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# CITY OF KELOWNA

## MEMORANDUM

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**Date:** March 20, 2003  
**File No.:** 0810-20

**To:** City Manager

**From:** Director of Parks & Leisure Services

**Subject:** City Park Pavilion

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### **RECOMMENDATIONS:**

THAT use of the City Park Pavilion for City purposes is not required at this time;

AND THAT the City of Kelowna make the City Park Pavilion available for lease through the Request for Proposal process;

AND THAT Council instruct staff to prepare a Request for Proposal from businesses or non-profit societies interested in leasing the City Park Pavilion;

AND THAT the proposal call include criteria as identified in the March 20, 2003, report from the Director of Parks and Leisure Services.

### **BACKGROUND:**

The City Park Pavilion has been leased numerous times over the last many years for use as a restaurant. In the last ten years we have had three failed restaurant operations. A number of organizations and businesses have expressed interest in the building and location for other uses. These include the Antique Boat Society, Foundation 2000 (a foundation supporting the sport of rowing), and newly formed society called the Okanagan Natural History Society (formed by Scott Alexander). Likely there are other organizations that would have an interest in this facility once it becomes known that it is available. Now that the City Hall second floor renovations are complete, we do not have any urgent on-going municipal use.

In the context of City Park, the City Park Pavilion is in an important high profile location. We would hope to achieve a number of objectives by placing a successful long-term tenant, including:

- Adds value, interest, and activity to the park experience throughout the year
- Provide services to park visitors
- Create a positive image for the park and the City of Kelowna
- Retain the building in an attractive well-maintained condition
- Improve park security

We recommend that the Request for Proposal include at least the following conditions and criteria:

- Open to for profit and not for profit companies
- Term of up to 10 years considered, operating at least 10 months per year
- Allow 2 months for the response to the proposal call
- Existing food concession to be continued but may be redesigned or relocated
- The proposal may include extensive renovations to the existing interior of the building and additions (not extending more than 5 meters from the existing exterior walls of the building)  
Exterior alterations are to harmonize with the existing architectural form of the building

- All changes and additions to the building must obtain any required approvals and permits and the proponent must pay all applicable fees
- Building leased in “as is” condition with no capital contribution from the City toward tenant improvements or additions
- No operating subsidies requested from the City
- City assumes normal landlord responsibilities for maintenance and repair
- Permissive tax exemptions will be considered for eligible organizations and uses, otherwise property taxes are to be paid by the tenant
- The building is to be generally open to the public, not restricted only to membership or private uses
- Allowable uses must comply with current zoning and bylaws, and include educational, recreational, tourism, heritage, museum, craft or art gallery, restaurant, liquor licensed in conjunction with food service only, and other uses allowed within the current zoning
- Uses not allowable include retail unrelated to the park or public realm context, uses not allowed by the current zoning by-law for the park, private uses, entertainment/night clubs, child care, marina or other uses limiting public access to the waterfront
- Public washrooms to be retained and operated on a year round basis by the tenant with the City prepared to pay market rates for cleaning and maintenance
- The use is to be compatible with the City Park Master Plan

Detailed conditions, criteria, and the proposal evaluation ranking system based on the above will be developed and included in the Request for Proposal.

The City Park Pavilion could be used for City purposes; however, these are not urgent enough for staff to justify recommending it for municipal use. Potential uses include:

- Permanent or temporary work space for our Parks Division staff team (avoiding the need to expand the existing Parks Office on KLO)
- Operation centre for Parks Rangers (creating by-law enforcement presence in the park and increasing public safety)
- 2005 Celebration, Cultural Capitals events staff, and Signature Festival staff (saving the need to find work space in 2003, 2004, and 2005)
- Possible location for Downtown Patrol office, possible cost savings that could be passed on to the City of Kelowna
- Possible location for Parks Alive, Biz Patrol, and other DKA program operations
- Swing space for future renovations of City Hall (when 4<sup>th</sup> floor and ground floor renovations occur)

Should Council deem that these uses are of such significance to justify retaining the Park Pavilion, then we would ask the Civic Properties Manager to further investigate and report to Council on the viability and implications of these uses.

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David Graham  
Director of Parks & Leisure Services

DG/dhk

cc: Civic Properties Manager  
Parks Manager