



NOTICE

MEETING: Committee of the Whole

DATE: Wednesday, October 7th, 2026

TIME: 5:00pm

PLACE: Council Chambers, 8296 Highway 7, Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Committee of the Whole (COTW) Meeting
Wednesday, October 7th, 2026

We acknowledge that we are gathering in Mi'kmaqi 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. Approval of Minutes of COTW held Wednesday September 16th, 2026
6. Business Arising from Minutes
7. Correspondence
 - a. Thank you – From Sherbrooke Antique & Classic Car Show Organizer, Jim Porter
 - b. Bylaw Respecting the Maintenance and Improvement of Private Roads
8. Presentation: 2026-2027 Finance Report for period ending June 30th, 2026 – Marian Fraser, Director of Finance/Treasurer
9. Other Matters of Business
 - a. Staff Report – Extending Clean Foundation Agreement
 - b. Staff Report – Coastal & Watershed Mapping
 - c. Staff Report – October 21 Warden and Deputy Warden Election
10. In-Camera: Contract Negotiations

Adjournment



Municipality of the District of St. Mary's

Committee of The Whole (COTW) Meeting

Wednesday, September 16th, 2026

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

1. Meeting, Date & Time:

Warden Fuller called the COTW Meeting of the St. Mary's Municipal Council to order on Wednesday, September 16th, 2026, at 5:38pm. in the Council Chambers, Sherbrooke, N.S.

2. Attending:

Warden James Fuller
Deputy Warden Beulah Malloy
Councillor Dana O'Connell
Councillor Scott Beaver
Councillor Emma Tibbo

Also Attending:

Lesley McFarlane, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance/Treasurer
Janelle Fleet, Interim Municipal Clerk
Teddy Stevens, Director of Public Works

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

On the motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council approved the agenda as presented.

Motion approved.

5. Approval of Minutes:

On the motion of Councillor Tibbo and seconded by Councillor O'Connell, Council approved the minutes of the COTW Meeting held September 2nd, 2026.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- a. St. Martha's Regional Hospital Name Change
 - Council reviewed the correspondence.
- b. October Lunch & Learn – Municipal Fraud Research
 - Council reviewed the correspondence and was advised that virtual attendance is available.

- c. Invitation RCMP Nova Scotia Change of Command Ceremony
- Council reviewed the correspondence.

8. Presentation: Strait Engineering - Multi-Use Trail Design

The contract to design the Old Road Hill Multi-Use Trail was awarded to Strait Engineering Ltd on March 24, 2026. Kyle Cleary from Strait Engineering attended this meeting to provide Council with an overview of the proposed Old Road Hill Multi-Use Trail design.

Strait Engineering explained that the proposed design includes an asphalt path along the left-hand side of Old Road Hill, extending from the existing shoulder and grading to the existing area, maintaining the existing stormwater drainage patterns. The proposed design includes accessible concrete landing pads with tactile plates near the fire hall, as well as a buffer between the roadway and the walking path.

Some ditching work will be required approaching the arena; however, there is sufficient room within the existing right-of-way to complete the work. It was noted that the project may result in some widening of the roadway rather than narrowing it.

The Department of Public Works is reviewing the design, with the potential need for a barrier, such as a curb or guardrail, between the roadway and the multi-use path being one item under consideration. Water and sewer infrastructure is not expected to be impacted by the proposed project.

Council discussed the balance between project costs and ensuring the trail provides a durable and functional long-term facility.

It was noted that, once the design is finalized, the project could be tendered during the winter to allow for summer construction and potentially obtain more favourable pricing. Strait Engineering will follow up with the Department of Public Works once their review is further along.

9. Other Matters of Business:

- a. Staff Report – Community Heroes Appreciation Event – Contract Award
- Please see the agenda/package for the staff report.

On recommendation of Deputy Warden Malloy, seconded by Councillor Beaver, Council approve the award of the contract to Liscomb Lodge to provide a buffet dinner for the 2026 Community Heroes Appreciation Event, at a cost of up to \$9,500 plus tax, which is within the approved 2026/27 operating event budget.

Recommendation approved.

Adjournment

There being no further matters of business, Warden Fuller declared the meeting adjourned at 5:53pm.

Recorded By
Janelle Fleet, Interim Municipal Clerk

Approved By
Warden Fuller

Sherbrooke

Antique & Classic Car Show

P.O. Box 118
Sherbrooke, Nova Scotia
B0J 3C0

Call Jim: (902) 328-7306
Email: j_importer@hotmail.com

District of St. Mary's

September 17, 2026

Dear Friend of Sherbrooke Antique & Classic Car Show,

I would like to acknowledge receipt of your generous donation of \$ 300.00 for the Sherbrooke Antique & Classic Car Show Event on September.12th 2026.

The generosity and community spirit of our sponsors allow us to continue to offer this event. Your unwavering support is the cement that holds this event together and gives the volunteers the incentive to keep working as a team to make it a reality year after year.

Sincerely,

Jim Porter
Sherbrooke Antique Car Show Organizer

From: randi buchi

Sent: Thursday, September 10, 2026 7:11 PM

To: Dana O'Connell <dana.oconnell@saint-marys.ca>

Cc: Emma Tibbo <emma.tibbo@saint-marys.ca>; Beulah Malloy <beulah.malloy@saint-marys.ca>; Scott Beaver <scott.beaver@saint-marys.ca>; James Fuller <james.fuller@saint-marys.ca>

Subject: Proposed By-Law for Maintenance and Improvements of Private Roads

Good Evening Dana,

The landowners on Cape Gegogan Road would like to request that the Municipality consider adopting a By-Law authorizing the collection of fees, on behalf of the landowners, for the ongoing maintenance, repair, and improvement of our private road.

We believe this approach would provide a fair, transparent, and administratively efficient mechanism for ensuring that the costs associated with maintaining the road are shared equitably among the benefiting landowners. It would also provide greater certainty that funds are available when needed for routine maintenance, necessary repairs, and longer-term improvements.

Importantly, this arrangement would not require the Municipality to assume responsibility for the maintenance of the private road. Rather, it would provide a formal municipal mechanism for facilitating the collection of funds at the request of the landowners, while establishing a clear and accountable process for doing so.

We believe there could be value in establishing a consistent framework for private-road communities facing similar maintenance and funding challenges. Such a By-Law could provide the Municipality with a practical tool to support residents while maintaining a clear distinction between municipal and private-road responsibilities.

For your consideration, I have attached a similar By-Law adopted by East Hants, which may provide a useful model for developing an approach appropriate for our Municipality.

We would appreciate the opportunity to discuss this proposal and explore whether a similar framework could be established for Cape Gegogan Road and, potentially, other private roads within the Municipality.

Yours sincerely,

Randi Buchi



2026-2027 FIRST QUARTER FINANCIAL REPORT

FOR THE PERIOD OF APRIL 1st, 2026 TO JUNE 30TH, 2026

The Municipality of the District of St. Mary's

OVERVIEW

The Municipality remains in a good financial position at the end of the first quarter of the 2026/2027 fiscal year. The information presented in this quarterly financial summary compares annual budget amounts to actual revenues and expenditures for general operating, departmental, and capital budgets. All financial information is preliminary and unaudited and is based on information reported through the municipal financial system as of June 30, 2026.

Several revenue components are above budget for the first quarter, while certain expenditures are below budget, primarily due to vacancies within municipal departments. Seasonal variations in municipal operations may affect the proportion of revenues received and expenditures incurred throughout the year.

Progress continues on the Municipality's capital program, with infrastructure improvements contributing to positive impacts on ongoing operations.

The Sherbrooke Water Utility remains on track for the first quarter. Water rates have been updated as approved by the Nova Scotia Utility and Review Board, and operating expenses are tracking within budget. Minimal operating expenses were incurred during the quarter, in part due to the Municipality's continued investment in capital and preventative maintenance programs. The chemical inventory expensed during the first quarter is expected to meet operational needs through the end of the second quarter.

Table of Contents	
Quarter 1 overview and capital notes	Page 2-4
Municipal Operating Budget	Page 5-10
Department of Community Development and Recreation & Active Living	Page 11-12
Department of Public Works (Sewer, Water & Transfer Station)	Page 13-15
St. Mary's Recplex	Page 16
Capital and HAF Budgets	Page 17-18

Capital Budgets

Description	Update
16 Main Street Washroom Accessibility Renovations	The first portion of the grant has been received, and the final 20% will be received once project is complete. No expenses have been processed for this project.
Old Road Hill Multi-Use Path Construction Ready Design	RFP tender drawings have been awarded by Council, but no expenses have been processed for that component. The first portion of the grant has been received, and the final 20% will be received once project is complete. Legal review of the RFP has been expensed to the project.
Cushion Tank Replacement	Project complete and under budget by \$1,438, funded through the Community Canada Building Fund.
Filter #1 Overhaul	Materials purchased to complete work in house.
Agitator and Tank for Soda Ash Mixing	Project completed in June 2026 and under budget by \$2,916, funded through the Community Canada Building Fund.
West Side Water Main Replacement	Work is underway for this project funded through HAF but not expenses recorded during first quarter. Design tender awarded in May.
Water Main Replacement (Clover Farm Parking Lot)	Project is nearing completion and is projected to be within budget.
Water Meter Replacement	The majority of meters and required supplies have been purchased within quarter one and project is within budget.
Water Treatment PLC Replacement	Design components have been recorded in quarter one. Grant has been received from the province for project. RFP for replacement was completed with no responses. Working directly with potential vendors.
Outside Storage for Chemical Barrels	Project will be expensed in quarter two, and is projected to be significantly under budget. Funded through the CCBF, therefore a saving to that reserve.
Hospital Road Lift Station Pedestal Replacement Village Lift Station Check Valve Replacement Main Street Lift Station Overflow Gasket Replacement	Work is planned for fall 2026. No expenses during quarter one.
I&I Recommendations – Flushing and Videoing Sewer Lines, Lift Station Clean Outs	Work is scheduled to be completed in the fall 2026. Grant has been carried forward for the project.
Lift Station Electrical Panel Upgrade – Two Year Project	Confirming procurement approach and budget estimate; project scheduled to be completed by late fall 2026. No expenses incurred in quarter one.
Sewer Plant Exterior Aeration Piping	Project planned to be completed in late fall 2026.
Sewer Blower Replacement	Awaiting installation scheduling confirmation.
Ice Edger	Ice edger purchased in June 2026. No grants were received for this project as budgeted, therefore an

	additional \$2,855 was approved to come from the capital reserve fund.
Drilled Well for St. Mary's Recplex	Pre-screening for grant application to Sustainable Communities Challenge Fund submitted in June. No expenses during quarter one.
Recplex Surge Protector	Project planned for completion by fall 2026, no expense during quarter one.
Solar RFP	Recplex Energy Transition Study underway and planned to be completed in summer 2026. No expense during quarter one.
Truck Purchase	Purchase complete, \$2,375 over budget, approved to be funded through the capital reserve.

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Statement of Operations - Operating Fund

For period ending to March 31 2027

	2025/26	2026/27	2026/27
	YE Est.	Budget	June 30/26
Revenue (Schedule A)			
Taxes	2,705,960	2,839,793	3,628,942
Grants in lieu of taxes	165,248	168,250	-
Revenue from own sources	352,729	445,848	132,561
Unconditional transfers from other governn	186,670	187,059	58,902
Conditional transfers from other governmei	37,201	26,201	-
Other transfers			
	3,447,807	3,667,151	3,820,405
Expenditures (Schedule B)			
General government services	894,860	927,674	262,287
Protective services	848,671	894,658	8,085
Transportation services	119,860	131,300	22,533
Environmental health services	851,433	948,793	215,456
Environmental development services	141,969	146,750	3,412
Recreation and cultural services	534,746	617,976	120,994
Financing and transfers			
	3,391,539	3,667,151	632,767
DEFICIENCY OF REVENUE OVER EXPENDITURES	56,268	(0)	3,187,638
Transfer to Capital Reserve			
ACCUMULATED SURPLUS, BEGINNING OF YEAR			
ACCUMULATED SURPLUS, YE	\$ 56,268	\$ (0)	\$ 3,187,638

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2027

	2025/26	2026/27	2026/27	Notes
	YE Est.	Budget	June 30/26	
Taxes				
Assessable Property				
Residential	1,921,380	2,113,579	2,107,212	Actual revenue below budget due to appeals
Commerical				
Based on taxable assessments	608,910	614,340	613,526	
Resource				
Taxable assessments	297,051	308,963	308,442	
Forest property Tax less than 50,000	13,555	13,555	13,375	
Forest property Tax more than 50,000	26,616	26,616	26,595	
Area Rates				
Street Lighting	85,310	85,310	84,910	
Sherbrooke Sewer	87,215	87,215	63,224	
Solid Waste	229,615	229,615	230,247	
Assessment Act, farm property acreage	11,112	11,112	11,442	
Business Property				
Based on Revenue - Aliant	18,497	18,497	17,569	
Other				
Deed Transfer Tax	174,364	144,000	112,214	Actual revenue above budget for Q1
Fire Protection Levy	233,074	233,074	232,102	
Transfer of Fire Protection Levy	(233,074)	(233,074)	-	
	\$3,473,625	\$ 3,652,802	\$ 3,820,858	
Expenditures as a reduction of tax revenue				
Appropriations to Regional School I	(767,665)	(813,009)	(191,916)	
	\$2,705,960	\$ 2,839,793	\$ 3,628,942	
Grants in lieu of taxes				
Federal government	22,016	22,500	-	
Provincial property	142,482	145,000	-	
CBC	750	750	-	
	\$ 165,248	\$ 168,250	\$ -	

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule A - Detail of Revenue - Operating Fund

Year ending March 31st, 2027

	2025/26	2026/27	2026/27	Notes
	YE Est.	Budget	June 30/26	
Revenue from own sources				
Licences and permits	3,842	3,800	459	
Fines	7,335	7,300	2,300	
Interest on taxes	74,196	75,000	19,772	
Interest on investments	94,468	72,000	16,113	
St. Mary's Fitness Center	600	-	60	
Recreation/Community Grants	71,120	79,400	52,618	
St. Mary's Recplex	30,000	31,000	-	Seasonal operation no Q1 revenue
Miscellaneous	3,200	3,000	966	
Scrap Metal /Tipping Fees	67,968	174,348	40,272	
	352,729	445,848	132,561	
Unconditional Transfers				
Provincial government				
Equalization grant/Capacity Grant	175,432	175,432	43,858	
HST offset program	7,111	7,500	10,698	Annual grant higher than budget
Nova Scotia Power Corp	4,127	4,127	4,346	
Divert NS				
	\$ 186,670	\$ 187,059	\$ 58,902	
Conditional transfers from other governments				
ED Grant Projects				
Civic Addressing	1,201	1,201	-	
MPAL	25,000	25,000	-	Annual grant not yet received
Community Works Grant	11,000	-		
	37,201	26,201	-	

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2027

	2025/26	2026/27	2026/27	Notes
	YE Est.	Budget	June 30/26	
General Government Services				
Legislative				
Warden remuneration	28,856	29,606	7,402	
Warden expenses	10,859	7,700	1,517	
Council remuneration	72,576	74,463	18,616	
Council expenses	21,500	18,520	879	
Other council expense	3,000	2,400	593	
General Administrative				
Administration and employee benefits	204,625	212,179	47,529	
Financial management	175,218	181,811	45,241	
Audit fees	25,000	26,500	-	
Property valuation services	96,493	104,212	25,946	
Low income rebates	15,680	18,500	6,715	Rebate deadline Dec 31/26
General insurance	70,270	73,783	71,840	Annual insurance premium
Solicitor expense	35,211	32,000	5,923	
Computer/office expense	60,072	65,000	14,179	
Building utilities and janitorial	51,000	53,000	14,819	
Common services	14,500	15,000	1,090	
Other general government services				
Valuation allowances	10,000	13,000	-	
Debenture interest				
	\$ 894,860	\$ 927,674	\$ 262,287	
Protective Services				
Police protection				
RCMP policing	684,550	708,058	-	Quarterly invoice not yet received
Law enforcement and corrections				
Public prosecutions	2,987	3,500	-	Quarterly invoice not yet received
DNA testing	2,222	2,400	-	Quarterly invoice not yet received
Fire protection				
Worker's compensation insurance	9,000	9,200	2,205	
Fire department grants	103,417	115,500	-	grants released in Q2
Special capital - fire department				
EMO	15,972	25,000	5,880	
Other - property inspection & animal control	30,523	31,000	-	Quarterly invoice not yet received
	\$ 848,671	\$ 894,658	\$ 8,085	

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2027

	2025/26	2026/27	2026/27	Notes
	YE Est.	Budget	June 30/26	
Transportation services				
Road transport	32,360	42,800	8,284	
Street lighting	87,500	88,500	14,249	Timing of invoices
	\$ 119,860	\$ 131,300	22,533	
Environmental health services				
Public Works & Sewer				
Sewer maintenance	46,866	51,078	13,888	
Public Works Maintenance	48,379	55,000	4,733	mainly required for snow removal in Q3/4
Tr. to Capital/Major Repairs	7,500	19,608	-	not required in Q1
Public Works Salaries/Benefit	229,979	264,549	64,507	
Solid Waste				
Transfer station & collection	501,922	541,243	129,400	see budget details
Transfer station salaries	16,787	17,316	2,928	
	\$ 851,433	\$ 948,793	\$ 215,456	

MUNICIPALITY OF THE DISTRICT OF ST. MARY'S

Schedule B - Detail of Expenditures - Operating Fund

Year ending March 31st, 2027

	2025/26	2026/27	2026/27	Notes
	YE Est.	Budget	June 30/26	
Environmental development services				
Planning and subdivision	6,971	7,000	-	timing of invoices
Economic development and tourism	123,486	139,750	3,412	position vacant
Project Management	11,512	-	-	
	\$ 141,969	\$ 146,750	\$ 3,412	
Recreation and cultural				
Dept of Community Develop & Recreation	291,004	361,931	36,451	See budget details
St. Mary's Recplex	113,663	108,283	17,883	See budget details
St. Mary's Fitness Center	2,426	2,000	-	
Grants to organization (Policy/funding request)	45,000	61,500	8,300	
Community Hall tax exemptions	40,500	41,500	48,126	
Port Bickerton Lighthouse	4,500	4,500	-	annual grant paid in Q2
Sherbrooke Library	11,391	10,000	3,668	
Eastern Counties Regional Library	26,262	28,262	6,566	
	\$ 534,746	\$ 617,976	\$ 120,994	

St. Mary's Recreation & Community Development Department

	2026/2027 Budget	Actuals to June 30/26	Notes
Revenue:			
Canada Day Grants/Revenue	2,700	2,700	
Facility Plans Grant	10,000	-	Recplex Lifecycle Plan to be deferred
Office of Healthcare Promo	-	26,520	Grant funding carried forward
Before and After	30,000	6,040	academic yearly program
Equipment Grants/Rentals	200	-	
Total Revenue	42,900	35,260	
Expenditures:			
Administration	95,052	27,623	
Travel/T&D	3,000	1,781	
Office Expense/Phone/Cell	2,500	637	
Volunteer Awards	2,000	154	
Canada Day	9,500	8,221	
Senior Games	3,000	-	timing of event
Parks & Trails	5,000	598	
Community Development Projects	8,500	-	timing of event
Newsletter/Communications	9,750	3,210	
Insurance	5,678	5,678	yearly
OHS	750	-	
Equity Diversity Inclusion and Access	1,500	747	
Office of Healthcare Promo	-	1,117	Grant funding carried forward
Additional CDR Funding Prov Cuts	12,270	-	programs/grants under review
Facility Plans	20,000	-	Recplex Lifecycle Plan to be deferred
Before & After Expense	34,000	8,826	academic yearly program
Recreation Programming & Staffing	5,500	(815)	timing of event
Total Expenditures	218,000	30,153	

Active Living Budget

	2026/2027 Budget	Actuals to June 30/26	Notes
Revenue:			
Summer Student Grants	5,000	-	timing
AMA Wellness Grant Prev Year	-	1,000	carried forward grant
Community Garden Grant Prev Year	-	3,000	carried forward grant
ACF Current Year	18,500	-	timing
ACF Prev Year	-	9,939	carried forward grant
Sport Fund Softball Start Up Prev Year		3,420	carried forward grant
House League Hockey	13,000	-	timing
Total Revenue	36,500	17,359	
Expenditures:			
Administration	60,931	13,905	
Travel/T&D	2,500	-	
Summer Staffing & Supplies	29,500	-	timing
AMA Wellness Grant Prev Year	-	2,409	carried forward grant
Community Garden Grant Prev Year	-	-	
Health and Wellness Fund	4,500	2,409	
House League Hockey	13,000	519	timing
Active Communities Fund	25,000	-	timing
Active Communities Fund 25/26	-	961	carried forward grant
Sport Fund Softball Start Up Prev Year	-	-	
Programming Winter Fun Fest	2,500	-	timing
Community Socials	6,000	-	under review
Total Expenditures	83,000	6,298	

Sherbrooke Sewer Utility

	2026/27 Budget	June 30/2026 Actuals	Notes
<i>Expenditures:</i>			
Administration	9,086	2,044	
Power	23,000	4,707	
Telephone	1,500	658	
Supplies/Maint. STP/Lines	10,092	1,279	expenses on track
Training	2,200	400	
Insurance	4,700	4,700	
Office Supplies	500	100	
	51,078	13,888	

Sherbrooke Water Utility

	2026/27 Budget	June 30/2026 Actuals	Notes
Revenue:			
Meters	191,390	41,348	Rates updated as per NSUARB
Sherbrooke Village Commission (	16,214	5,276	
Interest	1,500	561	
	209,104	47,185	
Expenditures:			
Administration	43,350	10,838	
Audit	4,300	-	timing
Chemicals	16,000	7,965	on track with inventory
Maintenance	15,296	1,397	no major items in Q1
Water Testing/Regulatory	17,500	3,332	on track
Debt Repayment	33,977	-	timing
Training	2,000	-	
Phone	1,200	658	
Office Supplies	500	177	
Power	18,000	3,137	
Depreciation	53,481	-	timing
Insurance	3,500	3,500	
	209,104	20,165	

Municipal Transfer Station

	2026/2027 Budget	June 30/2026 Actuals	Notes
Revenue:			
Solid Waste Area Rate	229,315	230,247	
C&D Fees	10,000	535	
EPRA	156,348	39,087	
Scrap Metal	5,000	-	
Container tipping fee/ACES Electronics	3,000	651	
	403,663	270,520	
Expenditures:			
Universal Collection of Waste/Rec/Heavy	391,800	96,147	
C&D Bin Service	27,600	2,582	seasonal variance
HHW Disposal Fees	7,500	5,016	
Solid Waste Tipping Fee	61,000	14,028	on track
Blue Bag Tipping Fee	17,533	-	timing of invoices
Telephone	110	11	
Insurance	9,000	9,000	
OHS	500	-	
Furnace Oil/Backhoe/Diesel/Propane	2,900	1,602	
General Repairs	5,000	115	
Miscellaneous/Supplies	2,800	900	
ERSWM Cost Share	7,500	-	yearly funding
Ground Water Testing/Wells	8,000	-	Council approved in July
	541,243	129,400	

St. Mary's Recplex Operating Budget
--

	2026/27 Budget	June 30/2026 Actuals	Notes
Revenue			
Adult Hockey	5,500		
Curling	8,500		
Rec Programs/Learn to Skate	2,000		
House League Hockey	8,000		
Free Skate	1,500		
Private Rentals	1,000		
Skate Sharpening	500		
Advertising	4,000		
Total Revenue	31,000	-	Seasonal operation
Expenditures			
Administration	36,148	2,524	
Insurance	12,485	12,485	yearly invoice
Power	38,000	2,372	
Phone	2,150	549	
General Operating (See below)	19,500	2,477	
Total Expenditures	108,283	17,883	

Municipality of St. Mary's - Summary of Capital Projects - 2026 - 2027

Est. Opening Balance Est. > + Rev 26/27		550,000		271,665	
Category	Project Name	Capital	CCBF	Grants	Project Total
CDP	16 Main Street Washroom Accessibility Renovations	22,627		43,923	66,550
	Old Road Hill Multi-Use Path Construction Ready Design	10,000		30,000	40,000
Water	Cushion Tank Replacement		6,000		6,000
	Filter #1 Overhaul			15,000	15,000
	Agitator and Tank for Soda Ash Mixing		5,633		5,633
	West Side Water Main Replacement Design (Phase 1 - Design)			60,000	60,000
	Water Main Replacement (Clover Farm Parking Lot)		15,000		15,000
	Water Meter Replacement		10,000		10,000
	Water Treatment PLC Replacement		57,357	57,357	114,714
	Outside Storage for Chemical Barrels		10,000		10,000
	Hospital Road Lift station Pedestal Replacement & Village Lift Station Check Valve Replacement & Main Street Lift Station Overflow Gasket Replacement		28,750		28,750
	I&I Recommendations - Flushing and Videoing Sewer Lines, Lift station clean outs		30,791	30,791	61,582
Wastewater	Lift Stations Electrical Panel Upgrade - Two Year Project		25,000		25,000
	Sewer Plant Exterior Aeration Piping		10,000		10,000
	Sewer Blower Replacement		35,000		35,000
	Ice Edger	4,207		7,073	11,280
Recplex	Drilled Well for St. Mary's Recplex	27,000		33,000	60,000
	Recplex Surge Protector	15,000			15,000
Other	Solar RFP	7,500		67,500	75,000
	Truck Purchase	55,000	-	-	55,000
Total for 2026-2027		141,334	233,531	344,644	719,509
Ending Balance		408,666	38,134		

June 30/26	Balance
-	66,550
601	39,399
4,562	1,438
2,839	12,161
2,717	2,916
-	60,000
9,304	5,696
7,065	2,935
13,498	101,216
-	10,000
-	28,750
-	61,582
-	25,000
-	10,000
-	35,000
7,062	4,218
-	60,000
-	15,000
-	75,000
57,375	(2,375)
105,023	614,486

Municipality of the District of St. Mary's Housing Accelerator Fund Budget				Notes
	2026/2027 Budget	2026/2027 Actuals		
Opening Balance/Carry Forward	340,527	340,527		
HAF Revenue Yearly	193,890	-		
	534,417	340,527		
Engineer Study on Water/Waste Water Capacity & Housing Strategy	-			
I1 Engineer Study on Source Water Capacity	15,000			timing
Priority Improvement to W/WW Systems				
Priority Imp. #1 Leak Dect	-			See capital notes
Priority Imp #2 Backwash Piping	15,000			See capital notes
Priority Imp. #3A West Side Design	60,000			Construction to begin in 27/28
Priority Imp. #3B West Side Construction	378,417			
I2 E-permitting software	20,000			under review
I3 Non-Profit Housing Contributions	20,000			timing
I4 Affordable Housing Incentives	-			
I5 Action Plan for Flood Risk LUB Review	15,000			timing
I6 Dangerous & Unsightly Policy Update	11,000			Tax Sale underway
	534,417	-		
Ending Balance	0	340,527		

Requesting Province to Extend Contract with Clean Foundation

SUMMARY

Since 2024, the municipality has participated in Clean Foundation's Community Climate Capacity Program (CCC), which provides participating communities with access to climate specialists and other resources to advance local climate priorities. The municipality's current three-year agreement ends March 31, 2027.

The program has provided significant value to the municipality, particularly by providing access to specialized professional expertise that would otherwise be difficult and costly for a small municipality to obtain. This has enabled the municipality to obtain grant funding to complete critical projects. Council is being asked to support a request to the Nova Scotia Department of Environment and Climate Change to extend the municipality's participation in the program for an additional year, to March 31st, 2028.

BACKGROUND

In April 2024, the municipality entered into a three-year agreement with Clean Foundation through the Community Climate Capacity (CCC) Program, funded by the Nova Scotia Department of Environment and Climate Change. There is no cost to the municipality to participate in this program. The only costs associated with this agreement are staff time to engage with Clean representatives, as well as matching grant funding for any grant applications. The agreement provides support from April 1, 2024 to March 31, 2027.

Under this agreement, Clean provides access to a Climate Lead and a team of specialists, along with training and other program support. The purpose of the agreement is to build capacity within the municipality to advance local climate adaptation and mitigation priorities.

The CCC Program was launched by the Province in 2023 as a pilot program intended to address capacity challenges faced by municipalities, First Nations and community organizations in responding to climate change. The program provides participating communities with direct and customized support from Climate Leads and specialists with expertise in areas including policy and planning, adaptation, GIS, energy and mitigation, project management, funding and engagement.

The program has expanded since the municipality entered into its agreement. In October 2025, the Province announced the addition of nine communities, bringing participation to 28

communities. Clean Foundation currently identifies the overall CCC project term as ending March 31, 2028, one year after the end date of the municipality's existing agreement.

CONSIDERATIONS

Participation in the CCC Program has provided the municipality with access to a range of specialized expertise that would not otherwise be readily available internally. This has included expertise in policy and planning, coastal flooding, GIS, energy, funding and other specialized areas. This has been particularly valuable given the municipality's small staff complement and limited capacity to retain specialized consultants for individual projects.

Clean has also supported the municipality in reviewing flood risk using updated coastal and riverine flood mapping and considering how this information can be incorporated into land-use planning, emergency management and public engagement. This work has been key to the municipality's current Housing Accelerator Fund coastal and watershed planning initiative.

The relationship with Clean has also supported work beyond individual CCC deliverables. Through the Low Carbon Communities Program, Clean supported the municipality's Clean Energy and Municipal Facilities Energy Transition Study, including assessment of the Recplex and identification of opportunities related to energy efficiency, renewable energy and longer-term municipal decarbonization. The resulting work is intended to assist the municipality in prioritizing future investments and pursuing funding opportunities to implement the study's recommendations.

A significant benefit of the CCC model is that these resources can be accessed through an established relationship rather than requiring the municipality to separately define a scope of work, undertake procurement, retain and administer a consultant contract each time specialized expertise is required. In many instances, the expertise required may be relatively limited in duration but highly specialized. Access to Clean's multidisciplinary team allows the municipality to obtain this assistance more efficiently while also benefiting from Clean's broader knowledge of provincial programs, funding opportunities and work underway in other Nova Scotia communities.

The original CCC agreement contemplated that the municipality would progressively move from climate planning and identification of priorities toward community engagement, implementation and infrastructure review. As the current agreement approaches its March 31, 2027 expiry, a number of initiatives are reaching the stage where the knowledge and planning developed through the program can support implementation and external funding applications.

Staff Report



Clean Foundation currently identifies March 31, 2028 as the end of the overall CCC project term. Extending the municipality's participation to that date would allow continued access to the capacity and expertise available through the program while aligning its participation with the current overall program timeframe.

An extension would be subject to the approval of the Province and Clean Foundation. Sending a letter at this time would communicate Council's support for the program, demonstrate the value it has provided to a small rural municipality, and request consideration of continued support through March 31, 2028.

RECOMMENDATIONS

Recommendation:

Recommend Council approve the Warden sending the attached letter to the provincial Department of Environment and Climate Change to request an extension of the municipality's agreement with Clean Foundation to March 31, 2028.

Attachment:

Proposed Letter to Nova Scotia Department of Environment and Climate Change



Municipality of the District of St. Mary's

Box 296, 8296 Highway #7, Sherbrooke, NS B0J 3C0

Janelle Fleet

Interim Municipal Clerk

PHONE: (902) 522-2496

FAX: (902) 522-2309

Date:

Department of Environment and Climate Change

Barrington Tower

1894 Barrington Street, Suite 1800

P.O. Box 442

Halifax, NS

B3J 2P8

Nova Scotia Department of Environment and Climate Change

Province of Nova Scotia

Re: Request to Extend Community Climate Capacity Program Participation

Dear **Honourable Timothy Halman**

On behalf of the Municipality of the District of St. Mary's, I am writing to request an extension of the Municipality's participation in the Community Climate Capacity (CCC) Program to March 31, 2028.

The Municipality has participated in the CCC Program since April 2024 through an agreement with Clean Foundation. The program has provided our small rural municipality with access to specialized expertise in areas including policy and planning, coastal flooding, GIS, energy, funding, and project management. This expertise would otherwise be difficult and costly for the Municipality to obtain.

Through the program, Clean Foundation has supported the Municipality in reviewing flood risk using updated coastal and riverine flood mapping and considering how this information can be incorporated into land-use planning, emergency management, and public engagement. This work has been important to the Municipality's current Housing Accelerator Fund coastal and watershed planning initiative.

The program has also supported the Municipality's Clean Energy and Municipal Facilities Energy Transition Study, including an assessment of the Recplex and opportunities related to energy efficiency, renewable energy, and longer-term municipal decarbonization.

As the Municipality's current agreement approaches its March 31, 2027 expiry, an extension would allow us to continue building on the work and capacity developed through the program and support the implementation of initiatives and the pursuit of external funding opportunities.

We understand that the overall CCC Program currently extends to March 31, 2028. We respectfully request that the Province consider extending the Municipality's participation to that date.

Thank you for considering our request and for the support provided through the Community Climate Capacity Program.

Sincerely,

Coastal and Watershed Mapping – Public Engagement

SUMMARY

Clean Foundation's Flood Risk Review was received on September 1, 2026, completing the first milestone of the municipality's Coastal and Watershed Planning initiative under the Housing Accelerator Fund (HAF), which was due September 30, 2026.

This staff report outlines the proposed schedule for public engagement and preparation of a Flood Risk Action Plan over the next six months. These activities will complete the deliverables outlined in the municipality's Housing Accelerator Fund Initiative #6.

BACKGROUND

A staff report presented to COTW on July 6, 2026, outlined the work plan for Initiative #6 under the municipality's Housing Accelerator Fund (HAF) Action Plan: Coastal and Watershed Planning with Climate Change Mitigation and Adaptation. The initiative supports long-term land use planning by improving understanding of flood risk and climate change impacts. A budget of \$15,000 was allocated through HAF to complete this work.

The report identified three sequential milestones with targeted completion dates as follows: a Flood Risk Review for September 30, 2026; Sea Level Rise Mapping and Community Engagement for December 31, 2026; and a Flood Risk Action Plan for March 31, 2027.

The first milestone is now complete as Clean Foundation's Flood Risk Review was received on September 1, 2026. The review considers the municipality's Municipal Planning Strategy and Land Use By-law alongside available coastal and riverine flood mapping, and identifies priority risk areas and planning considerations. Analysis of the review's findings is underway.

On March 19, 2025, the municipality signed a letter of commitment to participate in the Climate-Resilient Coastal Communities (CRCC) program through AIM Network, in partnership with Natural Resources Canada. The program provides training and technical assistance to support coastal resilience planning, identify adaptation projects and financing strategies, and strengthen municipal capacity to manage climate risk. The municipality and Clean Foundation each paid \$8,750 plus applicable taxes to AIM Network for participation in the program, which continues through March 31, 2027.

This participation provides access to mapping, technical expertise and planning support that can assist with public engagement and preparation of the Flood Risk Action Plan.

CONSIDERATIONS

Clean Foundation and AIM Network will assist the municipality in developing materials, conducting the public engagement, and preparation of a Flood Risk Action Plan. The engagement will focus on awareness of coastal and riverine flood risk, supported by mapping and technical information. Three public information sessions will be planned, in Ecum Secum, Port Bickerton, and Sherbrooke.

Informed by the community engagement, AIM Network and Clean will support the municipality in preparing a Flood Risk Action Plan.

RECOMMENDATIONS

For Information.

Warden & Deputy Warden Election

SUMMARY

The current two-year terms of the Warden and Deputy Warden, adopted by Council on October 30, 2024, will expire in October 2026. Council is asked to determine the term of office for the new Warden and Deputy Warden prior to their selection and to proceed with the elections in accordance with the Municipal Government Act and the Council Procedural Policy.

BACKGROUND

At the October 30, 2024, Inaugural Council Meeting, Council adopted a two-year term for the Warden and Deputy Warden positions. Councillor James Fuller was selected as Warden and Councillor Beulah Malloy was selected as Deputy Warden.

The current terms will end on October 30, 2026. The election of Warden and Deputy Warden is scheduled for October 21, 2026.

Section 5.3.6 of the Council Procedural Policy provides that the Warden holds office for four years unless, prior to the selection of a Warden, Council adopts a shorter term in accordance with section 12(2) of the Municipal Government Act (MGA). Section 5.3.10 contains the same requirement for the Deputy Warden under section 16(2) of the MGA.

The Council Procedural Policy establishes the election process. Nominations are received verbally and are closed by a seconded motion. Candidates who allow their names to stand may address Council for up to five minutes. Voting is by secret ballot, with ballots counted by staff. A candidate must receive a majority. If no majority is achieved, the candidate with the lowest number of votes is removed and another ballot is held. The process continues until a candidate receives a majority or only two candidates remain. The Deputy Warden election follows immediately after the Warden election and is conducted in the same manner, usually with the Warden presiding.

CONSIDERATIONS

- Council must determine the term of office for the Warden before the Warden is selected and must determine the term of office for the Deputy Warden before the Deputy Warden is selected.
- The current two-year terms of the Warden and Deputy Warden will end on October 30, 2026. To maintain the arrangement established in 2024, Council may adopt a two-year term for both positions.
- The election of Warden and Deputy Warden is proposed to be scheduled for October 21, 2026.

- The Clerk or CAO will administer the election process. As the election is proposed to take place while the prior terms are still valid, the current Warden can preside over the remainder of the October 21st meeting.
- The election is to be conducted in accordance with the Council Procedural Policy and the MGA. Ballots related to the election are to be destroyed after the declaration of the Warden and Deputy Warden, unless Council decides by majority vote to retain them.
- The duties of Warden, unique from other members of Council, are substantial, and include:
 - Presiding at all meetings of Council
 - Providing direction in agenda/meeting composition; weekly meeting with CAO
 - May monitor the administration per the MGA and recommend measures to the Council
 - Requiring meetings of Council to be called, or cancelled
 - Represent and speak on behalf of Council and the municipality
 - Determining that an emergency exists, declaring Local State of Emergency
- The Deputy Warden must act in the absence or inability of the Warden, or when the office of Warden is vacant.
- In addition, either the Warden or Deputy Warden must be appointed to the Regional Emergency Management Executive Committee, as per the Regional Emergency Management Organization Agreement.
- If the Warden or Deputy Warden appointments change, Internal and External Committee Appointments may need to be revised.
- The following is a table of 2026-27 Committee Appointments

Staff Report



The Municipality of the District of St. Mary's

For the year April 2026 – March 2027

Internal/External Committees of Council

INTERNAL COMMITTEES	2025-2026	2026-2027
Inclusion, Diversity, Equity, Anti-Hate & Accessibility Advisory Committee (IDEAA)	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
	<i>Open to all Councillors</i>	
Fire Services Advisory Committee	Warden Fuller Deputy Warden Malloy	Warden Fuller Deputy Warden Malloy 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
Regional Emergency Management Organization (REMO) Executive Committee	N/A	Warden Fuller Councillor Beaver
EXTERNAL BOARDS/AGENCIES	2025-2026	2026-2027
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 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
Christmas at Sherbrooke Village	N/A	Deputy Warden Malloy

RECOMMENDATIONS

Committee of the Whole recommend that Council:

1. Adopt a two-year term of office for the Warden.
2. Adopt a two-year term of office for the Deputy Warden.
3. Direct the Clerk to arrange for the election of Warden and Deputy Warden in accordance with the Municipal Government Act and the Council Procedural Policy, on October 21st, 2026 with both appointments to be effective October 31st, 2026.
4. Direct the Clerk to arrange for appointments to Internal and External Committees to be revised or confirmed on October 21st, 2026.