



# 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](http://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](http://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).

|                               | <b>2026/27<br/>Budget</b> | <b>2025/26<br/>Forecast</b> | <b>2025/26<br/>Budget</b> | <b>2024/25<br/>Budget</b> | <b>2023/24<br/>Budget</b> |
|-------------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|---------------------------|
| 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                  |
| <b>Total KTA Contribution</b> | <b>\$417,040</b>          | <b>\$312,775</b>            | <b>\$306,427</b>          | <b>\$271,365</b>          | <b>\$249,000</b>          |

## 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<br>Forecast | 2026-2027<br>Budget | 2027-2028<br>Budget | 2028-2029<br>Budget | 2029-2030<br>Budget | 2030-2031<br>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             |
| <b>Town of Wolfville</b>         | <b>10.38%</b> | <b>303,936</b>        | <b>383,160</b>      | <b>390,823</b>      | <b>364,115</b>      | <b>367,287</b>      | <b>374,093</b>      |
| 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             |
|                                  |               | <b>3,237,679</b>      | <b>3,691,408</b>    | <b>3,765,236</b>    | <b>3,507,929</b>    | <b>3,538,483</b>    | <b>3,604,056</b>    |
|                                  |               |                       | 14.0%               | 2.0%                | -6.8%               | 0.9%                | 1.9%                |

| Capital Grants by Municipality |               | 2025-2026<br>Forecast | 2026-2027<br>Budget | 2027-2028<br>Budget | 2028-2029<br>Budget | 2029-2030<br>Budget | 2030-2031<br>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              |
| <b>Town of Wolfville</b>       | <b>10.38%</b> | <b>8,839</b>          | <b>33,215</b>       | <b>33,880</b>       | <b>34,557</b>       | <b>35,248</b>       | <b>35,953</b>       |
| 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              |
|                                |               | <b>80,000</b>         | <b>320,000</b>      | <b>326,400</b>      | <b>332,928</b>      | <b>339,587</b>      | <b>346,378</b>      |
|                                |               |                       | 300.0%              | 2.0%                | 2.0%                | 2.0%                | 2.0%                |

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

|   |         |        |
|---|---------|--------|
| <b>Operating cash flow increase between budgets</b> | 478,728 | 14.9%  |
| <b>Capital cash flow increase between budgets</b>   | 240,000 | 300.0% |
| <b>Total additional cash request</b>                | 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



| <b>Tidal Transit Five-Year Capital Plan</b>       |                  |                  |                    |                    |                    |                  |
|---|------------------|------------------|--------------------|--------------------|--------------------|------------------|
|   | <b>2025-2026</b> | <b>2026-2027</b> | <b>2027-2028</b>   | <b>2028-2029</b>   | <b>2029-2030</b>   | <b>2030-2031</b> |
|   | <b>Forecast</b>  | <b>Budget</b>    | <b>Budget</b>      | <b>Budget</b>      | <b>Budget</b>      | <b>Budget</b>    |
| <b>Operations</b>                                 |                  |                  |                    |                    |                    |                  |
| 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          |
| <b>Estimated Municipal Funding for Operations</b> | <b>3,237,681</b> | <b>3,691,408</b> | <b>3,765,236</b>   | <b>3,507,929</b>   | <b>3,538,483</b>   | <b>3,604,056</b> |
| Year over Year Growth                             |                  | 14.0%            | 2.0%               | -6.8%              | 0.9%               | 1.9%             |
| <b>Capital Purchases</b>                          |                  |                  |                    |                    |                    |                  |
|   | <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            | 104,040            | 106,121          |
| Not Subsidized                                    |                  |                  |                    |                    |                    |                  |
| Used Buses  |                  | 188,297          | 57,812             | -                  | -                  | -                |
| Purchase of Annapolis & Digby Buses               |                  | 923,956          | -                  | -                  | -                  | -                |
| Other   |                  | 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>(995,838)</i> |
| <b>Municipal Funded Portion of Capital Spend</b>  | <b>1,248,606</b> | <b>820,860</b>   | <b>3,650,821</b>   | <b>2,122,416</b>   | <b>63,672</b>      | <b>1,493,756</b> |
| <b>Capital Reserve Municipal Funding</b>          | <b>80,000</b>    | <b>320,000</b>   | <b>326,400</b>     | <b>332,928</b>     | <b>339,587</b>     | <b>346,378</b>   |
| Year over Year Growth                             |                  | 300.0%           | 2.0%               | 2.0%               | 2.0%               | 2.0%             |
| <b>End of Year Capital Reserve Balance</b>        | <b>892,754</b>   | <b>830,404</b>   | <b>-</b>           | <b>-</b>           | <b>314,529</b>     | <b>-</b>         |
| <b>Debenture Financing Required</b>               | <b>-</b>         | <b>-</b>         | <b>2,057,745</b>   | <b>1,591,945</b>   | <b>-</b>           | <b>781,382</b>   |
| <b>End of Year Debenture Balance</b>              | <b>-</b>         | <b>-</b>         | <b>2,057,745</b>   | <b>3,443,915</b>   | <b>3,078,946</b>   | <b>3,495,360</b> |

# Tidal Transit Authority

# Budget Summary

# 2026/27

**Contents**

Budget Overview .....2

Operations Overview .....5

Capital Overview .....7

Municipal Cost Structure .....9

# 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<br>Budget | 2025-2026<br>Forecast | 2025-2026<br>Budget | 2024-2025<br>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 partner: | -                   | 312,459               | 1,249,834           | 1,232,362               |
| Other revenues                    | -                   | -                     | -                   | 21,938                  |
|                                   | <b>4,557,165</b>    | <b>4,053,572</b>      | <b>4,128,999</b>    | <b>3,893,024</b>        |

**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

| <b>Tidal Transit Authority</b>                |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|
| <b>Statement of Revenues and Expenditures</b> |                  |                  |                  |                  |
| <b>Operating Budget</b>                       |                  |                  |                  |                  |
|   | 2026-2027        | 2025-2026        | 2025-2026        | 2024-2025        |
|   | Budget           | Forecast         | Budget           | YE Actuals       |
| <b>Expenses</b>                               |                  |                  |                  |                  |
| 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          |
|   | <b>4,557,165</b> | <b>4,078,573</b> | <b>4,128,999</b> | <b>3,893,024</b> |
| 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<br>Forecast | 2026-2027<br>Budget | 2027-2028<br>Estimate | 2028-2029<br>Estimates | 2029-2030<br>Estimates | 2030-2031<br>Estimates |
|--|---------------------|-----------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| <b>Capital Purchases</b>                         | <u>Ext. 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               | 104,040                | 106,121                | 108,243                |
| <b>Not Subsidized</b>                            |                     |                       |                     |                       |                        |                        |                        |
| 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>       |
| <b>Municipal Funded Portion of Capital Spend</b> |                     | <b>1,248,606</b>      | <b>820,860</b>      | <b>3,650,821</b>      | <b>2,122,416</b>       | <b>63,672</b>          | <b>1,493,756</b>       |
| <b>Capital Reserve Municipal Funding</b>         |                     | <b>80,000</b>         | <b>320,000</b>      | <b>326,400</b>        | <b>332,928</b>         | <b>339,587</b>         | <b>346,378</b>         |
| <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>            |
| <b>End of Year Capital Reserve Balance</b>       |                     | <b>892,754</b>        | <b>830,404</b>      | <b>-</b>              | <b>-</b>               | <b>314,529</b>         | <b>-</b>               |
| <b>Debenture Financing Required</b>              |                     | <b>-</b>              | <b>-</b>            | <b>2,057,745</b>      | <b>1,591,945</b>       | <b>-</b>               | <b>781,382</b>         |

# Municipal Cost Structure

## Tidal Transit Authority

| <i>Municipal Operating Grants</i> |                           | <b>2025-2026 Forecast</b>   |                  | <b>2026-2027 Budget</b> |                  |
|-----------------------------------|---------------------------|-----------------------------|------------------|-------------------------|------------------|
|                                   |                           | Actual Funding as per IMSA* | Annual Total     | Annual Total            |                  |
| <b>Core Partners</b>              | Municipality of Kings     | 1,234,787                   | <b>1,244,917</b> | <b>1,495,675</b>        |                  |
|                                   | Town of Kentville         | 411,143                     | <b>414,765</b>   | <b>534,685</b>          |                  |
|                                   | Town of Wolfville         | 301,269                     | <b>303,936</b>   | <b>393,808</b>          |                  |
|                                   | Town of Berwick           | 108,292                     | <b>109,257</b>   | <b>142,529</b>          |                  |
|                                   | Municipality of Annapolis | 743,960                     | <b>748,794</b>   | <b>713,764</b>          |                  |
|                                   | Town of Middleton         | 54,714                      | <b>55,595</b>    | <b>130,056</b>          |                  |
|                                   | District of Digby         | 358,514                     | <b>360,416</b>   | <b>280,890</b>          |                  |
|                                   |                           |                             | <b>3,212,679</b> | <b>3,237,679</b>        | <b>3,691,408</b> |

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

## Tidal Transit Authority

| <i>Municipal Capital Grants</i> |                           | <b>2025-2026 Forecast</b> |               | <b>2026-2027 Budget</b> |                |
|---------------------------------|---------------------------|---------------------------|---------------|-------------------------|----------------|
|                                 |                           | Q1                        | Annual Total  | Each Quarter            | Annual Total   |
| <b>Core Partners</b>            | Municipality of Kings     | 12,000                    | <b>36,838</b> | 32,414                  | <b>129,657</b> |
|                                 | Town of Kentville         | 4,000                     | <b>12,257</b> | 11,588                  | <b>46,351</b>  |
|                                 | Town of Wolfville         | 3,000                     | <b>8,839</b>  | 8,535                   | <b>34,138</b>  |
|                                 | Town of Berwick           | 1,000                     | <b>3,338</b>  | 3,089                   | <b>12,356</b>  |
|                                 | Municipality of Annapolis |                           | <b>11,872</b> | 15,469                  | <b>61,875</b>  |
|                                 | Town of Middleton         |                           | <b>2,227</b>  | 2,819                   | <b>11,274</b>  |
|                                 | District of Digby         |                           | <b>4,629</b>  | 6,087                   | <b>24,350</b>  |
|                                 |                           |                           | <b>20,000</b> | <b>80,000</b>           | <b>80,000</b>  |

| 2025-2026<br>Forecast | 2026-2027<br>Budget | 2027-2028<br>Estimate | 2028-2029<br>Estimates | 2029-2030<br>Estimates | 2030-2031<br>Estimates |
|-----------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
|-----------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|

Ratios for  
'26-31

**Operating Grants by Municipality**

|                           |        |                  |                  |                  |                  |                  |                  |
|---------------------------|--------|------------------|------------------|------------------|------------------|------------------|------------------|
| 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          |
|                           |        | <b>3,237,679</b> | <b>3,691,408</b> | <b>3,765,236</b> | <b>3,507,929</b> | <b>3,538,483</b> | <b>3,604,056</b> |
|                           |        |                  | 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         |
|                           |        | <b>80,000</b> | <b>320,000</b> | <b>326,400</b> | <b>332,928</b> | <b>339,587</b> | <b>346,378</b> |
|                           |        |               | 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.

|  | <b>2026/27<br/>Budget</b> | <b>2025/26<br/>Predicted<br/>Year End</b> | <b>2025/26<br/>Budget</b> | <b>2024/25<br/>Budget</b> | <b>2023/24<br/>Budget</b> |
|--|---------------------------|---|---------------------------|---------------------------|---------------------------|
| 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<br>Budget                            | 2025-2026<br>Forecast | 2025-2026<br>Budget | 2024-2025<br>Actuals |                   |
|------------------------------|--|-----------------------|---------------------|----------------------|-------------------|
| <b>Revenues</b>              | Eastern Management Centre                      | 3,020,789             | 2,863,769           | 2,571,901            | 2,785,972         |
|                              | Western Management Centre                      | 757,287               | 590,594             | 534,577              | 540,437           |
|                              | Administrative Revenues                        | 2,374,346             | 983,266             | 312,651              | 373,873           |
|                              | Service Agreements & Diversion Credits         | 500,000               | 600,000             | 420,000              | 1,679,370         |
|                              | Communications and Enforcement                 | 334,456               | 300,386             | 276,034              | 276,483           |
|                              | Wind Turbine                                   | 20,400                | 19,672              | 20,000               | 16,116            |
|                              | <b>Total Program Revenues</b>                  | <b>7,007,277</b>      | <b>5,357,687</b>    | <b>4,135,162</b>     | <b>5,672,251</b>  |
|                              | Municipal Parties Contributions                | 7,582,418             | 9,459,181           | 9,459,180            | 6,062,104         |
|                              | <b>Less Portion Designated for Capital Use</b> |                       | <b>(345,221)</b>    | <b>(345,221)</b>     | <b>(313,838)</b>  |
|                              |  | <b>14,589,695</b>     | <b>14,471,647</b>   | <b>13,249,121</b>    | <b>11,420,518</b> |
| <b>Expenses</b>              | Residential Collection                         | 5,462,222             | 5,304,078           | 4,513,290            | 2,966,225         |
|                              | Residual Transportation and Disposal           | 2,702,589             | 2,686,497           | 2,493,222            | 2,367,127         |
|                              | Organics Processing and Transportation         | 1,073,924             | 1,020,671           | 1,099,006            | 1,054,560         |
|                              | Recyclable Processing and Transportation       | 396,427               | 668,770             | 549,684              | 755,399           |
|                              | Construction & Demolition Debris Processing    | 123,595               | 180,634             | 214,500              | 378,520           |
|                              | Eastern Management Centre Operations           | 1,697,351             | 1,498,112           | 1,548,962            | 1,416,398         |
|                              | Western Management Centre Operations           | 653,760               | 647,665             | 625,189              | 557,437           |
|                              | Household Hazardous Waste                      | 221,760               | 195,793             | 191,046              | 180,410           |
|                              | Communications and Enforcement                 | 644,033               | 539,271             | 632,054              | 522,366           |
|                              | Wind Turbine                                   | 22,170                | 22,785              | 23,650               | 8,223             |
|                              | Administration                                 | 894,895               | 846,292             | 857,150              | 829,250           |
|                              | Debenture Principal & Interest                 | 645,090               | 437,376             | 448,808              | 340,780           |
|                              | Information Technology                         | 51,882                | 53,008              | 52,560               | 43,820            |
|                              | <b>14,589,696</b>                              | <b>14,100,951</b>     | <b>13,249,121</b>   | <b>11,420,515</b>    |                   |
| <b>Net Surplus (Deficit)</b> | <b>-</b>                                       | <b>370,696</b>        | <b>-</b>            | <b>2</b>             |                   |

**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



| <b>Valley Region Solid Waste-Resource Management Authority</b> |                           |                            |                  |                         |
|--|---------------------------|----------------------------|------------------|-------------------------|
| <b>Municipal Operating Grants</b>                              | <b>2025-2026 Forecast</b> |                            |                  | <b>2026-2027 Budget</b> |
|  | Budgeted Funding          | Predicted Year End True-up | Annual Total     | Annual Total            |
| <b>Municipality of Kings</b>                                   | 5,311,165                 | (216,023)                  | 5,095,141        | 4,427,739               |
| <b>Town of Kentville</b>                                       | 737,845                   | (30,011)                   | 707,834          | 611,349                 |
| <b>Town of Wolfville</b>                                       | 655,475                   | (26,660)                   | 628,814          | 527,766                 |
| <b>Town of Berwick</b>   | 247,223                   | (10,055)                   | 237,168          | 213,223                 |
| <b>Town of Middleton</b>                                       | 173,507                   | (7,057)                    | 166,449          | 144,595                 |
| <b>Town of Annapolis Royal</b>                                 | 76,814                    | (3,124)                    | 73,690           | 64,070                  |
| <b>Municipality of Annapolis</b>                               | 1,911,930                 | (77,765)                   | 1,834,165        | 1,593,676               |
|  | <b>9,113,959</b>          | <b>(370,696)</b>           | <b>8,743,263</b> | <b>7,582,418</b>        |

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

| <b>Valley Region Solid Waste-Resource Management Authority</b> |                                   |  |                |                         |
|--|-----------------------------------|--|----------------|-------------------------|
| <b>Municipal Capital Grants</b>                                | <b>2025-2026 Forecast</b>         |  |                | <b>2026-2027 Budget</b> |
|  |                                   |  | Annual Total   | Annual Total            |
| <b>Municipality of Kings</b>                                   |                                   |  | 201,178        | 187,546                 |
| <b>Town of Kentville</b>                                       | As per a board decision,          |  | 27,948         | 25,895                  |
| <b>Town of Wolfville</b>                                       | annually a portion of operating   |  | 24,828         | 22,355                  |
| <b>Town of Berwick</b>   | grants were allocated as          |  | 9,364          | 9,031                   |
| <b>Town of Middleton</b>                                       | capital grants up to fiscal 2025- |  | 6,572          | 6,125                   |
| <b>Town of Annapolis Royal</b>                                 | 2026                              |  | 2,910          | 2,714                   |
| <b>Municipality of Annapolis</b>                               |                                   |  | 72,421         | 67,503                  |
|  |                                   |  | <b>345,221</b> | <b>-</b>                |
|  |                                   |  |                | <b>321,168</b>          |

## 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.

## 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 3<sup>rd</sup>, 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

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

#### 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 1<sup>st</sup> 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., NSFAM, 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:
- Enter into a four-year Funding Agreement with the Town.
  - Provide Financial Statements to the Town annually; and
  - Be aligned with Council's Strategic Plan, priorities and other Town initiatives. These can be found at [www.wolfville.ca](http://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 1<sup>st</sup> 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*

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

#### Signature Festival and Events

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

| <b>Organization</b>            | <b>Festival or Event</b>       | <b>Strategic Partnership Program Grant</b> |
|--------------------------------|--------------------------------|--|
| 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*

| <b>Organization</b>              | <b>Strategic-<br/>Partnership-<br/>Program<br/>Grant</b> |
|----------------------------------|--|
| Wolfville-<br>Farmers' Market    | \$5,000  |
| Wolfville-<br>Historical Society | \$10,000   |
| Kings Senior-<br>Safety Council  | \$5,000  |



**POLICY**

---



## POLICY

---



## POLICY

### Grants to Organizations

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

#### 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:
- a. The request is greater than \$2,000.
  - b. Only one application per organization may be approved every four years.
  - c. The request is aligned with Council's Strategic Plan.
  - d. All criteria outlined in Appendix C is met.
  - e. The financial capacity/local economy of the day is considered.
  - f. The funding of the request would be in addition to the grants to organization budget allowance; and
  - g. 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:
- a. The request is greater than \$10,000.
  - b. The request will not exceed \$50,000.
  - c. Effective April 1, 2025, organizations can apply twice within an eight-year period.
  - d. The eight-year period shall commence from the date of initial disbursement.
  - e. The approved amount shall not cumulatively exceed \$50,000.
  - f. The request is aligned with Council's Strategic Plan.
  - g. All criteria outlined in Appendix D is met.
  - h. The financial capacity/local economy of the day is considered.
  - i. The funding of the request would be in addition to the grants to organization budget allowance; and
  - j. 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., NSF, 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<br>450 Main Street                 | \$4,500                             |
| Wolfville Curling Club          | Wolfville Curling Club                           | \$4,500                             |
| Wolfville & District Lions Club | Wolfville & District Lions Hall<br>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*

| <b>Organization</b>          | <b>Strategic Partnership Program Grant</b> |
|------------------------------|--|
| 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.





## 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<br>Attention: Director of Parks & Recreation<br>359 Main Street,<br>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 1<sup>st</sup>. Subject to Section 5.3.6 a second round of funding may be called for in July with a deadline of August 1<sup>st</sup>.
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](mailto:nzamora@wolfville.ca)
  - e. Complete an Online form and submit through our website [www.wolfville.ca](http://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](http://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 1<sup>st</sup> to March 31<sup>st</sup>.
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](http://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 30<sup>th</sup>, for February 1<sup>st</sup> applications, and by October 31<sup>st</sup>, for August 1<sup>st</sup> 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: \_\_\_\_\_

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

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

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



## 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 1<sup>st</sup>. 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](mailto: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](http://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: \_\_\_\_\_

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

**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:

|                                   |  |           |   |
|-----------------------------------|--|-----------|---|
| <b>Intersection Safety Review</b> | 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.



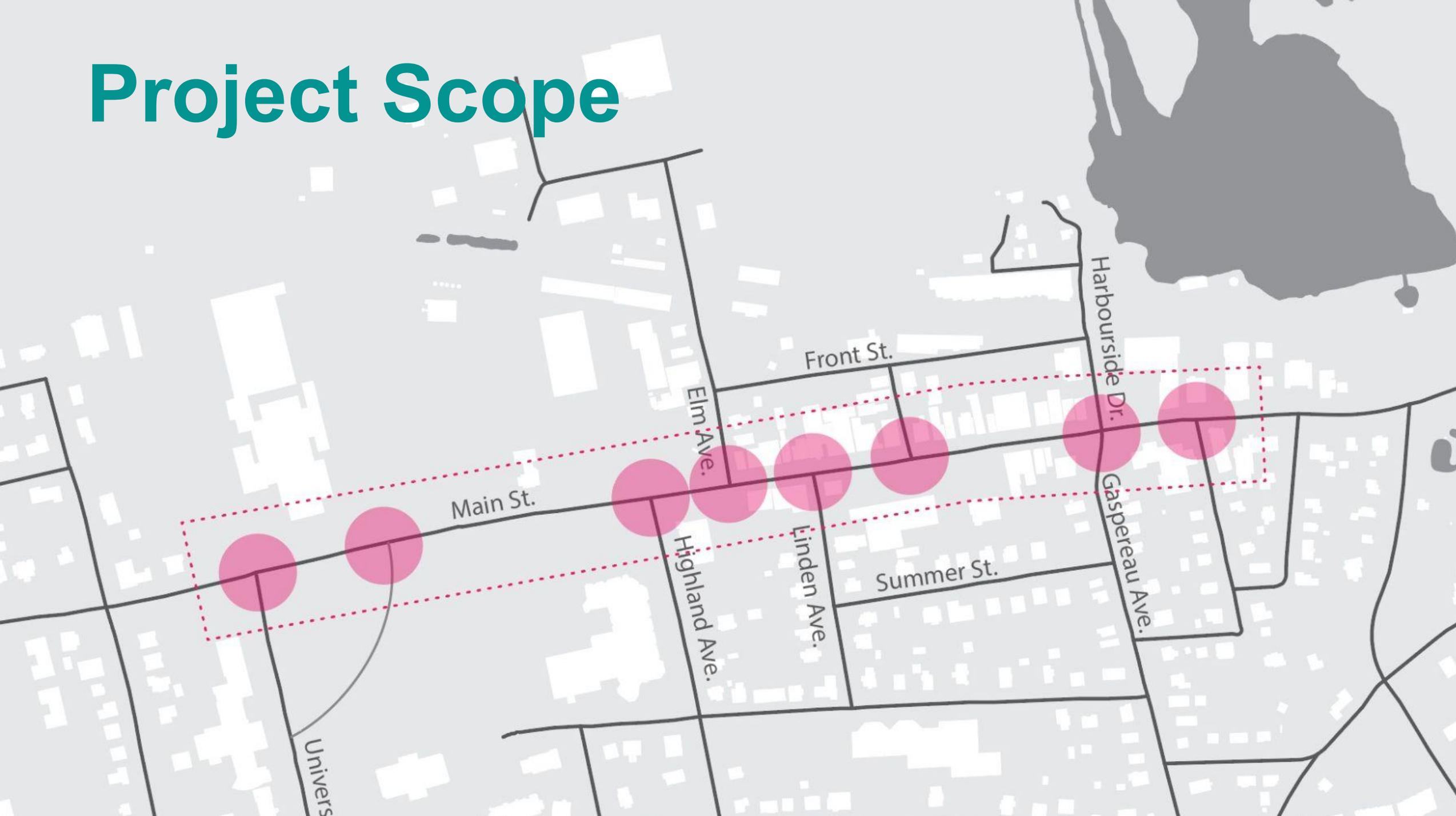


**RVA**

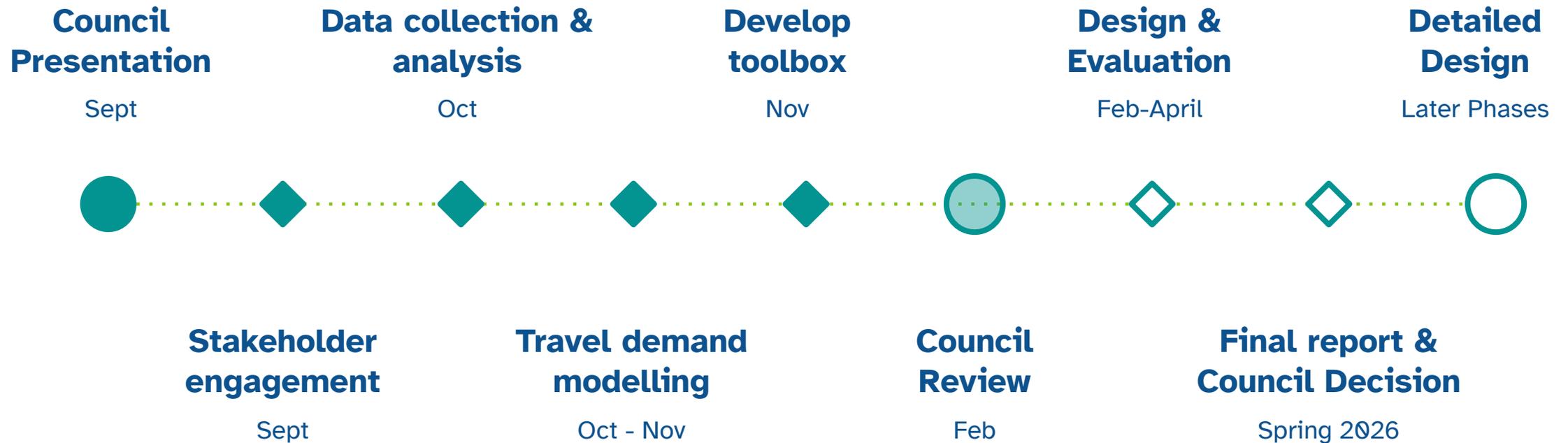
 **Happy Cities**

 **MOBYCON**

# 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

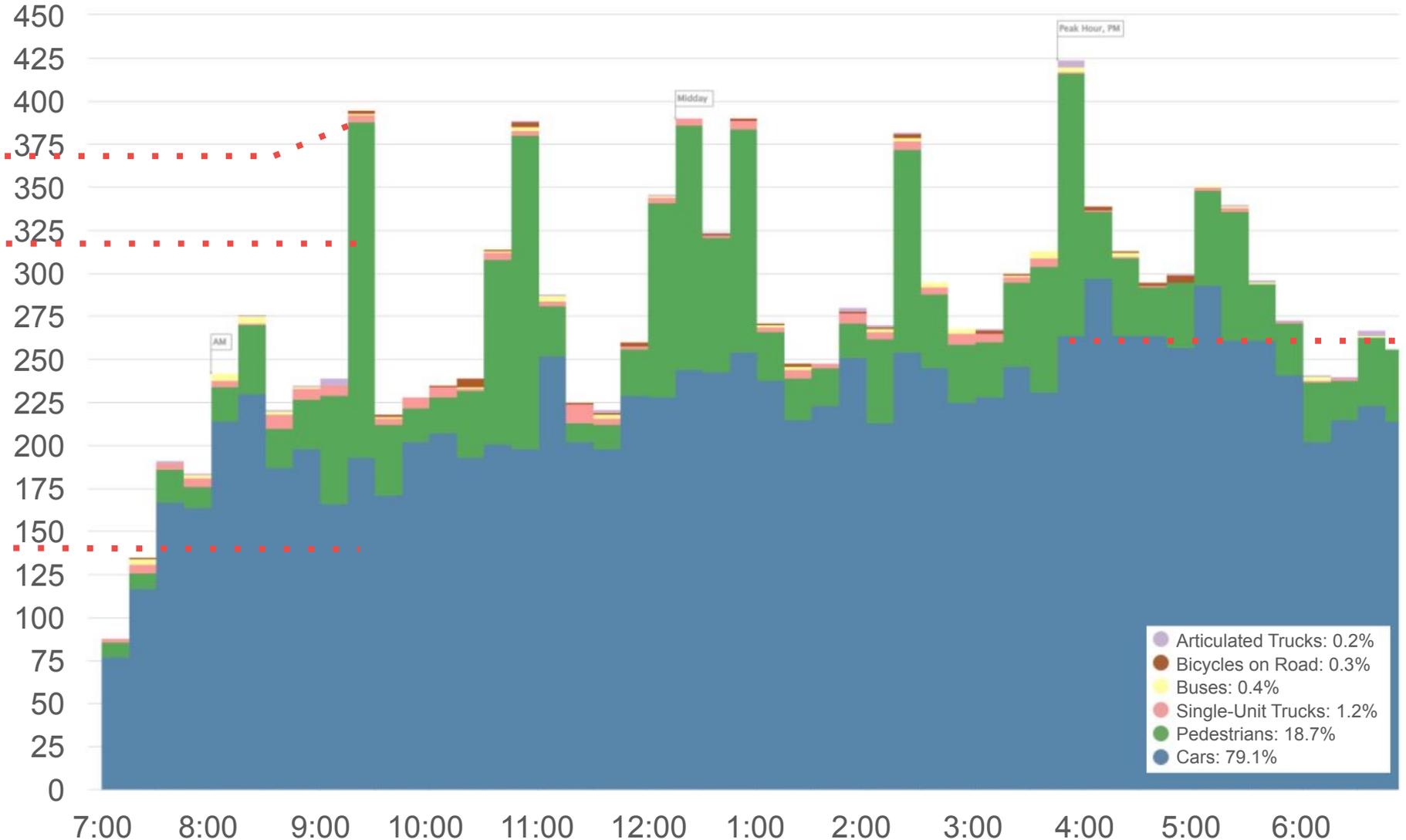
Numbers are cumulative

5 other

195 pedestrians

190 cars

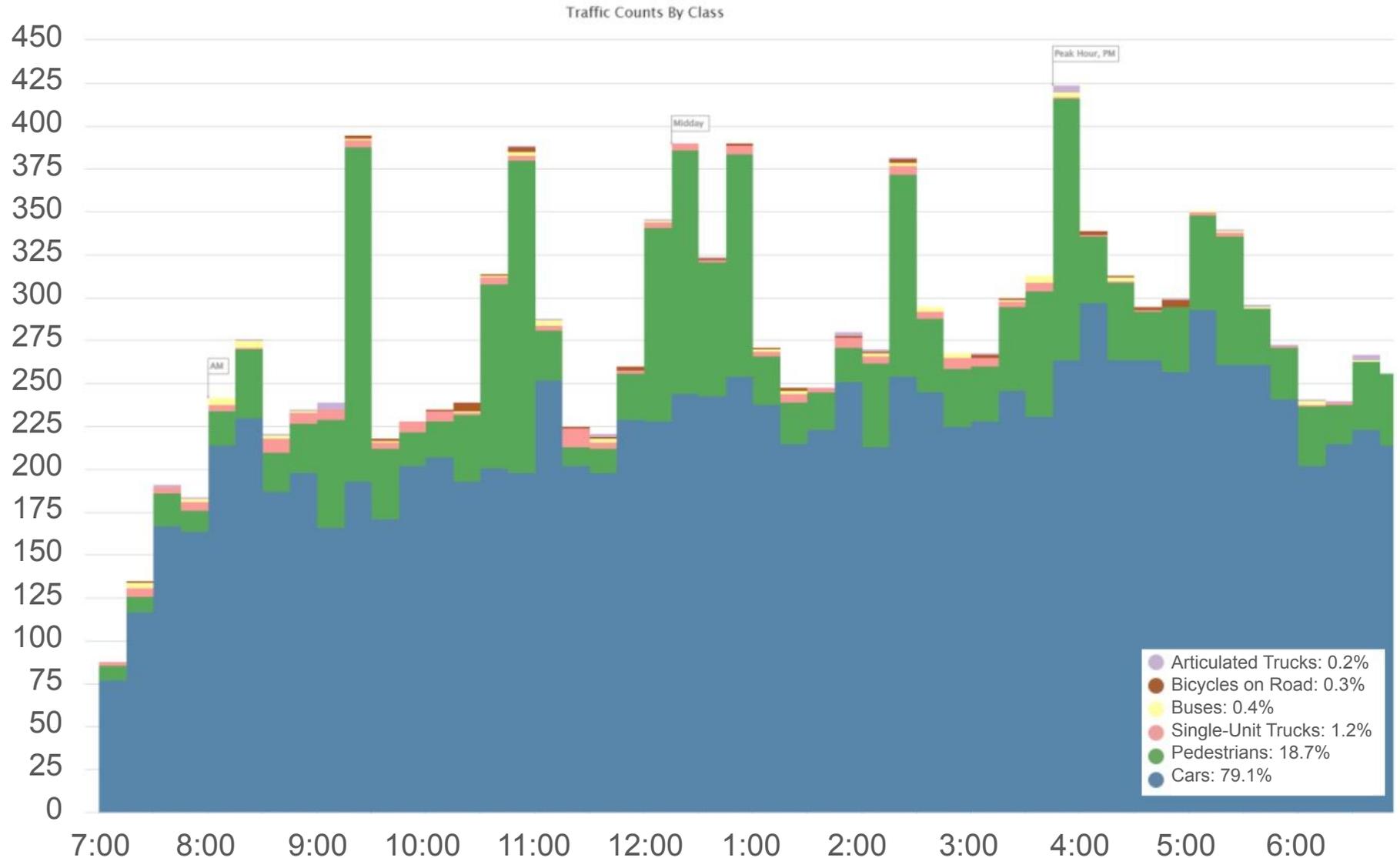
= 390 counts



# University & Main: Weekdays

## Takeaways

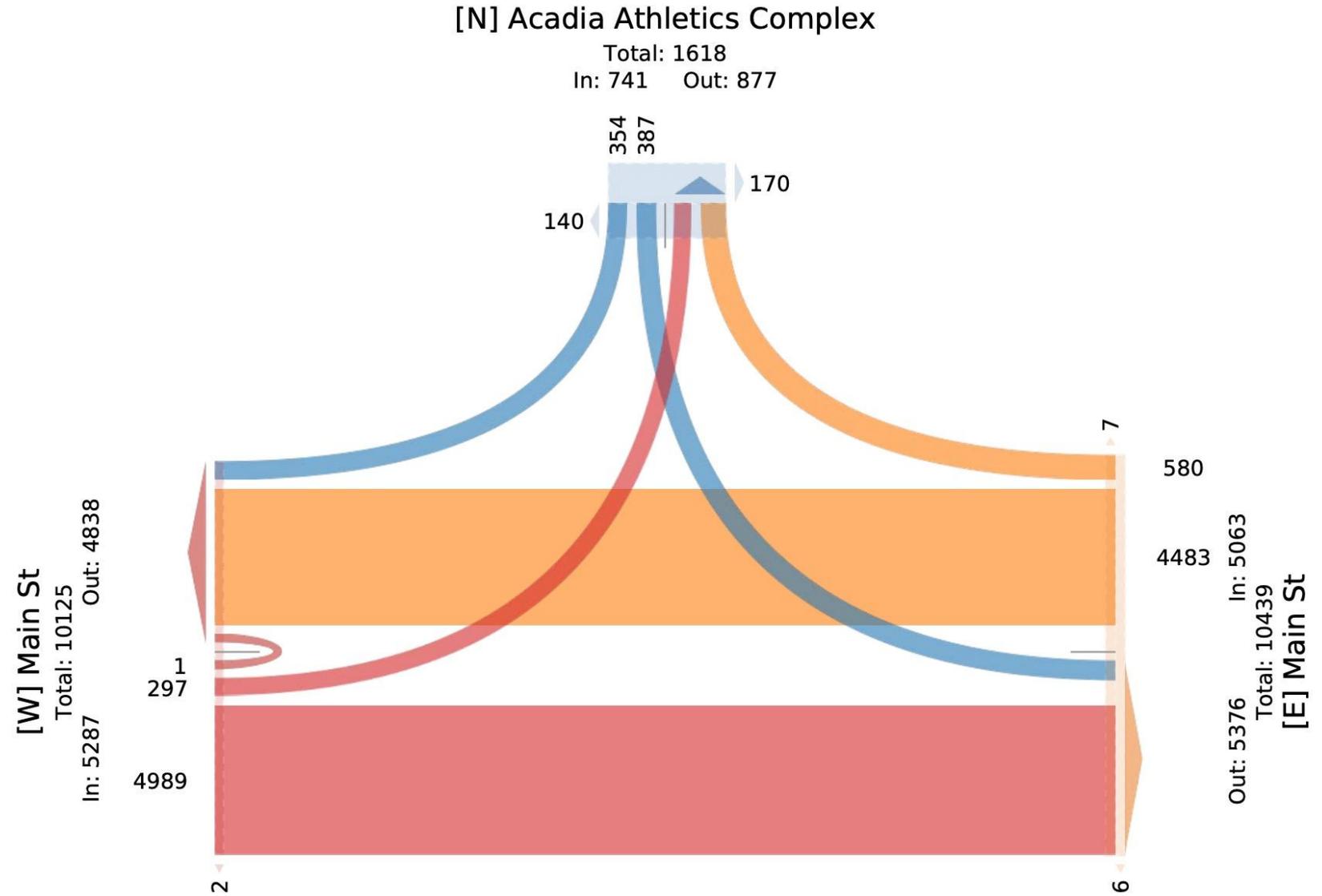
- No rush hour peaks
- Steady car traffic
- Major pedestrian peaks every hour during class changes



# University & Main

## Takeaways

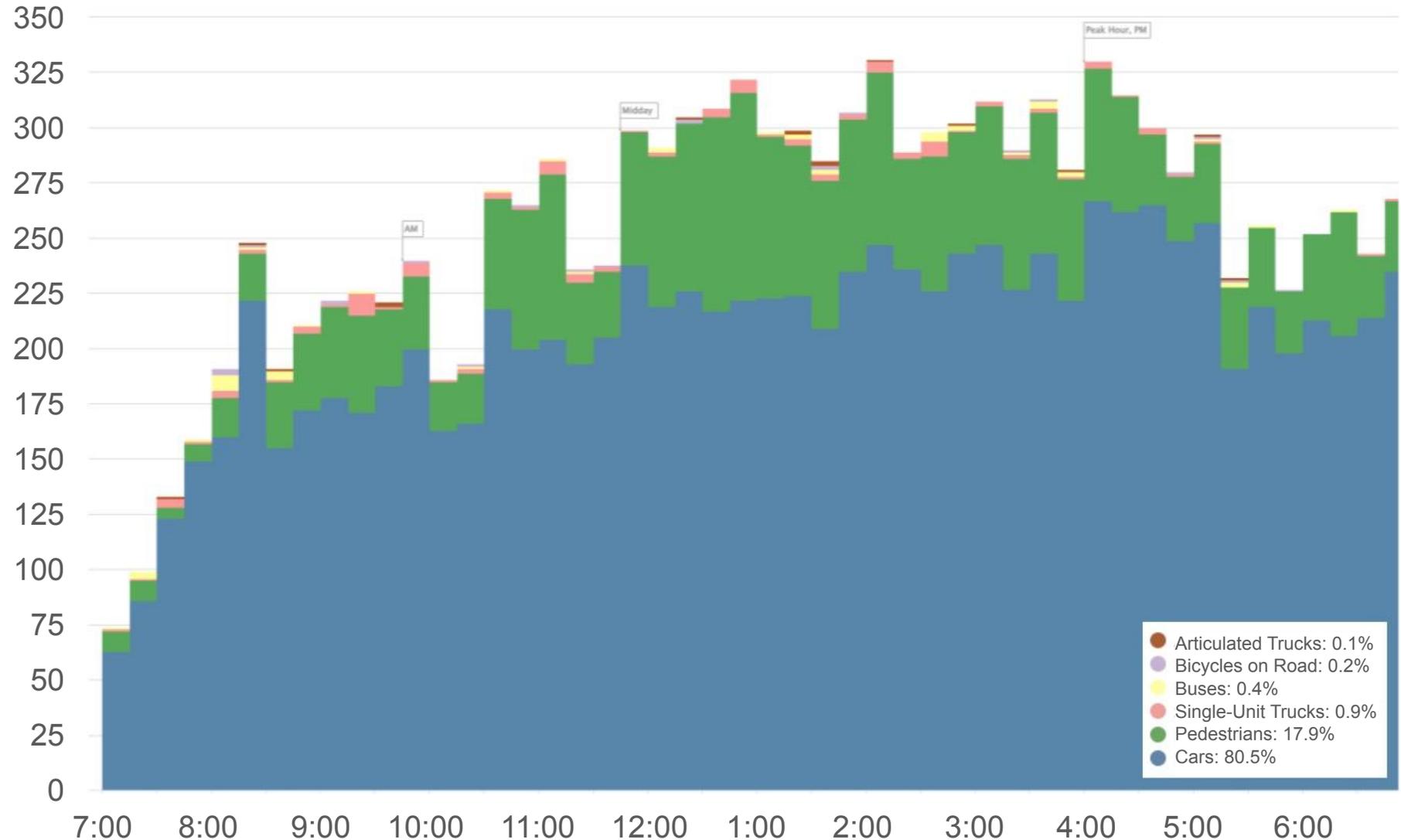
- Most traffic travelling straight, east-west.



# Gaspereau & Main: Weekdays

## Takeaways

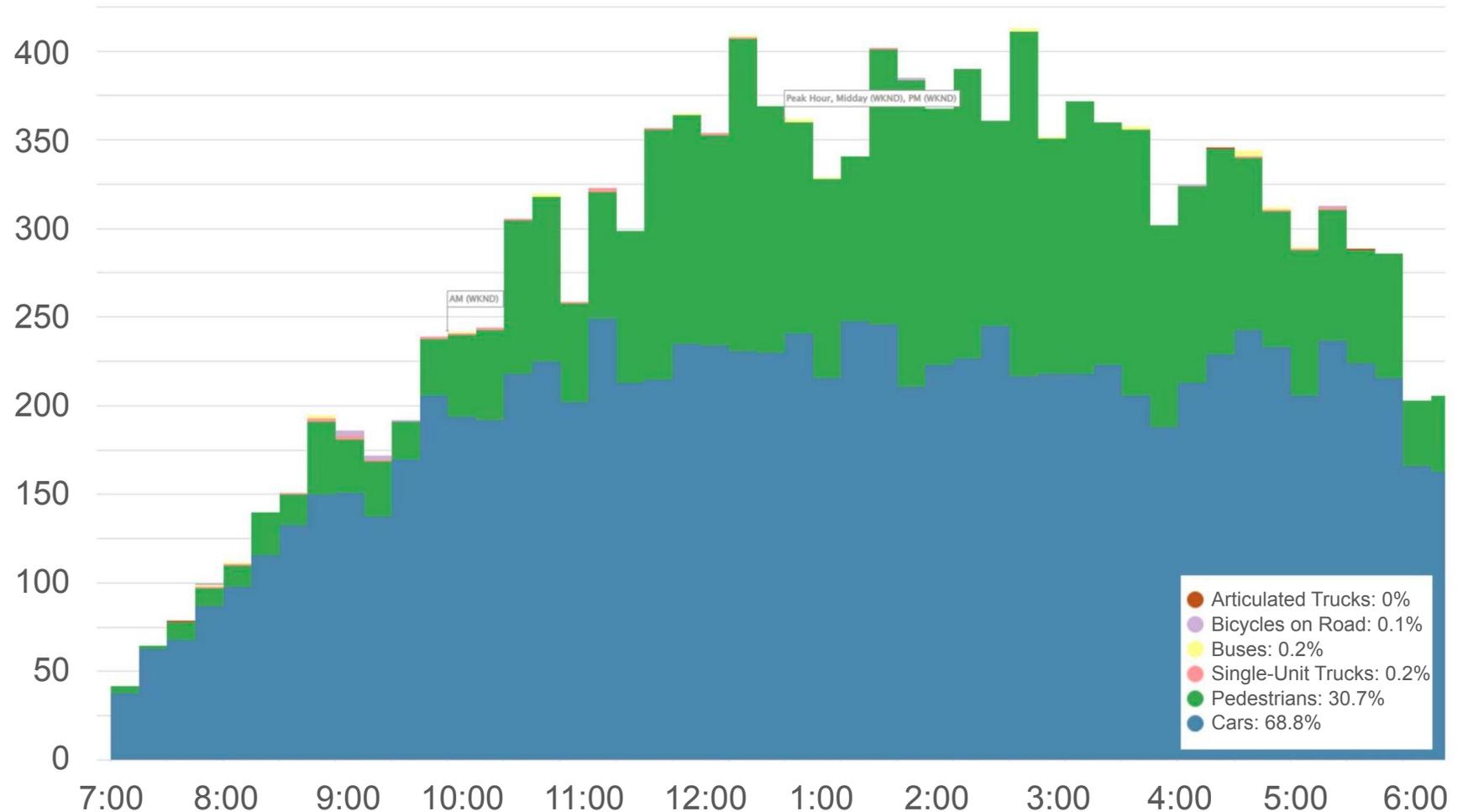
- No rush hour peaks
- Steady car traffic
- Steady afternoon pedestrian traffic



# Gaspereau & Main: Saturday

## Takeaways

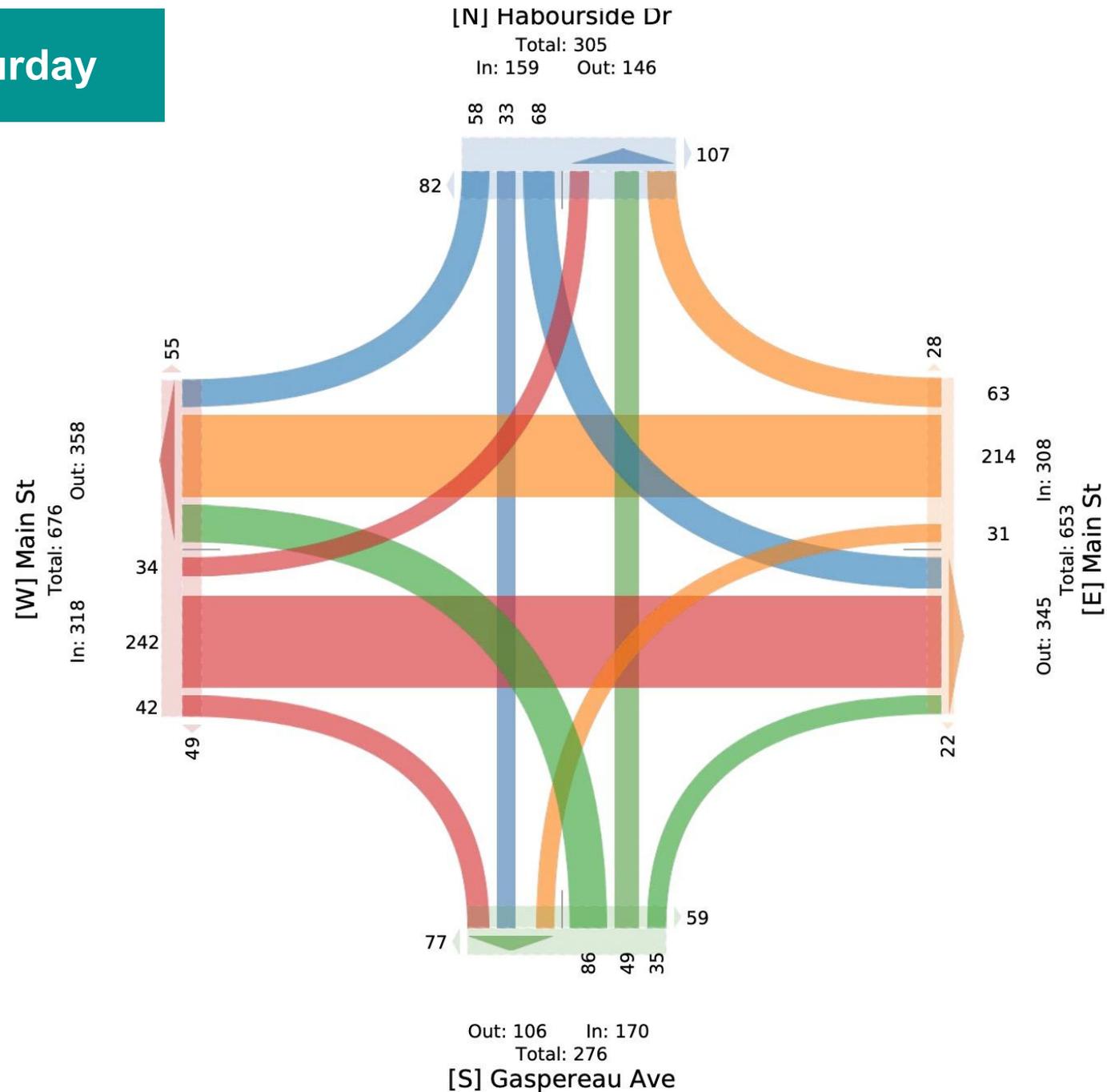
- Many more pedestrians
- Pedestrian and car traffic consistent through mid-day

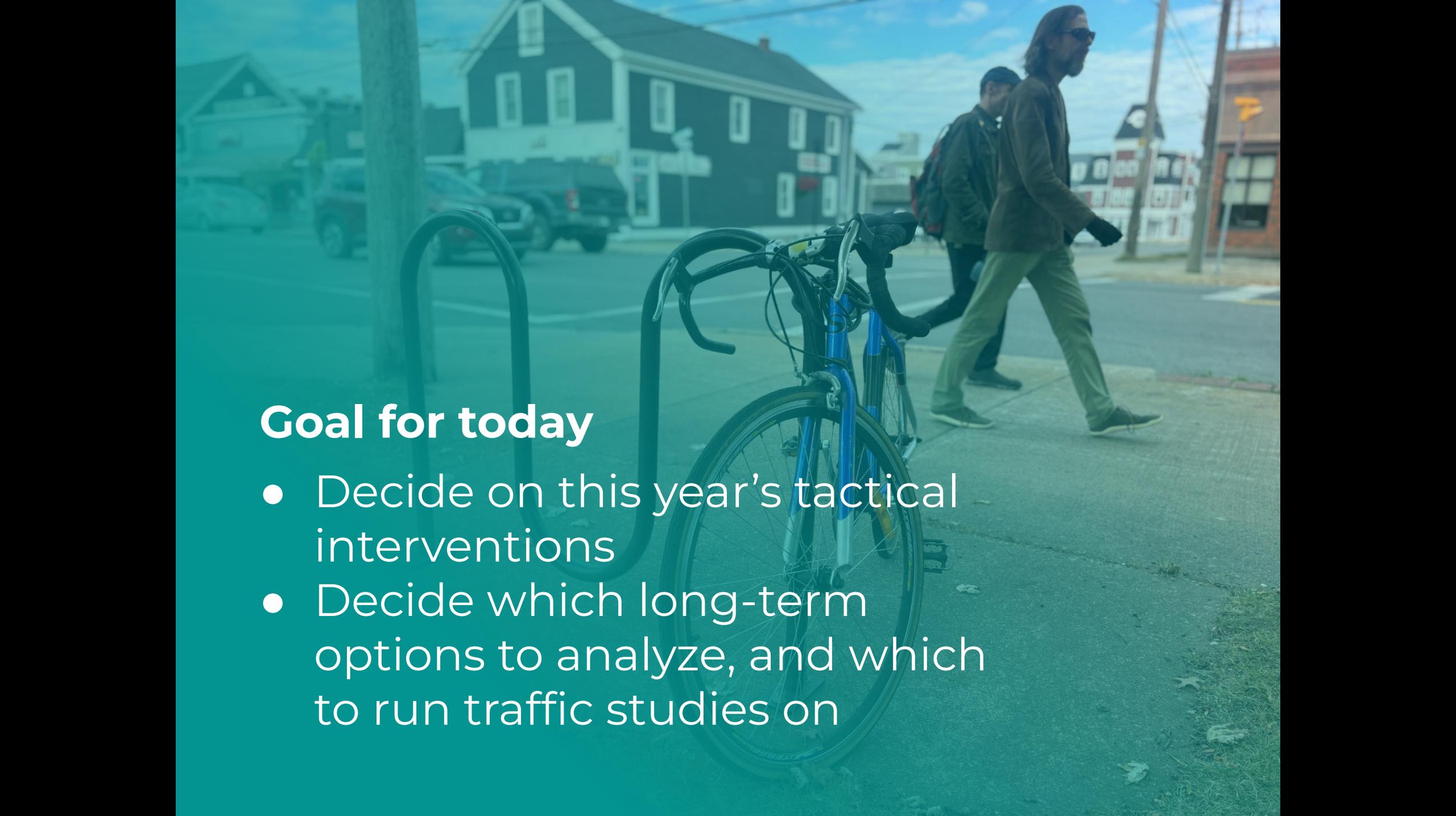


# Gaspereau & Main, Saturday

## Takeaways

- Traffic patterns complex: large numbers of cars turning





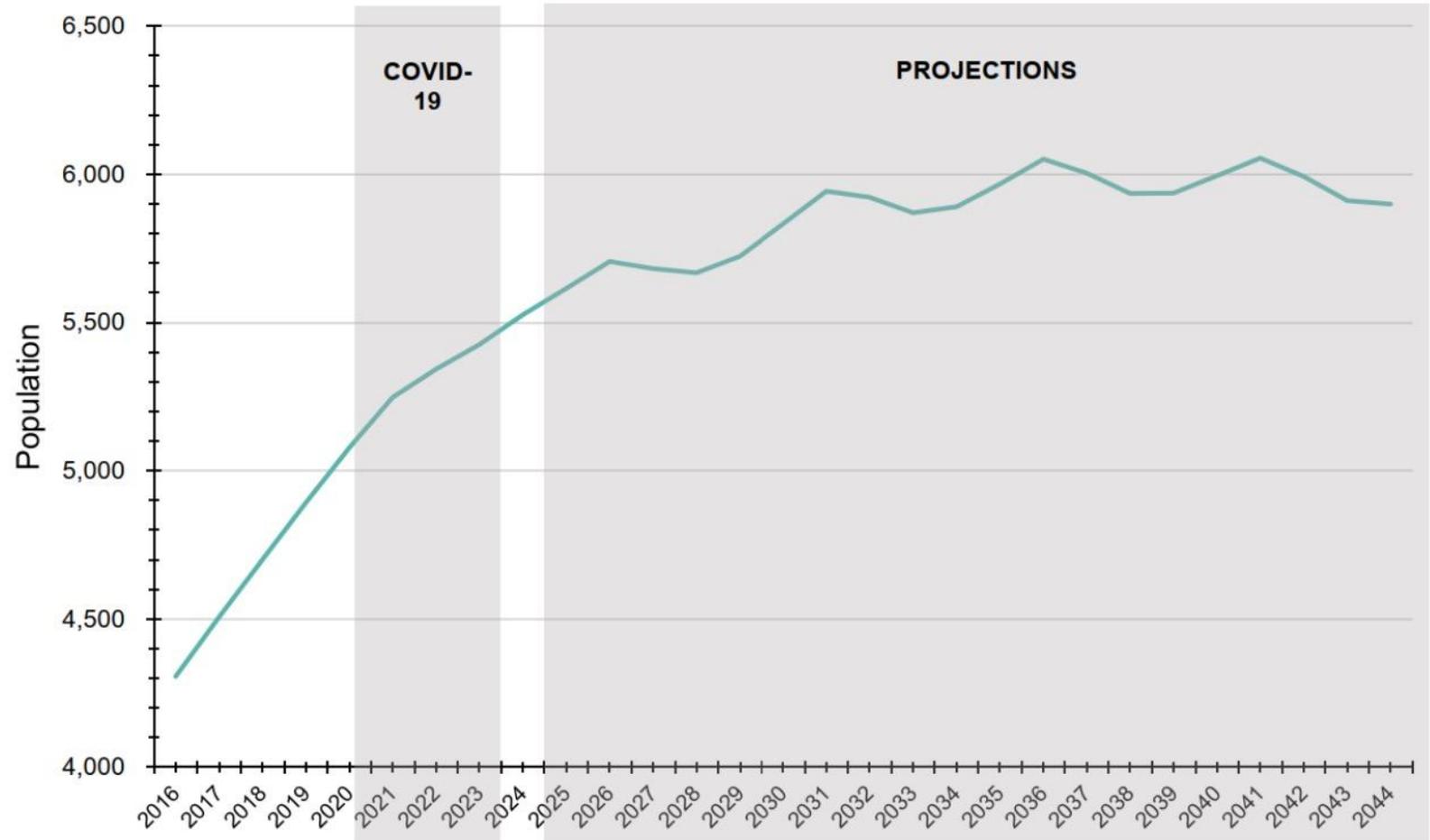
## Goal for today

- 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

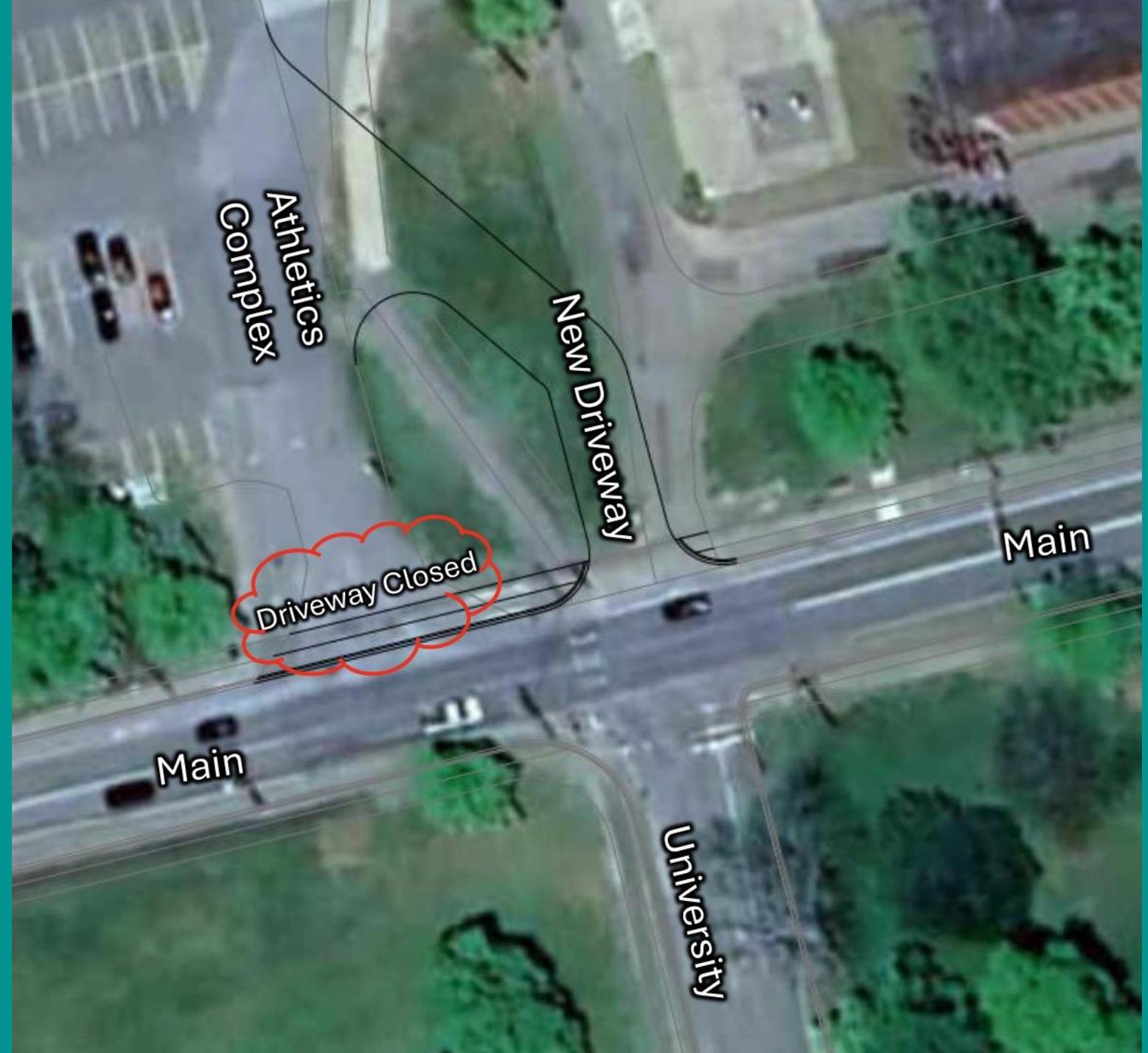
- One-time investment
- Addresses pedestrian challenge + left turns
- Opportunity to fix stormwater system and drainage issues

### Costs

- Higher cost

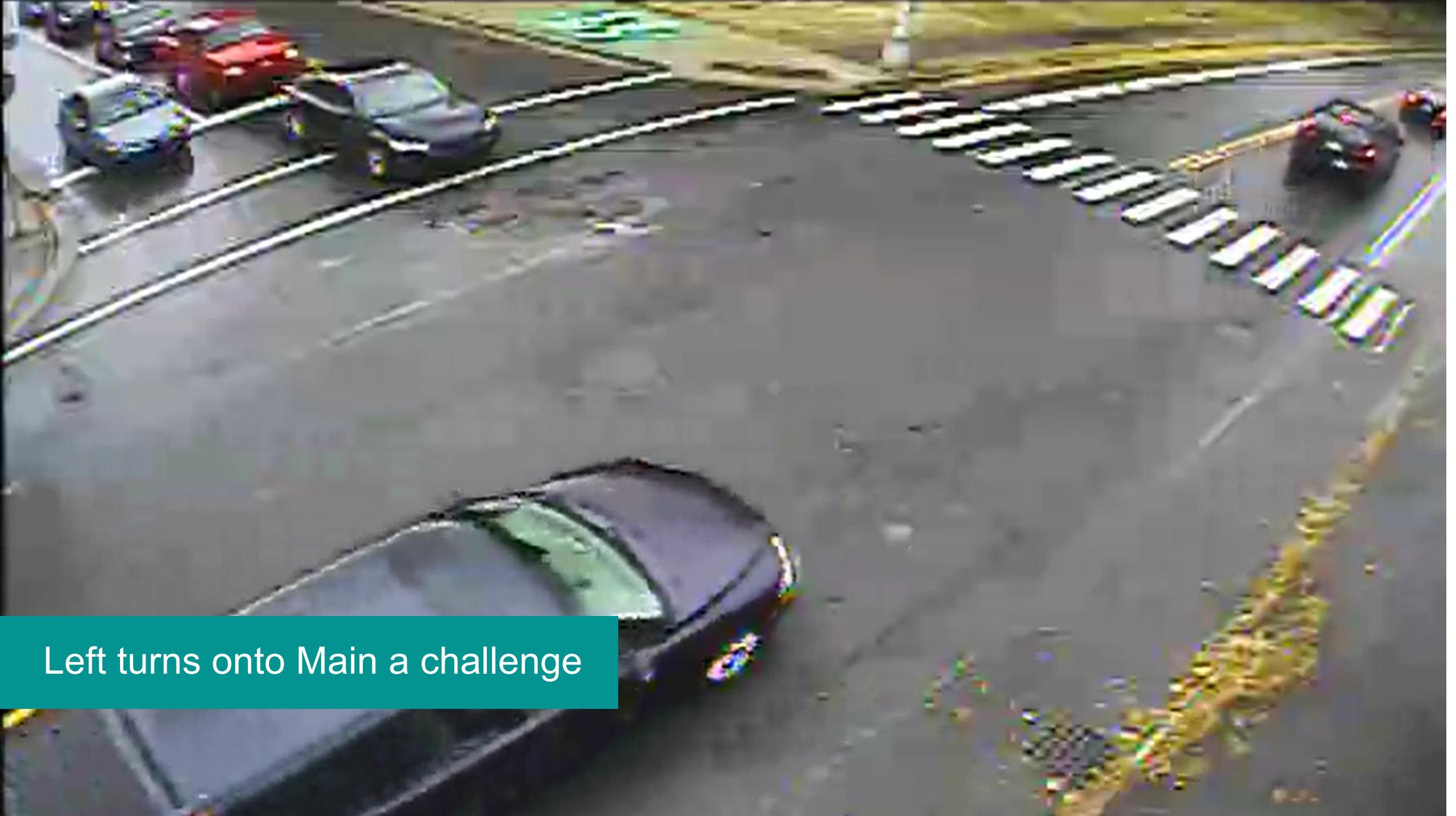
### Recommendation:

✓ 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



4 WAY



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:

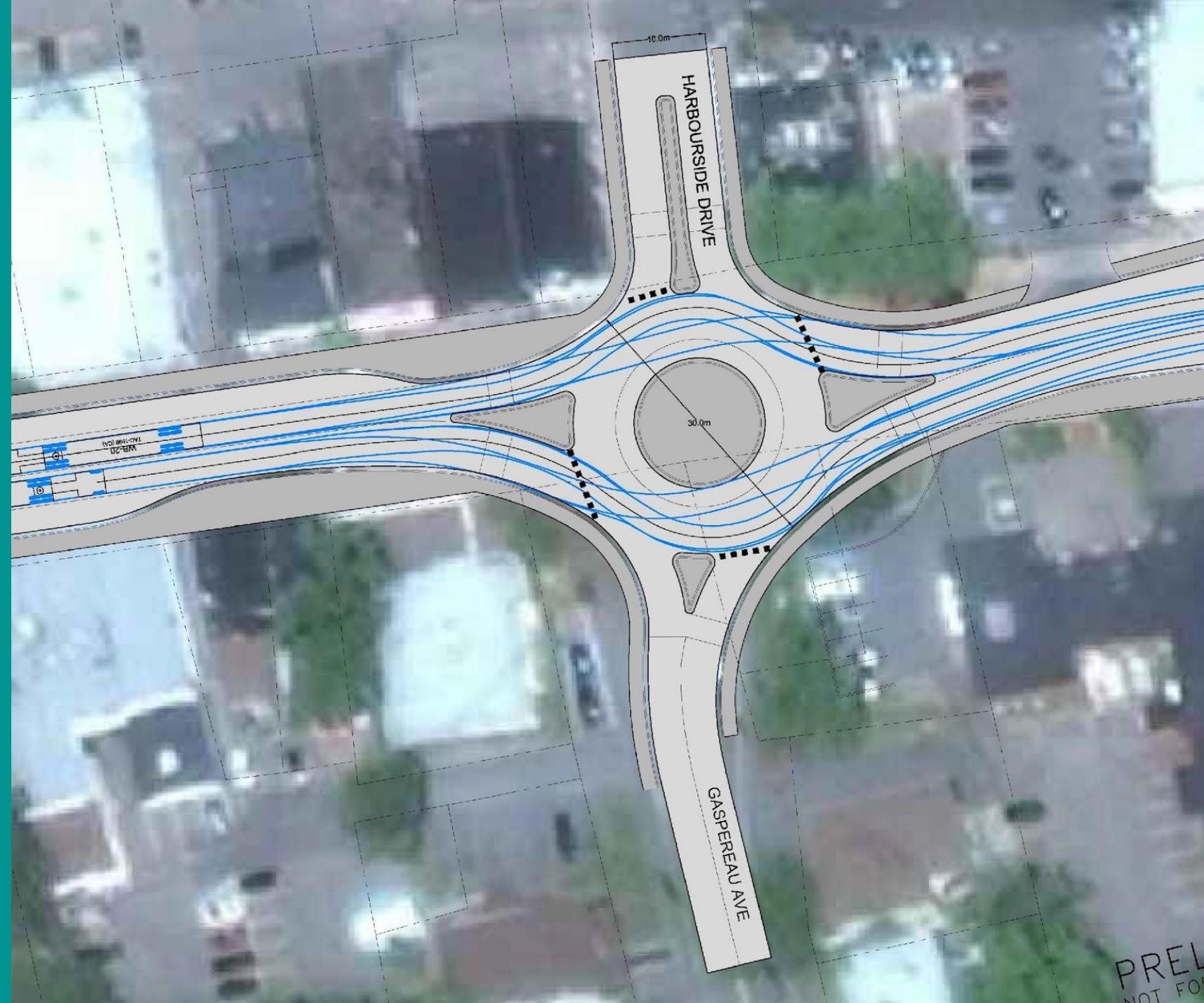
**X** Not recommended



## Option 3: Roundabout

### Benefits

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



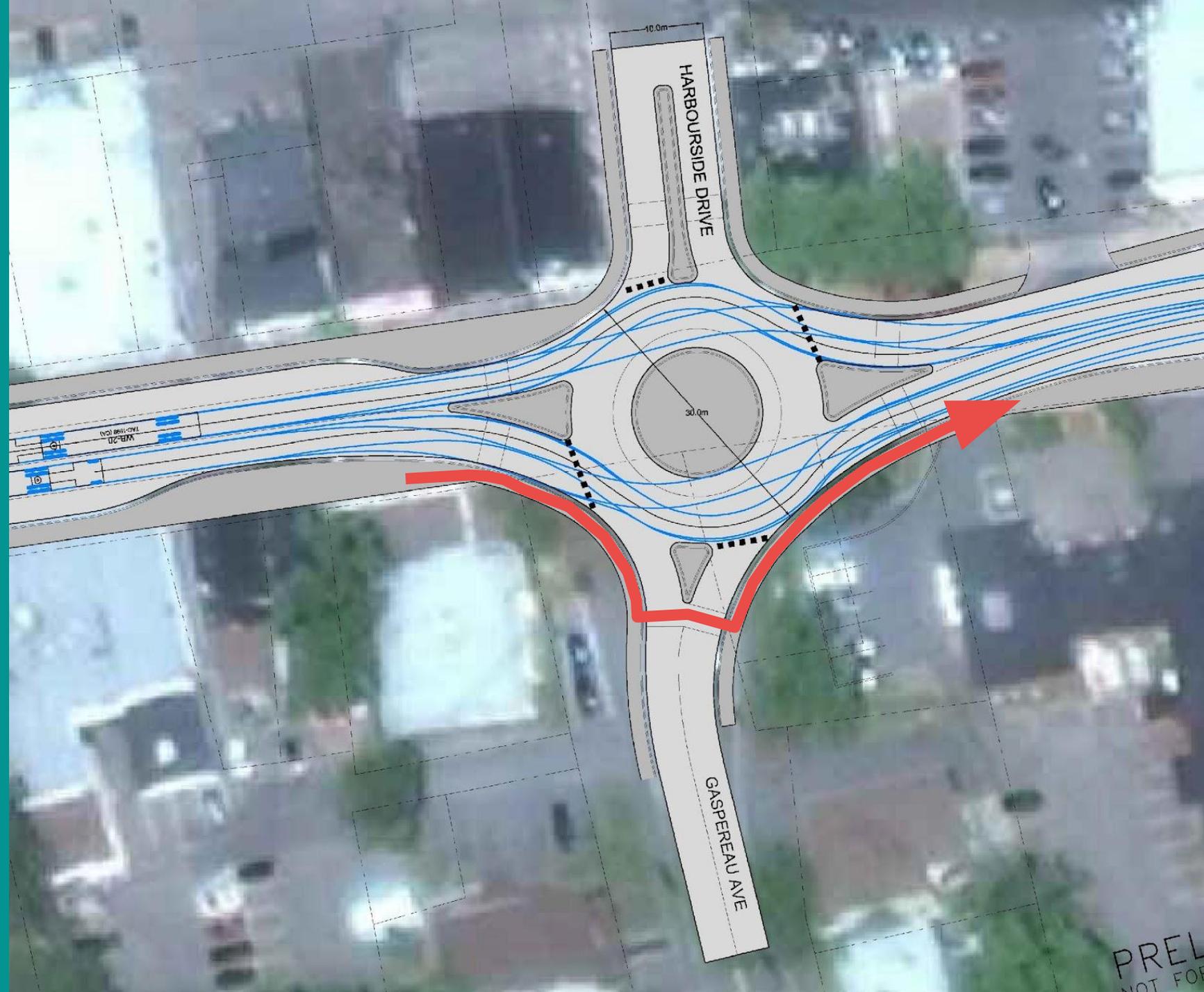
## Option 3: Roundabout

### 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



PREL  
NOT FOR

## 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