



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 4

Halifax Regional Council
December 9, 2008

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in dark ink, appearing to read "Paul Dunphy", written over a horizontal line.

Paul Dunphy, Director, Community Development

DATE: October 29, 2008

SUBJECT: Dalhousie University - Wickwire Field

INFORMATION REPORT

ORIGIN

Approved 2008/09 Capital Budget.

BACKGROUND

The Capital contribution of \$300,000.00 to Dalhousie University from Capital Project CPX01020 - New Sports Field Development will assist in the funding for the replacement Turf at Wickwire Field, which has recently taken place. This funding will result in a Service Agreement for Community usage as has been the model in past contributions of this nature to Saint Mary's University, Halifax Regional School Board. The attached Draft Service Agreement is the result of consultation with Dalhousie University and review of existing agreements.

Dalhousie University funded the project in the spring of 2008 and replaced the turf at that time. The project total cost was in the amount \$1,870,000.00.

DISCUSSION

Dalhousie University completed a Turf Replacement capital project at their Wickwire Artificial Turf Facility in the Spring of 2008. The total cost of this project was 1,870,000.00.

Halifax Regional Council approved a \$300,000.00 capital contribution to this project (2008 / 09 Capital Budget) in recognition of the community usage at that facility, and our desire to enter into a formal Service Agreement with Dalhousie University to ensure community access is maintained for the life of the turf. This contribution and agreement is modelled on previous similar agreements such as the existing Service Agreement at Saint Mary's University.

Dalhousie has clearly documented a significant level of community usage at Wickwire Field. This contribution has resulted in the development of a Draft Service Agreement (attached) which will guarantee a specific amount of community access annually to the Dalhousie Wickwire Artificial Turf Facility.

There has been consistent cooperation between Dalhousie University and Halifax Regional Municipality in:

- providing scheduled time for community users;
- providing an all weather turf surface that can be utilized during poor weather;
- providing a venue for community, Metro, Provincial and National level special events;
- providing recreational space for citizens of the surrounding community; and
- providing instructional and encouraging participation of children in sport from the introductory level to the elite level through the University sport camp programs.

Wickwire Artificial Turf Facility represents 1/6th of the total all weather turf inventory in HRM, and is an important contributor to community accessible inventory.

BUDGET IMPLICATIONS

Funding for the first installment of this agreement was approved for \$150,000 in the 2008/09 Capital Budget , with funds available in account CPX01020 Reservation 1553.1 New Sport Fields Development. The second installment of \$150,000 is presented in the four year capital plan in fiscal 2009/10. Funding availability has been confirmed by Financial Services.

Budget Summary:	Capital Account No. CPX01020 - New Sports Field Development, Res# 1553.1
	Cumulative Unspent Budget \$150,000
	Less: <u>\$150,000</u>
	Balance \$ 0

This contribution was originally estimated at \$150,000.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

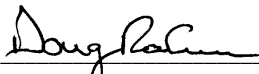
This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ATTACHMENTS

1. For Information: Dalhousie University - Halifax Regional Municipality Draft Service Agreement
2. Dalhousie Wickwire Artificial Turf Replacement Project Summary

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by : Betty Lou Killen, Coordinator Client Services - Community Development 490-4833



Report Approved by: Doug Rafuse, Manager Service Delivery - Community Development 490-6206



Phillip Townsend, Manager Facility Development - Infrastructure & Asset Management 490-7166

Attachment 1

Service Level Agreement

HALIFAX REGIONAL MUNICIPALITY

and

DALHOUSIE UNIVERSITY

December 8, 2008



REGIONAL MUNICIPALITY

Halifax Regional Municipality
Service Delivery - Facility Management
Community Development
PO Box 1749
Halifax, Nova Scotia B3J 3A5

tel: 902.490.6205

fax: 902.490.5950

www.halifax.ca

Introduction

The purpose of this Service Level Agreement (SLA) is to establish the terms and conditions associated with the contribution made by the Halifax Regional Municipality (HRM) to Dalhousie University (DALHOUSIE) in the amount of \$300,000. These funds are designated for the restoration of the artificial turf at Dalhousie University's Wickwire Field which was completed in Spring 2007 ("Wickwire Field").

Intent

This Agreement is intended to foster a spirit of cooperation between HRM and DALHOUSIE respecting the restoration and use of Wickwire Field. The primary objectives of the Agreement are to:

- VI.** Document the terms and conditions to be maintained by the University in return for the funding contribution from the Municipality.
- VII.** Develop a strong working relationship and open communication between the two parties.

Agreement Term

This Agreement will be in effect beginning November 1, 2008 and shall continue to be in effect for the useful life of the artificial surfacing of Wickwire Field which was installed in Spring 2007. This Agreement is to be reviewed annually by both parties no later than February 1st each year.

Facilities

Any rental or use of Wickwire Field contemplated by this Agreement is limited to the fenced-in area of Wickwire Field, which includes the all weather field and bleacher area. Parking is not included in any rental or use of Wickwire Field. Parking in Dalhousie parking area is restricted to Dalhousie permit holders between 7:00 am and 7:00 pm, Monday-Friday. Parking metres are available in various locations near Dalplex, Memorial Arena, and Wickwire Field.

Contribution

The parties acknowledge HRM's contribution of \$300,000 towards the restoration and installation of an all weather surface at Dalhousie University's Wickwire Field which was completed in Spring 2007. Such contribution shall be made in two equal installments: \$150,000 during the fiscal year 2008, and \$150,000 during the fiscal year 2009. During the term of the Agreement, DALHOUSIE agrees to provide approximately 1500 hours per year of scheduled access to community organizations at regular DALHOUSIE rental rates.

Conditions and Usage

It is recognised by both parties that the use of Wickwire Field contemplated by this Agreement will in every case be dependant upon the availability of necessary resources by DALHOUSIE, and subject to the condition that DALHOUSIE events, programs or revenue streams are not negatively impacted.

Both parties agree that any specific activities that may take place as a result of this Agreement must be detailed in a separate agreement.

DALHOUSIE agrees to install and maintain HRM logos in both end zones. The location, size and design of each logo must be approved in writing by the Executive Director, Student Services of Dalhousie. Each will be visually acceptable to HRM, as approved by the Coordinator Client Services, Community Development, and are to remain over the length of the Agreement.

DALHOUSIE and HRM agree to work in cooperation in the recruitment of special events, and to identify mutually beneficial opportunities to share community event activities on DALHOUSIE and HRM venues.

DALHOUSIE agrees that during non-scheduled turf time, members of the community may have free access to Wickwire Field for personal recreational use, in accordance with DALHOUSIE practices regarding proper use of Wickwire Field.

DALHOUSIE and HRM's Community Development business unit are to develop and maintain an open communication forum for any cooperative initiatives.

Client Assistance

Kathie Wheadon-Hore, Dalhousie University
Senior Manager, Building Operations
Athletics and Recreational Services
Telephone 494.2127 Fax 494.2574

Betty Lou Killen, Coordinator, Client Services
Service Delivery - Facility Management
Telephone 490-4833 Fax 490-5950

HRM Service Delivery - Facility Management takes responsibility for the management of this Agreement and has appointed the Coordinator, Client Services to oversee the Agreement. The responsibilities are to include, but are not limited to, conducting the annual review of the terms of the Agreement to ensure that the needs of DALHOUSIE and HRM are being met and to monitor breakdowns in the provision of service.

This Agreement can be amended from time to time in writing executed by both parties.

Service Delivery Issue Resolution Process

Service issues should be originally brought to the attention of the party representative directly responsible for that particular service for resolution. Where one party feels that the response to their complaint has been responded to unsatisfactorily, they should contact the appropriate party representative who will investigate the issue and provide a response within the agreed time frame.

Process problem resolution should occur during the regular annual performance review meeting between the two parties representatives.

In cases where there has been a significant breach of the conditions of this Agreement, the complaint should be directly referred to the Coordinator, Client Services, who will investigate and respond within an agreed time frame. The parties agree to begin discussions within seven days of receipt of notification, in writing by either party, of the existence of a problem that has not been resolved via the agreed upon processes. Furthermore, an acceptable resolution will be reached, or an action plan developed within four weeks from the date of the first notification in writing. In the event that an acceptable resolution or action plan is not available, then either party may refer the issue to the respective Director of their Department/Business Unit for consideration.

Outcome Assessment

DALHOUSIE will provide to HRM an annual report on the total annual hours of facility usage and the total number of hours scheduled to community organizations as per the terms of this Agreement.

Signatures

By signing below, Community Development, Service Delivery - Facility Management and Dalhousie University agree to the terms and conditions established by this Service Level Agreement and demonstrate commitment to the success of this Agreement.

Signed on behalf of:

Dalhousie University

Name: _____ (print) Title: _____

_____ (signature) Date: _____

Chief Administrative Officer:

Name: _____ (print) Title: _____

_____ (signature) Date: _____

Attachment 2 - Dalhousie Wickwire Artificial Turf Replacement Project Summary

Turf Replacement Project Summary	
Facility Owner	Dalhousie University
Facility Operator	Dalhousie University
Facility Features	Field Turf - Tarkett
	Full surface measures 200 yards x 90 yards
	Surface allows for maximum drainage during rain storms so play can continue rain or shine
	Three practice fields, running across the width of the entire surface, each one measuring approx 78 yards x 60 yards
	The premier practice field has a full 18 yard box as well as a kicking wall
	One main, or Feature field which measures 110 yards x 74 yards
	Large outdoor scoreboard
	Concrete stands and portable aluminum bleachers
	Seating for up to 2000
	Outdoor lighting for evening use
	Washroom and general locker room facilities located in adjacent Studley Gymnasium
Community Facility Users	Field Hockey groups
	Football NS
	Nova Scotia Special Olympics
	School groups
	Soccer Nova Scotia
	Soccer clubs and leagues
	Ultimate Frisbee
	Lacrosse
Project Cost	\$1.87million
HRM Capital Contribution	\$150,000.00 2008 / 2009
	\$150,000.00 2009 / 2010
Future Capital Costs	100% University
Future Operating Costs	100% University
Conditions	Turf to accomodate community needs as outlined
	Dalhousie to install and maintain HRM logos in both end zones that will be visually acceptable to HRM over the length of the term
	Cooperative special event recruitment
	Sharing of event activities on both University and HRM venues if potential arises
	Free access to community of non scheduled turf time for recreational purposes in accordance with University policy regarding propoer use of facility
	Cooperative discussions with HRM's Community Development on programming initiatives if and when they arise.
Term	For the life of the new artificial turf