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**CITY OF KELOWNA**

**MEMORANDUM**

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**Date:** February 9, 2005  
**File No.:** 0870-20

**To:** City Manager

**From:** Civic Properties Manager

**Subject:** **RENOVATIONS TO CITY HALL AND CITY PARK PAVILION**

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**RECOMMENDATION:**

THAT City Council approve the departmental relocation plan as outlined in the report from the Civic Properties Manager dated February 09, 2005;

AND THAT Council approve the allocation of \$85,000 from the Civic Facilities Reserve for the provision of an RCMP office, interview and support space at the City Park Pavilion;

AND THAT Council approve the transfer of \$35,000 from the Building Repair Reserve to replace the existing Pavilion HVAC system;

AND FURTHER THAT the 2005 Financial Plan be so amended.

**BACKGROUND**

As the City grows there is an ever increasing demand for space in City Hall. Current space in the Hall has reached a point where renovations are required to increase capacity. Any additional space that could be achieved is offset by the high unit cost of providing that space. In reviewing the space available in the Hall, versus the space requirements of the departments, it became evident that City Hall space availability was virtually used up.

In subsequent discussions with senior management, it was determined that future major renovations in City Hall were too costly to justify the expense. We were now at a point where we would have to look at moving certain departments into space outside City Hall. Departments or work groups that could potentially move were reviewed against vacant City facilities and the availability of outside lease or purchase space. Consideration was given to work group interaction within their department, within the Hall and the size of alternate space that may be required.

Lease and purchase space within the vicinity of City Hall was investigated. Although staff feels these spaces will still be needed in the near future there is one City owned location that offers the most cost effective option at this time. City Park Pavilion is currently vacant and available with suitable areas to accommodate a work group. Past restaurants and not-for-profit societies have attempted to run their businesses out of the park but none have survived. This location was reviewed against available size, most appropriate group to move, and benefits to the park. The

Parks and Leisure Services (PALS) office on the third floor was chosen as the highest and best fit for the pavilion because:

- This move has the least impact on other departmental relations with City Hall operations.
- The basic area of their existing space closely matches the upper floor of the pavilion.
- The plan includes a large bookable meeting room space for civic functions.
- Who better to move into the park but the office that is responsible for its upkeep?

Moving PALS out of City Hall will allow some minor internal moves that will increase space for four departments. The proposal is to move the Clerks Department into the vacated PALS space. This in turn will allow Community Development and Real Estate (CD & RE) the additional space required to accommodate new staff and move three of their staff currently working on the second floor. By moving these three staff to the CD & RE space, the Planning floor has three vacant spaces. In addition, by moving the Clerks Department, space can be provided for new staff in the Communications Department.

The second request in this report relates to the RCMP. In the City's 2005 budget there is an allowance for two RCMP officers to be permanently assigned to City Park. The RCMP has asked if possible, to have an office and interview space as well as secure storage accommodation within the park. The lower floor of the pavilion has two areas on either side of the public washrooms that are currently vacant. Renovations to one of these would provide for the space requirements of the RCMP. This location has many benefits such as:

- RCMP are now quartered in the park.
- Excellent park presence for the RCMP.
- Office orientation would offer a good view of the park.
- The RCMP office offers convenience to the public.
- Children's water park is immediately adjacent.
- Proximity to the public washrooms offers added security.
- PALS office can refer complaints if officers are on patrol.
- Excellent communications between RCMP and park operations.
- Makes full use of an underutilized building.

The third request is for funding to replace the buildings HVAC system. This system is the original equipment and it has outlived its useful life. The new equipment will also be able to provide heating and cooling to the new RCMP space.

### SUMMARY

The Civic Properties 2005 budget submission has sufficient funding to move PALS offices to the pavilion and provide for the relocation of Clerks including minor alterations for CD & RE and Communications. Staff is recommending Council approve the relocation of the PALS offices to provide additional space within City Hall and facilitate the other moves noted above. In addition, Staff is requesting additional funds from the Civic Facilities Reserve to provide the renovated space for the RCMP at City Park Pavilion. To support the above renovations and added space, staff is also requesting Council approval of \$35,000 from the Building Repair Reserve to replace the existing original HVAC system with a new one capable of serving the PALS offices and the new RCMP space.

INFORMATION

As a final phase in the reclamation and development of the pavilion, building staff will be recommending additional works in 2006. To enable access by disabled persons to the second floor, staff will request funds for the installation of a suitable lifting device. Included in the 2006 plan will be extensive upgrading and renovations to the existing public washrooms. These areas have served the public well beyond their useable life and renovations are required to upgrade them to modern standards. These two items are expected to cost \$65,000 and \$85,000 respectively in 2005.

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Jim Waugh  
Civic Properties Manager

cc: Director of Parks and Leisure Services  
Director of Financial Services