



NOTICE

MEETING: St. Mary's Municipal Council
Annual General Meeting

DATE: Wednesday, April 2nd, 2025

TIME: 7:00 pm

PLACE: St. Mary's Municipality
Council Chambers, Sherbrooke, NS

Please advise if unable to attend



Municipality of the District of St. Mary's

Annual General Meeting
Wednesday, April 2nd, 2025 at 7:00pm

We acknowledge that we are gathering in Mi'kmaq the traditional unceded territory of the Mi'kmaq people.

1. Call to Order
2. Roll Call
3. Additions to the Agenda
4. Approval of the Agenda
5. Presentation of 2025-2026 Municipal Operating and Capital Budgets – Marian Fraser, Director of Finance/Treasurer
6. 2025-2026 Budget Resolutions and Motions
 - a. Tax Rate Resolution
 - b. Remuneration of Warden and Councillors
 - c. 2025-2026 Municipal Operating
 - d. 2025-2026 Sherbrooke Water Utility
 - e. 2025-2026 Municipal Capital Budgets
 - f. General Government Grants Policy
 - g. 2025-2026 General Government Grants
 - h. 2025-2026 Internal and External Committee Appointments

Adjournment



Municipality of the District of St. Mary's

KEY BUDGET MESSAGES

2025/2026 Municipal Operating and Capital Budget

*The Municipality is presenting a balanced budget with no funds required from the accumulated operating surplus and with an operating budget of **\$4,735,080**. This represents a 15.99% increase over last year's budget.*

- **Council Priorities:** Council has carefully identified a list of critical needs for the Municipality to ensure that goals and priorities are accomplished. The following priorities have been incorporated in the municipal budget:
 1. **Waste Management** - Funds have been allocated within the 2025-2026 operational budget to create a new residential construction and demolition disposal service. When this service becomes available, hours of operation at the Municipal Transfer Station will increase.
 2. **Tourism Support** – Council has prioritized tourism promotion and increasing recognition of the Municipality. Therefore, funding has been allocated for the 2025-2026 fiscal year to support these initiatives. A digital tourism campaign including a website will be launched in 2025-2026 to enhance local tourism.
 3. **Community Development & Recreation** – Council has prioritized the continuation of delivering recreation and community development initiatives to enhance quality of life for residents and visitors. Initiatives for the 2025-26 fiscal year include the re-development of a Swim Program, Summer Day Camp, Lifecycle Plan for the St. Mary's Recplex and recognizing the important work of Health Care Professionals throughout the Municipality.
 4. **Housing Development** - create new housing utilizing the 2024 neighborhood concept plan. The Municipality has been successful in securing the Federal Housing Accelerator Fund which has been incorporated within the 2025-2026 budget.
 5. **Climate Change** - Continue work on the Municipal Climate Action Plan; develop practical solutions for climate change management and adaptation while engaging the public through effective communication. Funds have been allocated to support climate change initiatives and partnerships with climate focused organizations such as the Clean Foundation.
 6. **Local Business Support** – Council has identified business support as a priority and staff resources will be put towards identifying and developing initiatives to support local businesses within the Municipality. The business community will see the continuation of the Small Business Appreciation Event in 2025-2026.
- **Tax Rates:** St. Mary's Council is pleased to inform residents that due to careful planning Council is presenting a balanced budget for the 2025-2026 fiscal year with a two-cent tax rate increase per \$100 of assessment. Residential and resource property tax rate will be set at \$0.98 cents per \$100 of assessment and the commercial tax rate will be set at \$2.29 per \$100 of assessment.
- **Area Rates:**
 - Solid Waste Area Rate- has been set at \$116.82 per dwelling and commercial account with structure.
 - Street Light Area Rate- due to increases to related expenses the rate will increase from \$88.48 per account to \$93.72 per account.
 - The Sherbrooke Sewer Area Rate- will remain the same at \$220 per unit.

- **Education Services:** Contributions to the Strait Regional Center for Education are expected to be \$767,665, an increase of 9.2% over last year's municipal contribution.
- **Protective Services:** Contributions to the Province for RCMP services are \$677,027 an increase of 5.2% over last year. Council recognizes the importance of Volunteer Fire Departments in the Municipality and is committing an additional \$34,678 in grant funding, bringing the total of grants to fire departments to \$90,000 per annum. Council has also budgeted to continue the recognition event for 1st Responders Day which will be in the fall 2025.
- **Emergency Measures Services:** Additional administrative support has been allocated to leverage grant funding to increase project management, emergency measures coordination efforts and training within the Municipality. The Municipality will also be collaborating with other Municipal units in Guysborough County to develop a Regional Emergency Management Coordinator position as part of initiatives through the Provincial Department of Emergency Management. Municipally registered Comfort Centers within the Municipality will also benefit from increased funding in 2025-2026.
- **Department of Public Works:** The Public Works Department has achieved budget savings with the introduction of the new Extended Producer Responsibility recycling program, set to begin in December 2025. Increased staffing capacity within the Public Works Department and a Public Works vehicle are all parts of the 2025-2026 municipal budget.
- **Municipal Low Income Property Tax Exemptions:** The importance of supporting low-income homeowners within the Municipality has come to the forefront of Council for the 2025-2026 fiscal year. That is why Council has a significant investment and increased this budget item by \$10,000, allowing additional grants to distributed to those in need.
- **Municipal General Government Grants:** Council created additional grant flexibility by amending the General Government Grant Policy and extending the deadline for non-profit organizations to apply. A total of \$45,000 has been allocated in 2025-2026 for grants to organizations which included School Scholarships.
- **Capital Budgets:** The total Capital Expenditure for this year is \$740,393 which includes secured and non-secured grant funding and includes the following projects:
 - Dry Hydrants (2) for Fire Services
 - Municipal Facilities Privacy/Security Upgrades
 - Sewer Inflow Report Recommendations
 - Recplex Compressor upgrades & internal painting
 - Multi Use/Active Transportation Feasibility
 - 16 Main Street Accessible Washroom Upgrades
 - Heating & Cooling System Water Treatment Plant
 - Public Works Garage Electrical Upgrades
 - Water Treatment – Auto Control System
 - Sewer Testing Equipment
 - Sewer Equalization Pump Motor Drive
 - Water Meter Upgrades
 - Low Carbon Communities Solar Program
 - Bubble Traps for Filters Water Treatment
 - Cross Support Rebuild Sewer Treatment
 - Recplex Ammonia Detection System
 - Installation of New Water Hydrant
 - Repairs to Port Bickerton Lighthouse Road
 - Water Pump House Roof Repairs
 - Sherbrooke Library Kitchen/Community Room Upgrades
 - Water Treatment Plant System Upgrades



2025-2026
Annual General Meeting of Council
April 2nd, 2025

Municipal Operating Budget

2025/2026 General Operating Revenue

- ▶ The Residential and Resource property tax rate will be set at \$0.98 per \$100 of assessment and the commercial tax rate will be set at \$2.29 per \$100 of assessment, a two-cent increase on the tax rate.
- ▶ These rates will generate \$2,833,028 of tax revenue and will result in a balanced operating budget for the 2025/2026 fiscal year.
- ▶ The Solid Waste Charge per residential account with a dwelling and commercial accounts with a structure will be set at \$116.63.
- ▶ The Street Light Area Rate will increase from \$88.48 per account to \$93.72 per account.
- ▶ The Sherbrooke Sewer Area Rate will remain at \$220 per unit.
- ▶ Fire Tax Levies are determined by individual volunteer fire departments at their annual meetings.
- ▶ All area rates will generate an estimated revenue of \$573,531 for the 2025/2026 fiscal year.

Municipal Operating Budget

2025/2026 General Operating Revenue

- ▶ Grants in lieu of taxes revenue is estimated to generate \$189,340; grants include Federal, Provincial, Bell Aliant, NSPI, and CBC.
- ▶ Deed transfer tax revenue estimated at \$132,000
- ▶ Acreage revenue estimated at \$53,404
- ▶ Provincial Capacity Grant \$175,432
 - Formally known as the equalization grant
- ▶ HST offset grant \$6,000
- ▶ Conditional grants/transfers from other governments \$362,345
- ▶ Revenue from own sources \$410,000
 - Including Recreation/Community Development revenue, Recplex revenue, interest on taxes and investments, permits, fine revenue and tipping fees.

Total estimated revenue for 2025/2026 operating budget is \$4,735,080

Municipal Operating Budget

2025/2026 General Operating Expenditures

- ▶ General Government Services \$860,098
 - Includes Warden & Councillor honorariums, municipal administration, office/computer, building and janitorial expenses, increased capacity within low-income tax exemptions, municipal insurance, audit and legal expenses, and Property Valuation (assessment) services

- ▶ Protective Services \$1,030,059
 - Includes increased grants to fire departments, annual first responder recognition event, Emergency Management, including a Regional Emergency Management Officer, RCMP mandated funding, and building inspection/animal control services

- ▶ Transportation Services \$120,000
 - J-class Roads provincial maintenance expense and street lighting expenses paid to NS Power

- ▶ Environmental Health \$923,448
 - Includes Sherbrooke Sewer Utility expenses (chemicals, power, maintenance) and municipal Transfer Station (garbage/recyclable contract with ESC, tipping fees, general maintenance) , public works staffing, public works vehicle and snow clearing for municipal properties & sidewalks. Section includes introduction of the construction and demolition acceptance and extended hours at the Municipal Transfer Station. In addition, the extended producer responsibility program for recycling will come into effect at the end of 2025.

Municipal Operating Budget

2025/2026 General Operating Expenditure

- ▶ Environmental Development Services \$477,987
 - Includes planning, land use and subdivision services, economic development projects, municipal website, collaboration with non-project housing association, housing accelerator fund (HAF) projects, climate change initiatives, tourism initiatives, and small business event/supports.

- ▶ Recreation & Cultural Services \$555,823
 - Includes St. Mary's Recplex salaries, power, insurance and general maintenance, equity diversity inclusion/accessibility funding, Recreation/Community Development programming, initiatives through the office of healthcare practitioners and recruitment program, funding to support the development of facility life cycle plans, salaries, monthly municipal newsletter, funding to support the re-development of a swim program, Sherbrooke Library expenses, general government grants and community hall tax exemptions.

- ▶ Mandated Education expense payable to the Strait Regional Center for Education estimated at \$767,665

Total estimated expenditures for 2025/2026 \$4,735,080



Sherbrooke Water Utility Operating Budget

Sherbrooke Water Utility				
Comparative Statement of Operations				
Fiscal Years ending March 31st				
	2024/25 Estimated	Projection Using Current Rates		
		2025/26 Test Yr 1	2026/27 Test Yr 2	2027/28 Test Yr 3
OPERATING REVENUES				
Metered Sales	139,000	178,863	196,390	216,220
Flat Rate Sales	0	0	0	0
Public Fire Protection	0	0	0	0
Sundry	0	0	0	0
Total	139,000	178,863	196,390	216,220
OPERATING EXPENDITURES				
Source of Supply	39,000	14,214	14,640	15,080
Power and Pumping	42,532	12,797	13,181	13,576
Water Treatment - Purification	11,619	40,170	41,375	42,616
Transmission and Distribution	50,881	43,808	45,122	46,476
Administration and General	0	11,968	12,327	12,696
Depreciation	170,256	53,181	53,481	55,981
Other	0	0	0	0
Total	170,256	176,138	180,126	186,426
OPERATING PROFIT (LOSS)				
NON-OPERATING REVENUES				
Interest and other income	1,500	1,500	1,500	1,500
Sherbrooke Village Operating Grant	16,214	16,214	16,214	16,214
Transfer from Depreciation Fund	0	0	0	0
Other	0	0	0	0
Total	17,714	17,714	17,714	17,714
NON-OPERATING EXPENDITURES				
Debt Charges - Principal	14,073	14,073	14,073	14,073
Debt Charges - Interest	6,819	6,366	5,904	5,435
Capital out of Revenue	0	0	0	0
Earnings	0	0	14,000	28,000
Total	20,892	20,439	33,977	47,508
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
	(34,434)	0	0	0
DEFICIT AT BEGINNING OF YEAR	(146,280)	(180,714)	(180,714)	(166,714)
DEFICIT AT END OF YEAR	(180,714)	(180,714)	(166,714)	(138,714)

Capital Budgets

Municipality of St. Mary's - Multi Year - Summary of Capital Projects - DRAFT #2							
		2025-2026					
Opening Balance Est. > + Rev 25/26		568,719	293,109				
Project	Capital	CCBF	Grants	Project Total	2026/27	2027/28	2028/29
I&I Recommendations Phase 2	-	31,025	31,025	62,050			
I&I Recommendations Phase 3		43,339	43,339	86,678			
Dry Hydrant - Fishermans Hrb/PB		12,500		12,500			
Dry Hydrant - Liscomb		12,500		12,500			
Recplex -RFD - Compressors/Paint	18,527		37,054	55,581			
Recplex -RFD - Washroom Renos					\$		
Hydrant for line Flushing - Cameron Road	5,000			5,000			
Accessible Public Washrooms - 16 Main St.	23,287		43,263	66,550			
Water Tr Plant - Heating & Cooling System		20,000		20,000			
Public Works Garage - power/electrical connection	6,500			6,500			
Sewer - Hospital Rd Lift St Pump/Pipe				-			
Port Bickerton Lighthouse Road	5,000			5,000	\$	\$	\$
Sewer Testing Equipment/Blower		7,500		7,500			
Water Tr PL- PLC/Auto Control System		57,357	57,357	114,714			
Sewer Equalization Pump Motor Drive		15,000		15,000			
Water Meter Upgrades		10,000		10,000	\$	\$	
Admin Bldg Recpt. Area Privacy	25,000						
Sewer Tr Plant - Cross Supports Rebuild		75,000		75,000			
Low Carbon Communities Solar Program	20,580		61,739	82,320	\$		
Water Tr Plant - Bubble Traps for Filters		7,000		7,000	-		
Roof on Water Pump House	5,000			5,000			
Recplex Ammonia Detection System	15,000			15,000			
Library Kitchen/Community Room Reno	10,000			10,000			
Connect 2 - Multi Use Feasibility Study	10,375		31,125	41,500	\$	\$	
Sewer Treatment Plant Screener				-	\$		
Total	144,269	291,221	304,902	715,393	-	-	-
Ending Balance	424,450	1,888					

Annual Budget Motions

2025/2026 Tax Rate Resolution Motion

Approve the Tax Rate Resolution for Adopting Estimates & Striking the Tax Rate for the Year April 1, 2025 - March 31, 2026.



RESOLUTION FOR ADOPTING ESTIMATES & STRIKING THE TAX RATE

Municipality of the District of St. Mary's
For the Year April 1, 2025 - March 31, 2026

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's that pursuant to Section 72 and 73 of the Municipal Government Act, the Municipal Council of the estimates the sums of **\$2,833,028** is required for the lawful purposes of the said Municipality for the year ending March 31, 2026, after crediting the probable revenue from all sources other than taxes for said year which may not be collectable and collected.

BE IT FURTHER RESOLVED that Council hereby authorizes the levying and collection of a rate of **\$ 2.29** on each one-hundred dollar of the assessed value of the property assessed in the Assessment Roll, which shall be the Commercial Property Tax Rate, and which rate the said Council deems sufficient to raise the sums required to defray the expenditure of the said Municipality for the said year and any deficit from the preceding year.

BE IT FURTHER RESOLVED that Council hereby authorizes the levying and collection of a Property Tax Rate of **\$0.98** on each one-hundred dollar of assessed value of residential property assessed in the Residential Rate Roll, said rate having been calculated after applying the commercial rate to the residential property assessed to obtain the amount to be raised from Residential Property Taxation.

The *Commercial and Residential/Resource Property Tax Rate* as determined by Council and that Council deems sufficient to raise the amounts necessary for the lawful purposes of the said Municipality for the twelve-month year ending March 31, 2026.

BE IT FURTHER RESOLVED that said Council hereby requires payment of said rates to be made to the Treasurer of the said Municipality on or before the 31st day of July 2025.

BE IT FURTHER RESOLVED that said Council imposes an additional percentage of fourteen percent per annum on all rates and taxes remaining unpaid after the 31st day of July 2025.

BE IT FURTHER RESOLVED that the Council hereby fixes the 31st day of July 2025 as the day after which the Treasurer may proceed to issue warrants for the collection of all rates and taxes.

Annual Budget Motions

2024/2025 Resolution of Warden and Councillors Remuneration Motion

Approve the Warden and Council Remuneration Resolution for the fiscal year April 1, 2025 - March 31, 2026.



RESOLUTION FOR REMUNERATION FOR WARDEN & COUNCILLORS

Municipality of the District of St. Mary's
For the Year April 1, 2025 – March 31st, 2026

BE IT RESOLVED by the Municipal Council of the Municipality of the District of St. Mary's, in the County of Guysborough, that the Remuneration entitled to ***Warden & Councillors*** for the period, of April 1st, 2025 to March 31st, 2026 be as follows:

1. The Warden of the Municipality shall receive an amount of **\$11,535** per annum as remuneration of their services as Warden and the Deputy Warden shall receive an amount of **\$3,290** per annum for their services as Deputy Warden.
2. Every member of the Municipal Council shall receive an amount of **\$17,321** per annum as remuneration for their service as Councillor, such remuneration shall also be paid to the Warden and Deputy Warden as a Councillor pursuant to section 1 of this resolution.
3. The Warden, Deputy Warden and Councillors shall in addition to such remuneration be paid a daily meal fee of **\$70.00** (*\$15.00 breakfast, \$20.00 dinner, \$35.00 supper*) and to utilize the **Federal Floating Mileage Rate** for travel to and from meetings, conferences, workshops, etc.
4. Municipal representatives appointed by Council to outside agencies, organizations, commissions shall be paid in accordance of section 3 the Remuneration For Warden & Councillors.
5. The Warden, Deputy Warden and Councillors are paid **12** times per year.

Annual Budget Motions

2025/2026 Operating Budget

Approve the 2025/2026 Municipal Operating Budget which includes individual department budgets, and schedule of rates including increases to area rates as presented.

2025/2026 Sherbrooke Water Utility Budget

Approve the 2025/2026 Sherbrooke Water Utility budget as presented pending the Nova Scotia Utility and Review Board rate decision.

2025/2026 Capital Budgets

Approve the 2025/26 Capital Budget as presented.



General Government Grants Policy Recommendation

Municipal Council reviewed proposed amendments to the General Government Grants Policy at the Committee of the Whole on March 19th, 2025 and passed the following recommendations:

On Recommendation of Councillor O'Connell and seconded by Council Beaver that Municipal Council approve to amend section 6 of the General Government Grant Policy and state a minimum total project of \$1,000 along with removing the stipulation that organizations are only eligible if they have not received the grant within the last two fiscal years along with all other recommend non substantive changes. Furthermore; recommend that Municipal Council re-issue the call for General Government Grant applications for the 2025-2026 fiscal year with a deadline for applications of May 14th, 2025.

Recommendation approved.



General Government Grants

Municipality of the District of St. Mary's
For the Year April 1, 2025 - March 31, 2026

1. District Grants - Each Municipal Councillor will have an equal amount, **\$4,000**, of funds per district, to be allocated at their discretion in accordance with the policy throughout the fiscal year. The total funds allocated for the five municipal districts will be **\$20,000** for the fiscal year.
2. Grants to Organizations – Council will review completed applications and allocate grants after the application deadline of May 14th, 2025. Total funding allocated for 2025/26 grants to organizations is **\$22,000**.
3. School Scholarships – A **\$3,000** grant will be provided to St. Mary's Academy for scholarships to students who are residents of the Municipality graduating grade 12 planning to further their post-secondary education.

Total General Government Grants for 2025/26

\$45,000

Motion:

2025/2026 General Government Grants

Approve the General Government Grants for the fiscal year April 1, 2025 - March 31, 2026 as presented.



1. Purpose

The purpose of this policy is to provide Council, Municipal Staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded.

2. Authority

This policy derives its authority from section 56 & 57 of the *Municipal Government Act (MGA)* of the Province of Nova Scotia.

3. Terms/Definitions

3.1 *Chief Administrative Officer (CAO)*- head of administration for the Municipality of the District of St. Mary's as appointed by Council.

3.2 *Municipal Council or Councillor* –elected officials for the Municipality of the District of St. Mary's.

3.3 *Director of Finance (DOF)* – the Director of Finance for the Municipality of the District of St. Mary's

3.4 *Municipality* – the Municipality of the District of St. Mary's.

3.5 *Warden or Deputy Warden* – means the council member chosen by the council of a county or district municipality to be the chair of the council.

3.6 *Immediate Family* – the Municipality may employ relatives of municipal employees and elected officials. For the purpose of this section, a "relative" includes parent, spouse, (including common-law), child, sibling or half sibling, grandparent, grandchild, niece, nephew or any of those by way of marriage ("in law" or "step" relatives).

3.7 *Non-Profit/Not for Profit Organization or Community Group* – a group organized for purposes other than generating profit/capital and in which no part of the organization's income is distributed to its members, directors, or officers. Also referred to in this policy as "organization" or "applicant".

3.8 *Registry of Joint Stock* – is a government agency that is responsible for registering and maintaining a database of all businesses and non-profit organizations in Nova Scotia.

3.9 *Demonstrated Need* – shall be defined as a situation where an applicant does not have sufficient resources to carry out a particular activity or task, event or service to the community.

4. Application of the Policy

4.1 General Government Grants are not to exceed 1.5% of the fiscal year's operational budget minus any transfer needed from surplus.

4.2 During a Municipal Election year District Grants cannot be allocated or spent three months prior to the election date and only 50% of the total district grant can be spent per Councillor by such date

5. Grant Categories

The Municipality may provide three types of grants through this policy:

5.1. District Grants - Each Municipal Councillor will have an equal amount of funds per district to be allocated at their discretion in accordance with this policy throughout the fiscal year.

5.2 Grants to Organizations – During annual budget deliberations Council will review completed applications and allocate grants.

5.3 School Scholarships – Grants provided to St. Mary's Education Center/Academy for scholarships to students who are residents of the Municipality graduating grade twelve and are planning to attend post secondary education.

6. Description of Grant Category, Criteria and Eligibility

6.1 Municipal District Grants

6.1.1 A demonstrated need must be shown to exist and shall be the deciding factor for approval.

6.1.2 Grants are meant to be of a specific nature and shall not be construed as being annual operating funds.

6.1.3 Funds are not to be used for any personal gain or to benefit for any commercial or private enterprise.

6.1.4 Community Centers and Religious Organizations are not eligible unless for a specific event or purpose benefiting residents of the Municipality.

6.1.5 Municipal District Grants are awarded throughout the fiscal year at the discretion of the district's municipal councillor while complying with this policy.

6.1.6 District grant eligibility components; Not for Profit Organizations/Community Groups must be within the Municipality or serve/benefit residents within the Municipality, examples include but are not limited to; Students (St. Mary's Education Centre/Academy), sport groups, Provincial/National recognition, community groups, youth groups.

6.2 Grants to Organizations

6.2.1 A demonstrated need must be shown to exist and shall be the deciding factor for approval. Need shall be defined as a situation where applicant does not have sufficient resources to carry out a particular activity, task or service to the community.

6.2.2 Grants are meant to be of a specific nature and shall not be construed as being a regular or an annual occurrence.

6.2.3 Any one group or project cannot exceed funding of more than 50% of the total funds allocated in the Grants to Organizations category.

6.2.4 Funds are not to be used for any personal gain or commercial or private enterprise.

6.2.5 Grants to Organizations focus on capital projects. Program costs are eligible as long as they are not ordinary operating costs of an organization.

6.2.6 The Grants to Organizations category are awarded by motion of Council annually at the Annual General Meeting of Council.

6.2.7 Organizations must be active with registry of joint stocks - or – provide evidence of incorporation under the Societies Act of Nova Scotia. Applicants must identify how long the applicant organization has existed, or if co-sponsored similar proof from the co-sponsoring organization is required.

6.2.8 Organization must be located within the Municipality or serve/benefit residents of the Municipality.

6.2.9 There is a minimum total project of \$1,000 for the applicant with the potential to receive up to 50% funding from the Municipality.

6.3 School Scholarships

6.3.1 School Administrations at St. Mary's Education Center/Academy administers the criteria and eligibility for all other municipally sponsored scholarships and applicants.

7. Application Process and Reporting Requirements

7.1 District Grants - All grant requests shall be received in writing and are to be approved at the discretion of the district's Municipal Councillor in consultation with the CAO and/or DOF in accordance with this policy. A Councillor can approve a grant without having it in writing from the organization providing the Councillor supplies the grant requests to municipal administration in writing. District Grants can be requested throughout the year providing funds are available. There are no reporting requirements for District Grants.

7.2 Grants to Organizations – Applicants must complete an application form (Appendix A), see attached form. The deadline to submit completed applications is February 15th of each year, for the upcoming fiscal year. Financial information must be included as outlined in application form. The following reporting requirements exist for grants to organizations.

7.2.1 Requests may require the applicant to make a presentation to Council.

7.2.2 Successful organizations will receive 80% of the funding up front. The remaining 20% will be released after reporting requirements are complete using the Grants to Organization Funding Evaluation form (Appendix B). If the form is not complete the applicant will not be eligible for a grant until the reporting requirements are complete.

7.2.3 The Grants to Organization Funding Evaluation Form must be completed by February 15th of the current fiscal year.

7.3 School Scholarships – School Administration at St. Mary's Academy administers the reporting requirements.

8. Council Approval of Policy

8.1 The amount for general government grants will be considered as part of the Municipality's annual budget process. Council may allocate funds over and above the amount approved in the budget process when request for grants of an emergency or pressing nature are received that exceed the budget. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the guidelines set out in this policy.

9. Policy Review

9.1 The Municipality shall ensure this policy is reviewed at least every four years and, where necessary revised. All amendments to this policy will be recorded using Schedule A- Policy Amendments.



SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Approval of Policy	Council	April 14, 2016
2	Amendments	Council	September 16, 2019



APPENDIX A



GRANTS TO ORGANIZATIONS - APPLICATION FORM
Municipality of the District of St. Mary's Box 296, 8296 Highway 7, Sherbrooke, NS B0J 3C0
Phone: (902) 522-2049 Fax: (902) 522-2309 email: council@saint-marys.ca

Deadline for Submissions: February 15, 20XX

Organization Name: _____

Registry of Joint Stocks Active #: _____

Address: _____

Contact Person: _____ Contact Phone #: _____

Monetary Amount Requested: \$_____

Description of Organization and Major Activities:

**Should more space be required, please use reverse of this sheet.*

Outline event/activity/project that the organization is requesting funding for:

**Should more space be required, please use reverse of this sheet.*

List any other sources of outside funding known to date for the above event/activity/project:

Signature of Applicant

Date

** The following Financial Requirements must be included with this form for it to be considered complete:*

1. Most recent **Annual Financial Statement** (Income Statement and Balance Sheet) – along with a copy of the Motion where the statements were approved by your organization
2. Current **Year to Date Income Statement**

*** Additional reporting requirements will be requested if your organization receives more than \$1000 from this Grant Program.*



Appendix B

Municipality of the District of St. Mary's
Grants to Organization - Funding Evaluation Form



Organization Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

Email: _____

Describe how the grant contribution was used: _____

Did this grant benefit the community as anticipated or expected?

Name

Title/Position

Signature

Date

Completed evaluation forms should be sent to Marian Fraser, Director of Finance

Mail or in person:
8296 Highway 7, PO Box 296
Sherbrooke, NS B0J 3C0



The Municipality of the District of St. Mary's

For the year April 2025 – March 2026

Internal/External Committees of Council

INTERNAL COMMITTEES	2024-2025	2025-2026
Accessibility Advisory Committee	Warden Fuller Alternate: Councillor Tibbo	Warden Fuller Alternate: Councillor Tibbo
Audit Committee	<i>Open to all Councillors</i>	
Fences and Arbitration Committee	Warden Fuller Alternate: Councillor Tibbo	Warden Fuller Alternate: Councillor Tibbo
Fire Services Advisory Committee	<i>Open to all Councillors</i> Deputy Warden Malloy Warden Fuller Alternate: Councillor O'Connell	
Joint Occupational Health & Safety Committee	Deputy Warden Malloy Alternate: Warden Fuller	Deputy Warden Malloy Alternate: Warden Fuller
Source Water Protection Advisory Committee	Councillor O'Connell Alternate: Councillor Beaver	Councillor O'Connell Alternate: Councillor Beaver
EXTERNAL BOARDS/AGENCIES	2024-2025	2025-2026
Eastern Counties Regional Library Board	Warden Fuller Alternate: Councillor Tibbo	Warden Fuller Alternate: Councillor Tibbo
Eastern Region Solid Waste Management	Deputy Warden Malloy Alternate: Councillor Tibbo	Deputy Warden Malloy Alternate: Councillor Tibbo
Guysborough Adult Learning Association	Warden Fuller Alternate: Councillor Beaver	Warden Fuller Alternate: Councillor Beaver
Guysborough Community Health Board	Councillor Tibbo Alternate: Councillor Beaver	Councillor Tibbo Alternate: Councillor Beaver
Tourism Guysborough County Association	Councillor Beaver Alternate: Councillor O'Connell	Councillor Beaver Alternate: Councillor O'Connell
Guysborough County Home Support Agency	Councillor O'Connell Alternate: Councillor Tibbo	Councillor O'Connell Alternate: Councillor Tibbo
Port Bickerton & Area Planning Association	Deputy Warden Malloy Alternate: Warden Fuller	Deputy Warden Malloy Alternate: Warden Fuller
Sherbrooke Restoration Commission	Councillor O'Connell Alternate: Warden Fuller	Councillor O'Connell Alternate: Warden Fuller
Community First: Guys. County Housing Assoc.	Warden Fuller Alternate: Councillor O'Connell	Warden Fuller Alternate: Councillor O'Connell
Smart-Go Rural Transit Board	Warden Fuller Alternate: Councillor O'Connell	Warden Fuller Alternate: Councillor O'Connell

Annual Budget Motions

2025/2026 Internal and External Committee Appointments

Approve the 2025/2026 Internal and External Committee Appointments for the fiscal year April 1, 2025 - March 31, 2026 as presented in the attached table.

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Statement of Operations - Operating Fund

Year ending EST to March 31st, 2025

	2024/25	2024/25	2025/26
	Budget	YE Est March31	Budget
Revenue (Schedule A)			
Taxes	2,531,946	2,585,036	2,673,691
Grants in lieu of taxes	165,265	164,936	165,465
Revenue from own sources	308,617	389,609	410,000
Unconditional transfers from other	187,420	255,514	185,799
Conditional transfers from other gc	26,227	13,727	362,345
Other transfers			
	3,219,475	3,408,821	3,797,300
Expenditures (Schedule B)			
General government services	831,408	837,181	860,098
Protective services	776,843	758,410	859,944
Transportation services	113,617	118,392	120,000
Environmental health services	820,327	815,442	923,448
Environmental development servic	162,968	201,544	477,987
Recreation and cultural services	514,312	471,619	555,823
Financing and transfers			
	3,219,475	3,202,588	3,797,300
DEFICIENCY OF REVENUE OVER EXPENDITURES	0	206,234	0
Transfer to Capital Reserve			
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 1,751,189	\$ 1,751,189	
ACCUMULATED SURPLUS, YE	\$ 1,751,189	\$ 1,957,423	\$ 0

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2025

	2024/25	2024/25	2025/26
	Budget	YE EST	Budget
Taxes			
Assessable Property			
Residential	1,764,251	1,759,832	1,924,860
Commerical			
Based on taxable assessments	607,334	607,334	609,062
Resource			
Taxable assessments	283,234	282,219	299,106
Forest property Tax less than 50,000	13,870	13,687	13,687
Forest property Tax more than 50,00	28,624	28,624	28,624
Area Rates			
Street Lighting	81,225	81,225	86,020
Sherbrooke Sewer	87,215	87,215	87,215
Solid Waste	219,890	219,274	230,181
Assessment Act, farm property acreage	10,845	11,093	11,093
Business Property			
Based on Revenue - Aliant	18,433	19,508	19,508
Other			
Deed Transfer Tax	120,000	178,000	132,000
Fire Protection Levy	159,538	170,115	170,115
Transfer of Fire Protection Levy	(159,538)	(170,115)	(170,115)
	\$ 3,234,921	\$ 3,288,011	\$ 3,441,356
Expenditures as a reduction of tax revenue			
Appropriations to Regional School Boar	(702,975)	(702,975)	(767,665)
	\$ 2,531,946	\$ 2,585,036	\$ 2,673,691
Grants in lieu of taxes			
Federal government	19,500	19,171	19,200
Provincial property	145,000	145,000	145,500
CBC	765	765	765
	\$ 165,265	\$ 164,936	\$ 165,465

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2025

	2024/25	2024/25	2025/26
	Budget	24/25 YE EST	Budget
Revenue from own sources			
Licences and permits	3,000	2,200	3,000
Fines	11,500	10,336	11,000
Interest on taxes	60,000	78,136	75,000
Interest on investments	120,000	167,255	132,000
St. Mary's Fitness Center	200	200	-
Recreation/Community Grants	65,332	90,719	82,100
St. Mary's Recplex	33,585	30,720	33,400
Miscellaneous	4,000	6,543	3,000
Scrap Metal /Tipping Fees	11,000	3,500	70,500
	\$ 308,617	389,609	410,000
Unconditional Transfers			
Provincial government			
Equalization grant	175,432	175,432	175,432
HST offset program	8,000	5,715	6,000
Nova Scotia Power Corp	3,988	4,367	4,367
Divert NS		-	-
Floodline/3D Mapping		70,000	-
	\$ 187,420	\$ 255,514	\$ 185,799
Conditional transfers from other governments			
ED Grant Projects	-	-	323,618
Civic Addressing	1,227	1,227	1,227
MPAL	25,000	12,500	25,000
Community Works Grant		-	12,500
	\$ 26,227	13,727	362,345

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2025

	2024/25	2024/25	2025/26
	Budget	YE EST	Budget
General Government Services			
Legislative			
Warden remuneration	25,464	25,464	28,856
Warden expenses	9,500	8,500	11,450
Council remuneration	82,464	82,464	72,576
Council expenses	25,700	25,700	23,270
Other council expense	8,000	11,500	2,000
Municipal Election	10,000	4,039	-
General Administrative			
Administration and employee benefits	191,522	176,525	184,263
Financial management	153,979	160,095	171,183
Audit fees	17,000	17,000	17,500
Property valuation services	95,349	93,615	94,500
Low income rebates	10,080	9,900	25,000
General insurance	50,050	53,603	61,000
Solicitor expense	30,000	40,000	30,000
Computer/office expense	50,000	53,872	63,000
Building utilities and janitorial	47,800	50,404	51,000
Common services	14,500	14,500	14,500
Other general government services			
Valuation allowances	10,000	10,000	10,000
Debenture interest			
	\$ 831,408	\$ 837,181	\$ 860,098
Protective Services			
Police protection			
RCMP policing	649,821	641,732	677,027
Law enforcement and corrections			
Public prosecutions	6,000	4,757	5,800
DNA testing	2,000	1,949	2,000
Fire protection			
Worker's compensation insurance	8,500	8,500	8,500
Fire department grants	61,322	57,301	95,500
Special capital - fire department			
EMO	20,700	14,171	42,617
Other - property inspection & animal control	28,500	30,000	28,500
	\$ 776,843	\$ 758,410	\$ 859,944

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2025


	2024/25	2024/25	2025/26
	Budget	24/25 YE EST	Budget
Transportation services			
Road transport	32,392	33,892	34,000
Street lighting	81,225	84,500	86,000
	<u>\$ 113,617</u>	<u>\$ 118,392</u>	<u>\$ 120,000</u>
Environmental health services			
Public Works & Sewer			
Sewer maintenance	51,965	52,702	52,170
Public Works Maintenance	56,550	55,000	59,000
Tr. to Capital/Major Repairs	16,888	16,888	7,500
Public Works Salaries/Benefit	181,352	189,852	222,979
Solid Waste			
Transfer station & collection	500,909	488,337	560,635
Transfer station salaries	12,663	12,663	21,164
	<u>\$ 820,327</u>	<u>\$ 815,442</u>	<u>\$ 923,448</u>

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund


Year ending March 31st, 2025

	2024/25	2024/25	2025/26
	Budget	EST YE	Budget
Environmental development services			
Planning and subdivision	8,500	8,500	6,000
Economic development and tourism	154,468	123,044	453,633
Project Management	-	-	18,354
Floodline Mapping	-	70,000	
	\$ 162,968	\$ 201,544	\$ 477,987
Recreation and cultural			
Dept of Community Develop & Recreation	286,642	244,279	327,910
St. Mary's Recplex	100,770	100,179	102,413
St. Mary's Fitness Center	2,500	2,500	2,000
Grants to organization (Policy/funding request)	45,000	45,000	45,000
Community Hall tax exemptions	36,000	38,693	39,000
Port Bickerton Lighthouse	4,500	4,500	4,500
Sherbrooke Library	12,500	11,468	10,000
Eastern Counties Regional Library	26,400	25,000	25,000
	\$ 514,312	\$ 471,619	\$ 555,823

 Municipality of St. Mary's - Schedule of Rates			
ITEM	2023/24	2024/25	2025/26
Uniform Assessment	209,306,488	230,636,339	251,858,658
CAP Rate	7.7%	3.2%	1.5%
Cost of Living	3.0%	2.0%	0.9%
Mileage	Floating Fed Rate	Floating Fed Rate	Floating Fed Rate
Meals: Breakfast/Lunch/Supper	15/20/35	15/20/35	15/20/35
Tax Certificate	\$ 20	\$ 20	\$ 20
Building Permits: Residential	\$20 Plus \$.10/Sq Ft	\$20 Plus \$.10/Sq Ft	\$20 Plus \$.10/Sq Ft
Commercial	\$20 Plus \$.14/Sq Ft	\$20 Plus \$.14/Sq Ft	\$20 Plus \$.14/Sq Ft
Shed/Storage	\$20 Plus \$.04/Sq Ft	\$20 Plus \$.04/Sq Ft	\$20 Plus \$.04/Sq Ft
Renovations excess \$2500 value	\$20 Plus \$2.00/\$1000 Value	\$20 Plus \$2.00/\$1000 Value	\$20 Plus \$2.00/\$1000 Value
Renos with non defined floor space	\$20 Plus 2% Of Value	\$20 Plus 2% Of Value	\$20 Plus 2% Of Value
Demolition/ Renewals	\$ 20	\$ 20.00	\$ 20.00
Dog Tags	Free	Free	Free
Street Lights	\$ 81.70	\$88.48	\$93.72
Sewer Area Rate	\$220 per unit	\$220 per unit	\$220 per unit
Univ. Haul Area Rate per Residential Account with dwelling & Commerical Account with Structure	\$ 110.82	\$ 110.82	\$116.63
Residential & Resource Tax Rate	\$0.97 per \$100 of assessment	\$0.96 per \$100 of assessment	\$0.98 per \$100 of assessment
Commercial Tax Rate	\$2.28 per \$100 of assessment	\$2.27 per \$100 of assessment	\$2.29 per \$100 of assessment
Mortgage Company listing per account	\$10 per AAN	\$10 per AAN	\$10 per AAN
EV Charger Rate	\$2.14 per charging hour	\$2.14 per charging hour	\$2.14 per charging hour

Approved by:

Approved on:

 Municipality of St. Mary's - Schedule of Rates			
ITEM	2023/24	2024/25	2025/26
Fire Tax Levy: District 1 & 4	\$65 Resid/\$70 Commer	\$65 Resid/\$70 Commer	TDB
District 2	\$ 50.00	50	TDB
East River	0.14 per \$100	0.14 per \$100	TDB
District 3 & 5	\$ 50.00	50	TDB
District 6	\$ 65.00	\$ 100.00	TDB
District 7	\$ 40.00	40	TDB
District 8	\$ 40.00	40	TDB
Eureka Fire Dept	.14 per \$100	.14 per \$100	TDB
Pipeline (District 50)	0.16 per \$100	0.16 per \$100	0.16 per \$100
RecPlex Ice Time /Hour Rental Fee	\$135 +HST	\$135 +HST	\$135 +HST
House League Hockey & School - Recplex Rental Fee	\$100 + HST	\$100 + HST	\$100 + HST
Clothing Allowance:(CSA Boots)	\$120/\$60 for Seasonal	\$120/\$60 for Seasonal	\$120/\$60 for Seasonal
Garbage Drop Off	\$2/bag	\$5/bag	\$5/bag
Sm/Large Item Drop Off	\$2/\$5 per item	\$5/\$10 per item	\$5/\$10 per item
Disposal of Creosote at Transfer Station	as per policy	as per policy	as per policy
Subdivision Fee	\$ 350.00	\$ 350.00	\$ 350.00
Deed Transfer Tax	1.25%	1.25%	1.25%
Land Use Bylaw Rezoning, Bylaw Amendments, Plan Amendments and Development Agreements	\$ 400.00	\$ 400.00	\$ 400.00
Day Camp User fee per day/per user			\$ 10.00

Approved by:

Approved on: