

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, December 2, 2013  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

Pages

#### 1. Call to Order

This meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

#### 2. Confirmation of Minutes

3 - 8

Regular PM Meeting - November 25, 2013

#### 3. Public in Attendance

##### 3.1 Rochelle Hoffman, re: Presentation to Council

To provide Council with an overview of her experience at the 'All Ireland's'

##### 3.2 President, International Accreditation

9 - 18

Presentation by Director of Development Services, President of Building Official Association of BC (BOABC) Mr. Manjit Sohi and the Executive Director of BOABC Dr. Richard Bushey regarding the City of Kelowna becoming the first Municipal Government in Canada to have the Building Department obtain professional accreditation from International Accreditation Services.

#### 4. Committee Reports

##### 4.1 Civic Awards Nomination Period

19 - 36

To announce the nomination period for the Civic & Community Awards.

##### 4.2 Council Appointment for the Community Heritage Committee

37 - 38

To appoint Alice Arsenault to the Community Heritage Committee for the balance of the 2012 - 2014 term.

5. Development Application Reports & Related Bylaws

- 5.1 Rezoning Application No. Z12-0054, Extension Request - 551 Glenwood Ave,  
John & Alana Marrington 39 - 41

To consider a final extension to extend the date for adoption of the OCP & Zone Amending Bylaws (BL10772/BL10773) from November 13, 2013 to November 13, 2014 in order to facilitate the rezoning of the subject property from the RU6-Two Dwelling Housing zone to the HD2-Hospital & Health Support Services zone.

6. Non-Development Reports & Related Bylaws

- 6.1 New Kelowna Police Services Building 42 - 78

This report is to have Council confirm the scope of the Kelowna Police Services Building project, and the method of obtaining electoral approval for the necessary project funding.

- 6.2 Stuart Park Update 79 - 96

The purpose of this report is to update Council on the status and timeline for developing the second and final phase of this downtown waterfront park.

7. Bylaws for Adoption (Non-Development Related)

- 7.1 Bylaw No. 10883 - Amendment No. 7 to Bylaw Notice Enforcement Bylaw No. 10475 97 - 97

To adopt Bylaw No. 10883.

8. Mayor and Councillor Items

9. Termination



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, November 25, 2013  
Location: Council Chamber  
City Hall, 1435 Water Street

Council Members Present: Mayor Walter Gray and Councillors Colin Basran, Andre Blanleil, Maxine DeHart, Gail Given, Mohini Singh, Luke Stack and Gerry Zimmermann

Council Members Absent: Councillor Robert Hobson

Staff Present City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Divisional Director, Corporate & Protective Services, Rob Mayne\*; Manager, Urban Planning, Ryan Smith\*; Director, Subdivision, Agriculture & Environment Services, Shelley Gambacort\*; Manager, Subdivision, Agriculture & Environment Services, Todd Cashin\*; Manager, Bylaw Services, Greg Wise\*; Manager, Utility & Building Projects, Kevin Van Vliet\*; and Council Recording Secretary, Sandi Horning

(\* denotes partial attendance)

### 1. Call to Order

Mayor Gray called the meeting to order at 1:32 p.m.

Mayor Gray advised that the meeting is open to the public and all representations to Council form part of the public record. A live audio feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

## 2. Confirmation of Minutes

Moved By Councillor Blanleil/Seconded By Councillor Zimmermann

R739/13/11/25 THAT the Minutes of the Regular PM Meeting of November 18, 2013 be confirmed as circulated.

Carried

## 3. Public in Attendance

3.1. Miss Kelowna Lady of the Lake, Leah Sorge, and Kelowna Princess, Elizabeth Hardy, re: Trip to Japan

Leah Sorge, Miss Kelowna Lady of the Lake, and Elizabeth Hardy, Kelowna Princess:

- Displayed a PowerPoint Presentation and responded to questions from Council.

## 4. Development Application Reports & Related Bylaws

4.1. Official Community Plan Bylaw Amendment Application No. OCP13-0012 and Rezoning Application No. Z13-0019 - 2049 Byrns Road, Margarita Littley

Staff:

- Displayed a PowerPoint Presentation.
- Advised that staff has amended one of the paragraphs of the 'Recommendation' in the Staff Report as follows:  
 "AND THAT final adoption of the zone amending bylaw be considered subsequent to the requirements of the Development Engineering, Building & Permitting and Subdivision, Agriculture & Environment Branches being completed to their satisfaction;"
- Responded to questions from Council.

Moved By Councillor Zimmermann/Seconded By Councillor Stack

R740/13/11/25 THAT Official Community Plan Bylaw Amendment No. OCP13-0012 to amend Map 4.1 of the Kelowna 2030 - Official Community Plan Bylaw No. 10500, by changing the Future Land Use designation of Lot 2, District Lot 130, Osoyoos Division Yale District, Plan 17289, Except Plan 22166, located at 2049 Byrns Road, Kelowna, BC, from the Resource Protection Area (REP) designation to the Single/Two Unit Residential (S2RES) designation, be considered by Council;

AND THAT Rezoning Application No. Z13-0019 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2 District Lot 130 Osoyoos Division Yale District Plan 17289 Except Plan 22166, located at 2049 Byrns Road, Kelowna, BC, from the A1 - Agriculture 1 zone to the RU6 - Two Dwelling Housing zone, be considered by Council;

AND THAT the Official Community Plan Amendment Bylaw Bylaw and Zone Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the zone amending bylaw be considered subsequent to the requirements of Development Engineering, Building & Permitting and Subdivision, Agriculture & Environment Branches being completed to their satisfaction;

AND FURTHER THAT final adoption of the zone amending bylaw be considered subsequent to the decommissioning of the suite within the single family dwelling to the satisfaction of the City's Chief Building Official.

Carried

**4.1.1. Bylaw No. 10897 (OCP13-0012) - 2049 Byrns Road, Margarita Littley**

Moved By Councillor Zimmermann/Seconded By Councillor DeHart

R741/13/11/25 THAT Bylaw No. 10897 be read a first time;

AND THAT the Bylaw has been considered in conjunction with the City's Financial Plan and Waste Management Plan.

Carried

**4.1.2. Bylaw No. 10898 (Z13-0019) - 2049 Byrns Road, Margarita Littley**

Moved By Councillor Stack/Seconded By Councillor Given

R742/13/11/25 THAT Bylaw No. 10898 be read a first time.

Carried

**4.2. Rezoning Application No. Z12-0051 - 1460 Graham Road, Heinz Strege**

Staff:

- Provided an update regarding the development application process.
- It is anticipated that the matter will be moved forward within the next couple of weeks and therefore should not require the entire one (1) year extension.
- Responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor Zimmermann

R743/13/11/25 THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Zone Amending Bylaw No.10771 for Lot 8 Section 22 Township 26 ODYD Plan 11186 except Plans H12895 and KAP70891 located on 1460 Graham Road, be extended from November 13, 2013 to November 13, 2014.

Carried

**4.3. Rezoning Application No. Z12-0047 - 875 & 885 Mayfair Road, 0872645 BC Ltd. and Onakar & Ranjit Dhillon**

Staff:

- Provided the rationale for the requested extension and advised that this will be the only extension that staff will support.

Moved By Councillor Basran/Seconded By Councillor DeHart

**R744/13/11/25** THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Zone Amending Bylaw No.10768 for Lot 4 District Lot 143 ODYD Plan 22026 located on 875 Mayfair Road and Lot 3 District Lot 143 ODYD Plan 22026 located on 885 Mayfair Road, be extended from November 13, 2013 to November 13, 2014.

Carried

## 5. Non-Development Reports & Related Bylaws

### 5.1. Bylaw Adjudication Update 2013

Divisional Director, Corporate & Protective Services:

- Introduced the item and the City's Bylaw Services Manager.

Staff:

- Provided background information regarding the Bylaw Adjudication Program.
- Provided an overview of the amendments to the establishment Bylaw.
- Responded to questions from Council.

Moved By Councillor Zimmermann/Seconded By Councillor Singh

**R745/13/11/25** THAT Council receives, for information, the Report of the Bylaw Services Manager dated November 14, 2013 with respect to the Bylaw Adjudication System Update;

AND THAT Bylaw No. 10883, being Amendment No. 7 to Bylaw Notice Enforcement Bylaw No. 10475 be forwarded for reading consideration;

AND THAT Council approves the amendment to the Southern Interior Bylaw Notice Dispute Adjudication Registry Agreement by adding the Regional District of Central Okanagan, and District of Coldstream as a partner;

AND FURTHER THAT the Mayor and City Clerk be authorized to execute the amendment to the Agreement.

Carried

#### 5.1.1. Bylaw No. 10883 - Amendment No. 7 to Bylaw Notice Enforcement Bylaw No. 10475

Moved By Councillor Singh/Seconded By Councillor Basran

**R746/13/11/25** THAT Bylaw No. 10883 be read a first, second and third time.

Carried

### 5.2. Family Y Project Update

Staff:

- Displayed a PowerPoint Presentation.
- Provided an overview with respect to the proposed changes to the ladies', men's and family change rooms at the Kelowna Family Y.
- Responded to questions from Council.



Moved By Councillor Basran/Seconded By Councillor Stack

R747/13/11/25 THAT Council receives, for information, the Report from the Manager, Utility & Building Projects dated November 25, 2013, regarding the expansion of the Family Y Structural Repairs and Renovations.

Carried

## 6. Resolutions

6.1. Draft Resolution, re: Helicopter Landing, Santa Claus, Northern Air Support Ltd.

Moved By Councillor Given/Seconded By Councillor DeHart

R748/13/11/25 THAT Council grants approval to Northern Air Support Ltd. to fly Santa Claus from the Kelowna International Airport to the Kelowna Golf & Country Club, and back, on December 8<sup>th</sup> and 15<sup>th</sup>, 2013, subject to the approval of Transport Canada and compliance with all related flight requirements.

Carried

## 7. Mayor and Councillor Items

Councillor Stack:

- Commented on the 'Taste of Japan' event that was hosted by the Kelowna-Kasugai Sister City Association on November 24, 2013.

7.1. Councillor Singh, re: Directional Signage on Highway 33 - Sikh Temple on Davie Road

Councillor Singh:

- Advised that she has met with representatives of the Sikh Temple on Davie Road and that they have requested 'way-finding' signage as the access to Davie Road is off of Highway 33 and is hard to find.

Moved By Councillor Singh/Seconded By Councillor Stack

R749/13/11/25 THAT Council directs staff to write a letter to the Ministry of Transportation requesting directional signage be erected on Highway 33 directing the public to the Sikh Temple located on Davie Road and report back to Council once a response has been received from the Ministry.

Carried

## 7. Mayor and Councillor Items

Mayor Gray:

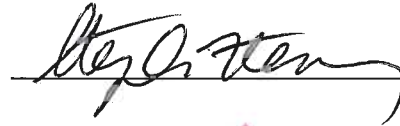
- Commented on the new the Kelowna International Airport's new, 6 day a week, non-stop route between Kelowna-Cranbrook and noted that it will provide business, health care, education and tourism opportunities.
- Reminded Council that the official opening of the 'Eastern Gateway' to Bernard at Richter Street will be held on Tuesday at 12:00 pm and noted that Westbank First Nation heritage-themed, artwork will be on display.

## 8. Termination

This meeting was declared terminated at 2:18 p.m.

\_\_\_\_\_  
Mayor

/slh

\_\_\_\_\_

City Clerk

DRAFT





# Development Services Building & Permitting Accreditation



# WHAT IS BUILDING DEPARTMENT ACCREDITATION?

An independent and bona fide 3<sup>rd</sup> party recognition and assurance that the building department operates under highest customer care, ethical, legal & technical standards in providing compliance monitoring services.

# ABOUT INTERNATIONAL ACCREDITATION SERVICE (IAS)

- ▶ A subsidiary of the International Code Council (ICC)
- ▶ Incorporated as a non-profit scientific organization
- ▶ Board of directors comprised of code enforcement (regulatory) and industry professionals
- ▶ Globally recognized leader in accreditation
- ▶ Operating as accreditation body since 1975



# WHAT ARE OUR BENEFITS OF ACHIEVING ACCREDITATION STATUS?

- ▶ To operate under highest ethical, legal and technical standards
- ▶ To enhance life safety and property protection
- ▶ To implement the best practices
- ▶ To provide efficient & excellent customer service
- ▶ To enhance risk management
- ▶ To make the department and the City more desirable for potential candidates in seeking employment as well as potential developers

# WHAT ARE THE REQUIREMENTS TO MAINTAIN ACCREDITATION?



- ▶ Annual report from Building Department
- ▶ Re-evaluation every three years

# UNDER WHICH STANDARDS WERE WE REVIEWED FOR ACCREDITATION?

- ▶ Current BCBC, Community Charter & Building Bylaw
- ▶ ISO Standard “general criteria for the operation”
- ▶ IAS Accreditation Criteria for British Columbia  
Building Departments standard AC475



# WHO CONTRIBUTED DURING THE EVALUATION PROCESS?

- ▶ Internal:
  - ▶ Mayor, City Manager
  - ▶ Building Department staff
  - ▶ Information Services staff
  - ▶ Other staff (Finance, HR, Operations, Planning)
- ▶ External:
  - ▶ Canadian Home Builders' Association Kelowna Chapter
  - ▶ Urban Development Institute
  - ▶ Sub-contractors, Builders
  - ▶ Building permit applicants

# HOW LONG DID IT TAKE?



# WHAT OTHER TANGIBLE VALUES WERE ADDED FOR OUR CUSTOMERS?



# WHY TAKE ON ALL THE ADDITIONAL WORK FOR ACCREDITATION?

- ▶ To be proactive in pursuing:
  - ▶ Focus on results - Council priority
  - ▶ Performance excellence - Corporate priority
  - ▶ Adding value for citizens & customers - Division priority
- ▶ This accreditation will take City of Kelowna one step closer to be the **BEST** as the **first** accredited Municipal Building Department in BC and all of Canada

# Report to Council



**Date:** November 27, 2013

**Rim No.** 0610-53

**To:** City Manager

**From:** L. Roberts, Manager, Community & Neighbourhood Programs

**Subject:** 2013-11-27 Civic Awards Nomination Period Report to Council

Report Prepared by: Amber Gilbert, Recreation Technician, Active Living & Culture

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## **Recommendation:**

THAT Council receives as information the report from the Manager, Community & Neighbourhood Programs dated November 27th, 2013, that outlines the Civic & Community Award categories and nomination period.

## **Purpose:**

To announce the nomination period for the Civic & Community Awards.

## **Background:**

The nomination period for the 39<sup>th</sup> Annual Civic & Community Awards commences on Monday December 2 and remains open through to noon on Friday, February 14, 2014. The award ceremony and celebration is held in recognition of 2013 outstanding achievements and contributions of nominees that have had a direct benefit on the city of Kelowna.

Nomination forms and category criteria are available at City Hall, the Parkinson Recreation Centre and on the City's website.

New this year, individuals will have the option to submit their nominations on-line and or by e-mail, [kelowna.ca/residents](http://kelowna.ca/residents). This feature is intended to make the process easier and more convenient for the community to fill out and submit the forms. As with previous years, submissions can also be made in person at the Parkinson Recreation Centre.

There are two additional awards that are part of the annual event; however, the nomination process is not open to the public. The Anita Tozer Memorial Award, selected by City Council, is awarded to an individual or group in recognition of an extraordinary and positive contribution to the quality of life in Kelowna. The Augie Ciancone Memorial Award, selected

by School District #23 and the Okanagan Central Schools Athletic Association, recognizes male and female high school athletes of the year.

The 39<sup>th</sup> annual awards night will be held on Thursday, May 1, 2014, at the Kelowna Community Theatre.

Each year the award recipients are further recognized with their names on an individual name plate and placed at Jim Stuart Park. At the conclusion of the next year's Civic Awards event the name plates are replaced with the current award recipients and the name plates removed will be given to the past recipient as a keep-sake.

Award categories and 2012 recipients include:

<b>Categories</b>	<b>2012 Recipients</b>
Bob Giordano Memorial (Volunteer Coach/Sport Admin. of the Year)	Hal Hennenfent
Bryan Couling Memorial, Athletic Team of the Year	OKM Boys Soccer Team
Male and Female Athlete of the Year Awards	Rostam Turner and Jen Woods
Young Male and Female of the Year Awards	Eli McAlpine and Kelsey Taron
Teen Honour and Honour in the Arts Awards	Quinn Bates and Anna Jacyszyn
Champion for the Environment Awards, Individual and Business	Michael Ross and Best Western Plus
The Central Okanagan Foundation Volunteer Organization of the Year Award	The Karis Society
Sarah Donalds Treadgold Memorial Woman of the Year Award and the Fred Macklin Memorial Man of the Year Award	Shaun Bos and Ken Thompson
Corporate Community of the Year Awards, Small to Medium and Large Businesses	Loyal Hair Therapy and Interior Savings

**Internal Circulation:** Alison Thompson, Communications Advisor

**Communications Comments:** Community & Media Relations to distribute news releases and media packages.

**Considerations not applicable to this report:**

**Legal/Statutory Authority:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**

**External Agency/Public Comments:**

**Alternate Recommendation:**

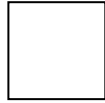


Submitted by:



L. Roberts, Manager, Community & Neighbourhood Programs

Approved for inclusion:



J. Gabriel, Director, Active Living & Culture

Attachments:

PowerPoint Presentation - Civic Awards Nomination Period

cc: Director, Communications

# 39<sup>th</sup> ANNUAL CIVIC & COMMUNITY AWARDS

Recognizing those who serve our community



# THE CITY OF KELOWNA'S CIVIC & COMMUNITY AWARDS

- ▶ *Recognizing and celebrating individuals, businesses and organizations for their volunteerism and outstanding achievements.*
- ▶ *Making a significant contribution to our community in the year 2013.*

# BOB GIORDANO MEMORIAL

- ▶ Awarded to an individual who has made significant contributions to Kelowna through voluntary service to amateur sport
- ▶ Contributions may include coaching or administrative support

# BRYAN COULING MEMORIAL ATHLETIC TEAM OF THE YEAR

Sponsored by: Grant Thornton

- ▶ Awarded to a Kelowna based sports team (amateur or professional) who brought the greatest amount of recognition to Kelowna in 2013

# MALE & FEMALE ATHLETE OF THE YEAR

- ▶ Awarded to a male and female athlete (amateur or professional) who brought the greatest amount of recognition to Kelowna in 2013



# YOUNG MALE & FEMALE OF THE YEAR AWARDS

Sponsored by: the YMCA of Okanagan

- ▶ Awarded to a young male and young female, in recognition of their overall outstanding voluntary contribution to the city of Kelowna
- ▶ Nominees must be between the ages of 13 and 19 as of Dec. 31, 2013

# HONOUR IN THE ARTS

Sponsored by: Prospera Credit Union

- ▶ Awarded to a teen and an adult who have made outstanding contributions to Kelowna through cultural and/or artistic efforts
- ▶ All teen nominees must be between the ages of 13 and 19 as of Dec. 31, 2013

# VOLUNTEER ORGANIZATION OF THE YEAR AWARD

Sponsored by:  
THE CENTRAL OKANAGAN FOUNDATION

- ▶ Awarded to a volunteer organization that has provided outstanding community services, with direct benefits to the city of Kelowna

# FRED MACKLIN & SARAH DONALDA TREADGOLD MEMORIALS

MAN & WOMEN OF THE YEAR AWARDS  
Sponsored by: FORTISBC

- ▶ Awarded to a man and woman in recognition of their overall outstanding voluntary contributions to the city of Kelowna

# CORPORATE COMMUNITY of the Year AWARD

Sponsored by:  
Kelowna Community Resources

- ▶ Awarded to a Small/Medium Business and a Large Business, that has provided outstanding support for employee volunteerism in addition to financial contributions and initiatives with direct benefits to the city of Kelowna

# Champion for the Environment

Sponsored by:

Best Western Plus, Kelowna Hotel & Suites

- ▶ Awarded to an Individual and a Business whose actions and achievements have shown outstanding environmental leadership or innovative environmental contributions, with direct benefits to the city of Kelowna



# COMPLETING THE NOMINATION FORM

- ▶ Selections are based on achievements and contributions in 2013
- ▶ Past information may be included, but the focus should be on the current award year
- ▶ Award Selections are based on the information provided in the nomination package

# NOMINATION PERIOD

- ▶ Nomination period:
  - ▶ Dec. 2 – Feb. 14, 2014
- ▶ All nomination forms available on-line, as well as our new on-line submission system, go to : [www.kelowna.ca/residents](http://www.kelowna.ca/residents)

# Special Thanks to our Generous Category Sponsors:



Kelowna Hotel & Suites



# **39th ANNUAL CIVIC & COMMUNITY AWARDS**

Thursday May 1, 2014  
Celebrated at the  
KELOWNA COMMUNITY  
THEATRE

# Report to Council



**Date:** December 2, 2013  
**Rim No.** 0615-20  
**To:** City Manager  
**From:** Gary Stephen, Long Range Planning Manager  
**Subject:** 2013-12-02 Report - Council Appointment for the Community Heritage Committee

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## **Recommendation:**

THAT Council receives for information the report from the Long Range Planning Manager dated December 2, 2013;

AND THAT Council appoint Alice Arsenault as a community-at-large member of the Community Heritage Committee (CHC) for the balance of the 2012 - 2014 term;

AND FURTHER THAT Council recognize Leanne Spanza in her retirement and thank Ms. Spanza for her contribution to the Community Heritage Committee.

## **Purpose:**

To appoint Alice Arsenault to the Community Heritage Committee for the balance of the 2012 - 2014 term.

## **Background:**

As of September 2013, Leanne Spanza has resigned from the Community Heritage Committee. The current term of the Committee is for the 2012 - 2014 time frame. A new appointment to the Committee would be to fill a vacancy as a community-at-large member for the balance of the term ending in 2014.

To assist in filling the vacant community-at-large position on this Council-appointed advisory committee, the City of Kelowna placed advertisements in local newspapers requesting that persons submit their names if they were interested in serving as members of this committee. There were six (6) submissions from members of the public. After review of those submissions it is staff's recommendation that Alice Arsenault be appointed to fill the vacancy.

Ms. Arsenault has valuable experience in construction and design, including project management and contract administration that would complement and reinforce the mandate of the CHC. She also has familiarity with heritage legislation and relevant City heritage bylaws and guidelines

**Internal Circulation:**

Deputy City Clerk

**Legal/Statutory Authority:**

*Local Government Act, section 953.*

**Existing Policy:**

Terms of Reference, Community Heritage Commission

**Considerations not applicable to this Report:**

**Legal/Statutory Procedural Requirements:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**

**Technical Requirements:**

**External Agency/Public Comments:**

**Alternate Recommendation:**

Submitted by:

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Gary Stephen  
Long Range Planning Manager

Approved for Inclusion:



Danielle Noble-Brandt  
Department Manager - Policy & Planning

cc: Deputy City Clerk

# REPORT TO COUNCIL



**Date:** November 21, 2013

**RIM No.** 1250-30

**To:** City Manager

**From:** Urban Planning, Community Planning and Real Estate (AW)

**Application:** OCP12-0013/Z12-0054      **Owner:** John Ross Marrington  
Alana Vera Marrington

**Address:** 551 Glenwood Avenue      **Applicant:** Garry Tomporowski Architect Ltd.

**Subject:** OCP Amendment & Rezoning Application, Extension Request

**Existing Zone:** RU6 - Two Dwelling Housing

**Proposed Zone:** HD2-Hospital & Health Support Services

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## 1.0 Recommendation

THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Official Community Plan Amending Bylaw No. 10772 and Zone Amending Bylaw No. 10773, for Lot 2, D.L. 14, ODYD, Plan 1251 located on 551 Glenwood Avenue, Kelowna, BC, be extended from November 13, 2013 to November 13, 2014.

## 2.0 Purpose

To consider a final extension to facilitate the rezoning of the subject property from the RU6-Two Dwelling Housing zone to the HD2-Hospital & Health Support Services zone to allow the applicant one more year to address the technical implications of this project including consolidating the subject property with 2149, 2159, 2169, 2179 & 2189 Pandosy Street, relocating the lane to the east side of the subject property and entering into a Servicing Agreement for the offsite upgrades associated with the proposed development.

## 3.0 Land Use Management

Section 2.12.1 of Procedure Bylaw No. 10540 states that:

In the event that an application made pursuant to this bylaw is one (1) year old or older and has been inactive for a period of six (6) months or greater:



- a) The application will be deemed to be abandoned and the applicant will be notified in writing that the file will be closed;
- b) Any bylaw that has not received final adoption will be of no force and effect;
- c) In the case of an amendment application, the City Clerk will place on the agenda of a meeting of **Council** a motion to rescind all readings of the bylaw associated with that Amendment application.

Section 2.12.2 of the Procedure Bylaw makes provision that upon written request by the applicant prior to the lapse of the application, **Council** may extend the deadline for a period of twelve (12) months by passing a resolution to that affect.

By-Laws No. 10772 & 10773 received second and third readings on November 13, 2012 after the Public Hearing held on the same date. The applicant wishes to have this application remain open for an additional twelve (12) months in order to consider all options for the project. As there has been no file activity, and given the tenant improvements on the site for a restaurant use, it is logical that this be considered the final extension. When the applicant team deems a similar/identical project to be feasible at some point in the future, Staff will endeavour to expedite the review process given the time and resources that have been allocated to this proposal.

**Report prepared by:**

\_\_\_\_\_  
Alec Warrender, Land Use Planner  
/dc

**Reviewed by:**

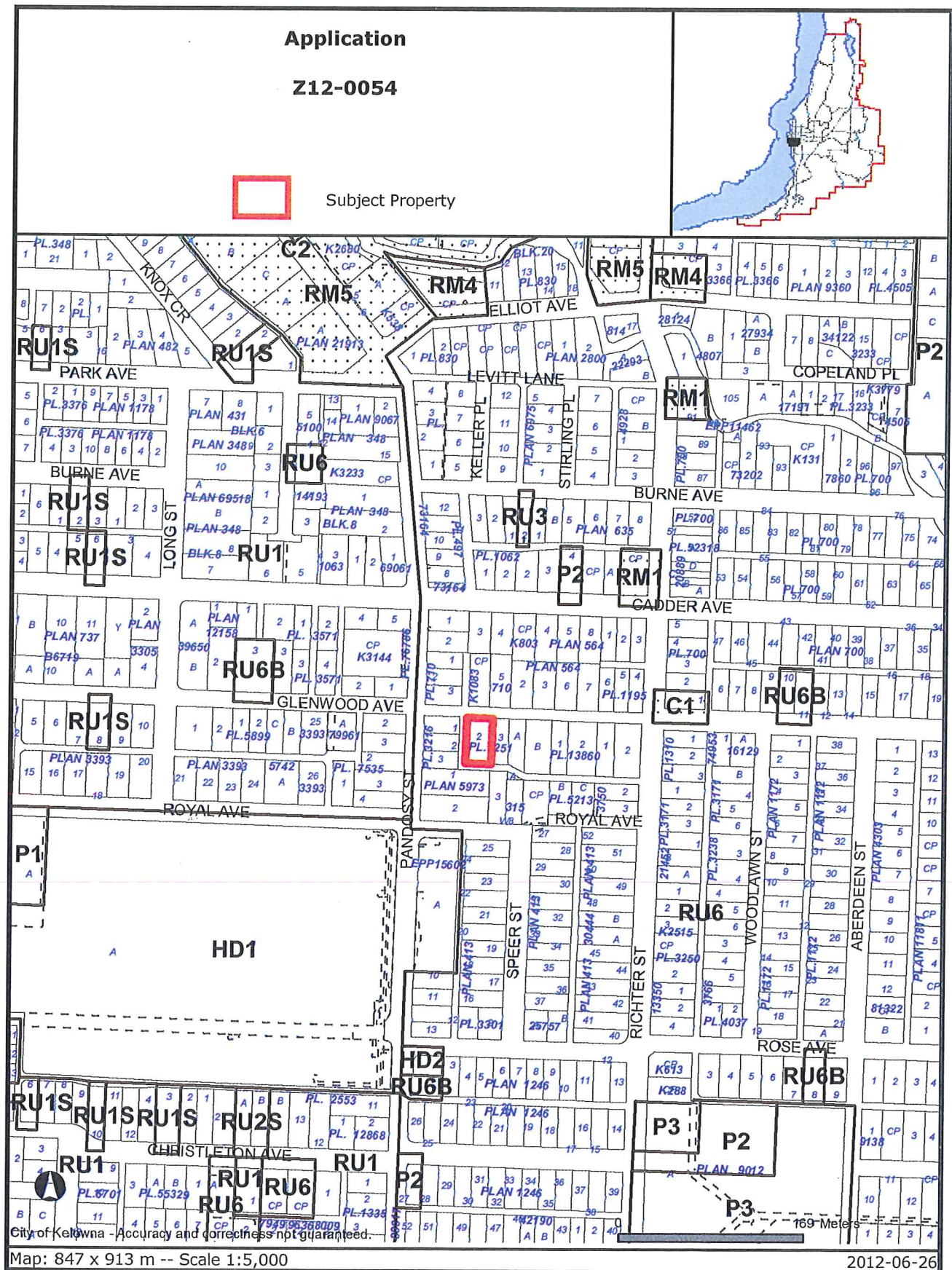
☐ Ryan Smith, Manager, Urban Planning

**Approved for Inclusion**

☐ Doug Gilchrist, Divisional Director, Community Planning  
and Real Estate

**Attachments:**

Site Plan



Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.  
The City of Kelowna does not guarantee its accuracy. All information should be verified.

# Report to Council



**Date:** December 2, 2013

**File:** 1510-40

**To:** City Manager

**From:** Infrastructure Divisional Director

**Subject:** 2013-12-02 Report Police Services Building

Report Prepared by: Utility and Buildings Projects Manager

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## **Recommendation:**

That Council receives for information the report from the Infrastructure Division Director dated December 02, 2013, with regards to the new Kelowna Police Services Building;

AND THAT Council direct staff to proceed with an Alternative Approval Process opportunity open to all electors within the City of Kelowna for borrowing the necessary funds for the proposed new Kelowna Police Services Building;

AND THAT Council direct staff to bring forward a rezoning application for the location of the proposed Kelowna Police Services Building

## **Purpose:**

This report is to have Council confirm the scope of the Kelowna Police Services Building project, and the method of obtaining electoral approval for the necessary project funding.

## **Background:**

The existing Kelowna Police Services Building was first constructed in 1962 when the City's population was approximately 14,000 people. Over the last 50 years it has seen numerous renovations and expansions to enable it to meet the needs of the Kelowna RCMP detachment in its service to the community. The building has reached the end of its productive lifecycle and can no longer effectively meet the City's needs to provide space for the RCMP. This conclusion is a result of a significant amount of work over the last decade culminating in the City's readiness to provide for a replacement facility. A chronology of relevant events and decisions to date is provided in Attachment A.

As part of the Police Agreement with the RCMP for the provision of police services, the City is required to provide adequate facilities to accommodate the needs of the RCMP. Failure to do

so may result in the Government of Canada electing to provide the facilities at the cost of the City. An excerpt of the Agreement is found in Attachment B.

Maintaining a safe community is a priority for citizens. The City's 2012 Citizens Survey ranked concerns about personal safety relatively low, while putting protective services as the top priority for community investment. Taken together, the findings tell us people generally feel safe in Kelowna and they want to continue investing in protective services to give the RCMP the support system and efficiencies they need to ensure safer Kelowna neighbourhoods, safer business areas and a safer downtown.

Current Kelowna Detachment facilities:

The Kelowna RCMP currently operates from the following City provided facilities:

350 Doyle Ave:	Administration, General Duty, General Investigation, reception, interview, cell block, shipping and receiving,
Windsor Road:	Traffic, Identification & Forensics,
Offsite Storage:	Records Storage, Long term and bulky exhibits storage,
Rutland CPO:	RCMP member office space, Community Policing Coordinator and volunteers, interview rooms (non-criminal), public reception from 9am-5pm Monday to Friday.
Mission CPO:	Community policing coordinator and volunteers, some training space. Allows for public reception and contact from 9am-1pm Monday to Friday.

The headquarters on Doyle provide office and support space for the following personnel:

RCMP positions	177
Civilian support staff positions (including casuals)	84
Commissionaires (operate cell blocks)	15
Auxiliary RCMP members	65
Regional Service members (Victim services, Crime stoppers)	9
Provincial Members (traffic, other)	13
Other	6
Community Volunteers	125
<b>Total</b>	<b>494</b>

The Windsor Road facility, the City's former transit yard, was modified to provide temporary space for the functions therein. If the current functions are to remain additional funding will be required to ensure the effective long term operation of the facility. By being located away from the main detachment the operation is less efficient due to members requiring travel back and forth to 350 Doyle.

The offsite records storage is constructed using a more temporary fit and finish. Climate control is poor and security is less than ideal. The current facility is located relatively close to the existing detachment which causes small inefficiencies in retrieving files. The operating inefficiencies will increase and security response will decrease with the main administration moving to the new facility on Clement Ave.

The offsite exhibits storage contains longer term and bulky storage items. By being located away from the main detachment the operation is less efficient due to members requiring travel back and forth to 350 Doyle.

The Rutland Community Policing Office (CPO) is expected to continue to function in its current form.

The RCMP is currently moving the function of the Mission CPO to the RDCO administration building in an effort to free up needed space at the main detachment as well as improve the community outreach and make overall access easier. The goal is to provide similar public accessibility functions as exists at the Rutland CPO.

### Current Detachment Challenges

In addition to nearing the end of its practical service life, the existing detachment headquarters building currently does not provide adequate space for effective policing operations. Over the past years, as staff numbers in the detachment have grown, program space has been turned into administrative space. Some highlights of key challenges include:

- In some sections up to five RCMP members share one desk which reduces the efficiency of accessing information and performing necessary administrative duties,
- Members of the public coming to report a crime have no confidential location in which to do so. The current public counter is small and open to all. Some reporting needs to be done in a confidential manner. The current detachment has no publicly accessible area in which to conduct confidential interviews,
- The forensics and identification facilities located at Windsor Road have not been designed effectively for the long term. If those facilities are to remain an estimated \$1.5 million would be required to ensure long term effective operation,
- The Exhibit functions are currently situated in 2 locations, at Doyle Avenue and the offsite location housing oversized and long-term storage. The separation of Exhibits from the main detachment presents significant operational challenges due to the overall volume of Exhibits received, the need for flexibility between short and long term storage and chain-of-custody issues.
- Project Rooms and meeting rooms have been converted to offices. In order to effectively work together to solve crimes police need some meeting and project rooms in which information can be gathered, summarized, posted, and effectively shared. There is no longer such space in the current detachment reducing the efficiency and effectiveness of solving crimes,
- Administrative and member work space is confined and compact to the point of reducing operational effectiveness and efficiencies,
- The building does not meet current post disaster standards.

### Proposed Police Services Building

The new Kelowna Police Services Building is envisioned to provide a centralized facility for those operations currently at 350 Doyle (detachment headquarters), Windsor Road and the offsite storage facility locations.

A centralized detachment will significantly improve efficiencies and effectiveness of police services in Kelowna and provide flexibility for long-term growth based on the findings in the Prosser Report (2012). The RCMP's operational model will continue to support several

smaller satellite Community Policing Offices to allow for some decentralized neighborhood functions (e.g. public reception, criminal records checks, etc.) and increased police profile through Kelowna's vast geographic area.

The consolidation of a number of RCMP functions into the new centralized building will provide several key benefits to the City including:

- i. Provide opportunity for the reuse of the City's Windsor Road facility as a cost effective expansion of City Yards operations (Hardy Road Yards Facility currently at capacity) or potentially sell the land;
- ii. Provide opportunity for other uses of the offsite storage locations currently occupied by records and exhibits storage; and
- iii. Provide opportunity for expansion of the Cultural District and other potential uses on the Doyle Avenue site that would better fit within the Cultural District;
- iv. Provide assurance that the detachment will be able to function after a seismic event.

The Indicative Design estimates the new building at about 90,000 square feet. The new building is designed to accommodate the current functions located at Doyle, Windsor Road and the offsite storage locations as well as growth in staffing levels over the next 10 years as per the recommendations from the Prosser Report. The layout will be readily expandable to accommodate future staffing growth without compromising the long term building function. Some facilities that are not easily expanded, such as the cell block, have some additional expansion built into the current design to help ensure a longer lifecycle without significant costly building amendments. The building will be designed and constructed to meet its need to provide post disaster policing services for the community.

The following functions and components are currently planned for the new detachment building:

**Administrative / Office Space**

- Standard office and workstation space for Senior Management, Records, Administration, General Duty, Traffic, Police Dog Services, COSU (Community Operational Support Unit) and RDCO (Victim Services, Crime Stoppers, and Alarm Bylaw Coordinator).

**Meeting / Communications Space**

- Reception / Lobby, Parade Room, Media Room, Meeting Rooms

**Staff Support Area**

- Includes area for staff entry and equipment storage, exercise and lockers, lunchroom/ kitchenettes and requirements for HVAC / mechanical
- 

**Exhibits**

- Staff workstations, long-term, oversize, noxious and standard exhibit storage

**Forensics**

- Specialized area with technical requirements for workspaces, offices, workstations, examination bay, lab space, studio spaces and equipment for the processing and logging of evidence.



### Computer Services/Secure Communications

- Specialized computer systems areas for network staff, systems, repair and maintenance, requires carefully designed ventilation and mechanical systems

### Cell Block

- 29 detention cells and related space. Designed to meet high security standards, driven by the RCMP Detachment Standards. The current building has 22 cells. The City of Kelowna provides detention services for West Kelowna, Lake Country and Peachland who in turn, along with the Province of BC, contribute operating funding towards those cells. It is expected that two cells will be required for West Kelowna, Lake Country and Peachland. These have agreed to contribute to the capital cost of the cells as outlined under Financial Implications,
- 3 Sally Ports (secure vehicle bays for unloading prisoners). The current building has 2,
- Each cell has to have independent ventilation for both security and life safety.

### Storage/Loading to support Detachment Functions

- Space for shipping, receiving, vehicle maintenance and storage areas to support staff work functions.

An approximate breakdown of the space within the building is provided in Chart 1:

**Chart 1 - New Building Space Allocation**

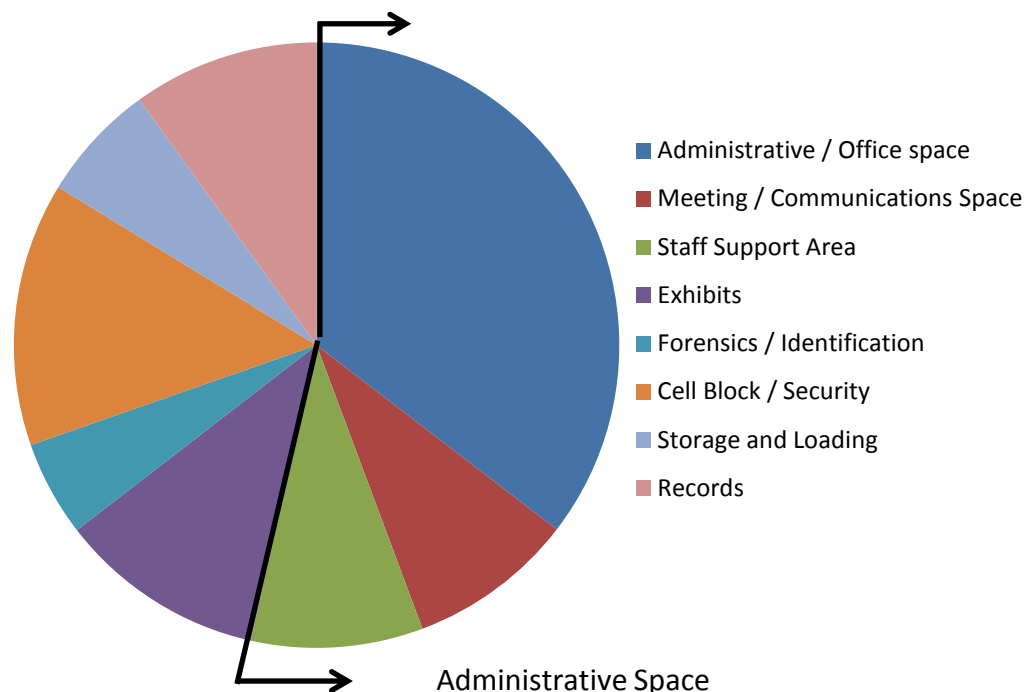
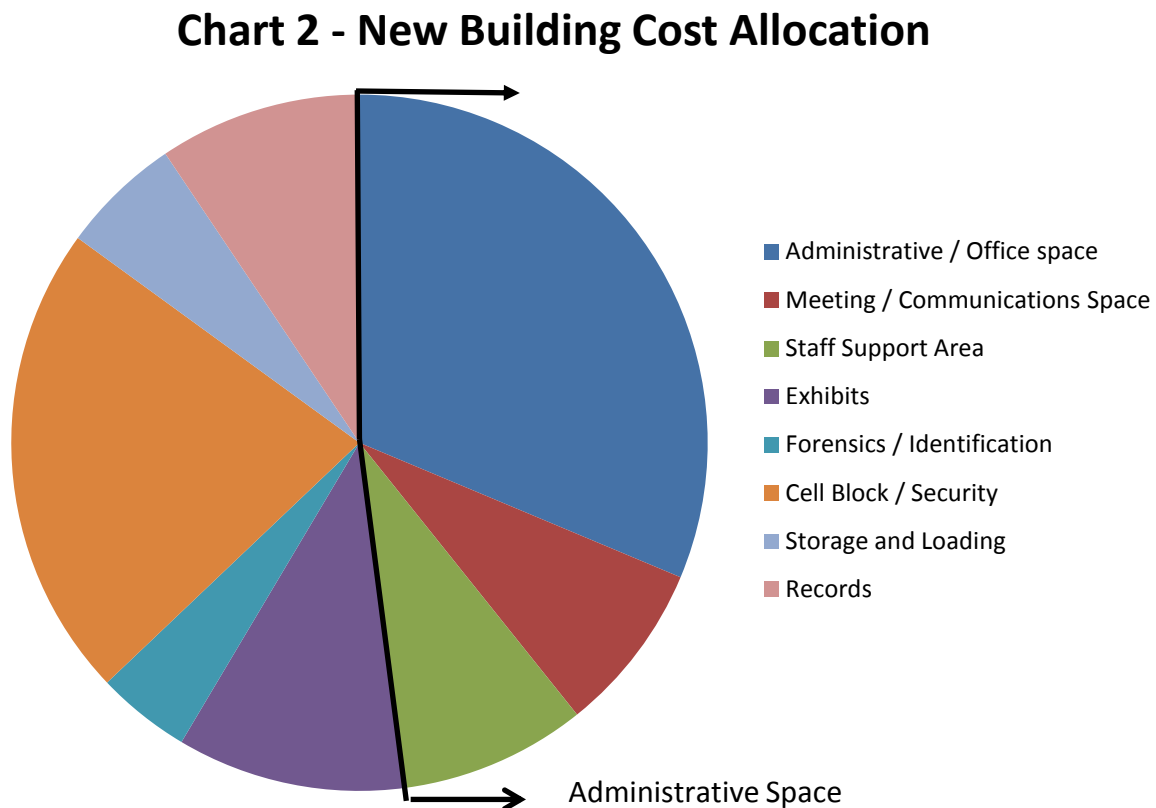


Chart 1 shows that just over half of the space looks and functions like typical office space, noting that even this space has atypical security standards, more stringent structural



requirements to operate post disaster, and requires some accommodations to deal with staff wearing equipment.

An approximate breakdown of the facility expected cost is provide in Chart 2, which shows that the cost drivers of the facility are driven by some of the specialized areas, in particular the cell blocks.



In addition to a new detachment building, the overall project includes a number of other requirements including parking (fleet and staff), improvements to Clement and a section of Richter, utility upgrades (fibre optic extension, sanitary sewer and drainage), landscaping, development cost charges (DCC's), consultants, legal, and staff costs.

The project design principles which have guided the conceptual design work to date are provided in Attachment C.

The new Kelowna Police Services Building will be procured through a Design-Build process. With the help of design consultants, staff are working with the local RCMP detachment and Provincial 'E' Division to develop an "Indicative Design" and Detailed Statement of Requirements that will form the basis of a Request for Proposals from Design-Build contractors. The Indicative Design includes the performance requirements for all project components (structural, mechanical, electrical, civil, security, landscaping and parking) and provides a conceptual proof that the project can fit within our specified parameters on the project site.

The Design-Build process was selected for this project for the benefits that it can provide for this size of project including:

- Fixed project budget earlier in the process. The project scope and budget is defined when hiring the Design-Build contractor, after only preliminary design work is complete,
- A performance based specification along with the competitive design process that is builder drive, results in efficiencies and helps to ensure a practical solution
- Maximizes the benefits of private sector knowledge.

Staff will initiate a rezoning application in conjunction with the AAP process in early 2014 in order to properly zone the property for this project. It is important to have the property rezoned before the Design-Build process in order to reduce the risk to the contractor and receive best pricing. The public consultation for the AAP process will also be relevant to the rezoning process allowing for some cost savings. The appropriate zone for the RCMP project will be P1 - Public Institutional.

The current project schedule is as follows:

Description	Period
Council approves scope	Nov - Dec 2013
Electoral approval process for borrowing	Jan - Mar 2014
Pre-Qualify Design Build Teams	Jan - Mar 2014
DB teams security Clearance	Apr - Jun 2014
RFP for Design Build	Jun - Nov 2014
Contract with Design Builder	Dec 2014
Design and Construction	2015-2017
Facility Occupancy	Late 2017

**Internal Circulation:**

Infrastructure Division  
Civic Operations  
Communications and Information Services  
Corporate and Protective Services

**Legal/Statutory Procedural Requirements:**

RCMP Detachment Standards Manual

The RCMP Detachment Standards Manual is a reference guide for the design of RCMP facilities that aims to create a standard solution for certain areas of the building, in particular those areas with specific security needs (e.g. cell blocks). The Standards provide detailed

information on certain required aspects of the building including security, room construction and lock type. It is important to note that the Standards change and are updated. For each individual building project the design consultants will need to find the best solution based on the information laid out in the Standards in consultation with RCMP technical advisory staff.

### **Financial/Budgetary Considerations:**

The City's 10 year Capital Plan identifies the new Kelowna Police Services Building project as one of the most significant capital projects for the City in terms of expenditure and scope. The proposed funding strategy outlines that the City will secure a municipal loan from MFA amortized over a 30 year life span. A municipal loan will require the City to conduct an electoral approval process as per the Local Government Act.

The overall project budget must include funding for a new building, on site fleet parking, on site staff parking and an on site public parking lot. In addition, as a requirement of development, the project budget also includes sanitary sewer upgrades on Richter St., Storm pipe installation on Clement and Richter streets as well as sidewalk, curb and gutter construction abutting the development. This off site work also includes funds for traffic signal adjustments and relocation for the Richter - Clement traffic signal.

The project budget has a contingency to deal with both risks we know, and risks we don't know. Risks we know include:

- Geotechnical. Until the facility is physically out of the ground there are geotechnical risks. These will be mitigated as much as practical by doing some geotechnical drilling and providing the results to all Design-Build proponents during the proposal stage,
- RCMP Standards. The RCMP can change their standards and the City must accommodate those changes through the design and construction process. Staff are minimizing this risk by including staff from E Division headquarters in Surrey throughout the process. We have received positive feedback from E Division staff on our process and the fact that we are addressing issues early,
- Technology changes. With a building occupancy for late 2017 some technology requirements can change. However, the net cost is generally relatively neutral,
- Time. With 4 years before occupancy there is a risk that unexpected changes to the project scope, inflation increases, and component pricing may arise. These risks could include the need to accommodate changes in organizational structure, or simply to add in new ways of working that are seeing success in other jurisdictions. City and RCMP staff have been extensively consulting with E Division and other jurisdictions to ensure that our facility accommodates all of the lessons learned from similar jurisdictions. Also using the design build approach minimizes this risk,
- Cost Estimate Accuracy. The current cost estimate, based on the Indicative design and facility program is considered a "Class C" estimate, plus or minus 15% 18 times out of 20.

The required project budget for the Kelowna Public Safety Building is summarized below:

<b>Contractor Costs (or Design Build Contract Costs)</b>	<b>\$36 Million</b>
DB Team design and engineering, building construction, site construction (parking, landscaping), required utility upgrades in Clement and Richter, street upgrade including sidewalk, street trees, irrigation and curb and gutter.	
<b>Direct City Cost.</b>	<b>\$12 Million</b>
Indicative design, project management and project commissioning, development cost charges and building permit, building furniture and computer networks, financing costs, design build proposal process, logical contingency reserve.	
<b>Total</b>	<b>\$48 Million</b>

It is proposed that the Project Budget be funded as follows:

<b>Source of Funding</b>	<b>Value (\$)</b>
Borrowing (AAP)	42,384,000
RCMP Reserve	2,000,000
Pay-as-you-go Capital	1,210,000
Other municipalities	275,000
Parking and General Reserves	2,131,000
<b>Total</b>	<b>\$48,000,000</b>

Borrowing of the \$42,384,000 is proposed to occur with a 30 year loan which will apportion most of the project costs to Kelowna rate payers over the next 30 years. Funding from other municipalities reflects the fact that this facility provides some cell services to other municipalities including Lake Country, West Kelowna, and Peachland. These municipalities also pay the City annually to contribute towards the operating cost of the cell block.

Funding from Parking and General Reserves reflects our intention to have public parking provided on site. Similar to other surface lots downtown it will likely be occupied by staff from the facility as well as nearby employers. On evenings and weekends the parking could be available for events, etc. This lot would be expected to be a pay parking lot, similar to other City owned parking downtown.

The impact of borrowing is summarized as follows (based on current Municipal Finance Authority of BC rate estimates):

<b>Year</b>	<b>% tax increase</b>	<b>\$ impact average home</b>
2014	0 %	0
2015	0.72 %	12.27
2016	0.94 %	16.36
2017	0.68 %	12.27

The use of existing reserves reduces the overall borrowing requirement and leverages available funds. Borrowing will be initiated in 2014 and spread over the duration of construction. This approach finds the balance of spreading the costs over life of the building and maintaining adequate reserves for the future.

The City will have spent approximately \$7,460,000 in the project in the form of land acquisition, facility programming, indicative design, and project management leading up to this Design-Build phase. These costs were covered over the years in the City's annual budget process with funding from taxation and reserves.

**Personnel Implications:**

The Design-Build and elector approval processes require intense staff time prior to the selection of the Design-Build contractor. The project team consists of the following staff:

Project Team:

Kevin Van Vliet - Infrastructure Division - *Project Administrator*  
Terry Barton - Infrastructure Division  
Martin Johansen -Civic Operations  
Kerry Solinsky - Corporate and Protective Services  
Anita Rideout - Corporate and Protective Services  
Janine Taylor - Communications

Public Spokespersons:

John Vos - Infrastructure Director  
Nick Romanchuk - Police Superintendent

RCMP Provincial 'E' Division/SE District:  
Deborah Mitchell, CPM Regional Manager

**External Agency/Public Comments:**

Current Kelowna RCMP infrastructure is not meeting RCMP national standards. If this continues, it poses a risk to the effectiveness of policing in our community. RCMP E Division are aware of these deficiencies and will be within their right to seek action if they feel it is necessary - *Kelowna RCMP*.

**Communications Comments:**

Residents will be informed and kept up-to-date with timely and accurate information relating to this major City project when it is available. The City's main website will be the official and ongoing source of information relating to the background, design, timeline, costs and processes of the new Kelowna Police Services Building Project at [kelowna.ca/cityprojects](http://kelowna.ca/cityprojects). Also, interested parties may subscribe to have project information emailed directly to them by signing up for the e-Subscribe list on this page.

**Considerations not applicable to this report:**

Legal/Statutory Authority:  
Existing Policy:  
Alternate Recommendation:

Submitted by:

J. Vos, Director, Infrastructure

Approved for inclusion:



J. Vos, Director, Infrastructure

Attachments:

Attachment A. Chronology of Relevant Events and Decisions.

Attachment B. Excerpt from Municipal Police Agreement.

Attachment C. Project Design Principles and Objectives

cc: Design & Construction Services

Building Services

Communications

Police Services

## Attachment A - Chronology of Relevant Events and Decisions

### PRELIMINARY PLANNING

- **June 2010** – *Doyle Avenue Detachment Facility Condition Assessment*
- **September 2010** – *Master Accommodation Plan (MAP-K) update for future of RCMP*
- **November 2010** – *Clement Avenue land purchase*
- **August 2011** - *RFP for Facility Programming*
- **September 2011 – July 2012** - *Facility Programming Process, Preliminary Geotechnical & Costing, Discussions with BC Ambulance, Fire Department for space needs*

### OPERATIONAL DECISIONS

- **Nov 2011** *BC signs RCMP contract*
- **January-April 2012** *Prosser Report results (updates to Facility Programming)*
- **May 2012** *Budget approved by Council for new RCMP officers*
- **May 2012** *Glenmore CPO closed, staff moved to Doyle Avenue Detachment*
- **January 2012-June 2012** *MOU Negotiations with Lake Country, District of West Kelowna*
- **February 2012** *Oliver correctional centre decision*
- **Ongoing** *Negotiations with Province regarding cell provisions and costs for intermittent sentences, sobering facility, Solicitor General visit to Kelowna July 2012*
- **August 2013** *Council Approval to move Mission CPO to RDCO building*

### FACILITY PROGRAMMING & NEEDS ASSESSMENT

- **January 2012** *Preliminary Geotech Assessment*
- **August 2012** *Facility Program complete*
- **September 2012-May 2013** *Detailed Needs Assessment*
- **September 2012** *Transportation Impact Assessment*

### INDICATIVE DESIGN (based on Design Build Delivery model)

- **April 2013** *RFP for Project Management*
- **May 2013** *Engaged MHPM for Project Management*
- **June 2013** *RFP for Indicative Design & Compliance Team*
- **June 2013** *Council Resolution to proceed with Design Process*
- **July 2013** *Engaged HCMA for Indicative Design Phase*



## **Attachment B - Municipal Police Agreement**

### Municipal Policing Unit Agreement

The Municipal Policing Unit Agreement has specific requirements around ensuring adequate provision of accommodation that must be considered for this project. The Municipal Policing Agreement specifically states:

In Article 9.1:

(b) The accommodation referred to in paragraphs (i) to (iii) shall be to the satisfaction of the Commissioner and shall meet the security standards of the force.

#### Article 9.2

Where any such accommodation or part thereof does not comply with paragraph 9.1(b):

- a) The Commanding Officer may give the CEO three consecutive annual notices in writing of any existing or forecasted major deficiencies in accommodation, and
  - i) If it is the first notice given, the Commanding Officer shall provide the CEO with full details of what is required to meet the requirements of the Force and give notice and such deficiencies must be corrected within three years of the date of such notice;
  - ii) If no action has been taken to correct the deficiencies within one year of the receipt of the notice in subparagraph (i) the Commanding Officer shall, as soon as practicable, give a second notice with respect to the deficiencies, and the CEO shall provide the Commanding Officer with a written report of action to be taken or planning in progress to correct the deficiencies within the three years noted in subparagraph (i);
  - iii) If no action has been taken to correct the deficiencies within one year of the receipt of the notice in subparagraph (ii) the Commanding Officer shall, as soon as practicable, give a third notice with respect to the deficiencies, and the CEO shall provide the Commanding Officer with a further written report of action taken or planning in progress to correct the deficiencies within the three years noted in subparagraph (i); and
  - iv) If, in the opinion of the commanding Officer the action being taken by the Municipality with respect to correction of the deficiencies is not satisfactory, one year after the notice in (iii), the Commanding Officer shall, as soon as practicable, inform the CEO in writing that the accommodation still fails to comply with paragraph 9.1 (b) and Canada then may affect the necessary changes to the accommodation or lease other accommodation and the Municipality shall pay Canada 100 per cent of all the costs therefor.

## Attachment C - Project Design Principles and Objectives

The following City Policies, principals and objectives are used to guide the design process:

1. Recognize the importance of the RCMP in securing public safety and promoting community security initiatives;
2. Represent a major civic facility and establish a new headquarters for policing in Kelowna;
3. Ensure fiscal responsibility of public expenditure and seek best value for money solutions;
4. Ensure that the building respects it's downtown location, and location on Clement which acts as a gateway to downtown;
5. Promote efficiency and support policing operations for the City through the layout and design of component spaces;
6. Recognize the City's adoption of the Wood First Resolution and support of Bill 9 - British Columbia's Wood First Act and commitment to considering the use of wood throughout where practical; and
7. Include public art opportunities integrated into the building design (façade treatment or entrance lobby).
8. Comply with Council Policy #352 in which all City infrastructure projects are expected to improve the performance of municipal infrastructure systems as measured by the "multiple bottom line framework":  
(<http://www.kelowna.ca/CityPage/Docs/PDFs/%5CCouncil%5CMeetings%5CCouncil%20Meetings%202010%5C2010-03-08/Item%206.3%20-%20Sustainable%20Infrastructure%20Policy.pdf>).

# KELOWNA POLICE SERVICES BUILDING

DECEMBER 2 2013



# AGENDA

1. Work to date
2. Project Scope & Budget control
3. Project Scope - details and rationale
4. Cost Distribution and Drivers
5. Project Budget Requirements
6. Next Steps and Project Schedule

## WORK TO DATE

- ▶ 2007
  - ▶ Windsor road facility opened to relieve space pressures
- ▶ 2010
  - ▶ Doyle Ave facility assessment (June)
  - ▶ Clement Ave land purchase (November)
- ▶ 2011
  - ▶ Facility Programming Sep '11 - Aug '12
- ▶ 2012
  - ▶ Prosser Report results - updates to facility program (April)
  - ▶ Council approves more RCMP officers (May)
  - ▶ Glenmore CPO closed. Moves to Doyle (May)

## WORK TO DATE

- ▶ 2013
  - ▶ Detailed needs assessment complete (May)
  - ▶ Decision to procure using Design-Build
  - ▶ Council updated (April)
  - ▶ Council approves purchase of additional 3 lots (June)
  - ▶ Indicative Design and Cost estimate (Oct)
  - ▶ Detailed Statement of Requirements (in progress)

## PROJECT SCOPE & BUDGET CONTROL

- ▶ Undergone detailed facility programming to determine *needs*, section by section
- ▶ Design-Build procurement
  - ▶ Fixes budget earlier in process
  - ▶ Competitive design that is builder driven results in efficiencies
  - ▶ Performance based specification helps to ensure practical solution
  - ▶ Maximizes benefits of the private sector

## PROJECT SCOPE

- ▶ Building Components and rationale
  - ▶ Bring offsite storage back in house
  - ▶ Consolidate Exhibits
  - ▶ Bring Traffic, Identification Section and Police Service Dog Section back to HQ
- ▶ Community CPO (Mission, Rutland) remain
- ▶ Effective building for now and the near future (10 years) to ensure effective and efficient police services



## PROJECT SCOPE - GROWTH

	Occupancy (Prosser Report)	Mid Term	Long Term
	2017	2025	2035
Kelowna Pop.*	130,662	151,512	170,834
Regular Members	189	220	248
Civilians	99	115	129
Commissionaires	15	17	19
<b>Total Staffing</b>	<b>303</b>	<b>352</b>	<b>396</b>

\* Based on OCP growth rates

## PROJECT SCOPE - GROWTH

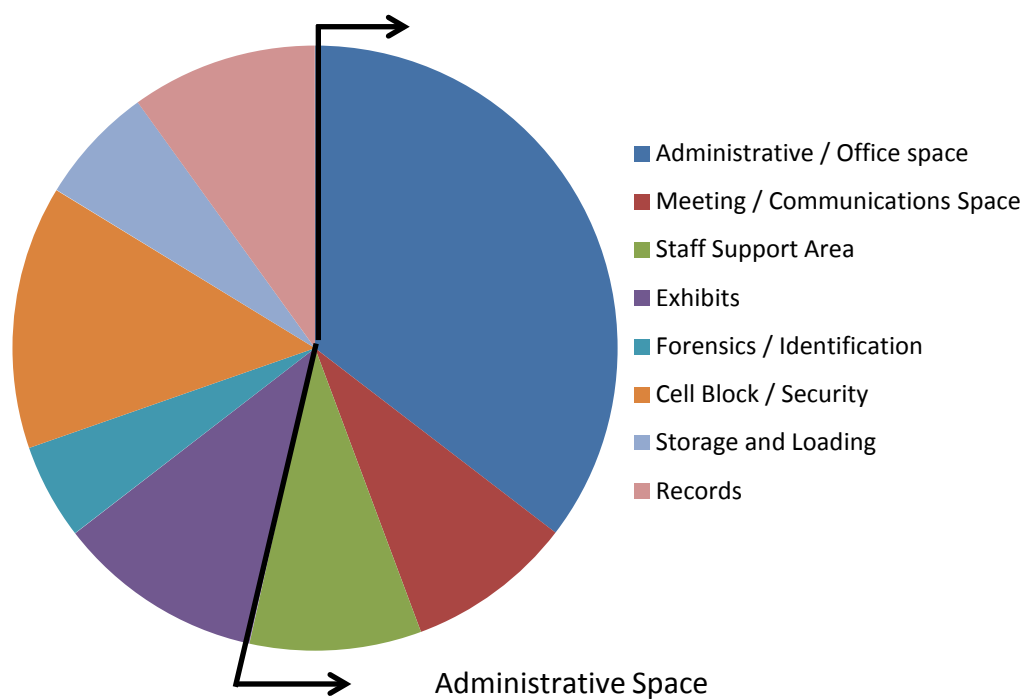
- ▶ Modest capacity growth within program
  - ▶ Not overbuilding
  - ▶ Facility design to be readily expandable (administrative space)
  - ▶ Some additional capacity within space that cannot be readily expanded (cell block, Forensics)

# PROJECT SCOPE - SPACE ALLOCATION

Function	Gross Floor Area (sqft)
Admin, Meeting, Entry, Exercise, lunch	46,500
Records	9,200
Exhibits	10,000
Computer Support	1,500
FIS / Ident	4,700
Cell Block	11,800
Loading, Storage, Transport	6,300
Total	90,000

Assumes 90,000 square foot building. Based on Facility Program

## PROJECT SCOPE - SPACE ALLOCATION



# PROJECT SCOPE

## ADMINISTRATIVE SPACE -SHARING

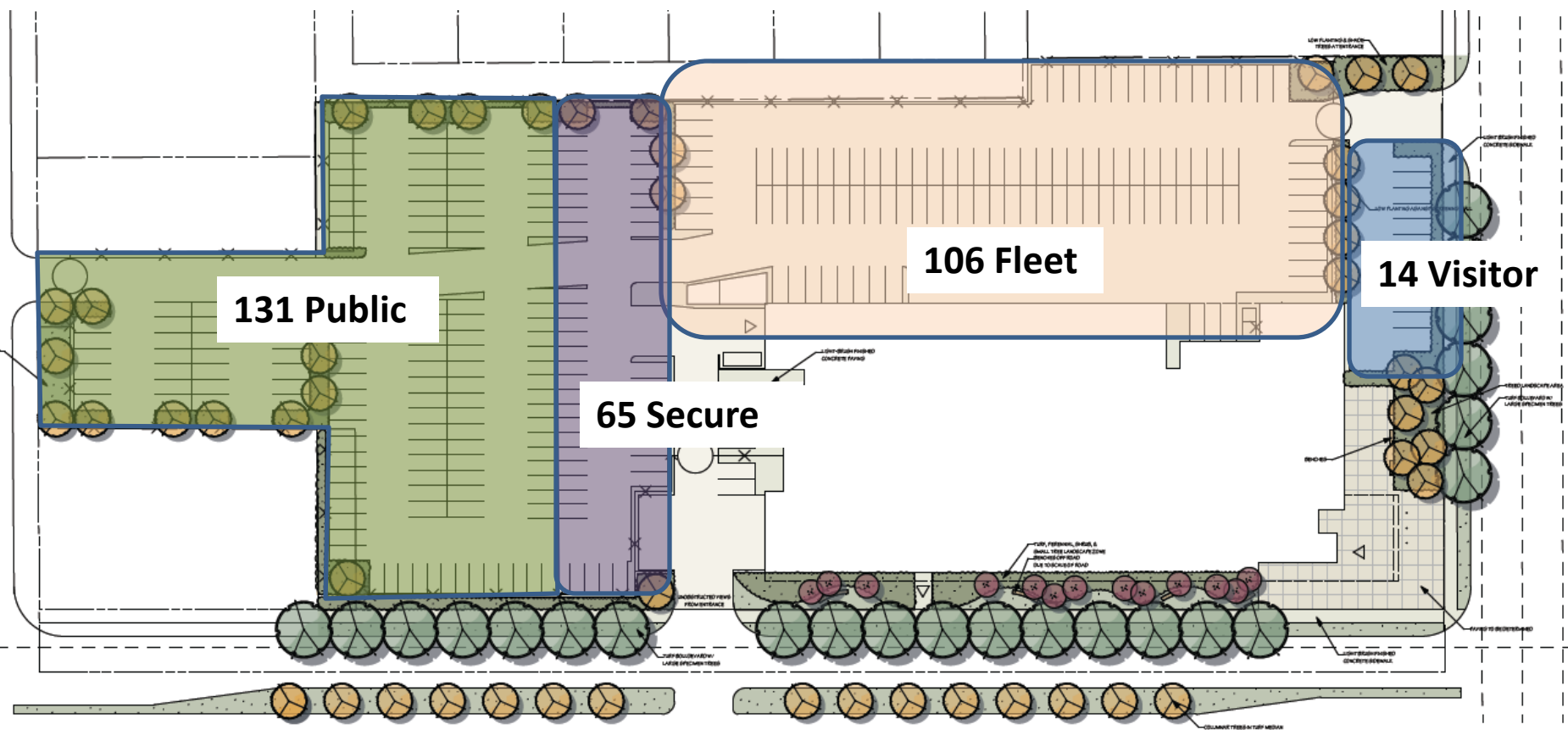
Area	# Work spaces	# staff	Notes
Reception	1	3	3 shifts – civ
General Duty	26	93	4 watches, includes spare and overlap stations

Remaining 88.5 design RCMP FTE dedicated desks

What does this look like hypothetically?



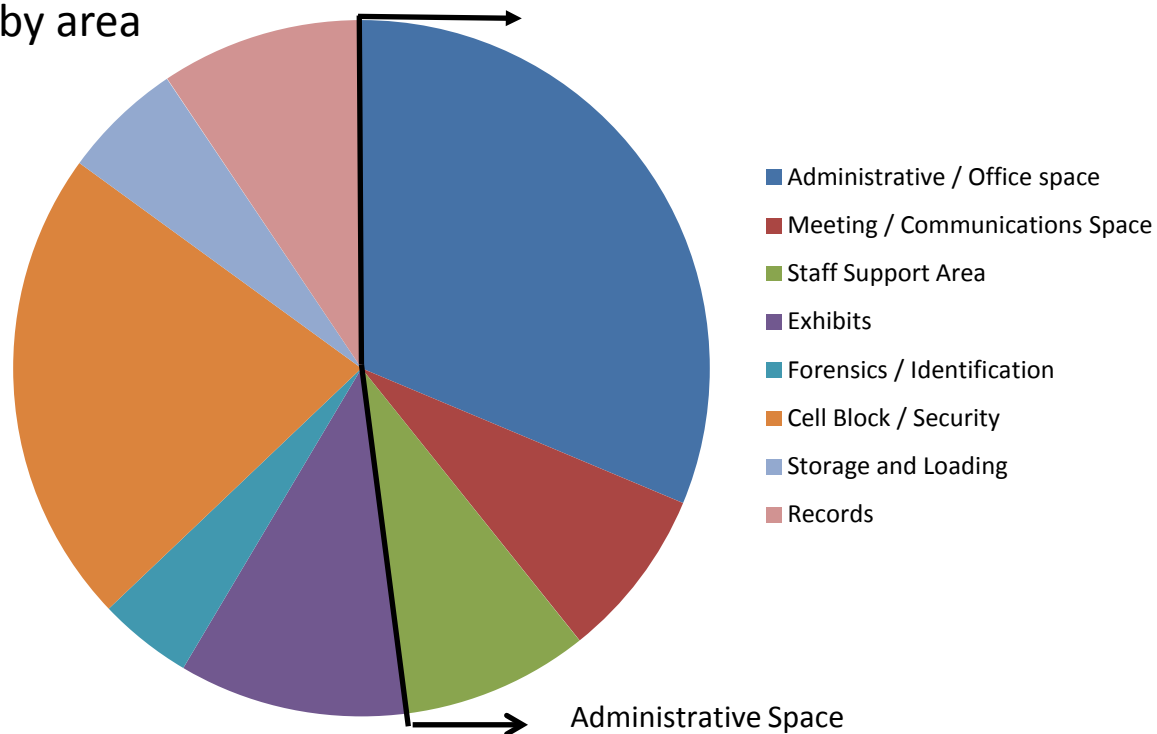
# PROJECT SCOPE - POSSIBLE SITE PLAN





# COST DISTRIBUTION AND DRIVERS

Relative cost by area



## COST DISTRIBUTION AND DRIVERS

- ▶ Some Other Cost Drivers:
  - ▶ Post Disaster Operation
  - ▶ Security
    - ▶ Exhibits, Surveillance (2 yr), Records, Gear, lobby
  - ▶ Acoustics
  - ▶ Mechanical and ventilation
    - ▶ Labs, cell block, exhibits
  - ▶ Location - Appropriate architectural treatment

## COST DISTRIBUTION AND DRIVERS

- ▶ Summary: Building is part...
  - ▶ Laboratory
  - ▶ High Security storage / warehousing / armoury
  - ▶ Prison
  - ▶ Library
  - ▶ Office

all with a high security, post disaster flavour.

## PROJECT BUDGET - BASED ON...

- ▶ Cost estimate a prediction of fair market value for total project
  - ▶ Class "C" +/- 15% 18 times out of 20
  - ▶ Inflation - Assumes contract signed Dec 2014
  - ▶ Scope as presented in Indicative Design
- ▶ City costs
- ▶ Project Contingency to address risks

## PROJECT RISKS - CURRENT KNOWN

- ▶ Geotechnical
- ▶ RCMP Standards
- ▶ Technology changes
- ▶ Time -Inflation, scope
- ▶ Cost Estimate Accuracy (Class C)

# PROJECT BUDGET

Cost Item	\$
Cost of Design Builder	36,000,000
DB Team design and engineering, building construction, site construction (parking, landscaping), required utility upgrades in Clement and Richter, street upgrade including sidewalk, street trees, irrigation and curb and gutter	
Direct City Costs	12,000,000
Indicative design, project management and project commissioning, development cost charges and building permit, building furniture and computer networks, financing costs, design build stipend for unsuccessful bidders, logical contingency reserve.	
<b>Total Project Budget</b>	<b>48,000,000</b>

# PROJECT FINANCING

Source of Funding	\$
Borrowing (AAP)	42,384,000
RCMP Reserve	2,000,000
Pay – as – you – go Capital	1,210,000
Other Municipalities	275,000
Parking and General Reserves	2,131,000
Project Budget	48,000,000

## IMPACT ON TAXES DUE TO BORROWING...

Year	% tax increase	\$ impact average home
2014	0%	\$0
2015	0.72 %	\$12.27
2016	0.94 %	\$16.36
2017	0.68 %	\$12.27



# PROJECT SCHEDULE

Description	Period
Council approves scope	Nov - Dec 2013
Electoral approval process for borrowing	Jan – Mar 2014
Pre-Qualify Design Build Teams	Feb – Apr 2014
DB teams security Clearance	Apr – Jun 2014
RFP for Design Build	Jun – Dec 2014
Contract with Design Builder	Dec 2014
Design and Construction	2015-2017
Facility Occupancy	Late 2017

# Report to Council



**Date:** November 26, 2013  
**Rim No.** 1540-10  
**To:** City Manager  
**From:** Andrew Gibbs, Manager, Park & Public Space Projects  
**Subject:** Council Report Stuart Park Update 131126

---

## **Recommendation:**

THAT Council receive, for information, the report from the Manager of Park and Public Space projects, dated November 26, 2013, with respect to the development of the second phase of Stuart Park.

## **Purpose:**

The purpose of this report is to update Council on the status and timeline for developing the second and final phase of this downtown waterfront park.

## **Background:**

### History

Development of the second phase of Stuart Park was originally scheduled to have begun this September, but project costs based on the lowest tender received for the project in March came in at \$2,608,000 (\$696,000 over the budget for the project). As a result, and in order to reduce the projected cost of the project, the scope of the project has since been adjusted (e.g. City crew doing demolition and site prep work in order to minimize contractor risk and thereby reduce their bid price) and reduced (e.g. scaled back wall design; elimination of curb flared pedestrian crossing of Water Street; reduction of site furnishings). The project will be re-issued for bids in December.

### Design/features

The key element of the design for this phase of the park is the extension of the riparian shoreline and the wide public promenade developed in the first phase of park development. When completed, the riparian habitat and public promenade will extend along the entire shoreline frontage of the park, from Queensway to the Water Street boat launch. While this work requires the removal of the existing waterfront walkway and retaining wall, which is still

reasonably functional, it will provide a uniform function and appearance for the downtown waterfront from Queensway to the new yacht club development.

The upland area of the park, between the promenade and Water Street, will include re-development of the parking lot and old yacht club clubhouse as passive green space. In addition to a large lawn area this green space will include pedestrian amenities (sidewalks and furniture), a seasonal firepit close to the skating rink and electrical outlets for events and seasonal displays.

### Schedule & Impacts

Pending approval of the remaining funding in the 2014 Budget, and providing acceptable bids are received, the work is scheduled to begin in February and be complete in late November 2014. The construction schedule for the park is challenged by the need to undertake lakeside work during the low water window of the year (Feb/Mar) and a number of other factors, including the concurrent development of a new yacht club clubhouse and the demolition of the existing parking lot and yacht club clubhouse.

Construction of the park will impact 2014 public use of the promenade in the spring and summer and the yacht club's use of their existing patio in the spring. City staff are working with event organizers to minimize impacts to key events and with the yacht club to minimize disruptions to their patio service. The highest priority for construction is the riparian area and waterfront promenade. This work is being scheduled to be complete, and the waterfront promenade re-opened, by July. Construction of the upland greenspace area of the park will be challenged by the timing of the yacht club's relocation from their old building to their new building, and by the need to remove asbestos from and demolish the existing building. As a result, construction of the upland greenspace area is not expected to start until September, and will not be complete until the end of 2014.

### Finances

The budget for this project is \$1,900,000. Funding is being provided over two years; \$950,000 was approved in the 2013 capital budget and \$950,000 is being proposed in the 2014 capital budget.

After scope changes and reductions the current estimated cost of the project is \$2,059,000, or \$159,000 over the funding that is available. In order to make up the difference staff will re-allocate unexpended funds from other 2013 capital projects that were completed under budget.

Considerations not applicable to this report:

Internal Circulation: N/A

Legal/Statutory Authority: N/A

Legal/Statutory Procedural Requirements: N/A

Existing Policy: N/A

Financial/Budgetary Considerations: N/A

Personnel Implications: N/A

External Agency/Public Comments: N/A

Communications Comments: N/A

Alternate Recommendation: N/A

Submitted by:

A. Gibbs, Manager, Park & Public Space Projects



Approved for inclusion: W.J. Berry P.Eng, Director, Design & Construction Services

cc: J. Vos, Infrastructure General Manager  
W.J. Berry, Design & Construction Director  
D. Edstrom, Real Estate Director  
C. Weadon, Communication & Information Services Director



## PURPOSE

*“To update Council on the status and timeline for developing the second and final phase of this downtown waterfront park.”*

# STUART PARK

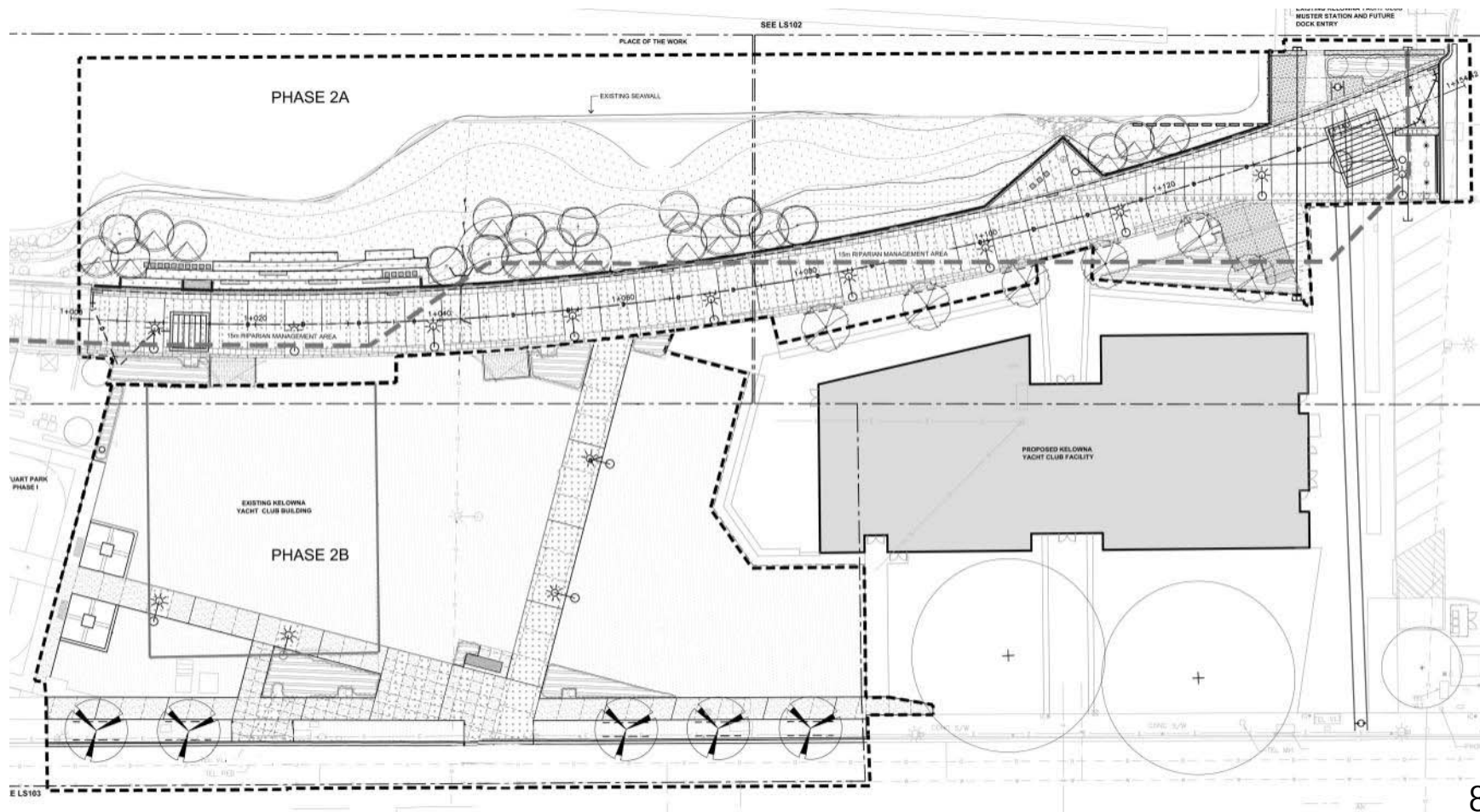




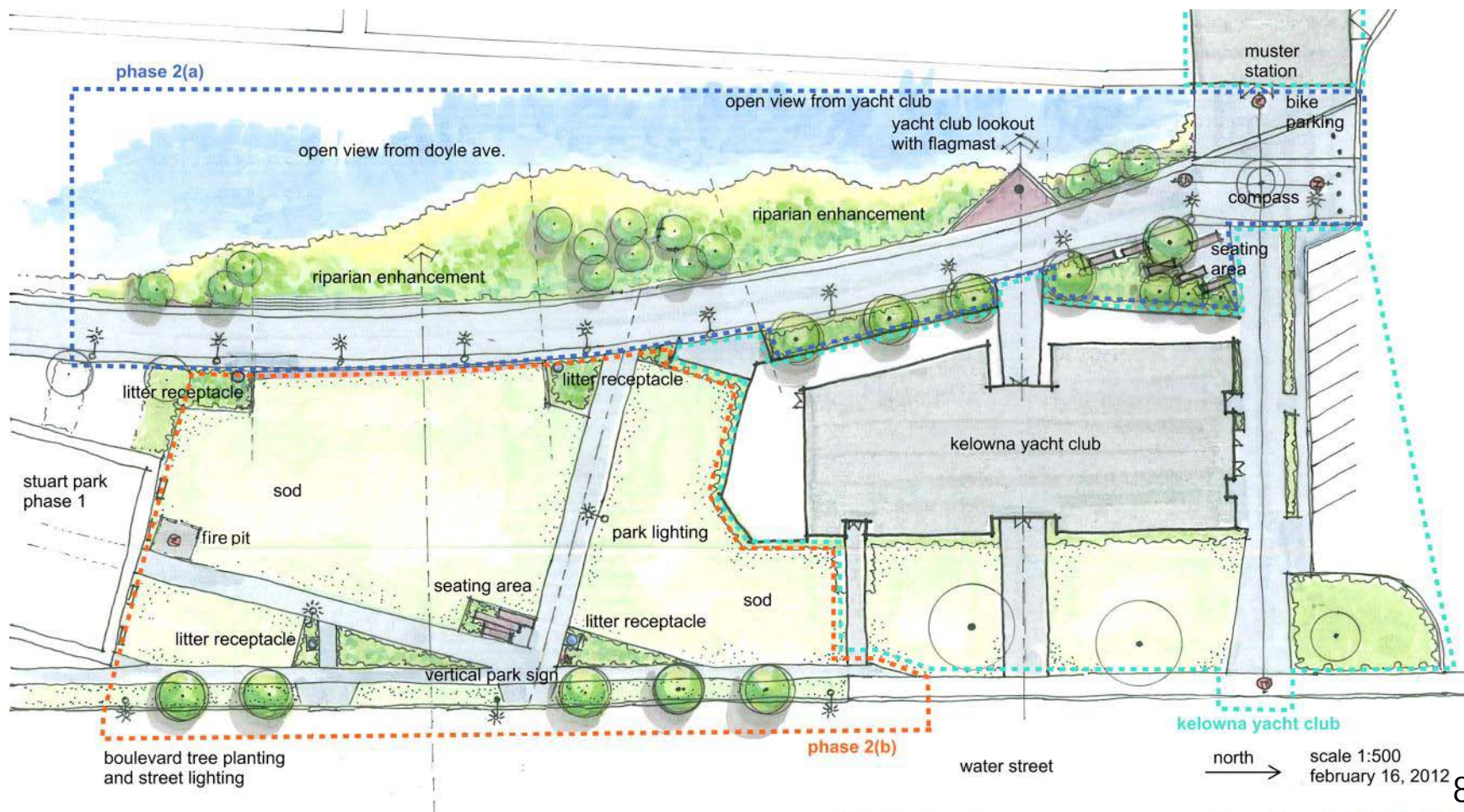




# IMPROVEMENTS



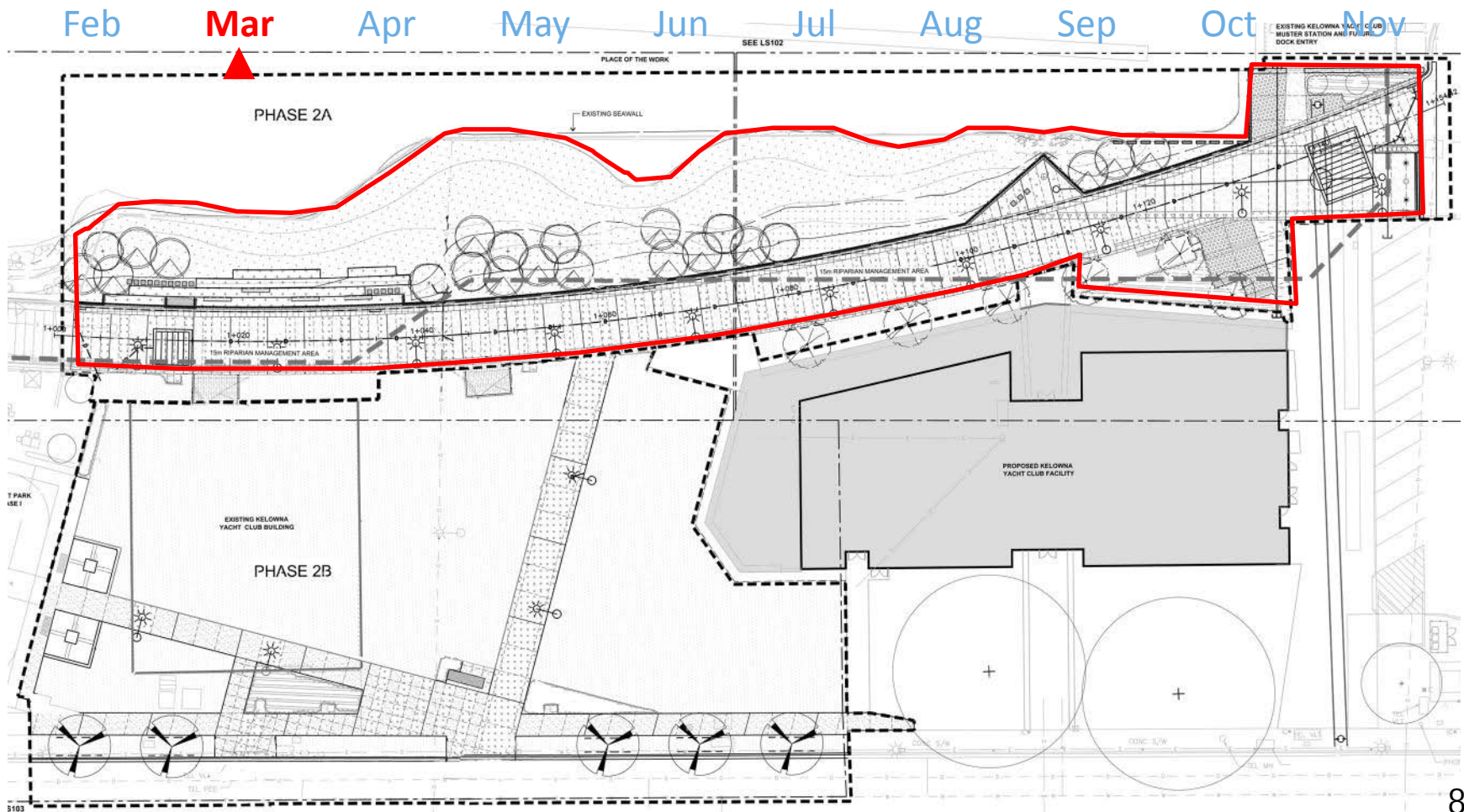
# CONCEPT PLAN





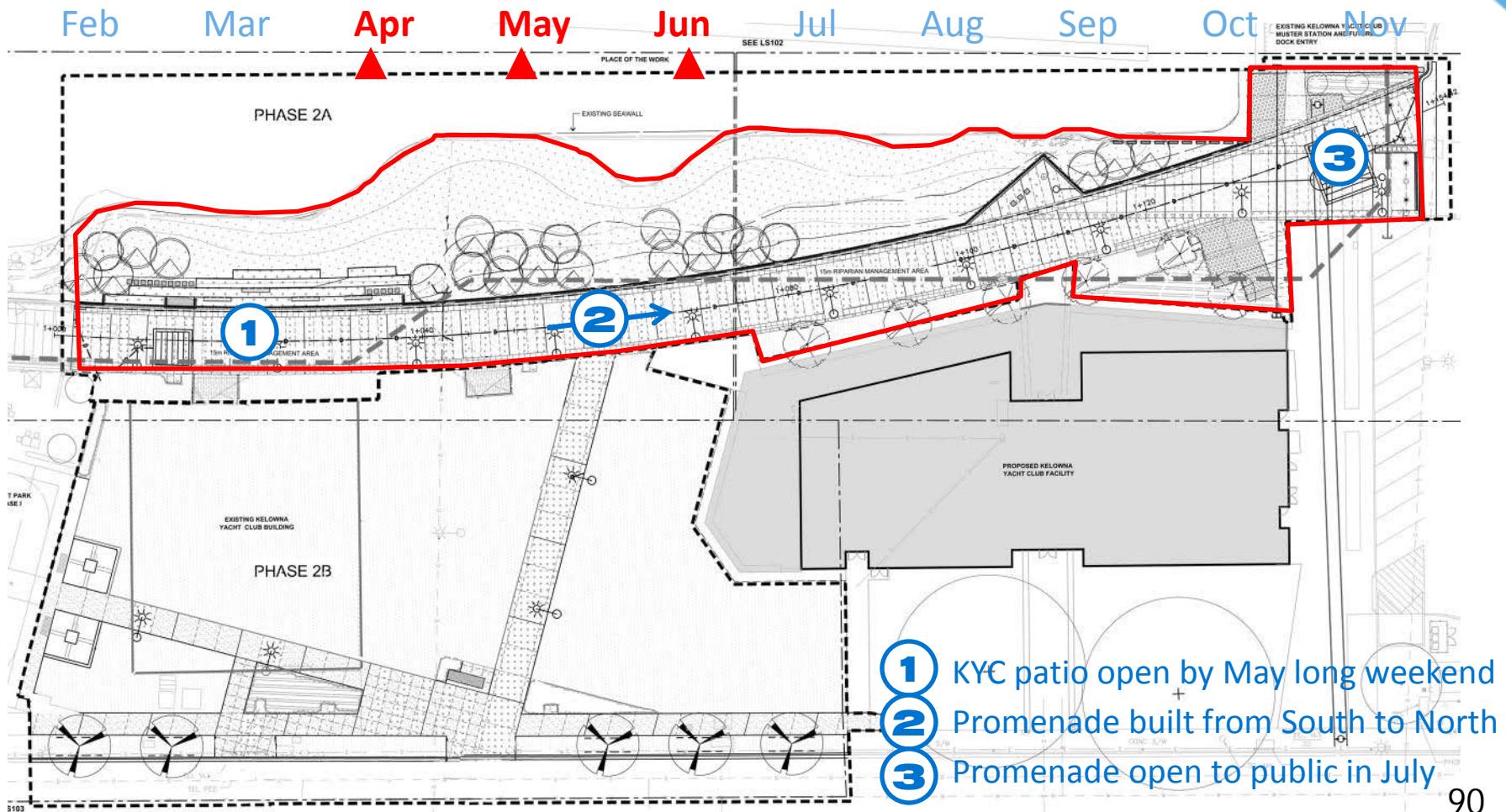


# STEP 2 - Site prep by City crew

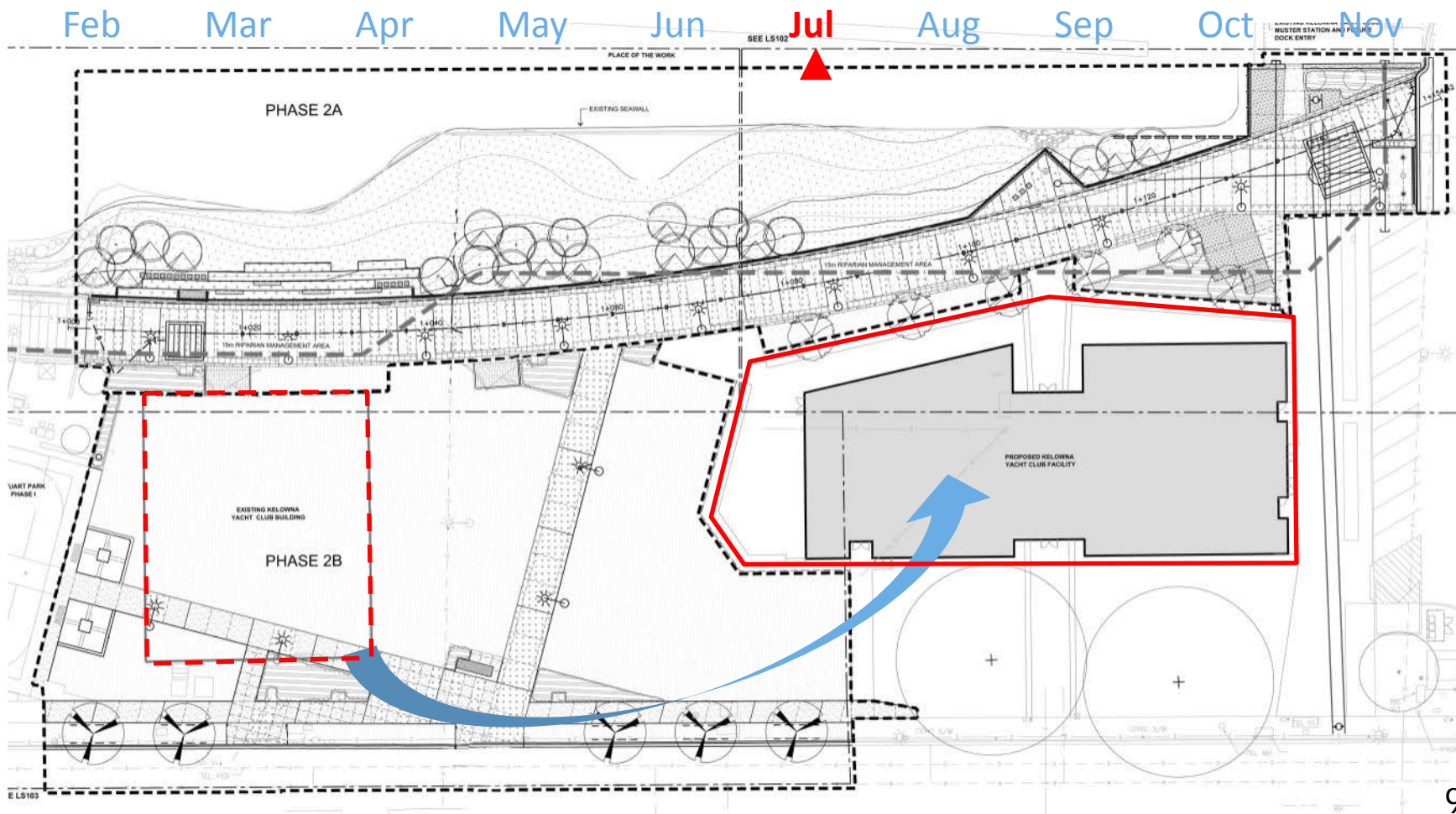




# STEP 3 - Promenade by Contractor

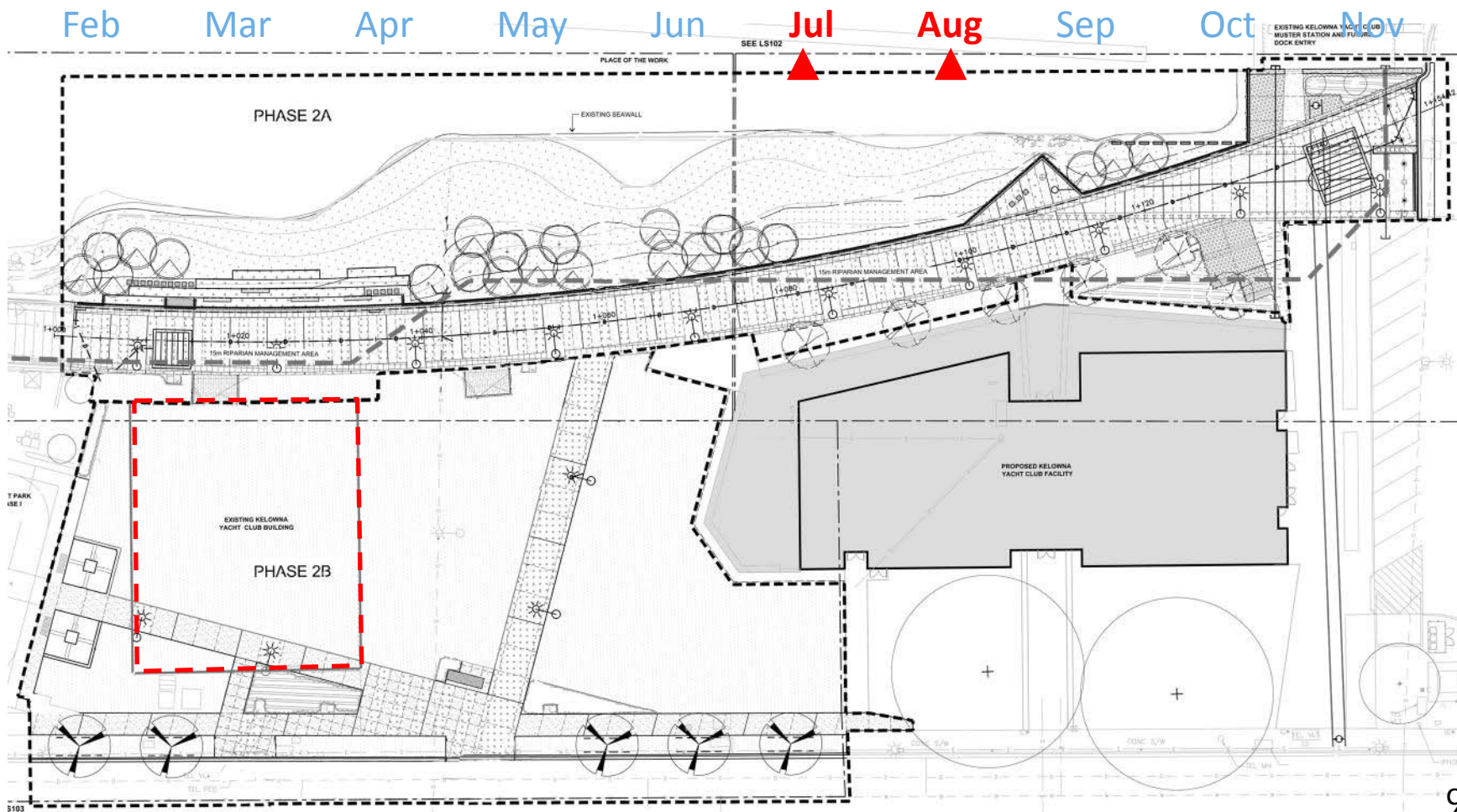


# STEP 4 - KYC moves into new building

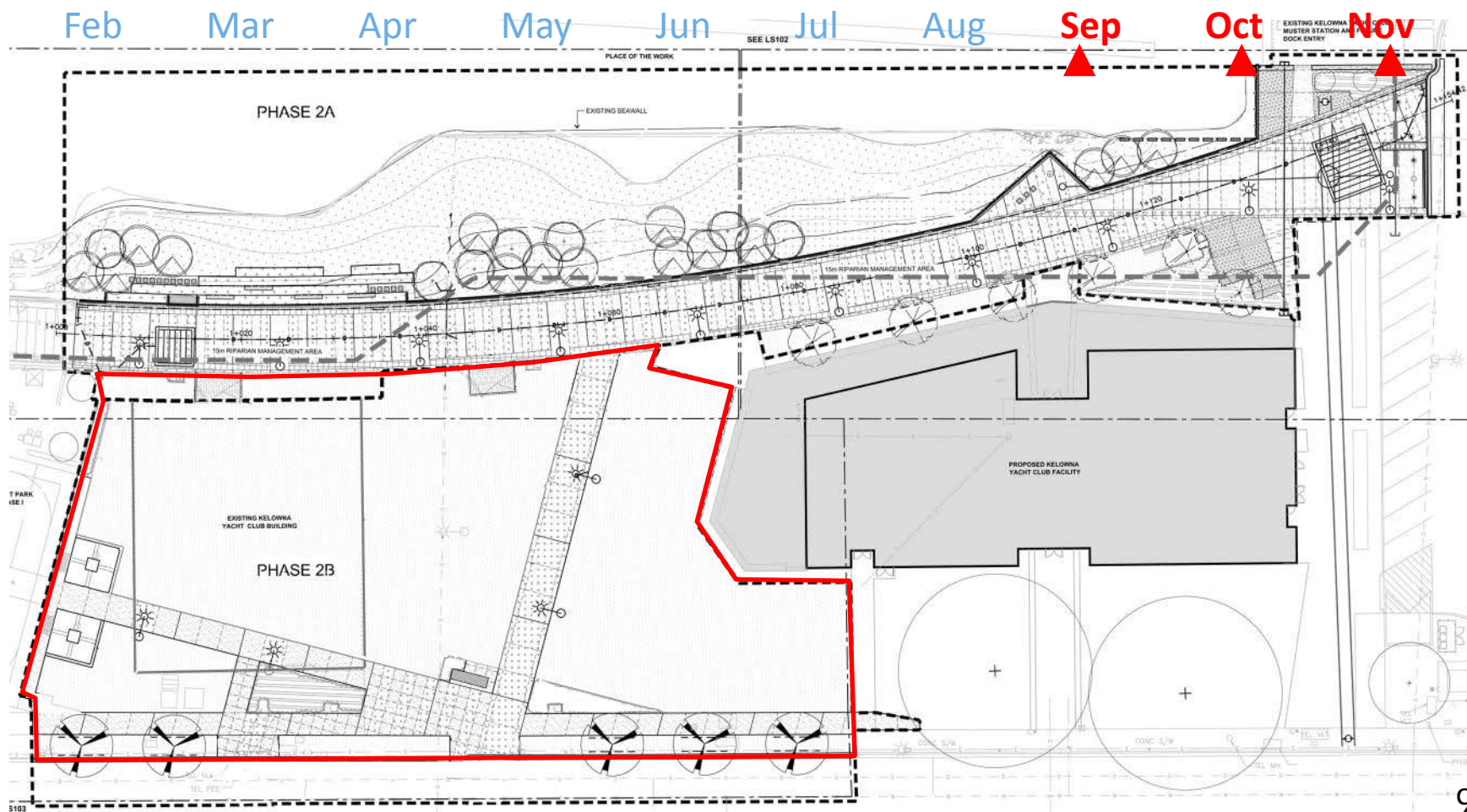




# STEP 5 - City demos old building



# STEP 6 - Upland area by Contractor





# FINANCIAL

	<u>EXPENSE</u>	<u>REVENUE</u>	<u>NET</u>
Estimated construction value	\$2,059,000	-	-
Budget allocation 2013	-	\$950,000	-
Budget allocation 2014	-	\$950,000	-
	\$2,059,000	\$1,900,000	- \$159,000

## RECOMMENDATION

*“THAT Council receive, for information, the report from the Manager of Park and Public Space projects, dated November 26, 2013, with respect to the development of the second phase of Stuart Park.”*

# QUESTIONS/DISCUSSION

# CITY OF KELOWNA

## BYLAW NO. 10883

### Amendment No. 7 to Bylaw Notice Enforcement Bylaw No. 10475

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Bylaw Notice Enforcement Bylaw No. 10475 be amended as follows:

1. THAT SECTION 7 - SCREENING OFFICERS, 7.2 be deleted in its entirety that reads:

- “(a) Administrative Coordinator, Corporate Services;
- (b) Administrative Clerk, Bylaw Services;
- (c) Bylaw Enforcement Clerk;
- (d) Bylaw Services Supervisor;
- (e) City Clerk; and
- (f) Director, Corporate Services.”

And replaced with the following:

- “(a) Bylaw Enforcement Clerk;
- (b) Bylaw Enforcement Coordinator;
- (c) Bylaw Services Manager;
- (d) City Clerk;
- (e) Director, Corporate Service and Protective Services; and
- (f) Senior Bylaw Officer”

2. That SECTION 9 - BYLAW ENFORCEMENT OFFICERS, 9.1 (a) be amended by adding the following to the end of sub-paragraph (b):

“or  
(iii) The Royal Canadian Mounted Police Force”.

3. This bylaw may be cited for all purposes as "Bylaw No. 10883, being Amendment No. 7 to Bylaw Notice Enforcement Bylaw No. 10475"
4. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this 25<sup>th</sup> day of December, 2013.

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk