



Equity & Anti-Racism Advisory Committee

Monday, July 14, 2025

4:30pm

Council Chambers

359 Main Street

Agenda

Call to Order & Land Acknowledgement

1. Approval of Agenda

2. Approval of Minutes of May 5, 2025

3. 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.*

4. Chairperson's Comments

5. New Business & Staff Reports for Discussion

- a. Town of Wolfville Policies
 - i. Policy #610-004 Street Naming
 - ii. Policy #120-007 Municipal Lands & Facilities Naming
 - iii. Policy #710-003 Grants to Organizations

6. Round Table

7. Next Meeting Date – Oct 6, 2025



8. Adjournment



BACKGROUNDER

Please read the following notes, and the policy shared by Kentville and think about three recommendations that should be made to Wolfville's policy review committee.

We will discuss these at When thinking about street or infrastructure naming, what do we want to achieve?

- *Better representation for marginalized groups?*
- *To message inclusion?*
- *To showcase our heroes?*
- *To acknowledge achievements and legacy?*
- *To inspire?*
- *To highlight the things that matter to the community?*

Or current process includes recommendations from Wolfville Historical Society/Randall House:

The process involves the society's board asking the members for nominations and then the board updates its list. The Oliver family, I believe, is already on there. Gender equity has been a focus in recent years. Hence, we have Jessie Jaggard and Laura Haliburton Moore memorialized now as street names.

Best Practices in Street Naming in Canada

1. Historical and Cultural Relevance

- *Incorporate local history, indigenous heritage, and cultural significance.*
- *Name streets after notable local figures, events, or indigenous terms to preserve community identity.*

2. Clarity and Simplicity



BACKGROUND

- *Use clear, easy-to-pronounce, and simple names for efficient navigation.*
- *Avoid duplication and overly similar names within the same area to prevent confusion.*
- 3. *Consistency*
 - *Maintain a consistent naming scheme within neighborhoods, such as thematic names (e.g., trees, explorers, local fauna).*
- 4. *Avoid Negative or Controversial Names*
 - *Ensure names are respectful and unlikely to cause offense.*
 - *Review historical associations to prevent naming streets after divisive figures.*
- 5. *Practical Considerations*
 - *Ensure street names are suitable for signage and postal services.*
 - *Consider length and abbreviation possibilities to facilitate communication.*
- 6. *Community Involvement*
 - *Engage local residents and stakeholders in the naming process.*
 - *Seek public input to reflect community values and preferences.*
- 7. *Legal and Administrative Compliance*
 - *Follow municipal policies and provincial regulations regarding naming procedures.*
 - *Obtain necessary approvals from relevant authorities.*
- 8. *Inclusion of Indigenous Names*



BACKGROUNDER

- Respectfully incorporate indigenous language and naming to promote recognition and reconciliation.

9. Numbering and Addressing

- Coordinate naming with street numbering systems for logical and consistent address development.

10. Maintenance and Review

- Periodically review existing street names for appropriateness and relevance.*
- Be open to renaming streets as community identities evolve or to address issues of appropriateness.*

These principles help promote respectful, navigable, and culturally sensitive street naming practices across Canada.

Here are examples of street naming in Nova Scotia where public involvement was a key part of the process. One notable example is in the city of Halifax and surrounding communities, where municipal authorities have often sought community input to foster inclusivity and local relevance:

1. Halifax Regional Municipality (HRM):

- HRM has engaged residents and local organizations through consultations, public meetings, and surveys when naming new streets or renaming existing ones.*
- For instance, before naming new subdivisions or development areas, the municipality sometimes hosts public consultations to gather suggestions from community members.*

2. Reconciliation and Indigenous Names:



BACKGROUND

- There have been initiatives to incorporate indigenous Mi'kmaq place names, with consultations involving indigenous communities and the public to choose appropriate names. This collaborative approach ensures respectful recognition of Mi'kmaq heritage.

3. Community-Led Naming Contests:

- In some cases, local groups or organizations have organized naming contests or surveys for neighborhoods, parks, and streets, encouraging residents to participate actively in shaping their community.

4. Case Studies of Renaming:

- When renaming streets to better reflect local history or to address inappropriate names, public input has been sought to ensure community approval and engagement.

Summary:

Nova Scotia's approach generally emphasizes community engagement, respecting indigenous heritage, and ensuring public support, aligning with broader Canadian best practices. Public involvement often takes form through consultations, surveys, or community-led initiatives during planning processes for new streets or renaming efforts.

Lunenburg's Story



BACKGROUND

In late 2023, the town of Lunenburg, Nova Scotia, renamed Cornwallis Street to Queen Street, a decision that sparked significant controversy and debate within the community and among Indigenous leaders. (thebarnacle.ca)

The renaming followed a recommendation from Lunenburg's anti-racism committee, aiming to distance the town from Edward Cornwallis, the 18th-century British governor known for issuing a bounty on Mi'kmaq scalps. This action mirrored similar renaming efforts in Halifax, where Cornwallis Street was also renamed to honor Mi'kmaq activist Nora Bernard. (globalnews.ca, halifax.citynews.ca)

However, the choice of "Queen Street" as the new name was met with criticism. Many felt it was inappropriate to honor a colonial figure, Queen Elizabeth II, especially given her passing in 2022. Natteal Battiste, a member of the Wasoqopa'q (Acadia) First Nation band council, expressed disappointment, suggesting that a Mi'kmaq name like "E'se'katik" (meaning "place of clams") would have been more appropriate and in line with the spirit of the Truth and Reconciliation Commission. (aptnnews.ca, halifax.citynews.ca)

Further complicating the situation, an internal report presented to the council misrepresented survey data, omitting 103 comments and misinterpreting the results. Despite this, the council proceeded with the renaming. Deputy Mayor Ed Halverson, who opposed the decision, argued that renaming the street to Queen Street contradicted the intent of removing a colonial name, stating it was "a slap in the face" to Indigenous neighbors. (thebarnacle.ca, ckbw.ca)

In response to the backlash, Mayor Jamie Myra acknowledged the misstep, stating, "We made some mistakes... We've got to go back to the drawing board." The council paused



BACKGROUNDER

the renaming process to engage in meaningful consultation with Indigenous communities. (globalnews.ca, ckbw.ca)

The controversy highlighted the complexities and sensitivities involved in addressing colonial legacies and the importance of inclusive consultation in such decisions. (ckbw.ca)

Toronto example:

In 2013, Blight and colleague Hayden King co-founded the Ogimaa Mikana Project,^{[8][3][9]} an artist collective that reclaims Indigenous place names for [Toronto's](#) streets by posting billboards with Anishinaabemowin phrases around the city and pasting stickers with Anishinaabemowin names on street signs.^{[3][10]} She described one billboard in [Parkdale, Toronto](#), as "reminding people of the 15,000 year [indigenous] history here in Toronto and to affirm our relationship to [our language](#), which is part of our [spiritual presence](#), our political presence, our governance, our health..." in response to the neighborhood's rapid gentrification and loss of its indigenous inhabitants.^[11]

https://en.wikipedia.org/wiki/Susan_Blight?utm_source=chatgpt.com

Montreal example:

Toponym'elles is an initiative that was started to improve [toponymic](#) representation of women's contributions to [Montreal](#) by renaming public spaces such as parks and streets, as only 6% of places were named after women.^[1] Initially, Toponym'elles was created to include 375 names to commemorate the 375th anniversary of Montreal's founding. It was launched on March 2, 2016, a few days before [International Women's Day](#).^[2] Montreal is the first city in Quebec to have created a database of this kind.^[3] The

Backgrounder

For Discussion of Policy No. 610-004

Street Naming



BACKGROUND

creation of a similar open name database was requested in Sherbrooke in 2018, but this request did not receive any follow-up.^[4]

<https://en.wikipedia.org/wiki/Toponym%27elles>

TOWN OF KENTVILLE POLICY STATEMENT G78

MUNICIPAL ASSET NAMING AND RENAMING POLICY



1.0 PURPOSE

- 1.1 The Town of Kentville is committed to providing a fair, consistent and efficient process towards the naming/renaming municipal assets. The naming process defined in this bylaw is the responsibility of the Municipal Asset Naming Committee.

2.0 DEFINITIONS

- 2.1 Street Type Definitions are outlined in Schedule A.
- 2.2 Municipal Assets: Streets, parks, and parts of parks, trails, facilities, and parts of facilities, development areas, pedestrian and cycling infrastructure belonging to or under the control of the Town of Kentville.

3.0 SCOPE

- 3.1 The main objectives of this policy are to establish:
 - 3.1.1 The timely application process that assesses a proposed name for a municipal asset.
 - 3.1.2 Community engagement and consultation with Indigenous, African Nova Scotian, and other equity-seeking communities for proposed names.
 - 3.1.3 One list of acceptable names for municipal assets grouped by themes and priorities.
 - 3.1.4 The approval process and the committee responsible for review and approval of names for this list or for municipal assets.

4.0 PROCEDURES

- 4.1 The Municipal Asset Naming Committee has a mandate to:
 - 4.1.1 Review and screen all suggestions and requests for changing a street name, or naming a municipal asset;
 - 4.1.2 Organize the Names List (Schedule B) into themes and prioritize the names for selection within each theme;
 - 4.1.3 Delegate maintenance of the Names List to appropriate staff;
 - 4.1.4 Notify the nominator and/or family when a name is selected for use;
 - 4.1.5 Provide street name recommendations to Council.
- 4.2 To name a municipal asset or to rename a municipal asset, members of the public, committees, organizations and developers may submit a proposal in writing to Town Hall or through email to names@kentville.ca. The proposal must include at a minimum:
 - 4.2.1 The rationale for

- 4.2.1.1 Removing the name of a municipal asset; or
 - 4.2.1.2 Proposing a name for a specific municipal asset, or for an unspecified municipal asset; or
 - 4.2.1.3 Removal of a name of a municipal asset and suggestion for a new name for the same municipal asset.
 - 4.2.2 The relevance of the proposed name to the asset and to the Town;
 - 4.2.3 Documented support, including but not limited to petitions and support letters from the community; and
 - 4.2.4 A map or an illustration, including major intersections of a street to be renamed, or the location of the asset.
- 4.3 Words are reviewed and approved for the Municipal Asset Names List by the Municipal Asset Naming Committee.
- 4.4 Words appropriate for the Municipal Asset Names List are defined as follows:
- 4.4.1 Words celebrating the diversity and history of Kentville.
 - 4.4.2 Words reflecting an event or community contributing significantly to the area, cultural diversity, and historical relevance of the area.
 - 4.4.3 Words recognizing native wildlife, flora, fauna, or natural features.
 - 4.4.4 Family names or persons first and last names may be considered for some select municipal assets.
- 4.5 Words not appropriate for the Municipal Asset Names List are defined as follows:
- 4.5.1 Duplicates of an existing name.
 - 4.5.2 Words that sound similar, even if they have a different suffix (e.g. Orchard Street and Orchard Road).
 - 4.5.3 Cumbersome, corrupted, modified names, or discriminatory names from the point of view of race, sex, colour, creed, political affiliation or other factors.
 - 4.5.4 Words with any sexual overtones, inappropriate humour, parody, slang or double meaning.
 - 4.5.5 Words with a secondary or negative connotation.
 - 4.5.6 Words spelled differently but sounding alike (e.g. Crosby and Crosbie).
 - 4.5.7 Words with hyphens, apostrophes or dashes are considered on a case-by-case basis.
 - 4.5.8 Words which advertise a particular business including paid sponsorships. No municipal building shall take the name of a person or company, but the building name may be followed by “Sponsored by [company]” or “In Memory of [name]” or “In Celebration of [name]”.
- 4.6 The Municipal Asset Naming Committee will review suggested names according to the definitions of this policy and approve or deny addition to the Names List.

4.7 The Municipal Asset Naming Committee will assess adding names to the Names List names following these steps:

- 4.7.1 Confirmation that words meet the naming criteria.
- 4.7.2 Reference checks (if applicable) for people's names.
- 4.7.3 Discussions with the applicant, applicable departments, and applicable community groups.
- 4.7.4 Public consultation for a 90-day period which may include a public meeting, newspaper article/post, online survey and/or any other appropriate engagement.
- 4.7.5 Recommendation report provided to Council by the appropriate staff person (ex. for a park name, Director of Parks and Recreation).

4.8 The Municipal Asset Naming Committee will assess changing the name of a street or other asset following these steps:

- 4.8.1 Confirmation that existing name does not meet the naming criteria in this policy.
- 4.8.2 Discussions with the applicant, applicable departments, and applicable community groups.
- 4.8.3 Public consultation for a 90-day period which may include a public meeting, newspaper article/post, online survey and/or any other appropriate engagement.
- 4.8.4 Recommendation report provided to Council by the appropriate staff person (ex. for a street name, Director of Planning and Development).

4.9 Proposed words that portray indigenous significance or are after an Indigenous individual, organization or event will require consultation with the Glooscap First Nation and the Annapolis Valley First Nation. Proposed words related to the African Nova Scotia community, or other cultural group, will require consultation with appropriate and representative organizations that group.

4.10 Policy Statement G67 which outlines the previous street naming process is hereby repealed.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A, Street Type Definitions

5.2 Schedule B, Names List

6.0 POLICY REVISION HISTORY

Date Created: October 24, 2022

Revisions:

Chief Administrative Officer, Dan Troke

SCHEDULE A

STREET TYPE DEFINITIONS

Street Type & Abbreviation	Similar to	Definition
Alley		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
Avenue (Ave.)		A wide street or thoroughfare, often lined with trees, predominantly straight, normally with sidewalks, leading through residential or commercial development.
Boulevard (Blvd.)	Parkway	A broad street often tree-lined and landscaped, sometimes with a median down the centre, usually used for arterials or collectors.
Circle (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
Court (Crt.)	Cul-de-sac Place, Loop	A short, dead-end street, constructed with a turn around area at the end and referred to as a cul-de-sac.
Crescent (Cres.)		Normally a residential road that travels in a circular pattern, but does not end at the same point that it begun.
Crossing	Connector	
Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
Lane		A narrow street, originally found in rural areas. (i.e. country lane)
Plaza	Square	A public square, or similar open area
Place	Run	A short street
Promenade (Prom.)	Esplanade	A long, open, level thoroughfare, usually next to a body of water, used most frequently by pedestrians.
Road (Rd.)		A thoroughfare for public transportation, connecting two places.
Street (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.

Schedule B

Town of Kentville Names List:

Animals and Plants:	Community:	Heritage:	Nature:	Culture and Diversity:
<i>Wildcats</i>	Unison	Dayliner	Fundy	Jijuktu'kwejk (gee-gee-WOK-tok)
<i>Cardinal</i>	Friendship	Harvest	Garden*	Penooek (place name) (bah-nook)
<i>Drake</i>	Spike	Kentville*	Marsh	Kitpu (eagle) (GIT-poo)
Phoenix	Marsh	Carriage Way	Valley	Obsitquetchk (place of the ford)
Kodiak	Valley	<i>Half Acre</i>	Tidal	<i>Druid</i>
<i>Coyote</i>	Tidal	Riverside	Reflection	Abenaki (people) (ah-ben-AH-gi)
Honey bee	Welcome	Heritage		
Wildflower	Unity	<i>Woodsboro</i>		
Wildberry	Faithful			
Crow	Harmony			
Honeycrisp	Rocky Road			
Garden*	Reflection			
Jade				

Notes:

Names in italic require further research by staff

Names with an * may be too similar to existing street names and may need to be removed from list.



POLICY

Street Naming

Policy Number: 610-004	Supersedes Policy Number: Not Applicable
Effective Date: 2002-01-01	Approval By Council (Motion Number): 13-01-02

1.0 Purpose

To establish a process that the Town will use for the naming of streets.

2.0 Scope

This Policy is applicable for the Town Council of Wolfville when considering the naming of streets.

3.0 References

- 3.1 Nova Scotia Municipal Government Act (MGA)

4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville.
- 4.2 **Director** means the Director of Planning Services.
- 4.3 **Society** means the Wolfville Historical Society.

5.0 Policy

- 5.1 When the need arises for the naming of street the following process will be followed:

- The Director will communicate the request to the Society and invite them to provide their recommendation of a suitable name based on the background information details provided.
- The Society will provide their choice with a detail history and information in support of their recommendation.
- In making its recommendation the Society will consider the following:
 - Names of former Mayors of the Town
 - Names of families and or individuals of importance to the Town
 - Names of areas or landmarks of significance
 - Former street names.



POLICY

- The Society's recommendation will be forwarded to Council with an attached Request for Decision for Council's consideration and decision.

5.2 Minor Adjustments:

- Council on the recommendation of the Director may make minor changes to existing street names as deemed appropriate.

CAO

March 10, 2016

Date



POLICY

Municipal Lands & Facilities Naming

Policy Number: 120-007	Supersedes Policy Number: Not Applicable
Effective Date: 2012-06-25	Approval By Council Motion Number: 10-06-12

1.0 Purpose

To provide guidelines for Town Council for the naming of municipal lands and facilities or elements thereof.

2.0 Scope

This Policy is applicable to all Town of Wolfville Council members.

3.0 References

- 3.1 Nova Scotia Municipal Government Act

4.0 Definitions

- 4.1 **Municipal Lands and Facilities** means all real property including unimproved lands, buildings and structures owned by the Town of Wolfville including, but not limited to, parkland, open space, recreational facilities, bridges, and operations and administrative buildings.
- 4.2 **Elements** means substantial features or portions of Municipal lands or facilities that are deemed by Council to warrant a separate and distinct name from the Municipal lands or facilities they are a part of. This may include, but not be limited to, such things as: rooms or structures within a building, recreational structures, trails, playgrounds, and gardens.
- 4.3 **Council** means the Council of the Town of Wolfville.
- 4.4 **Contributions** means services, goods, property or money.

5.0 Policy

- 5.1 The naming of Municipal Lands and Facilities or elements thereof is at the discretion of Council.
- 5.2 This policy shall not apply to the naming of Town streets, which is covered in separate policy.



POLICY

- 5.3 There have been, and will continue to be, a great many contributors to the Town of Wolfville and a limited number of opportunities to name municipal lands, facilities and elements.
- 5.4 The Town of Wolfville believes that existing names of municipal lands and facilities have a historical significance and place within the community; hence, this policy shall address naming criteria beginning at the effective date of this policy.
- 5.5 Selected names will come from the following candidate pool:
 - a. a geographical reference that is associated with the location of the lands or building;
 - b. a name related to the Town of Wolfville's heritage and/or history;
 - c. an individual or organization who or which has had a substantial impact on the vibrancy and well-being of the Town of Wolfville through their contributions.
- 5.6 The following principles shall guide Council when considering naming of Municipal land and facilities and elements thereof:
 - a. names shall be unique; name duplication and similar sounding names shall be avoided;
 - b. names shall not be discriminatory, derogatory or political in nature;
 - c. names shall be mindful of emergency response considerations;
 - d. names that recognize an organization for a financial contribution will be considered when the activities and values of the organization are aligned with the values of the Town of Wolfville;
 - e. where the name of an individual or organization is selected, approval shall be obtained from the individual (or his/her family when appropriate) or the organization for such naming.
- 5.7 Parks will not be named after individuals, with the exception of the following:
 - a. the acquisition of new municipal property which has a commonly known and established name;
 - b. contractual requirements for the acquisition of the new property.
- 5.8 Town Council shall consider ways, other than naming, to recognize contributions made to the Town (e.g. plaques of recognition at a facility or written certificates).



POLICY

- 5.9 Nothing in this policy shall prevent the placement of memorial plaques on items donated to the Town, such as trees and benches, in accordance with other Town policy.
- 5.10 A donation for the purpose of receiving civic naming acknowledgement is not a guarantee of name perpetuity.
- 5.11 Council shall retain the right not to name certain facilities of broad community importance such as (but not limited to) Town Hall.

CAO

March 10, 2016

Date



POLICY

Grants to Organizations

Policy Number: 710-003	Supersedes Policy Number: 710-001
Effective Date: 2016-03-22 2021-12-21 2024-09-24	Approval By Council Motion Number: 30-03-16 35-12-21 19-09-24

1.0 Purpose

The purpose of this policy is to provide guidelines for reviewing and evaluating requests from organizations for financial assistance pursuant to clause 65A of the [Municipal Government Act](#).

2.0 Scope

This policy affects all recognized organizations under Section 65A in the *Municipal Government Act* that wish to obtain funding from the Town for a service, program, special project, initiative, or capital campaign for the benefit of residents, businesses, and visitors to the Town of Wolfville.

3.0 References

- 3.1 [Municipal Government Act](#)
- 3.2 Signing Authority Policy, 120-011

4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville.
- 4.2 **Signature Festival or Event** means an event or festival held within the Town of Wolfville that occurs annually and has a significant positive economic impact on the community.
- 4.3 **Town** means the Town of Wolfville, a body corporate.

5.0 Policy

- 5.1 **One-time-Requests (Operating)** see [Appendix C](#)



POLICY

- 5.1.1 One-time requests to support extraordinary operational events and initiatives may be considered by Council using the following criteria:
- The request is greater than \$2,000.
 - Only one application per organization may be approved every four years.
 - The request is aligned with Council's Strategic Plan.
 - All criteria outlined in Appendix C is met.
 - The financial capacity/local economy of the day is considered.
 - The funding of the request would be in addition to the grants to organization budget allowance; and
 - Funding will be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval by Council and may be subject to change.

5.2 Capital Funding Requests - see Appendix D

- 5.2.1 Funding requests to support capital campaigns and projects may be considered by Council using the following criteria:
- The request is greater than \$10,000.
 - The request will not exceed \$50,000.
 - Effective April 1, 2025, organizations can apply twice within an eight-year period.
 - The eight-year period shall commence from the date of initial disbursement.
 - The approved amount shall not cumulatively exceed \$50,000.
 - The request is aligned with Council's Strategic Plan.
 - All criteria outlined in Appendix D is met.
 - The financial capacity/local economy of the day is considered.
 - The funding of the request would be in addition to the grants to organization budget allowance; and
 - Funding will be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval by Council and may be subject to change.

5.3 Sponsorships and Advertising

- 5.3.1 The Town will consider providing limited financial assistance, including but not limited to sponsorship and/or donation of prizes, to support conferences and/or workshops that are hosted in our region, of which the Town is an active member (i.e., NSFM, AMA, FCM).



POLICY

- 5.3.2 The Town will not provide financial assistance, sponsorship or prizes to conferences, conventions or workshops held in our region by an organization of which the Town is not an active member. This includes registration fees related to participation in golf or other recreation activities associated with the conference.
- 5.3.3 Financial assistance for sponsorship requests under 5.3.2 may be provided through the Grants to Organizations budget allowance if the purpose aligns with Town goals, and funds are available. Decision(s) will be at the discretion of the CAO and will not exceed \$1,000.
- 5.3.4 Financial assistance may be provided through advertising if the purpose aligns with the Town and/or Departments goals. Decision(s) will be determined by appropriate staff and must fall within Advertising and/or Marketing and Communication Budgets.

5.4 Strategic Partnership Program

- 5.4.1 The Town will provide financial assistance to support:
 - a. Facility operators who provide affordable multipurpose recreational space to the community.
 - b. Signature festivals or events that
 - i. Are a long-standing festival or event (operating for a minimum of four years).
 - ii. The Town has a partnership beyond a funding contributor with.
 - iii. Is primarily located in the Town of Wolfville; and
 - iv. Have completed an Economic Impact Study to demonstrate the significant contribution of non-residential participants who attend the event.
 - c. Community organizations that build community capacity and provide benefit to the community.

As outlined in [Schedule A](#).

- 5.4.2 To be eligible for Strategic Partnership Program funding the organization must:
 - a. Enter into a Funding Agreement (**see Appendix A**) with the Town.
 - b. Provide Financial Statements to the Town annually; and
 - c. Be aligned with Council's Strategic Plan or other Town Strategies.
- 5.4.3 The Funding Agreements will be reviewed every four years.



POLICY

- 5.4.4 If the organization no longer meets the above criteria or fails to meet any provisions within the Partnership Agreement, the financial assistance will cease in the current fiscal year.
- 5.4.5 The maximum amount awarded to any group for any Strategic Partnership Program grant will not exceed \$5,000.
- 5.4.6 The financial assistance level shall consider all contributions provided by the Town (Property Tax Exemptions and in-kind support) when being negotiated.

5.5 Community Partnership Program (CPP)

- 5.5.1 The Town will consider providing limited financial assistance to organizations that:
 - a. Organize or operate **programs** for the benefit of the residents of the Town of Wolfville, or
 - b. Coordinate and implement **local events** in the Town of Wolfville.
- 5.5.2 The level of funding for the Community Partnership Program will be set by Council as part of the Town's budget process. Town Council may allocate different funding levels for each of the two (2) CPP grant categories:
 - a. Programs
 - b. Local Events
- 5.5.3 Community Partnership Program Guidelines can be found in **Appendix B**.
- 5.5.4 This program does not provide financial assistance to social service, health, education or similar services, departments, or agencies.
- 5.5.5 The maximum amount awarded to any group for any Community Partnership Program grant will not exceed \$2,000.
- 5.5.6 If an amount greater than \$5,000 is remaining in the Community Partnership Program after the allocation of funding of February 1 requests, a second round of applications will be called for in July. Organizations who applied in February may apply a second time if the funding is for a new program or to cover a shortfall for the given year. However, new organizations will be given priority.
- 5.5.7 All applications will be administered by Town staff applying the criteria outlined in **Appendix B**.
- 5.5.8 Any decision of staff regarding funding requests may be appealed to Council upon notice of appeal within seven (7) days of being notified of the decision of staff. Council's decision regarding the appeal shall be final.
- 5.5.9 Applications from community groups with new or innovative programming or festival ideas may present to Council at the request of Council.



POLICY

5.5.10 Applicants who have received a Community Partnership Program grant in a previous year are not guaranteed approval for a Community Partnership Program grant in subsequent years.

5.6 Policy Review

This policy will be reviewed every four years.

[Schedule A](#) – Strategic Partnership Program Operators/Events/Partners

[Appendix A](#) – Strategic Partnership Program – Funding Agreement

[Appendix B](#) – Community Partnership Program Guidelines

[Appendix C](#) – One-Time Special Funding Requests – Operating

[Appendix D](#) - Funding Requests - Capital

Town Clerk

September 24, 2024

Date



POLICY

Schedule A

The following organizations will receive annual funding as outlined in the tables below subject to section 5.3.

Facility Operators

Providing affordable multipurpose recreational space to the community

Facility Operator	Facility	Strategic Partnership Program Grant
Acadia Cinema Co-op	Acadia Cinema 450 Main Street	\$4,500
Wolfville Curling Club	Wolfville Curling Club	\$4,500
Wolfville & District Lions Club	Wolfville & District Lions Hall 36 Elm Avenue	\$2,850

Signature Festival and Events

Supporting the growth and success of Wolfville's signature festival and events

Organization	Festival or Event	Strategic Partnership Program Grant
Acadia Performing Arts	Acadia Performing Arts Series	\$5,000
Deep Roots Music Cooperation	Deep Roots Music Festival	\$5,000
Devour! The Food Film Festival	Devour! The Food Film Festival	\$5,000
Uncommon Common Art	Uncommon Common Art	\$5,000
Valley Harvest Marathon	Valley Harvest Marathon	\$5,000
Valley Summer Theatre	Valley Summer Theatre	\$5,000
Wolfville Magic Winery Bus	Wolfville Magic Winery Bus	\$5,000



POLICY

Community Organization

Building capacity of organizations that provide benefit to the community

Organization	Strategic Partnership Program Grant
Wolfville Farmers' Market	\$5,000
Wolfville Historical Society	\$10,000
Kings Senior Safety Council	\$5,000



POLICY

Appendix A: Strategic Partnership Program – SAMPLE Funding Agreement (will be modified to reflect unique circumstances of each partnership arrangement)



Funding Agreement

Between

Town of Wolfville
(hereinafter referred to “the Town”)

and

Funded Party
(hereinafter referred to as “the FP”)

Recitals

Whereas the FP_____.

Whereas the Town wishes to support the FP.

Whereas the support of the Town is limited to those items set out herein.

Now therefore in consideration of the mutual promises herein contained and other good and valuable consideration the receipt and sufficiency of which is acknowledged by the execution of this Agreement, the parties agree as follows:

1.0 Responsibilities of the FP

1.1 The FP shall:

- a. Provide _____ to _____ (“the Deliverables”).
- b. Perform the Deliverables starting no later than _____ and terminating no earlier than _____. In the event that portions of the Deliverables will be performed on differing schedules those schedules will be set out in Schedule “A”, hereto, and Schedule “A” will be signed by the parties to this Agreement. Schedule “A”, where attached and executed in accordance with the terms of this clause, forms part of this Agreement.
- c. Repay to the Town _____ on or before _____, or on such other terms as the parties may agree in writing. Repayment to the Town will be in



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the amount or form set out in Schedule “B” to this Agreement and signed by the parties. Schedule “B”, where attached to this Agreement and signed by the parties in accordance with the terms of this Agreement forms part of this Agreement.

- d. Acknowledge the fact of funding by the Town when and as requested by the Town provided that by so acknowledging the funding provided by the Town the FP shall incur no actual pecuniary expense.
- e. Obtain and maintain insurance in a minimum amount of _____. The insurance will identify the Town as an Additional Insured under the policy of insurance. The policy of insurance will include riders specific to the relationship between the FP and the Town and as set in Schedule “C” hereto and signed by the parties to this Agreement. Schedule “C”, where attached and signed by the parties in accordance with the terms of this Agreement, forms part of this Agreement.
- f. Prior to funding, or on such other schedule as the parties may agree in writing, the FP will provide proof of insurance satisfactory to the Town in its sole, exclusive and unfettered discretion.
- g. Provide, within 36 hours of a request being made, full and complete answers to all enquiries made of the FP by the Town. The FP shall not decline to answer any one or more enquiries posed by the Town on the basis that the subject of the enquiries relates, in whole or in part, to matters specifically excluded by this Agreement.
- h. Indemnify and hold harmless the Town against all claims, losses, liabilities, demands, suits and expenses from whatever source, nature and kind in any manner based upon, incidental to or arising out of the performance or non-performance of any one or more contract or agreements made by the FP and in relation to which the Town is, by this Agreement, providing or agreeing to provide funding to the FP.
- i. Inform the Town within 48 hours of receipt of a claim or notice of claim or possible claim, including but not limited to the actual claim or notice thereof, irrespective of the possibility, real or perceived, of any risk to the Town or claim being made against the Town.
- j. Keep and maintain accurate records as set out in Schedule “D”, hereto, and signed by the parties to this Agreement. Schedule “D”, where attached and executed in accordance with the terms of this clause, forms part of this Agreement.
- k. Use the funds provided by the Town for the purposes set out in Schedule “E”, hereto, only. Schedule “E” will be signed by the parties to this Agreement. Schedule “E”, where attached and executed in accordance with the terms of this clause, forms part of this Agreement.

- l. Comply with all applicable laws of the Province of Nova Scotia and the Dominion of Canada and all by-laws and policies of the Town of Wolfville and any other municipal jurisdiction in which the FP provides Deliverables in accordance with the terms of this Agreement.
- m. Provide the Town with the names, email addresses, civic addresses and telephone numbers (including but not limited to cell phone numbers) of_____.
- 1.2 The FP will not:
- a. Represent that the FP and the Town are partners or joint venturers.
- b. Represent that the Town guarantees the performance of the Deliverables or provides any control over or oversight of the activities of the FP.
- c. Use the names “Town of Wolfville” or “Wolfville” other than to indicate the one or more locations at which the Deliverables will be performed, without the written consent of the Town.
- 2.0 Responsibilities of the Town
- 2.1 The Town will:
- a. Provide_____in funding in total to the FP.
- b. Provide funds in_____installments, the first installment in the amount of _____ will be provided on or before_____. Any one or more installments payable by the Town to the FP pursuant to this Agreement will be payable on the schedule appended to this Agreement as Schedule “F” and signed by the parties to this Agreement. Schedule “F”, where attached and executed in accordance with the terms of this clause, forms part of this Agreement.
- c. Provide_____.
- 2.2 The Town will not:
- a. Direct the manner in which the FP fulfills its obligation to provide the Deliverables set out in the Agreement.
- b. Provide any control over or oversight of the FP in the fulfillment of its obligations to perform the Deliverables set out in this Agreement.



POLICY

- c. Provide any guarantee of the performance of the Deliverables by the FP.

3.0 Relationship Between the FP and the Town

- 3.1 The Town and the FP are not partners or co-venturers and nothing in this Agreement or otherwise constitutes either party as a partner or co-venturer of the other party to this Agreement.

4.0 General

- 4.1 Any notice under this Agreement shall be properly served if provided to:

To the Town:	Town of Wolfville Attention: Director of Parks & Recreation 359 Main Street, Wolfville, NS
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To the FP	FP
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- 4.2 This Agreement enures to the benefit of and is binding upon the parties, their administrators, successors and assigns.
- 4.3 This Agreement and any documents expressly contemplated by this Agreement, constitute the entire agreement between the parties. No representations, warranties, covenants or agreements, whether oral or written, between the parties with respect to the subject matter hereof are binding upon the parties subsequent to the date of execution of this Agreement.
- 4.4 The parties agree that this Agreement shall be interpreted in accordance with the laws of the Province of Nova Scotia and the Dominion of Canada. The parties agree that the courts of Nova Scotia do not constitute a *forum non conveniens*.
- 4.5 The parties and the signatories to this Agreement confirm that each party has signed this Agreement by its proper signing authority and that the signatories have the authority to bind each party to the Agreement.
- 4.6 In the event of a dispute arising out of or relating to this Agreement, including any question regarding its existence, validity or termination, the parties shall first seek settlement of that dispute by mediation. The mediation shall be conducted under the then current mediation procedures of ADR Atlantic Institute or any other procedure upon which the parties may agree. The parties further agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including litigation, arbitration or other dispute resolution procedures. Either party may commence the



POLICY

mediation process by providing to the other party written notice, setting forth the subject of the dispute, claim or controversy and the relief requested. Within ten (10) days after the receipt of the foregoing notice, the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).



POLICY

Appendix B: Community Partnership Program Guidelines

Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The Community Partnership Program is designed to provide financial assistance to organizations that:

- a. Organize or operate **programs** for the benefit of the residents of the Town of Wolfville, or
 - b. Coordinate and implement **local events** in the Town of Wolfville.
1. Requests for Funding must be submitted through the Town's Community Partnership Program.
2. The deadline for applications will be February 1st. Subject to Section 5.3.6 a second round of funding may be called for in July with a deadline of August 1st.
3. Late applications will not be considered.
4. Applications can be submitted in the following ways:
 - a. Mailed to 359 Main Street, Wolfville, NS B4P 1A1
 - b. Hand delivered to Town Hall (359 Main Street)
 - c. Faxed to (902) 542 – 4789
 - d. Emailed to nzamora@wolfville.ca
 - e. Complete an Online form and submit through our website www.wolfville.ca
5. All applicants are required to use a Standard Application Form. Application forms are available at Town Hall (359 Main Street), the Community Development & Public Works Building (200 Dykeland Street), and online at www.wolfville.ca
6. The applicant must meet the requirements outlined in section 65A of the *Municipal Government Act* to be eligible for funding. The Town reserves the right to request additional information prior to distributing funding.
7. Only one application per organization, per fiscal year, unless a second round of funding is called per section 5.4.6. The Town's fiscal year runs from April 1st to March 31st.
8. Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall, Community Development & Public Works and online at Wolfville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
9. Successful applicants will be notified by April 30th, for February 1st applications, and by October 31st, for August 1st applications



POLICY

EVALUATION PRINCIPLES

The following principles will be used to evaluate each application:

1. *Financial Sustainability & Management*

Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided by the Community Partnership Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.

2. *Community Benefit*

Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

3. *Active Living*

Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.

4. *Heritage and Diversity*

Groups that explore our past to enrich the lives the community.



POLICY

EVALUATION CRITERIA

All Community Partnership Grants – minimum criteria

- Application is received on time.
- All documentation has been received, including (purpose of the project, description of the project, target demographic served, detailed budget, previous year's financial statements, confirmation of partner funding (if applicable), list of other revenue sources, final report from previous year etc.)
- Project takes place within the Town of Wolfville or has a strong presence in the Town.
- The Town's contribution should not exceed 50% of total revenue.

Evaluation Score Cards

- If minimum criteria has been met complete a Program Grant Evaluation Score Card or a Local Event Grant Evaluation Score Card.



POLICY

PROGRAM GRANT EVALUATION SCORE CARD

Applicant Name: _____

1. Program/Service Obligation Core – service the Town would otherwise provide Important – service the Town might otherwise provide Discretionary – service the Town does not normally provide No Mandate – not enabled by legislation, should not do or not now	H 3 M 2 L 1 N 0
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	H 3 M 2 L 1
3. Public Need/Benefit Community at Large – general need, broad-based Multiple Interests – some need, a number of areas/communities Vested Interest –special interest group(s), localized	H 3 M 2 L 1
4. Active Living High – the core purpose is developing active and healthy lifestyles Moderate – components of the program in improve active and healthy lifestyle Low – limited opportunity to improve active and healthy lifestyles of participants	H 3 M 2 L 1
5. 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	H 3 M 2 L 1
6. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H 3 M 2 L 1
7. Alternate Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	H 3 M 2 L 1
8. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	H 1 L 0
9. Accountability (“Track Record”) Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	Y 1 N 0
Total Score	/23

- If score is between 20-23; application should receive full amount
- If score is between 16-20; application should receive full amount if budget permits
- If score is below 16; applicant shall not receive funding.

Amount Requested: _____

Amount Awarded: _____



POLICY

LOCAL EVENT GRANT EVALUATION SCORE CARD

Applicant Name: _____

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	H 3 M 2 L 1
Public Benefit Public Interest – all residents derive benefit Mixed Interest – some residents derive benefit Private Interest – specific residents benefit	H 3 M 2 L 1
Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 2 3 4 5
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	H 3 M 2 L 1
Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H 3 M 2 L 1
Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	H 1 L 0
Accountability (“Track Record”) Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	Y 1 N 0
Total Score	/19

- If score is between 15-19; application should receive full amount
- If score is between 12-15; application should receive full amount if budget permits
- If score is below 12; applicant shall not receive funding.

Amount Requested: _____

Amount Awarded: _____



POLICY

Appendix C: One-Time Special Funding Requests - Operating

Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The one-time special funding (operating) requests provision within the Grants to Organizations Policy is intended to provide organizations with an avenue to periodically request funds to support extraordinary operational events and initiatives. Capital campaigns will not be considered as eligible expenses.

All requests are at the discretion of Council based on the following evaluation process and criteria. The financial capacity of the Town to support the request will be a key consideration in the decision-making process.

1. Applications may be submitted throughout the year. Council reserves the right to refer the request to the following year's budget process if they deem so appropriate.
2. Applications can be submitted in the following ways:
 - a. Mailed to 359 Main Street, Wolfville, NS B4P 1A1
 - b. Hand delivered to Town Hall (359 Main Street)
 - c. Faxed to (902) 542 – 4789
 - d. Emailed to nzamora@wolfville.ca
3. The applicant organization must fall within section 65A of the *Municipal Government Act* to be eligible for funding. The Town reserves the right to request additional information prior to distributing funding.
4. Organizations that qualify for the Community Partnership Program or Strategic Partnership Program are eligible to submit requests per this policy. Organizations that do not qualify for either program are also eligible to submit requests and be considered.
5. Only one application per organization may be submitted per year. Only one application per organization may be approved every four years.
6. Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall, Community Development & Public Works and online at Wolfville.ca.
7. Successful applicants will be notified upon Council making a decision.



POLICY

EVALUATION CRITERIA

One-time Special Funding Requests – Minimum Criteria

- Applicant organization falls within Section 65A of the *Municipal Government Act*.
- Request is greater than \$2,000.
- Request is not for capital purposes.
- All documentation has been received, including:
 - purpose of the request
 - description of the request
 - clear indication of how the request aligns with Council's Strategic Plan
 - clear description of tangible benefit to the community
 - detailed budget, including all anticipated revenue sources
 - timeline of project
 - confirmation of partner funding (if applicable),
- The Town's contribution should not exceed 50% of the total project cost.

Evaluation Checklist

- If minimum criteria has been met, staff will complete a One-Time Special Funding Requests Evaluation Checklist will be completed and provided to Council as part of the Request for Decision process.



POLICY

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

Applicant Name: _____

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	H M L N
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:	H M L
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	H M L
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	H M L
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	H M L
6. 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	H M L



POLICY

Appendix D: Funding Requests - Capital

DRAFT – June 7th, 2016

Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The funding (capital) requests provision within the Grants to Organizations Policy is intended to provide organizations with an avenue to periodically request additional funds to support capital campaigns and projects. Operating expenses and special events and initiatives will not be considered as eligible expenses.

All requests are at the discretion of Council based on the following evaluation process and criteria. The financial capacity of the Town to support the request will be a key consideration in the decision making process.

1. The deadline for applications will be November 1st. All applications will be reviewed as part of the annual budget process for Council. Late submissions will not be considered until the following fiscal year.
2. Applications can be submitted in the following ways:
 - a. Mailed to 359 Main Street, Wolfville, NS B4P 1A1
 - b. Hand delivered to Town Hall (359 Main Street)
 - c. Faxed to (902) 542 – 4789
 - d. Emailed to nzamora@wolfville.ca
3. The Town reserves the right to request additional information prior to distributing funding.
4. From April 1, 2025, organizations can apply up to two times within an eight year period, as long as the request amount is for \$10,000 or more and does not cumulatively exceed \$50,000.
5. The applicant, may, at the discretion of Council, be requested to enter into a Memorandum of Understanding outlining all expectations of Council prior to any approved funds being released.
6. Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall, Community Development & Public Works and online at Wolfville.ca.
7. Successful applicants will be notified upon approval of the annual budget. Decisions of Council are final and are not appealable.



POLICY

EVALUATION CRITERIA

Capital Funding Requests – Minimum Criteria

- Application is received on time.
- Request is greater than \$10,000.
- Request cannot exceed \$50,000.
- Request is not for operating purposes.
- All documentation has been received, including:
 - purpose of the request
 - description of the request
 - clear indication of how the request aligns with Council's Strategic Plan
 - target demographic served
 - clear description of tangible benefit to the community
 - detailed budget, including all anticipated revenue sources
 - timeline of project
 - identification of risks associated with the project
 - previous year's financial statements
 - confirmation of partner funding (if applicable),
- The Town's contribution should not exceed 50% of the total project cost.

Evaluation Checklist

- If minimum criteria has been met, staff will complete a Capital Funding Requests Evaluation Checklist to be provided to Council as part of the Request for Decision process.



POLICY

FUNDING REQUESTS EVALUATION CHECKLIST (CAPITAL)

Applicant Name: _____

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	H M L N
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:	H M L
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	H M L
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	H M L
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	H M L
6. Alternate Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	H M L
7. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	H L
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	H M L
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	H L
MOU Required? Yes/No. Provide details.	