

Memo



Date: May 5, 2010
File: 0230-20
To: City Manager
From: S. Kochan, Cultural Services Manager
Subject: Application to host 2014 Creative City Network of Canada Summit

Recommendation:

THAT Council supports the application by the City of Kelowna to host the 2014 Creative City Network of Canada Summit, as attached in Appendix A.

Purpose:

The Creative City Network of Canada (see 'Background' for more information about the organization) is soliciting applications from municipalities across Canada to host upcoming annual Summits. Applications must have the support of the applicant's municipal Council.

Background:

The Creative City Network of Canada (CCNC), incorporated in 2002, is a national non-profit organization that operates as a knowledge-sharing, research, public education and professional development resource in the field of local cultural policy, planning and practice. Through its work, CCNC helps build the capacity of municipal professionals and by extension local governments to nurture and support cultural development in their communities.

The members of CCNC are over 100 municipalities and local governments across Canada that represent over 16 million Canadians.

The City of Kelowna has been a CCNC member since 2002. City of Kelowna Grants Manager Lorna Gunn is a former member of the national Board of Directors, and she was succeeded on the Board by current Cultural Services Manager Sandra Kochan, as one of three Directors from British Columbia.

CCNC holds annual conferences (now called 'Summits') in a different location each year. Previous hosts are:

- o Vancouver BC - 2002*
- o St. Johns NF - 2003
- o Regina SK - 2004*
- o Trois-Rivières QC - 2005*
- o Toronto ON - 2006*
- o Edmonton AB - 2007*
- o Whitehorse YT - 2008
- o Fredericton NB - 2009
- o 2010 - regional workshops have replaced the Summit for 2010 only, with Summits to resume in 2011

(* denotes events attended by City of Kelowna staff)

The Summit is designed to be more intimate and interactive than a full conference, and provides practitioners with a platform to exchange ideas and learn from their peers. Each Summit is approximately 2.5 days in length and includes study tours of the host municipality on the first day. Summits are typically attended by 100-150 delegates. Most delegates are municipal staff, but attendees also include personnel

from senior levels of government, funding agencies, large arts service organizations and other practitioners from the creative sector. Speakers frequently have national and international profile.

Hosting a CCNC Summit puts the host municipality in the spotlight, raises its profile with colleagues from across Canada through promotion and features on the CCNC website, and brings a higher recognition of the value of arts, culture and heritage to the community-at-large. Delegates and their travelling companions also participate in cultural tourism activities before, during and after the Summit, creating an additional economic impact for the host city.

CCNC announced in early 2010 that it would be seeking applications from municipalities to host Summits in the years 2011 through 2014. The application process has two stages:

- 1) Letter of intent by March 31 - Kelowna submitted its Letter of Intent on March 22, 2010; and
- 2) Final application by May 26 - Kelowna's final application is attached as Appendix A.

CCNC staff have advised that 18 Letters of Intent have been submitted and that 9 of them are competing for the hosting of the event in 2014. CCNC expects to advise applicants of the results in late June, 2010.

CCNC staff, based in Vancouver, will be making host city recommendations to the national Board for approval. The decision will be based on how well applications address the requirements in the application guidelines. The selection of particular conference venues in a host city will depend on the CCNC budget. Accordingly, in its application, the City of Kelowna has identified two conference venue options, seeking to provide CCNC with a range of pricing and location choices. By 2014, other suitable options may become available and City staff will work with CCNC staff to finalize venue arrangements.

Internal Circulation:

General Manager, Community Services
Director, Community & Media Relations
Director, Financial Services

Existing Policy:

This report is submitted pursuant to Council Policy 274 (Cultural) and Chapter 15 of the Official Community Plan.

Financial/Budgetary Considerations:

CCNC has advised that cities applying to host a Summit should be prepared to provide both direct and indirect / in kind support.

Kelowna's application indicates that current budget within the Cultural Services Branch would allow for \$5,000 of direct financial support, in addition to the value of the in kind and indirect support listed below. If the City of Kelowna were awarded hosting of the 2014 Summit, we would seek to secure with Council's approval an additional \$5,000 in our 2014 budget for a total of \$10,000 in direct financial support.

Personnel Implications:

If the City of Kelowna is successful in its bid, Cultural Services staff will be part of the Summit Planning Committee and will participate in regular teleconference and other meetings in the months leading up to the event.

CCNC office staff coordinate the Summit budget, speakers, programme, promotion, venues, registration and logistics.

Cultural Services staff will have additional responsibilities as outlined in the application, and in particular:

- Organize Welcome Reception, Study Tours and involvement of local artists
- Provision of venues, equipment and supplies (partial)
- Purchase and prepare gifts for Summit presenters
- Sourcing/recommending local suppliers

- Recommending possible local participants who may contribute to the conference programme
- Liaison with Tourism Kelowna re: information for delegate packages and pre- and post-conference tourism packages and itineraries
- Providing other information as needed regarding local attractions, dining and entertainment options for delegates

Cultural Services staff have a wide range of experience in planning similar events and an established network of contacts. Additional support will be available from other staff in the Recreation & Cultural Services Department. Applying for a date as late as 2014 allows for plenty of lead time for the planning process.

External Agency/Public Comments:

The hosting application has been prepared with the assistance of Jenny Rutherford, Sales Manager, Tourism Kelowna. Tourism Kelowna has confirmed further support as detailed in the application.

Considerations not applicable to this report:

- Legal/Statutory Authority
- Legal/Statutory Procedural Requirements
- Alternate Recommendation
- Community & Media Relations Comments

Submitted by:



S. Kochan, Cultural Services Manager

Approved for inclusion:



J. Gabriel, Director, Recreation & Cultural Services

CC:

- General Manager, Community Services
- Director, Community & Media Relations
- Director, Financial Services
- Grants Manager
- J. Rutherford, Tourism Kelowna

General Information

a) **Full contact information for the 'host Municipal Coordinator'**

Sandra Kochan
Cultural Services Manager
Capri Centre Office
#133 - 1835 Gordon Drive
Kelowna, BC V1Y 3H4
skochan@kelowna.ca
Direct: 250.469-8935

b) **Describe how hosting the Creative City Summit will benefit your municipality**

Over the next 2 to 5 years, Kelowna will continue its evolution toward becoming a true urban centre. Our downtown infrastructure, in particular, is on the cusp of significant change, driven by both private and public sector imperatives. As a 'case study' for transformation, Kelowna is a living cultural laboratory. We propose to engage delegates in our urban experiment - share what we have and know, but more importantly learn what we can as a community from the collective wisdom gathered at the Summit.

We see the delegates as a focus group of creative and qualified consultants, our city as a project and the Summit as a charette during which delegates and the host city will examine, explore, critique, learn and share best practices.

This concept would address CCNC's stated objective for Summits 'to be more intimate and interactive, and to provide practitioners with a platform to exchange ideas and learn from their peers.' It provides an interesting theme for the Kelowna Summit and more tangible activities and outcomes for both delegates and the host city.

c) **Describe what special cultural, arts or heritage features/activities the municipality would like to highlight during the Creative City Summit**

The concentration of venues, activities and delegate amenities in the Cultural District and downtown areas means that this will be a walkable, affordable, green Summit, with delegates moving easily between venues and activities on foot. This provides a chance to be outdoors and to experience a wide variety of unique spaces.

Further 'greening' of the conference will be provided with a focus on local, sustainable food and beverage choices. Okanagan foods and wines will be highlighted throughout the Summit in recognition of their important role in our local culture and economy.

A 'Dine Around' for delegates is an attractive option for a free evening and can be followed by a visit to a number of downtown entertainment venues which showcase emerging talent.

Many of the Cultural District venues offer flexible, multi-purpose options for conference break-out sessions, receptions, social events and delegate enjoyment. These are described in more detail elsewhere in this document.

By 2014, a major revitalization of Bernard Avenue (the main downtown thoroughfare) will be completed and will offer further opportunities for Summit programming and delegate enjoyment.

With the assistance of Tourism Kelowna and other stakeholders, we will provide delegates and their companions with a range of cultural tourism options which may entice them to extend their stay before or after the Summit. Some examples: winery tours, agri-tourism and heritage experiences, exhibitions and festivals.

d) Describe any direct financial support the municipality or other sponsors in your area could make

Direct financial support from City of Kelowna:

Current budget within the Cultural Services Branch would allow for \$5,000 of direct financial support for the CCNC Summit, in addition to the value of the in kind and indirect support listed below. If the City of Kelowna were awarded hosting of the 2014 Summit, we would seek to secure with Council's approval an additional \$5,000 in our budget for a total of \$10,000 in direct financial support.

Indirect and in kind support from City of Kelowna:

- Staff time of Cultural Services staff in the Host Municipality Coordinator role
- Liaison with Summit Planning Committee and Summit Coordinator
- Organize Welcome Reception, Study Tours and involvement of local artists
- Provision of venues, equipment and supplies (partial)
- Purchase and prepare gifts for Summit presenters
- Sourcing/recommending local suppliers for Summit goods and services
- Recommending possible local participants (i.e. UBCO faculty, City staff, personnel from other agencies) who may contribute to the conference programme
- Liaison with Tourism Kelowna re: information for delegate packages and pre- and post-conference tourism packages and itineraries
- Providing other information as needed regarding local attractions, dining and entertainment options for delegates (we suggest a combination of 'local favourites' and daily 'hot sheets')
- Note: if the Coast Capri Hotel is selected as the Summit venue, the Cultural Services office in the adjacent building would be available to CCNC staff and directors for meetings, use of office equipment etc.

Indirect and in kind support from other agencies:

Tourism Kelowna has provided its support with services through its 'Host at Home' Program. These services, which include attendance building tools to drive delegate registrations, and assistance with materials for delegate packages, will provide value and benefit to the Creative City Network and may reduce some expenses and staff time required. More information about the Host at Home Program is provided on attached Appendix A.

e) Suggestions for potential study tours

These tours can be organized and funded by the City of Kelowna Cultural Services Branch. Some tours marked * are more extensive and may be more appropriate as pre- or post-conference offerings with an additional registration fee from delegates.

- Walking tours of Marshall Street and/or Abbott Street Heritage Conservation areas - led by volunteers from local heritage organizations, City staff and/or Kelowna Museums personnel. Participants will experience typical examples of vernacular and other early 20th century architectural styles all in the context of a rapidly changing urban environment. City

staff will share information about various programs and strategies employed for heritage protection and recognition.

- Public art walking tour - led by City staff and Kelowna Museums conservator. Participants will experience a cross-section of the City's public art collection and will learn what a professional conservator looks for in providing condition reports to guide public art maintenance.
- *Urban Agriculture tour - starting at the BC Orchard Industry Museum and led by community volunteers and growers from local farms and orchards. Food is a primary form of cultural expression. Agriculture is an essential part of the Okanagan's economy, history and culture. The local food movement is further highlighting the need to plan our communities around the principle that everyone needs access to sustainable, healthy food choices. Urban agriculture is being incorporated into design standards and planning policies. Participants will experience examples of urban agriculture in Kelowna and how it is linked to community and cultural development.
- Architectural Walking Tour - led by a local architect and City staff. Within in the Cultural District, participants will experience new and renovated spaces which quote eloquently from vernacular themes and Kelowna's cultural heritage. This tour could be linked to a session within the conference focused on how a cultural perspective can be reflected in development permit processes and design standards and review.

f) Other factors that would make Kelowna stand out as a Host City

Climate - in May and June Kelowna's average daytime temperature is in a comfortable 20-24°C range. Precipitation is always possible, but generally insignificant.

Setting - the lakefront setting for Kelowna's downtown and Cultural District brings with it viewsapes and kilometers of pathways in a range of park environments. Jogging, biking, walking or strolling are safe, comfortable and accessible.

Tourism, recreation and resort amenities - in the downtown area and within a 15 minute drive, delegates and their companions have easy access to golf, wineries, pathways and nature trails, agri-tourism experiences, shopping, dining and entertainment. Lake cruises, watercraft and scooter rentals, and float plane tours are all available in the downtown and Cultural District areas.

Timing

a) State which year or years you would be able to host the Summit

- Our preference is to host the Summit in 2014. We would consider 2013 as a second choice.

b) State the proposed dates for the Summit (May or June preferred with some exceptions)

- Early to mid June, 2014 is the proposed date for the Summit. In the Venue and Accommodation sections below, note that for the Delta Grand (Option A), moving the date to April brings with it a cost reduction. May and June are within the peak season rate period in Kelowna.

Venue

Please refer to Appendix B which includes maps identifying the location of Option A and B venues in relation to downtown and the Cultural District.

- a) Give an overview of the proposed Creative City Summit venue, including location of meeting space, general costs for meeting space and any unique aspects to the facilities.

Option A: Delta Grand Okanagan Resort and Conference Centre

An information package from the Grand is attached as Appendix C.

Location/Hotel Amenities

The Grand is located on the waterfront in the Cultural District adjacent to downtown Kelowna. See location in Appendix B-1.

Amenities and services include:

- ✓ Grand Bay Café, Vines Lounge and Grand Coffee Company within the hotel
- ✓ DJ's Southwestern Cuisine, Rose's Waterfront Pub and Hanna's Waterfront Lounge & Grill immediately adjacent to the conference centre
- ✓ In-Room dining menu available 24 hours
- ✓ On-site parking \$12.00 per day
- ✓ Business Centre
- ✓ Casino and Wine Shop immediately adjacent to hotel
- ✓ Boutique Shopping in hotel lobby
- ✓ Hot tubs, sauna, indoor and outdoor pools
- ✓ Grand Fitness Centre and full service Spa

Meeting Rooms

Over 25,000 square feet of flexible meeting space is available. See Appendix C for specifications.

Based on the requirements set out in the CCNC application package (4,000-5,000 sq ft for 120 people), the hotel has provided its suggestions for meeting room space, storage and registration in Appendix C, at a total rental charge of \$2,100 for 3 days of usage. This fee is dependent on a minimum of 90% occupancy for the guestroom block. Appendix C outlines the fee increases, up to a maximum of \$6,000, depending on the number of guestrooms occupied.

Main Meeting Space / Other Meeting Space / Registration Area

See Appendix C.

Meals/Receptions

As above. Full catering for meals and receptions is available on site. Appendix C provides an approximate price range per person. Food and beverage costs are not included in this application.

Option B: Coast Capri Hotel

An information package from the Capri is attached as Appendix D.

Location/Hotel Amenities

The Coast Capri Hotel is on Highway 97 approximately a 10 minute drive / 20 minute walk from Downtown Kelowna and the Cultural District. See location in Appendix B-2.

Amenities and services include:

- ✓ Complimentary hotel shuttle service to/from the Kelowna International Airport and around the City of Kelowna
- ✓ Complimentary internet services, local telephone calls and newspapers
- ✓ Complimentary parking

City of Kelowna
Application to host 2014 Creative City Network of Canada Summit
Submitted May 10, 2010

- ✓ 'The Studio' Business Centre
- ✓ Outdoor Courtyard swimming pool, hot tub and fitness centre
- ✓ Full audio visual equipment and staff available
- ✓ 24 hour room service, 2 restaurants, lounge and liquor store on site
- ✓ Connected to Capri Centre Mall, home of Beyond Wraapture Spa, Winners Department Store and including City of Kelowna offices

Meeting Rooms

Over 15,000 square feet of flexible meeting space is available. See Appendix D for specifications.

Based on the requirements set out in the CCNC application package (4,000-5,000 sq ft for 120 people), the hotel has provided its suggestions for meeting room space, storage and registration in Appendix D, at a total rental charge of \$420 for 3 days of usage. Further reductions/waiver of this charge may be possible upon booking of lunches for 100 or more delegates each day.

Main Meeting Space / Other Meeting Space / Registration Area

See Appendix D.

Meals/Receptions

As above. Full catering for meals and receptions is available on site. Food and beverage costs are not included in this application.

- b) Give estimated rental rates based on outlined requirements - as above.
- c) List other possible venues for special events such as the Welcome Reception and evening social event.

Note that the Cultural District venues listed below would be appropriate for the Welcome Reception, social events and conference break-out sessions for smaller groups of delegates. We are advised by both conference venues that the hosting of smaller events off site will not generally affect the pricing provided in part (a). Movement of delegates on foot between Cultural District venues is possible within a 5-10 minute time frame:

Kelowna Art Gallery

- Front hall and adjoining patio (indoor capacity 150 plus outdoor space) - Welcome Reception, social event

Rotary Centre for the Arts

- Atrium and adjoining patio (indoor capacity 104 plus outdoor space) - Welcome Reception
- 2nd floor Boardroom (capacity 60) - break out sessions
- Mary Irwin Theatre (capacity 326) social event / performance showcase

Laurel Packinghouse

- Facility currently being renovated - capacity TBC but minimum of 150 plus adjoining outdoor space - Welcome Reception, social event

Kelowna Community Theatre

- Lobby (capacity 236) - Welcome Reception
- Black Box Theatre (capacity 106) - break out sessions

Main Branch Regional Library

- Meeting Room (capacity 40-120 depending on set up) - break out sessions

Travel and Accommodation

a) Provide accommodation rate at hotel for guest rooms.

Option A: Delta Grand Okanagan Resort and Conference Centre

The Grand is located on the waterfront in the Cultural District adjacent to downtown Kelowna. It has 390 guestrooms with a range of suites, condo and villa options.

2010 room rates for the month of June based on single or double occupancy are \$199.00 plus taxes (currently 15%).

Rates are anticipated to increase at 4% per year until 2014 - estimated rates for June 2014 will therefore be approximately \$240 plus taxes.

The Delta has advised that if the conference month was moved back to April, room rates at 2010 levels could be negotiated to approximately \$160 instead of \$199. Based on an annual 4% increase, rates in April 2014 would be approximately \$185 plus taxes.

The Grand does not offer government rates for conference delegates.

See Appendix C for more details.

Option B: Coast Capri Hotel

The Capri is on Highway 97 approximately a 10 minute drive / 20 minute walk from Downtown Kelowna and the Cultural District.

The property features 185 guest rooms. By 2014 all rooms will have had significant upgrades. Most rooms are equipped with balconies.

Room rates (taxes excluded), based on single occupancy (\$20/person/night additional) are:

- \$100 Coast Comfort Room
- \$120 Coast Superior Room
- \$140 Coast Premium Room
- \$225 Coast Suite

The hotel has indicated that these are the rates they would offer for June, 2014. These are government rates which are typically not offered for groups and conventions. However, the Capri has advised that June, 2014 is an ideal time and they are eager to host the event.

See Appendix D for more details.

b) How close is the Creative City Summit venue and accommodation to an airport? How much does it cost to travel from the airport to the venue?

Kelowna International Airport (YLW) is the 10th busiest airport in Canada with daily direct service by Air Canada, WestJet, Horizon and Central Mountain Air to major centres across the country. The airport is approximately 16 kilometres

(20 minutes) from downtown Kelowna. From the airport, a variety of ground transportation options are available, including taxi, limousine, airport shuttle, public transit and rentals from 5 major auto rental firms.

Average costs from airport to downtown:

- shuttle: \$19 per person / one way
 - group rates available
- taxi: \$30-\$35 /one way
- public transit: adult fare \$2
- Note: Option B Coast Capri Hotel offers complimentary Shuttle Service to/from the airport and around the city.

Technical

- a) **Confirm the local availability of a company to provide the technical/audio-visual needs for the Summit.**

SW Audio Visual is a large service provider with branches in 7 cities throughout BC. SW's head office is conveniently located in Kelowna's Cultural District. SW has sufficient inventories of audio visual equipment to meet the needs of a typical CCNC Summit as listed in the Application Guidelines and also provides support services including:

- delivery and set-up
- Testing to make sure the equipment is correctly set up and working
- Onsite technician who will work directly with presenters on how to use equipment
- Pick-up of the equipment when conference or meeting is complete

More information is available at www.sw-online.com

- b) **Our municipality will *not* require that the Summit be delivered in both English and French.**



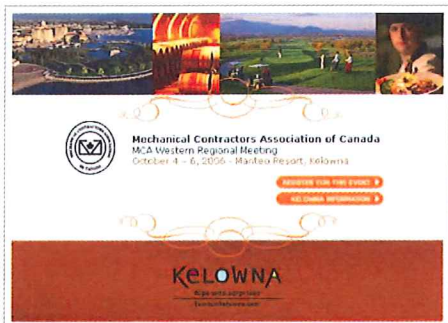
Creative City Network of Canada Summit

It is with great enthusiasm that Tourism Kelowna supports the City of Kelowna's bid to host a Creative City Network of Canada Summit.

Through Tourism Kelowna's Host at Home program, we have many complimentary resources available to assist the Host Municipality Coordinator.

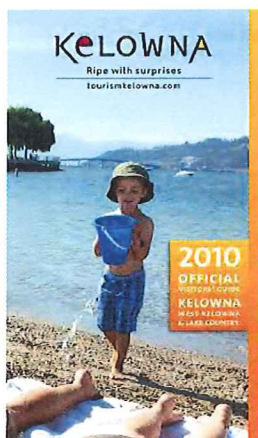
Our resources include:

- Request for proposals for accommodations, meeting space, activities and restaurants
 - Bid preparation
- Activity, venue and supplier contacts all around the city
 - Site inspections
- Itinerary/tour planning
- Delegate and spousal programs



▪ **Attendance Building Tools:** Use one of three seasonal E-Postcards which you can e-mail to potential delegates to encourage them to register for your event. Customized with your logo and event details and with a link to your registration website, these postcards are compliments of Tourism Kelowna. As well, we can provide you with a print Registration Shell on which you can print your registration details or use for the event program or speaker information. The shell comes

with a template so you can simply drop in your information and print.



▪ **Delegate Package Information:** Tourism Kelowna will provide attendees with detailed information on Kelowna while they are in the city. Tourism Kelowna will provide them with complimentary copies of our Official Kelowna Visitors' Guide, Kelowna Map and a 'Welcome to Kelowna' bag to distribute the information in during event registration.

APPENDIX
B-1
LOCATION
OF DELTA
GRAND &
CULTURAL
DISTRICT



- 1 - WATERFRONT PARK LOT**
Hourly - 75¢ per 2 hrs • Daily - \$3.75
(6am-6pm Mon-Fri)
Prospera Place Special Events - \$5
- 2 - WATER STREET BOAT LAUNCH LOT**
Hourly - \$1 per hr (24 hrs/day, 7 days/week)
- 3 - YACHT CLUB LOT**
Hourly - 50¢ per hr • Daily - \$4
(6am-6pm Mon-Fri)
- 4 - LIBRARY PLAZA PARKADE**
Hourly - 50¢ per hr • Daily - \$3
Evenings - \$1 flat rate after 5pm
Prospera Place Special Events - \$5
- 5 - CITY HALL PARKING LOT**
Reserved 6am-6pm Mon-Fri
Some stalls reserved 24 hrs a day
- 6 - DOYLE AVENUE LOT**
Hourly - 50¢ per hr • Daily - \$4 (6am-6pm Mon-Fri)
- 7 - ST PAUL LOT**
Hourly - 75¢ per 2 hrs • Daily - \$3.75
Reserved 6am-6pm Mon-Fri
- 8 - ARENA LOT**
Hourly - 50¢ per hr • 2 hr max (6am-6pm Mon-Fri)

- 9 - QUEENSWAY LOT**
Hourly - 50¢ per hr • Daily - \$4
(6am-6pm Mon-Fri)
- 10 - MILL STREET LOT**
Reserved 6am-6pm Mon-Fri
- 11 - CHAPMAN PARKADE**
Hourly - 50¢ per hr • Daily - \$4
(6am-6pm Mon-Fri)
- 12 - ELLIS STREET & LAWRENCE LOT**
Hourly - 75¢ per hr • 4 hr max
(6am-6pm Mon-Fri)
- 13 - LAWRENCE AVENUE & RICHTER LOT**
Reserved 6am-6pm Mon-Fri
- 14 - CITY PARK LOT**
Hourly - 75¢ per hr (6am-6pm Mon-Fri)
- 15 - HARVEY AVENUE LOT**
Reserved 6am-6pm Mon-Fri
- 16 - CAWSTON AVENUE & ST PAUL LOT**
Hourly - 50¢ per hr • Daily - \$4
(6am-6pm Mon-Fri)
Prospera Place Special Events - \$5

kelowna.ca



City of
Kelowna

Rates may change
without notice.

For more info
including monthly
Parking Rates,
please call
Kelowna Parking
250-862-8585

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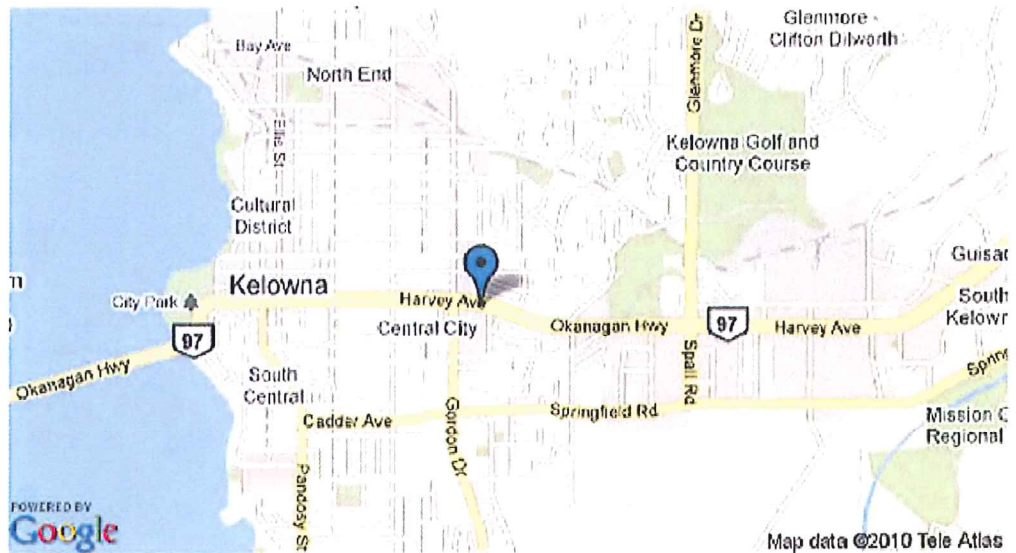
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Coast Capri Hotel

Map & Directions

The Coast Capri Hotel is conveniently situated on the corner of Gordon Drive and Harvey Avenue (Highway 97), a main thoroughfare of the city. Kelowna is surrounded by breathtaking lakes, mountains, orchards and vineyards, and is located on the east side of the Okanagan Lake. The western approach to the city is via the newly constructed Bennett Bridge.

The [Kelowna International Airport](#) is 19 km north of the city with transportation options of a complimentary hotel shuttle, city hotel shuttle, taxis, or car rentals.



Travel Times:

- Vernon - 50 minutes
- Kamloops - 2 hours
- Revelstoke - 3 hours
- Penticton - 55 minutes
- Vancouver (via Coquihalla) - 4.5 hours
- Seattle - 6.5 hours

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DELTA
GRAND OKANAGAN
RESORT AND CONFERENCE CENTRE



**DELTA GRAND OKANAGAN
RESORT AND CONFERENCE CENTRE**

PROPOSAL FOR

Canadian Creative City Summit 2014



April 26, 2010

c/o Jenny Rutherford
Tourism Kelowna
544 Harvey Avenue
Kelowna, BC
V1Y 6C9

RE: Canadian Creative City Summit 2014

Thank you for your interest in the Delta Grand Okanagan Resort and Conference Centre for your event in June 2014.

We are very pleased with the opportunity to present our proposal which will outline all appropriate space for your meeting and accommodation requirements.

Please note that space is not being held on your behalf and if you wish to do so, please contact me immediately and we will issue you a contract. All space is subject to availability.

The Delta Grand Okanagan Resort is ideally situated on Okanagan Lake in the heart of Kelowna's Arts and Cultural District. Close to the main downtown core, shops, restaurants and all of our city's attractions are easily accessible via the lovely waterfront boardwalk right outside our doorstep.

Our superior accommodations and first-class amenities compliment our spectacular location, and on behalf of the entire team here, we look forward to welcoming your group to our resort.

Sincerely,

Kirsten Harrison
Sales Manager
Phone: 250-868-5639
Email: kharrison@deltahotels.com



ABOUT DELTA HOTELS

With a diversified portfolio of more than 43 city centre and airport hotels and resorts, Delta Hotels is the leading first-class hotel management company in Canada.

Recognized as one of the best meeting facilities in Canada and honoured with numerous AAA/CAA four diamond awards for service and fine dining, we have an enviable 40-year record of service excellence and hospitality.

ABOUT DELTA MEETING MAESTROS

Backed by a series of key commitments, Delta Hotels' national meeting program responds to the specific needs of meeting planners. From our trusted experts and a 24-hour response time to proposals, to simplified contracts and invoices and unique ideas for every meeting, Delta Meeting Maestros is committed to your company's success.

AWARDS AREN'T EVERYTHING. LIVING UP TO THEM IS.

We're honoured to receive these awards. But more than that, we feel an even greater responsibility to surpass these achievements. Which is why we're working extra hard to make your stay as enjoyable as possible. So please, enjoy your stay.

National Awards: National Quality Institute Canada Award for Excellence
The 50 Best Companies to Work for in Canada, Report on Business Magazine

Hotel Awards: Received Silver for the National Quality Institute Canada Award for Excellence (2002)



GUEST ROOMS

With 390 beautifully appointed guestrooms, suites and condominiums including our luxury waterfront villas, the resort offers a wide variety of accommodation to suit you every need. All rooms are equipped with remote-controlled colour televisions, iron and ironing board, in-room movies, AM/FM radios, coffee machines with complimentary tea and coffee, two telephones with voice mail, high-speed wireless Internet access available, newspaper service, large working desk, bathrobe, and our signature Sanctuary bed.

The following will outline our understanding of your guestroom block:

Dates	Delta Standard Room	One Bedroom Suite	Total
June 2014 - TBA	100 / \$199.00		100
June 2014 - TBA	105 / \$199.00	3 / \$299.00	108
June 2014 - TBA	105 / \$199.00	3 / \$299.00	108

Were you to hold your meeting in 2010, your program rates would be those detailed above. We are pleased to confirm a maximum annual increase of 4% to the above rates. We will advise you of your rates twelve months prior to your meeting.

Room rates quoted are based on single or double occupancy. Each extra person sharing a room will be charged an additional \$20.00 per night. The above rates are subject to 8% Provincial Sales Tax, 5% GST and 2% Municipal Tax. Children under the age of 16 years of age stay for free when accompanied by an adult in the room.

Check in time is 4:00 p.m. and check out time is 11:00 a.m. On-site parking is available at \$12.00 per day, and valet service is \$17.00 per day.

Based on an 85% pick up of the above room block, we will be pleased to offer three complimentary upgrades into our One Bedroom Suites at the standard room rate, per night, plus taxes.

MEETING AND FUNCTION SPACE

Our Conference Centre offers an outstanding selection of versatile meeting and function space, boasting more than 25,000 square feet in total. The Grand Ballroom measures 15,652 square feet and is conveniently divisible into many configurations, suitable for all meeting needs. The resort offers nine breakout rooms, some of which offer natural light, along with a 6,000 square foot outdoor terrace overlooking beautiful Lake Okanagan and surrounding mountains.

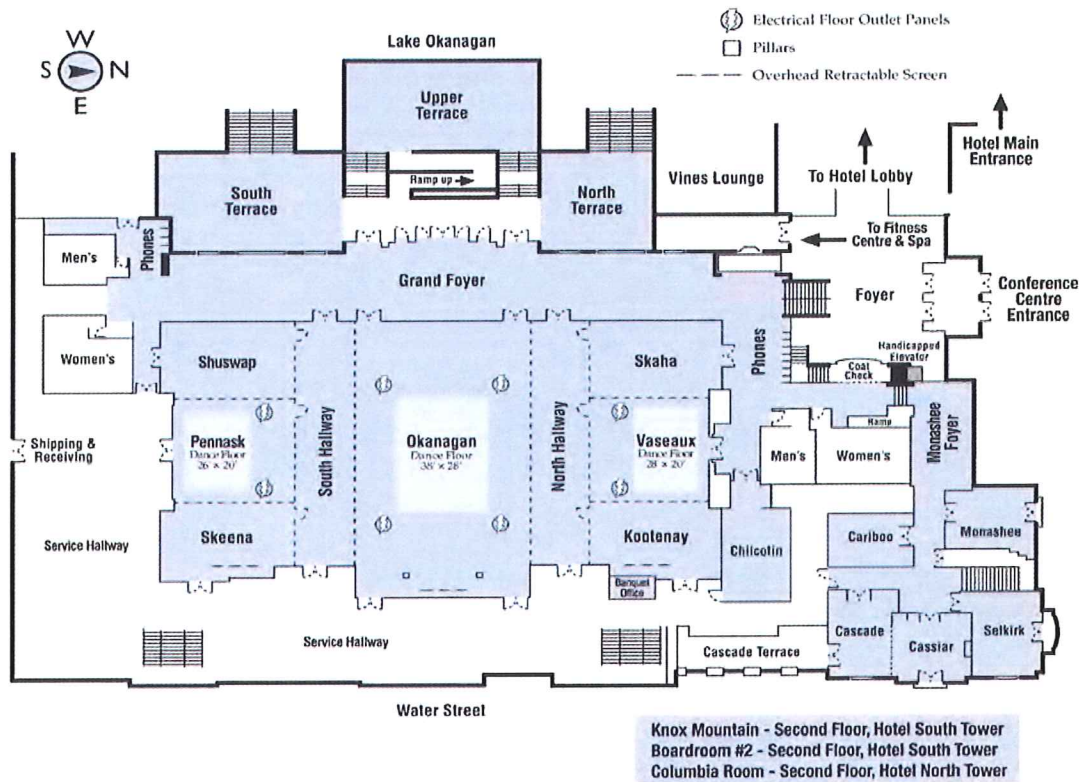
The following will outline your meeting and function space as we understand your requirements to be:

<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Function Space</u>	<u>Setup Style</u>	<u>Att.</u>	<u>Rental</u>
June 2014 – TBA	08:00-23:59	Office	Cariboo			
	08:00-17:00	Main Session	1/3 South Ballroom	Half Rounds	120	\$700.00
	08:00-17:00	Registration	Foyer			
June 2014 – TBA	08:00-23:59	Office	Cariboo			
	08:00-17:00	Main Session	1/3 South Ballroom	Half Rounds	120	\$700.00
	08:00-17:00	Registration	Foyer			
June 2014 - TBA	08:00-23:59	Office	Cariboo			
	08:00-17:00	Main Session	1/3 South Ballroom	Half Rounds	120	\$700.00
	08:00-17:00	Registration	Foyer			

Should the actual guest room usage be less than the reserved guest room block, charges may be determined according to the following schedule:

<u>Cumulative Guest Room Usage</u>	<u>Total Rental Charge</u>
If 90% or more guestrooms are occupied	\$2,100.00
If 80% to 89% of guestrooms are occupied	\$3,000.00
If 70% to 79% of guestrooms are occupied	\$4,500.00
Less than 69%	\$6,000.00 (full rental)

MEETING AND FUNCTION SPACE FLOORPLAN



CATERING MENUS & PRICE RANGE

Our full-service Catering Department offers a wide range of menu selections to best suit your needs. The following will provide you with approximate prices for your budgeting purposes:

Continental Breakfast:	\$15 - \$20 per person
Full Breakfast:	\$21 - \$29 per person
Coffee/Tea Break:	\$10 - \$17 per person
Lunch:	\$26 - \$48 per person
Reception:	\$20 - \$99 per person
Dinner:	\$42 - \$99 per person

RESTAURANTS & LOUNGES

- The Grand Bay Café offers the perfect setting for breakfast, lunch or dinner with an abundance of menu choices in a casual, yet scenic setting, overlooking Okanagan Lake.
- Relax in Vines Lounge for a light lunch or for evening drinks with appetizers after a busy day and enjoy the view of our courtyard and pools.
- Visit the Grand Coffee Company for a light, healthy snack or specialty coffee to go, open seven days a week.
- Explore a variety of other food and beverage outlets located at the resort including DJ's Southwestern Mexican Cuisine, Rose's Waterfront Pub or Hanna's Waterfront Lounge and Grill.
- Our In-Room dining menu is available 24 hours.

GRAND FITNESS CENTRE AND SPA

Rejuvenate your mind and body in our luxurious, full-service European spa, providing full esthetic services and complete body treatments. Relax in our hot tubs, sauna or our indoor or outdoor pool. Enjoy your workout in our extensive centre equipped with a full range of weights and cardiovascular equipment.

Other on-site amenities include:

- Business Centre
- Boutique Shopping
- Casino
- Grand Spirits Wine Shop

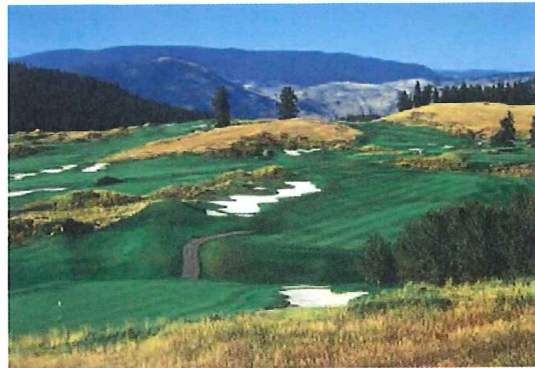
AROUND KELOWNA

Award-Winning Wineries – The Okanagan area has more than 100 different wineries nestled in the most scenic areas. Kelowna has more than 12 wineries, many of which produce premium quality wines that win national and international wine competitions frequently. Whether you live here or are just visiting, take the time to enjoy wine tasting, tour a winery or two, take in events at the spring or fall wine festivals or simply relax in the beauty of our wine country.

Championship Golf Courses – Whether you want the challenge of championship golf courses or the chance to appreciate unparalleled views of the Okanagan, Kelowna offers a wide range of both! Our hot, sunny climate allows for an extended golf season, March through November, and with more than 15 courses located in our immediate vicinity, we aspire to offer a premium experience for all golfers. The Okanagan Club (including The Bear and The Quail Courses), Gallaghers Canyon Golf Club, Harvest Golf Club, Predator Ridge and Tower Ranch are just to name a few.

Waterfront Boardwalk – Our stately waterfront resort spreads more than 25 acres in a parkland setting and offers a beautiful waterfront walkway wrapped along the vivid blue shores of Okanagan Lake, allowing easy access to beaches, city parks, marinas, bird sanctuary and Kelowna's main downtown core.

Arts and Cultural District - With close proximity to Kelowna's largest entertainment venue and hockey arena, Prospera Place is located directly across the street. Downtown Kelowna's Cultural District is right outside our door, offering art galleries, wine museums, historical fruit packinghouse along with restaurants and cafes.





1171 Harvey Avenue, Kelowna, British Columbia, V1Y 6E8 Canada
Country code: 1 Telephone: 250-860-6060 Facsimile: 250-860-9664 www.coasthotels.com

Tuesday, March 30, 2010

**Group & Function Proposal for
Canadian Creative City Summit
Event Dates: June 2014**

Attention: **Ms. Jenny Rutherford**
Title: Sales Manager
Company: Tourism Kelowna
Telephone: 250.861.1515 x.204
Fax: 250.861.3624
e-mail: jenny@tourismkelowna.com

Thank you for your inquiry with regard to The Coast Capri Hotel. The Coast Capri Hotel is established as Kelowna's Traditional Choice for Quality, and is truly a city landmark! Located in the heart of the Okanagan Valley, just blocks away from Okanagan Lake, The Coast Capri Hotel boasts true 'full service' accommodation.

Our property features 185 freshly appointed, Zen inspired guestrooms, most with balconies, complimentary high speed internet, award winning dining, a courtyard garden pool and patio area, gourmet coffee bar, on premise shopping and spa services are just a few features guests can enjoy at The Coast Capri Hotel.

Kelowna's Coast Capri Hotel is your dependable choice for meetings and conventions. Only 15 minutes from the Kelowna International Airport, The Coast Capri offers over 15,000 square feet of flexible meeting space, with drive in-accessibility and an abundance of free parking. With over 25 years of experience, our banquet and catering professionals provide top-notch service, for a truly unrivaled experience.

As an added value, we proudly offer our guests Complimentary Shuttle Service to/from the Kelowna International Airport and around the city.

The Coast Capri Hotel is pleased to propose the following room block and rates for your group. **Please note that these facilities have not yet been blocked.**

GUEST ROOM ACCOMMODATIONS

June 2014

	Day #1	Day #2	Day #3	Day #4
COAST GUESTROOM	108	108	108	C/O
TOTAL ROOM NIGHTS	108	108	108	C/O

Guest Room Rates:

Provincial Government Rate

Coast Comfort Room: **\$100.00** Coast Superior Room: **\$120.00**

Coast Premium Room: **\$140.00** Coast Suite: **\$225.00**

- o Room rates are quoted as single occupancy. Additional person(s) \$20.00 per person, per night.
- o Negotiated room rates are available to your guests three days pre and post actual convention dates.
- o Check in time is 3:00 pm and check out time is 12 noon. Rates are quoted in **Canadian Dollars**; are net-non-commissionable and are subject to taxes.

Diane Wetherill, Director of Sales
Telephone Direct: 250-860-6185 x. 2240, Facsimile Direct; 250-860-9964
d.wetherill@coastcaprihotel.com



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Tuesday, March 30, 2010

FUNCTION SPACE

Your meeting room space requirements are currently available, as specified in the proposal we have received from you. We would be happy to reserve the space for you upon receipt of a non-refundable deposit and the return of a signed hotel contract. **Please feel free to let me know if you would like to have this space blocked.**

Date	Time	Room	Purpose	Rental Fee
Day #1	07:00-17:00	Horizon (Salon A & B)	Plenary	\$1300 (1)
	07:00-24 Hr	Kerner	Storage/BR	\$150
		Horizon Foyer	Registration	No Charge
Day #2	07:00-17:00	Horizon (Salon A & B)	Plenary	\$1300 (1)
	07:00-24 Hr	Kerner	Storage/BR	\$150
		Horizon Foyer	Registration	No Charge
Day #3	07:00-17:00	Horizon (Salon A & B)	Plenary	\$1300 (1)
	07:00-17:00	Kerner	Storage/BR	\$120
		Horizon Foyer	Registration	No Charge
Total Rental Charges				\$4320
Applied Discount (1)				-\$3900
Rental Charge After Discount				\$ 420

(1) We would be pleased to waive the meeting room rental charge in the Horizon Room each day providing a lunch for a minimum of 100 delegates is served in the same room on a daily basis.

Horizon Room – The Horizon Room is located on the 2nd floor of the hotel, is 3800 square feet in size and has natural lighting flooding the room. This room can be divided into two break-out rooms should separate sessions be required.

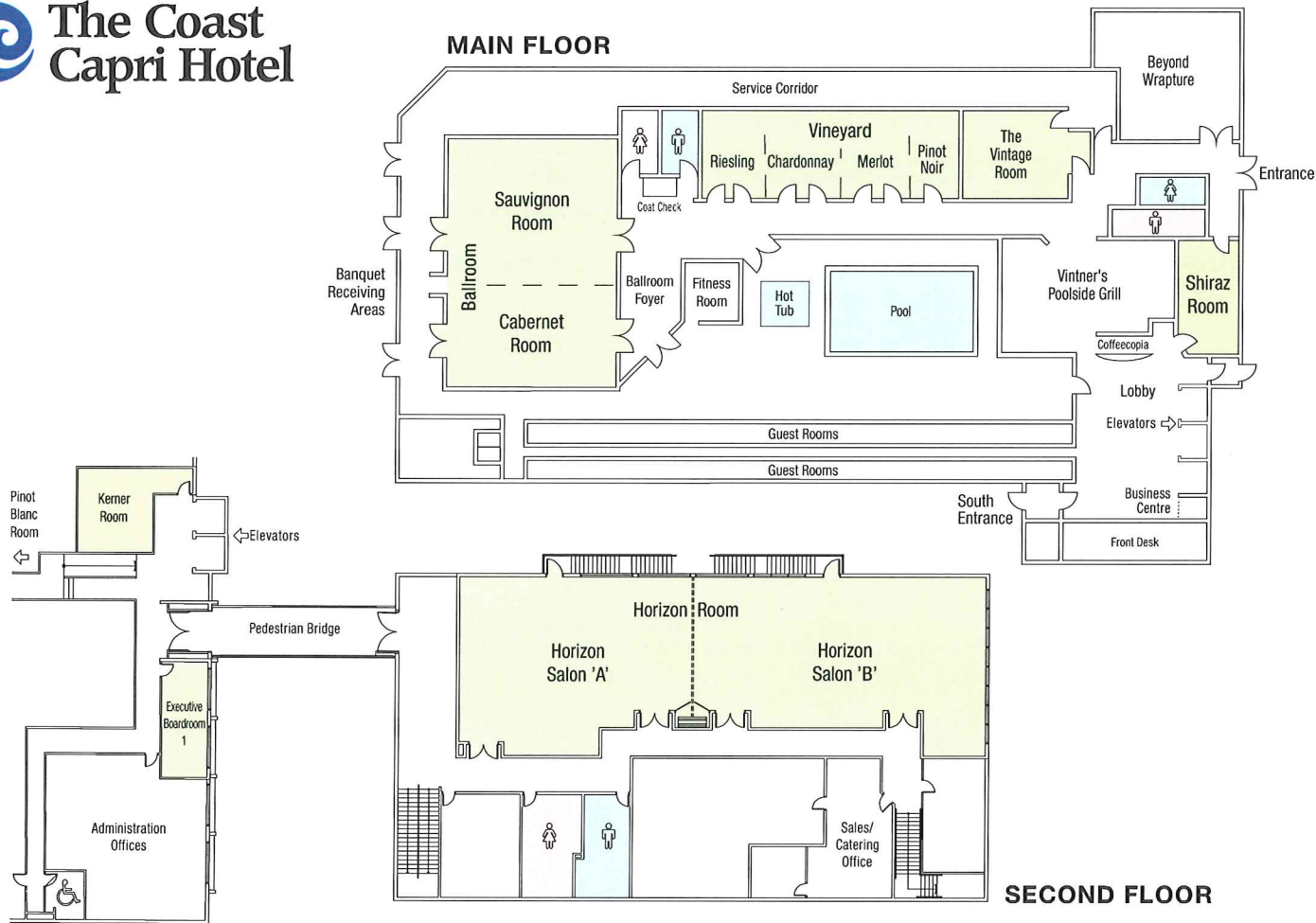
AMENITIES AND SERVICES

- Complimentary hotel shuttle service to/from the Kelowna International Airport and around the City of Kelowna.
- Complimentary internet services, local telephone calls, and newspapers.
- Complimentary parking
- 'The Studio' Business Centre
- Outdoor Courtyard Swimming Pool, Hot tub, and Fitness Centre.
- Full audio visual equipment and staff available
- 24 hour room service; 2 restaurants and cold, beer, wine, & liquor store on site.
- Connected to the Capri Centre Mall, home of Winners Department Store.

All rates exclude tax and service fee. Please feel free to contact myself directly with any questions or concerns that you may have. We do look forward to working with you in hosting your group to our hotel.

Kind regards, **Diane Wetherill**

Diane Wetherill, Director of Sales
 Telephone Direct: 250-860-6185 x. 2240, Facsimile Direct; 250-860-9964
d.wetherill@coastcaprihotel.com



MEETING ROOM SPECIFICATIONS

Meeting Room	Location	Classroom	Theatre	U-Shape	Reception	Rounds	2/3 Rounds	Boardroom	Sq. Ft.	Dimensions	Ceiling
BALLROOM	Main	220	450	-	500	350	250	-	4160	52' x 80'	14'
CABERNET ROOM	Main	70	160	40	200	150	90	-	1664	52' x 32'	14'
SAUVIGNON ROOM	Main	110	250	50	300	200	120	-	2496	52' x 48'	14'
BALLROOM FOYER	Main	-	-	-	-	-	-	-	1300	60' x 19'	9' 9"
VINEYARD	Main	100	220	-	170	160	120	-	2520	84' x 30'	9' 6"
PINOT NOIR ROOM	Main	-	20	-	20	20	-	-	360	12' x 30'	9' 6"
MERLOT ROOM	Main	24	50	20	50	48	35	26	720	24' x 30'	9' 6"
CHARDONNAY ROOM	Main	24	50	20	50	48	35	26	720	24' x 30'	9' 6"
RIESLING ROOM	Main	24	50	20	50	48	35	26	720	24' x 30'	9' 6"
SHIRAZ ROOM	Main	30	60	30	70	50	35	30	1100	19' x 58'	9' 0"
HORIZON ROOM	2nd Floor	180	270	-	300	250	156	-	3774	115' x 37'	9' 6"
HORIZON SALON A	2nd Floor	72	150	45	150	120	72	24	1745	50' x 37'	9' 6"
HORIZON SALON B	2nd Floor	108	180	60	180	140	84	60	1993	61' x 37'	9' 6"
HORIZON FOYER	2nd Floor	-	-	-	-	-	-	-	444	37' x 12'	9' 0"
EXECUTIVE BOARDROOM 1	2nd Floor	-	-	-	-	-	-	10	270	10' x 26'	8' 0"
KERNER ROOM	2nd Floor	-	-	-	-	-	-	10	270	18' x 15'	8' 0"
PINOT BLANC ROOM	2nd Floor	-	-	-	-	-	-	12	350	21' x 17'	8' 0"
PINOT GRIS ROOM	7th Floor	24	60	30	60	40	35	30	895	18' x 40'	10'

The capacity of the rooms are maximum set-up without audio/visual equipment, food and beverage set-up, dance floor, staging/risers, displays, etc. Capacity will be reduced according to client set-up and audio/visual requirements.

Let our meeting professionals take care of your meeting needs.

Please contact our Sales and Catering Office:

1171 Harvey Avenue, Kelowna British Columbia V1Y 6E8 Canada

Telephone 250.860.6060 Fax 250.860.9664

1.877.203.1640
coastcaprihotel.com