Minute No. 28
Report – Standing Policy Committee on Protection, Community Services and Parks – November 7, 2016

Item No. 2 Recreation Facility Master Planning Model: Proposed Scope and Schedule

COUNCIL DECISION:

Council concurred in the recommendation of the Standing Policy Committee on Protection, Community Services and Parks and adopted the following:

1. That the process outlined in the report that describes the proposed scope of work and schedule for the Recreation Facility Master Planning Model be approved, with the following amendments:

   A. That the second paragraph in the "Reason for the Report" be deleted and replaced with the actual decision of the Standing Policy Committee, namely:

      "On April 11, 2015, the Standing Policy Committee on Protection, Community Services and Parks established a steering committee made up of its members and Chairperson acting as the Chair, that will act as the reporting agency to oversee the Recreational Facilities Master Plan."

   B. That the Estimated Schedule be amended to include that the sub-committee meet quarterly for updates and feedback.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Protection, Community Services and Parks – November 7, 2016

DECISION MAKING HISTORY:

Moved by Councillor Pagtakhan,

That the recommendation of the Standing Policy Committee on Protection, Community Services and Parks be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On November 9, 2016, the Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection, Community Services and Parks and submitted the matter to Council.

STANDING COMMITTEE RECOMMENDATION:

On November 7, 2016, the Standing Policy Committee on Protection, Community Services and Parks concurred in the recommendation of the Winnipeg Public Service, with the following amendments:

- Recommendation 1 add "with the following amendments:

    A. That the second paragraph in the "Reason for the Report" be deleted and replaced with the actual decision of the Standing Policy Committee, namely:

    "On April 11, 2015, the Standing Policy Committee on Protection, Community Services and Parks established a steering committee made up of its members and Chairperson acting as the Chair, that will act as the reporting agency to oversee the Recreational Facilities Master Plan."

    B. That the Estimated Schedule be amended to include that the sub-committee meet quarterly for updates and feedback.",

and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Recreation Facility Master Planning Model: Proposed Scope and Schedule

Critical Path: Standing Policy Committee on Protection, Community Services and Parks – Executive Policy Committee – Council

AUTHORIZATION

Author	Department Head	CFO	CAO
K. McKim	C. Wightman	P. Olafson A/CFO	D. McNeil

EXECUTIVE SUMMARY

With steadily increasing population growth in Winnipeg, there is a consistent need to provide recreation services and facilities in newly developed areas of the city. At the same time as new communities are established, investment must take place in older, existing recreation infrastructure that is reaching the end of its useful life cycle to ensure adequate service provision for all citizens. Recreation infrastructure must also be updated to support changes in demographics (age, cultural), accessibility requirements, and newer recreation use trends. The Recreation Facility Master Planning Model (the Plan) will provide an overall framework and asset planning logic model that will guide Council on investing in future redevelopment and rehabilitation of existing infrastructure, as well as with future development of new infrastructure required to service new developments.

The Plan will utilize extensive processes of stakeholder and public engagement to define customer levels of service for recreation facility types and provide analytical tools for prioritizing cost efficient, community needs-based capital asset investment decisions that meet the City of Winnipeg's long-term asset management objectives.

RECOMMENDATIONS

1. That Council approve the process outlined in this report that describes the proposed scope of work and schedule for the Recreation Facility Master Planning Model.

2. That the proper officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

The Recreation Facility Master Planning Model is a City-wide planning initiative impacting all Wards, and as such the Public Service is seeking Council approval of the proposed scope of work and schedule.

On April 11, 2016, The Standing Policy Committee on Protection, Community Services and Parks (PCSP) established a steering committee made up of its members, with the PCSP Chairperson acting as the Chair, that will act as the reporting agency to oversee the development of the Recreation Facility Master Planning Model (The Plan).

IMPLICATIONS OF THE RECOMMENDATIONS

There are no financial or human resource implications associated with the recommendations.

Funding for development of the Plan in the amount of $300,000 has been approved through the Council Adopted - 2016 Recreation Facility Replacement- New Infrastructure Capital Program.

Upon approval by Council, a Request for Proposal for consultation services will be prepared.

HISTORY/DISCUSSION

Citizens of Winnipeg cherish the availability of municipal recreation facilities and programs throughout the city. However, most of our recreation facility inventory pre-dates municipal amalgamation in the early 1970's, and many facilities and their building systems are at, or near, the end of their useful life cycle. In addition to this, existing facilities are not geographically distributed in an equitable fashion across the city, leading to a wide variety of service levels by area. Winnipeg has also seen considerable growth in new areas creating demand for new recreation facilities and services.

The Plan will utilize extensive processes of stakeholder and public engagement to define Customer Levels of Service for recreation facility types and provide analytical tools for prioritizing cost efficient, community needs-based capital asset investment decisions.

It is proposed that the Plan will have the following objectives, deliverables and schedule:

Objectives and Use of the Plan

a. Engage the public, partners and stakeholders as a means to define customer levels of service for recreation facilities and programs, identify service gaps and to minimize overlap and duplication amongst service providers;

b. Confirm the role the City should play in the provision of recreation facilities, programs and facility-based services, including the City's definition of core recreation services and better define its relationship with private and non-profit recreation service providers.

c. Provide an analytical tool / evaluation framework / logic model for prioritizing cost efficient, community needs-based capital asset investment decisions that meet the City of Winnipeg's long-term asset management objectives.

Project Components and Deliverables

a. A comprehensive public and stakeholder engagement process that serves to define fiscally responsible and realistic Customer Levels of Services for the provision of recreation facilities and services.

b. A facility needs assessment based on long-term needs, current service gaps and recommended strategies to meet growing need for investment in new and existing infrastructure within the limited short and long-term financial capabilities of the city.

c. Development of community-specific profiles with respect to social, economic and demographic trends and characteristics that will outline the impact these factors have on the provision of recreation facilities and services now and over the long-term.

d. A comparative analysis of best practices and industry standards related to recreation facility Customer Levels of Service (including facility benchmarks and standards), public investment strategies and suitable outcome assessment models for publicly owned recreation assets.

e. An analysis of trends in recreation participation and facility use likely to have an impact on recreation facility demand in the City of Winnipeg.

f. A review of the City's current inventory of recreation facilities in terms of: facility condition; estimated maintenance and capital investment requirements; capacity; geographic distribution and utilization to determine areas of service gaps and over-servicing. A facility demand analysis will also consider the supply of recreation facilities operated in the private and non-profit sector. (Note: data for this deliverable will be provided by the City of Winnipeg)

g. The development of an evaluation framework, principles and a logic model for prioritization of existing and new recreation facility investment and service provision.

Note: As The Plan will not be an 'end state' infrastructure plan, it will not propose specific projects or facility rationalizations, and will instead act as a framework for guiding Council decisions and Policy related to recreation facility investment.

h. A comprehensive guideline document that incorporates all of the above components and which outlines a planning framework for prioritizing cost-efficient, community needs based capital asset investment decisions that meet the City of Winnipeg's long-term asset management objectives.

Estimated Schedule:

Activity/Deliverable	**Timeline**
Council concurrence with The Plan Scope and Schedule	November 16, 2016
RFP Issued	December 2016
RFP Close	January 2017
Award of Contract	February 2017
Start Up Meeting	March 2017
Data Collection/Analysis: • Community profile • Inventory, utilization & demand • Comparative analysis/ best practices • Trends & Issues • Demographics & population	March 2017 to November 2017
Staff Workshops	April 2017
Stakeholder Workshops	April-June 2017
Councillor Interviews	May 2017
Broader Community Engagement (Open houses, household surveys, intercept surveys, etc.)	September-November 2017
Stakeholder Workshops #2	October- November 2017
Draft Master Plan	February 2018
Final Master Plan and policy to Council	April 2018

FINANCIAL IMPACT

Financial Impact Statement

Date: October 19, 2016

Project Name:

Recreation Facility Master Plan: Proposed Scope and Schedule

First Year of Program **2016**

	2016	2017	2018	2019	2020
Capital					
Capital Expenditures Required	$ 300,000	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	300,000	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs		$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts		-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Funding for development of the Plan in the amount of $300,000 has been approved through the Council Adopted - 2016 Recreation Facility Replacement- New Infrastructure Capital Program

There are no financial implications associated with the recommendations of this report.

"original signed by"

Kelly Lemoine, CPA, CA
Manager, Finance and Administration
Community Services Department

CONSULTATION

In preparing this Report there was consultation with:
Planning, Property & Development Department

OUR WINNIPEG POLICY ALIGNMENT

01-5 Recreation

Direction 1: Promote and enable opportunities for all age groups to be active as part of their daily lives.

Direction 2: Work with community partners to provide services that are responsive to the community's recreation and leisure needs.

Direction 3: Directly provide, or facilitate through partnerships equitable access to a base level of recreation, culture and leisure services for all Winnipeggers (ie "Learn to", Intro, etc.)

Direction 4: With community partners, participate as a leader in planning and delivering recreation and leisure services in Winnipeg.

Direction 5: Provide or facilitate community development and recreation opportunities for vulnerable youth.

Direction 6: Plan for sustainable and connected recreation and leisure infrastructure

SUBMITTED BY

Department: Community Services
Division: Asset Management Office
Prepared by: Ken McKim, Manager
Date: October 19, 2016