



Involving Edmonton Public Plan



Project: Lewis Farms Community Recreation Centre and Lewis Farms Library Schematic Design

Department/Branch Responsible: Community Services (Facility & Landscape Infrastructure)

Project Manager: Gary Chung / Cheryl Clieff / Barb Ireland

Consultant (if applicable): _____

Draft or Final Plan: Final
Edmonton Public Library, Edmonton Catholic School District and Sustainable

Other city participants or partners: Development (Parks Planning)

The Public Involvement Input Commitment is:

OUR COMMITMENT TO CITIZEN ENGAGEMENT

The City of Edmonton believes that a key element of representative democracy is that people have a right to be involved in decisions that affect them.

OUR COMMITMENT TO HONOURING PEOPLE

The City of Edmonton Public Involvement process design will ensure people are treated with respect, honesty and integrity.

OUR COMMITMENT TO ACCESSIBLE INVOLVEMENT

The City of Edmonton will ensure public involvement processes are accessible to the public.

This plan has been vetted through the Public Involvement Readiness Test

___Approved by the Lewis Farms Facility and Park Steering Committee, April, 2015___ Sign off

Background:

<p>DESCRIPTION OF THE OVERALL PROJECT OR INITIATIVE:</p>	<p>As part of the 2015 – 2018 Capital Budget process Council directed a schematic design to be completed for the Lewis Farms Recreation Centre and Library (LFCRL) and the Lewis Farms District Park. The schematic design will build on the <i>Medium Term Recreation Facility and Sports Field Plan</i> that identified the need for a multi-purpose recreation centre on the Lewis Farms District Activity Park in the west suburban growth area. In 2011, a Functional Program was created for Lewis Farms Community Recreation Centre and Lewis Farms Library to define functional program areas, priorities and cost estimates based on community, stakeholder and market needs. Functional areas that were identified in the functional program for the recreation centre include: aquatic facility, twin arenas, fitness centre, jogging track, gym, multi-purpose rooms and indoor playground.</p> <p>The schematic design process will provide an opportunity to:</p> <ul style="list-style-type: none"> • Educate stakeholders, partners and the public on the work completed to date • Identify potential partners • Confirm that functional program areas identified in 2011 are still reflective of needs, and where they are not provide recommendations for revisions • Incorporate potential functional areas, including Edmonton Catholic School completion centre; Parks Operations service yard • Revisit the concept plan for the District Park <ul style="list-style-type: none"> ○ Confirm needs for the District Park based on inclusion of ECSD school ○ The District Activity Park land is currently unassembled and opportunities to align the design of the park and recreation centre with roadway assignment, dedicated land, MR reserve and base infrastructure will be explored with Sustainable Development Parks Planning. • The creation of a schematic design that is reflective of community, stakeholders and market needs • Share the result of the schematic design with stakeholders and communicate next steps to move forward (i.e. timeline, process, funding)
<p>THE DECISION BEING MADE IS:</p>	<p>The schematic design for Lewis Farms Community Recreation Centre, Lewis Farms Library and Lewis Farms District Park is supported by community, stakeholder and partners at this stage of development.</p>
<p>DECISION MAKERS</p>	<p>Steering Committee</p> <ul style="list-style-type: none"> • Community and Recreation Facilities Branch • Neighbourhoods Branch • Facility and Landscape Infrastructure Branch • Edmonton Public Library • Edmonton Catholic School District
<p>THE SCOPE (IMPACT, AND COMPLEXITY) OF THIS DECISION IS:</p>	<p>The schematic design will inform the next stage of development for detailed design and future submissions for the 10 year Capital Investment Agenda.</p> <p>The development of the Medium Term Plan and Functional program was completed prior to the completion of communities surrounding and adjacent to the site. Also, new Councillors have been elected since the creation of these plans. Therefore incorporating feedback and needs from the community in these neighbourhoods and informing Council is an important component of schematic design.</p>

THE TIMELINE FOR THIS DECISION IS:	The schematic design is scheduled to be completed by the end of 2016.				
THE PUBLIC IS BEING INVOLVED IN BECAUSE:	They are future customers of the facility and users of the park. Citizens should be informed and involved in potential developments in their community.				
LEVEL OF INVOLVEMENT:	This process fits predominantly into the consultation level of involvement for the schematic design. The general public/stakeholders will be involved with Information sharing & consultation (i.e. testing ideas). Part of the schematic design process is to identify community partners and their level of involvement would be in the collaboration level, with some active participation involvement.				
	Information Sharing	Consultation	Active Participation		
	<ul style="list-style-type: none"> • Sharing information to build awareness 	<ul style="list-style-type: none"> • Testing ideas or concepts to build knowledge 	<ul style="list-style-type: none"> • Collaborating to develop solutions to build commitment 	<ul style="list-style-type: none"> • Sharing decision making to build ownership 	<ul style="list-style-type: none"> • Delegating decision making to build responsibility
THE SPECIFIC INFORMATION BEING SOUGHT IS:	Confirmation of the functional program areas and input into the schematic design for the recreation centre and district park (e.g., arena, aquatic training centre, gymnasium, park features, sports fields etc.).				
HOW WILL INFORMATION BE USED IN THE DECISION MAKING?	Input will be reviewed from all stakeholders and the public and incorporated into each phase of the Lewis Farms Community Recreation Centre, Lewis Farms Library and Lewis Farms District Park.				

Public Involvement Methods Strategy

Potential Participants	Proposed Level of Involvement (Information Sharing, Consultation, or Active Participation)	Involvement Strategy
City Council	Information sharing, Active Participation	<p>Updates on project status through website</p> <p>Approval of Capital Investment Agenda profile</p> <p>Involvement in Open Houses</p> <p>Council Reports</p> <ul style="list-style-type: none"> • Q4 2015 • Q4 2016
Community Services Management Team	Information sharing, Active Participation	<p>Updates on project status through website, briefing notes</p> <p>Updates through Steering Committee members</p>
<p>City of Edmonton Branch and Section Leadership (Community Services Steering Committee)</p> <ul style="list-style-type: none"> • Community and Recreation Facilities • Facility and Landscape Infrastructure • Neighbourhoods 	Information Sharing, Consultation, Active Participation	<p>Provide support and input as part of the Steering Committee</p> <p>Provide input and decision-making at key project milestones</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>Community and Recreation Facility Services Outcome Areas</p> <p>Directors, Supervisors & staff</p> <ul style="list-style-type: none"> ○ Program & Events ○ Customer Relations Management ○ Civic Events and Partnerships ○ Leisure and Fitness Centres ○ Arenas ○ Community Recreation Centres 	Information Sharing, Consultation, Active Participation	<p>Provide support and input as Advisory Committee members</p> <p>Provide and review design and provide input during small group consultations and open houses</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>



<p>Neighbourhoods Branch</p> <ul style="list-style-type: none">○ NW CRC's/Social Workers/Supervisors○ NW Parks Operations○ Great Neighbourhoods	<p>Information Sharing, Consultation, Active Participation</p>	<p>Provide support and input as Advisory Committee members</p> <p>Provide support to coordination of input by the local community and invite input at open houses</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>Sustainable Development</p> <ul style="list-style-type: none">○ Parks & Biodiversity – Parks Planning	<p>Information, Consultation, Active Participation</p>	<p>Provide support and input as needed</p> <p>Coordination with Parks Planning to align design with concept level planning for the District Park (Consultation on key deliverables)</p> <p>Provide and review design and provide input during small group consultations and open houses</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>Edmonton Public Library</p>	<p>Information Sharing, Consultation, Active Participation</p>	<p>Provide input on program through as members on the Steering Committee and Project Team</p> <p>Provide and review design and provide input during small group consultations and open houses</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>Key Stakeholders</p> <ul style="list-style-type: none">○ Edmonton Sport Council○ Sports field, arena, gymnasium, aquatics User Committees○ WinterCity representative○ Age friendly representative○ Child friendly representatives○ Accessibility Advisory Committee○ Enoch Cree Nation representative○ Community Services Advisory Board○ Edmonton Police Service/Corporate Security	<p>Information Sharing, Consultation</p>	<p>Provide input on program requirements through consultation sessions, public open houses.</p> <p>Updates on project status through website/social media and industry mail out (if subscribed).</p> <p>See also special outreach opportunities.</p>



<p>Key Stakeholders</p> <ul style="list-style-type: none"> ○ Community League representative (see below) ○ Rec the West ○ EFCL 	<p>Information Sharing, Consultation</p>	<p>Provide support and input as Advisory Committee members</p> <p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>Community Leagues</p> <ul style="list-style-type: none"> ○ Within 2.5km radius: Breckenridge Greens, Glatsonbury, Jaimison Place, Lewis Farms Industrial, Lymburn, Ormsby Place, Potter Greens, Rural West, Rural West Lewis Farms, Suder Greens, The Grange, The Hamptons, Wedgewood Heights ○ Within 5km radius: Above communities plus Aldergrove, Belmead, Breckenridge Greens, Callingwood North, Callingwood South, Cameron Heights, Dechane, Donsdale, Garipy, Glatsonbury, Jaimison Place, La Perle, Oleskeiw, Place La Rue, Rural West Terwillegar 	<p>Information Sharing, Consultation</p>	<p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>General Public, Sport Groups, Ethnic Communities, Aboriginal Community, Edmonton Arts Council, Social Service Agencies</p>	<p>Information Sharing, Consultation</p>	<p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
<p>Edmonton Catholic School District</p>	<p>Information Sharing, Consultation, Active Involvement</p>	<p>Provide input on program through as members on the Steering Committee and Project Team</p> <p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>



Schools, Post Secondary Institutions and Joint Use Committee	Information Sharing/Consultation	<p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
Business Community	Information Sharing/Consultation	<p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>
Not-for-Profit Organizations	Information Sharing/Consultation	<p>Involvement in public open houses and surveys</p> <p>Updates on project status through website/social media and industry mail out (if subscribed)</p>

NOTE: See Appendix 1 for project governance structure

Special Outreach Strategy

Public Requiring Outreach	Strategy
Emerging immigrant and refugee groups and targeted ethno-cultural groups	<p>Invite to public information sessions to provide their ideas on how the facility can better serve their needs.</p> <p>Engage Office of Public Engagement and Community and Development Strategies Branch: how to engage in a meaningful way</p>



<p>Aboriginal and First Nations people</p>	<p>Connect with Aboriginal and Multicultural Relations (Mike Chow, Rob Houle, Jennifer Fowler) to encourage participation of Aboriginal and First Nations people and provide support in outreach to Enoch Cree Nation Reserve</p> <p>Invite to public information sessions to provide their ideas on how the facility can better serve their needs.</p> <p>Engage centre for public involvement:- how to engage these people in a meaningful way -</p>
<p>Persons with Disabilities</p>	<p>Connect with the Accessibility Advisory Committee and other not-for-profit agencies to encourage participation</p> <p>Invite representatives to review drawings</p>

Resource Strategy

Public Involvement Budget

<p>Staff/Contractors</p>	<p>Internal Resources: Working Team and Project Committees</p> <p>Funding for Engagement Consultant (TBD) – Open House 2 and/or 3</p> <p>\$5,600 - design charrette with key stakeholders (to inform 2nd open house) \$1,400/event (4 events)</p> <p>Total: \$5,600</p>
<p>Technical information and materials</p>	<p>Public Involvement Design work (TBD)</p> <ul style="list-style-type: none"> • Narrative video (~\$7,000) • Artist visioning – graphic recording (~\$2,000) • Presentation Boards (in-house) • Dotmocracy (in-house) • Concept Plan (included in consultant fee) <p>Total: \$9,000</p>



Communication	<p>\$9,000 (\$3,000/open house)</p> <ul style="list-style-type: none"> • Display Board production (consultant) • City Website • Handout/flyer production • Social Media • Community Leagues Newsletters • Advertising in local print media • Additional Materials <p>Total : \$9,000</p>
Logistics	<p>\$3,000 (\$1,000/open house) for hosting, room bookings, \$4,000 (\$1,000/ charette) for hosting room booking \$1,400 Food refreshments - \$200/event (4 charettes, 3 open houses)</p> <p>Total: \$8,400</p>
Participant Expenses	0
Total Expenses	\$23,000 (+ \$9,000 public involvement design work/engagement consultant) = \$32,000

Staff time for

Event planning and participation	15 hours per event (2 staff) = 30 hours (Total for 3 events = 90 hours)
Event staffing	5 hours per event (7 staff) = 35 hours (Total for 3 events = 105 hours)
Special meetings (Steering Committee/Advisory Committee)	2 hours per event cycle (2 staff) = 4 hours (Total for 3 event cycles = 12 hours)
Communication with stakeholders	11 hours per event cycle (2 staff) = 22 hours (Total for 3 events = 66 hours)
Display preparation	5 hours per event (1 staff) = 5 hours (Total for 3 events = 15 hours) note: existing materials – previously prepared

Data Management Strategy

Information collected is to be recorded in Consultation Manager (Office of Public Involvement).

Information gathered	How it will be recorded/managed/integrated into planning considerations
Consultation information from public information sessions and stakeholder meetings	Recorded through meeting minutes and feedback forms. All feedback to be reviewed and compiled to assist with the next phases of the design and construction.



Other suggestions	During consultation/information sessions, information will be documented on a feedback form. The feedback form will also be available on-line for additional suggestions. Information will be reviewed and considered during the next phases of the design and construction.
What we heard	Information from consultation/information sessions will be categorized into a what we heard document in order to communicate back to participants on the previous phase of the process. The format could be in the form of a display board or presentation

Communications Strategy

Target Audience	Key Messages and Timing	Information Sharing Tool
EPL, ECSB, sport groups, non-profit organizations	Identification of interest from potential project partners	Email correspondence, scope meetings, committee meetings and consultation sessions
City of Edmonton staff, Steering Committee members, Advisory Group members, EPL, ECS, sport user groups (Edmonton Sport Council), City user groups (i.e. age friendly, winter city, arts & culture organizations etc),	<p>Open House 1: SHARING IDEAS, April 23, 2015</p> <p>Provide recap of functional program, project background and next steps for schematic design</p> <p>Identification of interest from potential project partners</p> <p>February – April 2015</p> <ul style="list-style-type: none"> ○ Meetings with individual groups ○ Open House 1: mid-April 	Invitation through e-mail systems.
Steering Committee	<p>Provide support in the direction and decision-making for the project</p> <p>Provide input at consultation sessions as it relates to the specific department or branch</p> <p>March - September 2016</p> <ul style="list-style-type: none"> ○ Regular scheduled SC meetings ○ Parks/Corporate Circ 	Invitation through e-mail systems, consultation sessions and attendance at meetings
Advisory Committee	<p>Provide input at consultation sessions and at the public open house. Review data collection and assist with the development of program. Provide input as it relates to their respective interests.</p> <p>March - September 2016</p>	Invitation through e-mail systems, consultation sessions and attendance at meetings



<p>General public, not-for-profit agencies, arts & culture organizations, social service agencies, community members, community leagues, sport groups, business community, special interest groups.</p>	<p>Provide input on draft schematic design and options</p> <p>Complete hard copy or on-line survey</p> <p>April 23, 2015</p> <ul style="list-style-type: none"> ○ Open House #1: SHARING IDEAS, Provide recap of functional program, project background and next steps for schematic design <p>February – March 2016</p> <ul style="list-style-type: none"> ○ Open House #2: EXPLORING OPTIONS ○ Concept design review and options <p>June 2016</p> <ul style="list-style-type: none"> ○ Open House #3: SETTING THE DIRECTION ○ Draft schematic design review (finalized draft schematic) 	<p>Invitation through e-mail systems, newspaper ads in Journal and the Examiner. Invitation to consultation sessions and updates on website</p>
<p>Trades</p>	<p>Participate in super review February, 2016</p>	
<p>Office for Public Engagement</p>	<p>Provide support and input on engagement processes</p>	

Evaluation Strategy

<p>What are the indicators of success for the public involvement process?</p>	<p>A wide range of groups and individuals provide feedback on the Lewis Farms Community Recreation Centre and Library that allows us to confirm/improve the content of the functional program and provide a final schematic design.</p> <p>Results from consultation sessions will allow for improvements to schematic design and preceding project stages (detailed design, construction) for the recreation centre, library and district park.</p> <p>The application of traditional methods of public involvement (open houses, committees, meetings, web site information) and apply new, more innovative forms of engagement.</p>
<p>What will we measure or evaluate about the public involvement process?</p>	<p>That all the intended groups had meaningful opportunity for input.</p> <p>Tools, resources and outreach methods for engagement – what worked well and what can be improved.</p> <p>Evaluate tools that worked well/could be improved for the engagement of special outreach strategy groups</p>



When and how?	At the conclusion of each session. A question on the feedback form can collect this information. In the overall project evaluation at project closure.
What will we do with the results of the evaluation?	Document learnings and determine follow-up actions Share key learnings within our unit/section to improve public involvement for future projects and future public consultation.

Appendix 1: Project Governance

Resource	Role	Effort (h)
Steering Committee CRF Branch Manager NPCR (West) Director PFD Director BDC Director EPL CEO EPL CFO ECSD Representative	Committee Members	Meetings will be called base on key deliverables (Project Initiation, Concept Design, Schematic Design)
Project Team PFD Project Coordinator BDC Project Manager BDC Program Manager BDC Project Architect LDC Landscape Architect PFD Supervisor PFD Planner EPL Representative (s) ECSD Representative (s)	Team member	Bi-Weekly Meetings
Advisory Committee Community Recreation Coordinator Parks Operations Coordinator Community & Recreation Facilities Representative Community League Representatives Rec The West Representative	Committee member	Meetings will be called base on key deliverables (Project Initiation, PIP, Concept Design, Schematic Design)
Other Departments/Branches Facility Maintenance Services Sports Fields & Facility Bookings Age Friendly Edmonton Child Friendly Edmonton WinterCity Advisory Board on Services for Persons with Disabilities	Technical Review Providing Feedback	As needed

