



Town Council Meeting

February 17, 2026

6:30 p.m.

Council Chambers, Town Hall
359 Main Street

Agenda

Call to Order

Land Acknowledgement & Recognition of Historic Contributions

1. Approval of Agenda

2. Approval of Minutes

- a. Town Council Meeting, January 27, 2026
- b. Town Council In Camera Meeting, January 27, 2026

3. Declarations of Conflict of Interest

4. Community Events, Occasions & Acknowledgements

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

5. Public Input

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 sessions 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 in a future 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.*

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



**6. Motions/Recommendations from Committee of the Whole,
February 3, 2026:**

- a. RFD 004-2026: Tidal Transit 2026/27 Operating & Capital Budget
- b. RFD 005-2026: Valley Waste 2026/27 Operating & Capital Budget
- c. RFD 006-2025: Grants to Organizations Policy Amendments

7. New Business

- a. IR 009-2026: Main Street Downtown Corridor & Intersection Safety Improvements – Update & Discussion

**8. Adjournment to In-Camera under the Municipal Government Act
Section 22(2)(e):**

- a. Contract Negotiations

9. Adjournment of In-Camera

10.Regular Meeting Reconvenes

11.Motion from In-Camera Meeting

- a. RFD 009-2026

12.Regular Meeting Adjourned



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.
- 1) Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.
- 2) 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.

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

359 Main Street | Wolfville | NS | B4P 1A1 | t 902-542-5767 | f 902-542-4789

Wolfville.ca



Land Acknowledgement

The Town of Wolfville acknowledges that we are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

As a town committed to reconciliation and respectful governance, we ask that all who live, work, and gather here do so with the Seven Sacred Teachings in mind: Truth, Honesty, Love, Courage, Respect, Wisdom, and Humility.

These teachings guide us in building a community rooted in understanding, fairness, care for one another, and for the land.

Please pause for a moment of reflection - How can we be good guests on this land?

Recognition of historic contributions

We also acknowledge the histories, contributions and legacies of the African Nova Scotian people who have shared these lands for over 400 years, and we acknowledge the shared ancestry of all people of African descent in Nova Scotia.

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

359 Main Street | Wolfville | NS | B4P 1A1 | t 902-542-5767 | f 902-542-4789

Wolfville.ca

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Tidal Transit Staff



SUMMARY

2026/27 Tidal Transit Operating and Capital Budget

The Town of Wolfville provides public transportation service through Tidal Transit (formerly Kings Transit), an Inter Municipal Service Agreement with seven partnering Municipalities.

Each year the partnering municipalities must approve an operating and capital budget for Tidal Transit through the Valley Regional Services (VRS) Board. The budget is prepared by Tidal Transit staff and reviewed by the CAOs Working Group.

Tidal Transit's proposed budget requires an operating contribution of \$383,160 and a capital contribution of \$33,880 from the Town of Wolfville. This is an increase from the 2025/26 budget of \$110,613 (36%). This is the largest single-year increase in transit service contributions in recent memory. The significant increase is driven primarily by the following factors:

- Falling fare revenue due to decreased ridership,
- Increased staffing and maintenance costs to repair a failing fleet,
- Increased administrative costs for marketing
- Increased capital contributions (municipal partners are almost tripling capital contributions).

Tidal Transit must be stabilized in order to rebuild, which is the purpose of the proposed increase in operating and capital funding.

DRAFT MOTION:

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

That Council approve the proposed 2026/27 Tidal Transit Operating and Capital Budgets and authorize the Town's representative on the Valley Regional Services Board to support the budgets.

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets
Date: 2026-02-03
Prepared by: Glenn Horne, CAO
Contributors: Tidal Transit Staff



1) CAO COMMENTS

The CAO supports the recommendation of Tidal Transit staff as reviewed by the CAOs Working Group.

Please note that the Kings Transit Authority is finalizing its name change to Tidal Transit. While the Intermunicipal Agreement establishing Kings Transit still bears that name, Tidal Transit will be the organization's name going forward. For that reason, "KTA" is still used when referring to the agreement, while Tidal Transit is used in all other instances.

2) LEGISLATIVE AUTHORITY

The Town of Wolfville is party to the Kings Transit Authority (KTA) Agreement (June 2025) and the Valley Regional Services (VRS) Agreement (June 2025).

Section 4 of the KTA Agreement delegates its decision making to the VRS Board.

Section 12 of the KTA Agreement states that 90 days before the beginning of the fiscal year, Tidal Transit shall submit its proposed annual operating plan and budget to the VRS Board after having consulted with CAOs Working Group. It further states that 30 days before the beginning of the fiscal year, the VRS Board shall consider and if deemed appropriate approve the proposed annual operating plan and budget.

Section 7 of the VRS Agreement appoints the Mayor of Wolfville to the VRS Board on the Town's behalf.

Section 14 of the VRS Agreement delegates authority from Tidal Transit and the Parties to the VRS Board for approval of the operating and capital budgets of Tidal Transit.

Section 17 of the VRS Agreement defines decisions related to operating and capital budgets as Special Resolutions, requiring an affirmative vote from a majority of eligible directors, which must include the director from Kings County.

3) STAFF RECOMMENDATION

Staff recommend approval of the 2026/27 Tidal Transit operating and capital budgets as submitted by Tidal Transit staff and reviewed by the CAOs Working Group.

4) REFERENCES AND ATTACHMENTS

- Appendix A - 2026/27 Tidal Transit Operating and Capital Budgets

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Tidal Transit Staff



5) DISCUSSION

Beyond its name, Tidal Transit is undergoing significant organizational change. Since April 1, 2025, a new General Manager has been hired and a new process for the consideration and approval of its budgets has been established. Previously, the Board recommended operating and capital budgets to the Councils of the partnering municipalities. That process has now been inverted, meaning Council must give direction to its VRS representative prior to the budget being considered by the Board.

The division of costs has also been changed to see all partners contributing to net operating and capital costs on the basis of:

- 1/3 based on municipality's proportionate share of taxable assessment within a 2 km transit corridor;
- 1/3 based on a municipality's proportionate share of dwelling units (proxy for population served) within a 2 km transit corridor, and
- 1/3 based on the percentage of service time within each municipality.

Consistent with previous year's, Council ought to focus this decision on the following considerations:

Do the estimates appear to be reasonable?

The 2026/27 budget once again includes a year-end financial forecast for 2025/26 which can help inform expectations for the coming year.

- Overall Tidal is expecting a deficit of \$25,000 for the 2025/26 fiscal year.
- Fare revenue is forecasted to be lower than expected by ~\$93,000 as ridership falls.
- Used buses have been purchased to maintain service levels with a diminishing fleet.

Any trends that cause concern or should be noted?

- Tidal Transit continues to save on fuel due to fuel tax reduction, which is assumed to continue.
- Bus repair costs continue to increase as the fleet ages and breakdowns become more common and difficult.
- Total compensation is projected to increase after being reviewed by a third-party and due to an increase in staffing (0.5 FTE finance & 1 FTE mechanic).

Does the KTA budget requirement fit within the Town's approved budget/reasonable cost for service provided?

- The costs associated with Tidal Transit are increasing as the organization struggles to maintain its fleet and provide a reliable service. Of a fleet of 13 buses, 7 are currently in service.
- Challenges with reliability will put pressure on fare revenue as users find other more reliable modes of transportation.

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Tidal Transit Staff



- Maintenance and staffing costs will also increase as additional resources are required to maintain the fleet.
- Five used buses have been purchased to temporarily stabilize service. The service must be stabilized in order to rebuild, which is the purpose of the proposed increase in operating and capital funding.

Other comments

- In FY 2025/26 the VRS Board approved a scope change to its Investing in Canada Infrastructure Program (ICIP) grant for electric bus infrastructure, choosing instead to purchase hybrid diesel buses instead of EV and the associated charging infrastructure after procurement and operational challenges were raised.
- This scope change has recently been approved by the federal government and procurement of seven hybrid buses will begin with the approval of the capital budget.
- Transit has grown in importance over the years in response to a growing acceptance that transit (if well delivered to the community) can positively impact economic development, accessibility, environmental sustainability, and social equity.
- The CAOs Working Group has worked closely with Tidal Transit staff to create an operating and capital budget that provides necessary investment in the transit service, while remaining affordable for the municipal partners and bringing the provincial and federal governments to the table on capital.

6) FINANCIAL IMPLICATIONS

Tidal Transit's proposed budget requires an operating contribution of \$383,160 and a capital contribution of \$33,880 from the Town of Wolfville. This is an increase from the 2025/26 budget of \$110,613 (36%). This is the largest single year increase in transit services in recent memory. The significant increase is driven primarily by the following factors:

- Falling fare revenue due to decreased ridership,
- Increased staffing and maintenance costs to repair a failing fleet,
- Increased administrative costs for marketing
- Increased capital contributions (municipal partners are almost tripling capital contributions).

	2026/27 Budget	2025/26 Forecast	2025/26 Budget	2024/25 Budget	2023/24 Budget
KTA Op Budget contribution	\$383,160	\$303,936	\$294,427	\$259,365	\$237,000
KTA Cap Budget contribution	\$33,880	\$8,839	\$12,000	\$12,000	\$12,000
Total KTA Contribution	\$417,040	\$312,775	\$306,427	\$271,365	\$249,000

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets
Date: 2026-02-03
Prepared by: Glenn Horne, CAO
Contributors: Tidal Transit Staff



This amount will be featured in the first draft of the Town's 2026/27 Operating budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic directions from the 2025-2029 Strategic Priorities:

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

- *Community Focus: Make Investments in public services reflective of community need*
- *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:*

- *Partnerships: Foster partnerships that promote Wolfville and create value.*
- *Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.*

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

- *Inclusivity: Nurture a sense of belonging for all.*
- *Safety: Keep our community safe and supported with our partners.*

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

- *Climate Action: Reduce emissions and prepare for the impacts of climate change.*
- *Mitigating Emissions: Lead and influence through programs and education.*
- *Integrated Mobility: Determine alternative options for moving around the Town for all ages and abilities.*

8) COMMUNICATION REQUIREMENTS

Council's decision will be communicated to the VRS Board through its Board member, Mayor MacKay.

9) ALTERNATIVES

Not approve the budget and provide specific feedback that can be communicated to the VRS Board and Tidal Transit staff.

However, based on the VRS Agreement, if Wolfville does not support the operating and capital budget and a majority of municipal units including Kings County (Special Resolution) support the budget, it will be approved and the Town will be responsible for its share of net-costs.

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Tidal Transit Staff



Appendix A

Operating Grants by Municipality		2025-2026 Forecast	2026-2027 Budget	2027-2028 Budget	2028-2029 Budget	2029-2030 Budget	2030-2031 Budget
Municipality of Kings	40.30%	1,244,917	1,487,562	1,517,314	1,413,624	1,425,937	1,452,361
Town of Kentville	13.82%	414,765	510,070	520,272	484,718	488,940	498,000
Town of Wolfville	10.38%	303,936	383,160	390,823	364,115	367,287	374,093
Town of Berwick	4.12%	109,257	152,227	155,272	144,661	145,921	148,625
Municipality of Annapolis	19.83%	748,794	732,063	746,704	695,676	701,736	714,740
Town of Middleton	3.60%	55,595	132,944	135,603	126,336	127,436	129,798
District of Digby	7.95%	360,416	293,381	299,249	278,799	281,227	286,439
		3,237,679	3,691,408	3,765,236	3,507,929	3,538,483	3,604,056
			14.0%	2.0%	-6.8%	0.9%	1.9%

Capital Grants by Municipality		2025-2026 Forecast	2026-2027 Budget	2027-2028 Budget	2028-2029 Budget	2029-2030 Budget	2030-2031 Budget
Municipality of Kings	40.30%	36,838	128,954	131,533	134,163	136,846	139,583
Town of Kentville	13.82%	12,257	44,217	45,101	46,003	46,923	47,862
Town of Wolfville	10.38%	8,839	33,215	33,880	34,557	35,248	35,953
Town of Berwick	4.12%	3,338	13,196	13,460	13,729	14,004	14,284
Municipality of Annapolis	19.83%	11,872	63,461	64,730	66,025	67,345	68,692
Town of Middleton	3.60%	2,227	11,525	11,755	11,990	12,230	12,475
District of Digby	7.95%	4,629	25,433	25,941	26,460	26,989	27,529
		80,000	320,000	326,400	332,928	339,587	346,378
			300.0%	2.0%	2.0%	2.0%	2.0%

Tidal Transit Authority Statement of Revenues and Expenditures Operating Budget						
	2026-2027 Budget V3	2025-2026 Forecast	2025-2026 Budget	2024-2025 YE Actuals	Budget '27 to '26 Notes	
Revenues	Fares	815,757	799,304	892,320	848,181	2026 budget had growth in ridership that is not occurring
	Advertising income	50,000	41,588	24,000	29,750	Plan to build on the success from this year
	Operating grants core members	3,691,408	2,900,222	1,962,845	1,760,793	
	Operating grants service partners	-	312,459	1,249,834	1,232,362	Phased out through new ISMA
	Other revenues	-	-	-	21,938	
		4,557,165	4,053,572	4,128,999	3,893,024	
Expenses	Compensation - administration	839,729	762,135	776,484	610,054	Implementenation compensation review & 1/2 FTE finance
	Route operations costs	1,463,652	1,344,550	1,241,873	1,211,901	Implementation of consultant's recommendations
	Fuel	503,983	453,958	594,996	599,722	Due to increased hours of operation offset by fuel tax reduction
	Insurance	243,098	242,427	217,899	205,486	10% price increase anticipated
	Bus maintenance and repairs	1,078,952	912,027	948,386	921,565	1 additional mechanic
	Management fee - core recovery	-	(115,284)	(461,135)	(384,096)	} No longer required with new ISMA agreement
	Management fee - Annapolis	-	75,876	303,505	255,241	
	Management fee - Digby	-	39,407	157,630	128,855	
	Administrative	427,750	363,475	349,361	344,297	Increased marketing & printing costs
		4,557,165	4,078,573	4,128,999	3,893,024	
Net Surplus	-	(25,000)	-	-	Forecasted overspend of 25K approved by board 2025-11-	

Operating cash flow increase between budgets	478,728	14.9%
Capital cash flow increase between budgets	240,000	300.0%
Total additional cash request	718,728	21.8%

REQUEST FOR DECISION 004-2026

Title: 2026/27 Tidal Transit Operating and Capital Budgets

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Tidal Transit Staff



Tidal Transit Five-Year Capital Plan

	2025-2026 Forecast	2026-2027 Budget	2027-2028 Budget	2028-2029 Budget	2029-2030 Budget	2030-2031 Budget
Operations						
Trended External Revenues	840,892	865,757	883,073	900,734	918,749	937,124
Trended Operating Expenses	(4,078,573)	(4,557,165)	(4,648,308)	(4,741,274)	(4,836,100)	(4,932,822)
Operating Savings from New Buses	-	-	-	404,633	499,405	499,405
Debenture Interest	-	-	-	(72,021)	(120,537)	(107,763)
Debenture Principal	-	-	-	(205,774)	(364,969)	(364,969)
Use of PTAP to Fund Debenture Principal	-	-	-	205,774	364,969	364,969
Estimated Municipal Funding for Operations	3,237,681	3,691,408	3,765,236	3,507,929	3,538,483	3,604,056
Year over Year Growth		14.0%	2.0%	-6.8%	0.9%	1.9%
Capital Purchases						
	<u>Subsidy</u>					
ICIP Phase 1	73.3%	250,000				
ICIP Phase 2	73.3%					
7 Hybrid Buses	73.3%	-	9,544,250	-	-	-
2 Service Vehicles	73.3%	166,182	-	-	-	-
Building / Brand / Transit Technology	73.3%	40,882	1,087,838	1,673,105	-	-
RTSF-Shelters and Signage	90.0%	24,000	976,000	-	-	-
RTSF-Building Consulting	100.0%	25,000				
Baseline Funding	40.0%					
Diesel Buses (3 / 2)	40.0%	-	-	3,433,320	-	2,381,351
Other	40.0%	-	260,000	102,000	106,121	108,243
Not Subsidized						
Used Buses		188,297	57,812	-	-	-
Purchase of Annapolis & Digby Buses		923,956	-	-	-	-
Other		56,375	175,000	-	-	-
Total External Subsidy		(259,904)	(1,901,973)	(7,668,533)	(42,448)	(995,838)
Municipal Funded Portion of Capital Spend	1,248,606	820,860	3,650,821	2,122,416	63,672	1,493,756
Capital Reserve Municipal Funding	80,000	320,000	326,400	332,928	339,587	346,378
Year over Year Growth		300.0%	2.0%	2.0%	2.0%	2.0%
End of Year Capital Reserve Balance	892,754	830,404	-	-	314,529	-
Debenture Financing Required	-	-	2,057,745	1,591,945	-	781,382
End of Year Debenture Balance	-	-	2,057,745	3,443,915	3,078,946	3,495,360

Tidal Transit Authority

Budget Summary

2026/27

Contents

Budget Overview2

Operations Overview5

Capital Overview.....7

Municipal Cost Structure9

Budget Overview

2026 is a foundational year for Tidal Transit as we rebuild a rural public transit system that residents are proud to support and choose to ride. This is the first full fiscal year operating under the renewed ownership structure and a critical moment to reinvigorate this essential regional service. To rebuild public confidence, stabilize operations, and position the system for long-term growth, this year's operational workplan is centred around four strategic pillars:

1. Strengthen Service Reliability
2. Rebuild Public Trust and Modernize the Brand
3. Improve Fleet and Technology
4. Develop and Strengthen the Workforce

To complement the operational improvements, the capital program represents a significant revitalization plan. Capital investments in 2026/27 of \$2.7M are supported by \$1.9M million in federal and provincial subsidies, with a municipal contribution of \$820,860 funded through capital reserves and an increase to annual capital funding from \$80,000 to \$320,000 with 2% growth.

The federal and provincial subsidies include:

- Innovation Canada (ICIP) Phase 2 capital spending for facility upgrades;
- Rural Transit Solutions Fund (RTSF) for route infrastructure projects; and
- Housing, Infrastructure and Communities Canada - Baseline Funding for maintenance equipment.

Overall, the operational and capital plan is designed to realign Tidal Transit services, improve customer outcomes, enhance workforce capacity, and deliver long-term value for municipalities and riders alike. Strategic investment now will create a more dependable service with the infrastructure required to support a dynamic rural transit network that residents trust and depend on for decades to come.

1. Strengthen Service Reliability and Access

Initiatives:

- Redesign the current schedule to eliminate chronic delays and increase on-time performance (ICIP Phase 1 & 2).
- Open a heated transfer station in Cornwallis Park to improve rider comfort and accessibility.
- Install new bus stops and signage across all municipalities through the RTSF.

2. Rebuild Trust and Modernize the Brand

Chronic on-time performance issues have discouraged ridership and undermined public perception in recent years. A redesigned schedule and brand alongside educational marketing material will create a system that is consistently on time and easy to use. These enhancements will transform the way people experience Tidal Transit and rebuild a trusted service and brand.

Initiatives:

- Launch the new name and logo to signal improved standards.
- Deploy creative advertising campaigns to educate riders about changes to service levels and company policies.
- Collect regular survey data and customer feedback to track improvements.

3. Improve Fleet and Technology

Modern transit systems rely on technology for accuracy, transparency, and operational control. Investing in new onboard equipment will demystify the system for passengers through accurate and dynamic bus tracking software, intuitive and easy to use digital fares, and accessible audio/visual stop announcements.

Initiatives:

- Implement new onboard technology, including upgrades to the existing CAD/AVL tracking tools, digital fares, automatic audio/visual announcements, and automatic passenger counters, and upgrade onboard mobile radios to the latest standards (ICIP Phase 2).
- Release an RFP for hybrid-electric buses and award contracts (ICIP Phase 2). Construction of new vehicles will take at least 12 – 18 months depending on the vendor (ICIP Phase 2)

4. Build Workforce Capacity and Organizational Stability

Staff training, clear organizational roles, and internal stability are essential as passenger needs become more diverse and complex. Investing in staff ensures we can deliver safe, consistent, and customer-focused service.

Much of the next year will be a concerted effort to nurture and support staff at Tidal Transit. Existing human resource policies need to be reviewed and amended to reduce organizational risk. Implementing recommendations from the external compensation review conducted in 2025 are also addressed in this budget to align Tidal Transit staff with municipal standards.

Initiatives:

- Implement consultant's compensation recommendations to bring Tidal Transit employees to the same standards as VWRM and municipal owners.
- Provide enhanced staff training and development opportunities.
- Strengthen internal processes to better support front-line staff and operators.
- Align roles and responsibilities to meet the operational demands.
- Hire an additional finance staff member to be shared with Valley Waste.

Overall, this plan is ambitious, but vital to improve and grow the service. This budget reflects the needs of the organization and the riders of today as well as the expectations of the future. With support and investment from our municipalities, Tidal Transit Authority will rebuild into a service that residents proudly support and actively choose – a service defined by reliability, affordability, sustainability, and regional connection.

Operations

The 2026/27 budget reflects a major step forward in strengthening Tidal Transit's organizational capacity, service quality, and long-term sustainability. It includes a few internal staffing and cost-structure adjustments. This ambitious plan is designed to grow ridership and public confidence after years of underfunding and organizational uncertainty.

Revenues:

An overall decrease in fare revenues for 2025/26 reflects the current system limitations, including the suspension of half of Route 2 in September 2025 and winter weather disruptions due to fleet fragility. This budget invests in attracting ridership by redesigning the schedule, increasing reliability through spare bus capacity, and aligning technology with customer needs and expectations.

Advertising income is projected to increase as staff continue to focus on attracting new customers and rebuilding trust in the brand.

Tidal Transit Authority

Statement of Revenues and Expenditures

Operating Budget

Revenues

	2026-2027 Budget	2025-2026 Forecast	2025-2026 Budget	2024-2025 YE Actuals
Fares	815,757	799,304	892,320	848,181
Advertising income	50,000	41,588	24,000	29,750
Operating grants core members	3,691,408	2,900,222	1,962,845	1,760,793
Operating grants service partners	-	312,459	1,249,834	1,232,362
Other revenues	-	-	-	21,938
	4,557,165	4,053,572	4,128,999	3,893,024

Expenses:

Total operational expenses in the 2026/27 budget are proposed to increase 10.4% (\$430,000) from 2025/26.

- **Compensation – Administration Costs: \$63,000**
 - 1.72 % cost of living increase
 - Implementation of consultant's recommendations
 - Increased vacation eligibility
 - 60/40 health benefit cost sharing
 - ½ FTE finance staff shared with Valley Waste Resource Management
- **Route Operations Costs: \$222,000**
 - Implementation of consultant's recommendations
 - Increased wages and vacation eligibility for Operators
 - 60/40 health benefit cost sharing
 - Additional cleaner hired in February 2025
- **Bus Maintenance and Repairs: \$130,000**
 - 1.72 % cost of living increase
 - 1 additional mechanic
 - Additional repairs on aging buses
- **Insurance \$25,000**
 - 10% price increase anticipated
- **Administrative costs: \$78,000**
 - Licensing fees for new bus technology software
 - Marketing and printing
 - Staff training and development

Tidal Transit Authority

Statement of Revenues and Expenditures

Operating Budget

	2026-2027 Budget	2025-2026 Forecast	2025-2026 Budget	2024-2025 YE Actuals
Expenses				
Compensation - administration	839,729	762,135	776,484	610,054
Route operations costs	1,463,652	1,344,550	1,241,873	1,211,901
Fuel	503,983	453,958	594,996	599,722
Insurance	243,098	242,427	217,899	205,486
Bus maintenance and repairs	1,078,952	912,027	948,386	921,565
Management fee - core recovery	-	(115,284)	(461,135)	(384,096)
Management fee - Annapolis	-	75,876	303,505	255,241
Management fee - Digby	-	39,407	157,630	128,855
Administrative	427,750	363,475	349,361	344,297
	4,557,165	4,078,573	4,128,999	3,893,024
Net Surplus	-	(25,000)	-	-

Capital

Tidal Transit is in a rebuilding phase. The current fleet is beyond its useful life and impacting service quality. New buses need to be purchased over the next 3-4 years using external subsidies and municipal funding to stabilize the operations. Below is a general outline of approved Tidal Transit funding agreements with the federal and provincial governments.

External Funding Program Summary

1. Innovation Canada (ICIP) Phase 2: \$11.6M

- Federal contribution (40%): \$4,678,732
- Provincial contribution (33%): \$3,898,554
- Municipal contribution (27%): \$3,119,545

For the purchase of 7 hybrid electric buses, 2 service vehicles, on-board digital technology, consultant support, New Minas depot renovations, and branding.

2. Rural Transit Solution Fund (RTSF) Route Infrastructure: \$1M

- Federal contribution (80%): \$800,000
- Provincial contribution (10%): \$100,000
- Municipal contribution (10%): \$100,000

For the purchase of 25 bus shelters, 900 bus stop signs, 25 benches, 1 heated transfer shelter.

3. RTSF – Building Redesign: \$25,000

- Federal contribution (100%): \$25,000

For consultant support for New Minas Depot redesign and renovations.

4. RTSF – Baseline Funding \$5.1M over 10 years

- Federal contribution (40%): \$5.1M
- Provincial contribution (0%): \$0
- Municipal contribution (60%): TBD

General capital spending over 10 years. Tire balancer, bus lift in 2026/27; diesel bus purchases in 2028/29 and 2030/31.

5. Public Transit Assistance Fund (PTAP) \$375,000/year

- Provincial contribution (100%)

Not guaranteed, applied for annually, same amount received since 2014.

This table is a summary of required capital purchases for the next 5 years. To meet capital investments from provincial and federal partners, Tidal Transit is seeking an increase to the annual municipal capital grant from \$80,000 to \$320,000 with a 2% annual growth. Procurement for seven (7) new forty-foot hybrid electric buses is underway, with delivery and payment anticipated in 2027/2028. Federal, provincial, municipal, and debenture funding will be used to cover the cost of new buses as outlined below.

Capital 5 Year Forecast

		2025-2026 Forecast	2026-2027 Budget	2027-2028 Estimate	2028-2029 Estimates	2029-2030 Estimates	2030-2031 Estimates
<u>Capital Purchases</u>	<u>Ext. Subsidy</u>						
<u>ICIP Phase 1</u>	73.3%	250,000					
<u>ICIP Phase 2</u>	73.3%						
7 Hybrid Buses	73.3%		-	9,544,250	-	-	-
2 Service Vehicles	73.3%		166,182	-	-	-	-
Building / Brand / Transit Technology	73.3%	40,882	1,087,838	1,673,105	-	-	-
<u>RTSF-Shelters and Signage</u>	90.0%	24,000	976,000				
<u>RTSF-Building Consulting</u>	100.0%	25,000					
<u>Baseline Funding</u>	40.0%						
Diesel Buses (3 / 2)	40.0%	-	-	-	3,433,320	-	2,381,351
Other	40.0%	-	260,000	102,000	104,040	106,121	108,243
<u>Not Subsidized</u>							
Used Buses		188,297	57,812	-	-	-	-
Purchase of Annapolis & Digby Buses		923,956	-	-	-	-	-
Cornwallis Park Transfer Station		56,375	175,000	-	-	-	-
<i>Total External Subsidy</i>		<i>(259,904)</i>	<i>(1,901,973)</i>	<i>(7,668,533)</i>	<i>(1,414,944)</i>	<i>(42,448)</i>	<i>(995,838)</i>
Municipal Funded Portion of Capital Spend		1,248,606	820,860	3,650,821	2,122,416	63,672	1,493,756
Capital Reserve Muncpal Funding		80,000	320,000	326,400	332,928	339,587	346,378
<i>Year over Year Growth</i>			<i>300.0%</i>	<i>2.0%</i>	<i>2.0%</i>	<i>2.0%</i>	<i>2.0%</i>
End of Year Capital Reserve Balance		892,754	830,404	-	-	314,529	-
Debenture Financing Required		-	-	2,057,745	1,591,945	-	781,382

Municipal Cost Structure

Tidal Transit Authority

Municipal Operating Grants

2025-2026 Forecast

2026-2027 Budget

		Actual Funding as per IMSA*	Annual Total	Annual Total
Core Partners	Municipality of Kings	1,234,787	1,244,917	1,495,675
	Town of Kentville	411,143	414,765	534,685
	Town of Wolfville	301,269	303,936	393,808
	Town of Berwick	108,292	109,257	142,529
	Municipality of Annapolis	743,960	748,794	713,764
	Town of Middleton	54,714	55,595	130,056
	District of Digby	358,514	360,416	280,890
		3,212,679	3,237,679	3,691,408

* 1st quarter contribution rates use historical allocation method, Q2-4 have 50% transitional smoothing applied

Tidal Transit Authority

Municipal Capital Grants

2025-2026 Forecast

2026-2027 Budget

		Q1	Annual Total	Each Quarter	Annual Total
Core Partners	Municipality of Kings	12,000	36,838	32,414	129,657
	Town of Kentville	4,000	12,257	11,588	46,351
	Town of Wolfville	3,000	8,839	8,535	34,138
	Town of Berwick	1,000	3,338	3,089	12,356
	Municipality of Annapolis		11,872	15,469	61,875
	Town of Middleton		2,227	2,819	11,274
	District of Digby		4,629	6,087	24,350
		20,000	80,000	80,000	320,000

Operating Grants by Municipality

		2025-2026 Forecast	2026-2027 Budget	2027-2028 Estimate	2028-2029 Estimates	2029-2030 Estimates	2030-2031 Estimates
Ratios for							
'26-31							
Municipality of Kings	40.30%	1,244,917	1,487,562	1,517,314	1,413,624	1,425,937	1,452,361
Town of Kentville	13.82%	414,765	510,070	520,272	484,718	488,940	498,000
Town of Wolfville	10.38%	303,936	383,160	390,823	364,115	367,287	374,093
Town of Berwick	4.12%	109,257	152,227	155,272	144,661	145,921	148,625
Municipality of Annapolis	19.83%	748,794	732,063	746,704	695,676	701,736	714,740
Town of Middleton	3.60%	55,595	132,944	135,603	126,336	127,436	129,798
District of Digby	7.95%	360,416	293,381	299,249	278,799	281,227	286,439
		3,237,679	3,691,408	3,765,236	3,507,929	3,538,483	3,604,056
			14.0%	2.0%	-6.8%	0.9%	1.9%

Capital Grants by Municipality

Municipality of Kings	40.30%	36,838	128,954	131,533	134,163	136,846	139,583
Town of Kentville	13.82%	12,257	44,217	45,101	46,003	46,923	47,862
Town of Wolfville	10.38%	8,839	33,215	33,880	34,557	35,248	35,953
Town of Berwick	4.12%	3,338	13,196	13,460	13,729	14,004	14,284
Municipality of Annapolis	19.83%	11,872	63,461	64,730	66,025	67,345	68,692
Town of Middleton	3.60%	2,227	11,525	11,755	11,990	12,230	12,475
District of Digby	7.95%	4,629	25,433	25,941	26,460	26,989	27,529
		80,000	320,000	326,400	332,928	339,587	346,378
			300.0%	2.0%	2.0%	2.0%	2.0%

REQUEST FOR DECISION 005-2026

Title: 2026/27 Valley Waste Operating and Capital Budget

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Valley Waste Staff



SUMMARY

2026/27 Valley Waste Resource Management Operating and Capital Budget

The Town of Wolfville provides solid waste service through Valley Waste, an Inter Municipal Service Agreement with seven partnering Municipalities.

Each year the partnering municipalities must approve an operating and capital budget for Valley Waste through the Valley Regional Services (VRS) Board. The budget is prepared by Valley Waste staff, and reviewed by the CAOs Working Group.

The net result of the changes in revenue and expense, primarily driven by the implementation of Extended Producer Responsibility (EPR), resulted in savings of \$1,160,845 for the municipal partners. The Town's contribution based on this budget is \$527,766 for operating and \$22,355 for capital, for a total of \$550,121. This represents a 19% decrease compared to the 2025/26 budget.

DRAFT MOTION:

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

That Council approve the proposed 2026/27 Valley Waste Resource Management Operating and Capital Budgets and authorize the Town's representative on the Valley Regional Services Board to support the budgets.

REQUEST FOR DECISION 005-2026

Title: 2026/27 Valley Waste Operating and Capital Budget
Date: 2026-02-03
Prepared by: Glenn Horne, CAO
Contributors: Valley Waste Staff



1) CAO COMMENTS

The CAO supports the recommendation of Valley Waste staff as reviewed by the CAOs Working Group.

Please note that at its regular meeting on Wednesday, January 21, 2026, the VRS Board unanimously approved the Valley Waste operating and capital budget. This is the first year of reorganized Valley Waste governance; properly, Town Council should have authorized its representative to support or not support the Valley Waste operating budget prior to the Board meeting. However, in this instance meeting dates did not align, and this year's contribution was significantly lower than the previous year.

In 2027/28 and after, Council will be asked to approve the Valley Waste operating and capital budgets in advance of the VRS Board decision in accordance with the VRS Agreement.

2) LEGISLATIVE AUTHORITY

The Town of Wolfville is party to the Valley Waste Agreement (June 2025) and the Valley Regional Services (VRS) Agreement (June 2025).

Section 5 of the Valley Waste Agreement delegates its decision making to the VRS Board.

Section 15 of the Valley Waste Agreement states that 90 days before the beginning of the fiscal year, Tidal Transit shall submit its proposed annual operating plan and budget to the VRS Board after having consulted with CAOs Working Group.

Section 7 of the VRS Agreement appoints the Mayor of Wolfville to the VRS Board on the Town's behalf.

Section 14 of the VRS Agreement delegates authority from Valley Waste and the Parties to the VRS Board for approval of the operating and capital budgets of Tidal Transit.

Section 17 of the VRS Agreement defines decisions related to operating and capital budgets as Special Resolutions, requiring an affirmative vote from a majority of eligible directors, which must include the director from Kings County.

3) STAFF RECOMMENDATION

Staff recommend approval of the 2026/27 Valley Waste operating and capital budgets as submitted by Valley Waste staff and reviewed by the CAOs Working Group.

4) REFERENCES AND ATTACHMENTS

- Appendix A: 2026/27 Valley Waste Operating and Capital Budget & Municipal Contributions

REQUEST FOR DECISION 005-2026

Title: 2026/27 Valley Waste Operating and Capital Budget

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Valley Waste Staff



5) DISCUSSION

Budget represents an overall increase of \$1,340,574, from \$13,249,121 in FY 26/26 to \$14,589,695 in FY 26/27. While expenses have increased, revenue because of the implementation of Extended Producer Responsibility (EPR) has also increased. The notable changes in expenses include:

- An increase of \$903,000 for curbside collection services
- An increase of \$210,000 landfill costs
- An increase of \$290,000 in employee compensation
- A decrease of \$485,000 due to elimination of Spring & Fall Cleanup services
- Savings in expense due to EPR:
 - ~\$350,000 for the processing of recycling.
 - ~\$240,000 for transfer and transportation services.

The notable changes in revenues include:

- Increase of \$358,000 in tipping fees (5% increase for all categories and higher expected volumes)
- Increase of \$192,000 for sale of materials
- Increase of \$80,000 for higher diversion credits
- Increases in revenue due to EPR:
 - ~\$1,950,000 for roadside collection services.
 - ~\$180,000 for administration and education support.

The net result of the changes in revenue and expense, primarily driven by the implementation of EPR, resulted in savings of \$1,160,845 for the municipal partners.

6) FINANCIAL IMPLICATIONS

The Town's contribution based on this budget is \$527,766 for operating and \$22,355 for capital, for a total of \$550,121. This represents a 19% decrease compared to the 2025/26 budget, or \$130,182 less. This value will be included in the first draft of the Operating Budget. Additional financial details are provided in Appendix A.

	2026/27 Budget	2025/26 Predicted Year End	2025/26 Budget	2024/25 Budget	2023/24 Budget
Wolfville Contribution to Valley Waste	\$550,121	\$653,642	\$680,303	\$675,804	\$652,358

REQUEST FOR DECISION 005-2026

Title: 2026/27 Valley Waste Operating and Capital Budget

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Valley Waste Staff



7) REFERENCES TO COUNCIL STRATEGIC PLAN AND TOWN REPORTS

Reference the appropriate strategic directions from the 2025-2029 Strategic Priorities:

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

- *Community Focus: Make Investments in public services reflective of community need*
- *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:*

- *Partnerships: Foster partnerships that promote Wolfville and create value.*

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

- *Environmental Protection: Protect and sustain our natural assets and biodiversity.*
- *Mitigating emissions: Lead and influence through programs and education.*

8) COMMUNICATION REQUIREMENTS

Council's decision will be communicated to the VRS Board through its Board member, Mayor MacKay.

9) ALTERNATIVES

Not approve the budget and provide specific feedback that can be communicated to the VRS Board and Valley Waste staff.

However, based on the VRS Agreement, if Wolfville does not support the operating and capital budget and a majority of municipal units including Kings County (special resolution) support the budget, it is approved and the Town is responsible for its share of net-costs.

REQUEST FOR DECISION 005-2026

Title: 2026/27 Valley Waste Operating and Capital Budget

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Valley Waste Staff

**Appendix A****Valley Region Solid Waste-Resource Management Authority****Statement of Revenues and Expenditures****Operating Budget**

	2026-2027 Budget	2025-2026 Forecast	2025-2026 Budget	2024-2025 Actuals
Revenues	Eastern Management Centre	3,020,789	2,863,769	2,571,901
	Western Management Centre	757,287	590,594	534,577
	Administrative Revenues	2,374,346	983,266	312,651
	Service Agreements & Diversion Credits	500,000	600,000	420,000
	Communications and Enforcement	334,456	300,386	276,034
	Wind Turbine	20,400	19,672	20,000
	Total Program Revenues	7,007,277	5,357,687	4,135,162
	Municipal Parties Contributions	7,582,418	9,459,181	9,459,180
	Less Portion Designated for Capital Use		(345,221)	(345,221)
	14,589,695	14,471,647	13,249,121	11,420,518
Expenses	Residential Collection	5,462,222	5,304,078	4,513,290
	Residual Transportation and Disposal	2,702,589	2,686,497	2,493,222
	Organics Processing and Transportation	1,073,924	1,020,671	1,099,006
	Recyclable Processing and Transportation	396,427	668,770	549,684
	Construction & Demolition Debris Processing	123,595	180,634	214,500
	Eastern Management Centre Operations	1,697,351	1,498,112	1,548,962
	Western Management Centre Operations	653,760	647,665	625,189
	Household Hazardous Waste	221,760	195,793	191,046
	Communications and Enforcement	644,033	539,271	632,054
	Wind Turbine	22,170	22,785	23,650
	Administration	894,895	846,292	857,150
	Debenture Principal & Interest	645,090	437,376	448,808
	Information Technology	51,882	53,008	52,560
	14,589,696	14,100,951	13,249,121	11,420,515
Net Surplus (Deficit)		-	370,696	-

REQUEST FOR DECISION 005-2026

Title: 2026/27 Valley Waste Operating and Capital Budget

Date: 2026-02-03

Prepared by: Glenn Horne, CAO

Contributors: Valley Waste Staff



Valley Region Solid Waste-Resource Management Authority

Municipal Operating Grants

2025-2026 Forecast

2026-2027 Budget

	Budgeted Funding	Predicted Year End True-up	Annual Total	Annual Total
Municipality of Kings	5,311,165	(216,023)	5,095,141	4,427,739
Town of Kentville	737,845	(30,011)	707,834	611,349
Town of Wolfville	655,475	(26,660)	628,814	527,766
Town of Berwick	247,223	(10,055)	237,168	213,223
Town of Middleton	173,507	(7,057)	166,449	144,595
Town of Annapolis Royal	76,814	(3,124)	73,690	64,070
Municipality of Annapolis	1,911,930	(77,765)	1,834,165	1,593,676
	9,113,959	(370,696)	8,743,263	7,582,418

2025-2026 operating grants have capital grant funding removed on a allocated basis for comparability

Valley Region Solid Waste-Resource Management Authority

Municipal Capital Grants

2025-2026 Forecast

2026-2027 Budget

		Annual Total	Annual Total
Municipality of Kings		201,178	187,546
Town of Kentville	As per a board decision,	27,948	25,895
Town of Wolfville	annually a portion of operating	24,828	22,355
Town of Berwick	grants were allocated as	9,364	9,031
Town of Middleton	capital grants up to fiscal 2025-	6,572	6,125
Town of Annapolis Royal	2026	2,910	2,714
Municipality of Annapolis		72,421	67,503
		345,221	- 321,168

REQUEST FOR DECISION 006-2026

Title: Grants to Organizations Policy Amendments

Date: 2026-02-03

Prepared by: Nick Zamora, Manager of Community Development

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



SUMMARY

Grants to Organizations Policy Amendments

The Grants to Organizations Policy 710-003 was approved by Wolfville Town Council in March of 2016. This policy superseded the more narrowly focused Community Partnership Program Policy, expanding to provide guidelines for reviewing and evaluating various forms of requests from community organizations for grant funding from the Town, including operational and capital requests. The approved policy also includes guidelines for administering the Strategic Partnership Program, which provides grant funding to some of the Town's key partners on an annual basis, subject to a Funding Agreement between the Town and each Partner.

During budget discussions in March of 2025, Council directed staff to examine the Strategic Partnership Program guidelines and process for selecting these partners and to recommend a mechanism that would allow Council to have more input into their selection in order to ensure that the Town's funded Strategic Partners are aligned with the current Council's Strategic Plan.

The current Policy 710-003 does not provide guidelines for selecting Strategic Partners, nor for determining funding levels. As the current four-year policy review/renewal period coincides with the four-year term of the current Council, new Councils will have only been recently elected when the Strategic Partners are selected for their term in office. This does not allow adequate time for the new Council to develop its Strategic Plan in order to select partners that align with it.

The proposed revisions to the Grants to Organizations Policy 710-003 address this issue by offsetting the selection of Strategic Partners by one year from the election of the new Council. In April of 2025, the Strategic Partners from 2021-2025 were kept in place, and three new Partners added to allow time to revise this policy and create the opportunity to accommodate this offsetting, while also allowing current Council to be more involved in the selection of Strategic Partners that are aligned with its Strategic Plan.

Other notable revisions of the policy include:

- Simplified Funding Agreement template for Strategic Partnerships
- Changing the name of the Community Partnership Program to the Community Capacity Grant to avoid confusion with the Strategic Partnership Program
- Updating the Evaluation Principles and checklists for the Community Capacity Grant, One-Time Operational Funding Requests and Capital Funding Requests to be in line with the current Council's Strategic Plan
- Removing the staff recommendation from the One-Time Operating Funding Requests and the Capital Funding Requests and replacing it with a Council Evaluation Checklist to guide decisions
- Removing the Evaluation Score Cards from the Community Capacity Grant (formerly Partnership) Guidelines – to be replaced with an Applicant Guide and Staff Evaluation Rubric.

REQUEST FOR DECISION 006-2026

Title: Grants to Organizations Policy Amendments

Date: 2026-02-03

Prepared by: Nick Zamora, Manager of Community Development

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



Following feedback from the Committee of the Whole on February 3, 2026, the following revisions have been made:

- Appendices and Schedules have been removed, content to be included in publicly available Guidelines.
- Commencement period added to the One-Time Operating Grant
- Clarification of when One-Time Operating Grants and One-Time Capital Grants will be considered by Council.
- Additional detail added to eligibility for Strategic Partnership Program grants.

Options to potentially adjust the annual amount available through the Strategic Partnership Program are also provided for Council's consideration.

The draft motion, below, has been updated based on this direction.

DRAFT MOTION:

That Council approve the Grants to Organizations Policy 710-004 to supersede Policy 710-003, as presented, and that the amount under section 5.4.6 of the policy (maximum amount awarded to any group for any Strategic Partnership Program grant) be set at \$_____ per year of the Agreement.

REQUEST FOR DECISION 006-2026

Title: Grants to Organizations Policy Amendments

Date: 2026-02-03

Prepared by: Nick Zamora, Manager of Community Development

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



1) CAO COMMENTS

Staff have proposed amendments to the Grants to Organizations Policy in an attempt to better align the various grant streams offered by the Town to its Strategic Priorities, clarify the roles of staff and Council, and improve accessibility, equity and anti-racism outcomes. This policy has been reviewed by the Council Policy Review Task Force, **and reflects feedback provided by the Committee of the Whole on Tuesday, February 3, 2026.**

The CAO supports the recommendations of staff.

2) LEGISLATIVE AUTHORITY

Municipal Government Act, section 65A

3) STAFF RECOMMENDATION

That Council approve the Grants to Organizations Policy 710-004 to supersede Policy 710-003, ~~and that Schedule A (Strategic Partners 2026-2023) be updated at a future date to include Council's selection of Strategic Partners and their annual funding allocations for the four years beginning in 2026-27,~~ **and that the amount under section 5.4.6 of the policy (maximum amount awarded to any group for any Strategic Partnership Program grant) be set to \$_____ per year of the Agreement (as determined by Council in response to this RFD).**

4) REFERENCES AND ATTACHMENTS

- DRAFT Revised Grants to Organizations Policy 710-004 (attached)
- Original Grants to Organizations Policy 710-003

5) DISCUSSION

The Grants to Organizations Policy 710-003 that was adopted in 2016 represented a significant commitment to supporting community groups and organizations in Wolfville that provide benefits to the community by:

- operating facilities that are available to the public,
- organizing or operating programs, or
- coordinating and implementing festivals or special events in the town.

This policy has guided Town decisions regarding requests to provide funding for these types of activities, as well as requests for funding to support capital improvements that are deemed to be beneficial to Wolfville and its residents. While this has worked well, we have an opportunity to make thoughtful changes and better align the Strategic Partnership Program guidelines with Council's new Strategic Plan and provide Council with more input into their selection. The review has also provided opportunities to simplify some of the administration of these grants, as well as to provide Council with more oversight with respect to the evaluation and approval of prospective grant recipients, while aligning the criteria and evaluation metrics of all Town of Wolfville grant programs with the current Council's Strategic Plan.

REQUEST FOR DECISION 006-2026

Title: Grants to Organizations Policy Amendments

Date: 2026-02-03

Prepared by: Nick Zamora, Manager of Community Development

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



As directed by Committee of the Whole on February 3rd, 2026, the requested revisions to the Draft Policy have been made and are submitted for Council's approval, specifically:

- Appendices and Schedules have been removed, content to be included in publicly available Guidelines.
- Commencement period added to the One-Time Operating Grant
- Clarification of when One-Time Operating Grants and One-Time Capital Grants will be considered by Council.
- Additional detail added to eligibility for Strategic Partnership Program grants.

6) FINANCIAL IMPLICATIONS

The total Grants to Organizations budget for 2025-26 is \$208,850, a decrease from the 2024-25 figure of \$365,900. This includes \$46,850 in Strategic Partnership Program (SPP) grants (12 Partners), \$12,000 in Community Partnership Program (CPP) grants, a One-Time Capital Grant of \$40,000 to the Wolfville Legion, and \$91,000 in grants to Acadia University for various initiatives.

It should be noted that three new Strategic Partners were approved by Council in 2025, while the total SPP funding amount remained unchanged. This resulted in previous partners receiving less funding than they had for the last four years, in order to distribute the total amount among twelve Partners instead of nine.

Council may wish to consider incrementally increasing the total SPP and/or Community Capacity Grant funding amounts if there is a desire to retain and/or add partners and to further increase the capacity of the Town through these programs.

Other funding requests may arise throughout the year, via One-Time Operating Funding Requests and the Capital Funding Requests.

At its meeting of February 3, 2026, the Committee of the Whole requested options for adjusting the maximum Strategic Partnership Program grant amount. This amount has remained as \$5,000 since the inception of this program and policy in 2016. Options for Council's consideration include:

REQUEST FOR DECISION 006-2026

Title: Grants to Organizations Policy Amendments

Date: 2026-02-03

Prepared by: Nick Zamora, Manager of Community Development

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



Option 1: Status-Quo

- The maximum amount available to an organization through the SPP is \$5000 per year, for a total of \$20,000 over four years.

Option 2: Increase by Inflation

- The maximum amount available to an organization through the SPP is \$6500 per year (approximately equal to \$5000 + inflation since 2016), for a total of \$26,000 over four years.

Option 3: Increase beyond Inflation

- The maximum amount available to an organization through the SPP is \$7500 per year, for a total of \$30,000 over four years.

Council's direction on the funding amount will be reflected in the first draft of the 2026/27 operating budget.

7) REFERENCES TO COUNCIL STRATEGIC PLAN

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

- *Community Focus: Make Investments in public services reflective of community need*
- *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:*

- *Partnerships: Foster partnerships that promote Wolfville and create value.*
- *Placemaking for a Vibrant Community: Enhancing public spaces to support community connections.*
- *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:*

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

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

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

REQUEST FOR DECISION 006-2026

Title: Grants to Organizations Policy Amendments

Date: 2026-02-03

Prepared by: Nick Zamora, Manager of Community Development

Contributors: Barb Shaw, Manager of Communications and Strategic Initiatives



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

8) COMMUNICATION REQUIREMENTS

Staff will develop a Communications Checklist with respect to this decision and the related policy. If approved, current and potential new Strategic Partners for the next four years will be presented to Council at a future Committee of the Whole meeting for consideration following a call for Expressions of Interest.

Changes to the Community Partnership Program (proposed change to the Community Capacity Grant) would take effect in 2027 and would be communicated ahead of the call for applications.

9) ALTERNATIVES

Council could choose not to approve the proposed policy, or could direct changes to the draft policy before it is approved.



POLICY

Grants to Organizations

Policy Number: 710-004	Supersedes Policy Number: 710-003
Effective Date: 2016-03-22 2021-12-21 2024-09-24	Approval By Council Motion Number: 30-03-16 35-12-21 19-09-24

1.0 Purpose

The Town of Wolfville is committed to supporting community groups and organizations that add capacity and benefit the community by offering programs, events and spaces that are accessible and welcoming. The purpose of this policy is to provide a framework for reviewing and evaluating requests from community organizations for grant funding to support programming, capital investments, accessibility improvements, community events and other projects that align with the Town's strategic and operational priorities, as broadly enabled by section 65A of the Municipal Government Act.

2.0 Scope

This policy applies to all community organizations that wish to obtain grant funding from the Town for a service, program, special project, initiative, or capital campaign for the benefit of residents, businesses, and visitors to the Town of Wolfville.

3.0 References

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

4.0 Definitions

- 4.1 **CAO** means the Chief Administrative Officer of the Town of Wolfville.
- 4.2 **Council** means the Town Council of the Town of Wolfville.
- 4.3 **Signature Festival or Event** means an event or festival held within the Town of Wolfville that occurs annually and has a significant, positive economic impact on the community.
- 4.4 **Town** means the Town of Wolfville, a body corporate.
- 4.5 **Program** means a project, initiative or recreational/social/educational opportunity or offering made available to the public.



POLICY

5.0 Policy

5.1 One-time-Requests (Operating)

- 5.1.1 One-time requests to support extraordinary operational events and initiatives may be considered by Council using the following criteria:
- The request is greater than \$2,000.
 - Only one application per organization may be approved every four years.
 - The four-year period shall commence from the date of initial disbursement.
 - The request is aligned with Council's Strategic Plan.
 - All criteria outlined in the Guidelines associated with this grant program are met.
 - The financial capacity/local economy of the day is considered.
 - The funding of the request would be in addition to the grants to organization budget allowance; and
 - Funding will be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval by Council and may be subject to change.
- 5.1.2 Applications may be submitted throughout the year. Council reserves the right to defer any requests to the following year's budget deliberation process should they deem so appropriate.

5.2 Capital Funding Requests

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



POLICY

provided over multiple years will be subject to annual budget approval by Council and may be subject to change.

- 5.2.2 The deadline for applications will be November 1st of each year. All applications will be reviewed as part of the budget deliberation process for Council. Late submissions will not be considered in the same fiscal year.

5.3 Sponsorships and Advertising

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

5.4 Strategic Partnership Program

- 5.4.1 The Town may provide ongoing financial assistance to support community groups that qualify as one or more of the following:
- a. Facility operators who provide affordable and accessible multipurpose recreational space to the community on a regular basis.
 - b. Signature festivals or events that:
 - i. Are a long-standing festival or event (operating for a minimum of four years).
 - ii. The Town has a partnership beyond a funding contributor with.
 - iii. Are primarily located in the Town of Wolfville; and
 - iv. Have demonstrated rationale to indicate a positive economic effect resulting from attraction of attendees from outside of Wolfville.
 - c. Community organizations that build capacity and contribute to the



POLICY

culture in Wolfville by introducing programs or projects that provide benefits to the community.

- 5.4.2 To be eligible for Strategic Partnership Program funding the organization must agree to:
 - a. Enter into a four-year Funding Agreement with the Town.
 - b. Provide Financial Statements to the Town annually; and
 - c. Be aligned with Council's Strategic Plan, priorities and other Town initiatives. These can be found at www.wolfville.ca.
- 5.4.3 Strategic Partners will be selected to align with each four-year term of Council, at the beginning of the second year of Council's term. This will allow Council to develop its Strategic Plan for the four-year term during its first year in office, and to select Strategic Partners that align with that Plan.
- 5.4.4 A call for Expressions of Interest in becoming, or remaining, a Strategic Partner will be made as soon as practical following approval of the Town's Strategic Plan. Staff will evaluate the eligibility of each potential partner based on this Policy and will present a slate of eligible partners to Council during the annual budgeting process.
- 5.4.5 Council will determine its Strategic Partners for the next four years and the annual funding amounts for each Partner from this slate.
- 5.4.6 The Town may request more information from any potential partner before Council makes its selections and determining funding amounts for the four-year Funding Agreements.
- 5.4.7 If an organization no longer meets the above criteria or fails to meet any provisions within the Partnership Agreement, the issue will be identified to the organization and an opportunity to rectify provided. If the issue is not rectified within a reasonable period of time, financial assistance will immediately cease.
- 5.4.8 The maximum amount awarded to any group for any Strategic Partnership Program grant will not exceed \$5,000 per year of the Agreement.
- 5.4.9 The financial assistance level should consider all contributions provided by the Town (Property Tax Exemptions and in-kind support) when being determined.



POLICY

5.5 Community Capacity Grant (CCG)

- 5.5.1 The Town will consider providing limited financial assistance to organizations that work to increase the capacity of the Town by:
 - a. Organizing or operating **programs** for the benefit of the residents of the Town of Wolfville; or
 - b. Coordinating and implementing **local events** in the Town of Wolfville.
- 5.5.2 The level of funding for the Community Capacity Grant program will be set by Council as part of the Town's budget process. Town Council may allocate different funding levels for each of the two (2) CCG grant categories:
 - a. Programs
 - b. Local Events
- 5.5.3 Community Capacity Grant Guidelines will be made available on the Town's website and elsewhere as appropriate.
- 5.5.4 This program does not provide financial assistance to social service, health, education or similar services, departments, or agencies.
- 5.5.5 The maximum amount awarded to any group for any Community Capacity Grant will not exceed \$2,000.
- 5.5.6 If an amount greater than \$5,000 is remaining in the Community Capacity Grant after the allocation of funding for February 1st requests, a second round of applications will be called for in July. Organizations who applied in February may apply a second time.
- 5.5.7 All applications will be evaluated by Town staff applying the principles and criteria outlined in the Community Capacity Grant Program Guidelines.
- 5.5.8 Any decision of staff regarding funding requests may be appealed to Council upon notice of appeal within seven (7) days of being notified of the decision of staff. Council's decision regarding the appeal shall be final.
- 5.5.9 Applicants who have received a Community Capacity Grant in a previous year are not guaranteed approval for a Community Capacity Grant in subsequent years.

5.6 Grant Disclosure

Pursuant to section 65C of the Municipal Government Act, the Town shall disclose to the public a list of recipients of grants made by the Town and the amounts of those grants annually in the Operations Plan. Grant recipients and amounts may be published by other means at the discretion of the CAO.

5.7 Policy Review

This policy will be reviewed, at a minimum, every four years.



POLICY

Town Clerk

September
24, 2024

Date



POLICY

Schedule A—Strategic Partners 2021-2025

The following organizations will receive annual funding as outlined in the tables below subject to section 5.4.

Facility Operators

Providing affordable multipurpose recreational space to the community

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

Signature Festival and Events

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

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



POLICY

~~Schedule A — Strategic Partners 2021-2025~~

~~Community Organization~~

~~Building capacity of organizations that provide benefit to the community~~

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



POLICY

Appendix A1: One-Time Special Funding Requests – Operating GUIDELINES

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

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

Applications may be submitted throughout the year. Council reserves the right to defer any request to the following year's budget process if they deem so appropriate.

Applications can be submitted in the following ways:

Mailed or hand-delivered Town Hall, 359 Main Street, Wolfville, NS B4P 1A1
Emailed to grants@wolfville.ca

The Town reserves the right to request additional information prior to distributing funding.

Organizations that qualify for the Community Capacity Grant or Strategic Partnership Program are eligible to submit requests per this policy. Organizations that do not qualify for either program are also eligible to submit requests and be considered.

Only one application per organization may be submitted per year. Only one application per organization may be approved every four years.

Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall and online at:

<https://wolfville.ca/town-hall/grants-bursaries-and-sponsorships>

Successful applicants will be notified upon Council's decision.



POLICY

Appendix A2: One-Time Special Funding Requests - Operating EVALUATION CRITERIA

One-time Special Funding Requests – Minimum Criteria

Request is greater than \$2,000.

Request is not for capital purposes.

All documentation has been received, including:

description of the project

clear indication of how the request aligns with Council's Strategic Plan

target demographic(s) served

clear description of tangible benefits to the community

detailed budget, including:

anticipated costs

anticipated revenue sources

anticipated in-kind, donated, volunteer contributions etc.

confirmation funding from all other partners (if applicable)

timeline of project

identification of risks associated with the project

previous year's financial statements (if applicable)

final report on previous funding received from the Town (if applicable)

The Town's contribution should not exceed 50% of the total project cost.

Evaluation Checklist

Staff will review applications for One-Time Special Operating Funding to determine if applications are complete and minimum criteria are met.

If minimum criteria have been met, Council will use an Operational Funding Requests Evaluation Checklist to be provided to Council as part of the Request for Decision process. This will be used by Council to determine approval and level of funding for each application.



POLICY

Appendix A3: One-Time Special Funding Requests - Operating

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

Applicant Name: _____

<p>Public Need/Benefit High - Community at Large – general need/benefit, broad-based Moderate - Multiple Interests – some need/benefit, several areas/communities Low - Vested Interest –special interest group(s), localized</p>	
<p>2. Alignment with Council Strategic Plan - Provide Specific Linkages to Council's Strategic Plan <i>Applicant/Project should score "High" on <u>at least one</u> Strategic Priority:</i> Fiscal Responsibility (Asset Management, Community Focus, Financial Planning and Management)</p> <p>Prosperous Economy (Holistic Planning, Partnerships, Placemaking, Event Attraction)</p> <p>Inclusive Community (Engagement, Sense of Belonging, Safety)</p> <p>Sustainable Environment (Climate Action, Environmental Protection, Emission Mitigation, Integrated Mobility)</p>	
<p>Equity, Diversity, Inclusion & Anti-Racism High – Reflects commitment to equality of access (financial barriers reduced), involves people with lived experience (e.g. "by community, for community"), reaches wide range of demographics Moderate – cursory demonstration of commitment to the above, some range of demographics included Low – Limited or no mention of barrier reduction, special interest or narrow range of demographics included</p>	
<p>4. Accessibility High – Considerable efforts have been made to remove barriers faced by people with disabilities Moderate – Some consideration has been made for barrier reduction/mitigation Low – Minimal or no demonstrated commitment to Accessibility</p>	
<p>5. Economic Impact to the Town High - Strong demonstrated economic impact to the Town via local business support, job creation, skill development, visitor attraction, etc. Moderate - Moderate potential economic impact to the Town, limited presence of above factors Low – Minimal or no clear economic impact to the Town</p>	
<p>6. Fiscal Responsibility & Financial Stability High – Significant contributions by the applicant will amplify the Town's commitment through partnerships, other grant funding, in-kind/volunteer support, applicant's own funding contributions, etc.</p>	



POLICY

	<p>Moderate – Budget is realistic and clearly connected to project activities with some applicant contributions</p> <p>Low – Minimal or no planned contribution from the applicant or other sources, and/or the budget is unrealistic and disconnected from project activities that benefit the Town and its residents</p>	
--	--	--



POLICY

Appendix B1: Funding Requests – Capital GUIDELINES

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

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

The deadline for applications will be November 1st of each year. All applications will be reviewed as part of the annual budget process for Council. Late submissions will not be considered until the following fiscal year.

Applications can be submitted in the following ways:

Mailed or hand-delivered to Town Hall, 359 Main Street, Wolfville, NS B4P 1A1

b. Emailed to grants@wolfville.ca

The Town reserves the right to request additional information prior to distributing funding.

From April 1st, 2025, organizations can apply up to two times within an eight-year period, as long as the request amount is for \$10,000 or more and does not cumulatively exceed \$50,000.

The applicant, may, at the discretion of Council, be requested to enter into a Memorandum of Understanding outlining all expectations of Council prior to any approved funds being released.

Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall and online at:

<https://wolfville.ca/town-hall/grants-bursaries-and-sponsorships>

Successful applicants will be notified upon approval of the annual budget. Decisions of Council are final and are not appealable.



POLICY

Appendix B2: Funding Requests - Capital

EVALUATION CRITERIA

Capital Funding Requests – Minimum Criteria

Application is received on time.

Request is greater than \$10,000.

Request cannot exceed \$50,000.

Request is not for operating purposes.

All documentation has been received, including:

description of the project

clear indication of how the request aligns with Council's Strategic Plan

target demographic(s) served

clear description of tangible benefits to the community

detailed budget, including:

anticipated costs

anticipated revenue sources

anticipated in-kind, donated, volunteer contributions etc.

confirmation funding from all other partners (if applicable)

timeline of project

identification of risks associated with the project

previous year's financial statements (if applicable)

final report on previous funding received from the Town (if applicable)

The Town's contribution should not exceed 50% of the total project cost.

Evaluation Checklist

Staff will review applications for Capital Funding to determine if applications are complete and minimum criteria are met.

If minimum criteria have been met, Council will use a Capital Funding Requests Evaluation Checklist to be provided to Council as part of the Request for Decision process. This will be used by Council to determine approval and level of funding for each application.



POLICY

Appendix B3: Funding Requests - Capital

FUNDING REQUESTS EVALUATION CHECKLIST (CAPITAL)

Applicant Name: _____

<p>Public Need/Benefit High - Community at Large – general need/benefit, broad-based Moderate - Multiple Interests – some need/benefit, several areas/communities Low - Vested Interest –special interest group(s), localized</p>	
<p>2. Alignment with Council Strategic Plan - Provide Specific Linkages to Council's Strategic Plan <i>Applicant/Project should score "High" on <u>at least one</u> Strategic Priority:</i> Fiscal Responsibility (Asset Management, Community Focus, Financial Planning and Management) Prosperous Economy (Holistic Planning, Partnerships, Placemaking, Event Attraction) Inclusive Community (Engagement, Sense of Belonging, Equity, Diversity, Anti-Racism, Safety) Sustainable Environment (Climate Action, Environmental Protection, Emission Mitigation, Integrated Mobility)</p>	
<p>3. Accessibility High – Considerable efforts have been made to remove barriers faced by people with disabilities Moderate – Some consideration has been made for barrier reduction/mitigation Low – Minimal or no demonstrated commitment to Accessibility</p>	
<p>4. Economic Impact to the Town High - Strong demonstrated economic impact to the Town via local business support, job creation, skill development, visitor attraction, etc. Moderate - Moderate potential economic impact to the Town, limited presence of above factors Low – Minimal or no clear economic impact to the Town</p>	
<p>5. Environmental Sustainability High – Clearly aligns with GHG reduction, sound climate change principles and/or sustainable building practices Low – Does not align with GHG reduction, sound climate change principles or sustainability practices</p>	
<p>6. Alternate Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers</p>	



POLICY

<p>7. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need</p>	
<p>MOU Required? Yes/No. Provide details.</p>	

Appendix C1: Strategic Partnership Program – SAMPLE Funding Agreement
(will be modified to reflect unique circumstances of each partnership arrangement)
[Date]

Reference: Town of Wolfville – Strategic Partnership Program
[Strategic Partner Organization]

Letter of Agreement

Dear [Strategic Partner Organization],

On [Date], Town Council approved its [Fiscal Year] Operating Budget. As per the Grants to Organizations Policy, the Town's Strategic Partnership Program (SPP) funding recipients have been selected for the four-year term aligning with that of the current Town Council, beginning on [Date] and terminating on [Date].

Further to your organization's expression of interest in participating in the Strategic Partnership Program, an SPP operating grant in the amount of [\$ amount] annually for the four-year term has been approved to support activities as outlined in the conditions below. The Town of Wolfville, its Mayor and Council appreciate the contributions your organization makes to our community and are proud to support this work.

Please note that the following conditions are hereby placed on this grant funding:
Funding is to be used for the purposes of fulfilling planned activities associated with [Strategic Partner Organization]. Additional items may be outlined in Schedule A (attached). In the event that any or all of these activities do not take place, any funding that has been provided and remains unused for the agreed-upon purposes must be returned to the Town of Wolfville.

An annual report outlining how this funding was used is to be submitted to the Town by [Date] of each year of funding, which includes:

How funding has been used, including specific purchases and/or expenditures;

How the Town has been recognized as a funding partner;

If (and how) funding has been used to improve the Accessibility of a program or activity and/or to address Equity, Diversity, Inclusion and Anti-Racism;

A description of activities that have taken place and benefits to the general public; and,

A description of efforts made to foster financial sustainability.

Funding will be distributed annually, provided that all required documentation has been received.

This Letter and any attached Schedule(s) constitute the entire Funding Agreement between [Strategic Partner Organization] and the Town of Wolfville with respect to the Strategic Partnership Program under Policy Number [###-###] – Grants to Organizations. Signature below by an authorized representative of your organization signifies your acceptance of the funding and of the terms outlined in this Agreement. If you require anything additionally, please feel free to reach out directly to staff@email.address.

Sincerely,

For [Strategic Partner



POLICY

Organization]:

[Name]
Representative (Print)
CAO
Town of Wolfville

Authorized

Signature

Date



POLICY

Appendix C2: Strategic Partnership Program - SAMPLE Schedule (Additional Items to Funding Agreement)

(SAMPLE) Schedule A: Additional Items Pertaining to the Strategic Partnership Program Funding Agreement Between: The Town of Wolfville (the Town) and

[Strategic Partner Organization]

In addition to the requirements laid out in the attached Letter of Agreement pertaining to this Strategic Partnership Program grant, *[Strategic Partner Organization]* agrees to the following:

(Example): Provide [#] uses of *[Strategic Partner Organization's Facility]* to the Town of Wolfville, free of charge (or at an agreed-upon, discounted price), for the purposes of *[Town program or other use]*.

(Example): Include the Town's logo on all printed programs for *[Strategic Partner Organization's Event]*, as well as acknowledging funding in online advertising where possible.

Indemnify and hold harmless the Town against all claims, losses, liabilities, demands, suits and expenses from whatever source, nature and kind in any manner based upon, incidental to or arising out of the performance or non-performance of any one or more contract or agreements made by *[Strategic Partner Organization]* in relation to which the Town is, by this Agreement, providing or agreeing to provide funding to *[Strategic Partnership Organization]*.

In addition to the funding amount laid out in the attached Letter of Agreement pertaining to this Strategic Partnership Program grant, the Town of Wolfville will also:

(Example): Provide [#] *[Items (e.g. barricades, tables)]* for *[Strategic Partner Organization Event]* at a time and place agreed upon by both parties.

(Example): Include *[Program/Event/Organization]* information on the Town's website, as provided in advance by *[Strategic Partner Organization]*.

(Example): Provide access to and use of *[Town of Wolfville Park/Facility]* for the purposes of *[use]* by *[Strategic Partner Organization]* for *[intended use]* on date(s) agreed upon by both parties in advance, pending receipt of proof of insurance (as below).

In further addition to the above, the Town of Wolfville may also:

Request that *[Strategic Partner Organization]* obtain and maintain insurance in a specified amount that identifies the Town as an Additional Insured under the policy of insurance and includes any riders requested by the Town to specify the relationship between *[Strategic Partner Organization]* and the Town.

(Example): Provide, at the reasonable and advanced request of *[Strategic Partner*



POLICY

Organization], additional support in the form of staff labour to [*Strategic Partner Organization Event, include specific task*], subject to staff availability at the time required.



POLICY

Appendix D1: Community Capacity Grant (CCG) Program GUIDELINES

Supporting community-based organizations is often fundamental to maintaining our quality of life. The Community Capacity Grant (CCG) program is designed to provide financial assistance to organizations that increase the capacity of the Town by:

Organizing or operating **programs** for the benefit of the residents of the Town of Wolfville;
or
Coordinating and implementing **local events** in the Town of Wolfville.

The deadline for applications will be February 1st of each year. Subject to Section 5.5.6, a second round of funding may be called for in July with a deadline of August 1st. Late applications will not be considered or saved for a future call.

Applications can be submitted in the following ways:

Mailed or hand-delivered to Town Hall, 359 Main Street, Wolfville, NS B4P 1A1
Emailed to grants@wolfville.ca

All applicants are required to use a Standard Application Form. Application Forms are available at Town Hall (359 Main Street), and online under "Community Capacity Grant" at:

<https://wolfville.ca/town-hall/grants-bursaries-and-sponsorships>

The Town reserves the right to request additional information prior to considering or distributing funding.

Only one application per organization, per fiscal year, unless a second round of funding is called per section 5.4.6. The Town's fiscal year runs from April 1st to March 31st.

Successful applicants must submit a Final Report in the prescribed form. Final Report forms/instructions will be included with the awarding letters and available at the Town Hall and online under "Community Capacity Grant" at:

<https://wolfville.ca/town-hall/grants-bursaries-and-sponsorships>

Groups will not be eligible for in a subsequent year until a satisfactory Final Report has been received.

Successful applicants will be notified by April 30th for February 1st applications and by October 31st for August 1st applications.



POLICY

Appendix D2: Community Capacity Grant (CCG) Program

EVALUATION PRINCIPLES

To ensure alignment with Council's Strategic Plan, the following principles will be used to evaluate each application:

Community Wellbeing

Groups and projects should demonstrate a commitment to adding value to the broad-based community and provide rationale for how their project contributes to community wellbeing. This should include the creation of a welcoming environment and promotion of a sense of belonging for participants. Projects that provide benefits to physical, mental, social and/or emotional health are also encouraged.

Equity, Diversity, Inclusion and Anti-Racism

Groups and projects should demonstrate a commitment to equity, diversity, inclusion, and anti-racism. Projects developed "by community, for community" should be identified – for example, programming for the 2SLGBTQIA+ community that is developed and delivered by members of the 2SLGBTQIA+ community, or an African Nova Scotian group developing a celebration event during African Heritage Month. Efforts to reduce financial barriers through free programming, sliding-scale fees, etc. are also encouraged.

Accessibility

Groups should consider Accessibility with respect to all aspects of the organization and its activities. Projects should be developed and delivered in a way that removes or reduces barriers for those who experience disability.

Environmental Stewardship

Groups and projects should consider environmental impact. Solid waste reduction, use and promotion of Wolfville's Active Transportation Network and trails, cycling and other forms of active transportation, energy consumption and educational programming should be considered.

Fiscal Responsibility and Financial Sustainability

Groups should demonstrate responsibility and accountability in their use of resources. Financial, in-kind labour, equipment, material or other contributions by the group to the project will be considered favourably.

Economic Impact

Groups and projects should seek opportunities to contribute to the local economy by supporting local businesses, artists and service providers, creating employment or other paid opportunities, developing skills and creating meaningful experiences for volunteers and other partners, and attracting participants, audiences or visitors to the community.



POLICY

Appendix D3: Community Capacity Grant (CCG) Program

EVALUATION CRITERIA

Community Capacity Grants – Minimum Criteria

Application is received on time.

All documentation has been received, including:

description of the project

clear indication of how the request aligns with Council's Strategic Plan

target demographic(s) served

clear description of tangible benefits to the community

detailed budget, including:

anticipated costs

anticipated revenue sources

anticipated in-kind, donated, volunteer contributions etc.

confirmation funding from all other partners (if applicable)

timeline of project

identification of risks associated with the project

previous year's financial statements (if applicable)

final report on previous year (if applicable)

Project takes place within the Town of Wolfville or has a strong presence in the Town.

The Town's contribution should not exceed 50% of total project cost, including in-kind and other forms of contribution by the applicant.

Evaluation Score Cards

If minimum criteria have been met, staff will complete a Grant Evaluation Score Card. This will be used to compare the application to others received and to determine approval and level of funding for each application.



POLICY

Grants to Organizations

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

1.0 Purpose

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

2.0 Scope

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

3.0 References

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

4.0 Definitions

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

5.0 Policy

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



POLICY

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

5.2 Capital Funding Requests - see Appendix D

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

5.3 Sponsorships and Advertising

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



POLICY

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

5.4 Strategic Partnership Program

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

As outlined in [Schedule A](#).

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



POLICY

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

5.5 Community Partnership Program (CPP)

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



POLICY

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

5.6 Policy Review

This policy will be reviewed every four years.

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

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

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

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

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

Town Clerk

September 24, 2024

Date



POLICY

Schedule A

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

Facility Operators

Providing affordable multipurpose recreational space to the community

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

Signature Festival and Events

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

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



POLICY

Community Organization

Building capacity of organizations that provide benefit to the community

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



POLICY

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



Funding Agreement

Between

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

and

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

Recitals

Whereas the FP_____.

Whereas the Town wishes to support the FP.

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

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

1.0 Responsibilities of the FP

1.1 The FP shall:

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



POLICY

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

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

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



POLICY

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

3.0 Relationship Between the FP and the Town

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

4.0 General

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

To the Town:	Town of Wolfville Attention: Director of Parks & Recreation 359 Main Street, Wolfville, NS
--------------	---

To the FP	FP
-----------	----

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



POLICY

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



POLICY

Appendix B: Community Partnership Program Guidelines

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

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



POLICY

EVALUATION PRINCIPLES

The following principles will be used to evaluate each application:

1. *Financial Sustainability & Management*

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

2. *Community Benefit*

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

3. *Active Living*

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

4. *Heritage and Diversity*

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



POLICY

EVALUATION CRITERIA

All Community Partnership Grants – minimum criteria

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

Evaluation Score Cards

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



POLICY

PROGRAM GRANT EVALUATION SCORE CARD

Applicant Name: _____

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

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

Amount Requested: _____

Amount Awarded: _____



POLICY

LOCAL EVENT GRANT EVALUATION SCORE CARD

Applicant Name: _____

Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic	H 3 M 2 L 1
Public Benefit Public Interest – all residents derive benefit Mixed Interest – some residents derive benefit Private Interest – specific residents benefit	H 3 M 2 L 1
Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 2 3 4 5
Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	H 3 M 2 L 1
Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H 3 M 2 L 1
Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	H 1 L 0
Accountability (“Track Record”) Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	Y 1 N 0
Total Score	/19

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

Amount Requested: _____

Amount Awarded: _____



POLICY

Appendix C: One-Time Special Funding Requests - Operating

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

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

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



POLICY

EVALUATION CRITERIA

One-time Special Funding Requests – Minimum Criteria

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

Evaluation Checklist

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



POLICY

ONE-TIME SPECIAL FUNDING REQUESTS EVALUATION CHECKLIST (OPERATING)

Applicant Name: _____

1. Program/Service Obligation Core – event/initiative/service the Town would otherwise provide Important – event/initiative/service the Town might otherwise provide Discretionary –event/initiative/service the Town does not normally provide No Mandate – not enabled by legislation, is not within the Town’s area of responsibility	H M L N
2. Council Strategic Plan Vital – fundamental to Council’s Strategic Plan Notable – solid fit within Council’s Strategic Plan Non-Critical – some relevance to Council’s Strategic Plan, not strategic Provide Specific Linkages to Council’s Strategic Plan:	H M L
3. Public Need/Benefit Community at Large – general need/benefit, broad-based Multiple Interests – some need/benefit, a number of areas/communities Vested Interest –special interest group(s), localized	H M L
4. Human Development and Inclusion – Volunteer and Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	H M L
5. Quality of Life for the Community Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	H M L
6. Economic Impact to the Town High – there is a strong and demonstrated direct economic impact to the Town Moderate – there is a demonstrated indirect economic impact to the Town Low – there is minimal or no demonstrated economic impact to the Town	H M L



POLICY

Appendix D: Funding Requests - Capital

DRAFT – June 7th, 2016

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

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

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



POLICY

EVALUATION CRITERIA

Capital Funding Requests – Minimum Criteria

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

Evaluation Checklist

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



POLICY

FUNDING REQUESTS EVALUATION CHECKLIST (CAPITAL)

Applicant Name: _____

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

INFORMATION REPORT 009-2026

Title: Main Street Downtown Corridor & Intersection Safety Improvements
Date: 2026-02-17
Prepared by: Devin Lake, Director of Planning & Public Works
Contributors: Glenn Horne, CAO



Main Street Downtown Corridor & Intersection Safety Improvements Project Update and Discussion

The Town's 2025-26 Operations Plan outlines a project to further study and evaluate options to improve the level of service provided to all users of Main Street downtown (from Gaspereau Avenue / Harbourside Drive to University Avenue). The focus area was later expanded to include Victoria Avenue to University Avenue. Other initiatives are focus on Main Street east and west of this downtown corridor. The '24-25 [Operations Plan](#) states:

Intersection Safety Review	A comprehensive study will evaluate improvements at the Gaspereau, Highland, and University intersections with Main St., considering pedestrian safety, active transportation, and traffic flow. The study will also assess alternative solutions, such as lights and roundabouts.	\$100,000	Existing information is being collated for further assessment. Interim actions being developed.
-----------------------------------	--	-----------	---

This report and attached presentation is an update building on the initial kick-off presentation provided to the Committee of the Whole in September 2025 (IR 022-2025).

The Town has engaged [Happy Cities](#) and [RV Anderson](#) (Engineering) to review existing work, develop a set of options for tackling this downtown Main Street challenge, engaging stakeholders on priorities, and proposing a set of options that stakeholders and the Town is willing to support. Based on feedback, findings and observation, initial options are being presented for review and discussion with Council.

No decisions are being requested.

The intent of the presentation is to receive the information and provide initial feedback so that we can further narrow and develop costed options for Council's consideration, both for 2026 actions and medium-term Capital investment.

Main Street Transportation Plan

Prepared for the Town of Wolfville

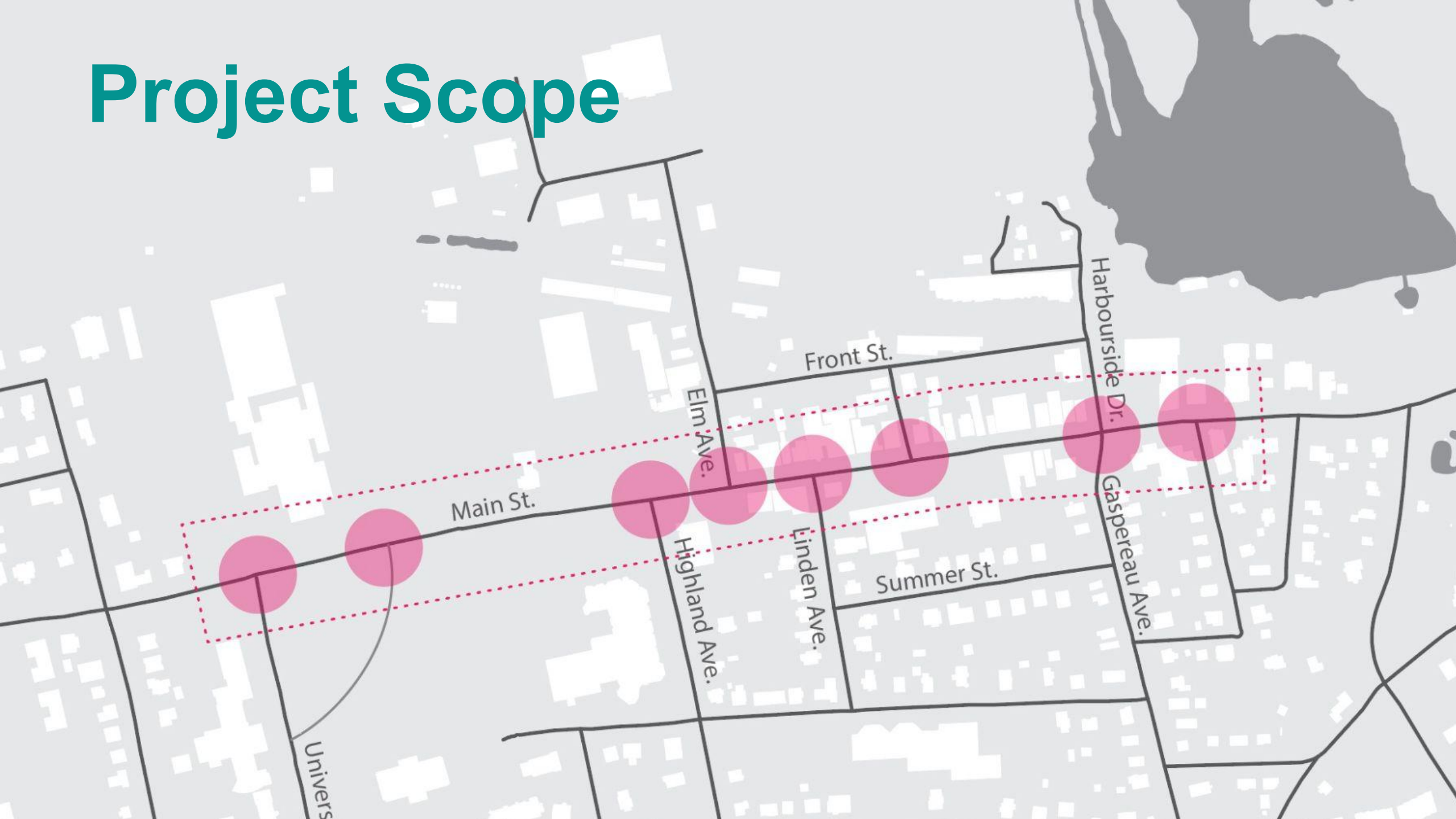
February 17, 2026

*Adjustments may be made before the final Council presentation.

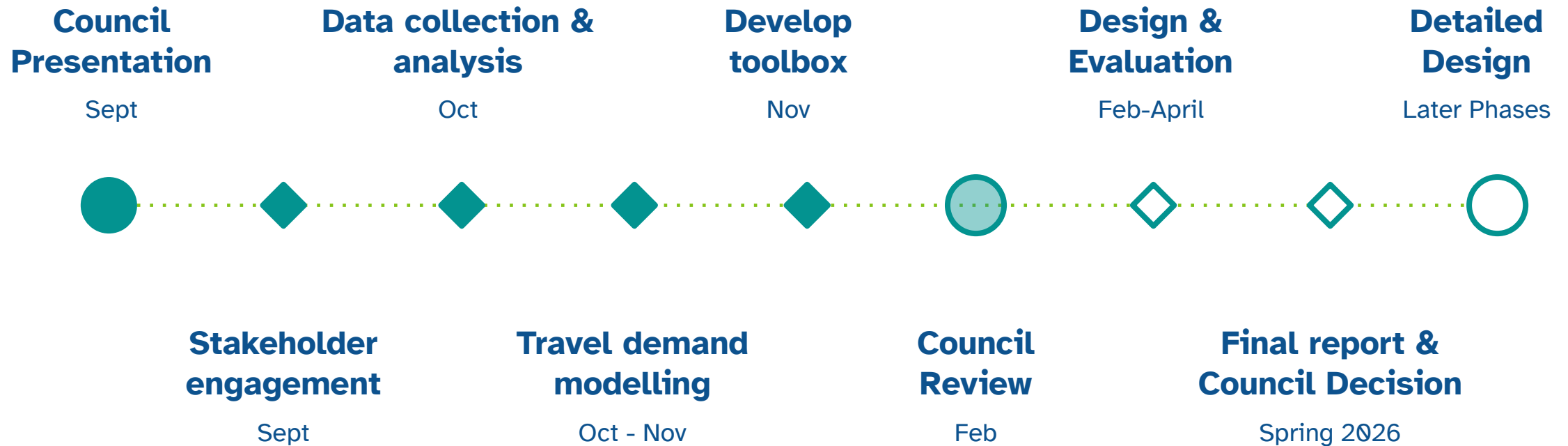




Project Scope



Project Timeline



What we Heard: Challenges

- 4-Way Stop during harvest season, Saturdays, festivals
- Acadia class changes at University & Main
- Dangerous confusion at both



What we Heard:

- Do not sacrifice walking for smooth traffic
- Action demanded
- Open to a range of options
- Invest in great streetscapes too



MioVision Data Collection

- Portable roadside camera
- Captures cars and pedestrians
- Captured: medium and peak fall days, including weekdays and weekends



University & Main: Weekdays

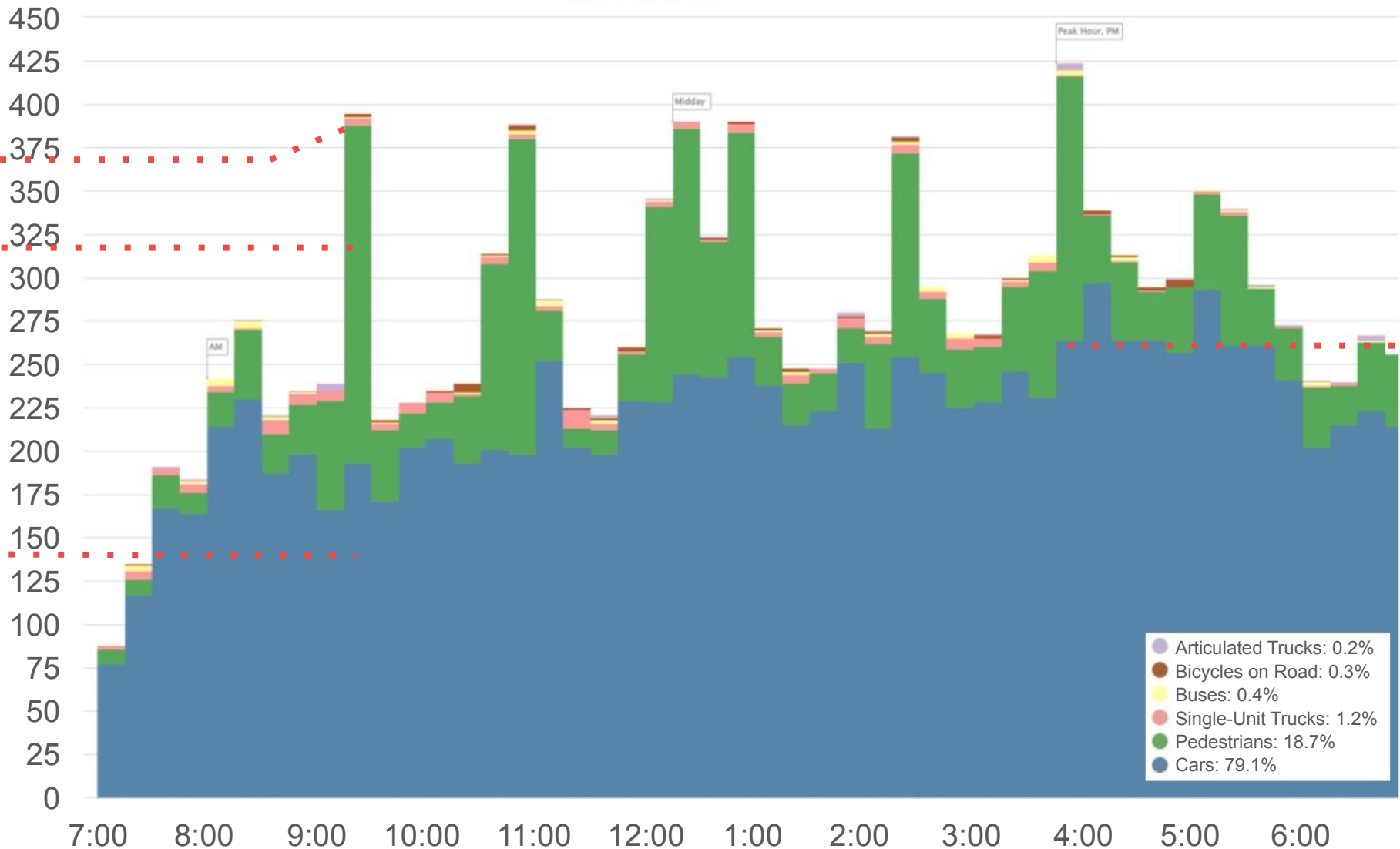
Numbers are cumulative

5 other

195 pedestrians

190 cars

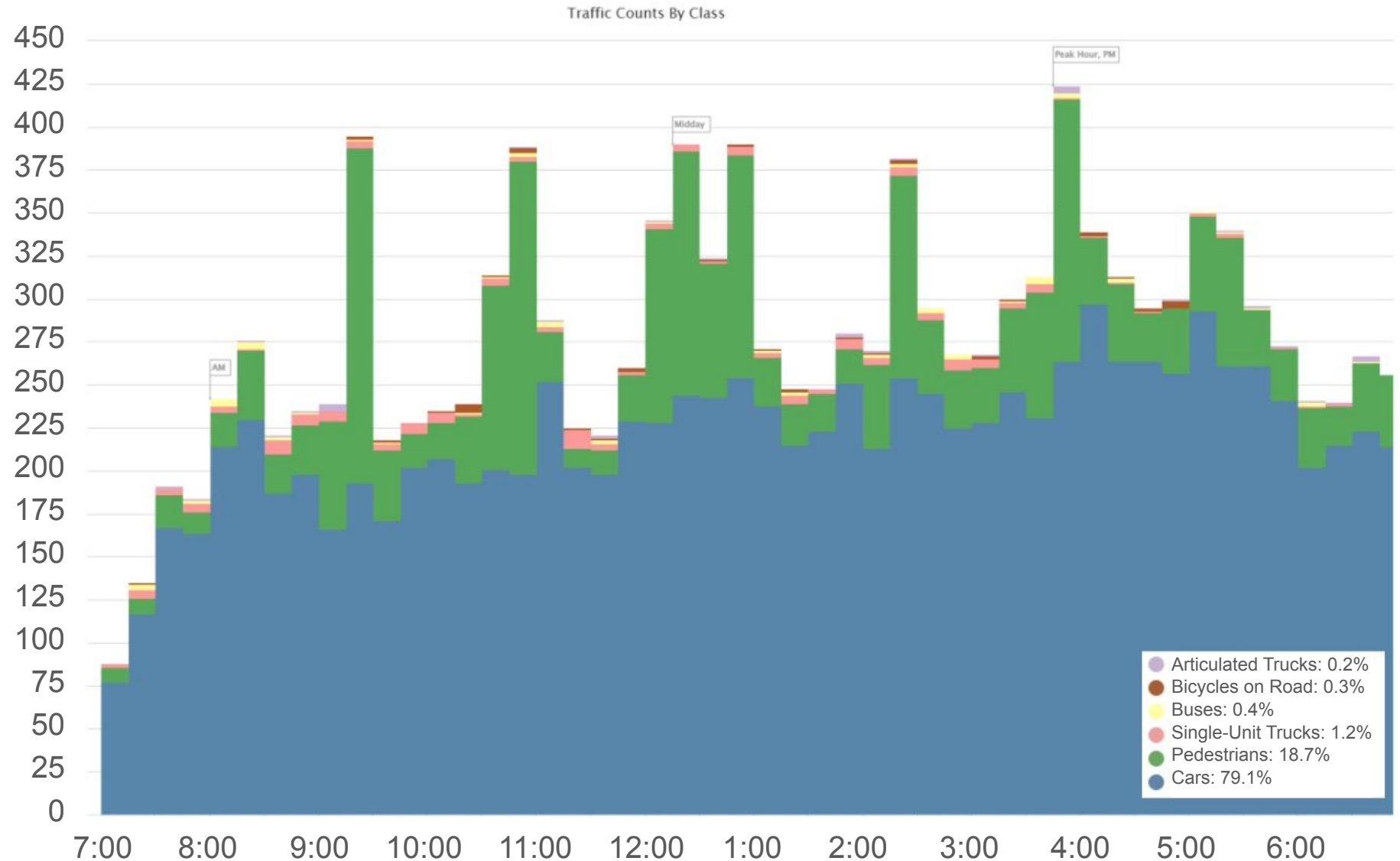
= 390 counts



University & Main: Weekdays

Takeaways

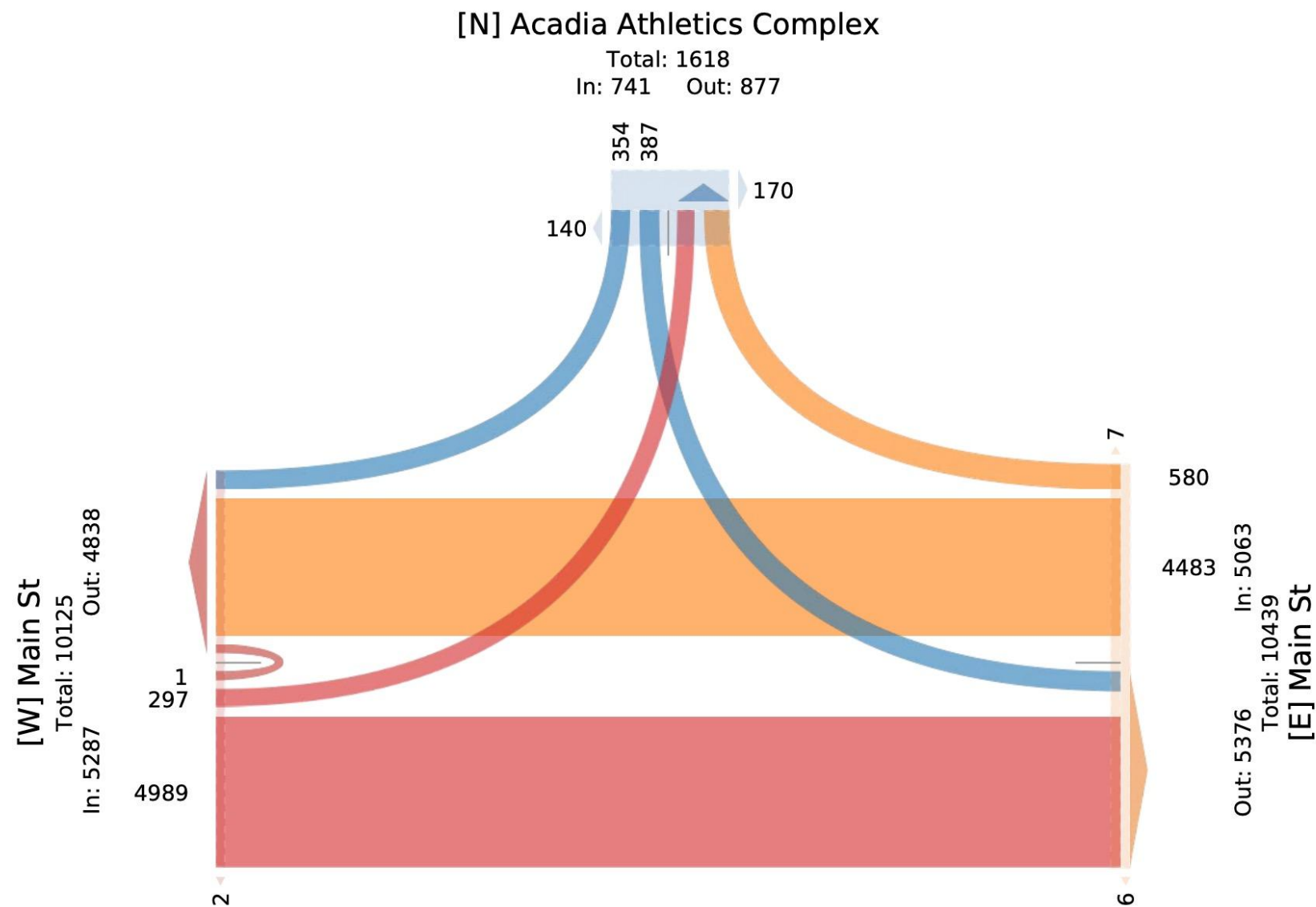
- No rush hour peaks
- Steady car traffic
- Major pedestrian peaks every hour during class changes



University & Main

Takeaways

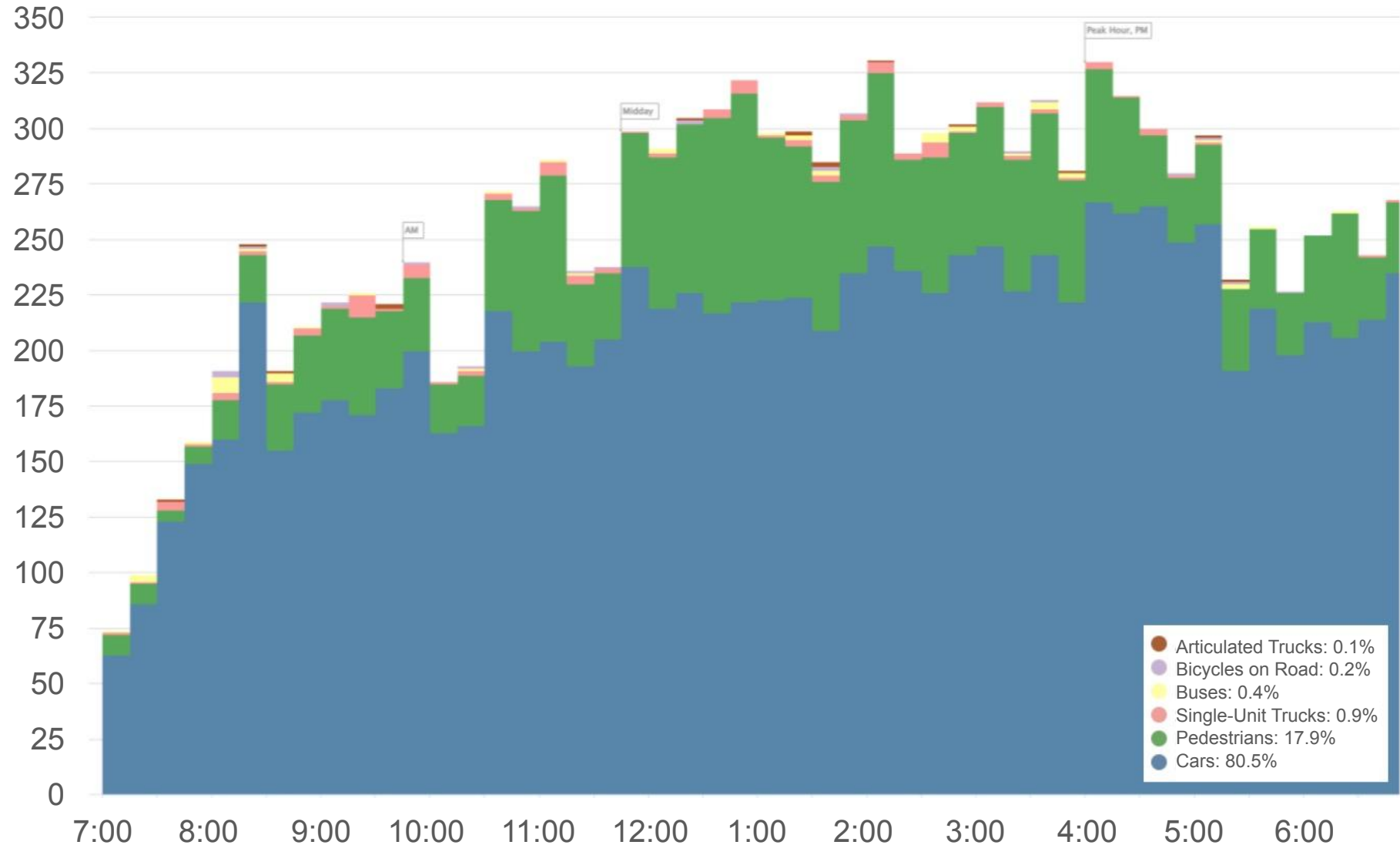
- Most traffic travelling straight, east-west.



Gaspereau & Main: Weekdays

Takeaways

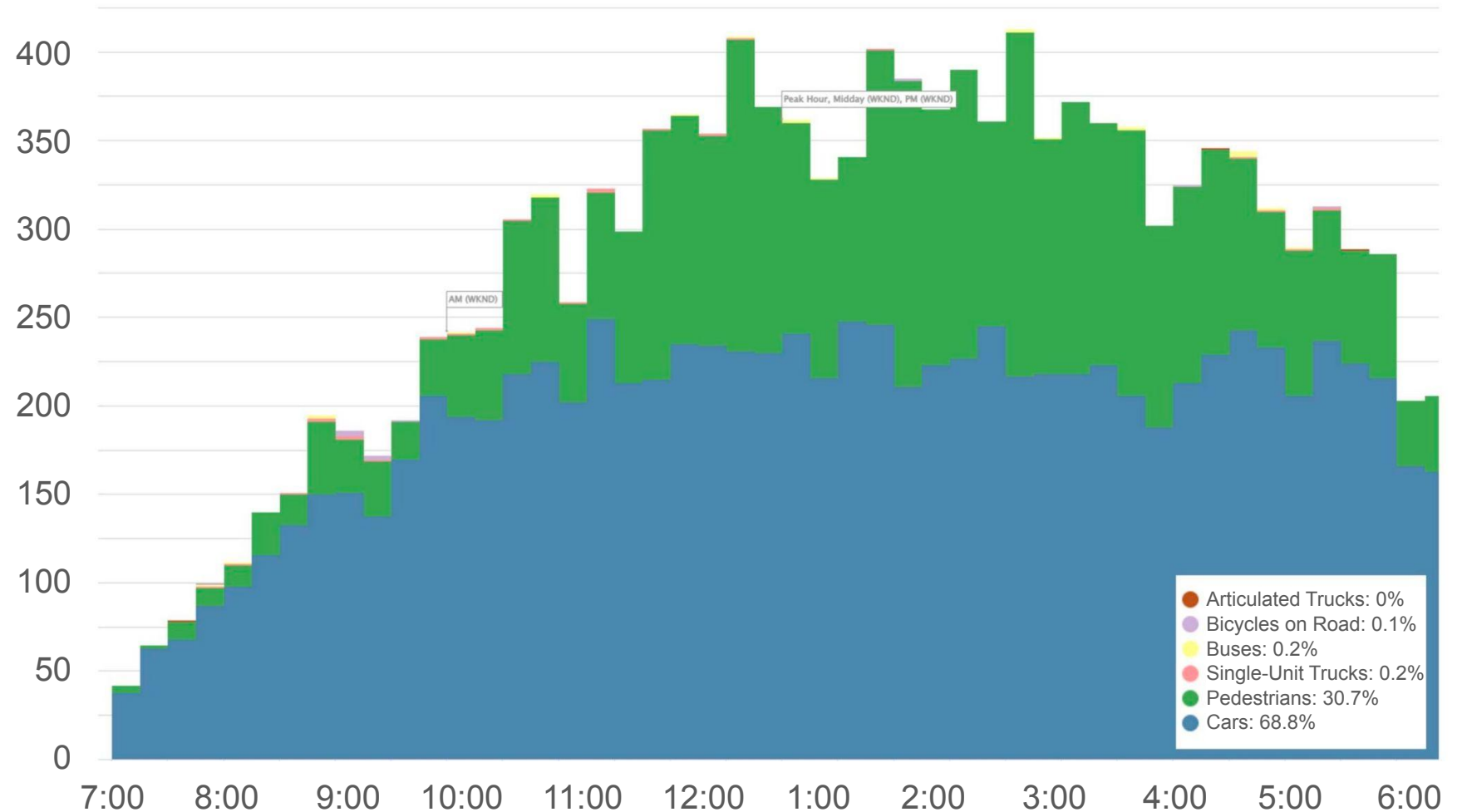
- No rush hour peaks
- Steady car traffic
- Steady afternoon pedestrian traffic



Gaspereau & Main: Saturday

Takeaways

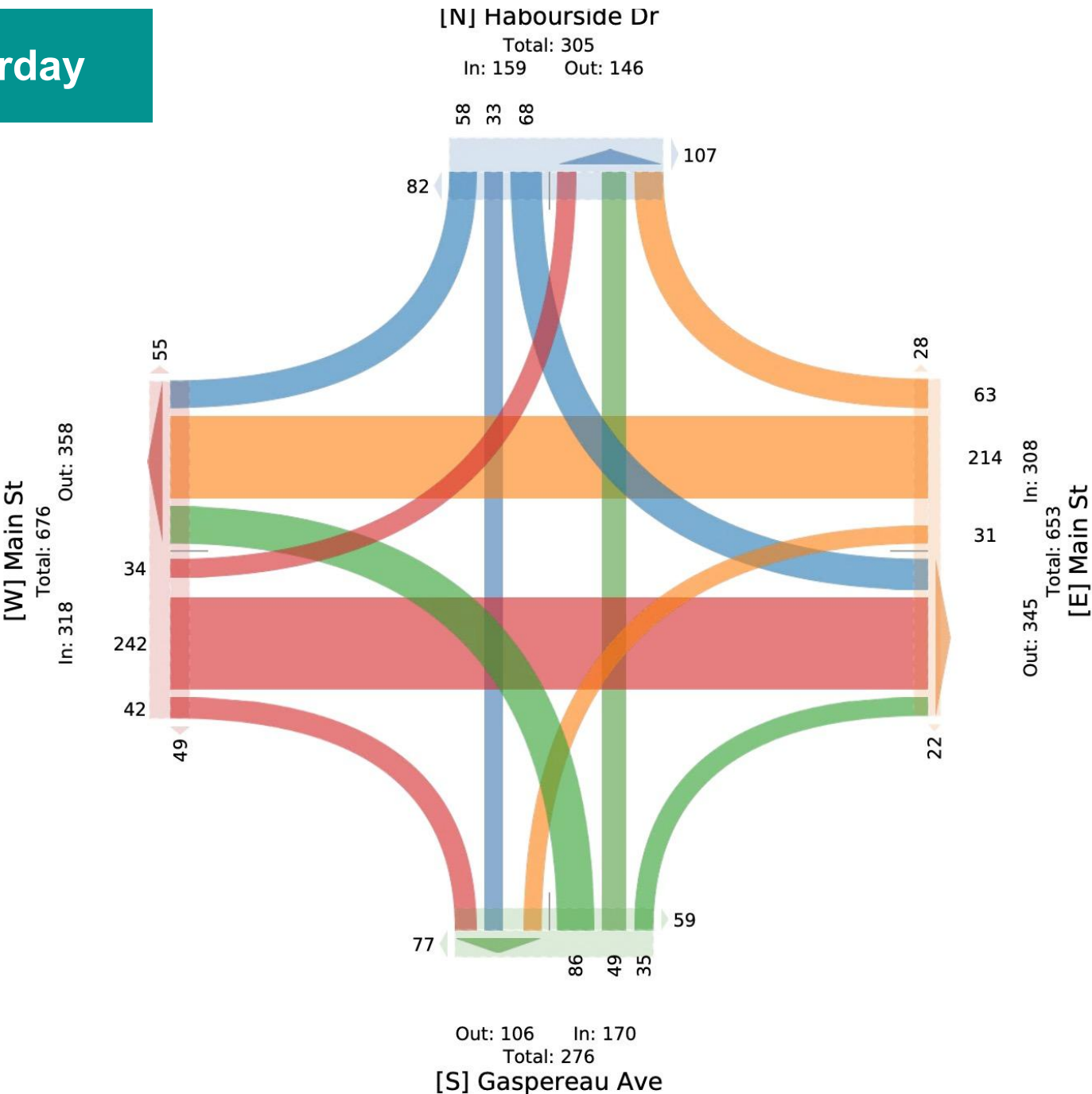
- Many more pedestrians
- Pedestrian and car traffic consistent through mid-day



Gaspereau & Main, Saturday

Takeaways

- Traffic patterns complex: large numbers of cars turning



A blue road bike is parked on a sidewalk. In the background, two people are walking. The scene is set in a town with houses and parked cars. A teal overlay covers the left side of the image, where the text is located.

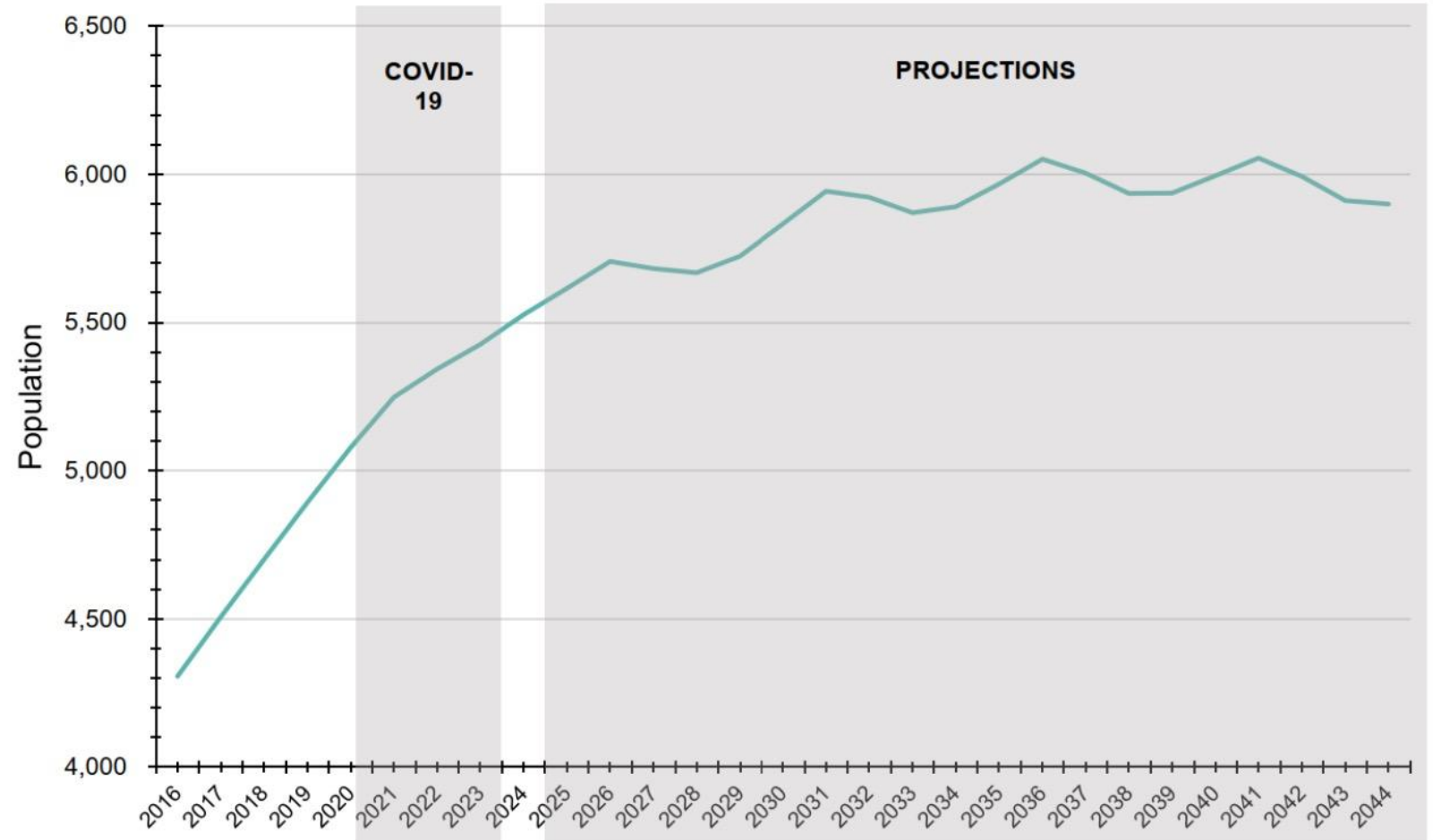
Goal for today

- Decide on this year's tactical interventions
- Decide which long-term options to analyze, and which to run traffic studies on

Traffic Studies

We will analyze the traffic impacts of various options under low, medium, and high growth scenarios (based on Turner Drake's growth projections)

Turner Drake Growth Projection





Tool Box

Better lighting Throughout Main Street

E.g. Highland & Main.





University & Main

Option 1: Crossing Guard or Peace Officer

Benefits

- Addresses specific times of day/ year

Costs

- Ongoing cost
- Needed 35 hours a week

Recommendation:



Short-term fix



Option 2: Traffic Circle or Roundabout

Benefits

- Better align University with Athletic Centre entry

Costs

- Does not fix steady flow of pedestrians

Recommendation:

X Not Recommended.



Option 2: Half Signals

Benefits

- One-time investment
- Sufficient to address pedestrian challenge
- Warranted based on traffic + pedestrian volumes

Costs

- Does not address difficulty of turning left from University

Recommendation:

X Not Recommended.





Heritage-Appropriate traffic lights

Option 2: Full Lights & Realign Intersection

Benefits

- One-time investment
- Addresses pedestrian challenge + left turns
- Opportunity to fix stormwater system and drainage issues

Costs

- Higher cost



Option 2: Full Lights & Realign Intersection

Benefits

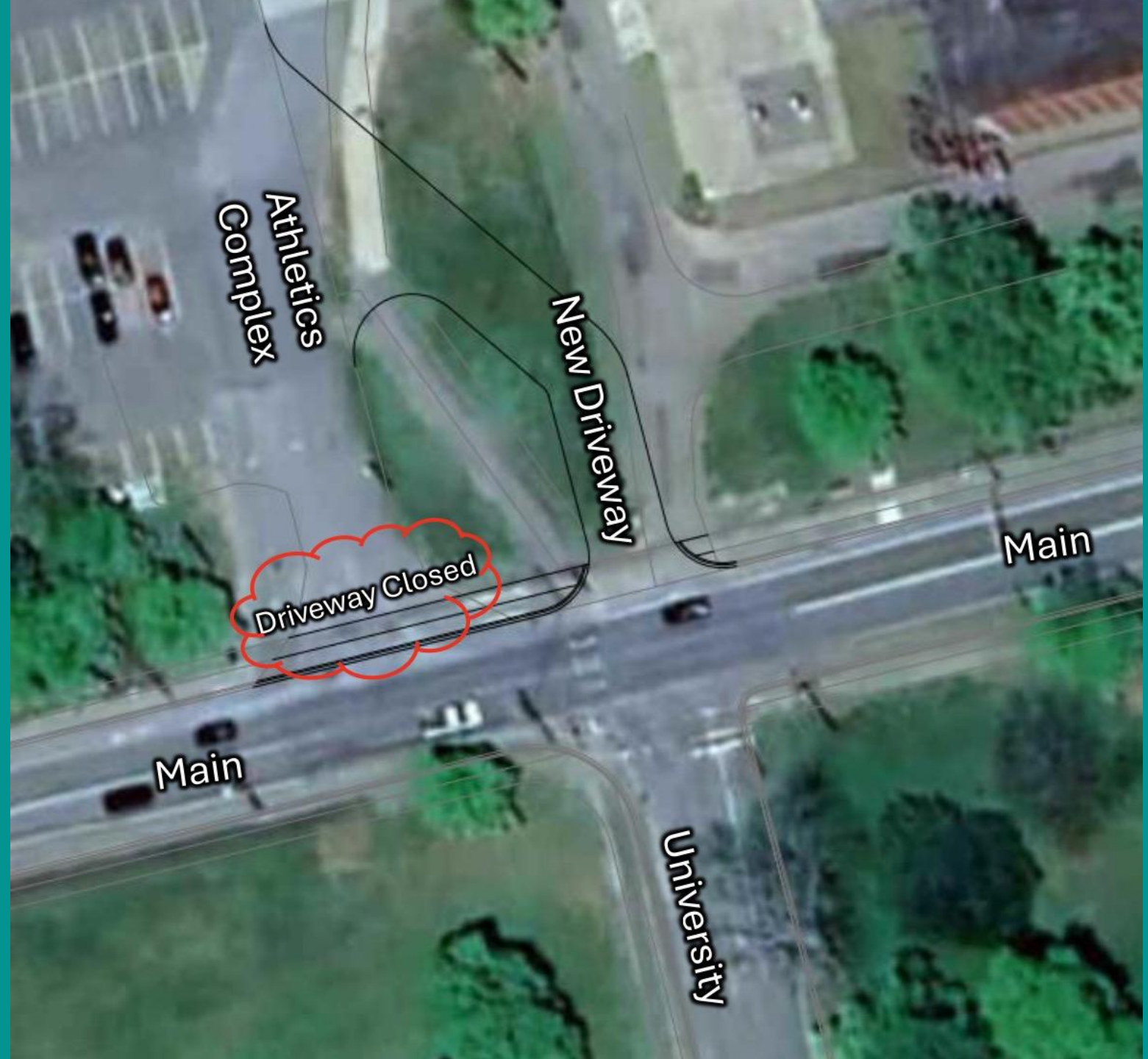
- One-time investment
- Addresses pedestrian challenge + left turns
- Opportunity to fix stormwater system and drainage issues

Costs

- Higher cost

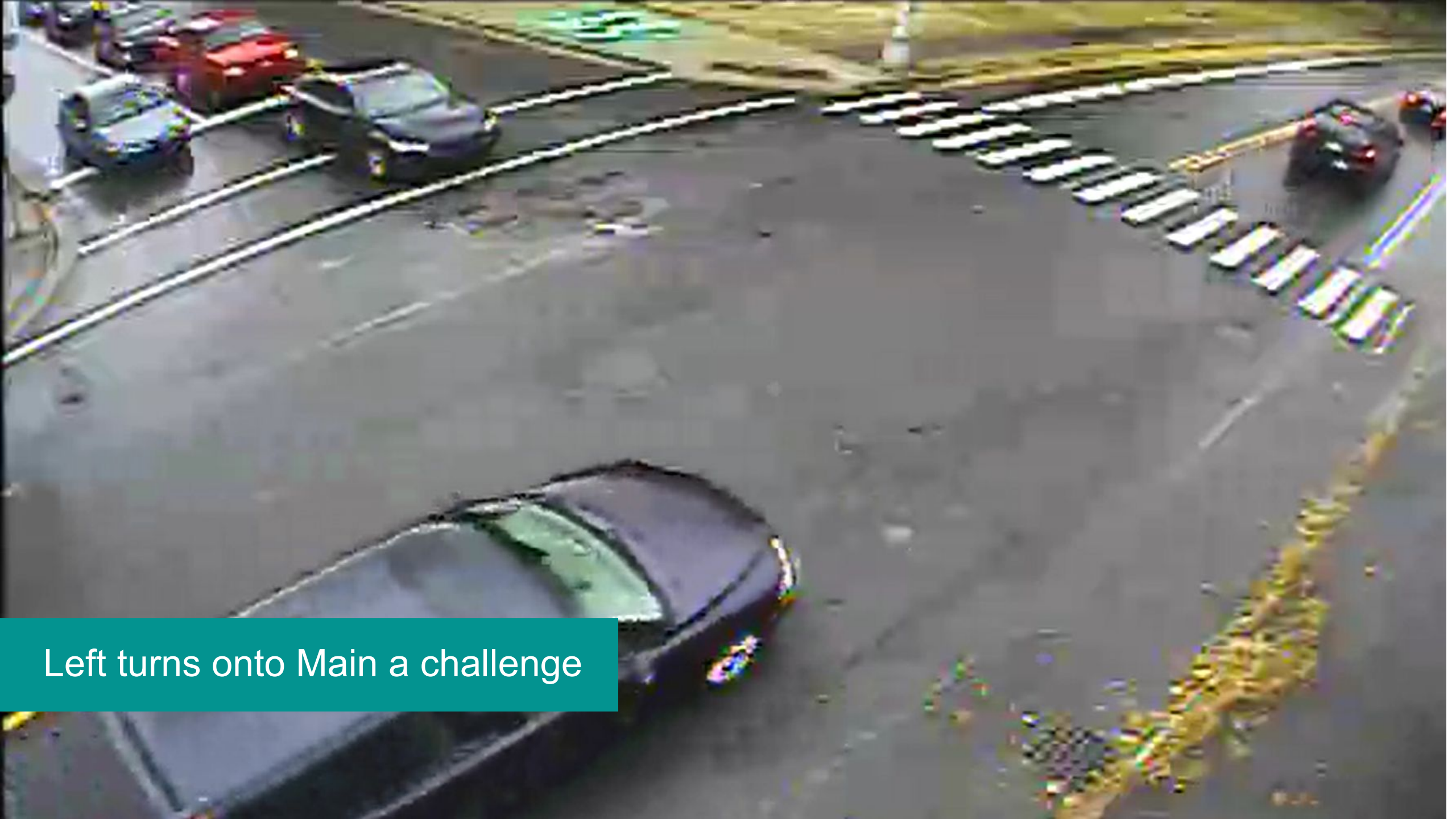
Recommendation:

✓ High priority





Highland & Main



Left turns onto Main a challenge

Option 1: Traffic lights

Benefits

- Helps left turns off Highland
- Helps transit
- Warranted

Costs

- Cost
- Other interventions may create gaps for left turns

Recommendation:

- ? Make other changes first then evaluate





Main & Elm

Option 1: Zebra crossing & lighting

Benefits

- Lower cost

Costs

- Little impact

Recommendation:

X Not Recommended.



Option 2: Curb extensions & left turn lane removal

Benefits

- Dining deck
- Accessibility
- Better connect Clock Park with Main Street
- Better pedestrian experience

Costs

- Difficult left turns (rare)

Recommendation:

✓ This year

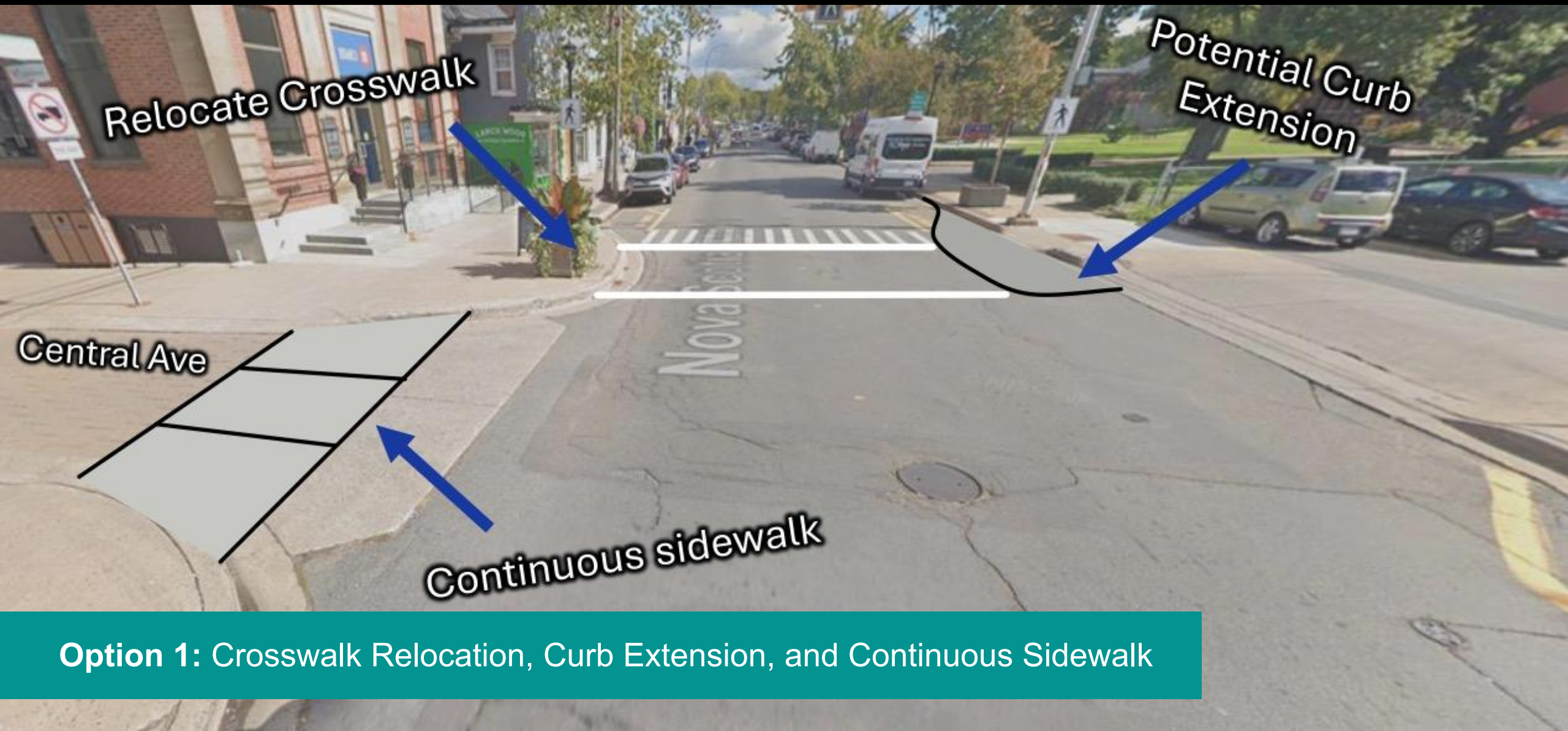




Linden & Main: No changes recommended



Main & Central



Option 1: Crosswalk Relocation, Curb Extension, and Continuous Sidewalk



Option 1: Crosswalk Relocation, Curb Extension, & Continuous Sidewalk

Benefits

- Safer
- More direct crossing
- Opportunity to add new street trees

Costs

- Cost

Recommendation:



Medium term



Option 2: Eliminate Deliveries & Invest in Public Space Features

Benefits

- Better public space

Costs

- A short walk for deliveries from Front Street

Recommendation:



Short-to-medium
term





Main & Gaspereau

Option 1: Crossing Guards

Benefits

- Platoons pedestrians, solves traffic challenge
- Only needed during events & weekends, primarily Autumn
- Avoids overhead infrastructure

Costs

- Two crossing guards needed

Recommendation:

✓ This Autumn



Option 2b: Tactical bumpouts

Benefits

- Low cost
- Improved safety
- Pedestrians spend less time in crosswalk
- Placemaking

Costs

- Pedestrian-traffic conflict not fully addressed

Recommendation:



This summer



Option 2a: Curb Extensions

Benefits

- More attractive than temporary materials

Costs

- Less flexibility if turn lanes desired in the future
- Moving drainage adds cost

Recommendation:

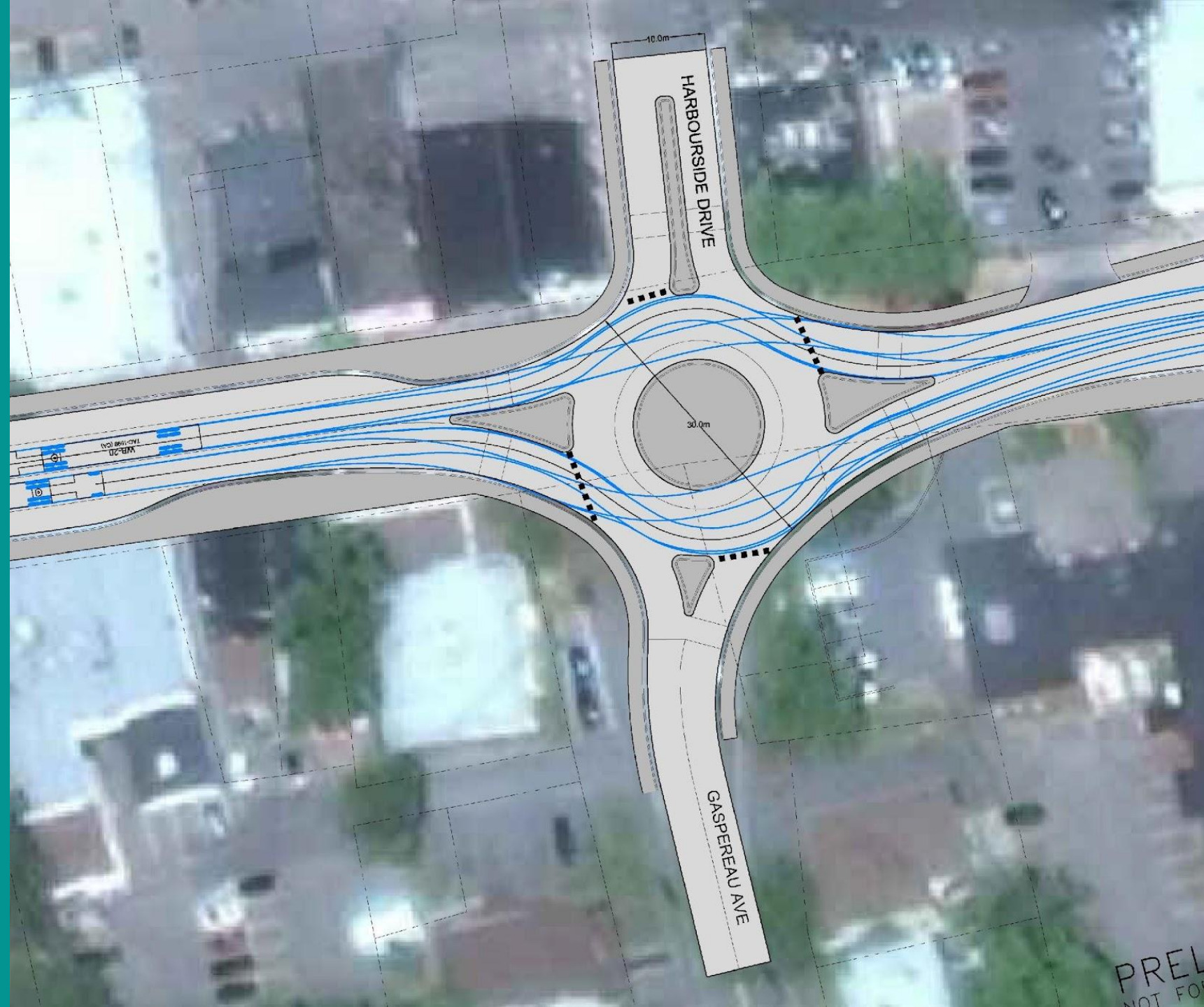
X Not recommended



Option 3: Roundabout

Benefits

- Pedestrians only need to look one way and cross one lane at a time
- Pedestrian islands improve safety
- Slower speeds



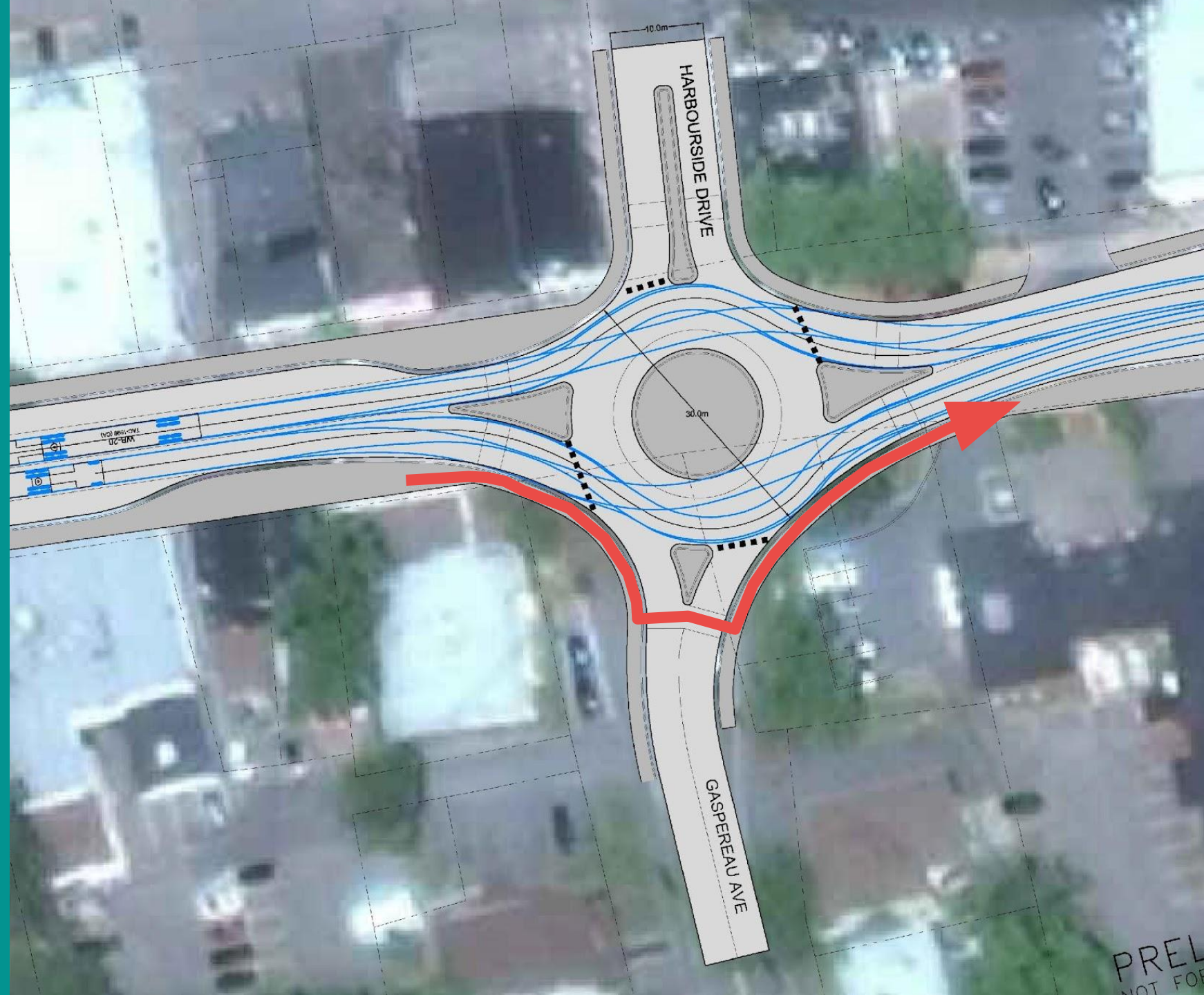
Option 3: Roundabout

Costs

- Does not platoon pedestrians
- Not necessarily safer
- Longer total crossing distances
- Cost
- Consumes considerable space
- Less desirable pedestrian experience
- Challenges for large vehicles

Recommendation:

X Not recommended



Option 4a: Traffic Circle Experiment

Benefits

- Low cost
- Improves flow by avoiding stops
- Slows traffic (compared to traffic lights)
- Low-cost to test



Option 4a: Traffic Circle Experiment

Costs

- Does not platoon pedestrians
- Works best in lower traffic intersections
- More dangerous for blind people

Recommendation:

X Not recommended



Option 4b: Traffic Circle

Benefits

- Attractive gateway & landmark

Costs

- Higher cost to test

Recommendation:

X Not recommended



Option 5a: Traffic Signals

Benefits

- Permanently addresses traffic challenge

Costs

- Higher cost

Recommendation:



Consider in future phase



Option 5b: Traffic Signals + Removable Bump Outs

Benefits

- Permanent traffic fix
- Safer for pedestrians
- Placemaking
- Avoids moving drainage
- Flexible for future traffic needs

Recommendation:

- ✓ Bump-outs + crossing guard this summer. Consider Lights in future phase.



Locust & Main



Option 2: Pedestrian Lights Only

Benefits

- Safety improvement
- Low cost

Costs

- Little improvement for public realm
- Crossing distance not improved

Recommendation:

X Not recommended



Option 1: Sidewalk Bump Outs & Pedestrian Lights

Benefits

- Safer
- Improved public realm

Costs

- Curb extension cost

Recommendation:



Recommended in medium-term





Thank You