Committee of the Whole
Tuesday, January 12, 2016
9:00 a.m.
Council Chambers, Town Hall
359 Main Street

Agenda

1. Approval of the Agenda

2. Approval of Minutes
   a. Committee of the Whole Minutes, December 8, 2015

3. CAO Report
   a. 2015 Enforcement Activity

4. Committee Reports
   a. Internal
      (1) Planning Advisory Committee
      (2) Art in Public Spaces

5. Staff Reports for Discussion
      (1) WSP Presentation
   b. RFD 001-2016: Culinary Tourism Centre Project
   c. RFD 057-2015: Core Area Traffic
   d. RFD 002-2016: First Reading of Heritage Bylaw
   e. RFD 003-2016: Committee Appointment – Audit Committee
   f. RFD 089D-2015: Preliminary List
   g. Information Report: Polling Divisions
6. 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.

7. Adjournment to In Camera Meeting under section 22(2)(e) contractual of the Municipal Government Act.
   a. Renewable to Retail Initiative

8. Adjournment of In Camera

9. Regular Meeting Reconvened

10. Regular Meeting Adjourned
1) Well Maintained and Sustainable Public Infrastructure
   - The investigative phase of the Facilities Assessment project has been completed. A draft report will be submitted to staff by the end of January for comment;
   - The RCMP renovations tender package is completed. The tender is scheduled to close on January 21st;
   - The lift station portable generator tender closed on December 22nd.

2) A Diverse, Prosperous and Sustainable Local Economy
   - Staff held debriefings with Devour and Rogers Hometown Hockey. A debriefing with the Valley Harvest Marathon will occur in the near future. The goal of these debriefings is to ensure that lessons learned are documented and improvements are made for future events;
   - Consultation for the Vendor Bylaw will occur in January;
   - The first interviews were conducted for the Manager of Economic Development position and second interviews are slated for mid-January;
   - The Wolfville Glows campaign was completed and decorations will be removed in January;

3) Safe, Attractive and Cohesive Neighbourhoods
   - The next consultation for the MPS will take place on January 27th-29th. Phase 1 of the MPS review is scheduled to be completed by March;
   - The Appeal Hearing for 7 Gaspereau occurred on December 17th. We anticipate a decision sometime near the end of January;
   - Ongoing meetings have been held with the RCMP to discuss the enforcement of the Town’s Noise Bylaw and the updating of the 2000 Roles and Responsibilities document. The RCMP Advisory Committee will discuss both of these initiatives at their next meeting on January 19th. This meeting will be a joint Council-RCMP Advisory Committee meeting to ensure everyone is on the same page moving forward and has an opportunity to provide feedback;
   - The Compliance Officer will now regularly be reporting on bylaw enforcement activities. Please find this report attached to this CAO update.

4) Robust Active Living and Cultural Community
   - The Facilities Assessment and Gap Analysis has been completed and will be presented to Council at the January Committee of the Whole meeting;
   - Thanks to the Thrive! Facilities Access Grant, we are pleased to note that the Acadia swimming pool will be available free of charge for open swim on Sundays from 2 pm – 4 pm and the Acadia indoor track will be available free of charge from 6:30 am – 9:00 am and 6:00 pm – 9:00 pm until March 31, 2016;
   - Staff are working with the Historical Society on Canada 150 Events for 2017;
Staff are working with Acadia for them to deliver summer day camp programming on behalf of the Town. Staff are also working with Acadia regarding the delivery of the March Break camp;

After school programming for yoga (15 participants). Curling (5 participants) and Acceleration! Swimming (6 participants) have been wrapped up;

We are working on new programs in partnership with New Minas Recreation. A focus is on middle-school aged girls and will be skating/ringette (Mondays); yoga (Tuesdays); multisport/fencing (Wednesdays); and snow divas (Fridays);

Women on Wheels (for older adults) will start later in January;

The Town continues to participate in the Annapolis Valley Trails Coalition regular meetings. Results from these meetings will start to go directly to COW as part of the Committee Update section. The Coalition is currently focused on strategic planning and the next steps for the tendering of the surfacing for the Grenwich/Wolfville trail section;

Close to 100 participants came out for the Resolution Walk, Run or Roll on December 31st;

An estimated 400 people attended the New Year’s Eve Family Skate, which was co-hosted by the Wolfville Skating Club and the Boy Scouts;

A weekly Wolfville Watershed Snowshoe/Hike with Council was kicked off on January 3rd with success.

5) Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

The CAO met with the CAO’s from Kings on December 22nd. It was decided that the CAO’s will continue to meet monthly to discuss issues common to all municipalities in Kings and opportunities for collaboration;

The next Kings Partnership Steering Committee meeting will be held in Berwick in February. Details will be provided shortly;

A joint meeting of Council, Management and the Acadia Student Union is scheduled for February 2nd.

6) Operational Updates

Winter shifts for Public Works started on January 3rd. Staff work from midnight Sunday night through to midnight Friday night and personnel are on call Saturdays and Sundays;

The PDX permit system is now in place and will be used on a go-forward basis;

Ergin Nemburt has successfully completed all necessary course work for Level 1 Building Inspection. The Town is awaiting the paperwork. Once this is received, Council can appoint Ergin as the Building Inspector for Level 1 buildings;

Staff sent a response to the Department of Municipal Affairs regarding the status of Kings 2050;

Staff have advertised for volunteers for the Planning Advisory Committee and the Audit Committee. We are also looking for a representative for the EKM Liaison Committee;

A meet and greet event for all Committee of Council members, along with Council, has been scheduled for January 29th at the Wolfville Farmer’s Market from 1 pm – 3 pm;
• The Town’s website hosting has been changed to the AMA Joint Municipal Website Venture. As a result, the search capabilities have been significantly improved;
• There will be a special COW meeting on January 21st dedicated to the 2016/17 Operating Budget. Staff have now prepared draft operating budgets for all departments;
• The payroll conversion project is now completed and went live this past pay period. As a result, a number of minor issues of how payroll was done in the past have been identified and will be addressed over the next month;
• We are in the process of adopting an electronic workflow to assist with the purchasing process;
• Finance staff are working on the T4 reconciliation. It is anticipated that T4’s will be issued in late January/early February;
• Work has commenced on the 3rd Quarter financial results, including year-end forecasts;
• The final drafts of the provincial Financial Condition Index have been released to municipalities. An early review shows the Province’s numbers are consistent with the estimates that were provided to Council in July as part of the review of the audited March 31/15 financial statements;
• Discoveries for the Application in regards to 336 Main will be completed by January 8th. A settlement conference is scheduled for March and a trial is scheduled for April;
• Many municipalities in Nova Scotia, including the Town of Wolfville, have received a FOIPOP application for the disclosure of all CAO and Councillor expenses for 2014 and 2015;
• A preliminary meeting was held to discuss the elements of a draft Terms of Reference for the proposed Sustainability Committee as directed by Council in December.
## 2015 ENFORCEMENT ACTIVITY

**Fiscal Year**

<table>
<thead>
<tr>
<th>Complaint</th>
<th>Last Year</th>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Grand Total</th>
<th>Total Percent %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>0</td>
<td>4</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>11</td>
<td>8%</td>
</tr>
<tr>
<td>Building Bylaw</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>Dangerous &amp; Unsightly</td>
<td>1</td>
<td>4</td>
<td>8</td>
<td>3</td>
<td>0</td>
<td>15</td>
<td>11%</td>
</tr>
<tr>
<td>Development Agreement</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2%</td>
</tr>
<tr>
<td>Dog Bylaw</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>Fire &amp; Life Safety</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>5</td>
<td>4%</td>
</tr>
<tr>
<td>Land Use Bylaw</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>6%</td>
</tr>
<tr>
<td>Minimum Standards Bylaw</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>5</td>
<td>0</td>
<td>18</td>
<td>14%</td>
</tr>
<tr>
<td>Noise Bylaw</td>
<td>1</td>
<td>3</td>
<td>15</td>
<td>8</td>
<td>0</td>
<td>26</td>
<td>20%</td>
</tr>
<tr>
<td>Parking</td>
<td>6</td>
<td>8</td>
<td>11</td>
<td>1</td>
<td>0</td>
<td>20</td>
<td>15%</td>
</tr>
<tr>
<td>RCMP</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>3%</td>
</tr>
<tr>
<td>Second Hand Smoke Bylaw</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>Streets Bylaw</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1%</td>
</tr>
<tr>
<td>Valley Waste Resource Management Bylaw</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>10</td>
<td>0</td>
<td>15</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>9</strong></td>
<td><strong>36</strong></td>
<td><strong>57</strong></td>
<td><strong>38</strong></td>
<td><strong>0</strong></td>
<td><strong>131</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Important Notice - 2015 is the first year of comprehensive tracking using the Wolfville GIS system**
Note: Majority of the Valley Waste Resource Management Bylaw Complaints were recorded and referred to Bylaw Officer, Grace Proszynska.
1) UPDATE
The Planning Advisory Committee met on Monday, November 2nd, 2015 at which time the discussion focused primarily on considerations for development on existing lots with no frontage as well as the proposal for the creation of additional lots within the West End Lands.

It was also noted that the minutes from the public participation meeting held on September the 3rd required correction by staff before they could be approved at the following PAC meeting; however, there has not been a regular meeting of the PAC since Nov. 2nd as a result of the PAC workshops.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE PUBLIC PARTICIPATION MEETING OF SEPTEMBER 3, 2015 BE REFERRED BACK TO STAFF TO LISTEN TO THE AUDIO RECORDING AND MAKE CHANGES AS APPROPRIATE, FOR PRESENTATION AND APPROVAL AT THE DECEMBER 2, 2015 PAC MEETING.

CARRIED

The Committee forwarded the staff report on existing lots with no frontage on a street to Council with a positive recommendation based on the rationale that accommodating access would not create significant negative planning implications, infill development is supported by the MPS and that the property is already accessible in its current state.

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE STAFF REPORT TO FACILITATE DEVELOPMENT ON PROPERTIES WITH NO FRONTAGE TO COUNCIL WITH A POSITIVE RECOMMENDATION.

CARRIED

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARD THE AMENDMENTS IN ATTACHMENT 1 OF THE SUPPLEMENTARY REPORT TO THE PLANNING ADVISORY COMMITTEE TO COUNCIL WITH A POSITIVE RECOMMENDATION FOR FIRST READING:

• AMENDMENT TO THE TOWN OF WOLFVILLE MPS SECTION 14.1.3 – ADDITION OF: SUCH OCCURRENCES WHERE AN ACCESS EASEMENT TO AN EXISTING PROPERTY WITHOUT LOT FRONTAGE ON A STREET CAN BE PROVIDED BY A PUBLIC AUTHORITY.

AND

• AMENDMENT TO THE TOWN OF WOLFVILLE LAND USE BYLAW SECTION 4.3.1 – ADDITION OF: A DEVELOPMENT PERMIT MAY BE ISSUED WHERE AN ACCESS EASEMENT TO AN EXISTING PROPERTY WITHOUT LOT FRONTAGE ON A STREET CAN BE PROVIDED BY A PUBLIC AUTHORITY.

CARRIED
The staff report on the proposal by Viking Ventures Ltd. to create additional lots in the Stonegate Subdivision beyond the thirty (30) permitted by development agreement was forwarded to Council with a negative recommendation. The rationale behind the Committee’s decision was based largely on the fact that there was no comprehensive plan for the area at the time and without improved connectivity through road access and servicing the plan presented as part of the original development agreement would not be realized.

**MOTION:** IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE FORWARDS THE STAFF REPORT PROPOSING 4 ADDITIONAL DEVELOPMENT LOTS WITHIN THE WEST END LANDS (PID 55268379) TO COUNCIL WITH A NEGATIVE RECOMMENDATION.

CARRIED

In discussing the upcoming full-day workshop(s) for PAC and Council that would focus on the MPS review, the Committee identified expropriation as a tool that could be used by municipal units in these cases and recommend that Council instruct staff to prepare a report on the topic.

**MOTION:** IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THAT STAFF PREPARE A REPORT EXPLORING THE COSTS, BENEFITS, RISKS, AND OPPORTUNITIES WITH THE EXPROPRIATION OF LAND BETWEEN VIKING VENTURES WEST END LAND AND SKYWAY DRIVE.

CARRIED

The Planning Advisory Committee and Council assembled to discuss the MPS review during a two-part workshop (Nov. 23rd & Dec. 14th) focusing on the review’s “sticky issues” as identified by staff and FOTENN consultants.

The next meeting of the Planning Advisory Committee is scheduled for Wednesday, February 24th, 2016.
1) UPDATE

The Art in Public Spaces Committee met on December 16<sup>th</sup>, 2015 primarily to discuss the placement of the Mona Parsons Memorial Statue, potential sites for future small-scale projects and the Clock Park water feature.

Mrs. Wendy Elliott attended the Committee meeting as a representative of the Women of Wolfville/Mona Parsons Project Team and presented her organization’s views on the ideal placement of the memorial statue. Through discussion it was determined that either the Post Office grounds, Clock Park or Willow Park would yield the most suitable site for the statue. The Mona Parsons Project Team will provide the Committee with in-situ photographs for consideration. The Committee will discuss the Mona Parsons Project at their next meeting with the goal of providing a recommendation to Council on a preferred location.

The Committee reviewed the sites for future small-scale projects as presented by staff and identified several other possible sites while noting that these projects would be an excellent opportunity for community involvement in the arts as well as testing the recently developed Art in Public Spaces policy which guides the Committee.

An additional source of funding for the Clock Park water feature was identified through a Provincial program that the Committee will explore and a two-phase request for proposals (RFP) was agreed upon. The project jury will select an artist/conceptual design which the Committee can then work with to raise additional funds for the water feature. Staff will begin working on the two-phase RFP and bring this back to the Committee for comment.

It was also announced that Karen Diadick Casselman would be resuming her role within the Committee.

The next meeting of the Art in Public Spaces Committee is scheduled for Tuesday, February 2<sup>nd</sup>, 2016.
SUMMARY

Facilities Assessment and Gap Analysis

In May 2016, the Town awarded a $17,330 contract to WSP to complete a Facilities Assessment and Gap Analysis. The objectives and deliverables of the study are outlined in this Information Report.
1) CAO COMMENTS
The CAO has no comments at this time.

2) REFERENCES AND ATTACHMENTS
Facilities Assessment and Gap Analysis – December 2015

3) PURPOSE OF REPORT
For Council to review the attached report and understand next steps.

4) DISCUSSION
In May 2016, the Town awarded a $17,330 contract to WSP to complete a Facilities Assessment and Gap Analysis. The objectives and deliverables of the study are as follows:

Objectives
- To better understand the specifics regarding availability, space, capacity, operational costs, usage trends, user fees, physical conditions, and utility of all community indoor recreation facilities, town-owned and non-town owned;
- To understand current facility usage, project and assess future needs of facility users and document and make recommendations to address unmet demands;
- To examine the roles and priorities of facility owners in the community;
- To assess the Town’s dependence on non-municipal facilities, identify opportunities for strategic partnership development and make recommendations around how to successfully establish those partnerships; and
- To identify any facility deficits, as compared to industry standards, understand how those deficits affect recreation program planning and participation, and make recommendations on how to address those deficits.

Deliverables
1. A comprehensive inventory of all indoor recreation facilities in Wolfville, categorized into a user friendly database with a user friendly data collection tool that can be linked to our internal mapping system, so that facility assessment data can be mapped, categorized and routinely updated.
2. A high level documentation of any current issues with existing indoor recreation facilities.
3. Documentation of current user trends, unmet demands, projected future user needs and a gap analysis with recommendations on how to address any gaps.
4. Specific recommendations for future recreation capital investment by the town (in Town owned and non-Town owned facilities), and an evaluation process Council can use to guide future decision making around new recreation capital investment.
5. Documentation of facilities that could be used for recreation by the Wolfville Community and Wolfville user groups.
6. Recommendations on how to maximize efficiency and usage of existing facilities through strategic partnerships with, at least, Acadia University and Wolfville School, and a plan for how those partnerships should be developed.

7. Facilitated workshop with Task Force Committee and Staff to prioritize recommendations and develop an implementation plan for the findings.

5) FINANCIAL IMPLICATIONS

The financial implications will be discussed in a follow up staff report slated for February 2016.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

The attached report is tied to the strategic priorities Council contained in the Strategic Plan 2012-2016 of Council and recommendations contained in other reports.

1. Parks and Open Space Plan –
   - To the extent possible, and where required, agreements will be put in place to secure long-term community access to sport fields provided by non-municipal authorities

2. Active Living Strategy – This strategy has the following actions:
   - Renegotiate community use of school to include increased community access to investigate municipal role in partnership agreement
   - Engage Acadia University in project work and studies, especially for introduction to new technology or linking information on physical activity, health and well-being to personal data
   - Identify under used facilities for physical activity and explore possible user groups and activities
   - Identify under used facilities for physical activity and explore possible user groups and activities
   - Identify gaps in programs and facilities accessibility on an ongoing basis

3. Municipal Planning Strategy policies in Section 7: Recreation and Open Space:
   - 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.
7) COMMUNICATION REQUIREMENTS

This report has been shared with Acadia and full communication checklist will be prepared as part of the Implementation RFD.

8) FUTURE COUNCIL INVOLVEMENT

The attached report is presented to Council for information and consideration. At the February Committee of the Whole, staff will prepare an RFD that will include a more detailed assessment of implementation approaches for the recommendations enclosed in the report.
WSP PROJECT NO.: 151-05627-00

INDOOR RECREATION FACILITIES ASSESSMENT & GAP ANALYSIS
TOWN OF WOLFVILLE

FINAL REPORT

DECEMBER 2015

WSP Canada Inc.
1 Spectacle Lake Drive
Dartmouth, NS B3B 1X7
Phone: 902-835-9955
Fax: 902-835-1645
www.wspgroup.com
# TABLE OF CONTENTS

## EXECUTIVE SUMMARY

1 INTRODUCTION AND STUDY OVERVIEW 2

1.1 Study Process 2
1.2 Report Presentation 2

2 PLANNING CONTEXT SUMMARY 3

2.1 Summary of Population and Socio-Demographic Context 3
2.2 Summary of Findings From Background Documents 4
2.3 Summary of Trends 5
2.4 Summary of Indoor Recreation Facilities and Service Context 6

3 CONSULTATION SUMMARY 7

3.1 Key Informant Interviews Summary 7
3.2 Request for Briefs Summary 8
3.3 Focus Group Meetings Summary 9
3.4 User Group Survey Summary 10
3.5 Community Household Survey Summary 10

4 GAP ANALYSIS & RECOMMENDATIONS 12

4.1 Arena Discussion and Recommendations 13
4.2 Aquatic Facility Discussion and Recommendations 14
4.3 Gymnasia Discussion and Recommendations 17
4.4 Fitness Centre Discussion and Recommendations 18
4.5 Multipurpose Space and Meeting Space 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5.1</td>
<td>Multipurpose Space Discussion</td>
<td>19</td>
</tr>
<tr>
<td>4.5.2</td>
<td>Meeting Space Discussion</td>
<td>19</td>
</tr>
<tr>
<td>4.5.3</td>
<td>Multipurpose and Meeting Space Recommendations</td>
<td>20</td>
</tr>
<tr>
<td>4.6</td>
<td>Banquet Facilities Discussion and Recommendations</td>
<td>20</td>
</tr>
<tr>
<td>4.7</td>
<td>Performance Art Space Discussion and Recommendations</td>
<td>20</td>
</tr>
<tr>
<td>4.8</td>
<td>Library Discussion and Recommendations</td>
<td>21</td>
</tr>
<tr>
<td>4.9</td>
<td>General Recommendations</td>
<td>23</td>
</tr>
<tr>
<td>5</td>
<td>IMPLEMENTATION STRATEGY</td>
<td>27</td>
</tr>
</tbody>
</table>

**APPENDICES**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Planning Context</td>
</tr>
<tr>
<td>B</td>
<td>Community Consultation</td>
</tr>
<tr>
<td>C</td>
<td>Facility Condition Evaluation</td>
</tr>
</tbody>
</table>
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 income\(^1\) in the Town is shown to be much higher compared to Kings County and Nova Scotia as a whole. However, the median household income\(^2\) 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 equitable\(^3\) 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”.

WSP Canada Inc.
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. 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 TRENDS

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 gymnasium), 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: 

WSP Canada Inc.
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 programming\(^6\), 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 1:9,000\(^8\), 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 recruitment\(^9\). 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.

WSP Canada Inc.
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 gymnasium 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 gymasia 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 gymasia / 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 gymasia 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 current 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 DISCUSSION 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 Al 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. 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.

WSP Canada Inc.
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 boundaries\textsuperscript{11} provides financial support to municipalities to cover facility user fees of individuals not residing in a particular municipality. A 2007 review of that Policy\textsuperscript{12} 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.

\textsuperscript{11} It is unclear at this time whether or not this policy continues in regular operation.

\textsuperscript{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.

WSP Canada Inc.
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)

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Priority</th>
<th>Organization / Group Involved</th>
<th>Next Steps / Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommendation 1.1:</strong> 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.</td>
<td>Immediate</td>
<td>Town of Wolfville Recreation Staff and Acadia Athletics Complex Staff</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Recommendation 1.2:</strong> Focus should be made to support new community groups who may be looking to gain ice-time.</td>
<td>Immediate (or as groups express need)</td>
<td>Town of Wolfville Recreation Staff and Acadia Athletics Complex Staff</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Recommendation 1.3:</strong> Through a Regional Recreation Facility Plan, the need for an additional ice surface within King’s County should be more fully analyzed.</td>
<td>Medium</td>
<td>Town of Wolfville Staff and Acadia Staff as well as regional municipalities</td>
<td>Item to be explored through regional recreation facility plan</td>
</tr>
<tr>
<td><strong>Recommendation 2.1:</strong> Gather detailed information to inform future discussions regarding regional pool needs and public usage (see page 17 for full recommendation details).</td>
<td>Short</td>
<td>Town of Wolfville Recreation Staff and Acadia Athletics Complex Staff</td>
<td>Research to be carried out by Town of Wolfville Recreation Staff with assistance by Acadia Athletics Complex Staff</td>
</tr>
<tr>
<td><strong>Recommendation 2.2:</strong> 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).</td>
<td>Medium</td>
<td>Town of Wolfville Staff and Acadia Staff as well as regional municipalities</td>
<td>Item to be explored through regional recreation facility plan</td>
</tr>
<tr>
<td><strong>Recommendation 3.1:</strong> 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).</td>
<td>Medium</td>
<td>Town of Wolfville Staff and Acadia Staff as well as regional municipalities</td>
<td>Item to be explored through regional recreation facility plan</td>
</tr>
<tr>
<td><strong>Recommendation 4.1:</strong> 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.</td>
<td>Short</td>
<td>Acadia Staff with funding support decisions by Town Council</td>
<td>Acadia Staff to determine willingness to upgrade and Council to make decision regarding financial support for capital costs. Town of Wolfville Staff to approach facility operators to discuss increased advertising and responsibility (organization or the Town).</td>
</tr>
<tr>
<td><strong>Recommendation 5.1:</strong> Improved advertising of meeting and multipurpose space facilities should occur so that the general public and user groups are aware of facility availability.</td>
<td>Immediate</td>
<td>Town of Wolfville Staff and facility owners / operators</td>
<td>Town of Wolfville Staff to approach meeting and multipurpose space facility operators to discuss options for centralization of booking information.</td>
</tr>
<tr>
<td><strong>Recommendation 5.2:</strong> 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.</td>
<td>Immediate</td>
<td>Town of Wolfville Staff and facility owners / operators</td>
<td>Town of Wolfville Staff to approach meeting and multipurpose space facility operators to discuss options for centralization of booking information.</td>
</tr>
<tr>
<td><strong>Recommendation 6.1:</strong> 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.</td>
<td>Medium (or as groups express need)</td>
<td>Town Council, Acadia University, Acadia Cinema Co-op</td>
<td>Town Council to make decision regarding funding support when technology upgrade needs are expressed by the operators.</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Priority</td>
<td>Organization / Group Involved</td>
<td>Next Steps / Action</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Recommendation 6.2:</strong> Improved community access to the Acadia Festival Theatre should be explored as part of the formalized partnership agreement between the Town and Acadia University.</td>
<td>Short to Medium</td>
<td>Acadia University, Town of Wolfville Staff, Town Council</td>
<td>Item to be explored through a formal partnership agreement.</td>
</tr>
<tr>
<td><strong>Recommendation 7.1:</strong> In conjunction with the AVRL, undertake a comprehensive review of library service and facility requirements for the Wolfville area.</td>
<td>Short</td>
<td>AVRL Board and Town of Wolfville Staff</td>
<td>Town Staff to have discussion with AVRL Board regarding creating Strategic Plan. Plan to be produced by Library Board regarding needs.</td>
</tr>
<tr>
<td><strong>Recommendation 7.2:</strong> 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.</td>
<td>Short</td>
<td>Town of Wolfville Staff, AVRL Board and Acadia University</td>
<td>Following Strategic Planning, Town Staff to Meet with Library Board. Following, Town Staff and Library Board to begin discussions with Acadia</td>
</tr>
<tr>
<td><strong>Recommendation 8.1:</strong> 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).</td>
<td>Immediate</td>
<td>Town of Wolfville Staff and Acadia Staff</td>
<td>Meet to discuss points as outlined in the detailed recommendation.</td>
</tr>
<tr>
<td><strong>Recommendation 8.2:</strong> 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.</td>
<td>Immediate</td>
<td>Town of Wolfville Staff and Acadia Staff</td>
<td>Town Staff review and meet with Acadia University Staff to discuss options.</td>
</tr>
<tr>
<td><strong>Recommendation 8.3:</strong> 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.</td>
<td>Short</td>
<td>Town of Wolfville Staff, Acadia Staff and Staff from regional municipalities as well as Councils</td>
<td>Acadia Staff and Town of Wolfville Staff approach Staff from neighbouring municipalities. Further Council decisions required to establish formal agreements.</td>
</tr>
<tr>
<td><strong>Recommendation 8.4:</strong> 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).</td>
<td>Medium</td>
<td>Town of Wolfville Staff, Acadia Staff and Staff from regional municipalities as well as Councils</td>
<td>Acadia Staff and Town of Wolfville Staff approach Staff from neighbouring municipalities. Further Council decisions required terms of reference and budget approval.</td>
</tr>
<tr>
<td><strong>Recommendation 8.5:</strong> 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.</td>
<td>Short</td>
<td>Town of Wolfville Staff and facility owners</td>
<td>Town Staff to support facility owners with grant applications.</td>
</tr>
<tr>
<td><strong>Recommendation 8.6:</strong> The Town should use the evaluation criteria outlined in the Gap Analysis going forward to monitor the state of indoor recreation facilities within Wolfville.</td>
<td>Ongoing (when changes to inventory are known)</td>
<td>Town of Wolfville Staff and Council</td>
<td>Town Staff assess yearly or when there are known changes to the indoor recreation facility inventory. Report presented to Council with updated findings.</td>
</tr>
</tbody>
</table>
Appendix A

Planning Context
I. GEOGRAPHICAL CONTEXT

The Town of Wolfville (illustrated in Figure 1.1) is situated in central Nova Scotia and is located in Kings County. It covers approximately 6.45 square kilometers that is generally bounded by the shores of the Minas Basin (to the north), Highway 101 (to the south), Greenwich (to the west), and Lower Wolfville / Grand Pré (to the east). The Town has developed around the Trunk 1 Highway, which is co-designated as Main Street within the Town limits. It consists of a centrally located downtown core that abuts a Acadia University, with primarily residential streets emanating to the west, south, and east. Development north of Main Street is limited considerably by the dykelands along the Minas Basin and the Cornwallis River.

The Town’s population – owing to the presence of Acadia University – nearly doubles from 4,270 to approximately 7,770 when the campus is fully operational. Wolfville also expects to experience steady growth in the coming years. Wolfville has approximately 30 hectares of owned or leased lands that are dedicated for parkland, open spaces, playgrounds and sports fields accessible to its users, visitors and residents.

Figure 1.1: Map of the Town of Wolfville (Census Subdivision Map)

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

<table>
<thead>
<tr>
<th>Census Year</th>
<th>Total Population</th>
<th>Change (persons)</th>
<th>Change (%)</th>
<th>Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996</td>
<td>3,833</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2001</td>
<td>3,658</td>
<td>-175</td>
<td>-4.6%</td>
<td>↓</td>
</tr>
<tr>
<td>2006</td>
<td>3,770</td>
<td>112</td>
<td>3%</td>
<td>↑</td>
</tr>
<tr>
<td>2011</td>
<td>4,270</td>
<td>500</td>
<td>13.3%</td>
<td>↑</td>
</tr>
</tbody>
</table>


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
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
<td>#</td>
<td>%</td>
</tr>
<tr>
<td>0 to 4 years</td>
<td>130</td>
<td>3%</td>
<td>145</td>
<td>3%</td>
<td>2,900</td>
<td>5%</td>
</tr>
<tr>
<td>5 to 9 years</td>
<td>155</td>
<td>4%</td>
<td>135</td>
<td>3%</td>
<td>3,425</td>
<td>6%</td>
</tr>
<tr>
<td>10 to 14 years</td>
<td>155</td>
<td>4%</td>
<td>170</td>
<td>4%</td>
<td>4,035</td>
<td>7%</td>
</tr>
<tr>
<td>15 to 19 years</td>
<td>265</td>
<td>7%</td>
<td>320</td>
<td>7%</td>
<td>4,215</td>
<td>7%</td>
</tr>
<tr>
<td>20 to 24 years</td>
<td>560</td>
<td>15%</td>
<td>630</td>
<td>15%</td>
<td>3,490</td>
<td>6%</td>
</tr>
<tr>
<td>25 to 29 years</td>
<td>230</td>
<td>6%</td>
<td>260</td>
<td>6%</td>
<td>3,000</td>
<td>5%</td>
</tr>
<tr>
<td>30 to 34 years</td>
<td>155</td>
<td>4%</td>
<td>185</td>
<td>4%</td>
<td>3,325</td>
<td>6%</td>
</tr>
<tr>
<td>35 to 39 years</td>
<td>175</td>
<td>5%</td>
<td>180</td>
<td>4%</td>
<td>4,010</td>
<td>7%</td>
</tr>
<tr>
<td>40 to 44 years</td>
<td>235</td>
<td>6%</td>
<td>195</td>
<td>5%</td>
<td>5,170</td>
<td>9%</td>
</tr>
<tr>
<td>45 to 49 years</td>
<td>235</td>
<td>6%</td>
<td>295</td>
<td>7%</td>
<td>5,160</td>
<td>9%</td>
</tr>
<tr>
<td>50 to 54 years</td>
<td>245</td>
<td>6%</td>
<td>260</td>
<td>6%</td>
<td>4,390</td>
<td>7%</td>
</tr>
<tr>
<td>55 to 59 years</td>
<td>260</td>
<td>7%</td>
<td>265</td>
<td>6%</td>
<td>4,255</td>
<td>7%</td>
</tr>
<tr>
<td>60 to 64 years</td>
<td>195</td>
<td>5%</td>
<td>295</td>
<td>7%</td>
<td>3,380</td>
<td>6%</td>
</tr>
<tr>
<td>65 to 69 years</td>
<td>160</td>
<td>4%</td>
<td>250</td>
<td>6%</td>
<td>2,750</td>
<td>5%</td>
</tr>
<tr>
<td>70 to 74 years</td>
<td>135</td>
<td>4%</td>
<td>185</td>
<td>4%</td>
<td>2,315</td>
<td>4%</td>
</tr>
<tr>
<td>75 to 79 years</td>
<td>175</td>
<td>5%</td>
<td>145</td>
<td>3%</td>
<td>1,755</td>
<td>3%</td>
</tr>
<tr>
<td>80 to 84 years</td>
<td>120</td>
<td>3%</td>
<td>145</td>
<td>3%</td>
<td>1,285</td>
<td>2%</td>
</tr>
<tr>
<td>85 years &amp; over</td>
<td>170</td>
<td>5%</td>
<td>215</td>
<td>5%</td>
<td>1,175</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,770</td>
<td>100</td>
<td>4,270</td>
<td>100</td>
<td>60,035</td>
<td>100</td>
</tr>
</tbody>
</table>

Median Age | 41.2 | 42.7 | 41.7 | 44.3 | 41.8 | 43.7 |


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 income\(^1\) 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 adjusted\(^4\) 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>
<thead>
<tr>
<th>Occupation</th>
<th>Wolfville (%)</th>
<th>Nova Scotia (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management occupations</td>
<td>11.3</td>
<td>9.9</td>
</tr>
<tr>
<td>Business; finance and administration occupations</td>
<td>8.6</td>
<td>14.5</td>
</tr>
<tr>
<td>Natural and applied sciences and related occupations</td>
<td>7.3</td>
<td>5.8</td>
</tr>
<tr>
<td>Health occupations</td>
<td>8.6</td>
<td>6.9</td>
</tr>
<tr>
<td>Occupations in education; law and social; community and government services</td>
<td>27.7</td>
<td>12.7</td>
</tr>
<tr>
<td>Occupations in art; culture; recreation and sport</td>
<td>2.9</td>
<td>2.3</td>
</tr>
<tr>
<td>Sales and service occupations</td>
<td>20.1</td>
<td>24.0</td>
</tr>
<tr>
<td>Trades; transport and equipment operators and related occupations</td>
<td>5.7</td>
<td>14.2</td>
</tr>
<tr>
<td>Occupations unique to primary industry</td>
<td>4.7</td>
<td>3.8</td>
</tr>
<tr>
<td>Occupations unique to processing; manufacturing and utilities</td>
<td>2.1</td>
<td>3.7</td>
</tr>
</tbody>
</table>

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.I  TOWN OF WOLFVILLE 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>
<thead>
<tr>
<th>Strategic Direction</th>
<th>Future Vision</th>
<th>Action Steps</th>
</tr>
</thead>
</table>
| Well Maintained and Sustainable Public Infrastructure | - 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 | - 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 | - 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 | - 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 |
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

<table>
<thead>
<tr>
<th>Objective</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>To build the leadership, partnerships and stable funding required for</td>
<td>• Encourage and facilitate new partnerships and innovations with cross sector</td>
</tr>
<tr>
<td>implementing the physical activity strategy.</td>
<td>community groups and agencies</td>
</tr>
<tr>
<td></td>
<td>• Strengthen relationships and formalize community use agreements with Acadia</td>
</tr>
<tr>
<td></td>
<td>University</td>
</tr>
<tr>
<td></td>
<td>• Identify or coordinate opportunities for physical activity leadership,</td>
</tr>
<tr>
<td></td>
<td>stewardship and capacity building</td>
</tr>
<tr>
<td>Conduct, participate in, or support research that advances the goals of</td>
<td>• Identify gaps in programs and facility accessibility on an ongoing basis</td>
</tr>
<tr>
<td>the physical activity strategy.</td>
<td></td>
</tr>
</tbody>
</table>

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 WOLFSVILLE 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 WOLFSVILLE 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 WOLFSVILLE 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 to 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. 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 PRACTICES

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.

---

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 trends\(^7\): (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 time\(^8\).

  - 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)


- **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 Area** Indoor Facility Summary

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Details</th>
<th>Service Ratio – Town of Wolfville Only (^1)</th>
<th>Service Ratio – Region</th>
<th>High Level Service Provision “Standard”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arena</td>
<td>- 1-pad rink with stadium seating in the Acadia Athletics Complex used by Varsity Teams, students and general public &lt;br&gt; - Single pad arenas in Berwick, Kentville, Canning and Windsor for a total of 4 other ice facilities in Eastern Kings and Windsor</td>
<td>1:7,770</td>
<td>1:9,000 (^1)</td>
<td>1:12,000</td>
</tr>
<tr>
<td>Indoor Pool</td>
<td>- 1-tank pool in the Acadia Athletics Complex used by Varsity Teams, students and general public &lt;br&gt; - 1 2-tank pool at Base Greenwood &lt;br&gt; - 1-tank pool at Waterville Nova Scotia Youth Centre &lt;br&gt; <em>In total regionally, all three pools are the equivalent of 1.5 community dedicated pools when considering their amount of public access.</em></td>
<td>1:7,770</td>
<td>1:50,000 (^2)</td>
<td>1:30,000</td>
</tr>
<tr>
<td>Public Fitness Facility</td>
<td>- Fitness centre and heavy weight room in the Acadia Athletics Complex open to University students and general public</td>
<td>1:7,770</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Indoor Courts</td>
<td>- Squash court and racquetball court at Acadia Athletics Complex</td>
<td>1:7,770</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

\(^1\) For arena and aquatic facilities both the regional (Eastern Kings and Windsor) supply and population have been used.

\(^2\) Estimates a current population of 4,270 residents plus approximately 3,500 students when Acadia University is fully operational equaling 7,770 individuals.

\(^3\) Estimates a current regional population of approximately 45,000 from Windsor to Berwick, NS.

\(^4\) 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.
<table>
<thead>
<tr>
<th>Facilities</th>
<th>Details</th>
<th>Service Ratio – Town of Wolfville Only(^{15})</th>
<th>Service Ratio – Region</th>
<th>High Level Service Provision “Standard”</th>
</tr>
</thead>
</table>
| Gymnasia           | - 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           | - 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 | - 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 equaling 7,770 individuals.
<table>
<thead>
<tr>
<th>Facilities</th>
<th>Details</th>
<th>Service Ratio – Town of Wolfville Only(^{16})</th>
<th>Service Ratio – Region</th>
<th>High Level Service Provision “Standard”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Rooms</td>
<td>- 4 rooms at Irving Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 2 rooms at Acadia Athletics Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Several rooms at Acadia Student Union Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 1 room at Lion’s Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 2 rooms at Wu Centre (currently under renovations)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 1 community room in Wolfville Library</td>
<td>&lt;1:350</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 6 meeting rooms at EKM Community Health Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 1 community room at Wolfville Fire Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 1 lounge / meeting room in the Beveridge Art Gallery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Room at the Masonic Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banquet Facilities</td>
<td>- Lobby at Acadia Festival Theatre used for banquets</td>
<td></td>
<td>1:2,590</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 1 large banquet / meeting space in the Fountain Commons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 1 large banquet / meeting space in the Clarke Commons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Indoor</td>
<td>- Wolfville Curling Club</td>
<td></td>
<td>1:7,770</td>
<td></td>
</tr>
<tr>
<td>Recreation Facilities</td>
<td>- Wolfville Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wolfville Farmers Market</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Running track in the Acadia Athletics Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Botanical Gardens and Conservatory / public lounge at the Irving Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^{16}\) 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

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Details</th>
</tr>
</thead>
</table>
| Arenas                        | - 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                         | - 1 2-tank pool at Base Greenwood  
                                  - 1-tank pool at Waterville Nova Scotia Youth Centre                                                                                      |
| Multi-purpose / Meeting Space | - 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 | - Woodville Community Fitness Room  
                                  - Nova Scotia Community College Kingstec Campus (Kentville)  
                                  - Louis Millett Community Complex (New Minas)                           |
| Gymnasia                      | - 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                   | - Valley Indoor Soccer & Events Centre (Kentville) - 120’ X 220’ turf playing surface |
| Performance Centre            | - Horton High School (Greenwich) (516 seats)                                                                                             |

**IV.I 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>
<thead>
<tr>
<th>Programs by Age</th>
<th>Town of Wolfville Program</th>
<th>Community / Regional Group Program</th>
<th>Private Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-school program</td>
<td></td>
<td>- Babies and Books Drop In (Library) - Playful Pals (Kings County Family Resource Centre at Wolfville Recreation Centre)</td>
<td>-</td>
</tr>
<tr>
<td>Child Material Arts (pottery, painting, etc.)</td>
<td></td>
<td>- After School Programs - Kids Run Club (Acadia Athletics Complex) - March Break Camps</td>
<td>- Harvest Studio - Wool and Tart</td>
</tr>
<tr>
<td>Child Recreation</td>
<td>- After School Programs - Kids Run Club (Acadia Athletics Complex) - March Break Camps</td>
<td>- Books in the Nook (Library) - Wolfville Children’s Centre</td>
<td>-</td>
</tr>
<tr>
<td>Child active sport / fitness</td>
<td>- Speed skating (Acadia Athletics Complex) - Fun Skills Fridays</td>
<td>- Acadia Athletic Complex (summer sport camps) - Wolfville Gymnastics Club - Little Rocks Curling - Wolfville Tritons Swim Club - Fencing</td>
<td>-</td>
</tr>
<tr>
<td>Child Performing Arts (dance, drama, etc.)</td>
<td>-</td>
<td></td>
<td>- Private music instruction - First Position Dance Studio - Highland Dancing Studio</td>
</tr>
<tr>
<td>Youth Material Arts (pottery, painting, etc.)</td>
<td>-</td>
<td></td>
<td>- Harvest Studio - Wool and Tart</td>
</tr>
<tr>
<td>Youth Recreation</td>
<td>- After School Programs - March Break Camps</td>
<td>- Homework Club (Library) - Friday Youth Night (at Wolfville Curling Club)</td>
<td>-</td>
</tr>
<tr>
<td>Youth active sport / fitness</td>
<td>- Teen Yoga (Wolfville School) - Youth Triathlon Training - Speed skating (Acadia Athletics Complex)</td>
<td>- Acadia Athletic Complex (summer sport camps) - Wolfville Gymnastics Club - Acadia Minor Basketball - Little Rocks Curling - Wolfville Tritons Swim Club</td>
<td>- Private Yoga Instruction - Zumba - Abs-o-lute Fitness</td>
</tr>
<tr>
<td>Programs by Age</td>
<td>Town of Wolfville Program</td>
<td>Community / Regional Group Program</td>
<td>Private Provider</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------</td>
<td>------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Youth Performing Arts (dance, drama, etc.)</td>
<td>-</td>
<td>- West African Drumming Workshop (Wolfville Baptist Church)</td>
<td>- Private music instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville Community Chorus (30 Wickwire Ave.)</td>
<td>- First Position Dance Studio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- New Horizons Band</td>
<td>- Highland Dancing Studio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Acadia Summer Band Club</td>
</tr>
<tr>
<td>Adult Material Arts (pottery, painting, etc.)</td>
<td>-</td>
<td>- Painting Morning with Evangeline Artist Cooperative (Wolfville Recreation Centre)</td>
<td>- Harvest Studio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Wool and Tart</td>
</tr>
<tr>
<td>Adult Recreation</td>
<td>-</td>
<td>- Social Group for Adults with an Autism Spectrum Disorder</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville and Area Newcomers Club (Wolfville Farmer’s Market)</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Toastmasters (Irving Centre)</td>
<td>-</td>
</tr>
<tr>
<td>Adult active sport / fitness</td>
<td>-</td>
<td>- Acadia Athletic Complex</td>
<td>- Bike Shop Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Blomidon Multisport Club</td>
<td>- Private Yoga Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville Gymnastics Club</td>
<td>- Zumba</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chair Yoga</td>
<td>- Abs-o-lute Fitness</td>
</tr>
<tr>
<td>Adult Performing Arts (dance, drama, etc.)</td>
<td>-</td>
<td>- West African Drumming Workshop (Wolfville Baptist Church)</td>
<td>- Private music instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville Community Chorus (30 Wickwire Ave.)</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- New Horizons Band</td>
<td>-</td>
</tr>
<tr>
<td>Seniors Material Arts (pottery, painting, etc.)</td>
<td>-</td>
<td>- Painting Morning with Evangeline Artist Cooperative (Wolfville Recreation Centre)</td>
<td>- Harvest Studio</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Wool and Tart</td>
</tr>
<tr>
<td>Seniors Recreation</td>
<td>-</td>
<td>- Seniors Afternoon Out</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Silver and Gold Club</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Toastmasters (Irving Centre)</td>
<td>-</td>
</tr>
<tr>
<td>Seniors active sport / fitness</td>
<td>- Fit as a Fiddle</td>
<td>- Acadia Athletic Complex</td>
<td>- Private Yoga Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Walk and Roll (Athletic Centre)</td>
<td>- Zumba</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chair Yoga</td>
<td>- Abs-o-lute Fitness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Seniors Fitness</td>
<td>-</td>
</tr>
<tr>
<td>Programs by Age</td>
<td>Town of Wolfville Program</td>
<td>Community / Regional Group Program</td>
<td>Private Provider</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Seniors</td>
<td></td>
<td>-</td>
<td>- Private music instruction</td>
</tr>
<tr>
<td>Performing Arts</td>
<td></td>
<td>-</td>
<td>- First Position Dance Studio</td>
</tr>
<tr>
<td>(dance, drama, etc.)</td>
<td></td>
<td>-</td>
<td>- Highland Dancing Studio</td>
</tr>
<tr>
<td>Family / All ages</td>
<td></td>
<td>-</td>
<td>- Martial Arts</td>
</tr>
<tr>
<td></td>
<td>- Kettlebell Krushers &amp;</td>
<td>- Community Yoga (Dance Studio at Old SUB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wolfville Recreation (Acadia Dance Studio – Athletic Complex)</td>
<td>- Late afternoon yoga (Wolfville School)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Insight (Vipassana) Meditation (Manning Memorial Chapel)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Board Game Night (Library)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Tai Chi (L’Arche Hall)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chaoyi Fanhuan Qigong (CFQ Practice Group (St. Francis of Assisi Catholic Rectory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Acadia Athletic Complex</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville Skating Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Eastern Kings Badminton Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville Tennis Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Valley Athletics</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Deep Roots Music Festival</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Devour! The food Film Festival</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wolfville Christmas Market</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Ping pong (school based)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Racquetball</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Ringette</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Volleyball</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Spin class (Acadia)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fitness Classes (Acadia)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Zumba (Acadia and non-profit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Youth and Family Indoor Triathlon Challenge</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Martial Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Clayground</td>
<td></td>
</tr>
</tbody>
</table>

WSP Canada Inc.
VI. INDOOR RECREATION FACILITY INVENTORY
## Town of Wolfville, NS
### INDOOR FACILITY INVENTORY

<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Acadia Cinema (Al Whittle Theatre and Studio-Z)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Facility:</td>
<td>450 Main Street, Wolfville  PID: 55279053</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other):</td>
<td>Acadia Theatre Co-op, Non-profit (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Facility(ies) &amp; Number of Facility Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Dressing / green room / small theatre (Studio-Z)</td>
</tr>
<tr>
<td>- Large theatre (Al Whittle Theatre)</td>
</tr>
<tr>
<td>- Parking and loading at back of building</td>
</tr>
<tr>
<td>- Just Us Café at ground floor and entry</td>
</tr>
<tr>
<td>- Jack’s Gallery at theatre lobby</td>
</tr>
<tr>
<td>- Regional, lots of valley users, some from Halifax</td>
</tr>
<tr>
<td>- Mostly used by people who live between Berwick and Windsor</td>
</tr>
<tr>
<td>- Devour Film festival (5 days) brings people from all over</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Market Area Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Theatre and Film (in large)</td>
</tr>
<tr>
<td>- Movies &amp; PowerPoints (in small)</td>
</tr>
<tr>
<td>- Fundy Film Society is primary film user (every Sunday &amp; Wednesday)</td>
</tr>
<tr>
<td>- Small theatre groups</td>
</tr>
<tr>
<td>- Note: the theatre is owned and run by a Co-op (~ 700 members)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Not for profit theatre co-op</td>
</tr>
<tr>
<td>- Acadia cinema co-op</td>
</tr>
<tr>
<td>- Rentals, birthday parties</td>
</tr>
<tr>
<td>- Meetings</td>
</tr>
<tr>
<td>- Night kitchen (1st Saturday each month)</td>
</tr>
<tr>
<td>- Concerts / Christmas concerts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary User Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Shared spaces between users</td>
</tr>
<tr>
<td>- $25 / hour includes equipment (DVD &amp; projector)</td>
</tr>
<tr>
<td>- Films are balanced in attendance, some well attended, some less</td>
</tr>
<tr>
<td>- Used 2 - 3 Fridays &amp; Saturdays per month</td>
</tr>
<tr>
<td>- Currently empty on Mondays and Tuesdays</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity / Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Some difficult coordination issues with scheduling</td>
</tr>
<tr>
<td>- Technology: lights, audio, projector, acoustic panels</td>
</tr>
<tr>
<td>- Moveable walls for dressing or back stage area</td>
</tr>
<tr>
<td>- Studio-Z (27 seats) – 65 OCC</td>
</tr>
<tr>
<td>- Al Whittle Theatre (160 seats + 10 barrier free)</td>
</tr>
<tr>
<td>- Grants – receive funding from Province as well as Town</td>
</tr>
<tr>
<td>- Property tax reduction from the Town</td>
</tr>
<tr>
<td>- Co-op sells shares in the facility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on facility components</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Digital projector is close to 10 years old – planning for future potential costs to upgrade</td>
</tr>
<tr>
<td>- Replaced 6 old fresnels lights with 3 LED</td>
</tr>
<tr>
<td>- Future: would love proper dressing and green room with offices above</td>
</tr>
</tbody>
</table>

---

Page 1
<table>
<thead>
<tr>
<th>Description / Comments on facility limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 35mm from ~2004 – 2011, now digital but projector is 10 years old</td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- Studio can get quite hot; fan creates a lot of noise</td>
</tr>
<tr>
<td>- Al Whittle is generally cool in temperature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Comments / Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Master booking information is available</td>
</tr>
<tr>
<td>- Acadia Cinema Co-op receives property tax reductions for their property at 450 Main Street.</td>
</tr>
<tr>
<td>Name of Facility: Irving Centre</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Location of Facility: Acadia Campus, 32 University Ave, Wolfville  PID: 55387583</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Facility(ies) &amp; Number of Facility Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Environmental sciences school</td>
</tr>
<tr>
<td>- Botanical gardens and conservatory</td>
</tr>
<tr>
<td>- Lounge space (garden room)</td>
</tr>
<tr>
<td>- 4 meeting rooms, academic rooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Market Area Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Acadia University, Town of Wolfville</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students, staff and community</td>
</tr>
<tr>
<td>- Lounge space (Garden room) – open to the community at all times (even during rentals)</td>
</tr>
<tr>
<td>- Conservatory is also open to the public for drop-in</td>
</tr>
<tr>
<td>- A lot of weddings (available to ‘Acadia family’ only for rentals)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary User Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Students, community organizations (meeting rooms)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity / Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Meeting rooms are heavily used</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on facility components</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Constructed 2002</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Garden used for receptions and can be licensed</td>
</tr>
<tr>
<td>- Meeting rooms (Acadia room – 32 seat boardroom; Meeting room – 12 seats; Seminar room – 12 seats; Library room)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on recent upgrades to the facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Leaks were repaired in past year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on facility limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Technology is old and heavily used</td>
</tr>
</tbody>
</table>
# 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 | - Meeting room (capacity up to 50 people or 75 people with theatre seating)  
- Fitness area downstairs used for yoga and martial arts |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Area Served</td>
<td>- Acadia University</td>
</tr>
<tr>
<td>Primary Users</td>
<td>- Students</td>
</tr>
</tbody>
</table>
| Primary User Groups | - Meeting Groups  
- Banquets |
| Capacity / Usage | - Meeting room for up to 50 people  
- Under capacity (available often) |
| Description / Comments on facility components | - Small kitchen  
- Furnished  
- Washrooms |
| Description / Comments on recent upgrades to the facility | - Building is 8 – 9 years old |
| Description / Comments on facility limitations | - 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**

<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Acadia Athletics Complex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Facility:</td>
<td>Acadia Campus, 550 Main Street, Wolfville   PID: 55281489</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other):</td>
<td>Acadia University (P)</td>
</tr>
</tbody>
</table>

| Type of Facility(ies) & Number of Facility Components | - 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 |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Area Served</td>
</tr>
</tbody>
</table>
| Primary Users | - Primarily students and staff  
- Members  
- Public (non-members) have access during some hours |
| Primary User Groups | - 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 |
<table>
<thead>
<tr>
<th>Capacity / Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Arena: 2,100 capacity, 1,800+ seats, typically near capacity</td>
</tr>
<tr>
<td>- Pool: typically at capacity</td>
</tr>
<tr>
<td>- Fitness Centre: lots of use</td>
</tr>
<tr>
<td>- 750,000 annual visits made to the Acadia Athletics Complex highlighted by varsity sports events, fitness centre and classes, outdoor field and pool.</td>
</tr>
<tr>
<td>- Acadia Staff note the following with respect to community use of the facility:</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- 63.9% of fitness class attendees are from Wolfville. Kentville and New Minas combined represents 11.5%.</td>
</tr>
<tr>
<td>- 90% of pool users are community groups and individuals. This averages out to 2,000+ community based visitors on a weekly basis.</td>
</tr>
<tr>
<td>- 45% of fitness centre users are community based during school months. During non-school months, community usage is close to 100%.</td>
</tr>
<tr>
<td>- 26.7% of swim registrations each year are from Wolfville residents. 25.7% come from Kentville.</td>
</tr>
<tr>
<td>- 55% of arena and field usage is community based annually.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on facility components</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Updated Olympic sized rink (great for varsity) – with 1,900 seats and 200 standing spots; want to attract international games)</td>
</tr>
<tr>
<td>- Ice is taken out of arena for 6 weeks</td>
</tr>
<tr>
<td>- Fitness centre was adapted from a gymnasium that overlooked the pool and the main floor gymnasium</td>
</tr>
<tr>
<td>- The fitness area change rooms are not updated and need upgrades</td>
</tr>
<tr>
<td>- Pool was built in the 1960s</td>
</tr>
<tr>
<td>- 6 lane 25m t-shaped competition pool</td>
</tr>
<tr>
<td>- Running track was added through a grant from the Town</td>
</tr>
</tbody>
</table>
## Town of Wolfville, NS

### INDOOR FACILITY INVENTORY

<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Acadia Athletics Complex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Facility:</td>
<td>Acadia Campus, 550 Main Street, Wolfville  PID: 55281489</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other):</td>
<td>Acadia University (P)</td>
</tr>
</tbody>
</table>

### Description / Comments on recent upgrades to the facility

- 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.

### Description / Comments on facility limitations

- 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.

### Comments and Additional Information

- 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 *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 include potential improvements to aging facilities. The vision is 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.
| Type of Facility(ies) & Number of Facility Components | - 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 |
| --- | --- |
| Market Area Served | - 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) |
| Primary Users | - 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 |
| Primary User Groups | - 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 |
| Capacity / Usage | - Under capacity  
- Mostly requested now for evenings and weekends  
- Not open during winter months and will not be open during renovations |
<table>
<thead>
<tr>
<th>Description / Comments on facility components</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Can hold about 100 people seated in the meeting hall</td>
</tr>
<tr>
<td>- Future building will have multipurpose rooms, kitchen,</td>
</tr>
<tr>
<td>boardroom, offices, retail area, arts and crafts rooms and</td>
</tr>
<tr>
<td>weaving studios. New facility size is planned to be 12,862</td>
</tr>
<tr>
<td>s.f. mostly for use by L’Arche Community office and</td>
</tr>
<tr>
<td>workshop space</td>
</tr>
<tr>
<td>- Weaving and other equipment will be in their dedicated</td>
</tr>
<tr>
<td>spaces</td>
</tr>
<tr>
<td>- The current facility only has two functioning washrooms,</td>
</tr>
<tr>
<td>the new will have four accessible washrooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on recent upgrades to the facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Future renovations will include expansion and other major</td>
</tr>
<tr>
<td>upgrades, and will include elevator (accessibility)</td>
</tr>
<tr>
<td>- L’Arche has a Buildings Committee and Board of Directors</td>
</tr>
<tr>
<td>overseeing renovations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description / Comments on facility limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Not marketed as available to community users (bookings</td>
</tr>
<tr>
<td>are by word-of-mouth)</td>
</tr>
<tr>
<td>- Don’t run space in the winter currently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Comments / Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Wolfville L’Arche Homefires Society is tax exempted for</td>
</tr>
<tr>
<td>their new facility at 341 Main Street while the facility is</td>
</tr>
<tr>
<td>under renovation and unavailable for programming. During</td>
</tr>
<tr>
<td>this time the society needs to retain their existing</td>
</tr>
<tr>
<td>facility for programming.</td>
</tr>
<tr>
<td>- The volunteer Board of Directors of Wolfville L’Arche</td>
</tr>
<tr>
<td>Homefires Society has made a commitment to raise $2</td>
</tr>
<tr>
<td>Million to renovate the property.</td>
</tr>
<tr>
<td>Name of Facility: Wolfville Farmer's Market</td>
</tr>
<tr>
<td>Location of Facility: 24 Elm Ave, Wolfville  PID: 55279327</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P), leased by the Market</td>
</tr>
</tbody>
</table>

| Type of Facility(ies) & Number of Facility Components | - Kitchen  
- Multipurpose (2 halls broken up by firewall) – 1 community space, 1 market space |
| Market Area Served | - 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 | - Seniors, Adults  
- Most programs are not specifically recreational or for kids  
- Community use is growing |
| Primary User Groups | - Market vendors  
- 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 | - Used frequently, but there is capacity for more use |
| Description / Comments on facility components | - 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 | - 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 |
<table>
<thead>
<tr>
<th>Description / Comments on facility limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The building is heated by an oil burning furnace which has had at least one maintenance issue when it shut down</td>
</tr>
<tr>
<td>- Can be cold in winter for sit-down meetings</td>
</tr>
<tr>
<td>- Used for informal events, not formal occasions</td>
</tr>
<tr>
<td>- Overall occupant load 300, limited currently by the washroom count. The occupant load of 300 is a good number for the current building uses.</td>
</tr>
<tr>
<td>- Floor gets a lot of use – some concerns by fitness groups</td>
</tr>
<tr>
<td>- Not enough storage (using furniture)</td>
</tr>
<tr>
<td>- Not enough seating during market</td>
</tr>
<tr>
<td>- Parking is an issue</td>
</tr>
<tr>
<td>- Potential development for building adjacent lands</td>
</tr>
<tr>
<td>- Other wants: bike racks, outdoor dining, landscaping</td>
</tr>
<tr>
<td>Name of Facility: Acadia Student Union Building</td>
</tr>
<tr>
<td>Location of Facility: Acadia Campus, 30 Highland Ave., Wolfville PID: 55280770</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other): Acadia University (P)</td>
</tr>
</tbody>
</table>

| Type of Facility(ies) & Number of Facility Components | - Student Union Building  
- Offices, multipurpose rooms, event rooms, meeting rooms, retail and food services, yoga and dance studios |
| Market Area Served | - Acadia University and some Wolfville community groups |
| Primary Users | - Students  
- Some community use |
| Primary User Groups | - 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 | - 4 – 10 pm: dance every day  
- Some availability during day and mornings  
- Student Conference Center: availability |
| Description / Comments on facility components | - 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 | - Floor renovations in McKeen Room  
- Wolfville children’s centre has temporarily moved into the SUB. |
| Description / Comments on facility limitations | - 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 | - Multipurpose Room  
- Meeting room / board room  
- Bar / kitchen (large with propane stove)  
- Office  
- Storage  
- Reasonable amount of parking |
|-------------------------------------------------------|
| Market Area Served | - Regional groups (outside Wolfville, e.g., schools - Avonport, Gaspereau)  
- Rentals from out of town  
- Well situated in downtown Wolfville |
| Primary Users | - Seniors, Adults |
| Primary User Groups | - 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 | - 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 | - 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

<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Lions Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Facility:</td>
<td>36 Elm Ave., Wolfville  PID: 55289375</td>
</tr>
<tr>
<td>Ownership (M = Municipal; B = School board; P = Private; O = Other):</td>
<td>Wolfville and District Lions Club, non-profit (P)</td>
</tr>
</tbody>
</table>

### Description / Comments on recent upgrades to the facility
- 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

### Description / Comments on facility limitations
- 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

### Additional Comments / Information
- 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 | - 500 seat theatre  
| - Lobby |
| Market Area Served | - Acadia University, Wolfville and surrounding communities |
| Primary Users | - Primarily Students and Acadia staff  
- Community has some access / can book times around student use  
- Primarily used by adults |
| Primary User Groups | - 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 | - Used heavily by Acadia’s School of Music  
- Cost approx. $985 for general use; $1,300 for Professional use |
| Description / Comments on facility components | - 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 | - Redadapted in early 90’s from arena  
- No current plans for more upgrades |
| Description / Comments on facility limitations | - 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) |
<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Wolfville Recreation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Facility:</td>
<td>7 Victoria Ave, Wolfville (Rotary Field)</td>
</tr>
<tr>
<td>Ownership:</td>
<td>Town of Wolfville (M)</td>
</tr>
<tr>
<td>PIDs:</td>
<td>55503239; 55275648</td>
</tr>
</tbody>
</table>

| Type of Facility(ies) & Number of Facility Components | - 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) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Area Served</td>
<td>- Town and county</td>
</tr>
</tbody>
</table>

| Primary Users | - All ages  
- 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 |
|------------------|-----------------------------|
| Primary User Groups | - 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). |
| Capacity / Usage | - 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 facility components | - Building was originally built for a canteen and storage  
- Renovations to current state sometime after 2000 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description / Comments on facility limitations</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>- Limitations with regards to use based on nature of facility</td>
<td></td>
</tr>
<tr>
<td>- cement floor can be difficult for programming.</td>
<td></td>
</tr>
<tr>
<td>- Only really usable as a three-season space (use to use for office space for four seasons, but is rather isolated)</td>
<td></td>
</tr>
<tr>
<td>- Cold in later seasons and hot in summer</td>
<td></td>
</tr>
<tr>
<td>- Three-bay garage space can be noisy</td>
<td></td>
</tr>
<tr>
<td>- Access doors not accessible</td>
<td></td>
</tr>
<tr>
<td>- More storage needed for recreation department / summer camp equipment (currently have 2 sheds that are both full)</td>
<td></td>
</tr>
</tbody>
</table>
**Town of Wolfville, NS**  
**INDOOR FACILITY INVENTORY**

<table>
<thead>
<tr>
<th>Name of Facility:</th>
<th>Wu Building</th>
</tr>
</thead>
</table>
| 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 | - Meeting rooms  
- Currently being renovated |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Area Served</td>
<td>- Acadia and local area (rentals)</td>
</tr>
<tr>
<td>Primary Users</td>
<td>- Acadia University</td>
</tr>
</tbody>
</table>
| Primary User Groups | - Acadia University  
- Community group rentals of meeting rooms |
| Capacity / Usage | - Unknown – currently under renovations, but it is anticipated that facility will have availability for community rentals |
| Description / Comments on facility components | - 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 | - Currently being renovated |
| Description / Comments on facility limitations | - 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 | - Library spaces  
- Community room upstairs |
| Market Area Served | - Wolfville residents  
- Building is centrally located in the Town’s downtown |
| Primary Users | - All ages |
| Primary User Groups | - 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 | - Under capacity – time is available for rentals |
| Description / Comments on facility components | - 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 | - 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 | - 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)

<table>
<thead>
<tr>
<th>Type of Facility(ies) &amp; Number of Facility Components</th>
<th>- Banquet / meeting space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Area Served</td>
<td>- University</td>
</tr>
<tr>
<td></td>
<td>- Local / regional groups</td>
</tr>
<tr>
<td>Primary Users</td>
<td>- Acadia University</td>
</tr>
<tr>
<td></td>
<td>- Some community rentals</td>
</tr>
<tr>
<td>Primary User Groups</td>
<td>- Used for convocation receptions (last 5 – 6 years)</td>
</tr>
<tr>
<td></td>
<td>- Annapolis Valley Health Authority and Annapolis Valley School Board has booked the space</td>
</tr>
<tr>
<td></td>
<td>- Used for Devour reception</td>
</tr>
<tr>
<td></td>
<td>- Weddings</td>
</tr>
<tr>
<td></td>
<td>- Town hall style meetings / info sessions</td>
</tr>
<tr>
<td>Capacity / Usage</td>
<td>- Availability for rentals</td>
</tr>
<tr>
<td>Description / Comments on facility components</td>
<td>- Building is over 40 years old, well maintained (used to be a dining hall)</td>
</tr>
<tr>
<td></td>
<td>- Renovated in 2000</td>
</tr>
<tr>
<td></td>
<td>- Can accommodate 220 for banquet, maximum room capacity is 500</td>
</tr>
<tr>
<td></td>
<td>- No air conditioning, but the building has an air exchanger</td>
</tr>
<tr>
<td></td>
<td>- Acoustics are okay, good sound system for speaking events</td>
</tr>
<tr>
<td></td>
<td>- Elevator</td>
</tr>
<tr>
<td>Description / Comments on recent upgrades to the facility</td>
<td>- Appears to be well maintained</td>
</tr>
<tr>
<td>Description / Comments on facility limitations</td>
<td>- Catering exclusive to the University's provider</td>
</tr>
<tr>
<td></td>
<td>- Not aware of any needs for upgrades</td>
</tr>
</tbody>
</table>
### 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)

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
<th>PID</th>
<th>Ownership</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Manning Chapel                   | Acadia Campus, 15 University Ave., Wolfville | 55271323  | Acadia University (P)  | - 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 |
| Wolfville School                 | 19 Acadia Street, Wolfville      | 55273130  | Annapolis Valley Regional School Board (AVRSB) (B) | - 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. |
| Wolfville Curling Club           | 3819 Elm Ave., Wolfville        | 55279335  | Non-profit             | - 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. |
| Denton Hall                      | Acadia Campus, 15 University Ave., Wolfville | 55271323  | Acadia University (P)  | - Used by University; not really used for community rentals / bookings often
- Occasionally used by community for performances
- No parking around building |
| Beveridge Art Gallery            | Acadia Campus, 10 Highland Ave., Wolfville | 55280671  | Acadia University (P)  | - 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 |
| Wolfville Fire Department        | 355 Main Street, Wolfville      | 55274989  | Town of Wolfville (M)  | - Community room within the Fire Hall
- Primarily used by the Fire Department
- With rare exceptions, this space is not available to the public |
| Wolfville Baptist Church         | 487 Main Street, Wolfville      | 55272975  | Private                | - Primarily used for Church programming
- Typically used for yoga and other community activities (such as performances)
- Not used by the Town for programming |
<table>
<thead>
<tr>
<th>Facility</th>
<th>Address</th>
<th>PID</th>
<th>Ownership</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St John’s Anglican Parish Hall</strong></td>
<td>341 Main Street, Wolfville</td>
<td>55275150</td>
<td>Private</td>
<td>- Primarily used for Church programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Typically used for yoga and other community activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Not used by the Town for programming</td>
</tr>
<tr>
<td><strong>St. Francis of Assisi Catholic Rectory</strong></td>
<td>118 Main Street, Wolfville</td>
<td>55278337</td>
<td>Private</td>
<td>- Primarily used for Church programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Typically used for yoga and other community activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Not used by the Town for programming</td>
</tr>
<tr>
<td><strong>Masonic Hall</strong></td>
<td>42 Gaspereau Ave., Wolfville</td>
<td>55278337</td>
<td>Non-profit</td>
<td>- It is our understanding that this facility is currently not well used by community groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- One of the oldest Masonic Halls in Nova Scotia</td>
</tr>
</tbody>
</table>
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.

![Pie chart showing the main activities of user groups](image)

How many participants are currently active in your organization during a typical year?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 25</td>
<td>0</td>
</tr>
<tr>
<td>25 - 50</td>
<td>4</td>
</tr>
<tr>
<td>50 - 100</td>
<td>3</td>
</tr>
<tr>
<td>100 - 250</td>
<td>2</td>
</tr>
<tr>
<td>250 - 500</td>
<td>0</td>
</tr>
<tr>
<td>More than 500</td>
<td>0</td>
</tr>
</tbody>
</table>

*answered question 9
skipped question 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.

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
<td>33.3%</td>
<td>3</td>
</tr>
<tr>
<td>Decrease</td>
<td>11.1%</td>
<td>1</td>
</tr>
<tr>
<td>Remain the same</td>
<td>44.4%</td>
<td>4</td>
</tr>
<tr>
<td>I don't know</td>
<td>11.1%</td>
<td>1</td>
</tr>
</tbody>
</table>

**Do you expect the number of participants to increase, decrease or remain the same over the next five years?**

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.

<table>
<thead>
<tr>
<th>Current Utilization of Facilities</th>
<th>Hours per Week*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium/ Court Facilities</td>
<td>19</td>
</tr>
<tr>
<td>Indoor Pool</td>
<td>16</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>15</td>
</tr>
<tr>
<td>Arena (ice time)</td>
<td>4</td>
</tr>
<tr>
<td>Multipurpose Space</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
</tr>
<tr>
<td>Indoor Running/ Walking Track</td>
<td>1</td>
</tr>
<tr>
<td>Arena (non-ice time)</td>
<td>1</td>
</tr>
<tr>
<td>Fitness Centre</td>
<td>0</td>
</tr>
<tr>
<td>Performance Space</td>
<td>0</td>
</tr>
<tr>
<td>Banquets or Special Events Space</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

---

**Do you think a new regional facility is needed within Kings County?**

- 3 groups: Yes, I think a new regional facility should be constructed
- 3 groups: No, I think new facilities are needed, but Wolfville should construct their own facilities
- 2 groups: No, I do not think new or renovated facilities are needed
- 1 group: Don’t know
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 members 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?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not in a position to contribute</td>
<td>6</td>
</tr>
<tr>
<td>Through fundraising</td>
<td>4</td>
</tr>
<tr>
<td>Through volunteer labour in construction</td>
<td>1</td>
</tr>
<tr>
<td>Through direct injection of capital in consideration for certain user rights</td>
<td>1</td>
</tr>
<tr>
<td>We will finance the total cost of new construction and assume control and operation</td>
<td>0</td>
</tr>
<tr>
<td>We will turn over grant monies that we are eligible to apply for</td>
<td>3</td>
</tr>
<tr>
<td>We would be willing to enter into a joint agreement with other organization(s) to finance construction and jointly operate</td>
<td>1</td>
</tr>
<tr>
<td>Other comments or clarification / explanation.</td>
<td>1</td>
</tr>
</tbody>
</table>

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 increased rental fees if their requirements were better 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?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>25.0%</td>
<td>2</td>
</tr>
<tr>
<td>No</td>
<td>62.5%</td>
<td>5</td>
</tr>
<tr>
<td>Unsure</td>
<td>12.5%</td>
<td>1</td>
</tr>
</tbody>
</table>

answered question 8

skipped question 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.I 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?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>10+ Years</td>
<td>44.6%</td>
<td>83</td>
</tr>
<tr>
<td>6-9 Years</td>
<td>17.7%</td>
<td>33</td>
</tr>
<tr>
<td>2-5 Years</td>
<td>26.3%</td>
<td>49</td>
</tr>
<tr>
<td>Less than 2 years</td>
<td>11.3%</td>
<td>21</td>
</tr>
</tbody>
</table>

answered question 186
skipped question 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?

<table>
<thead>
<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>52.3%</td>
<td>78</td>
</tr>
<tr>
<td>No</td>
<td>41.6%</td>
<td>62</td>
</tr>
<tr>
<td>Uncertain</td>
<td>6.0%</td>
<td>9</td>
</tr>
</tbody>
</table>

answered question 149
skipped question 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.

In planning for the future, what are the three most important INDOOR facilities that you think should be built, improved or expanded in the next three to five years.
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.

<table>
<thead>
<tr>
<th>Score</th>
<th>Indications</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The criterion is fully compliant with the expectations of a new facility</td>
</tr>
<tr>
<td>2</td>
<td>There are issues with the criterion, but not to the significant detriment of facility use</td>
</tr>
<tr>
<td>1</td>
<td>Major flaws or shortcomings with the criterion</td>
</tr>
<tr>
<td>0</td>
<td>The criterion has no compliance</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Total Score Range</th>
<th>Indications</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 – 27</td>
<td>Likely do not have any major gaps and will likely not require major action within the next 3 – 5 years</td>
</tr>
<tr>
<td>10 – 18</td>
<td>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)</td>
</tr>
<tr>
<td>0 – 9</td>
<td>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)</td>
</tr>
</tbody>
</table>
II. ARENA FACILITY CONDITION EVALUATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Condition:</strong> Structural, mechanical, electrical, HVAC, ice plant, etc. Based on visual review, key informant interviews and current documents.</td>
<td>3</td>
<td>- Renovations / updates: Olympic sized rink fully renovated in 2014 including ice plant upgrades</td>
</tr>
<tr>
<td><strong>Design Consistent with Program Needs:</strong> Based on consultants’ knowledge of current program trends, input from stakeholders and the community.</td>
<td>3</td>
<td>- Olympic sized rink. Only 10.7% (13 respondents) identified arena as one of the three most important facilities to improve.</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> Based on visual inspection, key informant interviews, stakeholder and public user input.</td>
<td>3</td>
<td>- Public and user groups did not identify issues pertaining to maintenance. Appears to be well maintained based on visual review.</td>
</tr>
<tr>
<td><strong>Ancillary Space Condition and Maintenance:</strong> Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.</td>
<td>2</td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Amenities Available:</strong> 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.</td>
<td>3</td>
<td>- Public and user groups did not identify issues pertaining to amenities available. - Amenities appear to be well maintained based on visual review.</td>
</tr>
<tr>
<td><strong>Time available for Community Use:</strong> Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.</td>
<td>1</td>
<td>- 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 8th – 9th 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.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Score</td>
<td>Rationale / Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Accessibility:</strong> Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.</td>
<td>3</td>
<td>- There were no accessibility issues noted during tour or from user groups / general public.</td>
</tr>
<tr>
<td><strong>Cost to Use:</strong> Based on input from Users and Public.</td>
<td>3</td>
<td>- Minor Hockey felt that ice fees were decently priced compared to other arenas in the Province.</td>
</tr>
<tr>
<td><strong>Welcoming:</strong> Easy to book / schedule, clear process, information on usage policies readily available.</td>
<td>2</td>
<td>- Some groups expressed that they have trouble securing ice time they desire. The general public did not express issues around booking.</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
</table>
| **Physical Condition:** Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents. | 2     | - 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     | - 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   | - 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   | - 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   | - 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   | - 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. |
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
</table>
| **Accessibility:** Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment. | 1.5   | - 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   | - 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   | - 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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
</table>
| **Physical Condition:** Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents. | 3     | - 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   | - Wolfville elementary school has a double-gymnasia 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     | - 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   | - 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 gymnasia.  
- 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   | - We were not able to view the Wolfville gymnasia 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. |
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
</table>
| Time available for Community Use: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews. | 1.0   | - 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 gymnasia time availabilities during evening timeslots. An increase in time and space availability would allow them (and other groups depending on gymnasia 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     | - 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     | - 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     | - 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 gymnasia time. |
| **Total Score** | **22.5** |  |

**Information regarding community use and interest:**

- 10% (13 of 124 respondents) identified the gymnasia (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 gymnasia-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 gymnasia 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 gymnasia 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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Condition: Structural, mechanical,</td>
<td>3</td>
<td>- New air conditioner in the fitness room, to which the Town of Wolfville contributed $10,000.</td>
</tr>
<tr>
<td>electrical, HVAC, etc. Based on visual review,</td>
<td></td>
<td>- Based on visual observations, facility condition appeared adequate.</td>
</tr>
<tr>
<td>key informant interviews and current documents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design Consistent with Program Needs:</td>
<td>2.5</td>
<td>- Readapted squash courts for heavy lifting (potential future cycling room).</td>
</tr>
<tr>
<td>Based on consultants' knowledge of current</td>
<td></td>
<td>- Fitness centre was adapted from a gymnasium that overlooked the pool and the main floor gymnasium.</td>
</tr>
<tr>
<td>program trends, input from stakeholders and</td>
<td></td>
<td>- Through the community survey, a few residents commented that the fitness facility feels cramped.</td>
</tr>
<tr>
<td>the community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance: Based on visual inspection, key</td>
<td>3</td>
<td>- Fitness equipment and fitness space appears relatively new and well maintained.</td>
</tr>
<tr>
<td>informant interviews, stakeholder and public</td>
<td></td>
<td></td>
</tr>
<tr>
<td>input.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ancillary Space Condition and Maintenance:</td>
<td>1</td>
<td>- Family change room added over past two years. Community respondents stated that the fitness area general change rooms are not updated and need upgrades.</td>
</tr>
<tr>
<td>Washrooms, change rooms, storage areas etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment based on visual inspection, key</td>
<td></td>
<td></td>
</tr>
<tr>
<td>informant interviews, input from stakeholders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and public.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amenities Available: non-attached equipment</td>
<td>3</td>
<td>- Fitness equipment appears relatively new and well maintained.</td>
</tr>
<tr>
<td>e.g., lane markers, nets, fitness equipment,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>chairs tables etc. Availability and condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>based on visual inspection, key informant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>interviews, public and stakeholder input.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time available for Community Use: Quantity</td>
<td>2.5</td>
<td>- Fitness Centre is heavily used</td>
</tr>
<tr>
<td>and quality of time based on review of</td>
<td></td>
<td>- 45% of Acadia Fitness Centre users are community based during school months. Almost 60% of facility pass holders reside in Wolfville (Kings County</td>
</tr>
<tr>
<td>schedules, public and stakeholder input, key</td>
<td></td>
<td>residents make up 16% while 13.6% come from Kentville and 8.1% from New Minas)</td>
</tr>
<tr>
<td>informant interviews.</td>
<td></td>
<td>- During non-school months, community usage is close to 100%</td>
</tr>
<tr>
<td>Accessibility: Physical accessibility</td>
<td>1.5</td>
<td>- Readapted squash courts for heavy lifting (potential future cycling room) requires access by stairs and is not accessible.</td>
</tr>
<tr>
<td>including parking, access from outside,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>availability of elevator, lifts etc. Provisions for visual and hearing impairment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost to Use: Based on input from Users and</td>
<td>3</td>
<td>- Membership and fitness passes available to the general public. The public did not express concerns over high costs for usage.</td>
</tr>
<tr>
<td>Public.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcoming:</strong> Easy to book / schedule, clear process, information on usage policies readily available.</td>
<td>3</td>
<td>Fitness Centre is a drop in activity, booking not required.</td>
</tr>
</tbody>
</table>

| 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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Condition:</strong> Structural, mechanical,</td>
<td>2.5</td>
<td>- Generally, most spaces are in adequate condition.</td>
</tr>
<tr>
<td>electrical, HVAC, etc. Based on visual review,</td>
<td></td>
<td>- Some spaces are cold or unusable throughout the entire year (e.g., the Farmers</td>
</tr>
<tr>
<td>key informant interviews and current documents.</td>
<td></td>
<td>Market and Wolfville Recreation Centre).</td>
</tr>
<tr>
<td><strong>Design Consistent with Program Needs:</strong> Based</td>
<td>2.5</td>
<td>- There are numerous multipurpose spaces to meet a variety of needs. As these are</td>
</tr>
<tr>
<td>on consultants' knowledge of current program</td>
<td></td>
<td>general spaces most groups said they are adequate for their needs, but at times not</td>
</tr>
<tr>
<td>trends, input from stakeholders and the community.</td>
<td></td>
<td>ideal.</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> Based on visual inspection, key</td>
<td>2.5</td>
<td>- Based on the facility tour, generally, most spaces are well maintained.</td>
</tr>
<tr>
<td>informant interviews, stakeholder and public user</td>
<td></td>
<td></td>
</tr>
<tr>
<td>input.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ancillary Space Condition and Maintenance:</strong></td>
<td>2.5</td>
<td>- Based on the facility tour, generally, ancillary spaces are well maintained.</td>
</tr>
<tr>
<td>Washrooms, change rooms, storage areas etc.</td>
<td></td>
<td>- Some washrooms are in need of accessibility upgrades.</td>
</tr>
<tr>
<td>Assessment based on visual inspection, key</td>
<td></td>
<td></td>
</tr>
<tr>
<td>informant interviews, input from stakeholders and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>public.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amenities Available:</strong> non-attached equipment</td>
<td>2.5</td>
<td>- Generally, appropriate amenities are available or groups bring the equipment they</td>
</tr>
<tr>
<td>e.g., lane markers, nets, fitness equipment,</td>
<td></td>
<td>need to the facility.</td>
</tr>
<tr>
<td>chairs tables etc. Availability and condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>based on visual inspection, key informant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>interviews, public and stakeholder input.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Time available for Community Use:</strong> Quantity</td>
<td>2</td>
<td>- There are a number of multi-purpose facilities within Wolfville that said they</td>
</tr>
<tr>
<td>and quality of time based on review of schedules,</td>
<td></td>
<td>have capacity for more community rentals; however some groups expressed difficulty</td>
</tr>
<tr>
<td>public and stakeholder input, key informant</td>
<td></td>
<td>finding space when needed.</td>
</tr>
<tr>
<td>interviews.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accessibility:</strong> Physical accessibility including</td>
<td>2</td>
<td>- Some facilities meet accessibility standards, but many are in need of upgrades</td>
</tr>
<tr>
<td>parking, access from outside, availability of</td>
<td></td>
<td>based on facility tour.</td>
</tr>
<tr>
<td>elevator, lifts etc. Provisions for visual and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hearing impairment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost to Use:</strong> Based on input from Users and</td>
<td>2</td>
<td>- Cost can vary greatly for space bookings. Some spaces (i.e. EKM Health Centre and</td>
</tr>
<tr>
<td>Public.</td>
<td></td>
<td>Churches) are offered free of charge to community groups while others charge fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>that groups have identified as high.</td>
</tr>
<tr>
<td><strong>Welcoming:</strong> Easy to book / schedule, clear</td>
<td>2</td>
<td>- Most facilities are booked directly through the operator which sometimes causes</td>
</tr>
<tr>
<td>process, information on usage policies readily</td>
<td></td>
<td>groups to contact numerous sources to find space. Some User Groups indicated current</td>
</tr>
<tr>
<td>available.</td>
<td></td>
<td>conflicts with double booking space at Wolfville Rec. Centre.</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td>20.5</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Condition</strong>: Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.</td>
<td>3</td>
<td>- The majority of meeting rooms within Wolfville are in acceptable physical condition.</td>
</tr>
<tr>
<td><strong>Design Consistent with Program Needs</strong>: Based on consultants’ knowledge of current program trends, input from stakeholders and the community.</td>
<td>3</td>
<td>- As there are numerous meeting rooms that cover a wide range of sizes, there is a space to meet most groups’ needs.</td>
</tr>
<tr>
<td><strong>Maintenance</strong>: Based on visual inspection, key informant interviews, stakeholder and public user input.</td>
<td>3</td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Ancillary Space Condition and Maintenance</strong>: Washrooms, change rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.</td>
<td>2.5</td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Amenities Available</strong>: 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.</td>
<td>3</td>
<td>- The majority of rooms appeared to have acceptable amenities (e.g. chairs, tables and access to things like coffee makers).</td>
</tr>
<tr>
<td><strong>Time available for Community Use</strong>: Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.</td>
<td>2.5</td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Accessibility</strong>: Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.</td>
<td>2.5</td>
<td>- Most facilities appeared to be accessible, while some were in need of upgrades to meet current accessibility standards.</td>
</tr>
<tr>
<td><strong>Cost to Use</strong>: Based on input from Users and Public.</td>
<td>2.5</td>
<td>- Some user groups expressed that they have issues finding affordable space for large groups. Other groups are charged no cost for use.</td>
</tr>
<tr>
<td><strong>Welcoming</strong>: Easy to book / schedule, clear process, information on usage policies readily available.</td>
<td>2</td>
<td>- Some groups expressed issues find suitable space.</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>
### VIII. BANQUET FACILITIES FACILITY CONDITION EVALUATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
</table>
| **Physical Condition:** Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents. | 3     | - 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     | - 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     | - 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     | - 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     | - 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   | - 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   | - 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     | - 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     | - 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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Condition:</strong> Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents.</td>
<td>2</td>
<td>- Acadia Cinema: older building (30s or 40s), heating / cooling issues identified.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Festival Theatre: older building but in acceptable condition</td>
</tr>
<tr>
<td><strong>Design Consistent with Program Needs:</strong> Based on consultants' knowledge of current program trends, input from stakeholders and the community.</td>
<td>3</td>
<td>- Acadia Cinema and Festival Theatre are both older buildings, but provide quality facilities that exceed those found in similar sized communities.</td>
</tr>
<tr>
<td><strong>Maintenance:</strong> Based on visual inspection, key informant interviews, stakeholder and public user input.</td>
<td>2.5</td>
<td>- Both theatres appear well maintained based on age.</td>
</tr>
<tr>
<td><strong>Ancillary Space Condition and Maintenance:</strong> Washrooms, lobby, dressing rooms, storage areas etc. Assessment based on visual inspection, key informant interviews, input from stakeholders and public.</td>
<td>2</td>
<td>- Acadia Cinema would like upgraded dressing and green room in future.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Festival Theatre: well-maintained ancillary spaces.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seniors groups indicated the need of larger theatre spaces with smaller ancillary rooms for rehearsals (with enough room for a piano).</td>
</tr>
<tr>
<td><strong>Amenities Available:</strong> 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.</td>
<td>2</td>
<td>- Acadia Cinema projector close to needing replacement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Festival Theatre's sound system is aging.</td>
</tr>
<tr>
<td><strong>Time available for Community Use:</strong> Quantity and quality of time based on review of schedules, public and stakeholder input, key informant interviews.</td>
<td>1.5</td>
<td>- Acadia Theatre Co-op Staff report availability during the week and typically booked 2 - 3 Fridays and Saturdays per month.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Festival Theatre is used for some comment events, but is largely booked by the Acadia School of Music.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Community groups find they are in competition with one another for booking time.</td>
</tr>
<tr>
<td><strong>Accessibility:</strong> Physical accessibility including parking, access from outside, availability of elevator, lifts etc. Provisions for visual and hearing impairment.</td>
<td>2</td>
<td>- 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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Acadia Festival Theatre is accessible.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Score</td>
<td>Rationale / Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Cost to Use:** Based on input from Users and Public. | 2     | - 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   | - 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.
# LIBRARY FACILITY CONDITION EVALUATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Rationale / Comments</th>
</tr>
</thead>
</table>
| **Physical Condition:** Structural, mechanical, electrical, HVAC, etc. Based on visual review, key informant interviews and current documents. | 2     | - 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   | - 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     | - 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     | - 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     | - 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     | - 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   | - 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     | - 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     | - 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 one of the top three most important facilities to them and their household.
- 27% (33 of 122 respondents) identified the Library as a top 3 priority for indoor facility improvements / renewal.
SUMMARY

Culinary Tourism Centre Project Request for Funding (WBDC)

In 2015 the Wolfville Business Development Corporation commissioned a feasibility study for a culinary tourism centre (CTC). The CTC is intended to support and capitalize on our existing culinary and wine assets.

The feasibility study was completed in the summer of 2015 and makes a number of recommendations. Perhaps the two most important are that a non-profit organization be established and that a business plan be completed for the project. At this time the CTC project continues to be sponsored and driven by the WBDC, but it intends to create a separate non-profit corporation.

The only available funding source within the Council budget is the Strategic Economic Development Partnership Fund, which is a result of an increase of $20,000 in the 2015/16 Operating Budget to grants to organizations. This fund, which was envisaged to be in place during this fiscal year only, is intended to support activities previously supported by the WBDC.

DRAFT MOTION:

Council provide a $10,000 grant from the Strategic Economic Development Partnership Fund to the Culinary Tourism Centre with the following conditions:

a. The CTC non-profit with a functioning board is established by March 31, 2016. No funds will be disbursed unless this condition is met.

b. Additional funding sources to complete the business case be secured
1) CAO COMMENTS
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY
Council, through its budgeting process, has the authority to allocate grants according to its established criteria.

3) STAFF RECOMMENDATION
Staff recommends that Council provide a $10,000 grant from the Strategic Economic Development Partnership Fund to the Culinary Tourism Centre with the following conditions:

   a) The CTC non-profit with a functioning board is established by March 31, 2016. No funds will be disbursed unless this condition is met.
   b) Additional funding sources to complete the business case be secured

4) REFERENCES AND ATTACHMENTS
   - Culinary Tourism Centre Report
   - Presentation by Ian Porter to Council on October 20th, 2015
   - RFD 028-2015 that established the Strategic Economic Development Partnership Fund.

5) PURPOSE OF REPORT
The Town has received a request for funding for the Culinary Tourism Centre Project from the Wolfville Business Development Corporation. This report provides details regarding the request to assist Council in making a decision on any funding allocations.

6) DISCUSSION

   In 2015 the Wolfville Business Development Corporation commissioned a feasibly study for a culinary tourism centre (CTC). The CTC is intended to support and capitalize on our existing culinary and wine assets by providing the following:

   - A tasting room for local wines, craft beers and spirits.
   - A commercial kitchen for preparation of local food to accompany the beverage tastings.
   - A retail section that sells locally produced artisanal food products, including wine, craft beer and spirits.
   - Touring info about how to find food and beverage producers in the area and advise on visitation opportunities.
   - A pickup and drop off point for culinary tourism tours in the area.
   - A rental event space for fundraising dinners that benefit local community organizations.
• A culinary education and activity location for cooking classes and other related learning opportunities.
• A rental commercial kitchen production facility for caterers and artisanal food producers.
• An administrative and operating headquarters for events such as the annual Devour! The Food Film Fest and the Wolfville Magic Winery Bus.

The feasibility study was completed in the summer of 2015 and makes a number of recommendations. Perhaps the two most important are that a non-profit organization be established and that a business plan be completed for the project. At this time the CTC project continues to be sponsored and driven by the WBDC, but it intends to create a separate non-profit corporation.

**Strategic Economic Development Partnership Fund**

The only available funding source within the Council budget is the Strategic Economic Development Partnership Fund, which is a result of an increase of $20,000 in the 2015/16 Operating Budget to grants to organizations. This fund, which was envisaged to be in place during this fiscal year only, is intended to support activities previously supported by the WBDC. In April of 2015, Council approved criteria to guide the disbursement of this fund, entitled the Strategic Economic Development Partnership Fund (SEDPF).

The criteria for the SEDPF are:

• Significant tourism and visitor attraction potential, which can be demonstrated and documented.
• Directly supports our existing business sector.
• Builds on successful initiatives supported by the WBDC.
• Initiative has significant partnerships or other sources of funding and has demonstrated a financial need.
• One-time events will not be funded, but rather long-term, sustained activities will be supported.
• Helps to keep Wolfville “on the map” locally, provincially and nationally. Supports the Downtown Vision.

To date, Council has allocated $10,000 of the fund as follows:

• $5,000 to Devour
• $5,000- AVCCC Tourism committee

The chart provides an assessment of the CTC request against the criteria established by Council.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Total</th>
<th>Total $</th>
<th>Multi-</th>
<th>Supports</th>
<th>Supports</th>
<th>Supports</th>
<th>WBDC</th>
<th>Financial</th>
</tr>
</thead>
</table>

Request for Decision, Page 3 of 6
REQUEST FOR DECISION 001-2016
Culinary Tourism Centre Project Request for Funding (WBDC)
Date: January 12th, 2016
Department: Community Development

<table>
<thead>
<tr>
<th>request</th>
<th>Granted in 15/16</th>
<th>Tourism</th>
<th>Business Sector</th>
<th>culinary and wine</th>
<th>need</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVCC – Tourism ad</td>
<td>$6,000</td>
<td>$5,000</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Devour</td>
<td>$5,000</td>
<td>$5,000</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Culinary Tourism Project</td>
<td>$10,000</td>
<td>0</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

The CTC meets most of the criteria established by Council

- The project would establish a permanent facility in Wolfville
- The project is designed to be attractive and interesting to both visitors and tourists, and would potentially create tourism opportunities.
- It would support and build on our existing food and wine industry and promote the broader region.
- It would build on our reputation as a culinary and wine destination.
- This project builds on an initiative of the WBDC
- The project has not provided a full budget, but to secure other grants the municipal commitment would need to be demonstrated.

Other Considerations

In February of 2015, Council reduced the funding to the WBDC to $40,000 and established limitations for the expenditure of those funds. The WBDC has to date submitted an expense claim of $7,053.85 and has $32,946.15 remaining to be claimed; however, staff expect that the WBDC will submit more expense claims to cover the costs of the consultant assisting with the drafting of the strategic plan. The resolution of Council regarding how the WBDC can allocate funds is shown below:

Be it resolved that the Town will provide to the WBDC, by way of reimbursement for expenditures made by the WBDC during the upcoming fiscal year commencing April 1, 2015 and terminating March 31, 2016, an amount not to exceed $40,000, subject to the following terms and conditions:

1. The funds provided by the Town to the WBDC may be used by the WBDC for the following expenditures:
   a. the wind-down of current administrative obligations and commitments;
   b. targeted membership support and advocacy initiatives; and
   c. support for the development of a new operational model and mandate for the WBDC.

2. The funds provided by the Town to the WBDC may not be used by the WBDC for:
   a. the payment of salaries/benefits (regular or related to any severance package the WBDC may offer its current employees);
   b. the sponsorship of events not directly lead and managed by the WBDC;
   c. marketing initiatives already being pursued by the Town of Wolfville.
The WBDC cannot allocate the 10K to the CTC out of the 40K without Council amending its original direction.

Although the WBDC has stated that it intends to establish a separate legal entity to manage this project and will cover the costs of doing so, it has not done this as yet. Staff are not aware of other funding sources for the CTC, but the funds from the Town would be used to leverage other funding sources to complete the business plan by July of 2016.

7) FINANCIAL IMPLICATIONS

As noted above, Council approved the use of the $20,000 available through the Commercial Business Area Rate as a Strategic Economic Development Partnership Fund (RFD#028-2015). As a stand-alone amount, there is $10,000 remaining from this budget.

A review of all Grants to Organizations as of Dec 31st shows the following:

<table>
<thead>
<tr>
<th>Program</th>
<th>General Gov’t</th>
<th>Economic Development</th>
<th>Festival/Event</th>
<th>Rec Programs</th>
<th>SEDPF</th>
<th>Historical Museum</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>$17,000</td>
<td>$500</td>
<td>$32,300</td>
<td>$30,000</td>
<td>$20,000</td>
<td>$10,000</td>
<td>$109,800</td>
</tr>
<tr>
<td>Actual to Date</td>
<td>2,900</td>
<td>-</td>
<td>42,400</td>
<td>22,865</td>
<td>10,000</td>
<td>10,000</td>
<td>88,165</td>
</tr>
<tr>
<td>Balance Remaining</td>
<td>$14,100</td>
<td>$500</td>
<td>(10,100)</td>
<td>7,135</td>
<td>10,000</td>
<td>-</td>
<td>$21,635</td>
</tr>
</tbody>
</table>

Note that in General Government there will be a further $7,500 disbursed before year end to the Acadia Scholar Bursary and VON, leaving an expected savings of $6,600 in that department. Overall, Grants to Organizations (all departments) will end the year under budget.

If Council choses to allocate funds to this project, it would be from the additional, one time fund in the 2015-16 budget to provide support during the first year of the funding reduction to the WBDC.

It is also important to note that Council undertook a significant unbudgeted expense with Rogers Hometown Hockey. The intention is to cover these costs of Rogers through cost savings and other efficiencies. Although final figures are not yet available, out of pocket expenses for Rogers Hometown Hockey currently show just under $14,000, with an additional $5,000 of in-kind support from Town resources. Not all staff time has yet been properly allocated to RHH event.

Finally, as reported to Council through the 2nd Quarter Financial Variance Update, the financial forecast for year end is an estimated surplus of $180,000. Although 3rd quarter results are not yet finalized, early indications are that the Town should still be looking at an overall surplus by year end.
8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

_Economic Development Action Plan_ – 2015- This plan set a goal to establish Wolfville as the premier food and wine destination of the Atlantic Provinces. Specific actions that support this goal are:

- a. Identify opportunities to 'brand' Wolfville as the food and wine destination of the Atlantic Provinces
- b. Identify strategic partners and events to bring to Wolfville
- c. Identify event facilities that are lacking and approach partners to assist in closing the gap

_Council Strategic Plan_ – Two of Council’s strategic directions support this funding request.

- Strategic Direction # 2.- A Diverse, Prosperous, and Sustainable Local Economy – One the aims of this strategy is to make Wolfville a food and wine destination
- Strategic Direction #4. - A Robust Active Living and Cultural Community – This strategic direction promotes culture and partnership to create opportunities for both residents and visitors.

9) COMMUNICATION REQUIREMENTS

a) The decision of Council will be communicated to the WBDC.
b) Depending on the decision of Council, other communication requirements may arise.

10) ALTERNATIVES/OPTIONS

I. Fund the project from the Strategic Economic Development Partnership Fund with the following conditions:

- a. The CTC non-profit with a functioning board is established by March 31, 2016. No funds will be disbursed unless this condition is met.
- b. Additional funding sources to complete the business case be secured.

II. Allow the WBDC to use part of its grant from the Town to support the project.

III. Not fund the project at this time but continue to work with the WBDC on the project.
December 2015

CTC Business Plan Funding Proposal

Introduction:
In the spring of 2015, the Wolfville Business Development Corporation (WBDC) commissioned a strategic review to study and report on the feasibility of establishing a Culinary Tourism Centre (CTC) to attract leisure tourism visitors to the East Kings and West Hants areas of Nova Scotia and promote the area’s culinary tourism assets. The study concluded that developing the CTC concept further was desirable given its strategic fit with the One Nova Scotia report objective to double the province’s gross tourism revenues by 2024. The WBDC has embraced the report and is facilitating the formation of a not-for-profit CTC corporation.

Please refer to A Culinary Tourism Centre Diagnostic Feasibility Study Report, July 31, 2015, attached.

This new CTC corporation (independent of the WBDC) will have a Board of Directors representing the region’s business community and others with a vested interest in the future success of the CTC. The Board will be responsible to develop the business plan, source funding and oversee and supervise management of the CTC.

Next Step:
The WBDC believes that the next step in the CTC’s development is to create a comprehensive business plan that:

- confirms the appropriate business model
- determines project financing requirements and prepares three to five year financial projections, including a capital/infrastructure plan
- describes and mitigates risks
- identifies stakeholders/partners and defines their relationship to the CTC
- conducts research to identify best practices from similar centres, elsewhere
- confirms an appropriate location for the CTC and evaluates leasing and lease-hold improvements required to fulfill the business plan
- produces center conceptual drawings
- describes and costs a marketing plan to support the introduction and operation of the CTC business plan
- provides a governance plan for the development and management of the CTC

Budget:
The WBDC estimates that a budget of between $20,000 and $25,000 will be required to complete the plan. The planning process will engage appropriate professional and technical services to complete various components. The intention is that funding for the Business Plan will be sourced from municipal, provincial and federal sources. Once funding has been confirmed, the CTC will issue a Request for Proposals for the Business Plan.
**Time Frame:**
The objective is to have the CTC Business Plan completed by April 30, 2016 to enable implementation beginning July 1, 2016.

**Town of Wolfville Contribution:**
The WBDC and CTC requests that the Town of Wolfville contribute $10,000 to this project as a reflection of its interest in having the CTC based in Wolfville and in recognition of the potential economic benefits to Wolfville and its residents. This contribution will be leveraged to source additional funding from other levels of government and agencies.
July 31, 2015

A Culinary Tourism Centre
Diagnostic Feasibility Study Report

Prepared for

Wolfville Business Development Corporation
P.O. Box 3988
Wolfville, NS B4P 1A4

Attention:

Ian Porter, President
David Hovell, former Executive Director
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXECUTIVE SUMMARY &amp; RECOMMENDATIONS</td>
<td>3</td>
</tr>
<tr>
<td>INTRODUCTION AND CONCEPT</td>
<td>6</td>
</tr>
<tr>
<td>STUDY OBJECTIVES</td>
<td>7</td>
</tr>
<tr>
<td>METHODOLOGY</td>
<td>7</td>
</tr>
<tr>
<td>FINDINGS</td>
<td>8</td>
</tr>
<tr>
<td>• Culinary Tourism Definition</td>
<td>8</td>
</tr>
<tr>
<td>• Culinary Tourist Profile &amp; Market Scope</td>
<td>9</td>
</tr>
<tr>
<td>• Culinary Tourism Assets</td>
<td>9</td>
</tr>
<tr>
<td>• Product Participant Scope</td>
<td>10</td>
</tr>
<tr>
<td>• Concept Components</td>
<td>10</td>
</tr>
<tr>
<td>• Key Strategic Relationships</td>
<td>13</td>
</tr>
<tr>
<td>• Key Operational Resources for Development</td>
<td>17</td>
</tr>
<tr>
<td>• Criteria for Potential Locations in Wolfville</td>
<td>18</td>
</tr>
<tr>
<td>• Potential Funding Sources</td>
<td>19</td>
</tr>
<tr>
<td>• Strategic Overview for Growth</td>
<td>20</td>
</tr>
<tr>
<td>• CTC Governance Considerations</td>
<td>21</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>22</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY & RECOMMENDATIONS

The following is a summary of recommendations related to the study objectives and reflects an analysis of the study process findings.

It is important to note that at no time in the study process was there a direct challenge to the CTC concept. There were lots of qualifying comments that reflected the individual perspective of study participants, but at no time was the basic CTC concept challenged as inappropriate or impractical.

Study Objectives Addressed

*Provide a definition of Culinary Tourism that is specific to the Kings-West Hants area.*

The following is offered as a starting point for the refinement of a culinary tourism definition that is tailored to fit the circumstances and resources of the East Kings-West Hants area.

*Culinary tourism in the East Kings – West Hants area of Nova Scotia is the provision of unique, high quality, authentic and memorable eating, drinking and agricultural experiences to visitors who consider the pursuit and acquisition of these experiences to be an essential component of a satisfying vacation.*

*Identify key Culinary Tourism assets in the target area for promotion and further development.*

Within the Kings-West Hants area key current culinary tourism assets include:

- wineries and vineyards
- farms that produce fresh vegetables, animals and fruit
- restaurants, taverns, snack bars, coffee shops and food trucks
- seafood producers and harvesters
- roadside markets
- farmers markets
- community festivals with a culinary emphasis or focus
- traditional agricultural festivals
- historical and traditional Acadian and Mi’kmaq food culture events
- new food cultures that are a blend of recent ethnic influences and traditional food culture

Note that there needs to be a process of curation for these assets that both champions the current high quality experiences and provides a methodology for others to achieve superior status.

*Review each of the identified concept components to determine their ability to contribute to a sustainable business model for the CTC.*

The following concept components were reviewed and are all considered valid and compatible activities:

- A tasting room for local wines, craft beers and spirits.
• A commercial kitchen for preparation of local food to accompany the beverage tastings.
• A retail section that sells locally produced artisanal food products, including wine, craft beer and spirits.
• Touring info about how to find food and beverage producers in the area and advise on visitation opportunities.
• A pickup and drop off point for culinary tourism tours in the area.
• A rental event space for fundraising dinners that benefit local community organizations.
• A culinary education and activity location for cooking classes and other related learning opportunities.
• A rental commercial kitchen production facility for caterers and artisanal food producers.
• An administrative and operating headquarters for events such as the annual Devour! The Food Film Fest and the Wolfville Magic Winery Bus.

These components should all be addressed in detail through a business plan development exercise that provides assumptions for how these components contribute to both earned revenue and operating expenses and the CTC concept becomes destination that educates culinary tourists and promotes the areas culinary tourism assets.

Identify key resources needed to initiate and grow the CTC concept.
To be successful, the CTC concept requires the positive and energetic collaboration of the municipal units to assist in the development of the concept, its implementation and its ongoing maintenance. This municipal endorsement needs to extend to the development of and/or active support of culinary tourist targeted marketing programs and the ongoing communication to residents of the area about the benefits of culinary tourism to the local economy and rural culture.

A valuable tool in the development of the CTC concept and an opportunity for stakeholder collaboration will be the development and maintenance of a curated culinary tourism database for the area.

Identify potential funding resources and key strategic relationships for the development of the CTC concept.
The CTC concept needs to be a not-for-profit, community-based entity to more easily receive public funding at all levels and to attract support from potential corporate sponsors. To be sustainable, the CTC will need to be able develop and maintain a significant stream of earned income through its tasting, retail, education, special event and production facility rentals. These funds will be important to leverage public sector support.

Identify potential locations for the CTC in Wolfville.
The former United Church at 329 Main St. in Wolfville stands out as an available location that currently appears to meet most of the key location criteria for the CTC. The property owners and developers are particularly interested in using the facility to become a destination that supports the revitalization of both agriculture and tourism in the area.
Identify what activities can be initiated quickly to take advantage of the 2015 tourism season assuming an acceptable level of feasibility can be determined. It is considered too late to take significant advantage of the 2015 tourism season however there appears to be the potential to initiate educational programing in conjunction with the Wolfville Farmers Market over the winter of 2015-2016.

Provide a strategic overview of how the CTC could grow and develop over the next several years. The CTC concept needs careful and considered nurturing over several years to become fully realized and sustainable. The WBDC is uniquely positioned as a potential, ongoing leader in this process. In the initial stages, under the leadership of a couple of Board members, the WBDC could act as organizational “incubator” and “catalyst” to facilitate the development of the organization governance and business models, including recruitment of key staff to grow and operate the facility and its programs.

Provide recommendations regarding an ongoing governance model for the CTC. It is recommended that a policy governance model be developed for the not-for-profit entity with responsibility and accountability for program development and operations clearly and simply vested in qualified staff. It is also recommended that an industry-led Advisory Board be developed with both private and public representation to ensure that there is a forum for issue identification and discussion.

Provide recommendations regarding the feasibility of the CTC concept. There is clearly a positive interest in the CTC concept amongst a wide variety of public and private stakeholders. This community economic development opportunity can evolve to become a central pillar in the future economic well-being of the East Kings-West Hants area. A key criteria for success is for stakeholders, especially at the municipal level, to enthusiastically embrace the concept as an opportunity for effective collaboration to enhance the economic prospects of the East Kings-West Hants area and to make a substantial contribution to the provincial objective of doubling tourism revenues within the next decade.
INTRODUCTION & CONCEPT

In mid-April of this year the Wolfville Business Development Corporation approved a proposal by David Jones Associates to undertake a diagnostic feasibility study into the concept of developing a Culinary Tourism Centre (CTC) in downtown Wolfville that could act as a catalyst for the further development of culinary tourism culture within an approximately 30 kilometer area with Wolfville as the centre and a destination for tourists that highly rank culinary experiences as a vacation experience.

It should be noted that the CTC concept is considered consistent with the objectives of the Ivany Report entitled *Now or Never: An Urgent Call To Action For Nova Scotians* and the *One Nova Scotia Coalition* initiative to build a new economy for the province.

The CTC concept can also be seen as an innovative exercise in community economic development with the two primary communities being the residents of the East Kings – West Hants area and members of the culinary tourism community throughout the province.

Background
The recent, substantial growth of wineries, craft breweries and now distilleries in the East Kings- West Hants area of the province, has helped focus the interest of a variety of economic and tourism development stakeholders about how to further energize and develop the East Kings-West Hants area as a culinary tourism destination. A consensus appears to be building that there needs to be a location where culinary tourism visitors can be introduced to the wide variety of high quality and authentic culinary experiences available in the area, many available on a year-round basis. Once introduced to these opportunities, tourists could then be guided to visit the individual locations to gain the direct experiences that they are interested in.

Concept
Create a Culinary Tourism Centre (working title, not yet branded) in downtown Wolfville that could provide the following services and activities to attract and provide fulfilling tourism experiences for culinary tourists:

- A tasting room for local wines, craft beers and spirits.
- A commercial kitchen for preparation of local food to accompany the beverage tastings.
- A retail section that sells locally produced artisanal food products.
- Touring info about how to find food and beverage producers in the area and advise on visitation opportunities.
- A pickup and drop off point for culinary tourism tours in the area.
- A rental event space for fundraising dinners that benefit local community
organizations.

- A culinary education and activity location for cooking classes and other related learning opportunities.
- A rental commercial kitchen production facility for caterers and artisanal food producers.
- An administrative and operating headquarters for events such as the annual Devour! The Food Film Fest and the Magic Winery Bus Tour.

STUDY OBJECTIVES

The following have been identified as key objectives of the feasibility study:

- Provide a definition of Culinary Tourism that is specific to the East Kings-West Hants area.
- Identify key Culinary Tourism assets in the target area for promotion and further development.
- Review each of the identified concept components to determine their ability to contribute to a sustainable business model for the CTC.
- Identify key resources needed to initiate and grow the CTC concept.
- Identify potential funding resources and key strategic relationships for the development of the CTC concept.
- Identify potential locations for the CTC in Wolfville.
- Identify what activities can be initiated quickly to take advantage of the 2015 tourism season assuming an acceptable level of feasibility can be determined.
- Provide a strategic overview of how the CTC could grow and develop over the next several years.
- Provide recommendations regarding an ongoing governance model for the CTC.
- Provide recommendations regarding the feasibility of the CTC concept.

METHODOLOGY

As this study was intended as a strategic overview of the CTC concept and not the development of a detailed business plan with financial projections, it was agreed that the best way to proceed would be to interview key potential stakeholders in the public sector and the tourism industry who could offer critical insight and potentially support for the concept.

The following activities were undertaken for the feasibility study:

- Interviews with key public sector stakeholders for perspective and potential resource support.
• Interviews with key tourism industry representatives for advice and direction reading the CTC concept development.
• Interviews with key agricultural industry representatives for advice and direction.
• Review of related tourism and economic development reports and studies.
• Development of a business model for the CTC based on assembling some or all of the previously defined concept components, plus others yet to be identified.
• Identification of information or data gaps that need to be addressed to better enable CTC sustainability.
• Development of CTC location criteria.
• Development of a critical path for CTC implementation.
• Preparation of final report and recommendations.

The results of the interviews and analysis of recent economic development reports and studies are contained in the FINDINGS section of this report.

The study process did not include original research due to financial and time constraints. Research time was spent in reviewing existing reports and research at the municipal and provincial level as a foundation. It should be noted that both local municipalities and the provincial government clearly identify culinary tourism as having significant potential for growth, particularly in the East Kings-West Hants area.

FINDINGS

Culinary Tourism Definition

There are a number of definitions for culinary or food tourism regionally, nationally and internationally. Industry thinking appears to be that: **Culinary or food tourism is the provision of unique, high quality, authentic and memorable eating and drinking experiences to visitors who consider the pursuit and acquisition of these experiences to be an essential component of a satisfying vacation.** Due to the essentially rural nature of the East Kings-West Hants area, the incorporation of agritourism experiences under the culinary umbrella adds depth and dimension to the visitor experience. Agritourism incorporates a wide variety of activities including:

• buying produce directly from the farm
• navigating a corn maze
• feeding farm animals
• picking fruit
• staying at a bed & breakfast on a farm
• attending an agricultural fair or festival
Culinary Tourist Profile & Market Scope

The culinary tourist typically puts a high priority on high quality, authentic culinary experiences and spends significantly to find and acquire these experiences. They are motivated to travel for these experiences and are considered to be “high yield” tourists because they are prepared to spend significantly more than average to have these experiences. These tourists are also motivated by cultural and outdoor experiences. Approximately half travel as couples, come from farther away and have higher incomes and education.

Substantial research has been undertaken by Tourism Nova Scotia to better understand Culinary target market segments and what are the motivating factors to increase provincial visitation and tourism revenues. Culinary tourists are seen as “high yield” visitors spending more than double on food and beverages during their visit and a core focus of current tourism strategy is to increasingly attract these kinds of visitors by featuring our authentic, high quality experiences. The cluster of wineries located in the East Kings-Hants West area are already attracting visitor interest on a regional and national basis. Tourism Nova Scotia is mounting aggressive traditional and digital media campaigns in key North-American and European markets. Recent research has indicated that 66% of visitors consider experiencing local cuisine an important part of their visitor experience.

The CTC concept would logically be positioned to provide visitors with a destination where the culinary tourism assets of the East Kings-West Hants can be showcased through a variety of memorable experiences that reflect seasonality through available ingredients and activities.

Key Culinary Tourism Assets

Within the East Kings-West Hants area key current culinary tourism assets include:

- wineries and vineyards
- farms that produce fresh vegetables, animals and fruit
- restaurants, taverns, snack bars, coffee shops and food trucks
- seafood producers and harvesters
- roadside markets
- farmers markets
- community festivals with a culinary emphasis or focus
- traditional agricultural festivals
- historical and traditional Acadian and Mi’kmaq food culture events
- new food cultures that are a blend of recent ethnic influences and traditional food culture
These assets can act as a foundation to consciously grow and evolve a culinary tourism culture amongst local tourism industry participants that, in turn, can attract an increasing number of culinary tourists annually. Discussions with a variety of study participants indicated that this asset list needs curation or evaluation to identify the currently superior visitor experiences and those that could achieve superior status with some development assistance.

**Product Participant Scope**

It was clear through discussions with a variety of stakeholders that while many of the foods and beverages to be featured through the CTC would be local, showcasing high quality products from across Nova Scotia would also be appropriate and could help to secure positive attention and support from provincial and federal stakeholders.

**Concept Components**

The following is a summary of the concept components for the CTC together with observations and comments resulting from the study process. It is important to note that efforts have been made to respect existing businesses or institutions and steer the CTC concept away from direct competition with them.

*A tasting room for local wines, craft beers and spirits.*

Tasting rooms have grown in popularity throughout North America in recent years. Some tasting rooms are located at wineries & craft breweries or in a nearby town and are owned & operated by them. Others are owned and operated by an independent entity that presents a curated selection of products to sample from local producers. Often tasting rooms offer a selection of samples that allow for comparisons of, for instance, four or five of the 13 Tidal Bay appellation wines produced in Nova Scotia. A tasting room typically operates daily from 10:30 am to 5:30 pm.

Each alcohol beverage producer in Nova Scotia has a permit from the Nova Scotia Liquor Corporation (NSLC) that allows them to sample and sell unopened containers of product throughout the province, such as at farmers markets, festivals and special culinary events. This activity does not require the holding of a liquor license from the Alcohol and Gaming Division as only sample sizes, not full measure glasses, are on offer. Discussions with the NSLC indicate that they are open to a proposal whereby an entity like the CTC could act as registered agent for each participating producer to present, educate and sell the samples and packaged product. Details to be discussed include: when and how the products would be featured and promoted at the CTC to visitors; how product knowledge would be acquired by CTC staff; and, how the accounting for and division of revenues generated would need to be
managed. Current thinking is that this would be a commission relationship with the CTC acting as registered agent and retaining a fixed percentage of the revenue generated.

In many cases, an important role for the CTC would likely be the encouragement of tourists to visit the individual producers to enjoy a more in-depth presentation of products and the individual producer experience.

A number of beverage producers indicated an interest in discussing using their NSLC permit to participate at the CTC tasting room.

It is anticipated that the tasting room could operate 7 days a week during the May to October high season and on weekends throughout the rest of the year.

Note that discussions with local licensed food establishments indicated that they would not be in favour of a direct competitor should the CTC seek a traditional liquor license from the Alcohol & Gaming Division.

A commercial kitchen for preparation of local food to accompany the beverage tastings and to be a rental production facility for artisanal food producers and caterers.

An important educational component for a beverage tasting program is the ability to pair the beverages with compatible foods. To do so, a commercial kitchen would need to be provided on-site so that this food could be made from fresh local ingredients. This kitchen would also act as a rental production kitchen for caterers throughout the year and for local artisanal processed food producers primarily during the November to April time period.

Note that Acadia University, through their rural innovation program, offers a test or development kitchen to local producers wanting to develop new processed food products.

A retail area that sells locally produced artisanal food products.

There were no objections to this idea with the only qualifier being that the products need to be curated for quality of taste and presentation. While there would naturally be a focus on local products, the retail area could also offer artisanal products from across Nova Scotia.

Touring information about how to find culinary assets in the area and advise on visitation opportunities.

Notwithstanding the current role of the Wolfville visitor’s information centre, there was strong support for CTC personnel to be educated about the nature and location of the area’s culinary tourism assets and how to find them. So,
for instance, the wine tasting program would be an introduction to a given winery’s products but would promote a winery visit for a more in-depth experience of the winery and its products.

A pickup and drop off point for culinary tourism tours in the area. Local wine tour operators would welcome the opportunity to utilize a central Wolfville location to pick up and drop off visitors. The CTC could also be a stop for tours commencing in HRM. Presumably, the CTC could also become a stop for bus tours originating outside the province.

A rental event space for fundraising dinners that benefit local community organizations and can provide a dining event facility for beverage producers that do not have their own on-site facilities. Discussions with local chefs and caterers indicate that there is a need for an event facility to host up to 100 guests seated and 150 guests in a reception format for high quality, fundraising events to benefit local community organizations. These events would utilize the commercial kitchen facility and take place throughout the year.

A culinary education and activity location for cooking classes and other related learning opportunities. Discussions indicate that there could be a robust, tourist focused culinary education program held, as often as, daily during the May through October season for tourists and on weekends throughout the balance of the year for local/regional participants. This program would be welcomed by the local accommodations industry, especially during the winter months when occupancy is lowest.

It is also important to note that the Wolfville Farmers Market (WFM) has adopted a community-based focus on food education and community development. It has the capacity to host workshops and seminars using its own commercial kitchen facility. Connecting community members with local producers, many of whom are year-round market participants, is a major programming theme. Developing a collaborative relationship with the WFM could assist CTC education program development, and maintain differentiation amongst offerings in the future while offering tourists two distinctly different venue experiences.

An administrative and operating headquarters for events such as the annual Devour! The Food Film Fest and the Wolfville Magic Winery Bus. Devour! The Food Film Fest and the Magic Winery Bus Tour are relatively new culinary tourism attractions that appear to be steadily growing in popularity. Both looking for an administrative headquarters to support their ongoing operations and growth. At this time, the requirements appear to be
modest, perhaps two offices, sharing administrative support with the CTC as landlord and administrative resource provider. During Devour!, the CTC could also be utilized as an operational headquarters as well as location for a variety of festival activities.

**Key Strategic Relationships**

**Municipal**

Enthusiastic municipal support is seen as key success indicator and important in the attraction of provincial and federal public funding and other developmental resources.

**Town of Wolfville**

The Town of Wolfville is eager to be part of a collaborative culinary tourism development program, especially if a centre of activity can be established in downtown Wolfville. While culinary tourism is identified as a strategic objective in Town documentation, it is noted that the Town does not currently have its own marketing and development program to attract visitors with a culinary tourism focus. Wolfville officials expect the Town could be an active financial supporter of an industry-led CTC development program and are looking forward to future discussions with CTC organizers.

**Municipality of the County of Kings**

Many of the culinary tourism assets in the East Kings-West Hants area are resident in the Municipality of the County of Kings (Kings County). Discussions with County officials indicate that there is recognition that culinary tourism could be of significant economic benefit to the area and there is active interest in developing a tourism development plan that has culinary tourism as a key focus. County officials expect to consider financially participating in a CTC development program and are interested in determining how to engage with this industry-led project.

**Municipality of West Hants**

Due to the shortness of time and budget, research discussions did not include West Hants municipal representatives.

**Nova Scotia**

There are a number of provincial entities that are interested in furthering discussions and support of an industry-led CTC project.

**Department of Agriculture**

One of the primary interests of the Department of Agriculture is in assisting existing and potential farmers to expand their business model to incorporate value-added
products and services. They also have as a priority the attraction and development of new farmers throughout the province.

**Select Nova Scotia**
Select Nova Scotia (Select) is a promotional program under the Department of Agriculture that promotes the province’s food bounty from the sea or the land. Select participates in a variety of community events and festivals and is actively looking for new and innovative ways to promote the purchase and consumption of local primary and value-added products. There may be a number of the CTC initiatives or activities that hold appeal for Select support.

**Tourism Nova Scotia**
Tourism Nova Scotia (TNS) was established to facilitate greater collaboration between industry and government in developing a more innovative and globally competitive approach to tourism. It’s mandate is to work with industry to increase the number of visitors to Nova Scotia and encourage them to spend more and stay longer. In 2015 culinary tourism was identified as one of five potential high-yield areas for development. Two interesting statistics are behind this culinary tourism focus.

1. Culinary enthusiasts have an average trip spend of $630 at eating & drinking establishments which is more than twice that of other pleasure visitors.
2. Food culture in Nova Scotia is critical or important for 66% of potential visitors to the province.

Note that research data about culinary tourists is still being compiled and it is expected that the 2015 Exit Survey being conducted by TNS will provide valuable contemporary insights. Getting and maintaining a more comprehensive understanding of the culinary tourist expectations and interests will be an important part of developing a comprehensive business plan for the CTC concept.

TNS is currently undertaking a pilot project in Southwest Nova to test an alternative, perhaps more direct, method to encourage visitors to spend more and stay longer. In other areas of the province this role has been undertaken by destination Marketing Organizations. This pilot project suggests that new and innovative product development and marketing initiatives could be well received by TNS.

TNS has a number of product development tools and capacity-building programs that could be accessed in the development and implementation of the CTC concept. A review of current documentation suggests that the Competitive Edge Program, under the Tourism Development Investment Fund could be an interesting funding opportunity. Subsequent support could also come through the Tourism Marketing Partnership Program should the CTC concept become a reality.
Taste of Nova Scotia
Taste of Nova Scotia (Taste) is a not-for-profit association of food producers, processors and restaurants that showcases the best culinary experiences that Nova Scotia has to offer. It promotes high quality standards for food, service and hospitality. On behalf of its members, it promotes Nova Scotia as an exciting destination for the culinary traveller in partnership with Tourism Nova Scotia. Along with federal and provincial government partners, Taste leads trade missions, participates in trade shows and incomer buyer programs to assist members in developing domestic and international markets. Taste enthusiastically identifies and promotes high quality visitor experiences.

Taste management are very interested and supportive of the CTC concept while at the same time feel it is important to get the program mix and scale of operation appropriately designed for anticipated market capacity. Taste management facilitated a valuable introduction to the Executive Director of the New York Wine and Culinary Centre, which may provide an important business model and future operational advice for CTC developers.

NSCC – Kingstec
The Nova Scotia Community College – Kingstec is located in Kentville and offers professional training and education for culinary and tourism marketing students. Both of these programs could be a source of seasonal and/or cooperative students to act as “front-of-house” receptive staff and “back-of-house” culinary production staff, while also acquiring curriculum credits. In both cases they would need to be led and supervised by qualified CTC personnel.

New York Wine & Culinary Center
Online research and a referral from Taste of Nova Scotia management identified the New York Wine and Culinary Center (NYWCC), located in the Finger Lakes region of upstate New York as a potential model for consideration. The NYWCC is a registered not-for-profit organization that showcases New York’s agriculture, wine, craft beer and food industries. Facilities include a hands-on teaching kitchen, a demonstration theatre, a tasting room, a private dining room, a culinary boutique and a restaurant featuring locally-sourced ingredients.

The NYWCC began with concept development work in 2000/2001. A fundraising program began in 2002 led by its four founding organizations: Constellation Brands (international drinks company), Wegmans Food Markets (grocery chain), Rochester Institute of Technology (similar to NSCC) and the New York Wine And Grape Foundation. Fundraising included government, corporate and public donations. Their common goal was to create a gateway for the people of New York
and from around the world to experience New York agriculture and viticulture. The founders lead a fundraising campaign that raised $2 million with additional financing of $5 million to open the $7 million, newly constructed facility in 2006.

The organization follows a policy-governance model where operational authority and responsibility are vested in the professional staff with the board acting in an oversight role, meeting 4 times per year with monthly written updates.

Discussions with NYWCC management provided some interesting insight for the CTC concept as follows.

- All four founding organizations remain involved and are represented on the board of directors.

- The key mission of the Center is to support and develop agriculture in New York state.

- All products featured at the Center are reviewed and curated by the professional staff four times per year to match seasonality.

- Of the 400+ wineries in New York, approximately 70 are featured at the Centre during any given season.

- Operational staff fall into three main categories: Tasting Room & Retail, Education & Training, and Restaurant & Special Events. Programming is continuously evolving to reflect new trends in products but also to respond to evolving consumer interests.

- Operational staff are supervised and directed by an Executive Director, reporting directly to the Board and who also is responsible for marketing/sales, ongoing fundraising and both government and donor relations.

- The hands-on training kitchen is the most expensive component to operate and requires subsidy through corporate sponsorship and support from other operating components.

- In the past two years, the restaurant and special event aspects of the Center have shown the most growth and contribution to the operating bottom line, although this places the Center in direct competition with area restaurants.

- Tasting room, education and special events activities are active throughout the year with a concentration in the late spring, summer and fall months.
A number of beverage producers who do not have their own on-site facilities use the Centre for special showcase activities in the tasting room and special events such as wine-maker or brew-master dinners.

It could be useful for CTC developers to maintain an ongoing, perhaps mentoring relationship with NYWCC management in the development of the CTC concept and its evolution into a fully operational entity. It is also useful to note that while similar in concept, differences in marketplaces, scale of operation and range of activities will likely result in similar but different business models.

**Key Operational Resources for CTC Development**

**Curated culinary tourism asset data base**
An important developmental resource for the CTC will be the creation and management of a curated culinary tourism database that maps the location of the assets, identifies and evaluates the experiential opportunities, and provides an ongoing process for the maintenance and use of the database.

**Key management personnel**
The recruitment and contracting of qualified, professional operations management will be essential for successful development and sustainable operations. The key leadership areas are as follows, with an individual potentially covering more than one area, especially during the development phases of the project:
- Tasting Room & Retail
- Events, Catering & Product Production
- Education & Programming
- General Management & Marketing

**Operational staff**
The two key operating staff areas are: Front of House – including retail and food service; and Back of House – including kitchen operations and education program support. It is thought that a collaboration with NSCC Kingstech and perhaps other locations to provide both culinary and tourism marketing students with practical experience could be a valuable, ongoing resource.

**Friendly Landlord**
Developing the CTC concept to occupy an existing building will be quicker to implement and less expensive than developing a new property from scratch.

A key goal of this feasibility project is locating the CTC facility in Downtown Wolfville, so that the visitor traffic generated by the facility has the potential to be shared with merchants and businesses in the downtown core.
Given the currently understood physical specifications of the CTC concept, the need for flexible use of the facility and the ability to “grow into” the space, one currently available facility stands out. This is the former United Church located at 329 Main St. in Wolfville. It is a historic building designed by renowned architect Andrew Cobb and has a distinctive presence on the Main Street streetscape. Viking Ventures Ltd., owned by Michael and Susan MacArthur, is interested in repurposing the church building to become a cultural destination in the area and they are particularly interested in the potential that the CTC concept may offer to help revitalize agriculture and tourism in the area. They appear to be patient developers who want to make the unique structure a new and dynamic landmark for Wolfville and the region. The building is 3,000 square feet on each of two levels. This amount of space would seem to be adequate to accommodate all of the currently anticipated activities of the CTC and its potential tenants. The owners are commercial and residential contractors who have the in-house resources to facilitate the physical development of the space and currently have a “long-term” perspective on recouping their investment. As of this writing, there does not appear to be a comparable building in downtown Wolfville with the same potential and availability.

Conversations with Municipality of Kings personnel identified one other potential location that was reviewed but does not meet the WBDC objective of having the CTC located in downtown Wolfville. This is: the proposed Glooscap First Nation commercial development at exit 8A on highway 101, which, understandably, has a first nations cultural focus, does not currently encompass the type of facilities needed for the CTC concept and will not likely be available as a development site until 2017 or 2018 due to current project phasing.

Criteria for Potential CTC Locations In Wolfville

Discussions with stakeholders indicated that the CTC had the following basic criteria:

• Space and appropriate furniture and fittings to host dinners for up to 100 and receptions for up to 150.
• A suitable area for education programming with a capacity for up to 40 persons in classroom configuration and 14 in a hands-on configuration.
• A separate tasting room/area with a capacity of approximately 25 people.
• A separate retail area to feature Nova Scotian artisanal food products and merchandise.
• A commercial kitchen sufficient to service the tasting room, education programming, special event dinners and receptions, and to act as a production kitchen for caterers and artisanal food producers.
• Proximity to parking for 50-60 vehicles.
• Downtown core location
Potential Funding Sources

A key to creating and maintaining successful funding relationships will be the ability of the CTC to develop and maintain its own revenue sources. These will need to be analyzed in detail through the development of a comprehensive business plan. It is important to note that most public funding will need to be leveraged through CTC revenues and equity.

Possible sources of self-generated revenues include:

**Operations**
- Tasting room sales
- Wine-maker, brew-master & distiller dinners
- Community fundraising dinners
- Retail sales of products and merchandise
- Education program sales
- Office leases

**Corporate Sponsorship**
- Commercial kitchen equipment
- Retail & service areas fittings & fixtures
- Retail grocery chain
- Consumer packaged goods manufacturer
- Education program

**Memberships-Subscriptions**
- Beverage producers
- Food producers
- Agritourism operators
- Accommodations operators
- Associate and/or General Public

Possible sources of public support to address needs for concept development, consulting, marketing to attract tourists and local community communications include:

**Municipalities**
- Town of Wolfville
- Municipality of the County of Kings
- Municipality of West Hants

**Kings-Hants Community Business Development Corporation**
Provincial Government
  • Department of Agriculture
  • Tourism Nova Scotia

Federal Government
  Atlantic Canada Opportunities Agency

Strategic Overview For Growth

Organizational Development
Two key areas for organizational development stand out:
  • Board
  • Staff

Under the Board category, is the recruitment of Board members and the development of bylaws and policies & procedures guidelines for Board functioning under the policy governance model. In this category will also be the political engagement of municipal, provincial and federal representatives for both financial and other support. Stakeholders suggest that restricting the voting board membership to seven will facilitate more efficient discussion and decision-making. There could be several ex officio members representing the collaborating municipalities.

In parallel to the development of the Board is the contracting of a General Manager or Executive Director to be responsible for developing the following operations areas:
  • Operating policies & procedures
  • Branding & marketing program
  • Municipal, provincial and federal staff engagement
  • Business plan development
  • Key management recruitment
  • Location search

If the CTC wants to get visible quickly, then it is suggested that developing educational programing for the winter 2015-2016 in collaboration with the WFM should be carefully considered and would be welcomed by the accommodations sector.

CTC Governance Considerations

It is recommended that the CTC form a not-for-profit, policy governance organization to facilitate public funding, monitor finances and demonstrate community ownership. The single employee reporting directly to the board should
be the General Manager/Executive Director with the assistance of a contract accountant/bookkeeper.

The CTC could create an Advisory Board as an ongoing forum for creative thinking and dialogue. The Advisory Board should not have voting power in relation to the governance or operations of the CTC. Advisory Board members could be consulted individually or collectively by the CTC depending on the topic and the speed with which feedback or input is desired.

A number of stakeholders emphasized the need to keep the CTC management structure simple with clear decision-making guidelines and authority for program development and operational finances.
# APPENDICES

## INTERVIEW LIST

<table>
<thead>
<tr>
<th>Wolfville Area Businesses &amp; Organizations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Herbin</td>
<td>Herbin’s Jewelers</td>
<td><a href="mailto:peter@herbinjewellers.com">peter@herbinjewellers.com</a></td>
</tr>
<tr>
<td>Heather Leeman</td>
<td>Tattingstone Inn</td>
<td><a href="mailto:tattingstoneinn@eastlink.ca">tattingstoneinn@eastlink.ca</a></td>
</tr>
<tr>
<td>Kelly Marie Redcliff</td>
<td>Wolfville Farmers Market</td>
<td><a href="mailto:manager@wolfvillefarmersmarket.ca">manager@wolfvillefarmersmarket.ca</a></td>
</tr>
<tr>
<td>Jason Lynch</td>
<td>Le Caveau Restaurant</td>
<td><a href="mailto:j_a_lynch@hotmail.com">j_a_lynch@hotmail.com</a></td>
</tr>
<tr>
<td>Lila North</td>
<td>Go North Tours</td>
<td><a href="mailto:info@gonorthtours.com">info@gonorthtours.com</a></td>
</tr>
<tr>
<td>Susan Downey</td>
<td>Grape Escapes</td>
<td><a href="mailto:info@novascotiawinetours.com">info@novascotiawinetours.com</a></td>
</tr>
<tr>
<td>Jim Chambers</td>
<td>Jim Chambers Developments</td>
<td><a href="mailto:jim@chambersdevelopments.com">jim@chambersdevelopments.com</a></td>
</tr>
<tr>
<td>Michael MacArthur</td>
<td>Viking Homes</td>
<td><a href="mailto:mike@vikinghomes.ca">mike@vikinghomes.ca</a></td>
</tr>
<tr>
<td>Claude O’Hara</td>
<td>Glooscap Economic Development</td>
<td><a href="mailto:claude.ohara@gfnedc.ca">claude.ohara@gfnedc.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town of Wolfville</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Cantwell</td>
<td>Mayor</td>
<td><a href="mailto:jcantwell@wofville.ca">jcantwell@wofville.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipality of Kings</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Strickland</td>
<td>Development Coordinator</td>
<td><a href="mailto:mstrickland@county.kings.ns.ca">mstrickland@county.kings.ns.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tourism Nova Scotia</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelli MacDonald</td>
<td>Industry Partnerships</td>
<td><a href="mailto:kelli.macdonald@novascotia.ca">kelli.macdonald@novascotia.ca</a></td>
</tr>
<tr>
<td>Nick Fry</td>
<td>Tourism Development Officer</td>
<td><a href="mailto:nick.fry@novascotia.ca">nick.fry@novascotia.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional Development</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Ells</td>
<td>Valley REN</td>
<td><a href="mailto:krmells@nsvalleyren.ca">krmells@nsvalleyren.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wineries</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucket Vineyards</td>
<td>Pete Luckett</td>
<td><a href="mailto:pete@luckettvineyards.com">pete@luckettvineyards.com</a></td>
</tr>
<tr>
<td>Domaine de Grande Pre</td>
<td>Hanspeter Stutz</td>
<td><a href="mailto:hpstutz@grandprewines.ns.ca">hpstutz@grandprewines.ns.ca</a></td>
</tr>
<tr>
<td>L’Acadie Vineyards</td>
<td>Bruce Ewert</td>
<td><a href="mailto:bruce@lacadievineyards.ca">bruce@lacadievineyards.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acadia University</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Innovation Centre</td>
<td>Hope McCallum</td>
<td><a href="mailto:hope.mccallum@acadia.ca">hope.mccallum@acadia.ca</a></td>
</tr>
<tr>
<td>NS Winery Association</td>
<td>Gillian Mainguy</td>
<td><a href="mailto:Gillian.mainguy@acadiau.ca">Gillian.mainguy@acadiau.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taste of Nova Scotia</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Ruddock</td>
<td></td>
<td><a href="mailto:janice@tasteofnovascotia.com">janice@tasteofnovascotia.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Artisanal Food</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Barbour</td>
<td>Food Service Consultant</td>
<td><a href="mailto:katiebarbour@ymail.com">katiebarbour@ymail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NS Liquor Corporation</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Andrews</td>
<td>Permits &amp; Regulatory Affairs</td>
<td><a href="mailto:carol.andrews@mynslc.com">carol.andrews@mynslc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NS Alcohol &amp; Gaming Division</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Price-Hudson</td>
<td>Licensing</td>
<td><a href="mailto:jennifer.pricehudson@novascotia.ca">jennifer.pricehudson@novascotia.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NY Wine &amp; Culinary Center</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Rogers</td>
<td>General Manager</td>
<td><a href="mailto:peter@nywcc.com">peter@nywcc.com</a></td>
</tr>
</tbody>
</table>

---

54 Fenwood Road, Halifax, Nova Scotia Canada B3N 1G8
tel: (902) 483-8515
e-mail: david@davidjonesassociates.ca
STUDIES AND PUBLICATIONS REVIEWED

Tourism Nova Scotia
- Regional Partnership Approach – Southwest Nova Scotia
- Capitalize on Culinary Experiences – TIANS 2014 Presentation
- 2015 Innovation Days Research
- 2015 Industry Development Program
- Tourism Development Investment Fund
- Tourism Destination Development
- Visitor Experience Development

Town of Wolfville
- Economic Action Plan Draft – 2012
- Council Strategic Plan 2014-2017

Kings County

Glooscap First Nation Economic Development Corp.
SUMMARY

Core Area Traffic Study

WSP Canada was retained to complete a traffic study in Wolfville’s downtown core. The study assessed existing and projected traffic operations to identify deficiencies in the transportation network, conduct a pedestrian crosswalk review to determine appropriate levels of crossing control and prepare functional plans and cost estimates for the proposed improvements.

DRAFT MOTION:

Move that Council accept the Core Area Traffic Study as presented and authorize staff to proceed with implementation of recommendations contained in the Study based on budgetary approval.
1) CAO Comments
The CAO supports the recommendations of staff.

Update as of January 12, 2016 –

As per direction, the WBDC was engaged to provide feedback on the draft report prior to COW forwarding the motion to Council for consideration. On January 7, 2016, the Town received the following motion from the WBDC Board: “We the WBDC Board of Directors agree with all the recommendations as stated in, 5.2 Traffic Study Recommendations, of the Town of Wolfville Downtown Core Traffic Study, with the exception of "7. Closure of Central Avenue to Motorized Traffic".

This motion has been moved by Scott and seconded by Peter.
Those who voted in favour - Scott, Iain, James, Ian, Lis, Peter, Jeremy
Those who voted against – none
Abstentions - Jeff

Motion PASSED”

2) LEGISLATIVE AUTHORITY
N/A

3) STAFF RECOMMENDATION
Staff recommends that Council accept the Core Area Traffic Study as presented and authorize staff to proceed with the recommendations contained in the Study. A number of the recommendations will require capital funding and these will be brought to Council for consideration as part of future capital budgets.

4) REFERENCES AND ATTACHMENTS
- Traffic Impact Study – Railtown Development
- Transportation Study
- Active Transportation Plan
- Main Street Crosswalk Review
- June 23rd, 2015 Core Area Traffic Study and Active Transportation presentation.

5) PURPOSE OF REPORT
This report is prepared for Council to approve the Core Area Traffic Study recommendations.

6) DISCUSSION
The core area traffic study was prepared to assess existing and future projected traffic operations including crosswalks in the downtown core and make recommendations with respect to the safe and
efficient movement of vehicles, pedestrians and bicycles within the study area. The Study Area is Main Street between University and Willow and from Front St to Acadia St.

The core area traffic study is intended to address a number of key transportation issues within the downtown core;

- Safe and efficient movement of vehicles, pedestrians and cyclists
- Peak hour traffic congestions
- Impact to pedestrians & vehicles of the existing number & location of pedestrian crossings
- Operational performance of the Main St/Harbourside and Main St/University intersections
- Effect of proposed one way conversions on Main St, Front St, and Acadia St.
- Effect of closing Central Ave to vehicle traffic except local deliveries.

The recommendations contained in the report are as follows;

1. Install traffic signals and realign the intersection at Main St and University Ave
2. Install a westbound turn lane on Main St at Highland Ave
3. Install an eastbound turn lane on Main St at Elm Ave
4. Install traffic signals at the intersection of Main St and Gaspereau/Harbourside
5. Maintain the existing two way traffic on Main Street and Front Street
6. Consider conversion of Acadia St to one way eastbound between Highland Ave and Linden Ave
7. Closing Central Avenue to motorized vehicles can be implemented without negative impacts to the surrounding network.
8. Recommended Crossing Control at the Study Area intersections, based on the TAC Pedestrian Crossing Control Guide, is as follows:
   a) Main Street at University Avenue – Upgrade to Signalized Intersection
   b) Main Street at Highland Avenue – Upgrade to standard RA-5 Special Crosswalk
   c) Main Street at Elm Avenue – Ground Mounted (closer to intersection)
   d) Main Street at Linden Avenue – Ground Mounted (curb bulb out)
   e) Main Street at Central Avenue - Ground Mounted (curb bulb out)
   f) Main Street at Locust Avenue – Ground Mounted
   g) Main Street at Willow Avenue – Upgrade to standard RA-5 Special Crosswalk
   h) Harbourside Drive at Front Street – Maintain Marked Crosswalk
   i) Elm Avenue at Front Street – Maintain Ground Mounted
   j) Highland Avenue at Acadia Street – Upgrade to standard RA-5 Special Crosswalk

7) Financial Implications

A number of the recommendations have financial implications that will have to be included and considered as part of the Capital Investment Plan. Recommendations 1 through 4 will require capital funding and should be considered in conjunction with the proposed Main Street upgrade between Locust Ave and Westwood Ave currently being designed. The capital investment plan will be adjusted to reflect these recommendations for Council’s consideration and approval.
Recommendations 5-7 have no capital cost associated but will require communication with residents and businesses on affected streets before proceeding.

Recommendations 8. a), b), g) & j) will require capital funding and will be included in the capital investment plan for Council’s consideration and approval.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Strategic Direction #1: - Well Maintained and Sustainable Public Infrastructure - The movement of traffic flow in the downtown is effective and efficient

Strategic Direction #4: - A Robust Active Living and Cultural Community - Active living components are integrated into the infrastructure plan of Wolfville and neighbouring communities

9) COMMUNICATION REQUIREMENTS

Proposed changes on Main Street will be discussed with all affected organizations such as NSTIR as the road authority for Route 1 (Main Street), Acadia University, WBDC, Kings Transit and any other interested party prior to implementation. The public will be advised of proposed changes and provided updates as changes are implemented.

10) ALTERNATIVES

- Accept all recommendations as presented in the Core Area Traffic Study
- Accept specific recommendation only or no recommendation presented in the Core Area Traffic Study
SUMMARY

Heritage Property Bylaw Approval

The Town’s Heritage Property Bylaw Ch. 47, approved by Council on January 13, 2015, was submitted to the Department of Municipal Affairs for approval by the Minister on June 12, 2015. The Town has been notified that because this Bylaw replaces the previous Heritage Property Bylaw that a clause to that affect must be stated in the Bylaw.

Staff has amended the Bylaw with the requested clause and seeks Council approval for Frist Reading.

DRAFT MOTION:

That Council approve first reading to amend the Heritage Property Bylaw Chapter 47.
1) CAO COMMENTS
The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY
The Heritage Property Act provides authority to municipalities by bylaw to establish a municipal registry of heritage property and a heritage advisory committee, which may be the planning advisory committee. A bylaw made pursuant to the Act is subject to approval of the Minister of Municipal Affairs.

3) STAFF RECOMMENDATION

4) REFERENCES AND ATTACHMENTS
- Heritage Property Bylaw, Ch. 47 (attached)
- Heritage Property Act, Chapter 199 of the Revised Statutes, 1989

5) PURPOSE OF REPORT
The purpose of this report is to ask Council to approve the amendment to the Heritage Property Bylaw, Ch. 47.

6) DISCUSSION
The Town’s Heritage Property Bylaw Ch. 47 was amended and approved by Council on January 13, 2015 and submitted to the Department of Municipal Affairs for approval by the Minister on June 12, 2015. The Town has been notified that because this Bylaw replaces the previous Heritage Property Bylaw that a clause to that affect must be stated in the bylaw. The following clause, clause 11, has been added:

“The Heritage Property Bylaw passed by Town Council on the 17th May 1982 and approved by the Minister of Municipal Affairs on 23rd July 1982 is repealed.”

There have been no other changes made to the bylaw since its approval on January 13. Staff is requesting that Council approve First Reading of the Heritage Property Bylaw, Ch. 47.

7) FINANCIAL IMPLICATIONS
N/A

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
N/A
9) COMMUNICATION REQUIREMENTS
A notice has been placed in the Kings County Advertiser for Second Reading on January 26, 2016 as per the requirements of the Municipal Government Act.

10) ALTERNATIVES
   • N/A
1.0 This Bylaw shall be known and may be cited as the “Heritage Property Bylaw”.

2.0 In this Bylaw:

“Act” means the Heritage Property Act.

“Council” means the Town Council of the Town of Wolfville

“Clerk” means the Clerk of the Town of Wolfville

“Town Registry of Heritage Property” means the municipal registry of heritage property within the meaning of the Act, having all the powers and duties prescribed by the Act or incidental thereto

“Town Heritage Property” means municipal heritage property within the meaning of the Act

“Town” means Town of Wolfville

3.0 a) There shall be a Town Registry of heritage property for the Town wherein all prescribed documents relating to the registration of heritage property pursuant to the provisions of the Act or this Bylaw shall be filed

b) The Clerk of the Town shall be responsible for the maintenance of the Town Registry of heritage property and for the safekeeping of all documents filed therein.

4.0 The Planning Advisory Committee shall assume responsibilities under the Heritage Property Act and may advise Council respecting:

(a) the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property;

(b) an application for permission to substantially alter or demolish a municipal heritage property;

(ba) the preparation, amendment, revision or repeal of a conservation plan and conservation by-law;

(bb) the administration of heritage conservation districts pursuant to the provisions of this Act;

(bc) an application for a certificate that is required by this Act or the conservation plan and conservation by-law to go to a public hearing;

(c) building or other regulations that affect the attainment of the intent and purpose of this Act;

(d) any other matters conducive to the effective carrying out of the intent and purpose of this Act. R.S., c. 199, s. 13; 1991, c. 10, s. 3; 2010, c. 54, s. 9.
5.0 The Planning Advisory Committee may recommend to Council that a building, streetscape or area be registered as a Town Heritage Property in the Town Registry of Heritage Property

6.0 The Council shall, upon receipt of a recommendation pursuant to Paragraph 7 hereof, cause to be done all things required of it in conformity of the Act. The Clerk shall serve and file notice of such recommendation in accordance with the Act and in addition to the requirements of the Act, file a copy of the Notice in the Town Registry of Heritage Property.

7.0 Notice of a recommendation by the Planning Advisory Committee that a building, streetscape or area be registered as a Town Heritage Property shall be in Form A.

8.0 Council may register a building, streetscape or area as a Town Heritage Property in Form B.

9.0 Notice of such registration shall be sent to each registered owner of the municipal heritage property by the Clerk in accordance with the provisions of the Act. One (1) copy of the registration shall be deposited in the Registry of Deeds for the County of Kings, and one (1) copy of the registration shall be filed in the Town Registry of Heritage Property.

10.0 Council may, from time to time, set out or amend the terms of reference set out in Paragraph 6 hereof, within which the Heritage Advisory Committee shall act. The Council may set out and amend such guidelines for the designation of property as heritage property in conformity with the Act, and the Planning Advisory Committee may make recommendations in accordance therewith.

11.0 The Heritage Property Bylaw passed by Town Council on the 17th May 1982 and approved by the Minister of Municipal Affairs on 23rd July 1982 is repealed.
CERTIFICATE

I, Daniel Stovel, Town Clerk of the Town of Wolfville, do hereby certify that the Bylaw of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Wolfville held on the (day) day of (month), 2016.

Notice of the said Bylaw passing was published in THE ADVERTISER on the (day) day of (month), 2016.

Given under the hand of the Town Clerk and the corporate seal of the Town of Wolfville this (day) day of (month), 2016.

____________________________________
DANIEL STOVEL
Town Clerk
SUMMARY

Committee Appointments

To Council to consider accepting the Committee appointments as outlined in RFD 003-2016.

DRAFT MOTION:

That Council appoint the Committee appointment for the specified term as outlined in RFD 003-2016:

- Audit Committee – Gordon Joice (1 year Term),
1) CAO COMMENTS
The CAO recommends that Council support the committee appointment as presented in this report.

2) LEGISLATIVE AUTHORITY
Nova Scotia Municipal Government Act (MGA)

3) STAFF RECOMMENDATION
Staff recommends that Council approve the Committee appointment as outlined in this report.

4) REFERENCES AND ATTACHMENTS
• Council Committees Appointments (effective December 2015)

5) PURPOSE OF REPORT
Council is required to appoint Committee representatives to the various internal and external committees that require representation.

6) DISCUSSION
The following Committee has Committee members with terms of service expiring at the end of January 2016:

   a. Audit Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Mercedes Brian <em>(Chair)</em></td>
<td>December 2014</td>
<td>December 2016</td>
</tr>
<tr>
<td>Mayor Jeff Cantwell</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Deputy Mayor Wendy Donovan</td>
<td>December 2014</td>
<td>December 2016</td>
</tr>
<tr>
<td>John MacKay</td>
<td>January 2015</td>
<td>January 2016</td>
</tr>
<tr>
<td>Heather Hill</td>
<td>January 2015</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

Ex-Officio Members

• Erin Beaudin, Chief Administrative Officer non-voting
• Mike MacLean, Director Financial Services non-voting

Gordon Joice’s committee application received January 7, 2016.
7) **FINANCIAL IMPLICATIONS**

Not Applicable

8) **REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS**

Strategic Priority 5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team. The recommendations contained within this report are reflective of the requirements of each committee terms of reference and associated bylaws and policies.

9) **COMMUNICATION REQUIREMENTS**

Once accepted, the 2016 Committee appointments will be updated to the Town of Wolfville website upon being effective.

10) **ALTERNATIVES**

Should Council indicate preferred appointments to Committees, the Appendix may be updated to reflect any change.
# Table of Contents

**COUNCIL**

**TOWN OF WOLFVILLE COMMITTEES**

- a. Planning Advisory Committee (PAC) ......................................................... 3
- b. Wolfville RCMP Advisory Board ................................................................. 4
- c. Wolfville-Acadia Town and Gown Committee .............................................. 5
- d. Audit Committee .......................................................................................... 6
- e. Art in Public Spaces Committee .................................................................. 7

**INTER-MUNICIPAL / PARTNER ORGANIZATIONS**

- a. Wolfville Business Development Corporation (WBDC) Board ................. 8
- b. Kings Partnership Steering Committee (KPSC) ........................................... 8
- c. Valley Community Fibre Network (VCFN) ................................................... 8
- d. Kings Transit Authority (KTA) .................................................................... 8
- e. Regional Waste-Resource Management Authority ..................................... 8
- f. Eco Kings Action Team ................................................................................. 9
- g. Regional Enterprise Network (REN) – Liaison & Oversight Committee ... 9
- h. Annapolis Valley Trails Coalition (AVTC) .................................................... 9

**OTHER COMMITTEES / BOARDS**

- a. Annapolis Valley Regional Library Board .................................................... 10
- b. EKM Health Centre Liaison Team ................................................................. 10
- c. Emergency Management ............................................................................ 10
- d. Regional Emergency Management Organization (REMO) ....................... 10
- e. Kings Crime Prevention Association (KCPA) ............................................. 10
- f. Race Relations and Anti-Discrimination Committee (RRADC) ............... 11
- g. Source Water Protection Advisory Committee (SWPA) ......................... 12
- h. Bishop-Beckwith Marsh Body ................................................................. 13
- i. Grand Pre Marsh Body .............................................................................. 13
- j. Western Regional Housing Authority (WRHA) ....................................... 13
- k. Facilities Assessment and Gap Analysis Task force ................................... 13
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone: Home</th>
<th>Phone: Office</th>
<th>Cell:</th>
<th>Fax:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Cantwell (Mayor)</td>
<td>42 Sherwood Drive, Wolfville NS B4P</td>
<td>902-542-9822</td>
<td>902-542-4008</td>
<td></td>
<td>902-542-4789</td>
<td><a href="mailto:jcantwell@wolfville.ca">jcantwell@wolfville.ca</a></td>
</tr>
<tr>
<td>Wendy Donovan (Deputy Mayor)</td>
<td>25 Gaspereau Avenue, Wolfville, NS B4P</td>
<td>902-542-0298</td>
<td></td>
<td>902-698-6342</td>
<td></td>
<td><a href="mailto:wdonovan@wolfville.ca">wdonovan@wolfville.ca</a></td>
</tr>
<tr>
<td>Mercedes Brian</td>
<td>25 Gaspereau Avenue, Wolfville, NS B4P</td>
<td>902-542-1465</td>
<td></td>
<td>902-670-7896</td>
<td></td>
<td><a href="mailto:mbrian@wolfville.ca">mbrian@wolfville.ca</a></td>
</tr>
<tr>
<td>Carl Oldham</td>
<td>42 Bigelow Street, Wolfville, NS B4P 0A4</td>
<td>902-697-2549</td>
<td>902-542-9680</td>
<td>902-679-7702</td>
<td></td>
<td><a href="mailto:coldham@wolfville.ca">coldham@wolfville.ca</a></td>
</tr>
<tr>
<td>David Mangle</td>
<td>11 Iona Road, Wolfville, NS B4P 2H2</td>
<td>902-542-7718</td>
<td>902-599-1391</td>
<td></td>
<td></td>
<td><a href="mailto:dmangle@wolfville.ca">dmangle@wolfville.ca</a></td>
</tr>
<tr>
<td>Hugh A. R. Simpson</td>
<td>12 Minas View Drive, Wolfville, NS B4P 2H5</td>
<td>902-542-9307</td>
<td>902-698-9059</td>
<td></td>
<td></td>
<td><a href="mailto:hsimpson@wolfville.ca">hsimpson@wolfville.ca</a></td>
</tr>
<tr>
<td>Dan Sparkman</td>
<td>804 Blomidon Terrace, Wolfville, NS B4P 2G9</td>
<td>902-300-0940</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:dsparkman@wolfville.ca">dsparkman@wolfville.ca</a></td>
</tr>
</tbody>
</table>
TOWN OF WOLFVILLE COMMITTEES

a. Planning Advisory Committee (PAC)

Reference: Policy No. 610-002

Webpage

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor Wendy Donovan (Chair)</td>
<td>December 2014</td>
<td>December 2016</td>
</tr>
<tr>
<td>Councillor Dan Sparkman</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td>Councillor Mercedes Brian</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td>Stephen Mattson</td>
<td>January 2015</td>
<td>January 2018</td>
</tr>
<tr>
<td>Bobby Barach</td>
<td>January 2015</td>
<td>January 2018</td>
</tr>
<tr>
<td>Paul Cabilio</td>
<td>January 2015</td>
<td>January 2017</td>
</tr>
<tr>
<td>Sharon Horne</td>
<td>January 2015</td>
<td>January 2018</td>
</tr>
<tr>
<td>Scott Roberts</td>
<td>January 2015</td>
<td>January 2018</td>
</tr>
</tbody>
</table>

Ex-Officio Members

- Mayor Jeff Cantwell, voting
- Erin Beaudin, Chief Administrative Officer, non-voting
- Chrystal Fuller, Director Community Development, non-voting

(2) Appointment - Special Town Council Meeting, January 13, 2015
b. Wolfville RCMP Advisory Board

References:
A. Town of Wolfville Bylaw Ch 87
B. Policy No. 210-800

Webpage

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Dan Sparkman (Chair) (1)</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td>Councillor Carl Oldham (1)</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td>Joan Boutilier (2)</td>
<td>December 2015</td>
<td>December 2018</td>
</tr>
<tr>
<td>Jim Morgenstern (3)</td>
<td>January 2015</td>
<td>January 2017</td>
</tr>
<tr>
<td>Meg Townsend (4)</td>
<td>March 2015</td>
<td>March 2017</td>
</tr>
</tbody>
</table>

Ex-Officio Members

- Mayor Jeff Cantwell voting
- Erin Beaudin, Chief Administrative Officer non-voting
- VACANT, Department of Justice Consultant / Advisor non-voting
- Sgt Stephen Power, Wolfville RCMP non-voting

(3) Appointment - Special Town Council Meeting, January 13, 2015
(4) Appointment - Special Town Council Meeting, March 3, 2015
c. **Wolfville-Acadia Town and Gown Committee**  
   **Reference:** Policy No. 120-012  
   [Webpage](#)

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Councillor David Mangle</strong> <em>(Chair)</em></td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td><strong>Mayor Jeff Cantwell</strong></td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Erin Beaudin</strong>, Chief Administrative Officer</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Patrick Difford</strong>, Acadia Director Safety and Security</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Suzanne Gray</strong>, Acadia Student Union President</td>
<td>November 2015</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>James Sanford</strong>, Acadia Senior Director Student Affairs</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Ted Higa</strong>, Off-Campus Student Representative</td>
<td>November 2015</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Sgt Stephen Power</strong>, Wolfville RCMP</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

d. Audit Committee
Reference: Policy No. 140-007
Webpage

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Councillor Mercedes Brian</strong> (Chair) (1)</td>
<td>December 2014</td>
<td>December 2016</td>
</tr>
<tr>
<td>Mayor Jeff Cantwell</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Deputy Mayor Wendy Donovan (1)</td>
<td>December 2014</td>
<td>December 2016</td>
</tr>
<tr>
<td>John MacKay (2)</td>
<td>January 2015</td>
<td>January 2016</td>
</tr>
<tr>
<td>Heather Hill (2)</td>
<td>January 2015</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

Ex-Officio Members
- Erin Beaudin, Chief Administrative Officer non-voting
- Mike MacLean, Director Financial Services non-voting

(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(2) Appointment - Special Town Council Meeting, January 13, 2015
e. **Art in Public Spaces Committee**  

**Reference:** Policy No. 760-002  
[Webpage](#)  

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Councillor Hugh Simpson (Chair)</strong> (1)</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td>Mayor Jeff Cantwell</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Sally Benevides Hopkins (2)</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td>Dr Laurie Dalton (3)</td>
<td>December 2014</td>
<td>December 2016</td>
</tr>
<tr>
<td>Karen Diadick Casselman (3)</td>
<td>December 2014</td>
<td>December 2017</td>
</tr>
<tr>
<td>Brad Hall (4)</td>
<td>March 2015</td>
<td>March 2018</td>
</tr>
</tbody>
</table>

**Ex-Officio Members**  
- Erin Beaudin, Chief Administrative Officer, non-voting  
- Chrystal Fuller, Director Community Development, non-voting  

(3) Appointment – Town Council Meeting, July 22, 2014 (RFD 034-2014)  
INTER-MUNICIPAL / PARTNER ORGANIZATIONS

a. Wolfville Business Development Corporation (WBDC) Board

Webpage

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Jeff Cantwell</td>
<td>(1)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Deputy Mayor Wendy Donovan</td>
<td>(Alternate) (1)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Iain Burton</td>
<td>(2)</td>
<td>July 2015</td>
</tr>
<tr>
<td>Michael Sutherland</td>
<td>(3)</td>
<td>May 2014</td>
</tr>
</tbody>
</table>

b. Kings Partnership Steering Committee (KPSC)

- Mayor Jeff Cantwell (1)
- Deputy Mayor Wendy Donovan (1)
- Councillor Hugh Simpson (1)

c. Valley Community Fibre Network (VCFN)

Webpage

- Councillor Hugh Simpson (1)
- Alternate: Councillor Carl Oldham (1)

d. Kings Transit Authority (KTA)

Webpage

- Councillor Mercedes Brian (1)
- Alternate: Councillor Carl Oldham (1)

e. Regional Waste-Resource Management Authority

Webpage

- Councillor Hugh Simpson (1)
- Alternate: Councillor Dan Sparkman (1)

(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(3) Appointment – Town Council Meeting, May 20, 2014 (RFD 030-2014)
f. Eco Kings Action Team
   • Councillor David Mangle (1)
   • Alternate: Councillor Mercedes Brian

h. Annapolis Valley Trails Coalition (AVTC)
   • Councillor Carl Oldham (3)

---

(1) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
(2) Appointment - Town Council Meeting, November 12, 2014 (RFD 068-2014)
OTHER COMMITTEES / BOARDS

a. Annapolis Valley Regional Library Board
   Webpage
   - Janet Ness, Vice Chair

b. EKM Health Centre Liaison Team
   Webpage
   - Vacant (previous representative – Erin Hennessy, up to December 16, 2015)

c. Emergency Management
   Webpage
   - Erin Beaudin, CAO
   - Dan Stovel
   - Blair MacMurtery
   - Sgt. Stephen Power
   - Todd Crowell
   - Chrystal Fuller
   - Marcia Elliot
   - James Collicutt
   - Kevin Kerr
   - Michael MacLean
   - Jennifer Boyd
   - Bob Caissie
   - Duty Officer
   - Duty Officer
   - Logistics Section Chief (Public Works)
   - Operations Section Chief / Finance
   - Public Information Officer
   - Acadia University Representative


d. Regional Emergency Management Organization (REMO)
   Webpage
   - Mayor Jeff Cantwell
   - Deputy Mayor Wendy Donovan

e. Kings Crime Prevention Association (KCPA)
   - Maurice McKee – Appointed from RCMP Advisory Board, reappointed for two year term to expire December 2013 – next RCMP Advisory Board
     - Chair – Paul D. Gates
     - Vice Chair – Todd Dempsey
     - Treasurer – Carol Robar
     - Secretary – Violet Francis

(1) Appointment - Town Council Meeting, December 15, 2015
f. **Race Relations and Anti-Discrimination Committee (RRADC)**

[Webpage](#)

- Mayor Jeff Cantwell appointed as of December 15, 2015 for one year

(1) Appointment - Town Council Meeting, December 15, 2015
### Source Water Protection Advisory Committee (SWPA)

**Reference**: Policy No. 910-001

[Webpage](#)

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointed</th>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Councillor Carl Oldham</strong> <em>(Chair)</em> (1)</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td><strong>Councillor Mercedes Brian</strong> (1)</td>
<td>December 2015</td>
<td>December 2016</td>
</tr>
<tr>
<td><strong>John Brzustowski</strong> (2)</td>
<td>March 2015</td>
<td>March 2017</td>
</tr>
<tr>
<td><strong>Jennifer Kershaw</strong> (2)</td>
<td>March 2015</td>
<td>March 2017</td>
</tr>
</tbody>
</table>

**Voting Members**
- Councillor Patricia Bishop - Kings County Council
- Marcel Falkenham, Acadia University
  Agricultural Resource Coordinator for NS Department of Agriculture & Fisheries, Agriculture
  Community
- Ian Harris, Town citizen/land owner
- Jack Colwell, Town citizen/land owner
- Peter Elderkin, County citizen/land owner

**Nonvoting Members**
- Town of Wolfville, Director of Planning
- Town of Wolfville, Water System Operator
- Planning Staff, Kings County
- Nova Scotia Department of Environment & Labour representative
- Nova Scotia Department of Transportation representative
- Terry Hennigar, consultant

---

h. Bishop-Beckwith Marsh Body
   • Councillor David Mangle \(^{(1)}\)

i. Grand Pre Marsh Body
   • Erin Beaudin, Chief Administrative Officer
   • Chrystal Fuller, Director of Planning Services

j. Western Regional Housing Authority (WRHA)
   Webpage
   • Deputy Mayor Donovan \(^{(2)}\)

k. Facilities Assessment and Gap Analysis Task force
   • Councillor Mercedes Brian \(^{(3)}\)
   • Councillor David Mangle \(^{(3)}\)

\(^{(1)}\) Appointment - Town Council Meeting, December 16, 2014 (RFD 087-2014)
\(^{(2)}\) Appointment – Calls for Community Member but no names submitted
SUMMARY

Method of Producing Preliminary List of Electors

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. The Act outlines when a decision of Council is required as part of the process. Council should approve the method the municipality shall use to produce preliminary list of electors. The Returning Officer is recommending that the Town use the list of electors used in the most recent federal or provincial election, or in an election held pursuant to the *Municipal Elections Act*.

DRAFT MOTION:

That Council approve the use of the list of electors used in the most recent provincial election as the method for producing the preliminary list of electors for the 2016 Municipal Election.
1) CAO COMMENTS
The CAO concurs with recommendation of staff.

2) LEGISLATIVE AUTHORITY
Section 30 of the Municipal Elections Act outlines the three methods for producing the preliminary list of electors for the election. The deadline for approving the method for preparing a preliminary list of electors is April 15th in a regular election year.

3) STAFF RECOMMENDATION
The Returning Officer recommends that Council approve the use of the list of electors used in the most recent provincial election as the method for producing the preliminary list of electors for the 2016 Municipal Election.

4) REFERENCES AND ATTACHMENTS
   • 2016 Municipal Election Project Charter
   • Municipal Elections Act
   • Municipal Elections Handbook

5) PURPOSE OF REPORT
To request that Council approve the method for producing the preliminary list of electors for the 2016 municipal election.

6) DISCUSSION
The Municipal Elections Act is the main statute governing all elections for municipal councils and school boards.

Section 30 (1) By the fifteenth day of April in a regular election year, the council may, by resolution, provide that the returning officer:

   (a) conduct an enumeration;
   (b) use the lists of electors used in the most recent federal or provincial election, or in an election held pursuant to this Act; or
   (c) use any permanent register of electors established and maintained for use in a federal or provincial election,

as the basis for the preliminary list of electors for all or part of the municipality.

The returning officer does not believe that conducting an enumeration is of benefit to the Town of Wolfville and that the use of an existing list would be just as, if not more, effective. Enumeration is a dwelling to dwelling survey to prepare a voters list for an election. The returning officer would appoint a sufficient number of enumerators to collect the information by visiting each dwelling place, including
nursing homes, senior citizens' homes, rooming houses and homes for the aged, in the polling divisions for which they have been appointed for the purpose of obtaining the names and particulars of all qualified electors. A person can refuse to be enumerated and would not appear on the list of electors. The returning officer would have to ensure that a person that refuses to be enumerated is not included on any list.

Conducting enumeration requires accuracy, thoroughness and neatness by all enumerators. Errors can cause needless delays and electors can be irritated if they have to revise enumeration mistakes. The additional work of an enumeration is not proven to provide a better preliminary list than using an existing one. (See process as attachment).

In 2012, the Town used the Election's Nova Scotia (Provincial) list as the preliminary list. A survey of municipalities on the Association of Municipal Administrators (AMA) Listserv showed that the majority of municipalities were not enumerating and choosing to use the provincial list. One municipality noted that they had enumerated in the past and did not find the enumerated list anymore helpful than the provincial list.

The returning officer recommending that Council approve the use of the provincial list from the last election (October 2014) as the method for producing the preliminary list of electors.

7) FINANCIAL IMPLICATIONS
The exact cost of conducting an enumeration is not known at this time.

The human resources required would outweigh the direct costs if Wolfville enumerates.

8) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

9) COMMUNICATION REQUIREMENTS
N/A

10) ALTERNATIVES
- Conduct an enumeration
- Use any permanent register of electors established and maintained for use in a federal or provincial election
Highlevel overview of Enumeration process versus using the provincial list.

<table>
<thead>
<tr>
<th>Enumeration Process</th>
<th>Use of Provincial List Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Resolution to Enumerate</td>
<td>Council Resolution to use list of electors used in most recent federal or provincial election</td>
</tr>
<tr>
<td>Recruit and Train Enumerators Preparation of Enumerator Supplies (i.e. Index Cards, Call Back Cards, Forms for Clarifying Completion, etc.)</td>
<td>Enter into an Information Sharing Agreement with the Chief Electoral Officer for the Province</td>
</tr>
<tr>
<td>Conduct Enumeration (door to door survey)</td>
<td>Recieve and Print Preliminary List</td>
</tr>
<tr>
<td>Compile/Correct and Evaluate List from Index Cards</td>
<td></td>
</tr>
<tr>
<td>Print Preliminary List</td>
<td></td>
</tr>
</tbody>
</table>
SUMMARY

Number of Polling Division for the 2016 Municipal Election

The *Municipal Elections Act* is the main statute governing all elections for municipal councils and school boards. Section 9(1) states “on or before the thirty-first day of March in a regular election year, the returning officer shall divide the polling districts in the municipality into such divisions for purposes of better taking the vote as he deems necessary, and shall forthwith report the divisions to the council.” The returning officer is recommending the Town of Wolfville be divided into two polling divisions for the 2016 Municipal Election.
1) CAO COMMENTS
N/A

2) REFERENCES AND ATTACHMENTS
- 2016 Municipal Election Project Charter
- Municipal Elections Act
- Municipal Elections Handbook

3) PURPOSE OF REPORT
To report to Council the number of polling division for the Town of Wolfville in the 2016 Municipal Election.

4) DISCUSSION
The Municipal Elections Act is the main statute governing all elections for municipal councils and school boards. Section 9 of the Act outlines the requirement to report the divisions to Council on or before the thirty-first day of March in a regular election year. The returning officer is recommending that the Town be divided into two polling divisions for the 2016 Municipal Election.

The Town of Wolfville, as a whole, is a polling district. A polling division means one of the parts into which a polling district is divided for the purpose of better taking the vote. Polling divisions are geographically determined and typically each polling division would be a unique location in the Town where the voters of that division would vote. Polling stations are the booths within a polling division, physical location, where the vote is cast.

In 2008 the Town was divided into four (4) divisions and in 2008 it was divided into one (1). When determining the number of polling divisions section 9 (2) of the act outlines the main factors the returning officer must take into account when establishing polling divisions, namely:

- geography and related factors that may affect convenience in conducting the election
- the need to have polling divisions that are as close as possible to those established for the last federal, provincial or municipal election
- incorporation, where practical, of approximately 700 electors in a division
- desirability of incorporating a hospital, a sanatorium, a home for the aged, a licensed nursing home or an institution for the care and treatment of chronic diseases into a division (particularly if mobile polls are being considered for these facilities)

Notwithstanding subsection (2), the returning officer shall establish a separate polling division for each home for the aged approved and each nursing home licensed under the Homes for Special Care Act and in which ten or more electors reside.
Section (9) (5) also provides reason for fewer divisions “where, by reason of an established practice or other special circumstances, it is more convenient to establish a polling division containing substantially more than seven hundred electors and to divide the list of electors for the polling division between two or more polling stations, the returning officer may establish a polling division which contains as nearly as possible some multiple of seven hundred electors.

Based on the past practices, geography of the Town and the requirement to establish a separate polling division for each home for the aged and licensed nursing home, the returning officer is recommending two polling divisions. One division will be the Town at large and the second division will include both the Wolfville Elms and the Wolfville Nursing Home.

Therefore, there will be one location for all voters in the Town of Wolfville with multiple polling stations (in 2012 there were seven) and the Wolfville Elms and Wolfville Nursing Home will have one mobile station for those voters in those residents only.

5) FINANCIAL IMPLICATIONS
The financial implications are minimal and would be covered in the municipal elections budget.

6) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS
Strategic Goal #5: Efficient and Effective Leadership from a Committed and Responsive Executive and Administrative Team

7) COMMUNICATION REQUIREMENTS
N/A

8) FUTURE COUNCIL INVOLVEMENT
Council’s future involvement is outlined in the 2016 Municipal Elections Project Charter.