



Town Council Meeting

March 18, 2025

6:30 p.m.

Council Chambers, Town Hall

359 Main Street

Agenda

Call to Order

1. Approval of Agenda

2. Declarations of Conflicts of Interest

3. Approval of Minutes

- a. Town Council Meeting, February 18, 2025

4. Community Events, Occasions & Acknowledgements

Mayor & councillors may recognize recent or upcoming events, occasions & acknowledgements that are of interest to the Town and residents

5. Public Input / Question Period

PLEASE NOTE:

- *Individual members of the public may make comments and ask questions for up to 5 minutes.*
- *Questions or comments are to be directed to the Chair.*
- *Comments and questions that relate to personnel, current or potential litigation issues, or planning issues for which a public hearing has already occurred, but no decision has been made by Council, will not be answered.*

**6. Motions/Recommendations from Committee of the Whole,
March 4, 2024:**

- a. RFD 004-2025: Draft Equity & Anti-Racism Plan



- b. RFD 005-2025: Draft Accessibility Plan
- c. RFD 007-2025: VWRM 2025/26 Budget
- d. RFD 008-2025: Council Strategic Planning

7. Motions/Recommendations from Special Budget Committee of the Whole, March 11, 2024

- a. RFD 009-2025: One-Time Capital Funding Request –
Wolfville Legion
- b. RFD 010-2025: One-Time Operational Funding Request –
Horton High Request
- c. Wolfville Fire Services

8. Regular Meeting Adjourned

REQUEST FOR DECISION 004-2025

Title: Equity and Anti-Racism Plan
Date: 2025-03-04
Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives
Contributors: Equity and Anti-Racism Advisory Committee



SUMMARY

In the Spring of 2024 Wolfville became a public body prescribed under the *Dismantling Racism and Hate Act*. Once prescribed, the Town was required to develop a plan to address systemic hate, inequity, and racism.

Wolfville's first Equity and Anti-Racism Plan has been informed by engagement with underrepresented and underserved communities within the Town of Wolfville, inclusive of Acadia University. It has also had support from the Town's new Equity and Anti-Racism Advisory Committee.

This plan and the recommendations contained within it focus on recognizing, reviewing and rewriting the policy, practices and procedures that appear neutral but have the effect of disadvantaging underrepresented and underserved groups.

This plan will be updated every three years.

DRAFT MOTION:

That Council adopt and implement Wolfville's first Equity and Anti-Racism Plan.

REQUEST FOR DECISION 004-2025

Title: Equity and Anti-Racism Plan
Date: 2025-03-04
Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives
Contributors: Equity and Anti-Racism Advisory Committee



1) CAO COMMENTS

The Wolfville Equity and Anti-Racism Plan represents an important step in the Town's history and approach to addressing ongoing systemic hate, inequity, and racism. It is the product of much listening and an attempt to begin to act on matters that are within the Town's span of control. As work proceeds, our understanding of our neighbours' experiences and what we can all do to create an inclusive community will evolve.

I support the recommendation of staff and the Committee.

2) LEGISLATIVE AUTHORITY

The Dismantling Racism and Hate Act

3) STAFF RECOMMENDATION

That Council approve and adopt the Equity and Anti-Racism Plan as presented.

4) REFERENCES AND ATTACHMENTS

- ATTACH 1_RFD 004-2025 Wolfville Equity and Anti-Racism Plan

5) DISCUSSION

The Equity and Anti-Racism Plan represents a multi-year engagement approach that resulted in important feedback from community, Council, staff and experts across the province. This feedback has been transformed into an action plan that includes a starting point for the Town's work. The Plan notes policy review, strategic projects, practice and procedure review and community events. Each action item has been reviewed with Wolfville's Equity and Anti-Racism Committee.

6) FINANCIAL IMPLICATIONS

Budget for action items within the plan will be considered through the Town's annual budget process.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Community Wellness

REQUEST FOR DECISION 004-2025

Title: Equity and Anti-Racism Plan

Date: 2025-03-04

Prepared by: Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors: Equity and Anti-Racism Advisory Committee



8) COMMUNICATION REQUIREMENTS

Once the Plan is adopted by Council, the Province will be notified of this achievement.

9) ALTERNATIVES

Council may approve the draft motion or not.



Town of Wolfville Equity and Anti-Racism Plan

February 2025

Land Acknowledgement

We acknowledge that Wolfville is in Mi'kma'ki, the ancestral territory of the Mi'kmaq people.

This Land is governed by the Peace and Friendship Treaties, first signed in 1726.

We recognize that we are all Treaty People, with responsibilities to each other, and to this land, so we will work to conduct our business with the seven sacred teachings in mind: truth, honesty, love, courage, respect, wisdom, and humility.

Focus

This plan and the recommendations contained within it focus on recognizing, reviewing and rewriting the policy, practices and procedures that appear neutral but have the effect of disadvantaging underrepresented and underserved groups.

Welcome from the Chairperson

It is a great honour to be part of the first Equity and Anti-Racism Committee for the Town of Wolfville. I have always said, “Wolfville picked me to live here,” because since growing up in Kentville, I wanted to settle in Wolfville and use my energy to create a welcoming community.

I come from a place of privilege, and I have had very few struggles as a gay man living in Wolfville, and in the Valley. I do not take this privilege for granted but instead, I make sure I am a welcoming person, present for those that need me.

For over twenty years now, I have watched Wolfville grow, change, and make countless strides forward, to a more welcoming community for all through accessibility and equity initiatives. This has been a long process, along a winding road that never ends, but through communication (open ears and open hearts), dedicated work from elected members, visitors, business owners and residents, who share the WANT for a more inclusive community, the road can be a bit easier to travel.

Wolfville has such a wonderfully diverse population, ever-changing with Acadia University and the increase in developments. An Equity and Anti-racism Plan is the roadmap for us to make our community a welcoming and inclusive place for everyone to thrive.

We can all say, “Everyone is welcome here”, but now it’s time to make sure that it is a way of life in our town!

Thank you,
Councillor Mike Butler

A welcome from the Mayor

It is with great pride and a deep sense of responsibility that I introduce Wolfville's Anti-Hate and Equity Policy. This policy is a clear commitment to fostering an environment where every individual, regardless of race, ethnicity, gender, sexual orientation, or background, feels valued, respected, and safe.

Our Wolfville community is united by our diversity and shared values of respect, kindness, and fairness. The implementation of this plan is an essential step toward ensuring that Wolfville remains a place where hate has no home, and equity is not just a goal but a lived reality for everyone.

This plan will guide us in addressing discrimination, preventing hate, and advancing opportunities for all, particularly those who have been historically marginalized. By standing together in this work, we will strengthen our community and ensure that all individuals have the ability to thrive, without fear of prejudice or inequality.

Wolfville is committed to creating a future where every person is empowered to live with dignity and equality. I look forward to the work the committee and residents will do to make Wolfville a model of inclusivity, and compassion for all.

Thank you for your continued support and dedication to making our community stronger and more united.

Sincerely,
Mayor Jodi MacKay

Background

The Dismantling Racism and Hate Act recognizes that systemic hate, inequity, and racism can be caused by government and public bodies through policies, practices, and procedures that appear neutral but have the effect of disadvantaging underrepresented and underserved groups.

The Act further provided authority to prescribe public sector bodies through regulations to require them to develop plans to address systemic hate, inequity, and racism.

Regulations were approved in the Spring of 2024 to prescribe municipalities and villages as public bodies under the *Dismantling Racism and Hate Act*.

Wolfville's first Equity and Anti-Racism Plan has been informed by engagement with underrepresented and underserved communities within the Town of Wolfville, inclusive of Acadia University.

This plan will be updated every three years.

Language

Equity recognizes that not everyone begins in the same place in society. Some people face harmful conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity is about advocating for those who have been historically disadvantaged, making it difficult for them to be successful. What is "fair" as it relates to equity isn't a question of the same but rather the point from which a person begins. Equity considers historical and other factors in determining what is fair.

Inequity refers to a state of unfairness or lack of justice. Individuals or groups are treated differently and unequally, often resulting in systematic and patterned disparities in opportunities, resources, rights, or outcomes.

Racism is the unfair treatment, prejudice, or hatred by an individual, community, or institution against a person or people based on their actual or perceived membership in a racial or ethnic group. Racism is having the power and carrying out that discrimination (unfair treatment), hatred or prejudice through institutional policies and practices.

Anti-Racism is the work of actively opposing racism by advocating for changes in political, economic, and social life. It is achieved through the identification and elimination of racism by changing oppressive systems, structures, policies, practices, and attitudes.

Engagement for Wolfville's Equity and Anti-Racism Plan

The Town of Wolfville started working on the foundation of this plan in January of 2023 with an equity, diversity and inclusion lens in mind. As a first effort, the Town, during a ten-week engagement cycle, worked to determine who was living in Wolfville, what barriers people were facing, and the actions that the community wanted the Town to take to make Wolfville a place where everyone feels a sense of belonging.

Staff reports that outline this work include:

- IR 008-2023
- RFD 041-2023
- IR 008-2024

Engagement completed as part of the Town's Policing Services Review in October 2022 also informs this plan. Engagement for Wolfville's Parks and Open Spaces Master Planning Process, completed in the summer of 2023, has also provided valuable ideas and insights that are reflected in this work.

Engagement with 70 Acadia students in their first and fourth years was completed on September 18, 2024. These sessions focused on the *Dismantling Racism and Hate Act* and the Town's Equity and Anti-Racism Plan.

On the National Day of Truth and Reconciliation, September 30, 2024, engagement happened with 120 community members from the Town of Wolfville, Glooscap First Nations and Acadia University as part of our Soups and Sides programming.

Engagement has started with the African Nova Scotian Affairs and through Lerato Chondoma, Acadia's Associate Vice-President, Equity, Diversity, Inclusion and Anti-Racism.

While not a formal process, letters to Council and other forms of community and partner feedback have been considered in the development of this plan.

The policy recommendations in this plan come from staff review and analysis, based on guidelines and workshops provided by the Office of Equity and Anti-Racism.

Equity and Anti-Racism Advisory Committee

In July 2024, after reviewing RFD 044-2024, Council agreed to establish an Equity and Anti-Racism Advisory Committee. The committee is comprised of a majority of community members from underrepresented and underserved communities who live, work or study in the Town of Wolfville.

Underrepresented and underserved groups include Mi'kmaq and/or people of Indigenous descent, African Nova Scotians, people of African descent, people with disabilities, 2SLGBTQIA+ people, newcomers, and minority faith-based groups.

The Equity and Anti-Racism Advisory Committee met for the first time in January 2025 and will work to provide advice to Council to assist in the identification, prevention and elimination of systemic hate, inequity, and racism in the Town of Wolfville.

The Equity and Anti-Racism Committee will work to deliver this advice through an Equity and Anti-Racism Plan that will support policy review, policy development, program development, service review and budgetary decision-making.

The Equity and Anti-Racism Plan will be reviewed and updated every three years.

Action Plan Items

The action plan items contained within the Equity and Anti-Racism Plan have been informed by engagement with community, Council, staff and experts across the Province. These represent a starting point, and each one has been reviewed with Wolfville's Equity and Anti-Racism Committee.

Policies to be reviewed, revised or drafted within the three years of the plan include:

- **610-004 Street naming policy**
- **120-007 Municipal lands and facilities naming**
- **710-003 Grants to organization**
- **Strategic partnerships program**
- **Land acknowledgement (no current policy)**
- **Recognition of the contributions of Black Nova Scotians (no current policy)**
- **Hate speech guidelines (no current policy)**

Strategic Projects include:

Vision statement

Town Council will be invited to revisit their vision statement, with input and recommendations from the Equity and Anti-Racism Advisory Committee.

Soups and Sides

Soups and Sides is a program that represents the Town's commitment to building a more inclusive community. This barrier-free community meal welcomes all people to share soup and a side of community-building activities on Monday evenings, from September to April, at the Wolfville Farmers' Market.

Restorative Communities – Circles NS Project

The Town has been invited to participate along with Acadia University in a living lab that will empower staff and volunteers to facilitate restorative circles, helping to resolve concerns and disputes within the community. This process can be used to support the acknowledgement and resolution of situations and conflicts that do not require police involvement.

Wolfville International Student Supports Program

International students may require additional support to feel secure, supported and connected within the Town of Wolfville. Through this program, international students will be paired with volunteer community support people to share recreational activities and informal support to newcomers as they navigate life in Wolfville.

Truth and Reconciliation Commission Call to Action #57

One of the most impactful ways that municipal governments can support reconciliation is to develop internal training programs to educate staff about the history of Indigenous peoples in Canada. This includes education on the history and legacy of the residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Indigenous rights, Indigenous law, and Indigenous-Crown relations. This training may include a focus on intercultural competency, conflict resolution, human rights and anti-racism.

In line with the Truth and Reconciliation Commission's Call to Action 57, the Town of Wolfville will be working with facilitators to provide the KAIROS blanket exercise to staff and Council. The Blanket exercise is a powerful teaching tool developed by *Kairos Canada*, a non-governmental organisation that aims to foster reconciliation and present historic and contemporary relationships between Crown and Indigenous peoples.

Internal training and support

To build a culture of inclusion, staff and Council will receive training in *white allyship*. This training will equip staff and Council with the tools required to be active allies for racial justice through methods of naming white privilege, so we are equipped to work towards upholding the principles of equality, respect and dignity for all.

Shared staff resource with Acadia University

In recognition of the important relationship between the Town and Acadia, consideration will be given to the creation of a shared staff position. This position would support the work of the Equity and Anti-Racism Plan and remove barriers between the campus community and the Town.

Non-Market Housing Strategy

The Government of Canada and the Town of Wolfville have reached an agreement to fast-track 45 housing units over the next three years, and to support the construction of 280 homes over the next decade with financial support through the Housing Accelerator Fund.

As part of the Town's efforts, a Non-Market Housing Strategy will be created to support the retention of existing units and encourage the development of more non-market dwelling units.

Key aspects of this work will include a Land Bank of Town owned land to be considered for non-market housing use, and a Non-Market Grant program to provide financial support to non-market housing providers.

The creation of the Non-Market Housing Strategy is being supported by the Non-Market Housing Working Group.

Practice and procedure to be reviewed include:

- Recruitment
- Hiring

Community Events to Support Equity, Anti-Racism, and Accessibility

Events will be identified over the next years through our community development department and funded through the Town's recreation budget.

Additional items

At any time during the period covered by this plan, additional policies, practices, procedures, strategic projects or events may be identified by community and presented to the Equity and Anti-Racism Advisory Committee for consideration.

Progress, reporting and accountability

Staff will report on progress to the Equity and Anti-Racism Advisory Committee each year, by December 31. The Committee will then report to Council by March 31, the end of the fiscal year.

REQUEST FOR DECISION 005-2025

Title: 2025-2028 Accessibility Plan

Date: 2025-03-04

Prepared by: -Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors: The Accessibility Advisory Committee



SUMMARY

In Wolfville, we are committed to ensuring that all people can take part in community life and in society, whatever their abilities. We are committed to helping all people maintain their dignity and independence.

We are committed to meeting the needs of people who face barriers to accessibility. We do this by identifying, removing and preventing these barriers and by meeting the requirements of Nova Scotia's Accessibility Act.

This new three-year plan and the identified projects in our areas of focus are informed by community consultation, on-going community feedback, and input from Wolfville's Accessibility Advisory Committee.

DRAFT MOTION:

That Council approve and adopt the Accessibility Plan 2025- 2028 as presented.

REQUEST FOR DECISION 005-2025

Title: 2025-2028 Accessibility Plan

Date: 2025-03-04

Prepared by: -Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors: The Accessibility Advisory Committee



1) CAO COMMENTS

I commend the Committee and staff who have created a meaningful, responsive, and thoughtful plan that will build on the previous iteration of Wolfville's Accessibility Plan, address known gaps, and continue to create systemic change at the Town.

I support the recommendation of staff and the Committee.

2) LEGISLATIVE AUTHORITY

[The Nova Scotia Accessibility Act](#)

3) STAFF RECOMMENDATION

Staff recommend that Council approve and adopt the Accessibility Plan 2025 – 2028 as presented.

4) REFERENCES AND ATTACHMENTS

- ATTACH 1_RFD 005-2025 Accessibility Plan 2025

5) DISCUSSION

Approximately one in three Nova Scotians live with a disability. The social model of disability views the origins of disability as the mental attitudes and physical structures of society, rather than a medical condition faced by an individual.

Our new Accessibility Plan (2025 – 2028) has been informed by on-going community engagement. The areas of focus identified in this Plan reflect the needs and wishes of numerous community members who have taken the time to share their experiences with staff and with members of Council.

The Plan's development has also been informed and shaped by members of the Town's Accessibility Advisory Committee. Staff research and discussion have confirmed that these areas of focus and identified projects are achievable.

6) FINANCIAL IMPLICATIONS

Budgetary needs will be reviewed through the Town's annual budget process.

REQUEST FOR DECISION 005-2025

Title: 2025-2028 Accessibility Plan

Date: 2025-03-04

Prepared by: -Barb Shaw, Manager of Communications and Strategic Initiatives

Contributors: The Accessibility Advisory Committee



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Social Equity
- Community Wellness

8) COMMUNICATION REQUIREMENTS

When the Plan is approved and adopted, it will be published to Wolfville.ca and the Province will be notified of our achievement.

9) ALTERNATIVES

Council may approve the draft motion or not.

ACCESSIBILITY PLAN 2025 - 2028

TOWN OF WOLFVILLE

A welcome from Mayor Jodi MacKay

It is with great pride that I introduce our third Accessibility Plan, continuing to identify the steps towards the creation of a more inclusive, welcoming, and accessible community for everyone. We are committed to ensuring that all individuals, regardless of ability, can fully participate in the life of our town.

This plan is the result of thoughtful collaboration with residents, community organizations, and accessibility experts, and reflects our dedication to addressing the needs of people with all abilities. It focuses on a thoughtful, continued approach to improving infrastructure, services, and opportunities, ensuring that everyone can live, work, and thrive in an environment that is free from barriers.

Our goal is not only to meet the legal standards of accessibility but to go above and beyond, creating a Town where all individuals feel respected, valued, and empowered. We are excited to work alongside you to implement this plan and continue making our Town a place where everyone belongs.

Thank you to the committee for their support and commitment to a more inclusive future.

Sincerely,
Jodi MacKay

Opening

In Wolfville, we are committed to ensuring that all people can take part in community life and in society, whatever their abilities. We are committed to helping all people maintain their dignity and independence.

At the Town of Wolfville we want to provide equitable access, which means treating all persons fairly, based on their needs and abilities. This is different than equal access, which means treating everybody the same way, whatever abilities or needs they have.

We are committed to meeting the needs of people who face barriers to accessibility. We do this by identifying, removing and preventing these barriers and by meeting the requirements of Nova Scotia's Accessibility Act.

This three-year plan and the identified projects in our areas of focus are based on community consultation, on-going community feedback, and input from Wolfville's Accessibility Advisory Committee.

Built Environment

The Town of Wolfville owns, leases or operates many structures that help the Town run. These structures include streets, sidewalks, parking areas, parks, buildings and other structures.

Existing barriers

- Some sidewalks and walkways are uneven.
- Some public parks and open spaces are not fully accessible.
- Some public washrooms are not fully accessible.
- Cars and pedestrian traffic compete for street priority.
- Sidewalk snow clearing does not always leave enough room for those who use wheeled mobility devices like walkers or strollers.

Within the built environment, the Town of Wolfville commits to the following priority projects:

Sidewalk condition index tool

Our roadways are assessed for condition so repairs and replacement can be budgeted and scheduled but sidewalks are not assessed and managed in the same way. Many of our sidewalks are also built with asphalt that can shift and lift in our changing climate, creating barriers to mobility.

A sidewalk condition index tool will assess conditions and help us create a plan for on-going repair, and replacement.

Public Washroom assessment

In the Town of Wolfville, not all our public washrooms meet accessibility standards. An accessibility specialist has been hired to assess the barriers that exist and create a plan, with costs, to help the Town improve accessibility in public washrooms.

Reservoir Park washroom/change station

Reservoir Park is a well-used Park that attracts people of all ages and abilities. A design has been completed for an accessible washroom and change station. The design will be finalized and a structure put in place by the end of 2026.

This structure will also include awnings to provide shade for Park users.

We will continue to work on the following priority projects

- Work with the business community to keep furniture, sandwich boards and planters away from the path of travel on sidewalks and at curb cuts so that people can move freely.
- Install an automatic door opener at the Recreation Centre.

Areas of progress

- Our new active transportation network is being constructed with rolling and strolling in mind.
- Our new Visitor Information Centre at Willow Park is constructed to the latest accessibility standards, including two accessible public washrooms.
- The Town has committed to using concrete for sidewalk construction, rather than asphalt.

Information and Communications

The Town communicates with residents and visitors in many ways including:

- Meetings of Town Council and advisory committees.
- Email, website, social media, notices, ads in newspapers, posters and information campaigns.
- Through Town staff.

Existing barriers

- Persons who are Deaf, deafened or hard of hearing can not easily take part in public meetings.
- Even with plain language, it can be hard to understand municipal process and practice.
- Signage in the Town is not always accessible.

Within information and communication, the Town commits to work on these priority projects:

Wayfinding project

The Town uses many different types of signs to communicate location, direction, safety information and regulations to residents and visitors. This is called “wayfinding.” All these signs have been given an accessibility review. Over the next three years, new signs will be created and installed throughout the Town.

American Sign Language at community events

As much as possible, American Sign Language will be offered at community events. American Sign Language can also be offered at Council meetings, when requested in advance.

The Town will continue to work on

- Using plain language and inclusive communications.
- Providing the same information in different formats.
- Using image descriptions in social media posts.
- Using braille on business cards.
- Meetings broadcast through YouTube LIVE will include captions.

Employment

We will continue to remove barriers to employment for people of all ages and abilities who want to work with the Town of Wolfville. Our workforce will, over time, reflect the diversity of the people of Wolfville.

Existing barriers

- Most of our Town worksites are not barrier free.
- Job postings may not be accessible to all persons.
- The Town does not employ a human resources specialist.
- Town Hall does not have an accessible washroom.

Within employment, the Town commits to the following:

Accessibility Foundations Training for all staff

The Nova Scotia Accessibility Directorate has created a comprehensive training program that shares important information about accessibility. A Town employee is a certified trainer and over the next three years, Town staff will be offered this training opportunity.

Work from home/Accommodations policy

Not all Town offices and work sites are accessible. Many have barriers like stairs or lack accessible washrooms. As part of a human resources policy review, a “work from home policy” will be developed to ensure barriers in the workplace do not become barriers to employment.

Staff will also work on policy and training to better understand how to proactively offer accommodation.

Goods and Services

The Town of Wolfville delivers many programs and services to the public. Some of these include:

- Public meetings.
- Streets and sidewalk maintenance.
- A Visitor Information Centre.
- Water and sewer services.
- Emergency services.
- Recreational programs.
- Special events.

We commit to ensuring people of all ages and abilities have equitable access to the goods and services offered by the Town of Wolfville. Our policies, procedures and tools will help us do this.

Existing barriers

- Not all our Town facilities are barrier free.
- Not all our recreation programs are accessible for all ages and abilities.

The Town of Wolfville will deliver all goods and services without bias. No person shall be denied a service because of a disability. Within goods and services, the Town commits to the following priority items:

Barrier free program space

The Town of Wolfville rents different spaces around the community to offer recreational programs. The Town is committed to renting spaces that are accessible for recreational programming.

Recreation Centre automatic door opener

An automatic door opener has been installed at the Recreation Centre, but it is not yet operational. The barrier is a network upgrade that will connect the automatic door to the Town's security system. There is a commitment to remove this barrier before March 31, 2026.

Program descriptions

The Town lists events on its website to communicate with the community. By adding program descriptions, potential participants can decide if the event or activity would meet their needs. Program descriptions explain the physical environment where the program or activity takes place. Program descriptions can also explain what the event will look and sound like.

Electric scooter regulatory framework

A private business has launched an electric scooter rental program in Wolfville but there are no clear rules or guidelines for how the electric scooters should be operated or stored. As a result, there have been numerous concerns raised when scooters are left on streets, lawns or in parks, waiting to be collected by the business operator. By developing a regulatory framework, the Town will have an opportunity to address these concerns with the business operator.

Memory Café

The Town of Wolfville helps to coordinate our local, award winning, Memory Café. Memory Café is a program that improves social and emotional well-being for older adults with memory challenges and their care partners and families. At a Memory Café, people come together to relax, chat, enjoy activities or some music while enjoying a hot drink and snacks from the local host café. In Wolfville, we use Chats Café for this program.

Transportation

People who live in Wolfville can use Kings Transit Authority and ride their buses from Weymouth to Grand Pré. Kings Point-to-Point Transit offers accessible public transportation. In Wolfville, residents and visitors can also use our active transportation network.

Barriers

- There are no accessible taxis in Wolfville.
- People who use Kings Point-to-Point Transit must book their rides at least 24 hours in advance.

Within transportation, the Town of Wolfville commits to helping all people move around the community.

Micro-transit pilot project

Micro-transit is a public transportation option that provides on-demand and/or scheduled transportation service in a specific area. Like buses, micro-transit may follow a scheduled route, or uses a flexible schedule to allow for detours to specific pick-up and drop-off locations. We hired consultants and they completed a study that helps explain how this could work in our community. In the next three years, we will work towards funding and launching a pilot project to test how this works for our Town.

Active Transportation

Active transportation is any kind of travel that uses your own energy to get from one place to another. This includes walking, wheeling, cycling, skateboarding, scootering, rollerblading, jogging, running, skiing, e-scootering and e-bicycling. Active transportation can help improve your health, reduce traffic, and lower pollution.

The Town of Wolfville is building 10 kilometres of protected bike lanes, and multi-use pathways that will form an active transportation network.

Bringing the plan to life – next steps

Responsibilities

- Town Council is responsible for adopting and overseeing the Accessibility Plan.
- The Chief Administrative Officer is responsible for acting on the plan and naming the Accessibility Coordinator.
- The Accessibility Coordinator is responsible for hearing and answering public concerns, complaints and questions.

- The Accessibility Advisory Committee is responsible for giving feedback and recommendations to help guide the Town Council's decision making.

Timeline

The Town will work to complete all the commitments in the Plan by March 31, 2028. Priorities that are not completed will be considered for the next plan.

Monitoring

The Committee will report on progress, through the Accessibility Coordinator, to the Town Council, each year by April 30. This is one month after the end of the fiscal year.

The Accessibility Plan will be a public document, posted on www.wolfville.ca.

Questions and Concerns

Anyone can ask about accessibility or share a concern. This can be done through the Accessibility Coordinator. The Accessibility Coordinator will follow up with staff and report back to the person who shared the concern or asked the question.

If the Accessibility Coordinator's response is not satisfactory, Council may ask the Accessibility Advisory Committee to review the situation and provide a recommendation.

Questions, concerns and other communications that relate to accessibility will be considered when developing the next accessibility plan.

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets
Date: 2023-04-04
Prepared by: Glenn Horne, CAO
Contributors: Jenny Johnson, Manager of Accounting & Financial Services
VWRM Staff



SUMMARY

Valley Waste Resource Management Authority (VWRM) 2025/26 Operating and Capital Budgets

The Town of Wolfville provides solid waste service through an Inter Municipal Service Agreement (IMSA) with six partnering Municipalities.

Each year the Council’s signatory to the Inter-Municipal Service Agreements (IMSA’s) related to VWRM consider the annual budget recommended by the VWRM Board of Directors. The budget for VWRM is vetted through the Interim IMSA Board of Directors and then forwarded to the participating municipal units. The Board met December 18, 2024 and forwarded the related budgets to the respective municipal units.

As part of the annual process, staff prepare a Request for Decision for Council’s consideration to approving the budget. For 2025/26, VWRM’s budget submission to Council requires an operating and capital contribution from Town of Wolfville in the amount of \$680,303 (increase of \$4,499 from previous year’s budget).

DRAFT MOTION:

That Council approve the Valley Waste Resource Management Authority’s 2025/26 Operating and Capital Budget.

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets
Date: 2023-04-04
Prepared by: Glenn Horne, CAO
Contributors: Jenny Johnson, Manager of Accounting & Financial Services
VWRM Staff



1) CAO COMMENTS

This is a recommendation of the CAO.

2) LEGISLATIVE AUTHORITY

January 2021 Interim Inter-Municipal Service Agreement (IMSA), Section 14 - Operational Matters.

3) STAFF RECOMMENDATION

Staff recommend approval of the VWRM budgets as submitted by the Interim IMSA Board of Directors.

4) REFERENCES AND ATTACHMENTS

- VWRM Authority 2024/25 Operating and Capital Budgets – approved by Interim IMSA Board on December 18, 2025

5) DISCUSSION

Budget represents an overall increase of \$1,596,459, from \$11,652,662 in FY 24/25 to \$13,249,121 in FY 25/26. This is primarily driven by an increase in the curbside collection contract and an increase to employee compensation. The presumed re-entry of Annapolis County into VWRM mitigates a more drastic increase in costs. Like last year, the organization also built in estimates for increased revenues in specific areas of the budget. Overall, the estimates for the upcoming year appear reasonable.

Valley Region Solid Waste-Resource Management Authority Total Contributions from Municipal Parties

2026		2025-2026	2024-2025	2024-2025	2024-2025	2025
		Budget	Budget	Projected True-Up	Total	
58.28%	Municipality of Kings	5,512,343	5,035,156	(286,158)	4,748,998	74.03%
8.10%	Town of Kentville	765,793	708,444	(50,296)	658,148	10.26%
7.19%	Town of Wolfville	680,303	675,804	(113,734)	562,070	8.76%
2.71%	Town of Berwick	256,588	211,137	10,311	221,448	3.45%
1.90%	Town of Middleton	180,079	139,387	17,084	156,471	2.44%
0.84%	Town of Annapolis Royal	79,724	89,638	(21,474)	68,164	1.06%
20.98%	Municipality of Annapolis	1,984,351	n/a	n/a	n/a	
		9,459,180	6,859,565	(444,266)	6,415,299	

REQUEST FOR DECISION 013-2023

Title: Valley Waste Resource Management 2023/24 Budgets
Date: 2023-04-04
Prepared by: Glenn Horne, CAO
Contributors: Jenny Johnson, Manager of Accounting & Financial Services
VWRM Staff



6) FINANCIAL IMPLICATIONS

The Town's proposed budget for 2025/26 includes estimated costs of:

	2025/26 Budget	2024/25 Budget	2023/24 Budget
VWRM Budget	\$680,303	\$675,804	\$652,358

VWRM submission to Council requires an operating and capital budget of \$680,303, an increase of \$4,499 from previous year. This value has been included in the first draft of the Operating Budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

8) COMMUNICATION REQUIREMENTS

Advise Valley Waste Resource Management of Council's decision.

9) ALTERNATIVES

No real alternatives exist.

REQUEST FOR DECISION 013-2023

Title: Strategic Planning

Date: 2023-04-04

Department: Office of the CAO



SUMMARY

Strategic Planning

The Town Council's role focuses on overall governance by setting strategic direction, often through decision-making on budgets, plans, bylaws, and policies. Shortly after the 2024 municipal election, Town Council expressed an interest in developing a strategic plan, setting priorities for this council term.

Successful Town Council strategic planning narrows many issues into a focused set of priorities, acknowledges resource limitations, operates within municipal jurisdiction, maintains appropriate division of responsibilities, incorporates regular progress reporting, and is kept simple. With Council's guidance, staff will obtain proposals from qualified consultants to facilitate a strategic planning process, with final recommendations made to Council.

DRAFT MOTION:

That Committee of the Whole recommends to Council the following motion:

That Council direct the CAO to procure a qualified consultant to facilitate a strategic planning process that will determine and articulate the priorities and for the duration of this Council term.

REQUEST FOR DECISION 013-2023

Title: Strategic Planning

Date: 2023-04-04

Department: Office of the CAO



1) CAO COMMENTS

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

- MGA Section 14 (1) The powers of a municipality are exercised by the council.
- MGA Section 30 (1) The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by the council.
- MGA Section 30 (3) The council shall provide direction on the administration, plans, policies and programs of the municipality to the chief administrative officer.

3) STAFF RECOMMENDATION

Staff recommend engaging a qualified consultant to facilitate a strategic planning process that will determine and articulate the priorities and for the duration of this Council term.

4) REFERENCES AND ATTACHMENTS

None

5) DISCUSSION

Town Council's role centres on overall governance. That means the Council, as a collective, sets the strategic direction of the Town. This is done in collaboration with Town staff and exercised by making decisions on budgets, plans, bylaws and policies, communicating with the community, and participating in public discussions. Another key method of determining and articulating the strategic direction of the Town is by creating and adopting a formal strategic plan.

Benefits of strategic planning include:

- 1) Direction and focus – A strategic plan establishes clear priorities and guides decision-making at the Council and staff level, directing resources toward what matters most to the community.
- 2) Accountability and transparency – A strategic plan will articulate specific priorities that allow residents to see progress and outcomes.
- 3) Financial efficiency – By identifying priorities the Town can budget more effectively, pursuing appropriate funding sources and directing investment.
- 4) Adaptation to change - Regular strategic planning helps governments anticipate emerging challenges and opportunities rather than merely reacting to crises.

REQUEST FOR DECISION 013-2023

Title: Strategic Planning

Date: 2023-04-04

Department: Office of the CAO



Strategic plans look different depending on the culture of the community, structure of the organization, approach of the facilitator and engagement of the participants. Some key attributes of effective Town Council strategic planning include:

- Treat strategic planning as a process that narrows many issues and choices facing the Town into a narrow list of priorities. Prioritizing means saying yes to some things and no to many others.
- Understand the scope of available resources. The Town has finite staff, money, equipment, skills / expertise and time. Those resources are already near or over capacity. New priorities require new resources or a change in how resources are used.
- Commit to acting within municipal jurisdiction. Town residents face important issues that are beyond the Town's jurisdiction (ie: access to a physician, various social service, etc...). While the Town may advocate on behalf of residents from time to time, it cannot act outside its jurisdiction.
- Articulate priorities at the appropriate level. Council's role is to express the priorities of residents; staff is responsible to develop specific strategies and operational plans that address those priorities.
- Incorporate regular reviews and reporting. Time is needed to properly implement strategies. However, it is important to regularly report on activity and progress.
- Keep it simple. Extensive, multi-level, strategic plans that aim to do a little for everyone are difficult to action and communicate. Aim for simple and brief.
- Engage openly, listen to others, and identify a small set of priorities with broad-based support. Town Council has a four-year term. You have to be purposeful with that time.

With Council's direction, staff will solicit proposals from qualified consultants to facilitate a strategic planning process that reflects the key attributes above. Additional input from Council is welcome. Proposals will be short-listed by the Mayor, Deputy Mayor, Town Clerk & CAO, who will then make a recommendation to Council.

6) FINANCIAL IMPLICATIONS

\$15,000 has been included in the 2025/26 operating budget to support this activity.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Nothing provided at this time.

8) COMMUNICATION REQUIREMENTS

A communications / engagement plan for this process will be developed.

9) ALTERNATIVES

REQUEST FOR DECISION 013-2023

Title: Strategic Planning

Date: 2023-04-04

Department: Office of the CAO



Council may choose not to undertake a Strategic Planning process and provide staff with additional direction from which to develop further options.

REQUEST FOR DECISION 009-2025

Title: One-Time Capital Funding Request – Wolfville Legion

Date: 2025-03-11

Department: Community Development/Finance



SUMMARY

One-Time Capital Funding Request – Wolfville Legion Branch #74

The Wolfville Legion Branch #74 have made an Application for One-Time Capital Funding to the Town of Wolfville to support the final phase of their capital improvement plan. This phase of the project is focused on accessibility upgrades, installations/improvements required by fire code, and some improvements to publicly available spaces within the building. The total cost of work completed after the time of this application and work yet to be completed well exceeds \$40,000.

DRAFT MOTION:

That Council consider in the 2025/26 budget process a \$40,000 One-Time Capital grant contribution to the Wolfville Legion Branch #74 to support further upgrades to their facility.

REQUEST FOR DECISION 009-2025

Title: One-Time Capital Funding Request – Wolfville Legion

Date: 2025-03-11

Department: Community Development/Finance



1) CAO COMMENTS

Staff do not make recommendations on the one-time grant requests, so information has been provided to assist Council with their decision.

2) LEGISLATIVE AUTHORITY

MGA Section 65A – authorized municipal expenditures

3) STAFF RECOMMENDATION

That Council consider this funding application against the financial/budget implications.

4) REFERENCES AND ATTACHMENTS

1. Application for One-Time Capital Funding from Wolfville Legion Branch #74
+ Supporting Documents for Funding Application
2. Evaluation Criteria Checklist

5) DISCUSSION

The Wolfville Legion Branch #74 is a chartered, non-profit organization operating for the past 79 years in the Town of Wolfville. With core mandates to “Remember the Fallen” and to “Care for the Veterans and their families”, the Wolfville Legion has prioritized becoming more inclusive and accessible to the public while offering diverse and widely available programming for people of all ages, genders, races and abilities.

Recent major renovations to the Legion building have resulted in accessibility upgrades and the creation of three distinct gathering spaces that are available for rent as well as programming offered by the Legion. These include the Legion Lounge/Sports Bar, a convertible main floor space with a commercial kitchen (also available for rent/use by caterers) and a conference and meeting space suitable for larger gatherings, weddings, etc. The building includes an accessible elevator to all three floors, accessible washrooms, accessible ramps and automatic doors at each main entrance.

The organization has added over 300 members in the last 5 months, and expects to continue to grow into the future. Regular activities at the Legion include karaoke, dance and music festivals and events, craft shows, coffee socials, darts and card parties, trivia, workshops and seminars, as well as rentals for community functions like weddings, anniversaries, birthday parties and conferences.

Aside from attracting people to Wolfville for activities and functions at its facility, the Wolfville Legion also plans to contribute to the local economy by hiring staff to work in the various roles that are currently 100% volunteer-based, such as cleaning, food and beverage service and bartending, administrative and managerial roles.

REQUEST FOR DECISION 009-2025

Title: One-Time Capital Funding Request – Wolfville Legion

Date: 2025-03-11

Department: Community Development/Finance



The total project cost for the facility upgrades is \$2,867,411, of which \$2,307,453 has been raised. This request for funding would support accessibility upgrades including a ramp, railing adjustments, non-slip covering and an automatic swinging exterior door, as well as fire code requirements that include lower-level utility room door installation and exterior fire-rated covering and soffit installation. There are also improvements to publicly accessible spaces within the building, such as stage platforms on the lower and main levels. The Legion also plans to purchase and install a generator that would allow the building to be used as a Comfort Centre in the future.

The request for funding from the Town of Wolfville is \$40,000. The cost of the proposed upgrades well exceeds this amount.

6) FINANCIAL IMPLICATIONS

The Legion was granted a one-time capital contribution in 2019 for their kitchen (\$10,000). Since the amending of the policy to allow two requests within eight years (instead of one request), they are requesting additional funds.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

In terms of strategic directions (2021-2024 Strategic Plan), this project directly and/or indirectly aligns with Council priorities by supporting Community Wellness (providing accessible space for community functions and events of a diverse nature), Economic Prosperity (bringing people to Wolfville for activities), Climate Change (addressing energy efficiency) and Social Equity (making spaces more accessible). The application also references the Town's Accessibility Plan and the Legion's attention to providing barrier-free access to their spaces for people of all abilities.

8) COMMUNICATION REQUIREMENTS

The Wolfville Legion Branch #74 will be notified of Council's decision.

9) ALTERNATIVES

Limited options available:

- Not approve the grant funding request
- Approve an alternate amount of funding

Paul Murphy
First Vice President
Royal Canadian Legion
Wolfville Legion Branch #74
310 Main St.
Wolfville, NS B4P 1C4

December 1st, 2024

Mayor and Council
Municipality of the Town of Wolfville
359 Main St.
Wolfville, NS B4P 1A1

RE: Request for funding for Legion Dr. C.B. Lumsden Br. No. 74 - Wolfville

Dear Mayor and Council of the Town of Wolfville,

I am writing on behalf of the executive board and members of the Wolfville Royal Canadian Legion Dr C.B. Lumsden Branch #74 to share progress with regards to the recent branch renovations and request project funding support in the amount of \$40,000 under the “**One-time Grant Requests - Operational and Capital**” category to help with capital costs related to our recent renovation. We view the municipality of the Town of Wolfville, the municipality of the County of Kings, provincial and federal governments as key partners and stakeholders, all benefiting from this initiative.

Royal Canadian Legion Dr C.B. Lumsden Branch #74 Wolfville is a chartered, non-profit organization operating for the past 79 years in the Town of Wolfville. Our core mandates are to “Remember the Fallen” and “To Care for the Veterans and their families”. Our executive board of 21 individuals, members and community volunteers, work tirelessly to support these mandates and to build community cohesiveness. They are involved in the planning, running and organizing of events. The Branch had been closed for over four years since 2020, due to Covid-19 and renovations. During the past four years, the Branch building has been completely renovated with three floors to support activities for veterans, the community and visitors to the area. The final cost of the project is \$2,867,411. Our executive and members are already experiencing our vision that the facility will serve as community hub in the downtown core of Wolfville to support veteran activities, community programming and welcome visitors to Wolfville. In July of 2024, we did our soft opening. We are also excited to share that the Royal Canadian Legion Dr C.B. Lumsden Branch #74 held our Grand Opening on September 12th, 2024.

The building has quickly attracted a great deal of interest in the community; it is well equipped and well located to host weddings, meetings and other events. Weekly coffees are very popular again with the locals and other activities are well attended even though we have only been open for a short time. To date, we have hosted 5 weddings, several reservations for 2025, plus have five holiday parties

booked. Regular weekly rental activities include fitness classes, dances and community clubs such as Blomidon Naturalists Society, Wolfville Newcomers, Town of Wolfville and AVDC, free usage for the cubs and scouts and we have our own regular activities. We are quickly becoming the venue of choice for organizations in the Wolfville area.

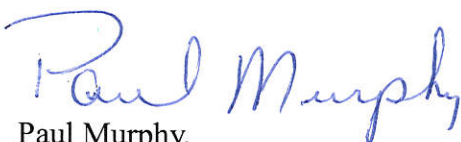
Our membership is increasing; we have added over 300 new members in the last 5 months, raising our total membership to over 450 and we expect this to grow to over 500 in 2025. The 8500 sq. ft. facility offers the following to the Wolfville Community:

- Legion Lounge/Sports Bar at the basement level, convertible space on the main floor level to host restaurant-style events and meetings, complete with a commercial kitchen to support caterers from the community and a meeting space as well plus a conference and meeting space to hold larger events, gatherings and weddings on the top floor with a patio providing scenic views scenic views of the pristine Wolfville Harbour and Cape Blomidon and a library/counselling room where users can sign out military minded books and meet confidentially.
- Wheelchair accessible washrooms with braille and large signage as well as green spaces outside the building will provide a welcoming environment for locals and visitors, alike.
- The multi-purpose facility functions as a community centre for the local diaspora and surrounding communities. Enriched with history and remembrance and offering a green footprint, the facility is an attraction for community and visitors increasing visitation to the vibrant downtown core of Wolfville. Indigenous people have also reached out and expressed an interest to use our facility.
- The facility offers new activities such as karaoke, dance and musical festivals and events, craft shows, birthday parties, meetings, weddings, anniversaries, coffee socials, darts, card parties, trivia, and numerous workshops for Veterans.
- All of the above is creating residual effects that will support the local economy in the form of creation of new jobs, support for the local arts and cultural talents, and economic spin offs from visitors.

Our total renovation cost is \$2,867,411. Royal Canadian Legion Wolfville has been able to secure \$2,307,453 but we are still in a capital project deficit in the amount \$559,958. A summary of our renovation budget and sources of funds is included with this letter. The Legion is grateful for the past support from the municipality. We are requesting that the municipality consider further funding for this project in the amount of \$40,000 as we are struggling to finish paying off the renovation costs. The executive of the Legion would be happy to meet with you to discuss our request. We look forward to hearing from you.

Thank you for your consideration and please do not hesitate to reach out to me if you have any questions.

Yours truly,



Paul Murphy,
President

On behalf of the Royal Canadian Legion Executive Board

**ROYAL CANADIAN LEGION BRANCH # 74
WOLVILLE, NOVA SCOTIA
BRANCH RENOVATION PROJECT BUDGET
(As of December 1, 2024)**

COSTS

Non-accessibility items:

Complete Building Renovations (3 Levels)	\$1,203,583.91
Projected Remaining Costs	\$594,584.52
Project Total non-accessibility items:	\$1,798,168.43

Accessibilty-items:

Barrier-free Washrooms (6 washrooms)	\$300,000.00
Automatic Power Doors (7 doors)	\$49,000.00
Elevator and shaft	\$175,000.00
Cement Pads, 2 Ramps and 2 Coverings	\$120,000.00
Accessible Bar	\$1000.00
Accessible Office Ramp	\$1000.00
Project Total accessibility items:	\$646,000.00

Project preparation items:

Professional Fees for Engineering	\$85,000.00
Architectural drawings	\$100,000.00
Project management fees	\$101,200.00
Website and Marketing Platforms	\$500.00

SUBTOTAL:	\$2,730,868.43
Contingency (5%)	\$136,543

TOTAL:	\$2,867,411.85
HST (15%)	\$430,111.78
<i>HST reimbursable</i>	<i>\$430,111.78</i>

TOTAL PROJECT COSTS: \$2,867,411.85

NOTES:

1. Non-accessibility items include: permits and costs, raising the building, new foundation, sump pumps, cement floor, tile and hardwood flooring, framing and gyproc of walls, roof and additional rooms, commercial kitchen, a veteran suite/event room, a library/ counselling room, dining/entertainment room, lower level lounge plus all new electrical, mechanical, plumbing and hookups to Town lines and drains.

**ROYAL CANADIAN LEGION BRANCH # 74
WOLVILLE, NOVA SCOTIA
PROJECT BUDGET**

FUNDING SOURCES

Federal funding:	\$607,000.00	(26.3%)
Grants- ACOA, Enabling Accessibility Fund, FCC Agri-Spirit, New Horizons for Seniors		
Provincial funding:	\$197,500.00	(8.6%)
Grants- Accessibility NS, Legion Capital Assistance Program, Recreation Facility Development		
Municipal funding:		
County of Kings(Kings Vision Grant)	\$79,911.00	(3.5%)
Town of Wolfville Grant	\$10,000.00	(0.4%)
Other funding sources:		
Community Club Grants- Mud Creek Rotary	\$10,000.00	(0.4%)
Fundraising & Donations		
Fund Name- 75 Fund (started Oct 2022)	\$127,780.83	(5.5%)
Roger Prentice Library Fund (started 2023)	\$41,000.00	(1.8%)
Go Fund Me Campaign	\$4504.00	(0.2%)
Loans and Mortgage		
Loan-Ontario Command, Royal Cdn Legion, Branch 11	\$1,000,000.00	(43.3%)
RCL #74 Funds	\$184,757.43	(8.0%)
NSNU Command Royal Cdn Legion, Dr CB Lumsden, Branch 74		
In-kind contributions	\$ 45,000.00	(2.0%)
TOTAL FUNDS FOR PROJECT	\$2,307,453.26	

NOTES:

1. Proof of funds expended for funding sources is available.
1. Grants Received (Federal, Provincial, Municipal, Town, Community Clubs) plus Donations, Fundraising and Loans.
2. In-kind time spent since March 2020 by Legion Executive, members and community volunteers based on 2250 hours valued at \$20.00 per hour.
3. Deficit is \$559,958.59.

1. Organization Information

Name of Organization Dr. C.B. Lumsden Royal Canadian Legion Wolfville Branch #74
Contact Person Paul Murphy
Mailing Address/PO Box 310 Main Street, PO Box 312, Wolfville, NS B4P 1C4
City Town of Wolfville
Email Address hockeydad@eastlink.ca
Telephone (work) 902-542-5869 (Home) 902-542-1061
Website address NA
Is your organization a registered charity? NO we are a not-for-profit
If yes, what is your CRA Charitable Status Registration Number:

2. Please provide a detailed purpose and description of the request

Our total renovation cost is \$2,867,411. Royal Canadian Legion Wolfville has been able to secure \$2,307,453 but we are still in a capital project deficit in the amount \$559,958. A summary of our renovation budget and sources of funds is included with this application. The Legion is grateful for the past support from the municipality. **We are requesting that the municipality consider further funding for this project in the amount of \$40,000 as we are struggling to finish paying off the renovation costs.** The executive of the Legion would be happy to meet with you to discuss our request. We look forward to hearing from you.

While our main aims are to Remember the Fallen and To Care for Veterans and their Families there are many activities to go along with looking after the social, mental, spiritual, emotional and physical well-being of both our members and the local community. Our membership is primarily senior citizen age so many activities are geared toward seniors, however with the addition of a newly renovated kitchen we will become a main, accessible to the handicapped, venue for all of our community members to enjoy through events hosted by us and rental patrons. We currently host weekly events such as 45s, darts, cribbage, coffee and tea socials, karaoke and bi-monthly music festival series. We host monthly events such as a cribbage tournament, trivia, dances, food events, music events and a "Lest We Forget" event about every month to Remember the Fallen. Everyone is welcome. We also offer a walking group encompassing all fitness levels that is all inclusive. This extremely important update to our facility was paramount to continue to raise revenue in order to complete our aims.

We are also utilized as a polling station in the various levels of government elections and now that all of our anticipated renovations are completed we hope to eventually join with the Town of Wolfville's Strategic Partnership to offer a comfort centre to the community in times of storms and power outages. Updates to the kitchen renovation included all appliances which includes a reach-in stand-up Freezer, double door Refrigerator and propane fed 4 raised burner Range, 3' flat top Grill, two double Fryers, Convection Oven with a 13' Range Hood with Exhaust Fan. One of the main reasons for the project is that the existing kitchen was sub-standard, and by updating to the new space we were able to convert the old kitchen into wheelchair accessible washrooms.

What is the target demographic that this request would serve?

The main demographic that uses our facility are 40+ years of age but with this renovation now near completion we will be striving to be available to all.

What would be the tangible benefits be to the community?

We would be another positive draw to the Town of Wolfville and businesses at large by providing a viable venue as a conference centre and a place for weddings, retirement parties, birthday parties, polling station, entertainment, food and beverage plus providing social, mental, spiritual, emotional and physical well-being to our members and the local community.

3. Application Checklist

- Completed Application Form
- Attached letter to Mayor and Council
- Detailed renovation project budget costs for Dr C.B. Lumsden Legion
- Detailed renovation project budget funding sources for Dr C.B. Lumsden Legion
- Timeline of Project 1 February 2025 to completely finish renovations
- previous Year's Financial Statement

4. Evaluation Principles

Detail below how your program or event will meet the principles listed on page 4 of this application.

- 1. Program/Service Obligation- *Important- service resulting from the capital campaign is something the town might otherwise provide*** We could eventually serve as a comfort centre for the community as per Regional Emergency Management Organization (REMO) to assist the Community Outreach program to further enhance Emergency Preparedness Awareness across Kings County in times of power outages and storms.
- 2. Council Strategic Plan- *Solid fit within Council's Strategic Plan-*** Our facility, once renovations are completed, could eventually be utilized as per Regional Emergency Management Organization (REMO) to assist the Community Outreach program, further enhancing Emergency Preparedness Awareness across Kings County in times of power outages and storms. We also align with **Improving Quality of Life for All**, striving to offer a dynamic quality of life in leisure, cultural and recreational activities, harmonizing the diverse lifestyle choices between all demographics in Wolfville. WRT **Town of Wolfville's "Leveraging Our Economic Opportunities"** we hope to help in the "To foster the success of our existing business community." plus "Community Development community programming (including festival and events)"
- 3. Public Need and Benefit- *Multiple interests -some need/benefits, a number of areas/community-*** QOL to community at large by providing a friendly, safe and inviting atmosphere plus a facility to rent for social, economical and governmental affairs.
- 4. Human Development and Inclusion- *Volunteer and Participant-*** We strive to offer a high quality of access and opportunity for all. Our almost 100 volunteers and over several hundred participants are both members and community based individuals. Our volunteers often volunteer with other programs and groups within our community.
- 5. Quality of Life for the Community.** We currently offer a wide range of social, culture, leisure and recreational activities with a kitchen that will further enhance our ability to offer top notch services to all demographics. When other groups are seeing a decline in membership and events we have seen a dramatic increase in our membership from 60 in 2018 to 145 in June of 2024. In 4 months, from July 7th to 30 Nov 2024 we have seen a dramatic rise from 145 to over 460 members, proving that we are fulfilling a need in the community. We have also become a venue for food and entertainment festivals and for events hosted within the Town of Wolfville. We have had 4 wedding rentals in August, two

retirement parties, 10 dances and will be hosting 5 holiday parties in Dec and also host hugely successful coffee socials every Wednesday morning, attracting 70-100 patrons weekly, many seeking socialization from the isolation they normally live in.

6. Alternative Providers-

7. Financial Need- Our attached project financial budget of 2024 demonstrates a significant need for this grant request approval.

8. Economic Impact to the Town- Moderate- By investing in our upgrades we will have an indirect economic impact to the rest of the Town of Wolfville. Many of our patrons, many from Middleton to Halifax, after attending our events, stroll down town to visit other merchants and licensed establishments.

9. Environmental Sustainability- Low- this request does not align with GHG reduction, sound climate change principles or sustainability practices- Of course we would always adhere to the sound principles of the town's bylaws.

5. Funding Request

Total Funding requested of the town:	\$40,000
Total Capital Costs of project:	\$2,867,411.85
Total Project Costs: (deficit)	\$559,958.59

6. Grant approval

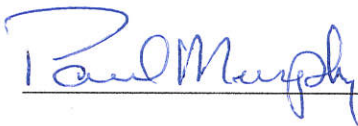
(grant process by town)

7. Certification

I certify to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

Paul Murphy

President, Fundraising Chair and Renovation Chair



1 Dec 2024

Signature

Date

The Royal Canadian Legion, Dr CB Lumsden Branch 74 Profit & Loss 2023

Bar	Bar Sales		Bar Sales
Dominion Command	Dues	\$	3,555.72
	Dominion Command Sales	\$	145.50
Non-Legion Sales	Merchandise	\$	540.00
Catering	Breakfast	\$	-
	Banquets and Dinners	\$	3,700.00
	Levee	\$	170.00
	Coffee Hour	\$	4,070.92
	Fundraisers	\$	850.00
	Total Catering Income	\$	8,790.92
Donations	75 Fund	\$	7,765.97
Other	HST Refunds	\$	-
Grants		\$	66,333.34
Entertainment	Friday Live	\$	-
	Dances	\$	352.00
	Total Entertainment Income	\$	352.00
	Total Revenues	\$	<u>87,483.45</u>
<u>Expenses</u>			
Bar	Bar License	\$	560.70
	Total Bar Expenses	\$	560.70
Maintenance	Maintenance incl Rafuse	\$	65,470.31
	Total Maintenance Expenses	\$	65,470.31
Utilities	Bell Aliant	\$	548.88
	NS Power	\$	4,024.59
	Wolfville Water	\$	370.51
	Wolfville Fire	\$	407.44
	Total Utilities Expenses	\$	5,351.42
Insurance	Heustis	\$	3,114.00
	Fosters Fire Safety		
	API Systems	\$	502.96
	Total Insurance Expenses	\$	3,616.96
Dominion Command	Dominon Command Dues	\$	2,232.38
	Total Dom. Comm. Expenses	\$	2,232.38
Non-Legion Sales		\$	811.84
Equipment		\$	-
Office Supplies	Newsletter	\$	970.85
	Printing	\$	458.11
	General Office Supplies	\$	126.50
	Mortgage	\$	13,750.00
	RENT	\$	2,310.00
	Total Office Expenses	\$	17,615.46
Catering	Training	\$	405.00
	Levee	\$	46.99
	Kitchen	\$	263.15

	Fundraisers	\$	5,814.00		
	Total Catering Expenses			\$	6,529.14
Banking Fees	BMO Service Charges	\$	5.00		
	Cheques/ Deposit Books	\$	159.32		
	Total Fees			\$	164.32
	Advertising			\$	587.50
	Donations			\$	683.36
Entertainment	Friday Live			\$	-
	Dances	\$	412.50		
	Total Entertainment Exp			\$	412.50
HST	HST Receivable				
				Total Expenses	<u>\$ 104,035.89</u>
				Net Income/Loss	<u><u>-\$ 16,552.44</u></u>



RENOVATION ACCOUNT

Income	Branch 11	\$	1,000,000.00		
	Grants			\$	296,278.08
				Total Income	<u>\$ 1,296,278.08</u>
Expenses	BasementDemolition	\$	35,937.50		
	KitchenEquipment& tptn	\$	4,795.00		
	Main Hall			\$	1,119,063.86
				Total	<u>\$ 1,159,796.36</u>
				Net Income/Loss	<u>\$ 177,214.22</u>



Balances

	General Funds	\$	1,869.93		
	Renovation Fund	\$	144,368.67		
	Legion 75 Fund	\$	14,982.50		
				Total Funds	<u><u>\$ 146,238.60</u></u>



Approx cost Capital Item

\$1,500.00 Garbage Muster Point

\$1,000.00 Accessible Ramp Railing Adjustments

\$4,500.00 Accessible Electric Door Opener main entry

\$3,500.00 Lower Level Utility Room Fire Code Door and Install

\$20,000.00 East Exterior Fire Rated covering, intumescent paint and metal soffit install

\$3,500.00 Elevator Reader Install

\$3,000.00 Upper and Main Level Coat Racks

\$4,000.00 Lower Level and Main Level Stage Platforms

\$6,000.00 Deck Accessible Ramp, railing adjustments, bracing, steps and non slip covering

\$110,000.00 Generator purchase and Install to become a Comfort Centre

\$157,000.00 Total Capital Expenditures



POLICY

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (CAPITAL)

Applicant Name: Wolfville Legion Branch #74

<p>1. Program/Service Obligation Core – service resulting from the capital campaign is something the Town would otherwise provide Important – service resulting from the capital campaign is something the Town might otherwise provide Discretionary – service resulting from the capital campaign is something the Town does not normally provide No Mandate – not enabled by legislation, is not within the Town’s area of responsibility</p>	<p>H M L N</p>
<p>2. Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic Provide Specific Linkages to Council’s Strategic Plan:</p>	<p>H M L</p>
<p>3. Public Need/Benefit Community at Large – general need/benefit, broad-based Multiple Interests – some need/benefit, a number of areas/communities Vested Interest –special interest group(s), localized</p>	<p>H M L</p>
<p>4. Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential</p>	<p>H M L</p>
<p>5. Quality of Life for the Community Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community</p>	<p>H M L</p>
<p>6. Alternate Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers</p>	<p>H M L</p>
<p>7. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need</p>	<p>H L</p>
<p>8. Economic Impact to the Town High – there is a strong and demonstrated direct economic impact to the Town Moderate – there is a demonstrated indirect economic impact to the Town Low – there is minimal or no demonstrated economic impact to the Town</p>	<p>H M L</p>
<p>9 Environmental Sustainability High – Clearly aligns with GHG reduction, sound climate change principles and/or sustainable building practices Low – Does not align with GHG reduction, sound climate change principles or sustainability practices</p>	<p>H L</p>
<p>MOU Required? Yes/No. Provide details.</p>	

REQUEST FOR DECISION 010-2025

Title: One-Time Operational Funding Request Horton High School
Date: 2025-03-11 updated 2025-03-18 Town Council
Department: Community Development/Finance



SUMMARY

One-Time Operational Funding Request – Horton High School

Horton High School has made an Application for One-Time Operational Funding to the Town of Wolfville to support the Duke of Edinburgh “Experiences Canada Exchange 2025”.

DRAFT MOTION:

That Council give further consideration in the 2025/26 budget process to a \$2,500 one-time operational grant contribution to Horton High School Franchise to support the Duke of Edinburgh “Experiences Canada Exchange 2025.”

REQUEST FOR DECISION 010-2025

Title: One-Time Operational Funding Request
Horton High School
Date: 2025-03-11
Department: Community Development/Finance



1) CAO COMMENTS

Staff do not make recommendations on the one-time grant requests, so information has been provided to assist Council with their decision.

2) LEGISLATIVE AUTHORITY

MGA Section 65A – authorized municipal expenditures

3) STAFF RECOMMENDATION

That Council consider this funding application against the financial/budget implications, impact and alignment with the evaluation criteria and priorities of the Town.

4) REFERENCES AND ATTACHMENTS

1. Application for One-Time Operational Funding from Horton High School
+ Supporting Documents for Funding Application
2. Evaluation Criteria Checklist

5) DISCUSSION

The Duke of Edinburgh Award is an internationally recognized program available to students in Canada through schools and youth-focused organizations. As part of the Gold Award, students are required to complete a residential stay. In order to fulfill this requirement, Horton High School is organizing an “Experiences Canada Exchange” with a partner school in Norquay, Saskatchewan, whereby students from each school will travel and stay with a host family from the partnering school.

The proposed benefits to the Town of Wolfville include introducing students from Saskatchewan to Wolfville, its businesses and community organizations and showcasing Wolfville’s offerings, while fostering leadership skills, independence, accountability and teamwork in the participants and providing the same opportunity for Horton students in the cohort travelling to Saskatchewan.

The application outlines areas of alignment with Council’s existing Strategic Plan, including community well-being, belonging and resiliency, civic engagement, inclusivity and quality of life. Sustainability is also a goal of this project, and they plan to purchase and create a shared equipment bank for outdoor education as part of its legacy.

The exchange will involve 20 Horton High School students and 15 students from Saskatchewan, as well as two teacher chaperones from each school. Horton is the only local school offering the Duke of Edinburgh program.

The total budget for this project is \$5,000, which covers a license fee, transportation and programming costs, equipment and materials needed for the programming. The request from the Town is \$2,500.

REQUEST FOR DECISION 010-2025

Title: One-Time Operational Funding Request
Horton High School
Date: 2025-03-11
Department: Community Development/Finance



Funding has been requested from the County of Kings, however, a decision on this request will not be made until April-May.

6) FINANCIAL IMPLICATIONS

If Council wishes to consider this request further – it can be brought into V2 of the budget process and weighed against other initiatives before a decision is rendered by Council.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

In terms of strategic directions (2021-2025 Strategic Plan), this program directly and/or indirectly positively impacts Community Wellness by connecting students with community groups, businesses and resources and promoting healthy interactions and life skill-building.

8) COMMUNICATION REQUIREMENTS

Horton High School will be notified of Council's decision.

9) ALTERNATIVES

Limited options available:

- Not approve the grant funding request
- Approve an alternate amount of funding



APPLICATION FORM

ONE-TIME FUNDING OPPORTUNITIES GRANT

This program is available to non-profit organizations or registered charities that are planning to offer extraordinary operational events and initiatives that benefit the Town of Wolfville and its residents.

Please complete this form and forward via email to: recreation@wolfville.ca

Or by mail to:

Department of Parks & Recreation
Town of Wolfville
359 Main Street
Wolfville, Nova Scotia
B4P 1A1

Phone: (902) 542-3019

1) ORGANIZATION INFORMATION

Name of Organization:	Horton High School Duke of Edinburgh Group/Experiences Canada Exchange	
Contact Person:	Krista Campbell	
Mailing Address/PO Box:	75 Greenwich Road South	
City:	Wolfville	Postal Code: B4B2R2
E-mail Address:	kcampbel2@gnsps.ca	
Telephone: (Work)	902 542 6060	(Home) 902 670 2211

Is your organization a registered charity?

Yes No

If yes, what is your CRA Charitable Status Registration Number:

Is your organization a registered non-profit organization?

Yes No

If yes, please provide:

Joint Stocks Registration Number:

Canada Revenue Agency Business Number:



APPLICATION FORM

2) FUNDING REQUEST CALCULATION

Funding Level and Limitations

- Town of Wolfville funding should not exceed 50% of the total project cost
- For requests less than \$2000, please apply to the Community Partnership Program
- Only one application per organization may be submitted per year
- Only one application per organization may be approved every four years

Request Calculation

- Total Project Cost \$5000
- Request to Town of Wolfville \$2500

3) REQUIRED INFORMATION

You **MUST** include as attachments to this form:

Detailed Description of the program/event/service being proposed, including:

- Outline of programming
- Benefits to the Wolfville community
- Indication of alignment with Council's Strategic Plan
- Project timeline
- Expected number of participants/attendees
- Budget for the project
- Confirmation of partner funding (if applicable)

Year-End Financial Statement from the previous year (or business plan)

Final Report Forms from any previous funding received from the Town (if applicable)

Successful applicants must provide a Final Report in the prescribed form. Final Report Forms will be included with awarding letters.

4) GRANT APPROVAL

If minimum criteria have been met, staff will complete an Evaluation Checklist and prepare a Request for Decision of Council. Grant funding is subject to Council's approval. Partial approvals may be granted for less than the amount requested.

5) CERTIFICATION

I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.

Krista Campbell

Duke of Edinburgh Award Unit Leader/HHS Teacher

Name

Title

Signature

Date

Town of Wolfville: One Time funding Opportunities Grant

HHS Duke of Edinburgh/Experiences Canada Exchange 2025

Program Overview

The Duke of Edinburgh's Award is an internationally recognized program available to students in Canada through schools and youth-focused organizations. It provides a structured framework where students work toward Bronze, Silver, and Gold awards, guided by a unit leader who supports them in developing new skills and gaining confidence. These goals are achieved through service learning, recreational activities, skill development, and an adventurous journey (outdoor education). At Horton High School, we proudly support students at all levels of the award and celebrate their achievements.

As part of the Gold Award, students must complete a residential stay, which is typically a camp experience. To fulfill this requirement, our Duke of Edinburgh group is organizing an Experiences Canada exchange with a school in Norquay, Saskatchewan. This cultural exchange allows students to stay with a host family in Saskatchewan for a week, and in turn, we will host the Saskatchewan students here in Nova Scotia. The exchange provides a unique opportunity for students to experience a new community, culture, and region, fostering personal growth and development. Through these exchanges, students gain valuable life experiences that enhance both their educational and social development. Students also take the lead in planning and executing activities during the exchange, which helps them develop leadership skills.

Benefits to the Wolfville Community

The Duke of Edinburgh program plays a key role in developing young leaders. At Horton High School, we are committed to nurturing leadership through active participation in the program. The skills gained—such as independence, accountability, and teamwork—are qualities that benefit the local community. Graduates of the program are equipped to contribute meaningfully, whether through public service, community involvement, or leadership roles in local government.

When we host the Saskatchewan students as part of the Experiences Canada Exchange, we aim to highlight the richness of our town and region. We will collaborate with local businesses and community organizations to showcase what Wolfville has to offer. While planning is still underway, we remain dedicated to promoting the unique aspects of our community and ensuring that the exchange participants have a memorable and enriching experience.

Council's Strategic Plan

We actively involve students in the planning and development of all Duke of Edinburgh initiatives, particularly the adventurous journey component, which requires thorough

planning and execution. The funding and resources needed for these initiatives have been supported by SEED grants from the Horton family of schools and the AVRCE. By absorbing the costs for student participation and creating a shared equipment bank for outdoor education, we ensure that the program remains accessible and equitable. My goal as Award Unit Leader is to offer all students the opportunity to participate in this valuable program.

Projected Timeline

- **Experiences Canada Exchange:** March 2025 – May 2025
- **Duke of Edinburgh Program:** Ongoing

Number of Participants

The exchange will involve 20 Horton High School students and 2 teachers/chaperones. The visiting group from Saskatchewan will consist of 15 students and 2 teachers/chaperones. This exchange presents an exciting opportunity to strengthen community connections and showcase Wolfville, Nova Scotia. The Duke of Edinburgh program is growing, with over 30 students currently seeking an award. As the only local school offering this program, we also welcome students from other schools.

Budget Breakdown

The following outlines how the funds will be allocated:

- **Duke of Edinburgh License Fees:** \$1,500
 - **Transportation/Programming (5 x \$400):** \$2,000
 - **Equipment (backpacks, sleeping bags, stoves):** \$400
 - **Consumables (camp stove fuel, first aid materials):** \$100
 - **Sub Release:** \$1,000
- Total:** \$5,000
Grant Request: \$2,500

Community Partnering Grants

- SEED Grants
- Horton High School
- NSTU PDAF (applied)

Thank you for considering a potential partnership and continued support for Horton High School students. I look forward to collaborating with the Town of Wolfville in this endeavor.

Sincerely,
Krista Campbell



POLICY

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

Applicant Name: Horton High School

<p>1. Program/Service Obligation Core – event/initiative/service the Town would otherwise provide Important – event/initiative/service the Town might otherwise provide Discretionary – event/initiative/service the Town does not normally provide No Mandate – not enabled by legislation, is not within the Town’s area of responsibility</p>	<p>H M L N</p>
<p>2. Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic</p> <p>Provide Specific Linkages to Council’s Strategic Plan:</p>	<p>H M L</p>
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<p>4. Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential</p>	<p>H M L</p>
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