

June 16, 2016

**Attention: Shawn Patience,  
Chief Administrative Office, Village of Wabamun**

Village of Wabamun  
5217 52 St,  
Wabamun, AB T0E 2K0

Dear Mr. Patience,

**Reference: Fee Letter Wabamun Arena Needs Assessment**

Thank you for the opportunity to respond to your request regarding the subject above.

We understand that Village of Wabamun is considering undertaking a needs assessment for the Wabamun Arena. To assist the Village with determining the future of the arena and inter-municipal deliberations, we understand that the Village requires a study that will provide evidence based answers to the following questions:

- Who uses the arena currently?
- Is there a need for the arena locally and regionally?
- Who might use the arena in the future?
- Building on the earlier facility condition assessment completed by Stantec, what are the current conditions of the facility including the ice plant and associated systems?
- Has the facility reached the end of its useful and functional life? If not, what are the potential repair costs and timelines?
- If so, what are the order of magnitude replacement costs?

We understand that the study will be used by the Village's council and Parkland County's council to determine how the region ought to move forward with the Wabamun Arena facility and provision of ice based recreation opportunities. As you are aware, our team is currently completing the Parkland County Parks, Recreation and Culture Master Plan and the Tri-Municipal Indoor Recreation Facilities Strategy. Insights from these plans will provide helpful insights and some cost savings for this study.

Based on the understandings above, it is our pleasure to provide a brief proposal to undertake this work.

The details below outline our proposed methodology, fees and introduces the project team.

If you have any questions or concerns, please do not hesitate to contact me.

Regards,



Justin Ellis, MES, BRMH  
Project Manager  
Phone: 250.389.2541  
Fax: 250.382.0514  
Justin.Ellis@stantec.com

## **METHODOLOGY**

We will undertake this project in accordance with the following tasks:

### **PHASE 1: START UP & NEEDS ASSESSMENT**

#### **1. Start Up Meeting**

- Host a tele-conference based start-up meeting to review the goals of the project and communications.

#### **2. Data Assembly**

- Assemble utilization data, revenues and operational cost data, capital cost data, population data and population projections for Wabamun and the arena's catchment.

#### **3. Data Analysis & Summary**

- Analyse, prepare summaries and identify implications of facility utilization, revenues and operational costs, cost recovery, capital costs and population projections for the arena catchment. The client will provide population projection estimates for the catchment.

#### **4. Benchmark Analysis**

- Undertake a brief benchmark analysis using available data to determine level of service in similar jurisdictions.

#### **5. Stakeholder Engagement**

- Prepare and administer a brief online survey to determine stakeholders satisfaction, anticipated needs and recommendations for the future of the facility. Review survey results from Parkland County Parks, Recreation and Culture Master Plan and Tri-Municipal Indoor Recreation Facility Strategy.
- Prepare and deliver a 3 hr interactive Arena Conversation / open house to engage the community and facility users on the need for and future of the arena.

### **PHASE 2: CONDITIONS ASSESSMENT**

#### **1. Site Review & Interview**

- Stantec asset management and architectural staff will undertake a site review. As part of the review, Stantec staff will interview operational staff from the arena. Site review will be used to update the original conditions assessment report.

#### **2. Ice Plant Assessment**

- A condition assessment of the refrigeration plant and associated systems will be completed and findings documented.

#### **3. Update Conditions Assessment Report**

- The 2014 conditions assessment report will be updated based on the most recent findings as well as the findings from the refrigeration plan assessment.

#### **4. Client Meeting**

- A 1.5 hr web based meeting will be held to present the findings to date.

### **PHASE 3: FUTURE OPTIONS**

#### **1. Site Future Concepts**

- Review site constraints and opportunities that will impact short and long term development of Wabamun Arena.
- Develop high level planning concept(s) that respond to community and stakeholder needs, recreation trends and priorities.
- Recommend preferred concept and associated phasing/priorities.

#### **2. Community Engagement**

- Prepare and deliver a 3 hr interactive Arena Conversation / open house to engage the community and facility users on the need for and future of the arena.

### **PHASE 4: FUNDING STRATEGY**

#### **1. Order of Magnitude Costs**

- Based on the identified options, Level V (Order of Magnitude) cost for a new or renovated arena will be prepared (if need is determined).

#### **2. Funding Sources**

- Using the inventory: "48 Potential Funding Sources for a Canadian Public or Non-Profit Facility", identify which sources could be applicable to the Wabamun arena. Identify and evaluate the possible contributions from potential community partners including Paul Band First Nation, and nearby Villages. Identify specific potential arena grants, amounts (and timing) that the Village could acquire from:
  - The provincial government, including Alberta Lottery Funds
  - Federal government
  - Other sources (e.g. corporate sponsors)

#### **3. Funding Implications**

- Based on assumptions concerning grants secured, and County-Village cost-sharing agreement, estimate the impact on property taxes in the County and Village of funding the arena solution

### **PHASE 5: FINAL REPORT**

#### **1. Final Draft Report**

- a.** Assemble all analysis and findings to date into a final draft report. Provide to the Village for review.

#### **2. Final Report & Presentation**

- a.** Refine the draft report based on staff feedback. Provide final report. Prepare and deliver presentation to Village Council.

## FEE ESTIMATE

Costs are estimated as follows:

PHASE	COST	NOTES
<b>Phase 1:</b> Needs Assessment	\$10,546.00	Assumes stakeholder online survey and planning, facilitation and summary of 3 hr community open house / arena conversation.
<b>Phase 2:</b> Conditions Assessment	\$5,634.00 + \$2,000 for refrigeration specialist	
<b>Phase 3:</b> Future Options & Community Engagement	\$11,890.00	Scope will occur should need for facility be confirmed and facility be found to be beyond useful life.
<b>Phase 4:</b> Funding Strategies & Final Report	\$4,632.00	Funding strategies will be prepared for the various options. If the needs assessment determines that an arena is not needed, then costs associated with funding strategies would not be incurred.
<b>Phase 5:</b> Final Report	\$5,931.00	Report will be provided in word format.
<b>Project Management</b>	\$1,812.00	
<b>TOTAL LABOUR</b>	<b>\$40,445.00</b>	
Expenses & Flate Rate Disbursements	\$8,312.10	
<b>TOTAL FEE (exc. GST)</b>	<b>\$48,757.10</b>	

### Fee Assumptions

- Review and comments from the Client staff will be aggregated and provided to Stantec in one consolidated document.
- One in-person meeting will be held to present the final report.
- Open house will be 3 hrs in length and will be facilitated by 2 of Stantec's Edmonton based engagement team. A mutually agreeable date and time will be selected.
- Costs for facility rental, hosting and refreshments and advertisement / promotion will be covered by the Village.

- Existing data will be provided to Stantec in excel and GIS format by the Village at no cost to Stantec.
- Additional meetings will be billed at Stantec's regular hourly rates.

## PROJECT TEAM

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### Justin Ellis,

**ROLE:** Project Manager & Recreation Planner

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#### Biography



Justin is a parks and recreation planner with 11 years of experience leading multi-scale interdisciplinary project teams. His experience transcends all scales of planning and includes provincial scale conservation systems and tourism destination planning to regional access management planning and city wide parks, trails and recreation master planning. Justin understands the critical connection between planning scales – from provincial policy, to official community plans to detailed design. Justin is an industry leader in spatially explicit recreation resource inventorying, parks level of service assessment, planning, management and development and an innovator in the use of crowd-source technology in public participation and GIS based comprehensive level of service assessments. With a commitment to co-creation, Justin effectively engages the community toward developing shared solutions that are visionary and effective, yet pragmatic. His plans help clients meet the pressures of today while strategically positioning them for the challenges of tomorrow.

#### Relevant Project Experience

- **Parkland County Parks, Recreation and Culture Master Plan** - Project Manager, 2015-2016
- **Tri-Municipal Indoor Recreation Facilities Strategy** - Project Manager, 2015 - 2016
- **Spruce Grove Outdoor Sport Facility Master Plan** - Project Manager, 2014-2015
- **Sturgeon Regional Recreation Facility Master Plan** - Project Manager, March 2015- 2016

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## John McLaughlin,

**ROLE:** Financial Analyst

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### Biography

With 40 years of management experience in both the public and private sectors, John's broad knowledge is invaluable to clients who want to see the big picture before making project specific decisions. John's planning and analytical skills have been successfully applied to strategic planning, systems development, facility planning, financial and feasibility analysis, property valuation, office relocations, and lease and owned property disposal. He has worked in the manufacturing, telecommunications, utilities, municipal government, and management consulting sectors. John has served on boards for privately held companies where he was a shareholder, as a trustee with the TELUS Pension Board, and as co-founder of The Tomorrow Foundation for Environmental Sustainability.

### Relevant Project Experience

- Opportunity Paper, Generations Project, Medicine Hat, Alberta (Consultant)
- Slave Lake Recreation Master Plan, Slave Lake, Alberta (Peer Reviewer)
- Aquatic Facility at Michener Centre, City of Red Deer, Red Deer, Alberta (Consultant)
- Fitness Training Centre\*, Sundre, Alberta (Consultant)
- Opportunity Assessment, First Nations\*, Alberta (Sub-Consultant)
- Physical Activity & Wellness Centre, University of Alberta\*, Edmonton, Alberta (Consultant)
- Telford Lake, Leduc, Alberta (Consultant)
- Economic Impact Assessment of Northlands Expansion, Edmonton, Alberta (Consultant)
- Centre for Health and Wellness, Edmonton, Alberta (Project Manager)
- University of Alberta Physical Activity Complex Business Case, Edmonton, Alberta (Project Manager)
- New Community Recreation Centres, Edmonton, Alberta (Consultant)
- Sport & Wellness Centre at Keyano College, Fort McMurray, Alberta (Consultant)
- Saville Sports Centre, Edmonton, Alberta (Consultant)
- New Waterpark, Winnipeg, Manitoba (Consultant)

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## Jeff Penner,

**ROLE:** Sports + Recreation Architect

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### Biography

Jeff Penner leads Stantec's Sport Sector for Canada and brings years of experience and specialization in sport facility design and planning. There are few sports architects that can claim experience and contributions to all regions of Canada, but Jeff has been able to lead or support sport and wellness projects of all types and sizes. Jeff brings a specialization background in ice arenas, aquatic facilities, indoor turf and multi-use venues. Jeff has built the Stantec Sports Studio through his experience, his continued involvement with Athletic Business (ABC), the Stadium Managers Association and his pursuit and enjoyment of working with sport and wellness clients and user groups. Jeff brings years of healthcare design background that assist in his understanding of health and wellness issues, ergonomics, accessibility and other challenges facing healthcare design today.

Jeff has volunteered with multiple amateur sports and currently coaches amateur soccer and hockey in Manitoba. Jeff studied at the University of Manitoba and spent a year in the rural communities of Paraguay involved in Community Development. Community and the idea of building better communities through sport and wellness is what fuels his passion

### Relevant Project Experience

- Medicine Hat College Sport & Wellness Facility Business Case, Medicine Hat, Alberta (Sports Facility Specialist)
  - Cochrane Aquatic Centre, Cochrane, Alberta (Project Architect/ Recreation Specialist)
  - Seven Oaks Twin Pad Arena Complex, Winnipeg, Manitoba (Principal in Charge)
  - Red Lake Event Centre Arena Feasibility Study, Red Lake, Ontario Business Case + Concept Design
  - Portage Credit Union Centre, Portage la Prairie, Manitoba (Project Architect)
  - Coal Harbour Arena + Sackville Stadium Assessment and Renovation, Halifax, Nova Scotia (Principal in Charge) -Schematic Design to Contract Administration
  - Winkler Recreation Centre Expansion, Winkler, Manitoba (Principal in Charge) , City of Winkler Concept Design + costing / Business Case
  - St. Andrews Recreation Masterplan, RM of St. Andrews, Manitoba (Principal in Charge) - Business Case + Feasibility Study
  - Hanover Recreation Masterplan, RM of Hanover, RM of Hanover, Manitoba (Principal in Charge) - Business Case + Feasibility Study
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- Kenora Event Centre, Kenora, Ontario (Principal in Charge) City of Kenora
  - Feasibility and Concept Design + Business Case
  - Steinbach Event Centre Arena, Steinbach, Manitoba (Principal in Charge) Business Case + Concept Design
  - Jonathan Toews [Dakota] Community Centre Fieldhouse, Winnipeg, Manitoba (Principal in Charge) -Concept Design, Schematic Design
  - Varsity View Recreation Centre Redevelopment, Winnipeg, Manitoba (Principal in Charge) -Business Case, Feasibility and Concept Design
  - East St. Paul Recreation Centre Redevelopment, East St. Paul, Manitoba (Principal in Charge) -Business Case + Concept Design
  - Gimli Wellness Centre, Gimli, Manitoba (Principal in Charge) Business Case + Concept Design
  - Kirkfield Westwood Community Centre Redevelopment, Winnipeg, Manitoba (Principal in Charge) Feasibility + Business Case
  - Selkirk Sports Park, Selkirk, Manitoba (Principal in Charge) Concept Design / Feasibility + Vision Plan
  - Iqaluit Aquatic Centre (Project Year: In Process), Iqaluit, Nunavut (Recreation Specialist)
  - La Broquerie Arena Expansion, La Broquerie, Manitoba (Project Architect / PIC)
  - Winkler Multi-use Centre Feasibility Study, Winkler, Manitoba (Project Architect)
  - Cold Lake Event Center, Cold Lake, Alberta (Recreation Consultant)
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## David Farkas

ROLE: Facility Condition Assessment Lead



### Biography

David Farkas is a senior mechanical engineering technologist with over 30 years of experience in commercial and institutional facilities operations, and mechanical engineering design. David manages both large and small assessment projects and is involved in site assessment and preparing technical reports for Stantec's clients. As a member of the quality review team for assessment based projects, David is involved in the completion of technical reviews of reports as well. He is the team leader for the facility group in the Calgary Stantec office.

### Relevant Project Experience

- City of Edmonton Building Condition Assessments, Edmonton, Alberta (Project Manager, Senior Technical Reviewer)
  - Calgary Outdoor Swimming Pool Association (COSPA) Building Condition Assessment, Calgary, Alberta (Project Manager, Technical Reviewer, Swimming Pools Systems Assessor and Report Writer)
  - Alberta Infrastructure Facility Assessment\*, Various, Alberta (Site Assessor, Report Writer)
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- Facility Evaluation of Post-Secondary Institutions, Enterprise Square, Edmonton, Alberta (Site Assessor, Report Writer)
  - Capital Renewal Plan Various Community Associations, Calgary, Alberta (Site Assessor, Report Writer)
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