



## Committee of the Whole

October 7, 2025

8:30 a.m.

Council Chambers, Town Hall

359 Main Street

### Agenda

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#### Call of Order and Land Acknowledgement

##### 1. Approval of Agenda

##### 2. Approval of Minutes

- a. Committee of the Whole Minutes, September 9, 2025
- b. Committee of the Whole In Camera Minutes, September 9, 2025

##### 3. Declarations of Conflicts of Interest

##### 4. Presentations

- None

##### 5. Public Input

PLEASE NOTE:

- *Reminder to all speakers that the Town conducts its business with the seven sacred teachings in mind, truth, honesty, love, courage, respect, wisdom and humility.*
- *Members of the public participating in public input will conduct themselves in a manner that is respectful to the public, council and staff. Should this not*



*occur, the Chair will advise them to end their questions and/or comments immediately.*

- You have up to 5 minutes to provide input to be directed to the Chair.*
- Responses will be provided after the meeting either via email or in person and may be included on a future CAO Report.*
- Any input that relates 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 responded to.*

## **6. Staff Reports for Discussion**

- RFD 041-2025: 2025-2029 Strategic Plan Approval
- IR 019-2025 Facilities Assessment Update
- RFD 039-2025 Deputy Mayor Policy #110-003
- RFD 040-2025 Routine Access Policy #120-010

## **7. CAO Report**

## **8. Committee Reports (Internal)**

- Audit Committee
- Planning Advisory Committee
- RCMP Advisory Board
- Source Water Protection Advisory Committee

## **9. Committee Reports (External)**

- Valley Regional Services (VRS)
- Valley Community Fibre Network (VCFN)
- Wolfville Business Development Corporation (WBDC)

## **10. Regular Meeting Adjourned**

## REQUEST FOR DECISION 029-2025

Title: 2025-2029 Strategic Plan

Date: 2025-10-07

Prepared by: Glenn Horne, CAO

Contributors: Senior Leadership Team

Laura Yaroshevskaya, Administrative Assistant

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## SUMMARY

In June 2025, the Town Council of Wolfville convened a two-day strategic planning session. This session, attended by all elected officials and senior staff, built upon insights from the 2025/26 operating and capital budgets, feedback from the 2024 municipal election, and the collective experience of Town leadership. Foundational elements for the Town's Strategic Plan were produced, including a SWOT analysis, a reaffirmation of the Town's mission, vision, and values, identification of key issues for the current Council term, and prioritization of themes to guide resource allocation.

On Tuesday, September 9, the Committee of the Whole received a first draft of the Strategic Plan and provided feedback, which has been incorporated. The resulting document, the *Town of Wolfville Strategic Plan 2025–2029*, is now presented as a final draft. It includes both the content developed during the session and contextual information about Town operations and finances. While the mission, vision, and values are transcribed directly from the session, the strategic priorities have been interpreted and refined for clarity.

### DRAFT MOTION:

That Council approve the Town of Wolfville Strategic Plan, 2025-2029, as presented.

## REQUEST FOR DECISION 029-2025

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### 1) CAO COMMENTS

This strategic plan provides Wolfville with a unified vision, clear priorities, and a framework for achieving community goals. It fosters public engagement and buy-in, enabling Council to make focused, informed decisions about what to do (and not do), manage expectations, direct resources, build trust, and ultimately shepherd our preferred future.

### 2) LEGISLATIVE AUTHORITY

The *Municipal Government Act* described municipalities as a responsible order of government accountable to the people, with the purpose of developing and maintaining safe and viable communities. While there is no specific provision in the Municipal Government Act requiring a Strategic Plan, many municipalities adopt Strategic Plans to guide their operational and budgetary decisions.

### 3) STAFF RECOMMENDATION

Staff recommend that the attached Town of Wolfville Strategic Plan, 2025-2029, be approved as presented if it appropriately captures the priorities and intentions of Council, so that it can serve to guide the Town in the development of the annual operations plan and budget.

### 4) REFERENCES AND ATTACHMENTS

- Town of Wolfville Strategic Plan, 2025-2029.

### 5) DISCUSSION

After each election, the new Council sets direction for the organization to guide the annual operations planning and budget processes for the upcoming term. Town Council reviewed its Strategic Plan in the spring of 2025. Facilitated by former Halifax Regional Municipality CAO, Jacques Dube, and attended by all elected officials and the Town's senior staff, a two-day session was held on June 5 & 6. During that session, Town leadership reflected on discussions and decisions associated with the approved 2025/26 operating & capital budgets and plan, the feedback expressed during the 2024 municipal election, and their knowledge and experience as Town officials.

The session focused on the development of the following outputs, which comprise this first draft:

- Reflection on the Town's strengths, weaknesses, opportunities, and threats (SWOT Analysis).



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- Articulation of the ideals and beliefs that guide decisions (values), purpose and approach to service (mission) and aspirations for the Town's future (vision).
- Anticipation of the key issues facing the Town during this Council term.
- Contemplation of the top priorities and associated themes toward which the Town's resources (people, time, money) will be directed.

The content developed is now compiled and organized into the attached plan. The vision, mission and values are verbatim from the June session. The strategic priorities are based on the notes taken during the session; some required interpretation or elaboration to ensure the intended meaning was captured. In addition to providing the content developed through this process, additional information (ie: town operations & financial condition) is also included to position this content within the Town's greater context. Finally, a section on implementation and reporting is also included.

At its last meeting the Committee provided feedback, which has been incorporated. Copy editing has also been done

The Town of Wolfville Strategic Plan, 2025-2029, is presented here as a first draft. Additional editing and revisions are required to refine the content and improve the readability (plain language) and visual appeal of the document before Council will consider its approval. While staff welcome all feedback from Council on this document, please consider the following questions:

- Upon reflection, do the vision, mission and values still resonate with Council?
- Are the priorities, focus areas and specific initiatives reflective of Council's discussions? Have efforts to clarify incorrectly changed the intended meaning?
- Do the priorities still resonate with Council?
- Is the proposed implementation and reporting framework appropriate?

## 6) FINANCIAL IMPLICATIONS

The approval of a strategic plan outlines the framework within which the Town will guide its activities and make decisions. Therefore, there are no financial implications associated with this plan. There are financial considerations for many of the individual priorities, which will be identified when they are considered.

## 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Once approved, this section of all Requests for Decision (RFDs) and Information Reports (IRs) will now be updated to reflect the new Strategic Plan.

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### 8) COMMUNICATION REQUIREMENTS

Once approved, the Strategic Plan will be posted to Wolfville.ca, circulated to all Town staff and council. Specific opportunities to share the Strategic Plan will be assessed.

### 9) ALTERNATIVES

Council may approve the draft motion or not. If Council does not approve the motion, specific feedback and recommendations are appreciated.

# Town of Wolfville Strategic Plan

2025-2029



A cultivated experience for the mind, body, and soil

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# A Message from Town Council

In June 2025, with the assistance of Jacques Dubé and Town staff, Council workshopped a renewed Strategic Plan to establish priorities and to guide our actions through 2029. This plan was informed by what we heard during the 2024 municipal election campaign, through ongoing community feedback and by discussions around the Council table.

With the adoption of this Strategic Plan, we share Council's approach to governance, and our shared intention to thoroughly and effectively serve Wolfville. Through this plan we also reaffirm our commitment as a Council to serve all members of our community over the 2024 – 2028 term.

Now that Council has set the strategic direction, we will work with the support of dedicated Town staff to make informed decisions on budgets, plans, bylaws, and policies that shape Wolfville today and into the future. Our decisions are strengthened by staff research & recommendations and by community ideas & insights. We remain committed to ongoing communication and collaboration with you, through community interactions, public discussions and listening sessions.

It is our pleasure to work with you to build a strong, inclusive, and sustainable Wolfville.

**Sincerely,**

Mayor Jodi MacKay

Councillor Mike Butler

Councillor Ian Palmeter

Councillor Howard Williams

Deputy Mayor Jennifer Ingham

Councillor Wendy Elliott

Councillor Kelly van Niekerk



# Introduction

Wolfville is situated in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. A vibrant university town nestled in Nova Scotia's Annapolis Valley, rich history meets youthful energy and cultural vitality everywhere you turn. The town has long embraced a unique identity shaped by its academic roots, scenic charm, and strong community spirit.

The home of Acadia University, Wolfville's walkable downtown, thriving arts scene, and outdoor amenities make it a destination for both locals and visitors. Signature events like the Deep Roots Music Festival and Devour! Food Film Fest, alongside the historic Al Whittle Theatre, reflect the town's creative pulse. Residents congregate to enjoy local sports, parks and trails, and honour their agricultural heritage through farmers' markets and farm-to-table dining.

As Wolfville looks ahead, it faces challenges common to many towns such as aging infrastructure, climate change, and rising costs. With nearly 90% of revenue tied to property taxes, the Town must balance fiscal responsibility with evolving community needs. Yet, opportunities abound—from its location in wine country to the many contributions of Acadia University. This Strategic Plan outlines how Wolfville will navigate complexity while preserving the distinctive character that makes it one of Nova Scotia's most vibrant communities.

The Town of Wolfville's Strategic Plan outlines four key priorities that reflect what matters most to our community: Fiscal Responsibility, Prosperous Economy, Vibrant Community, and Sustainable Environment. Developed through collaboration, this plan draws on community feedback, expert input, and strategic planning sessions. This Strategic Plan ensures that the Town's actions will align with the values and aspirations of the community.





# Vision, Mission & Values

Wolfville is committed to the seven sacred teachings: truth, honesty, love, courage, respect, wisdom & humility. Those teachings shape our vision, mission, values and acts.

A **vision statement** describes a desired future state; it reflects what Wolfville aspires to become:

***An inclusive and vibrant community  
where natural beauty, heritage, innovation, and well-being bloom.***

A **mission statement** is a declaration of the Town's purpose and approach to serve the community:

***Lead with care, creativity, and purpose –  
honour our past, enrich our present, and shape a resilient future.***

**Values** are deeply held beliefs and ideals that guide the Town's actions, decisions, and interactions:

***Accessibility***

***Collaboration***

***Diversity***

***Equity***

***Inclusivity***

***Informed Decision-Making***

***Innovation***

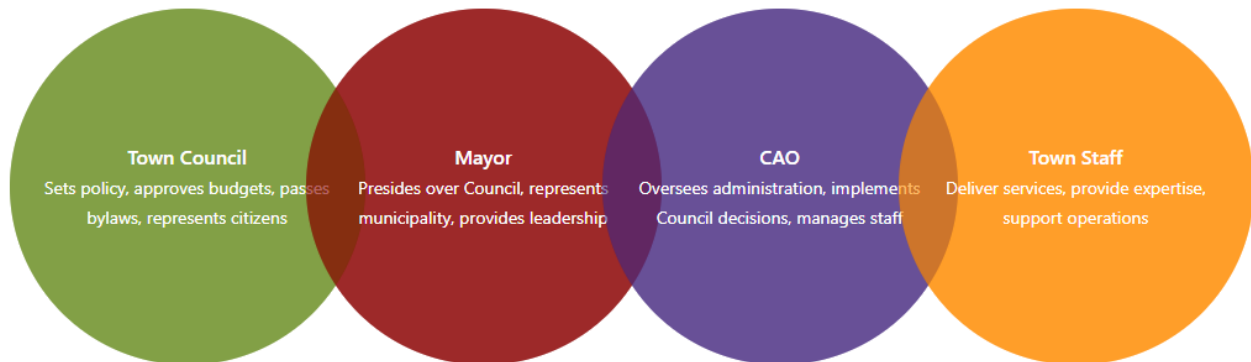
***Safety***

***Stewardship***

***Trust***



# Town Operations



In Nova Scotia, the Chief Administrative Officer (CAO) serves as the administrative head of municipal government. The CAO is Council's only employee and is responsible for the Town's operations. The CAO's core function is relatively simple: **to provide professional, effective, administrative leadership that supports the Council as they serve the community.**

Wolfville is fortunate to have a talented, dedicated and hard-working team of public servants that delivers a wide variety of programs and services. The Town also works with regional partners to provide high-quality services at a lower cost than it could otherwise, like Acadia University, the Wolfville Business Development Corporation, Valley Waste Management, Kings Transit, Kings Regional Emergency Management, and many more.

The Town has extensive reach and service responsibilities, which includes but is not limited to:

- Provision of safe, high-quality drinking water, which includes 71km of pipe, 220 + hydrants, 1610 + meters, two wells and associated pumps, treatment plant and reservoir.
- Collection & treatment of sanitary sewer, which includes 62km of pipe, 6 pumping stations, and a three-lagoon treatment plant.
- Maintenance and repair of a transportation network, which includes 34km of asphalt roadway, 25.5km of asphalt and concrete sidewalk, 19km of recreational trails, 135 streetlights & 11 parking lots.
- Upkeep of over 110 acres of park and greenspace, 1441 urban forest trees, 93 + benches, 30+ picnic tables and many more assets.
- After school, summer camp, community and recreational programming.
- Support for many community events, celebrations and organizations.
- Administration of bylaws and provision of community safety in partnership among Community Compliance, Wolfville Fire Department, Royal Canadian Mounted Police and Kings Regional Emergency Management.
- Management of approximately 200 development agreements, processing of 100 + development & building permits, responsibility for fire inspection of 280 + properties & management of 35 heritage property files.
- Coordination of financial, technology, human resources, communication & privacy services.



## Financial Condition

The Town of Wolfville has benefited from many years of sound financial management and decision making, putting it in a relatively stable, low risk position. Each year the Nova Scotia Department of Municipal Affairs releases [a report on the financial condition and sustainability](#) of each municipality. For the past five years Wolfville has shown strong financial health viewed through a relatively low risk rating on 11 of 12 financial indicators in the most recent report based on the 2022/23 financial statements.

One indicator, residential tax effort (which is a measure of the percentage of household income spent on municipal taxes), continues to be higher than the average of other Towns in Nova Scotia, making it a moderate risk.

For a complete picture of the Town's financial health, you can find the [approved financial statements dating back to 2019 here](#).

Trends to continuously monitor:

- Assessment growth is not keeping up to the growth in municipal expenses.
- Relatively high residential tax effort making Town services unaffordable for some property owners.
- 82% of all revenue comes from property tax; 8% comes from levies on property (sewer rates, etc.), meaning 90% of all revenue is generated from property.
- Wolfville has increasing capital investment needs as infrastructure continues aging. And with the cost investment increasing primarily due to ever-increasing prices and supply chain issues, external funding opportunities for these important projects need to be considered at every step.

## Implementation & Reporting

With approval of the *Town of Wolfville's Strategic Plan 2025-2029*, Council directs the following implementation & reporting:

- Add the *Strategic Priorities At-A-Glance* page to each Committee of the Whole meeting agenda, not for review, but as an ongoing reference to the Town's priorities.
- Schedule an annual review of the *Strategic Plan*, aligned with the beginning of the annual operational plan, operating and capital budget process.
- Schedule two additional *Strategic Plan* updates, aligned with Operational Plan updates, in the spring and fall of each year.
- Report on progress in the CAO report as appropriate.

## Strategic Priorities



This plan serves as a roadmap to guide operational planning, shape budgets, inform departmental work plans, and support regular reporting to the community.

Each of the four strategic priority sections follows the same structure:

1. A vision statement outlines the Town's long-term goals in that area.
2. Key themes within each priority identify the focus areas.
3. Action items under each key theme describe the specific initiatives the Town will undertake to support progress, measure outcomes, and ensure accountability.

# Strategic Priorities At-A-Glance

**Fiscal Responsibility:** *Ensure organizational sustainability and deliver public services using sound financial decision-making, through:*

- 1) Asset Management: Collect accurate and timely data to make informed decisions that inspire trust and confidence.
- 2) Community Focus: Make Investments in public services reflective of community need.
- 3) Financial Planning and Management: Collect, administer, and manage funds in a transparent manner.

**Prosperous Economy:** *Foster a diverse and resilient local economy that supports entrepreneurship, innovation, sustainable development, and contributes to a vibrant community, through:*

- 1) Holistic Planning: Municipal Planning Strategy and development processes that enables investment, foster multiple and complimentary uses of property, and supports a growing population.
- 2) Partnerships: Foster partnerships that promote Wolfville and create value.
- 3) Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.
- 4) Event Attraction: Positioning Wolfville as an inclusive, supportive partner for events

**Inclusive Community:** *Build a safe and inclusive community and be a leader in meaningful engagement, through:*

- 1) Inclusivity: Nurture a sense of belonging for all.
- 2) Engagement: Listen and provide opportunities for the community to participate.
- 3) Safety: Keep our community safe and supported with our partners.

**Sustainable Environment:** *Lead climate action through integrated mobility and environmental protection, through:*

- 1) Climate Action: Reduce emissions and prepare for the impacts of climate change.
- 2) Environmental Protection: Protect and sustain our natural assets and biodiversity.
- 3) Mitigating emissions: Lead and influence through programs and education.
- 4) Integrated Mobility: Determine alternative options for moving around the Town for all ages and abilities.

# Fiscal Responsibility

***Goal: Ensure organizational sustainability and deliver public services using sound financial decision-making***

## **Focus Areas**

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1. **Asset Management:** Collect accurate and timely data to make informed decisions that inspire trust and confidence.
  - Review existing processes for capital planning and make recommendations for improvements, aligning with community needs.
  - Develop a talent management strategy to support the recruitment and retention of the Town's public servants.

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2. **Community Focus:** Make Investments in public services reflective of community need.
  - Develop a system of receiving, assessing, and reporting on community feedback
  - Create communication service levels.
  - Refine processes for project management & reporting.
  - Continue to emphasize community participation in committees, particularly the Audit Committee.

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3. **Financial Planning and Management:** Collect, administer, and manage funds in a transparent manner.
  - Make financial decisions that enable the Town's financial indicators remain or trend toward "low risk".
  - Create opportunities for the public to become more informed on municipal budgeting through education and communication.
  - Review the Town's procurement policy and procedures to facilitate valued for dollars spent.
  - Develop multi-year revenue and expense projections to assist with budget development and financial planning.
  - Explore options for non-property tax revenue generation.

# Prosperous Economy

**Goal:** *Foster a diverse and resilient local economy that supports entrepreneurship, innovation, sustainable development, and contributes to a vibrant community.*

## Focus Areas

- 
1. **Holistic Planning:** Municipal Planning Strategy and development processes that enables investment, foster multiple and complimentary uses of property, and supports a growing population.
    - Housing Accelerator Fund (HAF) action plan implementation, including: expanding the C-1 zone, creating more streamlined processes and clear requirements, reducing or removing parking requirements, enabling at least 2-units throughout Town, enabling more non-market housing, and ensure Town land is investment ready
    - Stimulate a vibrant atmosphere downtown and throughout the C-1 zone.
    - Invest in infrastructure to support housing
- 
2. **Partnerships:** Foster partnerships that promote Wolfville and create value
    - Assess the Visitor Information Centre pilot with the Wolfville Business Development Corporation (WBDC)
    - Enable land development at Acadia University aligned with the HAF and support Events Acadia.
    - Explore potential partnerships on microtransit with Kings Transit
    - Provide support for the Wolfville Farmers' Market as a key community space for events, building on its established brand as a safe and inclusive space.
    - Explore mutually beneficial partnerships with other municipalities in Kings County and across the province.
- 
3. **Placemaking for a Vibrant Community:** Enhancing public spaces to support community connections
    - Through placemaking initiatives, add amenities to alleys in the core such as murals, sunshades and vegetation.
    - Ensure Public Art is included in downtown development.
    - Replace / upgrade Main Street bus stop and work with KTA on locating other shelters in the Town with a consistent look and feel
    - Make key improvements at Waterfront Park, such as deck at Devour Studios, improving the sense of shared/public space, water access point(s) and docking, and planning for future flood control by matching elevations with the Provincial Dyke topping efforts.
- 
4. **Event Attraction:** Positioning Wolfville as an inclusive, supportive partner for events
    - Invest in inclusive events
    - Communicate with event organizers to position Town as a partner
    - Provide logistical support to Events Acadia
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# Inclusive Community

**Goal: Build a safe and inclusive community and be a leader in meaningful engagement.**

## FOCUS AREAS

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### 1. **Inclusivity:** Nurture a sense of belonging for all.

- Assess existing and consider the creation of new programs and funding opportunities to support and increase initiatives that bring communities together, such as:
  - Soups and Sides
  - Welcome Week event (Acadia, RCMP)
  - Pride events
- Review events through the revised Parks and Recreation framework, once finalized.

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### 2. **Engagement:** Listen and provide opportunities for the community to participate.

- Develop and implement a communications plan that includes proactive communication, digital accessibility and personal touch.
- Responsive services and resident care.
- Civic engagement and trust building through accessible public meetings.
- Consideration of rebranding the Visitor Information Centre (Information Hub).

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### 3. **Safety:** Keep our community safe and supported with our partners

- Continuous relationship building with the Royal Canadian Mounted Police, with specific attention toward community and vehicle safety.
  - Review and implement the Memorandum of Understanding with Acadia University.
  - Support funding for fire equipment, facilities, training, and volunteer retention.
  - Reinforce community safety priorities, including dog control, traffic and pedestrian safety, including crosswalk reviews.
  - Carry out the priorities in the Town's Accessibility Plan.
  - Carry out the priorities in the Town's Equity and Anti-Racism Plan.
  - Ensure Town spaces are safe for all who use them (staff, council & residents).
  - Improve the resiliency of water system through source water protection plan and strategic investments.
  - Upgrades to the IT systems and infrastructure of internal servers.
  - Upgrades to water and wastewater information systems.
-

# Sustainable Environment

**Goal: Lead climate action through integrated mobility and environmental protection.**

## Focus Areas

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1. **Climate Action:** Reduce emissions and prepare for the impacts of climate change.

- Protect critical infrastructure from future climate impacts (flood mitigation)
- Waterfront improvements
- Stormwater assessment, plan and improvements
- Explore the implications of making Wolfville a “fire smart” community
- Consider climate impacts with all capital purchase
- Influence individual climate action through information sharing and initiatives

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2. **Environmental Protection:** Protect and sustain our natural assets and biodiversity.

- Consider an Urban Forest Plan/Policy
- Create an approach with our partners and community volunteers to green space that protects biodiversity while encouraging people to connect with nature
- Include natural assets in Asset Management

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3. **Mitigating emissions:** Lead and influence through programs and education.

- Review and implement Climate Action Plan
- Facilitate solid waste reduction by assessing the availability of waste receptacles, reducing waste at Town events, and assessing options to divert bulky waste
- Maintain secure, clean and abundant public water source:
  - Ensure appropriate land-use within Source Water Protection Area
  - Secure new source water
  - Review Source Water Risk Assessment and define appropriate next steps
  - Consider the adoption of a water conservation plan and/or by-law

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4. **Integrated Mobility:** Determine alternative options for moving around the Town for all ages and abilities

- Investigate the need and feasibility of microtransit
  - Continue to improve and create an Active Transportation (AT) network through:
    - Appropriate education and signage on AT network
    - Improve Harvest Moon trail, including hard surface in the downtown core and winter maintenance
    - Improve bike lanes on Main Street
    - Calm traffic and make streets safer for more users
    - Work with providers to expand options
    - Assist with Acadia interconnectivity
    - Consider options to incorporate AT into new development
  - Improve side-walk conditions and determine how new sidewalks will be considered
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# Appendix A – SWOT Analysis

## Opportunities

- Grow business sector
- East end development
- Increase housing options
- Nursing home
- Grow tourism
- Becoming a recognized leader within Province and Valley
- Asset management and Capital Plan
- Dyke system, parks
- Operations with Acadia
- Accessibility Plan implementation
- Equity and Anti-Racism Plan
- Public transportation
- Recreational programming
- Community engagement
- Event hosting
- Communications
- Short-term accommodation
- Information management
- Access to waterfront
- Celebrating successes

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## Threats

- Climate change
- Mental health crisis
- Municipal boundary
- Cybersecurity attacks
- Unaffordability of living
- Increases in Taxes
- Public anxiety
- NIMBYism
- Physical and psychological safety of our council and staff
- Aging infrastructure
- Government funding cuts
- Low staff retention rates
- Pandemic level issues
- Growth adversity
- Overdependence on & unsupported immigration
- Deferred maintenance

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## Strengths

- Strong staff-council relations
- Communications
- Stable tax base
- Acadia
- Wineries
- Inclusion



- Safety
- Open to innovation
- Partnerships-welcoming
- Value and celebration of heritage and culture
- Strategic location (proximity to Halifax and other partner communities)
- Highly engaged community
- Track-record of collaboration
- Developed agriculture
- Educated and engaged population
- Diverse business community
- Green spaces
- Age and demographic diversity

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**Weaknesses**

- Geographically locked land
- Lack of housing options
- Location flooding
- Reliance on partners
- Lack of labour force
- Little industrial base
- Aging infrastructure
- Limited tax base
- Demographics
- Affordability
- Reliance on property taxes
- Construction autonomy
- Lack of childcare
- Lack of health care facilities and resources
- Lack of recreational centers
- High reliance on partners
- Insufficient transit service
- Absence of Uber
- Complexity of issues

## INFORMATION REPORT 019-2025

Title: Facility Needs Assessment Update  
Date: 2025-10-07  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff  
Fathom Studio

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# SUMMARY

## Town Facilities Assessment Update

The Town of Wolfville has multiple significant needs for investment in its facilities. Previous plans for major facility upgrades, including a new Fire Hall and a co-located Town Hall and Library, are being revisited due to significant changes in key assumptions. Notably, a proposed merged between the Wolfville and Greenwich Fire Departments has been withdrawn, planned flood mitigation projects at the Grand Pre and Bishop Beckwith dykes will change flood risk, and rising financial pressures from critical infrastructure needs and asset maintenance. In response, a Facilities Assessment has been incorporated into the 2025/26 Operations Plan to re-evaluate the Town's infrastructure needs with input from stakeholders.

Fathom Studios has been retained to lead the assessment, leveraging its deep understanding of Wolfville and prior work completed. The assessment will evaluate the location, scale, and future needs of key municipal facilities, including the Fire Department, Library, Town Hall, Public Works & Planning, and other associated spaces. The scope includes reviewing work done to date, identifying data gaps, benchmarking against comparable towns, and developing preliminary options with cost estimates.

Engagement with internal and external stakeholders—including Town staff, the Wolfville Fire Department, Annapolis Valley Regional Library, RCMP, and the broader community—will be central to the process. The assessment aims to guide long-term decisions by identifying facility priorities that meet service and community needs for the next 30–40 years, while promoting accessibility, sustainability, heritage and cost-effectiveness.

## INFORMATION REPORT 019-2025

Title: Facility Needs Assessment Update  
Date: 2025-10-07  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff  
Fathom Studio

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### 1) CAO COMMENTS

This report will update Council and stakeholders on the key details of the Town's Facilities Assessment.

### 2) REFERENCES AND ATTACHMENTS

- Fathom Proposal Summary

### 3) DISCUSSION

#### Background

The Town of Wolfville has multiple significant needs for investment in its facilities. Town Council has previously approved various plans for new Town facilities, including a new Fire Hall and co-located Town Hall / Library. The basis of those decisions has changed. Specifically:

- The Town, Kings County and the Greenwich Volunteer Fire Department & Commission have withdrawn from a proposed merger, ending the prospect of a new merged firehall.
- Imminent plans to raise the height of the Grand Pre and Bishop Beckwith dyke systems, along with complementary plans to complete flood mitigation work at the Wolfville Waterfront, have changed the associated flood risk to the Town.
- Financial pressure on the Town continues to increase associated with required infrastructure investment, equipment replacement, and maintenance of Town assets.

A "Facility Needs Assessment" was included in the Town's 2025/26 Operations Plan and is now underway, working with stakeholders to assess facility needs now and in the future. With this information, the Town will be able to better understand facility priorities and make decisions.

The Town's goals for this Facilities Assessment are to:

- Meet service / community needs for the next 30-40 years
- Create collaborative, functional, accessible and safe work & community space.
- Prioritize cost-effectiveness and limit reductions in taxable assessment.
- Promote community sustainability and heritage.

At its July 8, 2025, meeting, the Committee of the Whole reviewed and endorsed this approach and assessment goals.

#### Scope

This assessment will review potential locations and co-location, scale, and future needs of the Wolfville Fire Department, Wolfville Memorial Library, Public Works & Planning Building, and Town Hall. Also implicated in this work will be the Rec Centre, RCMP Office and EHS Office (tenants at Town Hall).

## INFORMATION REPORT 019-2025

Title: Facility Needs Assessment Update  
Date: 2025-10-07  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff  
Fathom Studio

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### Approach

[Fathom Studios has been retained to carry out this assessment.](#) Fathom has extensive experience with similar work and a strong understanding of Wolfville. A great deal of work has been completed to date and will be the foundation on which this work will build. Fathom has been provided with all the documentation that has been previously developed or deemed to be helpful. A summary of Fathom's proposal is attached. In summary this work will include:

- Compile, review and verify all materials that have contributed to previous decisions and any new information that has been developed since.
- Determine if there are gaps in existing information and address those deemed important.
- Inventory Town-owned and strategically located parcels of land.
- Update information with more recent trends where appropriate and identify where assumptions have changed.
- Look to similar sized towns and reasonable comparisons for the purpose of benchmarking.
- Begin to develop options for consideration.
- Share synopsis of work completed with internal stakeholders and partners to gather additional information and feedback.
- Identify and share synopsis of work completed with external stakeholders to gather additional information and feedback.
- Build off work completed to date and develop preliminary options for each facility, including Class D cost estimates.
- Evaluate options, develop specific recommendations, assist with prioritization, and report for further direction.

Assisted by Administrative Assistant, Laura Yaroshevskaya, CAO Glenn Horne will lead this project on behalf of the Town and liaise with Fathom. Because of the scope and nature of this project, the Town's Senior Leadership Team will advise the project team throughout the process.

### Engagement

Each of the facilities being assessed are currently used. They are also part of the Town's history and character. Officials who operate, work in and visit these facilities have much to contribute to the Town now and into the future. Therefore, stakeholder engagement is a key part of this work.

Engagement at various stages will take place with council, staff, Wolfville Fire Department (WFD), Annapolis Valley Regional Library (AVRL), Royal Canadian Mounted Police (RCMP), other stakeholders and the community. Stakeholders who work out of these facilities (ie: Town staff, WFD, AVRL) will continue to be engaged through this process so their own planning efforts can align with the Town's. Additional stakeholders may be identified as this work progresses.

## INFORMATION REPORT 019-2025

Title: Facility Needs Assessment Update  
Date: 2025-10-07  
Prepared by: CAO Glenn Horne  
Contributors: Town Staff  
Fathom Studio

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### Next Steps

The project schedule is attached for your reference. Document review is largely complete. In the coming weeks emphasis will shift to site visits, identifying information gaps, and needs analysis including operational interviews and development of facility briefs and summary of operational needs.

### 4) FINANCIAL IMPLICATIONS

A \$200,000 budget has been allocated for this work in the 2025/26 capital plan. This work will inform the Town's future facility needs and provide new Class-D estimates. Replacement or renovation of multiple Town facilities will be costly and must be considered in context with all other capital needs.

### 5) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- Economic Prosperity
- Climate Action
- Community Wellness

### 6) COMMUNICATION REQUIREMENTS

Internal communications on this project are ongoing. At this point the only external communications are updates in IRs or the CAO Report, which will continue. There will be public communication and engagement as this project roles out.

### 7) FUTURE COUNCIL INVOLVEMENT

Future Council decision points will come once more information has been assessed and options are defined.



# Wolfville Facilities Needs Assessment

Prepared for

**Town of Wolfville**

359 Main Street  
Wolfville, NS  
B4P 1A1

Submitted By

**fathomstudio.ca**

40 King Street  
Dartmouth, NS  
B2Y 2R4

# Fathom



# About Fathom

*Fathom Studio is Atlantic Canada's largest privately owned architecture firm and its only truly interdisciplinary design practice*

Fathom Studio is Atlantic Canada's largest privately owned architecture firm and its only truly interdisciplinary design practice. For over 25 years, we have delivered planning, architecture, landscape architecture, and graphic design services as a single, integrated team. Our studio is grounded in a shared belief that great design emerges through collaboration—across disciplines, with communities, and between clients and designers.

As a company, we bring:

- Strong managerial capacity, with principals actively engaged in every project
- Longstanding corporate stability, demonstrated through decades of successful municipal and institutional work
- Professional integrity, evidenced by our deep client relationships and consistent delivery
- A unique structure and ethos, where interdisciplinary practice isn't just a service offering—it's how we think, design, and lead

We have built a reputation for delivering high-impact work across Atlantic Canada that is innovative yet grounded, aspirational yet practical.

## We Quantify our Design

For the Wolfville Facilities Needs Assessment, the work will be led by Fathom's ownership team—ensuring the highest level of expertise, accountability, and responsiveness. The team combines deep local insight with national-calibre design and analysis capabilities.

Each team member is deeply familiar with the Town's context and priorities. Together, they bring the full depth of Fathom's technical and creative resources to this assignment, supported by our in-house cost estimating, GIS mapping, graphic communication, and stakeholder engagement experts.

Our commitment to this project is personal as well as professional. The principals you meet in this proposal are the ones who will deliver the work—ensuring continuity, clarity, and care throughout.



Fathom Studio upon receipt of the 2023 Royal Architectural Institute of Canada's Emerging Practice Award.

# Project Understanding

*Wolfville is a town of exceptional character—rooted in heritage, culture, academia, and ecological richness, yet facing the same mounting infrastructure pressures and planning challenges as many growing municipalities.*

This Facilities Needs Assessment comes at a pivotal moment for the Town of Wolfville. With multiple core civic facilities aging or undersized—and significant development pressures reshaping the region—the Town is seeking a coordinated strategy to guide its public infrastructure investments for the next 30 to 40 years. This assessment will provide the foundation for that strategy.

**Fathom understands that this is not simply a facility audit. It is a design-informed planning process that will:**

- **Clarify space needs for core Town services (Public Works, Fire, Town Hall, and Library)**
- **Evaluate the potential for co-location, consolidation, and adaptive reuse**
- **Balance operational efficiency with community identity**
- **Deliver concept-level design options that reflect fiscal, spatial, and environmental realities**

Having worked on the Town Hall and Library feasibility study—and more broadly across municipal policy and public realm planning—we are intimately familiar with Wolfville’s civic fabric, floodplain dynamics, institutional adjacencies,

and land use framework. We understand how Council and staff have historically approached capital planning and how important it is that these facilities not only perform well but feel right—scaled to Wolfville, grounded in place, and designed for long-term stewardship.

The current RFP represents both a technical and cultural opportunity. It invites us to reimagine where and how key public services are delivered. It asks whether shared-use spaces could create new efficiencies, whether heritage buildings can be adapted, and how infrastructure can support Wolfville’s climate and accessibility goals. These are not simply design questions—they are governance, equity, and community questions.



Town of Wolfville Town Hall and Library Study, 2022



## Interdisciplinary Strength

Fathom's approach is rooted in the belief that great public projects are built through collaboration—across disciplines, across scales, and with the communities they serve. As Atlantic Canada's only fully interdisciplinary design studio, we bring together architecture, planning, landscape architecture, and engagement under one roof. This structure allows us to begin each project not with isolated tasks, but with integrated thinking.

From the outset of this assessment, our team will work as a single unit—architects thinking like planners, planners working alongside landscape architects, and all disciplines collectively aligning with the Town's operational and civic goals. This cross-pollination means that:

- Buildings are not just placed—they're purposefully sited based on land use, access, and adjacency.
- Open spaces support both operations and public use.
- Stormwater, circulation, and servicing are embedded early in concept development—not retrofitted later.
- Cost, expansion, and lifecycle realities are considered as part of the design logic.

This model reduces the inefficiencies that often arise when specialists are brought in sequentially or without full context. It results in stronger, more efficient outcomes—with fewer revisions, clearer communication, and design solutions that work across functions.

At its core, this isn't just about interdisciplinary staffing. It's about an interdisciplinary culture—one that prioritizes clarity, context, and collective problem-solving. It's how Fathom delivers work that is not only technically sound, but aligned with the identity, aspirations, and long-term needs of the communities we serve.

## Transparent, Defensible Siting Process

Across all four facility types, we will use a transparent, criteria-based siting framework. Working with Wolfville's project team, we will:

- Establish a set of siting criteria for each facility (e.g., access, adjacency, growth potential, land availability)
- Weight these criteria based on operational priorities and community values
- Score and compare each viable site using a consistent methodology

This apples-to-apples comparison ensures transparency and avoids bias—supporting clear public communication and well-grounded decision-making.

Many of the sites under consideration—particularly in the downtown core—will require thoughtful integration into Wolfville's heritage context. Our architectural team brings deep experience in adaptive reuse and heritage-sensitive design, including recent work on registered heritage properties and civic renovations across Nova Scotia. This capability will ensure that concept options are not only feasible and forward-looking, but also respectful of the town's built legacy.

Several related studies have been undertaken by the Town in the past; most recently with the Town Hall and Library study undertaken by Fathom. Past councils have weighed in on issues that will impact this study, and future councils may continue to do so until the Town commits to a level of design or construction/budgeting. These past works provide a framework of past conditions and past decisions which could influence this study's outcomes.

# Internal and Public Engagement

## Engagement Strategy: Collaborative Decision-Making

Fathom has a long-standing history of facilitating collaborative, consensus-driven planning processes in Wolfville. Over the past two decades, we've led engagement sessions for Council, staff, PAC, community organizations, and local businesses—beginning with the West End Secondary Plan and extending through more recent work on the Housing Accelerator Fund, Parks Plan, and Library Feasibility Study.

For this Facilities Needs Assessment, our engagement strategy is structured to inform and align three interconnected stages: program development, site selection, and conceptual design/costing. These stages are interdependent—a site's feasibility depends on the program and massing; the program depends on site opportunities; and both influence cost and design outcomes. Our process is designed to weave these threads together through a transparent, interdisciplinary framework.

We will work collaboratively with Council, staff, and the public to explore scenarios, test trade-offs, and build consensus around priorities. Our goal is to foster a shared understanding of how decisions—such as facility co-location or site selection—impact accessibility, cost, sustainability, and community life.



Town of Wolfville Town Hall and Library Study, 2022 Workshop

# Key Team Members



## Principal in Charge

### Rob LeBlanc

Partner, Director of Planning

With 30+ years experience, Rob is an urban planner with a special interest in downtown revitalization. He has worked on projects such as Wolfville's East End Secondary Plan, Municipal Planning Strategy, and Land Use Bylaw in addition to siting studies for CBRM, HRM, and NSCC.



## Principal in Charge

### Chris Crawford

Partner, Director of Architecture

Chris has spent over 15 years guiding complex civic and institutional projects with an emphasis on place-responsive design. As a member of the Canadian Association of Heritage Professionals, Chris is uniquely positioned to guide projects in Wolfville's historic downtown.



## Project Manager

### Iliah Lorenz-Luca

Managing Principal—  
Architecture

Iliah Lorenz-Luca specializes in community and institutional projects. Her most recent projects include the Keshen Goodman Public Library, New Glasgow Library & PARL Headquarters, and Musquodoboit Fire Station #38, and siting studies for CBRM.



## Landscape Architect

### Devin Segal

Partner, Director of Landscape  
Architecture

Devin has an intense passion for detail and is highly dedicated to precision at all stages of a project. Always with a view towards implementation, his talent is in taking projects from vision to full realization with details that are meaningful, beautiful, and buildable.



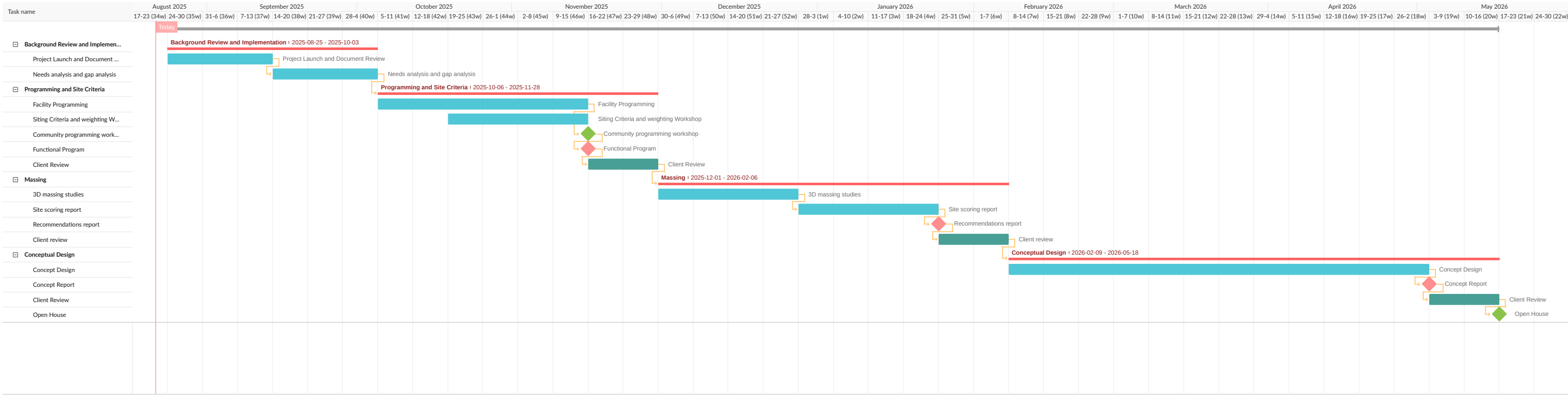
## Senior Architect

### Mark Atwood

Senior Architect

Mark specializes in highly sustainable buildings. His portfolio includes community and institutional, academic, arts and cultural centres, recreation facilities, and multi-residential projects. Mark's work consistently reflects design excellence and his commitment to people and place.

# Schedule



Fathom

## REQUEST FOR DECISION 039-2025

Title: Policy#110-003 Deputy Mayor Policy Amendments  
Date: 2025-10-07  
Prepared by: Laura Morrison, Town Clerk & Manager of Administration  
Contributors:

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## SUMMARY

### POLICY #110-002 DEPUTY MAYOR POLICY AMENDMENTS

The Deputy Mayor policy was last evaluated in September 2024, and increased responsibilities were included under Section 5.10 of the policy:

- Chair the COW meetings.
- Chair the CAO Evaluation Meetings.
- Attend the regular meeting of the Mayor, CAO and Town Clerk.

While the added responsibility and increase in time commitment is appropriate, the current one-year term does not allow for the person in the role to become fully comfortable in it, nor does it allow a full evaluation of these increased responsibilities to be done. All other council appointments to committees is for two years (with the exception of the Police Advisory Board) which allows Councillors to become more comfortable and confident in their position.

It is for these reasons; a recommendation is being made to increase the term of Deputy Mayor to a two-year role as outlined in the discussion section of RFD 039-2025.

### DRAFT MOTION:

That Council approve the amendments to Deputy Mayor Policy #110-003 as reflected in RFD 039-2025.

## REQUEST FOR DECISION 039-2025

Title: Policy#110-003 Deputy Mayor Policy Amendments  
Date: 2025-10-07  
Prepared by: Laura Morrison, Town Clerk & Manager of Administration  
Contributors:

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### 1) CAO COMMENTS

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff recommend amending the Deputy Mayor Policy to increase the term from 12 months to 24 months.

### 4) REFERENCES AND ATTACHMENTS

1. RFD 062-2021 Deputy Mayor Policy Amendments
2. RFD 045-2024 Various Policies of Council – Administrative Amendments

### 5) DISCUSSION

In November 2021 at the Committee of the Whole Meeting, a discussion was held on suggested improvements to the Deputy Mayor Policy. Those suggestions were incorporated and included the term of the Deputy Mayor being changed to a twelve-month period from the previous 24-month term.

In 2024, as part of the work of the Council Policy Review Task Force, the Deputy Mayor policy was reviewed and amended to include the following specific duties which were identified as appropriate for the Deputy Mayor position to take on. These are listed under Section 5.10 of the current policy:

- Chair the COW meetings.
- Chair the CAO Evaluation Meetings.
- Attend the regular meeting of the Mayor, CAO and Town Clerk.

This change took place in September 2024. With the newly elected Deputy Mayor coming to the role after the election in October 2024, it has become apparent that these newly added responsibilities, while appropriate, have increased the time commitment and learning curve in required for the person in this role.

## REQUEST FOR DECISION 039-2025

Title: Policy#110-003 Deputy Mayor Policy Amendments  
Date: 2025-10-07  
Prepared by: Laura Morrison, Town Clerk & Manager of Administration  
Contributors:

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The increased time commitment includes prepping for chairing the COW meeting and attending the weekly meetings with the Mayor, CAO & Clerk which oftentimes run to 3 hours in duration.

The CAO performance review is done every second year, and the Deputy Mayor will have a significant role in leading this. It would make sense therefore that they work with the CAO closely over those two years to ensure a fair evaluation is done.

The Deputy Mayor also has signing authority with the financial institutions. They would just be settling into that role when it would have to be changed to someone else, not to mention the inefficiency of having to change the authority with the financial institutions on an annual basis.

While the increase in responsibility for the role of the Deputy Mayor was well thought out and provides greater consistency to Council, staff and the community, the term of one year does not allow for anyone to settle into the role or to meet their full potential. It is for these reasons as well as better alignment with the two-year appointments Councillors serve on other committees (except for the Police Board which is legislated by the Police Act and not the MGA), that the recommendation is being made to increase the Deputy Mayor term to 24 months and for this change to be reflected in the Deputy Mayor policy.

### 6) FINANCIAL IMPLICATIONS

n/a

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- n/a

### 8) COMMUNICATION REQUIREMENTS

Revised policy will be posted on the website.

### 9) ALTERNATIVES

Council may not approve the proposed changes and/or offer alternatives.





## POLICY

### Deputy Mayor Policy

<b>Policy Number:</b> 110-003	<b>Supersedes Policy Number:</b> Not Applicable
<b>Effective Date:</b> 2000-11-14 2021-12-21 2024-09-24	<b>Approval By Council (Motion No.):</b> 02-11-00 34-12-21 16-09-24

#### 1.0 Purpose

To establish a policy on the appointment of Deputy Mayor, as required under the Municipal Government Act.

#### 2.0 Scope

This Policy is applicable to the Town Council of Wolfville in the selection and appointment of a Deputy Mayor.

#### 3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

#### 4.0 Definitions

- 4.1 **Deputy Mayor** :The Municipal Government Act states that Council shall select one of its members to be Deputy Mayor. The member, who shall be called Deputy Mayor, shall during any vacancy in the office of Mayor, or during any absence or illness of the Mayor, have and exercise all the powers and authority and discharge all the duties of the Mayor.

#### 5.0 Policy

The Town of Wolfville establishes the following policy concerning the selection of Deputy Mayor.



## POLICY

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- 5.1 At the first Council meeting following:
- i. a general municipal election and immediately after the swearing in of new Councillors,
  - ii. the expiry of the term of a previous Deputy Mayor,
  - iii. council receiving notice of the resignation of a Deputy Mayor,
  - iv. the office of the Deputy Mayor otherwise becoming vacant,
- Council shall select from among its members a Deputy Mayor in accordance with the process and rules set out in this Policy.
- 5.2 The selection process for the office of Deputy Mayor shall be as follows:
- 5.2.1 The Mayor or, in the absence of the Mayor, the Chief Administrative Officer (CAO) or designate shall preside as Chair during the selection process.
- 5.2.2 After announcing that the business of Council at the meeting is to elect a Deputy Mayor, the Chair shall call for nominations. All nominations and seconding's shall be made openly and publicly, by raising of the hand to attract the attention of the Chair and announcing the nomination or seconding of a candidate when called upon.
- 5.2.3 A candidate may be nominated by any other member of council, including a member of council who is a nominator or seconder of a previously nominated candidate, or who is a previously nominated candidate.
- 5.2.4 The Chair shall ask if there is a seconder for the nomination. Any member of council except the nominator and the candidate may second the nomination. Failure to obtain a seconder shall result in the nominee's name not being included in the list of candidates to be voted upon.
- 5.2.5 Each nominee shall be asked if they consent to being nominated.
- 5.2.6 If the nominee declines to give unconditional consent, the nominee's name shall not be included in the list of candidates to be voted upon.
- 5.2.7 The Chair shall repeatedly call for additional nominations until, after calling three successive times without a successful nomination, the Chair shall announce that nominations are closed.
- 5.2.8 If only one Councillor expresses interest, they will be acclaimed to the position at this meeting via resolution of Council.



## POLICY

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- 5.2.9 If more than one Councillor expresses interest the decision will be deferred to the next regular Council meeting in accordance with Section 5.3.
- 5.3 If more than one Councillor expresses interest in the Deputy Mayor position, at the next regular Council meeting:
  - 5.3.1 All interested Councillors will be provided with up to five minutes to share why they are interested in the position and what they feel they will bring to the role.
  - 5.3.2 A vote will be taken by secret ballot, which shall be scrutinized by the Town Clerk and one other staff member, and
  - 5.3.3 After the vote is tallied Council shall by resolution select the successful candidate to serve as Deputy Mayor.
- 5.4 If, after any vote, a majority has not voted for any one candidate the following process shall be followed:
  - 5.4.1 New ballots shall be prepared but the name of the candidate with the fewest number of votes on the previous vote shall be excluded from the new ballots. Voting shall continue in the same fashion until a Deputy Mayor is declared elected by the CAO or designate.
  - 5.4.2 In the event of a tie or deadlock, the Chair shall fairly use the following methods firstly, to have the voting progress towards reducing the number of candidates to two, and secondly to elect a Deputy Mayor by a majority:
  - 5.4.3 If, with no candidate elected by majority, there is more than one candidate in a tie with the fewest votes, all such candidates in the tie shall be excluded from the new ballot unless their exclusion would result in one candidate remaining upon the ballot.
  - 5.4.4 The Chair shall ask if any candidate is prepared to withdraw his or her name from the next ballot.
  - 5.4.5 If the second vote results in yet another tie, one revote will be conducted.
  - 5.4.6 After every reasonable effort by the Chair to find a candidate with majority support, the deadlock shall be broken by having the CAO or designate place the names of the candidates on equal size pieces of paper in a box and having one name being drawn by a person chosen by the CAO or designate.



## POLICY

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- 5.5 The Deputy Mayor shall serve until the end of the first regular monthly Council meeting that occurs after a two ~~year~~ (~~12-24~~ month) term has expired.
- 5.6 At the regular Council meeting prior to the current Deputy Mayor term expiring, Council will follow the nomination process as outlined in sections 5.2, 5.3 and 5.4.
- 5.6.1 The successful candidate, if acclaimed, will not commence their position until the current Deputy Mayor has completed their term as per Section 5.1.
- 5.7 Councillors are eligible to reoffer and serve consecutive terms as Deputy Mayor.
- 5.8 If the Deputy Mayor resigns as member of Council, or leaves Council for any other reason, Council will select a replacement Deputy Mayor for the balance of the term in accordance with the processes outlined in 5.2, 5.3 & 5.4.
- 5.9 The Deputy Mayor has all the power and authority, and shall perform all the duties of Mayor when the Deputy Mayor is notified that:
- 5.9.1 the Mayor is absent or unable to fulfil the duties of Mayor,
- 5.9.2 the office of Mayor is vacant
- 5.10 Deputy Mayor's official duties are to:
- 5.10.1 Chair the Committee of the Whole meetings. In the absence of the Deputy Mayor, the Mayor will Chair the meeting.
- 5.10.2 Coordinate the CAO Performance Evaluation process. the CAO Evaluation Meetings.
- 5.10.3 As Per Policy Proceedings Attend the regular meeting of the Mayor, CAO and Town Clerk.

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Town Clerk

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Date

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## REQUEST FOR DECISION 040-2025

Title: Policy#120-010 Routine Access Policy Amendments  
Date: 2025-10-07  
Prepared by: Laura Morrison, Town Clerk & Manager of Administration  
Contributors:

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## SUMMARY

### POLICY #120-010 ROUTINE ACCESS POLICY AMENDMENTS

While not a legislated requirement, public correspondence was previously published in background agendas of Town Council meetings and therefore easily accessible on the Town's website. The staff time and resources required to complete this process, as well as a request from the public to access previous correspondence sparked a discussion around a Correspondence Policy in 2022. Amid concerns raised around policy on whether to publish correspondence received that may contain derogatory or inflammatory remarks, after lengthy discussion, Council decided to stop publishing the correspondence.

In 2024, after a request from the public identified a gap in policy around requests for public correspondence, the Routine Access policy was updated.

Since then, further changes are required as it has become clear the staff time and resource required to turn around requests for public correspondence, which includes redaction, compiling and formatting take more than the 2 business days to respond as required by the policy. It is therefore recommended the response time increase to 30 days.

Furthermore amendments to legislation under the MGA Part XX, Section 466A have come into being which address the repetitive, frivolous, vexatious requests that may be received and those requests that are intended to tie up staff operations. A process has now been identified whereby the Responsible Officer may disregard certain requests as they deem fall under these descriptors and if required with support from the Review Officer. These amendments have been added to the Routine Access policy as attached to this RFD.

It is for these reasons; a recommendation is being made to approve the amendments being made to the Routine Access Policy #120-010 as described in the discussion section of RFD 040-2025.

### DRAFT MOTION:

That Council approve the amendments to Routine Access Policy #120-010 as reflected in RFD 040-2025.

## REQUEST FOR DECISION 040-2025

Title: Policy#120-010 Routine Access Policy Amendments  
Date: 2025-10-07  
Prepared by: Laura Morrison, Town Clerk & Manager of Administration  
Contributors:

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### 1) CAO COMMENTS

The CAO supports the recommendation of staff.

### 2) LEGISLATIVE AUTHORITY

- Municipal Government Act

### 3) STAFF RECOMMENDATION

Staff recommend amending the Routine Access Policy to increase the response time for requests to items covered under the Routine Access policy from 2 business days to 30 days and to reflect the update in legislation as noted in MGA Part XX, Section 466A.

### 4) REFERENCES AND ATTACHMENTS

1. MGA, Part XX, Section 466A
2. RFD 010-2024 Routine Access Policy Amendments

### 5) DISCUSSION

While not a policy of Council, the Council Policy Review Task Force Committee reviewed this policy in February 2024 due to identifying a need for clarity around correspondence that is received by all Town Council from members of the public.

The discussion was sparked when a member of the community requested a piece of correspondence from a couple of years previous. Public correspondence was previously published in background agendas of Town Council meetings and therefore easily accessible on the Town's website. This is not a legislated requirement and in 2022 the decision was made to stop including public correspondence amid concerns that had been raised around policy on whether to publish correspondence received that may contain derogatory or inflammatory remarks. After lengthy discussion, Council decided to stop publishing the correspondence, resulting in there no longer being a need for a correspondence policy.

Policy around requests from the public to access this correspondence was then covered in the updated Routine Access Policy #120-010.

Since this change has been made it became clear that the current two day turnaround was not sufficient to accommodate requests to obtain public correspondence from members of the

## REQUEST FOR DECISION 040-2025

Title: Policy#120-010 Routine Access Policy Amendments  
Date: 2025-10-07  
Prepared by: Laura Morrison, Town Clerk & Manager of Administration  
Contributors:

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public due to the considerable amount of staff time required for redaction, compiling and formatting this information. For this reason, it is recommended that the current turnaround time of two days to respond to a routine access request be increased to 30 days which better aligns with the Part XX of the MGA, Freedom of Information Requests.

Further changes to the legislation under section 466A allows for municipalities to disregard requests from the public as noted below.

The responsible officer may also apply to the review officer for approval to disregard one or more requests for access if the responsible officer is of the opinion that:

- a. the requests are trivial, frivolous or vexatious;
- b. the requests are for information already provided to the applicant;
- c. the requests amount to an abuse of the right to make a request because they are
  - i. unduly repetitive or systematic,
  - ii. excessively broad or incomprehensible, or
  - iii. otherwise not made in good faith; or
- d. responding to the requests would unreasonably interfere with the operations of the municipality and the requests are repetitious or systematic in nature.

Attached is a draft of Routine Access policy updated to include these legislative changes.

### 6) FINANCIAL IMPLICATIONS

- n/a

### 7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

- n/a

### 8) COMMUNICATION REQUIREMENTS

Revised policy will be posted on the website.

### 9) ALTERNATIVES

Council may not approve the proposed changes and/or offer alternatives.





## POLICY

Routine Access Policy	
<b>Policy Number:</b> 120-010	<b>Supersedes Policy Number:</b> Not applicable
<b>Effective Date:</b> 2015-02-17 2024-02-27	<b>Approval By Council Motion Number:</b> 18-01-15 42-02-24

### 1.0 Purpose

The purpose of this policy is to clarify which records of the Municipality are available routinely upon request, without having to go through the Freedom of Information and Protection of Privacy (FOIPOP) process under Part XX of the *Municipal Government Act*.

### 2.0 Scope

- 2.1 This Policy will improve public access to records of the Town which are not released through active publication, without having to submit a request under Part XX of the Municipal Government Act.
- 2.2 This Policy will provide greater certainty to staff and the public as to which records can be routinely accessed by the public, and which records can be accessed only by application to the Responsible Officer under Part XX of the Municipal Government Act.

### 3.0 References

- 3.1 Nova Scotia Municipal Government Act Part XX
- 3.2 Freedom of Information and Protection of Privacy Act 1993

### 4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville
- 4.2 **Town** means the Town of Wolfville.
- 4.3 **Town Clerk** means the Town Clerk for the Town of Wolfville.

### 5.0 Policy



## POLICY

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- 5.1 Applications for routine release of information may be made in person, or in writing, to the staff person having custody of the record.
- 5.2 Applicants are required to specify the subject matter of the records requested with sufficient particulars to enable an individual familiar with the subject matter to identify the records.
- 5.3 As per Section 466A of the MGA, the Responsible Officer may disregard certain requests if:
- a. The applicant does not provide sufficient detail to be able to identify the record(s).
  - b. The requests are trivial, frivolous or vexatious i.e. made to waste time, harass, or annoy with no serious purpose.
  - c. The requests are for information already provided to the applicant.
  - d. The requests amount to an abuse of the right to make a request because they are
    - i. unduly repetitive or systematic i.e. making the same request repeatedly or submitting multiple overlapping requests.
    - ii. excessively broad or incomprehensible i.e. vague, confusing or huge in scope that it can't reasonably be answered, or
    - iii. responding to the requests would unreasonably interfere with the operations of the public body and the requests are repetitious or systematic in nature.
- 5.4 Any applications for records exceeding one copy of a single record must be made in writing to the Town Clerk and such applicants may be expected to pay for the staff time and costs required to process the application.
- 5.5 A charge may also apply for the reproduction of any map.
- 5.6 Staff having custody of the requested record will release one copy, at no charge (unless otherwise noted), of any of the following records within thirty days of a request.
- a. All Policies and Bylaws approved by Council.
  - b. Any document received by Council or any Committee of Council at a meeting which is not a "closed session" under Sections 22 or 203 of the Municipal Government Act. For greater certainty, this includes all financial statements and reports, as well as all Council approved and/or received studies and reports.
  - c. All approved minutes of any meeting of Council or any Committee of Council which are not associated with a "closed session" under Sections 22 or 203 of the Municipal Government Act. For greater clarity, draft minutes that have not yet been approved by Council or any Committee of Council are not considered to be routine access.



## POLICY

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- d. All agendas of any meeting of Council or any Committee of Council which is not a “closed session” under Sections 22 or 203 of the Municipal Government Act.
- e. Any permit or approval issued by any employee of the Town except that the mailing address of the permit holder shall be excised. This specifically does not include the application for such permit or approval, nor any document which is not directly referenced by the permit or approval. Copies of any document directly referenced by the permit or approval will not be routinely copied, however can be reviewed at the Town upon request.
- f. Any finished map created and published by the Town. This specifically does not include
  - i. raw data such as shape files or data tables required to produce the map; and
  - ii. printed copies of map images or other information pages produced by Property Online.

Raw data may be shared upon approval through the execution of a data sharing agreement. There may be a charge incurred by the applicant associated with the reproduction of any maps.

- g. Any newsletter, advertisement or other document publicly distributed by the Town.
- h. Any document published by the Town on its website.
- i. Civic address, Property Identification Number, Assessment Account Number, and assessed value of any property within the Town. This specifically does not include the capped assessment figure or the owner mailing address.
- j. The amount of taxes or other debts owed to the Town.
- k. The job description and salary band of any employee or Council member of the Town.
- l. The expense claims of any employee or Council member of the Town, including all associated receipts and documentation, in accordance with Town Policy 120-008.
- m. Correspondence addressed to all Town Council whether received via email or mail or hand delivered to the Town.
- n. Organizational charts and contact information for departments.

- 5.7 Staff having custody of a requested record which is not clearly listed or defined in Section 5.4 of this Policy shall not release the requested record and shall refer the matter to the Responsible Officer under Part XX of the *Municipal Government Act*.



## POLICY

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- 5.8 Staff shall protect the privacy of individuals' personal information contained in public correspondence before any disclosure to the public if it is deemed to be an unreasonable invasion of their personal privacy.

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CAO

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Date

## CAO REPORT

October 7, 2025

Office of the CAO



**Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness**

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### **Homecoming 2025 is scheduled for October 16-19**

Compliance staff will be on shift on October 18 from late morning into the evening. We will be monitoring activity in town and encouraging safe celebrations. The RCMP will be present in town and will be following an Operational Plan, with an increase in officer presence. Additional members from the Tactical Support Group will be here, along with the Command Post stationed near Raymond Field.

Municipal Bylaws, including the Nuisance Party Bylaw, will be enforced by both compliance and the RCMP.

A list of properties has been provided by landlords, allowing compliance and the RCMP to respond immediately to any infractions, safety concerns, or nuisance parties on these properties. An email will be sent to landlords closer to the event, encouraging them to remind their tenants about safety, local bylaws, and Acadia hosted events.

### **Curling Pre-Trials**

The Pre-Trials, taking place from October 20 – 26 as part of the '[Road to 2026](#)', feature eight women's and eight men's teams vying for the last spot at the 2025 Canadian Curling Trials.

As the excitement builds for this signature event, staff will be working with Events Acadia, RCMP, and our Wolfville firefighters to ensure that everyone is prepared for the increase in visitor numbers across the community.

Additional parking is being provided by Acadia to support the event, but everyone needs to be aware that the event will bring more people into the community, which inevitably means more congestion on our roads. Please give yourself extra time to get around, if you choose to travel by car.

The Devour Festival happens at the same time as the Curling pre-trials.

### **Recreation**

The Rec Hub continues to operate through October and participation levels remain high.

The Rec team has facilitated rental and installation of a climbing wall at Wolfville School. Initial program offerings have been overwhelmingly popular. Staff are planning to offer youth after school, women (and those who identify as women), open community nights and Acadia student programs through fall and winter.

Fall recreation programming is also under way, with some new offerings. Everything can be found on the website.

## CAO REPORT

October 7, 2025

Office of the CAO



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### **Soups and Sides**

Our full compliment of volunteers (minus one Acadia graduate) returned to re-launch our program on September 8 and it has been a great few weeks at the Monday evening community meal. This year we are noting an increase in attendance by families with young children and we were happy to welcome back our regulars – including local volunteer firefighters and L'Arche core members.

Our weekly bread order is now being supplied by Lightfoot and Wolfville, to the delight of all guests and volunteers.

### **Fire Services**

- August - 44 calls
- September (To Date) – 16 Calls

#### Operations & Deployment

- Chiefs attended regular KCFFA meetings.
- From August 20, 2025 until September 19, 2025 our volunteers have logged a total of 735 hours of service to our communities.
- Members deployed to the West Dalhousie Wildfire for structural protection, and Wildland Firefighting. The fire is now “being held”

#### Budget & Equipment

- Tower 41 replacement: Pre-build meetings were held in Ocala, FL, on Sept 22-25. Chief & Officers attended to confirm the final design details.
- TMR radios have Arrived
- Applied to Emergency Providers Fund still waiting for notice, delayed because of the wildfires.
- All self-contained breathing apparatus (SCBAs) were tested this month, minor issues were reported and will be repaired under manufacturer warranty.

#### Apparatus

- Tower 41: Ladder inspection was completed this month.

#### Training & Meetings

- 171 Regular Training Hours
- 49 Special Training

#### Fire Prevention / Community Engagement

- School Engagement will take place during Fire Prevention Week.
- Annual Ladder sit will be on October 17/18, 2025 with support from the Wolfville Lion Club. All monies will be split between our two groups.



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#### Capital Plan Implementation

**Active Transportation Network** - Town Staff are working with [Mobycon](#) (a Dutch-International consultancy focused on providing sustainable and integrated mobility solutions) to implement the Town's Investing in Canada Infrastructure Funding (ICIP) that focuses on Active Transportation improvements. Staff are proposing to update the Municipal Planning Strategy to reflect the updated network in policy and have moved to an approach using more seasonal elements.

The updated network with details, will be workshopped with that Town's Active Transportation Working group and Council on November 3, 2025, and be presented at Committee of the Whole on November 4. It is anticipated that remaining investment in the network as part of the ICIP project will take place during the 2026 construction season with the final projects wrapping up in 2027.

**Reservoir Park Washrooms** - Staff are working with COG Construction, NS Power and Public Works staff to finalize this build and have services connected. An early October opening is expected. Re-planting and landscape planning to come, with input from Blomidon Naturalists to align with ongoing naturalization and native species efforts. Council will be welcomed for a tour of the facility once we are closer to finalizing construction and the site is more accessible (date to be determined).

**Earnscliffe Ave** - Design is nearing completion with [Hatch Engineering](#) (pending further stormwater considerations and other design details) for the re-build of Earnscliffe Avenue – including new sidewalks, surface and underground services. Staff are working with 3 adjacent landowners on land issues and with our design consultant on final details. It is anticipated this project will be ready for tender in January/February.

**Gaspereau Avenue** - Starting design work on 2 sections of Gaspereau Avenue. Fowler to civic 92 and also the north section (Acadia St to Main St) to have ready for consideration in the 2026 capital budget.

**Waterfront Park Flood Protection** - Working with [WSP](#) Engineering on design options for raising the elevation between the Dykes along Waterfront Park. Staff are also working with [Mantle Developments](#), [Evergreen](#) and the [Climate Ready Infrastructure Service](#) on the public space and re-naturalization aspects of this project. More information will be coming to Council in reports, including public engagement, once the initial options and feasibility is completed. Winter 2026 it is anticipated Council and the Community will be engaged. The goal is to have a project ready to implement along our waterfront in 2027.

**Dyke Wall / Multi-Use Path** on the Bishop Beckwith and Grand Pre dyke walls is a related project to our waterfront that is moving forward toward agreements between the partners (Kings County, Provincial Government, Town of Wolfville, Grand Pre, etc).

#### Housing Accelerator Fund Implementation

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## CAO REPORT

October 7, 2025

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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Staff have been working with consultants ([Fathom Studios](#) and [Happy Cities](#)) to complete the initial drafts of the Municipal Planning Strategy and Land Use By-law. The Planning Advisory Committee and Council will hold a joint meeting to receive the drafts on October 9, 2025. The proposed changes will implement the Town's Housing Accelerator Fund Action Plan – see [Wolfville Blooms](#) for more information and background on this project.

Brochures outlining next steps have been ordered and will be sent out to all mailing addresses on file and Staff will distribute them and/or posters at various locations around town. There will be two open houses to share where we're at and receive feedback at the Legion on Oct 29 and 30th, both days noon-2pm and 6:30pm-8:30pm. People are being encouraged to share this info with their friends and neighbours.

#### **Tree policy and work plan**

A draft is set to be released in October for consultation and refinement before coming back to Council for consideration. More information on this project can be found on [Wolfville Blooms](#).

#### **Public Art**

The Grocery Store expansion has created a mural opportunity that the Town's Public Art working group has been engaged with. There is now an Expression of Interest open to artists. More information can be found on the [Town's website](#).

#### **Building Inspections**

36 Inspections, site visits or consultations since last report (August 24).

#### **Fire Inspections**

These continue in the Town through our system of municipal fire inspections policy. The Town's Fire Inspector (Amanada Brown) is anticipated to complete her level 2 Fire Inspections training by February 2026.

#### **GIS / Asset Management**

Significant progress has been made on staff onboarding, digital workflow\process design, and operational dashboards within the new GIS Cloud environment. The next phase will focus on transitioning drafted workflows into production (Work Orders, Locate Services, Fire Inspection System) and preparing for regulatory program implementations such as the Cross Connection Control Program and our Water Utility Manual.

#### **Operations (Parks, Public Works)**

- Two water breaks in August on Cherry Lane and Orchard Av, have both been patched back in with asphalt



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- Two water breaks in September on Skyway and Gaspereau, both will be patched back in by first week in October.
- Concrete work on the Harvest Moon Trail is anticipated to start by first week in October
- Tree and fence removal on Harvest Moon Trail / northside of Wolfville Market scheduled for first week of October.
- Kent Ave sod and landscaping to be completed by mid-October
- Seasonal asphalt repairs scheduled with Dexter Construction for first week of November
- Grandview and Hillside Drive resurfacing completed
- Safe Sidewalks Canada completed trip hazards removal (grinding and cutting) in downtown core and other high traffic areas
- Reservoir Park bathrooms/ changerooms- powerlines deforested, service connection design completed, service connection completed by Oct 1<sup>st</sup> water/sewer
- Catch basin repairs and maintenance ongoing on east end Main Street bike lane
- Waterfront Park chain-link fence has been removed
- Waterfront Park wharf repairs are completed
- Waterfront floating dock design and assessment completed, dock and ramps will be purchased and scheduled for install early spring 2026
- New speed cushions and traffic calming bollards purchased, ready for install spring 2026
- Oak Ave trail repair with concrete headwall and culvert scheduled for mid-October
- HRV units installed at Town Hall and library full completed by September 26th
- Perimeter fencing for WTP scheduled for late October
- Steel lockable hatch's contracted for fabrication above chamber openings at WTP
- Seasonal flushing postponed until 2026 / acquiring pricing for leak detection equipment as a replacement initiative in the water Utility for the budgeted flushing item
- West End Park, playground prep, grubbing and drainage / park perimeter drainage and ditching scheduled for last week of October
- Evangeline Park perimeter drainage, signage, completed
- Atlantic Arborists scheduled for October and early November to address the towns list of diseased, dying and damaged trees
- Street planting resuming in October and November. "Adopt a Tree" program initiated with residents on south end of Kent Ave to integrate new street tree planting and care by adjacent residents
- Highland Ave storm manholes, adapters trimmed and grouted completed by September 26th
- Millenium Trail and Harvest Moon AT signs to be installed by mid-November.
- Al Whittle Theatre work completion with just final clean up remaining

**Water and Wastewater**

- The Environmental Services Manager position closes on September 29<sup>th</sup> and it is hoped a new hire will be in place by late Fall / holiday period.



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- The 3-year Water Utility rate study/business plan is underway and linked to our capital investment plan – more information on this work will come to Council through our capital budget process.
- Staff are working on finalizing a tender to complete another phase of the upgraded Water Transmission line – to eventually replace the existing line. This project will be tendered early in 2026.
- The sludge survey has been completed at the waste water treatment plant with costing and a work plan forthcoming as part of the overall upgrades
- New data loggers have been installed at the Cherry Lane and Wickwire monitoring wells to enhance our data collection efforts
- SCADA inspections by CBCL completed – part of over investment plan to replace/upgrade our SCADA system
- Yearly lead sampling of our water system has been completed
- Water main leaks on Skyway/Kent and Gaspereau Ave repaired
- 3<sup>rd</sup> production well project is ongoing with land tenure and siting being worked through by Staff and external support

**Parks Operations**

- Evangeline Park signs are being installed
- Waterfront Park sign is installed
- Parks lawn maintenance (irrigation, mowing and whipping) is ongoing
- 15 street trees have been planted, and twice weekly watering is still being carried out
- General garden maintenance of all gardens, planters and baskets continues
- Staff took over the painting of the Soccer lines as summer staff are done for the season
- Biking station repairs are being carried out. We are still waiting for parts to come in for some stations
- Splashpad closed for the season September 22
- Garden nematodes were applied to Willow ericaceous bed for grub control
- Fall field maintenance has been and will be carried out (Aeration, Top dressing and Liming)
- Maple Ave compost site was put into operation, and a parks staff has been Staffing it every Saturday from 12pm until 2pm to aid residents with heavy loads.
- Playgrounds maintenance was carried out (raking and debris removal as required)
- Baskets and planters continue to be watered; baskets and planters will be removed around Oct 21 weather permitting (after homecoming)
- West end park turf was enhanced with soil compost to enhance the soils (they are mostly clay right now) in the park for future growth.
- Town Main St (downtown core), Harbourside, Front, and Elm Ave sidewalks were whipped and blown free from debris
- Tennis court fence was pruned of saplings and whipped of other debris

## CAO REPORT

October 7, 2025

Office of the CAO



### Economic Prosperity \* Social Equity \* Climate Action \* Community Wellness

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- Waterfront Park fence was removed. All plant materials as per discussion were removed and area was landscaped and seeded. Irrigation will begin to grow in the area as best as can be done this time of year.
- Tower field Ball net and soccer nets to be removed for the winter season.

## COMMITTEE UPDATE

Title: Audit

Date: October 7, 2025

Department: Committee of the Whole

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### AUDIT

Meeting was held September 29, 2025 at Council Chambers, 359 Main Street.

Minutes of meeting held July 4, 2025 passed.

Victoria Ells and Jessica Clahane of Doane Grant Thornton presented Town's Financial Statements to March 31, 2025.

Moved to "In camera" for discussions with Auditors. No Motions from In Camera session. Auditors noted that due to Town staff rollover one of their staff assisted Town staff in prepared statements. Auditors felt that this did not create any conflict of interest.

Motion passed:

**The Audit Committee forward following motion to Council for decision:**

**That Council approve the 2024-25 Consolidated and Non-Consolidated Financial Statements as presented for year-end March 31, 2025.**

Next meeting October 31, 2025, Wolfville Council chambers.

Respectfully Submitted

Ian Palmeter

## COMMITTEE UPDATE

Title: PAC  
Date: September 2025  
Department: Planning and Development

---



### UPDATE

Meeting was held September 11, in Council Chambers.

#### Housing Accelerator Fund Action Plan Progress Check-in

- Staff outlined progress, noting unit targets are being met. Draft Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) are expected in October.
- **Zoning (R1 / Low Density):** Committee discussed permitting two units per lot, including accessory dwelling units (ADUs). Concerns raised around lot size, setbacks, privacy, and stormwater impacts.
- **Neighbourhood Commercial:** Staff presented options for small-scale commercial uses in residential areas.
- **Parking:** Direction to reduce/eliminate minimum parking requirements, while maintaining accessibility, bicycle, and landscaping standards.
- **Design & Heritage:** Continued importance of design guidelines. Potential for future heritage study to clarify protections.
- **Acadia Collaboration:** Preliminary concepts shared for possible development on Acadia-owned lands (Subway lot, President's Field).

The Committee members were invited to examine draft zoning maps.

Next meeting is October 9, 2025 – 6:30-8:30pm.

Respectfully Submitted,  
Mayor Jodi MacKay

## COMMITTEE UPDATE

Title: RCMP Advisory Committee  
Date: September 16<sup>th</sup>, 2025  
Department: Committee of the Whole

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### RCMP ADVISORY COMMITTEE

- Meeting was held in Council Chambers, September 16<sup>th</sup>, 2025, commenced at 10:00
- Regrets from Shelley F.
- Agenda and Minutes Approved
- George Lohnes joined us for public input. George had questions about the role of the committee in incorporating the recommendations of the mass casualty report in our police services. He also had questions as to where to find agendas, evidence of previous meetings, and the makeup of our committee.

#### New Business:

- We welcomed back Sgt. Mitch Pelletier who gave us a debrief of the upcoming homecoming operational plans. These plans were put into operations last year and were a success. The team has built on those practises and will implement a similar plan this year. There will be checkpoints, officers patrolling, command post present, and communication with the town, compliance, Acadia, etc.
- Mitch also gave a brief update on some Mental Health Related Calls for Service that recently happened in town and there's new vulnerable individuals present in the town. More an FYI than any call to action.
- Mitch and Barb gave an update on the unhoused population in Wolfville noting the changes over the last year and how we now have a plan of action when individuals who are unhoused are identified.
- Town Staff with the help of Open Arms will continue to take a compassionate approach and connect folks with supports when identified. Sgt. Pelletier advised that if residents wish to help, it's better to supply food than money, be cautious in case there is a mental health issue and know the town has supports so it's best to reach out to them.
- Updates were provided on the vandalism at rotary park, a question pertaining to the bike lane on highland was asked (i.e.: is that allowed through the provincial regulations) and a discussion was had with regards to the bollards on Main Street. Sgt. Pelletier voiced his concerns about Emergency Vehicles, and the "feeling" of being cramped and not being able to pull off to the side. We know the bollards will be reassessed following the input we received however it has created slower speeds on the main road; folks have gotten use to how they work, and staff have been available to answer all questions when asked.
- The RCMP quarterly report was presented by Sgt. Pelletier
- Next meeting scheduled for December 9<sup>th</sup>, 2025, at 10AM

Respectfully submitted,  
Councillor Mike Butler (He/Him)

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## COMMITTEE UPDATE

Title: Source Water Protection Committee

Date: 10<sup>th</sup> September 2025 @ Wolfville Town Council

Department: Committee of the Whole



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Discussions regarding the protection of the municipal water supply were introduced by Mark Fredericks and Devin Lake, both of ToW, and Laura Mosher, Planner, of the County of Kings. It was agreed that Kings and Wolfville will collaborate by sharing shapefiles of the protection zones, with the result that the zones within Kings County will receive the same land use protection as those in Wolfville.

The second item of business was an excellent presentation by Colin Walker of CBCL, the hydrological consultant. He covered issues relating to lowered water levels resulting from prolonged dry weather. He carefully explained the current situation, showing that there is currently no cause for concern, there being adequate head of water for abstraction. The discussion then centered on the perceived need for a water-use by-law and associated groundwater resource trigger levels. Colin is proceeding with developing a proposed scope of work that will include aspects of voluntary water reduction, monitoring effectiveness and future need for mandatory demand restrictions.

Next meeting date: December 10<sup>th</sup>, 2025

Cllr. Howard Williams

**Respectfully submitted 11<sup>th</sup> September 2025.**





# VALLEY REGIONAL SERVICES BOARD OF DIRECTORS



“Meeting Minute” based on the September 17, 2025, Valley Regional Services Board Meeting at 10:00am in the Valley Waste-Resource Management Board room with virtual attendance option

## KINGS TRANSIT AUTHORITY



Under the leadership of General Manager Hodges, the following items of interest are underway:

### General Manager Updates:

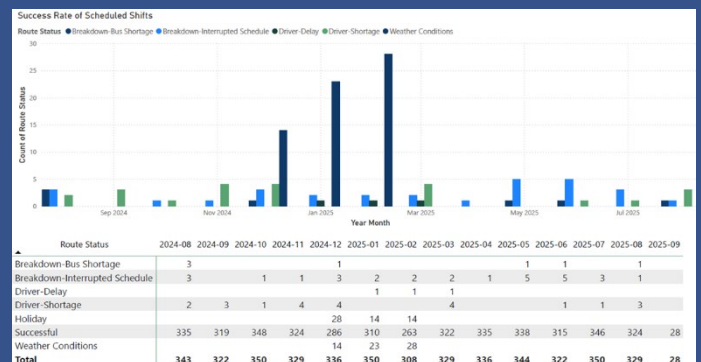
- Five Low-floor 2008 Nova buses have arrived from Grand River Transit.
- The older fleet is requiring daily maintenance attention.
- August ridership has decreased compared to August 2024 and represents about 10% decrease. Contributing factors were changes to passenger counting year over year, unreliable service, confusing schedules, no air conditioning, and early route end times.
- The operations team has been recruiting and training new drivers throughout July and August. Two spare and two full-time drivers have joined KTA and continue to actively recruit.
- Kings Transit has contracted Colliers to assist in the development of a scope change application for ICIP Phase 2. A recommendation and motion will be provided to the Board at the October meeting.
- Transit Service into the Town of Digby concluded Saturday, August 30th.
- The KTA Youth Pass relaunch was a success with over 200 passes sold.
- KTA entered parade floats in the Annapolis Valley Exhibition and Berwick Gala Days parades.
- Link Transit released its strategic plan; staff are reviewing the document to find strategic alignment for KTA operations.

### Board Decisions:

- The Board approved two policies brought forward at the July 16<sup>th</sup> meeting for review. *Policy Development Policy*, KTA-00, and *Free Transit Ride Policy*, KTA-01, were both approved by the Board.
- The Board of Directors approved the renaming of the Kings Transit Authority (KTA) to Tidal Transit Authority.



## Fuel Cost and Ridership



# VALLEY WASTE - RESOURCE MANAGEMENT



Under the leadership of General Manager Andrew Garrett, the following items of interest are underway:

## General Manager Updates:

### EPR for PPP

- The agreement with Circular Materials (CM) for curbside recycling has nearly been finalized. Only minor adjustments remain.
- The Circular Materials contract involving post-collection services and the use of both Management Centres is still under legal review and negotiations are ongoing.
- The province-wide contractor for residential recycling processing has yet to be announced. Staff continue to meet with Scotia Recycling to explore short and long-term options for the Eastern Management Centre.
- Valley Waste staff are running collection routes to accurately identify non-residential properties using curbside recycling. This data is essential for calculating processing costs under the Circular Materials contract.
- No municipality has finalized agreements with Circular Materials for collection or post-collection services. Three municipalities have opted out of the curbside collection contract with CM.
- Miller Waste has been awarded CM's contract to collect recycling from registered multi-unit residential properties, schools, and campgrounds across Nova Scotia.

### Operations

- Valley Waste and EFR Disposal are working with Annapolis County and the Regional Emergency Measures Organization to provide post-disaster waste collection in reopened areas from the Long Lake Wildfires.
- Wind Turbine Repairs: HAF Renewables (PEI) assessed the turbine on September 9th and believe it is repairable. It may be operational later this month.
- Fire Incidents: Since August, there have been multiple fires:
  1. Garbage trailer - likely cause was a damaged lithium battery in garbage.
  2. Compaction equipment - suspected cause raccoon damage to electrical wiring.
  3. Scrap metal pile – under investigation, cause remains unknown.

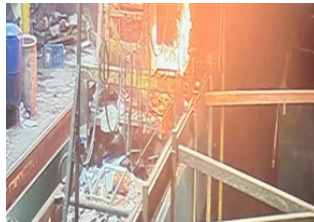


Photo credits: Valley Eye Photography

## 2025-2026 CAPITAL PROJECTS

- Wheeled Loader (Electric) RFP was awarded to Atlantic Equipment to supply a fully electric 906 loader for the Eastern Management Centre's C&D yard. Expected to reduce fuel and maintenance costs.
- C&D Yard Expansion construction begins September 14<sup>th</sup> by Kenneth Lutz Excavating.
- Hazardous Waste Shelter at the Western Management Centre is being built by DivCon Construction.
- Generator Hookups at both Centres are being installed by MacKay Electrical.
- Trailer-Mounted Generator: United Rentals will supply a used unit.
- Groundwater Monitoring: Wells have been installed, and testing begins this fall.
- RFP out for Expansion of the Eastern Management Centre transfer station
- RFP out for Compaction equipment for the Western Management Centre
- RFP out for Loading Bay (tunnel) doors at the Western Management Centre

## **COMMITTEE UPDATE**

Title: VCFN & VCFNA (AGM and Regular Meeting)

Date: September 11, 2025

Department: Committee of the Whole

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### **VCFN**

Meeting held September 11, 2025, at Municipality of Kings office.

Operations update: One case of delashing reported, no significant outages reported. All equipment removed from former Hantsport town hall and now located in Hantsport fire hall. Most of the equipment has been removed from the courthouse to Municipal offices in Coldbrook. Remainder to be removed as soon as possible.

Doane Grant Thornton presented annual statement. Received by board as presented. Financials attached.

Election of officers:

Ian Palmeter, Councillor, Town of Wolfville, Chair

Emily Lutz, Councillor, Municipality of Kings, Vice Chair

Scott Conrod, CAO, Municipality of Kings, Secretary/Treasurer

Ongoing work plan:

- 1) Resolve pole attachment liability issue with NSP
- 2) Complete lateral policy
- 3) Develop annual budget
- 4) Complete long term viability assessment

Next meeting TBD, to be held in conjunction with VCFNA

### **VCFNA**

Meeting held September 11, 2025 at Municipality of Kings offices.

Doane Grant Thornton presented annual statement. Received by board as presented. Financials attached.

Election of officers: (same as VCFN)

Ian Palmeter, Councillor, Town of Wolfville, Chair

Emily Lutz, Councillor, Municipality of Kings, Vice Chair

Scott Conrod, CAO, Municipality of Kings, Secretary/Treasurer

## COMMITTEE UPDATE

Title: VCFN & VCFNA (AGM and Regular Meeting)

Date: September 11, 2025

Department: Committee of the Whole

---



Discussion on future viability of VCFN and VCFNA. Chad West to prepare a report for next meeting.

Next meeting TBD, to be held in conjunction with VCFN

Respectfully Submitted

Ian Palmeter



# **Financial Reporting Package**

**Valley Community Fibre Network Authority**

**March 31, 2025**

Assurance | Tax | Advisory

**Financial Reporting Package**  
**Valley Community Fibre Network Authority**  
**March 31, 2025**

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Adjusting journal entries	3
Trial balance by account	4
Trial balance by map - 5 year	5
T2 - Corporation income tax return	6



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[www.doanegrantthornton.ca](http://www.doanegrantthornton.ca)

## **Financial Reporting Package**

**Valley Community Fibre Network Authority**

**March 31, 2025**

### **Action items for your immediate attention:**

#### **1. Adjusting journal entries**

Enclosed you will find a copy of the adjusting journal entries. Please post the entries to your general ledger on the date as indicated. Once the entries have been posted, it is best to disable the ability to post into the prior year again.



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[www.doanegrantthornton.ca](http://www.doanegrantthornton.ca)

September 11, 2025

Valley Community Fibre Network Authority  
181 Coldbrook Village Park Drive  
Coldbrook, NS B4R1B9

Attention: Mr. Don Clarke

Dear Mr. Clarke:

We are pleased to provide you with the financial reporting package for Valley Community Fibre Network Authority ("the company", "you" or "your") for the year ending March 31, 2025. This financial reporting package contains all the engagement deliverables for the current fiscal year. Be sure to review the items carefully and get back to us with any questions or concerns you may have.

We would like to take the opportunity to share the following information to aid you in the year ahead.

**Corporate Income Tax Return**

It is important to carefully review the return and alert us immediately of any changes that may be necessary. When you receive the Notice of Assessment or any subsequent Notice of Reassessment, please advise us of any changes that occurred. If you are unsure, please forward us a copy. If you would like to make a change, you have 90 days from the date of the notice.

This letter is prepared solely for the information of management and those charged with governance and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Please contact us if you need help with, or have questions about any of these items.

Yours sincerely,  
Doane Grant Thornton LLP

*Doane Grant Thornton LLP*

Jessica Clahane, CPA, CA  
Partner



**COPY**  
Please sign and return to  
DOANE GRANT THORNTON LLP

Valley Community Fibre Network Authority  
181 Coldbrook Village Park Drive  
Coldbrook, NS B4R1B9

September 11, 2025

Doane Grant Thornton LLP  
15 Webster Street  
Kentville, NS  
B4N 1H4

Dear Sir/Madam:

This letter is provided in connection with the CSRS 4200 compilation engagement provided by you for the compiled financial information of Valley Community Fibre Network Authority for the year ended March 31, 2025.

We acknowledge our responsibility for the final version of the compiled financial information of Valley Community Fibre Network Authority for the year ended March 31, 2025, including the basis of accounting. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the entity.

Acknowledged and agreed on behalf of Valley Community Fibre Network Authority by,

Ian Palmetier  
(Name)

Chair  
(Title)

  
(Signature)



**Doane  
Grant Thornton**

## **Financial Statements**

**(Unaudited – See Compilation Engagement Report)**

**Valley Community Fibre Network Authority**

**March 31, 2025**

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Balance Sheet	3
Notes to the Financial Statements	4



Doane  
Grant Thornton

## Compilation Engagement Report

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[www.DoaneGrantThornton.ca](http://www.DoaneGrantThornton.ca)

On the basis of information provided by Management, we have compiled the balance sheet of Valley Community Fibre Network Authority as at March 31, 2025, and the statement of revenue and expenditures for the year ended and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

*Doane Grant Thornton LLP*

Kentville, Canada  
September 11, 2025

Chartered Professional Accountants

# Valley Community Fibre Network Authority

## Statement of Revenue and Expenditures

Year Ended March 31

2025

2024

### Revenue

#### Operating grants

Municipality of the County of Kings	\$ 13,978	\$ 13,978
Municipality of the District of West Hants	5,113	5,113
Town of Wolfville	1,306	1,306
Town of Berwick	670	670

Recurring fees	<u>18,480</u>	<u>18,480</u>
	\$ 39,547	\$ 39,547

### Expenditures

Operating contribution to Valley Community Fibre Network	21,067	21,067
Pole fees	10,094	12,532
Professional fees	2,453	4,120
Repairs and maintenance	<u>-</u>	<u>25,130</u>
	33,614	62,849

Excess of revenue over expenditures (expenditures over revenue) before other income	<u>5,933</u>	<u>(23,302)</u>
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### Other Income

Proportionate share of net income Valley Community Fibre Network	<u>41,308</u>	<u>38,177</u>
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Excess of revenue over expenditures	\$ <u>47,241</u>	\$ <u>14,875</u>
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See accompanying notes to the financial statements.

# Valley Community Fibre Network Authority

## Balance Sheet

March 31 2025 2024

### Assets

Receivables	\$ 42,134	\$ 21,067
Investment in Valley Community Fibre Network, Joint Venture	<u>409,175</u>	<u>367,867</u>
	<u>\$ 451,309</u>	<u>\$ 388,934</u>

### Liabilities

Payables	\$ 47,464	\$ 42,036
Accrued pole fees	<u>9,706</u>	<u>—</u>
	<u>57,170</u>	<u>42,036</u>

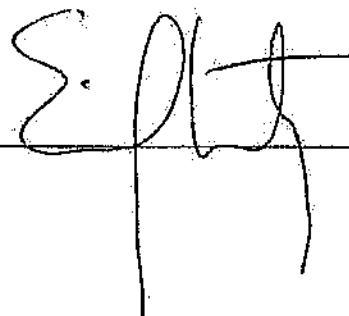
### Equity

Capital contributions (Note 3)	342,678	342,678
Operating surplus (Note 4)	<u>51,461</u>	<u>4,220</u>
	<u>394,139</u>	<u>346,898</u>
	<u>\$ 451,309</u>	<u>\$ 388,934</u>

On behalf of the Board



Director



Director

See accompanying notes to the financial statements.

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# Valley Community Fibre Network Authority

## Notes to the Financial Statements

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March 31, 2025

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### 1. Basis of Accounting

The preparation of the balance sheet of Valley Community Fibre Network Authority as at March 31, 2025 and the statements of revenue and expenditures for the year then ended is on the accrual basis of accounting, including the following:

- a) amounts receivable are accrued as at the reporting date; and
  - b) payables and accruals are accrued as at the reporting date.
- 

### 2. Nature of Operations

Valley Community Fibre Network Authority (the "Authority") was established by an agreement dated September 20, 2005, between the Municipality of the County of Kings, Municipality of the District of West Hants and the Towns of Berwick, Hantsport, Windsor and Wolfville. The Towns of Hantsport and Windsor subsequently restructured and became part of the Municipality of the District of West Hants.

The Authority then entered into an agreement dated September 20, 2005, with the Nova Scotia Community College and the Governors of Acadia University, having identified a common need for a locally owned and managed fibre optic network to provide affordable high speed bandwidth for its communities. The Valley Community Fibre Network (the "Network"), a joint venture, was formed to facilitate the construction, ownership and management of such a broadband network.

As a joint venture, the entity is not subject to income tax.

In addition to the investment in the Network, the Authority manages and operates additional fibre constructed outside the Valley corridor, which is owned by the Municipality of the County of Kings. As part of the agreement to manage the fibre, the Authority is entitled to retain the net income from these operations and is responsible for ongoing costs of operations, including the repair and maintenance of these fibres.

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### 3. Capital contributions

When the Network was established, each venturer contributed toward the capital cost to construct the Network. These contributions are included in equity.

	<u>Cost share</u>	
Municipality of the County of Kings	66.35%	\$ 227,349
Municipality of the District of West Hants	19.36%	66,339
Town of Windsor	4.91%	16,826
Town of Wolfville	6.20%	21,257
Town of Berwick	3.18%	<u>10,907</u>
		<u>\$ 342,678</u>

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## Valley Community Fibre Network Authority

### Notes to the Financial Statements

March 31, 2025

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4. Operating surplus	<u>2025</u>	<u>2024</u>
Beginning of year	\$ 4,220	\$ (10,655)
Excess of revenue over expenditures	<u>47,241</u>	<u>14,875</u>
End of year	<u>\$ 51,461</u>	<u>\$ 4,220</u>



**Valley Community Fibre Network Authority****4. 2. 3**

Year End: March 31, 2025

Adjusting Journal Entries

Date: 04/01/2024 To 03/31/2025

Number	Date	Name	Account No	Debit	Credit
1	03/31/2025	Investment in VCFN JV	1130	9,169.63	
1	03/31/2025	Share of VCFN Income/Loss	5600		9,169.63
		To adjust for deferred revenue additions to installation fees			
2	03/31/2025	Accrued payables	2050		9,705.36
2	03/31/2025	Pole Fees	5160	9,705.36	
		To adjust for pole fee accrual - provided by client			
3	03/31/2025	Investment in VCFN JV	1130		6,417.00
3	03/31/2025	Share of VCFN Income/Loss	5600	6,417.00	
		To adjust for additional pole fee accrual in VCFN - portion allocated to VCFNA (1/3)			
				25,291.99	25,291.99

**Net Income (Loss) 47,241.74**

**Valley Community Fibre Network Authority****4.2.4**

Year End: March 31, 2025

Trial Balance By Account

Account	Prelim	Adj's	Reclass	Rep
1040 Accounts Receivable	97,596.58	0.00	(55,462.58)	42,134.00
1130 Investment in VCFN JV	406,422.00	2,752.63	0.00	409,174.63
2020 Accounts Payable	(102,926.32)	0.00	55,462.58	(47,463.74)
2050 Accrued payables	0.00	(9,705.36)	0.00	(9,705.36)
3100 Capital Contributions	(342,678.00)	0.00	0.00	(342,678.00)
3700 Retained Earnings	(4,219.79)	0.00	0.00	(4,219.79)
4040 Recurring Fees	(18,480.00)	0.00	0.00	(18,480.00)
4560 Mun of Kings	(13,978.00)	0.00	0.00	(13,978.00)
4580 Mun of Windsor/West Hants	(5,113.00)	0.00	0.00	(5,113.00)
4640 Town of Wolfville	(1,306.00)	0.00	0.00	(1,306.00)
4660 Town of Berwick	(670.00)	0.00	0.00	(670.00)
5020 Accounting	2,452.50	0.00	0.00	2,452.50
5160 Pole Fees	388.03	9,705.36	0.00	10,093.39
5580 VCFN Operating Contribution	21,067.00	0.00	0.00	21,067.00
5600 Share of VCFN Income/Loss	(38,555.00)	(2,752.63)	0.00	(41,307.63)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	54,194.47			47,241.74

# Valley Community Fibre Network Authority

Year End: March 31, 2025

Trial Balance By Map - Year

Account	Rep 25	Rep 24	%Chg	Rep 23	%Chg	Rep 22	%Chg	Rep 21	%Chg
1040 Accounts Receivable	42,134.00	21,067.00	100	28,955.25	(27)	23,539.58	23	0.00	0
11.02 Accounts receivable	42,134.00	21,067.00	100	28,955.25	(27)	23,539.58	23	0.00	0
1130 Investment in VCFN JV	409,174.63	367,867.00	11	329,690.00	12	305,764.00	8	0.00	0
12.03.01 Investment #1	409,174.63	367,867.00	11	329,690.00	12	305,764.00	8	0.00	0
2020 Accounts Payable	(47,463.74)	(42,036.21)	13	(26,622.51)	58	(28,655.51)	(7)	0.00	0
13.01 Accounts payable and accrued l	(47,463.74)	(42,036.21)	13	(26,622.51)	58	(28,655.51)	(7)	0.00	0
2050 Accrued payables	(9,705.36)	0.00	0	0.00	0	0.00	0	0.00	0
13.08 Loan payable	(9,705.36)	0.00	0	0.00	0	0.00	0	0.00	0
3100 Capital Contributions	(342,678.00)	(342,678.00)	0	(342,678.00)	0	(342,678.00)	0	0.00	0
15.08 Net equity invested in capital as	(342,678.00)	(342,678.00)	0	(342,678.00)	0	(342,678.00)	0	0.00	0
3700 Retained Earnings	(4,219.79)	10,655.26	(140)	42,029.93	(75)	55,363.00	(24)	0.00	0
15.10.01 Opening/As previously stated	(4,219.79)	10,655.26	(140)	42,029.93	(75)	55,363.00	(24)	0.00	0
4040 Recurring Fees	(18,480.00)	(18,480.00)	0	(16,030.00)	15	(2,472.58)	548	0.00	0
21.02 Sales	(18,480.00)	(18,480.00)	0	(16,030.00)	15	(2,472.58)	548	0.00	0
4560 Mun of Kings	(13,978.00)	(13,978.00)	0	0.00	0	(13,978.00)	(100)	0.00	0
4580 Mun of Windsor/West Hants	(5,113.00)	(5,113.00)	0	0.00	0	(5,113.00)	(100)	0.00	0
4640 Town of Wolfville	(1,306.00)	(1,306.00)	0	0.00	0	(1,306.00)	(100)	0.00	0
4660 Town of Berwick	(670.00)	(670.00)	0	0.00	0	(670.00)	(100)	0.00	0
21.07 Fees	(21,067.00)	(21,067.00)	0	0.00	0	(21,067.00)	(100)	0.00	0
5160 Pole Fees	10,093.39	12,532.45	(19)	8,581.33	46	7,588.51	13	0.00	0
23.14 Equipment lease	10,093.39	12,532.45	(19)	8,581.33	46	7,588.51	13	0.00	0
5020 Accounting	2,452.50	4,119.50	(40)	0.00	0	0.00	0	0.00	0
23.38 Professional fees	2,452.50	4,119.50	(40)	0.00	0	0.00	0	0.00	0
5220 Repairs and Maintenance	0.00	25,130.00	(100)	0.00	0	0.00	0	0.00	0
23.42 Repairs and maintenance	0.00	25,130.00	(100)	0.00	0	0.00	0	0.00	0
5580 VCFN Operating Contribution	21,067.00	21,067.00	0	0.00	0	21,067.00	(100)	0.00	0
23.86.01 Schedule #11 expense #1	21,067.00	21,067.00	0	0.00	0	21,067.00	(100)	0.00	0
5600 Share of VCFN Income/Loss	(41,307.63)	(38,177.00)	8	(23,926.00)	60	(18,449.00)	30	0.00	0
24.08 Share of joint venture income (lc	(41,307.63)	(38,177.00)	8	(23,926.00)	60	(18,449.00)	30	0.00	0
	0.00	0.00	0	0.00	0	0.00	0	0.00	0
Net Income (Loss)	47,241.74	14,875.05	218	31,374.67	(53)	13,333.07	135	0.00	



**Doane  
Grant Thornton**

**Doane Grant Thornton LLP**  
15 Webster Street  
Kentville, NS B4N 1H4

T (902) 678-7307  
F (902) 679-1870

**SENT ELECTRONICALLY**

September 11, 2025

Mr. Ian Palmeter, Chair  
Valley Community Fibre Network Authority  
c/o Town of Wolfville  
Attn: Mike Livingstone  
359 Main St  
Wolfville, NS B4P 1A1

Dear Mr. Palmeter:

**Re: Valley Community Fibre Network Authority  
Year ended March 31, 2025**

We have enclosed the financials and tax return package in PDF format for Valley Community Fibre Network Authority (the "company" or the "corporation") for the taxation year ended March 31, 2025. The return should be filed as soon as possible in accordance with the filing instructions below, but no later than **September 30, 2025**.

We have prepared the return based on the information you have provided to us. Since the responsibility for the accuracy and completeness of this information remains with you, please carefully examine the return before certifying that it is true, correct and complete.

A copy of the return is provided for your records.


As part of this package, we also enclose the following:

- A copy of the financials. One copy is to be signed by a director and returned to us for our files; one or more signed copies should be retained for your records.
- A copy of the adjusting journal entries. These entries should be posted to the March 31, 2025 general ledger. Please return a signed copy to us for our files. One or more additional copies should be signed and retained for your records.
- A copy of the final trial balance.


## **T2 - Corporation income tax return**

The T2 return is required to be filed electronically. The Canada Revenue Agency ("CRA") requires that you provide us with a signed copy of Form T183 *Information Return for Corporations Filing Electronically* before we are permitted to electronically file the T2 return.

### **Signature**

 Form T183 should be signed and dated.

### **Filing**

 A copy of the signed Form T183 should be returned to us as soon as possible so we can electronically file the T2 corporate income tax return on or before the **September 30, 2025** due date. Please return a signed, scanned copy electronically, or you can fax it to my attention at (902) 679-1870.

### **Payment**

No amount is payable for the March 31, 2025 taxation period.

### **Other matters**

**CRA's switch to online mail as the default method for business correspondence**  
Effective June 16, 2025, the Canada Revenue Agency (CRA) switched to online mail as the default method for correspondence for businesses, with only limited exceptions.

Under online mail, businesses must access their CRA notices of assessment, statements of account, letters and certain other correspondence in the CRA's online *My Business Account* portal. Correspondence is considered received by you on the date it's posted in the portal, even if unread, and you only have 90 days to object if you disagree with a corporate notice of assessment or reassessment. Email notifications are sent when new mail is posted to the portal, but only if the business has a valid email address on record.

Please be reminded that you are responsible for monitoring, retrieving and responding to the corporation's CRA correspondence, whether in paper form or online. If you miss CRA correspondence, which is often time-sensitive, this may lead to substantial adverse outcomes such as additional taxes, interest, and penalties.

There are options to continue to receive paper mail either by indicating online through *My Business Account* or by filing Form *RC681 Request to Activate Paper Mail for Business* (which could take significant time to process). This request must be renewed every two years and if any paper mail is returned as undeliverable the business will be switched to online mail.

While we cannot monitor your mail from the CRA or other tax authorities, please reach out if you need any further guidance on this matter, including your options.

### **Notice of assessment**

When you receive any notice of assessment or reassessment of the current or a prior taxation period, please immediately forward a copy to us for our records. This will enable us to determine if each assessment or reassessment is correct before the limit for an objection expires (90 days from the date of the notice).

As mentioned above, it is important to ensure you are continuing to receive your mail from the Canada Revenue Agency, as we are unable to monitor this for you.

### **Obligations under the Underused Housing Tax rules**

Under the federal Underused Housing Tax (UHT) rules, where a non-profit organization (or other entity or individual) owns residential property in Canada, there may be an obligation to file an annual UHT-2900 Underused Housing Tax Return and Election Form with the Canada Revenue Agency (CRA).

When required, UHT returns are due **April 30 each year**.

UHT is not an income tax and accordingly is **not** a part of the T2 return filing. It is important to meet any UHT obligations and file on time each year, as late filing penalties can be significant.

We have **not** been engaged to prepare any UHT returns for you. As you are responsible for ensuring any UHT obligations are met, refer to our "Underused Housing Tax: Impacts to Canadians and Non-Residents" Tax Alert on our website for more information and reach out as soon as possible if you need any assistance.

### **Cybersecurity**

As organizations become increasingly dependent on digital technology, storing valuable information in multiple places, the opportunities for cyber criminals continue to grow. Cyber-attacks today are more focused, skillful and ambitious, and geographical borders are meaningless. Regulators and stakeholders, including customers, are increasing the pressure on organizations to manage these risks. In order to properly protect themselves, organizations must understand what weaknesses attackers could exploit, how to respond to security incidents and how areas such as access to confidential data should be managed.

If it has not already done so, management should respond to these risks by:

- **Assessing** the people, processes and technology associated with the cybersecurity program, including management of the program, data security, cybersecurity awareness and training, and assessment of external risks;
- **Improving** the cybersecurity function by remediating identified vulnerabilities, developing new strategies, enhancing existing facilities, and establishing policies, controls and processes; and
- **Developing** a cybersecurity breach or attack response plan, which involves providing training for the people who will execute the response, determining the procedures that will be followed, and securing external resources to support the process as needed.

If you would like any additional information, please let us know. If you encounter a cybersecurity breach, call our 24/7 Breach Response Hotline: **1-844-40-CYBER (29237)**.

We are pleased to have assisted you in this matter. If you have any questions on these or other matters, please do not hesitate to contact us at (902) 678-7307.

Yours truly,

**Doane Grant Thornton LLP**

*Doane Grant Thornton LLP*

Jessica Clahane, CPA, CA  
Partner

Enc.





# Valley Community Fibre Network

For the year ended March 31, 2025

Report to those charged with governance  
Audit strategy and results

## Purpose of report and scope

The purpose of this report dated September 11, 2025 is to engage in an open dialogue with you regarding our audit of the financial statements of Valley Community Fibre Network (the Network) for the year ended March 31, 2025. This communication will assist you in understanding our overall audit strategy and results. The information in this document is intended solely for the information and use of those charged with governance and should not be distributed to other parties.

The purpose of our audit, our responsibilities and your responsibilities were communicated to you in our signed engagement letter dated June 24, 2024.

We were engaged to provide the following deliverables:

- Discussions and communications regarding planning;
- Report on the March 31, 2025 financial statements;
- Communication of audit strategy and results; and
- Preparation of the March 31, 2025 financial statements.

## Audit approach

Our audit approach involves identifying and assessing risks of material misstatement of the financial statements, whether due to fraud or error. Misstatements, including omissions, are material if they could reasonably be expected to influence the economic decisions made by users based on the financial statements. Ultimately, materiality is a measure of the significance of items to financial statement users, taking both quantitative and qualitative considerations into account. Without this concept, auditors would need to verify every transaction, which would not generally be practical, useful or cost effective. We apply a materiality threshold as a basis for focusing our audit work and, ultimately, to determine what matters will be brought to your attention and what adjustments need to be made to the financial statements.



The greater the risk of material misstatement associated with an area of the financial statements, the greater the audit emphasis placed on it in terms of verification. Where the nature of a risk is such that it requires special audit consideration, it is classified as a significant risk.

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with you.

## Status of our audit

We have substantially completed our audit of the financial statements of the Network and the results of that audit are included in this report. We will finalize our report upon resolution of the following items that are outstanding as at September 11, 2025:

- Receipt of signed management representation letter;
- Approval of the financial statements by those charged with governance; and
- Final inquiries regarding subsequent events.

## Audit results

Area of focus	Matter, response and findings
Significant risk: fraud via management override of internal control	<p>Per the Canadian auditing standards, this is a presumed significant risk. The risk relates to management's ability to override the controls surrounding financial reporting in order to report improved financial results, manipulate particular financial statement areas, or perpetrate other financial fraud.</p> <p>Our audit procedures included testing journal entries, testing and analyzing significant accounting estimates for evidence of management bias, and reviewing significant transactions outside the normal course of business. Our audit procedures did not uncover any significant issues.</p>
Significant risk: fraud in revenue recognition	<p>Per the Canadian auditing standards, there is a presumed significant risk of fraud in revenue recognition. The risk is presumed to apply because past history indicates that, in financial statement frauds, revenue is an area that is commonly manipulated.</p> <p>Our audit procedures included third party confirmation of reported revenue, sampling specific revenue streams on a test basis, determining that revenue recognition policies were reasonable based on the accounting standards followed by the Network, and were consistently applied, and recalculation of deferred revenue recognized. Our audit procedures did not uncover any significant issues.</p>
Accounting practices	<p>As part of our audit, we considered the Network's significant accounting practices, including accounting policies, accounting estimates and financial statement disclosures. The accounting practices applied are consistent with those applied in the prior year and appear to be appropriate based on the Network's circumstances.</p>



Area of focus	Matter, response and findings
Accounting Estimates - Accruals	<p>The Network accrued \$69,677 relating to pole rental fees for the use of Nova Scotia power Incorporated (NSPI) poles. The Network is currently receiving quarterly billings for usage, however the amounts in the invoices differed from the accrued liability due to a variance in the number of poles billed versus those identified as being used by the Network during its infrastructure audit performed by F6 in a prior year. As at March 31, 2025 the accrual for fees totaled \$519,972.</p> <p>The Network uses a set number of poles and the Nova Scotia Utility and Review Board (NSUARB) prescribed rate per pole to determine the annual estimated cost and accrual.</p> <p>Given the accrual has accumulated over several years and there is uncertainty in when and how much will become payable, it is difficult to determine if the accrual is appropriate. We understand that management continues to work with Nova Scotia Power Inc. on rectifying the billings.</p> <p>We have reviewed management's assumptions in determining the basis of the accrual, traced the pole rate to NSUARB approved and published rates, and recalculated the liability based on the noted assumptions and inputs.</p> <p>As part of our procedures related to accruals, we identified an issue related to accruals being understated by \$19,250. This has been corrected in the financial statements.</p>
Related Party Transactions	<p>During the year, there were related party transactions with the VCFNA resulting in \$5,330 being owed from the VCFNA to the Network. Related Party transactions with VCFNA included pole fees for fiber connections, accounting fees and collection of recurring fee revenue from customers on behalf of VCFNA.</p> <p>As part of our audit procedures, we reviewed transactions between the related parties to identify any transactions outside our expectations and inspected the underlying data to verify the transactions was appropriately reflected in the relevant entity. Additionally, we ensured that these amounts agreed to the amounts recorded in the books and records of VCFNA. Our audit procedures did not uncover any significant issues.</p>

We are required to report to you all significant findings from our audit, identified or suspected fraud, non-compliance with laws or regulations, unreasonable requests by management not to send confirmation requests, major adjustments to opening balances, related party matters, going concern issues and significant audit difficulties encountered. Our audit did not identify any significant findings.

## Uncorrected misstatements

There were no uncorrected misstatements during the year.

# Other matters

## Internal control

We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to those charged with governance those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

Please refer to our internal control letter dated September 11, 2025 for a detailed explanation of the following internal control observations noted during our audit:

- Lack of segregation of duties in the accounting function;
- Lack of oversight by Those Charged with Governance;
- Budget; and
- Monitoring controls – service provider.

## Independence

We have a rigorous process where we continually monitor and maintain our independence. A self-review threat exists in relation to the audit due to the fact that, in addition to performing the audit engagement, we draft the financial statements and propose journal entries. This threat is mitigated by ensuring that you understand, take responsibility for and approve the financial statements and journal entries.

## Technical updates

### ASPE Accounting Developments

#### Section 3400 Revenue – upfront non-refundable fees or payments

The Section has been amended to indefinitely defer the effective date of previous amendments related to upfront non-refundable fees or payments. The new amendments also require the disclosure of the nature and amount of upfront non-refundable fees or payments recognized in revenue upon entering into the arrangement. The disclosure requirement is effective for fiscal years beginning on or after January 1, 2025, with earlier application permitted.

#### Potential changes to the existing accounting frameworks for private enterprises

More than 10 years ago, the AcSB established 4 parts of the CPA Canada – Accounting Handbook: International Financial Reporting Standards (IFRS), Accounting Standards for Private Enterprises (ASPE), Accounting Standards for Not-for-Profit Organizations (ASNPO) and Accounting Standards for Pension Plans. The AcSB is aware that, in Canada's current financial reporting landscape, there is significant diversity in the sizes and complexity of private enterprises. As a result, the AcSB is consulting with stakeholders to explore scaling the existing accounting frameworks to better meet the reporting needs of these types of entities. The first step in this consultation was to issue a Consultation Paper entitled Exploring Scalability in Canada in April 2023. In this project, the AcSB will assess whether there should be changes to the existing frameworks in the CPA Handbook to better meet the needs of stakeholders in entities of all sizes.

The April 2023 Consultation Paper represents the first phase of consultation. Tentatively, the AcSB has decided that it will move forward with investigating (1) simplified recognition and measurement options (2) reduced disclosure requirements in certain standards. The AcSB is reviewing ASPE in detail to identify specific challenges that entities are facing and propose practical solutions. A second consultation paper will be issued for feedback on the Board's findings and proposals. The Board has decided to undertake a detailed review of the ASPE to identify the most complex requirements and propose practical solutions with the aim to increase understandability of its standards for all entities.

## Auditing Developments

Canadian Auditing Standards (CASs) and other Canadian Standards approved by the AASB but not issued

### Revisions to CAS 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements*

High quality audits contribute to the efficiency of capital markets and financial stability. In recent years, corporate failures and scandals have brought the topic of fraud to the forefront and led to questions from stakeholders about the role and responsibilities of the auditor relating to fraud in an audit of financial statements. This led the IAASB to initiate a project to revise the standard. In June 2025, the IAASB approved its final standard, which will be issued in September 2025. Changes include:

- Clarifying the roles and responsibilities of the auditor with respect to fraud
- Establishing more robust requirements if fraud or suspected fraud is identified
- Reinforcing the importance of exercising professional skepticism in fraud-related audit procedures
- Strengthening communications through the audit with management and those charged with governance about matters related to fraud
- Adding transparency on fraud-related responsibilities and procedures in the auditor's report

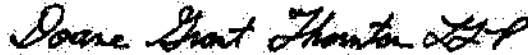
Effective for periods beginning on or after December 15, 2026

### Cooperation during the audit

We report that we received cooperation from management of the Network. To our knowledge, we were provided access to all necessary records and other documentation, and any issues that arose as a result of our audit were discussed with management and have been resolved to our satisfaction.

Yours sincerely,

Doane Grant Thornton LLP



Jessica Clahane, CPA, CA  
Partner

September 11, 2025

Management and the Board of Directors  
Valley Community Fibre Network  
c/o Tyler Honeywood, Municipality of the County of Kings  
81 Coldbrook Village Park Dr  
Coldbrook, NS B4R 1B9

---

Doane Grant Thornton LLP  
15 Webster St.  
Kentville, NS B4N 1H4  
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In connection with our audit of the financial statements of Valley Community Fibre Network (the "Network") as of March 31, 2025 and for the year then ended, we considered internal control over financial reporting ("internal control") as a basis for designing appropriate audit procedures. The purpose of our audit was to express an opinion on the financial statements, not to identify internal control matters. Therefore, we express no opinion on the effectiveness of internal control, and it would be inappropriate to conclude that no internal control matters, including significant control deficiencies, exist beyond those included in this communication.

A deficiency in internal control exists where the design, implementation, operation or absence of a control means that internal controls are unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis. The Canadian Auditing Standards require that, where we identify internal control deficiencies during an audit, we assess their importance and severity and communicate them to management and those charged with governance, as appropriate. Deficiencies that are of sufficient importance to merit the attention of those charged with governance are described as "significant deficiencies".

### **Significant control deficiencies**

We did not identify any new control deficiencies in the current year. The following significant deficiencies in internal control were also reported previously in our letter dated August 20, 2024:

#### **Lack of segregation of duties in the accounting function**

There is currently a lack of segregation of duties at the service provider. The bookkeeper has total access to and control over all the record-keeping; therefore there is an increased risk that the bookkeeper could make unintentional errors or fraudulent entries and that these mis-postings could go undetected.

We understand that, in normal process, monthly bank reconciliations are prepared by the bookkeeper and reviewed by the Manager of Financial Reporting ("the Manager"), however in the current fiscal year there were a number of months that the bank reconciliation was prepared by the Manager with no second review due to resource constraints and changes in the finance team. Additionally, we continue to recommend that the Network discuss involvement of senior staff providing oversight and control over the day to day functions of the bookkeeper, including journal entry review. Finally, the Manager has full access rights to the financial data which could introduce additional segregation of duties risks. Both the bookkeeper and the Manager access the financial system utilizing the same user login and password, therefore it may not be possible to determine which individual posted a specific transaction.

## **Lack of oversight by Those Charged with Governance**

We identified a general lack of oversight by the entities' governance function through procedures to identify and evaluate entity level controls. Financial and regulatory reports are not being reviewed by the Board of Directors.

We continue to recommend regular meetings of the Board of Directors be scheduled and include a review of financial information, with formal documentation of this review and any related discussion or comments being included in the meeting minutes. We recommend all regulatory reporting be reviewed and approved on a pre-release basis and this approval be documented in the meeting minutes or via signatures affixed to a copy of such reports.

## **Advisory comments**

### **Monitoring controls – service provider**

The Board of Directors currently has no controls in place to monitor its service provider, the Municipality of the County of Kings. Without having some monitoring controls in place, it is impossible for the Board to determine if effective activity level controls are in place. This increases the risk of material misstatement, whether due to fraud or error.

We continue to recommend that a separate evaluation of controls at the service organization be periodically performed.

## **Budget**

An annual business plan and capital budget have not been prepared in accordance with the terms of the agreement entered into on September 20, 2005. An annual business plan and budget is a valuable tool to allow those charged with governance to fulfil their oversight responsibility. In the current year, no budget was prepared. We continue to recommend an operating and capital budget be prepared by management and reviewed and approved by the Board of Directors on an annual basis.

## **Conclusion**

The matters reported in this communication are limited to those deficiencies we identified during the audit that we considered to be of sufficient importance to communicate to management and, in the case of significant deficiencies, those charged with governance. Had we performed more extensive procedures on internal control, including procedures subsequent to September 11, 2025, we might have identified more deficiencies or reached different conclusions about the deficiencies included in this communication.

This communication is intended solely for the information and use of management, those charged with governance, and others within the Network and is not intended to be and should not be used by anyone other than these specified parties.

Yours sincerely,  
Doane Grant Thornton LLP



Jessica Clahane, CPA, CA  
Partner

**Valley Community Fibre Network  
c/o Mike Livingstone, Municipality of the County of Kings  
181 Coldbrook Village Park Drive  
Coldbrook NS B4R 1B9**

September 11, 2025

Doane Grant Thornton LLP  
15 Webster Street  
Kentville NS B4N 1R4

Dear Sir/Madam:

We are providing this letter in connection with your audit of the financial statements of Valley Community Fibre Network ("the Network") as of March 31, 2025, and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of Valley Community Fibre Network in accordance with Canadian accounting standards for private enterprises.

We acknowledge that we have fulfilled our responsibilities for the preparation of the financial statements in accordance with Canadian accounting standards for private enterprises and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of September 11, 2025, the following representations made to you during your audit.

**Financial statements**

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Network as at March 31, 2025 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises, as agreed to in the terms of the audit engagement.



**Completeness of information**

- 2 We have made available to you all financial records and related data and all minutes of the meetings of shareholders, directors, and committees of directors, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant board and committee actions are included in the summaries.
- 3 We have provided you with unrestricted access to persons within the Network from whom you determined it necessary to obtain audit evidence.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the Network.
- 5 There were no restatements made to correct a material misstatement in the prior period financial statements that affect the comparative information.
- 6 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
- 8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 9 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration.
- 10 You provided a non-audit service by assisting us with drafting the financial statements and related notes. In connection with this non-audit service, we confirm that we have made all management decisions and performed all management functions, have the knowledge to evaluate the accuracy and completeness of the financial statements, and accept responsibility for such financial statements.

**Fraud and error**

- 11 We have no knowledge of fraud or suspected fraud affecting the Network involving management, employees who have significant roles in internal control, or others, where the fraud could have a non-trivial effect on the financial statements.
- 12 We have no knowledge of any allegations of fraud or suspected fraud affecting the Network's financial statements communicated by employees, former employees, analysts, regulators or others.
- 13 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

**Recognition, measurement and disclosure**

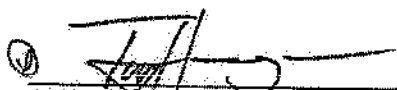
- 14 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
- 15 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the financial statements.
- 16 All related party transactions have been appropriately measured and disclosed in the financial statements.
- 17 The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- 18 Any business combination that occurred during the year has been properly accounted for with appropriate consideration of amounts that should be allocated to goodwill and other intangible assets.
- 19 Any goodwill or intangibles on the books of the Network are evaluated whenever events or changes in circumstances indicate the carrying amount may not be recoverable to determine whether or not they have been impaired, and an appropriate loss provision is provided in the accounts where there has been a permanent impairment.
- 20 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.
- 21 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
- 22 All "off-balance sheet" financial instruments have been properly recorded or disclosed in the financial statements.
- 23 With respect to environmental matters:
  - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
  - b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the financial statements; and
  - c) commitments have been measured and disclosed, as appropriate, in the financial statements.
- 24 The Network has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the Network's assets nor has any been pledged as collateral.
- 25 We have disclosed to you, and the Network has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

- 26 The Goods and Services Tax (GST) and Harmonized Sales Tax (HST) transactions recorded by the Network are in accordance with the federal and provincial regulations. The GST and HST liability/receivable amounts recorded by the Network are considered complete.
- 27 There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Other

- 28 We have considered whether or not events have occurred, or conditions exist which may cast significant doubt on the Network's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,



Manager of Financial Reporting, Municipality of the County of Kings



Chairman of Board of Directors



**Doane  
Grant Thornton**

## Financial Statements

### Valley Community Fibre Network

March 31, 2025

# Contents

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Statements of Income and Deficit	3
Balance Sheet	4
Statement of Cash Flows	5
Notes to the Financial Statements	6-11

## Independent auditor's report

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15 Webster St  
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### To the Members of the Valley Community Fibre Network

#### Opinion

We have audited the financial statements of the Valley Community Fibre Network ("the Network"), which comprise the balance sheet as at March 31, 2025, and the statements of income, retained earnings and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Valley Community Fibre Network as at March 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Doane Grant Thornton LLP*

Kentville, Canada  
September 11, 2025

Chartered Professional Accountants



# Valley Community Fibre Network

## Statements of Income and Deficit

Year Ended March 31	2025	2024
Income		
Common internet fees	\$ 18,600	\$ 18,600
Installation fees	15,085	15,085
IRU fee	61,793	61,793
Interest	56,453	58,530
Operating contributions (Note 8)	63,201	63,200
Recurring fees	<u>144,538</u>	<u>158,358</u>
	<u>359,670</u>	<u>375,566</u>
Cost of goods sold		
Amortization	49,349	49,347
Pole fees	<u>139,211</u>	<u>134,689</u>
	<u>188,560</u>	<u>184,036</u>
Gross margin	171,110	191,530
Expenses		
Accounting	17,160	16,633
Bank charges	127	134
Dues and fees	822	1,919
Fibre network	13,260	13,260
Insurance	6,916	6,915
Legal	1,560	2,010
Project management	17,520	17,520
Repairs and maintenance	1,887	3,107
Telephone	<u>359</u>	<u>418</u>
	<u>59,611</u>	<u>61,916</u>
Net income	\$ <u>111,499</u>	\$ <u>129,614</u>
Deficit, beginning of year	\$ (456,624)	\$ (586,238)
Net income	<u>111,499</u>	<u>129,614</u>
Deficit, end of year	\$ <u>(345,125)</u>	\$ <u>(456,624)</u>

See accompanying notes to the financial statements.

# Valley Community Fibre Network

AJE

Year End: March 31, 2025

Adjusting Journal Entries

Date: 04/01/2024 To 03/31/2025

Number	Account No	Name	Debit	Credit
1	2050	Accrued Liabilities		19,250.49
1	5160	Pole Fees	19,250.49	
	PBC Entry for accruals			
			19,250.49	19,250.49

Net Income (Loss) 111,498.64

# Valley Community Fibre Network

TB CLIENT

Year End: March 31, 2025

Trial balance for client

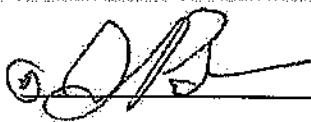
Account	Prelim	Adj's	Adj
1020 Cash	1,437,774.37	0.00	1,437,774.37
1040 Accounts receivable	73,136.68	0.00	73,136.68
1045 Accrued Receivables	31,361.40	0.00	31,361.40
1120 Prepaid Costs	7,879.36	0.00	7,879.36
1140 Capital -Fibre Optic Cabling	769,915.48	0.00	769,915.48
1145 I/C - Fibre Optic Cabling	(688,677.81)	0.00	(688,677.81)
1160 Capital Project Development Costs	3,779,548.55	0.00	3,779,548.55
1165 A/A Project Development Costs	(3,525,184.38)	0.00	(3,525,184.38)
1170 Laterals	880,162.36	0.00	880,162.36
1175 Laterals - Acc. Amortization	(607,986.78)	0.00	(607,986.78)
2020 Accounts Payable	(16,305.77)	0.00	(16,305.77)
2040 Deferred Revenue	(842,199.80)	0.00	(842,199.80)
2050 Accrued Liabilities	(532,083.25)	(19,250.49)	(551,333.74)
2060 HST Collected	(3,851.40)	0.00	(3,851.40)
2061 HST Canarie (pre 2009)	(15,866.49)	0.00	(15,866.49)
2080 HST Paid	3,851.40	0.00	3,851.40
2090 Due To/From related party	5,329.79	0.00	5,329.79
3200 Investment in Capital Assets	(742,678.00)	0.00	(742,678.00)
3700 Retained Earnings	116,623.42	0.00	116,623.42
4020 Installation Fees	(15,085.11)	0.00	(15,085.11)
4040 Recurring Fee	(144,537.88)	0.00	(144,537.88)
4050 Common Internet Fee	(18,600.00)	0.00	(18,600.00)
4060 IRU FEE	(61,793.12)	0.00	(61,793.12)
4480 Interest	(56,451.84)	0.00	(56,451.84)
4560 Mun. of Kings County	(13,978.00)	0.00	(13,978.00)
4580 Mun. of West Hants	(5,113.00)	0.00	(5,113.00)
4640 Town of Wolfville	(1,306.00)	0.00	(1,306.00)
4660 Town of Berwick	(670.00)	0.00	(670.00)
4680 NSCC	(21,067.00)	0.00	(21,067.00)
4700 Acadia University	(21,067.00)	0.00	(21,067.00)
5020 Accounting	17,160.00	0.00	17,160.00
5021 Depreciation	49,349.00	0.00	49,349.00
5022 Legal	1,560.00	0.00	1,560.00
5040 Bank Charges	126.90	0.00	126.90
5080 Dues and Fees	821.72	0.00	821.72
5140 Insurance	6,915.84	0.00	6,915.84
5160 Pole Fees	119,960.55	19,250.49	139,211.04
5180 Telephone	358.65	0.00	358.65
5220 Repairs and Maintenance	1,887.16	0.00	1,887.16
5520 Fibre Optic Network Costs	13,260.00	0.00	13,260.00
5560 Project Management Costs	17,520.00	0.00	17,520.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	130,749.13		111,498.64

# Valley Community Fibre Network

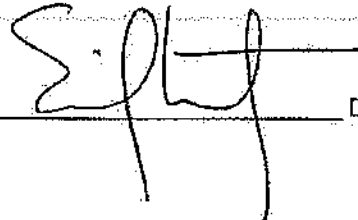
## Balance Sheet

March 31	2025	2024
<b>Assets</b>		
<b>Current</b>		
Cash and cash equivalents	\$ 1,437,774	\$ 1,287,554
Receivables	104,498	67,570
Prepays and deposits	7,809	7,487
Due from related parties (Note 8)	<u>5,390</u>	<u>9,725</u>
	1,555,411	1,372,336
<b>Capital assets (Note 3)</b>		
	<u>607,777</u>	<u>629,617</u>
	<u>\$ 2,163,188</u>	<u>\$ 2,001,953</u>
<b>Liabilities</b>		
<b>Current</b>		
Payables	\$ 9,334	\$ 12,658
Accrued liabilities (Note 4)	551,333	450,295
Harmonized sales tax payable	22,768	22,354
Current portion of long-term deferred revenue (Note 5)	<u>121,895</u>	<u>120,919</u>
	705,330	606,225
<b>Long-term deferred revenue (Note 5)</b>		
	<u>720,305</u>	<u>769,673</u>
	<u>1,425,635</u>	<u>1,375,898</u>
<b>Partner equity</b>		
Equity contributions (Note 6)	742,678	742,678
Reserve (Note 7)	340,000	340,000
Deficit	<u>(345,125)</u>	<u>(456,622)</u>
	<u>737,553</u>	<u>626,055</u>
	<u>\$ 2,163,188</u>	<u>\$ 2,001,953</u>

On behalf of the Board



Director



Director

See accompanying notes to the financial statements.

# Valley Community Fibre Network

## Statement of Cash Flows

Year Ended March 31

2025

2024

Increase in cash and cash equivalents

### Operating

Net income	\$ 111,499	\$ 129,614
Amortization	49,349	49,347
Deferred revenue recognized	(154,582)	(153,566)
	6,266	25,395
Change in non-cash operating working capital		
Receivables	(36,928)	5,118
Prepays	(322)	1,241
Payables	15,926	(28,215)
Accruals	81,788	49,435
Harmonized sales tax payable	414	6,528
Deferred revenue	106,191	76,688
	<u>173,335</u>	<u>136,190</u>

### Financing

Advances from (to) related party	<u>4,395</u>	<u>(17,936)</u>
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### Investing

Purchased of fibre optic cabling	<u>(27,510)</u>	<u>-</u>
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Net increase in cash and cash equivalents	<u>150,220</u>	<u>118,254</u>
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### Cash and cash equivalents

Beginning of year	<u>1,287,554</u>	<u>1,169,300</u>
End of year	<u>\$ 1,437,774</u>	<u>\$ 1,287,554</u>

See accompanying notes to the financial statements.

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# Valley Community Fibre Network

## Notes to the Financial Statements

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March 31, 2025

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### 1. Nature of operations

Valley Community Fibre Network Authority (the "Authority") was established by an agreement dated September 20, 2005, between the Municipality of the County of Kings, Municipality of the District of West Hants and the Towns of Berwick, Hantsport, Windsor and Wolfville. The Towns of Hantsport and Windsor subsequently restructured and became part of the Municipality of the District of West Hants.

The Authority then entered into an agreement dated September 20, 2005, with the Nova Scotia Community College and the Governors of Acadia University; having identified a common need for a locally owned and managed fibre optic network to provide affordable high-speed bandwidth for its communities. The Valley Community Fibre Network (the "Network"), a joint venture, was formed to facilitate the construction, ownership and management of such a broadband network.

As a joint venture, the entity is not subject to income tax.

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### 2. Summary of significant accounting policies

These financial statements have been prepared in accordance with Part II of the CPA Canada Handbook - Canadian accounting standards for private enterprises. The significant policies are detailed as follows:

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, bank overdrafts and highly liquid temporary money market instruments with original maturities of three months or less. Bank borrowings are considered to be financing activities.

#### Capital assets

Capital assets are recorded at cost and amortization is provided using the following methods and annual rates:

Fibre optic cabling	25 years, straight line
Project development costs	25 years, straight line
Laterals	25 years, straight line

As part of its business, the Network builds fibre optic networks and laterals over which it provides telecommunications services. A portion of the network and laterals may become the property of the user but usually remains the property of the Network. As such, the fibre optic networks and laterals are capitalized at the cost of construction and amortized over their useful lives.

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# Valley Community Fibre Network

## Notes to the Financial Statements

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March 31, 2025

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### 2. Summary of significant accounting policies (continued)

#### Revenue recognition

The Network is paid an installation fee for the construction of fibre optic networks and laterals. Deferred revenue is generated by deferring these installation fees, which are received upon completion of construction, and matching them to the amortization of the network. The Network carries no actual or inferred liability of service or action regarding this deferred revenue.

The Network has entered into agreements with some of its customers to provide telecommunications services in the form of an indefeasible right to use (IRU). The IRU is initially assessed under IFRIC 4 to establish if the IRU constitutes or contains a leasing arrangement. Based on the terms of the contract, the Network has determined that the lease is an operating lease and the revenue from such IRU agreements is being recognized straight line over the life of the lease.

Recurring fees are fees charged for services and are recorded in the period to which they relate.

Operating contributions are received from the joint venture partners and are recorded in the period to which they relate.

Capital contributions are deferred and amortized into income on the same basis as the related assets are amortized.

Common internet fees are fees charged for services to municipal entities and are recorded in the period to which they relate.

#### Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates included in the financial statements include the useful life of capital assets and accrued liabilities relating to pole fees. Actual results could differ from those estimates.

#### Financial instruments

The Network considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Network accounts for the following as financial instruments:

- cash and cash equivalents
- trade and other receivables
- other financial assets
- trade and other payables and accruals
- other financial liabilities
- long-term debt

A financial asset or liability is recognized when the Network becomes party to contractual provisions of the instrument.



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# Valley Community Fibre Network

## Notes to the Financial Statements

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March 31, 2025

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### 2. Summary of significant accounting policies (continued)

#### Financial instruments (continued)

##### *Initial measurement*

The Network's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

##### *Subsequent measurement*

At each reporting date, the Network measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which must be measured at fair value. The Network has also irrevocably elected to measure its investments in bonds at fair value. All changes in fair value of the Network's investments in equities quoted in an active market and in bonds are recorded in the statement of operations. The Network uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost are cash and cash equivalents, accounts receivable, grants receivable, accounts payable and long-term debt.

For financial assets measured at cost or amortized cost, the Network regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Network determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

##### *Financial instruments in related party transactions*

Financial assets and financial liabilities in related party transactions are initially measured at cost, with the exception of certain instruments which are initially measured at fair value. The Network does not have any financial assets or financial liabilities in related party transactions which are initially measured at fair value.

Gains or losses arising on initial measurement differences are generally recognized in net income when the transaction is in the normal course of operations, and in equity when the transaction is not in the normal course of operations, subject to certain exceptions.

Financial assets and financial liabilities recognized in related party transactions are subsequently measured based on how the Company initially measured the instrument. Financial instruments initially measured at cost are subsequently measured at cost, less any impairment for financial assets. Financial instruments initially measured at fair value, of which the Network has none, would be subsequently measured at amortized cost or fair value based on certain conditions.

# Valley Community Fibre Network

## Notes to the Financial Statements

March 31, 2025

3. Capital assets			2025	2024
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Fibre optic cabling	\$ 769,914	\$ 688,678	\$ 81,236	\$ 87,556
Project development costs	3,779,549	3,525,184	254,365	278,899
Laterals	880,163	607,987	272,176	263,161
	<u>\$ 5,429,626</u>	<u>\$ 4,821,849</u>	<u>\$ 607,777</u>	<u>\$ 629,616</u>

### 4. Accrued liabilities

Accrued liabilities consist of amounts due to Nova Scotia Power Incorporated (NSPI) for pole fees not billed. An addition to the accrual of \$69,677 (2024 - \$49,435) was recorded for current year fees that were not yet invoiced by NSPI. In addition \$31,361 was accrued for services provided to the Network in the fiscal year but not invoiced until the subsequent period.

5. Long-term deferred revenue				2025	2024
	Opening	Addition	Recognized	Closing	Closing
Installation fees	\$ 203,479	\$ 27,510	\$ 15,085	\$ 215,904	\$ 203,479
IRU fees	643,072	-	61,793	581,279	643,072
Recurring fees	44,041	78,680	77,704	45,017	44,041
	<u>\$ 890,592</u>	<u>\$ 106,190</u>	<u>\$ 154,582</u>	<u>\$ 842,200</u>	<u>\$ 890,592</u>
Less current portion				<u>121,895</u>	<u>120,919</u>
				<u>\$ 720,305</u>	<u>\$ 769,673</u>

### 6. Equity contributions

When the Network was established, each venturer contributed toward the capital cost to construct the Network. These contributions are included in equity.

Acadia University	\$ 200,000
Nova Scotia Community College	200,000
Valley Community Fibre Network Authority	<u>342,678</u>
	<u>\$ 742,678</u>

# Valley Community Fibre Network

## Notes to the Financial Statements

March 31, 2025

### 7. Reserve

During 2015, a reserve was created through an allocation of retained earnings. This reserve was implemented at the discretion of those charged with governance and its primary purpose is as a general reserve for contingencies.

### 8. Related party transactions

During the year, related parties (joint ventures) entered into the following transactions with the network. These transactions are in the normal course of operations and have been measured in the financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

	<u>2025</u>	<u>2024</u>
<b>Operating</b>		
Acadia University	\$ 21,067	\$ 21,067
Nova Scotia Community College	21,067	21,067
Valley Community Fibre Network Authority	<u>21,067</u>	<u>21,067</u>
	<u>\$ 63,201</u>	<u>\$ 63,201</u>
<b>Common internet fees</b>		
Municipality of Windsor-West Hants	\$ 3,000	\$ 3,000
Municipality of the County of Kings	3,000	3,000
Town of Berwick	3,000	3,000
Town of Wolfville	<u>3,000</u>	<u>3,000</u>
	<u>\$ 12,000</u>	<u>\$ 12,000</u>
<b>Balances owing (to)/from related parties at March 31, 2025 include:</b>		
Municipality of the County of Kings	\$ -	\$ (8,879)
Valley Community Fibre Network Authority	<u>5,330</u>	<u>18,604</u>
	<u>\$ 5,330</u>	<u>\$ 9,725</u>

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## Valley Community Fibre Network

### Notes to the Financial Statements

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March 31, 2025

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#### 9. Financial instrument risks

The Network's main financial instrument risk exposure is detailed as follows:

##### *Credit risk*

The Network has determined that the financial assets with credit risk exposure are accounts receivable since failure of any of these parties to fulfill their obligations could result in significant financial losses for the Network. The Network is also exposed to concentration risk in that all of its cash is held with one financial institution and the balances held are in excess of Canadian Deposit Insurance Corporation Limits.

##### *Liquidity risk*

The Network's liquidity risk represents the risk that the Network could encounter difficulty in meeting obligations associated with its financial liabilities. The Network is, therefore, exposed to liquidity risk with respect to its accounts payable and accruals.

## COMMITTEE UPDATE

Title: WBDC

Date: September 16, 2025

Department: Committee of the Whole

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Meeting held on September 16, at Engel & Volkers, 311 Main Street, Wolfville.

Director Jeremy Strong updated board on Visitor Information Centre stats. Spoke with over 900 visits since opening in May. Average approximately 17 visits a day. Dominantly American and German.

Wolfopoly is going to print this week!! Anticipated selling price of \$70.00 including tax. Jeremy has made up a new handout to give to. (Attached)

Stolen hammock has been replaced.

Kat, social media person gave an update. Visits up across all categories but not as much as she would like. Continuing to add several things.

Discussion on wreathes as part of Christmas theme. Will continue again this year.

Board discussed frequency of meetings. Agreement on switching to bi-monthly meetings starting with November.

Next meeting November 18, 2025

Respectfully Submitted

Ian Palmeter





WATERFRONT PARK OFFERS STUNNING VIEWS THE ACADIAN DYKES, MINAS BASIN AND THE RED CLIFFS OF CAPE BLOMIDON. WATERFRONT PARK IS A GREAT PLACE TO START A HIKE OR BIKE AND THEN TO REVISIT TO ENJOY A PICNIC LUNCH AT THE GAZEBO.



#### HARVEST MOON TRAILWAY

THE MAJORITY OF THE HARVEST MOON TRAILWAY IS SHARED USE (EXPECT HIKERS, HORSES) WITH EASY GRADES, AND A HARD-PACKED SURFACE TRAIL BED IDEAL FOR HIKING AND HYBRID CYCLING.



#### EVANGELINE BEACH

EVANGELINE BEACH IS A RED-SAND BEACH LOCATED NEAR GRAND PRÉ, NOVA SCOTIA, ALONG THE SHORES OF THE MINAS BASIN, KNOWN FOR ITS DRAMATIC TIDES.



#### CAPE BLOMIDON

RIISING MAJESTICALLY FROM THE SHORES OF THE MINAS BASIN, BLOMIDON PROVINCIAL PARK IS RENOWNED FOR ITS SPECTACULAR VIEWS. BLOMIDON'S 759 HA (1,875 ACRES) INCLUDE 180 M (600 FT.) HIGH CLIFFS.



#### CAPE SPLIT

EXPERIENCE THE NATURAL WONDER OF THE BAY OF FUNDY FROM THE DRAMATIC CLIFFS OF CAPE SPLIT. HIKE THROUGH MIXED FORESTS TO LOOKOFFS WITH STUNNING VIEWS OF THE TIDE-SWEPT COASTLINE.



#### GRAND-PRÉ NATIONAL HISTORIC SITE

DISCOVER POWERFUL ACADIAN STORIES WITHIN A PICTURESQUE LANDSCAPE ON THE UNCEDED TRADITIONAL TERRITORY OF THE MI'KMAQ. THE SITE IS A MONUMENT TO ACADIAN CULTURE AND DEPORTATION.



**GIVE THE GIFT OF WOLFVILLE!**  
**1 CARD... OVER 65 SHOPS AND SERVICES**

AL WHITTLE THEATRE  
ANNAPOLIS CIDER CO.  
BANKS BIKES  
BELEAF SALON & SPA  
BODYWORKS MASSAGE THERAPY  
BUDS & BYGONES FLOWER SHOP  
CAJUN'S CLOTHING STORE  
CARL'S INDEPENDENT GROCER  
CHARTS CAFE  
COCHRANE'S PHARMASAVE  
DEVOUR! FOOD FILM FEST  
DOMAINE DE GRAND PRÉ  
EAU SPA AT ORCHARD INN  
EOS NATURAL FOODS  
FIELD AND FARE CATERING  
GASPEREAU VINEYARDS  
HARVEST GALLERY  
HERBIN JEWELLERS  
HIGH TIDE WELLNESS  
JANE'S AGAIN  
JOE'S FOOD EMPORIUM  
JUST US - WOLFVILLE CAFE  
KINGS ARMS COMMONS  
L'ARCHE HOMEFIRES - APPLEWICKS  
LARCHWOOD WOLFVILLE  
LE CAVEAU  
LIGHTFOOT & WOLFVILLE VINEYARDS  
LUCKETT VINEYARDS  
MERCATOR VINEYARDS  
MOMONEPAL (FARMERS MARKET)

MUDDY'S CONVENIENCE STORE  
PADDY'S BREWPUB AND ROSIE'S  
PERKINS AT ACADIA SUB  
PIZZA LUPA  
RAFUSE HOME HARDWARE  
RAINBOW'S END  
REALM BOUTIQUE  
SEKKAHNEE'S ASCENSION BARBER  
SHOPPERS DRUG MART  
SUPPLEMENT KING  
T.A.N. COFFEE - WOLFVILLE  
TATTLINGSTONE INN  
THE CLAYGROUND STUDIO  
THE CHURCH BREWING CO.  
THE LIBRARY PUB  
THE MARKET - GROOVE MERCHANTS  
THE REAL SCOOP  
THE WOOL 'N TART  
TIDAL TRAINING CLUB  
TISZTA VIZ SPA  
TROY RESTAURANT & GRILL  
UNION MARKET AT ACADIA SUB  
VALLEY GIRL BOUTIQUE  
WE'RE OUTSIDE OUTFITTERS  
WILD LILY  
WOLFVILLE BUSINESS DEVELOPMENT CORP  
WOLFVILLE CURLING CLUB  
WOLFVILLE LASH LOUNGE  
WOLFVILLE LEGION BRANCH 074  
WOLFVILLE WEDDING CHAPEL  
YOGALIFE

... AND MORE

AVAILABLE AT THE VISITOR INFORMATION CENTRE, ACADIA BOX OFFICE  
OR ONLINE AT [WWW.WHENINWOLFVILLEGIFTCARD.COM](http://WWW.WHENINWOLFVILLEGIFTCARD.COM)

WOLFVILLE BUSINESS DEVELOPMENT CORPORATION



[INFO@WBDC.ME](mailto:INFO@WBDC.ME)



ORIGINALLY PART OF THE MI'KMAQ TERRITORY, THE AREA THAT IS NOW WOLFVILLE WAS LATER SETTLED BY THE ACADIANS IN THE 17TH CENTURY. THEY ESTABLISHED THRIVING FARMS ON THE FERTILE DYKELANDS, USING INGENUOUS SYSTEMS OF ABOITEAUX TO RECLAIM LAND FROM THE BAY OF FUNDY'S POWERFUL TIDES. HOWEVER, IN 1755, DURING THE EXPULSION OF THE ACADIANS, MANY WERE FORCIBLY REMOVED BY BRITISH FORCES. BY THE EARLY 1800S, NEW ENGLAND PLANTERS—SETTLERS FROM THE AMERICAN COLONIES—RESETTLED THE AREA, RENAMING THE SETTLEMENT MUD CREEK.

IN 1830, THE TOWN ADOPTED THE NAME WOLFVILLE, LIKELY IN HONOR OF THE DEWOLF FAMILY, A PROMINENT LOCAL FAMILY. WOLFVILLE GREW AS A CENTER OF EDUCATION AND CULTURE WITH THE FOUNDING OF ACADIA UNIVERSITY IN 1838, A KEY INSTITUTION THAT CONTINUES TO SHAPE THE TOWN'S IDENTITY. THE ARRIVAL OF THE RAILWAY IN THE LATE 1800S BROUGHT ECONOMIC GROWTH AND TOURISM, ESPECIALLY LINKED TO THE REGION'S AGRICULTURE AND BURGEONING APPLE INDUSTRY.

TODAY, WOLFVILLE IS KNOWN FOR ITS VIBRANT ARTS SCENE, AWARD-WINNING WINERIES, HISTORIC CHARM, AND CLOSE PROXIMITY TO UNESCO WORLD HERITAGE SITE GRAND-PRÉ. IT REMAINS A TOWN THAT BEAUTIFULLY BLENDS HERITAGE WITH INNOVATION, ATTRACTING VISITORS, STUDENTS, AND WINE LOVERS FROM AROUND THE WORLD.

**[WWW.WOLFVILLE.CA](http://WWW.WOLFVILLE.CA)**





### WOLFVILLE SUMMER CONCERT SERIES

AN OUTDOOR CONCERT SERIES HELD EVERY SUNDAY AFTERNOON AT WATERFRONT PARK, FEATURING A VARIETY OF MUSICAL ACTS. IT'S A FREE EVENT. THE CONCERTS RUN FROM 2:00 PM TO 4:00 PM, WEATHER PERMITTING.



### MUD CREEK DAYS

PRIOR TO 1830 WOLFVILLE WAS KNOWN AS MUD CREEK BECAUSE OF ITS MUD FILLED HARBOUR. THIS NAME IS STILL CELEBRATED WITH THE ANNUAL MUD CREEK DAYS. THIS FUN WEEKEND IS A CHANCE TO CELEBRATE OUR COMMUNITY AND THE MUDDIEST FESTIVAL IN THE VALLEY!!



### DEEP ROOTS MUSIC FESTIVAL

AN ANNUAL EVENT CELEBRATING FOLK, ROOTS, BLUES, AND WORLD MUSIC. IT TAKES PLACE ON THE LAST FULL WEEKEND OF SEPTEMBER AND FEATURES A VARIETY OF MUSICAL PERFORMANCES, WORKSHOPS, AND COMMUNITY EVENTS.



### DEVOUR! THE FOOD FILM FEST

AN ANNUAL, WEEK-LONG FESTIVAL IN WOLFVILLE THAT COMBINES FILM AND FOOD CULTURE. IT'S THE WORLD'S LARGEST FESTIVAL OF ITS KIND, SHOWCASING CULINARY EXCELLENCE THROUGH FILM AND FEATURING EVENTS WITH HIGH-PROFILE CHEFS, FILMMAKERS, AND MUSICIANS.



### THE VALLEY HARVEST MARATHON

A SIGNATURE THANKSGIVING WEEKEND EVENT IN WOLFVILLE, FEATURING RACES FOR ALL SKILL LEVELS, INCLUDING A YOUTH RUN, 5KM, 10KM, HALF, FULL, AND ULTRA MARATHON. THE MARATHON COURSE IS CERTIFIED AND IS A BOSTON QUALIFIER.



### WOLFVILLE FARMERS' MARKET

THE SATURDAY MORNING EXPERIENCE FEATURES 65+ VENDORS WITH PRODUCE, ARTISANAL WONDERS, AND PREPARED FOODS. EVERY SATURDAY FROM 8:30AM-1:00PM



### RANDALL HOUSE MUSEUM

COME VISIT ONE OF THE OLDEST HOUSES STILL STANDING IN WOLFVILLE. EXPLORE EXHIBITS, ENJOY ACTIVITIES SUCH AS AFTERNOON TEA, PROGRAMS AND WORKSHOPS, TAKE A STROLL THROUGH OUR HISTORICALLY BASED GARDENS, AND SHOP IN OUR TAX-FREE GIFT SHOP.



### RECREATION HUB

LOCATED AT 282 MAIN STREET, ACROSS FROM WILLOW PARK. THIS IS WHERE YOU CAN FIND WOLFVILLE'S NEW EQUIPMENT LOAN PROGRAM. THE NEW BICYCLE FLEET FEATURES MANY ELECTRIFIED MODELS PLUS A SPECIALIZED E-TRIKE WITH BENCH SEATING TO ENSURE EVERY MEMBER OF OUR COMMUNITY WILL HAVE AN OPPORTUNITY TO GET AROUND TOWN ON THE NEW NETWORK.



### ALEX COLVILLE WOLFVILLE GALLERY

CANADIAN ARTIST ALEX COLVILLE CALLED WOLFVILLE HOME FROM 1972 TO 2013. THE INSTALLATION FEATURES NINE REPRODUCTIONS OF COLVILLE'S PAINTINGS, A PHOTOGRAPH OF THE ARTIST AND INTERPRETIVE PANELS.



### NIGHT OF LIGHTS

OUR ANNUAL CELEBRATION OF THE HOLIDAY SEASON. WE'RE LIGHTING-UP THE TOWN AND WANT EVERYONE TO JOIN US FOR THE TREE LIGHTING IN CLOCK PARK. THE CELEBRATION INCLUDES: A PETTING FARM, A SILENT DISCO - AN OPEN-AIR DANCE PARTY WITH WIRELESS HEADPHONES AND DJ MUSIC, FREE HOT CHOCOLATE, FIRE PITS TO KEEP YOU WARM, CAROLLING.



### HARRIET IRVING BOTANICAL GARDENS & K.C. IRVING ENVIRONMENTAL SCIENCE CENTRE

THESE OFFER BEAUTIFUL WALKING TRAILS, A HISTORIC WELL, AND A CHANCE TO CONNECT WITH NATURE.



### WOODLAND TRAILS

OVER 50 ACRES OF FORESTED LAND ARE ADJACENT TO THE K.C. IRVING ENVIRONMENTAL SCIENCE CENTRE AND HARRIET IRVING BOTANICAL GARDENS. THE LAND INCLUDES SCENIC WOODLAND TRAILS DESIGNED BY MR. ARTHUR IRVING THAT ARE ACCESSIBLE TO THE PUBLIC.



### ACADIA ATHLETICS COMPLEX

THIS FACILITY PROVIDES STUDENTS AND THE COMMUNITY WITH A RANGE OF SPORTING AND RECREATIONAL OPPORTUNITIES.

## CIDER & CRAFT BEER IN WOLFVILLE

ANNAPOLIS CIDER CO. - 388 MAIN ST.  
THE CHURCH BREWING CO. - 329 MAIN ST.  
PADDY'S BREW PUB - 460 MAIN ST.

## VINEYARDS & WINERIES

### ANNAPOLIS VALLEY

DOMAINE DE GARND PRE LIGHTFOOT & WOLFVILLE MERCATOR VINEYARDS PLANTERS RIDGE  
1365 CHURCH STREET BLOMIDON ESTATE WINERY BEAUSOLEIL FARMSTEAD WINERY

### GASPEREAU VALLEY

BENJAMIN BRIDGE GASPEREAU VINEYARDS L'ACADIE VINEYARDS LUCKETT VINEYARDS



BOOK ONLINE:  
[WWW.MAGICWINERYBUS.CA](http://WWW.MAGICWINERYBUS.CA)  
MAGIC WINERY BUS IS NORTH AMERICA'S ONLY WINE TOUR EXPERIENCE ON BOARD A TRADITIONAL BRITISH DOUBLE-DECKER BUS — AND SO MUCH MORE.

## RESTAURANTS & REFRESHMENTS

THE CHURCH BREWING CO.	329 MAIN ST.
TIM HORTONS	370 MAIN ST.
T.A.N. COFFEE	378 MAIN ST.
THE ANVIL BEVERAGE ROOM	10 HARBOURSIDE DR.
THE REAL SCOOP - ICE CREAM	10 GASPEREAU AVE.
JUNIPER FOOD + WINE	389 MAIN ST.
REDOS PIZZA & DONAIR	393 MAIN ST.
CARL'S INDEPENDENT GROCER	396 MAIN ST.
WOLFVILLE CHEESE SHOP	416 MAIN ST.
KINGS ARMS COMMONS	430 MAIN ST.
JOE'S FOOD EMPORIUM	434 MAIN ST.
MUDDY'S CONVENIENCE	446 MAIN ST.
JUST US! CAFE	450 MAIN ST.
PADDY'S BREW PUB & ROSIE'S	460 MAIN ST.
PRONTO PIZZA	467 MAIN ST.
CHATIME BUBBLE TEA	468 MAIN ST.
SUBWAY	471 MAIN ST.
THE LIBRARY PUB	472 MAIN ST.
JEJU - SUSHI & KOREAN	8 ELM AVE.
TROY RESTAURANT & GRILL	12 ELM AVE.
CHARTS CAFE	16 ELM AVE.
LI'S WOK & GRILL	112 FRONT ST.
PIZZA LUPA	117 FRONT ST.
LE CAVEAU	11611 EVANGELINE TRAIL

## WOLFVILLE ACCOMMODATIONS

HOTEL WOLFVILLE	470 MAIN ST. <a href="http://HOTELWOLFVILLE.COM">HOTELWOLFVILLE.COM</a>
TATTINGSTONE INN	620 MAIN ST. <a href="http://TATTINGSTONEINN.COM">TATTINGSTONEINN.COM</a>
BLOMIDON INN	195 MAIN ST. <a href="http://BLOMIDON.NS.CA">BLOMIDON.NS.CA</a>
STELLA ROSE B&B	611 MAIN ST. <a href="http://THESTELLAROSE.COM">THESTELLAROSE.COM</a>
GINGERBREAD HOUSE INN	8 ROBIE TUFTS DR. <a href="http://GINGERBREADHOUSE.CA">GINGERBREADHOUSE.CA</a>
MICRO BOUTIQUE	336 MAIN ST. <a href="http://MICROBOUTIQUE.COM">MICROBOUTIQUE.COM</a>
THE INN AT GRAND PRE WINERY	11625 NOVA SCOTIA TRUNK 1
STAY IN THE VALLEY ACCOMMODATIONS	<a href="http://STAYINTHEVALLEY.COM">STAYINTHEVALLEY.COM</a>

## SPA / MASSAGE

TISZTA VIZ SPA	18 ELM AVE.
BELEAF AVEDA SALON & SPA	336 MAIN ST.
HIGH TIDE WELLNESS	#122 - 112 FRONT ST.
BODYWORKS MASSAGE THERAPY	189 DYKELAND ST.
EAU SPA	153 GREENWICH RD. S

## TAXI / BUS / BIKES

KINGS TRANSIT [WWW.KBUS.CA](http://WWW.KBUS.CA)  
CJ'S TAXI LTD. 902-670-6700  
BIKE LOAN PROGRAM - WOLFVILLE RECREATION HUB