



RECREATION, PARKS AND COMMUNITY SUPPORT

TO: Council

DATE: July 13, 2021 **DIVISION:** 2

FILE: N/A **APPLICATION:** N/A

SUBJECT: Terms of Reference for South Springbank Facility 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 has chosen to separate the TORs and is presenting individual reports for both the South Springbank Facility and the Langdon Recreation Centre amended TOR.

The 2020 Recreation Needs Assessment study identified the need for additional programmable space as a short-term priority in the SW area of the County. The approved 2021 Recreation and Parks Master Plan (RPMP) includes a list of short to mid-term capital priorities for recreation facilities in Rocky View County, one of which is a facility in south Springbank. With the decommissioning of the community hall in 2015, new program and meeting spaces are needed within the community and surrounding areas to compensate for the loss of space.

As a result, County Administration will be embarking on a business plan for this facility. As part of the process, a Stakeholder Advisory Group (Advisory Group) consisting of Springbank residents will be created to provide advice on matters relating to the planning and building of a South Springbank Facility.

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 South Springbank Facility 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 consultations with residents.

Administration Resources

Amber Smith, Recreation, Parks and Community Support



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

Prior to the publication of the Recreation Needs Assessment and the 2021 RPMP, the Springbank Community Association commissioned a Market and Economic Feasibility Study for a future "Community, Recreation and Events Centre" in south Springbank, and unfortunately, the document was never completed. However, the work that was done to date will be assessed against the strategic management framework process that is the key planning tool recommended within the RPMP to support purposeful design, coordination, and stewardship in the development of facilities.

In discussion with Council at their June 22, 2021 meeting, numerous amendments were proposed to the terms of reference for both Springbank and Langdon. As well, Council submitted written amendments to be considered. Table 1 identifies the proposed changes for the South Springbank Facility Stakeholder Advisory Terms of Reference.

Table 1: Proposed changes to the Terms of Reference

Section	Proposed Change	Action Taken	Outcome
Full Document	Replace the words "Springbank Community Centre" with "Springbank Facility".	Springbank Community Centre replaced with South Springbank Facility.	To create language that does not have a pre-conceived outcome as a typical community centre.
Scope of Work; Clause #5	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.	Inserted changes to provide more clarity on advisory group's role within the project, content specific project.	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 4 times in a five 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 3 Councillor.	Division 3 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 2 Councillor.	Offers a diverse representation.



Section	Proposed Change	Action Taken	Outcome
Membership	Add Member at Large.	Member at Large appointed by Division 3 Councillor.	Offers a diverse representation.
Membership	Remove reference to Cochrane FCSS.	Removed as member.	County FCSS Coordinator will do outreach with community and compile findings for Advisory Group.
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.
PROPOSED CHANGES NOT INCLUDED			
Membership	Add member from Springbank Fire Hall.	Springbank Fire Hall members are paid staff.	Springbank Fire Hall members are not volunteer based as is with Langdon Fire Hall members.
Additional Check In Points and Further Engagement	Add additional wording to include further engagement through the process and broader consultation after business plans developed.	Not included in original scope of work.	Admin will be required to assess staff resource availability and potential budget adjustment to complete additional community engagement.

SCOPE OF WORK:

The Springbank Stakeholder Advisory group will be established to provide input to the Project Team, consisting of Rocky View County Administration and HarGroup Consultants, on matters relating to the planning and building of the South Springbank Facility. The project is currently within the initiation phase, which is slightly different then the concept phase identified for the Langdon Recreation Centre. The initiation phase starts with a clean slate and no perceived uses or spaces. Work previously completed, such as the feasibility study conducted by the Springbank Association, will be assessed, while also giving considerations for current proposed projects such as the Springbank Heritage Club's expansion.

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 revenues and expenses. Also, risks and opportunities for future partnerships within the region will also be explored to ensure possible impacts of new or expanded existing facilities are identified.

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 South Springbank Facility 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

AS/rp

ATTACHMENTS:

ATTACHMENT 'A': South Springbank Facility Stakeholder Advisory Group Terms of Reference