



Council Meeting Agenda

Council Meeting

Monday, January 16, 2023

4:00 p.m.

Council Chambers

60 Snyder's Road West

Baden, Ontario

N3A 1A1

This meeting will be held in-person and electronically in accordance with Section 238 (3.3) of the Municipal Act, 2001. Please subscribe to the Township of Wilmot You Tube Channel to watch the live stream or view after the meeting.

Delegations must register with the Legislative Services Department. The only matters being discussed at this meeting will be those on the Agenda.

Pages

1. MOTION TO CONVENE INTO CLOSED MEETING

RECOMMENDATION

THAT a Closed Meeting of Council be held on January 16, 2023 at 4:00 p.m. in accordance with Section 239(3.1), Section 239(2)(f) and Section 239(2)(k) of the Municipal Act, 2001 to consider the following:

- Council Orientation - Section 239(3.1) - the meeting is held for the purpose of educating or training the members.
- Ontario Land Tribunal Matters - Section 239(2)(f) - advice that is subject to solicitor client privilege, including communications necessary for that purpose.
- Property Negotiations - Section 239(2)(k) - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

2. MOTION TO RECONVENE IN OPEN MEETING

RECOMMENDATION

THAT Council reconvenes in Open Session at 7:00 p.m.

3. MOMENT OF REFLECTION

4. TERRITORIAL ACKNOWLEDGEMENT

Councillor H. Sidhu

5. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
6. **ADDITIONS TO THE AGENDA**
7. **ADOPTION OF THE AGENDA RECOMMENDATION**
That the Agenda as presented for January 16, 2023 be adopted.
8. **MINUTES OF PREVIOUS MEETINGS RECOMMENDATION** 4
THAT the minutes of the following meetings be adopted as presented:
 - Special Council Meeting of December 12, 2022
9. **PUBLIC MEETINGS - NONE**
10. **PRESENTATIONS - NONE**
11. **CONSENT AGENDA**
THAT the recommendations for Consent Item 11.1 be approved.
 - 11.1 **Municipal Election 2022 – Post Election Accessibility Report, COR-2023-39** 11
RECOMMENDATION
THAT Report COR 2023-01 be received for information purposes.
12. **REPORTS**
 - 12.1 **Third Arena Design RFP Results and Recommendations, Community Services-2023-01** 14
RECOMMENDATION
THAT RFP 2022-36 be awarded to Walter Fedy Inc. based in Kitchener ON, for the design and project management of the addition of a third rink at the Wilmot Recreation Complex (WRC), as per their submission dated November 18, 2022, in the amount of \$616,697.23, plus HST.
13. **CORRESPONDENCE**
 - 13.1 **Letter from the Right Honourable Steve Clark regarding Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O. Reg. 154/03** 144
14. **BY-LAWS RECOMMENDATION**
THAT By-laws as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.
 - 14.1 **By-law 2023-xx Being a By-law to Appoint a Clerk for the Corporation of the Township of Wilmot and to Rescind all By-laws for any Previously Appointed Clerks** 146
 - 14.2 **By-law 2023-xx Being a By-law to Provide for an Interim Tax Levy and to Provide for the Payment of Taxes by Instalments** 147

15. NOTICE OF MOTIONS

16. ANNOUNCEMENTS

17. BUSINESS ARISING FROM CLOSED SESSION

18. CONFIRMATORY BY-LAW

149

RECOMMENDATION

THAT the Confirmatory By-law, as attached to this Agenda be read a first, second and third time, and finally passed in Open Council.

19. ADJOURNMENT

RECOMMENDATION

THAT we do now adjourn to meet again at the call of the Mayor.

Special Council Meeting Agenda

Special Council Meeting

Date: December 12, 2022, 7:00 P.M.

Location: Council Chambers - Hybrid
60 Snyder's Road West
Baden, Ontario
N3A 1A1

Members Present: Mayor N. Salonen
Councillor S. Cressman
Councillor K. Wilkinson
Councillor H. Sidhu
Councillor L. Dunstall
Councillor S. Martin

Staff Present: Chief Administrative Officer, S. Chambers
Director of Parks, Facilities, and Recreation Services, S. Jackson
Director of Corporate Services/Treasurer, P. Kelly
Director of Public Works and Engineering, J. Molenhuis
Director of Development Services, H. O'Krafka
Supervisor of IT, K. Jeffreys
Manager of Finance/Deputy Treasurer, A. Romany
Deputy Clerk, C. Curtis
Administrative Clerk, C. Greenley

1. MOTION TO CONVENE INTO CLOSED MEETING

There is no Closed Meeting scheduled for December 12, 2022.

2. MOTION TO CONVENE IN OPEN MEETING

Moved by: Councillor L. Dunstall

Seconded by: Councillor K. Wilkinson

THAT Council convenes in Open Session at 7:00 p.m.

Motion Carried

3. MOMENT OF REFLECTION

December marks the start of the holiday season. Personally, I will be celebrating Christmas surrounded by family and friends, but there are other celebrations in December including Hanukkah, Kwanzaa, and numerous others.

On behalf of Council, to the entire Wilmot community, whatever you are celebrating this holiday season, we hope it is filled with joy, hope, family, and energizes you for a happy and healthy new year!

4. TERRITORIAL ACKNOWLEDGEMENT

Councillor K. Wilkinson read the Territorial Acknowledgement.

5. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

6. ADOPTION OF THE AGENDA

Moved by: Councillor S. Cressman

Seconded by: Councillor S. Martin

That the Agenda as presented for December 12, 2022 be adopted.

Motion Carried

7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

7.1 Councillor K. Wilkinson - Report No. PFRS 2022-43 Affiliation Policy

Councillor K. Wilkinson declared a Pecuniary Interest on item 12.2 due to their spouse being a Board Member of benefiting organization. Please visit [Registry of Disclosure of Pecuniary Interest](#) for further details.

7.2 Councillor S. Martin - Report No. PFRS 2022-43 Affiliation Policy

Councillor S. Martin declared a Pecuniary Interest on item 12.2 as they are a Board Member of the Wilmot Family Resource Centre, and the Safety Officer of the New Hamburg Firebirds, which are benefiting organizations. Please visit [Registry of Disclosure of Pecuniary Interest](#) for further details.

7.3 Councillor S. Martin - Being a Consolidated By-law to Provide for Fees and Charges for the Township of Wilmot

Councillor S. Martin declared a Pecuniary Interest on item 14.1 as they are a Board Member of the Wilmot Family Resource Centre, and the Safety Officer of the New Hamburg Firebirds, which are benefiting organizations. Please visit [Registry of Disclosure of Pecuniary Interest](#) for further details.

8. MINUTES OF PREVIOUS MEETINGS

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Cressman

THAT the minutes of the following meetings be adopted as presented:

- December 5, 2022 Regular Council meeting.

Motion Carried

9. PUBLIC MEETINGS - NONE

There were no Public Meetings on this date.

10. PRESENTATIONS - NONE

There were no Presentations on this date.

11. CONSENT AGENDA

11.1 Snyder's Drain – Award of Contract, PWE-2022-50

Council asked and received answers regarding who would be responsible for costs if property is sold.

Moved by: Councillor H. Sidhu

Seconded by: Councillor S. Cressman

THAT the Snyder's Drain construction contract be awarded to Van Bree Drainage and Bulldozing Limited as per their pricing summary in the amount of \$451,366.70 excluding HST.

Motion Carried

12. REPORTS

12.1 Report No. COR 2022-34 - Pre-Budget Approval for Ice Resurfacers

Council asked and received answers regarding whether a propane ice resurfacers would be more cost effective when compared to an electric model.

Moved by: Councillor H. Sidhu

Seconded by: Councillor K. Wilkinson

THAT as recommended by the ad hoc Budget Advisory Committee, under Report PFRS 2022-34, pre-budget approval be authorized to incorporate \$375,000 plus applicable taxes into the 2023 and 2024 Capital budgets for the replacement of the two (2) ice resurfacers at the Wilmot Recreation Complex (WRC); and further,

THAT the contract for supply and delivery of two (2) electric ice resurfacers be awarded to Zamboni Company Ltd. by means of The Canoe Procurement Group of Canada.

Motion Carried

12.2 Report No. PFRS 2022-43 Affiliation Policy

Councillor K. Wilkinson declared a conflict on this item. (Councillor K. Wilkinson declared a Pecuniary Interest on item 12.2 due to their spouse being a Board Member of benefiting organization. Please visit Registry of Disclosure of Pecuniary Interest for further details.)

Councillor S. Martin declared a conflict on this item. (Councillor S. Martin declared a Pecuniary Interest on item 12.2 as they are a Board Member of the Wilmot Family Resource Centre, and the Safety Officer of the New Hamburg Firebirds, which are benefiting organizations. Please visit Registry of Disclosure of Pecuniary Interest for further details.)

Moved by: Councillor S. Cressman

Seconded by: Councillor L. Dunstall

THAT as recommended by the ad hoc Budget Advisory Committee, under Report PFRS 2022-43, Council approved the Community Services Department Affiliation Policy; and further,

THAT the historical discounted uses of Township Facilities be grandfathered for a minimum of one (1) calendar year from the implementation date; and further,

THAT the historical discounts to The Community Players (TCP) be continued until such time as the Anchor Tenancy Agreement is brought to Council for approval; and

THAT staff be directed to implement the Council approved Affiliation Policy effective April 1, 2023.

Motion Carried

13. CORRESPONDENCE - NONE

14. BY-LAWS

By-laws were voted on independently, due to the following pecuniary interests:

- Councillor S. Martin declared a Pecuniary Interest on item 14.1 being a Consolidated By-law to Provide for Fees and Charges for the Township of Wilmot

Moved by: Councillor H. Sidhu

Seconded by: Councillor S. Cressman

THAT the By-laws, as attached to this agenda, be read a first, second and third time and finally passed in Open Council this date.

Motion Carried

14.1 Being a Consolidated By-law to Provide for Fees and Charges for the Township of Wilmot

Councillor S. Martin declared a conflict on this item. (Councillor S. Martin declared a Pecuniary Interest on item 14.1 as they are a Board Member of the Wilmot Family Resource Centre, and the Safety Officer of the New Hamburg Firebirds, which are benefiting organizations. Please visit Registry of Disclosure of Pecuniary Interest for further details.)

Moved by: Councillor H. Sidhu

Seconded by: Councillor S. Cressman

Motion Carried

- 14.2 Being a By-law to Establish Water and Sanitary Fees and Charges to Users of the Township of Wilmot's Water Distribution System and Sanitary Collection System

Moved by: Councillor K. Wilkinson

Seconded by: Councillor S. Martin

Motion Carried

- 14.3 Being a By-law to Amend the Trust Fund By-law 2016-44 of the Township of Wilmot

Moved by: Councillor S. Martin

Seconded by: Councillor L. Dunstall

Motion Carried

15. NOTICE OF MOTIONS

There were no notices of motion for this meeting.

16. ANNOUNCEMENTS

Baden Community Association Kids New Years Eve Party

The Baden Community Association (BCA) will be hosting a party at EJ's Restaurant from 4-8pm on December 31, 2022. Tickets are available through the BCA or individuals may reach out to Councillor H. Sidhu, or Councillor K. Wilkinson. Tickets include food, live entertainment, and prizes!

17. BUSINESS ARISING FROM CLOSED SESSION

There was no Closed Meeting for this date.

18. CONFIRMATORY BY-LAW

Moved by: Councillor K. Wilkinson

Seconded by: Councillor S. Martin

THAT the Confirmatory By-law, as attached to this agenda, be read a first, second and third time and finally passed in Open Council.

Motion Carried

19. ADJOURNMENT

Moved by: Councillor L. Dunstall

Seconded by: Councillor S. Cressman

THAT we do now adjourn to meet again at the call of the Mayor.

Motion Carried



CORPORATE SERVICES *Staff Report*

REPORT NO: COR 2023-01

TO: Council

SUBMITTED BY: Patrick Kelly CPA, CMA Director of Corporate Services / Treasurer

PREPARED BY: Chad Curtis, Deputy Clerk

REVIEWED BY: Sharon Chambers, CAO

DATE: January 16, 2023

SUBJECT: Municipal Election 2022 – Post Election Accessibility Report

RECOMMENDATION:

THAT Report COR 2023-01 be received for information purposes.

SUMMARY:

Municipal elections are the foundation of the local democratic process and are held every four (4) years in accordance with the *Municipal Elections Act, 1996*. Section 12.1 (3) of the Act requires the Clerk to publicly report about the identification, removal, and prevention of barriers affecting electors and candidates with disabilities.

BACKGROUND:

The Clerk for the Township of Wilmot administers elections for the positions of Mayor and Council, in addition to administering elections the Regional Chair and school board trustee(s) in all four (4) local school boards (English Separate, English Catholic, French Separate, and French Catholic).

For the 2022 municipal election, Council approved three (3) voting methods to offer choice, convenience, and a high level of accessibility for voters. The three (3) voting methods implemented for the 2022 municipal election were Internet voting, telephone voting and hand-

counted paper ballots. Internet and telephone voting was made available to electors to cast their vote between October 14th and October 24th. In-person voting took place on October 15th, October 16th, October 22nd, and October 23rd.

REPORT:

The Township of Wilmot created the Election Accessibility Plan – 2022 Municipal Election as a guiding document to ensure that the 2022 municipal election went above and beyond the general requirements of accessibility.

With respect to accessibility, the mandate of the Township of Wilmot Municipal Election was as follows:

“It is the continued goal of the Township of Wilmot to ensure that Electors in the Township of Wilmot to ensure that Electors in the Township of Wilmot who have a disability or an issue with accessibility are provided with the best opportunity to vote as independently as possible in the 2022 Municipal Election.”

The plan addressed specific accessibility requirements in relation to the 2022 Municipal Election in the Township of Wilmot. The Plan was a “living” document which was updated and improved as best practices were identified and new opportunities of improvement arise.

The Election Accessibility Plan provided guidance on how to achieve accessibility compliance on the following topics:

- Reviewing comments from electors, candidates, and election workers regarding the 2018 election.
- Consultation with the Grand River Accessibility Advisory Committee (GRAAC) for feedback on potential barriers and methods to overcome these barriers
- Collaboration with individuals and community groups to increase understanding of providing an accessible election
- Providing election information in an accessible format
- Providing election information in a clear and easy to understand manner
- A section of the Township’s election website dedicated to accessibility
- Ensuring website is W3C Consortium 2.0 Level AA Compliant
- Providing candidates with accessible resources upon request

The Election Accessibility Plan also ensured Internet, telephone and paper ballots were accessible. A few of the highlights include:

- Internet and telephone voting method allowed electors to vote using accessibility features such as screen magnifiers, brightness or contract views, screen readers, TTY telephone assistance or any other assistive device they may use.

- Internet and telephone voting allowed the elector to vote anywhere in the world with an Internet connection or telephone. These two (2) methods negated the need to travel to polls
- Staff created an Accessibility Checklist for each voting location which ensured each location was accessible
- An accessibility kit was provided to each voting station which included notepads, pens, magnifying sheets, etc.
- Support persons accompanied electors to assist with communications, mobility, personal care or medical needs
- Service animals were permitted in all voting places

Overall, staff determined the 2022 Municipal Election in Wilmot met our pre-established goal of providing the best opportunity for all electors to vote as independently as possible.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

- Responsible Governance – By ensuring the Township of Wilmot is going above and beyond the requirements of the Municipal Election Act, 1996 in regards to accessibility.
- Quality of Life – Electors of the Township of Wilmot were provided an opportunity to vote in an accessible manner which maintained dignity and respect for all
- Community Engagement – An accessible election allows all electors of the Township of Wilmot an opportunity to participate in the democratic process.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

None

FINANCIAL CONSIDERATIONS:

The accessibility related expenditures associated with the administration of the 2022 Municipal Budget were funded through the 2022 municipal operating program. Under the current reserve fund by-law, a dedicated reserve fund exists to fund election related expenditures every four (4) years.

ATTACHMENTS:

None



COMMUNITY SERVICES

Staff Report

REPORT NO: CS 2023-01

TO: Council

SUBMITTED BY: Sandy Jackson, Director Community Services

PREPARED BY: Sandy Jackson, Director Community Services

REVIEWED BY: Sharon Chambers, CAO
Patrick Kelly, Director Corporate Services, Treasurer

DATE: January 16, 2023

SUBJECT: Third Arena Design RFP Results and Recommendations

RECOMMENDATION:

THAT RFP 2022-36 be awarded to Walter Fedy Inc. based in Kitchener ON, for the design and project management of the addition of a third rink at the Wilmot Recreation Complex (WRC), as per their submission dated November 18, 2023, in the amount of \$616,697.23, plus HST.

SUMMARY:

This report provides detailed background information regarding how the Township reached this point in the process of issuing an RFP for design and project management. The report recommends awarding design of a single pad NHL sized ice surface addition to the Wilmot Recreation Complex with seating for approximately 200-300 spectators and standard arena amenities, as well as administrative office space and storage as per RFP 2022-36 issued in November 2022.

BACKGROUND:

For a number of years, the Township has identified the need for a third ice pad to accommodate the ice demand locally, and to host tournaments attracting tourists to our community. Confirmation of the need for a third pad was outlined and provided to previous

Council in staff report *PFRS 2020-013 Indoor Arena Ice Usage and Needs Analysis Update* attached as Appendix “A”. The recommendations in this report included the following:

That the recommendations in the Indoor Arena Ice Usage and Needs Analysis Update prepared by Monteith Brown Planning Consultants Ltd. be received and;

That staff proceed with Recommendation #2 ‘to undertake further study to determine strategies for delivering a third ice surface’ and;

That funding be included into the 2021 budget as per the existing 10-year Capital Forecast at an estimated cost of \$55,000; and,

That the existing contract with Monteith Brown Planning Consultants Inc. be extended to include strategies for delivering a Third Ice Surface report.

In 2021, Monteith Brown continued the process by completing in-depth user group consultation and site fit-out analysis, and on November 8, 2021, Monteith Brown presented their preliminary findings to Council as outlined in staff report *PFRS 2021-018 Third Ice Pad Update* attached as Appendix “B” which included the following recommendations:

THAT the Third Ice Pad Location Study – Preliminary Findings Summary Report be received;

AND FURTHER THAT staff be directed to initiate a public consultation process to seek comments on the recommended location of the Wilmot Recreation Complex for the third rink site;

AND FURTHER THAT staff be directed to present the public consultation results to Council with a recommendation regarding the preferred site.

The presentation to Council by Monteith Brown provided an overview of user group workshops and interviews conducted by Monteith Brown with representatives from the New Hamburg Junior C Firebirds, New Hamburg Skating Club, New Hamburg Hockey Association, Wilmot Girls Hockey Association, Wilmot Soccer Association, The Community Players, and Wilmot Junior C Lacrosse (see page 4 of Preliminary Findings – Appendix B). Each user group had representatives from their organization participate in an interview with Monteith Brown and were provided the opportunity to express their organizations needs with respect to an additional rink and the impacts it may have on their programming and services.

The preliminary findings report outlined the user group consultation process and information regarding user group preferences for the third ice pad size and location as follows:

- *Users were supportive of the Township’s decision to explore a third ice pad and indicated that the WRC was their preferred location*

- *NHCC was the secondary preference though some suggested it could become a practice rink or dryland training facility*
- *All groups support an NHL-regulation ice pad (200' x 85') with a minimum of 6 dressing rooms, seating typical of a community rink, and adequate storage*
- *The Community Players were engaged and articulated constraints at the NHCC such as lack of rehearsal space, storage, and workshop*
- *Wilmot Soccer Club was also engaged given that expansion of the WRC building may have an impact on fields.*

As outlined above, the report indicated that all groups supported an NHL-regulation ice pad and seating typical of a community rink. A community rink usually holds 200-300 spectators and is used for hockey and skating practices and younger age group games.

This report also recommended the WRC as the preferred site for the additional ice pad which was further supported and confirmed in staff report *PFRS 2021-019 Third Ice Pad Public Consultation Summary Report (attached as Appendix "C")*. This report outlined the results of public consultation from an online survey regarding the preferred location of the third rink and included the following recommendations:

THAT the Third Ice Pad Public Consultation Summary Report be received;

AND FURTHER THAT staff be directed to proceed with a conceptual design and order of magnitude costing for a third ice pad at the Wilmot Recreation Complex site as recommended by consultants Monteith Brown Planning Consultants Ltd. and supported by public consultation;

AND FURTHER THAT staff be directed to present the conceptual design and order of magnitude costing to Council in Q1 of 2022.

PFRS 2022-09 Third Ice Pad and Parks Operations Centre Final Report (attached as Appendix "D") as presented to the previous Council, provided recommendations from Monteith Brown regarding both the third Arena and the Parks Operation site based on their findings during consultation and fit-out analysis as follows:

THAT Report PFRS 2022-09 Third Ice Pad and Parks Operations Centre Final Report, be received for information purposes; and

THAT staff be directed to proceed with plans for hiring a Design / Bid / Build team for the Third Ice Pad project located at the Wilmot Recreation Complex (WRC) as outlined in the 2022 Capital Budget; and

THAT staff be directed to include funds in a future budget for securing a new site and capital funds to construct a Parks Operations Centre.

A motion to amend the recommendations of this report resulted after discussion and concerns were expressed regarding the proximity to the Nachurs Alpine facility on Nafziger Road, as follows:

AND

THAT the motion be amended to include:

Pending a staff report advising on safety concerns related to the proximity to the Nachurs Alpine facility.

Staff report 2022-015, *Third Ice Pad Follow Up Report* (attached as Appendix “E”) was received for information purposes in April 2022 and included operations, emergency planning and training program information in a letter submitted by Nachurs Alpine, input from the lead Architect who designed the original WRC building, and information from the Director of Development Services, Harold O’Krafka who verified the 300m sphere of influence was not a factor, and that no additional analysis was required regarding proximity under the Land Use Compatibility Guidelines.

As a result of this significant research and preliminary reporting regarding, public and user group consultation, location studies and ice demand analysis, staff proceeded in 2022 to issue an RFP for the design and project management of the third arena construction project.

REPORT:

The WRC was identified as the preferred location for the third rink addition due to mechanical, staffing, footprint efficiencies and improved opportunities for tournaments. The final Monteith Brown report included a basic high level conceptual design shown in *Figure 1*, that meets the criteria identified by the user groups and staff for features that would be needed for a new rink. The report recommended a community style rink with limited seating and an NHL standard size ice surface. Space for storage, mechanical equipment, six standard sized dressing rooms and a number of smaller dressing rooms were included in the conceptual floor plan on Page 23 of the report as well as administrative staff office space.

The conceptual design shows the proposed arena being attached to the current exterior wall of the Schout Performance Centre ice pad. The design suggests using the existing main entrance to serve the new arena with a connecting hallway to access dressing rooms and ice for the proposed third pad. The laneway and parking lots would require reconfiguration to accommodate this location. Some soccer pitches may require relocation to an undetermined location to accommodate the additional parking. All of these design decisions will be explored by Walter Fedy if this RFP award is approved.

Figure 3: Wilmot Recreation Complex Conceptual Site Plan



Township of Wilmot – Third Ice Pad Location Study
 Monteith Brown Planning Consultants Ltd. | Cornerstone Architecture

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Figure 1: Third Rink Concept Design

After completion of the user group and community consultation, and the presentation to the former Council, a number of community members requested a design reconsideration for a bowl style arena with seating on all four sides and a capacity of 1,500 seats and 1,800 – 2,000 spectators including standing room. This design will require significantly more square footage and was not fit-tested by Monteith Brown on the WRC site. To consider this option, further study would be required to determine if a different location would be required to accommodate this size of facility. The existing Schout Performance Pad currently has 726 seats on one side of the rink with standing room to a capacity of 1,000-1,200 including the seating. Design challenges with this seating being located over the dressing rooms created site line issues in some seating areas which have been identified by staff and the public as an issue since the facility opened.

During discussion when reports were being presented to Council, statistics were requested with respect to how often the Schout Performance Centre reaches capacity for the existing user groups. Staff confirmed that the only user group to reach capacity is the Jr. C Firebirds who averaged 375 spectators per game during the 2021-2022 regular season based on the statistics shown on the Provincial Junior Hockey League webpage: [PJHL Attendance](#). During

the 2021-2022 playoffs where the Firebirds experienced great success, they averaged 624 spectators per game with four games reaching 700 and one game reaching 1200 spectators. The Firebirds are experiencing another very successful season and staff anticipate reaching capacity at playoff games is highly likely once again. Having said that, these events occur only a few times per year for one organization, usually when the Firebirds are playing a local team such as Tavistock or Wellesley, or when events are sponsored with free admission; and therefore, staff supports the plans to design and build a minor hockey type rink with spectator capacity of 200-300.

RFP Results:

Based on Council direction, the RFP was issued for design of a community style NHL sized rink and seven (7) submissions were received from 25 plan takers.

Proponent	Location
Toms & McNally Design	Hamilton, ON
Stephens Kozak Architects	Edmonton, AL/ Toronto, ON
NGA Architects	Toronto, ON
Masri O Architects	Waterloo, ON
Architectrue49 Inc.	Toronto, ON
Cornerstone Architecture	London, ON
WalterFedy Inc.	Kitchener/Toronto

An internal Selection committee consisting of staff from Community and Corporate Services reviewed and evaluated the proposals based on the following criteria:

Section	Criteria	Description	Points
1	Understanding and Approach	Description of how project is understood and will be undertaken	35
2	Experience and References	Past experience on similar projects and references	15
3	Project Manager and Team	Description of experience and qualifications of project team	25
4	Cost Proposal	Cost to successfully complete project scope	25

The proposals were evaluated and scored for adequacy to address the requested project scope. Following that, the fees were evaluated separately, and a final selection was made based on the comprehensive evaluation criteria.

The proposal received from WalterFedy Inc., is compliant with the specifications outlined within the RFP, and is being recommended for award of contract.

The proposal submitted by Walter Fedy outlined their significant experience with recreation facilities, zero-carbon studies, sustainable designs, and their extensive team of experienced team members. The proposal also spoke to the importance of collaboration with Township staff and user groups in confirming the need for consultation and constant communication to ensure the project is on track. Walter Fedy is an integrated design firm with architecture, mechanical, electrical, structural, and civil engineering; energy and carbon solutions; asset and facilities management; and construction management. The company has been in business for 70 years, with an office in Waterloo Region, and has an excellent reputation in the industry. The project lead has 17 years of experience and will be the principal architect on the project.

Walter Fedy's proposal met all the RFP requirements and out of seven (7) submissions, they scored the highest overall by the evaluation team, made up of three Community Services staff and a representative from Corporate Services. Design review will take place at 60% concept, with a community and user group workshop and online opportunity to review the concept design and provide public input. Results of the consultation will be considered and incorporated during development of the 90% design drawings where feasible and practical. As a result of this approach, and because this is a fairly straightforward addition of an ice pad, versus construction of a full multi-purpose complex, with user group and public consultation included, a community committee is not being recommended for this project.

Once the design is complete and approved by Council, the construction tender will be issued for bidding. Walter Fedy will be responsible for contract administration and oversight of the construction project, including warranty review one year post completion.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The development of a third ice pad aligns with the Goal of Community Engagement by involving WRC user groups and the general public in the decision to recommend the WRC as the preferred location for a third ice pad. Completing the Third Ice Pad Study aligns with the Core Values of Health and Wellbeing, Community, Legacy, Accessibility, and Inclusivity and Forward-thinking.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 3: Good Health and Wellbeing
Goal 17: Partnerships to Achieve the Goal

FINANCIAL CONSIDERATIONS:

The proposal submitted by Walter Fedy, under RFP 2022-36 included a total upset limit of \$627,551.10 (net of HST rebate). Funding projections for the design and project management for the third rink were estimated at \$881,250 within the Council approved 2022 Capital Budget. The costs for design, project management and full construction were established as follows based on estimates provided in 2021 by Monteith Brown Planning Consultants Inc.

Funding Source	2022	2023	Total
Development Charges	396,500	5,287,500	5,684,000
Debt Financing	484,750	6,462,500	6,947,250
Total Budgeted Funding	881,250	11,750,000	12,631,250

Staff anticipates that inflationary pressures could increase the current construction cost estimate of 11.75M substantially when design work is underway. The construction cost estimates will be updated within future iterations of the Capital Forecast, and within Council reports at the 60% design phase and 90%.

The full operational impacts of this additional ice pad (staffing, operating / maintenance expenses), including the introduction of new annual debt servicing obligations will be further considered within a future comprehensive business plan for this facility. While some of the forecasted incremental costs will be offset via new user fees for the ice rink, and there are significant efficiencies by adding the rink to the existing location at the WRC, a significant amount of future operating costs will need to be funded via future tax levy increases.

ATTACHMENTS:

Appendix "A" PFRS 2020-013 Indoor Arena Usage and Needs Analysis Update
Appendix "B" PFRS 2021-018 Third Ice Pad Study Preliminary Findings Report
Appendix "C" PFRS 2021-019 Third Ice Pad Public Consultation Summary Report
Appendix "D" PFRS 2022-005 Third Arena and Parks Operations Site Final Report
Appendix "E" PFRS 2022-14 Third Ice Pad Location Follow Up Report



TOWNSHIP OF WILMOT

PARKS, FACILITIES & RECREATION SERVICES *Staff Report*

REPORT NO: PFRS 2020-13

TO: Council

SUBMITTED BY: Sandy Jackson, Director of Parks, Facilities & Recreation Services

PREPARED BY: Sandy Jackson, Director of Parks, Facilities & Recreation Services

REVIEWED BY: Grant Whittington, CAO

DATE: October 19, 2020

SUBJECT: Indoor Arena Ice Usage and Needs Analysis Update

RECOMMENDATION:

That the recommendations in the Indoor Arena Ice Usage and Needs Analysis Update prepared by Monteith Brown Planning Consultants Ltd. be received and;

That staff proceed with Recommendation #2 '*to undertake further study to determine strategies for delivering a third ice surface*' and;

That funding be included into the 2021 budget as per the existing 10-year Capital Forecast at an estimated cost of \$55,000; and,

That the existing contract with Monteith Brown Planning Consultants Inc. be extended to include strategies for delivering a Third Ice Surface report.

SUMMARY:

The 2020 Capital budget included a project to update the Indoor Arena Ice Usage and Needs Analysis. Monteith Brown Planning Consultants Ltd. were retained to complete the study due to their history with the Township developing the first Ice Needs Analysis in 2013 and the Parks, Facilities and Recreation Services Master Plan in 2017. The rationale for reviewing ice surface

requirements in 2020 is a result of the Master Plan's recommendation to review current statistics related to ice use, conduct public consultation and confirm when a third ice pad project should be considered in the Township.

Due to the conclusions presented in this report, a recommendation to include a new project in the 2021 Capital Budget process to undertake a further study to determine strategies for delivering a third ice surface in the Township is being recommended. This study will include considerations for partnerships, locations, and operational models (multi-pad vs. single pad) and will provide staff and Council with necessary information to help with future ice surface construction decisions.

BACKGROUND:

In 2013, the Township undertook an arena analysis containing a detailed assessment of ice needs. The results were updated and verified when the Parks, Facilities and Recreation Services Master Plan was developed in 2017. The Township uses these documents to develop an implementation strategy for the provision of future municipal facilities such as ice surfaces. Each of the studies includes information related to demographics, population growth, consultation with user groups, and a review of trends of local and industry ice surface demands. The goal of the review is to predict future ice demands and the suggested timing to ensure adequate ice time is available to meet the local demand.

REPORT:

Determining when it is the right time to trigger construction of an additional ice pad is a complex and challenging decision for any municipality. The Township of Wilmot has consistently reviewed demographics, ice use statistics and industry trends since 2007 to ensure this decision is well thought out before considering this type of major capital investment.

In 2020, Monteith Brown Planning Consultants Ltd. (Monteith Brown) were retained by the Township to prepare the report attached as Appendix "A" *Indoor Arena Ice Usage & Needs Analysis Update*. This report builds on information previously prepared by Monteith Brown as the consultants who developed the Parks, Facilities and Recreation Services Master Plan in 2017, and the original Arena Ice Usage study in 2013.

In the 2020 report, Monteith Brown provides the following information:

- A summary of current ice facilities and level of prime-time ice bookings;
- A review of area municipal arenas within a 30 km/ 30-minute drive from Wilmot Township;
- A review of previous studies undertaken by the Township;
- Inclusion of related recommendations from the 2017 Parks, Facilities and Recreation Services Master Plan related to ice needs in the community;
- A review of stakeholder consultation undertaken as part of the 2020 ice needs analysis;
- A community profile outlining existing and forecasted population growth;

- A demographic review related to age structure within the community;
- An overview of socio-economic trends related to participation in sports;
- A review of pressures impacting key arena stakeholders regarding access to ice;
- A summary of a survey issued to all ice users currently utilizing the Wilmot Recreation Complex (WRC);
- A chart outlining the current registration levels for the major ice users;
- A comparison to national and provincial trends related to ice use;
- Reference to the current and potential future impacts of COVID-19; and
- An outline of the timing for future ice surface investment.

This comprehensive report provides a detailed overview of the topics that need to be considered before investing in an additional ice surface. Some of these details have been summarized in the sections below.

Local & Regional Arena Supply:

When the WRC was constructed and the arena complex opened in 2007, the New Hamburg Arena & Community Centre (251 Jacob Street) ice surface was decommissioned. This new complex in the Township resulted in one additional ice surface. This additional ice was quickly filled during prime-time hours by local ice user groups such as New Hamburg Hockey Association (NHHA), Wilmot Girl's Hockey Association (WGHA), the New Hamburg Skating Club (NHSC) and the OHA Jr. C New Hamburg Firebirds (NHF). Remaining prime time ice was booked by adult hockey groups, public skating and during the day, school board use.

As a result of the local demand, travelling outside the Township to rent ice has been a historic practice for some Wilmot-based groups. In addition, some groups, particularly adults, are unable to rent ice locally due to the high demand for youth ice programs. This is a missed revenue opportunity for the Township as adult ice rental rates are 35% higher than youth rates.

Previous Studies

In 2017 the Parks, Facilities and Recreation Services Master Plan was undertaken with extensive public engagement and was approved by Council. This Master Plan found support for the need for a third ice pad due to the local demand and the anticipated population growth in the Township. Three recommendations within the Master Plan were identified related to ice use:

- 1) Re-evaluate the need for a third ice pad in 2020, and if a third pad is determined to be required, undertake a site selection process. This study is attached as Appendix "A" and summarized below.
- 2) Undertake an engineering study to assess the costs associated with re-opening the arena at the NHCC. This study was completed in 2019 and included a visual structural review and recommendations for repairs and improvements. Some of the recommended repairs

are being undertaken in 2020 and further repairs will be included in the 10-year capital plan. This study did not include estimated replacement costs for the arena floor, refrigeration lines or the ice mechanical plant. Further study will be required to determine the suitability and costs associated with considering this facility for a future ice surface.

In addition to the engineering study, a Building Condition Assessment (BCA) report was completed in June 2020 as part of the Township's BCA program. This study reviewed Architectural, structural, mechanical and electrical services. These studies will assist future site selection recommendations.

- 3) Develop an Ice Allocation Policy to ensure that the allocation of ice time is distributed efficiently and equitably. This recommendation was undertaken in 2020 by staff and will be used as an internal guideline for scheduling ice.

The Ice Usage & Needs Analysis, attached as Appendix "A", was completed in the summer of 2020 and provided three recommendations based on the analysis provided in the report:

1. Continue to target 1 ice pad per 450 registered youth participants (ages 5 to 19) in the planning for current and future ice surface needs, consistent with the Parks, Facilities & Recreation Services Master Plan and the previous Ice Needs Analysis. Based on this target and a continuation of existing participation rates, there is a deficit of ice at present (equivalent to 0.5 ice pads), growing to 1.1 ice pads by 2026 and 1.4 ice pads by 2031.
2. Provide one additional ice pad as early as the 2021/22 season. It is anticipated that the findings of this Analysis will be used by the Township to develop a strategy for the provision of future municipal ice surfaces. Specifics relating to the location, design, cost, funding, and form of management for a third ice pad are beyond the scope of this Analysis.

The Township should undertake further study to determine strategies for delivering a third ice surface, including considerations to partnerships, locations, operational models (multi-pad arenas are more sustainable than single pad facilities), and funding (e.g., capital reserve). Potential strategies may include (but not necessarily limited to):

- rehabilitation of the New Hamburg Community Centre as a winter ice venue;
 - an expansion to the Wilmot Recreation Complex; or
 - new construction at an alternative site, with capacity for a fourth municipal ice pad (to be determined through future arena assessments).
3. Review potential implications of COVID-19 on arena participation and utilization rates as they pertain to short-term arena demand. The need for a fourth ice pad should be confirmed based on arena market factors including (but not limited to) the rate and

timing of population growth (with emphasis on growth in the 5 to 19 age group), changes to participation rates, additions or removals of ice pads from the regional arena supply, changes to user group programming requirements and capabilities, etc.

Stakeholder Consultation & Local Utilization Rates

Monteith Brown undertook an extensive stakeholder consultation when completing the 2020 Indoor Ice Usage Needs Analysis. Interviews with the primary user groups included NHHA, NHSK, WGHA and NHF organizations. In addition, a feedback form was sent to other arena user groups with 19 groups submitting information to support the findings. Stakeholders provided information regarding current and forecasted participation, ice needs, hours booked outside the Township and other valuable information to support the recommendations. A summary of the information received from the key stakeholders is outlined below:

NHHA

- Registration ranged from 560 – 600 participants over past three seasons, representing 20% growth compared to when the 2013 Ice Needs Analysis was prepared
- Experiencing growth in 4-6-year-old age group and midget and juvenile divisions
- Identified need for 20 – 30 additional hours of ice per week based on out of town bookings and the need for additional practice ice for rep teams to stay competitive
- Strongly support a third ice pad in Wilmot with a preference for a centralized location at the WRC

NHSC

- Registrations range from 240 – 255 participants over the past three seasons
- Registrations have increased 15% over the past three seasons, particularly due to CanSkate and powerskating programs
- Competitive figure skating program has been shrinking which aligns with provincial and national trends
- The club does not use out of town facilities and does not currently require additional ice.

WGHA

- Registration growth of approximately 5% over the past three years driven by continued interest in girls' hockey (particularly the Novice division) resulting in 235–275 registered players over the past three seasons
- WGHA is consistently renting approximately 8 hours of ice out of town
- Including out of town use, the club indicated they could use an additional 16-25 hours of ice if a third pad were available.

NHF

- The Jr. C team has 23 players on their roster annually

- This group is currently satisfied with their ice allocation at the WRC, however, noted potential interest in securing additional practice ice in the future.

These key user groups identified the need for 37-56 additional hours of ice use if a third pad was available in the Township. This represents 30–47% in ice time from the four primary groups without considering interest from any other groups.

Other Arena User Groups

- 80-85% of ice use is currently allocated to youth programming. This aligns with the Ice Allocation Guideline
- With only 15-20% of ice available for adult groups, many of these groups are unable to find ice time locally
- These groups pay approximately 35% more per hour of ice than youth groups and can play a significant role in revenue generation, thereby offsetting operating costs.

The 2020 Ice Usage & Needs Analysis indicated that based on the Township's statistics for ice use, prime time rentals have remained strong at 92% over the past three years and the WRC Arena is operating near capacity. This is consistent with findings from the 2017 Master Plan and the 2013 Ice Study. The remaining 8% of prime-time ice is generally undesirable as it includes half hour time slots and hours later in the evening. Prime-time hours are defined as Monday through Friday 5pm – 11pm and Saturday and Sunday 6am to 12am.

Community Profile

The Analysis undertook a detailed review of the Township's existing and forecasted population growth, which is projected to grow from the current level of 21,850 and is projected to reach 28,500 by 2031. Community age structure was also analysed and identified a 43% increase in forecasted youth residents (age 5-19) between 2016 and 2031 based upon projections prepared by the Region of Waterloo. This aligns with an increased demand in ice needs. Other socio-economic trends were also identified including the impact of participation in higher cost ice sports based on a higher average income; lower proportion of residents living below the poverty line; and lower than provincial level of residents born outside of Canada who may not have exposure or interest in ice sports.

Ice Surface Needs Assessment

The chart below is included as Table 3 in the Ice User Study attached as Appendix "A". This chart shows the actual 2020 participation rates and the forecasted rates determined through the statistics and comments provided by the user groups. This chart is the basis for the recommendation that a third ice pad is needed in the Township.

Projection of Registered Ice Sport Participants, Township of Wilmot (2012/13 – 2031) (see pg18 of Appendix “A”)

	Actual	Forecast	
	2019/20	2026	2031
Youth/Core Registrants (based on a 27% participation rate for residents ages 5 to 19)	1,143	1,400	1,550
Adult/Other Registrants (based on a 5.5% participation rate for residents ages 20 to 49)	424	490	535
Total Registrants	1,567	1,890	2,085

The chart below identifies the timing for projection of new ice pads based on the research completed by Monteith Brown. When applying the recommended ratio of one ice pad per 450 registered youth, the projection of ice pad needs indicates the need to consider site selection and construction of an additional ice pad as early as 2021. The projection assumes that the Township will experience population growth at the rate projected by the Region (including for the 5 to 19-year age group) and that local ice sport participation rates are sustained.

Projection of Ice Pad Needs, Township of Wilmot (2019/20 – 2031) (see pg19 of Appendix “A”)

	2019/20	2026	2031
Forecasted Number of Youth Registrants	1,143	1,400	1,550
Number of Ice Pads Required (based on 2 pads at present and a provision target of 1 ice pad per 450 youth registrants)	2.5	3.1	3.4
Additional Ice Pads Required	0.5	1.1	1.4

The 2020 Ice Usage & Needs Analysis indicates that Wilmot’s arena market is growing at a faster rate than previously identified in earlier studies. This has accelerated the need to consider a third ice pad. The ice pad demand threshold has reached 2.5 ice pads which aligns with the proposed timing in the 2013 ice study as the recommended timeline to look at an additional ice surface to meet demands.

The first step in addressing the ice needs is to complete a site selection and service delivery study. This will help formulate budget needs and timelines should the decision to move forward with a third ice surface be included in the 10-year capital program.

COVID-19 Impacts

The Analysis was undertaken in summer of 2020 was prepared during the “first wave” of the COVID-19 pandemic. The Analysis acknowledges the potential impact the pandemic could have on long-term demand for arena services and facilities. A short-term slowdown in growth of ice use was anticipated as a result of COVID-19, however, the fall registrations for both NHHA and WGHA have shown only a slight decrease in numbers to date. That said, the

second and potential future waves of the pandemic could impact this participation level and it is anticipated that the 2021/22 season could also be impacted. This will be a consideration when timing for construction is proposed and once the site selection study is completed should this report be approved.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The Indoor Arena Ice Usage and Needs Analysis Update report is aligned with following Township Strategic Plan goals:

- *We enjoy our Quality of Life*, through the action of *Providing Recreational Opportunities for Everyone*;
- *We Have a Prosperous Economy*, through the action of *Maintaining our Infrastructure*
- *We Are an Engaged Community*, through the action of *Involving Volunteers and Integrating Community Groups*.

FINANCIAL CONSIDERATIONS:

The purpose of this report is to outline the findings of the 2020 Indoor Arena Ice Usage & Needs Analysis Update Study and proceed with the inclusion of \$55,000 in the 2021 Capital Budget to undertake further study to determine strategies for delivering a third ice surface.

This proposed study will help determine site/building feasibility and estimated capital costs of construction. Professional services for architectural and/or engineering analysis may be included to develop facility fit diagrams; order of magnitude costs or Class D construction budgets; and service delivery modeling to determine staffing costs; and any other detailed information that will assist the Township with location and construction decisions.

Each of the three site location options outlined above (rehabilitated NHCC arena, add on to WRC or look for a new site) and any additional options would be considered in this study. Results of the study would be presented to Council in 2021 prior to future budget deliberations.

Monteith Brown Planning Consultants Inc. have completed all previous studies related to this next step. Due to their significant background knowledge, staff are recommending that the Terms of Reference be prepared to extend the existing contract, and that the follow up report to determine strategies to deliver a third ice pad be awarded to Monteith Brown. The extension of the existing contract with Monteith Brown is in the best interests of the Township for consistency purposes and is permitted within the Township's procurement by-law with the approval of Council.

ATTACHMENTS:

Appendix A: Indoor Ice Usage & Needs Analysis Update prepared by Monteith Brown Planning Consultants Ltd.



Township of Wilmot
**Indoor Arena Ice Usage &
 Needs Analysis Update**
 September 2020

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Township of Wilmot

Indoor Arena Ice Usage and Needs Analysis Update

FINAL REPORT

September 18, 2020

Prepared by:


Monteith♦Brown
planning consultants

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1.0 Introduction

1.1 Overview

The Township of Wilmot regularly assesses the usage of its arena system to plan for future needs. This Indoor Arena Ice Usage & Needs Analysis (“the Analysis”) updates assessments most recently carried out as part of the Township’s 2017 Parks, Facilities & Recreation Services Master Plan.

The purpose of this Analysis is to reassess the timing of future ice surface provision within the Township by updating the ice surface component of the 2017 Master Plan (which included a high level assessment of all municipal recreation services and facilities) and a 2013 arena analysis under the same name (which contained a detailed assessment of ice needs). The following objectives have been established for this project:

- Assess trends in ice surface demand (locally, regionally, and beyond) and contributing factors;
- Consider trends in local ice sport participation, as well as community demographics (including updated age-based data and population forecasts);
- Evaluate changes in utilization of Township of Wilmot ice surfaces since the Master Plan;
- Gather input from major local ice sport organizations regarding current and future demand; and
- Project future ice surface demand based on the items above, including timing of anticipated need for a third municipal ice surface.

The Township will use this Analysis to develop an implementation strategy for the provision of future municipal ice surfaces. Specifics relating to the location, design, cost, and form of management for additional ice pads are beyond the scope of this Analysis.

1.2 Note about COVID-19

This Study is being prepared in 2020 during the midst of the COVID-19 pandemic. The pandemic has the potential to affect the long-term demand for and delivery of arena services and facilities, however, the ultimate scope and scale of change is presently unknown. A short-term slowdown in the growth trajectory of local ice sports is possible; longer-term impacts will need to be monitored. Early observations are that while the Township has re-opened one ice rink, groups are seeking allocations similar to pre-pandemic levels. This is resulting from user groups having to accommodate a reduced participant load per hour due to physical distancing requirements along with access to a fewer number of timeslots resulting from the Township having to spend more time cleaning in between rentals and the second rink remaining closed. While impacts on overall registration are unknown, it is a positive sign that user groups are able to book available arena times.

The Township and many of the other parties involved in recreation services will be working hard to address the challenges presented by COVID-19. It is believed that long-term planning and strategic investment are vital to support the significant role that the recreation sector plays in personal, social, and economic recovery and revitalization for the Township of Wilmot.

1.3 Local & Regional Arena Supply

The Township operates two NHL-regulation sized ice pads at the Wilmot Recreation Complex (WRC) with six change rooms per pad and spectator seating for 350 and 750 spectators for each respective ice pad. The arena is part of a broader multi-use community centre that includes an indoor aquatics facility, fitness space, youth centre, program rooms, and a number of outdoor recreational amenities. The WRC is centrally located between the Township's two primary settlement areas of New Hamburg and Baden with direct access to Highway 7, drawing residents from across Wilmot as well as area municipalities.

The New Hamburg Community Centre (NHCC) is a former arena whose ice plant was mothballed after the opening of the WRC in 2007, a decision supported by the findings of the Township's 2002 Recreation Facility Needs Study. Originally constructed in 1948, the NHCC was most recently renovated in 2013 to improve the entrance, lobby and washrooms. The arena's dry floor is currently being used by the Wilmot Family Resource Centre for youth programs, the Community Players Theatre, special events, and a limited number of community rentals; it is not currently capable of being used for ice sports or activities.

In addition to the WRC, there are a number of arenas in area municipalities. Ice sport participation is typically regional in rural communities, driven in part by the wide geographic reach of certain hockey leagues and skating programs as well as the ability to access ice at more convenient times than would be possible in larger urban communities. Notable arenas located within 30 kilometres, or approximately a 25 to 30 minute drive, of the WRC include:

- City of Kitchener – Lions Arena and Queensmount Arena (two single pad arenas), while the City's Leisure Facilities Master Plan recommends a feasibility study be completed for a twin pad arena in southwest Kitchener;
- Township of North Dumfries – North Dumfries Community Complex and Queen Elizabeth Arena (single pad arenas), noting that the Township is presently engaged in a study to determine its long-range arena needs that could involve removal or replacement of the Queen Elizabeth Arena;
- Township of East Zorra-Tavistock – Tavistock & District Recreation Centre (single pad arena);
- Township of Blandford-Blenheim – Plattsville Community Arena (single pad arena);
- Township of Wellesley – Wellesley Arena (single pad arena) which is planned to be replaced with a new arena facility; and
- City of Stratford – William Allman Memorial Arena and Dufferin Arena (two single pad arenas), along with the Rotary Complex (twin pad arena).

Traveling outside the community to access available ice time or more favourable rental rates has been a historic practice for certain Wilmot-based groups, although it may not be a sustainable solution for all residents due to challenges with travel time and access. The Township's primary mandate is to address needs directly attributable to Wilmot residents; given the regional supply of arenas, it would not be sustainable to provide arenas in Wilmot to directly respond to non-resident organizations due to tax funding inequalities that would otherwise exist, though some economic spinoff may be attributable to casual players coming from outside of the Township.

1.4 Previous Studies

In January 2017, Township of Wilmot Council endorsed the Parks, Facilities & Recreation Services Master Plan prepared by Monteith Brown Planning Consultants. With the assistance of an extensive public consultation program and supported by a comprehensive assessment of indoor recreation facility needs, the Master Plan found that the Wilmot Recreation Complex arena was operating at capacity during many prime time periods and that selected arena users were travelling outside of the Township to access ice time available in other municipalities. **The Master Plan found support for providing a total of three ice pads in Wilmot**, confirming previous analyses prepared as part of the 2013 Indoor Ice Usage and Needs Analysis, along with the 2007 Addendum to the 2002 Recreation Facility Needs Study. Each of these studies identified options for a third ice pad, but did not evaluate or select a preferred provision option.

More specifically, the 2017 Master Plan advanced the following recommendations for Wilmot's arena system and their implementation has provided rationale for updating the Master Plan's arena assessments through this Analysis.

PFRS Master Plan Recommendation	Status / Implementation
<p><i>#12. Re-evaluate the need for a third ice pad in 2020 following the expansion of the New Hamburg treatment plant. The Township should monitor participation and utilization trends during this time to ensure that the demand for ice is sustained during this period. This exercise should also confirm the size of the children/youth population once the 2016 Census for population by age cohort has been released, seek to determine if national hockey participation trends (declining participation) are affecting Wilmot, undertake consultation with arena groups, and investigate opportunities in adjacent communities to accommodate additional capacity within their respective arenas to accommodate Wilmot residents.</i></p> <p><i>If a third ice pad is determined to be required, undertake a site selection process, which should include the following options: a) re-opening the New Hamburg Community Centre for ice, b) expansion of the Wilmot Recreation Complex, and c) any other site(s) deemed appropriate for consideration.</i></p>	<ul style="list-style-type: none"> – <i>Recent engineering improvements to Wilmot's water treatment plant have expanded its sewage capacity to service a population of 28,500 persons, thereby addressing criteria contained in Recommendation #12.</i> – <i>2016 Census results have been considered in this Analysis and confirm approximately 4,000 youth between the ages of 5 and 19.</i>

PFRS Master Plan Recommendation	Status / Implementation
#13. Undertake an engineering study to assess the costs associated with re-opening the arena at the New Hamburg Community Centre to assist with identifying the location for a third ice pad should demand exist in the future. This study should also identify the costs associated with converting the floor pad into a warm building, in the event that another option for a third ice pad is selected.	– An engineering report was prepared in 2019 for the New Hamburg Community Centre, thereby addressing Recommendation #13. That report recommended several options for renovations including the ability to accommodate seasonal ice usage as well as a multi-purpose warm floor.
#14. Develop an ice allocation policy to ensure that the allocation of ice time is distributed efficiently and equitably.	– Township staff are finalizing an Ice Allocation Policy, thereby addressing Recommendation #14.

At the time that this project was initiated, the Township had already submitted an application for the Investing in Canada Infrastructure Program (ICIP) for the New Hamburg Community Centre. The Township had requested funding for modernization activities such as slab and rink board replacement, building and fire code compliance, accessibility for persons with disabilities, and replacement of selected mechanical components. Township staff have been since advised that the application was unsuccessful.

1.5 Stakeholder Consultation

To assist in determining the appropriate provision of ice surfaces, interviews were conducted with the Township of Wilmot's primary users of ice time while questionnaires were sent out to other groups that make use of local ice pads and dry floors. The consultation was structured to solicit registration data, trends, usage profiles, and an understanding of current pressures and future needs from each of the groups. This information has been integrated into this report where appropriate.

One-on-one interviews were held over telephone and video conference platforms in June 2020 with representatives of:

1. New Hamburg Hockey Association
2. Wilmot Girl's Hockey Association
3. New Hamburg Skating Club
4. New Hamburg Junior C Firebirds

A feedback form was also created on the Township of Wilmot website and all arena user groups were invited to share their thoughts in June/July 2020. In addition to the primary groups listed above, the following organizations and individuals submitted a response for consideration in the planning process.

1. Amyotte Men's Hockey (*summer ice user*)
2. Bingeman Winter & Summer Hockey
3. Community Players of New Hamburg
4. D'Aguilar Pick-up Hockey
5. Denomme Sunday Morning Pickup Hockey
6. Dordan Mechanical Hockey
7. Men's Shinny Hockey (*summer ice user*)
8. Murray Friday 3 on 3 Half Ice Hockey
9. New Hamburg Firebirds
10. New Hamburg Hockey Association
11. New Hamburg Skating Club
12. Next Level Up Hockey
13. Red Lions Pick-up Hockey
14. Stonecroft Ball Hockey
15. Tobola Pick-up Hockey
16. Tuesday Night Ball Hockey
17. Wanner Pick-up Hockey (*summer ice user*)
18. Wilmot Girls Hockey Association
19. Wright Sunday Morning Hockey

2.0 Community Profile

The Township's demographics are part of the market-based considerations that will be assessed specifically in relation to arena needs and ice sports. The following is a summary of pertinent demographic and socio-economic trends, building upon trends that can be referenced in the 2017 Parks, Facilities, and Recreation Services Master Plan.

2.1 Existing and Forecasted Population Growth

Based upon the following, a percentage of the 6,650 new residents forecasted to arrive in Wilmot by 2031 can be expected to participate in ice sports and thereby generate needs for indoor arenas.

- The Region of Waterloo estimates that Wilmot's year end 2019 population is 21,850 persons.¹ This figure will be used as the baseline figure for this Analysis.
- The Township's annualized average population growth rate was nearly 1.5% between the 2011 and 2016 Census periods. This was half of the annual average rate between the 2001 and 2011 Census periods indicating that growth in the Township has slowed in recent years. By comparison, Waterloo Region grew by an average of 1% per year between 2011 and 2016.
- New Hamburg (9,100 persons) and Baden (5,100 persons) are the largest settlement areas by population in the Township.²
- Wilmot's population target for the year 2031 is 28,500 persons as allocated by the Region of Waterloo in conformity with the Provincial Growth Plan for the Greater Golden Horseshoe. This represents growth of 6,650 persons over the next 11 years, or annualized average growth of 2.8% which is nearly double the rate of growth experienced between the 2011 and 2016 Census periods.
- The impact of the COVID-19 pandemic is an evolving matter. At the present time, the pandemic has resulted in an economic slowdown in growth across Canada due to limited travel, reduced construction activity, employment disruptions and curtailed migration. Over the longer-term, research suggests that the Greater Golden Horseshoe (of which Wilmot is a part) will remain attractive to growth and that previous population and employment forecasts will continue to be achieved.³ This may mean a brief "pause" in Wilmot's positive growth, the timing and severity of which will require ongoing monitoring.

¹ Region of Waterloo. April 14, 2020. Year-End 2019 Population and Household Estimates for Waterloo Region. Report PDL-CPL-20-11 prepared by the Planning, Development and Legislative Services Department. Table 1.

² Township of Wilmot Development Services Department. 2019. Approximate Township Population Information as of December 31, 2019.

³ Ministry of Municipal Affairs and Housing, Greater Golden Horseshoe: Growth Forecasts to 2051. Technical Report. Hemson Consulting Ltd. June 16, 2020.

2.2 Age Structure

Based upon the following, Wilmot's arena system can be expected to continue experiencing growth-related pressures from younger age groups despite an overall aging of the population.

- Wilmot's Census median age was recorded at 41.4 years in 2016, an increase of 3 years compared to 2001. The Township's 2016 median age was 3 years older than that of the Region of Waterloo but similar to the provincial median age.
- Children and teens in the 5 to 19 age group typically account for the majority of prime time usage in many arena systems, particularly on weekdays during the early to mid-evening. The 2016 Census recorded 4,005 persons between the ages of 5 and 19, representing 19% of all residents which is a similar proportion to that of Waterloo Region (18%). By the year 2031, the number of children and teens in this age group is forecasted to reach 5,700 persons⁴ thereby adding an additional 1,700 persons and representing an increase of 43% over the 2016 Census figure.
- Adults between the ages of 20 and 49 typically account for the remainder of ice sport users, often booking times in "shoulder periods" that occur in the later evening. The 2016 Census recorded figure of 7,375 individuals in this age group is projected to grow to approximately 9,700 persons⁵ by the year 2031, an increase of 32%.
- A percentage of older adults ages 50+ also play ice sports, albeit at a lower participation rate relative to other age groups and commonly during off-peak/non-prime weekday daytime hours. The 2016 Census recorded figure of 7,860 individuals in this age group is projected to grow to approximately 11,400 persons⁶ by the year 2031, an increase of 45%.

43%

Percentage increase that is forecasted in the number of Wilmot residents ages 5 to 19 between 2016 and 2031.

⁴ Correspondence provided by the Region of Waterloo in June 2020. Uses the moderate growth forecast applied to the Township's estimated 2031 population by single year of age, consistent with the Region of Waterloo Official Plan.

⁵ Ibid. Correspondence from the Region of Waterloo, June 2020.

⁶ Ibid. Correspondence from the Region of Waterloo, June 2020.

2.3 Other Socio-Economic Trends

Based upon the following, immigration and income are not expected to negatively impact ice sport participation in Wilmot to the extent that they have in other parts of Ontario.

- Participation in ice sports can be influenced by the degree of immigration in a community, particularly since a great deal of in-migration across Canada and Waterloo Region has come from countries that do not typically play ice sports. This may be less of a factor locally since the number of Wilmot residents born outside of Canada has remained relatively unchanged (the Township added just 500 immigrants between the 2001 and 2016 Census periods) while the proportion of immigrants as a share of Wilmot's population is 10%, less than half of the Region's proportional share of immigrants (23%).
- Visible minority rates have increased from 2.2% of the total population in 2001 to 3.4% in 2016. However, the percentage of visible minorities living in Wilmot remains well below that of Waterloo Region (19%).
- Participation in ice sports is influenced to a certain degree by household income, largely associated with costs of equipment, ice time and travel. The Township's Census median household income of \$96,154 in 2015 is 24% higher than the Waterloo Region median and 29% above the provincial median, suggesting above average interest and ability to participate in ice sports.
- The percentage of Wilmot residents living below the Low Income Cut-Off, after-tax (LICO-AT) has decreased between 2005 and 2015. The 2016 Census recorded 2.2% of Wilmot residents living below the LICO-AT (455 persons) compared to 2.8% recorded through the 2006 Census. Proportionally speaking, substantially fewer Wilmot residents lived below the LICO-AT in 2015 compared to Waterloo Region and the province (9.8% respectively for each).
- The COVID-19 pandemic has had a major immediate impact on sports, with the season for most team sports cancelled or delayed. Wilmot's ice users are concerned about the implications on the upcoming 2020/21 season, particularly the safety of their players and restrictions that may be in place. The situation is fluid and the Township and sport associations will follow the best practices and protocols put forward by public health and regulatory bodies. It is not currently known how this will affect interest in ice sports or future registration levels. It is possible that household discretionary spending may decline in the short-term due to higher rates of unemployment, which could lead to lower participation in more costly and time-intensive activities such as ice sports. Longer-term prospects will need to be monitored.

3.0 Local Pressures & Utilization Rates

This section identifies factors contributing to local ice needs (as expressed by major user groups) and examines trends in the arena utilization and participation rates in Wilmot.

3.1 Pressures Impacting Arena Stakeholders

Note: The following represents the opinions of local youth ice organizations at the time of the consultation. Confirmation of ice utilization and future ice needs is addressed through subsequent sections of this report; input from local groups is only one of several inputs used in the future demand model.

Interviews with Primary Arena Users

The following summarizes the major points of discussion as well as written feedback that each of these organizations also contributed through the stakeholder survey.

New Hamburg Hockey Association (NHHA)

- NHHA registrations have historically hovered around 560 players but have been in the range of 600 players over the past two seasons. They are seeing growth primarily in 4 to 6 year olds with many new families coming to Wilmot but are also retaining older players in the midget and juvenile divisions. While COVID-19 may affect short-term registration rates, particularly among families that have lost income, NHHA would expect registrations to rebound at some point in the future.
- NHHA presently uses approximately 70 hours per week at the WRC plus goes out of town to rent 7 hours per week at arenas in Wellesley and Plattsville; in addition, rep-teams are securing additional time in other municipalities out of their own team budgets. The need to book time in area municipalities is driven by an inability to secure prime times at the WRC based on current scheduling and allocation, something that is challenging for NHHA's rep-level teams (and parents are not always willing to travel out of town for practices).
- Based on the amount of time being booked outside of Wilmot and a stated target to add between 0.5 and 1 hour of practice time for each rep team (to stay competitive with regional teams), NHHA believes that they could easily make use of another 20 to 30 hours per week in Wilmot beyond their current allocation.
- NHHA strongly believes that a third ice pad is required in Wilmot and thinks that parents would prefer a centralized location such as the WRC. While the New Hamburg Community Centre is a viable option and there is community support from a sentimental perspective, there are challenges such as parking and equipment storage (the latter of which is exacerbated by half-ice play now mandated by Hockey Canada as part of its LTAD model, requiring the use and storage of temporary boards).

New Hamburg Skating Club (NHSC)

- NHSC registrations have increased 15% over the past three seasons, driven largely by the club's CanSkate and powerskating programs. Higher registrations can be attributed to population growth in Baden along with the fact that the WRC can conveniently be reached from the west end of Kitchener (the NHSC reports that it services a number of residents from Kitchener's Forest Heights community who may otherwise spend more time travelling to arenas in the City). NHSC also is observing growth among 10 to 16 year olds in learn-to-skate programs, particularly among newcomers to Canada.
- The NHSC competitive figure skating program has been shrinking in recent years, mirroring national and provincial trends caused by financial barriers, the hard work and time commitment required, and possibly a shift in interests to team-based activities (figure skating is largely an individual sport).
- While there are other skating clubs that operate in area municipalities, the NHSC can train skaters at a higher level due to their ice time capabilities (as other clubs may have less time available to them in their own arena systems). The club also reports a positive relationship with Township staff who work to address needs and concerns that may arise.
- The club does not use arenas in other municipalities and their current allocation would allow program growth for the foreseeable future. Therefore, the NHSC does not require additional arenas or ice time in Wilmot or elsewhere.
- The COVID-19 pandemic has the potential to affect certain programs but note that they have done some preliminary inquiries with their members and feedback is that most skaters plan on returning once the arenas open and/or physical distancing restrictions are lifted. There is a worry that some figure skaters may not return if there is an extended lay-off as figure skaters are used to structure and routine, and they may find other interests in their free time.

Wilmot Girls Hockey Association (WGHA)

- With 273 players in the 2019/20 season, WGHA has experienced 5% growth over the past three years driven by continued interest in girls' hockey and rapid growth in its Novice division. The group's further growth is largely capped due to an inability to secure additional ice times and have lost 6 to 10 players to boys' programs due to a lack of ice time. WGHA plans on sending an 'intent to register' letter to determine the degree to which COVID-19 could affect player numbers.
- WGHA is booking approximately 27 hours per week in Wilmot but have also been consistently renting 8 hours per week out of town in Tavistock and Plattsville, the latter of whom has a new junior team that will make use of that arena and could result in WGHA losing their time there. Arenas in Wellesley and St. Clements were previously used but no longer available to them at the desired time. The organization is presently booking 6:30am ice times in Tavistock and Wilmot which are undesirable for many people, particularly if having to drive out of town.
- Factoring out of town usage along with practice times booked independently by their competitive teams, WGHA estimates that they could book an additional 16 to 25 hours per week in Wilmot if provided the opportunity. Not only would this address current needs but also allow the number of senior level teams to grow. The group would also make greater use of spring season ice time

(April and May, if available) for rep tryouts as they book 14 hours out of town after ice is removed from the WRC.

- Further to the above point, WGHA reports renting the New Hamburg Community Centre for dry-land practices and training since it cannot access those same on-ice times at the WRC.
- In the absence of additional weekday ice, WGHA cannot grow its programs and will continue to turn players away. Of greater concern is a fear that their membership could actually shrink if they lose time at out of town rinks. The organization believes a third ice pad is needed in Wilmot, whether at the New Hamburg Community Centre or another location, noting that the former would be good as a practice pad or for adult leagues since minor games would be difficult due to lack of parking.

New Hamburg Firebirds

- The Firebirds are a Junior C team that use the Wilmot Recreation Complex for games and practices, and report strong satisfaction with the facility and a positive relationship with the Township. The team roster is capped at 23 players spanning ages of 16 to 21 that typically are using the program to move from Junior C to Junior B play, or are players that are no longer eligible for minor hockey programs.
- Home games are primarily played on Friday evenings with occasional Saturdays depending upon league and Township schedules. The team schedules one practice per week starting at 9:00pm that runs for an hour. The club suggested a desire to add one practice and extend each practice by half an hour, thereby adding a total of one hour of practice time per week, though the cost of rentals is presently prohibitive to doing so.
- Apart from the noted desire for more practice time, the Firebirds are satisfied with their current ice allocation. Although they would ideally have an earlier evening timeslot, they understand that minor hockey and skating programs need to be allocated times conducive to young children.
- The team does not presently practice out of town as their ice time needs are met locally and they have access to their own dressing room and equipment stored at the WRC.
- If the Township were to add a new ice pad, the Firebirds would be open to considering picking up additional practice time there if they can accommodate it in their annual budget. Although they would not have concerns with re-opening the New Hamburg Community Centre for ice sports (and would consider picking up limited ice time there), the team's preference would be to add a third ice pad at the WRC given that their dressing room and equipment is already onsite.
- The COVID-19 pandemic is the biggest threat facing the team right now due to many real and potential impacts. First and foremost is the availability of arenas in time for the 2020/21 season including the ability to schedule sufficient games for league play since that drives revenues for the team (through gate receipts, fundraising, and sponsorships). Practices will also be challenging in advance of the removal of physical distancing restrictions given scrimmages and skill development training are a central part of their preparation. In addition, the Firebirds may face challenges in fielding a competitive team (potentially also affecting gate revenues) should out-of-town university and college players not return due to online learning proposed for Ontario's post-secondary institutions in the coming year.

Arena User Group Survey

Individual comments provided by these groups have been factored into the needs assessments, with a general summary of common themes contained below:

- Certain groups reported that their ability to grow is limited by their current ice allocation, in particularly hindering teams at the senior and competitive levels. Selected groups report booking ice and dry floor time in other municipalities.
- Further to the above noted point, some groups report that their membership could grow if provided with more desirable ice times (e.g. early evening).
- Half-ice requirements under Hockey Canada's LTAD model are great for skill development but are creating challenges with purchasing and storing equipment (e.g. temporary rink boards).
- Concerns were expressed about the effects of the COVID-19 pandemic on operations and participation rates.
- Certain comments were made regarding facility maintenance, cleanliness, scheduling practices, fees, etc. noting that these operational elements are not included as part of this report's scope of work. These comments have been passed onto Township staff.

37 to 56 Hours

Additional hours per week that boys and girls minor hockey (and Junior C club) estimate they could collectively rent in Wilmot if available.

3.2 Summary of Requests for Additional Ice Time

Based on the stakeholder interviews, the following table identifies the number of additional hours requested through this Analysis by local youth groups for the upcoming season.

Table 1: Requests for Additional Hours per Week, 2020/21 Winter Season

Organization	Allocated Weekly Ice Time for 2019/20	Additional Hours Requested for 2020/21
New Hamburg Hockey Association	71.5	20 to 30 hours
Wilmot Girls Hockey Association	26.5	16 to 25 hours
New Hamburg Skating Club	15.5	0
New Hamburg Junior C Firebirds	5.0	1
Adult Teams	17.5	Not interviewed
Public Skating / Shinny	11.0	Not applicable
TOTAL	147.0	37 to 56 hours per week

Notes: (1) includes prime and non-prime time allocations.

(2) Certain groups indicate that the ongoing COVID-19 pandemic and resulting adjustments to arena operating hours and physical distancing measures could impact registrations for the 2020/21 season. Their estimates of additional ice time needs are generally based on pre-pandemic participation rates.

In total, Wilmot's primary youth-serving organizations indicate that they can collectively utilize 37 to 56 hours of additional ice time on a weekly basis during the winter season to better accommodate their existing

programs. This represents an increase of 30% to 47% in ice time from the four primary groups. Based on feedback provided by the groups, much of this time is likely to be required for additional practice time for minor hockey teams (boys and girls). Should the Township of Wilmot be able to supply this amount of additional ice time, it would also replace the NHHA and WGHA out-of-town rentals (currently 15 hours per week plus individual team rentals).

The cost of ice rentals along with where a group's allocation occurs within the primetime window is likely to impact the uptake of these additional hours. It is important to note that this calculation pertains to existing youth demand levels only (adult groups were not surveyed) and does not take into account future growth-related demands, which are discussed in Section 4.0.

3.3 Ice Utilization

For the purposes of this analysis, the winter season spans September to March when demand for local youth ice sports is greatest. Weekly arena usage data for the 2017/18, 2018/19 and 2019/20 winter seasons was provided by the Township to demonstrate historical usage trends. This data was not impacted by the COVID-19 shutdown, which occurred near the end of the 2019/20 season.

According to Township staff, weekly arena schedules are generally representative of the entire ice season, although there may be fluctuations throughout the winter season due to one-off rentals, special events, tournaments, and holidays.

It is further noted that the data presented in this section represents the ice time that is scheduled and not what is actually used, although turned back ice time is rare. Bookings by Waterloo Oxford Secondary School are excluded though Township staff indicate that this school books 82 hours of non-prime time ice per season.

Summary of Ice Utilization

Based on the Township's ice schedules, prime time arena utilization has remained strong over the past three years, which is consistent with the findings from the 2013 Study and 2017 Master Plan.

With a prime time utilization rate of 92%, the WRC's two ice pads are operating near full capacity.

There are limited opportunities to accommodate additional usage during prime time hours. Usable blocks of open prime time hours are typically available during the early hours (e.g., 6am) and late hours (after 10pm) during the weekend; however, certain groups view these as less desirable to users or too late for youth.

The Township's parameters for prime and non-prime time ice are defined as:

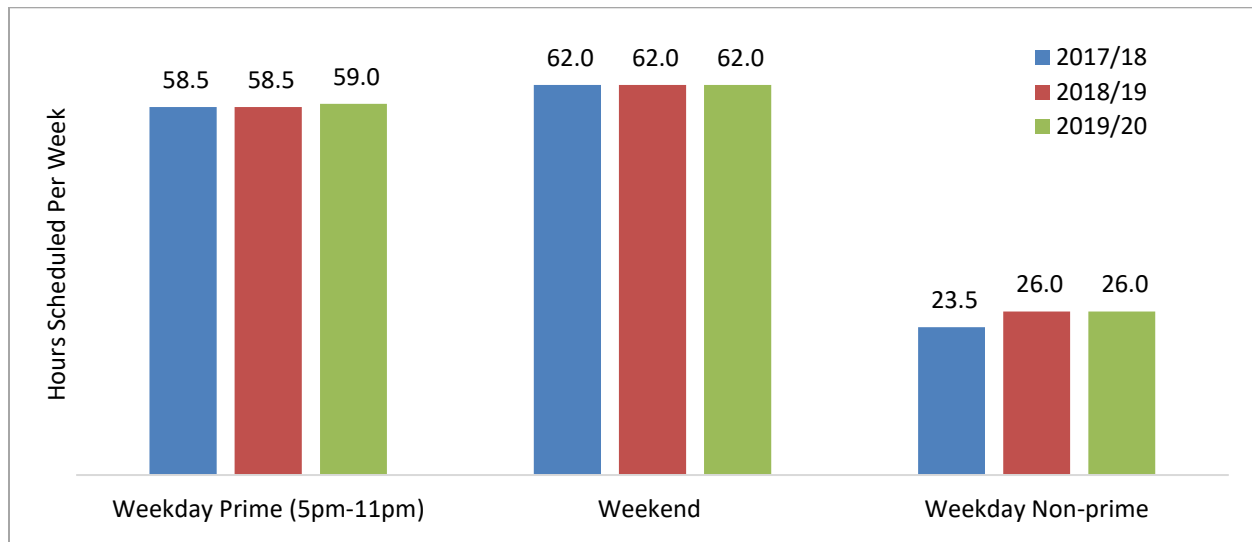
Prime Time Hours		Non-Prime Time Hours	
Monday to Friday:	5:00 pm to 11:00 pm	Monday to Friday:	6:00 am to 5:00 pm
Saturday and Sunday:	6:00 am to 12:00 am		11:00 pm to 12:00 am

Wilmot achieved a prime time utilization rate of 92% during the most recent 2019/20 winter season, representing a marginal increase of one percent from the 2017/18 season and has generally held steady at this level for the past five years. This is indicative of an arena system operating at full capacity during prime time as remnant time slots are typically a few half hour blocks. The only 'useable' available prime time hours (i.e., minimum block of one hour) that remain at the WRC are on weekends during the early mornings (6:00am) and late nights (after 10:00pm). These times are not suitable for most youth programs, particularly younger age groups.

Figure 1 and Figure 2 illustrate the WRC weekly ice usage profile by time of day. Analysis of the arena schedules for the past season revealed that:

- Of the 60 weekday prime time hours that are provided across the WRC's two ice pads, 59 hours were allocated amounting to 98% of available time;
- Of the 71.5 weekend prime time hours (excluding flooding), 62 hours were allocated amounting to 87% of available time; and
- Of the 105 non-prime time hours (excluding maintenance and flooding), 26 hours were allocated amounting to 25% of available time.

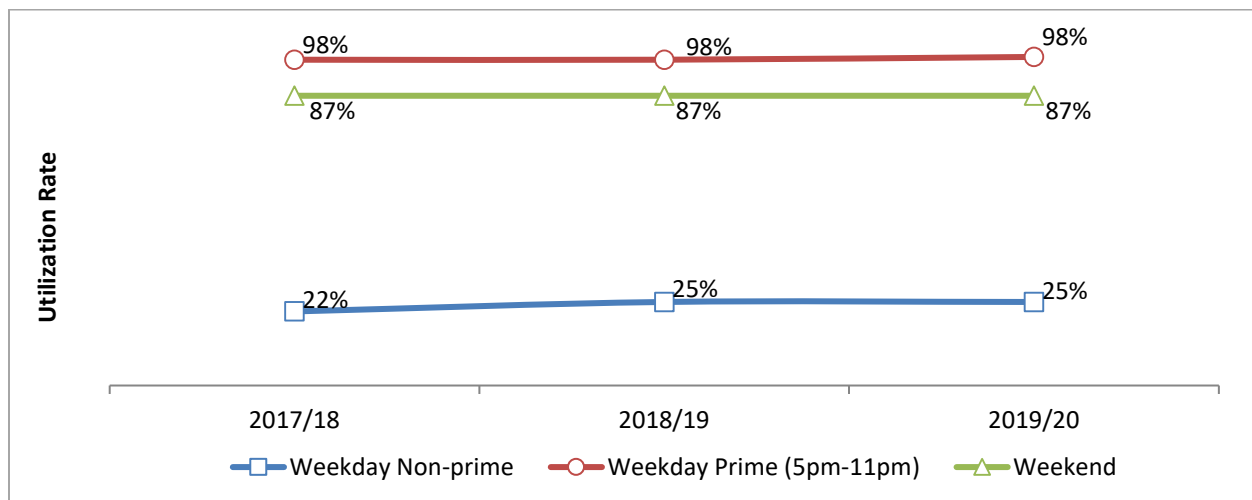
Figure 1: Wilmot Recreation Complex Weekly Winter Ice Schedules (in hours) by Time of Use, 2017/18 to 2019/20



Data reflects all hours scheduled in a typical week (including prime and non-prime); some variation may occur from week to week. Ice maintenance is excluded.

Source: Township of Wilmot

Figure 2: Wilmot Recreation Complex Arena Utilization Rate per Winter Season, 2017/18 to 2019/20



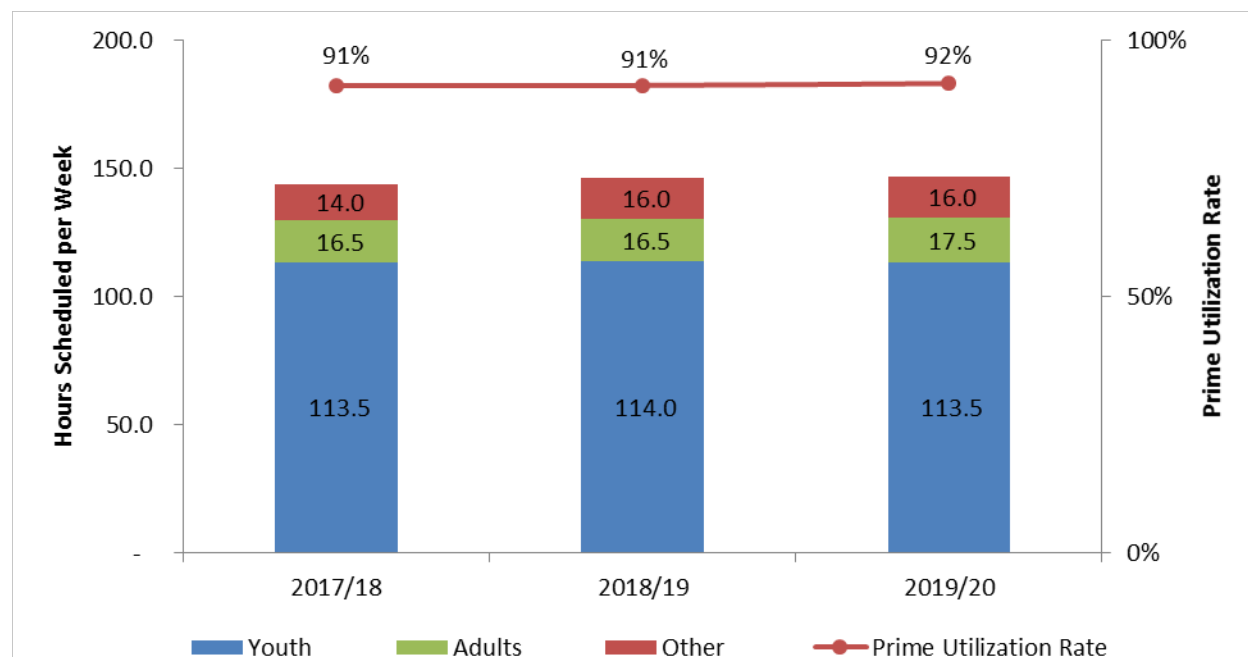
Data reflects all hours scheduled in a typical week (including prime and non-prime); some variation may occur from week to week. Ice maintenance is excluded.

Source: Township of Wilmot

Figure 3 summarizes the weekly prime and non-prime ice allocation by type of group over the past three ice seasons. An analysis of the Township's weekly ice schedules found that:

- Scheduled youth groups (e.g., minor hockey, girls' hockey and figure skating) consistently received approximately 114 hours per week, despite changes to their membership.
- Scheduled adult groups (e.g., leagues, adult rentals, etc.) increased by one hour, though the Township has received numerous requests from adult groups that could not be accommodated. The requests primarily consisted of men's leagues displaced by the temporary closure of the Wellesley Arena, extra ice time for Huskies teams, birthday parties, etc.
- Other scheduled groups and public skating allocations increased by two hours to 16 hours per week as a result of additional non-prime shinny offerings in 2019/20.
- Compared to the 2013/14 season when the last detailed Analysis was prepared, youth organizations have received 7.5 more hours allocated to them per week while adults have 4.5 fewer hours each week. This illustrates the efforts of staff to accommodate growing youth programs, which has potentially led to the displacement of certain adult groups.
- There has been a modest increase in non-prime time bookings that occur on weekday mornings and afternoons. Wilmot's non-prime time usage rate has historically been in the range of 20% to 25%, which is comparable to other municipalities since the majority of arena users cannot be reasonably expected to book ice time during normal business and school hours.

Figure 3: Wilmot Recreation Complex Weekly Winter Ice Schedules (in hours) by Type of Group, 2017/18 to 2019/20



Data reflects all hours scheduled in a typical week (including prime and non-prime); some variation may occur from week to week
 "Other" category consists of the New Hamburg Firebirds, Shinny and Public Skate
 Source: Township of Wilmot

3.4 Participation Rates

In addition to hours rented, the number of participants registered in ice sports is another complementary indicator of demand. In particular, minor ice sport registrations drive prime time needs for the most desirable or peak times.

Based on data provided by the primary youth-serving user groups, the total number of youth users in Wilmot has increased by 83 participants (8%) compared to three seasons prior; compared to youth registrations from a decade prior, there are approximately 260 more youth participants (30%) in the Township.

Using an estimate of approximately 4,200 persons between the ages of 5 and 19 in Wilmot,⁷ based on the number recorded through the 2016 Census and escalated by the Township's average annual growth rate, then 27% of children and youth participate in organized winter ice sports (the upcoming 2021 Census should be used to update this age-related assumption in the absence of a current estimate). Wilmot's ice sport participation rate continues to be on the upper end of the range in comparison to other municipalities and reinforces the notion brought forward by local arena users that the demand for their programs is strong.

Table 2: Registration in Organized Ice Activities – 2017/18 to 2019/20

	2017/18	2018/19	2019/20
Youth Registration			
New Hamburg Hockey Association – NHHA	560	600	590
Wilmot Girls Hockey Association – WGHA (youth only)	242	252	255
New Hamburg Skating Club – NHSC	235	270	275
New Hamburg Junior C Firebirds	23	23	23
Subtotal – Youth	1,060	1,145	1,143
Other/Adult Registration			
Wilmot Girls Hockey Association (Senior B)	18*	18*	18
New Hamburg Hockey Association (U21)	25*	25*	25
Adult Leagues / Teams (estimated)	no data		381**
Subtotal – Other/Adults	no data		424
TOTAL	-	-	1,567

* estimate based on reported 2019/20 registration

** provided by the Township of Wilmot based upon fall/winter rentals

⁷ Based on 2016 Census population and assumes 1.5% annual compound growth rate

From the preceding participation data, there are some notable trends regarding youth ice sports:

- The number of minor hockey (boys) registrants has been steadily increasing with 100 new players (+20%) compared to when the 2013 Arena Needs Analysis was prepared. Comparatively, girls' hockey participation, which had the greatest rate of growth recorded in the 2013 Arena Needs Analysis, has levelled off with a more nominal increase of 14 players (+5%) based on current registration. While half ice play may allow certain age divisions to take on more registrants, the limited supply of early evening timeslots at the WRC may constrain further minor-level growth.
- Registration in figure skating has increased by 40 skaters (+17%) in the past three years after a period of general stability following the 2013 Arena Needs Analysis. Growth has been driven by CanSkate and Powerskate programs which comprise 90% of the NHSC's current registration.

Given the forecasted increase of the youth population to 2031, it is reasonable to expect that Wilmot's minor ice sports and skating programs will continue to attract more participants over time.

While children and youth constitute the primary users of ice time in Wilmot, consideration should also be given to the adult market. Registration data for adult users is not formally collected by the Township though estimates place prime time users at slightly below 400 players. As shown in the preceding charts, adult groups rented approximately 17.5 hours per week in 2019/20 – a decrease of 4.5 hours since the 2013/14 season (due largely to a re-allocation to youth groups rather than declining demand). Many of these groups are quite mobile and are willing to rent time at other arenas in the region, often changing on a yearly basis based on ice availability and rates.

In a number of municipalities with similar characteristics, the allocation of youth versus adult bookings in prime time is generally an 80/20 split, noting that adults typically require less ice time (e.g., no practices) so they can accommodate more users during their allotted hours. In Wilmot, this ratio is currently closer to 85/15 (youth/adult), suggesting that – while the usage profile is not significantly different from most municipal ice rinks – the allocation to the adult hockey community is on the lower end of the typical range. This is indicative of an arena system that is operating near peak capacity and where youth are assigned priority to access the most desirable hours. Over time as the population ages, it is possible that this ratio will change in favour of adult ice users.

It is also noteworthy that 5% of Wilmot adults between the ages 20 to 49 are involved in ice sports, in line with provincial norms that suggest the same. This suggests that there is nothing unique about adult demand in the Township and that adult participation should fluctuate at a rate similar to population growth in this age cohort, all other factors being equal.

3.5 Comparison to National & Provincial Trends

Based upon the review of pressures that are impacting Wilmot's arena stakeholders along with local participation rates and use of ice, there are areas of the local arena system that align with trends found across Canada but also certain deviations. Municipalities across the country are grappling with infrastructure deficits, namely the escalating costs of repairing and/or updating their aging arenas; while Wilmot was proactive in building the Wilmot Recreation Complex to reduce/defer some of its asset management obligations for the New Hamburg Community Centre, the latter building remains an active building in the Township's portfolio of facilities. That said, arena users have access to a high quality twin pad arena at the WRC that employs a modern design reflecting best practices in design (e.g. arena seating, adequate number and size of dressing rooms, accessibility for persons with disabilities, etc.).

Participation in hockey and figure skating at the national and provincial levels has been in a general decline for over a decade; minor/youth participation levels have been negatively affected by factors internal and external to the sport which can range from:

- significant and escalating costs borne by households (for equipment, travel, ice rentals);
- lack of time for households to commit to sport, especially at the competitive/rep level;
- difficulties in finding and/or compensating qualified coaches;
- volunteer burnout leading to shortages at the executive level and among parent-coaches;
- changing demographics factors such as an aging of the population, immigration from countries that do not play ice sports, growing polarization between household incomes, etc.; and
- growing competition from other sports such as indoor soccer and basketball.

Fortunately, Wilmot-based arena organizations have been able to grow their registrations as a whole in spite of the broader regional and provincial trends. This may be attributable to a combination of the organizational strength/capacity of local arena groups, continued interest in ice sports among Wilmot residents, an influx of young families in the community which has sustained the important 5 to 19 year age group, and an ability to service urban populations living in the eastern communities of Kitchener-Waterloo as well as surrounding rural populations in area municipalities. Conversations with certain arena stakeholders also note that their ability to access convenient ice times has been a positive factor in maintaining/growing their registrations.

Recommendation #12 of Wilmot's Parks, Facilities and Recreation Services Master Plan references the need for the Township to monitor arena participation and utilization trends to ensure that the demand for ice is sustained, particularly if national headwinds are affecting Wilmot.⁸ In the three years since the Master Plan was prepared, local participation rates and utilization levels have not waned. So long as Wilmot-based groups can continue to sustain their registration rates at a pace similar to or above the rate of population growth in the Township, continued demand for arenas and ice time can be expected.

⁸ Township of Wilmot. 2017. Parks, Facilities and Recreation Services Master Plan. p.48

4.0 Ice Surface Needs Assessment

This section evaluates the overall supply of indoor ice pads in the Township of Wilmot. In identifying future ice facility needs, a number of inputs have been utilized, including future population characteristics, current and projected utilization, and “provision targets” based on a combination of accepted standards of play, market-driven factors, stakeholder input, and other local circumstances.

4.1 Estimating Participation

The projected number of ice participants is calculated by applying overall participation rates to the forecasted population of the identified age groups. In doing so, the needs assessment model makes the following core assumptions relating to participation and population growth including:

- Population growth will occur as identified in Section 2.0 of this Analysis.
- Participation rates in hockey, figure skating, and their related disciplines will grow in proportion to population growth over the course of the planning period.

Changes in the Region of Waterloo’s population forecasts along with the impacts of the COVID-19 pandemic on population growth and ice sport participation rates are two notable factors that could impact the estimated ice demand for Wilmot. Therefore, it is recommended that the population projections, ongoing registrations / participation rates, and their collective impact on the needs assessment should be closely monitored over the coming years.

With the above noted assumptions in mind, the following table illustrates the youth and adult registration levels forecasted for the Township of Wilmot assuming that ice supplies are not unduly constricted. Between the current season and 2031, overall registration in local youth and adult ice organizations is anticipated to grow from 1,567 to 2,085 – a 33% increase (518 registrants). The number of youth participants is forecasted to grow by 32% (approximately 400 registrants) and the number of adult participants is forecasted to grow by 34% (approximately 100 registrants).

Table 3: Projection of Registered Ice Sport Participants, Township of Wilmot (2012/13 to 2031)

	Actual	Forecast	
	2019/20	2026	2031
Youth/Core Registrants (based on a 27% participation rate for residents ages 5 to 19)	1,143	1,400	1,550
Adult/Other Registrants (based on a 5.5% participation rate for residents ages 20 to 49)	424	490	535
Total Registrants	1,567	1,890	2,085

Note: the impact of the COVID-19 pandemic on local and regional participation rates will need to be monitored.

4.2 Applying the Provision Target

Wilmot's 2017 Parks, Facilities & Recreation Services Master Plan establishes a provision target of 1 ice pad per 450 registered youth (ages 5 to 19) to guide arena planning, reconfirming the metric that the Township has used since 2013. This target continues to be the preferred approach because it considers participation trends, population growth, and demographic factors.

The provision target of 1 ice pad per 450 registered youth assumes the following:

- that youth will continue to use the large majority of prime time hours;
- that the Township will attempt to accommodate modest usage from a broader market of users (e.g., adults, tournaments, etc.);
- that, over the long-term, the intent is to accommodate the needs of all local groups within Wilmot (i.e., not regularly renting time outside of the municipality for local programs); and
- that groups will be willing and able to pay for the entirety of their ice needs (note: there is always a concern that lower rates and more desirable times offered at a rink in an adjacent community could attract users away from local ice rinks).

The following table illustrates application of the preferred provision target, assuming the existing rate of participation is maintained (i.e., at 27%) and that the youth market segment (age 5 to 19) changes at the forecasted rate. This analysis identifies a deficit of 0.5 ice pads at present, growing to 1.4 additional ice pads by 2031. Interestingly, this deficit of 0.5 ice pads generally equates to 30 to 40 hours of pent-up demand which is consistent with the request from major arena users.

Projection of Ice Pad Needs, Township of Wilmot (2019/20 to 2031)

	2019/20	2026	2031
Forecasted Number of Youth Registrants	1,143	1,400	1,550
Number of Ice Pads Required (based on 2 pads at present and a provision target of 1 ice pad per 450 youth registrants)	2.5	3.1	3.4
Additional Ice Pads Required	0.5	1.1	1.4

2.5 Ice Pads

The level of demand that this Report and previous arena assessments identify as the "trigger" to initiate site selection and construction of a third ice pad in Wilmot.

Growth in Wilmot's arena market is now projected to occur at a faster rate than previously contemplated through earlier arena planning assessments, therefore, pressures for a third ice pad are more immediate. An accelerated forecast of ice sport participants is driven by the continued strength in local ice sport participation rates along with an accelerated population growth forecast as a result of the Township's infrastructure servicing capacity gains along with new provincial growth forecasts.

The recommended timing for constructing a new ice pad is discussed in Section 4.3. The Township has reached the demand threshold (2.5 ice pads) at which the 2013 arena analysis recommended the provision of the third ice pad.⁹ Municipal best practices - contingent upon a number of market factors - are such that

⁹ Township of Wilmot. 2013. Indoor Arena Ice Usage and Needs Analysis. p.23.

arena construction is initiated shortly prior to need for a full ice pad being realized in order to allow demand to “grow into” a new facility and avoid displacing or unduly restricting growth-related needs of local arena organizations.

That being said, there are indications from the Region of Waterloo that the Township’s overall 2031 population target of 28,500 persons may be pushed out towards the year 2041 due to lower rates of population growth compared to those projected through the provincial Places to Grow. Combined with the potential of the COVID-19 pandemic to further delay residential growth, new population forecasts and 2021 Census data could have a bearing on the above noted arena market projections.

4.3 Timing of Future Ice Surface Needs

The Town’s proactive efforts in regularly conducting assessments of its arena system have resulted in a number of benefits, including sound and sustainable capital planning that is tied to market needs. Preceding master plans and studies identified the need for a third ice pad around the year 2018. **The current deficit of 0.5 ice pads (and growing) is a level that supports provision of a new ice pad as early as 2021/22 and would allow the community to quickly maximize use of the facility.**

Previous iterations of the Arena Needs Analysis and Master Plans identified risk factors such as declining province-wide participation rates in ice sports. Wilmot has largely withstood these market trends and in fact could be growing its participation rate, thus this Analysis finds sufficient justification to add the third ice pad.

Consistent with previous assessments, needs for a new ice pad could be addressed by (in no particular order):

- **Re-commissioning the New Hamburg Community Centre arena** – this has the potential to be ready as early as the 2021/22 season depending upon the works required to restart arena operations;
- **Expanding the Wilmot Recreation Complex** – this is subject to further study regarding viability and ability for the site to accommodate an expansion, as well as determining capital costs and construction timelines; or
- **Constructing a new arena (with ability to be twinned to include a fourth municipal ice pad)** – this option is subject to further study regarding viability; costing and timelines have not been assessed.

It bears noting that the projection model in this Analysis anticipates the third ice pad as being at capacity in five years (Section 4.2); however, forecasted need in 2031 would not quite be at the level to recommend a fourth ice pad. Although there may be financial economics of scale associated with simultaneously constructing a fourth ice pad (e.g. twin pad arena), the 12 to 15 year time period in which the fourth pad is projected to be needed (post-2031) carries a financial risk if a fourth ice pad is built prematurely (i.e. capital, operating and lifecycle replacement costs that are not aligned with demand).

4.4 Summary of Recommendations

The following recommendations are made based on the preceding analysis:

1. Continue to target 1 ice pad per 450 registered youth participants (ages 5 to 19) in the planning for current and future ice surface needs, consistent with the Parks, Facilities & Recreation Master Plan and the previous Ice Needs Analysis. Based on this target and a continuation of existing participation rates, there is a deficit of ice at present (equivalent to 0.5 ice pads), growing to 1.1 ice pads by 2026 and 1.4 ice pads by 2031.
2. Provide one additional ice pad as early as the 2021/22 season. It is anticipated that the findings of this Analysis will be used by the Township to develop a strategy for the provision of future municipal ice surfaces. Specifics relating to the location, design, cost, funding, and form of management for a third ice pad are beyond the scope of this Analysis.

The Township should undertake further study to determine strategies for delivering a third ice surface, including considerations to partnerships, locations, operational models (multi-pad arenas are more sustainable than single pad facilities), and funding (e.g., capital reserve). Potential strategies may include (but not necessarily limited to):

- rehabilitation of the New Hamburg Community Centre as a winter ice venue;
 - an expansion to the Wilmot Recreation Complex; or
 - new construction at an alternative site, with capacity for a fourth municipal ice pad (to be determined through future arena assessments).
3. Review potential implications of COVID-19 on arena participation and utilization rates as they pertain to short-term arena demand. The need for a fourth ice pad should be confirmed based on arena market factors including (but not limited to) the rate and timing of population growth (with emphasis on growth in the 5 to 19 age group), changes to participation rates, additions or removals of ice pads from the regional arena supply, changes to user group programming requirements and capabilities, etc.



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2021-018

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

REVIEWED BY: Patrick Kelly, Director Corporate Services/ Treasurer
Sharon Chambers, Chief Administrative Officer

DATE: November 8, 2021

SUBJECT: Third Ice Pad Location Study – Preliminary Findings Summary Report

RECOMMENDATION:

THAT the Third Ice Pad Location Study – Preliminary Findings Summary Report be received;

AND FURTHER THAT staff be directed to initiate a public consultation process to seek comments on the recommended location of the Wilmot Recreation Complex for the third rink site;

AND FURTHER THAT staff be directed to present the public consultation results to Council with a recommendation regarding the preferred site.

SUMMARY:

This staff report and consultant presentation provide an update to Council regarding the consulting work provided by Monteith Brown Planning Consultants Ltd. related to the preferred site for a third rink in Wilmot Township. The report recommends the Wilmot Recreation Complex as the preferred site based on user group consultation, site tours and background work conducted by Monteith Brown. Next steps include a public consultation to seek comments regarding the proposed location, and development of a conceptual design with high-level budget estimates, which will be brought back to Council in future meetings.

BACKGROUND:

In October 2020, Council approved the Indoor Arena Usage and Needs Analysis Update which recommended a third ice pad be provided in Wilmot in the short-term to meet current and future needs from population growth. Monteith Brown Planning Consultants Ltd. were retained to complete the study as a follow up to a report they provided in 2013 regarding future ice needs.

The report included the following:

- A summary of current ice facilities and level of prime-time ice bookings;
- A review of area municipal arenas within a 30 km/ 30-minute drive from Wilmot Township;
- A review of previous studies undertaken by the Township;
- Inclusion of related recommendations from the 2017 Parks, Facilities and Recreation Services Master Plan related to ice needs in the community;
- A review of stakeholder consultation undertaken as part of the 2020 ice needs analysis;
- A community profile outlining existing and forecasted population growth;
- A demographic review related to age structure within the community;
- An overview of socio-economic trends related to participation in sports;
- A review of pressures impacting key arena stakeholders regarding access to ice;
- A summary of a survey issued to all ice users currently utilizing the Wilmot Recreation Complex (WRC);
- A chart outlining the current registration levels for the major ice users;
- A comparison to national and provincial trends related to ice use;
- Reference to the current and potential future impacts of COVID-19; and
- An outline of the timing for future ice surface investment.

The following recommendations were included in this report:

1. Continue to target 1 ice pad per 450 registered youth participants (ages 5 to 19) in the planning for current and future ice surface needs, consistent with the Parks, Facilities & Recreation Services Master Plan and the previous Ice Needs Analysis. Based on this target and a continuation of existing participation rates, there is a deficit of ice at present (equivalent to 0.5 ice pads), growing to 1.1 ice pads by 2026 and 1.4 ice pads by 2031.
2. Provide one additional ice pad as early as the 2021/22 season. It is anticipated that the findings of this Analysis will be used by the Township to develop a strategy for the provision of future municipal ice surfaces. Specifics relating to the location, design, cost, funding, and form of management for a third ice pad are beyond the scope of this Analysis.

The Township should undertake further study to determine strategies for delivering a third ice surface, including considerations to partnerships, locations, operational models (multi-pad arenas are more sustainable than single pad facilities), and

funding (e.g., capital reserve). Potential strategies may include (but not necessarily limited to):

- rehabilitation of the New Hamburg Community Centre as a winter ice venue;
 - an expansion to the Wilmot Recreation Complex; or
 - new construction at an alternative site, with capacity for a fourth municipal ice pad (to be determined through future arena assessments).
3. Review potential implications of COVID-19 on arena participation and utilization rates as they pertain to short-term arena demand. The need for a fourth ice pad should be confirmed based on arena market factors including (but not limited to) the rate and timing of population growth (with emphasis on growth in the 5 to 19 age group), changes to participation rates, additions or removals of ice pads from the regional arena supply, changes to user group programming requirements and capabilities, etc.

As a result of these report recommendations, Council approved staff report PFRS 2021-013 and the following recommendations:

THAT the recommendations in the Indoor Arena Ice Usage and Needs Analysis Update prepared by Monteith Brown Planning Consultants Ltd. be received, and;

THAT staff proceed with Recommendation #2 *'to undertake further study to determine strategies for delivering a third ice surface'*, and;

THAT funding be included into the 2021 budget as per the existing 10-year Capital Forecast at an estimated cost of \$55,000; and,

THAT the existing contract with Monteith Brown Planning Consultants Inc. be extended to include strategies for delivering a Third Ice Surface report.

As a result, the 2021 Capital budget included funding for the follow-up study to determine strategies for delivering a third ice surface including location analysis, concept design(s) and estimated budget for construction planning. Three (3) options for location were identified for the new ice pad, including the WRC, recommissioning of the New Hamburg Community Centre (NHCC) arena, or selecting a new site if neither of the existing sites are deemed suitable.

In addition to the follow-up for the ice rink needs, the capital budget included a provision to complete a needs assessment and location study for a new Parks Operations site. This work was undertaken concurrently by Monteith Brown due to the synergies between the third rink and parks operations site, due to its current location at the WRC.

The report attached presents the preliminary findings of Monteith Brown's research and user group consultation.

REPORT:

The Third Ice Pad Study – Preliminary Findings Report is intended to provide guidance to the Township of Wilmot regarding prospective locations and preliminary design considerations for a new ice pad and parks operations centre. The report outlines the results from study undertaken by Monteith Brown, which included the following deliverables:

- Engage arena users and Township staff;
- Site tours of WRC and NHCC;
- Review background, trends & best practices for ice pads and parks operations centres;
- Develop site selection criteria for each project;
- Report preliminary findings to Council.

Consultation and Site Preference

Three (3) options were considered for the ice surface location including the WRC, NHCC and a new site should neither of the first two (2) options provide an opportunity.

The following groups were engaged and interviewed during the consultation process:

- New Hamburg Hockey Association (NHHA)
- Wilmot Girl's Hockey Association (WGHA)
- New Hamburg Skating Club (NHSC)
- New Hamburg Jr C Firebirds
- The Community Players (TCP)
- Wilmot Jr C Lacrosse

The Parks and Facilities Operations Centre was considered in tandem with the ice rink location due to the integrated nature of the current arena and operations centre. Although user group consultation was sought for the rink location, public / user group consultation was not part of the background work for the Parks and Facilities Operations Centre due to the operational nature.

The ice user group consultation and analysis completed by Monteith Brown identified the preferred location for the third rink as the Wilmot Recreation Complex (WRC) for the following reasons:

- Co-location with existing two active rinks – ideal for tournaments;
- Co-location with multi-purpose uses of aquatics, youth centre, fitness space, sports fields, splash pad and playground;
- Adjacent to Hwy 7/8 for local and regional markets;
- Ample land available for expansion;
- Existing building was constructed using modern barrier free accessibility and building code standards;

The NHCC site was not preferred as it displayed limitations due to small ice surface (less than NHL size), lack of parking, lack of expansion room for proper dressing room space due to flood plain and steep grade, poor accessibility standards due to age of structure.

Ice Rink Recommendation

The study completed by Monteith Brown includes the following preferred option:

"It is recommended that the Township of Wilmot construct its third ice pad by way of expanding the Wilmot Recreation Complex, designed and oriented in a manner that also allows for a potential fourth ice pad if required to meet post-2031 arena needs."

Parks and Facilities Operation Site Recommendation

The report indicates that should the third rink be located at the WRC, that a new site be sought for the Parks and Facilities Operation Centre. Both uses have compatibility challenges and co-locating an operations centre with the public facing recreation complex is not preferred.

Next Steps

With the preliminary work completed, providing Council supports this report, a two-week online consultation will be available for public input regarding the preferred location of the third rink which will include the following questions:

1. Do you currently reside in Wilmot Township?
2. Are you a current user of the Wilmot Recreation Complex?
3. If yes, what organization are you affiliated with (if any)?
4. Please provide your comments on the preferred location of the Wilmot Recreation Complex for a third ice pad.

It is anticipated that a follow up staff report will be presented to Council with input from the public based on the online survey questions in early December. In the interim, Monteith Brown will continue basic work on preparation of conceptual design(s) and high-level costing which will be presented back to arena stakeholders and Council in early 2022.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Completing the Third Ice Pad Study aligns with the Core Values of Health and Wellbeing, Community, Legacy, Accessibility, and Inclusivity and Forward-thinking.

This study supports the Goals of Quality of Life, Community Engagement and Responsible Governance.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

Goal 3: Ensure healthy lives and promote well-being for all at all ages.

Goal 8: Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

FINANCIAL CONSIDERATIONS:

Following the final presentation to Council, capital budget implications will need to be considered. Future reports will include additional information regarding order of magnitude costing for the third rink site and the parks operations site.

Both projects were included within the recently approved 2021 Development Charges Background Study, with a significant proportion of funding deemed growth related. Staff will need to develop a Business Plan, complete with financing strategies, to cover the non-DC eligible portion of capital and operating costs.

Monteith Brown estimates that the project will take a minimum of two (2) years to complete and typically rinks need to open in September to capture the full ice user market.

ATTACHMENTS:

Third Ice Pad Study – Preliminary Findings Summary Report

Township of Wilmot

Third Ice Pad Location Study Preliminary Findings Summary Report

November 8, 2021





Township of Wilmot

Third Ice Pad Location Study Preliminary Findings Summary Report

November 8, 2021

Prepared by:



**Wickens Greenspace
Consultants**



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The disclosure of any information contained in this Preliminary Findings Summary Report for the Third Ice Pad Location Study is the sole responsibility of the Township of Wilmot. The Study is attributable to work conducted to inform the Township of Wilmot's Terms of Reference for the Study and any findings contained herein should not constitute final recommendations since subsequent works will need to be undertaken by the Township. This Study has been prepared in consideration of information and documentation provided to Monteith Brown Planning Consultants Ltd., and reflects the Consultant's judgment in light of the information available to us at the time of preparation of this report.

Any use which a third party makes of the Third Ice Pad Location Study, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Monteith Brown Planning Consultants Ltd., Cornerstone Architecture and Wickens Greenspace Consultants accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this report.

1.0 Study Purpose & Key Inputs

1.1 Study Purpose & Context

The Third Ice Pad Location Study (“the Study”) is intended to provide guidance to the Township of Wilmot as it evaluates prospective locations and preliminary design considerations for a new ice pad and operations centre.

In October 2020, an Indoor Arena Usage & Needs Analysis Update was presented to Township Council. The Analysis recommended that the Township provide a third ice pad to meet future needs arising from population growth as well as strong arena utilization and registration rates in Wilmot. Three options were identified for the new ice pad, consisting of the Wilmot Recreation Complex (WRC), recommissioning the New Hamburg Community Centre (NHCC) arena, or selecting a new site altogether if either of the existing facilities were deemed to not be feasible. Township Council directed Staff to initiate a follow up study focused upon site selection and cost implications to determine the optimal location for the third ice pad (while also considering longer-term expansion potential in the event a fourth ice pad would be required in the future).

At the same time, the Township was also planning to investigate whether the parks and facilities operations centre currently housed within the WRC remains the most appropriate location. The operations yard is situated behind the WRC and also occupies some space within the arena maintenance area. The Township wishes to evaluate the continued suitability of the WRC for the operations centre in light of future growth needs and an ability to deliver efficient services, or whether an alternative location should be considered. The intent of the two studies is to identify sites within a broad geographic area through which the Township can investigate specific parcels through subsequent and separate processes.

Due to the integrated nature of the current arena and Parks & Facilities Operations Centre, a decision was made to combine the arena and operations centre studies. Through the Third Ice Pad and Parks & Facilities Operations Centre Studies, the Township is seeking direction on whether a third ice pad is appropriate at the WRC and whether sufficient space would still exist to retain the parks and facilities operations centre, and/or whether alternative locations for both a new ice pad or operations centre should be contemplated (either co-located or provided on separate sites).

1.2 Study Methodology

Monteith Brown Planning Consultants Ltd., Cornerstone Architecture, and Wickens Greenspace Consultants are assisting the Township with the Third Ice Pad Location Study. Notable elements of the project methodology involve:

- Engaging arena stakeholders and Township Staff throughout the planning process through interviews and workshops near the onset of the project, while a feedback opportunity will be afforded to stakeholders so that may review the Draft Study prior to its finalization;
- Reviewing relevant background information including building condition assessments, site and facility plans, staff reports, and trends pertinent to the design and construction;
- Development of site selection criteria to guide where the third ice pad would be optimally situated;
- Preparation of a conceptual plan and order-of-magnitude capital costs for the preferred option;
- Collaborating with Township Staff with respect to the development of operating costs; and
- Presentations to Township Council at key milestones throughout the process.

Study Exclusions

The scope of work for the Study excludes site engineering or building condition assessments, detailed construction drawings or technical specifications, comprehensive organizational reviews, negotiations with prospective partners, preparation of pricing structures, and quantification of specific community economic impacts. As a result, additional studies and investigations may be required to confirm assessments and findings contained herein.

1.3 Preliminary Findings Summary Report

This Preliminary Findings Summary Report summarizes information gleaned through research, consultations and an analysis of the WRC and NHCC as carried out to date. This Report recommends the preferred option(s) including ideal characteristics / features of a renovated, expanded, or new arena. The intent of the Preliminary Findings Report is to identify the most suitable location(s) for a third rink for the consideration of the Township Staff Team and Council.

Please note that a Preliminary Findings Report prepared in support of the Parks & Facilities Operations Centre Study is contained under separate cover.

1.4 Parks, Facilities & Recreation Services Master Plan

In January 2017, Township of Wilmot Council endorsed the Parks, Facilities & Recreation Services Master Plan prepared by Monteith Brown Planning Consultants. With the assistance of an extensive public consultation program and supported by a comprehensive assessment of indoor recreation facility needs, the Master Plan found that the Wilmot Recreation Complex arena was operating at capacity during many prime time periods and that selected arena users were travelling outside of the Township to access ice time available in other municipalities. The Master Plan found support for providing a total of three ice pads in Wilmot, confirming previous analyses prepared as part of the 2013 Indoor Ice Usage and Needs Analysis, along with the 2007 Addendum to the 2002 Recreation Facility Needs Study. Each of these studies identified options for a third ice pad, but did not evaluate or select a preferred provision option.

1.5 Indoor Arena Usage & Needs Analysis Update

In October 2020, Township Council endorsed the Indoor Arena Usage & Needs Analysis Update. That process involved consultation with major arena stakeholders along with a comprehensive assessment of arena needs over a 10-year planning period. The Update confirmed findings and directions contained in the Parks, Facilities & Recreation Services Master Plan as well as a previous Indoor Arena Usage & Needs Analysis prepared in 2013. The following recommendations were made:

1. Continue to target 1 ice pad per 450 registered youth participants (ages 5 to 19) in the planning for current and future ice surface needs, consistent with the Parks, Facilities & Recreation Master Plan and the previous Ice Needs Analysis. Based on this target and a continuation of existing participation rates, there is a deficit of ice at present (equivalent to 0.5 ice pads), growing to 1.1 ice pads by 2026 and 1.4 ice pads by 2031.
2. Provide one additional ice pad as early as the 2021/22 season. It is anticipated that the findings of this Analysis will be used by the Township to develop a strategy for the provision of future municipal ice surfaces. Specifics relating to the location, design, cost, funding, and form of management for a third ice pad are beyond the scope of this Analysis.

The Township should undertake further study to determine strategies for delivering a third ice surface, including considerations to partnerships, locations, operational models (multi-pad arenas are more sustainable than single pad facilities), and funding (e.g., capital reserve). Potential strategies may include (but not necessarily limited to):

- rehabilitation of the New Hamburg Community Centre as a winter ice venue;
 - an expansion to the Wilmot Recreation Complex; or
 - new construction at an alternative site, with capacity for a fourth municipal ice pad (to be determined through future arena assessments).
3. Review potential implications of COVID-19 on arena participation and utilization rates as they pertain to short-term arena demand. The need for a fourth ice pad should be confirmed based on arena market factors including (but not limited to) the rate and timing of population growth (with emphasis on growth in the 5 to 19 age group), changes to participation rates, additions or removals of ice pads from the regional arena supply, changes to user group programming requirements and capabilities, etc.

1.6 Arena Stakeholder Consultation

Stakeholders that were consulted during the 2020 Indoor Arena Usage & Needs Analysis were re-engaged to obtain feedback regarding arena location and design. Certain stakeholders not involved in the 2020 Needs Analysis were also contacted for this Study. One-on-one interviews were held via video conference in March 2021 with representatives from:

- | | |
|-------------------------------------|-----------------------------------|
| 1. New Hamburg Hockey Association | 4. New Hamburg Junior C Firebirds |
| 2. Wilmot Girl's Hockey Association | 5. The Community Players |
| 3. New Hamburg Skating Club | 6. Wilmot Junior C Lacrosse |

Notable and common points arising from these interviews are as follows:

- **WRC:** Ice sport organizations were supportive of the Council direction to proceed with the third ice pad, indicating it would allow them to grow their programs. The preference was to expand the WRC with one if not two ice pads, space permitting.
- **NHCC:** While recommissioning the NHCC arena was the secondary preference, ice sport organizations indicated that they would view it as a “practice rink” or dryland training facility due to its limited parking and dated changerooms, as well as a preference to use the WRC for games and more competitive-level programming.
- **Location & Site:** Arena users indicated that a future ice pad should be located along or near major roads/highways and central to the Township’s population, reinforcing the WRC as a preferred site. They indicated that the ability for the site to allow expansion for a fourth ice pad would also be ideal in the event that registrations continue to grow into the future. Certain groups noted that vehicular circulation is extremely important, using the example of the WRC where the parking lot and drop-off zone becomes very busy when multiple events are happening (e.g. Junior C games, swim programs, etc.).
- **Design:** All groups supported an NHL-regulation ice pad (200’ x 85’) with a minimum of 6 dressing rooms, referee room, and adequate storage. Bleacher seating would be suitable and organizations did not foresee a need for enhanced spectator seating capacity above what would be considered the average for a community recreational ice rink. A need for strong Wi-Fi connectivity and mobile phone reception throughout the building was also expressed.
- **Theatre:** The Community Players articulated their current constraints with operating out of the NHCC, largely associated with a lack of rehearsal space, storage, and workshop which creates functional challenges and can exhaust their volunteer resources. Their goal is to have a single space for all theater activities. TCP have invested in NHCC in the past and would be willing to stay at this location with some additional facility improvements, such as the insulation between floors.
- **Capital Contributions:** Arena organizations were willing to discuss if there is a role and capacity to assist the Township with potential contributions to capital funding for a new ice pad or enhanced amenities. However, organizations would have to consult with their executives, Boards and membership prior to making any commitments.

1.7 Arena Staff Workshop

The Township's arena staff were engaged to obtain feedback regarding the feasibility of adding an ice pad to existing arenas and design of a new ice pad. A group workshop was held via video conference on August 16, 2021 with seven staff in attendance consisting of Managers, Supervisors and Operators.

Notable points arising from the workshop are as follows:

- **WRC:** This arena has the potential for expansion and by incorporating the third ice pad it would be centralizing staff and programs to allow for maximum efficiency. The WRC offers ample parking though there are traffic congestion issues during peak times, primarily in the drop-off zone.
- **NHCC:** Some barriers to expansion on this site are being situated in the floodplain, limited onsite parking, and accessibility challenges for persons with disabilities. As a single pad it could have to shut down for an emergency mechanical repair if a replacement is not readily available unlike the WRC where some equipment can be "borrowed" between the two ice pads. However, the building has sentimental value to certain staff who would like to see this space retained for a new "warm" use if not recommissioned for ice purposes.
- **Site & Location:** A new arena should be in close proximity to facility users and staff, therefore, population distribution and a central location between New Hamburg and Baden is considered most advantageous. Situating the arena close to the highway or existing arenas would allow for easy access and efficiencies between locations.
- **Design:** Staff supported an NHL-regulation ice pad (200' x 85') with a minimum of 6 dressing rooms (ensuring availability for different genders or non-binary individuals), adequate storage for both operations and user groups, and a full bowl seating area. An area to send children waiting to get on the ice was suggested so that they do not damage flooring with their sticks or create conflicts with other facility patrons. Managing traffic flow and internal vehicular circulation will be important to factor into the site plan.
- **Sustainability:** staff indicated that Township Council have made a commitment to "go green" by the year 2035. This will have affect architectural building standards (e.g. LEED or Net Zero designations), size of the ice resurfacer room depending upon use of combustion versus electric engines, opportunities for heat recovery and exchange, building automation and use of technology in general.

2.0 Existing Arenas Analysis

2.1 Arena Supply

The Township operates two NHL-regulation sized ice pads at the Wilmot Recreation Complex (WRC) with six change rooms per pad and spectator seating for 350 and 750 spectators for each respective ice pad. The arena is part of a broader multi-use community centre that includes an indoor aquatics facility, fitness space, youth centre, program rooms, and a number of outdoor recreational amenities. The WRC is centrally located in the Township with direct access to Highway 7 and 8, drawing residents from across Wilmot as well as area municipalities.

The New Hamburg Community Centre (NHCC) is a former arena whose ice plant was mothballed after the opening of the WRC in 2007, a decision supported by the findings of the Township's 2002 Recreation Facility Needs Study. Originally constructed in 1948, the NHCC was most recently renovated in 2013 to improve the entrance, lobby and washrooms. The arena's dry floor is currently being used by the Wilmot Family Resource Centre for youth programs, The Community Players (TCP), special events, and a limited number of community rentals; it is not currently being used for ice sports or activities.



Wilmot Recreation Complex



New Hamburg Community Centre



2.2 Trends / Best Practices in Arena Design & Construction

Trends and best practices for arena design and Construction can be grouped under three major categories:

1. Design
2. Accessibility
3. Energy Efficiency

Design

While the most significant trend in arena design has seen the co-location of multiple uses in one building (including aquatic facilities, community centres, libraries, childcare centres and schools), arena design, in and of itself, has evolved to consider aspects of inclusion, safety and comfort for ice users and spectators. Current arena facilities are typically designed to ensure that:

- Dressing rooms are located on the same side as the benches, to ensure that coaches/ trainers are not crossing the ice to access the benches.
- Spectator access to seating areas is separated from the access to the dressing rooms, to limit the level of interaction between spectators and participants.
- A minimum of 6 dressing rooms are provided for each ice pad, to allow space before and after each ice allotment for the change over of groups/ teams.
- Smaller, non-gender dressing rooms are typically provided so that entire change rooms are not occupied by one or two people, and allowing for the change over function between time slots to be retained.
- Each dressing room is typically provided with two shower heads, a drying area, a toilet and sink, as well as a urinal, although a urinal is not always provided.
- One referee room is typically provided for each ice pad (though sometimes two rooms are provided recognizing that a refereeing crew may be composed of different genders).
- In addition to the dressing rooms, gender neutral washrooms are being implemented in most community recreation facilities, as well as a universal washroom.
- Both warm and cold viewing areas are provided for spectators.
- Dryland training/warm-up spaces are provided and can also function as multi-use spaces.
- Natural light is being integrated into many facilities, both in viewing areas and for the ice surfaces. It is important to ensure that any glazing does not create glare or “hot spots” on the ice surface.
- In light of experiences with COVID 19, reducing the number of touchable devices is being considered, including door operators, plumbing fixtures and washroom accessories.

Accessibility

Requirements of the *Ontario Building Code* and *Accessibility for Ontarians with Disabilities Act* are integrated into the design of current arena facilities, extending beyond mobility considerations to include visual, aural, and cognitive design considerations as follows:

- Access to the facility and change room areas is provided via automatic sliding doors.
- A minimum of one change room is typically designed to meet accessibility requirements outlined in the Ontario Building Code.
- Viewing areas include space for visitors using wheelchairs or mobility aids, designed at a height to allow for viewing of the ice surface.
- Visual contrast is provided between floors and walls, as well as walls and doors.
- Enhanced sound systems (e.g. “soundfield” equipment) provided in viewing areas.
- Wayfinding is designed to be accessible for individuals with visual and cognitive issues.

Energy Efficiency

Arena facilities consume significant amounts of energy. As a result, many technologies have been developed to address energy efficiency, including:

- Capturing heat generated in the process of ice-making to provide in-floor heat in dressing rooms and other warm spaces.
- Super-insulating the ice pad area.
- Insulating the dressing rooms to prevent heat loss and condensation issues.
- Providing CO₂ detectors in viewing areas to allow for demand control ventilation.
- Utilizing natural light throughout the facility.

2.3 Arena Site Selection Criteria

Arenas have historically played an important role as community gathering places where sport, physical activity and social connections are encouraged. Arenas are land-intensive facilities due to the size of their ice pads, multiple dressing rooms, other amenities (such as halls or program rooms), and their parking requirements. As community focal points and drive-to destinations, a number of criteria must be considered when selecting where to locate a future ice pad or arena.

Evaluating and selecting a preferred site for the proposed ice pad is important to its ultimate success. The location needs to be chosen with care, so as to embody as many key characteristics as possible. Maximizing accessibility to as many residents as possible (both now and in the future) should certainly be one of the key objectives; however, there is also a need to ensure that the site and its facility can be properly serviced, is compatible with adjacent land uses, can be developed cost effectively, and so on. The site can have a dramatic impact on the facility's construction cost. Land acquisition costs (if applicable), servicing potential, stormwater management, traffic and road access, soil condition, available infrastructure, etc. can all result in significant budget implications.

The criteria articulated in Table 1 provide a strong rational basis for evaluating potential sites and have regard to the project objectives. While it is preferable for the selected site to demonstrate all of the criteria, it is possible that they all may not be able to be met. The criteria were applied to the WRC and NHCC whose site and building conditions are explained in greater detail in Section 2.4 and 2.5, respectively.

Based on a high level analysis relegated to the site selection criteria, the WRC site is the more optimal of the two. Both the WRC and NHCC sites are municipally owned, situated beside parks and outdoor recreational amenities located along or near major transportation corridors, and in areas that can be considered community focal points. However, the WRC site provides the following advantages to a greater degree than the NHCC:

- The WRC has undeveloped open space portions on its site and expansion could occur, if required, on one or more sports fields (there are undeveloped open spaces within other Township parks that could accommodate sports field relocations should the need arise).
- The WRC has a large parking lot and room to construct additional parking to support a third ice pad.
- The WRC has a centralized staff complement by way of its multi-use nature which offers efficiencies in staffing numbers, supervision, maintenance and programming.
- Traffic and noise impacts on surrounding land uses would be less intrusive at the WRC (whereas the NHCC is embedded within a residential neighbourhood).
- There are very few environmental or legal encumbrances at the WRC (whereas the NHCC is located in close proximity to a regulated flood plain).
- The site is accessible in a reasonable time by car for a number of residential areas in Wilmot, and areas near the WRC are being planned for future residential growth.

Table 1: Arena Site Selection Criteria

Considerations	Prospective Criteria	WRC	NHCC
Location & Access	– The site is within reasonable proximity to existing and future residential areas.	✓	✓
	– The site can be accessed from an arterial or collector road, is in the vicinity of a connected trail network, and has barrier-free access.	✓	✓
Site Development Potential	– The site area and shape are sufficient for the proposed use and provide a reasonable level of flexibility in design.	✓	
	– The site is able to accommodate enough on-site and/or nearby parking for both patrons and staff.	✓	
Community Compatibility	– The facility would be compatible (in terms of building design, scale, landscaping, setbacks, etc.) with the surrounding area/buildings.	✓	
Known Constraints	– The site is not unduly impacted by a geographic barrier (e.g. watercourse, rail line), is not restricted by easement/man-made obstructions, does not require site decommissioning (e.g. brownfield), and is relatively flat.	✓	
	– Suitable infrastructure exists (e.g. sewers, water, etc.) on the site or can be reasonably extended to the site.	✓	✓
	– The site does not require the demolition of a significant building or elimination of necessary parkland, parking or other vital land use.	✓	✓
Planning Approval Status	– The site is capable of complying with applicable planning policies.	✓	✓
Availability of Site	– The site is owned by the Township or can be acquired for a reasonable price.	✓	✓
Focal Point Potential	– The site is at a visible location within the community.	✓	✓
	– The site is located at or has the potential to be a community focal point.	✓	✓
Expansion Potential	– The site possesses long-term expansion potential for municipal uses.	✓	
Amenity Opportunities	– The site has the ability to enhance and support other facilities, accommodate potential partners, and generate increased usage due to proximity to other locations.	✓	
	– The site offers the potential for economies of scale in construction and/or operation due to the co-location of other municipal and/or community services.	✓	
	– The site has the ability to incorporate outdoor parkland/features.	✓	✓

2.4 Wilmot Recreation Complex: Opportunities & Constraints

Site Conditions

The WRC is located at 1291 Nafziger Road in Baden, situated at the intersection with Highway 7/8. The WRC is easily identified and accessible to both local and regional markets by virtue of its centralized location between Wilmot's two primary settlements and access to the Highway 7/8 corridor that links Stratford to Kitchener-Waterloo and beyond.

The developed portion of the site occupies approximately 11.05 hectares. The WRC property includes the Schmidt Woods located immediately to the east of the community centre and sports fields along with an internal laneway running to the north and east of the site that connects Nafziger Road to Gingerich Road. Situated immediately to the north of the WRC property is a 6.6 hectare undeveloped woodlot that is also owned by the Township.

The developed portion of the site contains the WRC building, several sports fields, a playground and splash pad, and public parking. The Township's Parks & Facilities Operations Centre is housed at the north end of the building and an unsecured materials storage area is found across the laneway. A stormwater management pond is situated north-west of the WRC building while there are two undeveloped open space portions of land fronting Nafziger Road on either side of the entranceway.

Figure 1: WRC Site Context



Building Conditions

The WRC was constructed in two phases, the first in 2007 consisting of the two arenas and the second phase adding the indoor aquatic centre and multi-purpose program rooms in 2012. The WRC occupies a gross floor area of approximately 163,000 square feet.

A Building Condition Assessment was completed in 2020.¹ It found that the poured concrete slab and foundation walls to be in good condition with some cracks found in the structure likely due to settlement. Window and the metal roofs on the arena and pools are in good conditional and with no reports of leaking. Air conditioning and heating units are in fair condition needing to be replaced in the next 5-10 years. Interior finishes are in good condition with some regular maintenance to dressing rooms and rink area required. Overall, the BCA found the main issue to be worn sealants.

Of the \$1.2 million identified for the WRC in the Township's 10-year Capital Expenditure Summary between 2021 and 2030, arena-specific projects include \$670,000 for an 'arena refrigeration system maintenance plan' with other costs shared with other components in the community centre (e.g. aquatics).

As a relatively modern facility, the WRC was designed with barrier-free accessibility in mind and is thus considered to be highly accessible; however, current OBC and AODA requirements should be factored into long-range budgets for facility upgrades.



Wilmot Recreation Complex Event Rink & Ice Resurfacer Corridor

¹ Township of Wilmot. 2020. Building Condition Assessment: Final Report #2 – CC, RC & Admin. Buildings.

Facility Fit / Expansion Potential

The WRC is well suited to accommodate a third and fourth ice pad (the latter if required longer-term) due to the extensive site area available. An addition of this scale can be accommodated to the southwest of the existing arena / ice pad volume, but would require the relocation of existing parking as well as the reorganization of the traffic pattern with particular attention devoted to ensure a safe and efficient facility drop-off area(s).

Site Opportunities

- The consolidation of recreational services in the Township is well served through the WRC whereby locating both of its ice surfaces in this building creates efficiencies in terms of public access and staffing, and strengthens the potential for attracting/hosting tournaments.
- The WRC is central to and integrated with the planned Active Transportation Corridors being constructed to link the growing communities of Baden and New Hamburg, as well as more broadly to connections in Waterloo Region and Oxford County.
- The expansion of the entrance area to connect the existing building to the addition provides opportunity to create additional drop-off areas, as well as other common spaces.
- Creation of a new internal laneway can help to alleviate issues associated with the current drop-off area.
- The service lane can be extended at the north side of the building to access the addition.
- An upgraded refrigeration system to support the new ice pad(s), as well as the existing ice pads can be investigated.
- The facility can remain in operation during the construction of the addition.

Site Constraints

- The volume of traffic on this site would be increased significantly, and would have to be considered in the re-design of traffic circulation patterns.
- The reconfiguration or relocation of some soccer fields would be required to create a new access lane and provide additional parking on site that would be required to support a new ice pad(s). A cursory review of, sports fields could be considered at existing parks and open spaces owned by the Township or through future parkland developments.
- Exiting from the existing ice pads would have to be maintained/ considered in the construction of the new ice pad addition.

2.5 New Hamburg Community Centre: Opportunities & Constraints

Site Conditions

The New Hamburg Community Centre is located at 251 Jacob Street in New Hamburg. It forms part of a broader 9.8 hectare site that is fully developed with the NHCC building, the Royal Canadian Legion, three ball diamonds, covered stadium bleachers, pavilion, playground, running track and public parking. There is an internal pathway through the site connecting each amenity. This site is located on a flood plain with the Nith River running along the east side of the property, with a significant grade differential between the NHCC and the rest of the park site.

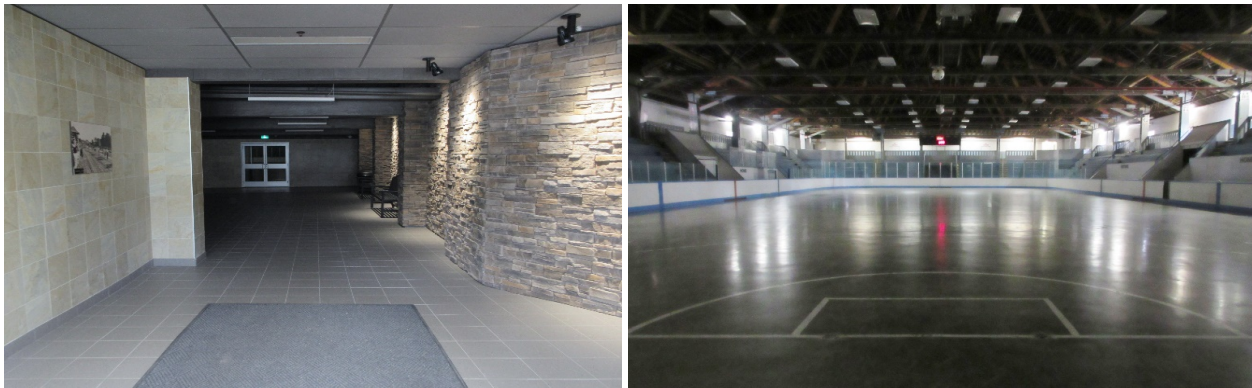
Figure 2: New Hamburg Site Context



Building Conditions

The New Hamburg Community Centre was originally constructed in 1948 with a northern addition built in 1984 and a more recent lobby renovation in 2014 to improve the entryway. The NHCC occupies a gross floor area of approximately 39,000 square feet consisting of a community centre and an arena.

The NHCC was built as an arena and previously used as such until the opening of the WRC twin-pad arena. Since that time, NHCC has been used as a “warm” dry pad facility. Other components of the community centre include a hall/auditorium located on the second floor, a dedicated space for a theatre tenant, meeting rooms, a common entry foyer, public washrooms and other ancillary spaces. There is an existing freight elevator between the main and second floor levels (not for public use) along with a small service basement.



New Hamburg Community Centre Lobby & Dry Floor

A 2020 Building Condition Assessment found that the concrete walls exhibit stains due to moisture and high humidity which may be a result of basement flooding in 2017. A few cracks on the foundation walls and in the arena corridors were noted as well. The slab on grades were reported to generally be in good condition. The roof structure and supporting columns of the arena are in operating order but will need replacement in 5-10 years. The roof was recorded to be in fair condition with observations of sealant failures, deformed flashing, water ponding and vegetation on the surface. Windows are in operating order but are stated to need replacement in the next 5 to 10 years. Interior finishes on the upgraded section of the lobby are in good/very good condition but the older parts of the community centre and arena need some repairs and upgrades.²

A previous assessment completed by CIMCO³ in 2018 reported that *“As a high level budget it will be approximately \$680,000 - \$850,000 + HST to completely replace the refrigeration system including the rink slab. This budget is just for refrigeration related items. It does not include work such as concrete, insulation, forming and other work required to bring the plant room to compliance.”* During the process of removing the ammonia from the building in early 2021, CIMCO noted that a significant brine leak had occurred in the south side of the system and recommended soil testing to determine the extent of contamination and inform any cost estimates related to remediation.

The Township’s 10-year Capital Expenditure Summary identifies nearly \$900,000 specifically for the NHCC between 2021 and 2030. Half of this expenditure (\$450,000) is allocated to replacing the roof membrane with

² Township of Wilmot. 2020. Building Condition Assessment: Facilities Located at 251 Jacob St. New Hamburg (Ontario)

³ CIMCO Refrigeration. New Hamburg Community Centre – Refrigeration Equipment Life Cycle. Letter dated December 5, 2018

other notable costs including \$175,000 for structural repairs and \$186,000 for parking lot/sidewalk replacement and lot expansion.

Based on a review of documentation along with visual observations, the NHCC has a number of functional limitations that would need to be addressed beyond its refrigeration, roofing, and other elements noted in the 10-Year Capital Expenditure Summary. While the Township could reasonably expend a minimum of \$1.75 million⁴ to recommission the NHCC arena and provide an experience similar to that found at present based on the information above (i.e. no major improvements), the following additional costs could be expected:

- Accessibility upgrades in compliance with the AODA and related facility accessibility standards;
- Replacement of dasher boards and glass system;
- Replacement of the wooden spectator seating surrounding the ice pad as these have been documented⁵ to not meet current design Codes and Regulations;
- Dressing room / washroom additions, enhancements or renovations.

The Township engaged an engineering consultant in 2019 to look at the potential of recommissioning the NHCC. The study investigated three Options as follows, noting that it did not identify a preferred Option. However, the study offers a more realistic picture of facility development/redevelopment costs, in the range of \$6.5 million⁶ should the Township wish to recommission the NHCC for ice sports and arena activities.

Study Option	Notable Improvements	Cost Estimate (2019)
Option 1: Ice Rink	A 7,200 ft ² expansion to accommodate 4 full-size dressing rooms, 2 smaller dressing rooms and 2 referee rooms alongside a new slab and boards, ice plant, electrical system, etc.	\$6,452,750
Option 2: Ice Rink	A 5,200 ft ² expansion containing same features as Option 1 but scaled back in size and amenities (i.e. fewer dressing rooms with plumbing).	\$6,042,500
Option 3: Permanent Warm Facility	A 2,500 ft ² expansion accommodate 4 full-size dressing rooms and position the NHCC as permanent interior multi-purpose concrete pad facility to house any number of events and situations such as indoor lacrosse, roller skating and Civic events.	\$2,950,500

Source: New Hamburg Arena Re-Commissioning Study

It bears noting that costs of materials and construction have escalated significantly for recreation sector projects across the country in the time that the study was prepared while the \$6.5 million estimate does not account for a number of other structural, mechanical and functional upgrades that could escalate the price further. On this basis, it is reasonable to expect that the cost to recommission and meaningfully enhance the NHCC to meet modern standards could be similar to those incurred for new arena construction.

⁴ Derived from 10-Year Capital Expenditure Summary and CIMCO Refrigeration quotation

⁵ NA Engineering Associates Inc. 2019. New Hamburg Arena Re-Commissioning Study. p.22

⁶ Ibid. NA Engineering Associates Inc. pp.22-29

Facility Fit / Expansion Potential

The New Hamburg Community Centre, while significant in terms of its place in the community as a gathering space and proximity to other adjacent recreational spaces, is a more challenging candidate for consideration as a third pad, due to the limited site area noted above, lack of on-site parking as well as its proximity to the flood plain. The original ice pad volume has a historic character but is limited in its use as a full-service arena due to the size of the ice pad. The 1984 addition poses significant challenges in terms of accessibility and contemporary expectations in arena design, as there are inconsistent floor levels on the main floor, there are no accessible washrooms, change rooms are smaller than current standards, spaces are cramped and confined, and there is no accessible route to the second floor common spaces.

Opportunities

- As noted above, the site is well-located in terms of its location in the community, promoting opportunities for walkability within the community of New Hamburg.
- The site provides the Township of Wilmot with an alternative recreation centre, along with the adjacent open space uses.
- The original ice pad structure has a romantic character, which could be enhanced through careful renovation to provide a unique player/spectator/user experience.
- Existing on-site parking could be reorganized (possibly by constructing a small lot on the open space immediately south of the existing building along Jacob Street), and provide a vehicular drop-off.

Constraints

- The size of the ice pad limits the use of this facility for (hockey) game and tournament play; resizing of the ice pad is possible, but would be a costly endeavour.
- A new refrigeration plant would be required, as the existing plant has been decommissioned, along with a new rink floor including brine lines and headers.
- Significant upgrade is required to the existing building, and will be required regardless of future use.
- Support spaces do not meet current arena expectations, and would require construction of new change rooms/ washrooms etc.
- A significant grade change on the east side of the building limits its usage as a potential area for expansion; this area is also within the GRCA floodplain.
- It is anticipated that climate change will continue to expand floodplain areas, further impacting the east side of the site.
- The age of the structure and original building system may not readily support improvements required to attain the Township's long-term sustainability and energy/water conservation objectives.
- Renovation/ expansion work would likely require the closure of the facility during renovation.

2.6 New Arena Site

Assembling new land for future arena site would provide the Township with flexibility to configure the site in a manner that is not subject to constraints of existing buildings, sports fields, etc. Depending on the size of the property, there may be potential to include other community centre components though it bears noting that the 2017 Parks, Facilities & Recreation Services Master Plan did not recommend any new major indoor recreational spaces apart from the ice pad. Any new lands acquired by the Township, however, should be large enough to accommodate a second phase arena expansion and associated additional parking in the event that a fourth ice pad is required in Wilmot.

In the event that a new arena site is being contemplated, the following criteria should be met at a minimum:

- The lands are large enough to allow future arena expansion and/or addition of other community facilities if required in the future;
- The site is centrally located between Baden and New Hamburg which will remain as the Township's primary urban settlements and home to the majority of Wilmot's population;
- The site offers strong access to major transportation corridors;
- The site is not constrained by environmental, geotechnical, or other constraints that would substantially escalate site preparation and development works;
- The site is serviced for hydro, water, and sewer or is in a location where extension of infrastructure servicing is being contemplated.

In the event that the Township does not already own a parcel of land that meets the above noted minimum criteria, it is likely that land purchase will be required. There may also be an opportunity to consider land swaps or other means permitted by the Ontario Planning Act to work with local landowners/developers to obtain the requisite amount of land. Unlike the WRC, the Township could also expect to incur site preparation and servicing costs for a new parcel of land.

2.7 Preferred Site for Third Ice Pad

Based on an analysis of site and buildings conditions for the WRC and NHCC, the WRC is the preferred location for the third ice pad. It would allow the Township to continue centralizing arena operations to the benefit of arena users and staff by virtue of the economies of scale generated. Doing so would not require the Township to assemble new lands thereby saving real estate purchases and will further reinforce the WRC as the premier recreation destination in Wilmot. The fact that a potential fourth ice pad may fit on the site is also a major benefit in the event that local ice registration rates remain strong and return to pre-pandemic levels; the most recent Indoor Ice Usage and Needs Analysis Update⁷ estimated that a third ice pad could be at capacity as early as 2025 with a potential fourth pad required after the year 2031.

PREFERRED OPTION:

It is recommended that the Township of Wilmot construct its third ice pad by way of expanding the Wilmot Recreation Centre, designed and oriented in a manner that also allows for a potential fourth ice pad if required to meet post-2031 arena needs.

⁷ Monteith Brown Planning Consultants Ltd. 2020. Indoor Ice Usage and Needs Analysis Update. p.19

3.0 Implementation & Next Steps

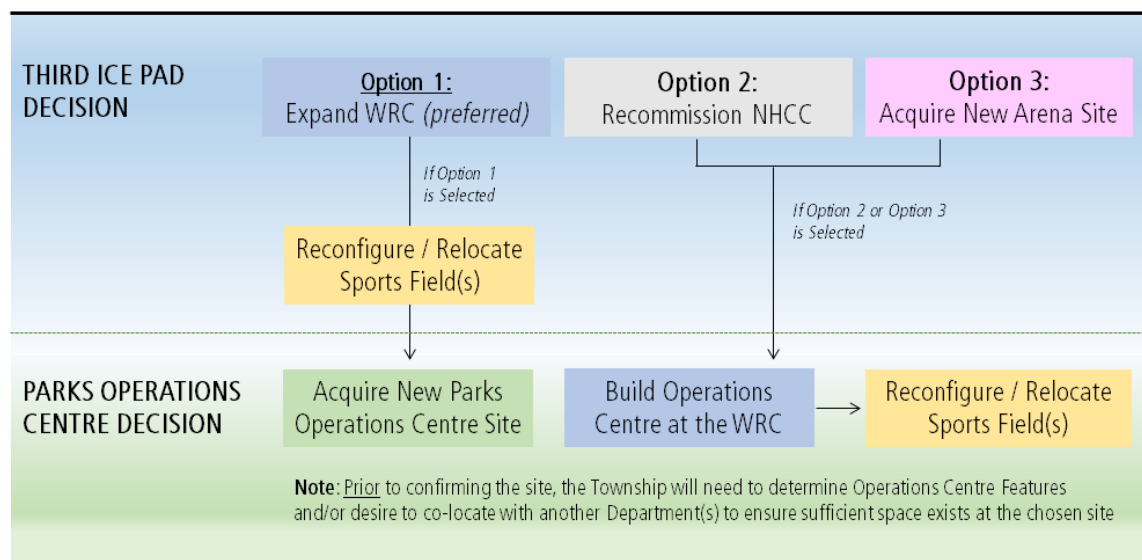
3.1 Summary of Options & Decision-Making Process

This Preliminary Findings Summary Report has identified that the WRC is the preferred option for an arena expansion. While the separately contained analysis for a new Parks & Facilities Operations Centre also demonstrates that such a facility could also fit at the WRC, the site is not deemed to be appropriate for both an arena expansion and a new operations centre due to factors such as:

- A high level of intensity from public use / programming and staff operations leading to the potential for conflicts between public and operational uses.
- An inability for either the arena or operations centre to be meaningfully expanded in response to ongoing population growth and associated level of service increases beyond the next 10 years.
- Limited operational efficiencies or gains from co-locating arena operations with parks and facilities operations (i.e. there is no compelling rationale to continue co-locating these uses at the WRC moving forward).
- A preference to relegating the WRC as Wilmot's primary focal point for recreation that could be undermined aesthetically and functionally if integrating an expanded operations centre and yard.

The preferred approach would be to prioritize recreation facilities and programs at the WRC since it is recognized as the Township's premier recreational destination by way of the ice pad, aquatics centre, multi-purpose program spaces and other community centre components, rectangular fields, and splash pad. Providing a third ice pad onsite is also deemed to create greater operational efficiencies for the Township and arena users than creating a single pad arena elsewhere (whether in New Hamburg or a new site), and these efficiencies would also be greater than retaining parks and facilities operations at the WRC.

The following decision-tree summarizes the preliminary findings and articulates the next steps in this study, and how it may affect decision-making for a new Parks & Facilities Operation Centre (including whether to relocate sports fields required to support an arena expansion as part of the new operations centre as well).



3.2 Arena Implementation

The ordered tasks below are intended to guide the Township of Wilmot in the development of the proposed arena project using a conventional Design-Bid-Build (DBB) delivery methodology. DBB is the most common project delivery method though others may be considered by the municipality such as design-build, integrated project delivery, etc.

1. Decision of Preferred Capital Project – the Township will confirm the preferred option (invest in the WRC) and identify an order of magnitude cost estimate in its long-term capital forecast; interim asset management and financial management decisions will reflect this decision.
2. Acquisition of consultants – assuming a DBB method, a Request For Proposal may be issued for a project manager to provide services through the life of the project; the project manager would develop a procurement strategy and lead the procurement of other consultants, including an architect for preliminary design.
3. Functional program – the general recommendations of this Study will be further elaborated to define the specific requirements for the facility, typically defined by an architect.
4. Schematic design – includes floor plans and elevations and shows the character and materials to be used in the building.
5. Allocation of funds – the project budget is re-assessed to make a determination of how, and when, to proceed; this is an appropriate stage to commence fundraising effort.
6. Construction document preparation – includes design development and the preparation of tender documents, sufficient for preliminary site plan approval; on completion of the tender documents a pre-tender Class B estimate to within 10% of the contract cost can be developed.
7. Tendering and award – tender documents are issued and interested general contractors (or pre-qualified bidders) develop submissions and pricing, which are formally evaluated by the Township and its project manager; the lowest priced bid that meets the tender requirements may be awarded the contract.
8. Construction – the successful bidder will construct the project in accordance with the construction documents, with significant oversight from the Township and its project manager.
9. Commissioning – this process ensures that the Township's requirements are incorporated into the design, are built, and are configured to produce the required result (often achieved with the assistance of a Commissioning Agent); move-in follows, which can require considerable advance coordination
10. Decommissioning – should the Township decide to close the NHCC as an ice venue, decommissioning of the ice plant will be required once the replacement arena opens; decisions around future repurposing of the NHCC should be considered in advance, with input from the community.

The implementation process for this project is anticipated to take a minimum of two years given the need to receive final approval, secure funding, establish partnership parameters (if applicable), complete the design and tender process, and to construct/reconstruct the facility.

3.3 Next Steps

The information and proposed directions contained in this Preliminary Findings Report is scheduled for presentation to Township of Wilmot Council on November 8, 2021. Township Council will be requested to provide direction to Township Staff and the Consulting Team as to whether it generally agrees with the locations identified for the third ice pad.

Upon receiving Council direction, the Consulting Team will test the preferred option with stakeholders and the public, undertake any refinements to conceptual plans as well as prepare capital and operating cost estimates with the assistance of Township Staff. The Third Ice Pad Location Study will be presented back to Township Council for consideration in 2022.



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2021-019

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

REVIEWED BY: Patrick Kelly, Director Corporate Services/ Treasurer
Sharon Chambers, Chief Administrative Officer

DATE: December 6, 2021

SUBJECT: Third Ice Pad Location Study – Public Consultation Summary Report

RECOMMENDATION:

THAT the Third Ice Pad Public Consultation Summary Report be received;

AND FURTHER THAT staff be directed to proceed with a conceptual design and order of magnitude costing for a third ice pad at the Wilmot Recreation Complex site as recommended by consultants Monteith Brown Planning Consultants Ltd. and supported by public consultation;

AND FURTHER THAT staff be directed to present the conceptual design and order of magnitude costing to Council in Q1 of 2022.

SUMMARY:

On November 8, 2021, Council approved staff report PFRS 2021-018, Third Ice Pad Study Preliminary Findings Report. The report included the following recommendations:

THAT the Third Ice Pad Location Study – Preliminary Findings Summary Report be received;

AND FURTHER THAT staff be directed to initiate a public consultation process to seek comments on the recommended location of the Wilmot Recreation Complex for the third rink site;

AND FURTHER THAT staff be directed to present the public consultation results to Council with a recommendation regarding the preferred site.

As a result, staff initiated an online public survey on Friday November 12th that closed on November 26th. The results of the survey are included in this report and support moving forward with a conceptual design and order of magnitude pricing for a third rink to be located at the Wilmot Recreation Complex (WRC).

BACKGROUND:

In October 2020, Council approved the Indoor Arena Usage and Needs Analysis Update which recommended a third ice pad be provided in Wilmot in the short-term to meet current and future needs from population growth. Monteith Brown Planning Consultants Ltd. were retained to complete the study as a follow up to a report they provided in 2013 regarding future ice needs.

On November 8, 2022, the Preliminary Findings Study prepared by Monteith Brown included the following preferred option:

“It is recommended that the Township of Wilmot construct its third ice pad by way of expanding the Wilmot Recreation Complex, designed and oriented in a manner that also allows for a potential fourth ice pad if required to meet post-2031 arena needs.”

The following groups were engaged and interviewed during the consultation process: New Hamburg Hockey Association (NHHA), Wilmot Girl's Hockey Association (WGHA), New Hamburg Skating Club (NHSC), New Hamburg Jr C Firebirds, The Community Players (TCP), Wilmot Jr C Lacrosse, and Wilmot District Soccer Club (WDSC), and presented their findings to Council on November 8, 2021.

Arena user groups were supportive of the consultant recommendation to pursue a third ice pad and indicated that the WRC was their preferred location. All arena groups also supported an NHL-regulation ice pad (200' x 85') with a minimum of 6 dressing rooms, seating typical of a community rink, and adequate storage.

Through Council approval of the Preliminary Findings Report, staff proceeded with the next step in the public consultation process which included an online survey available to the general public. The following questions were included in the online survey:

1. Do you currently reside in Wilmot Township?
2. Are you a current user of the Wilmot Recreation Complex?
3. If yes, what organization are you affiliated with (if any)?

4. Please provide your comments on the preferred location of the Wilmot Recreation Complex for a third ice pad.

This report presents the public consultation results of the online survey, which are supportive in moving forward with a conceptual design at the proposed WRC location.

REPORT:

The online public consultation survey, hosted on the Township website and promoted via social media, provided an opportunity for the members of the broader Wilmot community to comment on the recommendation to locate a third ice pad on the preferred site of the WRC as identified by Monteith Brown Planning Consultants Ltd.

The survey experienced a considerable level of engagement with 362 responses in total. While not all public responses have been included within this report, a summary has been provided by Monteith Brown, with an additional sampling of comments included in Appendix A.

Survey Results

The survey questions produced the following results:

Place of Residency

The majority of respondents were residents of Wilmot Township, representing 334 submissions (92% of total responses), while the remaining 28 responses (8%) were provided by non-residents.

Users of the Wilmot Recreation Complex & Group Affiliation

A total of 358 responses (99%) were submitted by individuals that identified themselves as being a current user of the Wilmot Recreation Complex; while just 4 responses were received from persons that did not identify as users. A further analysis revealed that:

- 215 respondents (59%) were affiliated with the New Hamburg Hockey Association,
- 132 respondents (36%) were with Wilmot Girl's Hockey Association, and
- 57 respondents (16%) were with New Hamburg Skating Club,
- 7 respondents (2%) were with the New Hamburg Firebirds and
- 4 respondents (1%) were Wilmot Junior C Lacrosse.

This indicates strong representation in responses from the Township's three (3) largest users of ice time. It also bears noting that 24 responses (7%) were received from "Other" organizations (including aquatic users, pick-up hockey leagues, and outdoor recreation users, etc.) while 27 responses were provided by individuals that do not belong to an organized league or user group. In addition, 80 respondents (22%) identified themselves as belonging to the Wilmot Soccer Club.

Agreement with the Preliminary Recommendation

The Wilmot Recreation Complex was the most supported location for a third ice pad with 47% of submissions expressing that this would be their preferred choice. Common reasons cited for this level of support included:

- Convenient location and co-location with other recreational components were optimal;
- Space exists onsite to accommodate the expansion;
- Already having existing arenas onsite would be convenient for people and conducive to tournament use;
- Perception that there could be land cost and operating cost savings through co-location; and
- Availability of parking.

Another 44% of respondents stated that they would support a third ice pad anywhere in Wilmot or did not have an opinion where it should go, largely on the basis that they were simply pleased to see the Township making additional investments in the arena supply.

The New Hamburg Community Centre was the preferred choice for 5% of respondents, many of whom suggested a nostalgia for what was affectionately referred to as “the old barn” as well as some that would like to see arenas geographically spread throughout the two urban settlements. A very small percentage (2%) either suggested a different location or stated that they did not support another ice pad in Wilmot.

Recommendation and Next Steps

Based on the results of the online survey with 329 out of 362 (91%) responses preferring either the WRC or any location for a third rink, and the consultation results from Monteith Brown’s WRC user group interviews, this report recommends that Council direct staff to proceed with WRC as the site to complete the conceptual design and high-level costing.

Once this step is completed in early 2022, and pending the outcome of Capital budget deliberations, the next step would be engaging an architect or design build contractor to begin detailed design work for the third rink.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Completing the Third Ice Pad Study aligns with the Core Values of Health and Wellbeing, Community, Legacy, Accessibility, and Inclusivity and Forward-thinking.

This study supports the Goals of Quality of Life, Community Engagement and Responsible Governance.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

Goal 3: Ensure healthy lives and promote well-being for all at all ages.

Goal 8: Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

FINANCIAL CONSIDERATIONS:

The endorsement of the Wilmot Recreation Complex as the preferred location will trigger additional capital spending associated with the Conceptual Design, Detailed Design and future construction of a third ice pad. The capital costs and timing for each of these stages of the project will be incorporated within the updated 10-Year Capital Forecast.

ATTACHMENTS: Appendix A – Survey Results Summary of Comments Received

Appendix A – Survey Results Summary of Comments Received

1) WRC as Preferred Location (47%)

- The WRC would be our preferred location.
- "Wilmot Recreation Complex is a great centralized location for the township. There is already adequate parking in the area, and the proximity to the highway is surely appreciated by visiting teams.
- "I think the Wilmot Recreation Complex is an ideal location for the third (or fourth) ice pad. I am hopeful there will be more community engagement with the design aspect of the upcoming build, as certain aspects of WRC are less than ideal, and hopefully can be considered when designing the new facility.
- We can't wait for the construction to start and our children to be able to utilize the new facility!!"It would be nice of it was at the rec. center. But ultimately just another ice pad would be good!
- It's too bad the old arena couldn't be recommissioned, but WRC seems to make the most sense for a new ice pad. It will be important to ensure adequate parking and a sensible site layout because it is already a very busy place!
- Yes, great idea to expand to provide more at this already ideal location!
- It would be beneficial to add the third ice pad to the WRC because there are already two there and the ease of use would be high. The WRC already has accessibility and is in a great location for visiting teams and is fairly central in our Township.
- Best location for the third ice pad would be at the current Recreation Complex.
- It doesn't make much sense to me to be placing a new ice pad somewhere else in the community when we already have two in one spot"
- The rec complex makes the most sense. The amount of money required to bring the old rink up to code would be better spent on a new modern facility.
- "Yes please! It should have been a 4-plex from the beginning."

2) Any Location

- Absolutely. Not enough ice time as it is. The expansion is needed as the population grows
- No matter where it is, a third ice pad is needed.
- It is long overdue. We are often having to find ice time outside of the township in Stratford and Wellesley for both the skating club and minor hockey.
- As a member of WGHA, we are routinely having to drive to Plattsville, and we have also used Tavistock, for ice. Adding another ice pad, will bring in more revenue for the township, opens up the ability to host other hockey

tournaments which will again bring in more revenue. The need is absolutely there for the ice.

- Anywhere in wilmot- this is so needed
- Don't care where just add one.

3) Reinstate New Hamburg Arena (5%)

- "The best option would be the old arena in New Hamburg on Jacob.
- I know the arena needs a lot of updates, however the township has the land already. Also the facility would be in great use the fair grounds being used for the Mennonite Relief, ball tournaments, Mopar fest. Also a community center that is within walking distance from the core of New Hamburg."
- I think it would be great to recommission the old NH arena, however there would need to be something done for parking, as there is very limited spots available
- Reopen the old New Hamburg Arena
- "The Beautiful Old Barn!
- The community centre downtown, the traffic in and out of the existing etc centre is already brutal and turning into and out of the centre is a challenge, should have a turning lane. Putting one there you will lose parking or soccer fields so not a great solution
- "The old arena downtown has a nostalgic feel to it and would play great for young kids and parents to take their kids to ""the old barn"".

4) Do Not Build Another Rink (2%)

- This is a waste of tax payers money, we do not need a third ice pad. Stop wasting money on hockey!!
- Instead of building a third ice pad maybe add more variety based courts, possibly a badminton court which could likely easily be converted into a tennis or volleyball court (this could go along creating a league for these sports), a basketball court would likely be very popular as well.
- Do we need more ice? What about more pool time - hockey hockey hockey ... there is more to life and more to Wilmot than ice rinks. I vote for no new ice pad and instead more swimming options."

Other Comments of Interest

- Removing trees from Schmidt Wood would not be ideal. Currently the entrance road to the left behind the ice pad facilities is a blind corner and too narrow. This should either be wider (woods would have to be trimmed back) or removed completely for safe traffic flow.
- There is already two ice pads yet no gym. What about the other sports such as basketball, volleyball, pickleball, badminton, etc? Why are the other members of our community ignored. Not every member of this community is

involved with hockey. For such a large recreation centre not to have a gymnasium is unacceptable. Before you even consider putting in a third pad think of the other citizens of our area. We all want to enjoy this centre not just the few privileged ones.

- I don't disagree that the Rec Centre is likely the most appropriate and cost effective location, but I'm not a user of the ice surface; I use the swimming pool, the soccer fields, the playground and splash pad, and Schmitt Woods trails. I would be very disappointed to see any of these other amenities reduced or displaced to make more room for ice pads.
- A concern I have is that recreational facilities in our settlement areas are aging. As we look to further invest in the WRC, I believe this may create a challenge to smaller community-based facilities becoming further aged, without significant investment, obsolete, or at greater cost as we prioritize the build of this proposed project.



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2022-09

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

REVIEWED BY: Patrick Kelly, CPA, CMA, Director of Corporate Services/Treasurer
Sharon Chambers, CAO

DATE: February 28, 2022

SUBJECT: Third Ice Pad and Parks Operations Centre Final Report

RECOMMENDATION:

THAT Report PFRS 2022-09 Third Ice Pad and Parks Operations Centre Final Report, be received for information purposes; and

THAT staff be directed to proceed with plans for hiring a Design / Bid / Build team for the Third Ice Pad project located at the Wilmot Recreation Complex (WRC) as outlined in the 2022 Capital Budget; and

THAT staff be directed to include funds in a future budget for securing a new site and capital funds to construct a Parks Operations Centre.

SUMMARY:

This staff report includes the final report from Monteith Brown regarding the third ice pad project formerly presented to Council in PRFS 2021-018 Third Ice Pad Update Report, and PFRS 2021-019 Third Ice Pad Public Consultation Process. Monteith Brown Planning Consultants Ltd. have prepared the final report outlining their user group consultation research

and fulfilling the terms of their contract with the Township to assist with determining the best location for a third rink, and the high-level construction and costs to operate the additional ice pad. In addition, this report includes a final report prepared by Monteith Brown regarding the Parks and Facilities Division Operations site review and recommendations, including high level budget estimates.

BACKGROUND:

For a number of years, the Township has identified the need for a third ice pad to accommodate the demand locally and to host tournaments attracting tourists to our community. Confirmation of the need for a third pad was outlined and provided to Council in staff report PFRS 2020-013 Indoor Arena Ice Usage and Needs Analysis Update. In 2021, Monteith Brown continued the process by completing in-depth user group consultation and site fit-out analysis as outlined in staff report PFRS 2021-018. This report recommended the WRC as the preferred site for an additional ice pad which was further supported and confirmed in staff report PFRS 2021-019 based on public consultation results from an online survey.

In addition, the Parks Operations Centre, which is currently housed at the rear of the WRC, does not meet the needs of this growing department, and by the nature of its location, design and size, puts Township equipment at risk for vandalism and theft.

This report is intended to provide final recommendations from Monteith Brown Planning Consultants Inc. regarding both the third Arena and the Parks Operation site based on their findings during consultation and fit-out analysis.

REPORT:

Monteith Brown Planning Consultants Ltd. were retained to provide the research that has been presented to Council thus far, and a final report detailing the proposed Third Ice Pad, how it will fit on the WRC site, and high-level capital and operating budget costs is attached. This report summarizes their findings and includes basic concept designs for the third rink and the Parks Operations Centre, which will be further developed by a future Architect or Design/Bid/Build firm upon Council approval.

Third Arena Site

As outlined in previous staff reports, workshops and interviews were conducted with key user groups, staff, and through a public consultation survey, to determine location preference for a third arena. The WRC was identified as the preferred location due to mechanical, staffing and footprint efficiencies and improved opportunities for tournaments. The final Monteith Brown report includes a basic high level conceptual design that meets the criteria identified by the user groups and staff for features that would be needed for a new rink, including spectator capacity. The report recommends a minor hockey style rink with limited seating and an NHL standard size ice surface. Space for storage, mechanical equipment, six standard sized dressing rooms and a number of smaller dressing rooms were included in the conceptual floor plan on Page 23 of the report.

The conceptual design shows the proposed arena being attached to the current exterior wall of the Schout Performance Centre ice pad. The design suggests using the existing main entrance to serve the new arena with a connecting hallway to access dressing rooms and ice for the proposed third pad. The laneway and parking lots would require reconfiguration to accommodate this location. Some soccer pitches would require relocation to an undetermined location to accommodate the additional parking. Further study on fit-out would be conducted by the successful design company should the project proceed.

The next step for this project, upon Council approval, is to issue an RFP for Design, Bid, Build construction.

Parks Operations Centre

The Parks Operations Centre consultation with staff identified a number of key needs for this department to improve efficiencies and better service community parks and facilities. The report was prepared in conjunction with the Third Arena Report as it was assumed by Monteith Brown that, should the third arena preferred and recommended location be at the WRC, the Parks Operations Centre would require a new location. This was confirmed through Monteith Brown's study and consultation process.

The existing location at the back of the WRC building is a space that was originally intended for arena operations and is not suitable in size, design nor features to accommodate the variety of parks and facility services needs. The proposed new space includes adequate locker room, change rooms, showers, interior equipment and vehicle storage, office space for management and supervisory staff, and a workshop for repairing equipment, and constructing items for parks and facilities.

The conceptual plan shown on page 16 of the report suggests approximately 10,000 square feet of interior space, plus outside staff and visitor parking and an area for material storage outdoors such as mulch and sand.

The estimated capital cost for the building and parking area, excluding the cost of purchasing and servicing land is between \$2.9 and \$3.6 million. The 2022 10 Year Capital plan includes \$450,000 in 2024 and \$6 million in 2025 for this project. As this Department continues to grow to meet the needs of the Township, it will be imperative to have facilities and grounds that provides efficiencies, safe storage of equipment and adequate staff accommodations.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This study supports the Goals of Quality of Life, Community Engagement and Responsible Governance.

The development of a third ice pad aligns with the Goal of Community Engagement by involving WRC user groups and the general public in the decision to recommend the WRC as the preferred location for a third ice pad. Completing the Third Ice Pad Study aligns with the Core Values of Health and Wellbeing, Community, Legacy, Accessibility, and Inclusivity and Forward-thinking.

The Parks Operations Centre Study supports the Goal of Responsible Governance.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 3: Good Health and Wellbeing
Goal 17: Partnerships to Achieve the Goal

FINANCIAL CONSIDERATIONS:

The design and construction of the two facilities outlined within this report represent a significant long-term capital investment for the Township. Both projects were included within the recently updated Development Charges Background Study. The Parks Operations Facility is considered to be 100% growth-related, and will be fully funded from Development Charges. The third ice pad is partially funded through Development Charges, and will require external debt financing to cover the remainder of costs.

Below is the breakdown of costs and funding sources that are currently included within the 2022 Capital Budget and the 10-year Capital Forecast for the third ice pad. These budgetary projections may require updates as part of the 2023 Capital Budget, based on the overall cost estimate of \$15.5M provided within the Monteith Brown study. This cost does not include an allowance for relocating the soccer pitches.

Funding Source	2022	2023	Total
Development Charges	396,500	5,287,500	5,684,000
Debt Financing	484,750	6,462,500	6,947,250
Total Budgeted Funding	881,250	11,750,000	12,631,250

Below is the breakdown of costs and funding sources that are currently included within the 10-year Capital Forecast for the Parks Operations Facility. These budgetary projections may require updates as part of the 2023 Budget, based on the overall cost estimate of \$2.9 to \$3.6M provided within the Monteith Brown study.

Funding Source	2024	2025	Total
Development Charges	450,000	6,000,000	6,450,000
Total Budgeted Funding	450,000	6,000,000	6,450,000

The debt financing requirements outlined above will be considered within the context of a larger debt management strategy to be completed with the 2022 Work Plan.

ATTACHMENTS:

Third Ice Pad Final Report
Parks Operations Facility Final Report

Township of Wilmot

Third Ice Pad Location Study

February 2022





Township of Wilmot

Third Ice Pad Location Study

February 3, 2022

FINAL REPORT

Prepared by:



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The disclosure of any information contained in this Third Ice Pad Location Study is the sole responsibility of the Township of Wilmot. The Study is attributable to work conducted to inform the Township of Wilmot's Terms of Reference for the Study and any findings contained herein should not constitute final recommendations since subsequent works will need to be undertaken by the Township. This Study has been prepared in consideration of information and documentation provided to Monteith Brown Planning Consultants Ltd., and Cornerstone Architecture, and reflects the Consultants' judgment in light of the information available to us at the time of preparation of this report.

Any use which a third party makes of the Third Ice Pad Location Study, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Monteith Brown Planning Consultants Ltd. and, Cornerstone Architecture accept no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions based on this Report.

1.0 Study Purpose & Key Inputs

1.1 Study Purpose & Context

The Third Ice Pad Location Study (“the Study”) is intended to provide guidance to the Township of Wilmot as it evaluates prospective locations and preliminary design considerations for a new ice pad and operations centre.

In October 2020, an Indoor Arena Usage & Needs Analysis Update was presented to Township Council. The Analysis recommended that the Township provide a third ice pad to meet future needs arising from population growth as well as strong arena utilization and registration rates in Wilmot. Three options were identified for the new ice pad, consisting of the Wilmot Recreation Complex (WRC), recommissioning the New Hamburg Community Centre (NHCC) arena, or selecting a new site altogether if either of the existing facilities were deemed to not be feasible. Township Council directed Staff to initiate a follow up study focused upon site selection and cost implications to determine the optimal location for the third ice pad (while also considering longer-term expansion potential in the event a fourth ice pad would be required in the future).

At the same time, the Township was also planning to investigate whether the parks and facilities operations centre currently housed within the WRC remains the most appropriate location. The operations yard is situated behind the WRC and also occupies some space within the arena maintenance area. The Township wishes to evaluate the continued suitability of the WRC for the operations centre in light of future growth needs and an ability to deliver efficient services, or whether an alternative location should be considered. The intent of the two studies is to identify sites within a broad geographic area through which the Township can investigate specific parcels through subsequent and separate processes.

Due to the integrated nature of the current arena and Parks & Facilities Operations Centre, a decision was made to combine the arena and operations centre studies. Through the Third Ice Pad and Parks & Facilities Operations Centre Location Studies, the Township is seeking direction on whether a third ice pad is appropriate at the WRC and whether sufficient space would still exist to retain the parks and facilities operations centre, and/or whether alternative locations for both a new ice pad or operations centre should be contemplated (either co-located or provided on separate sites).

1.2 Study Methodology

Monteith Brown Planning Consultants Ltd. and Cornerstone Architecture assisted the Township with the Third Ice Pad Location Study. Notable elements of the project methodology involve:

- Engaging arena stakeholders and Township Staff throughout the planning process through interviews and workshops near the onset of the project, while a feedback opportunity will be afforded to stakeholders so that may review the Draft Study prior to its finalization;
- Reviewing relevant background information including building condition assessments, site and facility plans, staff reports, and trends pertinent to the design and construction;
- Development of site selection criteria to guide where the third ice pad would be optimally situated;
- Preparation of a Preliminary Findings Summary Report to recommend a preferred location to test with Township Council on November 8, 2021 and with the general public in the weeks that followed;
- Preparation of a conceptual plan and order-of-magnitude capital costs for the preferred option;
- Collaborating with Township Staff with respect to the development of operating costs; and
- Presentations to Township Council at key milestones throughout the process.

Study Exclusions

The scope of work for the Study excludes site engineering or building condition assessments, detailed construction drawings or technical specifications, comprehensive organizational reviews, negotiations with prospective partners, preparation of pricing structures, and quantification of specific community economic impacts. As a result, additional studies and investigations may be required to confirm assessments and findings contained herein.

1.3 Parks, Facilities & Recreation Services Master Plan

In January 2017, Township of Wilmot Council endorsed the Parks, Facilities & Recreation Services Master Plan prepared by Monteith Brown Planning Consultants. With the assistance of an extensive public consultation program and supported by a comprehensive assessment of indoor recreation facility needs, the Master Plan found that the Wilmot Recreation Complex arena was operating at capacity during many prime time periods and that selected arena users were travelling outside of the Township to access ice time available in other municipalities. The Master Plan found support for providing a total of three ice pads in Wilmot, confirming previous analyses prepared as part of the 2013 Indoor Ice Usage and Needs Analysis, along with the 2007 Addendum to the 2002 Recreation Facility Needs Study. Each of these studies identified options for a third ice pad, but did not evaluate or select a preferred provision option.

1.4 Indoor Arena Usage & Needs Analysis Update

In October 2020, Township Council endorsed the Indoor Arena Usage & Needs Analysis Update. That process involved consultation with major arena stakeholders along with a comprehensive assessment of arena needs over a 10-year planning period. The Update confirmed findings and directions contained in the Parks, Facilities & Recreation Services Master Plan as well as a previous Indoor Arena Usage & Needs Analysis prepared in 2013. The following recommendations were made:

1. Continue to target 1 ice pad per 450 registered youth participants (ages 5 to 19) in the planning for current and future ice surface needs, consistent with the Parks, Facilities & Recreation Master Plan and the previous Ice Needs Analysis. Based on this target and a continuation of existing participation rates, there is a deficit of ice at present (equivalent to 0.5 ice pads), growing to 1.1 ice pads by 2026 and 1.4 ice pads by 2031.
2. Provide one additional ice pad as early as the 2021/22 season. It is anticipated that the findings of this Analysis will be used by the Township to develop a strategy for the provision of future municipal ice surfaces. Specifics relating to the location, design, cost, funding, and form of management for a third ice pad are beyond the scope of this Analysis.

The Township should undertake further study to determine strategies for delivering a third ice surface, including considerations to partnerships, locations, operational models (multi-pad arenas are more sustainable than single pad facilities), and funding (e.g., capital reserve). Potential strategies may include (but not necessarily limited to):

- rehabilitation of the New Hamburg Community Centre as a winter ice venue;
 - an expansion to the Wilmot Recreation Complex; or
 - new construction at an alternative site, with capacity for a fourth municipal ice pad (to be determined through future arena assessments).
3. Review potential implications of COVID-19 on arena participation and utilization rates as they pertain to short-term arena demand. The need for a fourth ice pad should be confirmed based on arena market factors including (but not limited to) the rate and timing of population growth (with emphasis on growth in the 5 to 19 age group), changes to participation rates, additions or removals of ice pads from the regional arena supply, changes to user group programming requirements and capabilities, etc.

1.5 Arena Stakeholder Consultation

Stakeholders that were consulted during the 2020 Indoor Arena Usage & Needs Analysis were re-engaged to obtain feedback regarding arena location and design. Certain stakeholders not involved in the 2020 Needs Analysis were also contacted for this Study. One-on-one interviews were held via video conference in March 2021 with representatives from:

- | | |
|-------------------------------------|-----------------------------------|
| 1. New Hamburg Hockey Association | 4. New Hamburg Junior C Firebirds |
| 2. Wilmot Girl's Hockey Association | 5. The Community Players |
| 3. New Hamburg Skating Club | 6. Wilmot Junior C Lacrosse |

Notable and common points arising from these interviews are as follows:

- **WRC:** Ice sport organizations were supportive of the Council direction to proceed with the third ice pad, indicating it would allow them to grow their programs. The preference was to expand the WRC with one if not two ice pads, space permitting.
- **NHCC:** While recommissioning the NHCC arena was the secondary preference, ice sport organizations indicated that they would view it as a “practice rink” or dryland training facility due to its limited parking and dated changerooms, as well as a preference to use the WRC for games, tournaments and more competitive-level programming.
- **Location & Site:** Arena users indicated that a future ice pad should be located along or near major roads/highways and central to the Township’s population, reinforcing the WRC as a preferred site. They indicated that it would be ideal if an eventual fourth ice pad could fit in the event that registrations continue to grow into the future. Certain groups noted that vehicular circulation is extremely important, using the example of the WRC where the parking lot and drop-off zone becomes very busy when multiple events are happening (e.g. Junior C games, swim programs, etc.). A drop-off lane or rethinking vehicular circulation was suggested in conjunction with a building addition.
- **Design:** All groups supported an NHL-regulation ice pad (200’ x 85’) with a minimum of 6 dressing rooms, referee room, and adequate storage. Bleacher seating would be suitable and organizations did not foresee a need for enhanced spectator seating capacity above what would be considered the average for a community recreational ice rink. A need for strong Wi-Fi connectivity and mobile phone reception throughout the building was also expressed.
- **Theatre:** The Community Players articulated their current constraints with operating out of the NHCC, largely associated with a lack of rehearsal space, storage, and workshop which creates functional challenges and can exhaust their volunteer resources. Their goal is to have a single space for all theater activities. TCP have invested in NHCC in the past and would be willing to stay at this location with some additional facility improvements, such as the insulation between floors. At time of writing, Township Staff are working with TCP to explore solutions separate to this study process.
- **Capital Contributions:** Arena organizations were willing to discuss if there is a role and capacity to assist the Township with potential contributions to capital funding for a new ice pad or enhanced amenities. However, organizations would have to consult with their executives, Boards and membership prior to making any commitments.

In addition, the Wilmot Soccer Club was engaged in October 2021 following more detailed analysis of the WRC as a potential venue for arena expansion given the degree of soccer programming onsite.

1.6 Arena Staff Workshop

The Township's arena staff were engaged to obtain feedback regarding the feasibility of adding an ice pad to existing arenas and design of a new ice pad. A group workshop was held via video conference on August 16, 2021 with seven staff in attendance consisting of Managers, Supervisors and Operators.

Notable points arising from the workshop are as follows:

- **WRC:** This arena has the potential for expansion and by incorporating the third ice pad it would be centralizing staff and programs to allow for maximum efficiency. The WRC offers ample parking though there are traffic congestion issues during peak times, primarily in the drop-off zone.
- **NHCC:** Some barriers to expansion on this site are being situated in the floodplain, limited onsite parking, and accessibility challenges for persons with disabilities. As a single pad it may have to shut down for an emergency mechanical repair if a replacement is not readily available unlike the WRC where some equipment can be "borrowed" between the two ice pads. However, the building has sentimental value to certain staff who would like to see this space retained for a new "warm" use if not recommissioned for ice purposes.
- **Site & Location:** A new arena should be in close proximity to facility users and staff, therefore, population distribution and a central location between New Hamburg and Baden is considered most advantageous. Situating the arena close to the highway or existing arenas would allow for easy access and efficiencies between locations.
- **Design:** Staff supported an NHL-regulation ice pad (200' x 85') with a minimum of 6 dressing rooms (ensuring availability for different genders or non-binary individuals), as well as adequate storage for both operations and user groups. An area to send children waiting to get on the ice was suggested so that they do not damage flooring with their sticks or create conflicts with other facility patrons. Managing traffic flow and internal vehicular circulation will be important to factor into the site plan.
- **Sustainability:** Township Council have made a commitment to "go green" by the year 2035. This will affect architectural building standards (e.g. LEED or Net Zero designations), size of the ice resurfacers room depending upon use of combustion versus electric engines, opportunities for heat recovery and exchange, building automation and use of technology in general.

1.7 Public Feedback Opportunity

Following Council approval of this Study's Preliminary Findings Report, Township staff and the Consultants proceeded with an online consultation available to the general public to test support for a preferred arena location in Wilmot, notably the potential to add a third ice rink to the WRC. A total of 362 responses were received of whom 92% of responses were submitted by Township of Wilmot residents and 99% were submitted by individuals that identified themselves as a current user of the Wilmot Recreation Complex.

Input received regarding the location of the new arena is as follows:

- 47% identified that the WRC as their preferred location for the third ice pad;
- 44% indicated that they would be fine with the third ice pad going anywhere or did not have an opinion;
- 5% would like to see the New Hamburg Community Centre recommissioned as an arena;
- 2% identified a different location other than the WRC or NHCC; and
- 2% indicated that they do not support additional investment in arenas in Wilmot.

The percentage of respondents associated with arena user groups included the New Hamburg Hockey Association (59%), Wilmot Girls Hockey Association (36%), New Hamburg Skating Club (16%), the New Hamburg Firebirds (2%) and Wilmot Junior C Lacrosse (11%). Another 7% were received from "Other" organizations including aquatic users, pick-up hockey leagues, and outdoor recreation users while 7% were received from individuals that do not belong to an organized league or user group.

2.0 Existing Arenas Analysis

2.1 Arena Supply

The Township operates two NHL-regulation sized ice pads at the Wilmot Recreation Complex (WRC) with six change rooms per pad and spectator seating for 350 and 750 spectators for each respective ice pad. The arena is part of a broader multi-use community centre that includes an indoor aquatics facility, fitness space, youth centre, program rooms, and a number of outdoor recreational amenities. The WRC is centrally located in the Township with direct access to Highway 7 and 8, drawing residents from across Wilmot as well as area municipalities.

The New Hamburg Community Centre (NHCC) is a former arena whose ice plant was mothballed after the opening of the WRC in 2007, a decision supported by the findings of the Township's 2002 Recreation Facility Needs Study. Originally constructed in 1948, the NHCC was most recently renovated in 2013 to improve the entrance, lobby and washrooms. The arena's dry floor is currently being used by the Wilmot Family Resource Centre for youth programs, The Community Players (TCP), special events, and a number of community rentals; it is not currently being used for ice sports or activities.



Wilmot Recreation Complex



New Hamburg Community Centre



2.2 Trends / Best Practices in Arena Design & Construction

Trends and best practices for arena design and Construction can be grouped under three major categories:

1. Design
2. Accessibility
3. Energy Efficiency

Design

While the most significant trend in arena design has seen the co-location of multiple uses in one building (including aquatic facilities, community centres, libraries, childcare centres and schools), arena design, in and of itself, has evolved to consider aspects of inclusion, safety and comfort for ice users and spectators. Current arena facilities are typically designed to ensure that:

- Dressing rooms are located on the same side as the benches, to ensure that coaches/ trainers are not crossing the ice to access the benches.
- Spectator access to seating areas is separated from the access to the dressing rooms, to limit the level of interaction between spectators and participants.
- A minimum of 6 dressing rooms are provided for each ice pad, to allow space before and after each ice allotment for the changeover of groups/ teams.
- Smaller, non-gender dressing rooms are typically provided so that entire change rooms are not occupied by one or two people, and allowing for the changeover function between time slots to be retained.
- Each dressing room is typically provided with two shower heads, a drying area, a toilet and sink.
- One referee room is typically provided for each ice pad (though sometimes two rooms are provided recognizing that a refereeing crew may be composed of different genders).
- In addition to the dressing rooms, gender neutral washrooms are being implemented in most community recreation facilities, as well as a universal washroom (as is the case at the WRC).
- Both warm and cold viewing areas are provided for spectators.
- Dryland training/warm-up spaces are provided and can also function as multi-use spaces (as is the case at the WRC).
- Natural light is being integrated into many facilities, both in viewing areas and for the ice surfaces. It is important to ensure that any glazing does not create glare or “hot spots” on the ice surface.
- In light of experiences with COVID 19, reducing the number of touchable devices is being considered, including door operators, plumbing fixtures and washroom accessories.

Accessibility

Requirements of the *Ontario Building Code* and *Accessibility for Ontarians with Disabilities Act* are integrated into the design of current arena facilities, extending beyond mobility considerations to include visual, aural, and cognitive design considerations as follows:

- Access to the facility and change room areas is provided via automatic sliding doors.
- A minimum of one change room is typically designed to meet accessibility requirements outlined in the Ontario Building Code.
- Viewing areas include space for visitors using wheelchairs or mobility aids, designed at a height to allow for viewing of the ice surface.
- Visual contrast is provided between floors and walls, as well as walls and doors.
- Enhanced sound systems (e.g. “soundfield” equipment) provided in viewing areas.
- Wayfinding is designed to be accessible for individuals with visual and cognitive issues.

Energy Efficiency

Arena facilities consume significant amounts of energy. As a result, many technologies have been developed to address energy efficiency, including:

- Capturing heat generated in the process of ice-making to provide in-floor heat in dressing rooms and other warm spaces.
- Super-insulating the ice pad area.
- Insulating the dressing rooms to prevent heat loss and condensation issues.
- Providing CO₂ detectors in viewing areas to allow for demand control ventilation.
- Utilizing natural light throughout the facility.

2.3 Arena Site Selection Criteria

Arenas have historically played an important role as community gathering places where sport, physical activity and social connections are encouraged. Arenas are land-intensive facilities due to the size of their ice pads, multiple dressing rooms, other amenities (such as storage space), and their parking requirements. As community focal points and drive-to destinations, a number of criteria must be considered when selecting where to locate a future ice pad or arena.

Evaluating and selecting a preferred site for the proposed ice pad is important to its ultimate success. The location needs to be chosen with care, so as to embody as many key characteristics as possible. Maximizing accessibility to as many residents as possible (both now and in the future) should certainly be one of the key objectives; however, there is also a need to ensure that the site and its facility can be properly serviced, is compatible with adjacent land uses, can be developed cost effectively, and so on. The site can have a dramatic impact on the facility's construction cost. Land acquisition costs (if applicable), servicing potential, stormwater management, traffic and road access, soil condition, available infrastructure, etc. can all result in significant budget implications.

The criteria articulated in Table 1 provide a strong rational basis for evaluating potential sites and have regard to the project objectives. While it is preferable for the selected site to demonstrate all of the criteria, it is possible that they all may not be able to be met. The criteria were applied to the WRC and NHCC whose site and building conditions are explained in greater detail in Section 2.4 and 2.5, respectively.

Based on a high level analysis relegated to the site selection criteria, the WRC site is the more optimal of the two. Both the WRC and NHCC sites are municipally owned, situated beside parks and outdoor recreational amenities located along or near major transportation corridors, and in areas that can be considered community focal points. However, the WRC site provides the following advantages to a greater degree than the NHCC:

- The WRC has undeveloped open space portions on its site and expansion could occur, if required, on one or more sports fields (there are undeveloped open spaces within other Township parks that could accommodate sports field relocations should the need arise).
- The WRC has a large parking lot and room to construct additional parking to support a third ice pad.
- The WRC has a centralized staff complement by way of its multi-use nature which offers efficiencies in staffing numbers, supervision, maintenance and programming.
- Traffic and noise impacts on surrounding land uses would be less intrusive at the WRC (whereas the NHCC is embedded within a residential neighbourhood).
- There are very few environmental or legal encumbrances at the WRC (whereas the NHCC is located in close proximity to a regulated flood plain).
- The site is accessible in a reasonable time by car for a number of residential areas in Wilmot, and areas near the WRC are being planned for future residential growth.

Table 1: Arena Site Selection Criteria

Considerations	Prospective Criteria	WRC	NHCC
Location & Access	<ul style="list-style-type: none"> – The site is within reasonable proximity to existing and future residential areas. – The site can be accessed from an arterial or collector road, is in the vicinity of a connected trail network, and has barrier-free access. 	✓ ✓	✓ ✓
Site Development Potential	<ul style="list-style-type: none"> – The site area and shape are sufficient for the proposed use and provide a reasonable level of flexibility in design. – The site is able to accommodate enough on-site and/or nearby parking for both patrons and staff. 	✓ ✓	
Community Compatibility	<ul style="list-style-type: none"> – The facility would be compatible (in terms of building design, scale, landscaping, setbacks, etc.) with the surrounding area/buildings. 	✓	
Known Constraints	<ul style="list-style-type: none"> – The site is not unduly impacted by a geographic barrier (e.g. watercourse, rail line), is not restricted by easement/man-made obstructions, does not require site decommissioning (e.g. brownfield), and is relatively flat. – Suitable infrastructure exists (e.g. sewers, water, etc.) on the site or can be reasonably extended to the site. – The site does not require the demolition of a significant building or elimination of necessary parkland, parking or other vital land use. 	✓ ✓ ✓	 ✓ ✓
Planning Approval Status	<ul style="list-style-type: none"> – The site is capable of complying with applicable planning policies. 	✓	✓
Availability of Site	<ul style="list-style-type: none"> – The site is owned by the Township or can be acquired for a reasonable price. 	✓	✓
Focal Point Potential	<ul style="list-style-type: none"> – The site is at a visible location within the community. – The site is located at or has the potential to be a community focal point. 	✓ ✓	✓ ✓
Expansion Potential	<ul style="list-style-type: none"> – The site possesses long-term expansion potential for municipal uses. 	✓	
Amenity Opportunities	<ul style="list-style-type: none"> – The site has the ability to enhance and support other facilities, accommodate potential partners, and generate increased usage due to proximity to other locations. – The site offers the potential for economies of scale in construction and/or operation due to the co-location of other municipal and/or community services. – The site has the ability to incorporate outdoor parkland/features. 	✓ ✓ ✓	 ✓

2.4 Wilmot Recreation Complex: Opportunities & Constraints

Site Conditions

The WRC is located at 1291 Nafziger Road in Baden, situated at the intersection with Highway 7/8. The WRC is easily identified and accessible to both local and regional markets by virtue of its centralized location between Wilmot's two primary settlements and access to the Highway 7/8 corridor that links Stratford to Kitchener-Waterloo and beyond.

The developed portion of the site occupies approximately 11.05 hectares. The WRC property includes the Schmidt Woods located immediately to the east of the community centre and sports fields along with an internal laneway running to the north and east of the site that connects Nafziger Road to Gingerich Road. Situated immediately to the north of the WRC property is a 6.6 hectare undeveloped woodlot that is also owned by the Township.

The developed portion of the site contains the WRC building, several sports fields, a playground and splash pad, and public parking. The Township's Parks & Facilities Operations Centre is housed at the north end of the building and an unsecured materials storage area is found across the laneway. A stormwater management pond is situated north-west of the WRC building while there are two undeveloped open space portions of land fronting Nafziger Road on either side of the entranceway.

Figure 1: WRC Site Context



Building Conditions

The WRC was constructed in two phases, the first in 2007 consisting of the two arenas and the second phase adding the indoor aquatic centre and multi-purpose program rooms in 2012. The WRC occupies a gross floor area of approximately 163,000 square feet.

A Building Condition Assessment was completed in 2020.¹ It found that the poured concrete slab and foundation walls to be in good condition with some cracks found in the structure likely due to settlement. Windows and the metal roofs on the arena and pools are in good conditional and with no reports of leaking. Air conditioning and heating units are in fair condition needing to be replaced in the next 5-10 years. Interior finishes are in good condition with some regular maintenance to dressing rooms and rink area required. Overall, the BCA found the main issue to be worn sealants.

Of the \$1.2 million identified for the WRC in the Township's 10-year Capital Expenditure Summary between 2021 and 2030, arena-specific projects include \$670,000 for an 'arena refrigeration system maintenance plan' with other costs shared with other components in the community centre (e.g. aquatics).

As a relatively modern facility, the WRC was designed with barrier-free accessibility in mind and is thus considered to be highly accessible; however, current OBC and AODA requirements should be factored into long-range budgets for facility upgrades.



Wilmot Recreation Complex Event Rink & Ice Resurfacer Corridor

¹ Township of Wilmot. 2020. Building Condition Assessment: Final Report #2 – CC, RC & Admin. Buildings.

Facility Fit / Expansion Potential

The WRC is well suited to accommodate a third due to the extensive site area available. An addition of this scale can be accommodated to the southwest of the existing arena / ice pad volume, but would require the relocation of existing parking as well as the reorganization of the traffic pattern with particular attention devoted to ensure a safe and efficient facility drop-off area(s). The architectural analysis undertaken for this Study has determined that it could be difficult to fit a fourth ice pad onsite unless the Township is able to relocate or remove provincial servicing easements that currently run through the site.

Site Opportunities

- The consolidation of recreational services in the Township is well served through the WRC whereby locating all of its ice surfaces in this building creates efficiencies in terms of public access and staffing, and strengthens the potential for attracting/hosting tournaments.
- The WRC is central to and integrated with the planned Active Transportation Corridors being constructed to link the growing communities of Baden and New Hamburg, as well as more broadly to connections across the Township, in Waterloo Region and Oxford County.
- The expansion of the entrance area to connect the existing building to the addition provides opportunity to improve drop-off areas, as well as other common spaces.
- Creation of a new internal laneway can help to alleviate issues associated with the current drop-off area.
- The service lane can be extended at the north side of the building to access the addition.
- An upgraded refrigeration system and ice melting pit to support the new ice pad(s), as well as the existing ice pads can be investigated.
- The facility can remain in operation during the construction of the addition.

Site Constraints

- The volume of traffic on this site would be increased significantly, and would have to be considered in the re-design of traffic circulation patterns.
- The reconfiguration or relocation of some soccer fields would be required to create a new access lane and provide additional parking on site that would be required to support a new ice pad(s). A cursory review of, sports fields could be considered at existing parks and open spaces owned by the Township or through future parkland developments.
- Exiting from the existing ice pads would have to be maintained/ considered in the construction of the new ice pad addition.

2.5 New Hamburg Community Centre: Opportunities & Constraints

Site Conditions

The New Hamburg Community Centre is located at 251 Jacob Street in New Hamburg. It forms part of a broader 9.8 hectare site that is fully developed with the NHCC building, the Royal Canadian Legion, three ball diamonds, covered stadium bleachers, pavilion, playground, running track and public parking. There is an internal pathway through the site connecting each amenity. This site is located on a flood plain with the Nith River running along the east side of the property, with a significant grade differential between the NHCC and the rest of the park site.

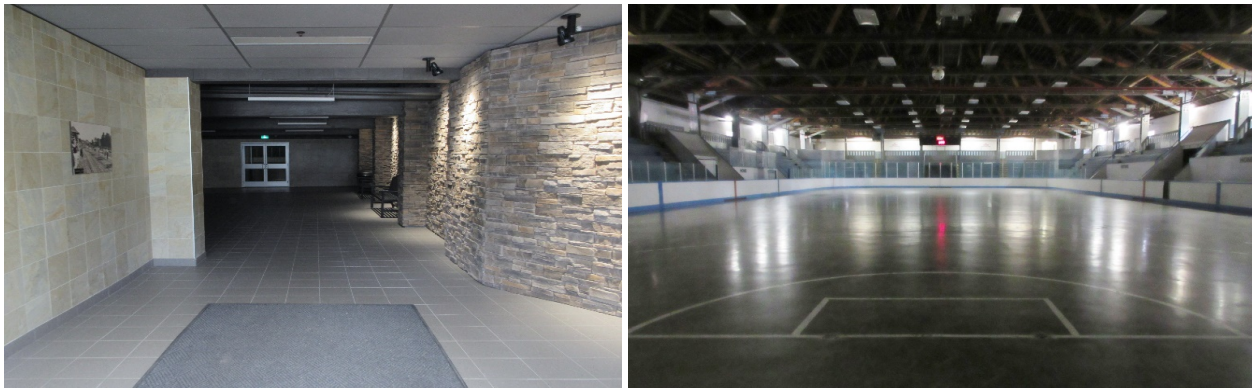
Figure 2: New Hamburg Site Context



Building Conditions

The New Hamburg Community Centre was originally constructed in 1948 with a northern addition built in 1984 and a lobby renovation in 2014 to improve the entryway. The NHCC occupies a gross floor area of approximately 39,000 square feet consisting of a community centre and an arena.

The NHCC was built as an arena and previously used as such until the opening of the WRC twin-pad arena. Since that time, NHCC has been used as a “warm” dry pad facility. Other components of the community centre include a hall/auditorium located on the second floor, a dedicated space for a theatre tenant, meeting rooms, a common entry foyer, public washrooms and other ancillary spaces. There is an existing freight elevator between the main and second floor levels (not for public use) along with a small service basement.



New Hamburg Community Centre Lobby & Dry Floor

A 2020 Building Condition Assessment found that the concrete walls exhibit stains due to moisture and high humidity which may be a result of basement flooding in 2017. A few cracks on the foundation walls and in the arena corridors were noted as well. The slab on grades were reported to generally be in good condition. The roof structure and supporting columns of the arena are in operating order but will need replacement in 5-10 years. The roof was recorded to be in fair condition with observations of sealant failures, deformed flashing, water ponding and vegetation on the surface. Windows are in operating order but are stated to need replacement in the next 5 to 10 years. Interior finishes on the upgraded section of the lobby are in good/very good condition but the older parts of the community centre and arena need some repairs and upgrades.²

A previous assessment completed by CIMCO³ in 2018 reported that *“As a high level budget it will be approximately \$680,000 - \$850,000 + HST to completely replace the refrigeration system including the rink slab. This budget is just for refrigeration related items. It does not include work such as concrete, insulation, forming and other work required to bring the plant room to compliance.”* During the process of removing the ammonia from the building in early 2021, CIMCO noted that a significant brine leak had occurred in the south side of the system and recommended soil testing to determine the extent of contamination and inform any cost estimates related to remediation.

The Township’s 10-year Capital Expenditure Summary identifies nearly \$900,000 specifically for the NHCC between 2021 and 2030. Half of this expenditure (\$450,000) is allocated to replacing the roof membrane with

² Township of Wilmot. 2020. Building Condition Assessment: Facilities Located at 251 Jacob St. New Hamburg (Ontario)

³ CIMCO Refrigeration. New Hamburg Community Centre – Refrigeration Equipment Life Cycle. Letter dated December 5, 2018

other notable costs including \$175,000 for structural repairs and \$186,000 for parking lot/sidewalk replacement and lot expansion.

Based on a review of documentation along with visual observations, the NHCC has a number of functional limitations that would need to be addressed beyond its refrigeration, roofing, and other elements noted in the 10-Year Capital Expenditure Summary. While the Township could reasonably expend a minimum of \$1.75 million⁴ to recommission the NHCC arena and provide an experience similar to that found at present based on the information above (i.e. no major improvements), the following additional costs could be expected:

- Accessibility upgrades in compliance with the AODA and related facility accessibility standards;
- Replacement of dasher boards and glass system;
- Replacement of the wooden spectator seating surrounding the ice pad as these have been documented⁵ to not meet current design Codes and Regulations;
- Dressing room / washroom additions, enhancements or renovations.

The Township engaged an engineering consultant in 2019 to look at the potential of recommissioning the NHCC. The study investigated three Options as follows, noting that it did not identify a preferred Option. However, the study offers a more realistic picture of facility development/redevelopment costs, in the range of \$6.5 million⁶ should the Township wish to recommission the NHCC for ice sports and arena activities.

Study Option	Notable Improvements	Cost Estimate (2019)
Option 1: Ice Rink	A 7,200 ft ² expansion to accommodate 4 full-size dressing rooms, 2 smaller dressing rooms and 2 referee rooms alongside a new slab and boards, ice plant, electrical system, etc.	\$6,452,750
Option 2: Ice Rink	A 5,200 ft ² expansion containing same features as Option 1 but scaled back in size and amenities (i.e. fewer dressing rooms with plumbing).	\$6,042,500
Option 3: Permanent Warm Facility	A 2,500 ft ² expansion accommodate 4 full-size dressing rooms and position the NHCC as permanent interior multi-purpose concrete pad facility to house any number of events and situations such as indoor lacrosse, roller skating and Civic events.	\$2,950,500

Source: New Hamburg Arena Re-Commissioning Study

It bears noting that costs of materials and construction have escalated significantly for recreation sector projects across the country in the time that the study was prepared while the \$6.5 million estimate does not account for a number of other structural, mechanical and functional upgrades that could escalate the price further. On this basis, it is reasonable to expect that the cost to recommission and meaningfully enhance the NHCC to meet modern standards could be similar to those incurred for new arena construction.

⁴ Derived from 10-Year Capital Expenditure Summary and CIMCO Refrigeration quotation

⁵ NA Engineering Associates Inc. 2019. New Hamburg Arena Re-Commissioning Study. p.22

⁶ Ibid. NA Engineering Associates Inc. pp.22-29

Facility Fit / Expansion Potential

The New Hamburg Community Centre, while significant in terms of its place in the community as a gathering space and proximity to other adjacent recreational spaces, is a more challenging candidate for consideration as a third pad, due to the limited site area noted above, lack of on-site parking as well as its proximity to the flood plain. The original ice pad volume has a historic character but is limited in its use as a full-service arena due to the size of the ice pad. The 1984 addition poses significant challenges in terms of accessibility and contemporary expectations in arena design, as there are inconsistent floor levels on the main floor, there are no accessible washrooms or spectator seating areas, change rooms are significantly smaller than current standards, spaces are cramped and confined, and there is no accessible route to the second floor common spaces.

Opportunities

- As noted above, the site is well-located in terms of its location in the community, promoting opportunities for walkability within the community of New Hamburg.
- The site provides the Township of Wilmot with an alternative recreation centre, along with the adjacent open space uses.
- The original ice pad structure has a romantic character, which could be enhanced through careful renovation to provide a unique player/spectator/user experience.
- Existing on-site parking could be reorganized (possibly by constructing a small lot on the open space immediately south of the existing building along Jacob Street), and provide a vehicular drop-off.

Constraints

- The size of the ice pad limits the use of this facility for (hockey) game and tournament play; resizing the ice pad to NHL regulations is possible but would be a costly endeavour.
- A new refrigeration plant would be required, as the existing plant has been decommissioned, along with a new rink floor including brine lines and headers.
- Significant upgrade is required to the existing building, some of which would be required regardless of future use.
- Support spaces do not meet current arena expectations, and would require construction of new change rooms/ washrooms etc.
- A significant grade change on the east side of the building limits its usage as a potential area for expansion; this area is also within the GRCA floodplain.
- It is anticipated that climate change will continue to expand floodplain areas, further impacting the east side of the site.
- The age of the structure and original building system may not readily support improvements required to attain the Township's long-term sustainability and energy/water conservation objectives.
- Renovation/ expansion work would likely require the closure of the facility during renovation.

2.6 New Arena Site

Assembling new land for future arena site would provide the Township with flexibility to configure the site in a manner that is not subject to constraints of existing buildings, sports fields, etc. Depending on the size of the property, there may be potential to include other community centre components though it bears noting that the 2017 Parks, Facilities & Recreation Services Master Plan did not recommend any new major indoor recreational spaces apart from the ice pad. Any new lands acquired by the Township, however, should be large enough to accommodate a second phase arena expansion and associated additional parking in the event that a fourth ice pad is required in Wilmot.

In the event that a new arena site is being contemplated, the following criteria should be met at a minimum:

- The lands are large enough to allow future arena expansion and/or addition of other community facilities if required in the future;
- The site is centrally located between Baden and New Hamburg which will remain as the Township's primary urban settlements and home to the majority of Wilmot's population;
- The site offers strong access to major transportation corridors;
- The site is not constrained by environmental, geotechnical, or other constraints that would substantially escalate site preparation and development works;
- The site is serviced for hydro, water, and sewer or is in a location where extension of infrastructure servicing is being contemplated.

In the event that the Township does not already own a parcel of land that meets the above noted minimum criteria, it is likely that land purchase will be required. There may also be an opportunity to consider land swaps or other means permitted by the Ontario Planning Act to work with local landowners/developers to obtain the requisite amount of land. Unlike the WRC, the Township could also expect to incur site preparation and servicing costs for a new parcel of land.

2.7 Preferred Site for Third Ice Pad

Based on an analysis of site and buildings conditions for the WRC and NHCC, the WRC is the preferred location for the third ice pad. It would allow the Township to continue centralizing arena operations to the benefit of arena users and staff by virtue of the economies of scale generated. Doing so would not require the Township to assemble new lands thereby saving real estate purchases and will further reinforce the WRC as the premier recreation destination in Wilmot.

PREFERRED OPTION:

It is recommended that the Township of Wilmot construct its third ice pad by way of expanding the Wilmot Recreation Centre, designed and oriented in a manner that also allows for a potential fourth ice pad if required to meet post-2031 arena needs (noting that the feasibility of a fourth ice pad is likely subject to removing or relocating existing infrastructure easements).

3.0 Conceptual Plan & Implementation

The WRC is the preferred option for an arena expansion as discussed in the preceding pages. This Section articulates how the third ice pad could be situated on the WRC site along with the capital and operating implications that the Township may expect to incur as a result. A set of steps required to execute the construction project is also included.

3.1 Conceptual Plans

Site Plan

Cornerstone Architecture has prepared a conceptual site plan (Figure 3) to illustrate how the WRC could be expanded. The proposed third ice pad addition is located adjacent to the existing ice pads, on the southwest side of the building, and amounts to 40,000 square feet (3,715 square metres) of new Gross Floor Area. Existing site access from Nafziger Road has been maintained in its current location but is expanded to allow for one in-bound lane and two out-bound lanes. The site has been reconfigured to expand the parking from 624 parking spaces to 914 spaces (see note below), including for an expanded drop-off area and bus parking area. A proposed drop-off route is also indicated on the proposed site plan to reflect input from stakeholders and the fact that there are presently issues with people parking in the emergency fire route, thereby requiring a drop-off lane. To accommodate the loss of existing parking due to the arena expansion and provide for additional parking to support the new program space, the existing parking area is expanded to the south and east. The existing soccer fields have been rotated to allow for two full size fields (or four or more smaller fields).

Note about Parking & Sports Fields

Vehicular parking requirements have been calculated at a rate of 8 spaces per 100 square metres of floor space available to the public as established in the Township of Wilmot Zoning By-law.⁷ This would generate the aforementioned requirement of approximately 290 spaces based on 3,600 square metres of publicly accessible space. Through the detailed design process, parking requirements should be confirmed and evaluated in terms of whether any reduction/reconfiguration of the parking area shown in Figure 3 could potentially retain existing sports fields and/or other outdoor amenities currently in place at the WRC.

Should the arena and parking lot expansion require relocation of existing sports fields, discussions with Township staff and a cursory review of the Parks, Facilities & Recreation Services Master Plan suggest that there may be opportunities to accommodate relocated fields within existing or future parkland. For example, Sir Adam Beck Park and/or the open space fronting Livingston Boulevard may be suitable for rectangular field programming, while new parkland obtained through Planning Act dedications is also a possibility.

⁷ Township of Wilmot Zoning By-Law 83-38 as amended by By-Law 2020-026. December 2021 Consolidation. *Section 6.14.2 for "Auditorium, Community Centre, Stadium or similar use involving assembly of persons."* p.18.

Floor Plan

Figure 4 illustrates how the third ice pad could potentially be laid out. The addition would include a regulation NHL size ice pad along with six associated dressing rooms, referee dressing room, warm viewing area, and mechanical/ refrigeration plant rooms (Figure 4). This is a preliminary concept that should be refined through detailed design and/or further consultation with arena users.

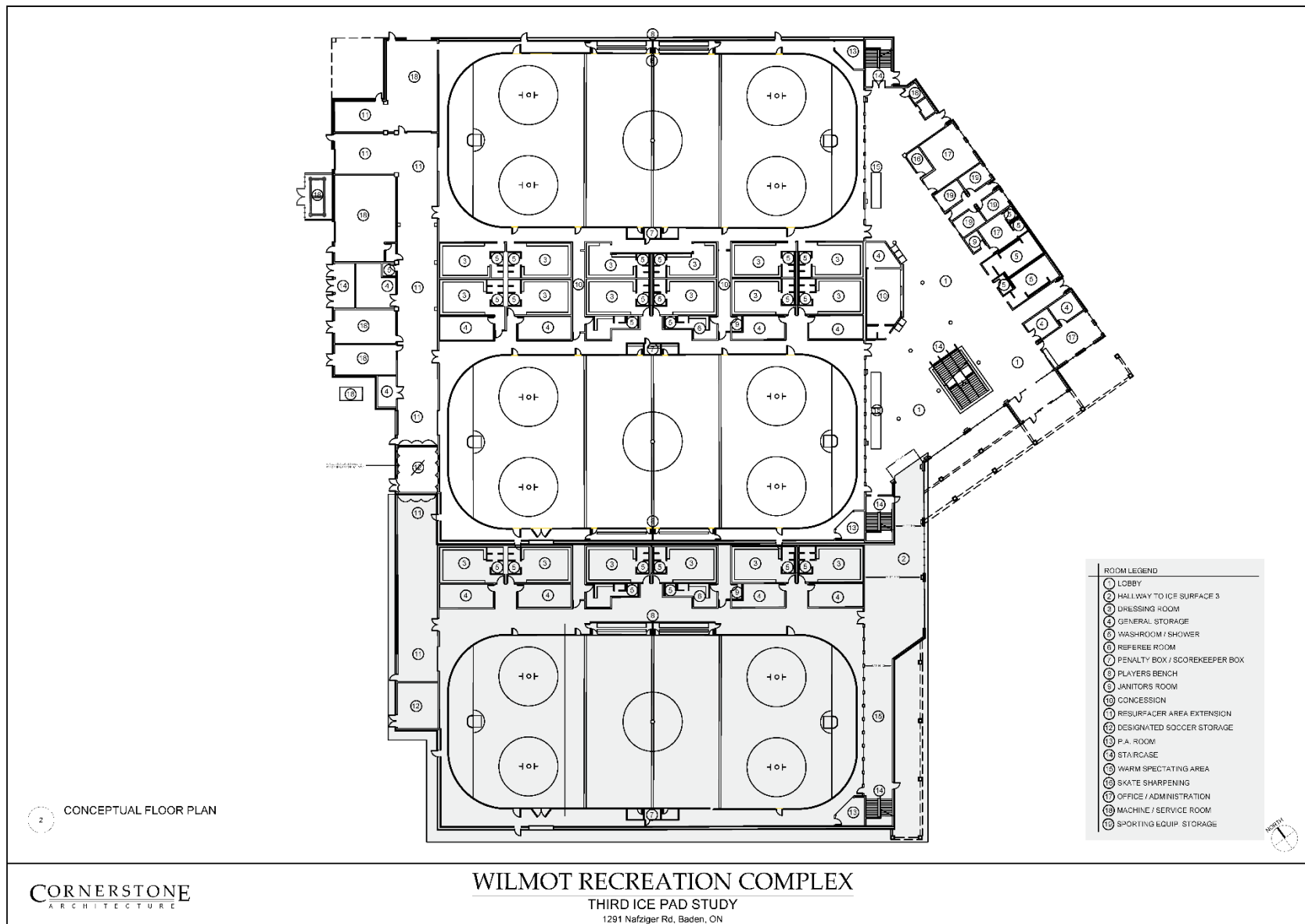
A new connection from the existing lobby provides access to the warm viewing area and dressing rooms for the proposed third ice pad. The new dressing rooms have been configured similarly to those in the existing facility for continuity, but specific requirements can be addressed during detailed design. Six dressing rooms are identified, with two referee rooms for the new ice pad. Similarly, additional storage space has been provided. The player's benches are indicated on the same side of the ice pad as the dressing rooms, to eliminate the risks associated with crossing the ice pad.

In the back-of-house area, the soccer storage space is identified to be relocated so that the ice maintenance area associated with the third ice pad can be continuous with the existing ice maintenance area. Consideration for consolidating the ice plant to service all three ice pads should be further investigated while an indoor ice melting pit to service all pads should also be explored. A viewing area may be provided over the new dressing rooms and would accommodate approximately 100 spectators on bench style seating. Further investigation is required to determine if additional washroom facilities will be required to support the occupant load.

Figure 3: Wilmot Recreation Complex Conceptual Site Plan



Figure 4: Wilmot Recreation Centre Third Ice Pad Conceptual Floor Plan



3.2 Capital Cost Estimates

The capital cost of implementing the arena expansion and associated site works is estimated at \$15.5 million. Note that this is an order of magnitude estimate based on a high level Class D costing and thus subject to variability (+/- 25%) that will need to be refined through detailed design. The cost estimate is predicated upon a 40,000 square foot expansion to the WRC along with new parking areas and associated site works, fees and an allowance for NET-ZERO elements. The cost is stated in 2021 dollars and excludes escalation, the latter of which is presently subject to unprecedented levels of volatility as national and global economies respond to the COVID-19 pandemic that is ongoing at time of writing.

Table 2: WRC Expansion Capital Cost Estimate

Description	Gross Floor Area	Cost per Square Foot	Amount
1.0 New Construction	40,000 ft²	\$345.75	\$13,830,000
Arena Expansion Single Ice Pad Dressing Rooms Expansion to Lobby Viewing Area (above dressing rooms) Refrigeration Room/Service Space Site Work New Parking, Curbs, Sidewalks & Landscaping Reorient Soccer Fields Re-route Servicing	40,000 ft ² 220,000 ft ²	\$290.00 \$10.00 allow <i>excluded</i>	\$11,600,000 \$2,200,000 \$30,000 <i>excluded</i>
2.0 Other Associated Costs			\$534,050
NET-ZERO Elements @ 3.5% of construction Signage Temporary Site Measures Dewatering & Special Foundations		allow <i>excluded</i> <i>excluded</i>	\$484,050 \$50,000 <i>excluded</i> <i>excluded</i>
3.0 Fees & Permits			\$1,163,150
Professional Fees @7.5% of construction Site Plan Approval Building Permit Other	40,000 ft ²	allow \$2.46 allow	\$1,037,250 \$2,500 \$98,400 \$25,000
4.0 Escalation			--
Anticipated Escalation @ 5% per year		<i>excluded</i>	<i>excluded</i>
Total Cost Estimate	40,000 ft²	\$388.18	\$15,527,200

Note: costs are presented as order of magnitude estimates and are stated in 2021 dollars. In addition to exclusions identified in the table, capital budget also excludes any costs associated with the assembly of land, FFE and if a new ice resurfacers would be required.

3.3 Operating Cost Implications

Township Staff from the Parks, Recreation & Facilities Department and the Corporate Services Department compiled an operation cost projection for a third ice pad if housed within the WRC. Based on internal revenue and expenditure assumptions (recognizing that certain costs are shared with other operating units within the WRC such as aquatics, other ice pads, etc.), **the annual operating implication of the third ice pad is estimated to be \$139,700 in its first year of operation** as shown in Table 3.

Table 3: Anticipated Operating Budget for a Third Ice Pad, Year 1

Operating Expenditures	
Staffing – Full-Time & Part-Time incl. benefits	\$196,300
Utilities	\$135,000
Clothing & Supplies	\$2,600
Maintenance & Repairs	\$59,800
Other	\$1,700
Total Estimated Expenditures	\$395,400
Operating Revenues	
Ice / Arena Floor Rentals & Admissions	(\$245,700)
Advertising & Promotion	(\$10,000)
Total Estimated Revenues	(\$255,700)
Total Operating Requirement	\$139,700

Note: costs are stated in 2021 dollars and do not include allowances for operating cost escalations due to staffing, utilities, supplies, etc. The length of the COVID-19 pandemic will influence this budget, particularly around arena rental revenue assumptions.

Please note that costs are stated above are in 2021 dollars and do not include assumptions for subsequent year escalations in revenue or expenditures (e.g. staffing, utilities, etc.). Operating assumptions used in the preparation of this estimate are presented as follows.

General Assumptions

- The arena's primary fall/winter ice season is assumed to be 28 weeks between September and March.
- Revenue and expenditures will generally mirror historical operations at the WRC arena.
- The operating budget represents a pre-COVID-19 scenario (i.e. assumes arena operating performance will return to historical norms shortly after the new ice pad is opened).

Arena Staffing Assumptions

The following staffing assumptions have been made whereby there would be a need for:

- One additional full time arena operator.

- Part time Arena Operators to cover Monday through Friday 4:00 p.m. to 10:00 p.m.
- Part time Arena Operators to cover Saturday and Sunday 6:00 a.m. to 10:00 p.m.
- An additional 840 weekday part time Arena Attendant hours which covers Monday through Friday, 4:00 p.m. to 10:00 p.m. for 28 weeks (ice season).
- An additional 896 weekend part time Arena Attendance hours covers Saturday and Sunday 6:00 a.m. to 10:00 p.m. for 28 weeks (ice season).

Other Expenditure Assumptions

- In addition to the full and part time salary estimates, other costs such as benefits, OMERS, WSIB, Employer Health Tax and Insurance as well as clothing allowances and health and safety training have been factored into the overall operating cost estimate.
- Other costs included in the estimate are increased utilities, equipment repairs and maintenance, buildings ground maintenance and materials and supplies.
- The capital budget is not anticipated to have any additional costs unless a third ice resurfer is deemed necessary which would add a one-time \$150,000 expense. It bears noting that a new ice resurfer will be required to replace the aging existing unit that is at the end of its useful life.

Revenue Assumptions

- Through previous discussions with the Township's four major arena users (i.e. minor hockey, girls' hockey, figure skating and the Junior C Firebirds), these organizations collectively requested between 37 and 56 hours of prime time ice per week, over and above their existing pre-pandemic allocation.⁸ If assumed that these groups will book the median of this range at the new ice pad - or 47 hours per week – the Township could expect to generate revenues of \$185,100 over the primary ice season based upon the Township's unadjusted 2021 minor prime time rate.
- Adult pick-up teams are assumed to pick up 10 prime time hours per week, largely after 10:00pm on weekdays as well as weekend rentals. This would generate revenues of \$60,600 over the season at the Township's unadjusted 2021 prime time rate.
- No recurring rentals are assumed in the third rink during weekday daytime (non-prime) hours as it is plausible that user groups will access the newly created prime-time slots. Similarly municipal recreational program revenue (e.g. learn-to-skate registration fees, public skate and shinny fees, etc.) is not factored into the revenue assumption. Further to the above, additional tournaments are anticipated due to the increase in available rinks, however, this has not been factored into the revenues.
- An allowance for the sale of rink board advertising within the new ice pad has been included as part of the revenue assumption.

Note that the addition of more revenues through ice/floor rentals, program fees or advertising could reduce the projected net operating requirement of \$139,700 as identified in Table 3.

⁸ Township of Wilmot. 2020. Indoor Arena Usage & Needs Analysis Update. p.11

3.4 Potential Funding Sources

Capital Funding

The capital program for the third ice pad will likely involve a combination of development charge funding and municipal contributions through other sources. Since a portion of the new ice pad is driven by growth-related needs in response to ongoing residential and employment activities in Wilmot, a portion of the new building cost are eligible for development charges under the principle that “growth pays for growth.” The Development Charges Act allows up to 90% of eligible projects to be funded using development charges, including eligible indoor recreation services such as arenas. The Township of Wilmot Development Charges Update Study identifies an allocation of \$5.63 million for “recreation floor space” after the statutory deduction and benefit to existing development.⁹ Assuming this allocation were entirely devoted to the third ice rink, it bears noting that this would represent slightly more than one-third of the \$15.5 million capital estimate presented in Section 3.2.

Municipalities may also draw from internal tax-funded reserve accounts or other tax-based sources to pay for new recreational infrastructure. Debentures / debt-financing is also a common tool depending upon the municipality’s debt ceiling and prevailing costs of borrowing. In certain instances, a municipality may seek contributions from its community or user groups to help fund a portion of the capital costs most typically through fundraising campaigns and/or temporary surcharges on rental fees; these contributions, however, tend to cover a small portion of the overall capital cost and thereby still necessitate funding through growth-related and taxation-funded accounts. That being said, the Township of Wilmot has been able to find community partners, businesses and local residents in the past who were willing to provide sizeable donations through land, money or a combination of the two.

Over the past decade, senior levels of government have implemented infrastructure stimulus programs such as the Recreational Infrastructure Canada (RIc) fund, the Building Canada fund, and most recently the Investing in Canada Infrastructure Program (ICIP). These programs typically involved a cost-sharing approach between the local municipality and the provincial and federal governments. While senior government infrastructure funding programs can reduce a significant portion of the capital requirement for municipalities, these programs are not consistently available, have strict timelines for application, and have proven to be highly competitive as municipalities across the country attempt to address their infrastructure backlogs.

Operating Support

Unlike capital costs, operating expenditures for indoor recreation facilities are not eligible for growth-related funding. The Ontario Municipal Act permits the collection of user fees to offset all or a portion costs, however, most municipal recreational services do not recover the full costs of operation through user fees. As such, tax-based funding is often required particularly for services where recovering the full cost of facility operation is cost-prohibitive for individuals and households to pay for through user fees alone.

⁹ Township of Wilmot. 2021. 2021 Development Charges Update Study. p.3-7.

3.5 Suggested Implementation Plan

The ordered tasks below are intended to guide the Township of Wilmot in the development of the proposed arena project using a conventional Design-Bid-Build (DBB) delivery methodology. DBB is the most common project delivery method though others may be considered by the municipality such as design-build, integrated project delivery, etc.

1. Decision of Preferred Capital Project – the Township will confirm the preferred option (invest in the WRC) and identify an order of magnitude cost estimate in its long-term capital forecast; interim asset management and financial management decisions will reflect this decision.
2. Acquisition of consultants – assuming a DBB method, a Request For Proposal may be issued for a project manager to provide services through the life of the project; the project manager would develop a procurement strategy and lead the procurement of other consultants, including an architect for preliminary design.
3. Functional program – the general recommendations of this Study will be further elaborated to define the specific requirements for the facility, typically defined by an architect.
4. Schematic design – includes floor plans and elevations and shows the character and materials to be used in the building.
5. Allocation of funds – the project budget is re-assessed to make a determination of how, and when, to proceed; this is an appropriate stage to commence fundraising effort.
6. Construction document preparation – includes design development and the preparation of tender documents, sufficient for preliminary site plan approval; on completion of the tender documents a pre-tender Class B estimate to within 10% of the contract cost can be developed.
7. Tendering and award – tender documents are issued and interested general contractors (or pre-qualified bidders) develop submissions and pricing, which are formally evaluated by the Township and its project manager; the lowest priced bid that meets the tender requirements may be awarded the contract.
8. Construction – the successful bidder will construct the project in accordance with the construction documents, with significant oversight from the Township and its project manager.
9. Commissioning – this process ensures that the Township's requirements are incorporated into the design, are built, and are configured to produce the required result (often achieved with the assistance of a Commissioning Agent); move-in follows, which can require considerable advance coordination
10. Decommissioning – should the Township decide to close the NHCC as an ice venue, any outstanding works to decommission the ice plant may be required; decisions around future repurposing of the NHCC should be considered in advance of this action, with input from the community.

The implementation process for this project is anticipated to take a minimum of two years given the need to receive final approval, secure funding, establish partnership parameters (if applicable), complete the design and tender process, and to construct/reconstruct the facility.



Third Ice Pad + Parks & Facilities Operations Centre Location Studies

Council Presentation
February 28, 2022



Study Purpose

- 1) **ARENAS:** To determine the optimal location for a third ice pad by either:
 - Expanding the Wilmot Recreation Complex;
 - Recommissioning the New Hamburg Community Centre; or
 - Selecting a new site if the existing arenas are deemed to not be suitable

- 2) **PARKS OPERATIONS:** Evaluate the continued suitability of the WRC for the Parks Operations Centre in light of current constraints, future growth needs and an ability to deliver efficient services



Process Timeline

- Oct. 2020 Township Council approved the Indoor Arena Usage & Needs Analysis Update which recommended a third ice pad in Wilmot
- Feb. 2021 Location Studies are initiated
- June Site Tours of WRC, NHCC and other locations
- November Council received the Preliminary Findings Report which identified the WRC as the preferred location for a new ice pad
- December Council received a summary of public feedback regarding arena location
- Feb. 2022: Conceptual Designs & Costing



Participating Stakeholders:

1. New Hamburg Hockey Association
2. Wilmot Girl's Hockey Association
3. New Hamburg Skating Club
4. New Hamburg Junior C Firebirds
5. The Community Players
6. Wilmot Junior C Lacrosse
7. Wilmot Soccer Club

In addition, 362 Feedback Forms and Written Submissions were received from the general public.

Community Input: Ice Pad

- User Groups and the public are generally supportive of the Township's decision to explore a third ice pad and the WRC is the preferred location of the majority providing feedback.
- NHCC was the secondary preference though some suggested it could become a practice rink or dryland training facility
- All user groups support an NHL-regulation ice pad (200' x 85') with a minimum of 6 dressing rooms, seating typical of a community rink, and adequate storage



Wilmot Recreation Centre: Preferred Ice Pad Location

- Twin-pad arena built in 2007 and documented to be in good condition
- Financial and programming efficiencies with co-located ice pads (staffing, scheduling, tournaments, etc.)
- The Township's recreational hub with indoor aquatics, youth centre, fitness space, sports fields, splash pad and playground
- Central location providing strong access to local and regional markets via Highway 7/8
- Designed with modern barrier-free accessibility and building code standards in mind



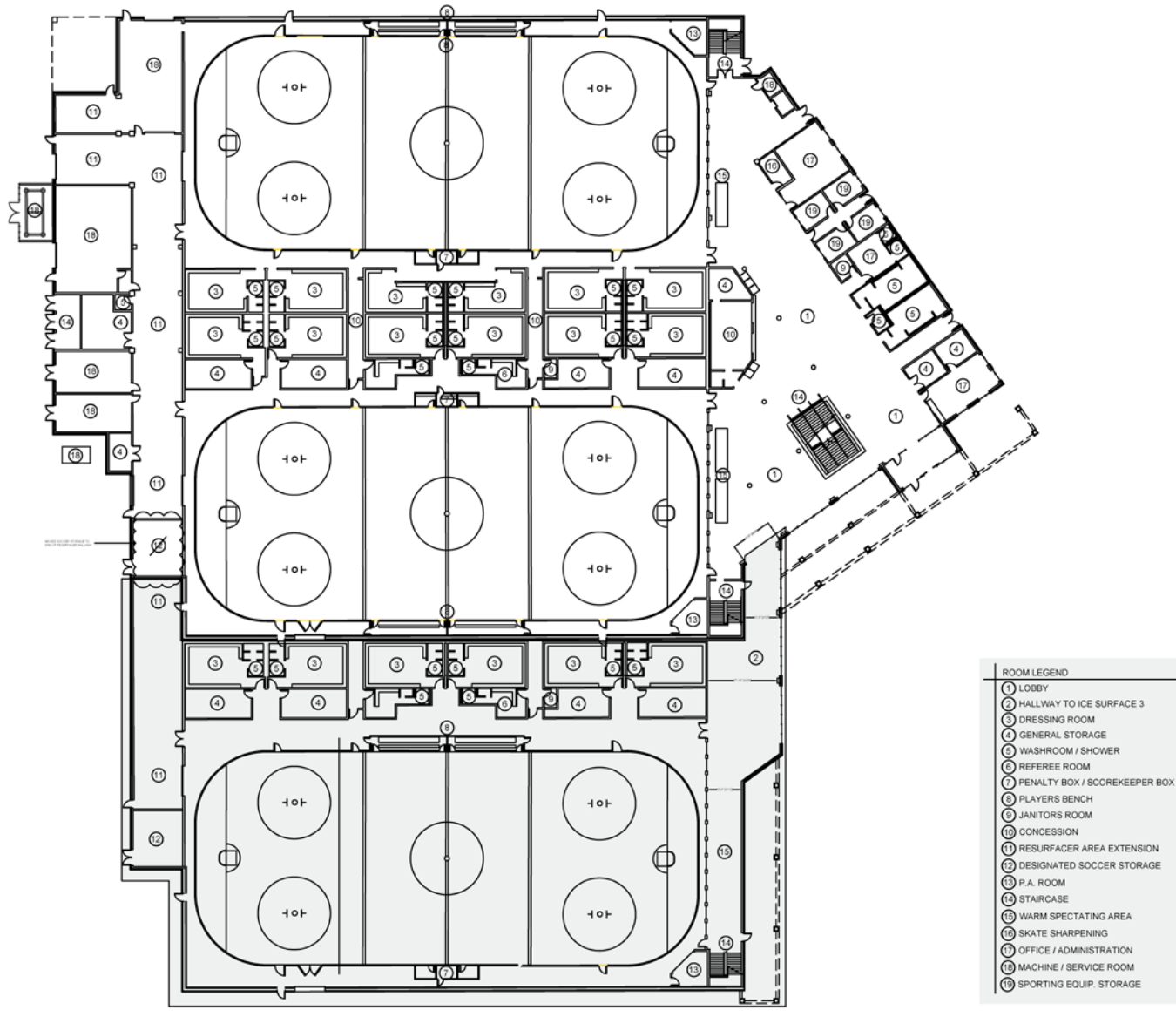
Site Plan: Notable Features

- New arena situated to the west of existing building
- Reconfigured traffic circulation that adds a new drop-off lane to improve safety
- Soccer fields re-oriented to allow for expanded parking (as calculated per Township Zoning By-law)



Floor Plan: Notable Features

- NHL regulation ice pad
- 6 dressing rooms + Referee Room
- Seating above change rooms plus warm viewing area
- New connection from lobby
- Allowances for storage



Parks Operations Centre: New Site Preferred

Acquisition of centrally located site is recommended for the Operations Centre. Its design concept will depend on the configuration and topography of the property selected.

A 1 acre property (minimum) would be required for a 10,000 square foot building plus exterior areas to provide:

- 3 drive-through bays
- Covered and secured fleet and equipment storage
- Workshop, stockroom, and administrative spaces
- Bulk materials storage bays
- Staff and visitor parking

Acquiring a larger parcel would allow for expansion flexibility to address future growth needs (and would likely be more cost-effective to assemble at today's market rates).



Implementation

Next Steps

1. Allocate funding to begin detailed design for the WRC arena expansion
2. Initiate Site Selection Study for a new property capable of accommodating the Parks & Facilities Operations Centre
3. Tender Detailed Designs & Construction

Estimated Construction Costs*

Ice Pad: \$15.5M

Operations Centre: \$2.9M to \$3.6M


* Both projects are DC-eligible. Construction costs are order of magnitude, stated in 2021 dollars, assume optimal site development conditions, and include allowances for Net-Zero and LEED elements. Costs exclude land purchase, escalation and FFE. Costs should be confirmed through detailed design and site evaluations.



Thank You

mbpc
Monteith•Brown
planning consultants

CORNERSTONE
ARCHITECTURE

Wickens Greenspace
Consultants 



PARKS, FACILITIES AND RECREATION SERVICES

Staff Report

REPORT NO: PFRS 2022-015

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services
Harold O'Krafka, Director of Development Services
Rod Leeson, Fire Chief

REVIEWED BY: Sharon Chambers, CAO

DATE: April 25, 2022

SUBJECT: Third Ice Pad Location Follow Up Report

RECOMMENDATION:

THAT Report PFRS 2022-015, Third Ice Pad Location Follow Up Report be received for information purposes.

SUMMARY:

Staff presented report PFRS 2022-09, Third Ice Pad and Parks Operations Centre Final Report to Council on February 28, 2022, seeking support for hiring a Design / Bid / Build team for the third ice pad to be constructed adjoined to the Wilmot Recreation Complex (WRC).

Concerns were raised during the Council meeting regarding the proximity of the WRC to the Nachurs Alpine Solutions fertilizer manufacturing facility located north-west of the WRC. As a result, an Amendment to the report Recommendation was approved as follows:

THAT Report PFRS 2022-09 Third Ice Pad and Parks Operations Centre Final Report, be received for information purposes; and

THAT staff be directed to proceed with plans for hiring a Design / Bid / Build team for the Third Ice Pad project located at the Wilmot Recreation Complex (WRC) as outlined in the 2022 Capital Budget; and

THAT staff be directed to include funds in a future budget for securing a new site and capital funds to construct a Parks Operations Centre.

And

THAT the motion be amended to include:

Pending a staff report advising on safety concerns related to the proximity to the Nachurs Alpine facility.

This report provides a summary of research conducted by Township staff to advise on safety concerns regarding the proximity of Nachurs Alpine.

BACKGROUND:

The WRC twin pad arena was constructed in 2007 followed by the Aquatic Centre in 2013. Recent staff reports identified and confirmed the need for a third ice pad, and Staff report PFRS 2021-018 recommended the WRC as the preferred site, which was further supported and confirmed in staff report PFRS 2021-019 based on public consultation results from an online survey.

Staff report PFRS 2022-09, Third Arena and Parks Operations Site Final Report, included the concept design shown below, for adding a third rink at the WRC location by expanding the building south-westerly into the entrance lane and parking lot to align the proposed third rink with the Schout Performance Rink. Research conducted by Monteith Brown Planning Consultants Ltd. determined this location to be the most cost effective and efficient option when compared to renovating the former New Hamburg Arena location or a developing a single pad arena on a new site.

At the February 28, 2022, Council meeting, concerns were raised regarding the proximity of the WRC and the proposed new third ice pad to the Nachurs Alpine Solutions facility on Nafziger Road. In particular, Council requested information regarding a 1000 m area of concern surrounding the Nachurs Alpine facility. Staff were requested by Council to review safety concerns and report back with information prior to proceeding with the Design Bid Build RFP.



Concept Design Developed by Monteith Brown Planning Consultants Ltd.

REPORT:

Staff commenced research regarding the proximity of Nachurs Alpine Solutions facility for the purposes of this report by seeking information from a number of experts including Nachurs Alpine staff. Staff also reviewed all information on file from the original WRC construction projects, both phase one – arena construction, and phase two – aquatic centre construction. No information was found in staff records regarding concerns about the proximity of the Nachurs Alpine facility.

On March 14, 2022, Nachurs Alpine Solutions provided a statement to Council regarding their operations and clarifying the emergency planning, communications, and training programs they have in place to ensure public safety. This correspondence is attached as Appendix A.

In addition, staff spoke with a number of experts to determine if the Planning Act R.S.O. 1990, c. P. 13, includes restrictions for considering building the third ice pad at the current location of 1291 Nafziger Road as it relates to the proximity of Nachurs Alpine Solutions.

The following paragraphs outline the results of this research and consultation:

WRC Architect Firm:

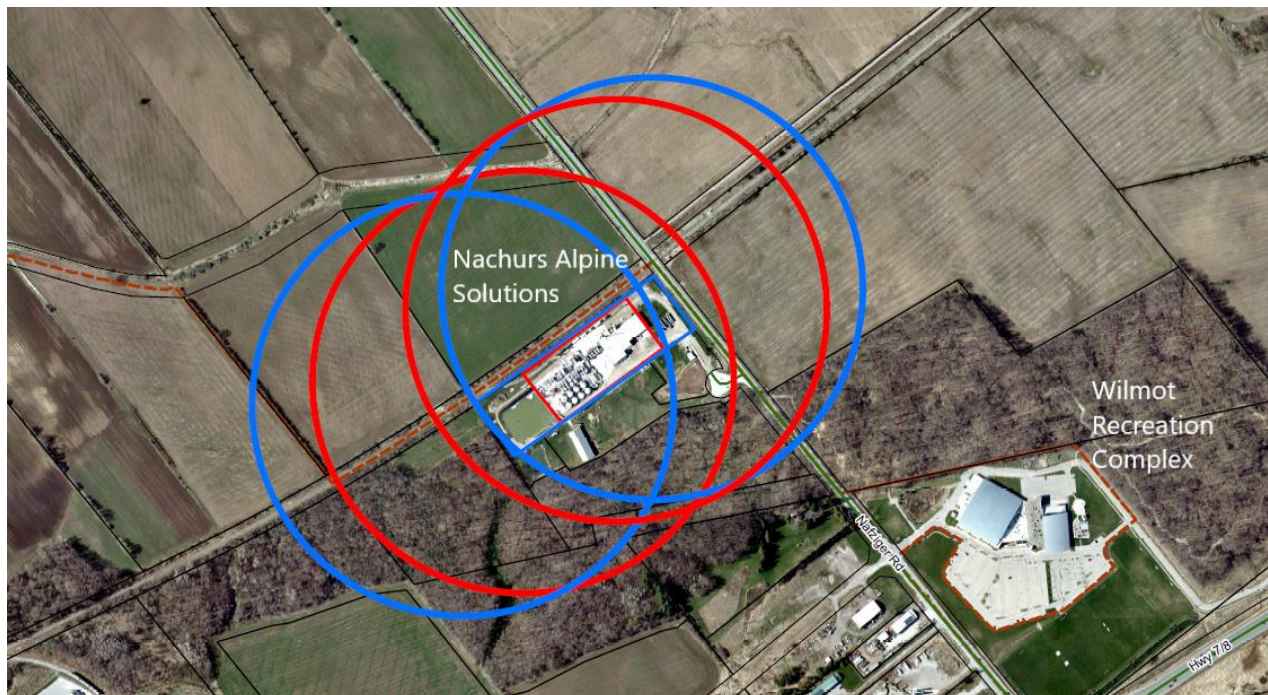
Staff spoke with Mr. Guy Bellehumeur from GB Architect Inc. who was the lead Architect on the WRC design. Mr. Bellehumeur indicated that during the design process, no issues were identified with respect to the proximity of Nachurs Alpine, and the design team were not required to complete an investigation of any sort related to this topic. Mr. Bellehumeur

indicated that he worked with Jackson Barill Management Inc. on this project, and that this was never raised as a concern in any conversations with the Project Manager. It is staff's understanding that Jackson Barill is no longer operating as a business due to retirement, therefore, staff were unable to follow up further on the original construction.

Township Director of Development Services

In the Province of Ontario, the D Series of the [Land Use Compatibility Guideline](#) governs environmental considerations and requirements for industrial use, sensitive lands, sewage and water service, and private wells. Mr. Harold O'Krafka, MCIP, RPP Director of Development Services, reviewed the D-6 guideline specific to the governance of sensitive uses and their proximity to Industrial operations.

Mr. O'Krafka identified Nachurs Alpine Solutions as a Class 2 (two) Industry with a 300m sphere of influence. The existing WRC arenas and the proposed third ice pad are 650m from the Nachurs Alpine operation. If the facility were within the 300m sphere of influence additional site analysis would be required under the Guideline. Since this is not the case, no additional analysis was required to construct the original WRC building or build the third rink.



Nachurs Alpine Solutions 300m Sphere of Influence

Region of Waterloo Planning Department:

Staff also reached out to Ms. Amanda Kutler, RPP, MCIP, Manager of Development Planning for the Region of Waterloo. Ms. Kutler indicated in e-mail correspondence that Mr. O'Krafka's analysis was accurate and was supported by the Regional Planning Department.

Township Fire Chief

Chief Rod Leeson provided information related to the chemicals and safety measures in place at Nachurs Alpine Solutions during the Council meeting and in a follow up e-mail to members of Council (attached as Appendix B). In his e-mail summary, Chief Leeson outlined the chemical properties of Anhydrous Ammonia which is used by Nachurs Alpine to manufacture fertilizer products. The information indicates that Anhydrous Ammonia is not considered a risk for explosion due to its chemical properties. The email also referenced the use of Anhydrous Ammonia which is stored and used daily to build and maintain ice at the WRC and arenas and food production plants around the world.

Other Safety Considerations:

Although the proximity of Nachurs Alpine Solutions does not require further site analysis according to the Land Use Compatibility Guideline, staff met with Ms. Carrie Sciarra, Nachurs Alpine Plant Manager to determine if there are other safety measures that can be undertaken regarding the WRC. Historically Nachurs Alpine has provided emergency manuals to WRC staff annually. In addition to this, Ms. Sciarra offered to meet with operational staff to review the safety protocols and WRC Emergency Plan that is currently in place and provide training to WRC staff as it relates to the Nachurs Alpine operations.

In addition, and out of an abundance of caution, design considerations will be undertaken for the third ice pad to reduce the potential for intaking air on the north-west facing side of the new arena structure.

As a result of the research, staff are recommending that Council receive this report and that staff proceed with developing a Design Bid Build RFP for the construction of the third rink at the WRC.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The development of a third ice pad aligns with the Goal of Community Engagement by involving WRC user groups and general public in the decision to select the WRC as the preferred location for a third ice pad.

Reviewing the safety of patrons who use the facility supports the Goals of Quality of Life and Responsible Governance.

ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Goal 3: Good Health and Well-Being

FINANCIAL CONSIDERATIONS:

There are no financial considerations related to this report.

ATTACHMENTS:

Appendix A: Press statement issued to Members of Council from Nachurs Alpine Solutions

Appendix B: Email from Chief Rod Leeson to Members of Council re: Nachurs Alpine Solutions

**Ministry of Municipal
Affairs and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des Affaires
Municipales et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



Ontario

December 16, 2022

Dear Head of Council, Municipal Chief Executive Officer and Clerk, and AMO Staff

Re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O. Reg. 154/03

The government is committed to taking bold action to address Ontario's housing supply crisis by building 1.5 million homes over the next 10 years.

That is why the government has taken further action to support this goal by making changes to the Greenbelt and revoking the Central Pickering Development Plan and the associated Minister's Zoning Order (O. Reg. 154/03) to help build at least 50,000 new homes, while leading to an overall expansion of the Greenbelt by approximately 2,000 acres.

Further to the letters sent on Nov 4, 2022 regarding proposed amendments to the Greenbelt and the letter on October 25, 2022 regarding the proposed revocation of the CPDP, I am writing to provide an update that the government has approved Amendment No. 3 to the Greenbelt Plan (by OIC 1745/2022), amended the Greenbelt Area boundary (O. Reg. 59/05), and revoked the Central Pickering Development Plan (by OIC 1746/2022). The amendments were approved as proposed without modifications.

As Minister, I approved the related amendments to the Oak Ridges Moraine Conservation Plan (O. Reg. 140/02) and revoked the Central Pickering Development Planning Area and the related Minister's Zoning Order (O. Reg. 154/03).

Information on the Greenbelt Area boundary regulation, and the Oak Ridges Moraine Conservation Plan, and the revocation of the Central Pickering Development Plan and Minister's Zoning Order can be found at:

- Designation of Greenbelt Area (O. Reg. 567/22) - <https://www.ontario.ca/laws/regulation/r22567>
- Oak Ridges Moraine Conservation Plan (O. Reg. 568/22) - <https://www.ontario.ca/laws/regulation/r22568>
- Zoning Area - Regional Municipality of Durham, Part of The City of Pickering (O. Reg. 566/22) - <https://www.ontario.ca/laws/regulation/r22566>

Further details on these changes, including updated mapping, will be available online soon.

Thank you to those municipalities who provided feedback. The province looks forward to continued collaboration with municipal partners to get more homes built faster.

Sincerely,



Steve Clark

Minister

- c. Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing, Planning and Growth Division
Hannah Evans, Assistant Deputy Minister, Municipal Services Division

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2023-XX

BY-LAW TO APPOINT A CLERK

**FOR THE CORPORATION OF THE TOWNSHIP OF WILMOT AND
TO RESCIND ALL BY-LAWS FOR ANY PREVIOUSLY APPOINTED CLERKS**

WHEREAS, Section 228 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a Council shall appoint a Clerk.

**THEREFORE THE MUNICIPAL COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:**

1. That Chad Curtis is hereby appointed as the Clerk of the Township of Wilmot.
2. That the powers and duties of said Clerk shall be as set out respectively under the provisions of the Municipal Act and the regulations authorized hereby and every other Act and the regulations thereby and in addition, the by-laws of the Corporation of the Township of Wilmot.
3. That in addition to the duties required to be performed under any statute the Clerk shall perform such other duties as may, from time to time, be assigned to the Clerk by by-law of Council.
4. That any by-laws previously appointing any other individual(s) as Clerk are hereby rescinded.
5. That this by-law shall take effect and come into force on the date of passage.

READ a first and second time this 16th day of January, 2023.

READ a third time and finally passed in open Council this 16th day of January , 2023.

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2023-XX**

**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX
LEVY AND TO PROVIDE FOR THE PAYMENT OF
TAXES BY INSTALMENTS**

WHEREAS Section 317(1) of the Municipal Act, 2001, S.O. 2001, C25, as amended, provides that a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality;

AND WHEREAS Section 317(2) of the Municipal Act, 2001, S.O. 2001, C25, as amended, provides that the by-law shall be passed in the year that the amounts are to be levied;

NOW THEREFORE the Council of the Corporation of the Township of Wilmot enacts as follows:

Definitions

- “Annualized Taxes” means total taxes prorated to represent a full year.
- “Tax” or “Taxes” means any sum payable as taxes and includes upper tier, lower tier and school board property taxes.
- “Township” means the Corporation of the Township of Wilmot or any variation of this name.

Interim Tax Levy

- An amount shall be levied against each property in the municipality, according to the most recent Returned Assessment Roll, that shall not exceed 50% of the total amount of annualized taxes for municipal and school purposes levied on each such property for the previous year.
- Taxes levied under this by-law shall be payable in multiple instalments, and the dates for payment shall be authorized by the Treasurer.
- Failure to pay the amount of taxes due on the dates stated above shall constitute default and the provisions of By-law 2012-02 (being a by-law to provide for penalties to be applied to current taxes due and unpaid and for interest to be applied to taxes in arrears) shall be applicable.
- The Treasurer is hereby authorized to mail, deliver or cause to be mailed or delivered, the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
- Taxes shall be payable to the Township.
- The Treasurer is authorized to accept part payment from time to time on accounts of any taxes due and to give a receipt for such payment, provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-law No. 2012-02 in respect of non-payment of any taxes or any class of taxes or of any installment thereof.

Severability

- If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law and it is hereby declared that the remainder of this by-law shall be valid and shall remain in full force and effect.

Repeal & Amendment

- This by-law hereby repeals By-law 2022-005.

Coming to Force

- This by-law shall come into force on the date of its passage by Council.

READ a first and second time in Open Council this 16th day of January, 2023.

READ a third time and finally passed in Open Council this 16th day of January, 2023.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2023-XX

**TO CONFIRM THE PROCEEDINGS OF COUNCIL
AT ITS MEETING HELD ON JANUARY 16, 2023**

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT
ENACTS AS FOLLOWS:**

1. The actions of the Council at its meeting held on January 16, 2023, with respect to each recommendation contained in the reports forwarded to Council, and in respect to each resolution and other action passed and taken by Council at this meeting, except where the prior approval of the Ontario Land Tribunal is required, are hereby adopted, ratified and confirmed.
2. The Mayor or in their absence the presiding officer of Council and the proper officials of the municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor or in his absence the presiding officer, and the Clerk, or in their absence, the Deputy Clerk, are hereby directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and to affix the corporate seal of the municipality to all such documents.

READ a first and second time this 16th day of January, 2023.

READ a third time and finally passed in open Council this 16th day of January, 2023.

Mayor

Clerk