



## Involving Edmonton Public Plan

**Project:** Castle Downs Arena Renewal

**Department/Branch Responsible:** Integrated Infrastructure Services / Facility and Landscape Infrastructure

**Project Manager:** Mike Kuntz (Program and Project Development)  
Henry Maisonneuve (Facility Design and Construction)

**Consultant (if applicable):** TBD

**Draft or Final Plan:** Final - March 23, 2016

**Other city participants or partners:** City of Edmonton: Community & Recreation Facilities, YMCA

*The Public Involvement Input Commitment is:*

- People have a right to be involved in decisions that affect them.
- Design a public involvement process that includes appropriate stakeholders and is appropriate to the continuum of public involvement.
- This Public Involvement Plan will be appropriately resourced to ensure effective implementation.
- Processes have been designed to treat people with respect, honesty and integrity.
- Participants will know what is included in the discussion and what isn't, what decisions will be made or have been made, and who will make the final decision. Outreach will be used to include stakeholders who need support to participate.
- Information will be provided simply, in plain language and through the use of understandable graphics.
- Translation or interpretation services will be provided when necessary.
- Facilities are accessible.

This plan has been vetted through the Public Involvement Readiness Test

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Sign off

## Background:

<b>DESCRIPTION OF THE OVERALL PROJECT OR INITIATIVE:</b>	The Castle Downs Arena Renewal will address maintenance and lifecycle deficiencies, which include architectural renewal (including updating accessibility features), electrical updates (fire and life safety systems, CCTV, safety and security systems, and IT improvements), mechanical replacements (ice plant, dehumidifiers), and landscaping updates.			
<b>THE DECISION BEING MADE IS:</b>	Confirming the scope of the Castle Downs Arena Renewal project.			
<b>DECISION MAKERS</b>	Senior Management of Arena Operations and Facility Maintenance Services will be the final decision makers.			
<b>THE SCOPE (IMPACT, AND COMPLEXITY) OF THIS DECISION IS:</b>	<p>The project is seeking input and suggestions on minor enhancements to the facility that will improve the usability or functionality of the facility.</p> <p>Any changes/additions to the scope of the renewal project must be:</p> <ul style="list-style-type: none"> <li>• Acceptable to Arena Operations, and Facility Maintenance Services</li> <li>• Able to fit within the established project budget and schedule OR budget and/or schedule must be adjusted. Any adjustments to budget and/or schedule must be approved by Arena Operations and Facility Maintenance Services.</li> </ul>			
<b>THE TIMELINE FOR THIS DECISION IS:</b>	Input from the public for the project is required during the initial stages of design. This is anticipated in spring 2016.			
<b>THE PUBLIC IS BEING INVOLVED IN BECAUSE:</b>	<p>Information shared regarding the project will build awareness as to the scope of work being completed and the impacts that the renewals will have on facility use.</p> <p>The public's input will inform minor additions/changes to the Castle Downs Arena Renewal design.</p>			
<b>LEVEL OF INVOLVEMENT:</b>	Three levels of involvement are required: Information Sharing, Consultation, and Active Participation.			
	<b>Information Sharing</b>	<b>Consultation</b>		<b>Active Participation</b>
	<ul style="list-style-type: none"> <li>• Sharing information to build awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Testing ideas or concepts to build knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborating to develop solutions to build commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing decision making to build ownership</li> <li>• Delegating decision making to build responsibility</li> </ul>



<b>THE SPECIFIC INFORMATION BEING SOUGHT IS:</b>	<p>This process is focused on sharing information regarding the renewal projects.</p> <p>Within the existing facility program and within budget, are there additional changes that can be made to the facility to enhance its usability?</p> <p>If requested changes are acceptable to the City but are beyond the project scope and budget, is there a partner group(s) prepared to fund these enhancements?</p>
<b>HOW WILL INFORMATION BE USED IN THE DECISION MAKING?</b>	Information gathered will inform the design of the project.

## Public Involvement Methods Strategy

Potential Participants	Proposed Level of Involvement (Information Sharing, Consultation, or Active Participation)	Involvement Strategy
City Council	Information sharing	Updates on project status through website
Community Services Management Team	Information sharing	Updates on project status through project updates
Integrated Infrastructure Services Management Team	Information sharing	Updates on project status through project updates
Community & Recreation Facilities Services Branch Team	Information Sharing	Updates on project status through project updates
Arena Operations <ul style="list-style-type: none"><li>Team Lead</li><li>Supervisor</li><li>Director</li></ul> Facility Maintenance Services <ul style="list-style-type: none"><li>Director</li><li>Supervisors (Electrical, Mechanical, Structural)</li><li>Technical experts (i.e. refrigeration)</li></ul>	Information / Consultation / Active Participation	Provide input into schematic design and detailed design through internal workshops as required.



Facility and Landscape Infrastructure – Engineering and Lifecycle Planning	Information / Consultation / Active Participation	Provide technical input into schematic and detailed design through meetings during project
Facility and Landscape Infrastructure – Facility Maintenance Services Project Review Team	Information/Consultation/ Active Participation	Provide input into schematic and detailed design through meetings during project
Corporate Security	Information / Consultation / Active Participation	Provide input into schematic and detailed design through meetings during project
Information Technology (IT)	Information / Consultation / Active Participation	Provide input into schematic and detailed design through meetings during project phases, one on one discussions as required
Castle Downs Recreation Society (CDRS)	Information / Consultation / Possible Active Participation	<p>Information sharing on project scope and schedule through posters and website, and CDRS meetings</p> <p>Request input and suggestions on enhancements to the facility that will improve the usability or functionality of the facility</p> <p>If the CDRS wishes to contribute toward a particular enhancement, further consultation with CDRS will occur to ensure the enhancement meets their needs and expectations.</p>
Arena Users Committee	Information / Consultation	<p>Through the Arena Users Committee Liaison, request input and suggestions on minor enhancements to the facility that will improve the usability or functionality of the facility</p> <p>Information sharing on project scope, schedule and progress through website and through the Arena Users Committee Liaison</p>



Flightway Figure Skating Club	Information / Consultation / possible Active Participation	<p>Flightway is a long-term renter of office space in the Arena and has expressed the need for additional storage space for program equipment.</p> <p>Further consultation with Flightway is required to confirm their storage requirements so cost estimates can be provided to the group.</p>
Archbishop O'Leary School Hockey Academy  St. Edmund School Hockey Academies	Information / Consultation / Possible Active Participation	<p>Each school runs a hockey academy using Castle Downs as their primary arena venue.</p> <p>Consultation with each academy to gather input and suggestions on minor enhancements to the facility that will improve their usability or functionality of the facility.</p>
Arena Users	Information / Possible Consultation and Active Participation	<p>Information sharing on project scope and schedule through posters and website</p> <p>If a specific arena user group wishes to contribute toward a particular enhancement, further consultation with the group will occur to ensure the enhancement meets their needs and expectations.</p>
YMCA	Information / Consultation / Active Participation	<p>With the YMCA Partner Liaison, request input on enhancements to their leased spaces that will improve the usability or functionality of the facility.</p> <p>The YMCA-leased spaces will be returned to "as new" condition. Improvements in the leased space beyond a base-level of renovation will be at YMCA's discretion and at YMCA's cost.</p> <p>Information sharing on project scope, schedule and progress through project status reports.</p>



Community Leagues <ul style="list-style-type: none"><li>• Dunluce</li><li>• Lorelei</li><li>• Beaumaris</li><li>• Greisbach</li><li>• Caernarvon</li><li>• Cumberland</li><li>• Hudson</li><li>• Oxford</li><li>• Carlton</li><li>• Baranow</li><li>• Baturyn</li><li>• Rapperswill</li><li>• Canossa</li><li>• Carlisle</li></ul>	Information	Information sharing on project scope and schedule through website  Provide Project Status Reports to Community Recreation Coordinator for sharing with Community Leagues
General Public	Information	Information sharing on project scope and schedule through posters and website
Sustainable Development	Information	Provide Project Status Updates to staff from Sustainable Development as required
Farmer's Market	Information	The City's contact with the Farmer's market organizers will connect with the group to discuss how the group will be impacted by the facility's construction closure.  Information sharing on project scope and schedule through posters and website

## Resource Strategy: Public Involvement Budget

Staff/Contractors	N/A
Technical information and materials ( surveys)	N/A
Communication	\$1,000
Logistics	N/A
Participant Expenses	N/A
Total Expenses	\$1,000

## Staff time for

Event planning and participation	N/A
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Special meetings	N/A
Communication with stakeholders	12 hours (attending meetings with stakeholders)
Display preparation	4 hours

## Data Management Strategy

Information collected is to be stored/recorded in Consultation Manager. Contact the Office of Public Involvement to add this Public Involvement Project.

Information gathered	How it will be recorded/managed/integrated into planning considerations
Suggested enhancements	Information will be considered through the design process.
Requested enhancements by contributing Partner	If agreeable to Arena Operations and Facility Maintenance, design will accommodate changes. Funding for changes will be responsibility of partner group(s).

## Communications Strategy

Target Audience	Key Messages and Timing	Information Sharing Tool
General public, Arena Users Committee, Castle Downs Recreation Society, community leagues, sport groups	Provide information regarding opportunities for input into design and impacts of facility renewal (facility closure and alternatives).	On-site posters, updates on website, information sessions within facility and through the booking allocation process.  Attend meetings with CDRS, Flightway Figure Skating Club, School Hockey Academies that use Castle Downs as their primary arena venue, Arena Users Committee to share information and gather recommendations and feedback.  Articles distributed by CRC for Community Newsletters.
City of Edmonton Staff	Review design options and provide input as it relates to the specific department or branch.	Invitation for participation through e-mail systems. Updates on website and through project status reports, and meetings as required.
YMCA	Provide information regarding facility closure once the project schedule has been confirmed.	Project-specific meetings. Information and progress shared through project status reports.



## Evaluation Strategy

What are the indicators of success for the public involvement process?	User groups and stakeholders have been notified in a timely manner and as much advance notice on the facility closure. Inputs from the community and partners have informed the design process.
What will we measure or evaluate about the public involvement process?	Did all the intended groups have meaningful opportunity for feedback?
When and how?	At the conclusion of each information session. A question on the feedback form can collect this information.
What will we do with the results of the evaluation?	Results from initial focus groups/information sessions will allow for improvements in design. Check-back with specific groups to ensure design will meet their needs and expectations. Learnings can also be applied to future projects and future public consultation.