



RECREATION, PARKS AND COMMUNITY SUPPORT

TO:	Council	
DATE:	July 13, 2021	DIVISION: 4
FILE:	N/A	APPLICATION: N/A
SUBJECT:	Terms of Reference for Langdon Stakeholder Advisory Group	

POLICY DIRECTION:

On June 22, 2021, Council directed Administration to return to the July 13, 2021, Council meeting with amended Terms of Reference (TOR) for the Springbank and Langdon Stakeholder Advisory Groups, and that Council submit any suggested changes to Administration by Monday, June 28, 2021.

EXECUTIVE SUMMARY:

At the June 22, 2021, Council meeting, amendments proposed to the Springbank and Langdon TOR had some similarities, but also some unique amendments based on the region. As a result, Administration chose to separate the TORs, and is presenting individual reports for both the South Springbank Facility and the Langdon Recreation Centre amended TOR.

The Langdon Recreation Centre TOR was born out of the recommendations identified in the 2021 Recreation and Parks Master Plan (RPMP). Included in the RPMP is a list of capital priorities for recreation facilities in Rocky View County, one of which is a recreation centre in Langdon. As the Langdon Recreation Centre is a short- to mid-term priority, the next step is the development of a business plan. A stakeholder advisory group consisting of Langdon community representatives will be created to provide advice on matters relating to the planning and building of the Langdon Recreation Centre.

The County, through the recommendations of the RPMP, will lead and support the planning and development of County-wide public recreation projects to achieve benefits for all residents and stakeholders.

ADMINISTRATION RECOMMENDATION:

Administration recommends approval, in accordance with Option #1.

BACKGROUND:

The Langdon Recreation Centre was identified as a high priority in both the 2020 Recreation Needs Assessment and the 2021 RPMP. The development of both documents consisted of several months of community engagement and consultation and included high-level public and stakeholder engagement, such as:

- Surveyed 2000 households;
- Collaborated with 60 direct delivery recreation providers;
- Consulted with Municipal Partners;
- Held Focus Groups with residents; and
- Held additional one-on-one consultation with residents.

In addition, continual feedback from residents was encouraged through the numerous draft phases of the RPMP.

Administration Resources

Sean Fontaine, Recreation, Parks and Community Support

In discussion with Council at their June 22, 2021, meeting, numerous amendments were proposed to the TOR. As well, Council submitted written amendments to be considered. Table 1 identifies the proposed changes for the Langdon Recreation Centre Stakeholder Advisory TOR:

Table 1: Proposed changes to the Terms of Reference

Section	Proposed Change	Action Taken	Outcome
Scope of Work; Clause #5	Define role of advisory group – consulting or advising?	Stakeholder advisory group will provide a source of input to be considered as part of the facility development assessment process by the Project Team. Other sources of information will include market analysis, capital and operational costs, and projected revenue and expenses plus a preliminary review of an operational model for the facility.	Defines the role more clearly.
Scope of Work; Clause #6	To change '3 to 4 times' throughout duration to "4 times in a two/three month time frame."	Changed to include the suggested working "4 times in a 5 month period".	Allows some flexibility for meeting schedule.
Scope of Work; Clause #6	Add projected completion time line.	Added "which is anticipated to be completed by the end of the first quarter of 2022."	Clearly defines a completion time line.
Membership	Add Division 5 Councillor.	Division 5 Councillor added.	Offers a wider electoral representation.
Membership	Remove Rocky View Schools Administration as member.	Removed.	No administration identified as members.
Membership	Add Member at Large.	Member at Large appointed by Division 4 Councillor.	Offers a diverse representation.
Membership	Add representative from the volunteer Langdon Fire Department.	Member added.	Strong volunteer stewards within Langdon.
Agendas and Meetings; Clause 12	Remove Clause 12.	Clause removed.	Allows opportunity for Advisory Group members to dialogue with community.
Agendas and Meetings; Clause 13	Add completion date time line.	Added "Estimated completion of project is first quarter of 2022."	Clearly defines a completion time line.

Section	Proposed Change	Action Taken	Outcome
PROPOSED CHANGES NOT INCLUDED			
Additional Check In Points and Further Engagement	Add additional wording to include further engagement through the process and broader consultation after business plan developed.	Not included in original scope of work.	Administration will be required to assess staff resource availability and potential budget adjustment to complete additional community engagement.
Membership	Add FCSS.	Not included.	County FCSS Coordinator will do outreach with community and compile findings for Advisory Group.

SCOPE OF WORK:

The Langdon Recreation Centre is currently within the concept phase, where preliminary models will be examined to assess viability through a development process that will expand the recommendations of the RPMP.

The Project Team, consisting of HarGroup Management Consultants and Rocky View County Administration, is assessing the development of the Langdon Recreation Centre using the facility development process. This planning tool derived from the RPMP is used to support purposeful design, coordination, and stewardship, using incremental phased practices that take projects from ideas to eventual development and opening.

The process also includes reviewing existing studies and development on the site, performing a market segment and user-based analysis, as well as completing a feasibility analysis for construction costs, projected expenses and revenues of the facility. Results from the studies will identify appropriate scale and spaces of the recreation centre with consideration for local needs, capital and operational costs of the facilities including projected revenue and expenses, and possible impact of new or expanded facilities in the surrounding areas.

The formation of this Stakeholder Advisory Group is critical within this process to provide input into these facility development projects. The Stakeholder Advisory Group will provide a source of input to be considered as part of the facility development assessment process by the Project Team. Other sources of information will include market analysis, capital and operational costs, and projected revenue and expenses.

In addition to the Stakeholder Advisory Group, the County's Family and Community Support Services Coordinator will conduct outreach with the community and our support services partners and compile the findings for the Advisory group.

MANDATE:

The Advisory Group will ensure the community has a voice throughout the process, will provide local knowledge of community desires, and will collaborate with other members of the community to ensure all voices of County residents are heard.

BUDGET IMPLICATIONS:

No budget implications within current scope of work.

If additional public information or engagement sessions are requested by Council, then Administration would need to return to Council with a report identifying resource capacity time lines, defined objectives, scope of work, and a potential budget adjustment.

OPTIONS:

- Option #1: THAT the Langdon Stakeholder Advisory Group Terms of Reference be approved in accordance with Attachment 'A'.
- Option #2: THAT alternative direction be provided.

Respectfully submitted,

Concurrence,

"Brock Beach"

"Kent Robinson"

Acting Executive Director
Community Development Services

Acting Chief Administrative Officer

SF/rp

ATTACHMENTS:

ATTACHMENT 'A': Langdon Stakeholder Advisory Group Terms of Reference