
CITY OF KELOWNA

MEMORANDUM

Date: January 22, 2002
File No.: 0750-01

To: City Manager

From: Acting Cultural Services Manager

Subject: Kelowna Community Theatre – 2002 Renovations

RECOMMENDATION:

THAT City Council receive the report on the 2002 Kelowna Community Theatre Renovations from the Acting Cultural Services Manager dated January 22, 2002.

DISCUSSION:

During budget discussions, Council approved a \$250,000 project to renovate the front entrance of the Kelowna Community Theatre, which includes the addition of a new administration area for the Cultural Services division. Council also requested a report to explain the key elements of the project and discuss the various options staff had considered during the development of the concept.

The key elements of the project include:

- New board-room style meeting room for a capacity of 16 persons, complete with a sink and counter to support food and beverage service for meetings. This space will be available for a broad range of users including arts and cultural community groups, private rentals, departments from City Hall, as well as Cultural Services administration purposes.
- New entrance and lobby for the theatre, complete with a new reception counter suitable for box office services. The current entrance is approximately **230-sq. ft.** with the box office situated at the far end of the space. During large events, the area is inadequate, cramped and the box office is very inconvenient. The renovated space will provide for **820-sq. ft.**, and have 2 distinct areas for box office in order to accommodate a greater number of persons in considerable less time. More attractive and more effective notice boards to promote current and future events within the Theatre and the Cultural District will also be provided.
- The exterior of the facility will be modernized, so the presentation of the facility to the public will be substantially more inviting. The architectural look of the new entrance area will be similar to recent construction at the Library and the Rotary Centre for the Arts. This will create a design theme, strengthening the atmosphere of the Cultural District.

- New offices for the Cultural Services Manager, the Theatre Manager, and the Cultural Services Coordinator. The current office area only provides for 2 work stations, and also doubles as the space for some the office equipment and all filing. The photocopier does not even fit, and has to be located at the far end of the stage area. The new offices for these key staff persons conform to the City standards, allows for office privacy when required, and provides for thorough setting of a professional reception and office environment, enhancing customer service.
- The new space can be locked off separately from the current building, allowing access to the new meeting room, lobby and offices without allowing access to the rest of the facility, improving security and convenience.

Some of the main objectives of this project are to create a permanent, significant and high profile presence for the City within the Cultural District, indeed at a major entrance to the Cultural District, and to create a consolidated work space for all the Cultural Services staff.

There were other locations considered strictly for office space for divisional staff including the Laurel Building, the Park Pavilion, and interior renovations to the theatre. These alternative locations do not meet the objectives, and each location presented its own limitations such as separating Cultural Services staff, uncertainty of the future, technical and cost issues with electronic computer connection to the City LAN, and restrictions within the building code.

Please find attached a floor plan and front elevation drawing for the renovations.

JWR Oddleifson
Acting Cultural Services Manager

P/c Acting Director of Parks and Leisure Services
 Civic Properties Manager

Attachments



