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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** July 22, 2004  
**File No.:** 0710-01

**To:** City Manager

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

**Subject:** Master Plan for the Development of Civic Facilities in the Downtown

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### RECOMMENDATION:

THAT City Council supports the preparation of a master plan for the development of civic facilities within the Cultural District;

AND THAT stakeholder input be sought as a first step in determining the future expansion opportunities for civic facilities including City Hall, the RCMP Headquarters, Kelowna Community Theatre, the Kelowna Museum, the Military Museum, the Kelowna Art Gallery, the Rotary Centre for the Arts, the Library and vacant City properties;

AND FURTHER THAT the results of the facility planning process be considered in conjunction with the City's 10 Year Capital Plan.

### BACKGROUND:

Two major factors are influencing the need for expanding civic facilities in the near future. One influence is the pace of population growth, and the other is the increasing expectation for the quality and extent of civic services. The future expansion requirements for each of the institutions noted are already being discussed within the organizations; however, the City does not have a consolidated plan to set out the size, costs, relative priority, and timing of these expansions.

Staff would like to commence a facility master planning process with the participation of our key stakeholders. The facilities include the RCMP Detachment, the Kelowna Museum, The Laurel Packinghouse, the Okanagan Military Museum and Memorial Arena, the Kelowna Art Gallery, the Rotary Centre for the Arts (Kelowna Visual and Performing Arts Centre Society), Kelowna Community Theatre, the Okanagan Regional Library, and City Hall. Parking facilities are not included within the scope of this planning project. The objectives of this master planning process are:

- to develop and reach consensus on a vision for the development of these civic facilities over the next twenty years;
- to set out phased timing and order of magnitude for the capital cost for each project;
- to reach consensus on the criteria for evaluating the relative priority of each project.

The recently completed Design Charette for the Cultural District provides an excellent starting point for this process. All of these facilities lie within the Cultural District and the Charette gave consideration to them. This next step will focus specifically on these facilities and include timing and cost estimates. Stakeholders will also be asked to assist in developing appropriate criteria for ranking the priority of future projects.

Once a shared vision for the size, cost, and timing for the facility expansions is complete, then staff and Council will need to consider the developments in the context of the City's 10 Year Capital Plan.

We expect this initial master planning process to cost less than \$10,000 and to be complete by December, 2004. Funding is available within existing planning budgets in the Parks and Leisure Services Department. Approved funded projects will require more detailed site-specific analysis in the future.

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David Graham  
Parks and Leisure Services

cc: Financial Planning Manager  
Special Projects Manager  
Civic Properties Manager  
Cultural Services Manager