

Public Participation Plan

Parks, Recreation, Open Space, and Trails Plan
Confederated Tribes of the Colville Reservation

Prepared For:
CCT Planning
Confederated Tribes of the Colville Reservation

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SCJ ALLIANCE
CONSULTING SERVICES

Public Participation Plan

Project Information

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Prepared for: Colville Confederated Tribes

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Table of Contents

Public Participation Plan	2
Introduction.....	2
Purpose	2
Goals & Objectives	3
Key Participants	3
CCT Planning Staff	3
Consultant Team	3
Tribal Council.....	3
Community Members and Partner Organizations	4
Community Groups to Intentionally Engage	4
Participation Plan	5
Overview	6
Activities & Strategies	7
Needs Assessment Survey	7
Dedicated Web Page Content	7
Informational Materials	9
Community Events Tabling.....	9
Tribal Council Check Ins	10
Public Participation Report.....	11
Implementation	11

Introduction

The Colville Confederated Tribes (CCT) is updating its 2018 Parks & Recreation Plan to become a robust Parks, Recreation, Open Space, and Trails (PROST) Plan. The PROST Plan is a long-range policy document that guides decisions related to parks, recreation facilities, programming, activities, access, open space, and trails across the Colville Reservation. Public engagement is a central component of this effort and will inform plan development throughout the process, ensuring meaningful, ongoing involvement in decision-making. Outreach efforts are intended to encourage broad participation and reflect the values, priorities, and needs of the community.

This document outlines the public participation opportunities for the Colville Reservation PROST Plan, including engagement methods, anticipated timelines, and implementation strategies. It is intended to serve as a working document and may be refined over time to respond to community input, Tribal priorities, and evolving needs.



Purpose

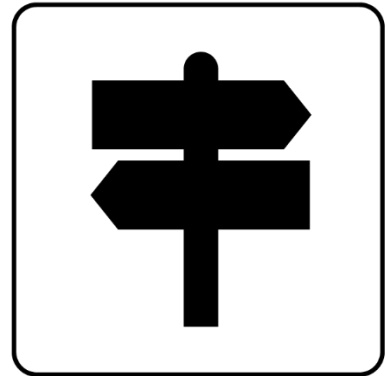
This document intends to provide the public participation plan for the updates of the Parks, Recreation, Open Space, and Trails Plan. This community outreach plan is unique to the CCT based on identified areas of collaboration. This outreach plan provides a timeline for outreach efforts, key milestones, dates, and lead staff.

Through public participation, the project team intends to understand how conditions and community priorities have changed since 2018. This Public Participation Plan (PPP) lays out the various engagement opportunities and strategies the project team intends to take as part of this update process. The following tasks reflect upon the lessons learned from previous participation efforts and are fluid to adapt to changing environments to learn while doing. The outcomes from these opportunities will inform the plan updates, guiding priorities and direction of the final plans.

Goals & Objectives

The objectives of this Public Participation Plan are to:

- **Inform** Tribal members, community residents, and stakeholders about the PROST Plan, its purpose, process, and anticipated outcomes, using a variety of outreach methods to share participation opportunities.
- **Exchange information** through collaborative engagement activities that foster dialogue, share knowledge, and elevate community perspectives. This exchange supports shared ownership of the planning process and strengthens the quality and relevance of the final plan.
- **Be inclusive** of diverse perspectives by engaging communities in multiple ways to reach a broad audience and better understand recreation needs, priorities, and cultural values.
- **Ensure transparency** by openly reflecting community input and clearly communicating how feedback informs the development and implementation of the PROST Plan.



Key Participants

The PROST Plan update will be a collaborative effort involving Tribal leadership, Tribal staff, the consultant team, community members, and partner organizations. This section outlines the roles and responsibilities of those guiding the plan's development, as well as the broader community whose knowledge, experiences, and priorities will shape the plan's recommendations.

CCT Planning Staff

CCT Planning staff are responsible for guiding and completing the PROST Plan update in alignment with Tribal priorities, policies, and governance processes. This includes supporting meaningful community engagement, coordinating across Tribal departments and programs, and ensuring the planning process reflects Tribal values and long-term goals. Tribal staff will manage the overall process, coordinate with the consultant team, and help integrate community input into the plan.

Consultant Team

SCJ Alliance will work in partnership with Tribal leadership and staff to support development of the PROST Plan. The consultant team will provide technical planning expertise; prepare plan materials; facilitate engagement activities; and assist with coordination among Tribal programs, partner agencies, and stakeholders. SCJ Alliance will also support project communications and outreach materials, helping to document and incorporate community input throughout the planning process.

Tribal Council

The Colville Tribal Council will provide guidance and oversight during plan development, review draft materials, and consider the PROST Plan for adoption in accordance with Tribal procedures. Council involvement helps ensure the plan reflects Tribal priorities and supports implementation over time.

Community Members and Partner Organizations

Tribal members, Reservation residents, community groups, and partner organizations play a vital role in shaping the PROST Plan. While these groups are not responsible for formal adoption, their participation and perspectives help ensure the plan reflects community needs, cultural values, and on-the-ground experiences related to parks, recreation, open space, and trails. Coordination with external partners and neighboring jurisdictions may occur as appropriate to support shared goals, access, and continuity across the Reservation.

Community Groups to Intentionally Engage

We are committed to engaging a broad and diverse range of community members to ensure the PROST Plan reflects Tribal values, priorities, and community needs related to parks, recreation, open space, and trails. Intentional outreach will focus on gathering input from Tribal members and Reservation residents with varied experiences, recognizing that some groups may face barriers to participation. Engagement strategies will be coordinated with CCT Planning to maximize participation and ensure culturally appropriate and accessible opportunities for involvement.

Tribal Members and Reservation Residents

Tribal members and residents living throughout the Colville Reservation, including elders, youth, families with children, adults of all ages, individuals with disabilities, and community members with diverse cultural and socioeconomic backgrounds. This includes residents living in rural or remote areas of the Reservation and those who regularly use parks, recreation facilities, open spaces, and trails for cultural, subsistence, or recreational purposes.

Youth, Elders, and Families

Youth, young adults, elders, and families are critical voices in shaping recreation opportunities and access across the Reservation. Engagement will seek input from these groups to better understand recreational preferences, programming needs, accessibility considerations, and opportunities to support intergenerational use of parks and open spaces.

Community Leaders, Program Staff, and Advocates

Representatives from Tribal programs, community organizations, cultural groups, and service providers who support community health, youth programming, cultural preservation, and outdoor recreation. These individuals and groups offer valuable insight into community needs, participation barriers, and opportunities to strengthen parks and recreation services.

Tribal Departments and Partner Organizations

Tribal departments and programs with connections to land stewardship, cultural resources, natural resources, recreation, health, and education, as well as partner organizations that collaborate with the Tribes on parks, trails, open space, and recreation initiatives. Coordination with these partners helps ensure the PROST Plan aligns with ongoing efforts and supports shared goals.

Key Stakeholders and System Users

Community members, staff, and organizations with a direct interest in parks, recreation facilities, open spaces, and trails, including frequent system users, event organizers, volunteers, and individuals involved in facility operations or programming. These stakeholders can help identify strengths, gaps, and priorities for future investment and improvements.

Participation Plan

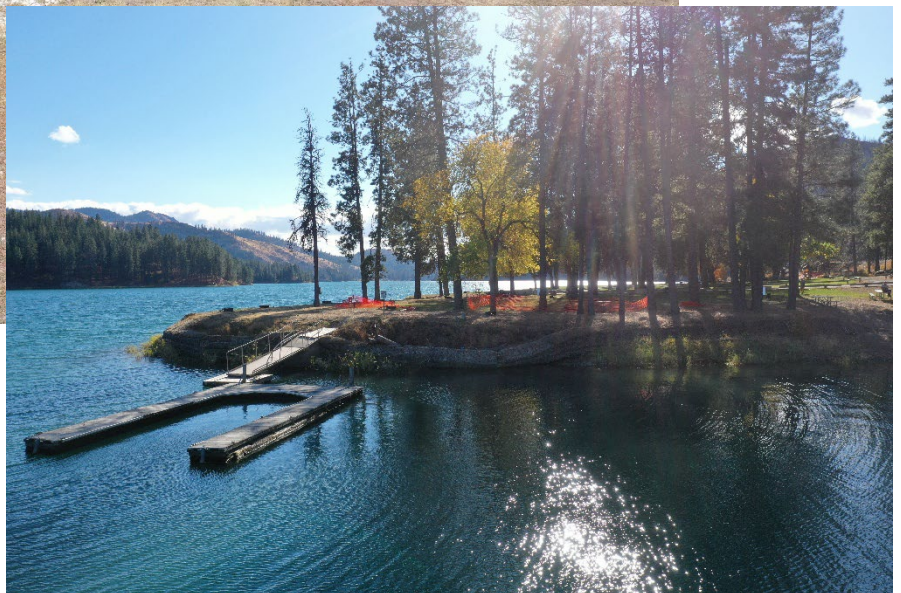
The PPP prioritizes engagement approaches that are accessible, appropriate, and effective. SCJ will coordinate strategies with CCT Planning to reflect community preferences and maximize participation, meeting people where they already gather through a mix of in-person and remote opportunities.

Engagement strategies may include:

- Community needs and preferences survey
- Booths at Tribal or community events
- On-site workshops or small-group discussions
- Outreach materials such as flyers and announcements

SCJ will develop all engagement materials such as surveys, outreach messaging, and supporting graphics. CCT Planning will serve as the primary point of contact for sharing information, advertising participation opportunities, and facilitating in-person activities. Staff will attend events as schedule and budget allows.

Activities will take place online, in person, or in hybrid formats and will be adapted based on participation levels and community needs. This approach balances staff capacity, project schedule, and available funding while supporting meaningful community input to inform the PROST Plan.



Overview

This plan details several in-person and online engagement opportunities. The list below overviews participant types, events, and potential activities.

	Participation Approach	Timeframe	Activities
ONLINE OPPORTUNITIES	Needs Assessment Survey	Spring-Summer 2026	Survey to identify current conditions, park and recreation use, needs, and priorities across the Colville Reservation.
	Dedicated Webpage Content	May 2026 – Project end	Content includes a dedicated sub-heading and section on the Planning Program webpage for both plan updates, paragraphs for each project, and content links.
	Digital Outreach	May 2026 – Project end	- Email lists to Tribal members, employees, and departments. - Create an opportunity for community members to sign up for alerts. - Use social media platforms announcing events, updates, and surveys identifying a point person for sharing the content.
IN-PERSON OPPORTUNITIES	Community Events Tabling	Summer-Fall 2026	- Interactive materials including QR code to surveys with the potential about using tablets for surveys. - Informational boards using sticky notes for comments. - Preference polling activity with a stick or penny poll. Maps for identifying key or priority areas.
	Informational Materials	May 2026 – Project end	Flyers for posting in various key community locations with the QR code for survey and link to the CCT Planning webpage to learn more.
	Tribal Business Council Check-Ins	As needed, when project milestones are completed	Check-in presentations with TBC following key project milestones and throughout the project.

Activities & Strategies

Needs Assessment Survey

Timeframe: Spring-Summer 2026

A community survey will be designed to gather broad input from Tribal members and Reservation residents on parks, recreation facilities, programs, open space, and trails. The survey will be offered online through a survey platform, with distribution supported by CCT Planning through outreach efforts and in-person engagement opportunities, including Tribal-sponsored events.

The survey will:

- Collect community preferences on parks, recreation facilities, programs, open space, and trails
- Identify needs and priorities among community members across districts, including elders, youth, families, and other historically underrepresented groups
- Provide opportunities for written comments and open-ended feedback
- Be promoted through flyers, Tribal communication channels, partner announcements, and community networks

Survey results will be summarized and compiled to support staff review and presentation to Tribal Council and will inform development of the PROST Plan.

Survey Prize

To encourage broad participation, all survey respondents will be entered into a prize drawing (details to be finalized). Current prize incentives include a gift card, homemade goods, or a basketball for youth participants.

These surveys are a critical tool for collecting meaningful community insight and ensuring that the final plan reflect shared values and priorities.

Survey Distribution

The survey approach builds on successful methods used in past planning efforts. Surveys will be distributed through multiple channels to ensure broad participation and accessibility. They will be available at community meetings, posted as flyers and on social media, and distributed via mass email to Tribal employees and other community members. Community members can also access the survey at information booths and various local events.

All completed surveys will be collected, organized, and formatted for analysis, with digital copies securely stored for reference and documentation. This multi-channel approach ensures a wide range of voices are included in the planning process, consistent with previous engagement efforts.

Dedicated Web Page Content

A dedicated project webpage is recommended to serve as a central hub for accessible, transparent, and up-to-date information throughout the planning process. This online presence will support trust in the legitimacy of the planning efforts and provide a consistent point of reference for community members and partners.

The webpage for the PROST Plan can be hosted on the CCT Planning website. As a major departmental initiative, this placement ensures visibility and reinforces the importance of the project. The webpage will provide the following:

- A digital executive summary outlining the goals of the PROST Plan
- An introduction to the current update effort
- Project timeline
- Information about upcoming engagement opportunities
- Downloadable or viewable versions of the existing plan (pending authorization)
- Ongoing updates and relevant materials
- Contact information to reach out with additional questions

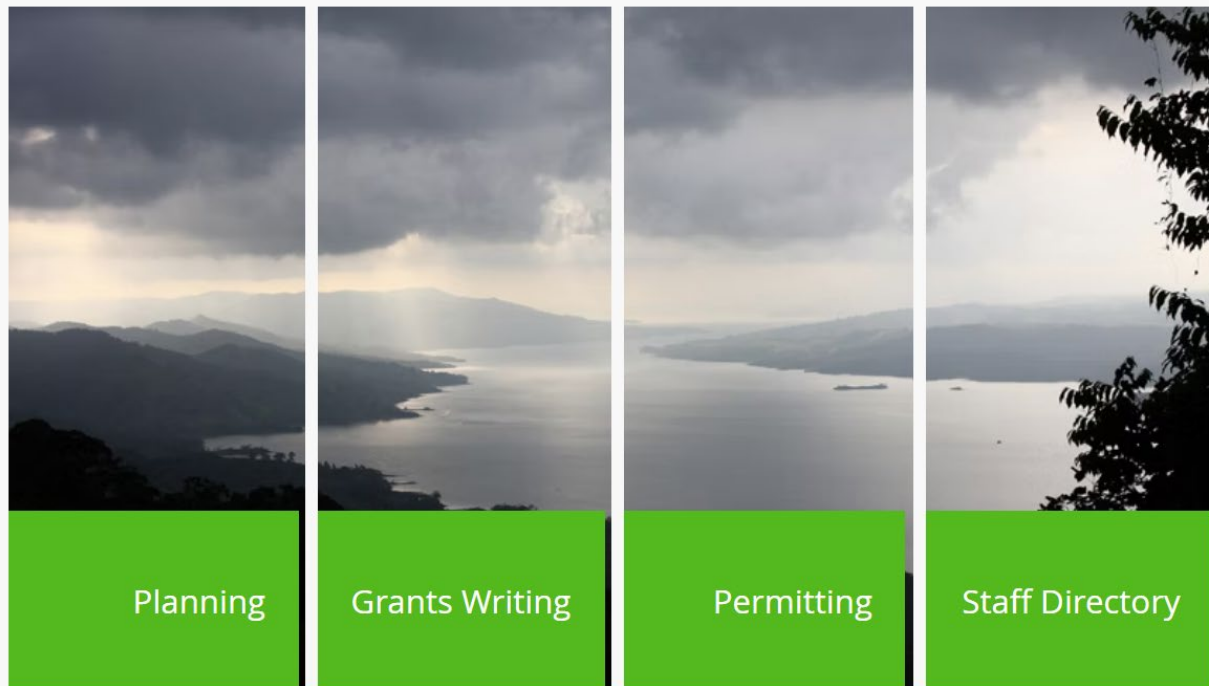
The webpage will ideally be regularly maintained to provide timely communication and to support sustained community engagement throughout the duration of the project.

Important Links

CCT Planning Page: <https://www.cctplanning.com/>

CCT PLANNING ®

[Home](#) | [Planning](#) | [Staff Directory](#)



Informational Materials

To support widespread community awareness about the planning efforts, informational materials will be developed and distributed across multiple platforms.

Flyers

A project flyer will be posted in key community locations with a QR code linking directly to the community surveys and a URL directing individuals to the project's main webpage for more information.

Project Info Sheet

A one-page project info sheet to distribute to the community, highlighting the PROST Plan process, answering any frequently asked questions, and project timeline.

Community Events Tabling

Timeframe: Summer-Fall 2026

Tabling events will be interactive, flexible, and designed to meet people where they are, whether they have a few minutes or time for a deeper conversation. Activities and materials will vary based on audience size, event purpose, and timing.



Pop-up visioning events will be held in the four districts to gather community input on park and recreation needs, priorities, and desired improvements. Each event will feature hands-on, interactive activities with maps and visual tools, plus an online option for those unable to attend in person.

- Inchelium — Possible event: Inchelium Days (July 2026)
- Keller — Possible events: Fun Kids Day / Keller School Picnic (June); Family Movie Night at Keller Library (August)
- Nespelem — Potential host events are still being researched.
- Omak — Possible event: Wings & Wheels Fly-In & Car Show (September)

Engagement Strategies

- Quick conversations or actions for people on the go
- Themed discussions for those wanting deeper engagement
- Polling and preference surveys to gather opinions
- Surveys available via QR codes and potentially on-site tablets

Interactive Materials

- Informational boards with key plan highlights
- Sticky notes for attendees to leave quick comments or feedback
 - Some attendees will be hesitant to write themselves, staff in conversation can ask to write down their thoughts to make record of it
- Sticker or penny polls to help prioritize ideas
 - Bright fun stickers (stars, colors, vibrant dots, silly faces) are fun for people of all ages
- Large maps where participants can color, write, or mark areas they care about or would like to see future improvements
 - Maps can be displayed on a large board or smaller individual sheets for different comfort levels
 - Setting up a coloring table with a large blank piece of butcher paper encourages anyone to take a seat
- Copies of the existing plan for reference

Design & Visuals

- Bright colors and engaging graphics
- Easy-to-read text and clear layout
- Thought-provoking questions
- Images or prompts that spark memories or creativity

Extras to Encourage Participation

- Set up a bowl of free candy, stickers, water, or additional eye-catching items to provoke curiosity and conversation.

Tribal Council Check Ins

Timeframe: Project Duration

CCT Planning plans to check in with Council based on project milestones aimed at planning process transparency throughout. The following milestones are identified as potential touchpoints:

- Public Participation Plan approval
- Demands & Needs Analysis outcomes
- Project prioritization



Public Participation Report

The Public Participation Report will document all community engagement activities conducted in support of the Colville Reservation PROST Plan and will serve as the final summary of public involvement for the planning process. This content will be incorporated as Chapter 3: Public Involvement of the PROST Plan and authored by SCJ Alliance.

The report will:

- Summarize each engagement activity, including the needs assessment survey, district-based pop-up events, and other outreach efforts
- Document participation levels, key themes, and district-specific and Reservation-wide priorities
- Describe how community input and stakeholder feedback informed development of the PROST Plan
- Identify any remaining community concerns, implementation considerations, or long-term needs
- Include appendices with engagement materials, outreach samples, summaries, and collected comments

A draft and final version of the Public Involvement chapter will be prepared in accordance with the project scope of work and reviewed by CCT Planning before inclusion in the PROST Plan.

Implementation

This Public Participation Plan establishes a clear and flexible framework for engaging Tribal members and Reservation residents throughout development of the CCT PROST Plan. By combining Reservation-wide outreach, district-based engagement opportunities, and a community survey, the planning process is designed to gather meaningful input that reflects both local priorities and shared values across the Reservation.

The engagement strategies outlined in this plan emphasize accessibility, transparency, and cultural relevance, ensuring that community voices inform decisions related to parks, recreation facilities, programs, open space, and trails. Input collected through surveys and pop-up events will be documented, analyzed, and shared with Tribal leadership to support informed decision-making and plan development.

As engagement activities are implemented, this Public Participation Plan may be refined to respond to community feedback, participation levels, and evolving needs. Together, these efforts will help ensure the PROST Plan reflects community priorities, supports long-term stewardship of Tribal lands, and provides a strong foundation for implementation in the years ahead.