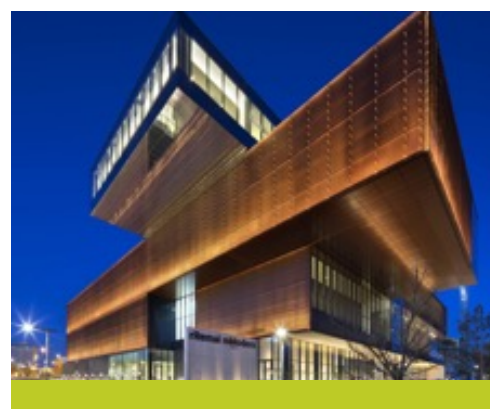
Comparative Communities

City of Saskatoon

The City of Saskatoon provides a tiered range of capital grant opportunities to its users, including:

- A recreation and culture partnership reserve for major investments over \$3 million;
- Cultural capital reserves of approximately \$500,000, which can also be used to support feasibility studies for new capital investments; and
- Capital reserves for smaller capital upgrades and renewals up to \$100,000.

The funds are managed as reserves, with annual contributions from general revenues and unused surpluses remaining accessible for future allocation. To be eligible for municipal contributions, capital grant recipients typically have to source additional funds at a ratio of one-third municipal contribution, two-thirds organization contribution. The City of Saskatoon can provide support by way of cash contributions, tax credits or in-kind services. The City of Saskatoon also offers grant workshops to assist potential applicants with their business case presentations and grant allocations are based on peer assessments by other arts and cultural organizations (subject to staff review/recommendation and Council approval).



The City of Saskatoon maintains an agile approach to investment planning in the arts and culture sector, ensuring it can be responsive to partnership opportunities and external capital contributions. Saskatoon's cultural planning framework indicates general principles and priorities and rather than leading facility development, the municipality relies on community drivers and access to community partners for capital and resourcing capacity in determining which projects will be supported. As an example, the Rемаi Modern Art Gallery was made possible through philanthropic partnerships, municipal land availability and the City's ability to respond to the opportunity.

For more information, visit saskatoon.ca

City of St. Catharines

The City of St. Catharines, Ontario leveraged \$18 million in contributions from both the federal and provincial governments, corporate donors, community fundraising and general funds. In total, \$60 million was raised for the 9,000 m² FirstOntario Performing Arts Centre. Opened in 2015, the complex has helped redefine the downtown core and consists of four performance venues that host international artists and offer local groups opportunities to produce performances. The facility partners with Brock University's Marilyn I. Walker School of Fine and Performing Arts and creates opportunities for 500 students to use the teaching space each day to showcase their talents.

For more information, visit firstontariopac.ca



City of Ottawa

In 2007, the City of Ottawa and the Orléans Town Centre Partnership (OTCP) entered a public-private partnership to construct the Shenkman Arts Centre while undertaking major development in the east end of the city. The partnership is responsible for the design, construction, maintenance and ownership of the 8,000 m² arts centre, which will revert to the City of Ottawa's ownership after a 30-year term. The OTCP financed the \$37.8 million facility and received exemptions from development fees, as well as property, education and land transfer taxes.

For more information, visit ottawa.ca



Considerations for Kelowna

The review of comparative communities suggests a range of partnership building strategies may help leverage external funding, assist groups with developing independent facilities and the capacity to sustain them and reduce the impact on the City's budget. Key considerations for the City of Kelowna include:

- Establishing a reserve fund to support grants for facility improvements;
- Using a peer adjudication process for capital grant approval;
- Setting a benchmark ratio of municipal funding to external funding;
- Adopting a standardized business case template for capital grant applications;
- Investigate developer contributions through initiatives like DCC's, CAC's or density bonusing;
- Assisting grant applicants with business case development;
- Entering P3 agreements for investment in arts and cultural facilities in support of major cultural development; and
- Assigning staff resources to work directly with facility users, supporting their efforts to self-fund and establish or improve independent facilities.



Delivering Culture Across Civic Facilities

To address similar challenges, comparative municipalities are taking on a range of community development approaches, such as:

- Utilizing a broader range of facility assets;
- Leveraging more facilities and unique spaces; and
- Supporting street level cultural vitality.

Comparative Communities

City of Hamilton

Launched in 2018, the City of Hamilton's Music Monday's program is a series of free live music events offered over the lunch hour on the forecourt of City Hall. Focusing on emerging artists, this program offers local musicians the opportunity for a paid public performance, while also increasing the community's access to music experiences. In 2019, over 1,100 people attended seven concerts.

As this program has grown, more investments have been made, such as the hiring of a sound technician to increase production quality and the purchase of chairs for public use to increase accessibility.

Using this space allows the City of Hamilton to take advantage of already existing but otherwise vacant spaces and animates them with unique live music experiences. This program demonstrates the municipality's support of local music and advances its Music Strategy goals, specifically the goal of supporting music creation and talent and the goal of increasing the public's access to music experiences.



City of Richmond

In response to community concerns about a lack of exhibition space available to local artists, the City of Richmond established a Community Art Exhibition Space program. By accessing space in already existing civic facilities, the City of Richmond developed community exhibition spaces for local artists and art groups to use. As well as using already existing spaces, they have incorporated this principle into new builds. These spaces are available at the City Hall's Galleria, Richmond Cultural Centre's Rotunda Gallery, Gateway Theatre, City Centre Community Centre and Thompson Community Centre.

Many of the exhibition spaces were started up with the support of the City of Richmond's Community Services Division but now operate on their own. The spaces that are still managed by the Community Services Division are filled by the facility's arts groups and supported by the local art gallery. Each user group gets a dedicated month each year to curate an exhibition for the space with additional themed months to support significant celebrations. The City of Richmond funds staff from the local Art Gallery to support hanging the exhibits and to ensure professional exhibition standards are maintained.



This program supports professional development of local artists and organizations by providing difficult to access exhibition space, providing the opportunity for community artists to see their work hung publicly and animating otherwise dull facility hallways and lobbies. With some exceptions, artists are not paid for their work to be hung but are able to leave contact information to facilitate sales.

While this initiative is limited to civic facilities, some local businesses have inquired about the program and ask about what they should consider if they were to implement something similar in their own spaces.

For more information, visit richmond.ca

City of Surrey

The dual-purpose Centre Stage facility in Surrey's City Hall is used by City Council and as a much-needed performance venue for community groups. The space serves as Council Chambers and can be converted into a 200-seat venue suitable for live music, small-scale theatre and dance performances. The theatre includes dressing room capacity for 48 performers and the facility is adjacent to the City Room atrium and Civic Plaza.

To provide better cross-departmental collaboration and utilization of City assets, Surrey's Cultural Development Advisory Committee includes staff from the Parks, Recreation and Culture Department, the Planning and Development Department, the Economic Development Division and the Surrey Library. The Committee provides a formal structure for staff across the various departments to engage in discussions related to cultural planning, asset utilization and support services. The cross-departmental engagement has resulted in work that recognizes the importance of arts and culture and the provision of appropriate spaces to support economic and community development.

For more information, please visit surrey.ca



Considerations for Kelowna

The increased use of civic facilities for cultural activities has the potential to improve facility utilization, increase operational efficiency and maximize municipal resources, including financial resources. Key considerations for the City of Kelowna include:

- Identifying underutilized spaces that can be leveraged to provide additional support to the creative community with nominal capital investment;
- Identifying appropriate exhibition spaces within civic facilities;
- Developing a cross-departmental advisory team to act as a liaison with arts and culture groups in order to support affordable and efficient utilization of all facilities;
- Taking an innovative approach to the design of new facilities to maximize their suitability for more diverse community use; and
- Further integrating arts and culture into the built environment.



Investment Prioritization

While it is clear from interviews and feedback that renewal of the Kelowna Community Theatre and the addition of multi-use spaces and other amenities are overdue, it is important to be transparent when ranking these priorities in relation to other civic facility and service needs.

To address similar challenges, comparative municipalities are taking on a range of community development approaches, such as:

- Utilizing a weighted score card; and
- Establishing a prioritization process to set priorities and respond to changing demands.

Comparative Communities

City of Regina

To develop its 2019 Recreation Master Plan, the City of Regina ranked 32 facilities using a weighted score card that considered:

- Strategic plan alignment;
- Public demand indicators from household and youth surveys;
- User group and stakeholder demand indicators;
- Accessibility;
- Financial impacts;
- Demographic projections;
- Existing facility inventory;
- Cost savings through partnerships or grants; and,
- Economic impacts.

The resulting prioritization allowed Regina to develop a high-level, phased implementation plan that addresses timeline, capital costs, funding sources, operating impacts and partnership potential.

To learn more about the City of Regina's Recreation Master Plan, visit regina.ca

The City of Coquitlam

The City of Coquitlam took an in-depth approach to developing its services in line with its community's aspirations. The Parks, Recreation and Culture Master Plan Implementation Strategy examined 18 different service areas and identified unmet needs in relation to applicable facilities, service delivery models, programming and governance structures.

Desired service levels were characterized as basic, enhanced, or elite and identified gaps were incorporated into the five-year capital planning process. The planning model also provided an indication of project needs and cost implications beyond 2030.

The prioritization process adopted in Coquitlam helps its Council set its annual priorities and respond to changing needs, trends and demographics. This example suggests there is merit in broadening prioritization processes to include all parks, recreation and cultural facilities.

To learn more about the City of Coquitlam's Parks, Recreation and Culture Master Plan Implementation Strategy, visit coquitlam.ca

Considerations for Kelowna

Key considerations for the City of Kelowna include:

- Undertake an evidence-based assessment of potential projects, the demand indicators to which they respond, their financial implications and anticipated outcomes.
- Specific tools for prioritization can take a range of forms, but some key inputs for informed decision making include:
 - Measuring alignment to strategic priorities;
 - Factoring community demand indicators;
 - Factoring user group demand indicators;
 - Understanding the capital and operational funding implications;
 - Understanding partnership potential and resourcing efficiencies; and
 - Considering the evidence for all of the above.
- Development of a template to standardize inputs for the prioritization process;
- Creation of a system for organizations to monitor and record their facility usage and related indicators to help inform the allocation of resources, improve facility utilization and ensure equitable distribution of City resources based on need, use and growth; and
- Consideration of engaging with the community to receive input into the scope of investments and adjudication on prioritization.

Exploring Prioritization



The purpose of a prioritization tool would be to assist in the assessment of capital investment requests, determine their respective merits and eventually rank them in relation to other capital improvement needs and services provided by the City.

The process for prioritizing investment should be based on principles of transparency and fairness and the results should be implementable and presented to stakeholders in a timely manner. A prioritization tool could also be used as part of a screening mechanism to consider unsolicited community-driven requests.

In some instances, a proposed cultural facility investment may not be identified in the City's current Capital Plan and may be considered as either an emergent or unforeseen need or opportunity. The prioritization tool can be used to review and initiate the process for these projects to be included within the City's financial review cycle and the ultimate determination of whether a project warrants inclusion in the Capital Plan. In an instance where investment is not supported, mechanisms for deferment or re-assessment could be identified.

Developed through conversations with internal and external stakeholders, the criteria below provide a starting point for creating a prioritization tool to guide facility investment for the City of Kelowna. Facility operators may consider these criteria as key themes to address in a business case for facility expansion or renewal. This should not be considered the tool.

Potential Prioritization Criteria

A fundamental requirement for any investment request should be a business case that clearly demonstrates the scope of a proposed initiative's size, program and budget. This business case should also identify the timeline and anticipated contribution commitment required from the City. Therefore, a prioritization tool should require an evidence-based analysis of the following criteria:

- Current and future state;
- Strategic alignment;
- Need for investment; and
- Financial implications.

Current and Future State

The context for investment in facility development should require a foundational conditions assessment of the current facility's purpose, usage, limitations, age, size and anticipated lifespan from which the proposed investment can be measured. An understanding of the anticipated future usage and opportunities should be articulated.

Strategic Alignment

Imagine Kelowna envisions a collaborative, responsible, connected and smarter community. Investment in cultural facilities should embody the City's aspirations for entrepreneurship, vibrant urban centres and an engaging arts and cultural scene that is accessible to all. Therefore, the proposed investment will need to be consistent with the City's vision and guiding principles as found in larger community plans such as, *Imagine Kelowna*, the Official Community Plan, the 2020-2025 Cultural Plan, area plans such as the Civic Precinct Plan and other community plans.

Proposed investments could also align with identified and quantifiable community priorities from other sources. These could be identified through the priorities of the provincial or federal government or local feasibility studies.

Need for Investment

Criteria for measuring the comparative merits of a proposed cultural facility relative to other competing initiatives will be fundamental in the prioritization process. The following are potential investment need categories for inclusion in a prioritization tool:

- **Meeting a recognized program or space requirement**
The proposed investment should clearly illustrate the scope and purpose of the initiative relative to the underlying needs of the facility or the creative sector.
- **Potential for flexible / multi-purpose use**
It will be necessary to balance the need for single purpose space relative to multi-purpose space.
- **Potential for co-location**
Similar to flexible and multi-purpose use, co-location will be an essential strategy for optimizing investment. Co-location not only provides the ability to share space but also the ability to share and pool funding and staffing resources.

- Principles for equitable development**
 To ensure the principles and practices of equitable development, environmental justice and affordability are applied to the project. This criterion should help to determine if the proposed project meets our community objectives for equity and provides benefits to everyone.
- Community support & creative sector consensus**
 A business case should indicate the level of community support and the level of consensus in the creative sector, particularly for significant cultural facility investments. It is very likely that funding one initiative will be achieved at the expense of deferring or denying another facility request. Transparency in the decision making will be necessary to address potential conflicts.
- Time sensitivity and risk**
 It will be necessary to decide if a request is anticipated, emergent or urgent. Prioritization will need to address the potential risk relative to a proposed project's timeline and evaluate if it can realistically be completed within an acceptable timeframe. It will be important to understand the consequences of deferring or not proceeding with a project.
- Level of service improvement**
 As part of the assessment, the impact on current service levels should be demonstrated relative to the level of investment.
- Future implications**
 The long-term benefits of a proposed investment should be demonstrated in relation to anticipated future trends and evolving needs.
- Innovation**
 Facility investment should encourage innovation, not only in the enhanced services provided, but also in the means by which these enhancements are achieved.
- Community added value and enhanced social outcomes**
 Investment in facilities creates value for the community in many different ways. Prioritization will need to consider the broader community outcomes as a result of investment in a particular facility.
- The environment and future sustainability**
 Prioritization should consider the future sustainability of the project and the inclusion of mitigation strategies that reduce environmental impact.

Financial Implications

Criteria for comparing the financial implications of competing initiatives needs to be a fundamental component of the prioritization process. The following are potential financial implication categories for inclusion in a prioritization tool:

- Implications to the City's capital and operating budgets**
 The City's current level of funding should be quantified in relation to future operation and maintenance costs. Additional programming support sources such as grants or subsidies should also be identified. In addition, it will be important to consider changes in operating expenses and future facility and building system replacement costs, especially when a proposed facility is not part of the current municipal inventory.
- Funding model**
 The ability to leverage City funding with alternate funding opportunities plays a significant role in supporting an initiative due to the pressures on municipal services and the existing infrastructure deficit. Alternate self-funding models (full or partial) such as fund-raising through donations, increased revenue streams, opportunities for partnerships, grants and sponsorships should be investigated.
- Return on investment**
 ROI is a necessary metric for comparing the relative value of investing in one facility versus another.
- Alternate option analysis**
 An evidence-based analysis of alternate means for achieving similar results will need to be undertaken to confirm

the viability of a proposed initiative. For example, strategies for new builds should be tested against facility renewal. Variations in scope, scale, operational and service models, space acquisition models and project timing should be investigated.

- **Service life of the facility**

As part of a baseline analysis, the service life of an existing facility or the potential for other uses should be considered. There will be diminishing returns for investing in already-existing facilities that are approaching the end of their service life. The timing for new facilities will need to be carefully considered relative to the cost and consequences of prolonging the service life of existing facilities. Planning for new facilities should be in place well in advance of terminating operations at an existing facility, including the provision of temporary facilities for organizations and programs displaced by construction.

- **Community impact**

Enhancing the economic viability of Kelowna by attracting high profile productions, improving the quality of the city's cultural scene and increasing tourism and employment, are some of the direct benefits of investing in cultural facilities. Measuring these indicators in the prioritization process will be essential.

Key Recommendations and Action Steps



1

Key Recommendation 1: Build capacity within community organizations

Summary

- Cultural organizations have varying degrees of understanding of their facility needs over the medium- and long-term, making planning at the community level difficult.
- The capacity of organizations to undertake large capital projects, including facility development and fundraising campaigns, varies significantly, often highlighting the need for support from the City.
- Some cultural organizations are eager to move forward with new facility development and/or extensive renovations to existing facilities to meet growing community needs.
- Support is necessary to ensure we have shovel ready projects, and that we can streamline facility planning, design and construction.

Action Steps

- 1 Action 1:** Provide grant support to community organizations to conduct feasibility studies that demonstrate their facility needs now and into the future.
- 2 Action 2:** Develop an approach to measuring and communicating the contributions, economic benefits and impacts that cultural facilities have on Kelowna's social, cultural, environmental and economic conditions.
- 3 Action 3:** Support capacity building of local organizations through ongoing educational opportunities and financial support for projects that enhance long-term sustainability and financial security.

2

Key Recommendation 2: Implement a prioritization tool

Summary

- The results of interviews with facility users suggest an ongoing and evolving need for a variety of additional arts and cultural spaces, as well as the refurbishment of existing spaces. Specifically, there is strong support for updating or replacing the Kelowna Community Theatre and providing versatile mixed-use spaces with associated support spaces, such as storage.
- Using a prioritization tool allows for a structured and transparent approach that addresses alignment with the Official Community Plan, five and 10-year capital budgets, community needs, risks and financial implications.
- Scoring and prioritization of capital investments should be undertaken concurrently with other proposals, along with a tiered approach to validating investment prioritization, through staff review, peer review and Council approval.

Action Steps

- 4 Action 4:** Work collaboratively to develop, implement and publicly communicate an assessment tool to prioritize capital investment in facilities and facility development.

3

Key Recommendation 3: Rethink how community space can be created

Summary

- The City of Kelowna manages more than 100 civic facilities for a variety of purposes. There is a need and opportunity to maximize the use of civic facilities for the delivery of cultural programming, where this makes sense.
- The 10-Year Capital Plan indicates major investments for the renewal of the Parkinson Recreation Centre, the expansion of the Capital News Centre and numerous other facility investments outside the traditional spaces for arts and cultural activities. An opportunity exists to support the space needs of the creative sector within these projects without a substantial increase in overall costs.
- There is an appetite to create unique artistic experiences within the creative sector. This opens opportunities for new use of existing space.

Action Steps

- 5 **Action 5:** Develop opportunities for the professional exhibition of art within municipally-owned facilities and spaces.
- 6 **Action 6:** Establish the civic plaza, Art Walk extension and cultural amenity space within the development at 350 Doyle Avenue.
- 7 **Action 7:** Include the needs of the creative sector in the planning, redevelopment and construction of civic facilities and outdoor spaces.
- 8 **Action 8:** Evaluate vacant city-owned heritage assets for opportunities to enhance space availability for community programming.

4

Key Recommendation 4: Ongoing investment in existing facilities

Summary

- Current infrastructure needs within the City of Kelowna exceed available funding for investment. There is a need to expand the lifespan of existing infrastructure in some cases beyond the anticipated life of the facility.
- Some cultural facilities are aged and repairs and maintenance needs continue to increase annually. Maintenance costs continue to increase without an equal increase in the available budget to meet these needs.
- A number of challenges exist related to the accessibility of public facilities. Improvements are required at all municipally-owned cultural facilities.
- The primary cultural facilities are owned by the municipality but operated by third parties through lease and operating agreements. A collective effort is required to ensure that facilities continue to meet the needs of the community.

Action Steps

- 9 **Action 9:** Increase investment in Facilities Asset Management, including the ongoing maintenance, repairs, renewals and accessibility upgrades of municipally-owned facilities.
- 10 **Action 10:** Clarify repair and maintenance responsibilities in the lease and operating agreements with cultural facility operators.
- 11 **Action 11:** Establish appropriate reserves for future cultural facility capital needs and development.

5

Key Recommendation 5: Reimagine what's possible with innovative approaches

Summary

- The expectations of the community continue to grow, changing the role of the municipality in service delivery.
- Municipalities can no longer shoulder the primary responsibility for all cultural facility development needs in the community, a new way of thinking about infrastructure development is required.
- Working collectively with a broad range of partners to support community needs is necessary for a successful future.

Action Steps

- 12 **Action 12:** Explore the role of the municipality in fundraising campaigns, sponsorship, advertising and philanthropy for facility development and renewal.
- 13 **Action 13:** Investigate models that engage new partnerships and enhance future cultural facility development.

Implementation

The successful implementation of the CFMP will require a cross-departmental approach to the completion of multiple initiatives that support each of the 13 action steps. The Key Initiatives Table highlights upcoming major projects that are considered to advance the CFMP's key recommendations and action steps. The completion of each initiative included in this table will continue to move the needle towards the realization of our local creative sector's space needs.

Key Initiatives Table

Legend: **X** = project lead **X** = involved

Action Step & Initiative #	Description	Cultural Services (ALC Div.)	Parks & Building Planning	Partnerships Office	Property Management	Real Estate	Building Services	Finance	Capital Budget & Asset Mgmt	Communications	Policy & Planning	Infrastructure	Cultural Facility Operators	Timeline	Existing Budget (EB), Operating Request (OR), Alternate Source (AS)
1	Provide grant support to community organizations to conduct feasibility studies that demonstrate their facility needs now & into the future.														
1.1	ALC Application-Based Grant Program Review & Recommendation Implementation	X												2022/2023	OR
1.2	Cultural Grants Project Program	X												Ongoing	EB
1.3	Cultural District Storage Space Analysis	X												2022	EB
2	Develop an approach to measuring and communicating the impacts that cultural facilities have on Kelowna's social, cultural, environmental and economic conditions.														
2.1	Cultural Plan Report Card	X												2022 & 2024	EB
2.2	Economic Impact Assessment of the Creative Sector Update	X												2024	OR
2.3	Strategic Partnership Reporting Framework			X	X		X	X							
2.4	Bi-Annual Commitment to Community Impact Report	X		X										2023 & 2025	EB
2.5	Outcome Measures Toolkit	X												2023	EB
3	Support capacity building of local organizations through ongoing educational opportunities & financial support for projects that enhance long-term sustainability & financial security.														
3.1	Organization Development Grants	X												Ongoing	EB
3.2	Non-profit Lifecycles Capacity Building Program (BESTI)	X												2021/2022	EB
3.3	Annual Board Governance Workshop	X												Ongoing	EB
3.4	Direct Support to Community Organizations (information & opportunity sharing, workshop facilitation etc.)	X		X										Ongoing	EB
3.5	Support to the Implementation of the Central Okanagan Music Strategy	X												Ongoing	EB
4	Work collaboratively to develop, implement & publicly communicate an assessment tool to prioritize capital investment in facilities & facility development.														
4.1	Strategic Facilities Master Plan	X	X	X	X	X	X	X	X	X	X			2023	OR
5	Develop opportunities for the professional exhibition of art within municipally-owned facilities & spaces.														
5.1	Art@KCT	X								X				2022 ongoing	EB
5.2	ArtWalk Banner Exhibition Project	X			X									2021 ongoing	EB
5.3	Artist in Residence Program	X								X				Ongoing	OR
5.4	Revitalize Temporary Art in Public Spaces Program	X	X											2021	EB
5.5	Public Art Master Plan	X	X				X							2022	OR
5.6	Evaluate Community Art Program	X	X											2022	EB

Action Step & Initiative #	Description	Cultural Services (ALC Div.)	Parks & Building Planning	Partnerships Office	Property Management	Real Estate	Building Services	Finance	Capital Budget & Asset Mgmt	Communications	Policy & Planning	Infrastructure	Cultural Facility Operators	Timeline	Existing Budget (EB), Operating Request (OR), Alternate Source (AS)
6	Establish the civic plaza, Art Walk extension & cultural amenity space within the development at 350 Doyle Avenue.														
6.1	Art Walk (Smith Ave to Doyle Ave) & Civic Plaza Schematic Design	X	X	X		X	X							2021/2022	AS
6.2	Art Walk (Doyle Ave to Queensway) Schematic Design	X	X	X		X	X							2022	EB
6.3	Art Walk, Civic Plaza & Creative Hub Detailed Design, Construction & Opening	X	X	X		X	X					X		2024/2025	OR
7	Include the needs of the creative sector in the planning, redevelopment & construction of civic facilities & outdoor spaces.														
7.1	Consultation with the creative sector in the development of policies and plans, such as: <ul style="list-style-type: none"> • Official Community Plan 2040 • 2040 Capital Plan • Strategic Facilities Master Plan • Parks Master Plan • Event Strategy • Rutland Urban Centre Plan • Midtown Urban Centre Plan • Pandosy Urban Centre Plan • North End Site Planning 														
7.2	Consultation with the creative sector in redevelopment and construction of civic facilities and outdoor spaces, such as: <ul style="list-style-type: none"> • Parkinson Recreation Centre Redevelopment • City Park Enhancement • City Hall Expansion • Capital News Centre Expansion • Island Stage Redevelopment • Waterfront Walk Way • Gateway Redevelopment • Civic Space Animation Project 														
8	Evaluate vacant city-owned heritage assets for opportunities to enhance space availability for community programming.														
8.1	Heritage Strategy Update	X	X								X			2025+	OR
8.2	Father Pandosy Mission Site & Program Review	X	X	X	X	X		X		X	X		X	2022/2023	OR/AS
8.3	Adaptive Re-Use Initiative of Grist Mill Site		X	X	X	X								2022 Ongoing	TBD
8.4	Adaptive Re-Use Initiative of Cameron House		X	X	X	X								2022 Ongoing	TBD
9	Increase investment in Facilities Asset Management, including the ongoing maintenance, repairs, renewals & accessibility upgrades of municipally-owned facilities.														
9.1	Community Energy Retrofit Strategy						X				X		X	2022	EB
9.2	Include Cultural Facilities and Major Assets in City Works Program	X					X		X				X	2022	EB
9.3	Renewal of Entrance of Okanagan Heritage Museum	X	X		X		X					X	X	2023	AS
9.4	Grant Strategy (Internal Resource)			X			X	X	X			X		2022	EB
10	Clarify repair & maintenance responsibilities in the lease & operating agreements with cultural facility operators.														
10.1	Cultural District Facility Lease & Operating Agreement Renewals	X		X	X		X						X	2022	EB
10.2	Re-establish Annual Partners Information Meeting & Annual Walk Throughs	X		X	X		X						X	2022	EB
10.3	Review Service Request Submission Process for Cultural Facility Operators	X					X						X	2023	EB

Action Step & Initiative #	Description	Cultural Services (ALC Div.)	Parks & Building Planning	Partnerships Office	Property Management	Real Estate	Building Services	Finance	Capital Budget & Asset Mgmt	Communications	Policy & Planning	Infrastructure	Cultural Facility Operators	Timeline	Existing Budget (EB), Operating Request (OR), Alternate Source (AS)
11	Establish appropriate reserves for future cultural facility capital needs & development.														
11.1	Cultural Facilities Reserve Fund Exploration and Implementation	X			X		X	X					X	2022/2023	EB
11.2	ALC Reserve Guidelines Development	X						X						2022/2023	EB
11.3	Capital Improvement Fee Long Term Capital Plan for KCT	X					X	X						2022	EB
12	Explore the role of the municipality in fundraising campaigns, sponsorship, advertising & philanthropy for facility development & renewal.														
12.1	Sponsorship Program Review			X										2022	EB
12.2	Cultural District Marketing Strategy	X								X				2022	EB
12.3	Cultural Mapping Project	X								X				2022-2024	EB
13	Investigate models that engage new partnerships & enhance future cultural facility development.														
13.1	Future Performing Arts Centre Funding Model Review	X	X	X		X		X	X	X				2021	OR
13.2	Creative Hub Governance and Operating Model Development (Phase 2)	X	X	X		X								2022/2023	OR/AS
13.4	Zoning Bylaw Replacement Project					X					X			2021/2022	EB

Outcome Evaluation

While projects identified in the Key Initiatives Table span over several years, the success of the implementation will be measured by considering the outcomes that will result over the short, medium and long-term through ongoing commitment to the Key Recommendations and Action Steps included in the plan.

Short-term

If we were successful in implementation, in the short-term we could achieve changes in learnings including knowledge, tools and skills, such as:

- increased investments made in cultural facility renewal and development through public and private sector support.
- the implementation of a City of Kelowna prioritization tool.
- establishment of facility reserve funds for municipally-owned cultural facilities.
- knowledge of available spaces for cultural programming.
- creation of a Creative Hub at 350 Doyle, including a civic plaza and Art Walk extension.
- consultation of the local creative sector through appropriate planning processes.
- the successful adaptive re-use of City-owned heritage assets.
- the development of a long-term facility asset management strategy.

Medium-term

Over the medium-term, efforts would lead to outcomes that influence changes in behaviour, decision making, policies and action, such as:

- additional space is available for cultural programming in the community.
- there is a greater understanding of the decision-making process and criteria related to capital investment at the City of Kelowna.
- funding is available when repairs, renewals and redevelopments are required at City-owned facilities.
- cultural programming is offered throughout the community in a broader range of unique community spaces.
- new community spaces are created through unique community partnerships.
- the needs of the creative sector are reflected in community plans and policies.
- City-owned heritage assets are properly preserved, and the historical significance is properly communicated.
- regular and routine maintenance is completed in a timely manner on all cultural facilities.

Long-term

Over the long-term, commitment will result in changes in conditions within the community, such as:

- cultural programming and services in the community have safe and appropriate space to conduct a variety of activities that are attended by the public.
- the right capital projects are funded at the right time and investments support the broad infrastructure needs of our growing community.
- facilities, no matter their age, are well maintained and meet the needs of our broader community.
- new community facilities are proactively planned and funding is available for the required investment.
- unique cultural experiences continue to engage and inspire the public to participate and engage with the arts.
- cultural programming has a broader reach in our community.
- the history of our community continues to be an ongoing part of our learnings and an important part of our identity.
- cultural facilities continue to serve an important part of the vibrancy of our community.

Reporting

Successful implementation of the CFMP will be measured and reported through the bi-annual Cultural Plan Report Card.

Cultural facility development is not the responsibility of a single division or department within the City of Kelowna and no one initiative will resolve the multiple space challenges faced by the creative sector in Kelowna. It is through a long-term and ongoing commitment to facility renewal and development, in the context of all City priorities, that we can establish a road map for future space provision.

Appendices

Appendix A - Interview Guide

Organization:

Name:

Date:

About your organization:

1. Tell me about your organization.
2. What is your role in the arts and cultural community?
 - Creation / Production (creating art or cultural experiences)
 - Dissemination (sharing and presenting art or cultural experiences)
 - Educational (teaching artistic practice)
 - Curatorial (selecting / presenting art)
 - Other, please specify.
3. How many people do you serve each year, on average?

Visitors / Customers	Program Users / Producers / Makers	Other?
2018:	2018:	
2017:	2017:	
2016:	2016:	

Facility Space:

4. How many facilities do you operate from? Please indicate if you have a primary/home base facility and if you tap into a network of satellite facilities to deliver various programming as well as the location of these facilities.
 - 1
 - 2
 - More than 2

List all facilities they operate from and to which extent:

5. To what extent do you utilize the facility / facilities?
 - Under-utilized / we do not use all of our space
 - Somewhat under-utilized / occasionally have slack space
 - Neutral ("just right")
 - Somewhat over-capacity / occasionally do not having enough space
 - Over-capacity / we do not have enough space
 - Do not know
6. Who owns the facility / facilities?
 - Our organization
 - City of Kelowna
 - Other
7. What size (square feet) is the facility / facilities?
 - Primary facility: _____
 - Other facilities: _____

8. What is the condition of the facility(ies) you operate from? Please describe.
 - Excellent condition
 - Good condition
 - Fair condition
 - Poor condition
 - Do not know
9. Consider the functionality of the facility(ies) you operate from, such as parking, storage, amenities, accessibility, etc. Does the facility / facilities satisfy your organizational needs? Please describe.
 - Extremely satisfied
 - Very satisfied
 - Moderately satisfied
 - Slightly satisfied
 - Not at all satisfied
 - Do not know
10. Are there any threats to continuing operating from your facility / facilities?
 - Lease renewal
 - Rent increases or affordability
 - Building condition / maintenance / aging infrastructure
 - Staffing concerns (e.g. recruiting/retaining staff, executive director, etc.).
 - Board / governance issues (including aging board members)
 - Access to grants and funding / competitive nature of sector
 - Other, please specify.

Future Space Needs:

11. Within the next 5 to 10 years, how much space will your organization need?
12. If you need more space, prioritize the type of space you need.

	Not a priority	Low priority	Somewhat priority	Moderate priority	High priority	Essential priority
Service / program space						
Studio / maker space						
Performance space						
Gallery space						
Retail / sales space						
Office / administrative space						
Meeting space / board room						
Kitchen						
Storage						
Other (please specify)						

13. If you identified a high priority for any types of space in the previous question, please describe.
14. What are your future space plans and when will these plans be initiated? Select all that apply.
 - Stay and maintain current facility
 - Stay and expand current facility
 - Stay and redevelop current facility
 - Relocate to a different site / facility
 - Relocate and develop new facility
 - Acquire additional facilities
 - Other
 - Do not know

Co-Location:

15. Do you currently share space with one or more organizations?
 - Yes
 - No
 - Do not know
16. If you currently share space with another organization(s), please describe how the arrangement is working for you / meeting your needs.
17. Under what conditions would your organization consider co-locating with another organization(s)?
 - Yes
 - No
 - Do not know
18. Does your facility have under-utilized space that could be occupied by another organization?
 - Yes
 - No
 - Do not know

Closing:

19. What are the most important facility needs, issues or opportunities facing Kelowna in the future?
20. What role should the City of Kelowna take to address facility needs, issues and opportunities?
21. Is there anything else you would like to share?

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Cultural Services
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kelowna.ca/culture



Cultural Facilities Master Plan

January 17, 2022

Purpose

- ▶ assess cultural facility usage;
- ▶ address strategies for optimizing existing space or providing more space;
- ▶ assist the City's prioritization and decision-making process;
- ▶ highlight common trends and examples from across Canada; and
- ▶ support the review and development of future City plans



Development Process



Share with the community

- ▶ The final stage of engagement included:
 - ▶ facilitated presentations for the community;
 - ▶ distribution through the Arts and Culture newsletter;
 - ▶ inclusion on kelowna.ca;
 - ▶ presentations to each of the Boards of municipally-owned cultural facilities;
 - ▶ open-house style display at the RCA;
 - ▶ presentations and discussions with City of Kelowna staff.



What we heard

Top priorities



Studio/Creator



Program/Service



Storage

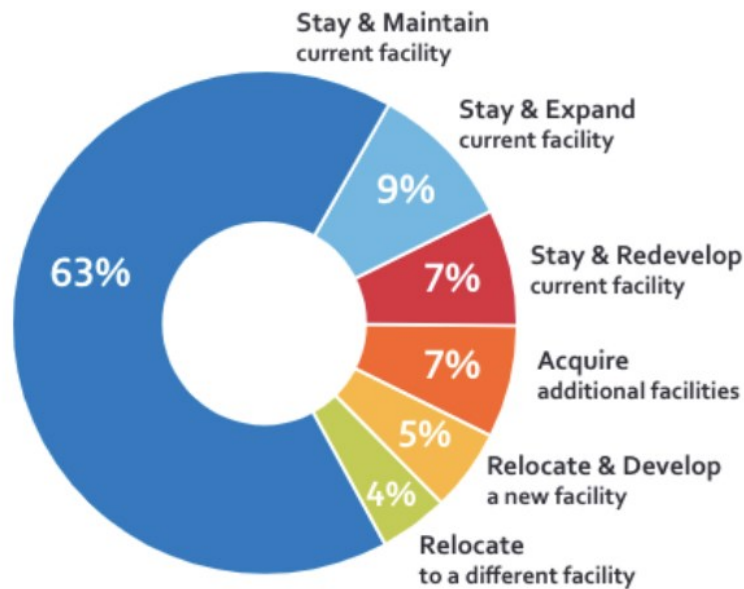


Performance



Admin/Office

Future space plans



Threats to keeping space



Rent increases/
affordability



Funding
availability



Org. capacity
challenges



Building
conditions/aging
infrastructure

Municipally-owned cultural facilities

- ▶ Kelowna Community Theatre
- ▶ Kelowna Art Gallery
- ▶ Rotary Centre for the Arts
- ▶ Okanagan Heritage Museum
- ▶ Okanagan Military Museum
- ▶ Laurel Packinghouse

Each facility has their own history, amenities and service to the community.



Exploring Prioritization

- ▶ Assist in the assessment of capital investment requests, determine their respective merits and rank them in relation to other capital improvement needs and services
- ▶ A prioritization tool should require an evidence-based analysis of the following criteria:
 - ▶ Current and future state;
 - ▶ Strategic alignment;
 - ▶ Need for investment; and
 - ▶ Financial implications.
- ▶ More exploration will occur in the development of the upcoming **Strategic Facilities Master Plan**.



Key Recommendation 1:

Build capacity within community organizations

- ▶ **Action 1:** Provide grant support to community organizations to conduct feasibility studies that demonstrate their facility needs now and into the future.
 - ▶ Cultural Grants Project Program, Cultural District Storage Space Analysis, ALC Application-based Grant Program Review

- ▶ **Action 2:** Develop an approach to measuring and communicating the impacts that cultural facilities have on Kelowna's social, cultural, environmental and economic conditions.
 - ▶ Cultural Plan Report Card, Strategic Partnership Reporting Framework, Bi-Annual Commitment to Community Impact Report

- ▶ **Action 3:** Support capacity building of local organizations through ongoing educational opportunities and financial support for projects that enhance long-term sustainability and financial security.
 - ▶ Organization Development Grants, Nonprofit Lifecycles Capacity Building Program, Direct support to community organizations

Key Recommendation 2: Implement a prioritization tool

- ▶ **Action 4:** Work collaboratively to develop, implement and publicly communicate an assessment tool to prioritize capital investment in facilities and facility development.
 - ▶ Strategic Facilities Master Plan

Key Recommendation 3:

Rethink how community space can be created

- ▶ **Action 5:** Develop opportunities for the professional exhibition of art within municipally-owned facilities and spaces.
 - ▶ Art@KCT, Artist in Residence Program, Public Art Master Plan
- ▶ **Action 6:** Establish the civic plaza, Art Walk extension and cultural amenity space within the development at 350 Doyle Avenue.
 - ▶ Art Walk & Civic Plaza schematic design, Creative Hub detailed design, construction and opening
- ▶ **Action 7:** Include the needs of the creative sector in the planning, redevelopment and construction of civic facilities and outdoor spaces.
 - ▶ Consultation with the creative sector on plans, policies and in redevelopment of civic facilities and spaces
- ▶ **Action 8:** Evaluate vacant city-owned heritage assets for opportunities to enhance space availability for community programming.
 - ▶ Heritage Strategy Update, Adaptive re-use of Cameron House

Key Recommendation 4:

Ongoing investment in existing facilities

- ▶ **Action 9:** Increase investment in Facilities Asset Management, including the ongoing maintenance, repairs, renewals and accessibility upgrades of municipally-owned facilities.
 - ▶ Community Energy Retrofit Strategy, Renewal of entrance of the Okanagan Heritage Museum, Inclusion of cultural facilities in City Works Program
- ▶ **Action 10:** Clarify repair and maintenance responsibilities in the lease and operating agreements with cultural facility operators.
 - ▶ Cultural District Lease and Operating Agreement renewals, Review service request submission process for facility operators, Re-establish annual partner information meetings and walk-throughs
- ▶ **Action 11:** Establish appropriate reserves for future cultural facility capital needs and development.
 - ▶ Cultural facilities reserve fund exploration and implementation, ALC Reserve Guidelines development, Capital Improvement Fee Long-term Capital Plan for KCT

Key Recommendation 5: Reimagine what's possible with innovative approaches

- ▶ **Action 12:** Explore the role of the municipality in fundraising campaigns, sponsorship, advertising and philanthropy for facility development and renewal.
 - ▶ Sponsorship Program Review, Cultural District Marketing Strategy, Cultural Mapping Project
- ▶ **Action 13:** Investigate models that engage new partnerships and enhance future cultural facility development.
 - ▶ Future Performing Arts Centre funding model review, Creative Hub governance and operating model development, Zoning Bylaw Replacement project

Successful Implementation

- ▶ In the short-term, it is anticipated that we will see:
 - ▶ cultural facility renewal and development;
 - ▶ implementation of a City of Kelowna prioritization tool;
 - ▶ reserve funds for municipally-owned cultural facilities;
 - ▶ clarity with available spaces for cultural programming;
 - ▶ creation of a Creative Hub at 350 Doyle, including a civic plaza and Art Walk extension;
 - ▶ consultation of the local creative sector in planning processes;
 - ▶ adaptive re-use of City-owned heritage assets; and
 - ▶ a long-term facility asset management strategy.

Next Steps



- ▶ Work collaboratively with our partners in the creative sector
- ▶ Continue our cross-departmental implementation efforts
- ▶ Continue to evaluate our efforts and report on the implementation as part of the bi-annual Cultural Report Card



Questions or Feedback?

For more information, visit kelowna.ca.

Report to Council



Date: January 17, 2022
To: Council
From: City Manager
Subject: 2022 Canada Cultural Spaces Fund Grant
Department: Active Living & Culture - Cultural Services

Recommendation:

THAT Council receives for information the report from the Active Living & Culture Division, dated January 17, 2022, with respect to the 2022 Canada Cultural Spaces Fund Grant;

AND THAT Council authorizes the Active Living & Culture Division to apply for Canada Cultural Spaces Fund Grant funding and provide overall grant management;

AND FURTHER THAT the 2022 Financial Plan be amended to include the grant funding for the Canada Cultural Spaces Fund Grant program if the application is successful.

Purpose:

To approve a grant application for a Canada Cultural Spaces Fund Grant Program to upgrade of specialized lighting fixtures at the Kelowna Community Theatre.

Background:

The Canada Cultural Spaces Fund (CCSF) supports the improvement of physical conditions for arts, heritage culture and creative innovation. The Fund supports renovation and construction projects, the acquisition of specialized equipment and feasibility studies related to cultural spaces.

The application will request funding to replace outdated stage lighting fixtures, take advantage of recent industry advances and finalize the conversion of the Kelowna Community Theatre (KCT) to LED lighting. The City is eligible to apply for 50% of the project cost and reflects the amount being requested.

Discussion:

The KCT stage has 316 lighting fixtures in its inventory. An application made to the CCSF in 2015 facilitated the replacement of 148 incandescent lighting fixtures with new, energy efficient fixtures as well as the purchase of a digital lighting board console.

An assessment of the current lighting equipment has revealed that the KCT's older conventional and automated fixtures, some dating back over 20 years, are nearing the end of their useful life and need to be replaced.

This application to CCSF will complete the conversion of the Kelowna Community Theatre to LED lighting and replace aging fixtures that are unserviceable and failing with new professional theatre grade fixtures. These new fixtures will augment the existing KCT stage lighting system with LED moving head spots, LED cyclorama battens and an automated spotlight system.

Conclusion:

Advances in lightning technology have progressed rapidly since the current stage lights were purchased. The purchase of the proposed specialized lighting equipment will ensure that our performers and audiences are well-served into the future.

The CCSF receives applications on an ongoing basis.

Internal Circulation:

Divisional Director, Active Living & Culture
Divisional Director, Financial Services
Administration & Business Services Manager
Grants and Special Projects Manager

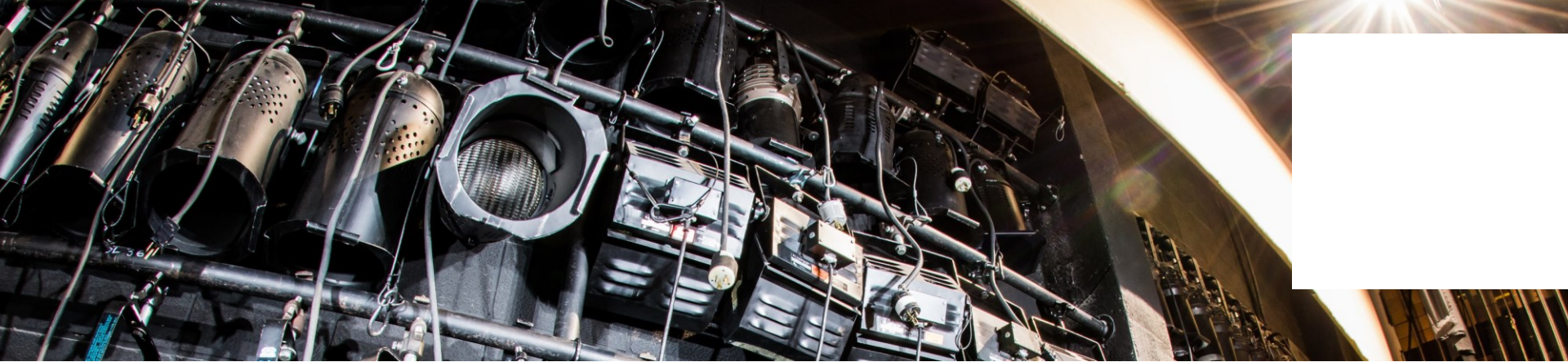
Financial/Budgetary Considerations

The project was approved as part of the 2022 Provisional Budget and estimated at \$320,000 funded through the KCT Capital Improvement Fund (CIF). The City will be applying for 50% of the total project costs, with updated projected costs and 5% contingency, will bring the grant application estimated at \$180,000. If the City's application is successful, the 2022 Financial Plan will be amended to include the additional funding and the contribution from the CIF will be reduced accordingly.

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Existing Policy
External Agency/Public Comments
Communications Comments

Submitted by: C. Ivey, Theatre Manager
Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture



Kelowna Community Theatre Canada Cultural Spaces Fund Grant



Canada Cultural Spaces Fund Grant

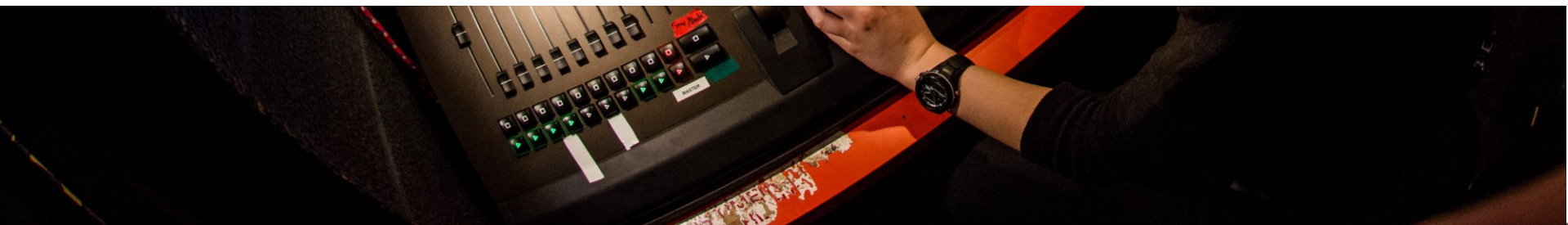
- ▶ The Canada Cultural Spaces Fund supports the improvement of physical conditions for arts, heritage culture and creative innovation including the acquisition of specialized equipment related to cultural spaces.
- ▶ The grant application will request funding to replace outdated stage lighting fixtures, take advantage of recent industry advances and finalize the conversion of the Kelowna Community Theatre (KCT) to LED lighting.
- ▶ The City is eligible to apply for 50% of the project cost and reflects the amount being requested.

Recommendation:

- ▶ THAT Council receives for information the report from the Active Living & Culture Division, dated January 17, 2022, with respect to the 2022 Canada Cultural Spaces Fund Grant;
- ▶ AND THAT Council authorizes the Active Living & Culture Division to apply for Canada Cultural Spaces Fund Grant funding and provide overall grant management;
- ▶ AND FURTHER THAT the 2022 Financial Plan be amended to include the grant funding for the Canada Cultural Spaces Fund Grant program if the application is successful.



Discussion and Questions?





For more information, visit kelowna.ca/culture.

Report to Council



Date: January 17, 2022
To: Council
From: City Manager
Subject: Redevelopment of the Parkinson Recreation Centre – Project Framework
Department: Parks and Buildings Planning

Recommendation:

THAT Council receives, for information this report from Parks and Building Planning, dated January 17, 2022, for the redevelopment of Parkinson Recreation Centre (PRC) at Parkinson Recreation Park;

AND THAT Council approves in principle, the Guiding Principles and Functional Program that will steer the design of the redevelopment of the PRC.

Purpose:

To approve in principle the Guiding Principles and an updated Functional Program for the redevelopment of Parkinson Recreation Centre project, and to direct staff on next steps.

Background:

PRC is more than a building to so many people in our community, and it has been strengthening the core of our community for the last 50 years.

Community recreation centre's are vital to a healthy City by enabling and increasing participation in community sport, recreation, physical activity, cultural, social and creative pursuits that enhance individual and community wellbeing. Kelowna residents strongly identify with personal recreation, community connection, and organized sports. By creating a positive atmosphere, these local facilities become essential to personal health and wellness, thereby reducing reliance on healthcare and other costly social services. In turn, recreation boosts local economy and can also help contribute to overall economic development. Aside from the physical and mental health benefits, PRC offers social benefits and strives to be completely barrier free. Community recreation centre's help build strong, safe and inclusive communities; social interaction, volunteerism and civic pride.

As the City grows, the demand on these amenities is only expected to grow. Never before has the need to access the benefits of recreation been more pronounced than now - in the grips of the global COVID-19 pandemic. The public's connection with and support for parks, recreation and community sport has

been significantly intensified and is critical to the health, wellbeing and quality of lives of all Kelowna residents.

The redevelopment of the PRC is a Council priority, identified in the 10-year Capital Plan, and is recognized as a unique opportunity for delivering a landmark wellness facility that will serve our community for generations. Originally constructed in 1972, PRC is a full-service, multi-use space that has undergone several upgrades and renovations through the years and is now reaching the end of its service life. The current facility is in poor condition, inefficient and undersized. The facility will require a multi-million dollar investment to remain in service and analysis shows that developing a new recreation campus is a better strategic investment for Kelowna's future than retrofitting and renovating the existing facility any further.

The redeveloped PRC will be accessible, inclusive, and welcoming for people of all ages, abilities, backgrounds, and incomes. The city is creating a groundbreaking community centre that hums with activity, boasts design excellence, and embraces sustainability and inclusivity. This leading-edge green building will be centrally located and include adaptable spaces, gymnasiums, pool, and other wellness components. This report focuses on providing Council with the framework for guiding project progression.

Guiding Principles:

Key Objectives:

To establish guiding principles that will be used as a framework for the project as it progresses through design, and construction through to operations.

Key Findings:

Through the design, construction and operations of the redeveloped PRC facility the project team will be guided by the following guiding principles:

1. People-focused amenities
 - Focus on wellness and healthy living opportunities
 - Encourage multi-generational integration
 - Create a centre of excellence for health, recreation, culture and sport for all;
 - Facilitate new sport tourism opportunities
2. Good stewards of public resources
 - Demonstrate leadership in responsibly building a thriving community with healthy, engaged citizens of a global society
 - Minimize operation interruptions of existing sports fields and recreation centre
 - Optimizing amenities and programming while balancing cost containment
 - Maintain the integrity and contiguous nature of the sports fields
3. Innovative leadership
 - Create a precedent-setting facility with respect to design and sustainability
 - Challenge expectations with bold innovation throughout the project
 - Foster community inclusivity, pride and ownership

4. Cultivate partnerships
 - Optimize opportunities for partnership with SD23 on the adjacent property
 - Facilitate collaboration with other partners who share values and objectives
 - Engage with Indigenous community for collaboration opportunities

5. Sustainability
 - Deliver a facility that demonstrates the City's commitment to responding to climate change through leadership in sustainable design and reducing greenhouse gas emissions.
 - Optimize sustainable design using unique site opportunities while respecting the boundaries of the Mill Creek floodplain
 - Incorporates multi-modal transportation opportunities, including improving connectivity through enhancing trail networks, considering the proximity to transit routes
 - Create pedestrian campus feel, with safety and security in mind

Functional Space Program:

Key Objectives:

To confirm and update the functional space program for the new PRC through research, consultation, and associated analysis, which involved establishing an updated community profile, undertaking a background document review, completing a statistically valid survey, collaborating with City staff, and stakeholder engagement.

Key Findings:

The exercise of confirming the functional space program has re-emphasized the overwhelming need and support for a redeveloped and expanded PRC.

Kelowna has experienced rapid growth in recent decades, and this growth is projected to continue well into the future. In its current form, the PRC experiences high levels of utilization with numerous indications of excess demand that is unmet due to capacity and other issues. The community, and stakeholder groups, expressed strong support for the expansion and redevelopment. Stakeholder groups confirmed the importance of PRC to their success as they expect continued growth and facility needs to increase. Potential partners were interviewed and many expressed interest in partnering with the City and as well as additional insight gathered from Cultural groups through the development of the Cultural Facilities Master Plan.

A revitalized PRC will open new opportunities to support some of the needs and address other community facility demands based on the updated functional space program. By maximizing the potential of its working relationships with partner organizations and allied institutions, the PRC could facilitate innovative program developments, the ramifications and benefits of which could extend throughout Kelowna.

Modern multipurpose recreation centres have become viewed by the public as community hubs - spaces where people congregate to nurture social connections and enjoy a sense of neighbourhood in a comfortable and welcoming environment. Adequate space allocation and creative design features of social, nonathletic spaces will be important to the success, inclusivity and appeal of a revitalized PRC.

The new PRC will offer a wide range of patron relationship structures that will differentiate it from other recreation centres in Kelowna. Patrons will be able to register for a program, become a member of the fitness/wellness centre, join a club or sports team or simply drop-in to shoot hoops – promoting the true sense of a community serving facility. PRC will be the embodiment of a holistically conceived, dramatically designed and creatively operated Centre with a view to becoming the “centre of the community”. It will offer a diversity of facility spaces, services and programs that are accessible and available to a broad range of Kelowna residents, with a particular sensitivity to the local community.

Facility Components:

The facilities and support spaces that are recommended for the updated functional space program have been grouped into segmented components. Each component is included based on recreation participation profiles, user preferences, contribution to fiscal efficiency and use rationale that will influence their sizes, layouts and specifications. Specific details will be determined in the detailed design phase of the facility’s development.

Keeping these principles in mind, the following table outlines the proposed functional space program for the revitalized PRC project. A brief description is included, as is a comparison to the spaces at the existing facility. Attachment 1 provides an executive summary of the broader Functional Program 2022 Update and highlights additional background on process, key findings, and additional description of facility components. The full functional plan can be viewed through the following link – [Functional Program 2022 Update](#).

Component	Existing Area Size	Proposed Square Feet	Difference	Description
Athletic Program	10,064	48,713	38,649	One competition gym, two recreation gyms and a fitness centre
Aquatic Program	13,469	16,200	2,731	8 lane, 25m pool and leisure, wellness/therapy pool
Athletic/Aquatic Support	5,682	8,500	2,818	Change rooms, washrooms, equipment storage
General Program/ Customer Service/Admin.	15,226	21,495	6,269	Community rooms, general program areas, entry, reception, public gathering areas, staff offices and administrative areas
Building Operations	1,071	1,450	379	Operations, mechanical and electrical areas
SUB-TOTAL	45,512	96,358	50,846	
Gross Up Space	6,359	40,290	33,931	
Total	51,871	136,648	84,777	

Note: This square footage estimate includes a gross up factor that is consistent with each element’s characteristics and probable use profile.

The operating projections for a revitalized PRC suggest that the new PRC can operate within a similar annual funding envelope as the existing facility. This is primarily driven by new revenue opportunities offsetting the costs to run a larger facility.

The Functional Plan 2022 Update outlines what the PRC could look like in the future based on the best information available at this stage in the planning process. It is important to note that this information

will evolve as the project progresses. Although there is significant detail included, each subsequent step in planning, designing and operating the new PRC will provide more detail and accuracy.

Prioritization Framework:

The functional space program has been assessed and confirmed through the use of a prioritization tool that is a standardized approach to support decision making for investments in public recreation facilities. The tool was used to help the City analyze various considerations in determining the relative merits of including facility components in the recommended design of the Parkinson Recreation Centre (PRC). These considerations include local, provincial and national recreation use patterns, trends in leisure participation of all types, benchmarking of participant profiles, existing services levels in the City and broader region, facility capital and operating cost considerations as well as the benefits of complimenting certain types of components with others within the same structure. All of this data and sector specific information was viewed through the lens of public input received from existing and potential users. The considerations were identified and weighted specific to the PRC project and potential components were scored in priority order to determine the recommended functional program.

The prioritization tool could also be applicable to future phases of the facility's development process. For example, certain constraints could emerge during the next stage of the project's development – such as capital budget pressures, site limitations, etc. If these issues arise to the extent that the functional space program requires refinement, the prioritization tool could be utilized to revisit the inclusion of facility components in order to mitigate the effect of the identified limitation. Utilizing the same tool to guide future planning decisions ensures that the strategic priorities that have been applied to the preliminary design decisions are maintained throughout the entire development process.

Public Engagement:

Kelowna is growing, and our community strongly identifies with personal recreation, community connection, and organized sports.

Community partners in health, sport and recreation have been engaged as part of past technical analysis, including the recent functional programming update in 2021 to further scope the project. A key focus in the design of a new recreation centre and surrounding campus site will be ensuring opportunities for people of all ages, abilities, and identities. While it is always more challenging to build a large facility in a dense urban setting, the current site location aligns with Council priorities that include "vibrant neighbourhoods with a strong focus on recreation, health, and wellness". Providing opportunities for community engagement will ensure the City adequately balances these policy directions in meeting the diverse range of users' needs and interests.

Complimentary tenants, partner space or collaboration with adjacent landowner School District 23 will also be explored to assess potential benefits of integrating education, recreation, health, and wellness opportunities holistically on the campus site to enhance service to the community and optimize operations and revenue of the new facility.

Conclusion:

This update introduces the Guiding Principles. It confirms the functional space program as defined in 2015 and, remains appropriate to the current and future needs of the various stakeholder groups and the broader public through to 2041.

Replacement of PRC was identified in the 10-year Capital Plan and estimates for cost will be further refined through the schematic design phase.

Funding of the project is likely to be through reserve funding, taxation and long-term borrowing, which requires approvals of the electors. Additional funding opportunities will be explored, including grants, partnerships and alternative revenue options such as sponsorship.

Innovations for the campus may align with senior government policies, especially in relation to sustainable initiatives, to improve the potential for senior government funding.

In order to distinguish the new project from the existing PRC, moving forward the working title for the redevelopment of the PRC will be the 'Kelowna Community Campus'.

Next steps:

Selection of the consultant team will commence immediately, in order to proceed with the Schematic design through the Spring and Summer. The Schematic Design stage will include engagement with potential partners, stakeholder groups, neighbours, and the broader public. In the current market conditions of rapid cost escalation, priority setting and cost management will be an important element of the Schematic Design stage.

In preparation for the Schematic Design stage, staff will be returning to Council at the next opportunity for a workshop that will:

- Using the Guiding Principles as a tool, explore the benefits and tradeoffs associated with where on the site the building will be located at the Parkinson Recreation Park.
- Confirm the need, desire and timing of the siteworks and amenity construction.
- Confirm the preferred site location in preparation for commencing the Schematic Design phase.

Staff will work to confirm details of a partnership with School District 23. Staff will also discuss with First Nations and major community organisations on other potential partnerships.

Throughout 2022 staff will continue the advocacy through the Mayor's office seeking Federal and Provincial support for this project. We will also pursue grant opportunities relevant to this project as they arise.

Subject to Council's direction, staff anticipate commencing the elector approval process for the borrowing for the project in early 2023.

Internal Circulation:

Partnerships & Investments
Active Living & Culture
Financial Services
Communications

Transportation
Operations
Infrastructure Delivery

Existing Policy:

Imagine Kelowna called to create great public spaces and opportunities for people of all ages, abilities and identities, grow vibrant urban centres and limit sprawl, build healthy neighbourhoods for all, nurture entrepreneurship and collaboration, support innovation, and take action in the face of climate change.

Council Priorities 2019-2022 identified measures to transform this vision into action. Specifically, relevant to this report:

- Vibrant neighbourhoods, by pro-actively planning key sites.
- Vibrant neighbourhoods, through developing accessible and multipurpose amenities.
- Economic resiliency, through the reduction of the infrastructure deficit.

The accompanying Corporate Priorities also identify:

- Clear direction, encouraging and supporting innovation.
- Community Climate Action Plan.
- Corporate Energy and GHG Emissions plan.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: R. Parlane, Manager Parks & Buildings Planning

Approved for inclusion: D. Edstrom, Divisional Director, Partnerships & Investments

Attachments: 1 – Functional Space Program Overview

Prepared for: City Council
Parkinson Recreation Centre

Date: January 17, 2022

Functional Space Program Update

City of Kelowna (Jim Gabriel / Amy Johnston / Robert Parlane)
JF Group (John Frittenburg)

KEY OBJECTIVES

To confirm and update the functional space program for the new Parkinson Recreation Centre (PRC) through research, consultation, and associated analysis.

FINDINGS

Preface

Participation in community sport, recreation, physical activity, cultural, social and creative pursuits enhance individual and community wellbeing. Never before has the need to access the benefits of recreation been more pronounced than now - as we slowly emerge from the grips of the global COVID-19 pandemic. The public's connection with and support for parks, recreation and community sport has been significantly intensified and is critical to the health, wellbeing and quality of lives of all Kelowna residents.

The Path Leading to the PRC's Functional Space Program Update

In 2011, Kelowna undertook an Infrastructure Planning Study to determine the City's recreation facility requirements for the next 20 years. The Study's analysis identified that the top priority project should be the redevelopment of the Parkinson Recreation Centre.

In 2013, the City developed a space program for the redeveloped PRC. A subsequent Feasibility Study (2015) evaluated a series of facility redevelopment options to explore both the capital and operating cost implications of various building concepts and approaches. After due consideration, the City determined the functional space concept that had been recommended by the 2013 study remained the most appropriate alternative to replace PRC.

The Feasibility Study suggested that the replacement facility would become the centre piece for regional and local sports, physical activity and recreation activities. The Study's report stated that while the redeveloped PRC would provide traditional community recreation, sport and fitness programs and services, it will be important that the Centre fulfill a unique niche within Kelowna's sport and recreation facility inventory.

Given that more than half a decade has passed since the Space Plan and Feasibility Study were completed, it is prudent to verify that the needs and trends identified persist today.

The purpose of this functional space program update work was to confirm the space program for the new PRC through research, consultation and associated analysis. This was accomplished through the following work plan elements:

- Establishing an updated community profile
- Undertaking a background document review and other relevant research
- Completing a statistically accurate telephone survey
- Engaging with City staff
- Conducting a community group survey and focus group interviews
- Engaging with potential project partners
- Updating the functional space program and developing operational projections

What we know about the City of Kelowna and the broader area, as it relates to the need for investment in a revitalized PRC

Kelowna has experienced rapid growth in recent decades and this growth is projected to continue well into the future (over the next 20 years the City is expected to attract another 40,000 residents). More investment in recreation facilities will be needed to accommodate projected population growth simply to maintain service levels.

Kelowna's population is likely to skew older in the future, placing greater importance on ensuring that facilities are universally accessible for all residents. A revitalized PRC should be more accessible (both physically and in terms of programming) than the current facility.

Reconciliation with the Syilx/Okanagan people is an important priority for the City. Opportunities exist to work closely with Indigenous organizations and leaders on creating inclusive spaces that celebrate Indigenous histories and cultures, as well as to identify new programming opportunities to promote knowledge of, and participation in, Indigenous sport and recreation in a revitalized PRC.

Popular indoor recreation activities for residents include team sports like basketball and volleyball, and individual pursuits such as climbing, walking, and yoga. A revitalized PRC should accommodate these popular activities as well as new and emerging ones such as pickleball.

Indoor recreation facility development has not kept pace with population growth in Kelowna or the Regional District of Central Okanagan (RDCO) since 2015. Indeed, the community's sport, physical activity and general programming facility needs - that were first identified by the Infrastructure Study, used to inform the space planning study and validated by the Feasibility Study – have become more acute due to population growth and changing facility use profiles. The new or expanded indoor facility components, specifically the gymnasium complex, the enhanced aquatics centre, and the improved general programming spaces are required to meet this intense elevated demand.

The PRC in its current form experiences high levels of utilization with numerous indications of excess demand that is unmet due to capacity and other issues.

What we have heard (recently) from the community about a potential revitalized PRC

The following themes emerged through discussions with 13 stakeholder groups:

- The PRC is an important facility in the community and access to it is vital to the success of community user groups.
- Users and stakeholders expect growth and thus demand for access to facilities to increase.
- Insights on the type and extent of spaces that could be accommodated in a revitalized PRC were also shared.

An online survey of potential user groups and stakeholders (45 organizations) confirmed demand for the types of spaces proposed in a revitalized PRC. Insight regarding the type and extent of spaces to be included in the project was also collected and reflected herein.

Individual interviews were also completed with representatives from six potential partners (Okanagan College, University of British Columbia Okanagan Campus, Interior Health Authority, Pacific Sport Okanagan, Tourism Kelowna, and the Kelowna Museum Society). In each case interest in the project was expressed. The degree of involvement could range from direct involvement in the redevelopment project (e.g. relocating the Central Okanagan Sports Hall of Fame to the redeveloped PRC) to shared programmatic delivery responsibilities potentially creating cross sectoral partnerships.

Based on a recent IPSOS public telephone survey, more than 80% of respondents support PRC redevelopment and more than 90% feel that a new recreation facility is important to provide Kelowna residents with inclusive opportunities that appeal to a wide range of visitors. 80% support some level of tax increase to support PRC redevelopment.

Also, important to note, is that during the development of the Cultural Facilities Master Plan, more than 40 cultural user groups provided valuable insight regarding their spatial needs. A revitalized PRC will open new opportunities to support some of these needs and address other community facility demands based on the updated functional space program.

What we know about recreation facility design and development in 2021 and beyond

Modern multipurpose recreation centres have become viewed by the public as community hubs - spaces where people congregate to nurture social connections and enjoy a sense of neighborhood in a comfortable and welcoming environment. Adequate space allocation and creative design features of social, nonathletic spaces will be important to the success, inclusivity and appeal of a revitalized PRC.

Indoor facilities are now commonly designed to accommodate multiple activities and a wide variety of user groups. A revitalized PRC should include multipurpose flexible spaces such as gymnasias and program rooms.

Multi-sector partnerships are key to the overall landscape of indoor recreation amenity operations and infrastructure development. Partnerships will help a revitalized PRC come to fruition and flourish.

Recreation facilities can accelerate tourism and economic development. To maximize both economic and public benefit from investing in major infrastructure capable of hosting events, it is important that investments are sustainable and are catalysts for co-hosting opportunities with community partners; and that the pursuit of such events is strategically aligned with community values.

Other key trends to consider during latter design phases of the PRC project include:

- Blending indoor and outdoor program and activities spaces.
- Incorporating revenue generating, complimentary amenities in recreation facilities.
- Incorporating amenities that enhance the user experience (such as food and beverage services, comfortable spectator and socialization areas, etc.).
- Facility design that is more inclusive of all residents, reflects unique cultural histories and lived experiences, and strives to address systemic issues.
- Environmental sustainability is a key driver; facility rating systems like Leadership in Energy and Environmental Design (LEED) are now commonly utilized by municipalities when making architectural and engineering design choices for facilities.

- Designing to accommodate social distancing (when required) as well as enhanced air handling, reduction of high touch surfaces and automatic cleaning are being considered by facility designers now more than ever.

Envisioning the Future of the New PRC

The new PRC will become a jewel for regional sports while remaining a community recreation hub located in the heart of Kelowna. The components contained within the redeveloped facility will preserve PRC's tradition of offering a warm, welcoming and safe environment within which all recreation, sport and cultural patrons will be encouraged to engage in casual, organized and - above all - fun and rewarding physical, social and leisure activities.

The recreation facility components that were recommended in the 2013 functional space program study and confirmed in the 2015 feasibility study remain relevant today; in many instances demand has intensified.

PRC will employ a neighbourhood engagement service model through which the local community will be intimately involved in shaping the nature and profile of the Centre's programming. The new PRC will be differentiated from other recreation centres in Kelowna because it will offer a wide range of patron relationship structures. People will be able to register for a program, become a member of the fitness/wellness centre, join a club or sports team or simply drop in to shoot hoops – in other words promoting the true sense of a community serving facility that caters to as many constituents needs as possible. Indeed, rather than a facility with a primary focus on one or two key priorities areas, PRC will be the embodiment of a holistically conceived, dramatically designed and creatively operated Centre with a view to becoming the "centre of the community". It will offer a diversity of facilities, services and programs that are accessible and available to a broad range of Kelowna residents, with a particular sensitivity to the local community.

Individuals, community groups, sports and culture organizations and institutional partners will have roles to play in helping the new PRC become a focal point of the City while serving the recreation, leisure, cultural and sport interests of Kelowna.

This Vision can be achieved through:

- Incorporating design features that facilitate both structured and passive activities;
- Removing physical or systemic barriers to entry;
- Developing a program inventory catering to the needs and participation preferences of the city's broader community;
- Emphasizing PRC's ability to simultaneously meet the needs of multiple users as individuals, families, organized groups or casual participants;
- Providing an integrated program delivery model in partnership with other public, not-for-profit and private service providers with an emphasis on cross-sectoral cooperation;
- Becoming the "home facility" for leagues and re-occurring programs;
- Capitalizing on sport hosting opportunities for local, regional, provincial and national level;
- Promoting healthy community concepts including outreach programs and initiatives that will be conceived through interaction with partners and stakeholders.
- Maximizing relationships with partner organizations and allied institutions to facilitate innovative program developments and benefits that extend throughout Kelowna and beyond.

Facility Components

The facilities and support spaces that are recommended for the updated functional space program have been grouped into segmented components. Each component is included based on recreation participation profiles, user preferences, contribution to fiscal efficiency and use rationale that will influence their sizes, layouts and specifications. The specific and individual details of each component will be determined in the detailed design phase of the facility's development.

Athletic Spaces (Gymnasia) - Sport and recreation participation trends suggest that program spaces that can be utilized for a variety of purposes maximize facility use – and **gymnasia** fit this bill perfectly. They are versatile spaces that can be programmed to satisfy the athletic recreation requirements of all segments of Kelowna's population. These areas may also be able to accommodate large non-athletic events such as trade shows or other uses that require vast amounts of floor space.

In keeping with current trends and projected community requirements, the updated functional space program includes a block of three gymnasia suitably designed for recreational and competitive court sport uses such as basketball, volleyball, badminton, etc. The recommended triple gym configuration with up-to-date design features represents a major upgrade to PRC's current offering. This quantity of gymnasia is also a reasonable platform from which to launch a sport hosting initiative. To promote program versatility and operational flexibility, it is recommended that a premium level, University quality competition court be included in the gymnasia complex. This showcase facility should be physically separated from two recreation courts so that competitive uses would not negatively impact the day-to-day recreation programs offered on adjacent courts – thereby protecting the interests of community organizations and individual patrons. A retractable and soundproof wall system would provide this separation.

Athletic Spaces (Fitness Centre) - Kelowna is a place where people pursue active, creative and healthy lifestyles. The delivery of fitness services is consistent with this vision. The new PRC's functional space program includes a generous **fitness/wellness centre**, allowing for an expansion of PRC's current fitness services including the delivery of new types of programs and service enhancements. For example, group exercise classes would be offered in studios that are equipped with industry standard finishes such as sprung hardwood flooring, mirrors, portable sound system, acoustical treatments, etc.

The delivery of cardiovascular conditioning, strength training and specialized activity classes such as Yoga and Pilates in formal fitness setting is increasingly popular in public sector community centres. Also, full-service fitness centres are often "net revenue producers" meaning that they are capable of providing budget support for facilities or programs that typically require annual financial contributions. For these positive results to be fully realized, it will be important to provide sufficient floor space so that the fitness centre can operate in a manner consistent with industry standards.

Aquatic Centre - The functional space program includes an enhanced aquatic facility. The space allocation recognizes that the new PRC pool should be differentiated from other aquatic opportunities available to Kelowna residents. Furthermore, the new aquatic centre should be designed to ensure it is capable of meeting a variety of aquatic program and use requirements including instruction, recreational swimming, laps and fitness training, group rentals, and competitive events. Therefore, it is preferable that the aquatic facility be designed as a blend of freeform and rectangular configurations in separate tanks with regulation 2.5m lane widths and ample deck space. Both the pool and its support amenities should be "family friendly" and appropriately sized to accommodate the needs of the various individuals and group users.

The aquatic facility could also facilitate the expansion of Interior Health's rehabilitation program to accommodate a service delivery model that is able to accept greater numbers of therapy patients and a wider variety of rehab

modalities. This could range from a tank designed to offer warm water, equipment required to enable limited mobility individuals to gain access to the water, and zero depth entry points to accept aqua-wheelchairs.

While certain programmatic elements of the new aquatic facility may parallel similar programs at the H2O Centre and the Kelowna Family Y aquatic centre (eg. swim lesson programs), the PRC pool will not offer physical features that mirror the features of the other aquatic facilities in Kelowna. The PRC pool should be a combination of family fitness, fun and instruction with design elements that appeal to pool renters (e.g. competitive swim, water polo, canoe, kayak, scuba and syncro clubs, etc.) or users requiring therapy services.

Athletic/Aquatic Support Areas - The athletic program space would also include support areas that offer ample storage for the variety of equipment necessary for the various types of sports and physical activities in the gymnasium and fitness spaces. Additionally, the athletic support space should include a number of change rooms, team rooms and locker room areas that can be used by facility patrons during times of regular programming. However, these areas could be designated for coaches, referees and officials when the facility hosts tournaments or other special events.

General Program Spaces - The recommended facility components and design concept for the new PRC will truly establish the Centre as the community hub. Residents will utilize the Centre for a host of reasons far beyond sport, recreation and physical activity. Consequently, general “non-athletic” program space will be instrumental in allowing the revitalized PRC to fulfill its service potential as a place in which the community will come together for group activities, cultural events and social gatherings, public information and a range of other community services delivered by the City, other community members or partner organizations. Organized program and gathering space – in demised rooms or open concept common areas – could be used to truly animate PRC so that it becomes a vibrant and exciting place to be.

The functional program includes generous amounts of space that can be creatively designed to accommodate multiple types of uses such as large meetings, social gatherings, special events or other indoor get-togethers that require spaces of various sizes. It also allows for PRC to continue being a critical hub for essential daily services such as licensed preschool and programming for people with diverse abilities. Flexibility should be the key theme of the detailed design phase because of the variety of uses these spaces will be expected to accommodate. The existing PRC programming room(s) use profile should underpin many of these design decisions. Through the use of portable partitions, the large program space could be subdivided into several smaller floor areas as dictated by the types of uses. Through creative design, the spaces’ ability to be converted into an event-hosting amenity that will allow the City to continue offering the community the types of engagement opportunities that individuals and groups have traditionally enjoyed at the current PRC.

These programming and common areas are also spaces where a number of different types of users will congregate. Programmable areas should accommodate organized activities delivered by City staff as well as room rentals by community organizations for meetings and activities delivered by user groups. During the detailed design phase of the project, care should be taken to ensure that all potential uses are considered when sizing and positioning these important community spaces. For example, event rental spaces could be supported by food preparation areas through ensuring appropriate adjacencies of rooms adequately equipped to fulfill this important function.

Customer Service and Administration – PRC entry vestibule, reception desk and other public spaces are another opportunity to differentiate the new PRC from the other sport and recreation facilities in the City’s current inventory. Employing inclusive design features, these important areas will provide patrons with a sense of community and a connection to the Centre while offering comfortable and pleasurable experiences during facility visits. Design elements should provide for spaces where patrons are able to enjoy individual quiet time while other areas will encourage interactions between groups of facility visitors. Space adjacencies between general service areas and

administration or control areas should be important design considerations – proper adjacencies create unobstructed sightlines that are beneficial in containing payroll costs associated with facility supervision.

Over the past decade, the public's regard for the need for well-designed social gathering spaces has dramatically increased. This is seen not only in municipal community centres and other public buildings but also retail spaces such as indoor commercial malls that are now equipped with groups of comfortable chairs to encourage family and friends to congregate in what was formerly an access corridor. General customer service areas should include specific design features such as food and beverage (potentially delivered via a fixed retail outlet or through several kiosks), a retail outlet, day use storage areas, study stations and other elements that will emerge through the conceptual design process. Making general areas more welcoming and comforting enhances the users' experiences, builds stronger community connections and produces results that are directly aligned with the purpose and raison d'être of a public community centre.

Administration areas should be developed in accordance with the staffing model and operating approach the City chooses to employ at the redeveloped PRC. Administration areas would include designated offices, common work areas and support amenity space such as supply storage, copying rooms, etc.

Building Operations and Support Spaces - These areas would include the operations staff offices, mechanical and electrical spaces, shipping and receiving, storage of consumable supplies, garbage and recycling centre, etc.

Functional Space Program

In order to guide next steps, and the ultimate operation of a new facility, the following guiding principles have been developed to frame the updated PRC functional space program plan and future decision making related to the project:

- Enhance the health and wellness, athletic, social and cultural experiences of individuals and groups that patronize PRC by creating spaces that maximize natural light, that support the logistical organization of program areas and that promote easy flow and movement throughout PRC.
- Optimize functional adjacencies by clustering related program and functional units to maximize convenience for facility users and staff.
- Design common spaces - like a food court, walkways and general gathering spaces such as vestibules - to welcome social interface and encourage interactions between individuals or groups.
- Ensure that space allocations are equitable and efficient, reflective of acceptable space standards for sport and recreation facility components while remaining responsive to the program and service types that are necessary to meet the needs of users from local and regional markets.
- Define a project with highly functional yet flexible spaces to create a facility that is adaptable to a wide variety of uses and adjustable to the manner in which the PRC is managed and operated.
- Take advantage of the existing and emerging architectural and mechanical design standards that will ensure that the new PRC is both "pandemic resistant" and environmentally sustainable.

Keeping these principles in mind, the following table outlines the proposed functional program for the revitalized PRC project. A brief description is included as a comparison to the spaces at the existing facility. This program outlines the City's intentions for a revitalized PRC and will be the basis upon which the next steps for the project will be undertaken.

Component	Existing Area Size	Proposed Square Feet	Difference	Description
Athletic Program	10,064	48,713	38,649	One competition gym, two recreation gyms and a fitness centre
Aquatic Program	13,469	16,200	2,731	8 lane, 25m pool and leisure, wellness/ therapy pool
Athletic/Aquatic Support	5,682	8,500	2,818	Change rooms, washrooms, equipment storage
General Program/ Customer Service/Admin.	15,226	21,495	6,269	Community rooms, general program areas, entry, reception, public gathering areas, staff offices and administrative areas
Building Operations	1,071	1,450	379	Operations, mechanical and electrical areas
SUB-TOTAL	45,512	96,358	50,846	
Gross Up Space	6,359	40,290	33,931	
Total	51,871	136,648	84,777	

Note: This square footage estimate includes a gross up factor that is consistent with each element's characteristics and probable use profile.

The operating projections for a revitalized PRC suggest that the new Parkinson can operate within a similar annual funding envelope as the existing facility. This is primarily driven by new revenue opportunities being able to offset the costs to run a larger building.

COMMENTARY / RECOMMENDATIONS

The City of Kelowna now has a functional space program that has been justified and will form the basis of future discussions with community, with partners and funders, and that will undoubtedly create a significant impact in the City and region should the project proceed. This information will feed design and construction processes and will help guide important decision making, including overall project approval, as the City navigates the future of the PRC.



Redevelopment of Parkinson Recreation Centre at Parkinson Recreation Park Project Framework

January 17, 2022

Guiding Principles



People focused



Good stewards



Innovative



Cultivate
partnerships



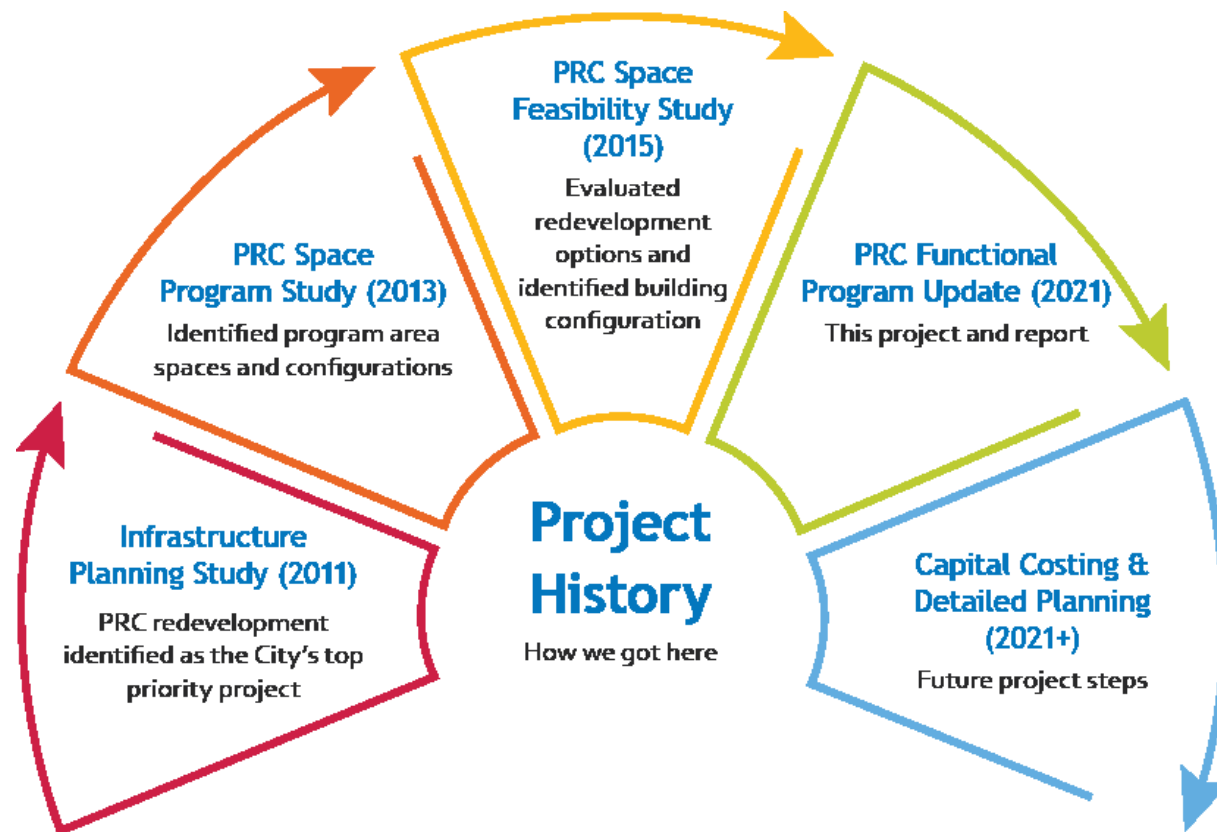
Sustainable



Functional Program 2022 Update

City of Kelowna
Kelowna Community Campus

Process that Got Us Here



Benefits of Recreation and Culture



Essential to personal health and wellbeing



Provides a foundation for quality of life



Reduces self-destructive and anti-social behavior



Builds strong families and healthy communities



Is a significant economic generator



Reduces health care, social service and police/justice costs

Trends in Recreation

Trends in Culture



Increased popularity of unstructured spontaneous activities



Transformation of public spaces for events and activities



Volunteers are looking for term-defined opportunities to bolster their skills and resumes



Encouraging local artists to shape the character of neighbourhoods



Aging infrastructure is a major concern for municipalities throughout the country



Less reliance on new physical infrastructure



Social inclusion is being considered in facility design



Greater engagement with the private sector



Promotion methods to ensure all demographics are being reached



Cultural mapping to promote opportunities

What the Pandemic has Taught Us



Improved cleaning/sanitizing



Programming



Technology



Consumer preferences

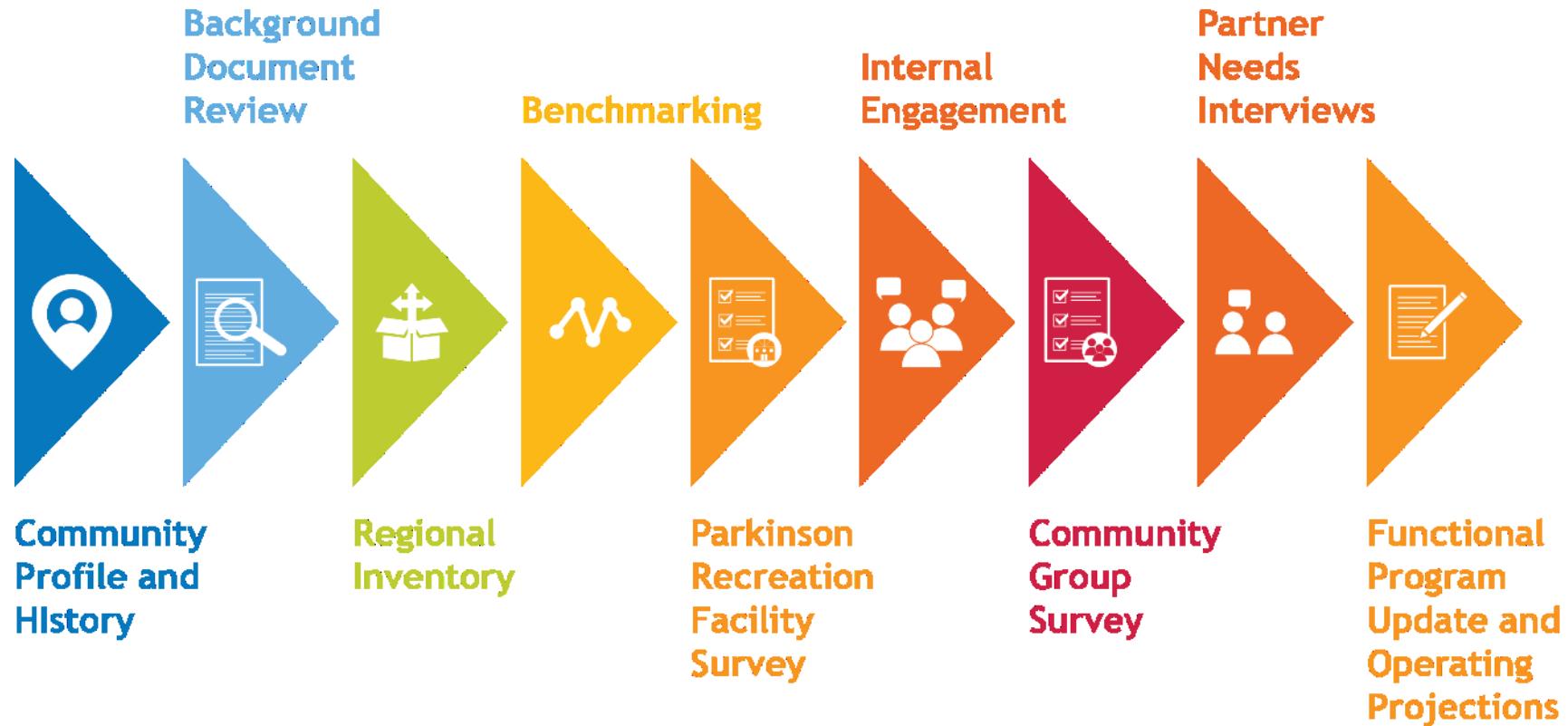


Facility design



Disproportionate Impacts

Study Process



Community Profile

Who Are We Planning For?



2021 estimated population of **143,148** in **59,332** households



Median household maintainer age of **53**



49% of households in Kelowna are couples without children at home



22% of Kelowna's population is between the ages of **25** to **39**



Around **2/3rd** of Kelowna households own their own home, with **1/3rd** as renters



The average household income in Kelowna is around **\$108,000**. However, around **20%** of households earn less than **\$40,000** per year.



More than **3/4** of households use a car to get to work



The **top 5 occupations** in Kelowna are in sales and service (18%), trades and transport (11%), business and finance (11%), management (7%) and the social sciences (7%)



Around **1/10** residents of Kelowna belong to a minority group and **14%** of residents were born outside of Canada



More than **60%** of residents participate in swimming either regularly or occasionally, including both at a recreation centre and swimming outdoors



The **most popular attractions** and destinations for residents include national or provincial parks (**38%**), historic sites (**21%**) and music festivals (**11%**)*



The **most popular individual sport** activities include golf (**28%**) and adventure sports like climbing (**15%**)*



Around **22%** of residents have visited a health or fitness club in the previous month; **18%** are members of a health or fitness club



More than **30%** of residents (**33%**) attend fitness classes, more than half (**54%**) participate in fitness walking activities, and **30%** in health club activities.



The **most popular team sports** are basketball (**14%**) and hockey (**14%**)*



Popular outdoor activities include gardening (**69%**), fishing/hunting (**25%**), and power boating (**16%**)*



Yoga and Pilates are also popular activities, with around **27%** of residents participating.



Racquet sports (**16%**) and basketball (**15%**) are other popular indoor recreation activities.



More than half of residents regularly or occasionally volunteer (**54%**)



Top fitness activities include walking (**54%**), hiking (**51%**), and pilates/yoga (**27%**)*

Popular Activities for Kelowna Residents

Document Review



Key Findings from Previous Studies

There is strong policy, plan, and strategic support within the City for PRC redevelopment. The project has been identified as a priority for more than a decade; PRC redevelopment advances many goals and objectives established by various City Departments and committees.



The potential for new and innovative partnerships to be explored through PRC redevelopment is substantial. Many user groups, including sports, recreation, and culture users, non-profits, schools and educational providers, and the private sector will benefit from investment in PRC.



PRC redevelopment will help to attract new residents and investment within a Core Central area within Kelowna, a key goal of the 2040 OCP.



Engagement that occurred through the development of Kelowna's 2020-2025 Cultural Plan identified a number of amenities and goals/objectives that may also be advanced through PRC redevelopment, including expanding the City's inventory of flexible, multi-use program spaces, developing mixed-use hub-type spaces with multiple amenities at central locations, expanding storage capabilities for multiple user groups, and providing new, unique indoor and outdoor spaces that can be animated by cultural groups through events, festivals, and performances.

Trends and Best Practices



Multi-Use Spaces



Importance of Partnerships



Designing for Physical Literacy



Culture and Sport Tourism Event Hosting



Indoor Facilities as Community Hubs



Blending Indoor and Outdoor Spaces



Integration of Revenue Generating Spaces



Equity, Diversity, Inclusion and Reconciliation



Sustainable Design and Facility Management

Engagement

Engagement Tactics and Data Examined



Public Telephone Survey (2021)

300 interviews exploring public appetite for PRC redevelopment



Stakeholder Discussion Sessions (2021)

5 sessions with 13 stakeholder groups



Online Group Survey (2021)

45 responses from PRC user groups surveyed online



Partner Interviews (2021)

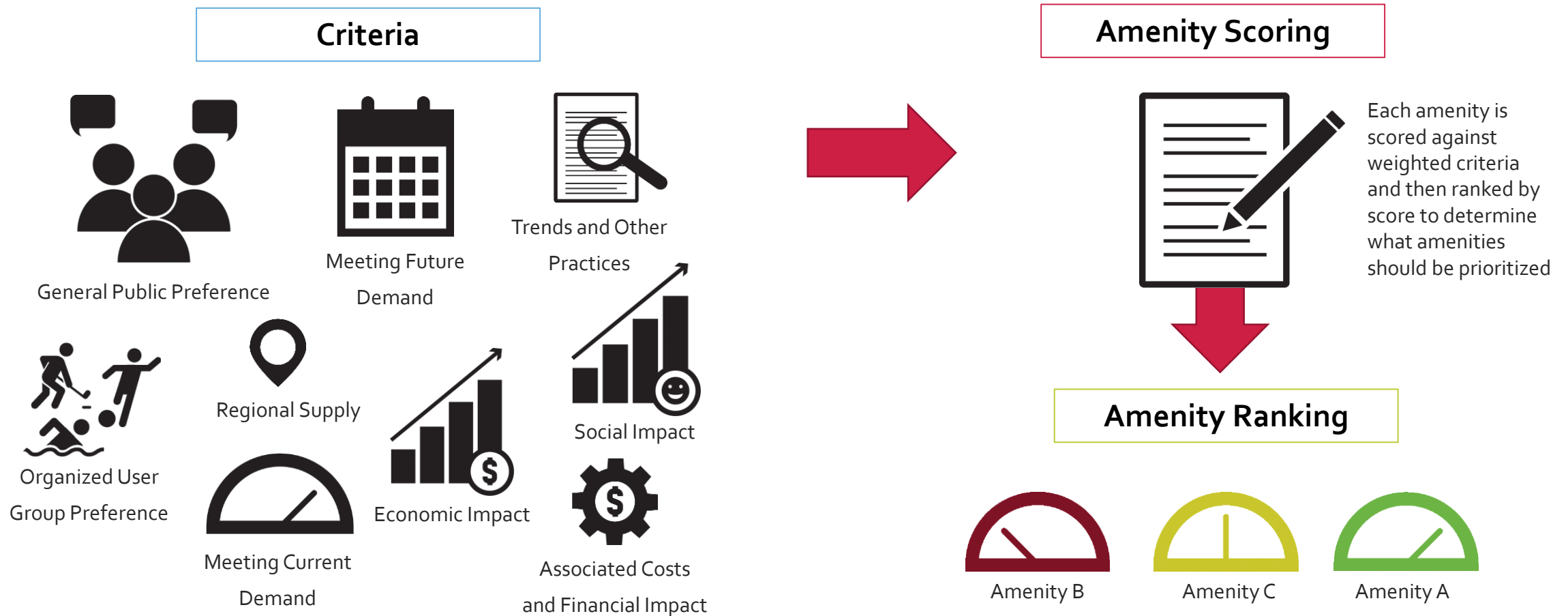
6 robust discussions



Cultural Engagement Findings

Cultural Facilities Master Plan engagement data reviewed

Prioritization Framework





Partner Engagement

Tourism Kelowna

Interior Health

Kelowna Museums Society

University of British Columbia – Okanagan Campus

Pacific Sport Okanagan

Okanagan College

Creating a True Community Hub



Athletic Components

Triple gym complex

- Largely for community use either through City programming or rentals
- Configured to accommodate tournaments requiring sport courts
- Walking/running track

Fitness Centre

- Contiguous space for group or individual training
- Programming synergies with pools and gyms

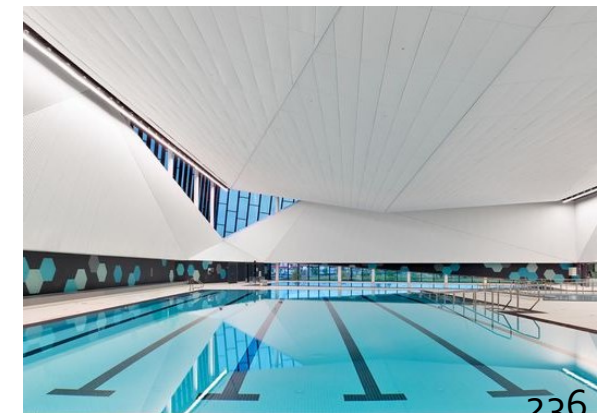
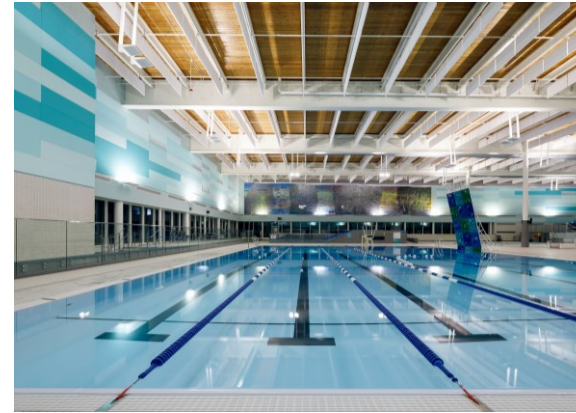


Aquatic Centre

User friendly pool design

8 lane 25 M rectangular tank for lessons, family swims, lap training, swim meets & rentals

Leisure pool for family fun and warmer water programming



General Program Spaces

Large and flexible spaces to accommodate

- City programs,
- community org meetings,
- large and small events

Support amenities to complement users' enjoyment of spaces

- food prep area
- storage



Customer Service Spaces

Comfortable common areas that promote social interaction and a sense of community

Areas that encourage casual connections

Amenities that help animate the space – F&B, retail, interesting and dynamic displays (COSHOF e.g.)

Visually appealing and informative customer service centre (control desk)



Administration, Support and Building Operations

Offices and support spaces

Change rooms

Building ops spaces



Functional Space Program

Component	Existing Area Size	Proposed Square Feet	Difference
Athletic Program	10,064	48,713	38,649
Aquatic Program	13,469	16,200	2,731
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SUB-TOTAL	45,512	96,358	50,846
Gross Up Space	6,359	40,290	33,981
Total	51,871	136,648	84,777

Business Case

Order of magnitude estimates

Enhanced revenue producing opportunities

Cost structure that mirrors current operating models
– adjusted to reflect the larger building footprint

Relatively more revenue capabilities compared to
cost escalations results in a similar net performance
to existing Parkinson





In Summary

Community support demonstrated for the project

Confirmed (2013 and 2015) and more intense demand from users

Much more benefit and functionality for minimal incremental operational investment

Opportunity for this project to be a **focal point for recreation and culture in the region** and a **industry leader in forward thinking design and function** (inclusion, reconciliation, environment, public health, etc.)



Funding

Advocacy to Federal & Provincial governments
Pursue grant opportunities

2022

Loan authorization bylaw and elector approval process

2023

Partnerships

SD23 partnership
First Nations engagement

Other partnerships

Building design

Team selection

Public engagement
Schematic design
Priority setting
& cost management

Design development

2022

2023

Next steps

Staff will be returning to Council at the next opportunity for a workshop that will:

- Explore the benefits and tradeoffs associated with where on the site the building will be located.
- Confirm the need, desire and timing of the siteworks and amenity construction.
- Confirm the preferred site location in preparation for commencing the Schematic Design phase.



Questions for consultants?

Questions for staff?

Report to Council



Date: January 17, 2022
To: Council
From: City Manager
Subject: 2021 Budget Amendment, ICBC Road Improvement Program
Department: Integrated Transportation

Recommendation:

THAT Council receives, for information, the report from Integrated Transportation dated January 17, 2022 with respect to the ICBC Road Improvement Program;

AND THAT the 2021 Financial Plan be amended to include \$ 296,467.50 in the ICBC Road Improvement Program as funded by ICBC Road Safety grant contributions.

Purpose:

To amend the 2021 Financial Plan to reflect ICBC's Road Safety Improvement Program contributions.

Background:

Each year the City invests in transportation capital projects to maintain and improve the City's road network. Projects that have the potential to improve road safety or reduce collisions are identified by staff and submitted to ICBC for consideration under ICBC's Road Safety Improvement Program. The ICBC Road Improvement Program contributes funds to road projects, completed by municipalities, that are projected by ICBC to result in reduced future collisions. The City has been a partner in the ICBC Road Improvement Program for over 20 years.

For projects completed in 2021, the City has received \$ 296,467.50 in ICBC funding related to the projects listed below:

Project Transfer List

Project Name	Project Type	Project Code	ICBC Contribution Amendment
Richter St – Vaughn to Recreation Sidewalk	Sidewalk gap closure	208488	\$ 11,100
Innovation Dr – South of Airport Way Sidewalk	Sidewalk to Transit stop	2084104	\$ 1,500
Morrison Ave & Richter St RRFB	Crosswalk	335809	\$ 3,500
Richter St & Lakeshore Rd NB Smart Right	Crosswalk	335816	\$ 6,900
Lakeshore Rd & Bellevue Creek ATC (Lakeshore 1)	MUP connection	286603B	\$ 15,100
Manhattan Dr – Okanagan Rail Trail Extension	MUP connection	332603	\$ 7,800
Clement Ave & Gordon Dr - Rail Trail Improvements and NB Smart Right	Crosswalk and Traffic Safety	332602	\$ 97,100
Clement Ave & Clifton Rd SB Smart Right	Traffic Safety	352103	\$ 63,800
Bernard Ave & Glenmore RD EB Smart Right	Traffic Safety	352102	\$ 45,500
McCulloch Rd & Dall Rd Bike Improvements	Bike lane Safety	208581	\$ 3,400
Lakeshore Rd – Richter to Bechard Buffered Bike Lanes	Bike lane Safety	328904	\$ 1,800
Gordon Dr – Cook to Ladner Buffered Bike Lanes	Bike lane Safety	328904	\$ 1,800
Ethel ATC – Rose to Raymer (Ethel 6)	ATC	323402A	\$ 25,500
Springfield Rd/ Dilworth/Benvoulin Road Review Report	Safety Study	346802	\$ 11,667.50
Total ICBC Road Improvement Program Funding Contributions – 2021			\$ 296, 467.50

Internal Circulation:

Divisional Director, Infrastructure
 Financial Planning Manager
 Infrastructure Administration Manager
 Integrated Transportation Manager
 Budget Supervisor

Considerations not applicable to this report:

Alternate Recommendation
 Communications Comments
 Existing Policy
 External Agency/Public Comments
 Financial/Budgetary Considerations
 Legal/Statutory Authority
 Legal/Statutory Procedural Requirements
 Personnel Implications

Submitted by:

Chad Williams, Senior Transportation Planning Engineer

Reviewed & approved by: G. Foy, Transportation Engineering Manager

Approved for inclusion:  Mac Logan, General Manager, Infrastructure

cc: General Manager, Infrastructure
Divisional Director, Financial Services

Report to Council



Date: January 17, 2022
To: Council
From: City Manager
Subject: Transformer Purchase – Trade Waste Treatment Facility
Department: Utility Services

Recommendation:

THAT Council receives, for information, the report from Utility Services dated January 17, 2022 with respect to a Transformer Purchase at the Trade Waste Treatment Facility,

AND THAT the 2022 Financial Plan be amended to include \$400,000 for this project funded \$100,000 from the Wastewater Utility and \$300,000 from the City’s industry partners.

[Recommendation]

Purpose:

To obtain funding to replace the incoming power transformer, electrical vaults, and high voltage cabling at the Trade Waste Treatment Facility, equipment that has exceeded its life span and is indicating signs of imminent failure.

Background:

The Brandt’s Creek Trade Waste Treatment Facility is located at Ethel Street and Weddell Pl. and provides wastewater pre-treatment for the fruit and wine waste effluent from SunRype and Andrew Peller Ltd. (“the Industries”).

The facility is owned and operated by the City of Kelowna on behalf of the Industries. The Industries are responsible for all capital and operating costs of the facility and have exclusive rights of use as outlined in an operations agreement between the City and the Industries. City ownership and operation provides the industry partners long term stability for their wastewater treatment.

Discussion:

The incoming power transformer provides power to the facility and the nearby wastewater lift station. The lift station services 100% of the facility effluent and a portion of the domestic sewer flows from the North end of Kelowna.

This project was budgeted for in 2019 at an estimated cost of \$75,000. This cost estimate was based on internal review and the replacement of the existing transformer only. Due to COVID-19 the project was

delayed until 2020. The project team regrouped in 2020 to work on this project and complete a final scope of work with Fortis BC.

The detailed review with Fortis BC revealed that due to the age of the equipment and to meet electrical Utility requirements, the transformer, electrical vaults, and high voltage cabling will need to be replaced. This expanded scope of work will also require engineering design and oversight. The increased equipment replacement and engineering have increased the estimated project cost to \$400,000.

As the transformer powers the adjacent utility lift station the City is responsible to contribute \$100,000 to this project leaving \$300,000 which the Industries have agreed to fund.

Ownership of the transformer will be transferred to the City of Kelowna, which is consistent with the rest of the facility buildings and equipment. The City will recover the project costs by invoicing the Industries forty per cent (\$300,000 x 40%) when the equipment has been ordered in early 2022 and the balance invoiced upon completion of the project in the summer of 2022.

Financial/Budgetary Considerations:

This additional equipment and engineering fees are not part of the City's current financial plan. Staff are recommending the 2022 Financial Plan be amended to include the addition of this \$400,000 project funded \$100,000 from the Wastewater Utility and \$300,000 from the Industry partners.

Conclusion:

In order for the facility to have reliable power source and operation the transformer needs to be renewed. An equitable funding formula has been agreed upon with the Industries given the uses for the site's power.

Internal Circulation:

Financial Planning Manager
Budget Supervisor

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

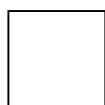
External Agency/Public Comments:

Communications Comments:

Submitted by:

M. Gosselin, Wastewater Operations Manager

Approved for inclusion:



MLogan

cc:

Divisional Director, Financial Services

CITY OF KELOWNA

BYLAW NO. 12311

Amendment No. 41 to Traffic Bylaw No. 8120

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Traffic Bylaw No. 8120 be amended as follows:

1. THAT **Part 7 – SIDEWALK/ROADWAY OCCUPANCY PERMITS, 7.3 Bikeshare Program Permit** be amended by:
 - a) Deleting all references to the word “Bikeshare” and replace it with “Micromobility”;
 - b) Adding the following new subsections in their appropriate location that read:

“7.3.4 Permit Application Fee. Applicants will pay a permit fee outlined in Schedule “A” of this bylaw, at the time of application.

7.3.5 Permit Fee. Permit holders will pay a permit fee outlined in Schedule “A” of this bylaw, in accordance with an invoice, received from the City”;
2. AND THAT **SCHEDULE “A” FEES, Part 7 – SIDEWALK/ROADWAY OCCUPANCY PERMITS, 7.3 Bikeshare Program Permit** be amended by
 - a) Deleting all references to the word “Bikeshare” and replace it with “Micromobility”;
 - b) Changing the following sentence that reads: “\$15.00 per bikeshare device to a maximum of \$5000 per permit holder” to
“\$30.00 per bikeshare device to a maximum of \$10,000 per permit holder”;
3. AND THAT **SCHEDULE “A” FEES, PART 7 – SIDEWALK/ROADWAY OCCUPANCY PERMITS** be amended by adding the following new subsections in their appropriate location that read:

“Subsection 7.3.4 -Application Fee for Micromobility Permit \$500.00 per application to the permit program to be collected at the time of application.

Subsection 7.3.5 -Permit fee for Micromobility Permit 40 cents per Electric Scooter in the fleet cap per day calculated yearly is due when Permits are issued and again on the first anniversary of service launch under that Permit, if applicable”.
4. This bylaw may be cited for all purposes as "Bylaw No. 12311, being Amendment No. 41 to Traffic Bylaw No. 8120."
5. This bylaw shall come into full force and effect and is binding on all persons on April 20, 2022.

Read a first, second and third time by the Municipal Council this 10th day of January, 2022.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk