



Committee of the Whole

Tuesday, July 3, 2018

8:30 a.m.

Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Approval of Minutes:

- a. Committee of the Whole Minutes, June 5, 2018

3. Presentations:

- a. REMO Presentation – Dan Stovel (20 mins)

4. Public Input / Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

5. Committee Reports (Internal)

- a. RCMP Advisory Board [Website](#)
- b. Town & Gown Committee [Website](#)
- c. Planning Advisory Committee [Website](#)
 - i. RFD 048-2018: Woodman's Grove
- d. Accessibility Advisory Committee



6. Staff Reports for Discussion

- a. IR: Traffic Light Discussion
- b. RFD 047-2018: Library Action Plan
- c. RFD 044-2018: Fire Protection Area Rate
- d. RFD 046-2018: Landmark East One Time Capital Grant
- e. RFD 038-2018: Repeal of the Protection from Second Hand Smoke Bylaw

7. CAO Report

8. Committee Reports (External)

- a. Annapolis Valley Trails Coalition (AVTC) [website](#)
- b. Wolfville Business Development Corporation (WBDC) [website](#)
- c. Diversity Kings County

9. Public input/Question Period

Procedure: A thirty-minute time period will be provided for members of the public to address Council regarding questions, concerns and/or ideas. Each person will have a maximum of two minutes to address Council with a second two-minute time period provided if there is time remaining within the thirty-minute Public Input/Question Period timeframe.

10. Adjournment to In Camera Meeting under *section 22(2)(e) of the Municipal Government Act.*

- a. Contractual – Partnership Agreement with Acadia University

11. Adjournment of In Camera

12. Regular Meeting Reconvened

13. Regular Meeting Adjourned



APPROVAL OF AGENDA

Moved

Seconded

That the agenda be approved as circulated and/or amended.

APPROVAL OF MINUTES

a. June 5, 2018 Committee of the Whole Meeting

Moved

Seconded

That the minutes of June 5, 2018 Committee of the Whole meeting be approved as circulated and/or amended.

STAFF REPORTS FOR DISCUSSION

a. RFD 048-2018: Woodmans Grove

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve the draft Amending Development Agreement for Woodman Land's and forward it to public hearing before second reading at Council.

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council confirm the Oak Avenue / Wickwire Lane parcel (PID 55469407) be dedicated as park or open space within the future Municipal Planning Strategy.

b. RFD 047-2018: Library Action Plan

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council endorse the attached Wolfville Public Library – 'Proposed Plan of Action' to move forward with the planning and development of an enhanced Library space in the Town.

c. RFD 044-2018: Fire Area Rate

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council set the Fire Protection Area rate at 5.6 cents per hundred dollars of assessment in order to recover estimated fire protection (hydrant) charges of \$372,467 and that the area rate be reflected on the final 2018/19 tax bills, subject to the same due dates and arrears interest as all other amounts on the tax bills.



d. RFD 046-2018: Landmark East One Time Capital Grant

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council approve a one-time grant of \$50,000 to Landmark East funded from the
Town Operating Reserve fund.

OR

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council not approve a one-time grant of \$50,000 to Landmark East.

e. RFD 038-2018: Repeal of the Protection from Second Hand Smoke Bylaw

Moved

Seconded

That Committee of the Whole forward the following motion to Council for decision:
That Council give first reading to "Repeal of Bylaws and Regulations Ch 101"

ADJOURNMENT TO IN-CAMERA

Moved

Seconded

That Council move to an in-camera meeting under section 22(2)(e) of the *Municipal Government Act - Contractual Negotiations*.

ADJOURNMENT

Moved

Seconded

That the regular Committee of the Whole meeting be adjourned.

ATTENDING

- Mayor Jeff Cantwell
- Deputy Mayor Wendy Donovan
- Councillor Mercedes Brian
- Councillor Wendy Elliott
- Councillor Jodi MacKay
- Councillor Carl Oldham
- Councillor Oonagh Proudfoot
- Chief Administrative Officer Erin Beaudin, and
- Recording Secretary Jean-Luc Prevost

ALSO ATTENDING

- Director Corporate Services Jen Boyd
- Director Finance Mike MacLean
- Director Planning & Development Devin Lake
- Manager Economic Development Marianne Gates
- Community Planner Jeremy Banks
- Compliance Officer Blair MacMurtery, and
- Interested members of the public

LATE ARRIVALS

- Councillor Oonagh Proudfoot: 8:33am

CALL TO ORDER

Chair, Mayor Cantwell, called the meeting to order at 8:31 am

Agenda Item

1. Approval of Agenda

Discussion and Decisions

01-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

Amendments:

- An in-camera session was added at the end of the meeting for contract negotiations.

THE AGENDA WAS APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

2. Approval of Minutes

a. May 1, 2018

02-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 1, 2018 BE APPROVED AS CIRCULATED

CARRIED

3. Presentations Landmark East

Henry Hicks, of the Board of Trustees for Landmark East School gave a presentation about their current fundraising goals and financial plans which would increase student capacity and program availability.

Agenda Item	Discussion and Decisions
4. Public Input / Question Period	<ul style="list-style-type: none">There were no questions.
5. Committee Reports (Internal)	
a. Audit Committee Councillor MacKay	<ul style="list-style-type: none">Representatives from PwC (External Auditors) reviewed the audit plan for the 2017/18 fiscal year and responded to questions from committee membersAudit field work to commence on June 4th.
b. Environmental Sustainability Committee Councillor Brian RFD 043-2018 Ban on Plastic Bags	<ul style="list-style-type: none">Community Planner Jeremy Banks gave a presentation of the harms that stem from single use plastics (Bags, lighters, food wraps, etc). Discussion at the May 23, 2018, meeting of the Environmental Sustainability Committee recognized the inability of a single municipality, anywhere in Nova Scotia, to dramatically alter the large-scale use of plastics in the region or Canada, and that a ban on single use plastic bags in Wolfville may influence consumer behavior towards (a) shopping elsewhere and paying additional costs in fuel, and (b) considering their use of plastic bags. To make regional change, ESC recognized a province-wide approach would be required.

03-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO (1) DEVELOP AN AWARENESS STRATEGY AND BYLAW BANNING PLASTIC SHOPPING BAGS, IN COLLABORATION WITH STAKE HOLDERS SUCH AS VALLEY WASTE, (2) CONTINUE TO WORK WITH LOCAL, REGIONAL AND FEDERAL PARTNERS ON PLASTIC-REDUCTION EDUCATION AND AWARENESS CAMPAIGNS AND (3) CONTINUE TO WORK WITH LOCAL, REGIONAL AND FEDERAL PARTNERS ON SYSTEM APPROACH TO REDUCE OR END THE USE OF FILM PLASTICS AND (4) ENCOURAGE THE PROVINCE TO ESTABLISH AN EXTENDED PRODUCER RESPONSIBILITY PROGRAM.

CARRIED

5. Staff Reports for Discussion	
a. RFD 040-2018 Parking Management	The purpose of this report is for Council to provide direction to Staff on making parking management improvements, primarily in the Core neighbourhood and commercial area (the "Core Area").

04-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL DIRECT STAFF TO MOVE FORWARD WITH INCREMENTAL IMPROVEMENTS TO THE TOWN'S PARKING SITUATION, AS OUTLINED IN THIS REPORT.

CARRIED

Agenda Item	Discussion and Decisions
	<p>10:05am, Mayor Cantwell called for a 5-minute break. 10:12am, Mayor Cantwell resumed the regular Meeting of Committee of the Whole.</p>
<p>b. RFD 042-2018 Appointment of Building Official / Fire & Life Safety Inspector</p>	<p>In order to provide a continuous level of service to the residents it is necessary for the Town to appoint an inspector. Mr. Jamieson is a fully qualified level 2 Building Official with many years of experience in both HRM and East Hants.</p> <p>05-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT MARK JAMIESON AS THE TOWN'S "BUILDING OFFICIAL" PURSUANT TO SECTION 5(2) OF THE BUILDING CODE ACT, CHAPTER 46 OF THE REVISED STATUTES, 1989.</p> <p style="text-align: right;">CARRIED</p> <p>06-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT MARK JAMIESON AS THE MUNICIPAL FIRE AND LIFE SAFETY INSPECTOR, PURSUANT TO SECTION 19(1)(B) OF THE FIRE SAFETY ACT, CHAPTER 6 OF THE ACTS OF 2002.</p> <p style="text-align: right;">CARRIED</p>
<p>c. RFD 041-2018 Appointment of Assistant Development Officer</p>	<p>As part of Mr. Collicutt's professional development, he has joined the <i>Municipal Development Officer's Association of Nova Scotia</i> and is already performing many of the duties of an Assistant Development Officer. This appointment will bring his title into alignment with the day-to-day responsibilities of his position and allow him to more effectively work towards eventual certification as a Development Officer.</p> <p>07-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE APPOINTMENT OF JAMES COLLICUTT AS ASSISTANT DEVELOPMENT OFFICER FOR THE TOWN OF WOLFVILLE.</p> <p style="text-align: right;">CARRIED</p>
<p>d. RFD 039-2018 Eco-Kings Committee</p>	<p>Over the past few months, there has been a movement to try and get the Eco-Kings Committee reorganized. Despite an initial meeting of committee members in February 2018, there are currently no projects identified and the Chair has recently decided to step down from the committee to focus on other interests. Due to the focus and efforts the Town of Wolfville is now putting into Wolfville's Environmental Sustainability Committee, the Town's representative on Eco-Kings has requested that the Town consider withdrawing</p>

Agenda Item	Discussion and Decisions from the organization.
	<p>08-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL WITHDRAW THE TOWN OF WOLFVILLE'S PARTICIPATION ON THE ECO-KINGS COMMITTEE</p> <p style="text-align: right;">CARRIED</p>
5. Information Report Waiving Banner Fees	<p>Director of Corporate Services Jen Boyd presented Council with information about the process and costs associated with raising street banners. This report stems from a request from Harrison Czapalay to waive the fee he was invoiced for raising the "Light It Up Blue – Autism Awareness" banner in March and continue to waive the fee in the future.</p> <p>09-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL WAIVE THE BANNER FEE FOR "LIGHT IT UP BLUE" FOR THE CURRENT YEAR AND FURTHER THAT STAFF BE DIRECTED TO BRING BACK A STAFF REPORT OUTLINING A POTENTIAL POLICY CHANGE FOR FUTURE BANNER FEES.</p> <p style="text-align: right;">CARRIED</p>
6. CAO Report	<p>The report sparked a conversation about the Town's participation in the Apple Blossom Festival Parade. It was felt by Councillors that more could be done in terms of the float to make our presence better known and recognized.</p>
7. Committee Reports (External)	
a. <u>Kings Transit Authority (KTA)</u> Councillor Brian	<ul style="list-style-type: none">• The board welcomed General Manager Glen Bannon as of May 4th.• The Summer Student pass program is being offered again this year.• DoubleMap is up and running. Anyone can download the app from DoubleMap.com• The GM is working with the Municipality of Kings to determine the way forward for the 2018-19 budget.
b. <u>Kings Point-to-Point (KPPT)</u> Councillor Brian	<ul style="list-style-type: none">• KPPT had an exceptionally good April and May with increased ridership. There have been 9-12 new \$10 memberships each month.• KPPT is reaching out for more volunteer drivers• A co-op marketing student has joined KPPT for a term and is working on an Age-Friendly Communities grant
c. <u>Wolfville Business Development Corporation (WBDC)</u> Councillor Donovan	<ul style="list-style-type: none">• June 18th AGM for WBDC will be held at the Farmers Market from 6:00 to 8:00 PM.• Two summer staff have been hired – Jessica Sanford and Emma Graham.

Agenda Item	Discussion and Decisions
8. Conference Reports	
a. NSFM Spring Conference Deputy Mayor Wendy Donovan	<ul style="list-style-type: none">• Pending changes by CRA to remove the 1/3 tax free portion of elected official's stipend.• Yarmouth puts the equivalent amount of annual depreciation on infrastructure into a capital reserve for future infrastructure replacement.• Shelburne has also initiated a bi-annual bus tour of Town infrastructure that is offered to residents to assist them to appreciate and be aware of the Town's linear and building infrastructure.
b. Active Transportation Councillor Jodi MacKay	<ul style="list-style-type: none">• Where Parking was coming up as a discussion, it seemed timely to get these ideas on paper.• There was a conversation about whether businesses should provide showers to accommodate people biking to work.• There was a lot of conversation about curb cuts, accessibility, cost and health.
9. Public Input / Question Period	<p>Audrey Conroy made a comment about how great it was for the Apple Blossom Princess' to meet Al Whittle at Wickwire Place.</p> <p>David Daniels expressed frustration at how his submitted email comments did not seem to be addressed at the last Public Hearing. He also expressed that the comments from the Public Hearings don't seem to have proper time to be taken into consideration as the Hearing is followed by a Town Council meeting where a decision is made. Deputy Mayor Wendy Donovan mentioned in reply that they did not pertain to the decision being made later that evening at Town Council.</p>
10. Adjournment to In-Camera	<p>10-06-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE MEETING ADJOURN TO AN IN-CAMERA MEETING UNDER SECTION 22(2)(G) OF THE MUNICIPAL GOVERNMENT ACT – CONTRACT NEGOTIATIONS: VALLEY WASTE RESOURCE MANAGEMENT</p> <p style="text-align: right;">CARRIED</p>
11. Adjournment of in-Camera / Meeting	<p>11-06-18 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA AND REGULAR MEETINGS OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 11:05AM.</p>

Approved by Committee of the Whole Motion 02-07-18, July 3, 2018

As recorded by Jean-Luc Prevost, AA Corporate Services

Kings County, NS Regional Emergency Management Organization (REMO)



Dan Stovel

Regional Emergency Management Coordinator

2018-07-03



Why a Kings County REMO

- Large-scale emergencies know no boundaries
 - Hurricanes
 - Floods
 - Power Outages
 - Winter Storms



Why a Kings County REMO



**NS Health | Red Cross | Social Services |
DNR | Transportation | RCMP**



TOWN OF
berwick

Kentville
A BREATH OF FRESH AIR

wolfville



Kings REMO Timeline

September 27, 2006 (Revised May 10, 2006)

Kings Regional Emergency Services Agreement

To provide for a **coordinated joint municipal response** to an emergency

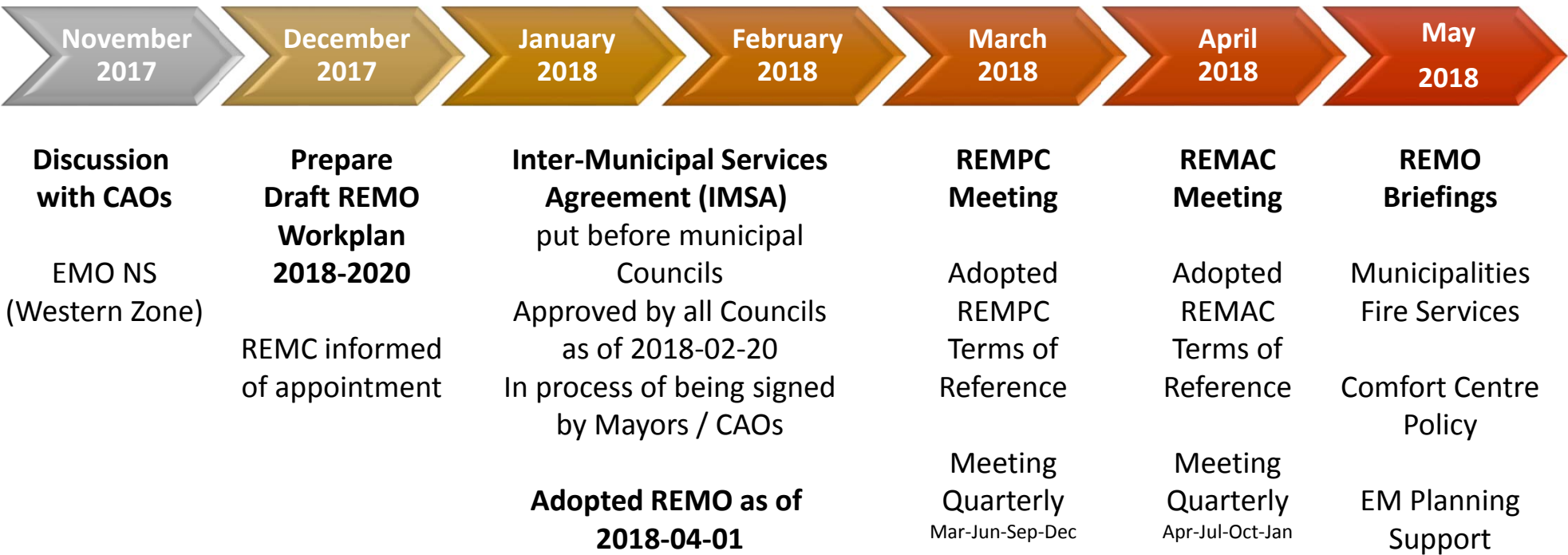
Provides for the parties to render **mutual aid** with respect to personnel and equipment during an emergency

To provide for the joint provision of **services and facilities** by municipal units

Planning for and **coordination** of emergency service delivery during a present or imminent emergency



Kings REMO Timeline



Kings REMO Structure



County of Kings
Regional Emergency Management Organization
(REMO)

“A Regional partnership improves cooperation and fosters collaboration and coordination for emergency management delivery”

Municipal Councils

Regional Emergency Management Advisory Committee (REMAC)

Municipal CAOs

Regional Emergency Management Coordinator (REMC)

Municipal EMO Liaison

Regional Emergency Management Planning Committee (REMPC)

NS Emergency Management Act
Chapter 8 of the Acts of 1990

Section 10
Power and duties of
Municipalities

REMO Workplan (2018-2020)

1 of 3



- **REMO Organizational structure** (Terms of Reference / Meetings)

- REMAC Terms of Reference 2018-04-23
- REMPC Terms of Reference 2018-03-28
- REMC Job Description 2018-03-23

- **Legislation & Policies** (Bylaws)

- Regional Emergency Management Bylaw
- Policy – Comfort Centres/Emergency Shelters

- **EM Plan / Operational Guidelines**

- ECC Operational Guidelines
- Evacuation Guidelines

- **Emergency Coordination Centre(s) (ECCs)**



REMO Workplan (2018-2020)

2 of 3



- **Regional MOUs / Agreements**

- Comfort Centres
- Evacuation Transportation Support
- Amateur Radio support

- **Training & Exercise Programs**

- Incident Command System (ICS) - Staff
- Tabletop Exercises
 - Hurricane 2018-07-20
 - Winter Storms 2018-10
 - Evacuation
 - Floods
 - Hazardous Material



REMO Workplan (2018-2020)

3 of 3



• Public Awareness & Education Programs

- Community outreach
 - Example – Parents Group Family Resource Centre

• EM Planning Support – Regional Events

- May Apple Blossom Festival
- Jul Mud Creek Days (Wolfville)
- Aug Canaan Mountain Music Festival
- Sep Deep Roots Music Festival
- Oct Valley Harvest Marathon
- Oct Devour! The Film Food Fest





REMPC Meeting Schedule

- At least 4 meetings to occur every calendar year (Quarterly)
 - Terms of Reference
- Proposal:
 - Mar – Jun – Sep - Dec





REMAC Meeting Schedule

- At least 4 meetings to occur every calendar year (Quarterly)
 - Terms of Reference
- Proposal:
 - Apr – Jul – Oct - Jan



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Testing in NS: September 19th



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to save a life.



<https://www.alertready.ca>



REMO Workplan (2018-2020)

Dan Stovel, REMC – Kings County

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REMO_KingsCounty@Kentville.ca

REMO_KingsCounty@Wolfville.ca

902-670-1514



@REMO_KingsCty



COMMITTEE UPDATE

Title: RCMP Advisory Board
Date: July 3, 2018
Department: CAO



UPDATE

The RCMP Advisory Board met on Tuesday, June 19, 2018.

- Joan Boutilier's resignation was announced by the Chair, Councillor Oldham. This will be the last meeting Joan serves on the Committee.
- Compliance Officer Blair MacMurtery gave an update about the legalization on Cannabis, noting it likely will not be legal until September.
- The board was suggested to consider a bylaw that would prohibit all smoking of all substances within public property or just follow provincial legislation.
- Sgt Andrew Buckler has been trying to invite the WBDC for an RCMP HQ Open House, however the scheduling has not worked out to date. He did stress the importance of the WBDC to attend the Open House, so it could be known what services and technologies are available for the public within a moment's notice from the RCMP.
- The next regular meeting of the RCMP Advisory Board is scheduled for Tuesday, September 18, 2018

COMMITTEE UPDATE

Title: Town and Gown Committee
Date: July 3, 2018
Department: Office of the CAO



UPDATE

The latest meeting of the Town and Gown committee was held on June 19th at 12 noon. Minutes from the January 30th meeting were approved. There was a meeting on April 17th but quorum was not reached; therefore, there were no minutes to approve.

George Philps was introduced and welcomed to the committee. He is the current ASU President.

Erin Beaudin provided an update on the Alcohol Strategy Workplan –

- have been working on it for about a year and several pilot projects were implemented throughout the year, meeting with quite a bit of success.
- It was noted that there is currently no policy on the use of alcohol on Town properties. This will be addressed in the near future.
- The Town is actively involved in the “Keep it Social” campaign and is the first town in NS to do so.
- The next stage/step to address is buy-in from landlords. The licensing system that is being explored and developed for landlords will attempt to address and include pieces from the Alcohol Strategy.

Erin then provided an update on the Partnership Agreement with the University. There has been a fair bit of time lapse since the “next-to-final” draft was delivered to the University. There is a meeting on June 27th with Erin, Oonagh, Jeff Cantwell, Peter Ricketts, and Chris Callbeck to discuss the document and hopefully see it through to fruition.

COMMITTEE UPDATE

Title: Planning Advisory Committee
Date: July 3rd, 2018
Department: CAO



UPDATE

The Planning Advisory Committee met on June 6th, 2018.

DEVELOPMENT AGREEMENT – LOT 6 WOODMAN ROAD (DA 2017-008)

The proposal to construct a 74-unit residential building in the Woodman's Grove subdivision was well-received by the Committee. The proposal includes provisions for limited commercial uses on the ground floor of the building, sustainable design features, common spaces, accessibility features and amenities for residents as well as a 1:1 parking plan that would afford one parking stall for each unit. The developer has agreed to maintain 60 of the 74 units as affordable housing for the next 15 years, which means that the rental rates, and rental clients, will be determined as required through a partnership with Housing Nova Scotia. The Committee expressed a desire to tie the provision of certain amenities to defined delivery timelines.

The Planning Advisory Committee forwarded the amending development agreement to Committee of the Whole for initial consideration.

JULY MPS UPDATE

Staff informed the Committee that a full draft of the MPS will be coming forward at the July meeting for a high-level review. One or more workshops will be scheduled for the fall.

The next Planning Advisory Committee meeting will be held on July 25th, 2018.

REQUEST FOR DECISION #048-2018

Lot 6 Woodman Road Development Agreement

Date: 2018-07-03

Department: Community Development



SUMMARY

Lot 6 Woodman Road Development Agreement

For COTW to consider the PAC recommendation regarding the draft amending development agreement for the Woodman Land's area, and a proposed development on Lot 6 (PID 55496426) and 34 Woodman Road (PID 55278188) to develop a 74 unit residential dwelling, including 60 affordable housing units, on the subject property.

Staff are also seeking direction on the future of 'Wickwire Lane' as a future road or active transportation connection.

PAC Motion (June 6th, 2018):

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE AMENDING DEVELOPMENT AGREEMENT OF THE "WOODMAN LANDS" TO COMMITTEE OF THE WHOLE FOR INITIAL CONSIDERATION.

CARRIED

DRAFT MOTION:

That Council approve the draft Amending Development Agreement for Woodman Land's and forward it to public hearing before second reading at Council.

That Council confirm the Oak Avenue / Wickwire Lane parcel (PID 55469407) be dedicated as park or open space within the future Municipal Planning Strategy.

REQUEST FOR DECISION #048-2018

Lot 6 Woodman Road Development Agreement

Date: 2018-07-03

Department: Community Development



1) CAO COMMENTS

No Comments Required.

2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* and Municipal Planning Strategy establishes the ability to enter into development agreements.

3) STAFF RECOMMENDATION

Staff considers the draft Amending Development Agreement consistent with the relevant policies of the Municipal Planning Strategy (MPS) and recommends that it be forwarded to a Public Hearing.

4) REFERENCES AND ATTACHMENTS

- PAC Agenda, item 4, from June 6, 2018 ([link](#))

5) DISCUSSION

The draft amending development agreement for Woodman Land's area includes a substantial, and unclear, commitment to public amenities that staff are working with the applicant on. What is confirmed is a commitment of \$100,000 of value and a draft plan for amenities within the Woodman Land's area. Discussion from PAC revolved around walkability and sidewalks along Woodman Road, ensuring access to services such as groceries and retail, enabling or encouraging such services within the development, and improvement of trail connections over time.

The suggestions from PAC have been incorporated into discussions between Staff and the Applicant to clearly identify the projects or items that will be required within the Woodman Land's area as part of this application. Early suggestions include implementing a sidewalk from the Woodman Land's development area to connect to Main Street, transit shelters, and trail or parks improvements on Oak Avenue / Wickwire Lane area. Based on direction from Council, the amenities contribution will be finalized before a Public Hearing is held on the application.

As part of confirming these improvements, Staff identified the Oak Avenue / Wickwire Lane parcel as an informal walking trail. This

Early suggestions for Improvements Related to Woodman Lands

- Resolve where trail connection between Tideways and parking is going, to act as connectivity if someone did not want to walk on road
- New bus stop centralized in High Density Area
- Sidewalk from Woodman's Lands to Main Street (Passed Tideways)
- Trail connection from Woodman Road, passing the Community Gardens, and connecting to existing trail system.
- Making useable the existing park buffer (on south side of Woodman, west of Lot 6) (thinned out and some seating all that was discussed).
- Formalizing the bridge connection at the cul-de-sac on Woodman Road.
- Surfacing the existing Oak Avenue trail to Municipal standard.
- Creating new connection to Harvest Moon trail off of Oak Ave Ext.
- Future Trail Head at the end of Oak Avenue (with small parking area)
- Trail head signage (simple 6x6 marker)
- Public Art (consider locating in the existing park-buffer).

REQUEST FOR DECISION #048-2018

Lot 6 Woodman Road Development Agreement

Date: 2018-07-03

Department: Community Development



informal trail provides pedestrian connections from the Harvest Moon Trail to Oak Avenue, Woodman Road, and Main Street as well as connecting to existing, unmaintained, trails within the Woodman Land's park area. This informal trail is currently designated Park within existing policy, yet direction from Council included considering the parcel as a future road within the future Municipal Planning Strategy. Staff require direction from Council to confirm the future use of the land before confirming amenity-improvements to it.

6) FINANCIAL IMPLICATIONS

None

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Full policy review provided in the attached PAC Staff Report.

8) COMMUNICATION REQUIREMENTS

For past communications regarding Woodman Land's agreements, see referenced PAC report.

The next step in the Woodman Land's Amending Development Agreement process is for the application to go forward to a public hearing, which has tentatively been planned for late July, 2018. This step provides the opportunity for Council to hear directly from the public regarding the proposal. Notification of the public hearing will be mailed to neighbouring property owners, ads will be placed in the newspaper, and information posted to the Town's website and social media. The existing sign will remain placed on the property indicating the property is subject to a development agreement application. Following the public hearing, Council will then give consideration to the development agreement.

Communications regarding Oak Avenue / Wickwire Lane shall be included in a future Municipal Planning Strategy.

9) ALTERNATIVES

1. COTW forwards the application to Council to refer the application to the Planning Advisory Committee with specific direction or questions for consideration.
2. COTW forwards the application to Council with a recommendation to reject the application.

REPORT TO PLANNING ADVISORY COMMITTEE

Amending Development Agreement Proposal - Lot 6 Woodman's Grove

Date: March 28, 2018

Department: Planning & Development



APPLICANT	Polycorp Properties Inc.
PROPOSAL	To amend an existing development agreement (DA 04-09) to allow the development of a 74 unit multi-family residential building on the "Woodman Lands," (Lot MU6) similar in scale to those approved at Lots 67, 45, 43, 41, and 39 Woodman Road (Lots MU1 through MU5).
LOCATION	Lot 6 Woodman Road (PID 55496426), a parcel of what was originally "Woodman Lands," located at 70 Main Street (PID 552782610), and 34 Woodman Road (PID 55278188)
LOT SIZE	The 40 acre "Woodman Lands" parcel, as outlined in DA 04-09, yet the area immediately relevant to this amendment is 1.27 acres (MU6 + 34 Woodman Rd)
DESIGNATION	Comprehensive Development District (CDD), and High Density Residential (HDR)
ZONE	Residential Comprehensive Development District (RCDD) and High Density Residential (R2-HD)
SURROUNDING USES	Residential (high and limited low density)
ARCHITECTURAL GUIDELINES	Not in Architectural Control Area
NEIGHBOUR NOTIFICATION	Email list from PIM meeting; Newspaper ads and notices mailed to surrounding property owners within 100 metres; Sign placed on property

PROPERTY LOCATION

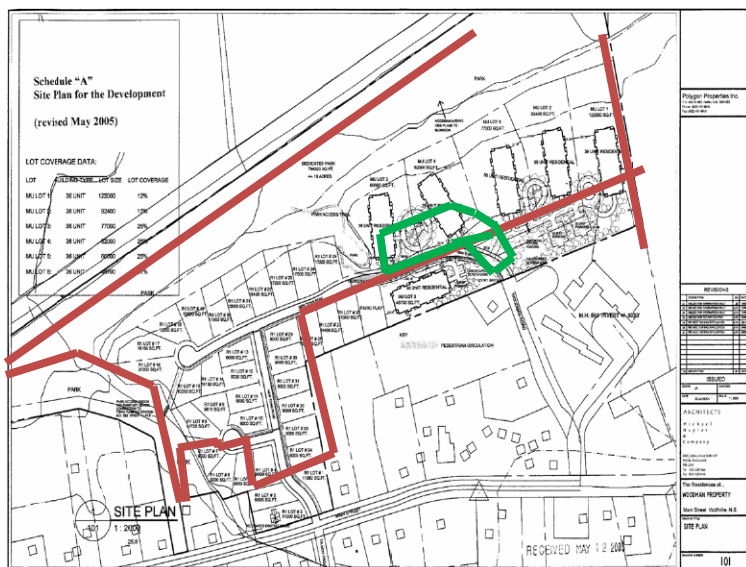


Figure 1 – Original site plan for Woodman Grove area. The "Woodman Lands" is the area outlined in red, and the parcels immediately relevant to this application are outlined in green

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PROPOSAL

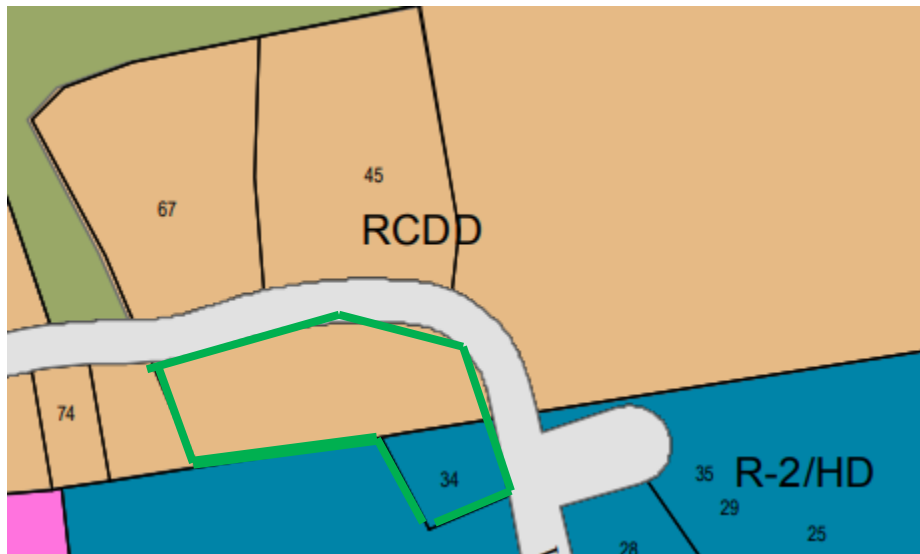
Polycorp Properties Inc. is seeking an amendment to an existing development agreement (DA 04-09), originally dated January 4, 2006, to allow the development of a 74 unit residential building similar to those that exist and are under construction at 67, 45, 43, 41, and 39 Woodman Road (Lots MU1 through MU5) in Woodman's Grove. The existing development agreement contains a provision that permits development of MU6, the subject property, by Development Agreement process. The proposal will require a subdivision to consolidate 34 Woodman Road with Lot MU 6.

The parcels immediately relevant to this application are split zoned. 1.01 acre lies within the Comprehensive Development District (CDD) designation of the Municipal Planning Strategy (MPS). This property is zoned Residential Comprehensive Development District (RCDD) in the Land Use Bylaw (LUB). The other .26 acres is designated High Density Residential (HDR) and zoned High Density Residential (R2-HD).

Amendments of this nature and alterations to the subject lands require an Amending Development Agreement as there is an existing Development Agreement that applies to the overall subdivision.

The following maps and images provide additional overview of the proposal while the Developer has provided a detailed overview of their proposal that is included in the Attachments.

Fig 1.1: Excerpt of Land Use By-law showing subject lands (in Green) and split zoning.



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Figure 2: Proposed Site development (note: landscape/site plan to be updated)

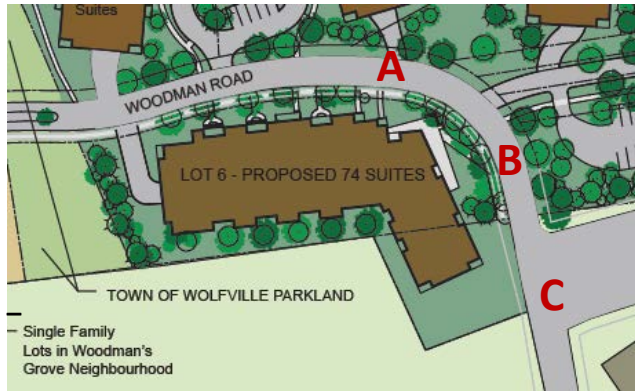


Fig.2.1 - View from A on Fig 2



Fig.2.2 - View from C on Fig 2



Fig.2.2 - View from B on Fig 2

Note - The applicant's submission (see Attachments) provides additional details on the proposal.

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Figure 3: Proposed Elevations (detailed elevations included in DA)



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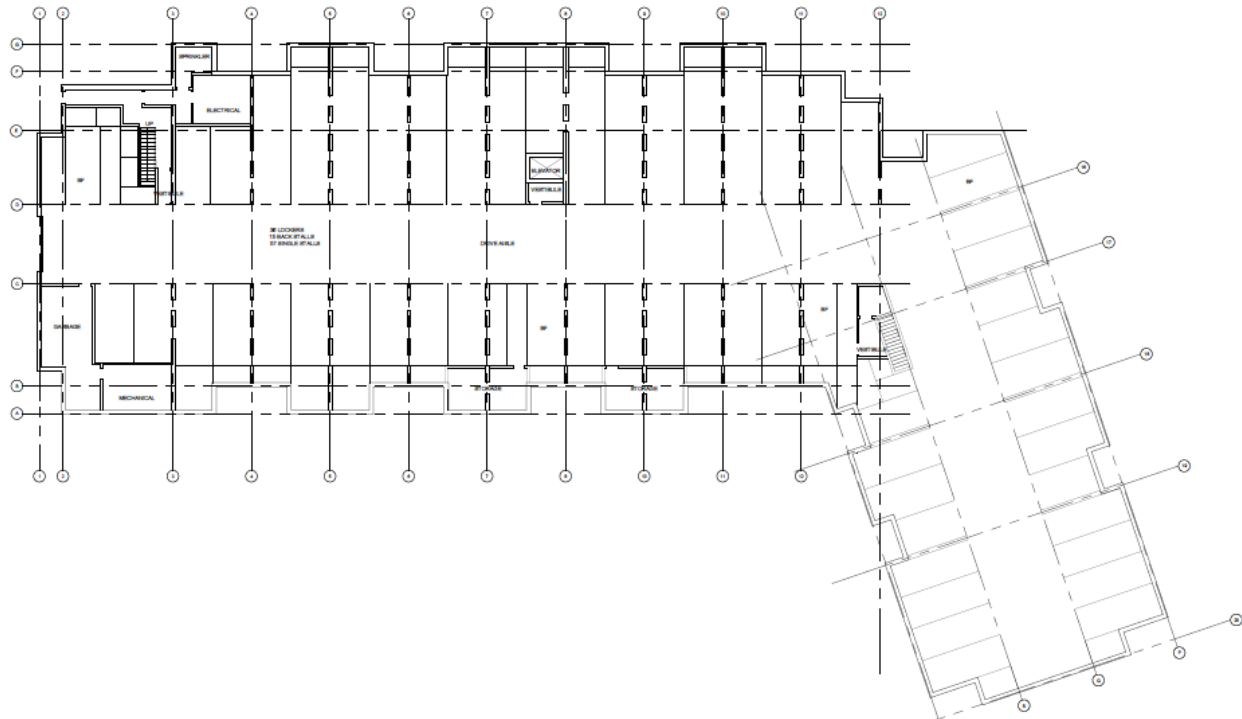
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Figure 4: Proposed Internal Parking

showing 57 unique parking locations which enable an additional 15 back stalls



PROCESS & NEXT STEPS

Section 230 of The Municipal Government Act (MGA) establishes the process for the approval of a Development Agreement. This process requires review by the Planning Advisory Committee and the holding of a Public Hearing by Council prior to a decision by Council to approve or reject the proposal. The decision by Council may be appealed to the Nova Scotia Utility and Review Board by an aggrieved person or by the Applicant.

The first stage of this application was the Public Information Meeting (PIM) held on September 12, 2017. Property owners within 100 metres of the development were notified by mail, indicating that the site was subject to a development agreement application. The purpose of the PIM was to provide the public with an opportunity to offer preliminary feedback on the request and allow the applicant to answer any questions that would arise. Notes from this session have been included as 'Attachment 2' and assisted the review process in identifying issues, support or concerns raised by residents. Lot 6 Woodman Road is located outside of any Architectural Control Areas.

The next step in the Development Agreement process (as shown below), will be to have the Planning Advisory Committee (PAC) review this report and provide a recommendation to Council. Council will then

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provide Initial Consideration, and if passed, a Public Hearing will be scheduled prior to a decision on the proposal from Council.



Figure 5 – Development Agreement Process

POLICY REVIEW & DISCUSSION

The property is designated Comprehensive Development District in the Municipal Planning Strategy (MPS) and zoned Residential Comprehensive Development District (RCDD) in the Land Use Bylaw (LUB). The property is approximately 1.27 acres in size with shrub trees and generally flat topography.

The Municipal Planning Strategy (MPS) includes several policies for Council to consider when reviewing such an application. This section provides relevant policies for this development proposal and discussion on criteria set out within these policies.

Municipal Planning Strategy – Part 5 – Objectives

Within the list of objectives outlined in Part 5 of the MPS, the two objectives most relevant to the proposed development are within policy 5.1.9 which reads as follows:

“5.1.9 to manage growth and control land use and development in a manner that will minimize urban sprawl and increase density and reduce conflicts between land uses in a manner that is compatible with the Town’s Sustainability Declaration and Vision.”

Municipal Planning Strategy – Part 8 – Residential Development and Land Use

Part 8 ‘Residential Development and Land Use’, states in the background:

“...we will see an ever-increasing population over the age of sixty. The need for alternative and economically efficient housing becomes even more important as residents make the transition to their senior years.”

Part 8.3 ‘High Density Residential’ states in the preamble:

“Higher density land use could help solve many of the environmental, social and aesthetic problems of sprawl, yet wide spread misconceptions about increased density often prevent communities from adopting compact land use strategies;”

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Part 8.3.4 of the MPS establishes that multi-unit residential building proposals in the R2-HD zone can only be considered by development agreement, as per Policy:

8.3.4 *to consider only by development agreement, in the areas zoned High Density*

Residential (R-2/HD) proposals for:

- *institutional developments of a limited nature not related to either main or*
- *accessory University uses, in accordance with policy 8.7.1.*
- *multi-unit residential development in accordance with policy 8.7.2*
- *Bed & Breakfasts in excess of 3 guestrooms and Inns, in accordance with policy*
- *8.7.4.*
- *Bed & Breakfasts with a dormitory room that has an occupant load larger than four*
- *persons, in accordance with policy 8.7.4.*

Part 8.4 'Comprehensive Development District' states in the preamble:

"Large vacant land holdings, primarily in the east and west ends of Town shall remain in the Comprehensive Development District (CDD) designation and zone. This designation ... is intended to provide for flexibility and innovation in the design and sustainable development of these lands for a variety of residential purposes;"

Part 8.4.3 of the MPS establishes that proposals in the RCDD zone can only be considered by development agreement, as per Policy:

8.4.3 *to consider only by development agreement, all proposals for development within the Residential Comprehensive Development District (RCDD) zone for mixed residential uses, limited institutional uses and local commercial uses.*

A proposal within this zoning is also required to follow MPS policy 8.4.4, 8.4.5 and 8.7.2. See the following table for policies contained and discussion

Criterion	Discussion
8.4.4 <i>to ensure the following criteria are met when Council is considering development proposals in the Residential Comprehensive Development District (RCDD) zone:</i> a) <i>a minimum EnerGuide rating of 80 is achieved by all new single unit and two</i>	The proposed building will be required to comply with existing "Amending Development Agreement No. 2, Schedule "B" which outlines energy and water efficiency commitments that existing multi-unit buildings shall comply with (see Draft Amending Development Agreement, Attachment 7). These efficiencies exceed requirements contained in this policy and align with the requirements for a NET ZERO rated building, which only applies to buildings that offer twice the energy efficiency of building code standards.


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<p><i>unit residential dwellings; and</i></p>	
<p>8.4.4 <i>to ensure the following criteria are met when Council is considering development proposals in the Residential Comprehensive Development District (RCDD) zone:</i></p> <p>b) <i>the maximum density of residential dwellings units shall be an average of 12 dwelling units per acre and the minimum density shall be an average of 5 dwelling units per acre; and</i></p>	<p>Density on the site, using the formula agreed on by the developer and the Town of Wolfville in the original development agreement, is based on the gross area of the 40 acres of the original “Woodman Lands”.</p> <p>Using this formula, gross density of units on the site-area is an estimated 8.5 units per acre despite over 300 units proposed for the entire “Woodman Lands” area.</p>  <p>It is important to acknowledge the site-density of MU LOT 6, and the net density of the “Woodman’s Lands”.</p> <p>The site-density of the proposal is 67 dwelling-units per acre, the highest site-density of any parcel in Wolfville.</p> <p>The net-density of the “Woodman’s Lands”, based on the area of parcels dedicated to dwelling units only (excluding parklands and roads) is an estimated 14 dwelling units per acre. By some interpretations, this is above our maximum permitted average-density for RCDD lands. As the Municipal Planning Strategy does not articulate which method of density calculation to use, density in this agreement has consistently been calculated based on gross area in multiple development agreement processes and</p>

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	<p>amendments, staff feel that calculating density for this application using net-area is inappropriate at this time.</p> <p>The portion to remain R-2/HD (high density) designated and zoned, shall maintain a density of 18 dwelling units/acre, consistent with MPS policy 8.7.2.</p> <p>As the proposed building does not alter the area’s gross density above 12 units per acre and the R2-HD portion of land is consistent with high density residential site densities, Staff believe the proposed building supports policies and goals of the MPS.</p>
<p>8.4.5 to require that all developments within the Residential Comprehensive Development District (RCDD) zone respond to sustainability principles....</p>	<p>The proposed development responds to sustainability principles by: using energy efficiencies in technology and building design to reduce environmental impact through efficiencies included in this Amending Development Agreement (see Draft Amending Development Agreement, Attachment 7. These efficiencies exceed requirements contained in this policy.</p> <p>This proposal also responds by creating 60 additional affordable housing units within the Town (see Attachment 6), uses shared heating systems, includes barrier-free and accessible units, provides diversity to the housing market in the form of one and two bedroom units, is within walking distance to public transportation, provides amenities that include balconies, walking trails and connections to destinations such as active transportation networks, local businesses and the Harvest Moon Trail, and provides opportunities for a mix of uses, including local commercial, as well as making efficient use of land in relation to infrastructure.</p> <p>Included as attachment 1 is a detailed breakdown of 8.4.5 with Staff comment/Developer Response to each.</p>
<p>8.7.2 to ensure the following criteria are met when council is considering proposals in High Density Residential (HDR) designations for new multi-unit residential development by development agreement:</p>	
<p>(a) the maximum development density does not exceed an</p>	<p>See comment regarding 8.4.4</p>

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<p><i>average of 18 dwelling units per acre;</i></p>	
<p><i>(b) the proposal provides sufficient on site open space, recreation space and recreation facilities to adequately serve the residents of a proposed multi-unit residential development ;</i></p>	<p>This proposal includes amenity space in the form of a balcony or patio space for each unit, 36 storage units for residents, a shared common room and outdoor patio, contributes additional planning and amenities (\$100,000 or equivalent) as outlined in the Development Agreement, as well as maintaining agreements for the existing public amenities of 15 acres of parkland, a wooden pedestrian bridge connecting the Woodman Lands to the informal trail to Oak Avenue and the Harvest Moon Trail, water features near and between multi-unit buildings, above ground parking that exceeds requirements for the existing buildings, and an on-site walking path and seating.</p> <p>Private Balconies:</p>  <p>16 Acres of Open Space/Parkland:</p> 

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Informal trails within parkland:



Pedestrian bridge connecting Woodman Road and Wickwire trail:



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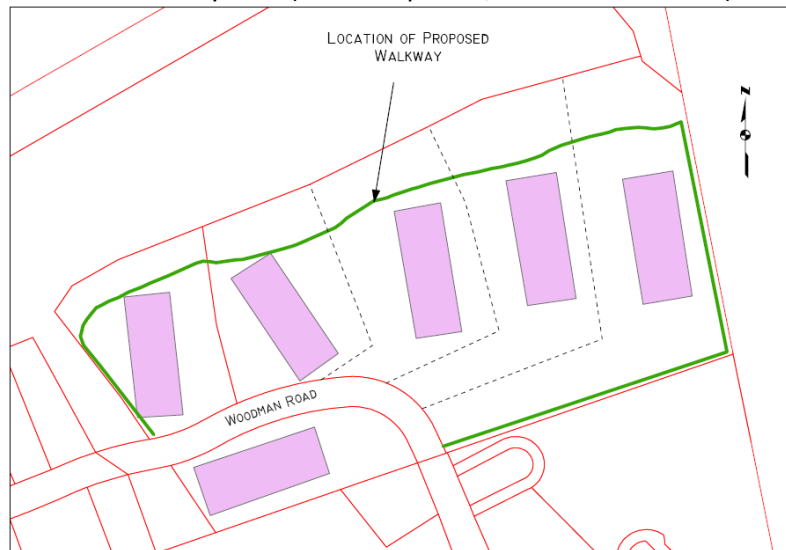
Department: Planning & Development



Harvest Moon Trail:



Additional trail system (in development/under construction) :



WOODMAN GROVE DEVELOPMENT
PLAN SHOWING PROPOSED WALKWAY LOCATION
JANUARY, 2012

AMENDMENT NO. 2, SCHEDULE "C"

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	<p>Water features on MU Lot 4 and 3:</p>  <p>Outdoor common space (proposed):</p> 
<p><i>(c) the proposal contains a landscape plan prepared by a landscape architect or certified landscape designer indicating the location and content of landscaped buffers required to provide separation from any existing abutting residential uses and to ensure a high landscape value is provided by the development.;</i></p>	<p>Updated plan to be submitted – draft included as attachment. The intent is a high landscape value, consistent with other multi-unit buildings in the area.</p>
<p><i>(d) the proposal provides a safe access and egress to the site for the intended use;</i></p>	<p>A traffic impact statement based on the additional units proposed in this application has been completed addressing a 64-unit residential building on this site. The traffic impact statement indicates that traffic volumes on Woodman Road will be well</p>

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	<p>within acceptable standards with 64 units, yet there may be a need to implement a turning lane on Main Street in the long-term, when turning left onto Woodman Road. Staff have ensured this is possible within the existing width of the right-of-way on Main Street. The Town Engineer and Traffic Authority have also reviewed the application and has no issues with the additional units.</p> <p>Parking issues and concerns raised at the September Public Information Meeting were investigated by Staff. Investigations by Staff revealed that many of the parked cars belong to residents who prefer on-street overnight parking during the summer to their existing, vacant, underground parking space. This was supported by Staff observations of the ample parking available in winter, when overnight parking bans exist.</p> <p>The proposed internal parking is for 57 unique parking spaces, with an additional 15 back-spaces. A total of 72 parking spaces is provided for 74 units. An additional 2 above ground parking spaces are dedicated to the residents of MU LOT 6, which is a combined total of 75 parking spaces, and a ratio of 1 parking space per unit.</p> <p>Staff feel this parking supply, as well as the nearby active transportation trails and public transit, are sufficient for this proposal.</p>
<p><i>(e) the proposal contains no more than a total of 8 bedrooms in a 3 unit dwelling and 10 bedrooms in a 4 unit dwelling;</i></p>	<p>Not applicable</p>
<p><i>(f) for buildings in excess of 4 dwelling units the proposal contains no more than an average of 3 bedrooms per dwelling unit;</i></p>	<p>No staff concern</p>
<p><i>(g) development is in accordance with policy 18.6.1</i></p>	<p>See 18.6.1</p>

Staff believe the development proposal is consistent with the intent and criteria set out in Policies 8.4.4, 8.4.5, and 8.7.2 of the MPS. A Policy review of MPS policy 18.6.1 is included below.

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Municipal Planning Strategy – Part 18 – Implementation

The last criteria outlined in Policy 8.7.3 of the MPS states that a “development is in accordance with Policy 18.6.1.” Policy 18.6.1 of the MPS contains general policies that are to be considered for all development agreement applications. An overview of issues arising from these general criteria is reviewed below in Table B while a summary of the entire policy, with Staff comment to each criterion, is provided as *Attachment 1*.

Table B – Discussion of MPS Policy 18.6.1	
Select Criterion	Discussion
1. Conflict with adjacent land uses	<p>Section 18.6.1 (b) of the MPS states:</p> <p style="text-align: center;"><i>“to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods...”</i></p> <p style="text-align: center;"><i>(i) The type and intensity of use;”</i></p> <p>The proposed building includes three floors of residential, matching the height of other high-density residential buildings adjacent to the proposed building. 60 units are contractually committed to affordable housing with Housing Nova Scotia for a duration of 15 years (see Attachment 6). This development agreement also enables local commercial in ground floor units with direct pedestrian access to the street. This is intended to provide local services to nearby residents, such as small grocers, health service providers, and similar uses as demand for them emerges in the area.</p> <p>Neighboring uses to MU LOT 6 are primarily high-density residential, with a variety of single-unit dwelling residences nearby, west of the site. Single unit dwellings to the west are separated from multi-unit buildings with parkland and vegetative buffering. Greenspace and a lone single-unit dwelling, each zoned High Density Residential (R2-HD), are located immediately south adjacent to the proposed multi-unit building.</p> <p>Concerns raised by owners of the single-unit dwelling to the south, and owners of single-unit dwellings to the west include potential conflicts over landscape buffering, a loss of greenspace, and parking. These concerns led the applicant to submit a site redesign that set the building back from the adjacent single-unit dwelling, increased south-facing buffering between the multi-unit building and the adjacent single-unit dwelling, increased buffering to the</p>

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	<p>west of the proposed multi-unit building, near existing parkland, and to purchase the single-family dwelling to the immediate south of the site to maintain a consistent immediate neighborhood of 3 floor, high density multi-unit buildings. The draft development agreement also requires the applicant to contribute \$100,000 towards open space which will go toward planning and implementing additional public amenities (see discussion in Key Issues of this report).</p> <p>The Municipal Planning Strategy identifies this site and area as designated for high-density, multi-unit dwellings. Staff believe this proposal meets, and supports, Municipal goals and policies outlined for RCDD areas while providing buffering and public amenities appropriate for the scale of the proposal.</p>
<p>2. Parking, Traffic & Egress</p>	<p>Section 18.6.1 (g) of the MPS states:</p> <p style="text-align: center;"><i>“to ensure that the proposed site and building design provides the following:</i></p> <p style="text-align: center;"><i>(ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property;”</i></p> <p>See 8.7.2 (d)</p>
<p>3. Adequate landscaping features</p>	<p>Section 18.6.1 (g) of the MPS states:</p> <p style="text-align: center;"><i>“to ensure that the proposed site and building design provides the following:</i></p> <p style="text-align: center;"><i>iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area”</i></p> <p>This proposal adds additional landscape features such as trees, vegetative buffering, \$100,000 (or equivalent) towards public amenities as outlined in the Development Agreement, pedestrian pathways and streetscape lighting to the original development agreement, as outlined in the landscape plan included in the Draft Amending Development Agreement.</p>

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	<p>The original development agreement includes a parkland donation of 15 acres, a wooden pedestrian bridge connecting the Woodman Lands to the informal trail to Oak Avenue and the Harvest Moon Trail, water features near and between multi-unit buildings, and above ground parking that exceeds requirements for the existing buildings (see Table A, above).</p> <p>For details on the currently planned items, please see the landscape plan as shown on Attachment 4 (to be updated).</p>
<p>4. Amenity space</p>	<p>Section 18.6.1 (g) of the MPS states:</p> <p><i>“to ensure that the proposed site and building design provides the following:</i></p> <p><i>ix) useable outdoor amenity space for use of residents in a residential development”</i></p> <p>See comment regarding 8.7.2 (b)</p>

Staff believe the development proposal is consistent with the intent and criteria set out in Policy 18.6.1 of the MPS. A summary table for MPS Policy 18.6.1 with Staff comment to each criterion is provided in *Attachment 1*.

Key Issues

Staff have identified key issues for this proposal, such as affordable housing & density, parking & traffic, and Amenity space & Quality of Life which impact how complete the “Woodman Lands” community shall be.

A “**complete community**” is one that considers more transportation options and connectivity, mixed and efficient uses of land, healthy environments, job growth and business diversity, and an involved citizenry that helps define a community’s unique character and sense of place. In short, a complete community is a place that you love to live.

–“Complete Communities” by University of Delaware, 2013

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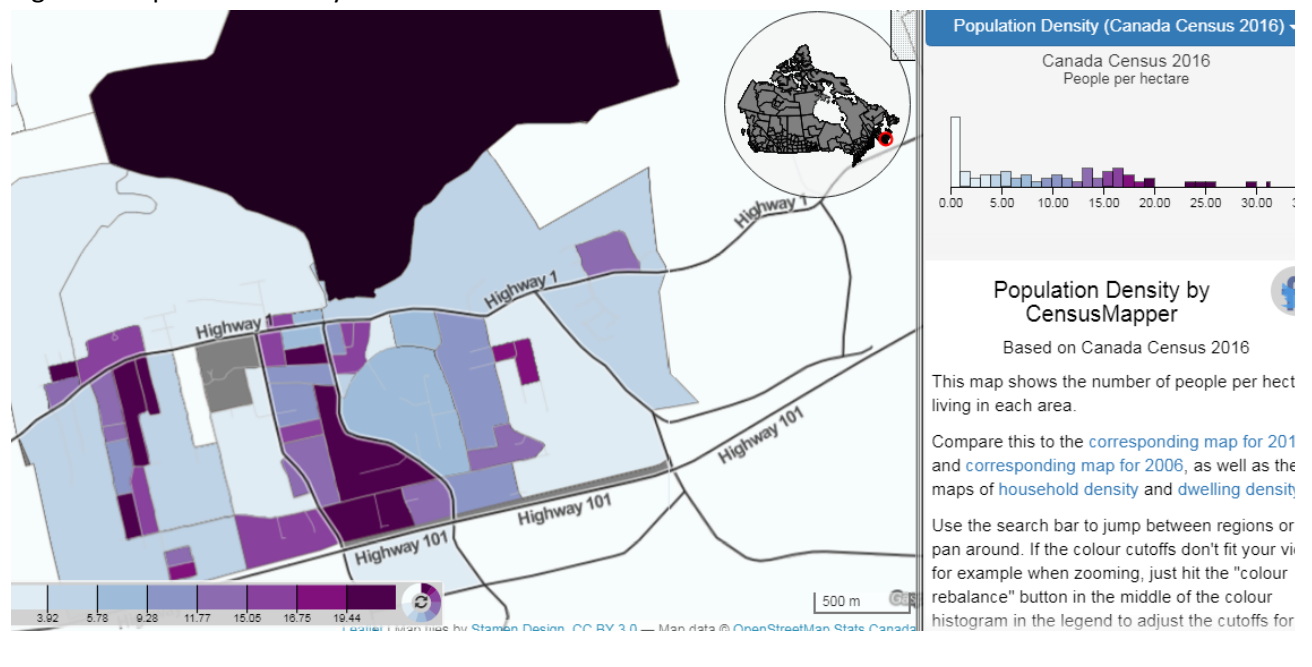
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Density vs Affordability

This proposal is for a building with a higher site-density than is usual in historical development within the Town of Wolfville and similar to density within contemporary development areas. The “Woodman Lands” apartments, near the high-density Tideways Apartments, currently represents an area with higher average-density than is usual on the periphery of the municipal boundaries. Upon completion, there is

Figure 6: Population density in Wolfville



anticipated to be more than 300 units within 300 meters of each other in the area.

Similar to Tideways, the proposed building provides affordable housing options. 60 units of the 74 unit building are committed to provide affordable housing, as contractually agreed with Housing Nova Scotia, for 15 years (see Attachment 6). The capacity to provide affordable housing options is related to density, as density enables cost-efficiencies such as shared heating through the design (shared walls for heat transference), use of district heating (shared heating), or improve water use, decreased capital costs per unit, and other techniques as outlined in the Draft Development Agreement.

Affordable housing and increased density are supported by the Municipal Planning Strategy with policies 2.1, 5.1.9, 8, 8.3, 8.4, and 8.4.5.

Policy 2.1, Wolfville's Vision Statement explicitly includes *"we will work towards achieving the following objectives.... A community that fosters and supports affordable housing..."* and Policy 8 states, in part:

"Council supports higher density residential developments that meet our desire for a more sustainable community for the following reasons:

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1. Higher density of population reduces the unit costs and environmental impacts of providing town services such as water, sewer, paved streets, sidewalks and snow removal.
2. More affordable housing can be achieved within higher density developments.
3. Higher density favours development of user services which will reduce the use of private vehicles, but which require certain threshold levels of participation, such as local bus/shuttle services and home deliveries from local businesses.
4. Higher density near the downtown business district allows more people to reduce dependence on the automobile."

For these reasons, Staff believe the proposed density and affordable housing opportunities included in this proposal are appropriate for this site.

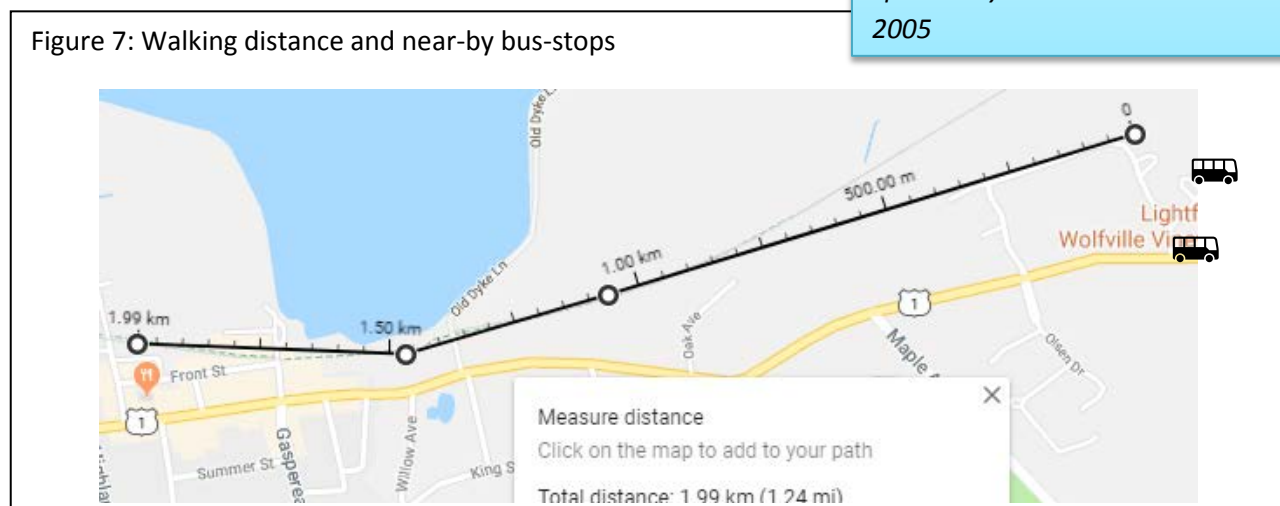
Parking & Traffic

Density leads to more activity on the street. In a car-oriented community this means more cars, and with more cars the need for more parking. To accommodate existing typical needs of residents in Wolfville, previous "Woodman Lands" apartment buildings (MU LOT 1- 5), under the previous Municipal Planning Strategy, have required one parking space per dwelling unit.

Town of Wolfville municipal documents, including the Municipal Planning Strategy, emphasize the need to support a sustainable future and limit the reliance on automobiles. Towards that end, it is important to note sustainable transportation options, including a bus line within walking distance, a flat-rate taxi service, and walkable distance from services (2 kilometers). The diversity of transportation options and Town of Wolfville 's emphasis on creating a sustainable future lead Staff to conclude that a ratio of 1 parking spaces per dwelling unit is appropriate.

Walking Speeds can vary greatly depending on many factors such as height, weight, age, terrain, surface, load, culture, effort, and fitness, the average human walking speed at crosswalks is about 5.0 kilometres per hour (km/h), or about 1.4 meters per second (m/s)
- "Establishing Pedestrian Walking Speeds" by Portland State University, 2005

Figure 7: Walking distance and near-by bus-stops



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Amenities & Quality of Life

Providing appropriate amenities for residents of 300 high-density units is critical to support a high quality of life. Each unit in this proposal shall have a private balcony, access to a common-room internal to the structure, and access to all other common-rooms within the “Woodman Lands” apartment buildings which are used for neighborhood activities. The common-room for this proposed building includes an outdoor balcony for residents as amenity space (see Figures 2). Local commercial uses may emerge in some ground floor spaces over time. Other public amenities included within the “Woodman Lands” area include a pedestrian path, pedestrian bridge, and water features (see Table A). There are no outdoor public gathering spaces provided, yet local commercial shops and services are enabled for ground-floor units with direct pedestrian access from the street.

Urban amenities [are] all of the things that you value in a community ... the open space, the walkways, the park space, the variety of shops or facilities and our proximity to them. Proximity to urban amenities and the resultant convenience as one of the main reasons for moving
- “Understanding the Importance of Urban Amenities” by Natalie Allen of University of Auckland, 2015

Staff believe an overall parks and open space concept plan for the Woodman's Lands and adjacent area is needed. The draft development agreement calls for this to happen as a requirement of approval with the output being a plan the Town can work with moving forward. The Developer would also contribute \$100,000 of value, or contribution, to the implementation. Additional public benefit should be sought from this proposal in the form of enhanced park/gathering space, trail connections, or other improvements determined through a process with the neighbourhood and wider community. Opportunities include:

- Formalizing the Wickwire Lane trail connection and realizing the opportunity this presents to overall connectivity and Active Transportation in the East End. This decision requires resolving the future of the “Oak Avenue Extension”. Staff are also exploring a trailhead and limited parking on the Oak Avenue side of this road reserve.
- Creating a public gathering or park space on the land owned by the Town (shown below – 972 square metres or .24 acres) adjacent to Lot MU-6. It is Staff's view that a space for all Woodman (and other) residents and visitors is needed.



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-
- The adjacent Marshland and Harvest Moon trail are obvious assets to the area are other ideas may emerge. The Developer had also proposed to the Town building a suspension bridge from his property to the Harvest Moon Trail. If the DA is to move forward, providing enhanced public amenities is critical for maintaining the high quality of life the Town is known for.

Complete Community

The existing community residing in the apartments of the “Woodman Lands” area, arguably, already have a complete community with access to transportation options, healthy environments, shops and services located 2km away, and a unique sense of identity that enables community activities in common areas. This proposal furthers the opportunity for a complete community by enabling local commercial uses within a high-density area, which in turn enables a diversity of shops and services for the immediate area.

REVIEW FROM OTHER DEPARTMENTS

The development proposal has been reviewed by the Public Works Department and the Traffic Authority, with no comments or concerns related to servicing capacity, access, egress, parking or significant impacts on traffic volume or movement.

PUBLIC INFORMATION MEETING

The Town held a Public Information Meeting on September 12, 2017. Notes from this meeting are included as Attachment 2. Concerns raised during that meeting informed the applicant's final submission and areas of concern in Staff's report.

DESIGN REVIEW COMMITTEE

Staff and the applicant have not met with the design review committee regarding this proposal as it is not within an architectural control area.

SUMMARY OF DRAFT DEVELOPMENT AGREEMENT PROVISIONS

The Draft Development Agreement, as attached (*Attachment 7*), enables and requires the following:

- The construction of a 74-unit multi-unit building with energy, water and affordable housing requirements;
- Public amenity planning and contribution as agreed by the Director Planning who may require easements, service agreements, or other conditions as required.
- Extension of construction timeline, to permit time to complete new building.
- Parking ratio of 1 parking spaces per dwelling unit for the proposed building.

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Department: Planning & Development



COMMENTS & CONCLUSIONS

This proposal includes higher site-density than many areas within Wolfville, affordable housing options, opportunities for complete communities, a building that strives to attain NET ZERO energy efficiency, and a wide range of other community benefits. This development will have impacts on parking and will require amenities that need to be considered to ensure the Town of Wolfville can ensure a high quality of life for residents. These items have been addressed by the applicant and Staff believe this proposed development is appropriate for this site and consistent with the relevant policies of the MPS.

STAFF RECOMMENDATION

Staff recommends that the Planning Advisory Committee provide a positive recommendation to Council regarding the Draft Amending Development Agreement for Lot MU 6 (PID 55496426) and that the attached Draft Development Agreement be forwarded to Council for Initial Consideration before a Public Hearing is held.

ATTACHMENTS

1. Policy Summary Tables
2. Public Information Meeting Notes
3. Additional Context
4. Site Plan
5. Traffic Impact Statement
6. Confirmation of Affordable Housing
7. Applicant's Submission
8. Draft Development Agreement (including building performance schedule)

ATTACHMENT 1 – Policy Summary Tables

Guide to Interpretation of Clause 8.4.5 – Sustainability Principles

MPS Ref. No.	Short Description	Priority
8.4.5 (a)	Building & site design to reduce energy requirements	High
Objective:		
To encourage building and site design that reduces operational energy requirements of a development over its lifecycle.		
Definitions/Examples:		
<i>Operational Energy Requirements</i> – include building heating and cooling, lighting (indoor & outdoor), water heating, building orientation and other mechanical & electrical systems within the development (i.e. district heating systems).		
Staff Comment:		
The project provides buildings and site design that reduce the required operational energy requirements by a significant amount from conventional buildings (see Schedule B of the Draft Development Agreement)		

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (i)	Retention of Natural Systems	High
Objective:		
To substantially reduce the harmful impact of development on the environment by retaining and/or re-establishing natural systems. To enhance the connectivity of natural systems to maintain, rehabilitate or enrich biodiversity and provide protective systems, such as flood control.		
Definitions/Examples:		
<i>Natural Systems</i> - include, but are not limited to, watercourses, wetlands, wooded or forested areas, and individual trees of significant size, ravines, steep slopes, and wildlife habitat.		

Staff Comment:

Retention of natural systems by retaining natural slopes – see comments in Developer’s submission as well.

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (ii)	Retention of Category 2 soils	Medium
Objective:		
To retain Category 2 soils, in accordance with Statements of Provincial Interests, for use or potential use in the future for food production. This could be accomplished through techniques such as cluster housing or creation of community gardens.		
Definitions/Examples:		
<i>Category 2 Soils</i> - soils in this class have moderate limitations which restrict the range of crops or require moderate conservation practices. The soils are deep and hold moisture well. The limitations are moderate and the soils can be managed and cropped with little difficulty. Under good management they are moderately high to high in productivity for a fairly wide range of crops.		
Staff Comment:		
Greenspace areas are available for future community gardens if desired.		

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (iii)	Use of renewable energy sources	Medium
Objective:		
To encourage the use renewable energy sources within a development to reduce dependence on fossil fuels and reduce greenhouse gases.		
Definitions/Examples:		
<i>Renewable Energy</i> - is generated from natural resources which are replenished by natural processes. Examples of such resources are solar, wind, and geothermal heat.		

Staff Comment:

The proposed development is intended to be “Net Zero Energy,” with energy used on site to be equivalent to the energy consumed on site, making the net energy cost of the development at or near “0”, see Draft Development Agreement – Schedule B

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (iv)	Management of construction wastes	Medium
Objective:		
To reduce the amount of construction waste to make optimum use of manufactured materials and to reduce the amount of waste going to land fill.		
Definitions/Examples:		
<i>Construction Waste Reduction</i> - can be accomplished through avoiding over ordering, just in time delivery to avoid weather damage, designing for standard sizes, reusing of waste material on site or nearby, and separation of waste materials for recycling.		
Staff Comment: No response indicated by the proposal.		

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (v)	Reduced storm water run off	High
Objective:		
To reduce the amount of, or increase in, storm water runoff from a new development. This has the benefit of decreasing downstream erosion and sedimentation damage, reducing the size (and cost) of downstream drainage infrastructure, and increasing opportunity for groundwater recharge.		
Definitions/Examples:		
<i>Storm Water Runoff</i> – is rain water that falls on a developed site and is not retained on the site (such as roof drains that connect to storm sewer systems) and is discharged to surrounding down gradient lands.		

Storm Water Detention – is the temporary collection and detention of storm runoff (usually through engineered ponds or water conserving landscaping) to be released at rates that are equal to or less than those prior to development.

Staff Comment:

Reduced storm water runoff is included in the “Woodman Lands” agreements in the form of a storm retention pond on Lot MU 4 & 3

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (vi)	Water conservation	High
Objective:		
To substantially reduce water consumption through efficient conservation practices.		
Definitions/Examples:		
<i>Efficient Conservation Practices</i> - include, but are not limited to: water conserving landscape practices and design, low flow toilets (6L or less), low flow showerheads (20L or less), and low flow faucets, greywater reuse, and rainwater collection.		
Staff Comment:		
Efficient conservation is accomplished with water conservation techniques (low flow fixtures) and low energy light fixtures (see Draft Development Agreement – Schedule B more details)		

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (vii)	Waste reduction (solid waste and sanitary sewage)	High
Objective:		
To integrate with established inter-Municipal waste reduction practices and recycling programs. To adopt designs that reduce the load on Municipal sanitary sewage infrastructure.		
Definitions/Examples:		
<i>Recycling Practices</i> - include, but not limited to appropriate recycling receptacles.		
Staff Comment:		

Development will be part of the regime of waste reduction under Valley Waste Resource Management.

MPS Ref. No.	Short Description	Priority
8.4.5 (b)(viii)	Use of Environmentally Sustainable Materials	Medium
Objective:		
To encourage the use of building materials that are not harmful to the environment, either in their production, transportation or use, and reduce the amount and use of harmful materials within a development.		
Definitions/Examples:		
<i>Environmentally Sustainable Materials</i> - are materials that eliminate or reduce harm to the environment by not releasing toxic substances in their production, are made from renewable resources, or are not sourced unnecessarily from distant locations which increase carbon emissions. Examples of environmentally sustainable materials include renewable forest products, and durable materials such as masonry supplies (bricks and stone), concrete and metals (particularly those sourced from recycled materials). Examples of environmentally less acceptable materials include those heavily reliant on limited non-renewable resources such as petroleum and natural gas including vinyl and other plastics as well as asphalt.		
Staff Comment: No response indicated by the proposal.		

MPS Ref. No.	Short Description	Priority
8.4.5 (b) (ix)	Use of certified Fair Trade products	Low
Objective:		
To encourage, where appropriate and reasonable, the use of certified Fair Trade products within a development.		
Definitions/Examples:		
<i>Fair Trade</i> - is an organized social movement and market-based approach that aims to help producers in developing countries and promote sustainability. The movement advocates the payment of a higher price to producers as well as social and environmental standards in areas		

related to the production of a wide variety of goods. The Town of Wolfville is a certified Fair Trade Town.
Comments: Limited applicability for this development.

MPS Ref. No.	Short Description	Priority
8.4.5 (c)	Affordable Housing	High
Objective:		
To provide a component of affordable housing in Wolfville for families with low to moderate incomes, and encourage young families to settle in town.		
Definitions/Examples:		
<p><i>Affordable Housing</i> - means housing with a sales price or rental amount within the means of a household that may occupy moderate and low income housing. In the case of dwelling units for sale, affordable means housing in which mortgage, amortization, taxes, insurance, and condominium or association fees, if any, constitute no more than 30% of such gross annual household income for a household of the size that may occupy the unit in question. In the case of dwelling units for rent, affordable means housing for which the rent and utilities constitute no more than 30% percent of such gross annual household income for a household of the size that may occupy the unit in question. <i>(Canadian Mortgage and Housing Corporation (CMHC) Benchmark).</i></p>		
Comments:		
The project provides an affordability component that would meet the need to provide housing in Wolfville that is affordable and available for all sectors of society, in the amount of 60 units (see Attachment 6).		

MPS Ref. No.	Short Description	Priority
8.4.5 (d)	Alternative Housing models	Low

Objective:
To provide choices in types of financial models and social housing structures.
Definitions/Examples:
<i>Alternative Housing</i> - includes but is not limited to condominiums and co-op housing such as equity co-ops, in which ownership is tied to occupancy area, or co-housing, in which each unit owns one share. Other arrangements such as a common/district heating for a number of buildings also falls in this category.
Comments:
No response indicated by the proposal.

MPS Ref. No.	Short Description	Priority
8.4.5 (e)	Barrier Free provisions (Note: The National Building Code (NBC) includes requirements for a minimum number of barrier free units within multiple housing developments)	Low/High (for multiple housing units)
Objective:		
To provide, where appropriate and reasonable, barrier free housing units within a development. To provide barrier free access and mobility within the municipal infrastructure of a development.		
Definitions/Examples:		
<i>Barrier Free</i> – means a building and its facilities can be approached, entered, and used by persons with physical or sensory disabilities (NBC).		
Staff Comment:		
The project provides barrier free/accessible housing units in accordance with building regulations, and in accordance with Housing Nova Scotia requirements it also includes 60 units built to accessible “visitable” standards which can be modified to become accessible as needed.		

MPS Ref. No.	Short Description	Priority
8.4.5 (f)	Architectural and environmental design	High
Objective:		
To encourage developments with high architectural value and aesthetic appeal.		
Definitions/Examples:		
<i>Architectural Value</i> – means individual buildings or entire neighborhoods whose design pays attention to scale, proportion, structural integrity, and appropriate use of materials, in harmony with the site and reflecting the character and climate of Wolfville		
Staff Comment:		
The project demonstrates high quality architectural and environmental design that is compatible with the landscape and that will contribute positively to the immediate area and the Town in general.		

MPS Ref. No.	Short Description	Priority
8.4.5 (g)	Mixture of Housing types and densities	High
Objective:		
To encourage the development of neighbourhoods containing a variety of single and multiple unit housing that complements the established housing stock in the Municipality.		
Definitions/Examples:		
The variety of housing includes some or all of the following: detached single family housing, semi-detached, duplex and row housing (townhomes) and single buildings with multiple units. Such housing will provide a variety of designs forming a cohesive and complementary whole.		
Staff Comment:		
No response indicated by the proposal.		

MPS Ref. No.	Short Description	Priority
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8.4.5 (h)	Public and private amenities	Medium
Objective:		
To encourage the development of recreational, cultural and health and wellness amenities that enhance the quality of life in Wolfville.		
Definitions/Examples:		
<i>Public and Private Amenities</i> - include such amenities as walkways, parks and natural landscapes.		
Staff Comment:		
The proposal provides private amenities and gathering spaces such as balconies, gathering spaces, vegetation and buffering, as well as an additional \$100,000 in value as outlined in the draft development agreement, as well as the water feature, pedestrian pathways and bridge as outline in previous development agreements for the land.		

MPS Ref. No.	Short Description	Priority
8.4.5 (i)	Active Transportation	High
Objective:		
To encourage Active Transportation (human-powered transportation). Facilitate active transportation by providing and maintaining well-connected sidewalks, trail/walkways and cycling infrastructure that integrates with existing Municipal systems.		
Definitions/Examples:		
<i>Active Transportation</i> - includes, but is not limited to; walking, cycling, running, in-line skating, and skateboarding.		
Staff Comment:		
The project provides active transportation routes and amenities and maximizes connections with existing trail/walkway systems through sidewalks, trail implementation and connection to the nearby rail-trail.		

MPS Ref. No.	Short Description	Priority
8.4.5 (j)	Access to public transportation	High
Objective:		
To facilitate appropriate and reasonable access to public transportation.		
Definitions/Examples:		
<i>Facilitation (in a development context)</i> - shall include, but is not limited to, consultation with the appropriate Municipal agencies, and public transit providers, so as to identify potential bus stops, route designs, and other required infrastructure.		
Staff Comment: The project provides access to public transportation within walking distance		

MPS Ref. No.	Short Description	Priority
8.4.5 (k)	Mixed Use – Local Commercial	Low
Objective:		
To encourage the provision of local commercial services as part of housing developments.		
Definitions/Examples:		
<i>Local Commercial Services</i> - include convenience stores, laundry mats, farm markets, etc.		
Staff Comment: The proposal includes opportunities for local commercial services as part of the housing development for ground-floor units with direct pedestrian access to the street.		

MPS Ref. No.	Short Description	Priority
8.4.5 (l)	Efficient use of Land	High

Objective:
To reduce capital and operating costs for provision of Municipal infrastructure and services.
Definitions/Examples:
Efficient planning optimizes the costs of infrastructure and services within the context of land use zoning, but not in isolation of other important considerations such as environmental protection. For example, developments that are contiguous to developed areas are preferable to isolated developments. Efficiency is achieved with the full integration of transportation corridors between developments and the minimization of roadways. This could be effected through cluster housing within a buffering green space.
Staff Comment:
The proposal makes efficient use of land in relation to infrastructure requirements by clustering units within a single building.

Policy 18.6.1 of the MPS states the general policies for all development agreements. As part of the review for this section, staff may have contacted other departments or outside agencies to seek specific information. The following table outlines the policy and provides Staff comment:

General Development Agreement Policies of the MPS (Section 18.6.1)	Staff Comment
(a) <i>to ensure that the proposal conforms to the intent of the MPS and to all other applicable Town By-Laws and regulations, except where the application for a development agreement modifies the requirements of the LUB or Subdivision By-Law.</i>	<ul style="list-style-type: none"> This proposal is enabled for consideration by development agreement and in Staff’s opinion the proposal is consistent with the intent of the MPS.
(b) <i>to ensure that the development does not cause conflict with adjacent land uses, disturb the quiet enjoyment of adjacent lands, or alter the character and stability of surrounding neighbourhoods through:</i>	
i) <i>the type and intensity of use</i>	Neighboring uses to MU LOT 6 are primarily high-density residential, with a variety of single-unit dwelling residences nearby, west of the site. Single unit dwellings to the west are separated from multi-unit buildings with parkland and vegetative buffering. Greenspace zoned High Density

	<p>Residential (R2-HD), is located immediately south. adjacent to the proposed multi-unit building.</p> <p>Concerns raised by owners of single-unit dwellings to the west include potential conflicts over a loss of greenspace and on-street parking. These concerns led the applicant to increase south-facing buffering, increase buffering to the west of the proposed multi-unit building, near existing parkland, and to purchase the single-family dwelling immediately adjacent to the site.</p> <p>The Municipal Planning Strategy identifies this site and area as designated for high-density, multi-unit dwellings. Staff believe this proposal meets, and supports, Municipal goals and policies outlined for RCDD areas while providing buffering and public amenities appropriate for the scale of the proposal.</p>
<i>ii) the height, mass or architectural design of proposed buildings</i>	<ul style="list-style-type: none"> The proposed building is similar in scale and style to existing multi-unit residential buildings in the area.
<i>iii) hours of operation of the use</i>	<ul style="list-style-type: none"> Not applicable (residential use only at this time)
<i>iv) outdoor lighting</i>	<ul style="list-style-type: none"> Outdoor lighting and pedestrian experience of the area is improved with additional public space amenities.
<i>v) noise, vibration, or odour</i>	<ul style="list-style-type: none"> The dwelling units on this property will result in increased noise in the form of additional mechanical units in the area. Staff believe this is within acceptable and existing circumstances.
<i>vi) vehicles and pedestrian traffic</i>	<ul style="list-style-type: none"> The dwellings on this property will result in increased vehicle traffic but the overall functionality of the road network will not be impacted. See comment below, in item (g)ii.
<i>vii) alteration of land levels/or drainage patterns</i>	<ul style="list-style-type: none"> No issues.
<i>viii) deprivation of natural light</i>	<ul style="list-style-type: none"> No issues anticipated.
(c) to ensure that the capacity of local services is adequate to accommodate the proposed development and such services will include, but not be limited to the following:	
<i>i) sanitary and storm sewer systems</i>	<ul style="list-style-type: none"> Adequate capacity
<i>ii) water systems</i>	<ul style="list-style-type: none"> Adequate capacity
<i>iii) schools</i>	<ul style="list-style-type: none"> No issues
<i>iv) recreation and community facilities</i>	<ul style="list-style-type: none"> No issues

v) <i>fire and police protection</i>	<ul style="list-style-type: none"> • No issues
vi) <i>street and walkway networks</i>	<ul style="list-style-type: none"> • No issues
vii) <i>solid waste collection and disposal systems</i>	<ul style="list-style-type: none"> • No issues
(d) <i>to ensure that the proposal is not premature or inappropriate by reason of the financial ability of the town to absorb capital and/or maintenance costs related to the development.</i>	<ul style="list-style-type: none"> • No costs to be incurred by the Town
(e) <i>to ensure that the proposal does not cause environmental damage or damage to adjacent properties through:</i>	
i) <i>pollution of soils, water or air</i>	<ul style="list-style-type: none"> • No issues
ii) <i>erosion or sedimentation</i>	<ul style="list-style-type: none"> • A storm water drainage plan will be required to address storm water runoff and sediment control during construction.
iii) <i>interference with natural drainage systems</i>	<ul style="list-style-type: none"> • See above
iv) <i>flooding</i>	<ul style="list-style-type: none"> • See above
(f) <i>to ensure that the proposal protects and preserves matters of public interest such as, but not limited to:</i>	
i) <i>historically significant buildings</i>	<ul style="list-style-type: none"> • No issues
ii) <i>public access to shorelines, parks and public and community facilities</i>	<ul style="list-style-type: none"> • No issues
iii) <i>important and significant cultural features, natural land features and vegetation</i>	<ul style="list-style-type: none"> • No issues
(g) <i>to ensure that the proposed site and building design provides the following:</i>	
i) <i>useable active transportation networks that contribute to existing active transportation links throughout the community</i>	<ul style="list-style-type: none"> • pedestrian paths connect to existing active transportation networks.

<p><i>ii) functional vehicle circulation and parking and loading facilities designed to avoid congestion on or near the property and to allow vehicles to move safely within and while entering and exiting the property</i></p>	<p>Staff recognize concerns pertaining to increased volumes of traffic and parking in the area. A traffic impact statement based on the additional units proposed in this application has been completed. The traffic impact statement indicates that traffic volumes on Woodman Road will be within acceptable standards, yet there may be a need to implement a turning lane on Main Street, when travelling east and turning left onto Woodman Road, in the long-term. Staff have ensured this is possible within the existing width of the right-of-way on Main Street.</p> <p>Parking issues and concerns raised at the September Public Information Meeting were investigated by Staff. Investigations by Staff revealed that many of the parked cars belong to residents who prefer on-street overnight parking during the summer to their existing, vacant, underground parking space. This was supported by Staff observations of the ample parking available in Winter, when overnight parking bans exist.</p> <p>The proposed internal parking is for 57 unique parking spaces, with an additional 15 back-spaces. A total of 72 parking spaces is provided for 74 units. An additional 2 above ground parking spaces are dedicated to the residents of MU LOT 6, which is a combined total of YY parking spaces, and a ratio of 1 parking space per unit.</p> <p>Staff feel this parking supply, as well as the nearby active transportation trails and public transit, are sufficient for this proposal</p>
<p><i>iii) facilities for the safe movement of pedestrians and cyclists</i></p>	<p>Pedestrian paths connect to existing active transportation networks.</p>
<p><i>iv) adequate landscaping features such as trees, shrubs, hedges, fences, flower beds and lawns to successfully integrate the new development into the surrounding area</i></p>	<p>This proposal adds additional landscape features such as trees, vegetative buffering, pedestrian pathways and streetscape lighting and an additional \$100,000 in value to be added amenities on or near the site through a variety of means.</p> <ul style="list-style-type: none"> • The original development agreement includes a parkland donation of 15 acres, a wooden pedestrian bridge connecting the Woodman Lands to the informal trail to Oak Avenue and the Harvest Moon Trail, water features near and between multi-unit buildings, and above ground parking that exceeds requirements for the existing building

<p>v) <i>screening of utilitarian elements, such as but not limited to; mechanical and electrical equipment, and garbage storage bins</i></p>	<ul style="list-style-type: none"> • Utilitarian elements are to be screened or contained internally.
<p>vi) <i>safe access for emergency vehicles</i></p>	<ul style="list-style-type: none"> • No issues
<p>vii) <i>adequate separation from, and consideration of, public and private utility corridors to ensure their continued safe and functional operation</i></p>	<ul style="list-style-type: none"> • Not applicable
<p>viii) <i>architectural features, including but not limited to, mass, scale, roof style, trim elements, exterior cladding materials, and the shape, size and relationship of doors and windows; that are visually compatible with surrounding buildings in the case of a new building or with the existing building in the case of an addition</i></p>	<ul style="list-style-type: none"> • Not applicable
<p>ix) <i>useable outdoor amenity space for use of residents in a residential development</i></p>	<p>This proposal includes amenity space in the form of: a balcony or patio space for each unit, 36 storage units for residents, a shared common room and outdoor patio. Additional amenity space on site includes: maintaining the existing public amenities of 15 acres of parkland, a wooden pedestrian bridge connecting the Woodman Lands to the informal trail to Oak Avenue and the Harvest Moon Trail, water features near and between multi-unit buildings, and above ground parking that exceeds requirements for the existing buildings.</p>
<p>x) <i>accessible facilities for the storage and collection of solid waste materials</i></p>	<ul style="list-style-type: none"> • Accessible facilities are provided as shown on the approved site/landscaping plan
<p>xi) <i>appropriate consideration for energy conservation</i></p>	<ul style="list-style-type: none"> • Building will have to meet current building code requirements
<p>xii) <i>appropriate consideration of and response to site conditions, including but not limited to; slopes, soil, and geological conditions,</i></p>	<ul style="list-style-type: none"> • site conditions have been taken into consideration

<p>vegetation, watercourses, wet lands, and drainage</p>	
<p>(h) where Council determines, on the advice of a licensed professional, that there is a significant risk of environmental damage from any proposed development which does not require an assessment under the Environmental Assessment Act, environmental studies shall be carried out at the expense of the developer for the purpose of determining the nature and extent of any environmental impact and no agreement shall be approved until Council is satisfied that the proposed development will not create or result in undue environmental damage</p>	<ul style="list-style-type: none"> • No issues identified

Policy 18.6.2 establishes what conditions may be established in the development agreement. The conditions are limited to those listed, and to the specific policies guiding the particular type of development.

Policy 18.6.2 of the MPS	
SECTION 18.6.2	STAFF COMMENT

18.6.2 that a development agreement may contain such terms and conditions that are provided for in Section 227 of the Municipal Government Act which ensures that the proposed development is consistent with policies of this Municipal Planning

Strategy. The agreement may include some or all of the following:

- (a)** the specific type of use;
- (b)** the size of the structure(s) within a development;
- (c)** the percentage of land that may be built upon and the size of yards, courts, or other open spaces;
- (d)** the location of structure(s) in relation to watercourses, steep slopes and development constraint areas;
- (e)** storm water drainage plans;
- (f)** the maximum and minimum density of the population within the development; the architectural design or external appearance of structures, in particular its compatibility with adjacent structures, where required by policy;
- (g)** traffic generation, access to and egress from the site and impact on abutting streets and parking;
- (h)** landscape design plan indicating the type, size and location of all landscaping elements that buffer or screen the development. This may also include fencing, walkways and outdoor lighting;
- (i)** open storage and outdoor display;
- (j)** public display or advertising;
- (k)** maintenance of the development;
- (l)** any other matter which may be addressed in the Land Use By-

- The draft Development Agreement includes terms and conditions in relation to many of the items included in 18.6.2.

<p><i>law or Subdivision By-Law, such as parking requirements, yard requirements, etc.;</i></p> <p>(m) <i>site specific information relating to soils, geology, hydrology and vegetation.</i></p>	
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ATTACHMENT 2 - Public Information Meeting Notes

**Public Information Meeting
7.30 PM – Council Chambers
Development Agreement Proposal
Lot 6 Woodman Road**

Attending

Staff: Director Chrystal Fuller, Planner Jeremy Banks & Administrative Assistant James Collicutt

Developers: Peter Polley, Architect Michael Napier & Architect Catherine MacQuarrie (MN Architecture)

41 Members of the Public

Director Fuller began the meeting with a PowerPoint presentation that provided an overview of the proposal to construct a four storey 48-unit residential building with underground parking – similar to the existing buildings – at Lot 6 Woodman Road. Director Fuller reviewed the relevant background information including a history of the development, the current RCDD zoning, surrounding uses and amendment that allowed for the development of the lot via a subsequent DA.

The Developer's agent, Mr. Napier, clarified where the Town-deeded green space is located and noted that the proposal to amend the DA is a result of the market demand for developments such as this.

Ms. MacQuarrie noted that the main differences between the proposed building and the existing buildings would be its orientation to the street and the exterior entrances to the ground-floor units being designed in such a way as to create a more interactive and vibrant streetscape. Natural slopes and existing trees, a rainwater recycling system along with numerous design features are being incorporated to make for a more environmentally friendly and sustainable development.

Director Fuller then looked to the public for any comments or questions.

Public Comment & Questions:

Brian McKibbin, 7 Laura Moore Road asked:

- How many units were permitted by the original DA? Is the density being increased?

Ms. MacQuarrie replied:

- *216 units in the original DA and the application seeks to increase the number of units to 260 if approved.*

Deborah Wellmore, 86 Woodman Road asked:

- Was the number of units in the original DA proposal changed from 6 to 5?
- Should the buildings under construction not be completed first?

Director Fuller replied:

- *Yes, although Council approved the possibility for another building on lot 6 by subsequent DA amendment.*
- *That is a business decision on the Developer's part and the application can be made at any time.*

Mr. Polley replied:

- *Typically, proposals are put forward years a head of time and the development timeline for Woodman's Grove has been well within the industry standard. Beginning construction on new buildings while others are being completed allows the overall development to take less time than constructing multiple buildings individual. The plan is to start on Lot 6 in Spring 2018 and have it constructed in less time than any of the other buildings.*

Elanore Howard, 80 Woodman Road asked:

- This development will create more auto-centric sprawl with at least 48 cars per unit, if not more. The development is so far outside of the center of the Town that the emissions from cars would negate any benefits from the environmentally sensitive design features . The development is too big. How does the mixed-use nature remarks from the PIM report fit in with the development?

Director Fuller replied:

- *The mixed-use policies for the RCDD designation allow for these uses but are not required.*

David Smith, 23 Laura Moore Road asked:

- Fortunate to have Polycorp as a developer as the quality and attention to detail is better than many others; however, parking needs to be examined by the Town as there seems to be typically 1 car per bedroom and as a result some parking on the streets. With the currently open building there are 8-10 on weekends parked on the street. Hopefully the on-site parking will be monitored to ensure that the on-street parking will not become a problem, especially in the winter. The additional traffic may require the implementation of traffic-calming measures going forward.
- In the new building, will the A/C units be external? They will within ear shot of numerous residences.

- Concerned that there will be a closed in street that is prone to icing on the sidewalk in the winter.

Peter Polley replied:

- The new 2 25-ton units outside and will be quieter.
Fuller: re: traffic, there was a traffic study done as part of the original application and staff will be reexamining its usefulness as a projection at full build-out.
20-22' setback from the road.

Hans Boudreau, 67 Woodman Road asked:

- It can't be plowed effectively, largely due to the boulevard, and parking on the street in the winter is dangerous.

Mr. Polley replied:

- *The boulevard/median is intended to slow traffic between the higher and lower density areas of the woodman's grove development and direct traffic from the multi-units to main street along woodman road rather than through laura moore. Many of the underground parking stalls are "tandem stalls" essentially affording two parking spaces per unit, but some residents may find that it is just easier to park on the street rather than both parking underground. The parking area in the southeast corner of the Development area will have space for approximately 50 cars once completed.*

Mike Hines, 89 Woodman Road asked:

- Re: traffic flow and parking: has asked the Town numerous times from signage to direct traffic flow from the multi-units away from Laura Moore.

Director Fuller replied:

- *Not precisely relevant to the current application. Signage, traffic calming measures, are dealt with the traffic authority.. but the placement of the driveway is relevant and it is looked at in terms of safety and it will be addressed if deemed an issue.*

Paige Hines: will more units not make the problem worse?

Fuller: the existing traffic study has recommendations for full built out, and staff will re-examine it and possibly update it.

P Hines: has it been looked at since construction commenced?

Fuller: it hasn't been updated but this amendment may require an update.

Polley: populations in the development allow real-world numbers to be factored into the

Derek Watts, 67 Woodman Road asked:

- Suspects that the new exit will be similar to that of #67, that enters the street at a low elevation and limits visibility, also requiring more aggressive acceleration.
- This building appears longer and narrower than the other 48-unit buildings

MacQuarrie replied:

- *The buildings are the same dimensions and the grade will be less aggressive to the street. Watts: the height of the building would effect views from the other units (visual obstruction), perhaps something similar to tideways or single family dwellings would be more appropriate on the site.*

Carole Carpenter, representing tideways asked:

- *A botanist pointed out that it WAS a wetland, and the brook has been culverted but the marsh on tideways land is used by redwing blackbirds and other birds. The corner is too large for such a large building and expressed concerns about how the building will affect tideways adjacent greenspace. The existing construction conditions are creating chaos around tideways – maybe a smaller building would*

Director Fuller replied:

- *An outline.*

Simeon Hanson, asked:

- *Concerned about invasion of privacy and the aesthetics, size, noise and traffic issues. Also bearing in mind that there is no sidewalk along tideways and it puts people at risk.*

Director Fuller replied:

- *Noted*

Bud Jardine, 45 Woodman Road asked:

Property that had been ceded to the town, did that include Lot 6?

Director Fuller replied:

- *Lot 6 is a seperate parcel, the small adjacent parcel was ceded to the town as park space. Peter: at the early stages of the development, a Dept of the environment officer ruled that the drainage swale across lot 6 is not a water course or wetland.*

Bud: was there misinformation about how adding units to the three larger buildings would prevent Lot 6 from being developed?

Peter: correct, misinformation lead to the misconception that it was all park space and would not be able to develop lot 6.

Fuller: In 2005 the shown park land was ceded to the Town as park of the original DA as per the Town's requirements. In the 2012 amendment Lot 6 was allowed to be developed as a subsequent DA amendment. The Town has not yet developed the park land as a greenspace.

Peter: the original parcel was 40 acres, Polycorp gave 22 acres to the Town and kept less than half for development. The density is based on the total land area rather than per parcel.

Pat Sutton, 101 Woodman Rd. asked:

Hearing its too big and creates too much traffic, will this be addressed?

Director Fuller replied:

- *Yes, staff will look at all of these factors and the analysis will go forward to Council through the staff report for their consideration in making a decision, which will first be reviewed by the PAC but when that becomes available is determined by a number of factors. The next opportunity for voicing public opinion is at the PH, show up, or email, or right a letter. All residents within 100m will receive notification.*

Lesley Murray, 113 Woodman Road asked:

Everyone seems to be talking around the issues

Fuller: the purpose of this meeting is to receive feedback but not solve issues.

Mr. Hines: was there ever an explanation of council's rationale for the amendment decision in 2012?

Fuller: as a result of a request from the developer that was consistent with the MPS, council only considers whether or not it meets the criteria set out by the MPs, not whether it is good or bad.

Peter: it meant the spirit and intent of the planning strategy. From a corporate perspective, the CMHC average figures increase by 2% per year on average, the rents here on average are increasing at a slower rate. To try and keep the costs under control is a huge challenge and many of the costs are fixed regardless of the number of units and more units enables the costs to be spread over more units to deliver a high-quality product at a reasonable price.

Hines: the single dwelling owners are worried what may happen down the road if the building rents are reduced due to market conditions and this effects the property value of nearby SUDs.

Fuller: from the Town's perspective, it is not appropriate to regular who lives where or what the rent is.

Hines: concerned that the market might be saturated by this development and tip the development over to a low rent situations.

Brian MacKibbin: original idea – increase density as all municipalities do. The question is how to do it? Those who live there will always oppose it. Council did not outright say no to increased density in the 2012 amendment, but agreed to look applications and it will be developed but the question is how will it be developed? Traffic is a fact of life in a developed community.

Ecological lady from tideways: when it snows sometimes the Polycorp surface-parked cars have to move their cars onto woodman road for their parking lot to be cleared.

Derek Watts, 67

The building is currently heated with a geothermal system that has well heads, will this building affect the existing wells?

Peter: the building will not.

Ms. Hines: are the apartment residents notified?

Fuller: the property owner is notified and it is the responsibility of the property owner to notify their tenants.

At this time there were no further questions and Director Fuller adjourned the meeting at 8.53 PM.

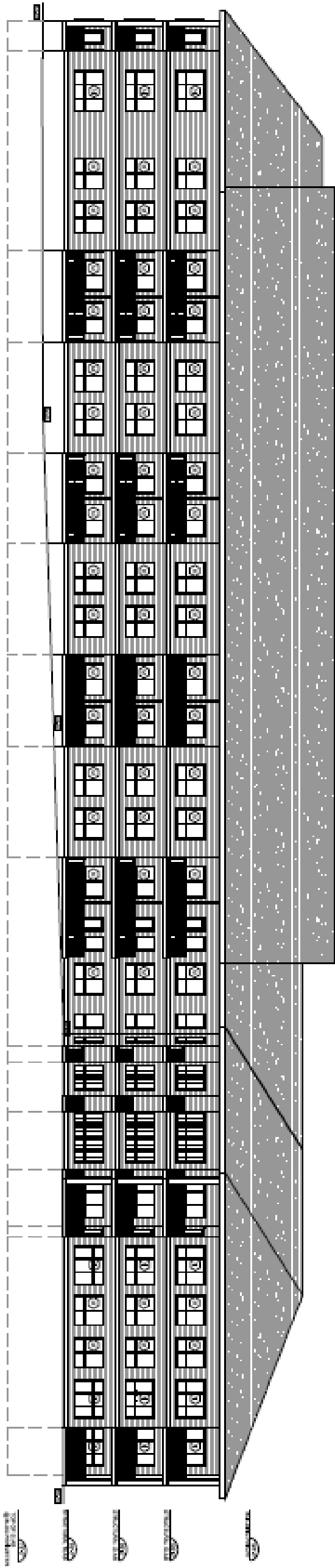
ATTACHMENT 3 – Additional Site Context

The site is currently vacant. The surrounding land use generally consists of high-density multi-unit dwellings (the Woodman apartments), and a mix of single-unit dwellings separated by greenspace.

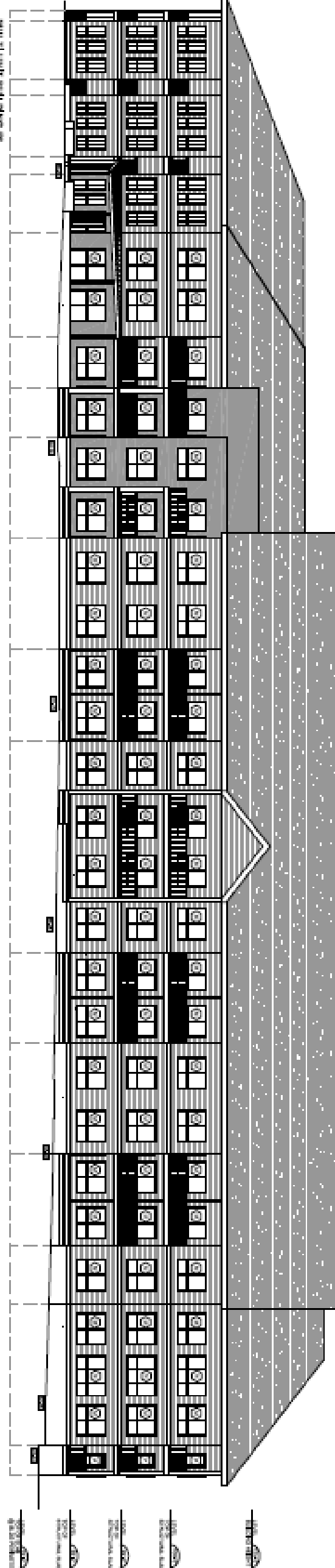


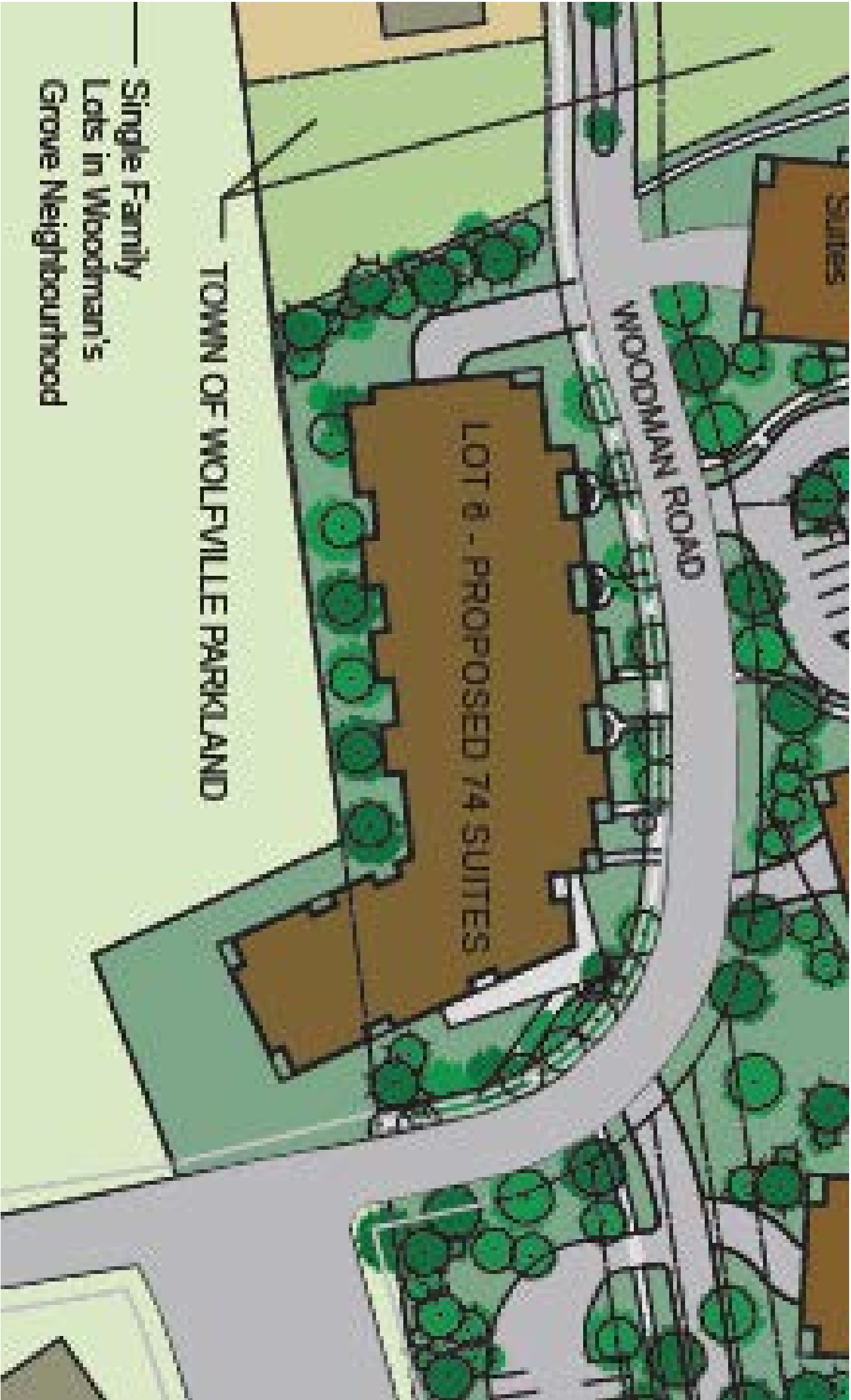
Woodman's Road facing west, with Lot MU6 on the left.

INDUSTRIE HILFEN
SOUTH ELEVATION



INDUSTRIE HILFEN
NORTH ELEVATION





Included following:

ATTACHMENT 5 – Traffic Impact Statement

ATTACHMENT 6 – Confirmation of Affordable Housing

ATTACHMENT 7 – Applicant’s Submission

ATTACHMENT 8 – Draft Development Agreement and Building Performance Information/Requirements

December 4, 2017

Mr Peter Polley
 PO Box 31369,
 Halifax NS B3K 5Z1

by email (ppolley@polycorp.ca)

**RE: DRAFT - Traffic Impact Analysis –Up to 64 Unit Apartment Building (Lot #6)
 Woodman Property, Main Street, Wolfville, NS**

Dear Mr. Polley:

A Traffic Impact Study (TIS) was prepared by WSP in 2005 for the development of the Woodman property in Wolfville, NS and it is understood that the approved development of the site includes 35 single family and 216 apartment units. Plans are now being prepared for the development of Lot #6, which will include up to 64 apartment units (See Figure 1). A summary of the number of existing, under development, and proposed residential units on this site is summarized in Table 1.

**Table 1 - Summary of Existing and Planned Residential Units
 Woodman Property, Wolfville, NS**

	Residential Units	
	Single Family	Apartment Units
Existing Constructed	23	144
Under Development	12	72
Total Approved	35	216
Proposed Additional	0	64
Total Site Development	35	280

Comments on the additional apartment units have been provided by the Town of Wolfville. This is the Traffic Impact Analysis (TIA) to answer the questions raised by the Town of Wolfville.

We require more details on traffic impacts. Please update the past Traffic Impact Study and re-address or update the following:

- Current and anticipated travel patterns (Including traffic distribution).
- Need for a left turn lane on Main Street.
- Level of Service Analyses
- Pedestrian impacts

Town of Wolfville, September 27, 2017

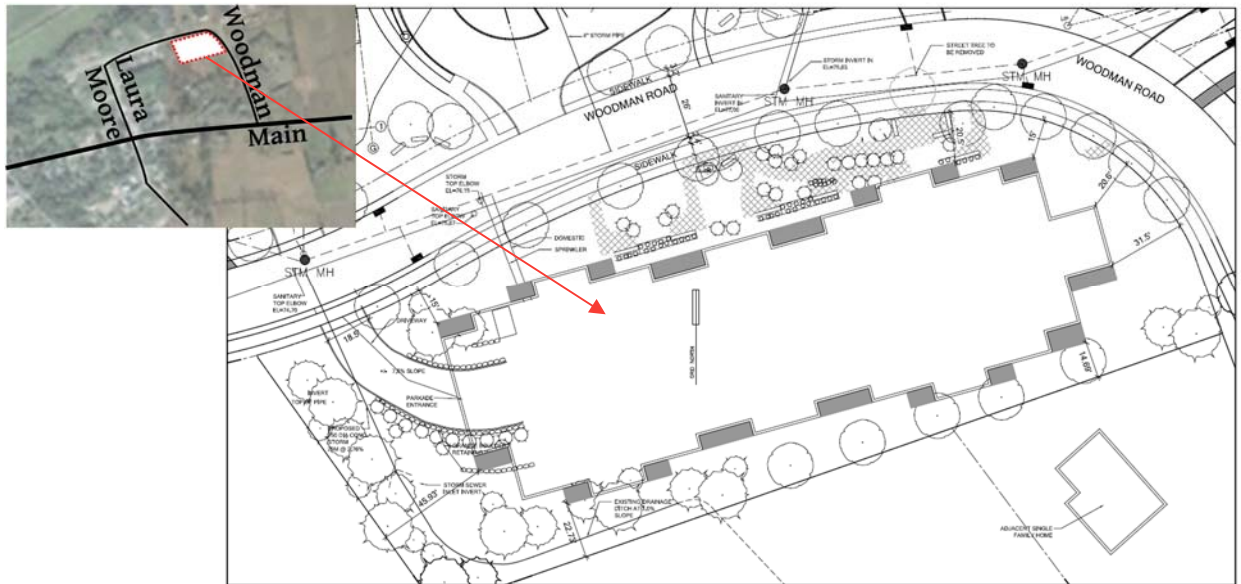


Figure 1 - Site Plan for Lot #6

SITE DESCRIPTION – The site is located north of Main Street in Wolfville, NS with access to Main Street via Laura Moore Road and Woodman Road. There is sufficient sight distance at both Main Street intersections (See Photos 1-4).



Photo 1 – Looking left (to the west)
 from Woodman Road at Main Street



Photo 2 – Looking right (to the east)
 from Woodman Road at Main Street



Photo 3 – Looking left (to the west)
 from Laura Moore Road at Main Street



Photo 4 – Looking right (to the east)
 from Laura Moore Road at Main Street

Approved development of this site includes 35 single family homes and 216 apartment units. Site observations completed by WSP in November 2017 confirm that there are still 12 single family homes and 72 apartment units under development from this total.

Plans are being prepared for the proposed addition of a further 64 apartment units to the site. This will bring the total development to 35 single family and 280 apartment units.

DESCRIPTION OF EXISTING STREETS AND INTERSECTIONS

NS Trunk 1 (Main Street in this area) is an arterial road that runs east-west between Sackville and Yarmouth. In this area, Main Street has a two-lane cross section with a 50 km/h speed limit with asphalt sidewalk on the north (site) side, concrete sidewalk on the south side, and marked bicycle lanes for both directions (See Photos 1-4). Kings Transit operates Routes 1/1A and 2/2A on Main Street past the site with bus stops in both directions at the Woodman Road intersection.

Laura Moore Road and Woodman Road are both local roads that connect to Main Street. Both roads have two-lane cross sections and 50 km/h speed limits. Laura Moore Road has a concrete sidewalk on the east side.

The intersections of Main Street at Woodman Road (T intersection) and Laura Moore Road / Olsen Drive (four legged) are both STOP controlled with free flow on Main Street.

MANUAL TRAFFIC COUNTS

Turning movement count data were collected at the intersections by WSP on Wednesday, November 15, 2017. Count data are tabulated in Table A-1 (Laura Moore Road intersection) and Table A-2 (Woodman Road intersection), Appendix with peak hours indicated by shaded areas.

ESTIMATION OF 2022 DESIGN HOURLY TRAFFIC VOLUMES

The Woodman property is expected to be fully developed and occupied by 2022, and the 2022 AM and PM peak hour background traffic volumes have been estimated at the study area intersections using the data and factors summarized in Table 2.

Table 2 - Data and Factors to Estimate Background Traffic Volumes with No Additional Development

Data / Factor Applied	Description
November 2017 Observed AM and PM Peak Hour Traffic Volumes	AM and PM peak hour volumes from Wednesday, November 15, 2017 were used.
x 1.04 (Seasonal Adjustment Factor)	The appropriate 2017 NSTIR seasonal adjustment factor for an 'A' class roadway for the week of November 13, 2017 is 1.04. A 1.04 seasonal adjustment factor (increase of 4%) has been applied to the November 2017 observed traffic volumes at the study intersections.
x 1.10 (Annual Growth Factor)	A 2.0% annual growth rate (typical of many areas in Nova Scotia and consistent with the growth rate in <i>Traffic Impact Study - Proposed Woodman Property (WSP, 2005)</i>) was applied to the through volumes on Main Street at the study intersections.
= 2022 AM and PM Design Hourly Volumes with no further development	Estimated 2022 DHVs at the study area intersections with no additional development.

ESTIMATED TRIPS GENERATED BY APPROVED DEVELOPMENT

While the November 2017 turning movement counts include trips generated by the existing 23 single family homes and 144 apartment units, the approved development includes an additional 12 single family units and 72 apartment units. Trip generation estimates, prepared using published rates from *Trip Generation, 9th Edition* (Institute of Transportation Engineers, Washington, 2012) for trips generated by the approved but unbuilt development are included in Table 3. It is estimated that the approved site, once developed, will generate an additional:

- 46 two-way trips (9 entering and 37 exiting) during the AM peak hour; and,
- 57 two-way trips (37 entering and 20 exiting) during the PM peak hour.

Table 3 – Trip Generation Estimates – Remaining Approved Development

Land Use	Units ²	Trip Generation Rates				Trips Generated ³			
		AM Peak		PM Peak		AM Peak		PM Peak	
		In	Out	In	Out	In	Out	In	Out
Trip Generation Estimate for Remainder of Residential Development¹									
Single Family Residential (Land Use 210)	12	0.19	0.56	0.63	0.37	2	7	8	4
Apartment (Land Use 220)	72	0.10	0.41	0.40	0.22	7	30	29	16
Trips Generated by Remaining Approved Development ⁴						9	37	37	20
Notes: 1. Trip generation rates are 'vehicles per hour per unit' for the indicated land use which have been prepared using published rates from <i>Trip Generation, 9th Edition</i> (Institute of Transportation Engineers, Washington, 2012). 2. Units are number of residential units. 3. Vehicles per hour for peak hours 4. These are the trips generated by the remaining approved development									

TRIP DISTRIBUTION AND ASSIGNMENT

Estimated trips by the remaining development of the approved site have been assigned to the study intersections based on observed traffic patterns with 75% to/from the west on Main Street and 25% to/from the east on Main Street.

Estimated 2022 design hourly volumes that include development of the approved site are illustrated in Figure A-1, boxes A and B, Appendix.



ESTIMATED TRIPS GENERATED BY PROPOSED DEVELOPMENT

Plans are being prepared to add an additional 64 unit apartment building to the site. Trip generation estimates, prepared using published rates from *Trip Generation, 9th Edition* (Institute of Transportation Engineers, Washington, 2012) for trips generated by the proposed development are included in Table 4. It is estimated that the proposed development will generate an additional:

- 32 two-way trips (6 entering and 26 exiting) during the AM peak hour; and,
- 40 two-way trips (26 entering and 14 exiting) during the PM peak hour.

Table 4 - Trip Generation Estimates - Proposed Additional Development

Land Use	Units ²	Trip Generation Rates				Trips Generated ^{3,4}			
		AM Peak		PM Peak		AM Peak		PM Peak	
		In	Out	In	Out	In	Out	In	Out
Trip Generation Estimate for Residential Development¹									
Apartment (Land Use 220)	64	0.10	0.41	0.40	0.22	6	26	26	14
Notes: 1. Trip generation rates are 'vehicles per hour per unit' for the indicated land use which have been prepared using published rates from <i>Trip Generation, 9th Edition</i> (Institute of Transportation Engineers, Washington, 2012). 2. Units are number of residential units. 3. Vehicles per hour for peak hours 4. These are the trips generated by the additional development									

TRIP DISTRIBUTION AND ASSIGNMENT OF NEW TRIPS

Estimated trips by the proposed development have been assigned to the study intersections based on observed traffic patterns with 75% to/from the west on Main Street and 25% to/from the east on Main Street.

Site generated trips (shown diagrammatically in Figure A-2, boxes A and B Appendix) have been added to 2022 design hourly volumes that include development of the approved site (Figure A-1, boxes A and B, Appendix) to provide projected 2022 volumes that include site generated trips (Figure A-2, boxes C and D, Appendix).

IMPACTS TO PEDESTRIANS AND BICYCLISTS

Since there are existing sidewalks and bicycle lanes on both sides of Main Street through the study area, impacts to pedestrians and bicyclists are considered insignificant.



TRAFFIC SIGNAL AND LEFT TURN LANE WARRANT

Traffic signal and turn lane warrants were completed at the study area intersections with analysis criteria and results summarized in Table 5.

Table 5 – Summary of Signal and Left Turn Lane Warrant Analysis

Warrant / Guide	Consideration	Analysis Results
Traffic Signal Warrant <i>2005 Canadian Traffic Signal Warrant Matrix</i>	A signal warrant analysis is completed to determine if the installation of traffic signals at an intersection will provide a positive impact on total intersection operation. That is, the benefits in time saved and improved safety that will accrue to vehicles entering from a side street will exceed the impact that signals will have in time lost and potential additional collisions for vehicles approaching the intersection on the main street.	Since the estimated 2022 AM and PM design hourly volumes at both study intersections are projected to be less than the 75 vehicle threshold, the TAC signal warrant indicates that traffic signals are not warranted with 2022 design hourly volumes.
Left Turn Lane Warrant <i>Geometric Design Standards for Ontario Highways Manual</i>	Left-turn movements on a two lane street may cause both operational and safety problems. Operational problems result as a vehicle stopped waiting for an opportunity to turn across ‘heavy’ opposing traffic causes a queue of stopped vehicles to form. Safety problems result from rear end collisions when a stopped left-turning vehicle is struck by an advancing vehicle, or from head-on or right angle collisions when a left-turning vehicle is struck by an opposing vehicle.	<p>Left turn lane warrants indicate eastbound left turn lanes are not expected to be warranted with approved development only (Figure A-1, Appendix)</p> <p>Left turn lane warrants indicate that with the development of Lot #6 an eastbound left turn lane will be warranted at the Woodman Road intersection with 2022 design hourly volumes (Figure A-3, Appendix).</p>

INTERSECTION LEVEL OF PERFORMANCE

The level or quality of performance of an intersection in terms of traffic movement is determined by a level of service (LOS) analysis. LOS for intersections is defined in terms of delay, which is a measure of driver discomfort and frustration, fuel consumption, and increased travel time. LOS criteria (Table 6) are stated in terms of average control delay per vehicle which includes initial deceleration delay, queue move-up time, stopped delay, and final acceleration delay.

A *v/c ratio* is a measure of how the peak hour volume on an approach to an intersection compares to the capacity of that intersection approach. The capacity of a STOP controlled approach is determined by the volume on the through street. Approaches with volumes less than 50% of capacity (v/c ratios less than 0.50) usually have low or no congestion, and a v/c ratio up to 0.85 is usually associated with moderate congestion.

Table 6 - Level of Service (LOS) Criteria for Unsignalized Intersections

LOS	LOS Description	Two Way Stop Controlled (TWSC) Intersections Control Delay (Seconds per Vehicle)
A	Very low delay; most vehicles do not stop (Excellent)	Less than 10.0
B	Higher delay; most vehicles stop (Very Good)	Between 10.0 and 15.0
C	Higher level of congestion; number of vehicles stopping is significant, although many still pass through intersection without stopping (Good)	Between 15.0 and 25.0
D	Congestion becomes noticeable; many vehicles stop (Satisfactory)	Between 25.0 and 35.0
E	Considered by many agencies to be the limit of acceptable delay	Between 35.0 and 50.0
F	This level is considered to be unacceptable to most drivers; occurs when arrival flow rates exceed the capacity of the intersection (Unacceptable)	Greater than 50.0

The *95th queue* is the estimated length in meters of a line of vehicles stopped on an intersection approach that is only exceeded 5% of the time. Since a stopped vehicle occupies about six meters of queue length, a 95th% queue of 12 meters indicates that less than 5 times out of 100 the queue may exceed two vehicles stopped on the approach.

Synchro 9.0 software has been used for performance evaluation of Study Area intersections on Main Street for 2022 AM and PM peak hour volumes without and with site development.



**DRAFT - Traffic Impact Analysis – Up to 64 Unit Apartment Building (Lot #6)
Woodman Property, Main Street, Wolfville, NS**

Level of service (LOS) analysis results for the study area intersections are included in the Appendix and are summarized in Table 7 (Laura Moore intersection) and Table 8 (Woodman Road intersection). Analysis indicates that both intersections function well without the additional approved development and will continue to operate well with additional development of Lot #6 added to the site.

Table 7 - Projected 2022 Operations – Main Street @ Laura Moore Road / Olsen Drive Intersection

LOS Criteria	Control Delay (sec/veh), LOS, v/c Ratio, and 95 th Queue (m) by Intersection Movement				Overall Intersection	
	Main Street		Olsen Drive	Laura Moore Road	Delay (sec/veh)	LOS
	EB-LTR	WB-LTR	NB-LTR	SB-LTR		
Weekday AM Peak Hour - Projected Volumes with Approved Development Only (Page A-6)						
Delay	0.5	0.2	12.7	10.5	1.3	A
LOS	A	A	B	B		
v/c	0.17	0.21	0.04	0.05		
Queue	0.2	0.1	1.0	1.1		
Weekday AM Peak Hour - Projected Volumes with Full Site Development (Page A-10)						
Delay	0.5	0.2	13.0	10.8	1.4	A
LOS	A	A	B	B		
v/c	0.18	0.22	0.04	0.05		
Queue	0.2	0.1	1.1	1.3		
Weekday PM Peak Hour - Projected Volumes with Approved Development Only (Page A-8)						
Delay	0.9	0.2	16.8	11.5	1.5	A
LOS	A	A	C	B		
v/c	0.33	0.27	0.08	0.05		
Queue	0.6	0.1	2.0	1.1		
Weekday PM Peak Hour - Projected Volumes with Full Site Development (Page A-12)						
Delay	0.9	0.2	17.5	11.6	1.5	A
LOS	A	A	C	B		
v/c	0.35	0.28	0.09	0.05		
Queue	0.7	0.1	2.1	1.2		

Table 8 - Projected 2022 Operations – Main Street @ Woodman Road Intersection

LOS Criteria	Control Delay (sec/veh), LOS, v/c Ratio, and 95 th Queue (m) by Intersection Movement			Overall Intersection	
	Main Street		Woodman Road	Delay (sec/veh)	LOS
	EB-LT	WB-TR	SB-LR		
Weekday AM Peak Hour - Projected Volumes with Approved Development Only (Page A-7)					
Delay	0.9	0.0	10.7	1.5	A
LOS	A	A	B		
v/c	0.16	0.15	0.08		
Queue	0.4	0.0	1.9		
Weekday AM Peak Hour - Projected Volumes with Full Site Development (Page A-11)					
Delay	1.1	0.0	10.9	2.0	A
LOS	A	A	B		
v/c	0.17	0.15	0.12		
Queue	0.5	0.0	3.0		
Weekday PM Peak Hour - Projected Volumes with Approved Development Only (Page A-9)					
Delay	1.2	0.0	11.8	1.2	A
LOS	A	A	B		
v/c	0.30	0.19	0.06		
Queue	0.8	0.0	1.4		
Weekday PM Peak Hour - Projected Volumes with Full Site Development (Page A-13)					
Delay	1.7	0.0	12.2	1.6	A
LOS	A	A	B		
v/c	0.31	0.19	0.09		
Queue	1.2	0.0	2.1		



SUMMARY

1. The buildout of the remaining units in the approved but unbuilt portion of the Woodman Property development is expected to occur over the next 5 years with site buildout by 2022. It is estimated that buildout of the remaining approved development will generate a total of:
 - a. 28 two-way trips (6 entering and 22 exiting) during the AM peak hour; and,
 - b. 34 two-way trips (22 entering and 12 exiting) during the PM peak hour.
2. 2022 AM and PM design hourly volumes without the additional development of Lot #6 have been estimated using 2017 AM and PM peak hour volumes and accounting for seasonal variation, background volume growth, and trips generated by undeveloped approved lots in the development.
3. Plans are being prepared for the development of an additional 64 unit apartment building (Lot #6) on the property with planned buildout by 2022. It is estimated that this additional development will generate a total of:
 - a. 32 two-way trips (6 entering and 26 exiting) during the AM peak hour; and,
 - b. 40 two-way trips (26 entering and 14 exiting) during the PM peak hour.
4. 2022 AM and PM design hourly volumes with the additional development of Lot #6 have been estimated.
5. Traffic signal warrants indicate that signalization is not expected to be warranted at either study intersection with 2022 AM and PM design hourly volumes.
6. Left turn lane warrants indicate the following:
 - An eastbound left turn lane on Main Street is not expected to be warranted at either intersection with buildout of the approved development with 2022 AM and PM design hourly volumes.
 - An eastbound left turn lane on Main Street is not expected to be warranted at Laura Moore Road with full site development with 2022 AM and PM design hourly volumes.
 - An eastbound left turn lane on Main Street is expected to be warranted at the Woodman Road intersection with full site development with 2022 PM design hourly volumes.
7. Intersection capacity analysis indicates that level of performance at the Main Street intersections of Laura Moore Road and Woodman Road are expected to be good under all scenarios.

CONCLUSION

8. With the buildout of the remainder of the approved residential development, the Main Street intersections with Laura Moore Road and Woodman Road are expected to continue to operate well and there is not expected to be any significant impact on levels of performance on adjacent streets and intersections or to the regional street system.
9. The additional development of a 64 unit apartment building on Lot #6 is not expected to have any significant impact on levels of performance on adjacent streets and intersections or to the regional street system.
10. Since there are existing sidewalks and bicycle lanes on both sides of Main Street through the study area, impacts to pedestrians and bicyclists are expected to be insignificant.

RECOMMENDATION

11. The need for an eastbound left turn lane on Main Street at the Woodman Road intersection should be monitored as development of Lot #6 approaches buildout.

If you have any questions or comments, please contact me by email at patrick.hatton@wsp.com or by telephone at 902-536-0954.

Sincerely,

DRAFT

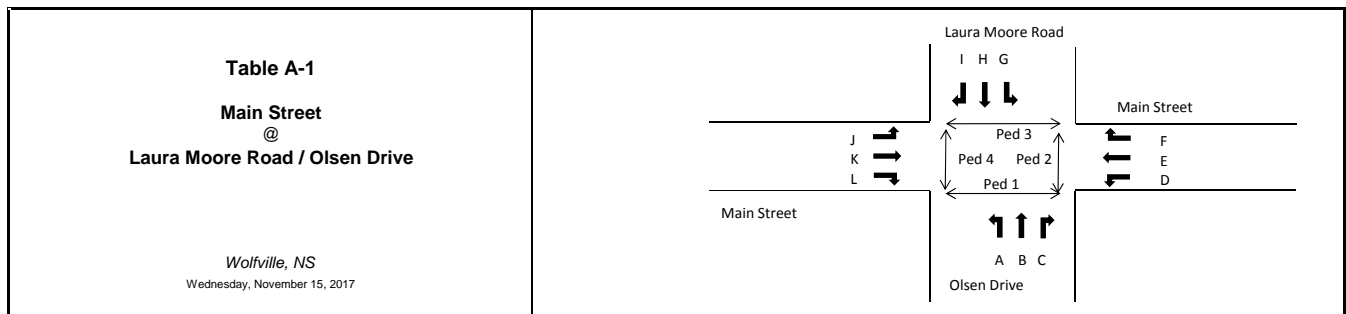
Patrick Hatton, P.Eng.
Traffic & Transportation Engineer
WSP Canada Inc.



APPENDIX

TRAFFIC VOLUMES

INTERSECTION OPERATIONAL ANALYSIS RESULTS



AM Peak Period Volume Data

Time		Olsen Drive Northbound Approach			Main Street Westbound Approach			Laura Moore Road Southbound Approach			Main Street Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
07:00	07:15	1	0	0	0	26	0	0	0	3	0	20	0	50
07:15	07:30	1	0	0	0	30	0	0	0	0	1	28	0	60
07:30	07:45	3	0	0	0	24	0	1	0	5	0	37	0	70
07:45	08:00	0	0	1	0	50	1	0	0	4	2	26	1	85
08:00	08:15	2	0	0	0	52	0	0	0	2	3	31	0	90
08:15	08:30	7	0	0	0	57	0	1	0	6	1	36	5	113
08:30	08:45	3	0	0	0	50	0	0	0	5	1	50	2	111
08:45	09:00	4	0	2	1	47	0	0	0	2	2	40	1	99
AM Peak Hour		16	0	2	1	206	0	1	0	15	7	157	8	413
07:00	08:00	5	0	1	0	130	1	1	0	12	3	111	1	265
08:00	09:00	16	0	2	1	206	0	1	0	15	7	157	8	413
		Ped 1			Ped 2			Ped 3			Ped 4			Total Peds
07:00	08:00	2			5			4			2			13
08:00	09:00	3			2			5			2			12

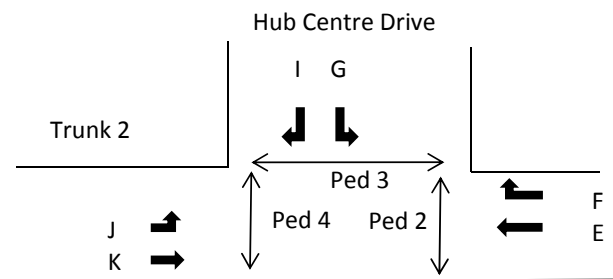
PM Peak Period Volume Data

Time		Olsen Drive Northbound Approach			Main Street Westbound Approach			Laura Moore Road Southbound Approach			Main Street Eastbound Approach			Total Vehicles
		A	B	C	D	E	F	G	H	I	J	K	L	
15:30	15:45	3	0	0	1	49	0	1	0	6	4	76	5	145
15:45	16:00	1	0	0	0	59	0	0	0	2	3	51	3	119
16:00	16:15	2	0	0	1	65	0	0	0	1	2	37	2	110
16:15	16:30	2	0	0	2	58	1	0	0	7	4	50	5	129
16:30	16:45	3	0	2	1	71	0	1	0	4	6	74	1	163
16:45	17:00	7	0	0	0	60	1	0	0	1	4	72	3	148
17:00	17:15	5	0	1	2	49	0	0	0	2	3	76	3	141
17:15	17:30	1	0	1	0	50	1	0	0	2	5	43	6	109
PM Peak Hour		17	0	3	5	238	2	1	0	14	17	272	12	581
15:30	16:30	8	0	0	4	231	1	1	0	16	13	214	15	503
16:30	17:30	16	0	4	3	230	2	1	0	9	18	265	13	561
		Ped 1			Ped 2			Ped 3			Ped 4			Total Peds
15:30	16:30	3			0			0			0			3
16:30	17:30	0			0			1			0			1

* Count completed by WSP

Table A-2
Main Street
@
Woodman Road

Wolfville, NS
Wednesday, November 15, 2017



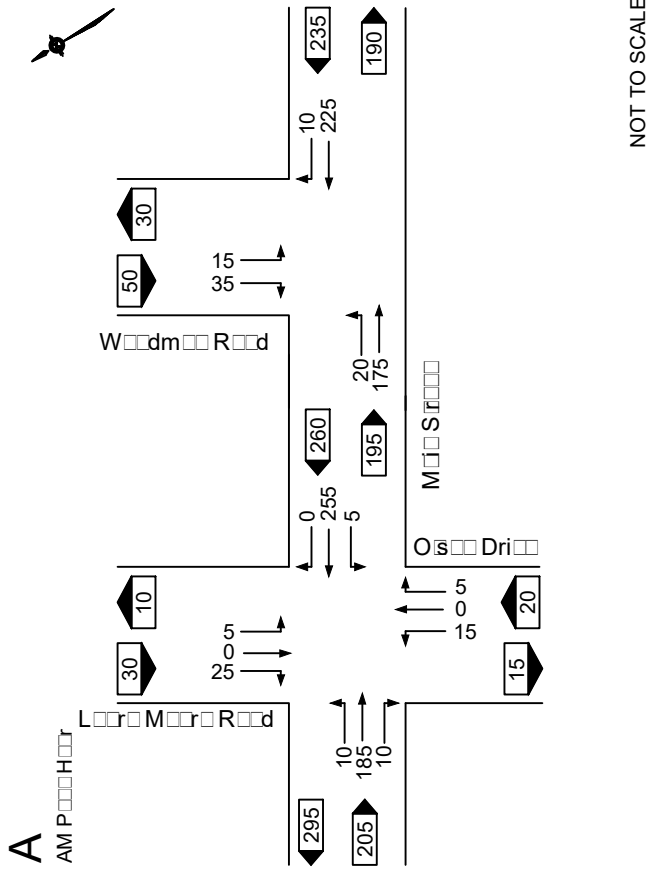
AM Peak Period Volume Data

Time	Main Street Westbound Approach		Woodman Road Southbound Approach		Main Street Eastbound Approach		Total Vehicles
	E	F	G	I	J	K	
07:00 - 07:15	22	1	0	4	3	17	47
07:15 - 07:30	28	6	0	2	0	28	64
07:30 - 07:45	21	2	3	3	0	38	67
07:45 - 08:00	48	3	2	3	4	23	83
08:00 - 08:15	49	1	2	3	2	29	86
08:15 - 08:30	55	1	3	2	1	36	98
08:30 - 08:45	41	1	1	9	6	44	102
08:45 - 09:00	43	4	0	5	5	37	94
AM Peak Hour	188	7	6	19	14	146	380
07:00 - 08:00	119	12	5	12	7	106	261
08:00 - 09:00	188	7	6	19	14	146	380
	Ped 2		Ped 3		Ped 4		Total Peds
07:00 - 08:00	0		0		0		0
08:00 - 09:00	1		0		1		2

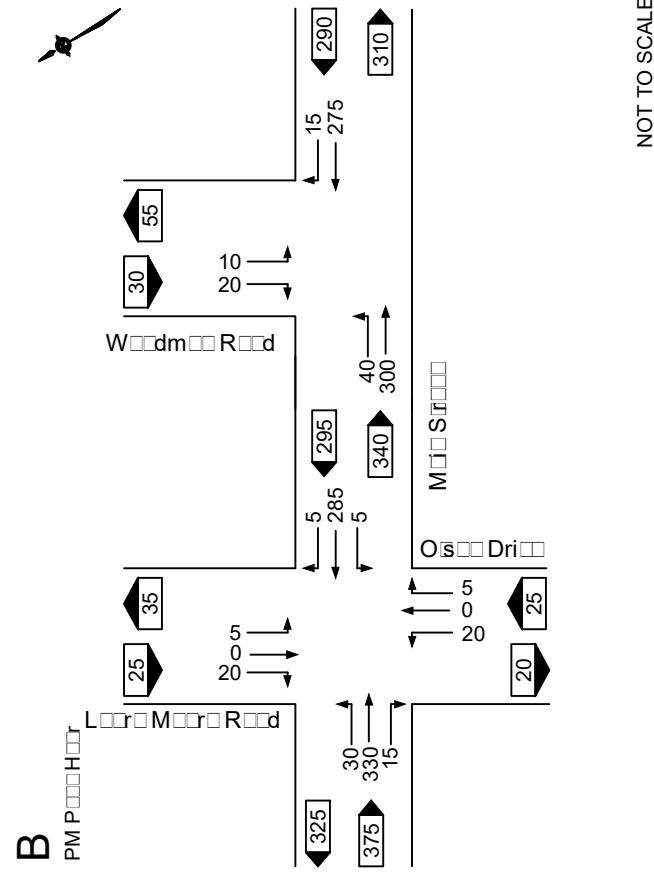
PM Peak Period Volume Data

Time	Main Street Westbound Approach		Woodman Road Southbound Approach		Main Street Eastbound Approach		Total Vehicles
	E	F	G	I	J	K	
15:30 - 15:45	46	3	2	4	8	69	132
15:45 - 16:00	52	2	6	7	8	43	118
16:00 - 16:15	59	2	7	7	6	31	112
16:15 - 16:30	58	3	0	3	6	44	114
16:30 - 16:45	67	2	3	5	5	72	154
16:45 - 17:00	59	1	3	2	3	69	137
17:00 - 17:15	50	3	2	1	10	67	133
17:15 - 17:30	49	3	2	2	0	44	100
PM Peak Hour	234	9	8	11	24	252	538
15:30 - 16:30	215	10	15	21	28	187	476
16:30 - 17:30	225	9	10	10	18	252	524
	Ped 2		Ped 3		Ped 4		Total Peds
15:30 - 16:30	0		0		0		0
16:30 - 17:30	0		0		0		0

* Count completed by WSP

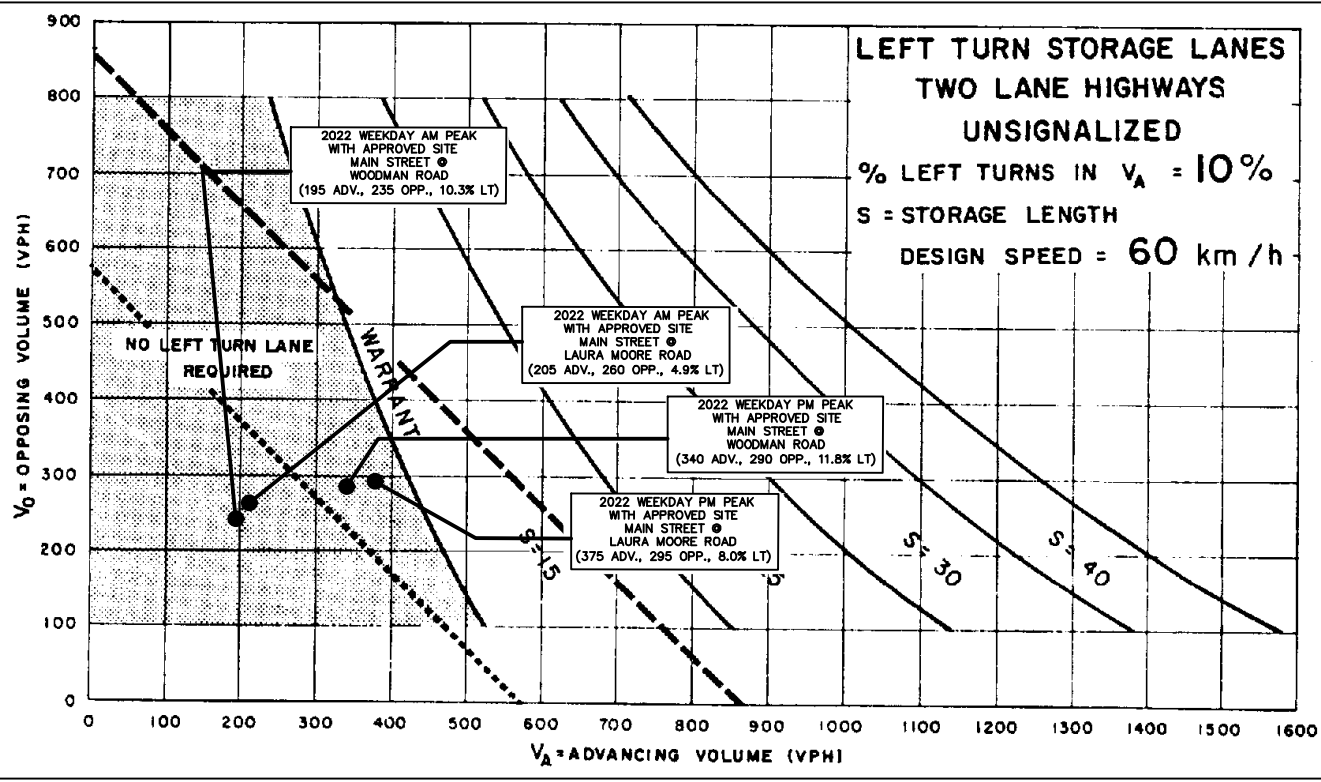


NOT TO SCALE



NOT TO SCALE

2022 AM and PM Peak Hour
 Traffic Volumes with Approved Site Dimensions



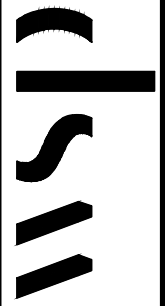
Traffic Volumes with Approved Site Dimensions

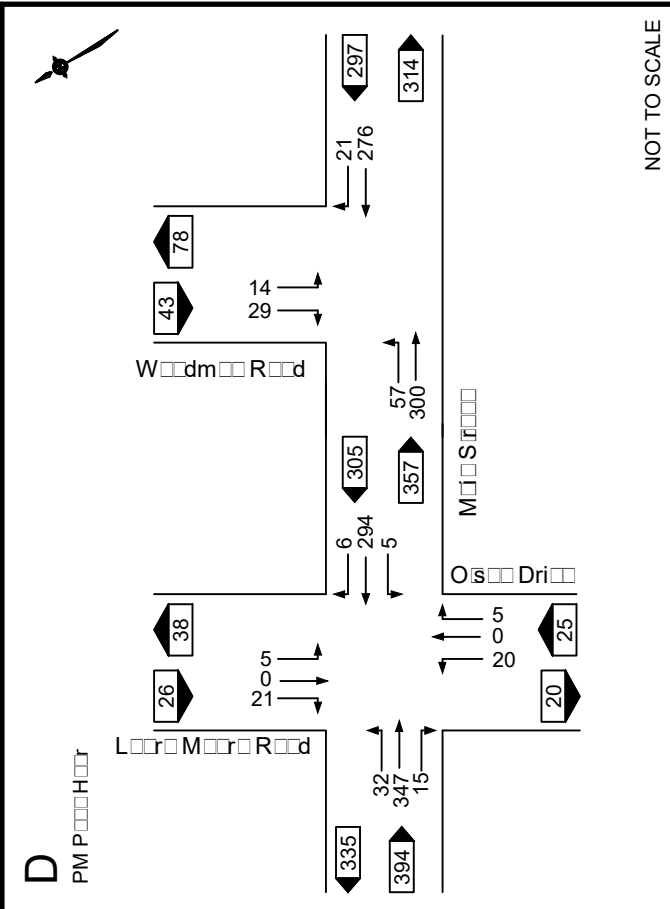
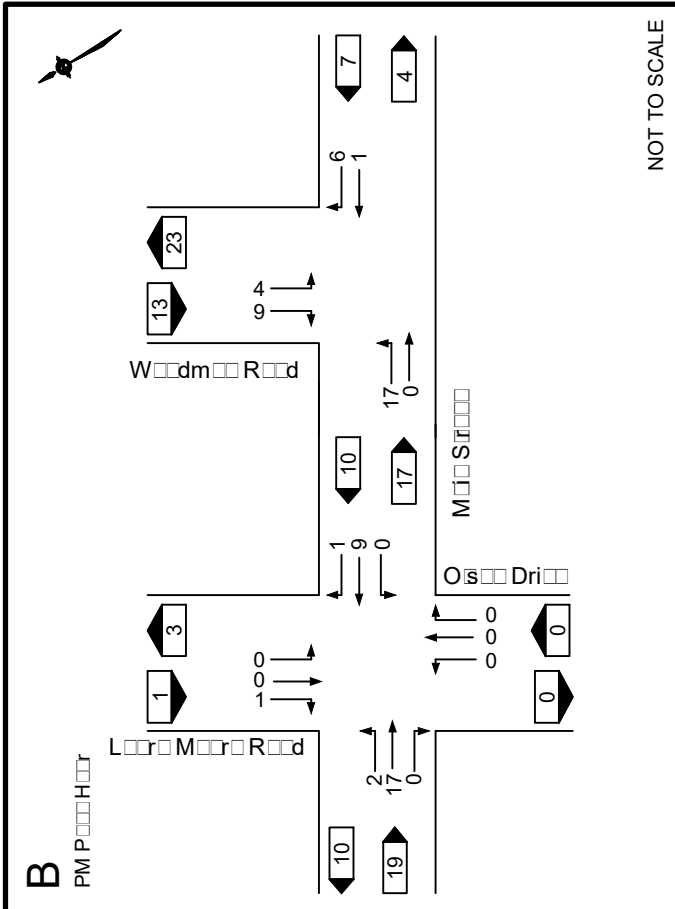
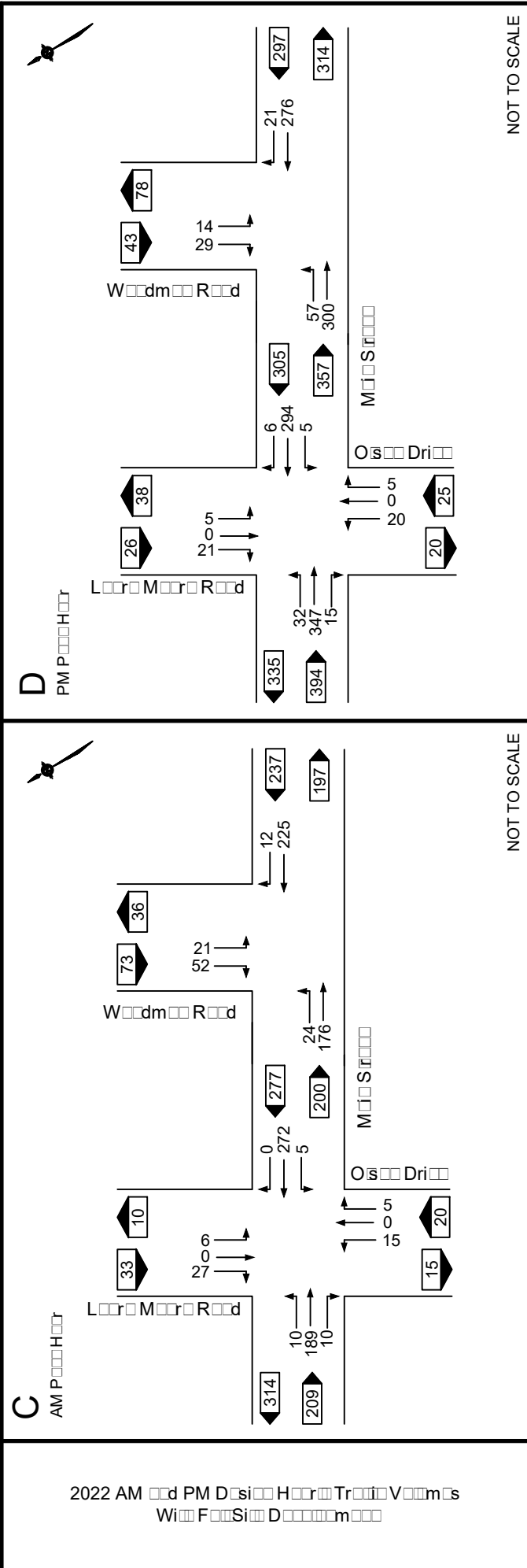
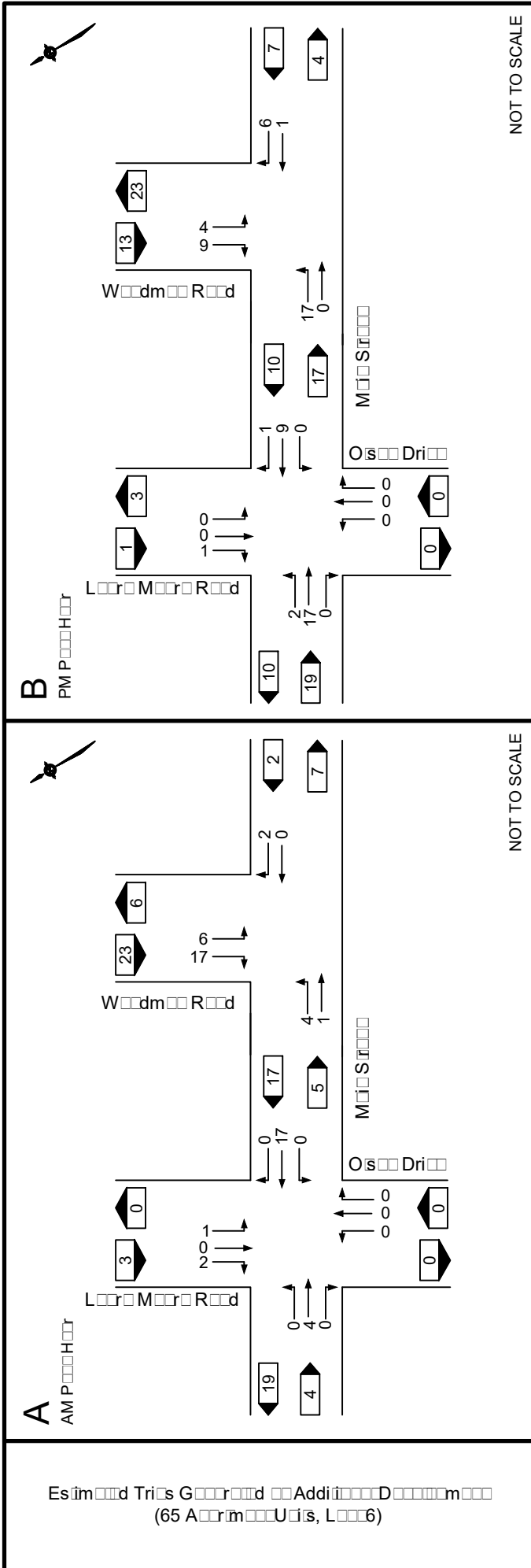

Floor A-1

November 2017

Transim Analysis - Processed Road Dimensions
 Woodman Road, NS

2017 Woodman Road PM Discharge Traffic Volumes with Approved Dimensions
 Left and Right Turns of Approved Dimensions

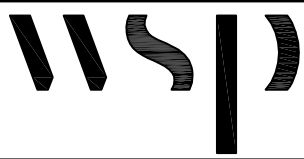
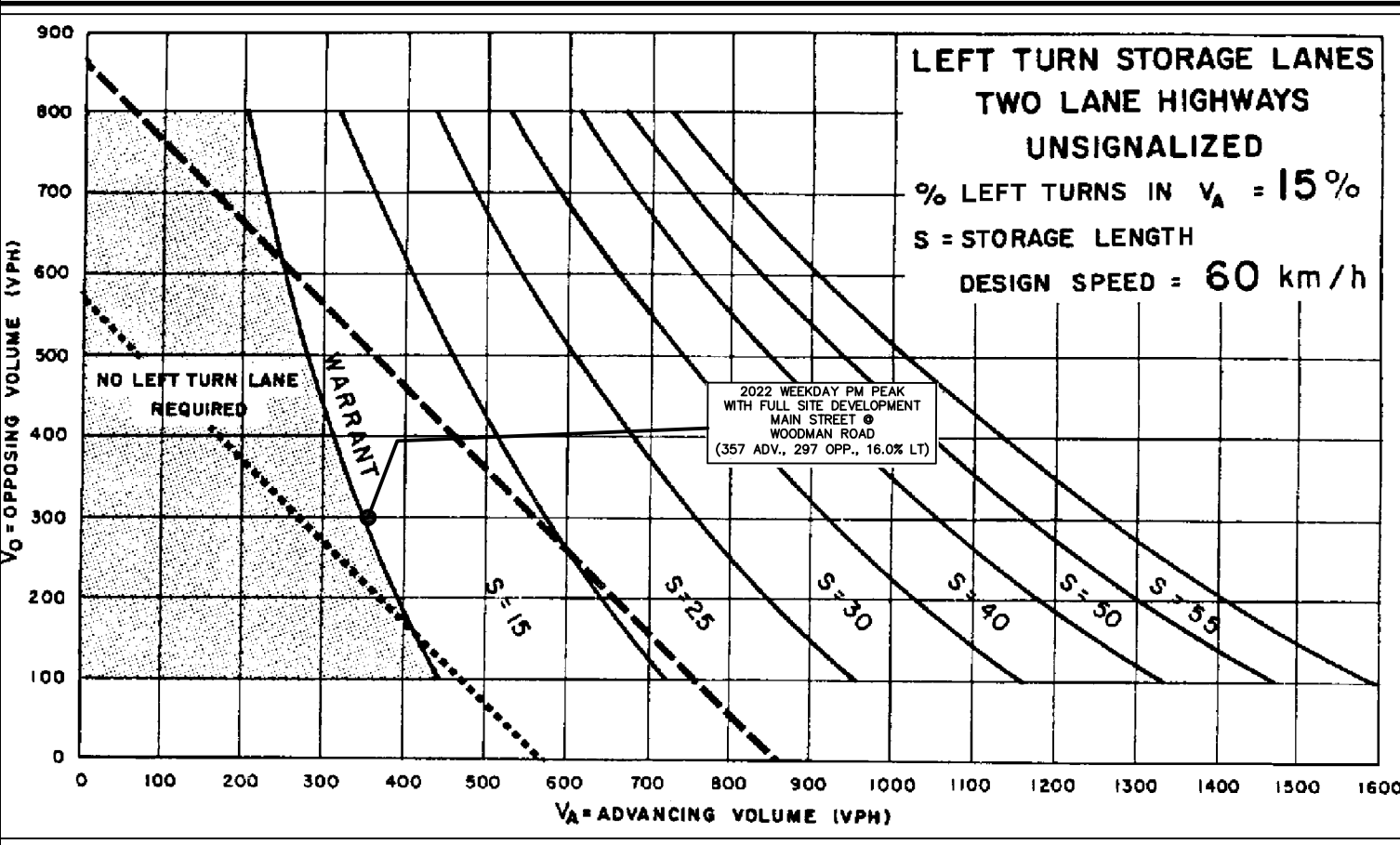
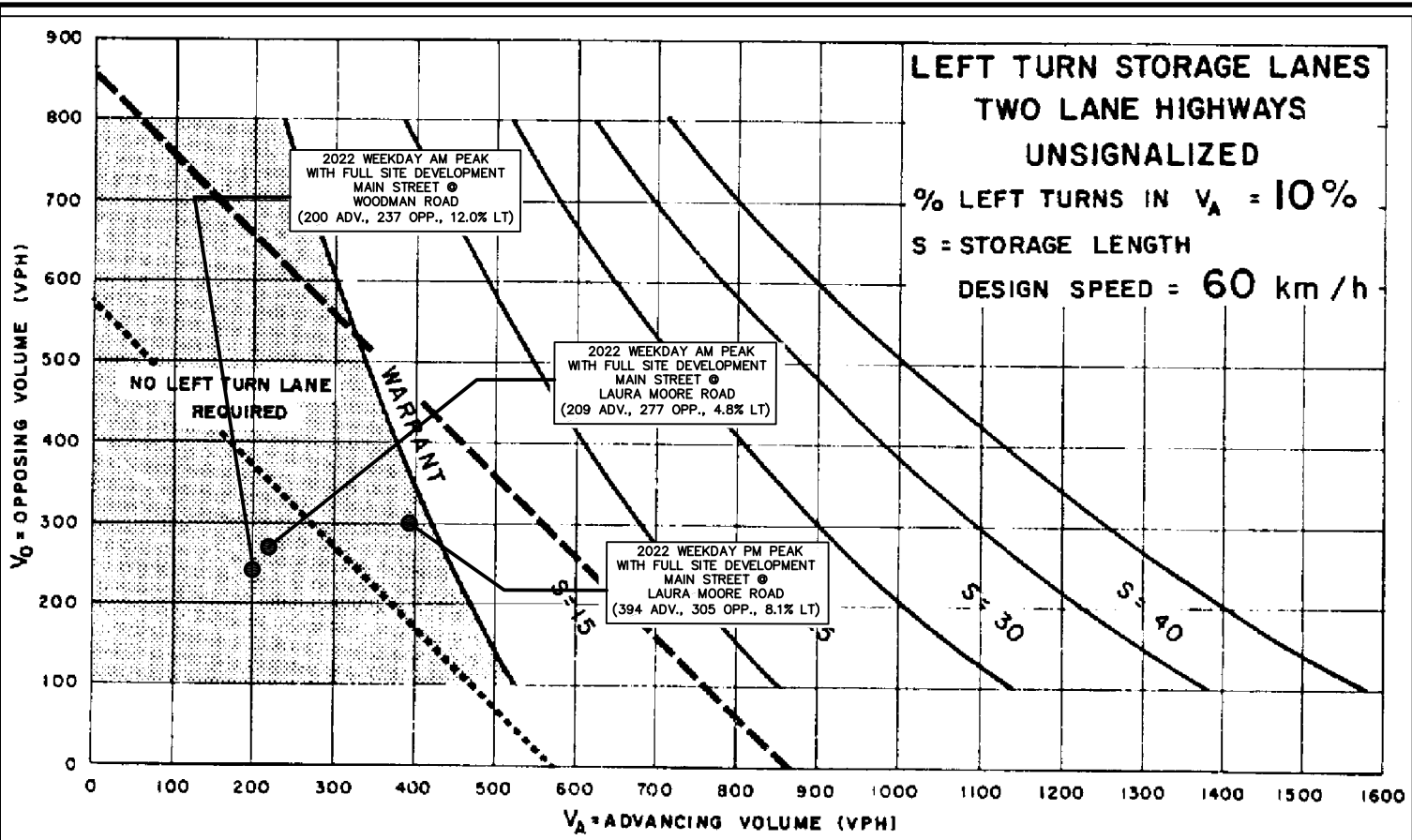


Trucks Imposed Analysis - Processed Results Demand
Woodmill Production, Wood, NS

Estimated Trips Generated and Additional Demand
2022 AM and PM Dispatch Hours Through Volumes With Facility Demand

Floor A-2
November 2017



















Traffic Impact Analysis - Proposed Residential Development
Woodman Property, Wolfville, NS

Figure A-3










Left Turn Lane Warrants with Full Site Development:
Eastbound at Main Street Intersections

















November 2017

Woodman Subdivision Traffic Impact Analysis
 1: Olsen Drive/Laura Moore Road & Main Street










												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	10	185	10	5	255	0	15	0	5	5	0	25
Future Volume (Veh/h)	10	185	10	5	255	0	15	0	5	5	0	25
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	11	201	11	5	277	0	16	0	5	5	0	27
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage veh												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	277			212			542	516	206	520	521	277
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	277			212			542	516	206	520	521	277
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			96	100	99	99	100	96
cM capacity (veh/h)	1286			1358			431	458	834	459	454	762
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	223	282	21	32								
Volume Left	11	5	16	5								
Volume Right	11	0	5	27								
cSH	1286	1358	487	691								
Volume to Capacity	0.01	0.00	0.04	0.05								
Queue Length 95th (m)	0.2	0.1	1.0	1.1								
Control Delay (s)	0.5	0.2	12.7	10.5								
Lane LOS	A	A	B	B								
Approach Delay (s)	0.5	0.2	12.7	10.5								
Approach LOS			B	B								
Intersection Summary												
Average Delay			1.3									
Intersection Capacity Utilization			26.1%		ICU Level of Service				A			
Analysis Period (min)			15									

Woodman Subdivision Traffic Impact Analysis
2: Main Street & Woodman Road

















						
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (veh/h)	20	175	225	10	15	35
Future Volume (Veh/h)	20	175	225	10	15	35
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	22	190	245	11	16	38
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	256				484	250
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	256				484	250
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	98				97	95
cM capacity (veh/h)	1309				532	788
Direction, Lane #	EB 1	WB 1	SB 1			
Volume Total	212	256	54			
Volume Left	22	0	16			
Volume Right	0	11	38			
cSH	1309	1700	690			
Volume to Capacity	0.02	0.15	0.08			
Queue Length 95th (m)	0.4	0.0	1.9			
Control Delay (s)	0.9	0.0	10.7			
Lane LOS	A		B			
Approach Delay (s)	0.9	0.0	10.7			
Approach LOS			B			
Intersection Summary						
Average Delay			1.5			
Intersection Capacity Utilization			35.9%		ICU Level of Service	A
Analysis Period (min)			15			

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	30	330	15	5	285	5	20	0	5	5	0	20
Future Volume (Veh/h)	30	330	15	5	285	5	20	0	5	5	0	20
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	33	359	16	5	310	5	22	0	5	5	0	22
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage veh												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	315			375			778	758	367	760	764	312
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	315			375			778	758	367	760	764	312
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	97			100			93	100	99	98	100	97
cM capacity (veh/h)	1245			1183			297	326	678	312	324	728
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	408	320	27	27								
Volume Left	33	5	22	5								
Volume Right	16	5	5	22								
cSH	1245	1183	332	584								
Volume to Capacity	0.03	0.00	0.08	0.05								
Queue Length 95th (m)	0.6	0.1	2.0	1.1								
Control Delay (s)	0.9	0.2	16.8	11.5								
Lane LOS	A	A	C	B								
Approach Delay (s)	0.9	0.2	16.8	11.5								
Approach LOS			C	B								
Intersection Summary												
Average Delay			1.5									
Intersection Capacity Utilization			46.3%		ICU Level of Service				A			
Analysis Period (min)			15									










Woodman Subdivision Traffic Impact Analysis
2: Main Street & Woodman Road

						
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (veh/h)	40	300	275	15	10	20
Future Volume (Veh/h)	40	300	275	15	10	20
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	43	326	299	16	11	22
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	315				719	307
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	315				719	307
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	97				97	97
cM capacity (veh/h)	1245				382	733
Direction, Lane #	EB 1	WB 1	SB 1			
Volume Total	369	315	33			
Volume Left	43	0	11			
Volume Right	0	16	22			
cSH	1245	1700	561			
Volume to Capacity	0.03	0.19	0.06			
Queue Length 95th (m)	0.8	0.0	1.4			
Control Delay (s)	1.2	0.0	11.8			
Lane LOS	A		B			
Approach Delay (s)	1.2	0.0	11.8			
Approach LOS			B			
Intersection Summary						
Average Delay			1.2			
Intersection Capacity Utilization			46.7%		ICU Level of Service	A
Analysis Period (min)			15			

















Woodman Subdivision Traffic Impact Analysis
 1: Olsen Drive/Laura Moore Road & Main Street

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	10	189	10	5	272	0	15	0	5	6	0	27
Future Volume (Veh/h)	10	189	10	5	272	0	15	0	5	6	0	27
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	11	205	11	5	296	0	16	0	5	7	0	29
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage veh												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	296			216			568	538	210	544	544	296
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	296			216			568	538	210	544	544	296
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			96	100	99	98	100	96
cM capacity (veh/h)	1265			1354			413	444	830	443	441	743
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	227	301	21	36								
Volume Left	11	5	16	7								
Volume Right	11	0	5	29								
cSH	1265	1354	469	657								
Volume to Capacity	0.01	0.00	0.04	0.05								
Queue Length 95th (m)	0.2	0.1	1.1	1.3								
Control Delay (s)	0.5	0.2	13.0	10.8								
Lane LOS	A	A	B	B								
Approach Delay (s)	0.5	0.2	13.0	10.8								
Approach LOS			B	B								
Intersection Summary												
Average Delay			1.4									
Intersection Capacity Utilization			26.2%		ICU Level of Service				A			
Analysis Period (min)			15									










Woodman Subdivision Traffic Impact Analysis
2: Main Street & Woodman Road

						
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (veh/h)	24	176	225	12	21	52
Future Volume (Veh/h)	24	176	225	12	21	52
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	26	191	245	13	23	57
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	258				494	252
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	258				494	252
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	98				96	93
cM capacity (veh/h)	1307				524	787
Direction, Lane #	EB 1	WB 1	SB 1			
Volume Total	217	258	80			
Volume Left	26	0	23			
Volume Right	0	13	57			
cSH	1307	1700	688			
Volume to Capacity	0.02	0.15	0.12			
Queue Length 95th (m)	0.5	0.0	3.0			
Control Delay (s)	1.1	0.0	10.9			
Lane LOS	A		B			
Approach Delay (s)	1.1	0.0	10.9			
Approach LOS			B			
Intersection Summary						
Average Delay			2.0			
Intersection Capacity Utilization			37.5%	ICU Level of Service		A
Analysis Period (min)			15			

Woodman Subdivision Traffic Impact Analysis
 1: Olsen Drive/Laura Moore Road & Main Street

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	32	347	15	5	294	6	20	0	5	5	0	21
Future Volume (Veh/h)	32	347	15	5	294	6	20	0	5	5	0	21
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	35	377	16	5	320	7	22	0	5	5	0	23
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage veh												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	327			393			812	792	385	794	796	324
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	327			393			812	792	385	794	796	324
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	97			100			92	100	99	98	100	97
cM capacity (veh/h)	1233			1166			281	311	663	296	309	717
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	428	332	27	28								
Volume Left	35	5	22	5								
Volume Right	16	7	5	23								
cSH	1233	1166	315	572								
Volume to Capacity	0.03	0.00	0.09	0.05								
Queue Length 95th (m)	0.7	0.1	2.1	1.2								
Control Delay (s)	0.9	0.2	17.5	11.6								
Lane LOS	A	A	C	B								
Approach Delay (s)	0.9	0.2	17.5	11.6								
Approach LOS			C	B								
Intersection Summary												
Average Delay			1.5									
Intersection Capacity Utilization			48.7%		ICU Level of Service				A			
Analysis Period (min)			15									

Woodman Subdivision Traffic Impact Analysis
2: Main Street & Woodman Road

						
Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations						
Traffic Volume (veh/h)	57	300	276	21	14	29
Future Volume (Veh/h)	57	300	276	21	14	29
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	62	326	300	23	15	32
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	323				762	312
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	323				762	312
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	95				96	96
cM capacity (veh/h)	1237				354	729
Direction, Lane #	EB 1	WB 1	SB 1			
Volume Total	388	323	47			
Volume Left	62	0	15			
Volume Right	0	23	32			
cSH	1237	1700	545			
Volume to Capacity	0.05	0.19	0.09			
Queue Length 95th (m)	1.2	0.0	2.1			
Control Delay (s)	1.7	0.0	12.2			
Lane LOS	A		B			
Approach Delay (s)	1.7	0.0	12.2			
Approach LOS			B			
Intersection Summary						
Average Delay			1.6			
Intersection Capacity Utilization			48.1%	ICU Level of Service		A
Analysis Period (min)			15			

March 29, 2018

Polycorp Properties Inc
57 Pinehaven Drive
Halifax, NS B3P 1Y9

Attention: Mr. Peter Polley

Dear Mr. Peter Polley:

**RE: Conditional Approval of Funding (Schedule "B") – ICM 3414470
Affordable Rental Housing Program – 2017/18 Fiscal Year
Lot MU6, Woodman Road, Wolfville, NS (PID 55496426) - 60 Affordable Units**

On behalf of Housing Nova Scotia and the Canada Mortgage and Housing Corporation, I am pleased to inform you that your proposal has been selected for funding under the CMHC - Nova Scotia Investment in Affordable Housing Agreement and the Social Infrastructure Fund. We hereby undertake to provide a capital cost contribution to reduce the renovation costs of the **74-unit** housing development under the terms and conditions outlined in this letter. Please sign a copy and return it to this office by **April 20, 2018**. This letter becomes **Schedule "B"** to the Contribution Agreement.

Based on the construction of **sixty (60)** affordable rental units, your project is eligible for a capital cost contribution of up to **\$50,000** per unit to reduce construction costs. The project is located at **Lot MU6, Woodman Road, Wolfville, Nova Scotia (PID 55496426)**.

In addition to the specific terms and conditions that must be met under this funding agreement, a forgivable mortgage ranked in second place will need to be entered into with Housing Nova Scotia.

This conditional approval is based on total development costs of **\$11,202,999** as detailed in Schedule "A" of the Project Contribution Agreement. At any time prior to final disbursement of approved funding, Housing Nova Scotia may terminate the arrangements and related agreements if changes in projected costs would potentially prevent the achievement of a financially sustainable project.

Conditions

Our approval is subject to written documentation being provided to Housing Nova Scotia, to indicate that each of the following conditions have been satisfied. Polycorp Properties Inc must submit:

1. Confirmation of the transfer of ownership of land;
2. Evidence of owner equity;
3. Approved Development Agreement;
4. Property Appraisal consistent with the final development configuration as approved by the Town of Wolfville;
5. Construction contract - detailed;
6. Phase I Environmental Site Assessment and Clearance;
7. A copy of the Building Permit;
8. Construction schedule;
9. Construction Drawings demonstrating compliance with HNS visitability standards;
10. Cash flow schedule for the duration of the project;
11. Proof of Business Registration with the Nova Scotia Registry of Joint Stock Companies;
12. Approval of mortgage financing in the form of a mortgage commitment satisfactory to Housing Nova Scotia;
13. Total first charge registered encumbrance over both properties **not to exceed \$5,962,399** as outlined in Clause 1.1 (i) of the Project Contribution Agreement.

14. Provide confirmation that Housing Nova Scotia has been added as a second loss payee/ mortgagee to the insurance policy for the subject property;
15. A copy of the Occupancy Permit upon completion of the project, prior to final disbursement of funds;
16. Fulfill all other conditions preceding the implementation of the project as set out in the proponent's submission to Housing Nova Scotia;
17. At a minimum, ensure that the project continues to meet its pro forma income and expense cash flow projections, as presented in the final project pro forma approved by Housing Nova Scotia staff;
18. Ensure that timelines (e.g. construction, securing equity) are adhered to;
19. Execute and register the forgivable second mortgage on title in favour of Housing Nova Scotia;
20. For the Affordable units, ensure that rents remain affordable for a minimum of fifteen (15) years;
21. For the Affordable units, ensure that the incoming tenant's total household income does not exceed **\$33,500** per year for the bachelor and one bedroom units, **\$37,000** per year for the two bedroom units.
21. Sign the Project Contribution Agreement.

Rents

The rental unit configurations and initial rents have been established at:

Lot MU6, Woodman Road, Wolfville, NS			
Number of Units	Unit Type	Monthly Rent	Inclusions
3	Affordable 1 Bdrm	\$825	Heat, Hot Water, Parking
44	Affordable 1 Bdrm & Den	\$825	Heat, Hot Water, Parking
3	Affordable BF 1 Bdrm & Den	\$825	Heat, Hot Water, Parking
7	Affordable 2 Bdrm	\$900	Heat, Hot Water Parking
3	Affordable BF 2 Bdrm	\$900	Heat, Hot Water, Parking
14	Market 2 Bdrm & Den	\$1395	Heat, Hot Water & Parking

Polycorp Properties Inc will ensure that rents for funded units remain affordable for a minimum of fifteen (15) years. From time to time, this may be monitored by Housing Nova Scotia to ensure that rents are maintained, for the duration of the commitment, below average market housing rents for comparable housing in the community or area, and are affordable to the targeted households. Rent increases must be approved in writing by Housing Nova Scotia prior to providing notification to tenants, within the timeframe required under the *Residential Tenancies Act*.

Advance Procedures

Advancing of capital funds is as indicated in the Project Contribution Agreement.

Signage

In recognition of the role played by Housing Nova Scotia and CMHC in the development of this project, Polycorp Properties Inc may arrange to have a sign -- specifications to be provided by Housing Nova Scotia -- installed and maintained in a prominent location on site. The sign will be installed at the start of construction and removed at either the commencement of landscaping or following the official opening -- whichever event occurs later.

Ceremonies

A condition of this commitment is that Housing Nova Scotia and CMHC may announce the approval of this project with a news release or official ceremony before construction begins, and may announce the completion of the project with a news release or official opening when construction is complete. Housing Nova Scotia will take the lead in arranging such announcements, ceremonies or events.

Cancellation Date

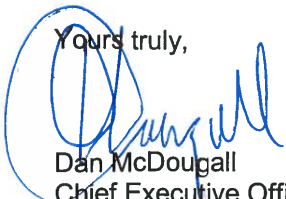
This commitment will cease to have effect if the conditions to providing the capital cost contribution have not been fulfilled, or if construction has not started within **three (3) months** of the date of the commitment.

Contribution Agreement

Please find attached two copies of the Project Contribution Agreement from Housing Nova Scotia. You are asked to sign and return both copies of this Agreement by **April 20, 2018**. One fully executed copy will be returned to you for your records.

We are pleased to partner with **Polycorp Properties Inc** on this exciting development to address the need for affordable housing in Wolfville. If you require any clarification of the content of this letter, please contact this office.

Yours truly,



Dan McDougall
Chief Executive Officer
Housing Nova Scotia

WE HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN.

Proponent: Polycorp Properties Inc

April 15, 2018 Peter Polley Peter Polley
Date Signature Print Name

Witness:

April 17/2018 Colleen Austin Colleen Austin
Date Signature Print Name

April 20, 2018

Town of Wolfville
200 Dykeland Street
Wolfville, Nova Scotia
B4P 1A2

Attention: Jeremy Banks

Re: Development Agreement for a multi-unit residential building on Lot 6, Woodman's Grove, Wolfville, NS

Woodman's Grove is a neighborhood that has been sustainably sited to benefit from its proximity to the town's center, existing wetlands, watercourses and designated Town of Wolfville Parkland. Shops, services and amenities are within walking distance. Trails along the dykes and through the parkland are reached by a pedestrian bridge over the adjacent creek to the old Oak Street extension.

It is here that Polycorp had a Development Agreement (#84621847) in place to construct a 36-unit residential building on Lot MU 6. In an effort to allow for more affordable construction, larger buildings were constructed on the other multi-unit lots and the original DA density allowance for MU6 was transferred to the other lots.

Polycorp is now looking to construction and is requesting an amendment to the current Development Agreement to all a 74 unit residential building on Lot MU 6. This requested increase in density is in direct response to the positive reception to the other residential units constructed in Woodman's Grove.

Woodman's Grove contributes to the Town's ambition to achieve

- a community whose energy needs are reduced;
- a community with active transportation networks where people do not need to depend on the automobile, either for their mobility within their community, or their links to the larger world';
- a community that fosters and supports affordable housing;
- a community in which the natural environment is respected and protected;

as outlined in the MPS's *'Vision and Declaration of Sustainability'*. Given the above and the balance that it offers between connections to social and cultural opportunities and the natural environment, Woodman's Grove is a desirable location for increased density and housing opportunities.

Care has been taken to ensure that the proposed building responds to other guiding principles presented in the MPS. In particular,

Part 6: *'Conservation and Environmental Stewardship'*,

Part 7: *'Parks, Open Space and Recreation'*, and

Part 8: *'Residential Development and Land Use'*.

'Conservation and Environmental Stewardship'

The sustainable development of the multi-unit lots in Woodman's Grove has been directly influenced by the site's assets mentioned above. Where possible, the natural slopes of the site have been retained and existing trees protected. Several storm water retention ponds were constructed between buildings to enhance the environment and services such as electrical wires and communication lines were buried underground.

The proposed building on Lot MU 6 will be sustainably designed, in particular with regard to energy and water consumption. Like the other multi-unit buildings, there will be an effort to conserve water by installing low flow toilets, shower heads and front-loading washer machines. A rainwater recycling system will allow the toilets to be flushed with rainwater further reducing water consumption. The building will be constructed with the Insulated Concrete Formwork (ICF) system providing an air tight and highly insulated exterior reducing excessive heating and cooling demand. The installation of triple glazed windows and doors will further reduce winter heat loss and summer heat gain. The building will utilize heat pumps for heating and cooling and domestic hot water that uses 25%-33% of normal energy consumption. 100% of the light fixtures in the suites will be compact fluorescent or LED, the parkade will use LED fixtures with motion sensors to minimize energy consumption. All common area bulbs will be LED style.

Please refer to the following parts of the MPS:

- 6.1.4** new developments shall not adversely affect existing residential or other development, with particular regard to proper drainage and erosion control and site grading
- 6.1.16** support 'green' building and development strategies that demonstrate energy efficiency, waste reductions and environmental stewardship
- 6.1.20** encourage energy efficient standards for new residential buildings
- 7.5.3** ensure, when constructing new facilities, *that they are designed to be energy efficient* and accessible to all segments of the population
- 8.4.5 (a)** the project provides buildings and site design that reduce the required operational energy requirements by a significant amount from conventional buildings
- 8.4.5 (b)** the project provides buildings and site design that substantially reduce the impact on the environment through:
 - i. retention of natural systems, e.g. retaining natural slopes
 - v. reduced storm water runoff, e.g. storm retention ponds
 - vi. water conservation, e.g. low flow fixtures

'Parks, Open Space and Recreation'

Woodman's Grove is situated close to Wolfville's downtown core which allows residents access to shopping, medical care, services and amenities either via public transportation, walking or cycling reducing the need to rely on individual vehicles. It is also conveniently located near a designated parkland, to which Woodman's Grove dedicated +/- 18 acres, existing walking trails and the dykelands which are another popular spot to walk or cycle. A pedestrian bridge was constructed to better connect the neighborhood with walking trails in the parkland and a publically accessible walkway that follows the escarpment on the north side of the lots is being constructed and provides views to Blomidon and the existing wetlands.

In addition to the abundant exterior recreation spaces in and around the neighborhood, the buildings on Lots MU 2 and MU 3 have interior space that is accessible to those in the other buildings. These amenity spaces provide a place to gather socially and feature a kitchen, dining tables, soft seating and games such as pool and shuffleboard.

Please refer to the following parts of the MPS:

- 6.1.5** encourage the rehabilitation and preservation of watercourses and wetlands
- 6.1.21** encourage preservation and protection of the shoreline of Wolfville and its riparian environments in order to maintain it as an important visual, accessible, natural community resource
- 7.4.1** require developers to dedicate useable land for recreation purposes
- 7.4.2** require developers to provide space for leisure or recreation facilities in association with new multi-unit residential developments
- 7.4.7** provide a diversity of open space experiences for residents through acquisition and development with priorities placed on the following needs:
 - a) neighborhood parks within walking distance of developed and future neighborhoods
 - b) intensive trail systems that link neighborhoods and/or recreation areas
 - d) open spaces which form buffers around environmentally sensitive and aesthetically important water bodies and land areas
 - e) parks and trails that utilize natural areas and provide interconnections with other parks and neighborhoods
- 8.4.5 (h)** the project provides public or private amenities, such as walkways
- 8.4.5 (i)** the project provides active transportation routes and amenities and maximizes connections with existing trail/walkway systems
- 8.4.5 (j)** the project provides access to public transportation

'Residential Development and Land Use'

The construction of this building will provide additional housing options for professionals, families, retirees and empty nesters in a town where most high density residential development is marketed toward the student population. It is responding to the need, as outlined in Part 8 of the town's MPS, for economically efficient housing for residents making the transition to their senior years. Sited in Woodman's Grove adjacent to the existing multi-unit buildings it will also meet Part 8's mandate for residential clustering, as well as, diversity of housing as it is part of a neighborhood that also features a number of single detached dwellings.

Please refer to the following parts of the MPS:

- 7.5.3** ensure, when constructing new facilities, that they are designed to be energy efficient and *accessible to all segments of the population*
- 8.4.5 (c)** the project provides an affordability component that would meet the need to provide housing in Wolfville that is affordable and available for all sectors of society
- 8.4.5 (e)** the project provides barrier free/accessible housing units
- 8.4.5 (f)** the project demonstrates high quality architectural and environmental design that is compatible with the landscape and that will contribute positively to the immediate area and the Town in general.
- 8.4.5 (l)** the proposal makes efficient use of land in relation to infrastructure requirements (e.g. clustering of homes)

Polycorp has demonstrated with the development of Woodman's Grove and the construction of the multi-unit buildings on lots 1-5 that they have similar values to those outlined in the Town of Wolfville's MPS. The building and its site strive to enhance and protect the natural environment of the Town and ensure open space opportunities for all residents. For those reasons, Woodman's Grove has quickly become one of the most sought-after neighborhoods in the Annapolis Valley making it a natural site for additional housing units. The choices made in the construction of this building will be no different, making it a positive addition to the Town of Wolfville.

Regards,



Michael Napier NSAA AANB MRAIC



AREA RESERVED FOR FUTURE FLEXIBLE USE

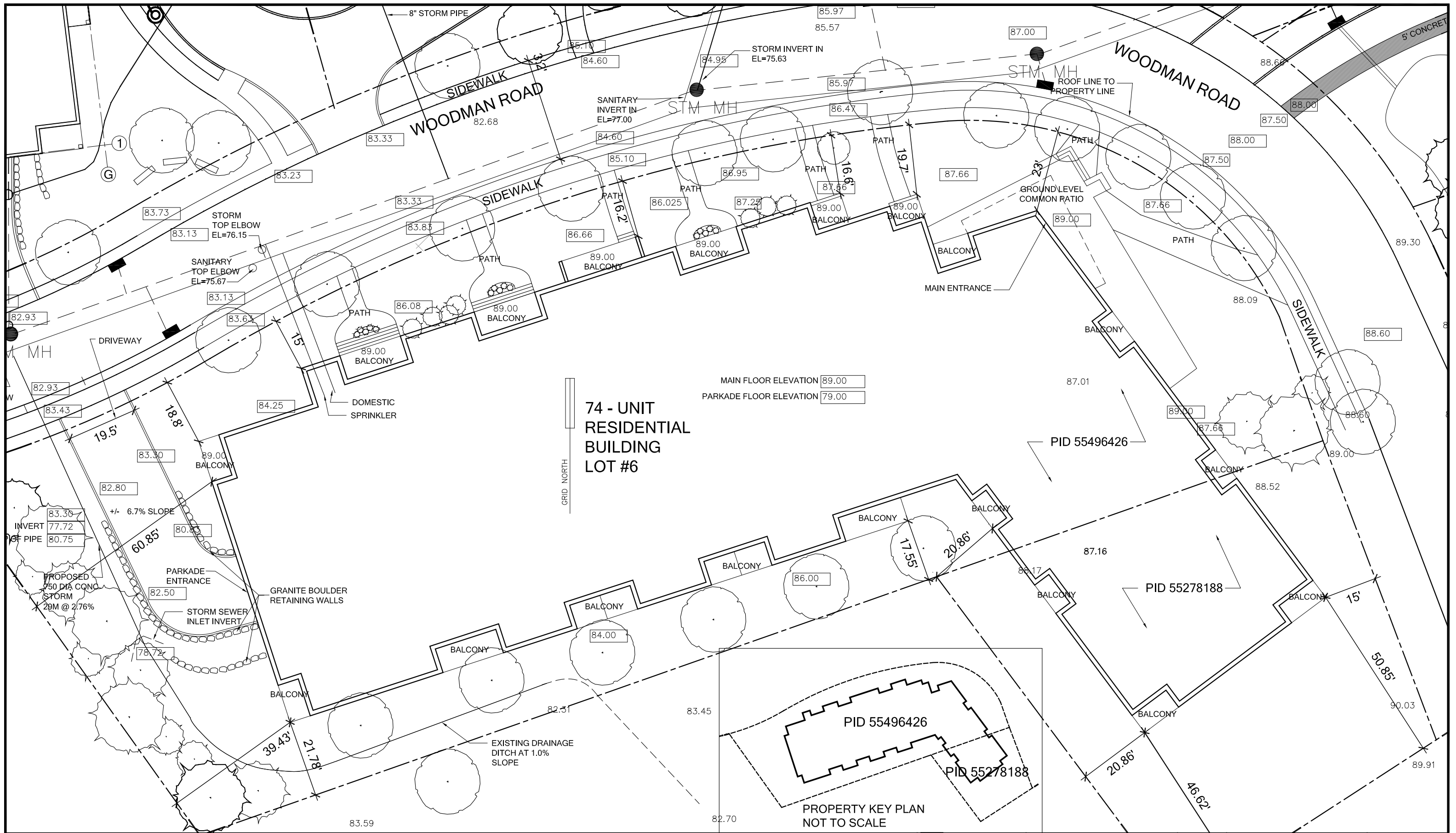
- Parking (+/-15 spaces),
- Exterior Recreation (with or without +/-2000 sqft community centre),
- Rain Water Retention, OR
- Solar Electric Generation

THE RESIDENCES AT WOODMAN'S GROVE
 WOODMAN ROAD
 WOLFVILLE, NOVA SCOTIA

MICHAEL
APIER
ARCHITECTURE inc
 www.mnarch.ca + 902.455.5522

REVISIONS	DATE
ISSUED FOR AMENDMENT TO DA	JUNE 14 2017
ISSUED FOR AMENDMENT TO DA R2	FEB 16 2017
ISSUED FOR AMENDMENT TO DA R3	APR 20 2018

DRAWING	DATE
WOODMAN'S GROVE SITE PLAN	APR 20 2018
SCALE	DRAWING NO.
NOT TO SCALE	A-100



**74 - UNIT
RESIDENTIAL
BUILDING
LOT #6**

MAIN FLOOR ELEVATION 89.00
PARKADE FLOOR ELEVATION 79.00

GRID NORTH

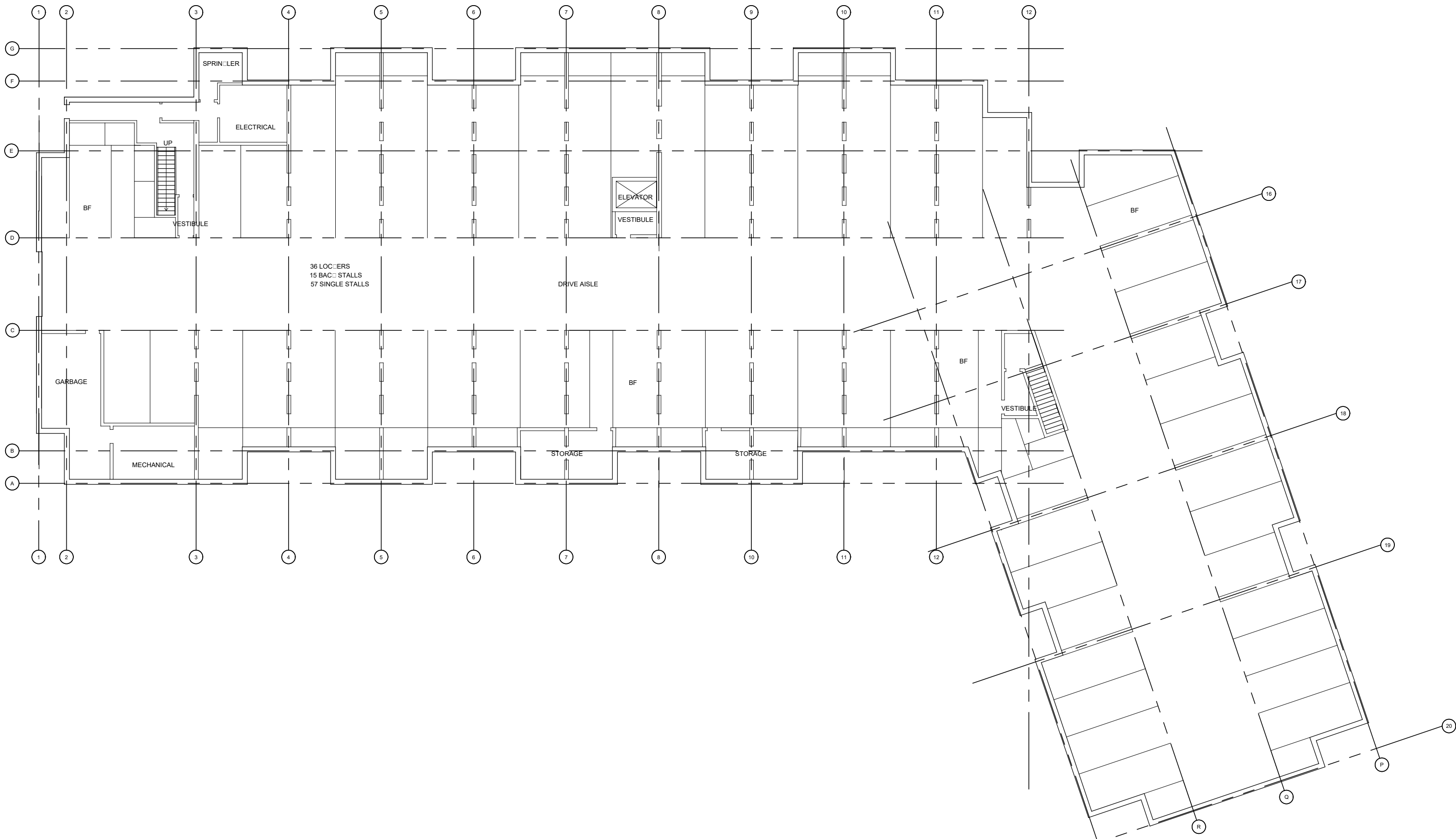
PROPERTY KEY PLAN
NOT TO SCALE

**THE RESIDENCES AT
WOODMAN'S GROVE**
WOODMAN ROAD
WOLFVILLE, NOVA SCOTIA



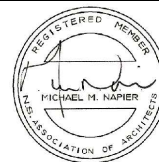
**MICHAEL
NAPIER
ARCHITECTURE inc**
www.mnarch.ca + 902.455.5522

REVISIONS ISSUED FOR AMENDMENT TO DA ISSUED FOR AMENDMENT TO DA R2 ISSUED FOR AMENDMENT TO DA R3	DATE JUNE 14 2017 FEB 16 2017 APR 20 2018	DRAWING MU#6 - SITE PLAN	DATE APRIL 20 2018
		SCALE 1:300	DRAWING NO. A-101



**THE RESIDENCES AT
WOODMAN'S GROVE**

WOODMAN ROAD
WOLFVILLE, NOVA SCOTIA

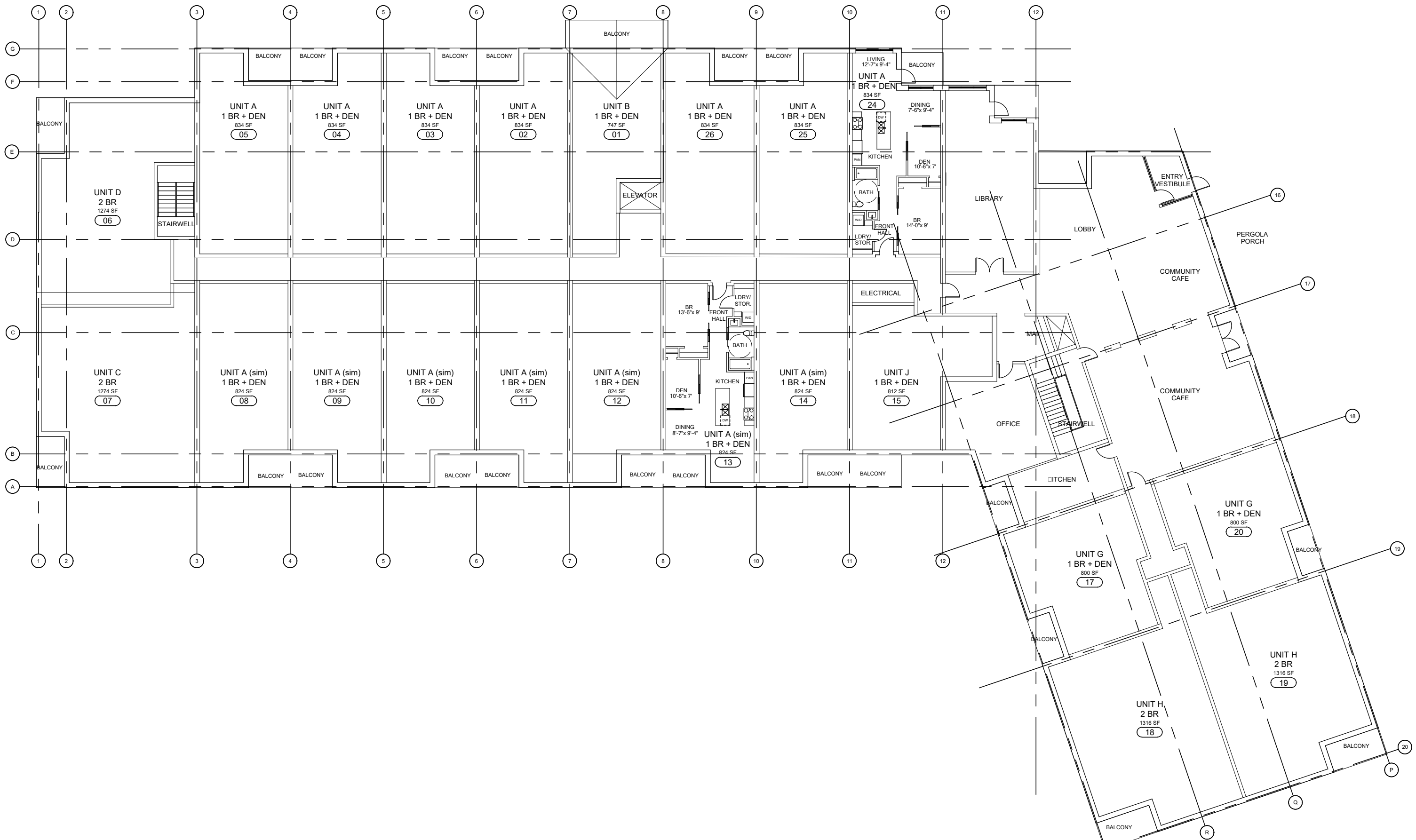


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APIER
ARCHITECTURE inc
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REVISIONS	DATE
ISSUED FOR AMENDMENT TO DA	JULY 11 2017
ISSUED FOR AMENDMENT TO DA R2	FEB 16 2018
ISSUED FOR AMENDMENT TO DA R3	APR 20 2018

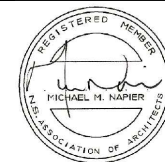
DRAWING	SCALE
PARADE PLAN	NOT TO SCALE

DATE	DRAWING NO.
APR 20 2018	A-102



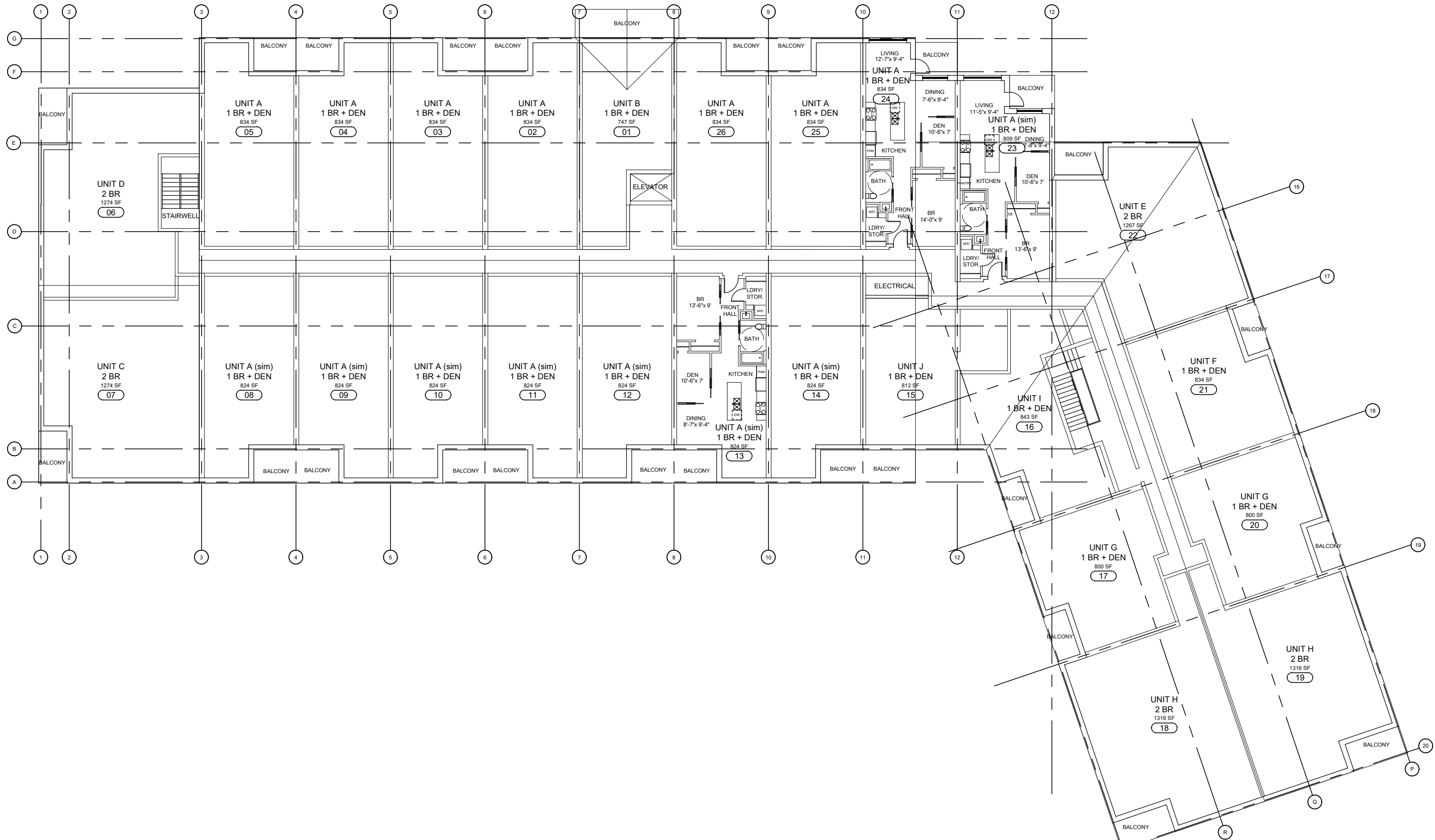
**THE RESIDENCES AT
WOODMAN'S GROVE**

WOODMAN ROAD
WOLFVILLE, NOVA SCOTIA



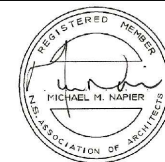
**MICHAEL
NAPIER**
ARCHITECTURE inc
www.mnarch.ca + 902.455.5522

REVISIONS	DATE	DRAWING	DATE
ISSUED FOR AMENDMENT TO DA	JULY 11 2017	GROUND FLOOR PLAN	APR 20 2018
ISSUED FOR AMENDMENT TO DA R2	FEB 16 2018		
ISSUED FOR AMENDMENT TO DA R3	APR 20 2018		
		SCALE	DRAWING NO.
		NOT TO SCALE	A-103



**THE RESIDENCES AT
WOODMAN'S GROVE**

WOODMAN ROAD
WOLFVILLE, NOVA SCOTIA



**MICHAEL
NAPIER**
ARCHITECTURE inc
www.mnarch.ca + 902.455.5522

REVISIONS	DATE	DRAWING	DATE
ISSUED FOR AMENDMENT TO DA	JULY 11 2017	FLOORS 2&3 PLAN	APR 20 2018
ISSUED FOR AMENDMENT TO DA R2	FEB 16 2018		
ISSUED FOR AMENDMENT TO DA R3	APR 20 2018		
		SCALE	DRAWING NO.
		NOT TO SCALE	A-104



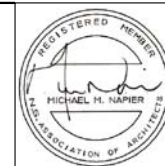
MULTI-UNIT BUILDING #6
EAST ELEVATION



MULTI-UNIT BUILDING #6
WEST ELEVATION

THE RESIDENCES AT
WOODMAN'S GROVE

WOODMAN ROAD
WOLFVILLE, NOVA SCOTIA



MICHAEL
NAPIER
ARCHITECTURE inc
www.mnarch.ca + 902.455.5522

REVISIONS	DATE
ISSUED FOR AMENDMENT TO DA	JULY 11 2017
ISSUED FOR AMENDMENT TO DA R2	FEB 16 2018
ISSUED FOR AMENDMENT TO DA R3	APR 20 2018

DRAWING	DATE
ELEVATIONS	APR 20 2018
SCALE	NOT TO SCALE

DRAWING NO.	DATE
A-201	APR 20 2018

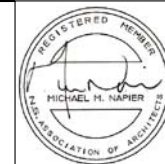


MULTI-UNIT BUILDING #6
NORTH ELEVATION



MULTI-UNIT BUILDING #6
SOUTH ELEVATION

THE RESIDENCES AT
WOODMAN'S GROVE
WOODMAN ROAD
WOLFVILLE, NOVA SCOTIA



MICHAEL
NAPIER
ARCHITECTURE inc
www.mnarch.ca + 902.455.5522

REVISIONS	DATE
ISSUED FOR AMENDMENT TO DA	JULY 11 2017
ISSUED FOR AMENDMENT TO DA R2	FEB 16 2018
ISSUED FOR AMENDMENT TO DA R3	APR 20 2018

DRAWING	DATE
ELEVATIONS	APR 20 2018
SCALE	DRAWING NO.
NOT TO SCALE	A-202



**3D VIEW
FOR DISCUSSION PURPOSE ONLY.**



**3D VIEW
FOR DISCUSSION PURPOSE ONLY.**



**3D VIEW
FOR DISCUSSION PURPOSE ONLY.**



**3D VIEW
FOR DISCUSSION PURPOSE ONLY.**

This Amending Development Agreement is made this ____ day of _____, 2018.

BETWEEN:

POLYCORP PROPERTIES INC. GENERAL PARTNER for and on behalf of
POLYCORP LIMITED PARTNERSHIP, (a body corporate) and POLYCORP
REAL ESTATE DEVELOPMENT FUND (#2) INC.,
(Hereinafter called the “Developer”)

OF THE FIRST PART

- and -

TOWN OF WOLFVILLE,
A municipal body corporate,
(Hereinafter called the “Town”)

OF THE SECOND PART

WHEREAS the Town and the Developer entered into a development agreement effective November 9, 2005 and filed at the Registry of Deeds office in Kentville Nova Scotia as document number 84621847 on March 20, 2006, herein referred to as *Original Development Agreement*:

AND WHEREAS the Town and the Developer entered an amending development agreement herein referred to as *Amending Development Agreement No. 1*, effective April 16, 2008 and filed at the Registry of Deeds office in Kentville Nova Scotia as document number 91597261 on September 11, 2008:

AND WHEREAS the Town and the Developer entered a second amending development agreement, herein referred to as *Amending Development Agreement No. 2*, effective March 15, 2012 and filed at the Registry of Deeds office in Kentville Nova Scotia as document number 101743533 on October 15, 2012:

AND WHEREAS the Developer has requested that the Town enter into a further amending development agreement, herein referred to as *Amending Development Agreement No. 3*, relating to the use, subdivision, and development of the land pursuant to the provisions of the Municipal Government Act and the Municipal Planning Strategy for the Town of Wolfville;

AND WHEREAS a condition of granting approval of Amending Development Agreement No. 3, for the development of the lands is that the parties enter into this amending development agreement;

AND WHEREAS the Town Council for the Town, at its meeting on _____, approved entering into this Amending Development Agreement No. 3 to construct a multi-unit building on lot – MU 6, as provided by Amending Development Agreement No. 2 section 4.2.2;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the covenants made in this Amending Development Agreement No. 3 and other valuable consideration, the Developer and the Town agree to the following terms.

1. Schedules

1.1 The following schedules form part of this Amending Development Agreement No. 3:

Schedule “A” – Plans for a multi-unit residential buildings on Lot MU6.

Schedule “B” – Energy efficiency building specifications.

Schedule “C” – DRAFT Landscape Plan, prepared by a certified landscape architect or certified landscape planner, showing amenities. **TO BE UPDATED**

Schedule “D” – Description of lands.

2. Definitions

2.1 In this development agreement:

“*Local Commercial Use*” mean a convenience store, laundromat, farm market, personal service provider, or other small-scale commercial use aimed at a local neighborhood clientele.

3. Background

The Town and the developer entered the original Development Agreement approved by Council on June 20, 2005 which permitted for the residential development of the lands. An amendment to this Development Agreement was approved by Council on March 17, 2008, which provided requirements for construction of buildings within the Residential Architectural Control Area. A second amendment to this Development Agreement was approved by Council on Feb 20, 2012, which altered the requirements for proposed multi-unit residential buildings. The developer has requested approval to construct a multi-unit dwelling on lot MU LOT 6 and 34 Woodman Road, pending a subdivision to merge the properties, and provide additional amenities in the area. This Amending Development Agreement No. 3 responds to this request.

4. Terms

4.1 General

4.1.1 This Amending Development Agreement No. 3 applies to all the lands as described in Schedule “C”.

4.1.2 Except as amended by this Amending Development Agreement No. 3, the original Development Agreement, as amended, between the Town and the Developer for the lands as filed at the Registry of Deeds in Kentville on March 20, 2006 as document number 84621847 shall remain in full force and effect.

4.2 Multi-Unit Building Configuration

4.2.1 A multi-unit building with up to 74 dwelling units shall be permitted to be constructed on MU LOT 6 and 34 Woodman Road, pending subdivision approval, in accordance with Schedule “A” and “C”.

4.2.2 Local Commercial Uses, up to 116 m² (1248 ft²), are permitted in all ground-floor units within Lots MU 1, MU 2, MU 3, MU 4, MU 5 and MU 6 that have direct pedestrian access to Woodman Road, in addition to uses already permitted.

4.2.3 Residential uses are permitted in all units.

4.2.4 A ratio of 1 parking spaces, or more, per dwelling-unit shall be provided in a mix of underground parking spaces within the proposed building and/or aboveground parking spaces located within 100m of the proposed building

4.2.5 PID 55278188 (currently 34 Woodman Road) shall be consolidated and added to the “Woodman Lands”, as shown in the original Development Agreement (DA 04-09).

4.2.6 PID 55278188 (currently 34 Woodman Road) is designated High Density Residential in the Municipal Planning Strategy and zoned High Density Residential in the Town’s Land Use By-law and is limited to a maximum density of 18 dwellings units/acre.

4.3 Building Specifications

4.3.1 The multi-unit building constructed on lot - MU LOT 6 shall incorporate the energy efficiency and water efficiency attributes as identified in Schedule “B” or achieve greater efficiencies.

4.3.2 Affordable Housing units (60 units, 15 year commitment with Housing NS) – wording to be finalized.

4.4 Timing

4.4.1 This Amending Development Agreement No. 3 shall be deemed to be entered into on the day following the day on which the time for appeal of Town Council’s approval to enter it has elapsed, or the day on which any appeals have been disposed of and the policy of the Wolfville Town Council approving this amending development agreement has been affirmed by the Nova Scotia Utilities and Review Board, under the provisions of the MGA, or other judiciary body as applicable.

4.4.2 The text of clause 5.4 of the original Development Agreement is replaced with:

”The developer shall complete the construction and related landscape requirements of the multi-unit buildings of this development agreement by December 31st 2021, but this shall not exempt the Developer from other more stringent time limits in this Development Agreement or any related servicing agreement.”

4.5 Expenses

4.5.1 The developer shall pay all costs and expenses incurred by the Town related to this Amending Development Agreement No. 3 including but not limited to; advertising and notification of adjoining landowners incurred in drafting this development agreement.

4.6 Outdoor Amenity Space (Draft – to be updated)

- 4.6.1 The parties recognize the provision of an outside balcony for each of the multi-unit residential building dwelling units as an outdoor amenity space.
- 4.6.2 The Developer shall provide the following:
- a) Pay for the preparation of, and participate in a Parks, Trails, and Open Space planning process (to a maximum value of \$XX), led by the Town, that assesses the Woodman Lands and adjacent neighbourhood, on or before February 28, 2019. The output would be a conceptual plan prepared by a certified Landscape Architect or other relevant professional.
 - b) Provide Amenity and Open Space contribution in the value of \$100,000. This may take the form of service, fees, or other equal value, as determined by the Town, and consistent with the outcome of 4.6.2 a).
- 4.6.3 The developer shall provide additional outdoor amenities as shown on Schedule “C”. These amenities shall be provided on or before the completion date of the agreement in accordance with clause 5.4 (as amended) of the original Development Agreement.

5. Warranties by the Developer

5.1 Title and Authority

- 5.1.1 The developer warrants as follows:
- (a) The developer has good title in fee simple to the lands or good beneficial title subject to a normal financing encumbrance. No other entity has an interest in the lands which would require their signature on this development agreement to validly bind the lands or the developer has obtained the approval of every other entity which has an interest in the lands whose authorization is required for the developer to sign this Development Agreement to validly bind the lands.
 - (b) The developer has taken all steps necessary to, and it has full authority to, enter this Amending Development Agreement No. 3.

6. Full Agreement

6.1 Other Agreements

6.1.1 This Amending Development Agreement No. 3, together with the original development agreement, as amended and filed at the Registry of Deeds in Kentville, Nova Scotia as document number 84621847, constitute the entire agreement and contract entered into by the Town and the developer. No other agreement or representation, whether oral or written, shall be binding.

6.1.2 This Amending Development Agreement No. 3 shall not be a precedent for any other agreement either between the Town and the developer or between the Town and any other party.

7. Binding Effect

This amending development agreement shall enure to the benefit of and be binding upon the parties to this Development Agreement, their respective successors, administrators, and assigns.

8. Notice

Any notice to be given under this amending development agreement shall be made in writing and either served personally or forwarded by courier or by registered mail, postage prepaid, if to the Town to:

Town of Wolfville
Town Hall
359 Main Street
Wolfville, Nova Scotia
B4P 1A1
Attention: Development Officer

and if to Polycorp Properties Inc. General Partner:

Polycorp Properties Inc. General Partner
Box 31369 RPO Gladstone.
Halifax, Nova Scotia
B3K 5Z1

9. Headings

The headings used in this development agreement are for convenience only. If any of the headings are inconsistent with the provisions of the development agreement which it introduces, the provisions of the development agreement shall apply.

10. Execution

In witness of this Development Agreement the parties have signed, sealed and delivered it to each other on the date set out at the top of the first page.

SIGNED, SEALED AND DELIVERED)

In the presence of:)

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TOWN OF WOLFVILLE

By _____

MAYOR

Witness

By _____

CHIEF ADMINISTRATIVE OFFICER

SIGNED, SEALED AND DELIVERED)

In the presence of:)

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By _____

POLYCORP PROPERTIES INC. GENERAL PARTNER

Witness

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 201_, _____ a witness to this agreement came before me, made oath, and swore that the **Town of Wolfville**, caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

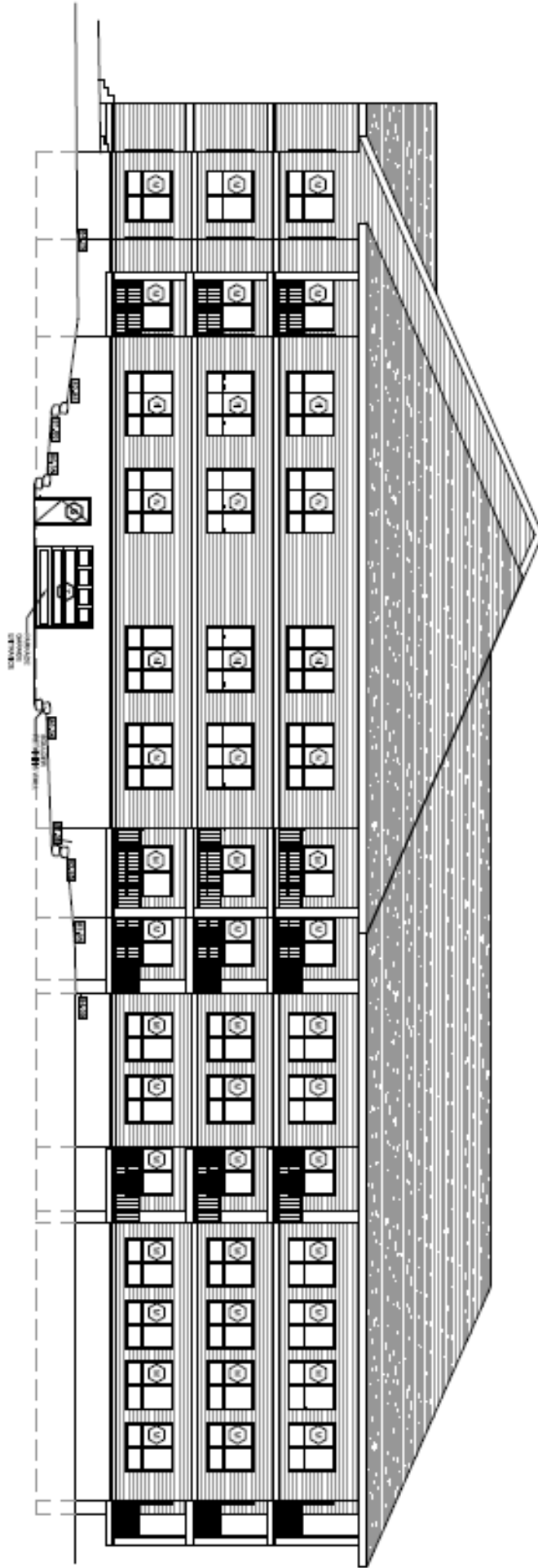
A Commissioner of the Supreme Court of Nova Scotia

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF KINGS

I certify that on _____, 201_, _____ a witness to this agreement came before me, made oath, and swore that **Polycorp Properties Inc. General Partner** caused the same to be executed by its proper officers who affixed its Corporate Seal and subscribed their hands in its name and in its behalf in his/her presence.

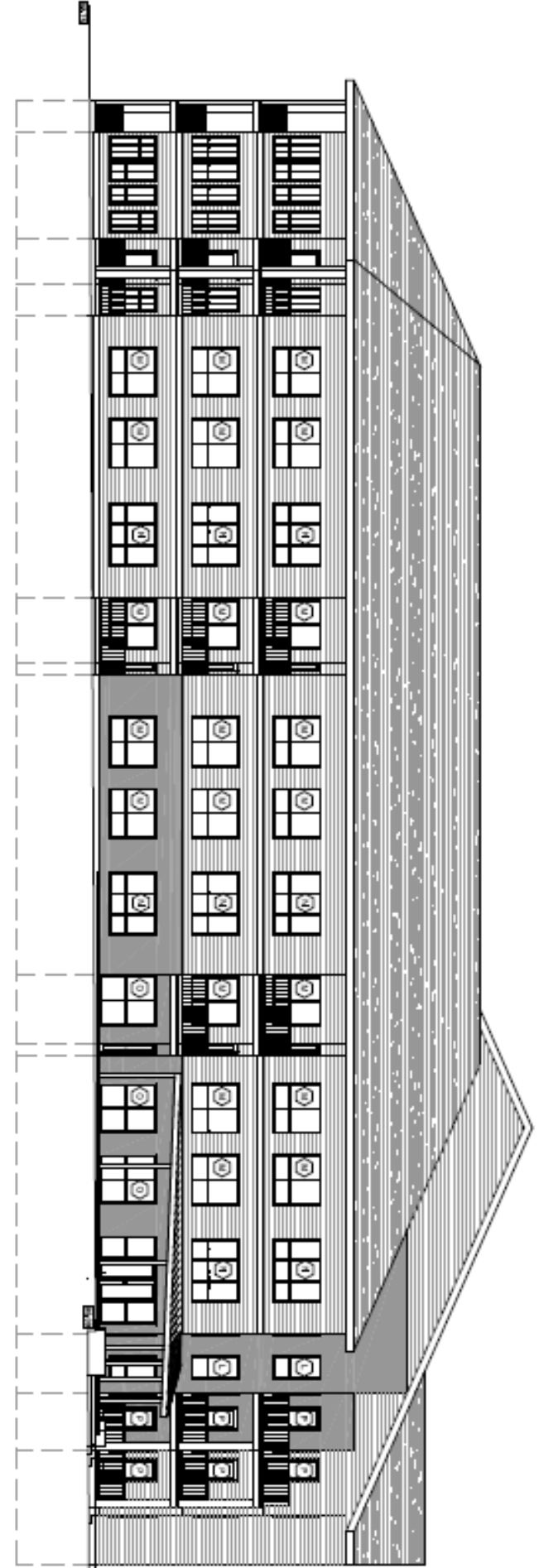
A Commissioner of the Supreme Court of Nova Scotia

MULTIUNIT BUILDING #6
WEST ELEVATION



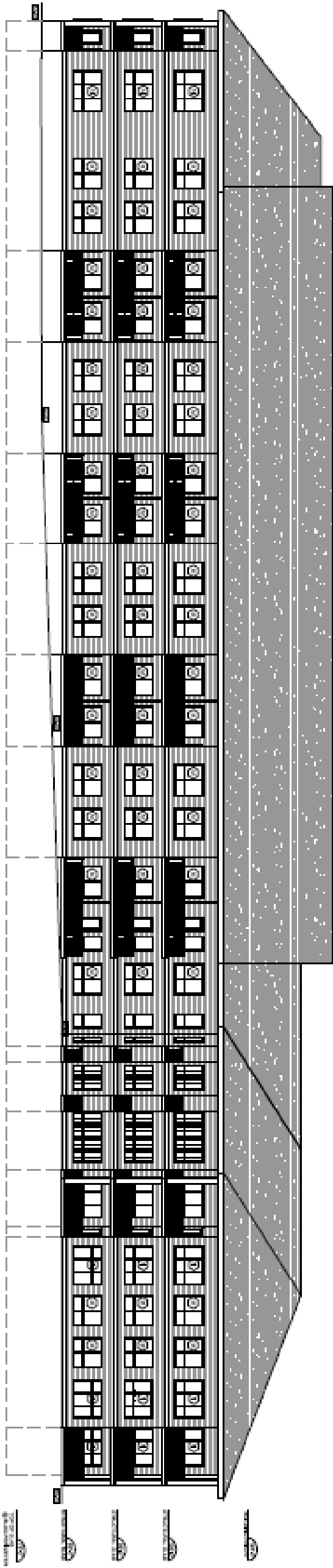
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MULTIUNIT BUILDING #6
EAST ELEVATION

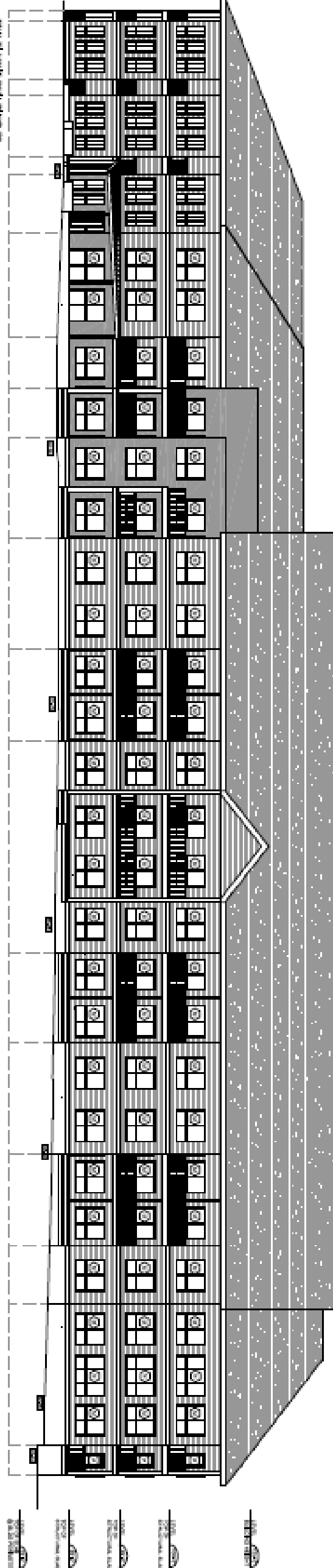


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MULTI-UNIT BUILDING
OF SEVENTH FLOOR



MULTI-UNIT BUILDING
OF SEVENTH FLOOR



Schedule “B” – Energy efficiency building specifications.

DRAFT

Schedule “C” – Landscape Plan, prepared by a certified landscape architect or certified landscape planner, showing amenities. DRAFT – TO BE UPDATED



Schedule "D" – Description of lands.

LOT MU 6

REGISTRATION COUNTY: KINGS COUNTY

STREET/PLACE NAME: WOODMAN ROAD /WOLFVILLE

TITLE OF PLAN: PLAN OF S/D SHOWING PARCEL A & PARCEL B S/D OF PARCEL MU LANDS OF POLYCORP PROPERTIES INC TO BE CONSOLIDATED WITH LOT W REMAINDER LANDS OF POLYCORP REAL ESTATE DEVEL FUND #2 INC LOTS 10 TO 13 21 22 31 32 35 36 PARCEL Y Z WOODMAN RD PARCEL C DEWITT CLOSE AND LAURA MOORE ROAD S/D OF W(REMAINDER) LANDS OF POLYCORP REAL ESTATE DEVEL FUND (2) INC PARCEL X AND WOODMAN ROAD (PARCEL D) S/D OF PARCEL MU LANDS OF POLYCORP PROPERTIES INC TOWN OF WOLFVILLE

DESIGNATION OF PARCEL ON PLAN: PARCEL X

REGISTRATION NUMBER OF PLAN: 91991282

REGISTRATION DATE OF PLAN: 2008-10-28 15:30:35

SAVING AND EXCEPTING: PARKLAND 2 AS SHOWN ON REGISTERED PLAN NO. 91991688 RECORDED IN THE LAND REGISTRATION OFFICE FOR KINGS COUNTY.

"THE PARCEL ORIGINATES WITH AN APPROVED PLAN OF SUBDIVISION THAT HAS BEEN FILED UNDER THE REGISTRY ACT OR REGISTERED UNDER THE LAND REGISTRATION ACT AT THE LAND REGISTRATION OFFICE FOR THE REGISTRATION DISTRICT OF KINGS COUNTY AS PLAN OR DOCUMENT NUMBER 91991688.

THE MGA COMPLIANCE STATEMENT HAS BEEN APPLIED BY SNSMR DURING THE PROCESSING OF THE ABOVEMENTIONED PLAN 91991688."

34 WOODMAN ROAD

ALL THAT LOT OF LAND SITUATE ON THE WEST SIDE OF WOODMAN ROAD, WOLFVILLE IN THE COUNTY OF KINGS AND PROVINCE OF NOVA SCOTIA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A SURVEY MARKER FOUND ON THE WEST BOUND OF WOODMAN ROAD WHERE IT MEETS THE SOUTH BOUND OF LANDS NOW OR FORMERLY OF J. ALFRED WOODMAN;

THENCE S 69 DEGREES 54 MINUTES 24 SECONDS W, 100 FEET ALONG THE SOUTH BOUND OF THE WOODMAN LANDS TO A SURVEY MARKER FOUND AND CONTINUING IN THE SAME COURSE A FURTHER DISTANCE OF 30.00 FEET TO A SURVEY MARKER SET MARKING THE NORTHEAST CORNER OF LANDS OF WOLFVILLE HABITAT CO-OPERATIVE LIMITED;

THENCE S 38 DEGREES 31MINUTES 42 SECONDS E, 94.87 FEET TO A SURVEY MARKER FOUND AT THE EAST BOUND OF LANDS OF WOLFVILLE HABITAT CO-OPERATIVE LIMITED AND CONTINUING IN THE SAME COURSE A FURTHER DISTANCE OF 23.30 FEET TO A SURVEY MARKER SET;

THENCE N 56 DEGREES 52 MINUTES 50 SECONDS E , 98.52 FEET TO THE EAST BOUND OF WOODMAN ROAD;

THENCE N 22 DEGREES 7 MINUTES 40 SECONDS W, 90.00 FEET ALONG THE WEST BOUND OF WOODMAN ROAD TO THE PLACE OF BEGINNING.

BEING AND INTENDED TO BE A CONSOLIDATION OF LOT A-2, PARCEL "A" AND PARCEL "B" LANDS OF WILSON R. MCKENZIE AND ABBIE J. MCKENZIE TO FORM ONE LOT AS SHOWN ON A PLAN OF SURVEY PREPARED BY VALLEY SURVEYS DATED JANUARY 26, L993 AND WHICH PLAN RECEIVED FINAL APPROVAL BY THE TOWN OF WOLFVILLE ON JANUARY 29, L993 AND IS FILED AT THE REGISTRY OF DEEDS AS P-9220.

FURTHER BEING AND INTENDED TO BE LOT A-2 AS CONVEYED BY WOLFVILLE HABITAT CO-OPERATIVE LIMITED TO WILSON R. MCKENZIE AND ABBIE J. MCKENZIE BY DEED RECORDED IN THE KINGS COUNTY REGISTRY OF DEEDS IN BOOK 918 AT PAGE 450 AND PARCELS "A" AND "B" AS CONVEYED BY WOLFVILLE HABITAT CO-OPERATIVE LIMITED TO WILSON R. MCKENZIE AND ABBIE J. MCKENZIE BY DEED RECORDED IN THE KINGS COUNTY REGISTRY OF DEEDS IN BOOK 933 AT PAGE 89.

BENEFIT

TOGETHER WITH AN EASEMENT TO THE GRANTEES TO RUN WITH THE LAND HEREBY CONVEYED, FOR ACCESS BY THE GRANTEES, THEIR SUCCESSORS AND ASSIGNS, THEIR SERVANTS AND AGENTS, AND ANY NECESSARY EQUIPMENT AND VEHICLES OVER, AND ALONG LANDS OF THE GRANTOR COMMENCING AT OR NEAR THE "GARBAGE HOUSE" AND LEADING TO A MANHOLE ON THE POST ROAD, FOR THE PURPOSE OF MAINTAINING, REPAIRING OR REPLACING THE UNDERGROUND SEWER LINE LEADING FROM THE LANDS HEREBY CONVEYED OVER THE LANDS OF THE GRANTOR TO THE HIGHWAY AFORESAID. THIS BENEFIT IS DESCRIBED IN A DEED REGISTERED IN THE KINGS COUNTY LAND REGISTRATION OFFICE IN BOOK 918 AT PAGE 450 AS DOCUMENT 8333 ON OCTOBER 9, 1992.

BURDEN

SUBJECT TO AN EASEMENT FOR THE PURPOSE OF MAINTAINING, REPAIRING OR REPLACING A DRAIN PIPE FROM WOLFVILLE HABITAT CO-OPERATIVE LIMITED LANDS ON THE EAST SIDE OF WOODMAN ROAD TO A DRAINAGE DITCH ON THE LAND OF WOLFVILLE HABITAT CO-OPERATIVE LIMITED IDENTIFIED AS LOT E-1 TO THE WEST OF THE LANDS HEREBY CONVEYED, THE SAID EASEMENT TO BE TEN (10) FEET IN WIDTH AND ADJACENT TO AND RUNNING ALONG THE NORTH SIDE LINE OF THE LANDS HEREBY CONVEYED. THIS BURDEN IS DESCRIBED IN A DEED REGISTERED IN THE KINGS COUNTY LAND REGISTRATION OFFICE IN BOOK 918 AT PAGE 450 AS DOCUMENT 8333 ON OCTOBER 9, 1992.

MGA COMPLIANCE STATEMENT

THE PARCEL ORIGINATES WITH AN APPROVED PLAN OF SUBDIVISION THAT HAS BEEN FILED UNDER THE REGISTRY ACT OR REGISTERED UNDER THE LAND REGISTRATION ACT AT THE LAND REGISTRATION OFFICE FOR THE REGISTRATION DISTRICT OF KINGS COUNTY AS PLAN OR DOCUMENT NUMBER P-9220.

DRAFT

COMMITTEE UPDATE

Title: Accessibility Advisory Committee
Date: July 3, 2018
Department: Office of the CAO



UPDATE

All members of the AAC were appointed and the first meeting was held on June 11, 2018. Agneiska Hayes was appointed as chair of the committee and Birgit Elssner was appointed Vice Chair.

Jen Boyd provided a review of the Committees of Council and Josh Bates provided an overview of the Accessibility Legislation.

Points of interest covered in the presentation:

- The province of Nova Scotia has made a commitment to be fully accessible by the year 2030.
- Nova Scotia has the highest rate of disability in the country at 19%; the average for Canada is 14%.
- The federal government will have their own act.
- The pillars/standards covered and addressed in the act are: Transportation, Built Environment, Employment, Education, Goods/Services, and Information/Communication.
- The barriers to be addressed are communication, physical, attitudinal, and institutional.

The meetings have been scheduled for the second Monday of each month at 4:30 pm with the next meeting being July 9th at 4:30 pm. The following one will be in September (and not August).

INFORMATION REPORT

Title: Traffic Signals – Main & Gaspereau

Date: 2018-07-03

Department: Public Works



SUMMARY

TRAFFIC SIGNALS – MAIN & GASPÉREAU

The purpose of this report is to provide information on the above-mentioned project and confirm Council's direction with respect to the installation of traffic signals at the intersection of Main Street and Gaspereau Ave. The project is scheduled for next year (2019) in the 10-year capital improvement plan. The project will maintain the overall level of service of the intersection at an estimated cost of \$200,000 and result in the loss of some on street parking.

INFORMATION REPORT

Title: Traffic Signals – Main & Gaspereau

Date: 2018-07-03

Department: Public Works



1) CAO COMMENTS

Since placing the proposed traffic lights in the 10 year CIP, there has been some concern expressed by individual Councillors that the lights may not be something that is desired to replace the existing four way stop. As a result, this Information Report is being presented to reconfirm Council's commitment to this initiative prior to incurring costs for design.

2) REFERENCES AND ATTACHMENTS

- Main Street Traffic Control Review 2013
- Core Area traffic Study 2016
- RFD 057-2015 Core Area Traffic Study
- Town Council Meeting 2016 01 26
- Information Report Downtown Core Traffic and Active Transportation 2017 01 17
- exp letter 2018 06 22

3) DISCUSSION

Council has been considering the installation of traffic signals at the Main & Gaspereau intersection for some time. Traffic operations of the intersection have been evaluated to determine what traffic control options are available and best suited to improve the intersection level of service.

The most recent core area traffic study determined the overall level of service for the intersection is good to very good most of the time but does drop and can be less than satisfactory during peak tourism activities. The study recommended the installation of traffic signals would improve capacity and the level of intersection performance during peak periods although the study did not quantify this improvement. The level of intersection performance during non-peak times would be maintained at the current levels though to 2034 according to the core area traffic study.

The installation of signals is currently included in the 10-year capital improvement plan and is scheduled for 2019. The estimated cost of the project is \$200,000 and the proposed layout includes left turn lanes on each of the four approaches to the intersection which will result in a loss of approximately 12 on street parking spaces. The conclusions and recommendation of the core area traffic study were reviewed and validated by a second consultant, exp in June of this year.

Based on recent conversations regarding the all way stop, questions about the affect accessibility legislation may or may not have on the project and concerns with parking in the down town core staff wanted to confirm Council's direction with respect to proceeding with the traffic signals in 2019 as planned.

INFORMATION REPORT

Title: Traffic Signals – Main & Gaspereau

Date: 2018-07-03

Department: Public Works



4) FINANCIAL IMPLICATIONS

The project is included in the current 10-year capital improvement plan at an estimated cost of \$200,000.

5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The improvement of traffic operations in the downtown core will help make the downtown core more user friendly and meets the needs of the community.

6) COMMUNICATION REQUIREMENTS

As indicated in the exp letter, prior to implementation, design drawings should be prepared and presented in a public forum to advise residents and businesses of the impact the installation of traffic signals will have and solicit feedback.

7) FUTURE COUNCIL INVOLVEMENT

If Council decide not to proceed with the project or not to proceed with the project in 2019, a motion of Council is required to make the changes to the current 10-year capital improvement plan.



June 28, 2018

FRE-00247744-A0

Mr. Kevin Kerr, P.Eng.
Director of Public Works
Town of Wolfville
359 Main Street
Wolfville, NS B4P 1A1

Re: Review of Traffic Control at the Main Street/Harbourside Drive/Gaspereau Avenue Intersection

Dear Mr. Kerr:

As requested last month when I visited you in Wolfville, I have reviewed the existing traffic control options at the Main Street/Harbourside Drive/Gaspereau Avenue intersection.

This intersection currently functions with all-way stop traffic control. Vehicles on all approaches must stop before proceeding into the intersection. Generally, motorists take turns in an orderly fashion completing their manoeuvre on each of the approaches.

A study completed by WSP in February 2016, based on 2014 traffic counts, indicated the intersection currently operates efficiently under all-way stop control with an overall very good LOS B in both the AM and PM peak periods. In 2034 overall LOS is projected to be good LOS C or better. The results indicate that the intersection operates efficiently and will continue to do so by 2034 with the existing traffic control in place. My observation during the AM and PM peak periods confirms the results. As with any type of traffic control, there are times during the year when greater delays are experienced (i.e., Home Comings, special events).

The WSP study did find that current traffic and pedestrian volume levels warrant the installation of traffic signals at this intersection. Level of service results indicate the intersection would operate at an overall very good LOS B with this type of traffic control and would continue to do so to 2034.

However, if traffic signals are to be installed, it is important that left turn lanes on the intersection approaches be provided, especially on Main Street. The provision of left turn lanes on Main Street will require the removal of 10 to 12 on-street parking spaces.

I would recommend that, for the time being, the all-way stop control be maintained at the Main Street / Harbourside Drive / Gaspereau Avenue intersection. When traffic signals are to be installed, it is recommended design drawings be prepared and presented in a public meeting to show residents and businesses the impact of traffic signal installation.

Yours truly,



Don Good, P.Eng., FEC
Senior Traffic Engineer

EXP Services Inc.

DCG/nfd

REQUEST FOR DECISION #047-2018

Title: Wolfville Library Action Plan
Date: 2018-07-03
Department: Community Planning & Development



SUMMARY

Wolfville Library Action Plan

The Annapolis Valley Regional Library (AVRL) have prepared a Move Forward 'Action Plan' for discussion with the Town. Staff have met with the AVRL and support moving forward with the approach outlined in the attached document.

The purpose of this report is to provide Council an opportunity to:

1. provide feedback on the Action Plan;
2. understand next steps; and
3. provide direction to Staff on how to move forward (through a motion).

DRAFT MOTION:

1. That Council endorses the attached Wolfville Public Library – 'Proposed Plan of Action' to move forward with the planning and development of an enhanced Library space in the Town.

REQUEST FOR DECISION #047-2018

Title: Wolfville Library Action Plan
Date: 2018-07-03
Department: Community Planning & Development



CAO COMMENTS

The CAO supports the recommendation of Staff.

1) LEGISLATIVE AUTHORITY

The Town of Wolfville owns the Library building (and adjacent property) where the AVRL operates the Wolfville Public Library.

2) STAFF RECOMMENDATION

Staff supports the attached Wolfville Public Library – ‘Proposed Plan of Action’ document as a guide to move forward with the planning and development of an enhanced Library space in the Town.

3) REFERENCES AND ATTACHMENTS

- Wolfville Public Library Moving Forward Proposed Plan of Action (June 2018 - attached)
- April 17, 2018 [Town Council Meeting minutes](#) (motion re: Friends Group formation)
- Wolfville Library Needs Assessment (Feb 2017)
- Wolfville Library Consultation Report (Dec 2017)

4) DISCUSSION

Given the recent needs assessment and community consultation by the Annapolis Valley Regional Library (AVRL), there is momentum to move forward with a process to create an enhanced library space in the Town. After a presentation from the AVRL at the April 2018 Committee of the Whole meeting, Council endorsed the formation of a Friends of the Library Group at their April 2018 Council meeting. During these deliberations, Staff advised Council that more information would be forthcoming on how this important project would move forward. The attached Action Plan, prepared by the AVRL for discussion with the Town, lays out a path forward, supported by Staff. It is important to underscore a few key areas of the Action Plan:

- This is a joint effort between the Town and the AVRL and should be seen as a collaborative undertaking.
- Given the scale and complexity of the project, a formal project-management approach is necessary to move forward in a timely / efficient manner and to make the best possible use of resources.
- Council will be providing feedback and making key decisions throughout the process – the first likely being the location – estimated in the fall/winter of 2018.

REQUEST FOR DECISION #047-2018

Title: Wolfville Library Action Plan
Date: 2018-07-03
Department: Community Planning & Development



- If endorsed by Council, the Working Group would begin working through the Strategies outlined in the Action Plan, with an emphasis on:
 - Updating and refining the Draft Action Plan with desires of Council.
 - Work on 'Site Confirmation and Planning' (Strategy 1 in the attached document) with the goal of bringing a report to Council for consideration in the fall or winter of 2018.
 - Drafting a 'Communications and Outreach Strategy' to ensure transparent and up-to-date information sharing, including community consultation. This piece of work would also outline timelines for Council feedback, workshops and decision making. This Strategy (see Action Plan Strategy 3) will also include the formulation of a 'Review Group' (see proposed Management Structure).
- Given the impact that an enhanced Library will have in the Town, there are natural synergies with our ongoing MPS review and how we want to manage growth moving forward.

5) FINANCIAL IMPLICATIONS

The initial cost to the Town will be in Staff time. This underscores the importance of a functional and competent working group to move the project forward. The Director of Planning will be the primary Staff dedicated to this project (with support from others). Some operational budget dollars may be spent in the preparation of a locational analysis.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Most of Council's Strategic Directions and principles are relevant to the way we move forward with the planning and execution of an enhanced library facility in the Town:

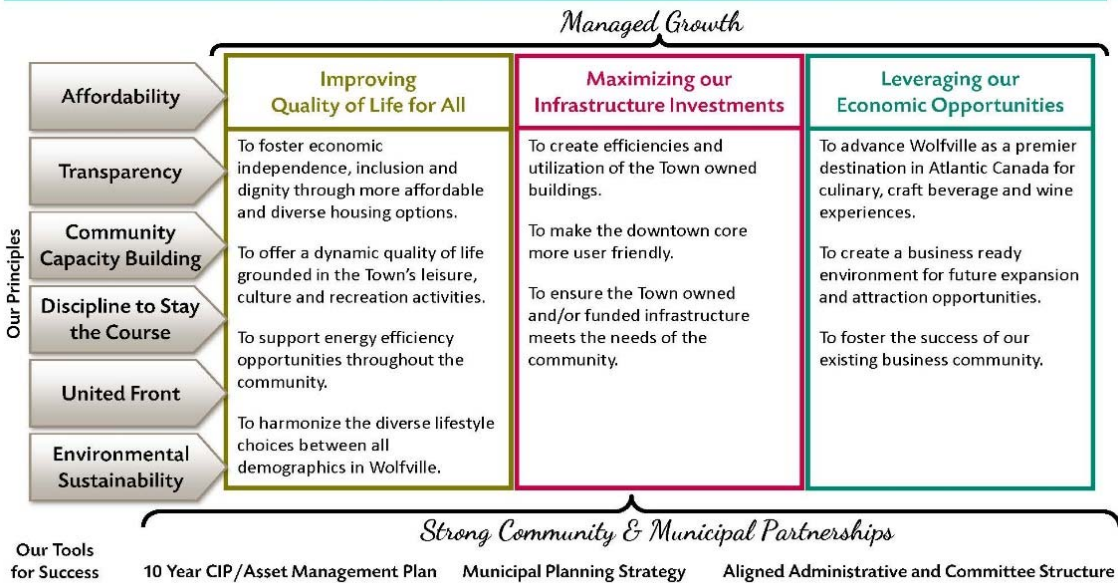
REQUEST FOR DECISION #047-2018

Title: Wolfville Library Action Plan
 Date: 2018-07-03
 Department: Community Planning & Development



Our Vision: We are a spirited community where all can feel part of and celebrate our green town.

Our Mission: We provide leadership and collaborative governance in the allocation of public resources for the greater good of the Wolfville community



The Town's 2018-2022 Operations Plan also includes:

Maximizing Town Space – Library Needs Assessment and Options for Town Buildings

Town Council has expressed an interest in determining a long-term plan for Town-owned buildings. It is essential that municipal space be maximized, accessible and functional for all users and staff. In order to inform the decision-making process in future years of the four-year Operational Plan, staff will undertake a process with Council to narrow down options and provide more information.

7) COMMUNICATION

Key Messages:

- The AVRL has completed a Needs Assessment and Community consultation that show Wolfville is in need of an enhanced Library space.
- An Action Plan was drafted by the AVRL to move the project forward. The Action Plan establishes a Working Group and outlines Strategies to move toward successful project execution.
- Council will be involved throughout, providing feedback and making key decisions.

REQUEST FOR DECISION #047-2018

Title: Wolfville Library Action Plan

Date: 2018-07-03

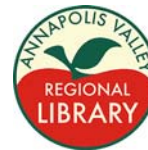
Department: Community Planning & Development



8) ALTERNATIVES

That Council not endorse the Action Plan at this time and provide direction moving forward.

*Wolfville Public Library – Moving Forward
Proposed Plan of Action*



Prepared by: Annapolis Valley Regional Library
For Discussion with Town of Wolfville
July 3, 2018

INTRODUCTION

In the past year, the Annapolis Valley Regional Library (AVRL) completed a Needs Assessment for the Wolfville Public Library and invited the community to comment on library facilities. These activities were documented in two reports¹ which were presented to Wolfville Town Council. Based on the work completed to date, AVRL has identified new or improved library facilities in Wolfville as its next capital project priority. This report documents a possible strategy for realizing this objective.

In Nova Scotia, municipalities like Wolfville provide library services to their residents in partnership with regional library systems and the Province. In this model, the Town provides the library facility, the regional library system provides the service and the Province acts as a funder and advisor. A new library in Wolfville is therefore a joint project of the Town and AVRL. The Town must be involved in the planning and approvals of a building that they will ultimately own and maintain. In addition, the Town will want to capitalize on the significant benefits that a strategic library location and partners can bring to the community. Finally, as a funder, the Town must be involved from the outset to ensure that the library project is consistent with municipal capital priorities and financing plans. Similarly, the AVRL must ensure that the facility, its location and potential partners are compatible with library service delivery models and the needs and interests of current and future users. The AVRL also has a critical role to play in engaging the community and building support for the project. This is especially important because public libraries are changing to incorporate opportunities associated with technology, community development and joint service delivery. The library of tomorrow will in many respects be different from what we have known in the past. It's the AVRL's responsibility to involve all Wolfville residents, including those not currently using the library, in a discussion of our library's future.

This is a major project which will take a number of years to implement. A formal project-management approach is necessary to move forward in a timely and efficient manner and to make the best possible use of resources, including those of volunteers. There are two critical elements of a successful project management approach: (1) a formal structure for guiding the project, and (2) a clear sense of the work program. This report describes a possible Town-AVRL committee structure to manage the project and an initial draft Action Plan.

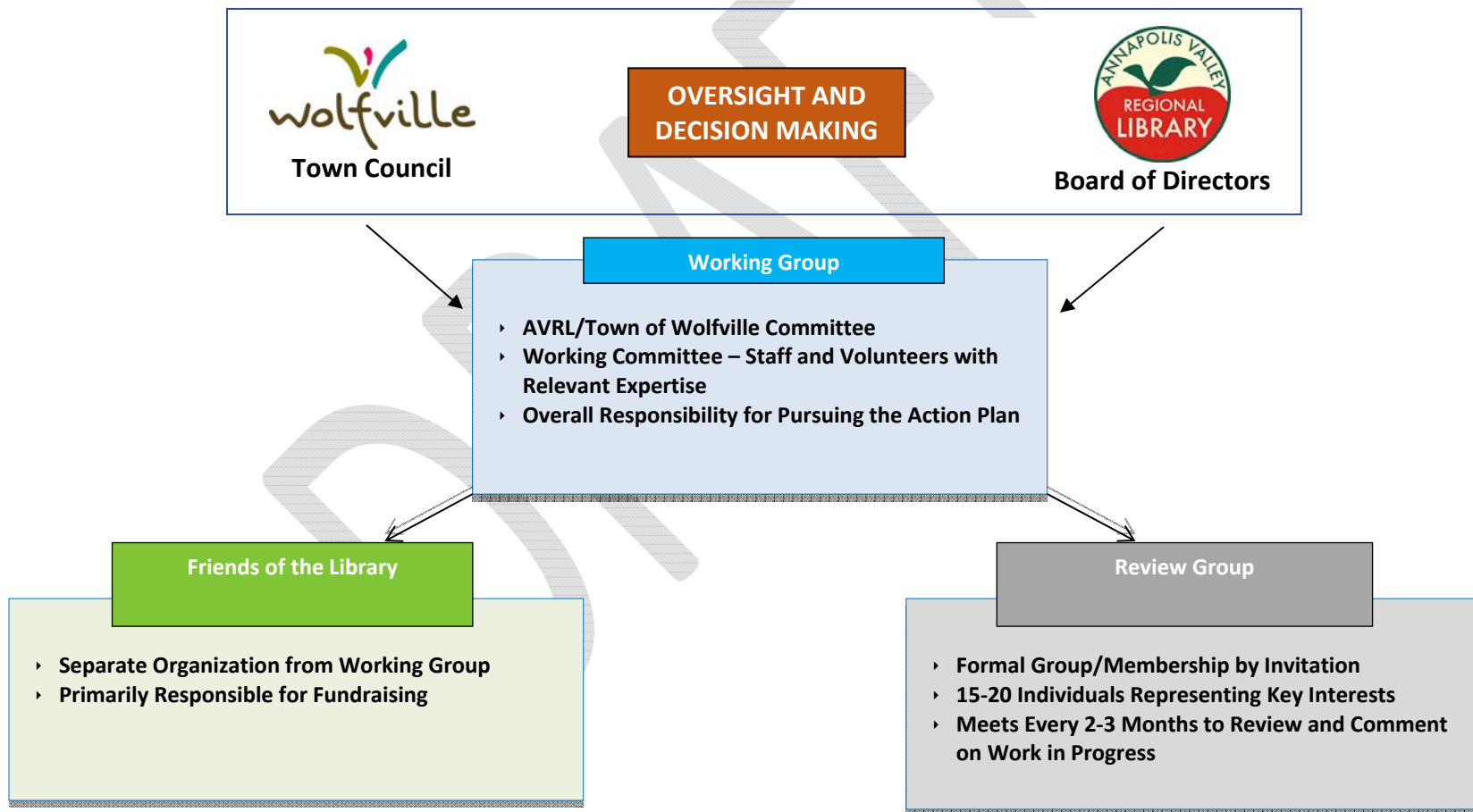
These are presented for discussion with the Town with the intention of confirming our path forward.

¹ Wolfville Community Consultation 2017. Report to Town of Wolfville. Ann-Marie Mathieu and Angela Reynolds, AVRL. Dec. 11, 2017
Wolfville Library Needs Assessment 2017. Report to Town of Wolfville. Ann-Marie Mathieu and Angela Reynolds, AVRL. March 1, 2017

PROJECT MANAGEMENT – PROPOSED MANAGEMENT STRUCTURE

Figure One describes a possible structure for managing the project.

Figure One: Proposed Management Structure for the Project



Overall responsibility for the project would rest with a **Working Group** co-chaired by the Town and AVRL as the proponents and joint partners in the project. This would be a working Committee/Group charged with ensuring the Action Plan was implemented. Staff from both the Town and AVRL would be represented. AVRL would be represented by Ann-Marie Mathieu, CEO at AVRL. The Town of Wolfville would be represented by the Director of Planning & Development and/or the CAO.

We recognize that both AVRL and Town staff resources are extremely limited. Consequently, staff on the Working Group would play managing and co-ordinating roles, predominately providing information and direction. It is anticipated that a small group of individuals with relevant expertise could be recruited as volunteers to implement many of the tasks in the Action Plan (e.g. research, report writing, preparation and delivery of presentations, meetings with funders, etc.) AVRL has approached and will appoint Ms. Janet Ness, Ms. Jennifer Richard, and Mr. Jim Morgenstern as representatives on the working group. Ms. Janet Ness, Wolfville's representative and Vice-Chair of the AVRL Board, would be one such volunteer. Ms. Jennifer Richard, a professional librarian at Acadia, and Mr. Jim Morgenstern, a planner with considerable relevant expertise in the library sector have also indicated they would volunteer to work on the project. We expect 2 or 3 other volunteers with qualifications and experience in other areas reflected in the Action Plan (e.g. communications and community outreach) could be recruited as we move forward. Finally, AVRL has some funds that could be used to hire consultants as required during the course of the project. The Town could also assist in this manner, as required.

During AVRL's community consultations, a number of community residents indicated they would participate in a library development project in Wolfville, these individuals represent a strong cross-section of community interests. We would suggest establishing a **Review Group** of perhaps 15-20 individuals of this type. Review Group membership would be by invitation. The Group would meet perhaps 4 times a year to be updated on the project and offer feedback. They would also serve as ambassadors for the project, spreading the word among their respective constituencies.

A **Friends of the Library** is the third element of the management structure. This would be a traditional Friends group with primary responsibility for fundraising. While there may be some cross representation, the membership and the role of the Friends would be distinct from the Steering Committee and Review Group. Fund raising will be a major commitment and will fully occupy these volunteers.

In addition to this formal committee structure, there would be an ongoing communications strategy involving social media, mailing lists, newsletters etc. This is discussed further as an Action Plan strategy.

ACTION PLANS

A preliminary Action Plan has been developed as a starting point for the Working Group's discussion. It is organized around the following five strategies:

Strategy One: Site Confirmation and Planning

Strategy Two: Facility Concept and Service Plan

Strategy Three: Community Engagement and Outreach

Strategy Four: Partnership Development

Strategy Five: Funding and Fundraising

An initial identification of tasks associated with each strategy is included in this document. However, these will be developed and refined by the Working Group as the project proceeds. Responsibilities and timelines will also be identified for each task to monitor progress and update project activities and timelines. Ultimately the Action Plan will become the critical path for project development. Strategies and tasks will be regularly updated as key decisions are made and milestones achieved.

Strategy One: Site Confirmation and Planning

There are two major outcomes of this Action Plan strategy. The first involves guiding the library development through the municipal planning approvals process. The second addresses the new library's location.

The new library's location is a major concern. AVRL's initial consultations indicated strong support for retaining the current location and this would undoubtedly be one of the options investigated. However, we anticipated other options may be available. Additional investigation is required to determine the best site. In addition to being available and affordable, the site must accommodate the library building and associated uses such as parking. Perhaps more importantly, because the library is a major community service and an important civic building, its location can contribute to other municipal planning objectives. The library's location may also be influenced by the needs of potential partners.

Task	Discussion	Responsibility	Timeframe
1. Identify the planning and approvals process	The steps involved in the planning and approvals process will be documented to outline information requirements and key decision points. Special considerations that may be relevant, such as dealing with historic designations, will be identified.		
2. Identify existing municipal plans or proposals relevant to the library	A number of plans and proposals have been developed or discussed in Wolfville that might benefit from the library's presence. These include such things as a "Cultural Precinct"; the East End gateway; redevelopment schemes for the downtown (Imagine Wolfville); and, a new site for the municipal offices. The status of these proposals and others will be determined and the potential contribution of the library assessed.		
3. Identify site assessment criteria	Library locational analysis is guided by a unique set of considerations. Site assessment criteria will be identified to assist in comparing alternate sites. Information on the current use and users of the library will be assembled to tailor site assessment criteria to Wolfville.		
4. Review the existing site	The potential of the existing site to accommodate a larger library building and its conformity with the site assessment criteria will be determined.		
5. Identify and evaluate other possible sites	Other potential sites will be identified and evaluated.		

Strategy Two: Facility Concept and Service Plan

There are two outcomes of this strategy. A facility concept describing the size and functional areas of the library will be confirmed. In addition, a service plan outlining the activities, programs and services available to users will be produced. The service plan will highlight opportunities available at the new library that cannot be accommodated in the existing building.

In March 2017, AVRL produced an initial needs assessment recommending space requirement between 8,000 -15,000 gross square feet. These were arrived at using generic library planning guidelines. While they provide a useful starting point, they must be refined. A final facility concept and functional space program will be determined through a more detailed examination of how the community will use the library and the size and types of spaces required to accommodate this use. The service plan will guide this assessment and ensure an appropriate “fit” between the building and the way in which it will be used.

Task	Discussion	Responsibility	Timeframe
1. Analyse opportunities and constraints of existing building	Continuing to use the existing library building was strongly supported by those participating in the 2017 consultations. The community’s attachment to the building and location is an important consideration. However, as a former train station and designated historic site, there will be challenges associated with an expansion and redevelopment. Whether the existing building can be expanded to provide functional space at an affordable price will be investigated. Other issues, such as full accessibility, will also be explored.		
2. Research on comparable contemporary libraries	In addition to being too small throughout, the existing Wolfville library is a relatively traditional facility with few of the specialized spaces found in contemporary libraries. It is a challenge to design a functional contemporary library in a small building and successful approaches will be researched. This research will focus on providing a building that fully accommodates the service plan.		

<p>3. Prepare service plan</p>	<p>The service plan will describe what happens in the building. With a particular emphasis on services and programs that are not easily accommodated or not available in the existing library, the service plan will illustrate the full potential and anticipated benefits of a new library. Opportunities to attract non-users and contribute to a wide range of community objectives will be highlighted. The service plan, in combination with the refined facility concept, will be the foundation of the community engagement and outreach activities.</p>		
<p>4. Develop functional space program</p>	<p>The functional space program will describe the area committed to various uses and users in the library (e.g. collection, program and meeting areas, offices, working and reading areas, etc.). This will be a detailed breakdown compatible with the service plan and suitable for preliminary cost estimates.</p>		
<p>5. Prepare preliminary cost estimates</p>	<p>A preliminary (Class D) capital cost estimate will be prepared.</p>		

DRAFT

Strategy 3: Community Engagement and Outreach

At key points in the planning process, residents and the review group will be asked to comment on the design, location, cost, potential partners and other aspects of the proposed new library. In addition, an active communications plan will be required to acquaint the community with the role a new, contemporary library can play in Wolfville.

Task	Discussion	Responsibility	Timeframe
1. Create Review Group	Review group members will be recruited.		
2. Develop and implement ongoing communications plan	A communications plan tied to key milestones in the project's critical path will be developed and implemented.		
3. Meet with community leaders	In addition to the community-wide communications plan, face-to-face meetings and presentations will be arranged with individuals, groups and committees representing key interests (business, education, heritage, community service, etc.)		

Strategy 4: Partnership Development

It is increasingly common for public libraries to enter into partnerships to expand or enhance services available to their users and to secure resources that contribute to their ongoing viability. Partnerships are mutually advantageous arrangements. For libraries serving small communities, partnerships may be the only opportunity to offer some services. On the other hand, the library is a perfect partner for many other organizations. As a research and information provider, the library can support the objectives of organizations interested in education, economic development, health, and a variety of other service sectors. A partnership development strategy is therefore a critical component of the Wolfville library's development plan.

Task	Discussion	Responsibility	Timeframe
1. Prepare a library partnership model	There are a wide range of possible partnership models employed by libraries. These can range from something as simple as sharing space (such as a meeting room or lobby) with another service provider to joint-service delivery where staff from multiple agencies not only share a building but collaborate on service planning and delivery. These various models will be examined for their relevance to Wolfville. The Town and AVRL will identify the broad parameters of an acceptable partnership as a basis for approaching prospective partners.		
2. Identify prospective partners in Wolfville	Prospective partners will be identified based on actual developments in Wolfville, (including those noted in Strategy One, Task Two) and successful examples elsewhere.		
3. Meet with partners to identify opportunities and constraints	Initial meetings will be held with prospective partners to establish interest and viability. Partners will need to be introduced to the benefits of a library partnership based on examples from other communities. The Town/AVRL's expectations for the partnership (timing, financial contribution, operating arrangements, etc.) will be described in sufficient detail to determine if a partnership is a realistic possibility.		
4. Identify core partners and partnership agreement	Based on the results of Task Three, core partners would be identified and the process of negotiating a partnership agreement initiated.		
5. Reflect core partners in the library development program	Once partners are confirmed, their needs will be reflected in the site development and facility concept strategies.		

Strategy 5: Funding and Fundraising

A strategy will be developed and implemented for funding and fundraising.

Task	Discussion	Responsibility	Timeframe
1. Establish a preliminary financing strategy	An overall strategy will be identified based on the capital funding required for the project, realistic timeframes and potential sources. External funding programs (federal and provincial) will be identified and monitored as these will likely change during the project. Preliminary targets for funding from all sources will be set.		
2. Establish Friends of the Library group	A Friends Group with appropriate membership will be established to raise funds locally.		
3. Meet with potential funders and funding agencies	Meetings with potential funders – both government and community – will be arranged to ensure the Wolfville Library project is on their radar.		
4. Prepare and implement a fundraising campaign	A formal fundraising campaign, coordinated by the Friends, will be launched as soon as the key elements of the project (facility concept, location, preliminary cost, possible partners) are defined.		

REQUEST FOR DECISION 044-2018

Title: Fire Protection Area Rate

Date: 2018-07-03

Department: Finance



SUMMARY

Fire Protection Area Rate – 2018/19

Part of the Town budget is area rate revenue to recover the cost of the Water Utility's fire protection hydrant system. The amount of the hydrant service charge determined by the Water Utility is tied to an approved NSUARB formula that takes into account most recent fiscal year financial results. For this reason, the rate is not approved earlier in the year with the full budget, but comes to Council after the draft year end results are prepared.

DRAFT MOTION:

That Council set the Fire Protection Area rate at 5.6 cents per hundred dollars of assessment in order to recover estimated fire protection (hydrant) charges of \$372,467 and that the area rate be reflected on the final 2018/19 tax bills, subject to the same due dates and arrears interest as all other amounts on the tax bills.

REQUEST FOR DECISION 044-2018

Title: Fire Protection Area Rate
Date: 2018-07-03
Department: Finance



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- Nova Scotia Utility and Review Board (NSUARB) approved Rates and Regulations effective January 1, 2004, Schedule "C", Item 2 Public Fire Protection Rate
- Municipal Government Act (MGA) Section 80, Fire Protection Rate
- Town Policy 910-002 ~ Fire Protection Area Rate

3) STAFF RECOMMENDATION

That Council approve the recommended area rate in order that the rate to be incorporated on the final tax bills in August.

4) REFERENCES AND ATTACHMENTS

- Draft year March 31, 2018 Non-Consolidated Financial Statements for the Wolfville Water Utility. Not attached. Draft financials going to Audit Committee for review on July 6th.

5) DISCUSSION

The Town annually sets an area rate to cover the costs of the hydrant system maintained by the Water Utility. The amount the Water Utility recovers from the Town is based on a formula approved by the NSUARB. The formula provides for a minimum amount to be billed, and higher if the application of the formula results in a higher value. For fiscal 2018/19 the formula results yielded the minimum value to be billed.

As permitted by the MGA, and in accordance with the above noted Town Policy, the costs for Hydrant Protection are billed to **all assessable property** through an area rate and recorded as revenue in the Town General Operating Fund. Note that assessable property includes taxable and exempt assessments, with the exception of property assessed to Her Majesty in the Right of the Province.

Traditionally, the Town has set this area rate during the month of July to ensure its inclusion on the final tax bills issued at the end of August.

The calculation prescribed by the UARB requires the use of results from the preceding fiscal year of the Water Utility, in this case March 31, 2018. The following summarizes the calculation this year:

REQUEST FOR DECISION 044-2018

Title: Fire Protection Area Rate
Date: 2018-07-03
Department: Finance



	<u>2018/19</u>	<u>2017/18</u>
Total Assessment included	\$660,401,000	\$654,978,900
Fire Protection Levy	\$372,467	\$372,467
Resulting Area Rate	\$0.056	\$0.058

The rate drops slightly this year to 5.6 cents per hundred dollars of assessment. Note that the assessment base continues to increase and for this year the Fire Protection charge is unchanged from previous year.

As an additional point of reference, the rate has been:

2016/17	\$0.062
2015/16	\$0.062
2014/15	\$0.062
2013/14	\$0.063
2012/13	\$0.064

6) FINANCIAL IMPLICATIONS

Similar to a year ago, the 2018/19 Water Utility budget included an estimate of \$380,000 for fire protection revenue. The actual amount derived from applying the UARB formula as noted above is \$372,467. This effectively decreases the expected Net operating surplus of the Water Utility from \$21,900 to \$14,367

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

No specific references are provided for this report. Setting the rate is an annual housekeeping matter through the application of a pre-determined formula.

8) COMMUNICATION REQUIREMENTS

There is no specific communication piece related to this area rate. It is reflected on the final tax bills as a separately identified area rate. This ensures taxpayers are aware of the added rate beyond the base rate.

9) ALTERNATIVES

- No real alternatives exist for this revenue and the recommendation is as contemplated in the MGA.

REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution
Date: 2018-07-03
Department: Finance



SUMMARY

Landmark East School Expansion- One Time Capital Request

In January 2017 Landmark East School formally approached the Town for a capital grant contribution toward their planned facility expansion. Since their presentation at the January 2017 Committee of the Whole Meeting (COW), there have been a number of staff reports and additional presentations provided to Town Council.

This report follows the most recent Landmark East presentation which occurred at last months COW meeting. The original request for grant funding was \$100,000, and since January 2017 different amounts have been discussed, with an amount of \$50,000 recently being included as an early draft of the Town’s 2018/19 Operating Budget. Council set aside any final decision on a grant as the 2018/19 budget was finalized, with the understanding that an RFD would come back to Council once additional information was obtained by staff to help inform Council’s decision.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. This report (as well as referenced documents) should provide Council sufficient information to decide whether Council believes a grant is appropriate, and if appropriate at what dollar level.

DRAFT MOTION:

None provided as no recommendation provided.

REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance



1) CAO COMMENTS

No additional comments are provided at this time.

2) LEGISLATIVE AUTHORITY

- MGA 65 au (V)
- Town Policy 710-003 Grants to Organizations

3) STAFF RECOMMENDATION

No recommendation provided, as per Policy guidelines for this type of request.

4) REFERENCES AND ATTACHMENTS

- Minutes – January 17, 2017 COW meeting – Landmark East presentation - attached
- Direction Request 001-2017 (February 2017 COW meeting) – attached
- Request for Decision 018-2017 (March 2017 COW meeting) - attached
- Request for Decision 065-2017 (December 2017 COW meeting) - attached
- Presentation documents (eg. Economic Impact analysis provided at June 2018 COW)
- Wolfville Indoor Recreation Facilities Assessment & GAP Analysis – attached

5) DISCUSSION

As illustrated by the number of reference documents and related meetings, this topic has been before Council numerous times in the last year and a half. As noted at their presentation during the June 5th COW meeting, Landmark East is looking for a decision from Council. Each of the above noted documents contains information that councilors may want to consider in making a decision as to whether or not to Town provide direct financial support to this project.

This RFD will attempt to cover points of clarification from previous discussions, but it will not repeat all information noted in those reports. As a matter of summary, the following are the motions passed (or direction given) at COW or Council during the period since the 1st presentation:

Motions/direction from March 2017 COW

20-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE GRANT FOR LANDMARK EAST SCHOOL IN THE AMOUNT OF \$100,000 TO THE 2017/18 OPERATING BUDGET PROCESS

21-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE TAKE THE LANDMARK EAST SCHOOL EXPANSION MOTION 20-03-17 OFF THE TABLE

CARRIED

REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution
Date: 2018-07-03
Department: Finance



22-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE FUNDING OF LANDMARK EAST SCHOOL UNDER THE ONE-TIME CAPITAL GRANT REQUEST

CARRIED

23-03-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE GRANT FOR LANDMARK EAST SCHOOL IN THE AMOUNT OF \$100,000 TO THE 2017/18 OPERATING BUDGET PROCESS

CARRIED

k. RFD 022-2017: 2017/18 BUDGET AND OPERATIONAL PLAN

Version 4 of the 2017/18 Operating Budget will be brought forward to Council at the March 21st Town Council meeting. Committee of the Whole directed staff to put forward a Motion for the 2017/18 Operating Budget that would include the following:

- A one-time grant request to Wolfville School Playground in the amount of \$50,000, and
- A one cent (\$0.01) tax increase to residential assessments

Committee of the Whole discussed that the one-time grant request for Landmark East School would be deferred until the 2018/19 Operating Budget.

December 2017 COW

**b. RFD 065-2017
Landmark East
Association
One-Time Capital
Grant Request**

05-12-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE GRANT FOR LANDMARK EAST ASSOCIATION IN THE AMOUNT OF \$50,000 TO THE 2018/19 OPERATING BUDGET PROCESS

CARRIED

February 2018 COW

- **Additional use of Operating Reserves**
- Grants to Organizations – Landmark East School (\$50,000) – Council to await further information before making a decision

June 2018 COW

Presentation made by Landmark East School regarding the school expansion and their fundraising goals.

In addition to the information contained in the staff reports noted under the reference section of this report, the presentation in June provided an opportunity to clarify when the new facility would most likely be available for use by the community at large. One of the questions from council in June was around availability during daytime hours, to which Landmark indicated that would likely be possible.

REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance



Subsequent to the June presentation, staff sought clarification/refinement of the likely hours the facility would be available, what if any restrictions might be in place in giving public access while students are around, and whether the Indoor Recreation Facilities & Gap Analysis Report noted access to day time facilities as a weakness within the Town.

Access time and process

Staff looked to not only clarify the times available, but also how the school might handle members of the public coming into a facility while students are on campus. Generally speaking, most schools do not allow members of public (parents most times) to enter school property without checking in at the office. Landmark school indicates the following:

- Access and security: We will definitely have a guest sign in system but because this building will be separate from our existing academic centre we do not foresee having every guest completing a criminal records check before they can enter and use the facilities.
- The facility will be available for public use or town rental during the following dates/times:
 - Summer- Most times available
 - Christmas Break- Two weeks
 - Spring Break- Two Weeks
 - September to June, during the school year:
 - Monday - Friday
 - Available 7:00am-9:15am; 10:30am-12:00noon; 1:00pm-3:40pm;
 - Weekends: Not certain of school use at this time, but do not envision too much community time on Saturday or Sunday during the school year. There may be some early morning availability on these days.

Findings of the Indoor Recreation Facilities Report

The Direction Request 001-2017 made reference to the facilities report, essentially noting there were no clear findings that indicated the Landmark East facilities would address. Staff have gone back and reviewed the report and found that there were waiting lists for Gym time as demonstrated by town staff, but this is not quantified in the report. Wolfville School Gym was closed for renovations when the assessment was completed. The only recommendation regarding gymnasium space was to suggest a regional rec assessment.

At this point in time, it is clear that some hours of use would be made available by Landmark to the community. It is less clear that those times resolve high priority weaknesses within current town facilities.

REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance



General Discussion Points

It is important for members of Council to review the previous staff reports, as there are details in those documents that may assist in arriving at a decision point.

With regard to financial implications, if the grant is approved, staff believe the most practical approach would be to approve a withdrawal from the Town Operating Reserve account to cover the cost of the grant, assumed to be \$50,000 at this time. This is consistent with the direction/discussion that occurred during budget deliberations. Given the initial shortfall in the 2018/19 budget, the use of reserves makes sense.

Note, with the March 31st year end Financial Statements almost complete, the Town's Unrestricted Operating Reserve balance will be in the area of \$2 million. Equally important to note, current projects show that all available reserve funds (operating and capital) have been identified as needed funding for the Town's 10 Year Capital Investment Plan.

Council does have the authority to approve a grant to the school. The reasons for providing the grant, or any grant, can vary. In order to reach a decision within a timeframe that might assist Landmark in future fundraising efforts, Council should consider making the decision with the information at hand. If the grant is provided, that decision should be made with the understanding that the funding is going to a valued facility in the Town, and also that the facility itself may not fill an identified niche as covered in the Town's Indoor Facilities review.

6) FINANCIAL IMPLICATIONS

The implications have been covered in earlier reports. A couple of brief points to keep in mind would be:

- The Economic Impact Report provided by Dr. VanBlarcom illustrates the positive impact a project like this can have in the immediate future (construction phase) as well as longer term view (additional payroll/salary and related multiplier effect on the economy).
- Dr. VanBlarcom's report does not quantify how much, if any, dollars the Town would recover directly thru property taxes. Generally speaking the positive spinoff from these projects attribute to private business (as illustrated in the report), and federal/provincial governments through increased income taxes (both corporate and personal). Municipal units see very little direct benefit.
- Landmark East School is an exempt assessment, i.e. the Town does not derive any property taxes related to that location. This contrasts with L'Arche in which their new facility is taxable assessment and the Town now receives approximately \$24,000 a year in tax revenue (net of tax relief provided by Town Policy).

REQUEST FOR DECISION 046-2018

Title: Landmark East Expansion – Request Grant Contribution

Date: 2018-07-03

Department: Finance



The above points highlight that the amount of grant provided, via reserves, are dollars that will not be recovered in the foreseeable future.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

None provided here, covered under previous reports.

8) COMMUNICATION REQUIREMENTS

Letter should be sent advising Landmark East of Council decision.

9) ALTERNATIVES

Generally speaking the options are:

- Approve the grant in the amount of \$50,000 (or other amount if Council desires)
- Turn down the grant request
- Defer decision to a future date is more information required by Council



ATTENDING

Mayor Jeff Cantwell, Deputy Mayor Carl Oldham, Councillor Mercedes Brian, Councillor Wendy Donovan, Councillor Wendy Elliott, Councillor Jodi MacKay, Councillor Oonagh Proudfoot, Chief Administrative Officer Erin Beaudin, and Recording Secretary Dan Stovel

ALSO ATTENDING

Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works & Parks Kevin Kerr, Director Community Development Chrystal Fuller, Manager Economic Development Marianne Gates, and interested members of the public

EARLY DEPARTURES

Councillor Wendy Elliott

CALL TO ORDER

Chair called the meeting to order at 8:31 am

- Chair welcomed Marianne Gates to the Town of Wolfville as the new Manager of Economic Development

1. AGENDA APPROVAL

01-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED

CARRIED

2. APPROVAL OF MINUTES

a. 02-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 6, 2016 BE APPROVED AS CIRCULATED

Amendments:

- Item 7 – Question Period, “...not clear as to why votes are not counted” should read “...not clear as to why votes are not recorded”
- Item 4(2) – Kings Transit Authority, “...use of Federal Transit Funds” should read “...use of Federal and Provincial Funds”

THE MINUTES WERE APPROVED WITH THE ABOVE NOTED CHANGES

CARRIED

3. PRESENTATIONS:

a. Strategic Partnership Program (SPP)

(1) Devour, Chef Michael Howell

- Financial report was circulated to Council separately on Friday, January 13
- Since its inception in 2009, Devour! The Food Film Fest has grown to the point where it is now the largest annual event in Wolfville and Kings County, recognized as a Signature Event by the Province of NS and considered widely as the world’s largest film food festival
- In 2016, Devour! Organizers produced 94 unique events over five days including 80 new food & wine films in 30 screenings, 24 workshops, 20 tasting tours, and 20 dinners, parties and events
- Box office attendees in 2016: 10,105 with \$93K plus sales
- The 7th Devour! The Food Film Fest will take place October 25-29, 2017. This year’s event will be promoted nationally. The 2017 event is being moved earlier in the calendar by one week to avoid conflicts with other key events



- The Strategic Partnership Agreement has yet to be signed and request submitted to have amended to indicate “a minimum” of \$5,000 so as to afford the event coordinators the opportunity of presenting to Council again in the future for additional funding

Council Questions:

- How is economic impact being measured – the process of determining economic impact to the Town of Wolfville.
It is the provincially recognized STEAM (Sport Tourism Economic Assessment Model) that Tourism Nova Scotia uses to measure all economic impact. Details to be provided to staff
- With regards to the other activities being done on behalf of Devour, is Wolfville one of a number of “Devours”?
Wolfville is the signature event – all other locations are being done to promote Devour in Wolfville

(2) Wolfville Historical Society (WHS), President - Martin Hallett

- This year, the Wolfville Historical Society celebrates its 75th birthday and the society is active year-round
- The Society depends heavily on grants from government – federal, provincial and municipal. Such grants will be particularly crucial as preparations are made to mark “Canada 150”. Plans are underway for a special exhibit about the history of Wolfville and area from 1867 to 2017
- Historically, the Wolfville Historical Society has received \$10,000 from the Town of Wolfville. The cutting of funding to \$5,000 means a shortfall for the Society of \$5,000. The Society is requesting assistance from the Town of Wolfville to help maintain the Randall House Museum facility

Council Questions:

- What work is being done with children and youths through participation with schools?
While there are a number of events designed particularly for the interest of children, there are always more opportunities to expand on events. The Wolfville Historical Society maintains, formally and informally, connections with the University and it is a possibility to go out to Wolfville School in the future
- What are the projected numbers for 2017 donations?
Donation amounts are fairly consistent year-to-year. One of the issues that the WHS has looked into in the past is the charging of an admission fee for Randall House Museum instead of donations

b. One time Capital Grants

(1) Landmark East School, Headmaster - Peter Coll and Henry Hicks

- Landmark East has been in Wolfville since 1978 and is proud to announce the launch of their Capital Campaign, a new building which will be home to a high school size gym, a creative maker-space, cafetorium and kitchen
- At the heart of the campaign is Landmark East’s vision to build a solid foundation for growth, forward thinking, and educational excellence



- The new academic centre will enable Landmark East to build on their strong learning foundation so that they may continue to bring profound, life-changing difference to students with learning disabilities and their families
- Reaching this goal will require unprecedented generosity and support from the entire community
- Landmark East is asking the Town of Wolfville to make a one-time contribution of \$100,000 to the build

Council Questions:

- What other sources of funding are being sought?
Significant relationships have been established with other organizations. Landmark East has reached out to a number of other Foundations for contributions and Grant proposals are in the works – it will be a long process to raise the \$2.8M
- Is there a development plan among Landmark East’s Alumni base?
Yes, Landmark East is continuing to work with Alumni through some relatively new programs
- What does the “Town of Wolfville” mean when highlighting that Landmark East facilities would be available to the “Town of Wolfville” – does this mean Town of Wolfville ‘citizens’, Town of Wolfville ‘corporate’, non-profit groups, sports organizations or some combination, and would it be for a cost?
Hard to commit to hard details at this point. Specific details of availability will be further explored through a Staff Report back to Council

(2) Wolfville School Playground, Chair of Playground Improvement Committee - Rob Craig

- The goal is to transform a bleak school playground into a vibrant community activity park
- Improvements will be focused mainly on the main playground area through sports (improvements to basketball court and new acrylic soccer field), structures for activities while making the area accessible, and natural environment play elements
- Total cost of project is \$450,000 over 2-3 years
- Wolfville School is asking the Town of Wolfville to partner and make a one-time contribution of \$100,000 for improvements to the school’s playground

Council Questions:

- Will there be a request in the next 3-5 years for improvements to the other side of Wolfville School (East End)?
The plan primarily is to increase parking area but also looking at the possibility of a garden area or fitness areas. This area will not require the intensive investment as with the proposed activity area
- What are the plans for landscaping around the propane tanks (East End)?
There are plans for landscaping around the tanks in the future
- Is the Acrylic Surface an artificial surface?
The acrylic surface is not an artificial surface like at Raymond Field, it’s a surface that’s been used for major league soccer – a surface of choice



c. Wolfville Business Development Corporation (WBDC) Funding Request, President – Ian Porter

- The WBDC is actively involved in many activities within the Town of Wolfville
- Jeremy Novak, Business Engagement Officer – a contracted position on the WBDC, highlighted the importance of the WBDC having a unified voice to speak for the Business Community, to advocate for the Community’s needs and take concerns forward
- A strong WBDC will work hard so that we have the best business community to serve the needs of our residents and visitors alike

Council Questions:

- Are there any other municipalities/towns in Nova Scotia doing similar Social Media campaigns?
The simple answer is no – other municipalities/towns are trying; however, the WBDC is looking at Wolfville and the region as a “Destination”
- Is there a plan for WBDC contracted services to work directly with Wolfville’s Economic Development Manager?
The WBDC has actively been working, both in the past and looking into the future, with the Manager of Economic Development. The WBDC is actively looking to collaborate with the Town of Wolfville

10:21am Chair called a break to the Committee of the Whole meeting

10:36am Committee of the Whole meeting reconvened

4. ADJOURNED TO IN CAMERA MEETING

03-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 10:36 AM TO AN IN CAMERA MEETING UNDER THE MUNICIPAL GOVERNMENT ACT, SECTION 22(2)(G) – LEGAL ADVICE:

a. EXTENSION OF MUNICIPAL SERVICES CARRIED

5. IN CAMERA MEETING ADJOURNED / REGULAR MEETING RECONVENED

04-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 12:36 PM

CARRIED

12:37pm Chair called a break to Committee of the Whole Meeting

REGULAR MEETING RECONVENED

05-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE RECONVENED AT 1:12 PM

CARRIED

6. ISSUE FOR DISCUSSION FROM IN CAMERA MEETING

a. EXTENSION OF MUNICIPAL SERVICES

**06-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION:
WHEREAS, THE TOWN RECEIVED A REQUEST TO PROVIDE WATER AND SEWER SERVICES TO THE LIGHTFOOT PROPERTY FOR A WINERY, WHICH IS LOCATED OUTSIDE THE TOWN BOUNDARY;**



WHEREAS, THE TOWN OF WOLFVILLE APPROVED A MORATORIUM THAT RESTRICTS EXTENDING SERVICING OUTSIDE THE TOWN'S BOUNDARY;

WHEREAS, THE TOWN OF WOLFVILLE IS REVIEWING ITS WATER AND SEWER SERVICING CAPACITY, WHICH IS NECESSARY WHEN CONSIDERING LIFTING THE MORATORIUM;

WHEREAS, PRELIMINARY FINDINGS OF THE STUDY SUGGEST THAT THERE MAY NEED TO BE AN EXPANSION OF SEWER TREATMENT CAPACITY AND WATER WITHDRAWAL CAPACITY TO MEET ANTICIPATED GROWTH;

WHEREAS, STAFF NEED TIME TO DEVELOP A PLAN TO ADDRESS PRELIMINARY FINDINGS OF SERVICING CAPACITY REPORT; AND

WHEREAS, THE TOWN HAS DETERMINED THAT UNTIL SUCH TIME THAT COUNCIL RECEIVES A REPORT ON CAPACITY ISSUES, THAT IT WOULD NOT BE PRUDENT TO EXTEND SERVICES.

THAT COUNCIL DENY THE REQUEST FOR WATER AND SEWER EXTENSION TO LIGHTFOOT & WOLFVILLE (MICHAEL AND JOCELYN LIGHTFOOT)

CARRIED

7. CAO REPORT:

The CAO's report was presented to Council as part of the Agenda Package

8. COMMITTEE REPORTS

a. EXTERNAL

(1). VALLEY WASTE RESOURCE MANAGEMENT (VWRM)

- The Valley Region Solid Waste-Resource Management Authority met on December 14, 2016
- The meeting was the first meeting in follow-up to the municipal elections held in October with the Authority seeking four new members to the Board assigned by their respective Councils
- Following the appointments of Chair and Vice-Chair, the Authority was provided an introduction to an Orientation Plan that has been developed based on the goal of familiarizing all with the programs and services offered by the Authority. More details Orientation sessions will be held over the coming months with focus on the key documentation that forms the foundation of the Authority's work
- The next meeting of the VWRM Authority is scheduled for Wednesday, January 18, 2017

(2). KINGS TRANSIT AUTHORITY (KTA)

- Nothing significant to report

(3). VALLEY COMMUNITY FIBRE NETWORK (VCFN)

- Nothing significant to report

(4). ANNAPOLIS VALLEY TRAILS COALITION (AVTC)

- A Financial Update was provided at the January 5, 2017 meeting



- Harvest Moon Trail signs are ready for print. The signs and a communication plan of where the signs are to go should be received in a timely fashion. Wolfville's Manager of Economic Development will work with Director Public Works & Parks to gain ownership of the signs to move forward with a plan of installation
- There is a subcommittee of the AVTC to think about the wayfinding/marketing aspects of rolling out the signs
- Canada 150 funding is still open and the Trails Committee Chair will be looking into some funding to have a celebration for the work that has been done from Greenwich to Annapolis
- The MOU with the Town of Wolfville has been approved

(5). WOLFVILLE BUSINESS DEVELOPMENT CORPORATION (WBDC)

- Details provided in the presentation to Council at Agenda item 3c

b. INTERNAL

(1). RCMP ADVISORY BOARD

- The RCMP Advisory Board met on Tuesday, December 20, 2016
- Councillor Donovan was nominated and appointed as Chair for a two year period and Terry Hennigar was nominated and appointed as Deputy Chair for a one year period
- Sgt Andrew Buckle has replaced Sgt Stephen Power as the RCMP Kings District Sgt representative on the Board
- The setting of Fiscal Year 2017/18 Priorities was deferred to a Special RCMP Advisory Board meeting scheduled for January 26, 2017

9. STAFF REPORTS FOR DISCUSSION:

a. RFD 004-2017: KINGS POINT-TO-POINT BOARD MEMBER NOMINATION

07-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPOINT COUNCILLOR MERCEDES BRIAN TO SIT ON THE KINGS POINT-TO-POINT BOARD AS A DIRECTOR

CARRIED

b. RFD 002-2017: PLANNING ADVISORY COMMITTEE (PAC) APPOINTMENT

- Jim Chambers withdrew his PAC application as of Tuesday, January 17th
- Agenda item deferred until February Committee of the Whole/Council meeting

c. RFD 003-2017: STRATEGIC PLAN

- In Wolfville it is common practice for Council to develop a four year strategic plan following their election to office
- On December 13 and 14, 2016 Council and Senior Management attended a workshop to identify Council's Vision, Mission, Principles and Strategic Directions
- The third vision in the report was identified as the preferred vision.

08-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE THE ONE-PAGE WOLFVILLE STRATEGIC PLAN FOR 2017 TO 2021

CARRIED



d. RFD 073-2016: MPS PROCESS

- In 2015 Council initiated a project to review and update the Municipal Planning Strategy (MPS), Land Use Bylaw (LUB), Subdivision Bylaw (SUB) and the Design Guidelines
- The project was broken into two phases, with Phase 1 completed in March 2016 and Phase 2 slated for completion in the fall of 2017
- Staff have completed the Phase 2 consultations on the draft MPS prepared by planning consultants but due to work load, a lack of community consensus on some key issues, the amount of work required to finalize the Phase 1 draft and the additional information that remains to be incorporated into the draft, staff have not completed the necessary redraft of the documents to produce a new version for consideration by PAC and for public comment as per the original schedule
- The contract for the term planning position expires Friday, January 20th. Funding for the position will be bridged until January 31st Town Council meeting during which the Motion will go to Council for approval

09-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE COMMITTEE OF THE WHOLE FORWARD THE FOLLOWING MOTION TO COUNCIL FOR DECISION: THAT COUNCIL APPROVE EXTENDING THE CONTRACT OF THE TERM PLANNING POSITION UNTIL THE END OF FISCAL 2017-18, AND FUNDING THE COST OF THE POSITION TO AN UPPER LIMIT OF \$61K FROM RESERVES

CARRIED

e. INFORMATION REPORT: REN AND WBDC

- Council has two main partner organizations that it supports to deliver economic and business development supports
- This information report was provided so that Council understands the role of these agencies and partners and how they relate to each other
- Aside from these two organizations, Council has a staff person dedicated to economic development activities. More detail will be provided as part of the budget process on the priorities of the Town's economic development staff
- Staff is also examining the Town's relationship to the REN and will be bring further information to Council by March so that Council may see how our two partner agencies contribute to the delivery of Council's strategic plan
- The two external agencies directly funded by Council are:
 - Valley Regional Enterprise Network (VREN)
 - Wolfville Business Development Corporation (WBDC)

f. INFORMATION REPORT: 2017/18 DRAFT CAPITAL INVESTMENT PLAN (CIP)

- Report provided to Council as part of the 2017/18 Budget Process
- A Special Committee of the Whole meeting is scheduled for Tuesday, January 24th to deal with both the operating and capital budgets; however, there have been a number of changes to the early draft of the CIP that Council needed to be updated in advance of the January 24th meeting
- As part of this Information Report, Staff updated Council with regards to the following issues:
 - Gaspereau Avenue – timing of portions of that work
 - Traffic Lights at Main and Gaspereau – review with members of Council the rationale of why this potential project was slated in Year 8 (2024/25)
 - Active Transportation projects – review rationale of projects planned over the next few years, bike lanes versus physically separated active corridor



- Sewer Treatment Plant Upgrade – future capacity expansion

2:45pm Councillor Wendy Elliott departed Committee of the Whole meeting

10. NEW BUSINESS

a. COUNCIL MEETINGS (TIME AND FREQUENCY) – Councillor Proudfoot

- Issue put forward to discuss scheduling of meetings, specifically when they are and frequency, and whether or not there is any flexibility in changing the schedule
- CAO highlighted that there would be no additional costs for senior management in the conduct of evening meetings
- There may be benefits for some evening meetings to further encourage members of the public to attend Council and Committees of Council meetings

11. QUESTION PERIOD

- CAO read into the following questions from David Daniels into the record:
 1. Who will be paying the cost of the legal notices and of notifying nearby owners of the proposed amendments to the development agreement the Town has with MBL?
 2. The MGA requires that the legal notice provided by the Town "give a synopsis of the proposed documents". The Town's legal notice may be satisfy this requirement. The Notice states in relevant part: "amendments to the development agreement . . . that would allow for the development to be brought into compliance with the applicable Building and Fire Code requirements, and deal with other administrative matters." However, unless someone is already fairly familiar with what is proposed, a person would not have a clue as to the substance of the actual proposals. Hopefully, the second legal notice and the notices which are mailed out and to be placed on the property will provide more details.
 3. Will any effort be made to notify the residents in the building to inform them of the proposed amendments? Many might be directly affected by the proposed elimination of the common room located on the second residential storey.

12. REGULAR MEETING ADJOURNED

10-01-17 IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING OF COMMITTEE OF THE WHOLE BE ADJOURNED AT 3:32 PM **CARRIED**

Approved by Committee of the Whole Motion 12-01-17, January 24, 2017

As recorded by Dan Stovel, AA Corporate Services/Town Clerk

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion
Date: 2017-01-31
Department: Community Development



1) CAO COMMENTS

This report is for information purposes and serves to assist Council in their deliberations regarding the funding request. If additional information is required, Council can request this before a final decision is made in March.

2) LEGISLATIVE AUTHORITY

The Grants to Organizations Policy of Council allows grants to be provided to organizations that meet the criteria under the MGA. The MGA allows a municipality to expend money in Section 65 for (au) a grant contribution to:

- (i) a society within the meaning of the Children and Family Services Act,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- (va) a day care licensed under the Day Care Act,
- (vi) a registered Canadian charitable organization,

This request is a grant from a group that meets the definition of clause (v) of this section of the MGA.

3) REFERENCES AND ATTACHMENTS

- Appendix A: Evaluation Chart

4) PURPOSE OF REPORT

The purpose of this report is to seek direction from Council regarding the inclusion of funding to support the request from Landmark East School in the 2017-18 draft budget. The request of the Landmark East School was circulated in a previous Council package.

The Request

Landmark East Association is seeking financial support of \$100,000 from the Town of Wolfville as a contribution to a capital campaign to raise 2.4 Million to build a new learning center as an expansion on their current Landmark East School location. The new complex will include a high school size gym, a creative maker-space, cafeteria and kitchen. The new facility would be an expansion on the site of the current facility.

Landmark East School is maintained and operated by Landmark East Association, a non-profit Society registered under the Nova Scotia Societies Act. Landmark East Association is a registered charity, BN 11900 5015 RR 0001.

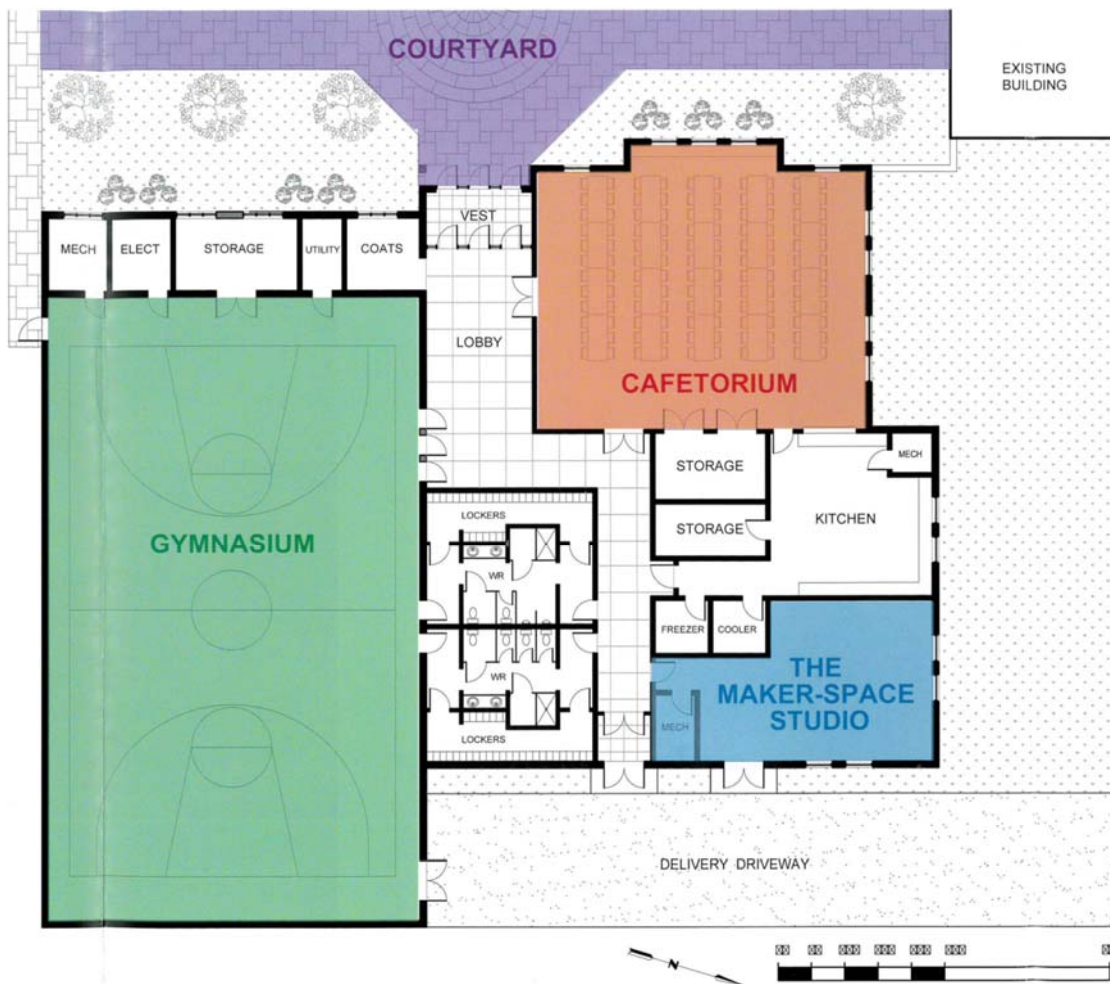
Proposed Expansion:

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion

Date: 2017-01-31

Department: Community Development



Proposed New Complex, Landmark East School, Wolfville, NS
FLOOR PLAN

03.August.2016

Minimum Criteria

Policy 710-003 establishes the minimum criteria for consideration of the submission. Staff have reviewed the application and found that all criteria for a complete application have been met.

Criteria	Checkmark indicates criteria is met
Application is received on time.	✓
Applicant organization falls within Section 65(a) of the <i>Municipal Government Act</i> .	✓

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion
Date: 2017-01-31
Department: Community Development



Request is greater than \$5,000.	✓
Request is not for operating purposes.	✓
All documentation has been received	✓
The Town's contribution should not exceed 50% of the total project cost.	✓

Background Information

Staff reviewed several reports and surveys related to recreation plus other relevant documents and offer the following for Council's consideration.

In summary, many of the recreation related reports are focused on promoting active living, active transportation and parks planning. Although having an additional gym entity available to the community during non-school hours would be beneficial to the community, it does not appear that this is cited in any of the reports as critical addressing an unmet recreational need.

Facilities Assessment and Gap Report

This report identified that additional gymnasium and indoor turf spaces should be included as part of a regional, not town, discussion. The report further indicated that many Wolfville facilities indicated having excess capacity for meeting space.

Municipal Planning Strategy

The following section 7.5.2 of the Municipal Planning Strategy may provide guidance regarding the role of the Landmark East facility.

7.5 FACILITIES

It shall be the policy of Council to:

- 7.5.1 to work in co-operation with Acadia University to develop partnerships that provide greater public access to University recreation and cultural facilities.*
- 7.5.2 to work in cooperation with community organizations such as Wolfville School and the Wolfville Rotary Club in the provision of recreation services and facilities.*

Evaluation

This report uses the evaluation for one-time grants found in the Grants to Organization Policy 710-003 to provide additional information to Council for their consideration.

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion

Date: 2017-01-31

Department: Community Development



The Landmark East School expansion project scores moderate on 5/9 categories, high on 2/9 categories and low on 2/9 categories.

It scored high in terms of financial need and environmental sustainability. These are both external to the town's responsibilities and strategic plan. The overall financial need is a significant 2.4 million and the school plans to build using sustainable building practices.

It scored low in terms of public need and core town responsibilities. The school enrolls a small number of students, many of whom are not town residents. It is a private school with significant tuition fees making it exclusive for most families without scholarship support. Therefore, Landmark East School does not fulfill a general or broad based community need. The building of private infrastructure is not a core responsibility of the town and therefore building expanded facilities at a school is not something the town would undertake on its own.

Landmark East School expansion scored moderate on a majority of categories. The potential recreational opportunities for town residents, during times when the new facilities would not be used by the school students, provides a moderate score in terms of meeting strategic plan goals with respect to recreation and leisure. It must be noted that the new Landmark East School expansion facilities will not be available evenings during the school year. The specific times are subject to negotiation but will mostly be weekends as well as summer, Christmas, and spring break times. Moderate ratings were also found when looking at how the recreational opportunities improve human development and the quality of life of Wolfville residents. When assessing the impact on recreation, the December 2015 report on "Indoor Recreation Facilities Assessment and Gap Analysis" was reviewed. This report identified that additional gymnasium and indoor turf spaces should be included as part of a regional, not town, discussion. The report further indicated that many Wolfville facilities indicated having excess capacity for meeting space. Additionally, the 2015 Physical Activity Community Survey indicated that having access to well-maintained facilities is not a barrier to physical activity. The survey did conclude that organized physical activity groups and common places to meet friends for activities were likely to impact a significant one-third of citizens.

The relatively small number of students provides moderate impact on economic development. While temporary economic impact will be achieved during the construction phase, sustained impact on the Wolfville economy will be modest as a result of the students, parents and staff. There are a relatively small number of alternated providers of private learning facilities. Therefore, a moderate rating was given in the alternate providers' category.

Landmark East School caters to the needs of children with learning challenges and this is certainly a worthwhile and honorable endeavor. This school is held in high regard by its alumni, their parents and the general public. It attracts students worldwide and as such provides positive promotion of the town of Wolfville. Landmark East School enhances the image of the town to both locals and those abroad with

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion

Date: 2017-01-31

Department: Community Development



ties to the school. This achieves a moderate rating from the enhancing the community's quality of life category due to the positive public perception the school imparts upon the town.

5) CONSIDERATIONS

- a. That Council financially supports Landmark East Association with the proposed capital campaign to fund an expansion at Landmark East School.
 - o Council provides the requested amount of \$100,000 to Landmark East School for it expansion.
 - o Council to provide an alternate amount to Landmark East School for it expansion.
- b. That Council not funds the Landmark East school expansion.

6) FINANCIAL IMPLICATIONS

At this point, this request is not included in the draft budget and staff are awaiting direction from Council.

In terms of impact on any given budget, it is probable that the only way to manage this expenditure is thru the use of Town Operating Reserve funds. For 2017/18 the first draft version of the Town budget had a shortfall just over \$100,000. The only way to fund this grant request without reserves would be to not only eliminate the first draft shortfall, but also to find another \$100,000 in expense/service cuts. Note Budget Draft V2 being reviewed at February COW shows a shortfall of just over \$22,000.

Even if payments are spread over a number of years, as has been suggested, the funds needed for this would still likely be reserves. Over a 5 year period, \$20,000 a year would have to be found AFTER the \$22,000 shortfall noted above.

A second factor impacting the approach of spreading the cost over multiple years is that allocation over years is not a guarantee that the Town would not have to recognize the grant when committed, i.e. year 1 (2017/18). It is possible to recognize the expense in future years, but the grant would have to have conditions that did not make it automatic/legally binding that the grant would occur each year.

If Council is in favour of providing a grant, it is more straight forward, transparent, and appropriately reported as a grant in 2017/18 funded by way of reserves.

In terms of the total dollar amount requested, Council has the option to approve that amount or a different amount (assuming the choice is not to turn down the request). As a point of reference, Council approved an \$80,000 grant to L'Arche in 2016/17.

One other financial impact, or future impact, is that the Landmark East School does not pay any property taxes, so there is no direct revenue recovery/contribution towards this possible expenditure. In comparison, L'Arche has paid property taxes in the past, and depending on future Council decisions, may pay some level of property tax on their new facility.

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion

Date: 2017-01-31

Department: Community Development



Appendix A: Evaluation Chart

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (CAPITAL) – Staff Evaluation

Applicant Name: Landmark East School Expansion

<p>1. Program/Service Obligation Core – service resulting from the capital campaign is something the Town would otherwise provide Important – service resulting from the capital campaign is something the Town might otherwise provide Discretionary – service resulting from the capital campaign is something the Town does not normally provide No Mandate – not enabled by legislation, is not within the Town’s area of responsibility</p>	<p>I D NM</p>	<p>Discretionary - The town has not built gymnasiums in the past. However, because this expansion does include recreational facilities, it does become an amenity available to the Town.</p>
<p>2. Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Provide Specific Linkages to Council’s Strategic Plan: “To offer dynamic quality of life grounded in the Town’s leisure, culture and recreation activities.”</p>	<p>V N</p>	<p>Notable – The potential recreational opportunities for town residents, during times when the new facilities would not be used by the school students, provides a moderate score in terms of meeting strategic plan goals with respect to recreation and leisure.</p>
<p>3. Public Need/Benefit Community at Large – general need/benefit, broad-based Multiple Interests – some need/benefit, a number of areas/communities Vested Interest –special interest group(s), localized</p>	<p>H M L</p>	<p>Low – The school serves a small population of special interest students but with additional recreational time provided during non-school times this may be able to be improved.</p>

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion

Date: 2017-01-31

Department: Community Development



<p>4. Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential</p>	<p>H M L</p>	<p>Moderate – Recreational and leisure opportunities offer human development to a variety of potential demographic groups.</p>
<p>5. Quality of Life for the Community Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community</p>	<p>H M L</p>	<p>Moderate – Enhances the image of the town of Wolfville.</p>
<p>6. Alternate Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers</p>	<p>H M L</p>	<p>Moderate – There are only a few alternative providers, none locally.</p>
<p>7. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need</p>	<p>H L</p>	<p>High – The expansion requires a significant 2.4 million to be built.</p>
<p>8. Economic Impact to the Town High – there is a strong and demonstrated direct economic impact to the Town Moderate – there is a demonstrated indirect economic impact to the Town Low – there is minimal or no demonstrated economic impact to the Town</p>	<p>H M L</p>	<p>Moderate – The building phase will provide significant economic impact to the town but the small number of students will sustain moderate impact on the economy. The expansion will provide enrollment growth bringing additional families and staff to Wolfville.</p>
<p>9 Environmental Sustainability High – Clearly aligns with GHG reduction, sound climate change principles and/or sustainable building practices Low – Does not align with GHG reduction, sound climate change principles or sustainability practices</p>	<p>H L</p>	<p>High – The project indicates it will use sustainable building practices in construction.</p>
<p>MOU Required? Yes/No. Provide details. An MOU would be useful to clarify construction timelines and clarify when the recreational facilities would be available to town residents for use and the cost associated with this use. Other issues may also be beneficial to detail in an MOU</p>		

DIRECTION REQUEST 001-2017

Title: Landmark East School Expansion

Date: 2017-01-31

Department: Community Development



REQUEST FOR DECISION 066-2017

Title: One Time Request Acadia Student's Union

Date: 2017-03-07

Department: Community Development



One Time Capital Request Acadia Student's Union

Acadia Student's Union is requesting \$5

Acadia Student's Union is a non-profit Society registered under the Nova Scotia Societies Act. Landmark East Association is a registered charity, BN 11900 5015 RR 0001.

Council received a presentation from Landmark East School which submitted the application, received an information report from staff evaluating the proposal on February 7th, 2017 and are now receiving supplemental information to assist in its decision making.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. Staff is providing two motions for Council's consideration.

DRAFT MOTION:

Potential Motion #1

That Committee of the Whole forward the grant for Landmark East in the amount of \$_____ to the 2017/18 Operating Budget process.

Potential Motion # 2

That Council denies the request for a One-Time Capital Grant from the Landmark East Association for funding in the fiscal year 2017-18.

REQUEST FOR DECISION 066-2017

Title: One Time Request Acadia Student's Union

Date: 2017-03-07

Department: Community Development



1) CAO COMMENTS

Staff has provided information to assist Council with this decision. As per policy, there is no recommendation coming from staff. It is important that Council consider not only the criteria scoring of this application, but also the current financial situation of the Town and our ability to provide the grant.

2) LEGISLATIVE AUTHORITY

See attached Request for Direction.

3) STAFF RECOMMENDATION

No recommendation

4) REFERENCES AND ATTACHMENTS

- Request for Direction dated February 7th, 2017
- Application
- Financial Statements

5) PURPOSE OF REPORT

To seek a decision from Council regarding funding for the Landmark East Association under the Grants to Organizations policy 710-003.

6) DISCUSSION

Council received an information report and staff presentation on February 7th, 2017 regarding this request along with a presentation from the applicant in January. This RFD is largely based on the February 7th report and also provides supplemental information for Council's consideration.

At this time, it is unclear as to what other groups may wish to rent the facility. Landmark East School is very interested in making the new facilities a part of the town's community infrastructure. They are open to the use of all of the new facilities: gymnasium, cafeteria and maker space areas. They have a cooperative attitude and once it is determined at what times the town might potentially rent space, they will be open to making it work for both organizations. It is important to note that should the town wish to offer recreational programming, rental and staffing costs would need to be considered in budget discussions.

Location of students and staff

- Current student enrolment is 68. The new facilities will allow for 120 students. No child has been refused admission due to capacity issues.
- Current: 27 boarding students (39%) and 41 day students.

REQUEST FOR DECISION 066-2017

Title: One Time Request Acadia Student's Union

Date: 2017-03-07

Department: Community Development



- Current: 37 students are from the Valley and 6 of those students reside in Wolfville (9%), most of who have moved to attend the school.
- Landmark East School currently employs 49 people, 9 (18%) of which relocated to Wolfville specifically because of their employment at the school. Most other staff members reside in Kings and Hants counties. Additional staff will be required as enrollment increases.
- Although antidotal, it is estimated that families often move and stay in the area after having a child attend Landmark East. Estimate of 20 families in the last 7 years.

Information about public use of the new facility

The facility will be available for public use or town rental during the following dates/times:

Summer- Most times available

Christmas Break- Two weeks

Spring Break- Two Weeks

September to June, during the school year:

- Monday - Friday
- Available 7:00am-9:15am; 10:30am-12:00noon; 1:00pm-3:40pm; 9:00pm-11:00pm (a possibility) *
- Weekends: Not certain of school use at this time, but do not envision too much community time on Saturday or Sunday. There may be some early morning availability on these days.

*Note: The population of Wolfville residents able to use the facility throughout the day during working and school hours is estimated to be about 27% based on the 2011 census using the age cohort 55-79. There might be a small number of residents over 80 using the facilities.

Total - All age groups 2011 Census	4270	
55 to 64 years	560	0.131148
65 to 79 years	580	0.135831
80 years and over	355	
Age 55-79	1140	0.266979

Cost for rental

The cost for the town or other community groups to rent the facility would be "going rates" similar to the Louis Millet Centre. The current cost to rent the Louis Millet gym or multipurpose room is \$30/hour.

Access and security

REQUEST FOR DECISION 066-2017

Title: One Time Request Acadia Student's Union

Date: 2017-03-07

Department: Community Development



There will be a guest sign in system but because this building will be separate from the existing academic center they do not foresee having every guest completing a criminal records check before they can enter and use the facilities, even during school hours.

Fundraising

The entire amount is to be fundraised as Landmark East does not have reserves for infrastructure. They are a non-profit group with any annual surpluses used to provide scholarships to local students. They will apply to other local municipalities. Additionally, they may apply for federal infrastructure funds.

Financial Statements

Attached.

Contents of a Potential Memorandum of Understanding

If Council decides to fund the Landmark East Association, the contents of the MOU should include at minimum the following:

- Confirmation that the facility can be used for public access when the school is not using the facilities;
- Some level of detail on when the facility will be available;
- Ensure that the town's liability is waived and all insurance issues finalized;
- An outline of the time frame for construction;
- An explanation of what will happen to the funds if expansion is not built;
- Confirm the cost for the town rent the facilities;
- Clarify that the operation and maintenance after construction will be the sole responsibility of Landmark East; and
- Request annual financial and construction updates and a final financial report following project completion.

7) FINANCIAL IMPLICATIONS

The Request for Direction provided information on the financial implications. This \$100K request would equate to approximately a 2.5 cent increase in the tax rate. As this is not seen as acceptable, the funding could be taken from operational reserves so as not to impact the tax rate in 2017-18.

The option of reserve funding is constrained by the long term financial planning already developed for both the Town's 10 Year CIP and 4 Year Operating Budget Projections. As discussed during the budget process the last few years, there remains a shortfall in the 10 Year CIP funding, and this is now further impacted by anticipated use of operating reserves for Town initiatives over the next four years within the operating budget.

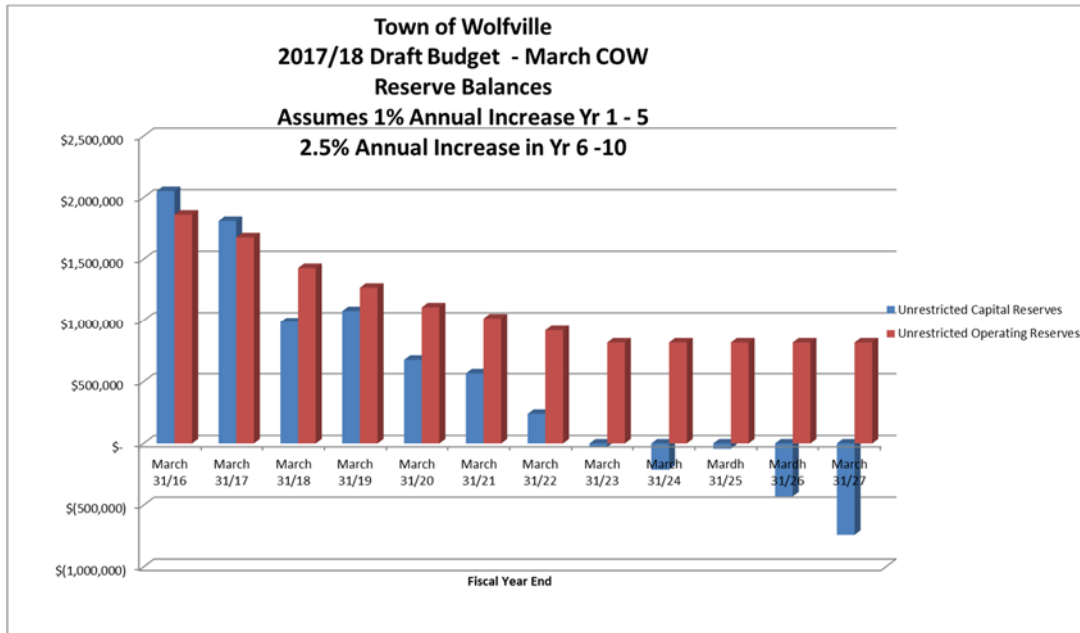
The following is an updated graphical depiction of the planned use of Town reserves:

REQUEST FOR DECISION 066-2017

Title: One Time Request Acadia Student's Union

Date: 2017-03-07

Department: Community Development



Key changes to the graph since it was last reviewed with COW include

- \$385,500 use of reserves for the operating budget projections over the next four years
- Correction in debt repayment projections over the next 10 years. The data for the 2013 debenture issue had been missed in the original analysis.

Further information is included in the budget RFD, but in summary any significant use of Operating Reserve balance for grants will create financial constraints by Year 3 as the Town will have dropped to the minimum required reserve balance according to provincial benchmark.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See information report

9) COMMUNICATION REQUIREMENTS

The applicant will be notified of Council's decision.

10) ALTERNATIVES

To assist Council in its decision making, it may be useful to consider the following questions:

1. Does Council wish to provide funding?
2. If yes to question 1, what level of funding do you wish to provide?
 - a. 25K
 - b. 50K
 - c. 75K

REQUEST FOR DECISION 066-2017

Title: One Time Request Acadia Student's Union

Date: 2017-03-07

Department: Community Development



- d. 100K
- e. Some other amount?

REQUEST FOR DECISION 065-2017

Title: Landmark East School Expansion

Date: 2017-12-04

Department: Community Development



SUMMARY

Landmark East School Expansion- One Time Capital Request

Landmark East Association is seeking financial support of \$100,000 from the Town of Wolfville as a contribution to a capital campaign to build a new learning center as an expansion on their current Landmark East School location. The new complex will include a high school size gym, a creative maker-space, cafeteria and kitchen. The new facility would be an expansion on the site of the current facility.

Landmark East School is maintained and operated by Landmark East Association, a non-profit Society registered under the Nova Scotia Societies Act. Landmark East Association is a registered charity, BN 11900 5015 RR 0001.

Council received a presentation from Landmark East School in January 2017 as well as further information in RFD 018-2017. During budget deliberations for the 2017-2018 fiscal year, the request was deferred to the 2018-19 budget. This report asks council to give consideration to this request.

As per the Grants to Organization Policy, 710-003, staff is not making a recommendation regarding the grant request. Staff is providing two motions for Council's consideration.

DRAFT MOTION:

Potential Motion #1

That Committee of the Whole forward the grant for Landmark East Association in the amount of \$_____ to the 2018/19 Operating Budget process.

Potential Motion # 2

That Council deny the request for a One-Time Capital Grant from the Landmark East Association for funding in the fiscal year 2018-19.

REQUEST FOR DECISION 065-2017

Title: Landmark East School Expansion

Date: 2017-12-04

Department: Community Development



1) CAO COMMENTS

Staff has provided information to assist Council with this decision. As per policy, there is no recommendation coming from staff. It is important that Council consider not only the criteria scoring of this application, but also the current financial situation of the Town and our ability to provide the grant.

2) LEGISLATIVE AUTHORITY

The Grants to Organizations Policy of Council allows grants to be provided to organizations that meet the criteria under the MGA. This request is a grant from a group that meets the definition of clause (v) of this section of the MGA.

3) STAFF RECOMMENDATION

No recommendation

4) REFERENCES AND ATTACHMENTS

- Direction Report: DR 001-2017
- RFD 018-2017
- Application
- Expansion Budget

5) PURPOSE OF REPORT

To seek a decision from Council regarding funding for the Landmark East Association under the Grants to Organizations policy 710-003.

6) DISCUSSION

Council received an information report and staff presentation on February 7th, 2017 regarding this request along with a presentation from the applicant in January, 2017. These are attached.

Council deferred consideration of funding to the 2018/19 operating budget.

Landmark East was contacted for an update in November 2017. Since submitting the application Landmark East has raised a little over \$700,000. This represents approximately one quarter of the \$2.8 million required to build. The Association Board requires a minimum of 85% of the total amount to be raised before commencing the build so they are still actively looking to raise funds.

REQUEST FOR DECISION 065-2017

Title: Landmark East School Expansion

Date: 2017-12-04

Department: Community Development



7) FINANCIAL IMPLICATIONS

As noted during last year's budget process, Landmark East has made a \$100K request which equates to approximately a 2.5 cent increase in the tax rate.

In order to fund this request, Council would have to look to increasing the tax rate and/or some level of expenditure cuts. Currently the 2017/18 budget includes capacity to fund \$50,000 one time grant, which in the current year was for the Wolfville School Playground Project. This may, or may not, help to fund any large requests for the 2018/19 fiscal year. Council has yet to make a decision on whether this grant expenditure level would remain in future budgets, or whether the grant funding would return to levels required for core areas of the Strategic Partnership Program and Community Partnership program.

From a financial perspective, if Council is interested in assisting Landmark East, that potential requirement should be referred to the operating budget process to allow the impact to be considered along with all other budget pressures. At this stage it is unknown how large a shortfall the first draft of the budget will have and how difficult the decisions will be to balance the budget. Locking into a grant without consideration within the global budget context could limit Council in options available to reach a balanced budget without further increasing taxes.

The option of reserve funding, as noted a year ago, is constrained by the long term financial planning already developed for both the Town's 10 Year CIP and 4 Year Operating Budget Projections. Although the long-term outlook is improving, all available reserve funds are needed to fund Town projects in the coming years (refer to budget info reviewed at November COW).

Given the fundraising to date, and Landmark East's stated target of 85% fundraising before construction, it may turn out that the build does not occur in the town's fiscal 2018/19 year. If some level of grant funding ultimately is approved, it should be tied to the year in which construction starts.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

See information report

9) COMMUNICATION REQUIREMENTS

The applicant will be notified of Council's decision.

10) ALTERNATIVES

To assist Council in its decision making, it may be useful to consider the following questions:

1. Does Council wish to provide funding?
2. If yes to question 1, what level of funding do you wish to provide?

REQUEST FOR DECISION 065-2017

Title: Landmark East School Expansion

Date: 2017-12-04

Department: Community Development



- a. 25K
- b. 50K
- c. 75K
- d. 100K
- e. Some other amount?

Economic Impact Assessment of an Expanded Landmark East School

Dr. Brian VanBlarcom
Acadia University
Wolfville, Nova Scotia

April 2018

Economic Impact Assessment of an Expanded Landmark East School

1. Introduction

The goal of this research is to estimate the economic impacts associated with Landmark East School (LE) in Wolfville, Nova Scotia. The ultimate purpose is to measure incremental economic activity resulting from the school. More specifically, what money flows to (and circulates within) the local area because of Landmark East that would not occur in the absence of this institution.

Section 1.1 outlines the concept of an economic impact study. Section 2 contains the economic impact calculations. The current operational economic impacts of LE are calculated in Section 2.1. These impacts are on-going and are expressed on an annual basis.

Landmark East has embarked on a capital campaign for a \$2.8 expansion of its current facility. The economic impacts associated with expansion of LE come from two sources. The first relates to the construction phase. By its nature this phase is short term and is estimated to last one year. The construction impacts are estimated in Section 2.2.1. The second source of economic impacts emanating from an expanded LE facility comes from increased operational activities associated with larger enrolment, expanded faculty and staff, etc. These impacts are on-going and are expressed on an annual basis in Section 2.2.2.

Section 2.3 combines Sections 2.1 and 2.2.2 and hence calculates the annual on-going operational impacts from an expanded LE facility. Section 3 is a summary of the impacts.

The study area for the economic impact investigation is the Annapolis Valley of Nova Scotia. An input/output (I/O) model for the Annapolis Valley is used to estimate the multiplied impacts (direct/indirect/induced) of LE activities. The I/O model is described in the Appendix.

1.1 What is an Economic Impact Study?

An Economic Impact Study (EIS) involves estimation of incremental economic activity that results from a specific economic stimulus. To fully assess the economic impact of an activity or facility, all expenditures related to the activity or facility which occur within the study area need to be considered. In addition, secondary or multiplied effects should be examined.

Direct economic impacts occur via the purchase of goods or services within the study area related to the specific facility or event. These expenditures are received directly by local businesses. Indirect impacts occur when a portion of the revenue received by local businesses is spent on local inputs of goods and services. Induced impacts occur when the income created through the direct and indirect impacts are recycled throughout the local economy, generating additional activity. Although a clear distinction can be made between induced and indirect economic impacts, they are often considered to be a singular effect, referred to simply as spin-off or multiplied impacts. Figure 1 illustrates the basic sequence of events producing economic impacts.

Figure 1: The Impact of an Injection of Expenditures on Local Economic Activity

Money is injected into a local economy
stimulating the local economy
(wages/income/profits)



Multiplier effect stimulates further spending
and employment (indirect and
induced impacts)



Local economic activity is increased

2. The Economic Impacts of Landmark East School

This section calculates the economic impact of Landmark East School. The impacts are delineated as follows:

- LE Current Operational Impacts (Section 2.1)
- LE Expansion Impacts (Section 2.2)
 - Construction Impacts (Section 2.2.1)
 - Operational Impacts (Section 2.2.2)
- Total Expanded LE Facility Operational Impacts (2.3)

2.1 LE Current Annual Operational Impacts

Operating impacts of an expanded Landmark East facility will come from continued and expanded activities (both for Landmark East and other community groups who are in need of accessible gathering places). LE currently has an operating budget of \$2.8 million, employs 55 employees, with a wage bill of approximately \$2.1 million per year. Fifty three of the 55 employees (96%) live locally (in the Annapolis Valley). The final demand changes driving these impacts are the \$2.02 million wage bill (96% of \$2.1 million) in the Household Sector and \$700,000 in expenditures which are assumed to spread equally over industries H, J-P and R (Table 1 outlines the specific business-related industries). As previously noted, it is assumed that operational activities are incremental to the local economy (would not happen in absence of Landmark East), and operational spending goes to local companies.

It is estimated that on average four families move to the local area as a result of having a student attending LE. Average household expenditures are estimated at \$54,349 per household,² generating spending of \$217,396. As a conservative measure of this impact, this figure is entered in the Household sector. Another related impact pertains to LE graduates who stay in the local area and attend Acadia. It is assumed that these students would not attend Acadia in absence of attending LE. It is estimated that 3 students per year fall into this category and that their Acadia related expenditures total \$25,000 per student per year³. In addition, an average of three students stay in the region and attend the Nova Scotia Community College (NSCC- Kingstec Campus). Expenses for these students are estimated at \$20,000 per year. Total expenditures for both these student groups are estimated to be \$135,000 (entered in Table 1 in Sector 0, Educational Services, note this entry also includes operational spending by LE).

Injecting these direct expenditures into the Annapolis Valley Input/Output model will estimate the total direct/indirect/induced (multiplied) impacts on the local economy. The total multiplied annual operational impact is shown in Table 1. Key impacts include \$3.2m in income (wages/profits) and \$2.1 million in total spending across all industries. Industry impacts are concentrated in Finance/Insurance/Real Estate (\$551,000), Combined Educational and Business Services (\$377,000), Retail trade (\$347,000), Communication and Utilities (\$201,000).

Table 1. Landmark East Annual Operational Impacts	\$2017
Division A - Agricultural and related service industries	\$19,150
Division B - Fishing and trapping industries	\$725
Division C - Logging and forestry industries	\$6,498
Division D - Mining (including milling), quarrying and oil wells	\$3,493
Division E- Aggregate Manufacturing	\$31,511
Division F – Construction industries	\$28,079
Division G - Transportation and storage industries	\$160,285
Division H - Communication and other utility industries	\$201,420
Division I - Wholesale trade industries	\$85,867
Division J - Retail trade industries	\$347,377
Division K/L - Finance, Insurance, Real Estate	\$550,676
Division M - Business service industries	\$140,675
Division O - Educational service industries	\$236,613
Division P - Health and social service industries	\$47,974
Division Q - Accommodation, food/beverage service industries	\$192,009
Division R - Other Services	\$73,900
Industry Sum	\$2,126,253
Household Income	\$3,183,258

2.2 LE Expansion Impacts

This section outlines the construction and the operational impacts of an expanded LE.

2.2.1 Construction Impacts

Total construction expenditures for an expanded Landmark East facility are estimated at \$2.8 million and would take place over a one-year period. The following economic impact assumes that all construction funding is incremental (new money) to the area, construction will be done by local companies and expenditures for components, fixtures, etc., are made through local suppliers. To the extent that construction funds are not incremental and non-local companies are involved, the impacts would be accordingly diminished. It is important to note that GST funds collected at each round of re-spending

are assumed to flow to provincial and federal governments outside the region and hence are not included in the multiplier process. Similarly, retail goods are assumed to be non-local with only retail/wholesale margins re-circulating in the local economy.

Construction expenditures circulate through the local economy creating increased demand for goods/services, income and more re-spending. An input/output model captures such re-spending, as well as additional leakages (money flowing out of the local economy). The total (direct/indirect/induced) impacts on the local economy generated from the construction of an expanded Landmark East facility appear in Table 2. Total spending generated from LE construction across all industries in the study area is \$3.7 million. Not surprisingly, the biggest impact is in the Construction sector with total multiplied spending of \$2.82 million, followed by Finance Insurance and Real Estate (\$218,000), Retail and Wholesale Trade Industries (\$139,000 and \$135,000 respectively) and Business Services (\$79,000). Total income (wages/salaries/profits) generated in the local economy are estimated at approximately \$1.4 million. Given a Nova Scotia median (full time) wage of \$44,326 (Statistics Canada, 2016¹), this translates into approximately 32 person-years of employment.

Table 2. Construction Impacts Landmark East Expansion	\$2017
Division A - Agricultural and related service industries	\$29,224
Division B - Fishing and trapping industries	\$331
Division C - Logging and forestry industries	\$25,216
Division D - Mining (including milling), quarrying and oil wells	\$11,470
Division E- Aggregate Manufacturing	\$26,181
Division F – Construction industries	\$2,815,880
Division G - Transportation and storage industries	\$38,294
Division H - Communication and other utility industries	\$58,662
Division I - Wholesale trade industries	\$134,865
Division J - Retail trade industries	\$138,868
Division K/L - Finance, Insurance, Real Estate	\$217,851
Division M - Business service industries	\$78,866
Division O - Educational service industries	\$490
Division P - Health and social service industries	\$21,543
Division Q - Accommodation, food/beverage service industries	\$43,488
Division R - Other Services	\$55,011
Industry Sum	\$3,696,240
Household Income	\$1,429,574

2.2.2 Operational Impacts

The expansion will allow LE to expand its enrolment (and related activities) and hence increase its annual operational impact. Based on discussions with LE administration, the annual operational economic impacts of the expansion are summarized below.

1. 17 additional teachers @ \$50,000 per year = \$850,000
2. 5 additional staff @ \$35,000 = \$175,000*75% = \$131,250
3. Increased program expenditures (\$300,000)
4. 10 additional families moving to the area @\$54,349 = \$543,490
5. 1 additional student attending Acadia @\$25,000
6. 1 additional student attending NSCC @ \$20,000

These totals are summed and injected into the I/O model in the following manner.

- Operational Expenditures (Items 3 above) = \$300,000
- Household Income (Items 1, 3, 5 and 6) = \$1,569,740

Additional student tuition is assumed to be spent by LE and is listed under operational spending. As outlined previously, operational expenditures are spread equally over industries H, J-P and R. It is assumed that the additional teachers and staff will live in the local area, hence the wage bill is entered in the Household Income Sector.

Table 3 shows the annual multiplied impacts in terms of total expenditures generated by increased activities emanating from the LE expansion. Total income creation is \$1.8 million and total spending across all industries is approximately \$700,000. Expenditure impacts are concentrated in the Finance/Insurance/Real Estate Sector (\$243,000) and Retail Sector (\$142,000).

Table 3. LE Expansion Annual Operational Impacts	\$2017
Division A - Agricultural and related service industries	\$10,162
Division B - Fishing and trapping industries	\$383
Division C - Logging and forestry industries	\$3,440
Division D - Mining (including milling), quarrying and oil wells	\$1,192
Division E- Aggregate Manufacturing	\$13,048
Division F – Construction industries	\$10,391
Division G - Transportation and storage industries	\$28,514
Division H - Communication and other utility industries	\$51,499
Division I - Wholesale trade industries	\$42,910
Division J - Retail trade industries	\$142,278
Division K/L - Finance, Insurance, Real Estate	\$243,300
Division M - Business service industries	\$18,183
Division O - Educational service industries	\$4,919
Division P - Health and social service industries	\$27,786
Division Q - Accommodation, food/beverage service industries	\$53,751
Division R - Other Services	\$34,420
Industry Sum	\$686,175
Household Income	\$1,846,691

2.3 Total Expanded LE Facility Operational Impacts

Table 1 contained the current annual operational/related impacts of the LE. Table 3 showed the operational/related impacts of the LE expansion. Combining the data in Table 1 and Table 3 will show the annual operational/related impacts of an expanded LE. These figures appear in Table 4. An expanded LE will generate annual total (multiplied) incomes (wages/salaries) of \$5.0 million across all industries in the local economy. Given a Nova Scotia median (full time) wage of \$44,326 (Statistics Canada, 2016¹), this \$5 million in income translates into employment of approximately 114 persons annually. Given that an expanded LE will employ 72 persons, this means that economic activity generated by LE adds the equivalent of an additional 42 jobs across all other industries in the Annapolis Valley. Total (multiplied) expenditures generated by LE across all sectors totals \$2.8 million annually. The 2016 census lists 410 persons employed in Educational Services, in the Town of Wolfville⁵. An Expanded LE, with direct employment of 72 persons, represents approximately 18 percent of total Wolfville employment in this sector and the additional 17 jobs is equivalent to an expansion of employment in this sector of about 4%. The expenditure impacts are concentrated in Finance/Insurance/Real Estate (\$794,000), Retail trade (\$490,000), combined Educational and Business Services (400,000) Communication and Utilities (\$253,000).

Table 4. Total Annual Economic Impact of an Expanded LE	\$2017
Division A - Agricultural and related service industries	\$29,312
Division B - Fishing and trapping industries	\$1,108
Division C - Logging and forestry industries	\$9,938
Division D - Mining (including milling), quarrying and oil wells	\$4,685
Division E- Aggregate Manufacturing	\$44,559
Division F – Construction industries	\$38,470
Division G - Transportation and storage industries	\$188,798
Division H - Communication and other utility industries	\$252,919
Division I - Wholesale trade industries	\$128,777
Division J - Retail trade industries	\$489,655
Division K/L - Finance, Insurance, Real Estate	\$793,976
Division M - Business service industries	\$158,858
Division O - Educational service industries	\$241,533
Division P - Health and social service industries	\$75,760
Division Q - Accommodation, food/beverage service industries	\$245,760
Division R - Other Services	\$108,320
Industry Sum	\$2,812,428
Household Income	\$5,029,949

3. Summary

The goal of this research was to estimate the economic impacts associated with Landmark East (LE) School as it currently exists and post \$2.8 million expansion. A summary of the impacts appears in Table 5.

The current economic impact of LE is calculated in Section 2.1. Landmark East currently has an operating budget of \$2.7 million, employs 55 persons, with a wage bill of \$2.1 million per year. LE direct employment and wages represent about 3% of total employment and income in the Town of Wolfville⁵. LE also attracts student families to the area and has an impact on enrolment at Acadia University and NSCC (Kingstec Campus) as graduates stay in the area to continue their education. The total multiplied annual operational impact is \$3.2m in income (wages/profits) and \$2.1 million in total spending across all industries in the study area.

Direct construction expenditures were estimated at \$2.8 million, occurring over a one-year period. The construction impacts were estimated in Section 2.2.1. Total multiplied spending impacts generated from LE construction across all industries in the study area is \$3.7 million. Total income (wages/salaries/profits) generated in the local economy is estimated to be \$1.4 million. This translates into approximately 32 person-years of employment.

The second source of economic impact emanating from an expanded LE facility comes from increased operational activities. These impacts are on-going and are expressed on an annual basis. Section 2.2.2 estimates the specific operational impacts of the LE expansion emanating from increased enrolment, teaching staff, operational expenditures, etc. Total income creation is estimated at \$1.8 million and total spending across all industries is \$700,000.

Section 2.3 combines Sections 2.1 and 2.2.2 and hence calculates the annual on-going operational impacts of an expanded LE facility. An expanded LE will generate annual income of \$5.0 million across all industries in the local economy, 72 direct and 42 indirect jobs and total expenditures of \$2.8 million per year. LE direct and indirect employment creation totals (114) jobs. The 72 direct jobs are equivalent to approximately 4% of total employment in the Town of Wolfville. An Expanded LE represents approximately 18 percent of total Wolfville employment is the Educational Services sector and the additional 17 jobs is equivalent to an expansion of employment in this sector of about 4%.

Table 5. Economic Impact Summary LE (\$2017)		
	Total Income Impact	Total Expenditure Impact
1. Current LE Operational/yearly	\$3.2 million	\$2.1million
2. Construction (one year)	\$1.4 million	\$3.7 million
3. Expansion Operational/yearly	\$1.8 million	\$700,000
4. Expanded LE Total (1+3)/yearly	\$5.0 million	\$2.8 million

Notes

1. <https://careers.workopolis.com/advice/how-much-money-are-we-earning-the-average-canadian-wages-right-now/>
2. (Statistics Canada, CANSIM, table 203-0021)
3. <https://www.schoolfinder.com/Schools/Fees/University/uacad07/Acadia-University>
4. https://www.nsc.ca/admissions/cost_and_financial_aid/index.asp
5. Statistics Canada Census Profiles:
<http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=1207024&Geo2=PR&Code2=12&Data=Count&SearchText=Wolfville&SearchType=Begins&SearchPR=01&B1=All&GeoLevel=PR&GeoCode=1207024&TABID=1>

Appendix I

The Annapolis Valley Input-Output Model

An Input Output Model

Input-output (I/O) analysis attempts to quantify, at a point in time, the economic interdependencies of an economy. I/O accounting is a framework that explicitly recognizes interdependencies among productive industries of the economy and the elements of final demand. Final demand is the demand for goods and services consumed directly by ultimate consumers. Final goods and services are referred to as final because they are not put back into the production process to make some other good. The interdependencies are characterized by the inter-industry structure, which shows the inputs that are combined to produce output. The I/O analysis framework is similar to a financial accounting framework that tracks purchases of and expenditures on goods and services in dollars. The I/O framework traces the dollar flows between businesses and between businesses and consumers in an economy.

The input-output model is summarized below in matrix form. Details of the model are discussed in Appendix I

$$X^* = (1-A^*)^{-1} F^*$$

Where:

X^* = the vector of total output

$(1-A^*)^{-1}$ = the closed model total requirements matrix (Leontief inverse)

F^* = vector of final demand changes associated with the Blue Beach Fossil Museum

The Annapolis Valley Input-Output Model description

The Nova Scotia input output (I/O) model forms the basis of the Annapolis Valley I/O model. The provincial I/O model for Nova Scotia is based on Statistics Canada data. The provincial I/O direct requirements matrix was obtained from the NS Department of Finance and adjusted via employment based location quotients (LQ) to approximate the Annapolis Valley economy. The location quotient in this case is a measure comparing the concentration of an industry in the Annapolis Valley and its concentration in the province of Nova Scotia as a whole.

Location quotients were calculated for each industry (excluding households). The rows of the direct requirements matrix are adjusted based on the LQ values. It is assumed that all wage payments are made to county residents, profits are treated as leakages and no adjustment is made for commuters. After adjusting the direct coefficients via the location quotients, the model is transformed into the total requirement matrix via the Leontief

inversion technique described earlier. Given changes in final demand generated by the games, the model can be solved to estimate indirect and induced impacts on the local economy.

The model is closed with respect to households. In the standard or open model, household consumption is a column vector located in final demand and household income (comprised of wages/salaries/profits and other income) is a row vector contained in value added. When the model is closed with respect to households, the household row and column vector are incorporated into the endogenous (inter-industry) matrix. The processing sector is therefore expanded to include households as an industry and the inter-industry matrix reveals the relationships between the household industry and all other industries. As a result, the household sector is no longer exogenous but is now part of the internally determined portion of the model and therefore endogenous. The inclusion of households in the processing sector assumes part of the analysis is to assess not only the impacts of inter-industry purchases but also the effects of household spending on the economy.

The closed model allows the direct, indirect and induced effects of an exogenous change to be captured. The inclusion of households in the inter-industry portion of the table results in multipliers that reflect not only the direct and indirect purchases from the household industry (labour inputs) by other industries but incorporates the effects of household income being re-spent in the economy. The economic activity resulting from the re-spending of income generated by the direct and indirect effects is known as the induced effect. The induced impacts are additional expenditures resulting from increased income brought about by increases in final demand.

One assumption inherent in the induced effects is that household income flows to residents and these residents spend their new income following the pattern of expenditures identified in the household expenditure column of the inter-industry matrix. Given the assumed leakages from the local economy (related to production of goods and industry profits), the closed model is most applicable due to its ability to capture the induced effects associated with the re-spending of income created via the direct and indirect effects.



WSP PROJECT NO.: 151-05627-00

INDOOR RECREATION FACILITIES ASSESSMENT & GAP ANALYSIS TOWN OF WOLFVILLE

FINAL REPORT

DECEMBER 2015

—
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EXECUTIVE SUMMARY

The Town of Wolfville engaged WSP Canada Inc. along with Architecture49 to conduct an assessment of the existing indoor recreation facilities within Wolfville – those owned and operated by the Town, as well as Acadia University, non-profit community groups and community organizations. This study also identifies gaps in the indoor recreation facility inventory and provides recommendations with regards to these gaps.

The Facilities Assessment and Gap Analysis also provides a series of recommendations. Some recommendations are facility specific, while others are general to indoor recreation facility services. One of the key recommendations is the need to establish a formalized partnership agreement between Acadia University and the Town of Wolfville. Another key recommendation is the need for a Regional Recreation Facility Plan. Chapters 4 and 5 of this report include the full set of recommendations. An implementation plan discusses general timeframes, key individuals involved and the partnerships needed to implement the recommendations (see Chapter 5).

It is important to note that many of the facilities utilized by Town residents for indoor recreation within the Town are not Town owned or operated. A partnership, with clear agreements, will be critical to provide secure, viable and predictable indoor recreation facility inventory for the Town.

The Gap Analysis also provides a facility condition evaluation tool that can be updated and used by Town Staff and Council for ongoing monitoring of indoor recreation facility condition to aid in future decision making (see Appendix C).

Champions of the study should be acknowledged. Acadia Athletics Staff have been active participants in the process. As well, the study has benefited from a willing and open Acadia administration. Planning and Recreation Staff with the Town were also active and engaged in the study process, as well as numerous community groups and Town residents. Moving forward, these champions will continue to play a vital role through the implementation of the recommendations. Town of Wolfville Council, as well as Councils and Staff from the region's municipalities, also have a key role to play in the success of implementation.

1 INTRODUCTION AND STUDY OVERVIEW

1.1 STUDY PROCESS

The Indoor Recreation Facilities Assessment and Gap Analysis incorporated two phases:

- **Phase One – Existing Conditions Review & Community Consultation**
- **Phase Two – Analysis & Final Report**

This study was facilitated by the Town of Wolfville with assistance of a Task Force comprised of individuals from Town Council, Town Staff, community residents, and Acadia University. A workshop took place with the Task Force to discuss the facility recommendations and implementation. Wendy Donovan, Principal of dmA Planning & Management Services Inc. located in Wolfville, acted as a volunteer advisor providing input to the study. The assessment began in May 2015 with a final report delivered to Council in December 2015.

The Task Force included: Councillor Mercedes Brian; Councillor David Mangle; Chrystal Fuller, Director of Community Development, Town of Wolfville; Shannon Read, Recreation Coordinator, Town of Wolfville; Kevin Dickie, Director of Acadia Athletics; Rich Johnson, Acadia Athletics Complex Facility / Operations Coordinator; Dr. Susan Markham-Starr and Mike Townsend, community residents.

1.2 REPORT PRESENTATION

The Indoor Recreation Facilities Assessment and Gap Analysis Report is presented in five chapters:

- **Chapter 1.0 – Introduction and Study Overview**
- **Chapter 2.0 – Planning Context Summary**
- **Chapter 3.0 – Consultation Summary**
- **Chapter 4.0 – Gap Analysis and Recommendations**
- **Chapter 5.0 – Implementation Strategy**

Appendices to the report comprise the majority of the study investigation and analysis. The appendices should be reviewed to fully inform the summary sections and recommendations in the main body of the report.

2 PLANNING CONTEXT SUMMARY

Indoor recreation facilities operate within a broad community context: they must respond to population and socio-demographic realities of the areas they serve and be consistent with current and anticipated service trends and the operational environment. The operational environment includes both the organizational and financial circumstances of those who may build and maintain these facilities. Together these elements are referred to as the “planning context”, a critical factor in determining both need and viability of the recommended directions. A complete review of the operational environment and programming needs was not part of the scope of this current assessment. This should be examined through future studies to help fully inform infrastructure needs. This chapter summarizes the Town’s population and socio-demographic characteristics, as well as the existing indoor facilities inventory and service trends.

The full Planning Context information for this study can be found in Appendix A.

2.1 SUMMARY OF POPULATION AND SOCIO-DEMOGRAPHIC CONTEXT

The following points summarize key population and socio-demographic characteristics of the Town of Wolfville:

- Wolfville has experienced population growth over the past 10 years with a large increase of permanent residents (+13.6%) between the years 2006-2011.
- Wolfville has a higher than provincial average of residents in the 20-24 years of age cohort. The presence of students in attendance at Acadia University further contributes to this high population proportion for the duration of the academic year (approx. 8 months) as well as during the summer months.
- Wolfville has a slightly higher population proportion of those 65 years and older compared to Kings County and to the Province as a whole. This may reflect the popularity of the Town as a retirement destination including the population of retired former staff and faculty of Acadia.
- Wolfville attracts a higher proportion of families compared to the Province as a whole (between 2006 and 2011, there was a 4% increase in families in Wolfville compared to 1% increase in the Province as a whole).

- The average economic family income¹ in the Town is shown to be much higher compared to Kings County and Nova Scotia as a whole. However, the median household income² in the Town (which would include single residents living alone) is less than Kings County and the Province; and Wolfville also has a much higher prevalence of low income individuals (which is represented in both single and multi-person households) compared to the County and Province as a whole.

2.2 SUMMARY OF FINDINGS FROM BACKGROUND DOCUMENTS

The following bullet points summarize general themes relating to indoor recreation facilities that emerged from a review of background documents:

- Recreation facility assessment and improvement is heavily supported in a number of Town plans and strategies and has been identified as a topic of interest through public consultation previously conducted.
- Wolfville's *Municipal Planning Strategy (MPS)*, *The Council Strategic Plan*, and *The Physical Activity Strategy* state that creating partnerships with external organizations is an important step when looking to improve upon facility quality and capacity.
- Wolfville's MPS notes that partnerships with Acadia University should be actively pursued as they provide for and maintain many of the recreation facilities for the residents of Wolfville.
- Wolfville's MPS states that improvements to facility infrastructure and capacity must be done so in a sustainable and equitable³ manner.
- *The Town of Wolfville Economic Action Plan (2012)* expresses that facility improvement will support the Town of Wolfville's Tourism Sector as well as stimulate economic growth in the region.
- *Acadia Athletics' Strategic Plan* primarily focuses on University sport and recreation development, but also discusses community recreation – identifying events and camps as part of their core business. The Plan also identifies recreation / fitness customers and fans as key stakeholders. Opportunities in the Plan include potential improvements to aging facilities. One of the Goals of the

¹ Economic family refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law, adoption or a foster relationship. Economic family income refers to the sum of all incomes per economic family.

² Households refer to the number of usual residents in a private household. This is inclusive of all household sizes ranging from one usual resident to multiple usual residents of a single private household. Household income is defined as the total income of a household, or the sum of all incomes for usual residents of that private household.

³ To provide 'equitably' means to provide in an unbiased, fair, impartial manner. It is not synonymous with "equal".

Plan is to ensure long-term viability of Acadia facilities and improve service levels for Athletics, students, and the community. The Vision established in the Plan is *an unparalleled Canadian university athletic program, delivering a uniquely personalized high performance Athletic, Academic, and Community enriching experience*. Community in this Vision statement refers to the broader community as a whole and speaks to the reason that Acadia Athletics' Staff are members of the Task Force for the Indoor Recreation Facility Assessment and Gap Analysis study.

- Acadia University's usage policy prioritizes access by (1) Kinesiology / Community Development Classes (2) Intercollegiate Athletic Practices and Games (3) Intramurals (4) School of Kinesiology and Department of Community Development Student Leadership Programs (5) Sport Clubs (6) Other Campus Recreation Programs (7) Other University classes and programs (8) Open recreation time (University students, faculty, and staff, their families and the community) (9) Rentals.⁴ Based on this, residents of Wolfville who are not categorized under the first seven groups have 8th – 9th priority access to utilize recreation and sport facilities at Acadia.

2.3 SUMMARY OF TRENDS⁵

Trends and best practices that influence sport and recreation demand are Provincial, National, and even international in scope and typically reflect societal shifts in recreation provision culture. dmA reviewed national trends for facility development, institutional recreation facility sharing and recreation participation relevant to the Town of Wolfville. The following points summarize current recreation facility trends and best practices:

- Recreation facilities often serve as community hubs that facilitate social gatherings and other non-recreation services (e.g., health services, libraries, cultural spaces, etc.), in addition to their more apparent sport and recreation uses.
- The prevalence of sustainable development increasingly engages communities in “greening projects”. While awareness and expectation for green technology enhances community appreciation for environmental sustainability, it has impacts on capital and operation costs, programming, and facility development.
- Through new municipal infrastructure projects, urban planners and designers have emphasized the importance of public spaces through the incorporation of place-making designs and concepts. These ancillary spaces provide a sense of identity for residents, which is important for community building.

⁴ Acadia University Policies and Procedures, Policy Number R-1: Recreation Facilities Usage, January 1, 1999. Some departments have since changed names and these changes are reflected in the body of the text.

⁵ Information in the Summary of Trends section was provided by and is the work of dmA Planning & Management Services Inc.

- Co-location / shared facilities (recreation uses with libraries, cultural spaces, public health services, etc.) has been shown to not only heighten opportunities for increased use through an increase in casual drop-in rates, they also have the potential to decrease capital cost sharing for the municipality.
- Public use of facilities belonging to non-public institutions (e.g., universities, colleges and federal military bases) is fairly common. However, along with the opportunities these facilities provide, there are also challenges. Particularly in smaller communities, sport and recreation facilities associated with institutions of higher learning and military bases, are considerably more elaborate than would be affordable by the municipalities on their own. However, these facilities are often not built with the public as a priority, thereby resulting in a more restricted level of access than what would be in the case of truly public facilities.
- On a national level, recreation participation trends have altered based on changes in demographics and personal preference of activity type. While there have been increases in personal “wellness” based activities (such as yoga, Pilates, and other mind / body practices), a decline in youth population numbers correlate with decreased participation rates in some team-based sports.

2.4 SUMMARY OF INDOOR RECREATION FACILITIES AND SERVICE CONTEXT

The consultants created a detailed inventory of the indoor recreation facilities within the Town of Wolfville. This inventory was based on site visits, information provided by local key informants, as well as desktop research. While not a primary component of the study, the consultants also reviewed recreational programming brochures provided by Town Staff to understand the types of programs currently housed in indoor recreation facilities within the Town. Key observations regarding the indoor facility inventory and programming services are provided below:

- The Town relies heavily on Acadia University’s sport and recreation amenities with all major (and some minor) indoor facilities belonging to the non-municipal institution.
- The recreation facilities within the Town accommodate users associated with sport-based activities (e.g., ice arena, swimming pool, fitness facilities, indoor courts, dance / fitness studios and gymnasia), community service groups (e.g., meeting and multi-purpose rooms, banquet facilities) as well as those associated with creative or cultural-based activities (e.g., performing arts theatres).
- The Town residents have access to a range of programming options either through the Town’s own internal programming services, through community / regional groups, or through private providers and Acadia University. Programs range in activity types (sport and physical activity, creative / artistic activities, and social activities for special interest groups) as well as age-specific programming (pre-school / children, youth, adults and seniors). Based on the limited review of recreational programming provided in the Town, there appears to be a lack of Town or community group programs offering material or performing arts activities to children.

3 CONSULTATION SUMMARY

The following chapter outlines the consultation activities conducted as part of this study, and summarizes the primary themes arising from these consultations.

The full consultation information is presented in Appendix B. Appendices to this report also include the lists of individuals and organizations involved in the consultation activities.

Please note: the opinions and views expressed in Chapter 3.0 and Appendix B are those of the individuals interviewed and surveyed for this study process and not those of the consultants. The purpose of this section is to record and summarize input and submissions. Input from different sources can be contradictory.

3.1 KEY INFORMANT INTERVIEWS SUMMARY

Key Informant interviews were conducted to identify issues, obstacles and opportunities for the current study. Interviews were conducted either in person or by telephone with senior staff of the Town and Acadia University. Recreation service providers for the Town of Kentville and Kings County were also contacted, but calls were not returned in time to arrange interviews to be included in this study. Additional follow up with these organizations is recommended in order to conduct discussions around regional partnerships and the possibility of conducting a Regional Recreation Facility Plan. Common themes and, as appropriate, specific points of information relevant to this study as provided by key informants were the following:

- Town Staff have heard from groups that they have difficulty booking the specific times they want to access indoor facilities (e.g., basketball and badminton with regards to school access).
- Town Staff have heard from newly formed groups that they have difficulty booking time at indoor facilities as established groups get time first based on the previous year's schedule.
- Town Staff note that an easier way for groups to 'release' booked time that they end up not needing will help other groups utilize the time.
- The Town is currently looking to have community access to the Acadia Athletics Complex earlier in the morning.
- Regular meetings occur between Town Staff and organizations such as the Wolfville School and Acadia University to discuss the possibility of securing times for community groups.

- There is a lack of formal agreements or formal process / regularity of facility booking procedures and fees (e.g., school bookings, community use of Acadia's Indoor Track). There are also currently no known formal agreements in place between the Town of Wolfville and facilities in neighbouring communities.
- Town Staff note that event tourism seems to focus on theatre / performance space and outdoor facilities (rather than indoor sport facilities).
- Strengthening partnerships with organizations that run the indoor recreation facilities is important to community recreation services.
- Partnerships between Acadia University and the Town have been noted by both organizations as a key component in providing services and planning for future recreation facility needs.
- Although our requests to the recreation staff of the Municipality of Kings and the Town of Kentville were not returned in time to be included in the current study, it is our understanding that there has been discussion regarding preparing a needs assessment for an indoor recreation facility in Kentville. The Town of Kentville is also in discussions to replace their library in the short term and has been in conversation with the Municipality of Kings regarding a possible partnership. It is therefore possible that at some point in the future these two municipalities will proceed further to assess a multipurpose community recreation facility. To our knowledge, no discussions have involved doing this in concert with the library, although this would be the model used in recent years by many municipalities in Nova Scotia and elsewhere.

3.2 REQUEST FOR BRIEFS SUMMARY

There are certain groups within the community that are not regular (i.e. weekly) user groups of recreation facilities, but do play an important part in recreation services for the community. Also, there are certain groups that operate their own space, rather than renting space from others. Instead of being sent the detailed user group survey, these groups were sent a shorter "Request for Brief" to provide them with an opportunity for give input and comments with regards to assessing indoor facility needs within the Town. Twenty-eight groups were sent Request for Briefs with seven groups responding. A list of groups is found in Appendix B. A summary of the findings from the Request for Briefs is as follows:

- L'Arche Homefires is currently renovating their own hall to become more accessible and emphasized the importance of making current and future facilities accessible.
- The Wolfville Curling Centre expressed the need for more multi-purpose space as the increasing demand for their space has resulted in the group having to turn renters away.

- Mud Creek Rotary Club also indicated that they too needed more space to host their events and to better serve the community's needs. They expressed interest in creating partnerships with other organizations to establish a shared space that would give the Town more options for meetings / events holding 50+ people.
- Fundy Film Society uses the Al Whittle Theatre twice a week from September to June. They expressed that the facility is adequate for their needs.
- The Wolfville Baptist Church representative indicated that they would like to see more support from the Town of Wolfville as they currently offer meeting space to a number of groups in the community free of charge. They expressed that their facility needs repairs and upgrades and that the Town should focus on investing in current infrastructure rather than building new.
- Deep Roots and Wolfville Scouts generally expressed satisfaction with the Town's current facilities.

3.3 FOCUS GROUP MEETINGS SUMMARY

Focus group meetings were conducted with user group representatives that were identified by Town Staff. In total, three focus groups were conducted over one day at the Acadia Athletics Complex with 13 groups represented. Focus group members represented team-based sports, community programming (seniors, youth and children), and artistic groups. A full list of groups invited and those who attended is provided in Appendix B. Common themes and key points discussed by the focus groups are as follows:

- Focus group members largely expressed concerns with the current state and availability of Acadia's swimming pool. Focus group members indicated that the pool was too small / scheduling times for use were difficult due to competing demands (e.g., Acadia's Varsity team, Wolfville Swim Club, seniors and youth groups, as well as the general public).
- Cost of the pool was also an issue for user groups. Groups stated that rental fees are directly passed over to club participants, which results in expensive programming for families and residents.
- Focus group members indicated that they rely heavily on Acadia's indoor facilities including the pool, arena, gymnasium and indoor running track. Some groups suggested that future upgrades should be directed towards improving the University's current facilities instead of building new facilities elsewhere since they currently function as regional facilities.
- Focus group members felt that Acadia's facilities needed improved accessibility measures to enable residents of all ages and abilities to comfortably access and use the recreation amenities.
- Focus group members were generally satisfied with the overall availability of the performing arts facilities within the Town – but did mention occasional scheduling conflicts with University events.

- Some focus group members felt that it was difficult to find a facility that meets all of their needs (e.g. acoustics, large gathering spaces that would fit 50+ people and large musical instruments).
- Group representatives felt that rental costs for performance arts facilities were too high.

3.4 USER GROUP SURVEY SUMMARY

Town of Wolfville staff identified 17 volunteer sport, general recreation and community organizations that currently use indoor sport and recreation facilities in the Town on a regular basis. A representative from each group was sent an email inviting them to participate in an online survey. Information requested in the survey included a description and details about the types of programs and services the groups provide, membership trends, use of and satisfaction with facilities and anticipated future demand for additional or new facilities. In total, nine organizations responded to the survey, each with diverse needs for indoor facilities. All user groups contacted and those who responded to the survey are listed in Appendix B. A summary of the complete responses can also be found in Appendix B. The major points of interest identified in the survey that relate to the Indoor Facility Assessment and Gap Analysis are:

- Acadia University's amenities were heavily relied upon by respondents, particularly the arena and swimming pool.
- Primary concerns with Wolfville's current indoor facilities were the lack of available booking time as well as the cost to rent them.
- Five of the nine user groups felt that upgraded or new facilities within the Town would benefit the community (as well as their organization) and although most were not in the position to contribute financially to new development, many indicated they could help through other indirect methods such as fundraising and volunteer work.
- Eight of the nine user groups did not own their own facility. Only two of these groups indicated that they could handle a rental increase if an upgraded space were provided to them.

3.5 COMMUNITY HOUSEHOLD SURVEY SUMMARY

An on-line community household survey was available to residents via a link on the Town of Wolfville's website. The on-line community survey is not statistically valid, as it does not represent a random sample. Nonetheless the online survey does represent an opportunity for those interested in making their opinions known to do so. Respondents were asked a variety of questions regarding their current use of facilities. Respondents were also asked to identify their recreational needs and the best ways to provide for those needs. The full community household survey results summary can be found in Appendix B.

The main findings and key points of the community household surveys are:

- A total of 187 households responded to the community household survey with approximately 70% of respondents living within the Town of Wolfville's boundaries and a quarter of respondents living elsewhere in King's County (3% were from outside of King's County).
- 50% of respondents indicated that their household uses indoor facilities within the Town of Wolfville at least once a week with the top three highest used amenities being the Wolfville Farmer's Market, the Wolfville Library and Acadia's pool.
- Those surveyed indicated that the University's pool should be the highest priority for facility upgrades as it currently does not meet the demand for booking time, nor does it meet the quality expected by its users.
- 70% of respondents said that they would be willing to contribute to the cost of upgrading indoor facilities within the Town through annual local taxes.
- When asked how operating costs of new facilities should be supported, respondents said a combination of 50% user fees and 50% local taxes would be best.

4 GAP ANALYSIS & RECOMMENDATIONS

Recreation service delivery begins with programs and activities – those for which stakeholders express interest, as well as activities identified by professional recreation staff as important to the community’s well-being. There is an inherent problem in this “ideal” manner of determining facility needs, in that the lifetime of facilities is usually far longer than program trends. For example, most ice arenas built before the 90s did not anticipate the growth of sledge hockey and before the 1980s, the growth of women’s hockey. Also pre 1980s aquatic facilities did not anticipate the use of pools as therapeutic and leisure facilities, and the short-lived leisure pool phase of the 1990s ignored the emergence of fitness and competitive aquatics in the general population.

The Facility Assessment process provided the community and stakeholders with an opportunity to indicate program and facility needs through: an online community survey, a stakeholder survey, and several focus group meetings. However, this assessment was neither a full or extensive assessment of community recreation needs and interests. The Assessment was undertaken to address a number of immediate issues related to the availability of space for general programming⁶, to consider short term opportunities, and the need and opportunity for partnerships. The Gap Analysis and Assessment must be understood within this context.

A population the size of Wolfville would rarely afford the level of recreation facilities without the presence of Acadia University.⁷ This creates considerable opportunities for Town residents. Acadia in turn benefits from funds brought in through public memberships and program fees. Notwithstanding these benefits to both organizations, there are challenges. The University’s facilities require financial investment to maintain the infrastructure and to respond to changing recreational and sport interests. While the community has access to these facilities they do not own them, and community use is considered after the needs of the University have been met. A major consideration for the Town, and Acadia, is the willingness to pursue a more formal partnership for facility maintenance and access. We understand that this issue must be resolved before many of the recommendations in this chapter can be addressed. Subsection 4.9 discusses the issue of partnership development in greater detail, including related recommendations.

The following subsections assess gaps in specific recreation facility types. Please note that while each type of facility is assessed as a separate facility component, some facilities are actually a collection of multiple facility components within one building.

The analysis and recommendations noted in this section are largely for facilities not owned by the Town. Certainly, Acadia and the other facility owners / operators can take these recommendations under advisement, as they feel appropriate. It is however, acknowledged

⁶ It is our understanding that a trigger of this study was the absence of completing a full recreation master plan and the temporary loss of community access to the Wolfville School gymnasium due to the redevelopment process.

⁷ This is not an uncommon situation in small one-industry towns where the industry (a mine or other major employer) recognizes that such facilities help to attract and retain employees.

that these are not Town facilities and that without a more formal partnership agreement the Town has limited opportunity to influence the degree to which any of the recommendations can be undertaken. It is strongly recommended that the points outlined in Chapter 5.0 be taken as initial steps by the Town.

4.1 ARENA DISCUSSION AND RECOMMENDATIONS

Based on the consultants' visual review, generally the arena appears to be in good condition with regard to the physical state, maintenance, amenities available, and overall accessibility. The arena has undergone some recent renovations. Its Olympic sized ice surface is surrounded by spectator seating suitable for a University athletics facility. It is an exceptional resource for a community of Wolfville's size. While the arena change rooms have been recently renovated, there were some limitations noted by Acadia Staff. This included the absence of a dedicated first-aid room and having only one dedicated female change room.

The facility is largely used by Varsity teams, Acadia Student use and Acadia Minor Hockey. Based on the 2014 – 2015 arena schedules, the rink is at capacity from September to April, with only limited non-prime and weekend time occasionally available. Throughout May the arena typically hosts hockey camps, graduation, banquets and championships (e.g., the Provincial Cheerleading Championship were held in May, 2015); in June, when the ice is removed, the arena is used for ball hockey games; and from July – August the arena is used from approximately 6:30am – 11:00pm for hockey camps. When taking into account community groups and community involvement in activities (such as hockey camps, and Acadia Minor Hockey which is operated by the University), it is estimated that 55% arena usage is by the general community. There are approximately ten hours through the weekday and two hours on the weekend for general public drop-in to the arena (not including time booked by community groups), however no evening times are available for the 2015 fall schedule for open skates.

It was noted by user groups and key informants that the facility is heavily used with limited ice-time available for new start-up groups. Existing groups also have expressed issues securing preferred ice-times. Both Acadia University and the Town's Recreation Department are being approached by groups that cannot get ice-time. This includes ringette, sledge hockey and speed skating. Acadia Minor Hockey expressed that currently their teams share ice times for some practices and there is little opportunity to gain additional ice time. Their organization serves 700 children and youth within the region (20% Wolfville residents and 80% residents outside of Wolfville); they do not anticipate growth in membership in the near future. They currently book approximately 12 hours per week and indicated that additional time was not required. The organization utilizes the Kentville Centennial and Glooscap arenas in addition to the Acadia Athletics Complex arena.

Cost did not appear to be a barrier to use for most groups. User groups expressed that generally the fees for ice time are appropriately priced compared to other arenas in the Province. Additionally, the general public did not identify fees for drop-in skating to be a concern.

The service ratio for the region is 1:9,000⁸, which is greater than the high level service provision “standard” (1:12,000); meaning, from a service standard perspective, the area is adequately served. However, based on feedback from arena operators, user groups and demonstrated demand through waitlists, it appears that, regionally, King’s County may be in need of an additional ice pad. Based on the potential synergies, it would be most logical to build onto an existing facility to have a twin-pad rather than building a single-pad facility to meet needs. A study should be conducted to determine the regional need for an additional ice-pad. This should be part of a Regional Recreation Facility Plan and subsequent detailed analysis through a feasibility study that includes investigation of an additional ice-surface.

Recommendation 1.1: While there is public drop-in use scheduled during the day and on weekends, the option of having an evening timeslot should be investigated to provide a greater variation in public drop-in times.

Recommendation 1.2: Focus should be made to support new community groups who may be looking to gain ice-time.

Recommendation 1.3: Through a Regional Recreation Facility Plan, the need for an additional ice surface within King’s County should be more fully analyzed.

4.2 AQUATIC FACILITY DISCUSSION AND RECOMMENDATIONS

Indoor aquatic facilities provide year-round indoor sport and recreation activities that serve all ages, all abilities / disabilities, sport, recreation and health related needs. However, they are typically the most expensive of all the sport / recreation facilities to operate. It is unlikely that these facilities can be operated without a significant annual deficit, and they are best provided through co-location with other facilities with greater revenue positive potential (e.g., twin pad arena facilities).

Notwithstanding the significant annual operating deficit indoor aquatic facilities accrue, they have the greatest opportunity of all indoor recreation / sport facilities to serve a universal population. The opportunities provided by an indoor aquatic facility are extensive and can include the following:

- Pre and post-natal exercise classes
- Infant water programs
- Learn to swim classes aimed at lifetime safety
- Competitive aquatic programs
- Post cardiac exercise activities
- Older adult exercise
- Fitness and fun
- Play alone or as part of a family activity
- Sport and visitor tourism attraction

⁸ Estimates a current population of 4,270 residents plus approximately 3,500 students when Acadia University is fully operational equaling 7,770 individuals.

Modern aquatic facilities differ in many ways from those built in the past, such as the Acadia indoor pool. As a traditional facility, the existing pool is most useful to fitness, intermediate to advanced instructional programs, and competitive swimming programs; however the narrow deck is less conducive to competitive activities. It may not have sufficient depth through a broad enough area to fully accommodate synchronized swimming, deep water diving, or water polo. Its shallow end is too deep to accommodate (in the most ideal fashion) early learn to swim programs, or Aquafit. It is also not fully functional for all therapeutic programs.

To accommodate the full range of aquatic activities, modern indoor aquatic facilities should include:

- At least two tanks including:
 - A 25 metre (in larger centres occasionally 50 metre) rectangular lane tank (6 – 8 lanes) with cooler water for fitness and competitive use, a much wider deck area for team mustering, dryland training, etc.
 - A free form leisure tank with 0-depth entry and warmer water suitable for Aquafit to accommodate up to 30 individuals, play areas (e.g., Tarzan bridges, slides etc.) and learn to swim for young children.
 - Some facilities include special tanks for full therapeutic use including lifts, ramps and even movable floors; and deep-water tanks for diving, synchro and water polo, and/or a warm water hydro pool.

The presence of an aquatic facility can be seen as a community ‘selling’ feature for individuals looking to relocate to a new community. An example of the importance of an aquatic facility is the case of the Pictou County Wellness Centre. It is our understanding that this facility had a pool added through financial contributions by Sobeys as they viewed this as an important factor to attract management level employees and their families to relocate to Pictou County.

The Acadia aquatic facility was built in the 1960s to serve a university population with a focus on competitive and recreational use. The University has indicated that, if considering such a facility today, they might not operate an indoor aquatic facility. The facility now serves a broad regional population and is reaching a point where more significant maintenance work is required. Required renovations may not be affordable to the University on its own, or with limited partners. While perhaps not as critical as it once was to the University population, the pool continues to support recruitment⁹. Therefore while Acadia Staff note that the pool itself is not a major attractor for enrollment, the programs it supports may be.

As the only indoor aquatic facility in a very large geographic region it provides aquatic services to the non-university public. The pool supports community activities for all ages during every stage of life, is essential for learning life-safety techniques, and supports the S.M.I.L.E. program, which is important to the community. The study’s Task Force members

⁹ It is our understanding that the S.M.I.L.E. program, which uses the aquatic facility, is a significant attractor for Acadia with some estimates putting the participation by Acadia Students as leaders in this program as high as 80% through their years at Acadia.

view the pool as very important to the community and stress that conversations need to happen regarding this key community resource.

The Acadia pool operates approximately 85 hours weekly. Approximately 58 hours are used by single groups (including public / drop-in swimming) and another 28.5 hours by two or more groups at a time. Varsity groups (University only groups) use 19 hours of dedicated and shared hours, or approximately 22% of the pool hours. The Triton Swim Club and Special Olympics use approximately 12% (11.5 hours of dedicated and shared hours). The public uses the remaining dedicated and shared hours, or 64% of the available pool hours (56.5 hours), for lane swim, parent and tot programs, aquafit, Zumba, swimming lessons, and the S.M.I.L.E. program. The University operates programs open to the public; staff from Acadia estimate that 90% of the users of the pool are members of the general public.

Of the total community use, almost 58% of pass holders reside in Wolfville (the number of pass holders who are also staff or faculty of Acadia has not been separated from the total numbers). Additionally, almost 27% of swim registrations are from Wolfville. Acadia staff and faculty access the facility at no cost to themselves through a negotiated contract benefit. Depending on the percent of those who are Acadia staff or faculty within the almost 60% community users from Wolfville, this could represent a significant reason for limited community based revenue.

Over the past several years, the University has invested almost \$500,000 in upgrades to its athletic complex as a whole, to the benefit of both non-university users and the public (from Wolfville and the surrounding region). Operators of the pool report that it runs operating deficits, as is the norm for an aquatic facility. That said, there are ways to generate additional revenues for the facility that would become more viable under a different operating model.

Dedicated community facilities, typically serve a population in the order of 30,000 to 40,000; a range that will reflect pool size and amenities, regional options and resources. The Acadia facility is not a dedicated community operated facility. There are two other institutional (non-community owned / non-community dedicated) recreation facilities within Kings County - Waterville Nova Scotia Youth Centre and Base Greenwood which provides some public access. Together these three facilities can roughly be equivalent to 1.5 dedicated community aquatic facilities. The next closest indoor public aquatic facilities are in Halifax, Truro, Bridgewater and Cornwallis, meaning that the three institutional pools could in fact be serving a regional population of approximately 80,000 when considering King's County and surrounding areas (which equates to a service ration of approximately 1:50,000).

In summary, the Acadia indoor aquatic facility is aging, requires significant resources to maintain, serves a large regional population (although receives no formal funding on an ongoing basis from these municipalities), and has potential to serve extensive needs and interests (although it is not consistent in design or operation to fully serve these needs).

The challenge of upgrading and/or replacing an aging facility, particularly one as costly to build and operate as an aquatic facility, is most likely beyond the reasonable scope of the University and the Town. This is a regional facility and should be considered in that context. If it is considered in a regional context both its operation and the other facility components that might be part of this consideration must also be assessed. It is the consultant's recommendation that this be done as part of a broader study of regional recreation needs.

The recommendations that follow are designed to prepare input to that recommendation, which is further discussed in subsection 4.9.

Recommendation 2.1: Gather detailed information to inform future discussions regarding regional pool needs and public usage, including but not limited to:

- Hours of use (both number of hours and when during day, week and season) by university and non-university population.
- Residency of non-university users by type of activity.
- Full costs related to operation of the pool (separated from other operational costs that would continue without the pool).
- Revenues associated with the pool.
- The degree to which the availability of the pool contributes to revenues and use of the track and fitness facility by non-university patrons.
- The degree to which the availability of the pool contributes to student recruitment and retention.

Recommendation 2.2: Undertake formal assessment of aquatic needs in the region (this should be included as part of a larger Regional Recreation Facility Plan). This assessment should include, but not be limited to:

- Assessment of the geographic reach / regional use of the Acadia Pool.
- Assessment of the range of needs and interests for Aquatic activities in the region.
- Assessment of operational capacity, and interest to operate this type of facility, by Acadia, regional municipalities, other private and not-for-profit operators including the YMCA.
- Assessment of location including but not limited to colocation with existing and planned recreation / sport facilities throughout the target region, operational capacity, locational draw, and confirmation of the most appropriate location with consideration to operational, financial, site availability, other complementary amenities, and user demand.
- Full business plan including operational costs, revenue projections, capital funding opportunities, policy requirements related to usage and operating deficit sharing, and impact on regional tax units.

4.3 GYMNASIA DISCUSSION AND RECOMMENDATIONS

Gymnasia within Wolfville are located at the Wolfville School and the Acadia Athletics Complex. The current gymnasia in the Town are of superior quality, with one being a University caliber gymnasium and the other being a double gymnasium currently under renovation. There were, however, concerns expressed by user groups and the Town's Recreation Department regarding access due to limited availability and the facilities' mandate to provide for their primary users first (which are student sports and activities). Because the Wolfville School gymnasium is currently closed for renovations, it was expressed that this has placed strain on groups to find suitable space (including the Wolfville Children's Centre, which has since relocated to the Acadia University Student Union Building). The Acadia Athletics Complex gymnasium appears to be at capacity for usage

based on a review of the schedule and discussions with Acadia Staff. From September to March, there are only some morning times and some weekend times availability; in April, it is used for exams; and throughout the summer months (June to July), it is used primarily for sports camps. Staff with Wolfville's Recreation Department and Acadia Athletics expressed that there are waitlists for groups to secure time at gymnasium facilities.

The current space being used for the Fitness Centre at the Acadia Athletics Complex was previously used as a gymnasium ('Auxiliary gymnasium'). It is our understanding that the gymnasium floor still exists under the flooring of the Fitness Centre. Further to this, it was expressed by Acadia Staff that the Fitness Centre space was intended to be a temporary relocation. Based on this, the need expressed for more gymnasium / active multi-purpose space could potentially be met by re-establishing the former gymnasium at the Acadia Athletics Complex and relocating the Fitness Centre through renovations. Discussions should be held between Town Staff and Acadia Athletics Staff regarding the possibility of restoring the Auxiliary Gymnasium at the Acadia Athletics Complex and relocating the Fitness Centre. This could be undertaken following a regional assessment of needs.

As well, the Town, Acadia and Wolfville School should meet to consider if there are ways to make the availability and booking of these facilities easier to the public. As the gymnasium within the Town are not publically owned, formal agreements regarding public use should be investigated between the Town and Wolfville School and the Town and Acadia University and potentially other neighbouring jurisdictions to provide more secure hours for community use. This could also be explored further during an assessment of regional needs.

Several user groups and respondents to the community survey expressed interest in an indoor turf facility. The nearest indoor turf field is located in Kentville. The addition of another indoor turf field within the region would have to be considered carefully as not to affect the sustainability of the existing facility. The viability of a second indoor turf field in the region would need to be an item considered through a regional recreational facility plan and feasibility study.

Recommendation 3.1: Undertake formal assessment of regional need for additional gymnasium and indoor turf facility (this should be included as part of a larger Regional Recreation Facility Plan).

4.4 FITNESS CENTRE DISCUSSION AND RECOMMENDATIONS

The Acadia Athletics Complex includes a publically accessible fitness centre and weight room. This fitness centre appears in adequate condition and there have been recent upgrades to the HVAC system. There are accessibility issues with the heavy weight room as it is currently located in a former squash court. Survey respondents however, did not express concerns over access or cost. There were comments made that the condition of the change rooms is not adequate and needs upgrades. A family change room was recently added to the Acadia Athletics Complex through ACOA funding. It was expressed by several sources that, in general, the change rooms in the Acadia Athletics complex that serve the gymnasium, the fitness centre, the running track and the pool are in need of upgrades.

Acadia Staff noted that, currently, the Acadia Athletics Complex as a whole is operating at a loss; however, on its own, the Fitness Centre is considered a revenue generator. The fact that fitness centres can sometimes be run as revenue generators is a reason why some

municipalities choose to run public fitness facilities. Additionally, municipal (or non-privately run) fitness centres may also be viewed as more open and inviting than private fitness facilities, and have a broader / more flexible program offering. It is also not uncommon for communities to have privately run fitness centres. Some municipalities choose to not run fitness centres as public centres can be seen as competition with private business. There is currently one privately run commercial fitness facility operating in Wolfville. Maintaining community access to the Acadia Fitness Facility is important as there is only one private and no municipally run fitness facilities within Wolfville. For Acadia, having a University fitness centre is also an important student service that is offered.

Recommendation 4.1: The Town should consider options to support upgrading the Acadia Athletics Complex change rooms that serve the gymnasium, the fitness centre, the running track and the pool.

4.5 MULTIPURPOSE SPACE AND MEETING SPACE

4.5.1 MULTIPURPOSE SPACE DISCUSSION

There are more than 11 recreational multi-purpose spaces within Wolfville. Most are suitable for some level of fitness or creative space and many have kitchen access. However, user groups found that some spaces were not appropriate for all types of physical activity due to floor quality or size. As well, some spaces are not usable throughout the entire year (e.g. 'three-season' room at Wolfville's Recreation Centre). Some groups expressed difficulty in booking. Although cost can vary, groups generally did not express difficulties with rental fees, while some smaller groups did express that cost (and the potential of increased costs) can be a concern.

The Wolfville Recreation Centre is one of the few facilities owned by the Town, for which they have direct control over the investments and programming that takes place. A facility condition review is currently taking place to understand what maintenance is required. It is our understanding that the facility condition review will also look at the building's functionality. While there could be consideration made to extend the use of the facility by making it a year-round facility, this facility will likely still only function as a relatively small multi-purpose / meeting space and will not meet the need for increased gymnasium space or large multi-purpose space suitable for sport / active recreation.

4.5.2 MEETING SPACE DISCUSSION

There are approximately 30 rentable meeting spaces within Wolfville. These spaces range in size and some have access to kitchen facilities. Most facilities appear to be in good condition and are well maintained. Some facilities have issues with accessibility. Some facility operators also expressed the need for amenity upgrades (e.g., Wolfville Curling Club expressed the need for an upgraded kitchen). Many facility operators expressed that they have rental time available and are not operating at capacity. However, some user groups expressed difficulty in booking and finding space during the times they desire. Costs can vary, but generally groups did not express great difficulties with current rental fees; some facilities are even offered free of charge to non-profit groups.

4.5.3 MULTIPURPOSE AND MEETING SPACE RECOMMENDATIONS

Based on the facility inventory there are a variety of multi-purpose spaces and meeting rooms within the Town that could accommodate a number of community recreation activities. Some of these facilities have limitations regarding physical accessibility (see General Recommendation 8.5), may need amenity upgrades (e.g., the Wolfville Curling Club) or are for seasonal use only (e.g., the Wolfville Recreation Centre). Some groups expressed difficulty finding space and securing time for multi-purposes activities. This includes the Wolfville Children's Centre who were displaced due to the renovations of the Wolfville School gymnasium, but recently secured a dedicated space in the Acadia Student Union Building.

There are, however, a number of multi-purpose and meeting spaces within the Town that have capacity and are available for public rentals, some of which are offered free to non-profit community groups. A centralized booking system or community calendar would benefit community groups looking for facility time that will accommodate their specific needs.

Recommendation 5.1: Improved advertising of meeting and multi-purpose space facilities should occur so that the general public and user groups are aware of facility availability.

Recommendation 5.2: A centralized community calendar for available meeting and multipurpose space, centralized link to individual facility calendars, or communication of availability to a central person who user groups and residents know to contact to assist with finding rental space should occur.

4.6 BANQUET FACILITIES DISSUSSION AND RECOMMENDATIONS

Banquet facilities include the lobby at the Acadia Festival Theatre, the Fountain Commons and Clarke Commons. The Acadia Festival Theatre Lobby appears to be in good condition. The Fountain Commons and Clarke Commons also appear to be in good condition and are very well maintained. University activities are priority, but groups and residents did not express concerns about access. Some groups expressed concerns about rental fees and catering costs.

There are no banquet facility recommendations as the supply appears acceptable and the facilities appeared well maintained.

4.7 PERFORMANCE ART SPACE DISCUSSION AND RECOMMENDATIONS

Most communities that are comparable in size to Wolfville have limited (or no) access to a performance art theater within their community. Wolfville has two fairly large performance arts theatres and a smaller dedicated performance art space. There are also performance venues at Denton Hall, Wolfville Baptist Church and Horton High available to community groups for rentals and performances.

The Acadia Cinema Cooperative Staff (who run the AI Whittle and Studio Z theatres) noted that they typically have availability throughout the week and on some weekends for additional bookings. It was noted that the Acadia Festival Theatre is primarily used by the Acadia School of Music, although community groups do use the theatre for major

community events. Some user groups noted that, at times, they have difficulty securing their ideal rental times.

Groups commented that rental fees are expensive for performance arts facilities. Groups also expressed that they want to keep community theatre affordable and, at times, have not charged fees for attendance. Both theatre facilities are aging, but overall appear to be in generally good physical condition based on a limited visual review. There have been medium term needs expressed regarding aging sound and projection infrastructure. It is our understanding that Wolfville has a Community Partnership Policy, for grants up to \$5,000 per group that would be open to the Al Whittle Theatre and the Atlantic Festival Theatre for infrastructure upgrades. Community groups using the performance art facilities also receive annual grants from the Town to cover rental fees.

The quality of performance arts facilities within the Town are not typical for a town of comparable size and should be acknowledged as a significant attraction to residents and visitors (e.g., cultural tourism). Theatres provide the Town with the ability to host events such as the Deep Roots festival, and providing program space for community groups like WOW, Fezziwig, and the Acadia Performing Arts Series. The sustainability of these facilities is important to the Town as they provide important cultural programming opportunities for community members and tourists alike, and therefore the Town should play a role in their maintenance.

Recommendation 6.1: There is a need to address short to medium term needs such as upgrades to the sound system of the Acadia Festival Theatre and the projector system at the Al Whittle theatre. This type of minor capital could be addressed under the Town's existing grant program.

Recommendation 6.2: Improved community access to the Acadia Festival Theatre should be explored as part of the formalized partnership agreement between the Town and Acadia University.

4.8 LIBRARY DISCUSSION AND RECOMMENDATIONS

The library is centrally located in downtown Wolfville and is housed in the historic train station. While the location is ideal for community access (and the community appreciates the retention and reuse of this historic building) the facility is aging and significant maintenance and ongoing repairs will likely be needed.

More importantly, due to the size of the building and the constraints imposed by repurposing a train station, the library does not have features commonly associated with contemporary libraries. The library would not meet guidelines for minimum size adopted by most library planners; there is minimal reading and working space; computer access and workstations for technology are limited; areas designed and committed for specific uses such as children's programming or a teens area are constrained or unavailable; there is virtually no display space; the public use areas are not fully accessible; there are no food service or private study space; and, it does not act as a "community hub" in the way that contemporary libraries achieve.

It should be emphasized that despite the limitations imposed by the building, the library staff do an excellent job serving the community. They do their best to work with the limitations of

the building, often with creative responses such as using the outdoor areas for programming during the summer season. The efforts of staff are reflected in the circulation and level of use by the Wolfville branch relative to other libraries in the Annapolis Valley Regional Library (AVRL) system. Furthermore, the limitations associated with the Wolfville branch are not uncommon among libraries in Nova Scotia. There are exceptions, such as the new Antigonish library, but many rural and small town branches suffer from the same constraints as the Wolfville branch. While not uncommon, and despite the commendable efforts of Wolfville library staff, there is little doubt that the Wolfville branch cannot meet the long term needs of the community for a contemporary library.

It is our understanding that consultants have been recently engaged by the Town to assess the physical structure, energy efficiency and functionality of several municipally owned buildings, including the Wolfville Library. To the best of our knowledge, the AVRL has not prepared a long term facility plan and does not have a plan outlining a future strategy and priorities for service delivery. While there is a need to explore options for improving and enhancing library services and facilities in Wolfville, this should be done in conjunction with the AVRL.

It is very difficult for libraries in small population centres to command sufficient space to provide the types of functional areas noted above that are not currently available in Wolfville. However, without these areas, libraries cannot meet the needs of current and future users. Partnerships are one response to this dilemma: increasingly public libraries are co-locating with other service providers to offer a broader range of community services from a single building and thereby share spaces (such as program and meeting rooms) that could not otherwise be provided.

In addition to justifying a larger physical space, these partnerships provide a much higher level of service to the community and can enhance a project's funding eligibility. The Antigonish Library is an example where a health service agency is co-located with the library. Other libraries have created partnerships with employment and training agencies, such as arts, cultural and heritage service providers, and centres for innovation and entrepreneurship. Partnerships with other municipal facilities, especially recreation, are very common in other communities and have proved quite successful (e.g., the new library in Bridgewater).

During the Task Force Workshop the idea of a Town and University combined library was discussed and supported. While there are some examples, public-university libraries are not common in North America, but partnerships among academic institutions are an established model, which may be a unique opportunity in Wolfville. This would be a very creative response to the community's library needs; and, if pursued in combination with other partnerships that would complement University initiatives – such as youth training and employment or technology based entrepreneurship – could be an innovative and mutually rewarding project.

Recommendation 7.1: In conjunction with the AVRL, undertake a comprehensive review of library service and facility requirements for the Wolfville area.

Recommendation 7.2: As part of the review of library service requirements in the Wolfville area, explore a wide range of possible partnerships, including a possible relationship with the University.

4.9 GENERAL RECOMMENDATIONS

There are currently no formal agreements, partnerships or policies to support fair and equitable access by residents to non-town indoor facilities.¹⁰ That is not to say that “non-members” are excluded from these facilities, but that access is neither guaranteed nor secure into the future. The development of policies and partnerships will be required to secure equitable access and ongoing viability of these facilities. Such policies and partnerships would almost certainly involve additional financial contribution on the part of Town of Wolfville taxpayers. The willingness of residents to pay increased taxes was not assessed in this review. It is important to note that Acadia staff on the Task Force identify that a partnership agreement desperately needs to happen and can be a “win-win” for the Town and Acadia.

Additional information on such things as (1) the desire of facility owners to enter into more formal financial and access agreement(s) with the Town and (2) willingness from Town of Wolfville Council to explore partnership (3) the interest and ability of Town taxpayers to contribute to operation of these facilities in return for secure and equitable access, need further discussion and assessment. These are ultimately policy questions to be decided on by the Town of Wolfville Council and the Acadia Board of Governors. Similarly, the Town could enter into policy / partnership arrangements with other groups (e.g., Wolfville Lions, the AVRSB, L’Arche, and Acadia Cinema Co-op) that provide facilities well used by the residents of the Town, and where the development of usage policies with these groups may benefit residents. However, because of the extent and range of sport and recreation facilities provided by Acadia, the consultants and Task Force members believe this formal partnership agreement is of key consideration.

Considerably more information than is provided by this review is needed to inform this discussion. The following recommendation, noted as a list of discussion points, is suggested as the next step in this process, and is necessary before most of the facility recommendations can be addressed. Some of these points are of a type that representatives from each organization can share and discuss; others (e.g., points 3 and 4) require further assessment such as community input to modeled information.

Recommendation 8.1: The Town of Wolfville and Acadia University begin a process to assess future shared use of Acadia facilities, using the following questions as a guide.

1. What does Acadia view as its long-term commitment to its facilities, with respect to their role in attraction and retention of students, faculty and staff? With that role in mind what will be its long-term financial commitment?
2. To what extent does revenue from participants who are not students, faculty or staff, factor into the facilities long-term viability?
3. How important, relative to other services provided by the Town, is ongoing access to Acadia sport and recreation facilities, and if important, what does that mean with respect to willingness to contribute financially?

¹⁰ There was an MOU between the Town of Wolfville and Acadia University (effective September 2010 through March 2013) for provision of time at Raymond field / track.

4. Are Acadia's sport and recreation facilities the most appropriate and financially viable facility option or are there other options, such as a municipal regional facility that may be considered?
5. What would a financial contribution / partnership for ongoing maintenance and operation of Acadia's facilities provide the Town with respect to input on marketing, fees, usage etc.?
6. What other opportunities for recreation sport and recreation facilities and programs could be an outcome of a more formal partnership between Acadia and the Town?

A policy of the Municipality of Kings and municipalities within its boundaries¹¹ provides financial support to municipalities to cover facility user fees of individuals not residing in a particular municipality. A 2007 review of that Policy¹² noted that there was no process in place to consider capital funding requests for facilities developed by a municipal unit or other provider but that clearly serve a regional market; the intent of the study was to identify a process and criteria by which these funding requests could be considered in the future. To our knowledge, that process has not yet been undertaken and currently use of Acadia University's facilities is not covered under this policy.

Recommendation 8.2: Review the Kings Partnership Policy with respect to whether this policy should be reassessed to provide financial support to Acadia for use of its facilities by residents of Kings County.

The study's Task Force noted that regional partnership agreements, regional 'buy-in' and conversations around recreation are recognized as of key importance. This could be achieved through something like a 'Regional Recreation Committee'. It was noted by Acadia Staff present at the Task Force Workshop that Acadia would like to play a role in the discussion of a regional recreation facility plan.

Recommendation 8.3: Begin discussions between Acadia and regional municipalities (not limited to the Town of Wolfville) regarding more formal cost sharing arrangements. This will require the information noted in the Recommendation 8.1 with the objective of creating a formal use and funding agreement.

Through the Task Force Workshop, discussions around a new regional facility also took place. Acadia Staff noted that a new regional facility may alleviate stress on Acadia facilities to allow more availability for students and student club use, but it is still very important for Acadia to maintain connection with the community. Community use is important for the viability of Acadia facilities and important to the business case of operating certain facilities (e.g., the pool). A choice may need to be made about an Acadia partnership or new Regional Municipal Facility (municipal partnership) (see Recommendation 8.1 Item 4). The Task Force expressed their priority as an Acadia / Town partnership for facilities before a regional partnership for a new regional facility.

¹¹ It is unclear at this time whether or not this policy continues in regular operation.

¹² Recreation Funding Models for the Kings County Partnership Steering Committee (October 2007); prepared on behalf of the Kings Partnership Steering Committee by dmA Planning & Management Services Inc.,

Recommendation 8.4: The Town of Wolfville, in conjunction with the regional municipalities and Acadia University, should create a Regional Recreation Facility Plan to assess regional needs for major facility development (approximate study budget of \$100k). This cost does not include assessment of existing infrastructure viability. Based on the findings of this current study, the facilities to review in this proposed study should include:

- Arena;
- Pool;
- Gymnasium;
- Indoor Track;
- Multi-purpose space; and
- Indoor Turf Field.

The study would cover eastern Kings County (Wolfville, Kentville, New Minas and the surrounding areas) and including the following aspects:

- Background summary (demographics; trends; and full regional inventory of recreation facilities);
- Regional consultation with community and user groups;
- Facility location and operation assessment;
- Preliminary facility layout; and
- Business plan and capital cost estimate.

As a number of the facilities within the Town were constructed prior to strict regulations around accessibility, many of the facilities in Wolfville remain in need of upgrades to make them accessible to all residents. This is more significant than ever with the significant aging of our provincial demographic.

Recommendation 8.5: Accessibility grants should be pursued to better provide for inclusion of all individuals. This should apply to all indoor recreation facilities frequently used by the general public, with those most used identified as a priority. Based on this current analysis we identify these buildings as being: the Wolfville Library, the Al Whittle and Studio-Z theatres and the heavy weight room at the Acadia Athletics Complex.

The results of the Gap Analysis do plan for anticipated short to medium term needs; they are however conceived within a static timeframe in Wolfville's facility history. As needs and facility condition are bound to change overtime, an evaluation tool that can be used to continuously monitor facility gaps is required.

Recommendation 8.6: The Town should use the evaluation criteria outlined in the Gap Analysis going forward to monitor the state of indoor recreation facilities within Wolfville.

Another item of importance brought up by the Task Force was the synergies between indoor space for outdoor programming and activity use needs. This type of space would be described as ancillary space or indoor amenities for outdoor activities. This typically includes this such as washrooms, change rooms and storage space (e.g. facilities at trail heads, Town's Recreation Centre). This can also extend to 'community hub' space which could be used as meeting places for groups before the engage in their activity outdoors. While this was outside of the scope of this current study, it is important to identify and explore this further in future community recreation studies.

5 IMPLEMENTATION STRATEGY

A workshop with the Task Force was conducted to discuss the recommendations and consider steps and priorities for implementation. It was identified by the Task Force that the most pressing item is to consider establishing a formal agreement between the Town and Acadia University in thoughts that the agreement could involve terms for specific facilities. Establishing a strong and more formalized relationship between Acadia University and the Town of Wolfville will be a key driver in the implementation of the facility review.

Acadia University has been a strong collaborator during the Gap Analysis process and acknowledges that a formalized agreement would be mutually beneficial. A formal agreement will support facility sharing from both 'use' and 'cost' perspectives. The agreement will lay out the benefits for the Town as well as the benefits for the University. This could include benefits to the Town such as guaranteed access and visibility of sponsorship and benefits to the University in the form of established cost sharing. The Town and Acadia University currently collaborate and hold discussions through committees like the Town and Gown. The Task Force expressed that in their view the timing is good for a renewed partnership with regards to recreation facilities.

It was also thought by the Task Force that if Acadia and the Town are strong partners there will be a sense of urgency to other neighbouring municipalities to make decisions if they would like to be a part of a formal partnership agreement. The potential of a regional partnership will also be an important consideration.

The most pressing need for facilities appears to be the pool from a condition and capacity standpoint. Based on feedback from operators, arena supply and gymnasium supply are almost at capacity and the regional supply should be investigated further. It was noted by the Task Force, as well as some user groups and community household survey respondents, that adding to existing facilities is preferred rather than building new. Acadia Staff noted that there are opportunities (spatially) to add on to the existing Acadia Athletics Complex. This is, however, something that would need to be explored through more detailed analysis.

The following chart identifies the priority of recommendations (what can be done in the immediate, short and medium term to fix gaps); the organization(s) involved in implementation (e.g., what can Wolfville do on its own, what requires partnerships – University or regional partnerships, school board, library board); and next steps.

Table 1.1: Implementation Plan
Immediate (0-6 months); Short (within next 12 months); Medium (2 – 5 years)

Recommendation	Priority	Organization / Group Involved	Next Steps / Action
Recommendation 1.1: While there is public drop-in use scheduled during the day and on weekends, the option of having an evening timeslot should be investigated to provide a greater variation in public drop-in times.	Immediate	Town of Wolfville Recreation Staff and Acadia Athletics Complex Staff	Meet to discuss options and decide of schedule changes are viable in the immediate term or if this is an item that needs to be discussed through formal partnership agreement.
Recommendation 1.2: Focus should be made to support new community groups who may be looking to gain ice-time.	Immediate (or as groups express need)	Town of Wolfville Recreation Staff and Acadia Athletics Complex Staff	Meet to discuss options and decide of schedule changes are viable as new groups emerge or determine if this is an item that needs to be discussed through formal partnership agreement.
Recommendation 1.3: Through a Regional Recreation Facility Plan, the need for an additional ice surface within King's County should be more fully analyzed.	Medium	Town of Wolfville Staff and Acadia Staff as well as regional municipalities.	Item to be explored through regional recreation facility plan
Recommendation 2.1: Gather detailed information to inform future discussions regarding regional pool needs and public usage (see page 17 for full recommendation details).	Short	Town of Wolfville Recreation Staff and Acadia Athletics Complex Staff	Research to be carried out by Town of Wolfville Recreation Staff with assistance by Acadia Athletics Complex Staff
Recommendation 2.2: Undertake formal assessment of aquatic needs in the region (this should be included as part of a larger Regional Recreation Facility Plan) (see page 17 for full recommendation details).	Medium	Town of Wolfville Staff and Acadia Staff as well as regional municipalities	Item to be explored through regional recreation facility plan
Recommendation 3.1: Undertake formal assessment of regional need for additional gymnasium and indoor turf facility (this should be included as part of a larger Regional Recreation Facility Plan).	Medium	Town of Wolfville Staff and Acadia Staff as well as regional municipalities	Item to be explored through regional recreation facility plan
Recommendation 4.1: The Town should consider options to support upgrading the Acadia Athletics Complex change rooms that serve the gymnasium, the fitness centre, the running track and the pool.	Short	Acadia Staff with funding support decisions by Town Council	Acadia Staff to determine willingness to upgrade and Council to make decision regarding financial support for capital costs.
Recommendation 5.1: Improved advertising of meeting and multi-purpose space facilities should occur so that the general public and user groups are aware of facility availability.	Immediate	Town of Wolfville Staff and facility owners / operators	Town of Wolfville Staff to approach facility operators to discuss increased advertising and responsibility (organization or the Town).
Recommendation 5.2: A centralized community calendar for available meeting and multipurpose space, centralized link to individual facility calendars, or communication of availability to a central person who user groups and residents know to contact to assist with finding rental space should occur.	Immediate	Town of Wolfville Staff and facility owners / operators	Town of Wolfville Staff to approach meeting and multipurpose space facility operators to discuss options for centralization of booking information.
Recommendation 6.1: There is a need to address short to medium term needs such as upgrades to the sound system of the Acadia Festival Theatre and the projector system at the Al Whittle theatre. This type of minor capital could be addressed under the Town's existing grant program.	Medium (or as groups express need)	Town Council, Acadia University, Acadia Cinema Co-op	Town Council to make decision regarding funding support when technology upgrade needs are expressed by the operators.

Recommendation	Priority	Organization / Group Involved	Next Steps / Action
Recommendation 6.2: Improved community access to the Acadia Festival Theatre should be explored as part of the formalized partnership agreement between the Town and Acadia University.	Short to Medium	Acadia University, Town of Wolfville Staff, Town Council	Item to be explored through a formal partnership agreement.
Recommendation 7.1: In conjunction with the AVRIL, undertake a comprehensive review of library service and facility requirements for the Wolfville area.	Short	AVRIL Board and Town of Wolfville Staff	Town Staff to have discussion with AVRIL Board regarding creating Strategic Plan. Plan to be produced by Library Board regarding needs.
Recommendation 7.2: As part of the review of library service requirements in the Wolfville area, explore a wide range of possible partnerships, including a possible relationship with the University.	Short	Town of Wolfville Staff, AVRIL Board and Acadia University	Following Strategic Planning, Town Staff to Meet with Library Board. Following, Town Staff and Library Board to begin discussions with Acadia
Recommendation 8.1: The Town of Wolfville and Acadia University begin a process to assess future shared use of Acadia facilities (see pages 23 – 24 for full recommendation details).	Immediate	Town of Wolfville Staff and Acadia Staff	Meet to discuss points as outlined in the detailed recommendation.
Recommendation 8.2: Review the Kings Partnership Policy with respect to whether this policy should be reassessed to provide financial support to Acadia for use of its facilities by residents of Kings County.	Immediate	Town of Wolfville Staff and Acadia Staff	Town Staff review and meet with Acadia University Staff to discuss options.
Recommendation 8.3: Begin discussions between Acadia and regional municipalities (not limited to the Town of Wolfville) regarding more formal cost sharing arrangements. This will require the information noted in the Recommendation 8.1 with the objective of creating a formal use and funding agreement.	Short	Town of Wolfville Staff, Acadia Staff and Staff from regional municipalities as well as Councils	Acadia Staff and Town of Wolfville Staff approach Staff from neighbouring municipalities. Further Council decisions required to establish formal agreements.
Recommendation 8.4: The Town of Wolfville, in conjunction with the regional municipalities and Acadia University, should create a Regional Recreation Facility Plan to assess regional needs for major facility development (approximate study budget of \$100k). This cost does not include assessment of existing infrastructure viability. The study would cover eastern Kings County (Wolfville, Kentville, New Minas and the surrounding areas) (see page 25 for full recommendation details).	Medium	Town of Wolfville Staff, Acadia Staff and Staff from regional municipalities as well as Councils	Acadia Staff and Town of Wolfville Staff approach Staff from neighbouring municipalities. Further Council decisions required terms of reference and budget approval.
Recommendation 8.5: Accessibility grants should be pursued to better provide for inclusion of all individuals. This should apply to all indoor recreation facilities frequently used by the general public, with those most used identified as a priority. Based on this current analysis we identify these buildings as being: the Wolfville Library, the AI Whittle and Studio-Z theatres and the heavy weight room at the Acadia Athletics Complex.	Short	Town of Wolfville Staff and facility owners	Town Staff to support facility owners with grant applications.
Recommendation 8.6: The Town should use the evaluation criteria outlined in the Gap Analysis going forward to monitor the state of indoor recreation facilities within Wolfville.	Ongoing (when changes to inventory are known)	Town of Wolfville Staff and Council	Town Staff assess yearly or when there are known changes to the indoor recreation facility inventory. Report presented to Council with updated findings.

Appendix A

Planning Context

II. POPULATION AND SOCIO-DEMOGRAPHIC CONTEXT

While data regarding population trends, median ages, family structure and mother tongue languages were obtained from Statistics Canada's 1996, 2001, 2006 and 2011 Census Profiles, the data pertaining to occupation and household income were gathered from the 2011 National Household Survey. It should be noted that although this survey is voluntary, response rates for each census (sub)division appear to be high enough to reflect a representation of each profile accounted for. Additionally, it is felt that this 2011 voluntary information provides a much more up-to-date set of data than the 2006 long-form Canadian Census does.

II.I POPULATION CHANGE

In the 2011 Canadian Census, the population of the Town of Wolfville was 4,270 individuals. With 6.45 square kilometres of total land area, Wolfville has a population density of 662 persons per square kilometre. Population changes and trends over a 15 year time period (1996-2011) have been displayed in Table 1.1.

Table 1.1: Town of Wolfville Population Change

Census Year	Total Population	Change (persons)	Change (%)	Trend
1996	3,833	-	-	-
2001	3,658	-175	-4.6%	↓
2006	3,770	112	3%	↑
2011	4,270	500	13.3%	↑

Source: Statistics Canada, 1996, 2001, 2006, and 2011 Census.

The population of Wolfville has seen an overall growth, particularly since 2006. While the Town had experienced a decline in residents from 1996 to 2001, a large population growth was experienced between the years 2006 and 2011.

II.II AGE DISTRIBUTION AND CHARACTERISTICS

An analysis of the age structure in the Town of Wolfville provides demographic trends that will affect delivery of services and market opportunities in the region. Table 2.2 summarizes 2006 and 2011 census population data for Wolfville, Kings County and the Province of Nova Scotia by 5-year age cohorts.

With a permanent population of 4,270 (2011 Census), Wolfville is the second most populated town in Kings County. During the academic term, the population of the Town nearly doubles to approximately 7,770 to include university students. The Town's population characteristics have marked differences relative to the County and Province. In 2011, the

proportion of the Town's population between the ages of 20 and 24 (15%) was more than double that of the County (6%) and Province (6%). Though it would seem that this is influenced heavily by the student population, Statistics Canada has indicated that many of the students who are not considered as permanent residents for the purposes of the Census are not captured in these statistics. Therefore, it is safe to assume the proportion of individuals' ages 20 – 24 regularly residing within the Town is even higher than what is shown.

Table 1.2: Change of Age Categories 2006 to 2011

Age	Town of Wolfville 2006		Town of Wolfville 2011		Kings County 2006		Kings County 2011		Nova Scotia 2006		Nova Scotia 2011	
	#	%	#	%	#	%	#	%	#	%	#	%
0 to 4 years	130	3%	145	3%	2,900	5%	2,915	5%	42,040	5%	43,985	5%
5 to 9 years	155	4%	135	3%	3,425	6%	3,045	5%	48,145	5%	44,425	5%
10 to 14 years	155	4%	170	4%	4,035	7%	3,530	6%	56,245	6%	49,810	5%
15 to 19 years	265	7%	320	7%	4,215	7%	4,060	7%	61,440	7%	57,440	6%
20 to 24 years	560	15%	630	15%	3,490	6%	3,710	6%	56,775	6%	59,620	6%
25 to 29 years	230	6%	260	6%	3,000	5%	2,990	5%	50,595	6%	51,920	6%
30 to 34 years	155	4%	185	4%	3,325	6%	3,180	5%	54,635	6%	51,545	6%
35 to 39 years	175	5%	180	4%	4,010	7%	3,440	6%	60,935	7%	56,380	6%
40 to 44 years	235	6%	195	5%	5,170	9%	4,015	7%	75,720	8%	62,115	7%
45 to 49 years	235	6%	295	7%	5,160	9%	5,040	8%	77,205	8%	75,275	8%
50 to 54 years	245	6%	260	6%	4,390	7%	5,195	9%	71,705	8%	77,465	8%
55 to 59 years	260	7%	265	6%	4,255	7%	4,445	7%	67,880	7%	70,960	8%
60 to 64 years	195	5%	295	7%	3,380	6%	4,360	7%	51,920	6%	66,425	7%
65 to 69 years	160	4%	250	6%	2,750	5%	3,295	5%	40,115	4%	48,920	5%
70 to 74 years	135	4%	185	4%	2,315	4%	2,580	4%	33,140	4%	36,395	4%
75 to 79 years	175	5%	145	3%	1,755	3%	2,045	3%	26,435	3%	27,655	3%
80 to 84 years	120	3%	145	3%	1,285	2%	1,390	2%	19,870	2%	20,015	2%
85 years & over	170	5%	215	5%	1,175	2%	1,365	2%	18,610	2%	20,385	2%
Total	3,770	100	4,270	100	60,035	100	60,585	100	913,460	100	921,727	100
Median Age	41.2		42.7		41.7		44.3		41.8		43.7	

Data Source: Statistics Canada, 2006 and 2011 Census.

Note: Statistics Canada rounds to the nearest 5 persons causing discrepancies between population breakdown by age and total population.

II.III FAMILY STRUCTURE

In 2011, there were 1,025 families in Wolfville which is an increase of 4.0% from 2006. When compared to the Province (<1%), Wolfville appears to have had a higher attraction rate of families during this time period. Thirty three percent of families were couples with children living at home. This was lower than the Province's and the County's data whose couple families with children at home represented 38% and 37% of their total census families respectively. Of the census families in the Town of Wolfville, 17.5% were lone-parent (single parent) families which is on par with the Province's single parent family share (17.3%).

II.IV HOUSEHOLD INCOME

According to the 2011 National Household Survey (NHS), the 2010 median household income¹ for the Town of Wolfville was \$48,671 before tax. Kings County and the Province both recorded higher median household incomes than Wolfville's (for the year 2010), with median incomes for private households of \$51,850 and \$53,606 before tax respectively.

The NHS also records income based on economic family structure.² Median economic family before tax income for Wolfville significantly higher (\$74,745) than the median household income for the Town. Economic families in Wolfville also recorded higher before tax income levels than those in the County (\$63,344) as well as for the Province (\$68,102). For lone-parent economic families, Wolfville documented a higher median before tax income (\$53,125) than the lone-parent families for both Kings County (\$34,715) and the Province (\$38,487).

To track the prevalence of residents who are considered as low-income individuals, the NHS records the Low-Income Measure After-Taxes (LIM-AT)³. It should be noted that Wolfville has a noticeably higher prevalence of residents whose after-tax income falls below 50% of the national median adjusted⁴ household after-tax income for 2010. By this measure, 25% of Wolfville's residents are considered to be low-income individuals while residents from the County and the Province have 18.7% and 17.4% prevalence rate respectively.

II.V FIRST LANGUAGES

According to the 2011 Census, the majority of residents in the Town of Wolfville speak English as their mother tongue (87%) while 1.2% have specified that French is their mother tongue. Eleven percent of residents in the Town of Wolfville have indicated a non-official

¹ Households refer to the number of usual residents in a private household. This is inclusive of all household sizes ranging from one usual resident to multiple usual residents of a single private household. Household income is defined as the total income of a household, or the sum of all incomes for usual residents of that private household.

² Economic family refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law, adoption or a foster relationship. Economic family income refers to the sum of all incomes per economic family.

³ LIM-AT is a measure used by the NHS to track low income. Individuals are defined as having low income if the after-tax income falls below 50% of the median adjusted after-tax income in 2010.

⁴ Adjustment for household sizes reflects the fact that a household's needs increase as the number of members increase, although not necessarily by the same proportion per additional member.

language as their mother tongue with Chinese, Arabic and German holding the highest proportions of mother tongues spoken among these individuals.

II.VI EMPLOYMENT

According to the 2011 NHS, almost one third of the labour force in Wolfville worked in education, law and social, and community and government occupations, while another 20% worked in the sales and services occupations. Table 1.3 provides a breakdown of employment by occupation in comparison to the Province. While occupations in education, law and social, and community and government occupations lead Wolfville's labour force, it appears to lack in the trades occupation (when compared to the Province). This trend could be the result of the presence and influence that Acadia University has on the community as it is expected to provide a large number of employment opportunities in education and other such related fields.

Table 1.3: Occupation Based on Percentage of Population

Occupation	Wolfville (%)	Nova Scotia (%)
Management occupations	11.3	9.9
Business; finance and administration occupations	8.6	14.5
Natural and applied sciences and related occupations	7.3	5.8
Health occupations	8.6	6.9
Occupations in education; law and social; community and government services	27.7	12.7
Occupations in art; culture; recreation and sport	2.9	2.3
Sales and service occupations	20.1	24.0
Trades; transport and equipment operators and related occupations	5.7	14.2
Occupations unique to primary industry	4.7	3.8
Occupations unique to processing; manufacturing and utilities	2.1	3.7

Data Source: National Household Survey, 2011, Canada.

III. BACKGROUND DOCUMENTS

This section summarizes background documents provided by Town Staff which were identified as relevant to the Indoor Recreation Facilities Assessment & Gap Analysis. These documents were reviewed by the consultants to inform this study. The following sections provide a summary of the documents as they relate to the current study.

III.1 TOWN OF WOLFFVILLE MUNICIPAL PLANNING STRATEGY

Wolfville's *Municipal Planning Strategy (MPS)*, approved by Council in 2008 and amended as of 2013, provides a vision for the Town's recreational facilities. Note that the Town's MPS is currently under review and a new MPS is anticipated in 2016. In the current MPS, Council has produced a number of objectives to meet their short and long term vision to achieve a *viable, compact, self-sufficient community with a reduced ecological footprint, a vibrant local economy, diversified cultural and educational opportunities, strong social networks and a healthy environment*. Facilities have been identified as being an important component to meeting these goals as stated in the Strategy's listed objectives:

It shall be the intention of Council to:

- Enhance individual and community well-being and welfare through economic development that safeguards the welfare of future generations
- Maintain, improve and expand municipal services, facilities and programs subject to financial constraints
- Ensure that all public facilities provide access to all potential users, and encourage other organizations to follow the requirements of the National Building Code even when there is no legal requirement to do so
- Implement public capital aspects of the Municipal Planning Strategy through the annual capital budget and the long range capital investment plan where possible

Within the Parks, Open Space and Recreation section of the MPS, the Town of Wolfville has identified the importance of local facilities and programming. Partnerships with Acadia University, community groups and other organizations external to the Town have been described as important resources to support and enhance indoor recreation facilities as well as their programming in an equitable and sustainable way.

It shall be the intention of Council to:

- Work in co-operation with Acadia University to develop partnerships that provide greater public access to University recreation and cultural facilities
- Work in cooperation with community organizations such as Wolfville School and the Wolfville Rotary Club in the provision of recreation services and facilities
- Ensure, when constructing new facilities or improving existing facilities, that they are designed to be energy efficient and accessible to all segments of the population
- Encourage other organizations and private clubs to ensure that new facilities or improvements to existing facilities are designed to be energy efficient and accessible to all segments of the population
- Encourage, promote and assist community organizations in the delivery of direct programs to the public

- Work co-operatively with Wolfville Home and School Association in the provision of a Community School Coordinator and related recreation programs
- Develop and promote recreation programs and cultural opportunities that meets the needs and interests of all segments of the population of the Town of Wolfville
- Involve the public in the planning and delivery of program opportunities
- Work in co-operation with Acadia University and government bodies in the provision of recreation and cultural opportunities for Town residents

III.II TOWN OF WOLFVILLE STRATEGIC PLAN

The *Council Strategic Plan 2014-2017* will continue to be the driving factor for the Town of Wolfville over the next few years and determines priorities and charts a course of action for the Town. The following table expresses the *Strategic Direction, Future Characteristics, and Action Steps* Town Council has identified relating to recreational facilities.

Table 1.4: Wolfville Strategic Direction, Future Characteristics and Action Steps

Strategic Direction	Future Vision	Action Steps
Well Maintained and Sustainable Public Infrastructure	<ul style="list-style-type: none"> ▪ Indoor public facility requirements are determined with a long-term plan for implementation ▪ Policies and processes guide funding and operating partnerships for significant recreation and cultural infrastructure ▪ There is an ongoing, fully funded infrastructure renewal and maintenance plan 	<ul style="list-style-type: none"> ▪ Create a renewal plan for Town-owned facilities ▪ Develop policies to support community funding partnerships for recreation and cultural infrastructure ▪ Complete the Recreation Master Plan
A Growing Population Encompassing all Ages and Stages Who Live in Safe, Attractive, Cohesive Neighbourhoods	<ul style="list-style-type: none"> ▪ Wolfville has developed a vision for recreation and has a recreation master plan ▪ Wolfville has developed partnerships that contribute to the celebration of culture in the community ▪ The Town is known for its public art installations ▪ There are significant festivals and community events through each season of the year ▪ There are a number of cultural and recreation operations in the Town that attract residents and visitors 	<ul style="list-style-type: none"> ▪ Complete the Recreation Master Plan ▪ Work with Acadia to ensure that recreation facilities are suitable for both the community and the University and identify where further investment might be required ▪ Support and facilitate grass-roots activities that enhance social and cultural development ▪ Expand opportunities and partnerships that contribute to the celebration of culture in the community ▪ Enhance active living and learning opportunities for citizens of all ages

III.III TOWN OF WOLFVILLE PHYSICAL ACTIVITY STRATEGY (2013)

The Town of Wolfville's Physical Activity Strategy identifies the importance of residents becoming physically active. During public consultations, residents had raised issues with *recreation facilities user fees, scheduling consideration for all age groups, as well as concerns about the age and conditions of the Athletic Complex (which houses the only indoor swimming pool in the local area)*. Suggestions of how and where improvements to facilities are most needed were taken from the public with swimming facilities ranking as the most important new recreation service to provide for the Town.

To strengthen the current state of Wolfville's recreation facilities, the Physical Activity Strategy identifies five key result areas to focus on. *Building and enhancing leadership, partnerships and stable funding resources* is listed as one of the key objects and shows support to further promote the facilities in Wolfville.

Table 1.5: Wolfville Physical Activity Strategy – Objectives and Action Steps

Objective	Action Steps
To build the leadership, partnerships and stable funding required for implementing the physical activity strategy.	<ul style="list-style-type: none"> ▪ Encourage and facilitate new partnerships and innovations with cross sector community groups and agencies ▪ Strengthen relationships and formalize community use agreements with Acadia University ▪ Identify or coordinate opportunities for physical activity leadership, stewardship and capacity building
Conduct, participate in, or support research that advances the goals of the physical activity strategy.	<ul style="list-style-type: none"> ▪ Identify gaps in programs and facility accessibility on an ongoing basis

The Physical Activity Strategy's implementation plan identifies projects that should be initiated in the next five years as well as possible lead agencies and partners that could assist with human resources, funding, facilities, expertise and advising. The lead agencies / partners that are identified that could also relate to indoor recreation facility initiatives are:

- Private Institutions – Acadia University
- Government Agencies – Town of Wolfville, Wolfville Business Development Commission, Annapolis Valley Health Authority, Annapolis Valley Regional School Board, Wolfville School, Horton Family of Schools, NS Department of Health & Wellness, Eastern Kings Memorial Community Health Centre, Horton High School, Municipality of Kings and other neighbouring municipalities
- Not-for-Profit – Heart & Stroke Foundation, Farmer's Market, Kings County Family Resource Centre, Wolfville Community Fund, other not-for-profit clubs / organizations
- Service Clubs – Wolfville Lions Club
- Private business and freelancers

III.IV TOWN OF WOLFVILLE ECONOMIC ACTION PLAN (2012)

In the *Town of Wolfville Economic Action Plan*, tourism is one of the primary sectors the Town has indicated it will focus on to improve overall economic activity and growth. To facilitate successful development within the Tourism Sector, the Town has identified one of its primary strategies to secure sporting events and utilize facilities and accommodations year round. To do this, the Economic Action Plan seeks to:

- *Partner with Valley Events and AVESTA to identify strategic events that will bring competitors and spectators to the area*
- *Target off peak times (spring)*
- *Identify facilities lacking and approach partners to assist in closing the gaps*
- *Develop an event toolkit to establish what can be provided by the Town and partners to potential event organizers*

Enhancing the Town's overall facility quality and capacity greatly supports the Economic Action Plan by creating amenities that are able to host such desired events.

III.V TOWN OF WOLFVILLE RECREATION VISION SESSION NOTES (2014)

The Town of Wolfville conducted a Visioning Session regarding recreation services in the community. It states:

- *Input indicates the Town will deliver its services through direct programming and community development with limited direct facility involvement except for outdoor space and smaller indoor spaces.*
- *For most spaces the Town would be a renter of space owned by some other organization.*

III.VI TOWN OF WOLFVILLE COMMUNITY PARTNERSHIP PROGRAM POLICY (2014)

Effective February 2014, the Town of Wolfville established a policy regarding the Community Partnership Program. The purpose of this policy is to provide guidelines for reviewing and evaluating requests from organizations for financial assistance which is determined annually through the Town's budget process. One of the considerations is to provide limited financial assistance to facility operators whose facilities are available for use by the community.

III.VII ACADIA ATHLETICS STRATEGIC PLAN AND ACCESS PRIORITIES

The Acadia Athletics Strategic Plan (2012-2016) primarily focuses on university sport and recreation development, but does also discuss community recreation – identifying events

and camps as part of their core business. The plan also identifies recreation / fitness customers and fans as key stakeholders.

- Opportunities outlined in the Plan include *potential improvements to aging facilities*.
- One of the goals of the Plan is ensure long-term viability of Acadia facilities and improve service levels for Athletics, students, and the community.
- The Vision in the Plan is *an unparalleled Canadian university athletic program, delivering a uniquely personalized high performance Athletic, Academic, and Community enriching experience*.

Acadia University also has a policy procedure whereby facility access is prioritized by (1) Physical Education / Recreation Classes (now named Kinesiology / Community Development Classes) (2) Intercollegiate Athletic Practices and Games (3) Intramurals (4) School of Recreation Management & Kinesiology (now named the School of Kinesiology and Department of Community Development) Student Leadership Programs (5) Sport Clubs (6) Other Campus Recreation Programs (7) Other University classes and programs (8) Open recreation time (University students, faculty, and staff, their families and the community) (9) Rentals.⁵ Based on this, residents of Wolfville who are not categorized under the first seven groups have 8th – 9th priority access to utilize recreation and sport facilities at Acadia.

IV. SERVICE TRENDS AND BEST PRACTICES⁶

Trends and best practices that influence the demand for sport and recreation are provincial, national and even international in scope. Trends and practices reflect the broad societal considerations of their time. The specific relevance of these trends to the Town of Wolfville is considered in the context of other study activities in subsequent stages of the work program. Trends and practices reflect the broad societal considerations of their time. While the points that follow in this section speak to very specific “fashions” they emerge from:

1. Increased sensitivity on the part of persons and governments to **fairly and equitably addressing the needs** regardless of age, ability, and interest. This does not mean that all interests are accommodated but rather that to the degree reasonable, communities work to provide services equitably and not focused only on the largest or strongest interests.
2. A **changing operational landscape** including traditional and non-traditional partnerships for service delivery, much stronger consideration to environmental implications, heightened concern for risk management, and cost containment.
3. **Cost** – both initial and ongoing has become a major consideration in service delivery and as such is a key factor in service delivery.

⁵ Acadia University Policies and Procedures, Policy Number R-1: Recreation Facilities Usage, January 1, 1999.

⁶ This section was provided by and is the work of dmA Planning & Management Services Inc.

- 4. Purposeful social focus** – communities now understand the role its sport and recreation services play in furthering other elements of the public agenda such as health, social integration and economic development. Publicly supported facilities and programs are increasingly tied to these objectives.

Sections 2.4.1 through 2.4.3 highlight the way services are delivered, the type of facilities that are popular today, and the common and popular activity and participation trends. Trend information in the following sections comes from dmA's in house research which has been used in previous studies of a similar scope.

IV.I GENERAL SERVICE TRENDS

Recreation activities and the manner in which these services are delivered evolve fueled by changing technologies, community and societal concerns / values and challenges, available resources, and demographic realities. The following are general trends that influence all service areas of this study.

- **Reduction of Barriers to Participation** – Residents are demanding, and governments and social interests are supporting new practices, legislation and policies to reduce physical, financial and language barriers to participation. Programs such as Canadian Tire's JumpStart™ Program, as well as programs and funds specific to various provinces and communities (Wolfville's Mudley Fund modelled after the JumpStart™ Program), contribute to reduction in financial participation. Similar barrier reduction related to accessibility is seen in provincial and national legislation designed to remove physical barriers to access. For example, physical changes to arenas to support access and egress to the ice for sledge hockey, enlarged doors and washrooms to accommodate wheel chairs, etc. Facilities built prior to more recent legislative initiatives to reduce barriers to participation may not reflect or accommodate current thinking or policy.
- **Market Segmentation and Market Integration** – Two potentially conflicting trends are the growth in market segmentation and market integration. These two trends are evident in desire for "one-stop" locations that meet the needs of all age groups and concurrent demand for specialized spaces for different age groups:
 - Facilities built prior to the 1990s often included older adult specific facilities. In part this reflected available older adult specific capital funding programs targeted to a demographic that at the time had considerably less wealth than is the average for this generation today. While many older, older adults continue to prefer these age specific facilities, younger older adults now express a preference for integration within multi-age facilities. This reflects the recent growth in "newly retired" baby boomers. The emerging cohort of older adults is, on average, more financially well-off than either their parents or their children's generation.

- As with segmentation among children (e.g., preschoolers, school age, pre-teen, and youth) older adults are similarly segmented and one approach will not meet the needs of this potentially 30+ year age distribution.
- Significant concerns for a growing obesity problem and children and youth much less likely to participate in active and unstructured play than in generations past has helped fuel programs for this age group to become more active in situations that are age specific such as skate parks and plazas.
- **Decline in Volunteerism** – Particularly in larger urban communities there has been a significant decline in volunteerism, specifically for sport and recreation, over the past few decades. This reflects several developments including but not limited to: (i) fewer children per family and therefore a shorter participation period of parent volunteers (ii) dual working parents / single working parents (iii) increased concern for risk and liability. The implications for community services that rely on volunteers are clear, as is the need to find ways to retain this important segment of community service delivery.
- **Reduced Purposeful Social Interaction** – There are indications that the ubiquitous use of the Internet, social media and mobile technology is significantly reducing meaningful social interactions and potentially contributing to a sense of isolation. Add to that the fact that “Screen time” - time spent in front of a screen (TV, computer, tablet, etc.) is positively correlated with obesity and a major contributor to sedentary lifestyles, this societal trend is a concern to many community professionals. The term “screenagers” has been used to define young adults who spend much of their discretionary time “plugged-in” or “on-line”, these behaviours are likely to follow today’s youth as they age. At the same time people are craving social experience which is one thing that cannot be achieved through at-home entertainment.
- **Increased Alternative Service Provision** – Including partnerships among public, agency, and private providers to ensure cost effective services that address the needs of the whole community. This may be in the context of a formal and legal agreement or a less formal structure whereby community groups and the municipality jointly care for, plan and maintain facilities and services.
- **Reduction of Service Silos** – While there is still much to be done in this regard, there are positive indications that formerly segregated service providers (e.g., libraries separate from recreation facilities, health care providers separate from community health and fitness, etc.) are service sharing. This is in part due to financial realities; it also reflects a growing understanding of the synergies in these services.
- **Growing Attention to Customer Experience** – Rather than simply places to recreate, borrow a book, learn to paint etc., today’s community spaces are also understood to be community gathering places. In response, community facilities increasingly provide comfortable seating, public art, and landscaped areas for un-programmed use. Providers need to consider other factors that affect the experience (including ease of parking and proximity to complementary uses).

- **Demand for More Stimulation** – People, particularly younger individuals, have become accustomed to multi-sensory activities (watching, reading, and hearing at the same time). This has resulted in a higher satisfaction threshold and expectations for immediate rewards from the activity.

IV.II FACILITY DEVELOPMENT TRENDS

- **Facilities as Community Hubs** – Recreation facilities are community social and gathering spaces, often incorporating many non-recreation services including health services, libraries, cultural spaces, and retail outlets, and are connected to the local neighbourhoods by alternate transportation options. Contemporary facilities incorporate a variety of components to support a wide range of interests and age groups.
- **Sustainable Building Practices** – Including new technology for arenas, use of new building materials for energy efficiency, etc. The heightened awareness in everything “green” has significant implications for all aspects of service delivery including maintenance, programming, facility development and design. Community engagement in “greening projects” and other environmental stewardship activities is becoming more common. Schoolyard plantings, parks clean-up days, and community gardening projects are examples of activities in support of this trend. Green development is also demonstrated in heat exchange technology in arenas and aquatic facilities, green roof design, etc.
- **Public Space as Social Environments** – Urban planners and designers are increasingly concerned with concepts of public space and their role in creating social environments that contribute to identity, attachment and a sense of place. Place-making and concepts of “third spaces” are important principles in community building.
- **Co-location of Facilities** – Opportunities for casual, drop-in use are expanded when users of recreation, library and cultural space are combined. Benefits include a potential for capital cost sharing and operating efficiencies, space sharing and cross-programming opportunities, and the increased convenience for users.

IV.III PUBLIC USE OF INSTITUTIONAL SPORT AND RECREATION FACILITIES

Public use of facilities belonging to non-public institutions (e.g., universities, colleges and federal military bases) is fairly common, albeit bringing challenges as well as opportunities. Particularly in smaller communities, sport and recreation facilities associated with institutions of higher learning and military basis are considerably more elaborate than would be affordable by the these municipalities on their own. The public benefits from access to facilities they would not otherwise have. On the other hand, these facilities were not built with the public in mind and access by the public is much more restricted than would be the case in a truly public facility. As these facilities age, and institutions increasingly rationalize their expenditures, the cost to upkeep and maintain these facilities becomes an issue for

their surrounding municipalities as well as for the institutions themselves. The following are some examples of this issue.

- **Public Use of Former Military Athletic Facilities:** With the closure of a number of Canadian Military Bases several communities, and in the case of NL at least one Province, assumed responsibility for these facilities, to maintain them in public use. This initiative, undertaken at the demand of the local public who traditionally had access to these facilities, has not been without financial consequences. These facilities age and become increasingly expensive to operate. Required knowledge to operate these major facilities is not always available at the local level in a small community. On the other hand they are often the only indoor sport and recreation facilities in a community. In the case of the former base facility in Cornwallis NS, an incorporated community organization managed the facility for a number of years, with financial support from the Municipalities of Annapolis and Digby Counties. Cost overruns and poor management became an increasing problem and in 2010 operation was assumed by the Fundy YMCA, with financial support from the Province and local municipalities. The Province of NL continues to operate three indoor aquatic facilities that were part of former military bases.
- **Public Use of Current Military Athletic Facilities:** Where military facilities continue as operating bases such facilities are open to the public through annual memberships and à la carte sessions. Federal policy does not allow these to be advertised, indicating concerns for the appearance of competition with private sector operators. As well military use takes precedence and as with use of school board facilities public use is often bumped for military use.
- **Public Use of Operating Post-Secondary Institutions:** Most post-secondary institutions make their sport and recreation facilities available to the public for a membership or à la carte fee. In a number of cases (e.g., UNB in Fredericton, University of Windsor, ON, Durham College/University of Ontario Institute of Technology and the City of Oshawa, Wilfred Laurier University, Ontario) there are formal cost sharing agreements for either development or ongoing operation of University Athletic Facilities. Each of these examples are relatively large municipalities. Consultation with several post-secondary institutions indicates that their sport and athletic facilities are necessary to attract students. On the other hand, and particularly with respect to indoor aquatic facilities, post-secondary institutions have questioned the ongoing financial viability of these facilities without the ongoing support of local municipalities. In all cases in our research of these partnerships we have found that, while non-institutional use has the highest numbers of users, institutional use has the bulk of time, and priority time. As with military and local school facilities these facilities still respond first to their institutional demand and secondly to public demand. Revenue from public use contributes green dollars to facility operation. In some cases e.g., the UNB Fredericton diving tank, municipal grants have contributed to ongoing maintenance costs enabling the dive tank

to remain open and available to local diving and synchro clubs, at a cost less than replacing this facility. Notwithstanding these examples, there is clearly a need to review and reconsider municipal/institutional funding partnerships in light of the increasing costs of these facilities. In reconsidering municipal financial contribution more formal consideration to access, consistent with those contributions by both the institution and the public, is needed.

IV.IV RECREATION PARTICIPATION TRENDS

- **Macro Trends for Recreation and Culture** – A trend document prepared for the 2011 National Recreation Summit noted the following macro trends⁷: (1) time available for leisure has not changed since the '80s when it was anticipated that Canadian Society would have more leisure time; (2) Expenditure on recreation and culture has increased; (3) Economic barriers to recreation and culture have increased; (4) Leisure behaviour is shifting to more informal, individual, self-directed activities; and (5) digital experiences and opportunities are having a significant impact on active leisure participation.
- **Initiatives Designed to Increase Healthy Activity** – These include provincial, national and local activity plans, active transportation plans, policies to increase healthy food and snack consumption, and the development of targets for health and wellness. This movement has led to significantly greater attention to the development of trails and walking infrastructure including indoor walking infrastructure and a general focus on overall wellness.
- **General Physical Activities** – The 2010 Canadian Community Health Survey found that walking, jogging, gardening and yard work, home exercises, swimming, bicycling, and weight training were among the ten most popular physical activities for Canadian adults. Nearly 70% of surveyed Canadians reported walking during their leisure time⁸.
 - Research has shown that men are more likely than women to partake in moderate physical activity, and that the proportion of individuals who are at least moderately active decreases with age.⁹
 - The trend towards increasing personal “wellness” has spurred growing participation in programs supporting holistic health such as yoga, Pilates, and other mind/body centered activities. While private facilities have capitalized on this trend in the past, it is increasingly common for public recreation centres to offer these activities in facilities once used primarily for dance, aerobics, and general fitness.

⁷ Balmer, Ken; ReThink Inc. (2011)

⁸ Physical Activity During Leisure Time. Statistics Canada. July 28, 2011.

⁹ Canadian Fitness & Lifestyle Recreation Institute (2009). 2008 Physical Activity Monitor: Physical activity levels of Canadians.

- **Team Sports** – The growth in individual sport and active living opportunities as well as the relative decline in the under 25 population have contributed to the decline in team sports in many communities. Sport participation is significantly influenced by age of participant with soccer and hockey the most popular sports among 18 to 24 year olds; hockey and baseball the most popular among those in the 24-44 age group; golf and hockey are the most popular sports played by those 45-64 years of age; and over 50% of individuals 65 years of age or older reported golf as being their sport of choice.¹⁰
- **Arena Sports and Activities** – have typically always held a strong presence in Canadian's recreation activities, however there are differences between sports. For example, national figure skating participation has been gradually declining due in part to the growing popularity of hockey for girls and women. Adult recreational hockey has experienced significant growth across Canada with league activity for 19-30 year olds and women's hockey experiencing the highest rates of growth in recent years. Sledge hockey, a sport designed for individuals with physical disabilities and sensory impairments, is increasing, partially due to the exposure of the events as a Paralympic sport.
- **Aquatic Sports and Activities** – typically appeal to a wide range of ages and ability levels. Recreational swimming continues to be one of the most popular leisure activities for all ages. As the population ages and older adults remain active well into their 80s and beyond, opportunities to participation in this mildly aerobic low impact activity will increase in demand. Instructional swimming programs continue to experience strong participation among children, whereas leadership and aquatic instructional participation has declined as the population of teenagers declines. Competitive swimming continues to be strong. Therapeutic swimming programs have also experienced growth as they continue to be recommended as a form of therapy for older adults and rehabilitation patients. Aquatic therapies often serve as a stepping-stone for patients to move onto land-based rehabilitation therapies. Competitive diving and synchronized swimming have both been relatively stable over the past few years. Participation in these programs is limited by the availability of facilities and trained coaches, and typically enjoys success as a result of Canadian athletes in international competition.
- **Gymnasium / Indoor Fieldhouse Activities** – Participation in activities such as basketball, volleyball and badminton continues to be popular, particularly among youth and young adults and where there are opportunities for unstructured or more flexible participation. Badminton continues to be a popular drop-in activity for young adult couples and seniors. Racquet sports (including indoor tennis, squash and racquetball) have declined nationally since their peak in the '80s. Squash participation has declined considerably nationally but continues to be popular among university-aged males. Indoor soccer on the other hand has experienced significant growth in association with the

¹⁰ CFLRI 2009 Physical Activity Monitor- "Sport Participation Rates of Canadian Adults"

growing popularity of soccer in Canada and specialized facilities for that purpose will continue to be requested.

- **Sport Tourism** – Facilities and services that support local recreational interests as well as sport tourism are increasingly popular. These initiatives raise a number of important considerations, including: (1) The substantial investment, the actual benefits and the merits of sport tourism relative to other economic development strategies; (2) Scheduling priorities when community use competes with tournaments serving non-residents; (3) The contribution of what are generally specialized facilities serving higher caliber athletes to physical activity and health objectives; and (4) The relative priority of these facilities in municipal recreation systems where resources are typically in short supply.

V. INDOOR RECREATION FACILITIES AND SERVICE CONTEXT

The following is a summary of the indoor recreation facilities that are the subject of this assessment. The current state of facilities, when combined with demographics, trends, expressed and demonstrated participation, and services offered will form the basis of the gap analysis.

V.I SUMMARY OF EXISTING INDOOR RECREATION FACILITIES

The following table (Table 1.6) summarizes the indoor recreation facilities located in the Town of Wolfville. A detailed inventory of these facilities with information about capacity, user groups and condition can be found in section VI of Appendix A. The inventory information is based on facility tours conducted by the consultants and information provided by key informants / facility operators and gathered through desktop research.

Table 1.6 Town of Wolfville and Area¹¹ Indoor Facility Summary

Facilities	Details	Service Ratio – Town of Wolfville Only¹²	Service Ratio – Region	High Level Service Provision “Standard”
Arena	<ul style="list-style-type: none"> - 1-pad rink with stadium seating in the Acadia Athletics Complex used by Varsity Teams, students and general public - Single pad arenas in Berwick, Kentville, Canning and Windsor for a total of 4 other ice facilities in Eastern Kings and Windsor 	1:7,770	1:9,000 ¹³	1:12,000
Indoor Pool	<ul style="list-style-type: none"> - 1-tank pool in the Acadia Athletics Complex used by Varsity Teams, students and general public - 1 2-tank pool at Base Greenwood - 1-tank pool at Waterville Nova Scotia Youth Centre <p><i>In total regionally, all three pools are the equivalent of 1.5 community dedicated pools when considering their amount of public access.</i></p>	1:7,770	1:50,000 ¹⁴	1:30,000
Public Fitness Facility	<ul style="list-style-type: none"> - Fitness centre and heavy weight room in the Acadia Athletics Complex open to University students and general public 	1:7,770	-	-
Indoor Courts	<ul style="list-style-type: none"> - Squash court and racquetball court at Acadia Athletics Complex 	1:7,770	-	-

¹¹ For arena and aquatic facilities both the regional (Eastern Kings and Windsor) supply and population have been used.

¹² Estimates a current population of 4,270 residents plus approximately 3,500 students when Acadia University is fully operational equaling 7,770 individuals.

¹³ Estimates a current regional population of approximately 45,000 from Windsor to Berwick, NS.

¹⁴ The next closest indoor pools in NS are in Truro, Bridgewater, Halifax and Cornwallis. Therefore a broad regional population of 80,000 is estimated as the potential users of these three institutional pools.

Facilities	Details	Service Ratio – Town of Wolfville Only ¹⁵	Service Ratio – Region	High Level Service Provision “Standard”
Gymnasias	<ul style="list-style-type: none"> - 1 gymnasium in the Acadia Athletics Complex open to Varsity Teams, students and general public - 1 gymnasium located at the Wolfville School (currently the school is undergoing extensive renovations, but it is anticipated that the gymnasium will be functional in early 2016). 	1:3,885	-	-
Theatres	<ul style="list-style-type: none"> - Acadia Theatre Co-op (Al Whittle Theatre (170 seats) and Studio-Z (27 seats)) - Acadia Festival Theatre (500 seats) 	1: 3,885	-	-
Fitness Space / Multi-purpose Rooms	<ul style="list-style-type: none"> - Multi-purpose space at Clark Commons - Fitness / dance studio at Acadia Athletics Complex - Large multi-purpose space L’Arche Hall (will be under renovations in 2016 and unavailable during the winter) - Multi-purpose space (2 large halls broken up by firewall) with kitchen at Wolfville Farmer’s Market - Several rooms at Acadia Student Union Building - 1 large room at Lion’s Hall with kitchen / bar - Indoor room and indoor / outdoor room at Wolfville Recreation Centre - 1 large room at Manning Chapel - Rooms at the three local churches (Wolfville Baptist Church, St John’s Anglican Parish Hall and St. Francis of Assisi Catholic Rectory) 	<1:650	-	-

¹⁵ Estimates a current population of 4,270 residents plus approximately 3,500 students when Acadia University is fully operational equalling 7,770 individuals.

Facilities	Details	Service Ratio – Town of Wolfville Only ¹⁶	Service Ratio – Region	High Level Service Provision “Standard”
Meeting Rooms	<ul style="list-style-type: none"> - 4 rooms at Irving Centre - 2 rooms at Acadia Athletics Complex - Several rooms at Acadia Student Union Building - 1 room at Lion’s Hall - 2 rooms at Wu Centre (currently under renovations) - 1 community room in Wolfville Library - 6 meeting rooms at EKM Community Health Centre - 1 community room at Wolfville Fire Hall - 1 lounge / meeting room in the Beveridge Art Gallery - Room at the Masonic Hall 	<1:350	-	-
Banquet Facilities	<ul style="list-style-type: none"> - Lobby at Acadia Festival Theatre used for banquets - 1 large banquet / meeting space in the Fountain Commons - 1 large banquet / meeting space in the Clarke Commons 	1:2,590	-	-
Other Indoor Recreation Facilities	<ul style="list-style-type: none"> - Wolfville Curling Club - Wolfville Library - Wolfville Farmers Market - Running track in the Acadia Athletics Complex - Botanical Gardens and Conservatory / public lounge at the Irving Centre 	1:7,770	-	-

¹⁶ Estimates a current population of 4,270 residents plus approximately 3,500 students when Acadia University is fully operational equalling 7,770 individuals.

The following table provides an overview of the major indoor facilities available in the greater region.

Table 1.7 Summary of Major Indoor Facilities in the Greater Region

Facilities	Details
Arenas	<ul style="list-style-type: none"> - Kentville Centennial Arena (all seasons facility, hosts various events, such as hockey, figure skating, home shows, concerts, craft fairs or promotional events) - Single pad arenas in Berwick, Canning and Windsor
Pools	<ul style="list-style-type: none"> - 1 2-tank pool at Base Greenwood - 1-tank pool at Waterville Nova Scotia Youth Centre
Multi-purpose / Meeting Space	<ul style="list-style-type: none"> - Kentville Recreation Centre – lower room accommodates 100 – 200 people; upper room accommodates 150 – 230 people - Woodville Community Centre - Louis Millett Community Complex (New Minas) - Port Williams Community Centre - Auditorium and multi-purpose room both with kitchen facilities and two meeting rooms (the Youth Room and Boardroom)
Publicly Available Fitness Facilities	<ul style="list-style-type: none"> - Woodville Community Fitness Room - Nova Scotia Community College Kingstec Campus (Kentville) - Louis Millett Community Complex (New Minas)
Gymnasias	<ul style="list-style-type: none"> - Evangeline Middle School (New Minas) - King's County Academy (Kentville) - Nova Scotia Community College Kingstec Campus (Kentville) - Louis Millett Community Complex (New Minas) - Horton High School (Greenwich)
Indoor Turf	<ul style="list-style-type: none"> - Valley Indoor Soccer & Events Centre (Kentville) - 120' X 220' turf playing surface
Performance Centre	<ul style="list-style-type: none"> - Horton High School (Greenwich) (516 seats)

IV.1 RECREATION PROGRAMS AND SERVICES

Current programming frequently offered in the community is outlined in the following table by the age group served and the type of activity. The programs noted in Table 2.8 reflect a point in time and were taken from various brochures made available by the Town and some further research by the consultants. This is not intended to be an exhaustive list of activities offered; rather the intention is to present a snapshot of program opportunities around the time of development of this report. It is anticipated that activities offered in the Town will change over time.

Table 1.8 Current Indoor Programming

Programs by Age	Town of Wolfville Program	Community / Regional Group Program	Private Provider
Pre-school program	-	- Babies and Books Drop In (Library) - Playful Pals (Kings County Family Resource Centre at Wolfville Recreation Centre)	-
Child Material Arts (pottery, painting, etc.)	-	-	- Harvest Studio - Wool and Tart
Child Recreation	- After School Programs - Kids Run Club (Acadia Athletics Complex) - March Break Camps	- Books in the Nook (Library) - Wolfville Children's Centre	-
Child active sport / fitness	- Speed skating (Acadia Athletics Complex) - Fun Skills Fridays	- Acadia Athletic Complex (summer sport camps) - Wolfville Gymnastics Club - Little Rocks Curling - Wolfville Tritons Swim Club - Fencing	-
Child Performing Arts (dance, drama, etc.)	-	-	- Private music instruction - First Position Dance Studio - Highland Dancing Studio
Youth Material Arts (pottery, painting, etc.)	-	-	- Harvest Studio - Wool and Tart
Youth Recreation	- After School Programs - March Break Camps	- Homework Club (Library) - Friday Youth Night (at Wolfville Curling Club)	-
Youth active sport / fitness	- Teen Yoga (Wolfville School) - Youth Triathlon Training - Speed skating (Acadia Athletics Complex)	- Acadia Athletic Complex (summer sport camps) - Wolfville Gymnastics Club - Acadia Minor Basketball - Little Rocks Curling - Wolfville Tritons Swim Club	- Private Yoga Instruction - Zumba - Abs-o-lute Fitness

Programs by Age	Town of Wolfville Program	Community / Regional Group Program	Private Provider
Youth Performing Arts (dance, drama, etc.)	-	<ul style="list-style-type: none"> - West African Drumming Workshop (Wolfville Baptist Church) - Wolfville Community Chorus (30 Wickwire Ave.) - New Horizons Band 	<ul style="list-style-type: none"> - Private music instruction - First Position Dance Studio - Highland Dancing Studio - Acadia Summer Band Club
Adult Material Arts (pottery, painting, etc.)	-	<ul style="list-style-type: none"> - Painting Morning with Evangeline Artist Cooperative (Wolfville Recreation Centre) 	<ul style="list-style-type: none"> - Harvest Studio - Wool and Tart
Adult Recreation	-	<ul style="list-style-type: none"> - Social Group for Adults with an Autism Spectrum Disorder - Wolfville and Area Newcomers Club (Wolfville Farmer's Market) - Toastmasters (Irving Centre) 	-
Adult active sport / fitness	-	<ul style="list-style-type: none"> - Acadia Athletic Complex - Blomidon Multisport Club - Wolfville Gymnastics Club - Chair Yoga 	<ul style="list-style-type: none"> - Bike Shop Classes - Private Yoga Instruction - Zumba - Abs-o-lute Fitness
Adult Performing Arts (dance, drama, etc.)	-	<ul style="list-style-type: none"> - West African Drumming Workshop (Wolfville Baptist Church) - Wolfville Community Chorus (30 Wickwire Ave.) - New Horizons Band 	<ul style="list-style-type: none"> - Private music instruction
Seniors Material Arts (pottery, painting, etc.)	-	<ul style="list-style-type: none"> - Painting Morning with Evangeline Artist Cooperative (Wolfville Recreation Centre) 	<ul style="list-style-type: none"> - Harvest Studio - Wool and Tart
Seniors Recreation	-	<ul style="list-style-type: none"> - Seniors Afternoon Out - Silver and Gold Club - Toastmasters (Irving Centre) 	-
Seniors active sport / fitness	- Fit as a Fiddle	<ul style="list-style-type: none"> - Acadia Athletic Complex - Walk and Roll (Athletic Centre) - Chair Yoga - Seniors Fitness 	<ul style="list-style-type: none"> - Private Yoga Instruction - Zumba - Abs-o-lute Fitness

Programs by Age	Town of Wolfville Program	Community / Regional Group Program	Private Provider
<p>Seniors Performing Arts (dance, drama, etc.)</p>	-	<ul style="list-style-type: none"> - West African Drumming Workshop (Wolfville Baptist Church) - Wolfville Community Chorus (30 Wickwire Ave.) - New Horizons Band 	<ul style="list-style-type: none"> - Private music instruction - First Position Dance Studio - Highland Dancing Studio
<p>Family / All ages</p>	<ul style="list-style-type: none"> - Kettlebell Krushers & Wolfville Recreation (Acadia Dance Studio – Athletic Complex) - Free community swim (Acadia Pool) - Free community skate (Acadia) - Free walk at Acadia Athletic Complex 	<ul style="list-style-type: none"> - Community Yoga (Dance Studio at Old SUB) - Late afternoon yoga (Wolfville School) - Insight (Vipassana) Meditation (Manning Memorial Chapel) - Board Game Night (Library) - Tai Chi (L'Arche Hall) - Chaoyi Fanhuan Qigong (CFQ) Practice Group (St. Francis of Assisi Catholic Rectory) - Acadia Athletic Complex - Wolfville Skating Club - Eastern Kings Badminton Club - Wolfville Tennis Club - Valley Athletics - Deep Roots Music Festival - Devour! The food Film Festival - Wolfville Christmas Market - Ping pong (school based) - Racquetball - Ringette - Volleyball - Spin class (Acadia) - Fitness Classes (Acadia) - Zumba (Acadia and non-profit) - Youth and Family Indoor Triathlon Challenge 	<ul style="list-style-type: none"> - Martial Arts - Clayground

VI. INDOOR RECREATION FACILITY INVENTORY

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Acadia Cinema (Al Whittle Theatre and Studio-Z)

Location of Facility: 450 Main Street, Wolfville PID: 55279053

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia Theatre Co-op, Non-profit (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Dressing / green room / small theatre (Studio-Z) - Large theatre (Al Whittle Theatre) - Parking and loading at back of building - Just Us Café at ground floor and entry - Jack's Gallery at theatre lobby
Market Area Served	<ul style="list-style-type: none"> - Regional, lots of valley users, some from Halifax - Mostly used by people who live between Berwick and Windsor - Devour Film festival (5 days) brings people from all over
Primary Users	<ul style="list-style-type: none"> - Theatre and Film (in large) - Movies & PowerPoints (in small) - Fundy Film Society is primary film user (every Sunday & Wednesday) - Small theatre groups - Note: the theatre is owned and run by a Co-op (~ 700 members)
Primary User Groups	<ul style="list-style-type: none"> - Not for profit theatre co-op - Acadia cinema co-op - Rentals, birthday parties - Meetings - Night kitchen (1st Saturday each month) - Concerts / Christmas concerts
Capacity / Usage	<ul style="list-style-type: none"> - Shared spaces between users - \$25 / hour includes equipment (DVD & projector) - Films are balanced in attendance, some well attended, some less - Used 2 - 3 Fridays & Saturdays per month - Currently empty on Mondays and Tuesdays
Description / Comments on facility components	<ul style="list-style-type: none"> - Some difficult coordination issues with scheduling - Technology: lights, audio, projector, acoustic panels - Moveable walls for dressing or back stage area - Studio-Z (27 seats) – 65 OCC - Al Whittle Theatre (160 seats + 10 barrier free) - Grants – receive funding from Province as well as Town - Property tax reduction from the Town - Co-op sells shares in the facility
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Was an old opera house, movie theatre in 30s or 40s, was divided into 3 screens, in 2002 was purchased by Acadia Cinema Co-op and spent 2 years turning it back into a single screen. - Digital projector is close to 10 years old – planning for future potential costs to upgrade - Replaced 6 old fresnels lights with 3 LED - Future: would love proper dressing and green room with offices above

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Acadia Cinema (Al Whittle Theatre and Studio-Z)

Location of Facility: 450 Main Street, Wolfville PID: 55279053

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia Theatre Co-op, Non-profit (P)

Description / Comments on facility limitations	<ul style="list-style-type: none"> - 35mm from ~2004 – 2011, now digital but projector is 10 years old - Studio-Z is not barrier free, no elevator, Al Whittle theatre is only barrier free in the back row, have to use a portable ramp to get onto the stage - Studio can get quite hot; fan creates a lot of noise - Al Whittle is generally cool in temperature
Additional Comments / Information	<ul style="list-style-type: none"> - Master booking information is available - Acadia Cinema Co-op receives property tax reductions for their property at 450 Main Street.

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Irving Centre

Location of Facility: Acadia Campus, 32 University Ave, Wolfville PID: 55387583

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Environmental sciences school - Botanical gardens and conservatory - Lounge space (garden room) - 4 meeting rooms, academic rooms
Market Area Served	<ul style="list-style-type: none"> - Acadia University, Town of Wolfville
Primary Users	<ul style="list-style-type: none"> - Students, staff and community - Lounge space (Garden room) – open to the community at all times (even during rentals) - Conservatory is also open to the public for drop-in - A lot of weddings (available to ‘Acadia family’ only for rentals)
Primary User Groups	<ul style="list-style-type: none"> - Students, community organizations (meeting rooms)
Capacity / Usage	<ul style="list-style-type: none"> - Meeting rooms are heavily used
Description / Comments on facility components	<ul style="list-style-type: none"> - Constructed 2002 - Large garden room (used for receptions, events, open space for study) rentable space but its mandate is that people cannot be turned away so it remains public. - Garden used for receptions and can be licensed - Meeting rooms (Acadia room – 32 seat boardroom; Meeting room – 12 seats; Seminar room – 12 seats; Library room)
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Leaks were repaired in past year
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Technology is old and heavily used

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Clark Commons

Location of Facility: Acadia Campus, 15 University Ave, Wolfville PID: 55271332

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Meeting room (capacity up to 50 people or 75 people with theatre seating) - Fitness area downstairs used for yoga and martial arts
Market Area Served	<ul style="list-style-type: none"> - Acadia University
Primary Users	<ul style="list-style-type: none"> - Students
Primary User Groups	<ul style="list-style-type: none"> - Meeting Groups - Banquets
Capacity / Usage	<ul style="list-style-type: none"> - Meeting room for up to 50 people - Under capacity (available often)
Description / Comments on facility components	<ul style="list-style-type: none"> - Small kitchen - Furnished - Washrooms
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Building is 8 – 9 years old
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Occasional heating issues - No elevator - Washrooms do not appear to have accessibility buttons - Stairs to get to facility (terraced), but door is at grade - Accessibility buttons at main entrance - Acoustics in building not good

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Acadia Athletics Complex

Location of Facility: Acadia Campus, 550 Main Street, Wolfville PID: 55281489

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Arena - Indoor running track - Fitness room - Heavy lifting room - 1 squash court - 1 racquetball court - Swimming pool - Fitness / dance studio - Fitness centre - Gymnasium - 2 meeting rooms
Market Area Served	<ul style="list-style-type: none"> - Acadia University, Wolfville residents, Town of Wolfville, residents from Kings County region
Primary Users	<ul style="list-style-type: none"> - Primarily students and staff - Members - Public (non-members) have access during some hours
Primary User Groups	<ul style="list-style-type: none"> - Dance groups in dance studio(can be booked by community to hold classes) - Acadia Minor hockey, Wolfville Skating Club in arena - Triton Swim club - Public swimming lessons - Triathlon - Varsity teams - Acadia Intramural teams - General public – membership and fitness passes available - Public has access to running track during certain hours as well as open swims and skates

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Acadia Athletics Complex

Location of Facility: Acadia Campus, 550 Main Street, Wolfville PID: 55281489

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Capacity / Usage	<ul style="list-style-type: none"> - Arena: 2,100 capacity, 1,800+ seats, typically near capacity - Pool: typically at capacity - Fitness Centre: lots of use - 750,000 annual visits made to the Acadia Athletics Complex highlighted by varsity sports events, fitness centre and classes, outdoor field and pool. - Acadia Staff note the following with respect to community use of the facility: <ul style="list-style-type: none"> - 57.7% of facility pass holders reside in Wolfville. Kings County residents make up 16% while 13.6% come from Kentville and 8.1% from New Minas. - 63.9% of fitness class attendees are from Wolfville. Kentville and New Minas combined represents 11.5%. - 90% of pool users are community groups and individuals. This averages out to 2,000+ community based visitors on a weekly basis. - 45% of fitness centre users are community based during school months. During non-school months, community usage is close to 100%. - 26.7% of swim registrations each year are from Wolfville residents. 25.7% come from Kentville. - 55% of arena and field usage is community based annually.
Description / Comments on facility components	<ul style="list-style-type: none"> - Arena originally built in 1988 and the rest of the athletics complex is older (Pool is 60s / 70s). This pool also has a salt water filtration system which has brought its own special requirements and implications to maintenance (and the cost of it. - Updated Olympic sized rink (great for varsity) – with 1,900 seats and 200 standing spots; want to attract international games) - Ice is taken out of arena for 6 weeks - Fitness centre was adapted from a gymnasium that overlooked the pool and the main floor gymnasium - The fitness area change rooms are not updated and need upgrades - Pool was built in the 1960s - 6 lane 25m t-shaped competition pool - Running track was added through a grant from the Town

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Acadia Athletics Complex

Location of Facility: Acadia Campus, 550 Main Street, Wolfville PID: 55281489

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

<p>Description / Comments on recent upgrades to the facility</p>	<ul style="list-style-type: none"> - Lighting upgrades last year - Walking track used by public added last year - Arena fully renovated last year - Arena wall paneling - Ice plant upgrades - Readapted squash courts for heavy lifting (potential future cycling room) - Asbestos tile was removed in pool (ceiling upgrades required where this occurred) - New lighting in the pool - New air conditioner in the gym. It is our understanding that the Town provided a contribution towards this.
<p>Description / Comments on facility limitations</p>	<ul style="list-style-type: none"> - In arena there are only 4 dressing rooms + 1 re-adapted female room & 1 officials room - No first aid room in arena - Bleachers in gymnasium do not retract well – planned to be replaced soon - Air circulation / conditioning issues - Salt water pool - issues with town water, corroding equipment, barrier free lift which needs improvements.
<p>Comments and Additional Information</p>	<ul style="list-style-type: none"> - Over the past two years, Acadia University reports to had spent \$462,000 on projects that positively impact the community. This includes arena locker room upgrades, fitness centre, family change room, pool, security measures and HVAC system for the gym and fitness centre. - The <i>Acadia Athletics Strategic Plan (2012-2016)</i> primarily focuses on university sport and recreation development, but does also discuss community recreation – identifying events and camps as part of their core business. The plan also identifies recreation/fitness customers and fans as key stakeholders. Opportunities include potential improvements to aging facilities. The vision is <i>an unparalleled Canadian university athletic program, delivering a uniquely personalized high performance Athletic, Academic, and Community enriching experience. Goals: Ensure long-term viability of Acadia facilities and improve service levels for Athletics, students, and the community.</i>

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: L'Arche Hall

Location of Facility: 341 Main Street, Wolfville PID: 55275150

Ownership (M = Municipal; B = School board; P = Private; O = Other): L'Arche, non-profit (P)

<p>Type of Facility(ies) & Number of Facility Components</p>	<ul style="list-style-type: none"> - This facility will undergo a renovation in the near future (currently undergoing capital campaign) - Kitchen is currently not used by outside groups because it is a commercial kitchen. It was not confirmed if it will be a commercial kitchen in the future after the building renovations. - Existing parish hall in new L'Arche building will be available for community bookings following renovations - New weaving room will be private, but open to the community to view
<p>Market Area Served</p>	<ul style="list-style-type: none"> - Primarily used by the L'Arche community - Some community bookings likely will be available - Currently charge \$20 / hour (doesn't cover room use and likely with renovations will need to charge more)
<p>Primary Users</p>	<ul style="list-style-type: none"> - L'Arche programs – support for people with developmental disabilities - user groups: SMILE, fitness, creative arts, jewelry sale (no regular bookings currently) - Boardroom in future may or may not be available to rental - Applewicks: Weaving, Candle making, Seaming
<p>Primary User Groups</p>	<ul style="list-style-type: none"> - L'Arche community - L'Arche community prayer and suppers available to all - Was open to public 75% of the time outside of L'Arche events through summer and shoulder seasons. Hall not rented in the winter currently because of heating issues and cost. The parish hall will be available to the community follow renovations and at this time it is unknown the amount of time that will be available to the community
<p>Capacity / Usage</p>	<ul style="list-style-type: none"> - Under capacity - Mostly requested now for evenings and weekends - Not open during winter months and will not be open during renovations

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: L'Arche Hall

Location of Facility: 341 Main Street, Wolfville PID: 55275150

Ownership (M = Municipal; B = School board; P = Private; O = Other): L'Arche, non-profit (P)

Description / Comments on facility components	<ul style="list-style-type: none"> - Can hold about 100 people seated in the meeting hall - Future building will have multipurpose rooms, kitchen, boardroom, offices, retail area, arts and crafts rooms and weaving studios. New facility size is planned to be 12,862 s.f. mostly for use by L'Arche Community office and workshop space - Weaving and other equipment will be in their dedicated spaces - The current facility only has two functioning washrooms, the new will have four accessible washrooms
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Future renovations will include expansion and other major upgrades, and will include elevator (accessibility) - L'Arche has a Buildings Committee and Board of Directors overseeing renovations
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Not marketed as available to community users (bookings are by word-of-mouth) - Don't run space in the winter currently
Additional Comments / Information	<ul style="list-style-type: none"> - Wolfville L'Arche Homefires Society is tax exempted for their new facility at 341 Main Street while the facility is under renovation and unavailable for programming. During this time the society needs to retain their existing facility for programming. - The volunteer Board of Directors of Wolfville L'Arche Homefires Society has made a commitment to raise \$2 Million to renovate the property.

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Wolfville Farmer's Market

Location of Facility: 24 Elm Ave, Wolfville PID: 55279327

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P), leased by the Market

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Kitchen - Multipurpose (2 halls broken up by firewall) – 1 community space, 1 market space)
Market Area Served	<ul style="list-style-type: none"> - Wolfville and surrounding region, special events (i.e. Devour) reach to other areas in the province - Mainly Wolfville groups, some Valley wide groups
Primary Users	<ul style="list-style-type: none"> - Seniors, Adults - Most programs are not specifically recreational or for kids - Community use is growing
Primary User Groups	<ul style="list-style-type: none"> - Market venders - Cooking classes (run by market) - Town runs cooking classes with kids - Yoga classes, kettle bells, belly dance (private) - Good food hub kitchen - Food Matters mixer (market) - Kitchen mostly used by renters / vendors - Belly dancing (1 / week): use is growing - Wolfville Newcomers Club (1 / month) - Refresh (1 / month) - Contra-dance (6 / year)
Capacity / Usage	<ul style="list-style-type: none"> - Used frequently, but there is capacity for more use
Description / Comments on facility components	<ul style="list-style-type: none"> - Old turn of the century building with recent upgrades. - Long large building with low ceilings - Single washroom bank (female, male and gender neutral) - The building has original wood columns and beams, wood floors and wood paneling ceilings. - Offices and storage - Kitchen is important, has increased use - 300 capacity for assembly
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - A firewall with fire shutters was added to meet the local fire requirements. A sprinkler system was added to the building, though not initially required by AHJ, it was added in order to rent out the back half of the building. - Building has undergone facility exterior & interior upgrades and an addition of W/C's entrance and an office - Acoustic panels throughout to absorb sound - Kitchen - Insulated basement recently - Installed barn curtain to help store booths during events - A storage curtain was added at the perimeter to help hide booth and furniture and open up the space for events such as weddings

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Wolfville Farmer's Market

Location of Facility: 24 Elm Ave, Wolfville PID: 55279327

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P), leased by the Market

Description / Comments on facility limitations	<ul style="list-style-type: none">- The building is heated by an oil burning furnace which has had at least one maintenance issue when it shut down- Can be cold in winter for sit-down meetings- Used for informal events, not formal occasions- Overall occupant load 300, limited currently by the washroom count. The occupant load of 300 is a good number for the current building uses.- Floor gets a lot of use – some concerns by fitness groups- Not enough storage (using furniture)- Not enough seating during market- Parking is an issue- Potential development for building adjacent lands- Other wants: bike racks, outdoor dining, landscaping
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Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Acadia Student Union Building

Location of Facility: Acadia Campus, 30 Highland Ave., Wolfville PID: 55280770

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Student Union Building - Offices, multipurpose rooms, event rooms, meeting rooms, retail and food services, yoga and dance studios
Market Area Served	<ul style="list-style-type: none"> - Acadia University and some Wolfville community groups
Primary Users	<ul style="list-style-type: none"> - Students - Some community use
Primary User Groups	<ul style="list-style-type: none"> - Dance (Acadia Dance Community Club) and yoga - Student Conference Center - Event room (McKeen Room) - Fairs in main hall - Lounge (town hall meetings) - Forums - Room dedicated to Wolfville Children's Centre – after school program - Main level used to have Winter Farmer's Market
Capacity / Usage	<ul style="list-style-type: none"> - 4 – 10 pm: dance every day - Some availability during day and mornings - Student Conference Center: availability
Description / Comments on facility components	<ul style="list-style-type: none"> - Older building, old (60s) new (70s) - McKeen has a stage - McKeen: 140 people for events - Student Conference Center: 35 people for events - Ward: 12 people
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Floor renovations in McKeen Room - Wolfville children's centre has temporarily moved into the SUB.
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Well maintained - No A/C – too warm in summer months - Building is accessible at Horton Avenue (street-level doors with accessibility buttons. - Lacking interior accessibility - there is no elevator, only stairs will take you to the McKeen Room. - Way-finding is poor

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Lions Hall

Location of Facility: 36 Elm Ave., Wolfville PID: 55289375

Ownership (M = Municipal; B = School board; P = Private; O = Other): Wolfville and District Lions Club, non-profit (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Multipurpose Room - Meeting room / board room - Bar / kitchen (large with propane stove) - Office - Storage - Reasonable amount of parking
Market Area Served	<ul style="list-style-type: none"> - Regional groups (outside Wolfville, e.g., schools - Avonport, Gaspereau) - Rentals from out of town - Well situated in downtown Wolfville
Primary Users	<ul style="list-style-type: none"> - Seniors, Adults
Primary User Groups	<ul style="list-style-type: none"> - Pancake breakfast every 3rd Saturday - Fiddlers group twice a month (40 – 50 members) - Private rentals (including fundraisers - partner) - School fundraisers - Town meetings - Prayer groups (students) - Seniors cards on Tuesdays in the winter (15 – 20, but group is declining) - Seniors exercise club twice a week (busy – wait lists) - Book sale - Mud Creek Rotary Club (4 days a week) - Church (Lambs Way on Sunday - \$800 / month fee) - Other community / private rentals (mainly groups that are from outside of Wolfville) - It was noted that sometimes regular community groups can be 'bumped' for larger rentals
Capacity / Usage	<ul style="list-style-type: none"> - Multipurpose areas are at capacity, not going after new events because the Lions won't always be available to facilitate the event. Some availability in the summertime. - The boardroom is used quite a bit (near capacity) - Very well used building
Description / Comments on facility components	<ul style="list-style-type: none"> - Multipurpose Room – used for larger meetings - Large kitchen for use of community groups or they can bring in their own caterer - Fully accessible facility - Boardroom to suit meeting groups around a table (smaller meetings) - Lots of parking available for the facility at the site and in municipal lots

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Lions Hall

Location of Facility: 36 Elm Ave., Wolfville PID: 55289375

Ownership (M = Municipal; B = School board; P = Private; O = Other): Wolfville and District Lions Club, non-profit (P)

<p>Description / Comments on recent upgrades to the facility</p>	<ul style="list-style-type: none"> - The mechanical equipment is loud so the facility would benefit from acoustic panels - 1998 – major renovations - Recent upgrades have been minor and include painting (interior and exterior) and a new dishwasher (\$10K) - The hall receives a grant from Town that goes to maintenance - Town grants received for re-capitalization
<p>Description / Comments on facility limitations</p>	<ul style="list-style-type: none"> - Older building, but appears to be in relatively good shape - Building is situated in a flood plain - Building needs new roof, parking lot paving. Some members of the Lion’s would rather collaborate with other grounds to build one shared multi-purpose building - As membership is declining and getting older (hold membership of 27 – 30 members for past 20 years), some members would prefer to lease a space, but others have concern that they would not have enough space - Capacity for upstairs renovations to expand - The acoustics are not good for large gatherings and certain activities - Air circulation and AC not up to date and provides users with a less comfortable space
<p>Additional Comments / Information</p>	<ul style="list-style-type: none"> - Hall rental costs information available.

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Acadia Festival Theatre

Location of Facility: Acadia Campus, 504 Main Street, Wolfville PIDs: 55524128; 55524136; 55524144

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - 500 seat theatre - Lobby
Market Area Served	<ul style="list-style-type: none"> - Acadia University, Wolfville and surrounding communities
Primary Users	<ul style="list-style-type: none"> - Primarily Students and Acadia staff - Community has some access / can book times around student use - Primarily used by adults
Primary User Groups	<ul style="list-style-type: none"> - Acadia School of Music - Theatre, Acadia's Performing Arts Series, other theatre groups - Festivals (i.e. Deep Roots) - Launches (i.e. Town Re-Branding) - Lobby is used for banquets and receptions
Capacity / Usage	<ul style="list-style-type: none"> - Used heavily by Acadia's School of Music - Cost approx. \$985 for general use; \$1,300 for Professional use
Description / Comments on facility components	<ul style="list-style-type: none"> - Large rooms - Carpeted lobby with bar and seating - Air Conditioned - Comfortable seats - Washrooms - Great acoustics - Dressing rooms and green room - Reception in lobby - Box office - Offices - Practice rooms - Lots of parking - Good loading dock - Wheelchair spots
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Readapted in early 90's from arena - No current plans for more upgrades
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Someone from Acadia University needs to be in the facility when it is booked - Accessible only from ground floor - Some systems are getting old (i.e. sound)

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Wolfville Recreation Centre

Location of Facility: 7 Victoria Ave, Wolfville (Rotary Field) PIDs: 55503239; 55275648

Ownership (M = Municipal; B = School board; P = Private; O = Other): Town of Wolfville (M)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Multi-purpose space with kitchenette - Office space - Storage areas - Washrooms - Three-seasons space (outdoor / indoor space) – three-bay garage - Soccer field, playground, tennis courts (exterior)
Market Area Served	<ul style="list-style-type: none"> - Town and county
Primary Users	<ul style="list-style-type: none"> - All ages
Primary User Groups	<ul style="list-style-type: none"> - Wolfville Tennis Club (have an MOU with the Town) - Summer camps - Minimal after school programming during shoulder seasons - Yoga, Zumba – can be challenging in the room, small class sizes - Evangeline Artists Co-op (Monday mornings) - Soccer – have permanent locked space for equipment - Kings County Family Resource Centre has used facility - Recreation department (used for storage) - Snowshoe rentals
Capacity / Usage	<ul style="list-style-type: none"> - Under capacity (through school year only rented 4 times a week – 2 mornings, 2 evenings) - Building is really only usable during summer and shoulder seasons (not typically used by groups during winter months).
Description / Comments on facility components	<ul style="list-style-type: none"> - Multi-purpose space with kitchenette - Cement block building - Storage areas - Washrooms - Three-seasons space (outdoor / indoor space) – three-bay garage with glass on both ends and one side, cement floor - Office space (for cycling, camp leaders, soccer) – 3 – 8 staff sometimes use this space. Very tight and can get loud. No private meeting space for staff. - The tennis club originally thought office space would be a lounge space - In floor heating and air exchange system - Located at Rotary Field, which is a multi-use recreational park that includes sports fields, tennis courts, playground structures
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Building was originally built for a canteen and storage - Renovations to current state sometime after 2000

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Wolfville Recreation Centre

Location of Facility: 7 Victoria Ave, Wolfville (Rotary Field) PIDs: 55503239; 55275648

Ownership (M = Municipal; B = School board; P = Private; O = Other): Town of Wolfville (M)

Description / Comments on
facility limitations

- Limitations with regards to use based on nature of facility
– cement floor can be difficult for programming.
- Only really usable as a three-season space (use to use
for office space for four seasons, but is rather isolated)
- Cold in later seasons and hot in summer
- Three-bay garage space can be noisy
- Access doors not accessible
- More storage needed for recreation department / summer
camp equipment (currently have 2 sheds that are both
full)

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Wu Building

Location of Facility: Acadia Campus, 512 Main Street, Wolfville PID: 55279418

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Meeting rooms - Currently being renovated
Market Area Served	<ul style="list-style-type: none"> - Acadia and local area (rentals)
Primary Users	<ul style="list-style-type: none"> - Acadia University
Primary User Groups	<ul style="list-style-type: none"> - Acadia University - Community group rentals of meeting rooms
Capacity / Usage	<ul style="list-style-type: none"> - Unknown – currently under renovations, but it is anticipated that facility will have availability for community rentals
Description / Comments on facility components	<ul style="list-style-type: none"> - Two meeting rooms. Larger room will have capacity for 60 people. Bookings will be through Acadia Events Department.
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Currently being renovated
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Unknown, currently being renovated

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Name of Facility: Wolfville Library

Location of Facility: 21 Elm Ave., Wolfville PID: 55279244

Ownership (M = Municipal; B = School board; P = Private; O = Other): Town of Wolfville (M)

Type of Facility(ies) & Number of Facility Components	<ul style="list-style-type: none"> - Library spaces - Community room upstairs
Market Area Served	<ul style="list-style-type: none"> - Wolfville residents - Building is centrally located in the Town's downtown
Primary Users	<ul style="list-style-type: none"> - All ages
Primary User Groups	<ul style="list-style-type: none"> - A lot of children's programs - Community programs - 2 – 3 regular community meetings a week - Computer programs (CAP site is busy) - Patio is used for summer concerts
Capacity / Usage	<ul style="list-style-type: none"> - Under capacity – time is available for rentals
Description / Comments on facility components	<ul style="list-style-type: none"> - - Computers - Library space has capacity for 45 people to gather - Upstairs community room – large / medium space - Small kitchen facility - Storage upstairs
Description / Comments on recent upgrades to the facility	<ul style="list-style-type: none"> - Heritage building that was originally the Town's train station - Re-pointed brick 2 years ago - Added accessibility buttons to doors 4 years ago, at grade entrance for accessibility
Description / Comments on facility limitations	<ul style="list-style-type: none"> - Cold in winter and hot in summer – thinking of changing to heat pump system - Roof needs to be redone however there are plans to replace within the year. - Older windows should be replaced - No elevator – rooms upstairs are not accessible - Older building is challenging to modernize facility (small compared to newer facilities).

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Name of Facility: Fountain Commons

Location of Facility: Acadia Campus, 15 University Ave., Wolfville PID: 55271332

Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)

Type of Facility(ies) & Number of Facility Components	- Banquet / meeting space
Market Area Served	- University - Local / regional groups
Primary Users	- Acadia University - Some community rentals
Primary User Groups	- Used for convocation receptions (last 5 – 6 years) - Annapolis Valley Health Authority and Annapolis Valley School Board has booked the space - Used for Devour reception - Weddings - Town hall style meetings / info sessions
Capacity / Usage	- Availability for rentals
Description / Comments on facility components	- Building is over 40 years old, well maintained (used to be a dining hall) - Renovated in 2000 - Can accommodate 220 for banquet, maximum room capacity is 500 - No air conditioning, but the building has an air exchanger - Acoustics are okay, good sound system for speaking events - Elevator
Description / Comments on recent upgrades to the facility	- Appears to be well maintained
Description / Comments on facility limitations	- Catering exclusive to the University's provider - Not aware of any needs for upgrades

Town of Wolfville, NS INDOOR FACILITY INVENTORY

Facilities within Wolfville which are used by community, but were not toured
(information is based on consultant knowledge of facilities, key informants and desktop review)

Ownership (M = Municipal; B = School board; P = Private; O = Other)

<p>Manning Chapel Acadia Campus, 15 University Ave., Wolfville PID: 55271332 Ownership: Acadia University (P)</p>	<ul style="list-style-type: none"> - Type of Facility(ies) & Number of Facility Components: Chapel basement can be booked by community groups, facility also has a library space - Market Area Served / Primary Users: Acadia Staff / students, Wolfville community groups - Primary User Groups: Yoga, community lunches, variety of activities - Capacity / Usage: Frequently used
<p>Wolfville School 19 Acadia Street, Wolfville PID: 55273130 Ownership: Annapolis Valley Regional School Board (AVRSB) (B)</p>	<ul style="list-style-type: none"> - Indoor recreation facilities consists of a double-gymnasium - It is our understanding that the gymnasium will be out of commission until early 2016 due to school renovation. - When open the gymnasium is heavily used by community groups, however the typically 'bumping' situation can occur as school use comes first. - The gymnasium is not available during the school day and if school closes because of winter storms, it will remain closed all evening even when the weather clears.
<p>Wolfville Curling Club 3819 Elm Ave., Wolfville PID: 55279335 Ownership: Non-profit</p>	<ul style="list-style-type: none"> - The facility is available for use on a rental basis and the public can be a member of the curling club. - The club completed a Request for Brief which provided additional information.
<p>Denton Hall Acadia Campus, 15 University Ave., Wolfville PID: 55271332 Ownership: Acadia University (P)</p>	<ul style="list-style-type: none"> - Used by University; not really used for community rentals / bookings often - Occasionally used by community for performances - No parking around building
<p>Beveridge Art Gallery Acadia Campus, 10 Highland Ave., Wolfville PID: 55280671 Ownership: Acadia University (P)</p>	<ul style="list-style-type: none"> - Primarily used by University - Gallery is viewed as a public space - Lounge - Facility has a lounge / meeting room for approximately 20 people. Space has a lot of glass. - Unsure of amount of community bookings
<p>Wolfville Fire Department 355 Main Street, Wolfville PID: 55274989 Ownership: Town of Wolfville (M)</p>	<ul style="list-style-type: none"> - Community room within the Fire Hall - Primarily used by the Fire Department - With rare exceptions, this space is not available to the public
<p>Wolfville Baptist Church 487 Main Street, Wolfville PID: 55272975 Ownership: Private</p>	<ul style="list-style-type: none"> - Primarily used for Church programming - Typically used for yoga and other community activities (such as performances) - Not used by the Town for programming

**Town of Wolfville, NS
INDOOR FACILITY INVENTORY**

Facilities within Wolfville which are used by community, but were not toured
(information is based on consultant knowledge of facilities, key informants and desktop review)

<p>St John's Anglican Parish Hall 341 Main Street, Wolfville PID: 55275150 Ownership: Private</p>	<ul style="list-style-type: none"> - Primarily used for Church programming - Typically used for yoga and other community activities - Not used by the Town for programming
<p>St. Francis of Assisi Catholic Rectory 118 Main Street, Wolfville PID: 55278337 Ownership: Private</p>	<ul style="list-style-type: none"> - Primarily used for Church programming - Typically used for yoga and other community activities - Not used by the Town for programming
<p>Masonic Hall 42 Gaspereau Ave., Wolfville PID: 55278337 Ownership: Non-profit</p>	<ul style="list-style-type: none"> - It is our understanding that this facility is currently not well used by community groups - One of the oldest Masonic Halls in Nova Scotia

Appendix B

Community Consultation

I. REQUEST FOR BRIEF INVITEES AND RESPONDENTS

Groups invited and Responded to Request for Brief:

- Deep Roots Music Co-op
- Fundy Film Society
- L'Arche Homefires
- Mud Creek Rotary Club
- Wolfville Baptist Church
- Wolfville and Area Foodbank
- Wolfville Curling Club
- Wolfville Scouts

Groups invited but did not submit a completed Request for Brief:

- Alexander Society for Special Needs
- Anglican Rectory
- Annapolis Valley Honour Choir
- Blomidon Naturalists
- Canadian Federation of University Women
- Djembes & Duns Drumming
- Evangeline Artists Co-operative
- Fezziwig
- Fit As A Fiddle
- Kings Family Resource Centre Playgroup
- New Horizons Band
- Open Acadia
- Peacemakers
- Seniors WNCS Physio NSHA
- Social Group for Adults with Autism
- Valley Cardiac Rehab
- Wolfville & District Lion's Club
- Wolfville Newcomer's Club
- Wolfville Rotary Club
- Women of Wolfville (WOW)

II. FOCUS GROUP INVITEES AND PARTICIPANTS

Groups in attendance to the Focus Groups:

Group 1

- Acadia Minor Hockey
- Blomidon Multi-Sport Club
- East Kings Badminton Club
- Wolfville Tennis Club

Group 2

- Acadia S.M.I.L.E. Program
- Seniors WNCS Physio NSHA
- Valley Cardia Rehab
- Wolfville Children's Centre
- Wolfville Tritons Swim Club

Group 3

- Evangeline Artists Co-op
- Fezziwig
- Women of Wolfville (WOW)

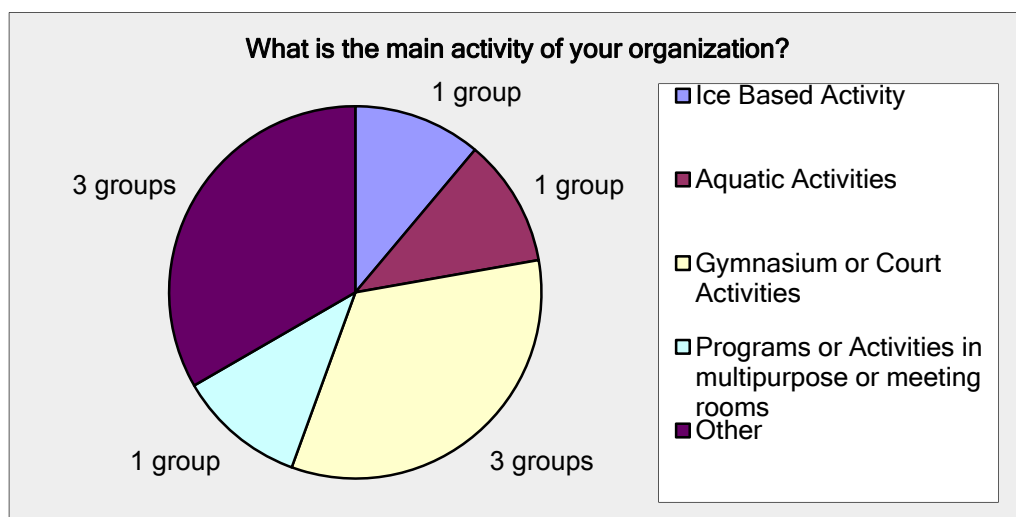
Organizations invited to Focus Groups but did not attend:

- Acadia Dance Community Club
- Acadia Minor Basketball
- Community Yoga
- Edalene Theatre
- Kinderskills
- Valley Athletics
- Wolfville Cubs, Scouts, Venturers and Beavers
- Wolfville Curling Club
- Wolfville Skating Club
- Wolfville Soccer Club

III. USER GROUP SURVEY RESULTS

III.1 ORGANIZATION DETAILS

User Groups who completed the survey were primarily involved in gymnasium or court activities. There was also a representative respondent from both ice-based and aquatic activities categories as well as a respondent whose group relied on multi-purpose rooms / meeting rooms. The other user groups (located in the 'Other' category) who responded to the survey represented organizations using yoga studio facilities, tennis courts (and storage), as well as child care (and special needs care) facilities for working parents.



Four of the nine responding groups said that they had between 25-50 active participants in their group. Two groups indicated that they had a considerable number of active participants within the 100-250 member range.

How many participants are currently active in your organization during a typical year?	
Answer Options	Response Count
0 - 25	0
25 - 50	4
50 - 100	3
100 - 250	2
250 - 500	0
More than 500	0
<i>answered question</i>	9
<i>skipped question</i>	0

While three of the user groups expected the number of participants to increase in the next five years, all three felt like it would be an increase of less than 10%. Four of the user groups felt that their group would more than likely remain the same. Groups felt that the contributors to potential growth would rely on improved marketing and advertising practices as well as an increase of interest for their given activity.

Do you expect the number of participants to increase, decrease or remain the same over the next five years?		
Answer Options	Response Percent	Response Count
Increase	33.3%	3
Decrease	11.1%	1
Remain the same	44.4%	4
I don't know	11.1%	1
<i>answered question</i>		9
<i>skipped question</i>		0

Four of the nine groups indicated that they offer their activities and programs through a membership system. Three groups indicated they were accessible to the general public and two answered that they offered their activities and programs to the general public as well as through a membership system.



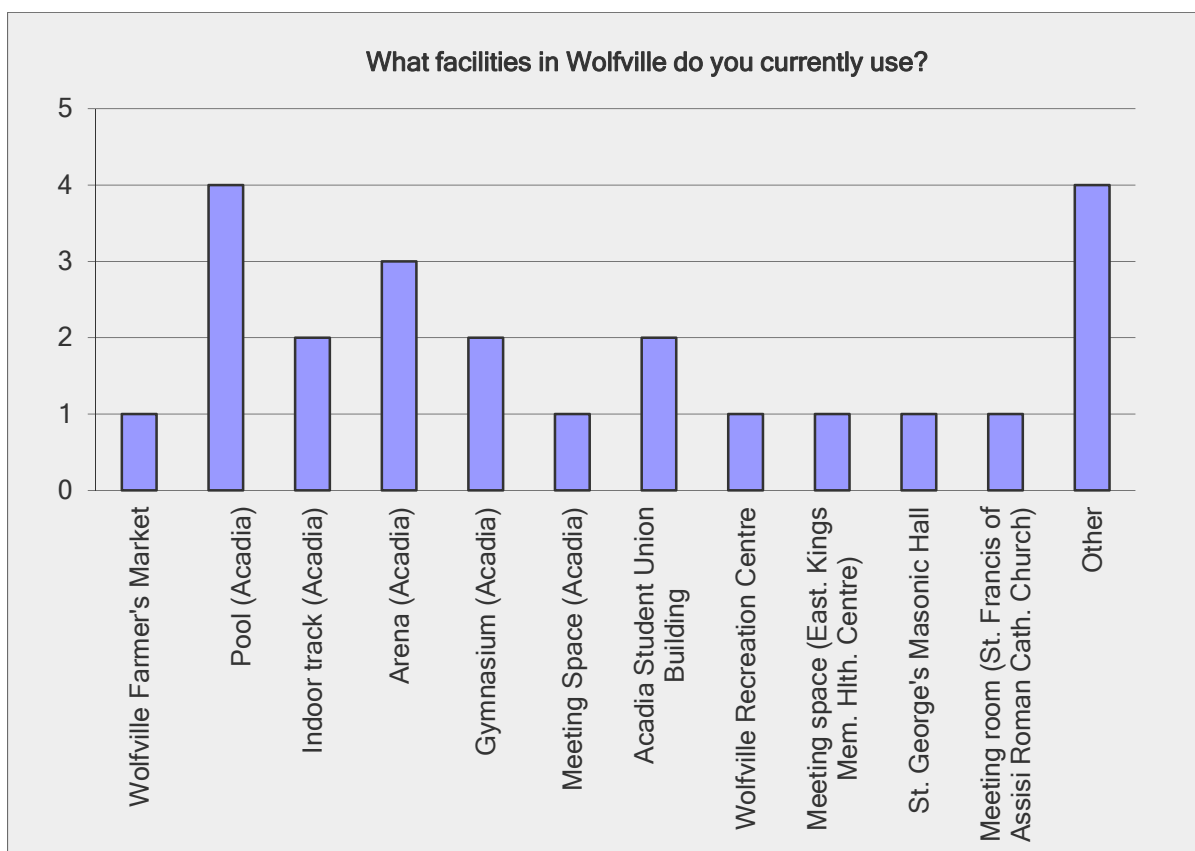
When considering the groups collectively, the majority of them are primarily focused on serving users who are at the elementary school age (5-14 years). The second most served age cohort were the middle aged users (35-59 years) with very few offering services to users 75 years and older.

When asked where members of the user groups resided, there appeared to be an almost equal split of those who live within the boundaries of Wolfville and those who live out of the area. Although some user groups do predominately have members from one location or another, when considered collectively, active members of these groups appear to have an

equal representation of those who reside in the Town and those who come from outside of the boundaries.

III.II FACILITY USE

User groups showed to have a heavy reliance on Acadia University's facilities, particularly for the school's pool and the arena amenities. Although the groups indicated a heavy reliance on the University's pool, many have made the comment that there is not enough booking time available for organizations (internal and external to the University) as well as time slots for open and lane swims for public use. The Wolfville School Gymnasium was also used regularly by these user groups.



Current issues and needs that these user groups had noted for Wolfville's indoor facilities were various however the lack of available booking time during preferred hours, as well as the rental fees associated with them were flagged as primary concerns. Other issues the user groups identified were lack of space, poor quality of the spaces provided, not accessible enough, a lack of specialized equipment, as well as a lack of regulation sized facilities.

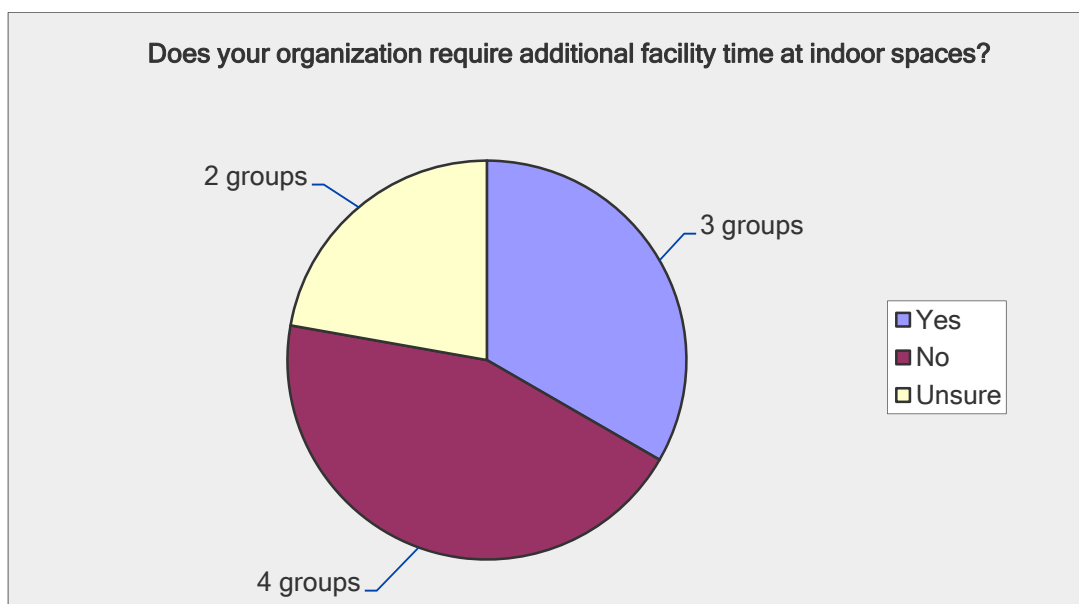
When asked what amenities user groups would like to see enhanced as a priority, many of the respondents indicated that the pool was in need of an upgrade. User groups felt that a 50 metre pool would best suit the community and allow Wolfville to host swim meets at all levels. Upgrades to the Wolfville School gymnasium were also communicated as being

important. Respondents felt that more equipment and larger spaces would accommodate community members, particularly younger children.

When asked to indicate how many hours a week each group used each facility type, gymnasiums, indoor pools and meeting rooms prove to be the most heavily utilized. A summary of facility utilization times (per week) is displayed in the table below.

Current Utilization of Facilities	
	Hours per Week*
Gymnasium/ Court Facilities	19
Indoor Pool	16
Meeting Rooms	15
Arena (ice time)	4
Multipurpose Space	2
Other	2
Indoor Running/ Walking Track	1
Arena (non-ice time)	1
Fitness Centre	0
Performance Space	0
Banquets or Special Events Space	0

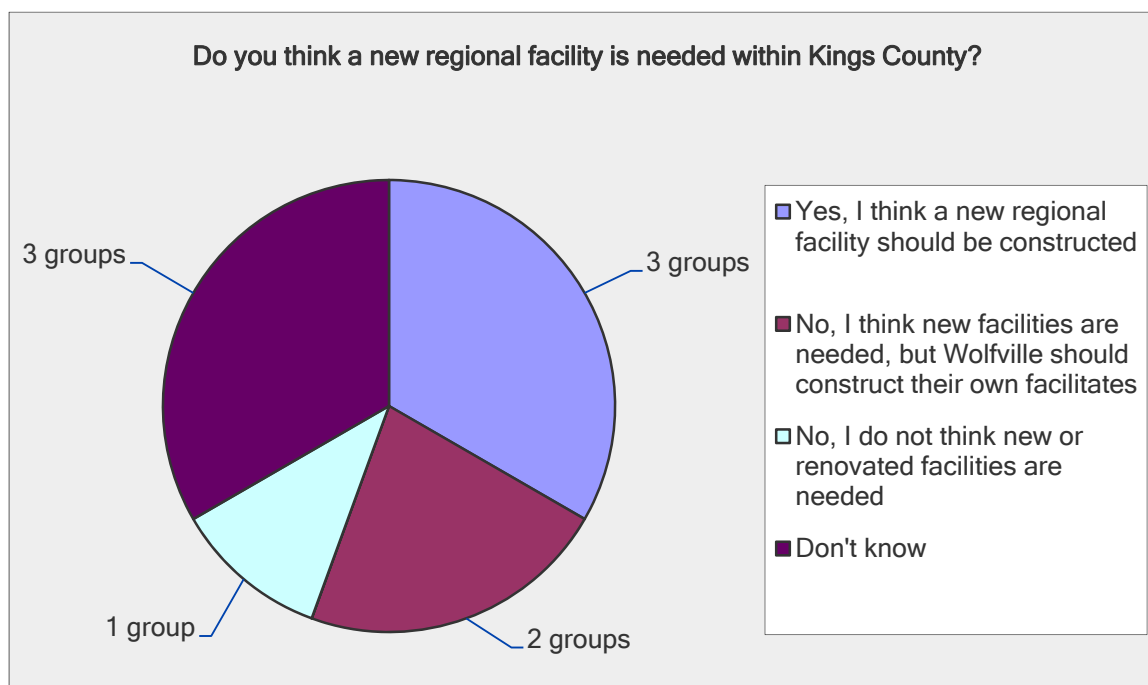
While the user groups had previously indicated that more facility booking time would benefit the community (including their own user group), 4 of the 9 respondents felt that their groups did not need additional facility time. Three groups however, did feel that they needed more booking time at indoor facilities. These groups included Acadia Minor Basket Ball, Wolfville Tritons Swim Club and Blomidon Multisport Club (pool use).



When asked whether or not user groups used facilities located outside of the Town, four of the nine user groups said that they did. Reasons for doing so were provided by these four and they include:

- Unable to access the facility(ies) in Wolfville for the time needed
- The facility(ies) needed are less expensive outside of the Town
- The facility(ies) located outside of Wolfville are more accessible for users
- Required to locate outside of the Town due to renovations on their regular facility(ies) in Wolfville

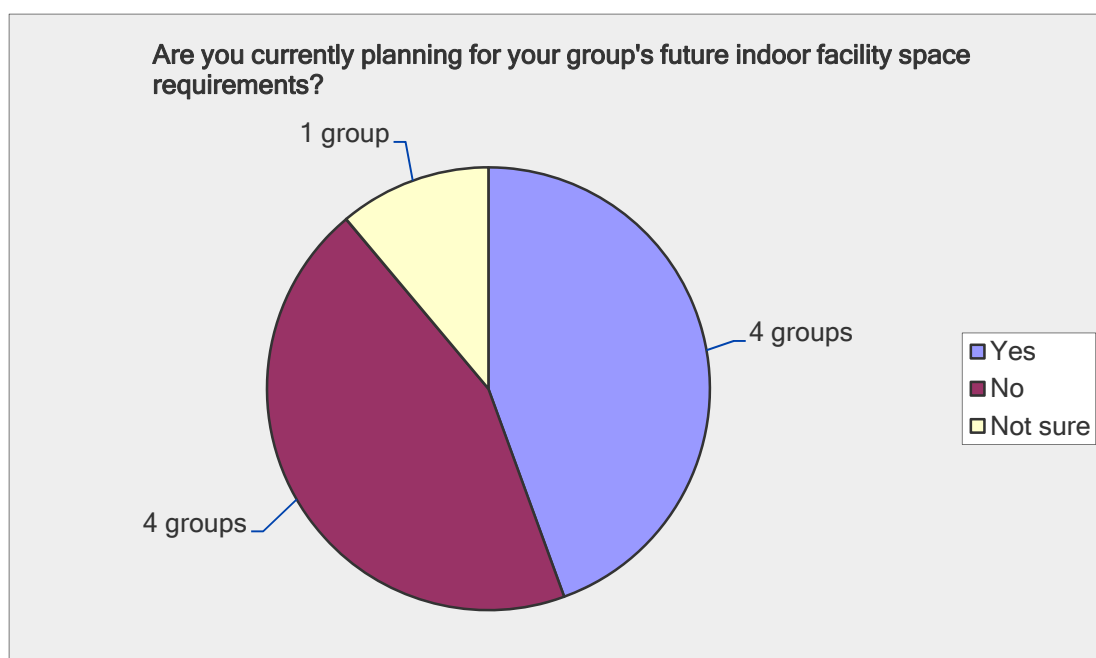
According to 5 of the 9 user groups, new or improved facilities would better meet their organization's needs. When asked about the need of a new regional facility within Kings County, 3 of the 9 respondents felt that such a facility would be appropriate however 2 of the 9 groups thought that new facilities should be kept at the local level, within the boundaries of Wolfville.



III.III PLANNING FOR FUTURE NEEDS

When asked if user groups are currently planning for their organizations' indoor facility space needs, respondents were split between 'yes they were', and 'no they weren't'. Those that answered 'yes' indicated the steps they were taking to plan for future needs included:

- Ability to fundraise for future costs
- Collecting donations from alumni member of their user group
- Collecting registration fees at the beginning of the school year (September)
- Putting on community classes with drop in donation fees



Although all groups depend on the facilities within the Town of Wolfville, and 5 of the 9 user groups indicated that new facilities would better meet their organization's needs, many of the respondents expressed that they are not in the position to directly contribute to such upgrades financially. Many of the groups did show willingness however, to help gain funding through other means such as fundraising, the transfer of grant money, volunteering their time and labour, as well as entering into a joint agreement with other organizations to help finance the construction of new or improved facilities. One group commented that they would be willing to contribute, but only for the construction or renovation for a 50 metre swimming pool.

In what way might your group be willing and able to contribute to capital construction costs for a facility that would better meet your needs?	
Answer Options	Response Count
Not in a position to contribute	6
Through fundraising	4
Through volunteer labour in construction	1
Through direct injection of capital in consideration for certain user rights	1
We will finance the total cost of new construction and assume control and operation	0
We will turn over grant monies that we are eligible to apply for	3
We would be willing to enter into a joint agreement with other organization(s) to finance construction and jointly operate	1
Other comments or clarification / explanation.	1
<i>answered question</i>	9
<i>skipped question</i>	0

Eight of the nine user groups do not own their own facility. Four of these eight “non-owners” indicated that they rent facilities on an hourly or per-use basis (four others indicated that they rent facilities through other terms or agreements).

When asked if their user group would be in a position to pay an increase in rental fees if their requirements were met, 5 of the 8 renting groups said they were not. Of those 2 groups that said they could handle a rent increase, one said they could handle a 10% increase or more while the other said they were in a position to handle a 50% or more increase in rental fees. Those who indicated that they could not handle an increase in rent stated that their current fees are already too expensive as they currently are.

Would your organization be in a position to pay increased rental or user fees if your requirements were better met?		
Answer Options	Response Percent	Response Count
Yes	25.0%	2
No	62.5%	5
Unsure	12.5%	1
<i>answered question</i>		8
<i>skipped question</i>		1

Finally, groups were asked what new activities they would like to see happen if a new or expanded indoor recreational facility space were developed. Answers were as follows:

- Larger spaces for bikes for indoor training
- More opportunities to work with local schools
- More access to free use of swimming, skating and gym time
- Indoor tennis facilities
- Additional skill development camps and clinics as well as the ability to host tournaments and expose children to court sports such as basketball
- Additional studio space for classes such as yoga

III.IV USER GROUP SURVEY INVITEES AND PARTICIPANTS

Groups invited and responded to User Group Survey:

- Acadia Minor Basketball
- Acadia Minor Hockey (completed the survey after the summary was completed, however, their response was taken into consideration in the overall report).
- Blomidon Multisport Club
- Community Yoga
- Eastern Kings Badminton Club
- Kinderskills
- Wolfville Children's Centre
- Wolfville Skating Club
- Wolfville Tennis Club
- Wolfville Tritons Swim Club

Groups invited but did not submit a completed User Group Survey:

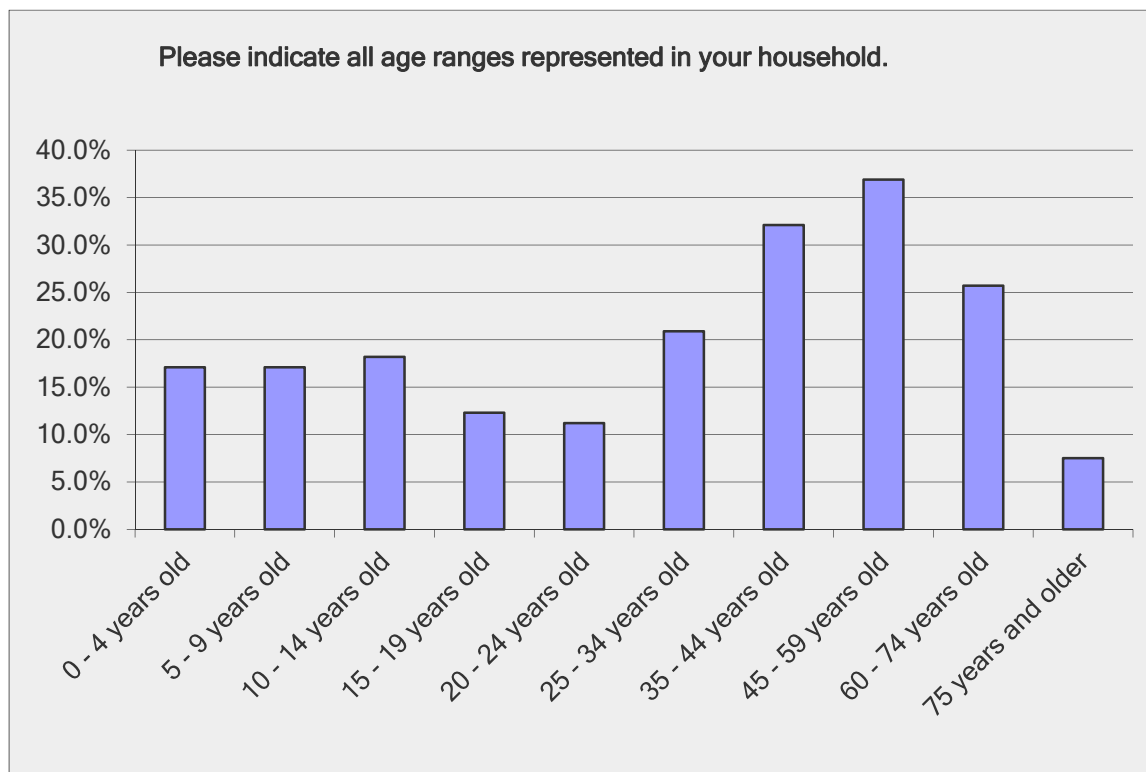
- Acadia Dance Community Club
- Edalene Theatre
- S.M.I.L.E. Program
- Valley Athletics
- Wolfville Cubs, Scouts, Venturers and Beavers
- Wolfville Gymnastics Club (the club responded that they recently closed)
- Wolfville Soccer Club

IV. COMMUNITY HOUSEHOLD SURVEY RESULTS

IV.1 HOUSEHOLD MAKE UP

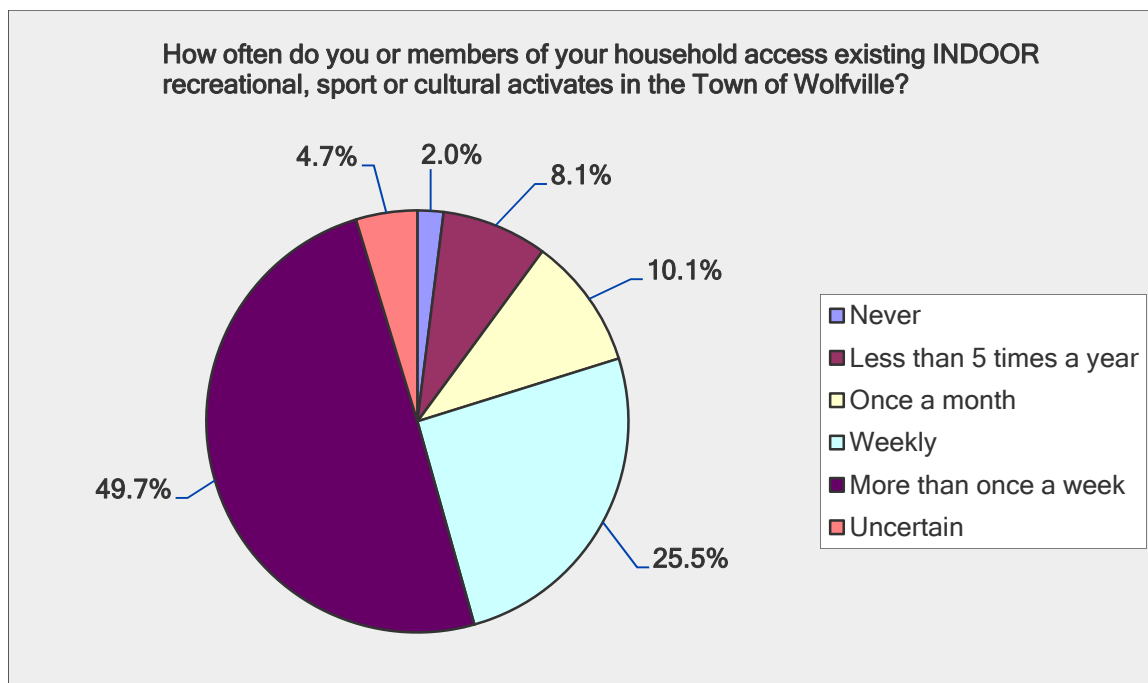
A total of 187 households responded to the survey with 69% of residents located within the Town of Wolfville's boundaries. Another 27% indicated that they live outside of the Town but within Kings County and 3% of respondents resided outside of the County. Nearly 45% of respondents said they have lived in their home for 10+ years.

How long have you lived in your current location?		
Answer Options	Response Percent	Response Count
10+ Years	44.6%	83
6-9 Years	17.7%	33
2-5 Years	26.3%	49
Less than 2 years	11.3%	21
<i>answered question</i>		186
<i>skipped question</i>		1

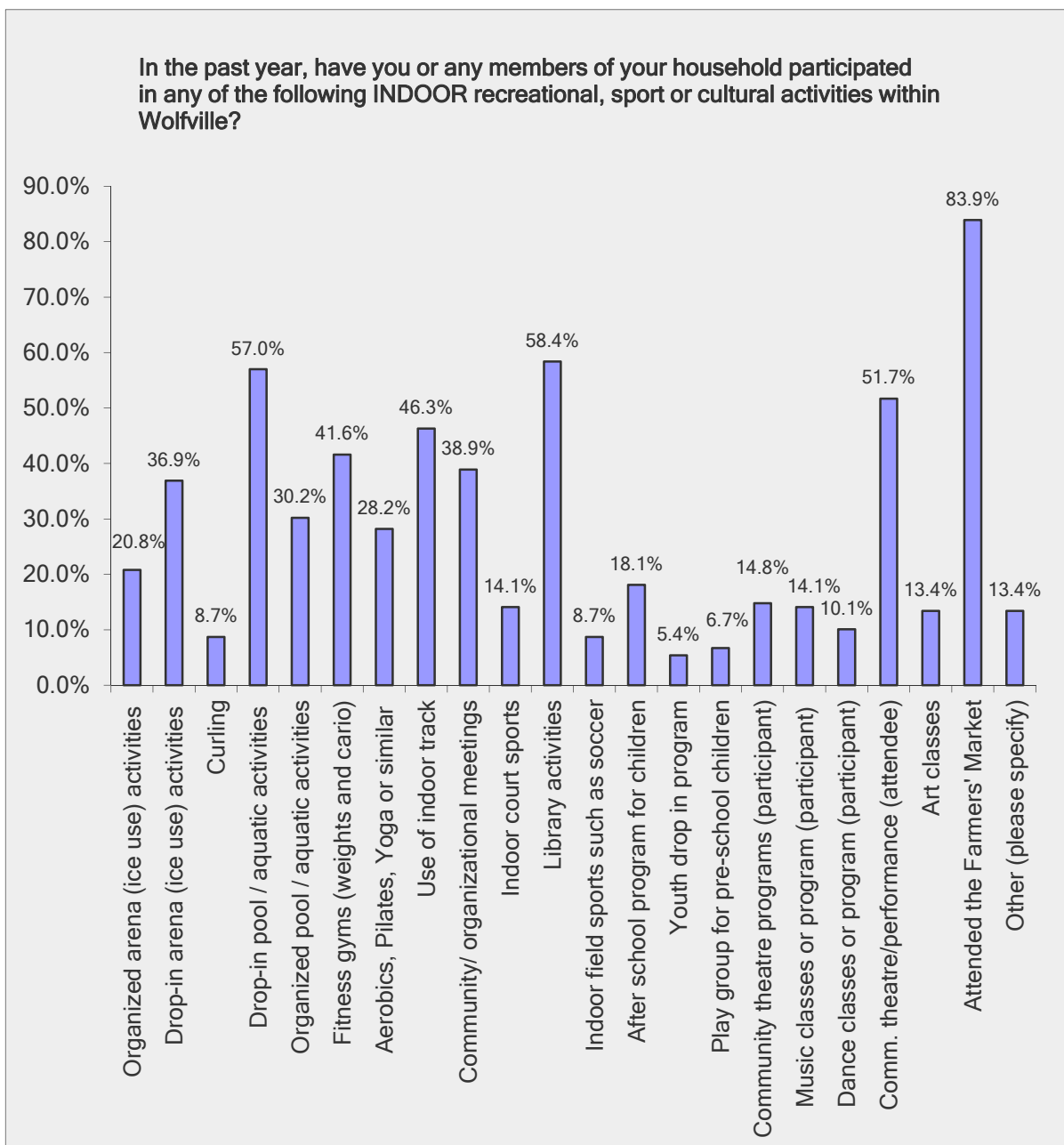


IV.II CURRENT FACILITY USE

The majority (80%) of respondents indicated that they have used indoor recreational, sport, or cultural facilities within the Town of Wolfville in the past year with nearly 50% of respondents indicating that they use these spaces more than once a week.

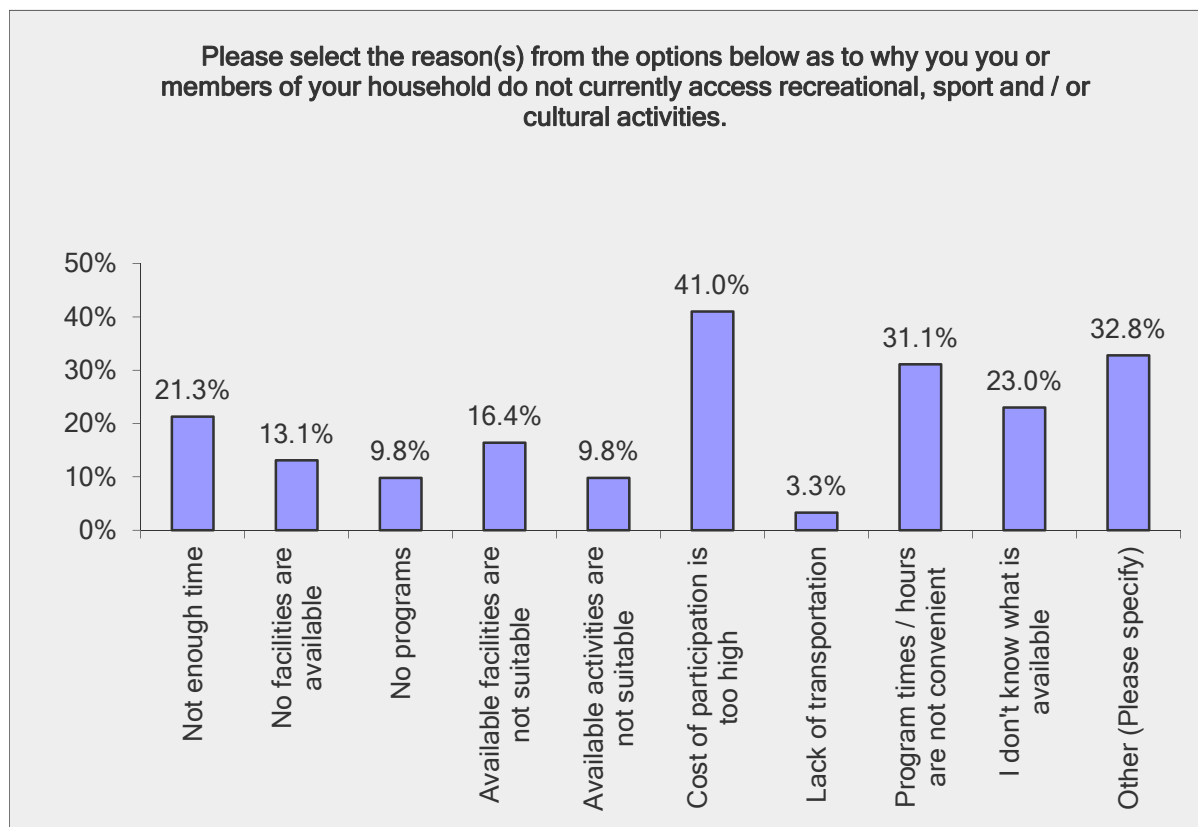


The activity with the highest attendance was the local farmer's market (84%), with library activities (58%) and drop-in pool activities (e.g. public swims) (57%) being greatly utilized by the respondents as well.



Respondents were asked to identify their top three most important facilities that they use within the Town of Wolfville. Out of 140 answers, the most important facility identified was Acadia's swimming pool (35% of respondents chose it as their number one space used). The ice arena was indicated as the second most important space used (17% of respondents chose it as their number one space) followed by community theatre space (8.6%), the fitness centre (8.6%), the library (7.9%) and the community's gymnasium for court and team sports (7.1%).

Of those who had indicated that they do not use the Town's indoor facilities, 40% confirmed the reason to be that the cost of participation was too high. Respondents also frequently felt that the scheduled program times are not convenient for their household. Other answers included a lack of interest in the programs provided, a lack of age-specific programming (too many currently focused on children), as well as a lack of facility quality and variety.



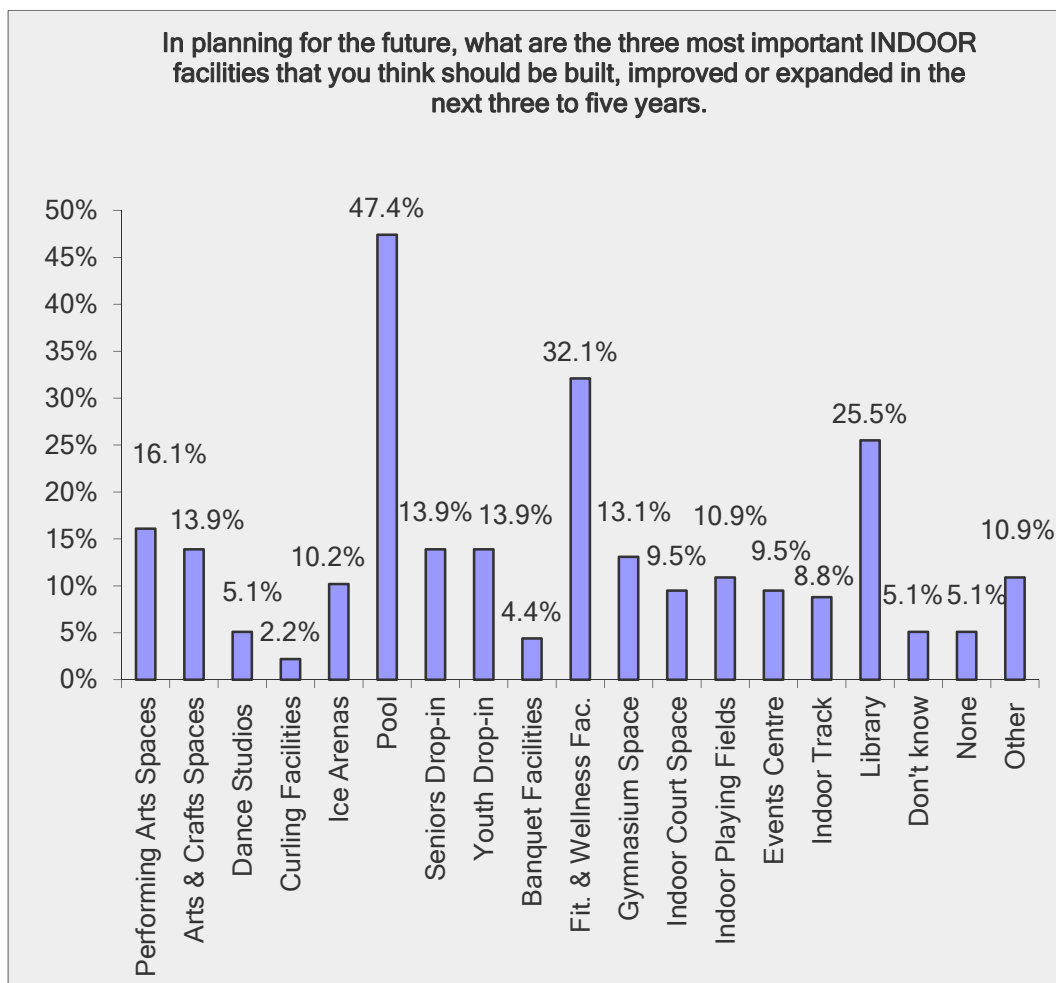
Respondents were asked whether or not there were indoor recreational sports / activities that they would like to participate in (but currently do not) and 56% indicated that there were. A variety of answers were given that participants identified as activities they would like to be involved in, (many of which were fitness or sporting events) and include soccer, and court based sports (e.g. basketball, badminton, indoor tennis, pickle ball, etc.). Others said they would like to be involved in class-based fitness activities such as yoga, Pilates, Zumba and spin classes. Activities for children were also indicated as something respondents would like to participate in.

Over half of the respondents said that members of their household regularly leave the Town of Wolfville to use other indoor recreational facilities. These respondents gave a variety of activities that they leave the Town for, the most prevalent of which being for indoor soccer. Other out of area activities provided by respondents included swimming facilities, group fitness classes, public skating and court based sports such as basketball, pickle ball, squash and badminton.

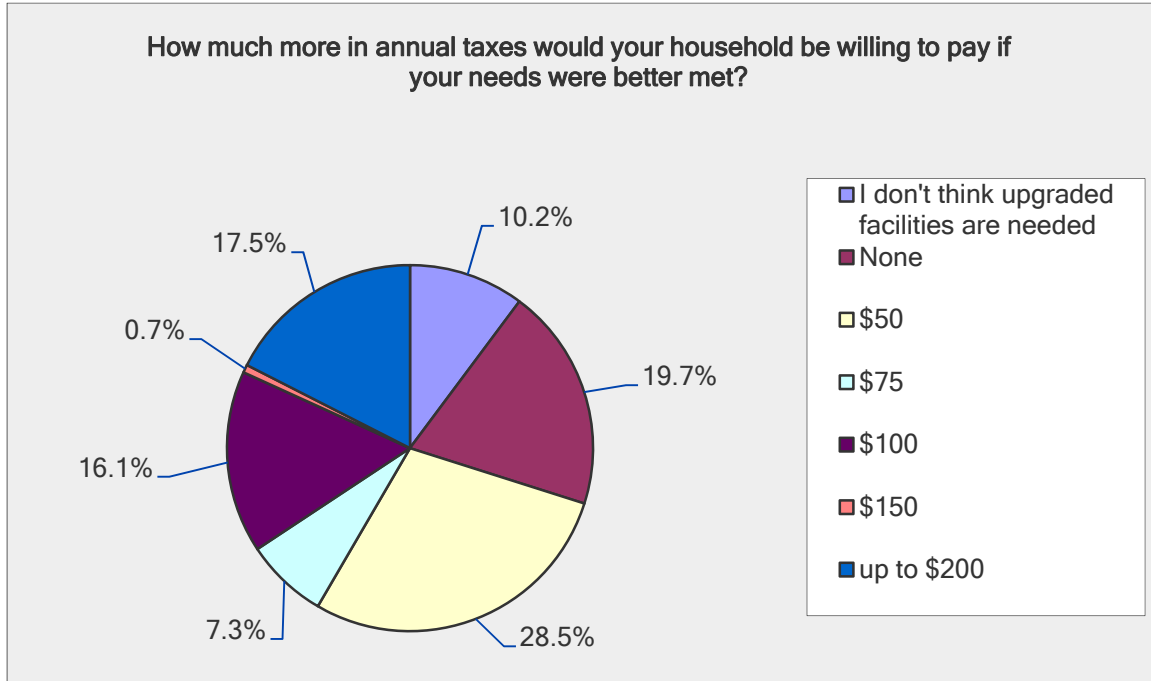
Do you or any members of your household regularly leave the Town of Wolfville to access indoor recreational, sport or cultural facilities or programs / services?		
Answer Options	Response Percent	Response Count
Yes	52.3%	78
No	41.6%	62
Uncertain	6.0%	9
<i>answered question</i>		149
<i>skipped question</i>		38

IV.III FUTURE FACILITIES

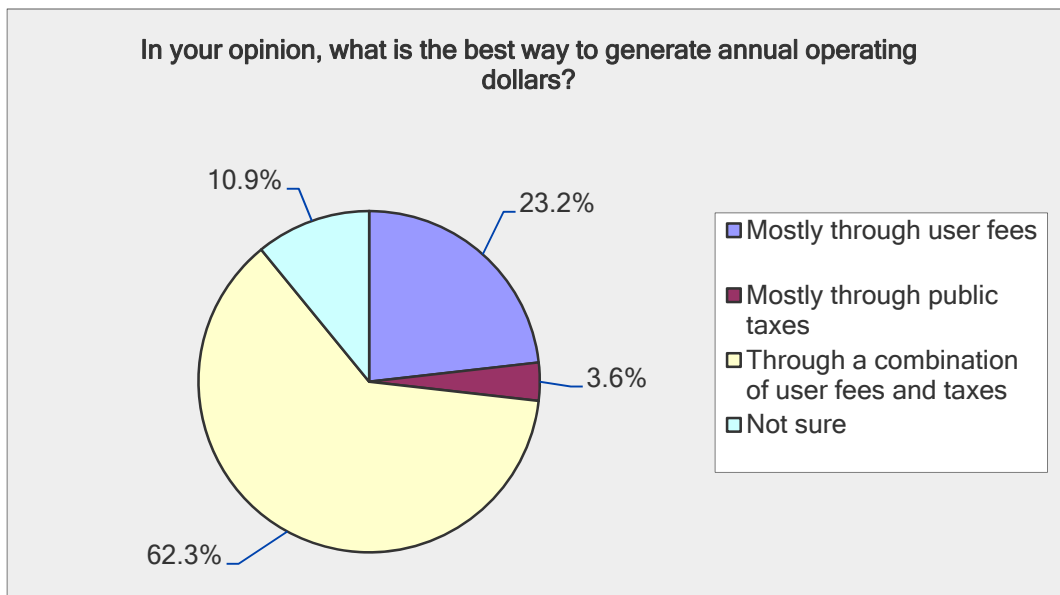
Those surveyed were asked to identify what they thought the three most important indoor recreation facilities to be built or improved upon were. Almost half of the respondents said that the pool should be a priority to improve upon with a fitness / wellness facility and library closely behind.



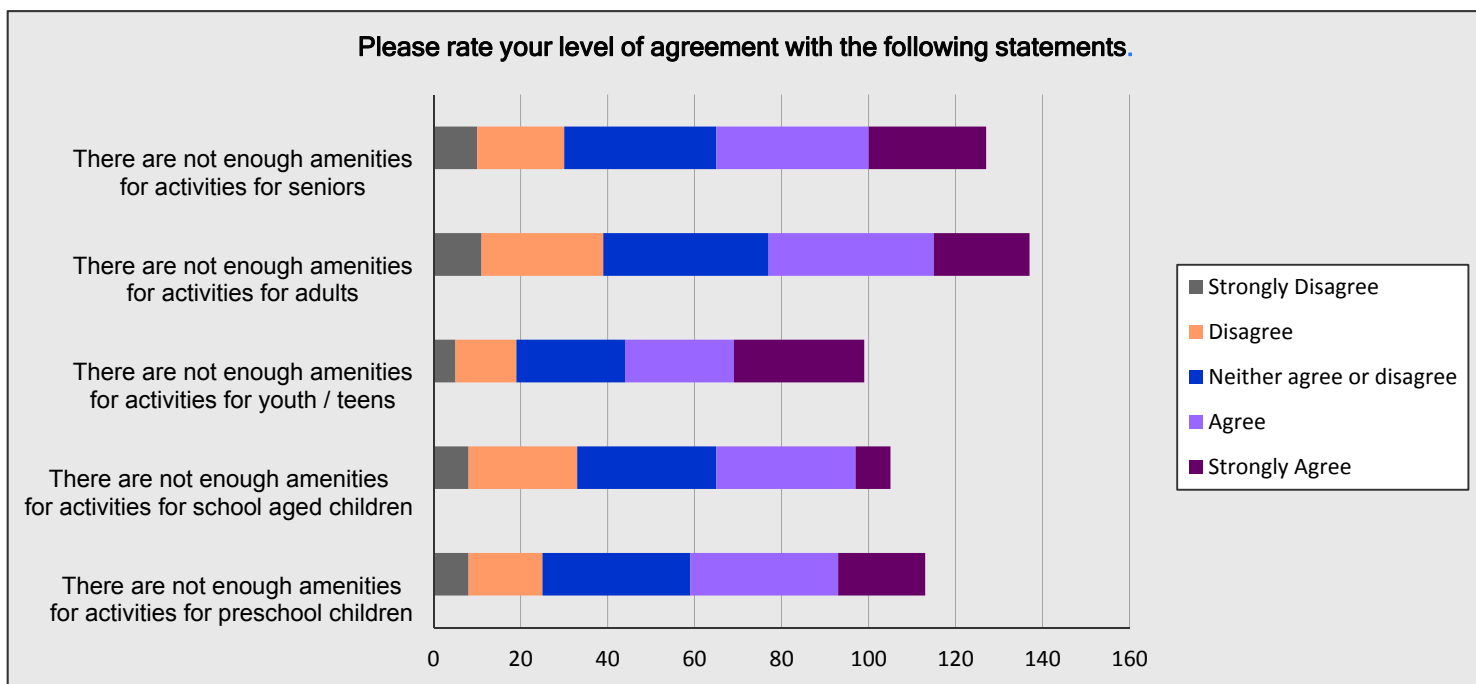
When asked how much respondents were willing to contribute (through local taxes) to have an upgraded / new facility in the Town, 28% said they would be willing to pay an extra \$50 per year. While 19% of respondents said they would not be willing to pay any additional taxes, almost as many said they would pay \$200 or more to have better indoor facilities.



Respondents were asked how they thought operational costs of the new facilities should be covered and 62% thought that using an approximate 50% split of user fees and taxes would be the best.



While many of the respondents seemed to neither agree or disagree to the statements written in the chart below, there appears to be an overall agreement that there is not enough amenity space for any of the age related user groups listed below. However, it does appear that of all the age groups, people feel school aged children are best served.



Appendix C

Facility Condition Evaluation

I. OVERALL FACILITY CONDITION EVALUATION METHODOLOGY

The following evaluation tables are used to assess condition and identify gaps in the indoor facility inventory. Note that the evaluation tables are categorized by major facility components (not per specific building). For each facility component, discussion has been provided to address the current condition as well as any gaps of the facility identified.

In the evaluation tables, each facility component is assessed by a number of criteria using a 0 – 3 scoring system. The scores are based on information gathered on facility tours, and comments received from key informants, user groups, and the general public through the community household survey. The consultants' knowledge of current facility trends were also used to help inform the decision regarding the facility's score. These are summarized in the rationale / comments section for each type of facility.

Score	Indications
3	The criterion is fully compliant with the expectations of a new facility
2	There are issues with the criterion, but not to the significant detriment of facility use
1	Major flaws or shortcomings with the criterion
0	The criterion has no compliance

The total range of scores for each facility are from 0 – 27. Total scores should be taken objectively and it is important to review the individual criterion scores for each facility to understand where the gaps exist.

Total Score Range	Indications
19 – 27	Likely do not have any major gaps and will likely not require major action within the next 3 – 5 years
10 – 18	Indicated that gaps have been identified and major repairs or upgrades may need to be addressed in the short to medium term (3 – 5 years)
0 – 9	Identified that a number of significant gaps exist that will more than likely require repairs, upgrades or replacements in the immediate to short term (0 – 2 years)

II. ARENA FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, ice plant, etc. Based on visual review, key informant interviews and current documents.	3	- Renovations / updates: Olympic sized rink fully renovated in 2014 including ice plant upgrades
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	3	- Olympic sized rink. Only 10.7% (13 respondents) identified arena as one of the three most important facilities to improve.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	3	- Public and user groups did not identify issues pertaining to maintenance. Appears to be well maintained based on visual review.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	2	- Arena locker room upgrades over the past two years. - Currently four dressing rooms and one re-adapted female and one official's room. - Lack of dedicated first aid area.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	3	- Public and user groups did not identify issues pertaining to amenities available. - Amenities appear to be well maintained based on visual review.
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	1	- Acadia Staff report that 55% of arena usage annually is community based. - Acadia Staff report that the arena is at capacity and they think another ice surfaces is needed to service King's County. - Community access is 8 th – 9 th priority behind Academics, Varsity Sports, student clubs and student use. Acadia Staff expressed that Student Clubs also struggle for ice time. - Only a few respondents identified skating as an activity they would like to participate in, but do not currently. - Comment from public regarding difficulty for high school hockey to book ice time through the year. - Acadia Minor hockey responded that they do not need additional ice time, but noted that the arena is at capacity. - Some user groups noted they have to share ice time with the general public as they cannot get dedicated time.

Criteria	Score	Rationale / Comments
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	3	- There were no accessibility issues noted during tour or from user groups / general public.
Cost to Use: Based on input from Users and Public.	3	- Minor Hockey felt that ice fees were decently priced compared to other arenas in the Province.
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	2	- Some groups expressed that they have trouble securing ice time they desire. The general public did not express issues around booking.
Total Score	23	

Information regarding community use and interest:

- 37 of 124 respondents identified the arena as one of the three most important facilities to their household. (so less than one third of respondents)
- 21.8% (29 respondents) have participated or members of their household have participated in organized arena activities in the past year
- 38.3% (51 respondents) have participated or members of their household have participated in drop-in arena activities in the past year.

III. AQUATIC FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	2	<ul style="list-style-type: none"> - Asbestos tile was removed in pool and ceiling upgrades required where this occurred (not completed). - New lighting in the pool. - The pool also has a salt water filtration system which has brought its own special requirements and implications to maintenance (and the cost of it).
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	1	<ul style="list-style-type: none"> - Pool is a 25m t-shape single tank. Contemporary aquatic facilities typically include a traditional rectangular tank suitable for competition, fitness, and lessons, and a separate leisure tank suitable for play, therapy, learn to swim programs. - Many of the residents on the community household survey indicated that they would use the facility if it were of better quality and was more kid-friendly (e.g., shallow end and warmer water temperatures). - The swim club also emphasized the need for a regulation size pool (50m) to enable them to host higher level competitions.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	1.5	<ul style="list-style-type: none"> - Salt water pool causing issues of corroding equipment - Barrier free lift exists, but users commented that it needs improvements
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	1.5	<ul style="list-style-type: none"> - Family change room added over past two years. Community, user groups and key informants were generally not satisfied with the state of the change rooms (e.g. rusty lockers, water dripping in women's changing room).
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	1.5	<ul style="list-style-type: none"> - Two user groups identified that the pool lacks specialized equipment for their needs and indicated that pool amenities are in poor condition (e.g., lane ropes are often broken)
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	1.5	<ul style="list-style-type: none"> - Many respondents to the household survey said they would use the pool if more times were available (evenings and weekends). - Pool is generally at capacity. - Two user groups noted that their timeslots for the pool either overlap with the public swims or with the varsity team. One user group noted that due to lack of space and booking times, participation in their club is limited. - Residents and user groups have both expressed that the pool's early bird swim starts much too late in the morning.

Criteria	Score	Rationale / Comments
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	1.5	<ul style="list-style-type: none"> - User Groups noted that the pool was not accessible. - User Groups indicated the safety and accessibility is poor particularly in the woman's changing room. - Seniors groups indicated they would like to have a ramp with railings to enter into the water.
Cost to Use: Based on input from Users and Public.	1.5	<ul style="list-style-type: none"> - Residents expressed the fees to use the pool were too high and having to purchase an Acadia pass just to use the pool was too costly. User groups also felt that pool rental rates were too high. One option proposed would be to be able to pay lifeguard directly to avoid inflated prices for pool rental.
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	1.5	<ul style="list-style-type: none"> - User groups noted that the pool can be difficult to book because it is so readily used by groups that have precedence (e.g. varsity swim team).
Total Score	13.5	

Information regarding community use and interest:

- From the community household survey, 65% (65 of 124 respondents) had identified the swimming pool as a top 3 most important facility to themselves and their households.
- From the community household survey, 12% (9 of 73 respondents) identified pool-based activities as something they would like to participate in but currently don't. Many of the reasons that respondents do not currently participate in pool-based activities include poor schedule times and an unfriendly environment for children.
- From the community household survey, 44% (54 of 122 respondents) identified the pool as being one of the 3 most important spaces to be improved upon in the next 3-5 years.
- From the community household survey, 54% (72 of 133 respondents) indicated that they and/or their households have used the pool facility in Wolfville within the past year.
- From the community household survey, 30% (40 of 133 respondents) indicated that they and/or their households have taken part in organized pool programs in Wolfville within the past year.
- From the community household survey, 8.5% (4 of 47 respondents) indicated that they regularly travel outside of the Town to use other pool facilities.
- The Wolfville Tritons Swim Club and the Blomidon Multisport Club both indicated that they were willing to turn over grant monies for the construction of a new 50m swimming pool.

IV. GYMNASIA FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	3	<ul style="list-style-type: none"> - Wolfville School gymnasium currently undergoing renovations; it is anticipated that the physical condition will be fine following. - Acadia Athletics Complex gymnasium is a university quality and appears in adequate physical condition. Recent HVAC system upgrades for the gymnasium.
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	2.5	<ul style="list-style-type: none"> - Wolfville elementary school has a double-gymnasium that is currently undergoing renovations; does not appear to fully meet all needs of some users (i.e. badminton has issues with basketball nets and low ceilings).
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	3	<ul style="list-style-type: none"> - It is anticipated that maintenance will be fine following renovations of Wolfville School.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	2.5	<ul style="list-style-type: none"> - It is anticipated that ancillary space maintenance will be fine following renovations at Wolfville School. - Acadia Athletics Complex change rooms are shared with the fitness facility and pool user groups. Key informants have noted that these are in need of an upgrade. - The Acadia Athletics Complex also has retractable bleachers which are noted as in need of repair albeit these are not typical in community quality gymnasias. - Groups did not identify any issues regarding storage space.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	2.5	<ul style="list-style-type: none"> - We were not able to view the Wolfville gymnasium amenities due to facility renovations. - Acadia Athletics Complex amenities appeared adequate however user group expressed they would like climbing equipment for the participant's use.

Criteria	Score	Rationale / Comments
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	1.0	<ul style="list-style-type: none"> - The Wolfville School gymnasium is required to prioritize school use over community use. Conflicts with community availability have been noted by some key informants and user groups. It is our understanding that the gymnasium will be out of commission until early 2016 due to school renovation. - The Acadia Athletics complex gymnasium is required to prioritize varsity and university use before community use. Acadia Staff stated that the Acadia Athletics Complex Arena is at capacity. - User Groups expressed that they would like to see more gymnasium time availabilities during evening timeslots. An increase in time and space availability would allow them (and other groups depending on gymnasium space) to expand their programs and participation numbers.
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	3	<ul style="list-style-type: none"> - It is anticipated that the Wolfville School gymnasium will be accessible. - Acadia Athletics Complex gymnasium appeared to be accessible (at grade entrance).
Cost to Use: Based on input from Users and Public.	3	<ul style="list-style-type: none"> - Some user groups indicated they would be willing to increase rental fees for improved or renewed facilities.
Welcoming: Easy to book/schedule, clear process, information on usage policies readily available.	2	<ul style="list-style-type: none"> - Concerns expressed by some user groups regarding booking and conflicts with school users. Cancellations can occur of regular times. - Groups also expressed challenges for newer organizations to get gymnasium time.
Total Score	22.5	

Information regarding community use and interest:

- 10% (13 of 124 respondents) identified the gymnasium (or court-based activities) as a top 3 most important facility to them and their households.
- From the community household survey, 11% (8 of 73 respondents) identified gymnasium-based activities as something they would like to participate in but don't.
- 9.8% (12 of 122 respondents to the community household survey) identified gymnasium space as one of the 3 most important spaces to be improved upon.
- From the community household survey, 12.8% (17 of 133 respondents) indicated that they and/or their households have used gymnasium space in Wolfville in the past year.
- Acadia Minor Basketball said they would be willing to contribute to a new facility through fundraising, volunteering and direct injection of capital in consideration of certain user rights. They also indicated they would be willing to turn over grant monies and would enter into a joint agreement with other organizations to finance construction and jointly operate the new facility.

V. FITNESS CENTRE FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	3	<ul style="list-style-type: none"> - New air conditioner in the fitness room, to which the Town of Wolfville contributed \$10,000. - Based on visual observations, facility condition appeared adequate.
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	2.5	<ul style="list-style-type: none"> - Readapted squash courts for heavy lifting (potential future cycling room). - Fitness centre was adapted from a gymnasium that overlooked the pool and the main floor gymnasium. - Through the community survey, a few residents commented that the fitness facility feels cramped.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	3	<ul style="list-style-type: none"> - Fitness equipment and fitness space appears relatively new and well maintained.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	1	<ul style="list-style-type: none"> - Family change room added over past two years. Community respondents stated that the fitness area general change rooms are not updated and need upgrades.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	3	<ul style="list-style-type: none"> - Fitness equipment appears relatively new and well maintained.
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	2.5	<ul style="list-style-type: none"> - Fitness Centre is heavily used - 45% of Acadia Fitness Centre users are community based during school months. Almost 60% of facility pass holders reside in Wolfville (Kings County residents make up 16% while 13.6% come from Kentville and 8.1% from New Minas) - During non-school months, community usage is close to 100%
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	1.5	<ul style="list-style-type: none"> - Readapted squash courts for heavy lifting (potential future cycling room) requires access by stairs and is not accessible.
Cost to Use: Based on input from Users and Public.	3	<ul style="list-style-type: none"> - Membership and fitness passes available to the general public. The public did not express concerns over high costs for usage.

Criteria	Score	Rationale / Comments
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	3	- Fitness Centre is a drop in activity, booking not required.
Total Score	22.5	

Information regarding community use and interest:

- 41% (54 of 133 respondents) identified that they or members of their household has used the fitness facility in the past year.
- 21% (27 of 124 respondents) identified the fitness/gym facility as being one of the top-three most important facilities to them and their household.
- Only 4% (27 of 124 respondents) identified gym/fitness facilities as being an activity they or members of their household would like to be involved in, but are not now.
- 34% (42 of 122 respondents) said they think improving fitness facilities should be a top-three facility for improvements in the next 3 - 5 years.
- Cardiac Rehab groups use the track and weight rooms for rehab programs. They say it is busy but currently works for them.

VI. MULTIPURPOSE SPACE FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	2.5	<ul style="list-style-type: none"> - Generally, most spaces are in adequate condition. - Some spaces are cold or unusable throughout the entire year (e.g. the Farmers Market and Wolfville Recreation Centre).
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	2.5	<ul style="list-style-type: none"> - There are numerous multipurpose spaces to meet a variety of needs. As these are general spaces most groups said they are adequate for their needs, but at times not ideal.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	2.5	<ul style="list-style-type: none"> - Based on the facility tour, generally, most spaces are well maintained.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	2.5	<ul style="list-style-type: none"> - Based on the facility tour, generally, ancillary spaces are well maintained. - Some washrooms are in need of accessibility upgrades.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	2.5	<ul style="list-style-type: none"> - Generally, appropriate amenities are available or groups bring the equipment they need to the facility.
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	2	<ul style="list-style-type: none"> - There are a number of multi-purpose facilities within Wolfville that said they have capacity for more community rentals; however some groups expressed difficulty finding space when needed.
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	2	<ul style="list-style-type: none"> - Some facilities meet accessibility standards, but many are in need of upgrades based on facility tour.
Cost to Use: Based on input from Users and Public.	2	<ul style="list-style-type: none"> - Cost can vary greatly for space bookings. Some spaces (i.e. EKM Health Centre and Churches) are offered free of charge to community groups while others charge fees that groups have identified as high.
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	2	<ul style="list-style-type: none"> - Most facilities are booked directly through the operator which sometimes causes groups to contact numerous sources to find space. Some User Groups indicated current conflicts with double booking space at Wolfville Rec. Centre.
Total Score	20.5	

Information regarding community use and interest:

- From the community household survey, 30.6% (38 of 124 respondents) had identified fitness/multipurpose spaces as being a top 3 most important facility to themselves and/or their households.
- From the community household survey, 29% (21 of 73 respondents) identified fitness/multipurpose spaces as something they and/or their households would like to participate in but currently don't.
- From the community household survey, 5.7% (7 of 122 respondents) identified dance and studio spaces as one of the 3 most important spaces to be improved upon within the next 3-5 years.
- From the community household survey, 28.6% (38 of 133 respondents) indicated that they and/or their households have used fitness/multipurpose spaces in Wolfville in the past year.
- From the community household survey, a handful of residents identified that the Town needed more space for fitness classes such as yoga, Pilates, and Zumba.

VII. MEETING SPACE FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	3	- The majority of meeting rooms within Wolfville are in acceptable physical condition.
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	3	- As there are numerous meeting rooms that cover a wide range of sizes, there is a space to meet most groups' needs.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	3	- The majority of meeting rooms within Wolfville appear to be well maintained based on facility tours. There were no comments received from the public or user groups regarding maintenance issues.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	2.5	- The majority of ancillary spaces supporting meeting rooms within Wolfville appear to be well maintained based on facility tours. - Some groups (e.g. the Wolfville Curling Club) expressed the need for upgrades to spaces such as kitchens.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	3	- The majority of rooms appeared to have acceptable amenities (e.g. chairs, tables and access to things like coffee makers).
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	2.5	- Most facility operators said that they have time available for groups to book weekly. One user group noted that the EKM Boardroom meets their preferred time for bookings. One group expressed they were having trouble finding space for a group 50 plus.
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	2.5	- Most facilities appeared to be accessible, while some were in need of upgrades to meet current accessibility standards.
Cost to Use: Based on input from Users and Public.	2.5	- Some user groups expressed that they have issues finding affordable space for large groups. Other groups are charged no cost for use.
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	2	- Some groups expressed issues find suitable space.
Total Score	24	

VIII. BANQUET FACILITIES FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	3	<ul style="list-style-type: none"> - Fountain Commons - Building is over 40 years old, well maintained (used to be a dining hall). Not aware of any upgrades required. No air conditioning, but has an air exchanger. - The lobby space of the Acadia Festival Theatre is aging, but generally appeared in adequate condition
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	3	<ul style="list-style-type: none"> - Fountain Commons can accommodate 220 for a banquet and the room has capacity to accommodate 500 individuals.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	3	<ul style="list-style-type: none"> - Fountain Commons appears extremely well maintained. - The lobby space of the Acadia Festival Theatre is aging, but generally appeared in adequate condition.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	3	<ul style="list-style-type: none"> - Ancillary spaces generally appeared in adequate condition based on visual review.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	3	<ul style="list-style-type: none"> - Fountain Common's acoustics are okay, good sound system for speaking events. - Acadia Festival Theatre lobby space amenities seemed adequate.
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	2.5	<ul style="list-style-type: none"> - Acadia Staff noted that there is generally time available to accommodate community rentals of Fountain Commons. Annapolis Valley Health Authority and Annapolis Valley School Board has booked the space. Community use used for Devour reception, weddings, and Town Hall style meetings / info sessions. University bookings take priority.
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	2.5	<ul style="list-style-type: none"> - There is an elevator in Fountain Commons making it accessible. - Lobby of Acadia Festival Theatre appeared generally accessible.
Cost to Use: Based on input from Users and Public.	2	<ul style="list-style-type: none"> - Catering exclusive to the University's provider at both facilities can make events expensive.
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	2	<ul style="list-style-type: none"> - Booking occurs through the University. Spaces do not generally appear to be advertised for community use.
Total Score	24	

Information regarding community use and interest:

- Only 4.9% (6 of 122 respondents) identified banquet space and only 9.8% (12 of 122 respondents) identified an events centre as a top 3 priority for facility upgrades in the next 3 - 5 years.

IX. PERFORMANCE ART SPACE FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	2	- Acadia Cinema: older building (30s or 40s), heating / cooling issues identified. - Festival Theatre: older building but in acceptable condition
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	3	- Acadia Cinema and Festival Theatre are both older buildings, but provide quality facilities that exceed those found in similar sized communities.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	2.5	- Both theatres appear well maintained based on age.
Ancillary Space Condition and Maintenance: Washrooms, lobby, dressing rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	2	- Acadia Cinema would like upgraded dressing and green room in future. - Festival Theatre: well-maintained ancillary spaces. Seniors groups indicated the need of larger theatre spaces with smaller ancillary rooms for rehearsals (with enough room for a piano).
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	2	- Acadia Cinema projector close to needing replacement. - Festival Theatre's sound system is aging.
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	1.5	- Acadia Theatre Co-op Staff report availability during the week and typically booked 2 - 3 Fridays and Saturdays per month. - Festival Theatre is used for some comment events, but is largely booked by the Acadia School of Music. - Community groups find they are in competition with one another for booking time.
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	2	- Acadia Co-op Theatre: Al Whittle Theatre only accessible in back rows and through the rear of the stage, Studio Z not accessible (no elevator). - Acadia Festival Theatre is accessible.

Criteria	Score	Rationale / Comments
Cost to Use: Based on input from Users and Public.	2	<ul style="list-style-type: none"> - Some comments re: high cost for theatre bookings from user group representatives and community survey Festival Theatre is very expensive (according to focus group participants). - Focus Group members indicated the Festival Theatre was increasing costs every year despite discount rates (e.g. groups are now paying for ushers which is an additional expense). - Some of the focus group members noted that the Town provides grants to subsidize rental fees for community groups.
Welcoming: Easy to book / schedule, clear process, information on usage policies readily available.	2.5	<ul style="list-style-type: none"> - Some booking issues identified by Acadia Co-op Theatre Staff. - Booking is done directly through the facilities.
Total Score	19.5	

Information regarding community use and interest:

- 51.1% (68 respondents or members of their household) have attended a community theatre / dance or music performance within the past year.
- 13.5% (18 respondents), 12.8% (17 respondents) and 10.5% (14 respondents) have participated in a community theatre, music class or dance class respectively.
- 39 of 124 respondents identified a theatre as one of the three most important facilities to their household within Wolfville.
- Only one respondent identified theatre as a program they would like to participate in, but do not currently.
- Only 5 of 47 respondents said they leave Wolfville more than 5 times a year to attend theatre or concert productions elsewhere.
- Only 17.2% (21 respondents) identified performance art spaces as a top 3 facility that should be improved.

X. LIBRARY FACILITY CONDITION EVALUATION

Criteria	Score	Rationale / Comments
Physical Condition: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.	2	<ul style="list-style-type: none"> - The facility is aging and likely increased maintenance costs will arise. - It is our understanding that a consultant has been hired to conduct a detailed physical condition assessment of this building, but it has not yet been completed.
Design Consistent with Program Needs: Based on consultants' knowledge of current program trends, input from stakeholders and the community.	1.5	<ul style="list-style-type: none"> - Based on the age and nature of the facility (being a former train station and not a purpose built library), it does not have the ability to meet programming typical of a modern library.
Maintenance: Based on visual inspection, key informant interviews, stakeholder and public user input.	2	<ul style="list-style-type: none"> - The facility is aging but generally appeared adequately maintained. - The infrastructure report being completed should also be reviewed to evaluate maintenance levels.
Ancillary Space Condition and Maintenance: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.	2	<ul style="list-style-type: none"> - This is an aging facility. In general, ancillary spaces are adequate, but small and appear in need of accessibility upgrades.
Amenities Available: non-attached equipment e.g., lane markers, nets, fitness equipment, chairs tables etc. Availability and condition based on visual inspection, key informant interviews, public and stakeholder input.	2	<ul style="list-style-type: none"> - This is an aging facility. Amenities appeared adequate – chairs, tables, etc.
Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.	3	<ul style="list-style-type: none"> - Staff expressed that time is available for community rentals and there are a variety of public programs offered. - The facility is open to and serves the general public.
Accessibility: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.	1.5	<ul style="list-style-type: none"> - The building appears to be in need of accessibility upgrades to better serve residents.
Cost to Use: Based on input from Users and Public.	3	<ul style="list-style-type: none"> - Cost was not expressed as a concern by residents or user groups.
Welcoming: Easy to book/schedule, clear process, information on usage policies readily available.	3	<ul style="list-style-type: none"> - Booking of the facility was not expressed as a concern by residents or user groups.
Total Score	20	

Information regarding community use and interest:

- 59.4% (79 of 133 respondents) indicated that they have used the Library (and its programmed activities) within the past year.
- 21.7% (27 of 124 respondents) identified the Library as of the top three most important facility to them and their household
- 27% (33 of 122 respondents) identified the Library as a top 3 priority for indoor facility improvements / renewal.

REQUEST FOR DECISION 038-2018

Title: Repeal of the Protect from Second Hand Smoke Bylaw

Date: 2018-07-03

Department: Community Development



SUMMARY

Repeal of the Protection from Second Hand Smoke Bylaw

With the Federal Government legalization of recreational cannabis, Canadian Provinces have been tasked with the control of consumption of cannabis products. Nova Scotia has decided to control smoking consumption by strengthening the Provincial *Smoke-free Places Act* to include cannabis. Some municipalities have decided to amend their current smoking bylaws to include the consumption of cannabis along with tobacco and other smoking products and be responsible for enforcement.

The amendments to the *Smoke-free Places Act* of Nova Scotia are strong enough to replace the Town's current Protection from Second Hand Smoke Bylaw and enforcement would be the responsibility of the RCMP and Provincial Inspectors, which on consultation is preferred by the RCMP.

Staff recommends that Council repeal the Town's current Protection of Second Hand Smoke Bylaw, and default to the Provincial *Smoke-free Places Act*. Staff will monitor public input, within a designated time, to determine if the provincial standard on smoking is acceptable or whether a more stringent approach is necessary at which time a revised Protection of Second Hand Smoke Bylaw can be brought forward for consideration by Council

DRAFT MOTION:

That Council give first reading to "Repeal of Bylaws and Regulations Ch 101"

REQUEST FOR DECISION 038-2018

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Date: 2018-07-03

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1) CAO COMMENTS

The CAO supports the recommendations of staff. Staff will monitor public input, within a designated time, to determine if the provincial standard on smoking is acceptable or whether a more stringent approach is necessary, at which time a revised Protection of Second Hand Smoke Bylaw can be brought forward for consideration by Council.

2) LEGISLATIVE AUTHORITY

Sections 172(1)(a), (c) and (d) authorizes Council to establish Bylaws for Municipal purposes respecting the health, wellbeing, safety and protection of persons; persons, activities and things, in, on or near a public place or place that is open to the public; and nuisances, including burning, odors and fumes.

3) STAFF RECOMMENDATION

Staff recommends that Council repeal the Town's current Protection of Second Hand Smoke Bylaw, and default to the Provincial *Smoke-free Places Act*.

4) REFERENCES AND ATTACHMENTS

- Repeal of Bylaws and Regulations Ch 101 – Draft bylaw (attached)
- *Cannabis Control Act* of Nova Scotia amendments to *Smoke-free Places Act*, Part III, Transitional, Consequential amendments and coming into force (attached)
- Protection from Second Hand Smoke Bylaw
- [Smoke-free Places Act of Nova Scotia](#)

5) DISCUSSION

The Town of Wolfville was a forerunner in the development and implementation of bylaws protecting people against second hand smoke; adopting a Prohibiting Smoking in Indoor Public Places Bylaw in 2001 and Smoke Free Vehicles in 2007. When the Province introduced its own legislation, *the Smoke-free Places Act*, it largely superseded the Wolfville Town Bylaws and they were repealed to allow smoking to be regulated by provincial legislation.

In January 2014, a Protection from Second Hand Smoke Bylaw was approved by Council to regulate smoking on Town property and in vehicles within Town limits to address a concern that is not covered by the Provincial Act. The intent of this bylaw was to have enforcement by the Town Enforcement Staff, rather than relying upon provincial agencies, like the Provincial Inspectors and the Provincial Police (RCMP). There were a number of staff changes around this time that changed the direction of bylaw enforcement. The Bylaw was also not sent for approval by the Department of Justice, Registry of Regulations, for out of court settlements for smoking offences.

REQUEST FOR DECISION 038-2018

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Date: 2018-07-03

Department: Community Development



With the Federal Government legalization of recreational cannabis, Canadian Provinces have been tasked with the control of consumption of cannabis products. Nova Scotia has decided to control smoking consumption by strengthening the Provincial *Smoke-free Places Act* to include cannabis and restrict smoking in public spaces. These amendments were part of the *Cannabis Control Act* of Nova Scotia. The amendments are more stringent than the Town's Bylaw.

Regulation Options

1. Repeal the Town's Protection from Second Hand Smoke Bylaw

As mentioned above, The *Smoke-free Places Act* strengthens smoking rules above the Town's current Protection from Second Hand Smoke Bylaw, including smoking of cannabis and all other smoking activities. The Town could repeal the Bylaw and default to the provincial legislation, which would make enforcement the responsibility of the RCMP and Provincial Inspectors, which on consultation is preferred by the RCMP.

The *Cannabis Control Act* and the *Smoke-free Places Act* of Nova Scotia are the main legislation controls for the possession and consumption of cannabis. The cost of enforcement and prosecution of the *Smoke-free Places Act* would be borne by the RCMP and the Provincial Prosecution Service. This is the preferred option of staff.

2. Amend the Town's Protection from Second Hand Smoke Bylaw

Some municipalities have decided to amend their current smoking bylaws to include the consumption of cannabis and/or make the regulations consistent with the provincial legislation. The Town's Protection of Second Hand Smoke does currently include the consumption of cannabis; although the Town's restrictions are not as stringent as the amended *Smoke-free Places Act*. The Town's Bylaw could be amended to restrict smoking of any kind in public places within the Town limits to be consistent or stronger than provincial legislation. However, staff believes that the amendments to the *Smoke-free Places Act* are strong enough and should be followed. Staff will monitor public input to determine if the provincial standard on smoking is acceptable or whether a more stringent approach is necessary at which time a revised Protection of Second Hand Smoke Bylaw can be brought forward for consideration by Council.

If Council decides to amend the Protection from Second Hand Smoke Bylaw, the cost of enforcement and prosecution of the Bylaw would be the responsibility of the Town and primarily handled by the Compliance Office. Some support by the RCMP would be provided during evenings and weekends.

REQUEST FOR DECISION 038-2018

Title: Repeal of the Protect from Second Hand Smoke Bylaw
Date: 2018-07-03
Department: Community Development



RCMP Support

At the June 2018 RCMP Advisory Board Meeting, Sgt. Buckle stated that the RCMP preferred the option that defaulted to provincial legislation for simplicity and consistency of enforcement. Though he did confirm that the RCMP may support the enforcement of a Town Bylaw if required.

Staff recommends that Council chose option 1 to repeal the Town's current Protection of Second Hand Smoke Bylaw, and default to the Provincial *Smoke-free Places Act*.

6) FINANCIAL IMPLICATIONS

With or without changes to the current bylaw, there will be additional calls for service to the staff due to the legalization of cannabis. It is predicted that police, fire and bylaw enforcement will also undergo a spike in service calls due to the legalization. Initially, there does not appear to be any obvious direct impacts on the budget other than how human resources are used.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Council's decision will support the strategic direction by:

- Improving quality of life for all, by harmonizing the diverse lifestyle of choices between all demographics in Wolfville;
- Maximizing our infrastructure investments, by making the downtown core more user friendly.

Council Strategic Principles:

1. **Affordability** – the task falls within the parameters of financial capacity
2. **Transparency** – the decision of Council will be made during a regularly scheduled meeting that is open to the public
3. **Community Capacity Building** – delivering a clear concise standard to all citizens
4. **Discipline to Stay the Course** – n/a
5. **United Front** – n/a
6. **Environmental Sustainability** – n/a

8) COMMUNICATION REQUIREMENTS

Although practices of restricted smoking are widely accepted in the public, messaging will be needed surrounding cannabis smoking consumption, either restricted by the Bylaw or Provincial Statute. There has been a large amount of publicity around the provincial decisions which eases the impact on municipal messaging.

REQUEST FOR DECISION 038-2018

Title: Repeal of the Protect from Second Hand Smoke Bylaw

Date: 2018-07-03

Department: Community Development



9) ALTERNATIVES

Council should consider these two options;

1. Repeal the Town's Protection from Second Hand Smoke Bylaw to default to the Provincial Statute, the Smoke-free Places Act.
2. Amend the Town's Protection from Second Hand Smoke Bylaw to include cannabis and restrict smoking of any kind on all public property.



1. Title

1.1. This Bylaw is entitled “Repeal of Bylaws and Regulations Ch 101”

2. Repeal

2.1. Be it enacted by the Council of the Town of Wolfville under the authority of the *Municipal Government Act* as follows:

The following Bylaws by Chapter and Description be hereby repealed in their entirety:

Chapter 96 – Protection from Second Hand Smoke

Clerk’s Annotation for Official Bylaw Book

Date of first reading:

2018-07-17

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

Date of advertisement of Passage of By-law:

Date of mailing to Minister a certified copy of Bylaw:

I certify that this REPEAL OF BYLAWS AND REGULATIONS CH 101 adopted by Council and published as indicated above.

Jennifer Boyd, Town Clerk

Date

Cannabis Control Act, Part III, Transitional, Consequential Amendments and Coming into Force (2018) –(Copied section from the Act relating to Smoke-free Places Act amendments)

66 Section 2 of Chapter 12 of the Acts of 2002, the Smoke-free Places Act, as amended by Chapter 59 of the Acts of 2005 and Chapter 58 of the Acts of 2014, is further amended by

(a) relettering clauses (a) and (aa) as (ab) and (ac) and adding immediately before those clauses the following clause:

(a) "beach" means a beach as defined in the Beaches Act or a beach prescribed by the regulations;

(aa) "cannabis" means cannabis as defined in the Cannabis Act (Canada);

(b) striking out "Promotion" in clause (e) and substituting "and Wellness";

(c) adding immediately after clause (e) the following clause:

(ea) "outdoor public space" means an outdoor place to which the public is ordinarily invited or permitted access, irrespective of whether a fee is charged for entry;

(d) adding immediately after clause (f) the following clauses:

(fa) "playground equipment" includes slides, swings, climbing structures, splash pads, wading pools and sandboxes;

(fb) "post-secondary institution" means

(i) a university or other institution that receives regular and ongoing operating funds from Her Majesty in right of the Province for the purpose of providing post-secondary education, or

(ii) an institution offering post-secondary education programs that is federated or affiliated with a university;

(fc) "provincial park" means a provincial park as defined in the Provincial Parks Act;

(e) adding ", cannabis" immediately after "tobacco" in the fourth line of clause (h);

(f) adding immediately after clause (h) the following clause:

(ha) "sports area" means an area, including

(i) a sports field or court,

(ii) a skateboard park,

(iii) a rink,

(iv) a pool, and

(v) spectator stands,

but not including an enclosed place or a golf course, that is used primarily for the purpose of sports and owned by Her Majesty in right of the Province, a municipality, an agent of Her Majesty in right of the Province or a municipality, or a post-secondary institution;

(g) adding a semicolon immediately after clause (i);

(h) striking out the period at the end of clause (j) and substituting a semicolon; and

(i) adding immediately after clause (j) the following clause:

(k) "work vehicle" means a vehicle owned or leased by an employer and used by employees during the course of their employment.

67 Clause 5(1)(m) of Chapter 12 is repealed and the following clause substituted:

(m) a work vehicle;

68 Chapter 12 is further amended by adding immediately after Section 5 the following Section:

5A (1) Subject to this Section, no person may smoke

(a) in a provincial park;

(b) on a beach;

(c) in an area of an outdoor public place on which playground equipment is situated or within twenty metres of any point on the perimeter of the playground equipment;

(d) on a trail of an outdoor public place or within nine metres of the trail; or

(e) in a sports area or within twenty metres of any point on the perimeter of the sports area.

(2) Clause (1)(a) does not apply to a person smoking in any of the following areas within a provincial park:

(a) an occupied campsite; and

(b) an area designated by the Minister of Natural Resources as a smoking area.

(3) Clauses (1)(b) to (e) do not apply to a person smoking on

(a) land upon which a private residence is situated; or

(b) an occupied campsite within a campground, other than a campground located in a provincial park.

(4) Clauses (1)(c) to (e) do not apply to a person smoking in an area that is separated by a road from the playground equipment, trail or sports area, as the case may be, referred to in those clauses.

69 Subsection 15(1) of Chapter 12, as amended by Chapter 30 of the Acts of 2002 and Chapter 59 of the Acts of 2005, is further amended by relettering clause (a) as (aa) and adding immediately before clause (aa) the following clause:

(a) prescribing beaches as being beaches within the meaning of this Act;

70 Subsection 16(1) of Chapter 12 is repealed and the following subsection substituted:

(1) Nothing in this Act affects any other authority, including the authority of the council of a municipality, to regulate, restrict or prohibit smoking.

1) Improving Quality of Life for All

- Canada Day activities will include live music, BBQ, face painting, bounce castle, balloon twisting, dunk tank, soap slide and cakes provided by Carls Independent;
- There will be live music at Waterfront Park on July 1 for the photo event, which MacKay Real Estate generously sponsored;
- Staff are working in partnership with Deep Roots to produce a weekly summer music series and has been financially supported by the Mud Creek Rotary. The Wolfville 125 Concert Series will take place on Sunday afternoons from 2-4 at Waterfront Park, starting July 1;
- Mud Creek Days planning is on-going and includes several special 125 events – stay tuned;
- Marking Day camps took place on June 28;
- There will be free recreational programming at the Recreation Center on Fridays this summer;
- Staff have submitted an FCM Staff Grant to fund a Climate Change and Energy Coordinator for the Town. If approved, an RFD will be brought forward to Council for consideration;
- Staff will be submitting an application to the Solar Electricity for Community Buildings Pilot Program for a Solar array on the Community Development & Public Works building.

2) Maximizing Our Infrastructure Investments

- The first meeting of the Accessibility Advisory Committee took place on Monday, June 11th. Agnieszka Hakes was appointed as Chair and Birgit Ellsner as Vice-Chair. The AAC will meet regularly on the second Monday of the month at 4:30 pm;
- Staff held a positive follow-up meeting on parking work to date with the WBDC parking committee in advance of their AGM;
- Staff have met with the Annapolis Valley Regional Library on moving forward with the Wolfville Public Library improvements - report and path forward will be presented to Council;
- Kent Avenue Reconstruction was awarded to Howard Little Excavating;
- The Request for Quotations for the Waste Water Treatment Plant aeration project closes June 28th;
- Dexter's has completed all milling throughout town and the paving will be complete throughout the next two weeks;
- PPM needs to return to paint bike lane symbols and repaint the section of Main Street that was recently milled and paved;
- Line painting in the NSPI Parking lot will be done along with all other street painting;
- Unidirectional Flushing has been booked from August 13-24. Notices to residents will go out in the Grapevine, water bill and advertised in the paper.

3) Leveraging our Economic Opportunities

- The WBDC held a successful AGM in June. A 2018 Wolfville Spirit Award was jointly presented by the Town and WBDC to Jane's Again;



-
- Wolfville promotional packages were provided to three groups attending conferences locally. Over 400 packages were distributed;
 - A Streetscape and Beautification Grant has been submitted for the decorative lights around Clock Park. This project has been fully funded in the 2018/19 Capital Budget and the if the Town is successful it will reduce the amount of capital reserves necessary for the project;
 - Visitation at the VIC is currently up approximately 450 visitors over last year.

4) Operational Updates

- The Parks Lead Hand 2 competition has closed, and interviews will be scheduled in the coming weeks;
- Two staff members attended the AMA Spring Conference and Director MacLean presented at a session on using citizen reps on Audit Committees;
- Director Boyd attended Information Officer training for Emergency Management on June 20. This training was provided by EMO NS;
- Draft 2 of the MPS, Land Use By-law and Design Guidelines will be given to PAC and Council at the regular meeting of PAC on July 25th. There will be Development Agreements considered at the beginning of the meeting and Council will be invited to the latter part of the meeting to receive the MPS work. It will give the summer to review before workshops in late September;
- Building Official/Fire and Life Safety Inspector (Mark Jamieson) has now been with the Town 1-month;
- Staff continue to work on closing enforcement files;
- The second round of Union Negotiations is scheduled for July 10th & 11th;
- The Year-End Financial Statements are expected to go to the Audit Committee on July 6th;
- There are 2 FOIPOP files at the provincial Review Office. One has been with the Review Office for over a year and one just went on June 27. This is after clearing one from the Review office last week. Three other files are still active;
- The VCFN audit has to happen soon to facilitate their AGM and for County of Kings who has to consolidate their results into their Financial Statements;
- VWRM is getting close on approving a budget;
- We have not yet received a budget from KTA. There are challenges as KTA is spending dollars they don't yet have approval for, i.e. anything new/scope addition compared to 2017/18 is not an approved expenditure as the Board does not have a budget. It is anticipated that a budget will be forwarded from KTA in July;
- Annual filings to the Province will begin once the financials are complete and approved. The FIR, SOE, CIP, etc., have to be filed between now and end of September;
- The Management Team has started to review draft 2019/20 of the Ten-Year Capital Investment Plan;
- Laserfiche license is up for renewal and exploring options to consolidate services with other municipalities;
- Server upgrade for GIS are tentatively scheduled for July.

AVTC COMMITTEE UPDATE

Title: Annapolis Valley Trails Coalition

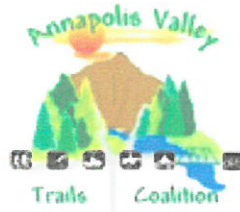
Date: July 3, 2018

Department: Council



UPDATE

See attached Documents.



Welcome to the

ANNUAL GENERAL MEETING

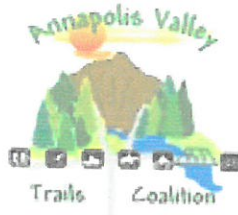
Annapolis Valley Trails Coalition

Thursday, June 21, 2018 at 1:30 pm

Room 121 Louis Millett Community Complex, 9489 Commercial Street, New
Minas

AGENDA

Time	Agenda Item	Responsible
1:30 – 1:45 p.m.	Chair's Welcome and Annual Report <ul style="list-style-type: none"> • Approval of the Agenda • Approval of the AGM minutes June 22, 2017 • Chair's Annual Report 	Beth Pattillo
1:45 – 2:00 p.m.	Presentation of Financial Statements, Fiscal year 2017/2018 <ul style="list-style-type: none"> • Financial Statements as of March 31, 2018 • 3 Year Proposed Operating Budget 	Danny Phinney/Mike Newman
2:00 – 2:40 p.m.	Presentations <ul style="list-style-type: none"> • Ben Buckwold, Bicycle NS • Trail Coordinator's Report Annual Report 	Rick Jacques
2:40 – 3:00	Amended By-Laws Presentation <ul style="list-style-type: none"> • Motion to approve amended by-laws as presented 	Beth Pattillo
3:00 – 3:20 p.m.	Nomination Committee Report <ul style="list-style-type: none"> • Presentation of proposed slate of directors and officers • Election of the Board of Directors & officers 	
3:20 - 3:30 p.m.	Other Business	Beth Pattillo
3:30 p.m.	Adjournment	



ANNUAL GENERAL MEETING

Annapolis Valley Trails Coalition

Thursday, June 22, 2017 at 1:30 pm

Room 120 Louis Millett Community Complex, 9489 Commercial Street, New
Minas

Called to order at 1:33PM by Beth Pattillo

Attendance:

-As Listed on attendance sheet.

Regrets: Debra Ryan

Agenda:

Welcome and Opening Remarks by Beth Pattillo

Approval of Agenda: Moved by Danny Phinney and seconded Jodi McKay to approve the agenda as presented. Motion Carried.

Minutes:

Approval of Minutes for the June 2016 AGM: Moved by Paul Spicer and seconded by Barry Corbin to approve as amended. Motion Carried

Chair's Report 2016/2017

- Thank everyone for attending mention any municipal folks that are in attendance
- Before I begin my 2016/2017 report. The AVTC wants to recognize two individuals who have contributed significantly to the development of the trail system within the Annapolis Valley and beyond.
 - Ruth Corkum
 - Robert Wright – recipient of the NS Trails White Hill Summit Award
- The AVTC Board would like to extend a big thank you to retiring Board member Shannon Read. Shannon chaired the Destination Trail Working Group and was an active board member. Your efforts are greatly appreciated and best of luck with your new endeavors.

- Noah Scanlan our Secretary for 2016/2017 is stepping down as Secretary but remaining as on the Board as a municipal rep Annapolis Royal. Thank you, Noah.
- Now onto my report – this past year our focus has been on three areas 1) improving communication with our partners, 2) completing the HMT from Grand Pre to Annapolis Royal and 3) volunteer education. The education and HMT pieces Rick Jacques will cover in his report.
- We did a number of presentations to municipal, town and village councils through the Valley. The presentations were well received with lots of good discussion and questions following each presentation. As part of the presentation we presented a model for sustainable funding in the form of a partnership agreement. Wolfville is the first municipal unit to sign an MOU.
- Since its inception AVTC finances have been under some type of municipal umbrella. Last fall, the Board made the decision set-up our own financial entity. On January 1, 2017 we did just that and Mike Newman from Berwick is our bookkeeper/accountant.
- With the HMT nearing completion in 2017 and Canada's 150 Birthday, the AVTC felt trail opening celebrations were in order. We applied and received funding for those celebrations from Nova Scotia 150 Grow Forward Fund. This summer we will be holding 4 Grand Opening ceremonies. Show the invite.
- Next steps: AVTC website and a greater social media presence
- Trail maintenance program

Financial Update

Balance sheet and Income Statements appended. Copies to be circulated to attendees electronically including footnotes.

Motion to approve the financial statements as presented Danny Phinney seconded Bob Wright. Motion Carried.

Trail Coordinator's Report

Rick presented detailed synopsis of ongoing work. Power Point Presentation to be circulated digitally if requested.

Officers Nominations –

Municipal Representatives

Municipality of the County of Kings - Paul Spicer

Annapolis County - Deb Ryan

Town of Wolfville - Jodi MacKay

Town of Berwick - Barry Corbin are the, with one addition to be named.

Trail Group Representatives

Kings County Trail Society - Bob Wright,

Annapolis County Trail Society - Danny Phinney,

Annapolis Valley Ridge Runners - Hartt Mackinley,

Greenwich Pathways Society - Beth Pattillo

Grand Pre Trails Society – Marcel Morin

Ex-Officio

Department of Natural Resources Dana Orr

Department of Community, Culture & Heritage Meg Cuming

AVTC Trail Coordinator Rick Jacques

Executive

Chair Beth Pattillo

Treasurer Danny Phinney

Seeking a recorder and a vice chair at time of this meeting. Noah Scanlan to continue for an additional month as recorder.

Barry Corbin stated for the record the groups' gratitude for Beth and Rick's dedication and skills.

Invitation to openings to be forwarded electronically.

Motion to adjourn. Bob Wright.

Annapolis Valley Trails Coalition
Chair's Annual 2017 - 2018 Report

- Before I begin my 2017/2018 report. The AVTC wants to congratulate the Kentville's Department of Parks and Recreation as they were awarded NS Trails Champion for Youth Award at the NS Trails AGM on June 16th.
-
- The AVTC Board would also like to extend a big thank you to retiring Board member Noah Scanlan. Noah has ably served as Board Secretary for the past two years. Your efforts are greatly appreciated.
- Now onto my report – 2017/2018 was a year of celebration! An awesome achievement as we physically completed the HMT from Annapolis Royal to Grand Pre 110 km. We celebrated with 4 well attended HMT Grand Opening events in Annapolis Royal, Middleton , Kingston and Wolfville.
- The development of an HMT Trail Maintenance program, which we began rolling out to our members in, the spring of 2018 Engaged with all our partners to develop a comprehensive work plan for the summer of 2018.
- The development of the Trailhead Kiosk & Signage Guidelines
- In September, we applied to CCH for a planning assistance grant to contract Mike Trinacty to assess the eastern portion of the HMT from Berwick to Middleton . We received the grant and Mike T. did the assessment providing the HMT with his final report in December.
- The recommendations from this report became the foundation for our 2018 trail work plan, along with the submissions from our members and partners.
- In March we formulated a comprehensive work plan for the coming trail season with a focus on completing the HMT.
- In January, NS Trails in conjunction with the TCT announced that the Western Loop would be part of Phase 2 of the Great Trail development.
- We continued our work with NS Trails with both myself, Rick and Bob Wright helping to update the NS Trail Patrol manual.
- As our agenda indicates we will be discussing and voting on updated by-laws package which the Board has worked on and discussed over the last several months.
- A thank you to all our Board members for their efforts over the past year, our trail system within the Valley is in a much better position because of your work.

Respectfully submitted,
Beth Pattillo, Chair 2017/2018

ANNAPOLIS VALLEY TRAILS COALITION

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

(UNAUDITED - SEE NOTICE TO READER)



We inspire people and businesses to be GREAT!

454 Main Street, Kentville, NS, B4N 1K8

P: 902-678-2729 F: 902-679-5420

ANNAPOLIS VALLEY TRAILS COALITION
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(UNAUDITED - SEE NOTICE TO READER)

Notice to Reader
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Statement of Financial Position

Statement of Operations and Change in Net Assets

Note to Financial Statements

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Annapolis Valley Trails Coalition as at March 31, 2018 and the statement of operations and change in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Maynard Bent + Fagan

Chartered Professional Accountants
Licensed Public Accountants

Kentville, Nova Scotia
May 24, 2018

ANNAPOLIS VALLEY TRAILS COALITION
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2018
(UNAUDITED - SEE NOTICE TO READER)

	<u>ASSETS</u>	<u>2018</u>
Current Assets		
Cash		\$ 52,936
Accounts receivable		<u>11,705</u>
		<u>\$ 64,641</u>
	 <u>LIABILITIES</u>	
Current Liabilities		
Accounts payable		\$ 3,927
Payroll taxes payable		978
Reserve for uncompleted projects (note 1)		<u>52,330</u>
		<u>57,235</u>
	 <u>NET ASSETS</u>	
Unrestricted Net Assets		<u>7,406</u>
		<u>\$ 64,641</u>

Approved:

Director

ANNAPOLIS VALLEY TRAILS COALITION
STATEMENT OF OPERATIONS AND CHANGE IN NET ASSETS
 YEAR ENDED MARCH 31, 2018
 (UNAUDITED - SEE NOTICE TO READER)

	2018
Membership and grant revenue	\$ <u>32,886</u>
Project construction costs	<u>22,668</u>
Net revenue	<u>10,218</u>
Expenses	
Bookkeeping fees	1,200
Coordinator travel	15,389
Coordinator wages and benefits	46,036
Dues and fees	361
Insurance	325
Interest and bank charges	74
Office	1,237
Supplies	328
Telephone	3,205
Training	<u>1,208</u>
	<u>69,363</u>
Excess of expenses over revenue	(59,145)
Unrestricted net assets at beginning of year	<u>66,551</u>
Unrestricted Net Assets at End of Year	\$ <u><u>7,406</u></u>

See Note to Financial Statements

ANNAPOLIS VALLEY TRAILS COALITION
NOTE TO FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2018
(UNAUDITED - SEE NOTICE TO READER)

1. Reserve for Uncompleted Projects

The reserve account represents uncompleted projects as at March 31, 2018 for which the funds have been received and are included in the bank balance as at March 31, 2018.

COMMITTEE UPDATE

Title: WBDC Annual General Meeting
Date: July 3, 2018
Department: Council



UPDATE – WBDC 20018 AGM, Tuesday June 18, 2018

1. Financial statements were presented by Grant Thornton
2. Grant Thornton reappointed as auditor for 2018-2019
3. Tim Hergett reinstatement as legal counsel for 2018-2019
4. Election of Officers and Directors at Large – two seats open Lynda MacDonald and Jill Delaney unanimously approved by all members present

WBDC General Meeting

1. President's report

- a. Reflection on WBDC's strategic goals
 - i. Boost the Wolfville brand and create a positive profile for the Town through promotional initiatives with a focus on our entrepreneurs and business
 - ii. Improve the business climate in Wolfville through effective communication with members, the Town, and Stakeholders. Be the voice of business in Wolfville
 - iii. Leverage opportunities that improve business in Wolfville

2. Wine Bus Discussion

- a. Coming in July: test run with ale house
- b. Expanding beyond valley
 - i. 4 double deckers coming to Ontario Magic Winery
 - ii. One to Fraser Valley BC
- c. Expansion will potentially bring more tourism to Wolfville

3. Presentation by WBDC Promotions

- a. **Social media growth in past year**
 - i. 212k+ video views in past year
 - ii. Potential to reach HRM, South Shore, and beyond
 - iii. Review of past videos and videos to come Mud Creek Days; Things to do in Wolfville; Back to School' Why live in Wolfville
- b. **Billboard review**
 - i. Wolfville Glows - 5 board in HRM
 - ii. Winter in Wolfville - 4 boards in HRM
 - iii. Introduction of WBDC summer students Emma Graham, Jessica Sanford

COMMITTEE UPDATE

Title: WBDC Annual General Meeting
Date: July 3, 2018
Department: Council



c. Wolfville 125 Committee Update

- i. March event has 200+ people
- ii. Coming up: Canada Day, Wolfville 100 photo re-creation
 - 1. 3-4 pm
- iii. Coming up: Mud Creek Days, July 28/29
 - 1. Pop up food vendors and 125 Cider and Wine coming soon

4. Marianne Gates - Town collaboration review

a. 2017 mud creek draws were successful

- i. Canopy was there for video coverage

b. Walkability

- i. Funding from heart and stroke foundation
- ii. Encourage walking in Wolfville
- iii. Maps were produced - steps from parking lots to Central Avenue
 - 1. Will be used again this year

c. Acadia Welcome Week

- i. Discount coupons, gifts, etc. for incoming students
- ii. Contacted to do again this year

d. Wolfville Glows

- i. Flyers sent to 7000 homes in area -- businesses promoted their holiday hours

e. East End Gateway

- i. WBDC is stakeholder in this project
- ii. 3 year plan to create gateway
 - 1. New VIC, street realignment, new trail head, new events area in the NS power land
 - 2. More parking on Willow Avenue (11+) and a spot for the Wine Bus

f. Winter Warmer

- i. New event to attract people to Wolfville during the off season
 - 1. Happened after the Ice Wine Festival

g. Wolfville 125 update

- i. reiteration of Promotions report above

h. Summer students working out of recreation center (Currently 4 students)

i. Business Directory

- i. Updated -- being used to build updated maps on accommodations, shops, and restaurants

COMMITTEE UPDATE

Title: WBDC Annual General Meeting
Date: July 3, 2018
Department: Council



j. Parking

- i. Coming soon: Parking counts, and surveys to business
 1. Review time allocations; how many spaces each business needs
 2. Incorporate or refocus previous walkability campaign
- ii. In the next few years: Move skatepark to create more parking

k. Municipal Planning Strategy

- i. Coming up soon
- ii. Economic highlights
 1. Bill 177 - incentive to bring more business
 2. Parking requirements changes for new development

l. Speaker System

- i. Planned to install Summer 2018 throughout downtown

m. New Partnership

- i. Wolfville Business Spirit Award

5. Presentation by Destination Acadia (Kevin Dickie)

- a. Canopy Creative helped create the destination video
- b. Looking to create more events in Valley and bring more tourism
- c. Acadia has experience hosting
 - i. Has hosted national championship for 4 straight years
 - ii. Athletic complex gets 200k more visitors per year than the Scotiabank Center in Halifax
- d. Acadia/Wolfville/Valley advantage
 - i. Contained, safe; beauty; hospitality; brand, big game in town
- e. Challenges/Opportunities
 - i. Wolfville does not have many accommodations - Acadia has 1500 beds on campus for overflow
- f. Hard launch in spring 2018

Awards and Recognition

1. Welcome to Wolfville

- a. Larch wood
- b. Ascension barbershop
- c. The Real Scoop
- d. Affiliate membership Grand Pre Wines, Lockett Vineyards, Lightfoot & Wolfville

2. Awards won by Wolfville businesses in 2017-2018

- a. 2018 Wolfville Business Spirit Award - Awarded to Jane's Again Boutique

COMMITTEE UPDATE

Title: Diversity Kings Co.

Date: July 3, 2018

Department: Office of the CAO

UPDATE



The May meeting was held but quorum was not reached. The minutes from the April 9th meeting were approved at the June 4th meeting.

The name of the committee has been officially changed to Diversity Kings Co.

Brittany Mastroianni was hired as the Diversity and Outreach Specialist. This hire will allow for some of the work of the committee that has been put on hold to be brought back to action. Most notably, the annual diversity event called the Multicultural Fair that experienced some great successes in 2017. This year's event is set to happen on August 25th from 10 am to 3 pm in Kentville.

The committee continues to discuss important dates and how milestones can be commemorated. Brittany is working on an inclusive calendar and will share when it is ready. Additionally, the committee continues to discuss the recognition of the 100th year anniversary of women's right to vote.

The committee is discussing educational opportunities for committee members; whether it be with presentations or by travelling the province to visit sites (i.e. Refugee Canada Exhibit at Pier 21). The monthly meetings often include a speaker from an organization representing diverse populations.

Councillor Oonagh Proudfoot was appointed Vice Chair in April.