



PUBLIC PARTICIPATION PLAN

Multi-use Recreation Facility

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INTRODUCTION AND OVERARCHING FRAMEWORK

Background:

As a part of the submission made to the province for a new high school, a multi-use recreation facility was selected by Town Council as the amenity that would most benefit and complement the future high school, and the broader community.

The selection of the multi-use facility as the project of focus for recreation was made after the Sport and Recreation Working Group (the 'Working Group') worked over the course of the majority of 2018 assessing the financial and operational implications of various recreation facilities. As part of this process, the Sport and Recreation Working Group reviewed the findings from a Sport and Recreation Needs Assessment Survey that was posted over the course of the summer of 2018. This survey garnered over 800 responses.

While 23% of respondents indicated that an indoor aquatics centre was their top choice for a new recreational amenity, a multi-use recreation facility was the facility of choice for 22% of respondents. Due to the significant difference in construction and operating costs for the two facilities, the multi-use recreation facility was endorsed by the Working Group as the amenity with which to focus and prioritize initial efforts. This endorsement was formally approved by Council.

It should be noted that the desire for an indoor aquatics centre has not been forgotten. In fulfillment of the direction provided in the Council-approved 2019-2021 Capital Budget, administration is actively exploring various public/private partnership business models that, if successful, could bring such a facility to Coaldale – without the full operating and capital costs falling to the municipality. This exercise is a work in progress, and further updates will be provided to Council once more information becomes available.

Key question:

Contained in the Capital Budget of 2019-2021 is a Multi-Use Recreation Facility, which was approved by Council at the Regular Council meeting of November 26, 2018. Council reaffirmed its approval and support of this project at the Regular Council Meeting of June 10, 2019, where it was resolved that Council *direct administration to take steps to proceed with the following:*

- *design and construction of the Multi-Use Recreation Center on the southeast portion of the Town-owned parcel of land legally described as SW 15-9-20 W4 (subdivisions 3 and 6);*
- *continued collaboration with Alberta Transportation and CP Rail on the design and construction of a fully signalized intersection at the intersection of HWY 3 and 30th Street, as well as the installation of safety fence along the HWY 3 corridor;*
- *design and construction of paved and detached pathways along 30th Street,*

18th avenue and 16th avenue, as well the addition of at-grade pedestrian crossing improvements;

- *Further, that Council direct administration to undertake, in tandem with Palliser Regional School Division and the Town's architectural design consultants, community consultation initiatives to determine the amenities to be included in the multi-use recreation facility.*

As the first step in carrying out the directives contained within this resolution, administration will be undertaking steps to retain architectural consultants to facilitate the preliminary design process, which will involve opportunities for the community to provide feedback on what, exactly, goes inside the facility.

While Council, in consultation with the Sport/Rec Working Group established the broad framework of the facility—an indoor, multiuse surface, with an upper level track—they also stated, in their capital budget, that there would be “additional space for other activities to be identified and determined following a series of public engagement sessions.” Some of the community / stakeholder engagement activities that were suggested in the 2019-2021 Capital Budget include:

- Host focus groups at the local schools during lunch hours, in order to hear from students what they think the complex should include;
- Send a letter to the user groups in Coaldale – and request an opportunity to attend one of their board meetings for the purpose of brain-storming and gathering ideas;
- Charter a bus, and invite the sport/rec working group, along with members of Council and the user groups, to tour the new recreational facility in Strathmore as a way to kickstart the brainstorming process.

These engagement examples were developed in fall, 2018 and represent a sample of the options available. Ultimately, before detailed design can commence, the question of “what goes inside the recreation facility” needs to be answered.

A few major items that will be included in the initial construction include:

- **Area for playing field**

Regulation indoor soccer-sized, which can be used for indoor training and if the space allows, competition for any other field sport, such as but not limited to:

- Lacrosse
- Baseball
- Hockey
- Field hockey
- Rugby

- Football
- Tennis
- Pickleball

- **Courts**

The exact number of courts is to-be-determined, however the courts that are included in the short term will allow for court sports such as but not limited to:

- Basketball
- Volleyball
- Badminton
- Futsal
- General recreation

- **An elevated walking/running track**

Many other municipal facilities that have been constructed in recently have had elevated walking/running tracks included. The benefit of elevating these tracks is that it causes far less disruption to the activities occurring on the main floor. In Coaldale’s case, the goal is to be able to include a track that can accommodate competitive activities as well as recreational and fitness activities. Many communities have active seniors walking clubs that use the elevated indoor tracks every day of the week, every week of the year.

- **Flexible activity + breakout space and rooms**

In addition to the sport-specific spaces and activities listed above, the facility would also include flexible rooms and spaces for activities such as but not limited to:

- Community user group meetings and activities (scouts, seniors, etc.)
- Activity rooms for sports/activities requiring less space, such as fencing, yoga, aerobics classes, spin classes, martial arts, and so on.

Other than the items listed above, ***the community will guide what else is included*** in the immediate future, and longer term as more funds become available – be that through fundraising efforts or the obtainment of grants. Examples of other amenities that would fit well in a multi-use facility could potentially include (but certainly not be limited to):

- A climbing wall/bouldering space
- Squash and/or racquetball courts
- Jumping facilities (long jump and triple jump runway and pit, similar to the U of L)
- Batting cages for softball and baseball

- Trampolines (competitive and/or recreation)
- Gymnastics equipment
- ... and any other activities identified by the community

Bearing in mind that Council has only approved \$10 million for the project, some prioritization will need to occur. Likewise, fundraising efforts for some of those “nice to haves” will likely follow. But, if the shell of the building can be designed to accommodate future “nice to haves” (i.e a climbing wall), it won’t cost prohibitive to incorporate future amenities once additional funds become available.

Cost considerations

Through the use of a cost consultant, which is a specially-trained consultant that is able to provide cost estimates for the cost of construction of buildings of various types, shapes, forms and sizes, the Town is confident a facility that offers a diversity of sport and recreational activities is able to be constructed for the budgeted amount of \$10 million.

It is suggested for initial planning purposes that the feedback provided by the community be funneled into four different categories:

1. Amenities most requested – to be included in the facility immediately
2. Amenities requested neither the most nor the least – to be included if funds are available
3. Amenities least requested – to be included as future funds allow
4. Amenities requested but unlikely to be feasible – based on capital/operational costs

Project engagement framework

| Phase of Project | Type of Engagement | IAP2 Spectrum | Estimated date of activity |
|--|--|---------------------|---------------------------------|
| Sport and Recreation in general - COMPLETED | | | |
| Kick-off | Sport and Recreation Working Group | Involve/Collaborate | The majority of 2018 |
| Community outreach | Sport and Recreation Needs Assessment survey | Involve | Summer 2018 |
| Project selection | Open houses | Inform | November 2018 and February 2019 |
| Sport and Recreation: amenity-specific (multi-use recreation facility) - PROPOSED | | | |
| Kick-off | Sport and Recreation Working Group | Involve/Collaborate | July/August/September 2019 |
| Community outreach (user-group specific) | Focused workshops | Involve/Collaborate | September/October 2019 |
| Community outreach (general) | Workshops | Involve/Collaborate | October 2019 |

The intent of this Public Participation Plan is to provide additional detail regarding the planning of the engagement activities, and to ensure context-appropriate tools and techniques are implemented throughout the project.

To achieve this, the five steps outlined in the International Association for Public Participation (IAP2) have been used for public participation planning:

1. *Gain internal commitment*

Action required?

Yes: Town Council to review/approve the Public Participation Plan

2. *Learn from the public*

Action required?

Yes: A draft stakeholder register is being prepared and should be reviewed by the Sport and Rec. Working Group and other citizen-based groups to ensure all stakeholders are identified.

3. *Select the level of participation*

Action required?

No: Regarding the focus (i.e. what goes inside the facility) the commitment is to include as many of the community's ideas/requests as possible, which is why the involve/collaborate parts of the spectrum will be the focus of this project aspect.

4. *Define the decision process and identify the public participation objectives*

Action required?

No: The decision process will be guided by available funds, and the objectives of participation will be focused on answering the "what goes inside" question.

5. *Design the public participation plan*

Action required?

TBD: If there are any changes desired by Council subsequent to a review of this participation plan, changes will need to be made prior to initiating the plan.

Collaboration and Public Participation

The multi-use recreation facility is intended to complement the new high school that will be built in Coaldale. Whether the school receives funding this year, next year, or a few years into the future, the goal of having the multi-use recreation facility integrated into the school, remains the same.

Therefore, the school division and local school representatives will be invited to continue participating in the project as it progresses, including the public participation activities for the project.

Due to the nature of the facility and the need for an ongoing close and productive relationship with the school division for this project (and in general), it is imperative that the physical and program-based integration into the future high school remain a focus. To ensure the focus is not lost during the public participation work that is proposed in this plan, it is recommended that an architectural consultant be retained during the community workshops and that the architectural consultants help to facilitate the workshops by guiding discussions and capturing ideas in architectural sketches of how the facility could be laid out and what it could look like with the community's ideas for "what goes inside" included.

It is anticipated that for the fraction of the build cost it will take to have architectural consultants help facilitate the community workshops, the benefits will be exponential.

Use of a cost consultant will also help manage expectations and provide realistic forecasts of which amenities are achievable both short and long term.

PROJECT BACKGROUND

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| DESCRIPTION OF THE OVERALL PROJECT OR INITIATIVE: | The design and construction of a multi-use recreation facility for the community, that is paired with a new high school. |
| THE DECISION BEING MADE IS: | What to include as sport/recreation amenities and activities within the multi-use facility. |
| DECISION MAKERS | Council and for certain aspects of the facility, the school division. |
| THE SCOPE (IMPACT, AND COMPLEXITY) OF THIS DECISION IS: | High impact, high complexity |
| THE TIMELINE FOR THIS DECISION IS: | 6 months (July 2019 to December 2019) |
| THE PUBLIC IS BEING INVOLVED IN BECAUSE: | The amenities and activities within the facility, beyond the basics, should be guided by and reflect the desires of the community. |
| LEVEL OF INVOLVEMENT: | Involve/collaborate |
| THE SPECIFIC INFORMATION BEING SOUGHT IS: | What amenities and activities should go inside the multi-use facility? |

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| HOW WILL INFORMATION BE USED IN THE DECISION MAKING? | Depending on the frequency of the request/idea and the financial feasibility of including it, ALL requests will be addressed as either achievable short, mid or longer term, and there is the possibility certain elements may not be reasonably included in the foreseeable life of the project. If this is the case with any requests/ideas, this will be communicated in a timely manner. |
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STAKEHOLDERS

The DRAFT Project Stakeholder Register is shown below and captures the individuals and/or groups that are considered stakeholders in the context of this project.

| Multi-use Recreation Facility – Stakeholder Register – Current to July 8, 2019 | | | | |
|---|---|--|---------------------------------|---|
| Name of Stakeholder or Group of Stakeholders | Stakeholder <i>Individual or group</i> | Project Role | Organization | Type of stakeholder <i>Internal or external to project</i> |
| Council | Town Council | Elected Officials and Project Sponsors | Town of Coaldale | Internal |
| Town staff | Staff | Various | Town of Coaldale | Internal |
| Terence Lazarus, or designate, and staff | General Manager | External agency stakeholder | St. Mary River Irrigation Dist. | External |
| John Thomas, or designate, and staff | Development Technologist | External agency stakeholder | Alberta Transportation | External |
| Kelli Kirkpatrick or designate | South Zone Health Officer | External agency stakeholder | Alberta Health Services | External |
| Kathleen Murphy, or designate, and staff | South Director | External agency stakeholder | Alberta Envi. and Parks | External |
| | Alberta Education | External agency stakeholder | Alberta Education | External |
| | Canadian Pacific Railway | External agency stakeholder | Canadian Pacific Railway | External |
| School divisions, principals, teachers and support staff | All k-12 schools in Coaldale | External agency stakeholders | Schools (7) | External |

| | | | | |
|-----------|---|-----------------------------|---|----------|
| Community | Coaldale community <i>Community broken down further below.</i> | External stakeholders | All residents, businesses and organizations in Coaldale | External |
| | Commerce-focused groups | External stakeholders | Chamber of Commerce SouthGrowth Downtown businesses | External |
| | Development-focused groups | External stakeholders | Local builders Local developers Building regulators (Safety Codes) | External |
| | Seniors | External stakeholders | Sunny South Lodge Seniors Centre All individuals of retirement age | |
| | Students | External stakeholders | K-12 students at all schools in Coaldale | |
| | Business owners | External stakeholders | Local business owners including but not limited to the owner of the local fitness centre | External |
| FCSS | Staff and board members | External agency stakeholder | Barons Eureka Warner Family and Community Support Services (FCSS) | External |
| | Special Interest Groups | External stakeholders | Birds of Prey Centre Rehoboth Christian Ministries Gem of the West Museum Society Communities in Bloom Wellness Society Kinsmen and Kinettes Fish and Game Knights of Columbus Community Garden Society Scouts/Guides and similar groups | External |
| | Local user groups | External stakeholders | Field users Ice users Pool users | External |

| | | | | |
|--|--|--|---|--|
| | | | NEED TO REACH OUT TO COMMUNITY TO FILL IN THIS SECTION | |
|--|--|--|---|--|

OBJECTIVES, TOOLS AND TECHNIQUES

A clear understanding of the objective, and the focus of the project should allow for the tools and techniques recommended by the International Association for Public Participation (IAP2) to result in the following:

- The most usable information is collected
- Commitment as to how the community’s feedback will be used will be clear to all stakeholders, internal and external to the project
- The community is most likely to share what they want to be included in the new facility
- The new facility is most likely to be successful

The current understanding of the public participation objectives is:

Town Plan review/rewrite: Overarching Objective

To answer the question of “what should be included” in the multi-use recreation facility by reaching out to the community, AND to ensure a shared understanding with the community as to what will be included now, in the mid-term (1-4 years), and over the longer term (5 years +), as based on a financial framework that reflects a responsible use of funds from a capital and operational perspective.

To achieve this objective, a comprehensive framework is proposed below.

Multi-use Recreation Facility: Public Participation Plan framework (DRAFT)

| Project Phase | Participation Goal | S.M.A.R.T Participation Objective | Communication items | Tools/Techniques* | Desired Outcomes | Event Date(s) |
|--|---|--|---|--|--|---|
| Facility design brainstorming | <p>INVOLVE/COLLABORATE</p> <p><i>Involve</i></p> <p><i>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</i></p> <p><i>Collaborate</i></p> <p><i>To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.</i></p> <p><i>(as per IAP2 spectrum)</i></p> | <p>To have a clear and comprehensive understanding of what the community wishes to have included in the facility</p> <ul style="list-style-type: none"> <i>By the end of October</i> <i>With all user groups represented</i> | <ul style="list-style-type: none"> What is to be included in the facility no matter what? What are the parameters for how the community-based requests and ideas will be analyzed/categorized | <ul style="list-style-type: none"> User group workshops *Community workshops <p><i>*community workshops to be co-facilitated by Town representatives and architectural consultants</i></p> | <p>A comprehensive list of all ideas and requests for what should be included in the facility</p> | <p>User workshops to be scheduled for suitable dates in September/October</p> <p><i>Feedback summary to Council by end of October</i></p> |
| Facility design finalization and approvals | <p>INFORM</p> <p><i>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions</i></p> <p><i>(as per IAP2 spectrum)</i></p> | <p>To communicate with the community HOW and WHY each idea/request will be dealt with</p> <ul style="list-style-type: none"> <i>By end of 2019</i> <i>With a shared understanding from stakeholders</i> | <ul style="list-style-type: none"> What is the framework for HOW ideas and requests will be decided on to be able to answer WILL they be included and WHEN | <ul style="list-style-type: none"> Response summary shared via the Town's media platforms, and shared directly with workshop participants | <p>A simple and easy to understand list of all ideas and requests that will be included, why they will be included, when they will be included, and how they will be funded.</p> | <p>No specific date, instead the commitment should be within 1 month of workshops wrapping up</p> <p>Ideally this would be sometime in December</p> |

EVALUATION STRATEGY

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| What are the indicators of success for the public involvement process? | All participants agree that they have been provided fair and ample opportunity to share their questions, ideas and concerns, and agree that their feedback was collected and considered in the project process. |
| What will we measure or evaluate about the public involvement process? | Through the use of qualitative questions that are posed in survey format at the end of each participation opportunity, a sense of whether stakeholders feel the process has been successful. |
| When and how? | As noted above, after each participation opportunity. |
| What will we do with the results of the evaluation? | The results of the evaluation will be presented to Council in the engagement summary that is prepared. |

RESOURCE MANAGEMENT

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|-------------------------------------|--|
| Staff/Contractors | As noted in the Stakeholders table. |
| Technical information and materials | Demographic, land use, economic and community data that is available will be used. |
| Communication | Internal project stakeholders will ensure effective communication by way of Project Management tools i.e. change logs, weekly updates, and scope and schedule management software. |
| Participant Expenses | None for external stakeholders. All internal stakeholder expenses are included in the project budget. |