



NOTICE

MEETING: St Mary's Municipal Council
Committee of the Whole

DATE: Wednesday, March 19th, 2025

TIME: 6:30 pm

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

Please advise if unable to attend



Municipality of the District of St. Mary's

Committee of the Whole Meeting Agenda
Wednesday, March 19th, 2025 at 6:30pm

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: COTW held March 5th, 2025
6. Business Arising from Minutes
7. Correspondence:
 - a. Letter from Honorable John A. Lohr Regarding Wind Turbine Setback
8. Presentation: Kara Allen, Visitor Services Manager - Coastal Nova Scotia
9. Other Matters of Business
 - a. Tourism & Social Media Campaign
 - b. General Government Grants Policy Amendments
 - c. 2025-2026 Municipal Operating Budget Draft 2
 - d. 2025-2026 Internal & External Committee of Council Appointments

Adjournment



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, March 5th, 2025, at 6:00 p.m. 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:

Doug Patterson, Chief Administrative Officer (CAO)
Marian Fraser, Director of Finance (DOF)
Jadzia Rudolph, Municipal Clerk
Mallory Fraser, Director of Community Development and Recreation

3. Additions to the Agenda:

- There were no additions to the agenda.

4. Approval of the Agenda:

On the motion of Deputy Warden Malloy and seconded by Councillor O'Connell, 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 February 19th, 2025.

Motion approved.

6. Business Arising from the Minutes:

- There was no business arising from the minutes.

7. Correspondence:

- a. Email from Minister John A. Lohr Regarding Resource Development
 - Please see the Agenda/Package for the correspondence.
 - Doug Patterson, Chief Administrative Officer (CAO) received correspondence from Minister John A. Lohr regarding the inter-provincial trade barriers and resource development.

8. Presentation:

Nancy O'Regan, Director of Community First Guysborough Housing Association

- Please see the Agenda/Package for the presentation.

- Nancy O'Regan provided Council with a presentation on Community First Guysborough Housing Association.
- Nancy O'Regan informed Council that the association is requesting capital funding for the purchase of a property for housing initiatives, and that there is a closing date of March 31st, 2025.
- The financial application made to the CMHC Seed Loan Program was rejected due to not having audited financial statements for the previous 3 years.
- Nancy made an ask to council on behalf of Community First Guysborough Housing Association for funding from the municipality to replace the CMHC funding in the amount of \$78,852 or that the municipality purchase the property in question. It was also reported that approximately \$250,000 would be expected in future assistance from the municipality for this project.

9. Other Matters of Business:

a. Appoint a Member of Council to Smart-Go Board

- Please see the Agenda/Package for the report.
- Correspondence was received to ask members of Council to join Smart Go as a board member, open to any interested member of Council.

On recommendation of Deputy Warden Malloy, seconded by Councillor Tibbo, Council agree to appoint Warden Fuller and Councillor O'Connell as an alternate to the Smart-Go Board (External Committee).

Recommendation adopted.

b. 2025-2026 General Government Grants

- Please see the Agenda/Package for the report.
- The Municipality received 3 applications for grants in which none of the applications were eligible for a general government grant.
- Council can consider not awarding any grants from the grants to organization section of the policy at this time but keep the funds within the budget. This would provide Council with the opportunity to review the policy and potentially consider amendments. If amendments are completed to the policy Council can then put out a new call for applications and award grants mid-way through the fiscal year.
- Annual scholarships are provided to the St. Mary's Education Centre/Academy to grade 12 students planning to further their post-secondary education. The annual grant amount remains at \$3,000.
- Council provided direction to staff to amend the eligibility requirements of the "Grants to Organizations" section of the policy to minimum total project amount of \$1000.00 and to remove the requirement of ineligible if received in the last 2 years.

c. 2025-2026 Capital Budget Draft 1 Presentation

- Please see the Agenda/Package for the report.
- Marian Fraser, Director of Finance provided Council with the updated Draft 1 of the capital budget details.

d. 2025-2026 Operating Budget Draft 1 Recap

- Please see the Agenda/Package for the report.
- Marian Fraser, Director of Finance, asked Council some questions; is Council interested in creating a user fee for summer day camp, would council like to see changes to travel expenses such as mileage go by the federal floating rate or changes to the meal per diem.
- Council directed staff to keep the mileage and meal per diems the same amount.

e. 2024-2025 Projected Operating Surplus

- Please see the Agenda/Package for the report.
- Marian Fraser, Director of Finance provided Council with the 2024-2025 projected operating surplus information. The projected surplus is \$200,000.00, it is contributed to increased revenue deed transfer tax, interest on investments/bank accounts and vacancies within municipal departments.

On recommendation of Councillor O'Connell seconded by Councillor Tibbo, Council transfer the 2024-2025 Municipal Operating Surplus on March 31st, 2025, to the following;

- a. Repay the Municipal Capital Reserve \$109,500.80 for the Recplex ice re-surfacer*
- b. Transfer \$75,000 into the newly established Fire Service Capital Reserve*
- c. Transfer any remaining surplus funds into the Municipal Capital Reserve*

Furthermore, Recommend that Municipal Council direct staff to develop a Fire Service Capital Reserve Policy that would outline eligibility requirements for a Municipally registered Fire Department servicing the Municipality of St. Mary's to access funds within the reserve and develop a corresponding application and scoring process.

Recommendation adopted.

f. Interactive Panel Project

- Please see the Agenda/Package for the report.
- Jadzia Rudolph, Municipal Clerk informed Council of the Interactive Panel Project that is going to be placed at Stonewall Park. This project will be 100% funded by Ocean's North. This project will consist of interactive and educational boards that will have local species, endangered species, and species native to St. Mary's. This project will consist of one large billboard at the entrance of Stonewall Park and smaller panels throughout the stonewall park trails.

On recommendation of Councillor Beaver and seconded by Deputy Warden Malloy, Council authorizes staff to work with local artists, environmental organizations and other stakeholders to design, and produce the panel project contents.

Further, that staff will report back with key milestones including design, installation, to ensure the project stays on track and within budget.

Further, all work on the project shall be within the \$25,000.00 applied for from Oceans North including all taxes.

Recommendation adopted.

g. FCM Attendance

- As per the Mileage/Expense policy, Council may by motion select 2 council members to attend the Federation of Canadian Municipalities (FCM) Conference.
- The FCM conference is in Ottawa, Ontario and is from May 29th to June 1st, 2025.

On recommendation of Deputy Warden Malloy and seconded by Councillor Beaver, Council agree to send 2 members of Council being Councillor Tibbo and Warden Fuller to the FCM Conference in Ottawa, Ontario on May 29th to June 1st, 2025.

Recommendation adopted.

h. ATV Club – Follow Up on February 19 COTW

- Milton Gallant of the ATV Club provided Council with a presentation at the February 19th, COTW meeting, Mr. Gallant has requested Council's support in the ATV Club.

On recommendation of Councillor Tibbo and seconded by Deputy Warden Malloy, Council agree to write a letter of support for the Road Trail Act for connecting highway 7 to Trout Lake Road and Connecting the Sonora Trail to businesses in Port Hilford. Further, that Council will support with communicating that the St. Mary's ATV Club is an asset to the community and businesses operating within.

Recommendation adopted.

10. In-Camera: Contract Negotiations

On motion of Councillor O'Connell and seconded by Deputy Warden Malloy, Council agree to move In-Camera for Contract Negotiations at 8:07pm.

Motion approved.

On motion of Councillor Tibbo and seconded by Councillor O'Connell Council agree to reconvene to regular session at 8:38pm.

Motion approved.

On recommendation of Councillor Beaver and seconded by Councillor O'Connell, that council will not provide additional funding to Community First Guysborough Housing for the purchase of land in Sherbrooke.

Recommendation adopted.

Adjournment

On motion of Warden Fuller, there being no further matters of business, Council adjourned at 8:39pm.

Motion approved.

Recorded By
Jadzia Rudolph, Municipal Clerk

Approved By
Warden Fuller



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

March 7, 2025

Dear Mayors and Wardens:

I am writing to inform you that the Minimum Planning Regulations under Section 214 of the *Municipal Government Act* (MGA) and Section 229 of the *Halifax Regional Municipality Charter* (HRMC) have been amended to implement a maximum setback for commercial wind turbines.

The new regulations will require that the maximum distance between a commercial wind turbine and a dwelling cannot be more than either four times the height of the turbine, or the distance needed to keep noise levels below 40 decibels outside the home and limit shadow flicker to no more than 30 minutes a day or 30 hours a year.

Additionally, the amendments stipulate that visual impact or aesthetic appearance of a wind turbine development is not a matter Council can consider prior to approval.

The Government of Nova Scotia is committed to reaching 80% renewables by 2030. These regulatory amendments will support this goal by providing consistent standards across Nova Scotia's municipalities, making it easier for wind energy projects to move forward, while also protecting residents from negative impacts from wind development projects such as noise and shadows.

You can find the updated Minimum Planning Regulations using the following links:

- *Halifax Regional Municipality Charter*
<https://novascotia.ca/just/regulations/rxaa-l.htm#hrmcmpr>
- *Municipal Government Act*
<https://novascotia.ca/just/regulations/rxam-z.htm#mgampr>

I have also included a Question-and-Answer document that provides further information about the updated regulations.

I want to thank you for taking the time to participate in the online survey from earlier this summer. Your feedback was invaluable throughout the regulation development process.

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Juanita Spencer, NSFM
Chief Administrative Officers

Wind Turbine Setbacks

Summary of Changes

The Department of Municipal Affairs is making amendments to the Minimum Planning Requirements Regulations under Section 214 of the *Municipal Government Act* (MGA) and Section 229 of the *Halifax Regional Municipality Charter* (HRMC) to implement a provincial standard for wind turbine setbacks.

The new regulations will require that the maximum distance between a commercial wind turbine and a dwelling cannot be more than either four times the height of the turbine or the distance needed to keep noise levels below 40 decibels outside the home and limit shadow flicker to no more than 30 minutes a day or 30 hours a year.

Additionally, the amendments stipulate that visual impact or aesthetic appearance of a wind turbine development is not a matter Council can consider prior to approval.

Nova Scotia is committed to reaching 80% renewables by 2030. These changes support this goal by providing consistent standards across Nova Scotia's municipalities, making it easier for wind energy projects to move forward while protecting residents from negative impacts from wind development projects such as noise and shadows.

FAQ

Q: What are the benefits of Wind Energy in Nova Scotia

Wind energy does not result in emissions that cause the health problems associated with fossil fuels, such as sulfur dioxide, nitrous oxide, mercury, or the environmental problems that come from carbon dioxide - one of the greenhouse gases that contribute to climate change. Every megawatt of wind energy can reduce our greenhouse gas emissions by as much as 2,500 tonnes per year—enough clean energy to power 350–400 Nova Scotian homes.

Wind energy does not use up natural resources. Capturing and transforming the energy of wind into the energy of electricity is infinitely renewable.

Nova Scotia has legislated goals in the *Environmental Goals and Climate Change Reduction Act* (PDF) to get off coal and have 80% of electricity generated with renewables by 2030 – and to reach net zero by 2050. [Learn more here.](#)

Q: Should residents be concerned about the resulting noise and light flicker of Wind Turbines? What about concerns with the turbines causing illness?

It's important to remember that potential wind farms over 2 megawatts must undergo an environmental assessment which requires companies to identify the benefits of their project, its potential impacts on the environment and human health, and their plans to mitigate impacts. Projects must also obtain other required authorizations, permits and permissions from various levels of government before being built. There is no scientific evidence to support the belief that wind turbines cause illnesses.

The proposed regulatory changes will ensure municipalities have consistent standards regarding wind turbine setback distances that will ensure that residents will not be impacted by noise and light flicker.

Q: What about the threat to migratory birds that turbines present?

Wind turbines are attributable to less bird deaths than cats and tall buildings. Consideration of potential impacts to migratory birds as a result of a wind turbine project are included within the Government of Nova Scotia's environmental assessment process. Companies must ensure that they comply with federal migratory bird legislation.

Q: Why is the Nova Scotia Government Making this change?

Wind turbines do create noise and may not be appropriate for all locations. The Government of Nova Scotia is making this change to ensure that wind projects are properly developed and managed consistently across all municipalities.

Q: How would distance required for sound and shadow flicker be established?

Distance for sound and shadow flicker is based on project specific factors. The provincial Environmental Assessment process considers these factors prior to granting approval of commercial Wind Turbine projects (at least 2MW). A municipality may decide to incorporate the *Minimum Planning Requirements Regulations* about setbacks from wind turbines to dwellings, as written, into their Planning Documents for ease of implementation.

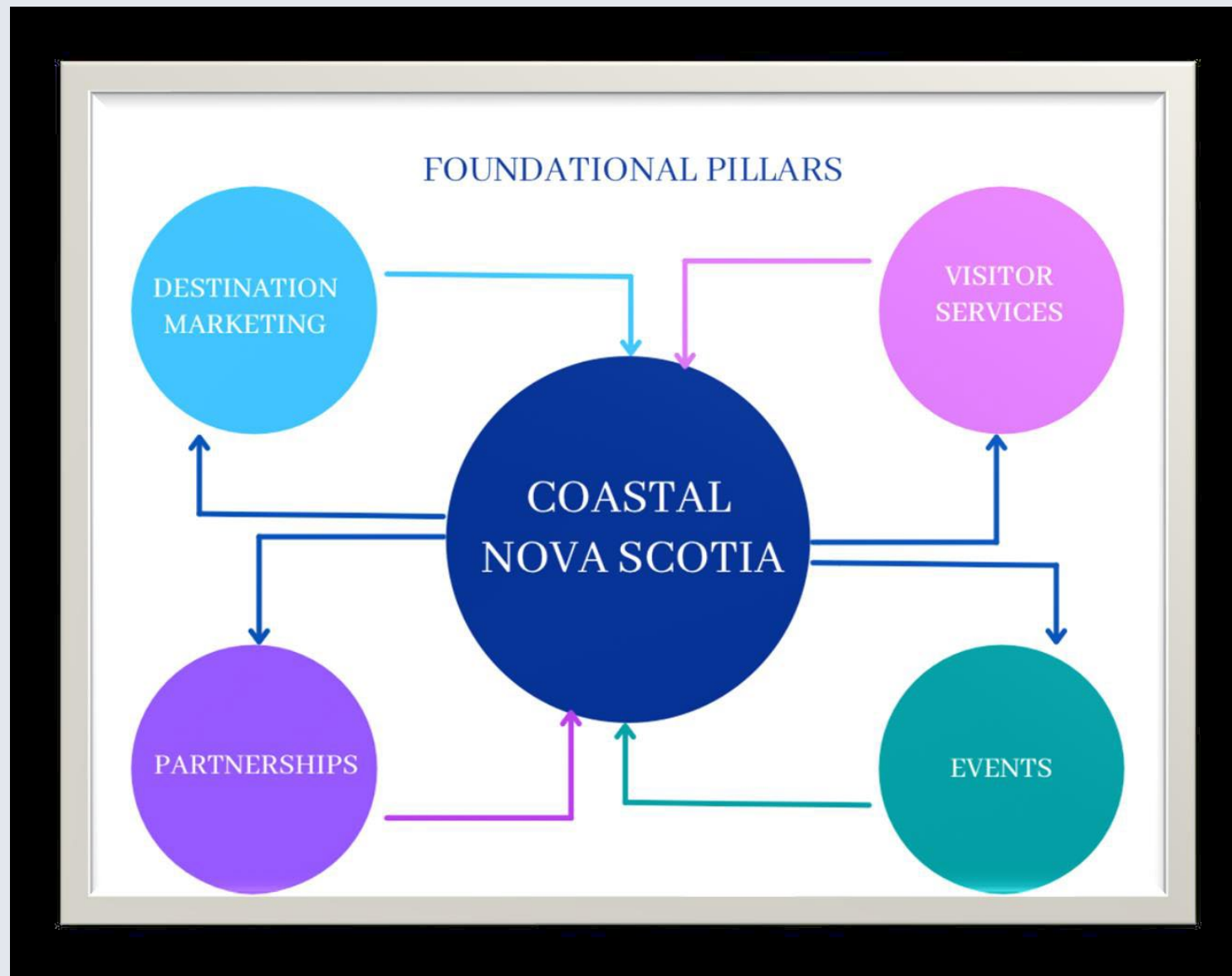
Q: How does a municipality determine if their existing requirements are consistent with the proposed maximums?

We understand that many municipalities who regulate wind turbines, have policies or bylaws including a distance setback (i.e., Kms). These policies or bylaws may be contrary to the *Minimum Planning Requirements Regulations* amendments. The Provincial Planners supporting your region and the NRR contact provided can help you consider how your existing requirements relate to the amendments to the *Minimum Planning Requirements Regulations*. You should also seek advice from your solicitor should you have questions regarding the regulations.

Q: Will there be a deadline for when municipalities that have existing wind requirements should be consistent with the new requirements?

There is no specific deadline set. It is expected that municipalities bring their setback requirements in line with the newly amended *Minimum Planning Requirements Regulations* as soon as reasonably possible.







Destination Marketing – Shake Up Winter at the Pictou County Wellness Centre

• DIGITAL MARKETING

- www.coastalnovascotia.ca
- Staycations
- Community contests
- Facebook

The clock is ticking, get your gift cards before the campaign ends.



COASTAL CRAVINGS

Purchase a
\$50 gift card for \$40
or a **\$25 card for \$20**
at participating restaurants

Visit our website for a list of participating restaurants & purchase your gift card while supplies last!

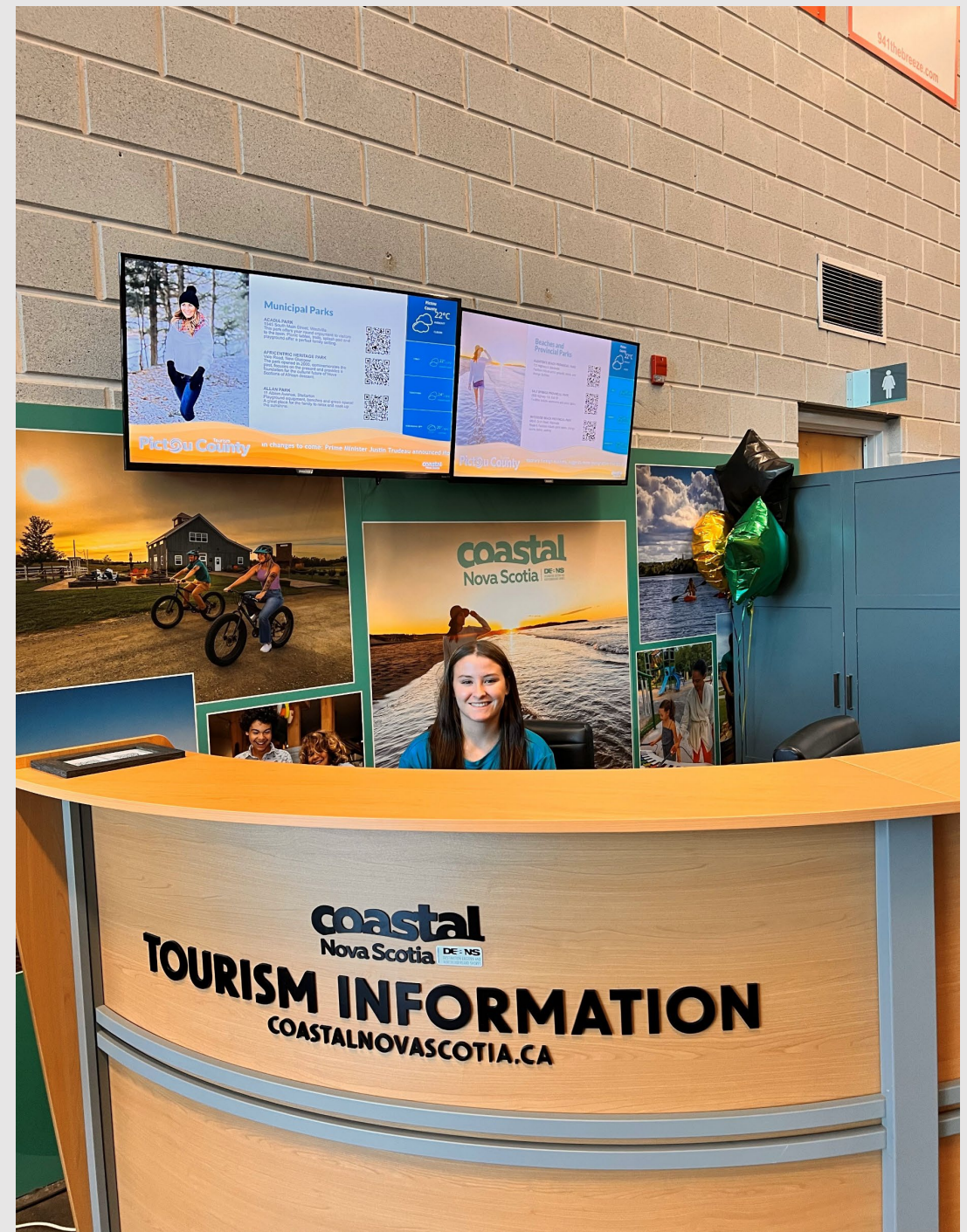
www.coastalnovascotia.ca/coastal-cravings
+ Offer open for a limited time

coastal
Nova Scotia



VISITOR SERVICES

- In person counselling
 - 8 Visitor Information Centres
 - We support Sherbrooke Village VIC at \$4000
 - Itinerary planning
 - Membership promotions
 - Ongoing prize giveaways all summer from direct purchase gift cards and product



- Did You Know e-newsletter

**Guysborough District Business
Partnership
3rd Annual Nor'Easter Craft Beer
Festival November 16**



GOOD THINGS BREWING ON THE EASTERN SHORE

**TICKETS ARE SELLING
FAST...ORDER YOURS
TODAY!**

Eastern Shore Events

Every Sunday~ Musquodoboit Harbour Farmers Market at the Eastern Shore Community Centre (The Rink) 67 Park Rd. Musquodoboit Harbour 10am-2pm. [Click Here for More Details.](#)

Every Saturday~ Sherbrooke Saturday Market at Sherbrooke Village Heritage Park 9am-1pm. Weather permitting. [Click Here for More Details.](#)

October 22-23 "The Heart of Things" Play at

Eastern Shore Events

February 2, 16, March 2, 16, & 30~
Musquodoboit Harbour Farmers Market Winter
Markets at the Eastern Shore Community
Centre (The Rink) 67 Park Rd. Musquodoboit
Harbour 10am-1pm. [Click Here for More Details.](#)

February 1~ Garret Mason at Sober Island
Brewing 22462 Hwy 7 Sheet Harbour 7pm. [Click
Here for More Details.](#)

February 1~ April Martell free event at the Cast
Away Cafe 82 Main St. Guysborough 3pm.

February 1~ Bike Hub Winter Cycling Workshop
at the Deanery Project 751 West Ship Harbour
Rd. Lower Ship Harbour. 10:30am-2:30pm. [Click
Here for More Details.](#)

February 2~ Winter Hike at the Deanery Project
751 West Ship Harbour Rd. Lower Ship
Harbour. Hike 10am, Lunch 12-1pm, Open
house 1-3pm. [Click Here for More Details.](#)

February 8~ Valentine's Day Coffee Party at St.
Genevieve's Hall 723 East Chezzetcook Rd. East
Chezzetcook. 10am-12pm. [Click Here for More
Details.](#)

February 8~ Festival du Tamarin at the
Chedabucto Lifestyle Complex 60 Green St.
Guysborough 11am-2pm. [Click Here for More
Details.](#)

February 8~ Festival du Tamarin Concert at

STRATEGIC PARTNERSHIPS

- Events Nova Scotia
- Ambassador Program
- Discover Days
- Guysborough County Tourism Association



Signature event...The Buoys



THE
BUOYS
2025

Gala Awards Dinner

Thursday, April 10
5:30pm reception | 6:00pm dinner and awards
Pictou County Wellness Centre

A Night of Musical Celebration and
Presentation of Five Buoy Awards

coastal
Nova Scotia DE-NS
COASTAL COMMUNITY DEVELOPMENT AND
NATURAL RESOURCES

**Shake Up
Winter
Conference
2025**

 **THURSDAY, APRIL 10 9:00AM-4:15PM**
FRIDAY, APRIL 11 9:30AM-12:30PM

 **PICTOU COUNTY WELLNESS CENTRE**

CONFERENCE HIGHLIGHTS

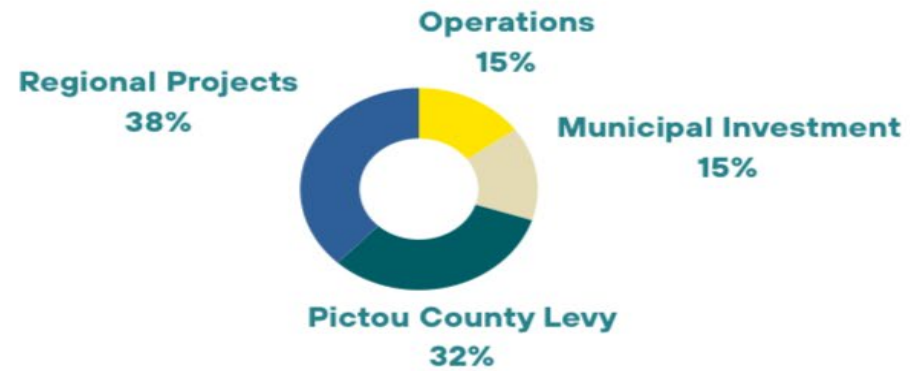
[Artificial Intelligence](#) [Panel Discussions](#) [Pitch Sessions](#)

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COASTAL COMMUNITY DEVELOPMENT AND
NATURAL RESOURCES

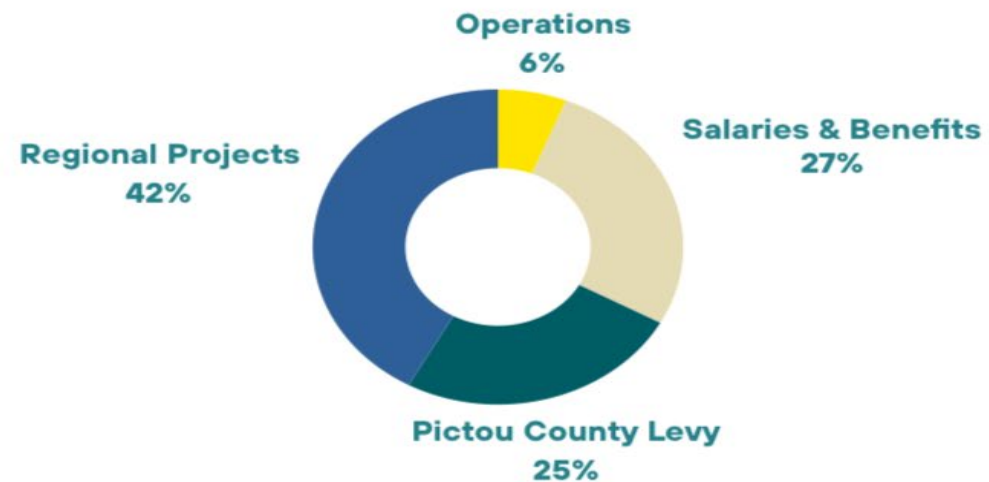


Financial Snapshot

Revenue



Expense



Thank you for your ongoing support!

Questions

Tourism Website and Social Media Development Campaign

SUMMARY

The Municipality of the District of St. Mary's wishes to invest in the creation of a new tourism website and social media platform with the end goal to increase visitor revenue for local businesses.

The objective to be competitive in attracting visitors requires enhancing online user experience of the tourism website and social media platforms. It is essential to create a website that focuses on usability, aesthetics, and functionality with search engine optimization (SEO). The new council has identified Tourism as a key focus for the Economic Development Dept. for 2025/26. Review of previous years budget spending showed past funds were spread across multiple small initiatives resulting in limited return on investment despite the similar budget of \$16,000.00. Therefore, this year it was determined that a change of strategy was required involving a narrowed focus to achieve improved results. A request was made for a dedicated tourism website and social media platform with an on-line advertising campaign as the focal point for 2025/26 tourism budget funds.

Research and vetting of multiple vendors has narrowed down two competent vendors to facilitate the development of a new tourism website dedicated to promoting and supporting the tourism businesses in St. Mary's Municipality with the goal of increasing revenue over past years.

The vetted vendors represented in this report include Sociable Media Inc. and Digital NS/Tourism Nova Scotia. Outlined in the report is a detailed overview of the services provided for the strategies, technical skills, expertise and resources required to create the website, on line advertising campaign and social media initiative. Engagement of these vendors expertise will ensure the new website and social media accounts meet modern web standards, align with the municipality's tourism brand, and effectively engage the target audience utilizing search engine optimization (SEO).

(MODSM) has been awarded the Digital Nova Scotia/Tourism NS Grant which matches the contribution of \$8,625.00 for the creation of 10-15 digital ads in total. The advertisements will be placed on social media sites including Google, Face-Book, Instagram and YouTube at the Municipalities discretion during various peak periods between April 1st , 2025-March 31st , 2026.

Sociable Media Inc. will be providing the strategy, framework and structure for the fundamentals of an effective Tourism Website and Social Media campaign. This contract will come in at \$11,500.00 Plus HST. Once the construction of the website and social media platforms are launched minimal ongoing maintenance will be required, upkeep will then be provided by municipal staff.

Staff Report



The goal for this digital initiative is to increase tourism revenue for our business community within our district, not only this year but in the years to come. Through the development of this digital project a solid foundation will be laid which can be built upon by staff in the future. Utilizing subject matter experts (SME's) to build and implement this new social media and website program is vital to ensure it is built for purpose from the start with the ability to scale it up in the future. The SME's will then provide the tools and training on "in-house" program management resulting in efficient use of budget, time and resources going forward. The initial cost outlay of \$11500.00 will be the greatest expense as this is the building of a necessary digital infrastructure.

BACKGROUND

Currently it is extremely difficult to find existing online digital content to showcase our Municipality as it gets lost within other advertising headers (i.e. Guysborough). One example of what we currently have is the St. Mary's Municipal YouTube channel which has one subscriber and two videos with a combined total of 152 views over 7 years! As you can see there is room for improvement in getting our message out with the assistance of the search engine optimization professionals who understand how to push the algorithms out for increased traffic and views.

We are moving into an ever-increasing age of technology and digitization therefore it is critical to remain relevant. Through this initiative the municipality will increase it's searchability and internet/social media presence utilizing search engine optimization.

Local businesses will have the opportunity to provide digital content to be used on the website to show case and advertise their businesses through the business directory. The tourism website is intended to provide a professional platform to assist in business promotion within the community.

CONSIDERATIONS

The following pages offer a list of services under consideration from Sociable Media Inc. for the 2025/2026 fiscal year.

Sociable Media Inc. comes highly recommended by Digital NS/Tourism Nova Scotia as a reputable local website developer and Social Media Marketing/Search Engine Optimization expert. This team is also familiar with the nuances of the Digital NS Grant we have been awarded and can also offer support for the ad campaign complimenting the new tourism website and social media sites.

Listed below are the deliverable services to be provided by Sociable Media Inc.:

Web Site Development – What are we getting?

- **Strategy and Planning**- This is a crucial phase of the project, as it determines the foundation for its success. Areas covered at this stage include research of similar-sized tourism sites, competitive analysis of other regions, conducting an inventory of the area's assets. A site architecture plan, wireframes, and sitemap creation while developing messaging to showcase the and look and feel of Tourism in St. Mary's.
- **Branding** – Creation of specific St. Marys tourism branding, ensuring it is consistently implemented with a clean aesthetic across the tourism website and social media sites.
- **Design Mock-Ups** - At this stage, design mock-ups and a site map are created for feedback. When this is approved, the mock-ups for each page of the website will be sent to the website developer to follow as a template as they put the website together.
- **Content Writing and Assembly** - Content writing and assembly involves establishing key messages and calls-to-action, writing new text, editing text, creating headlines, page titles, captions and text for search engine optimization purposes.
- **Visual Content Design and Layout** – Curate the images, videos, and infographics to break up text and make the site more visually appealing and optimize search engine optimization. Oversee art direction and provide direction for local photographers to capture great photos and video reflecting the businesses and points of interest within St. Marys District.
- **Testing and Review** - This is where the vendor can share an unpublished version of the new website to review and provide feedback.
- **Website Launch**

Social Media Management

- **New Social Media Pages** - After the website is launched, Face-Book page, YouTube and Instagram tourism accounts will be created. These pages will have tourism-related content and embedded tracking event pixels will entice people to visit the new tourism website.
- **Create Editorial Calendar** -This is a monthly document that maps out what will be posted on which day.
- **Write Posts** – Write and design posts (3/week) on Face-Book + Instagram. Create the look and feel of each post so it is visually appealing.
- **Write Text** - To coincide each image/video/graphic, there will be text written to encourage people to visit the website and promote the area.
- **Schedule Posts**- Boost one post/week to a targeted audience. Reporting on engagement from followers, work with Tourism NS on developing ideas for images and video, posting results.

Staff Report



Email Marketing Campaign

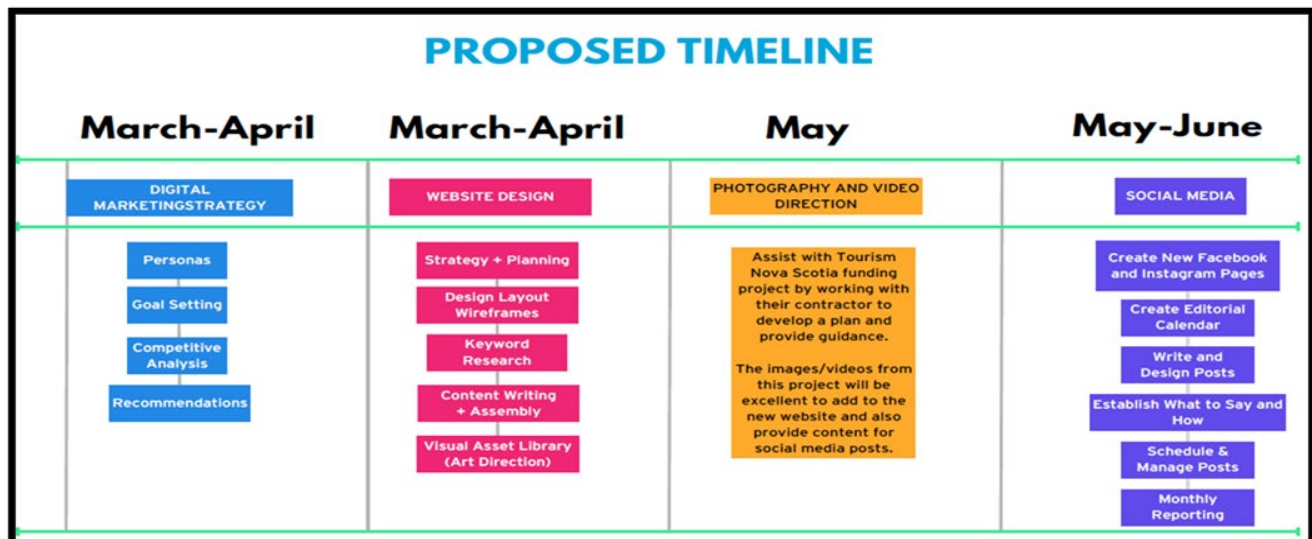
This is an often overlooked, but very important, marketing channel. It is not dependent on any algorithm or other substantial changes to social media or Google. Targeting audiences online is only getting harder; a healthy email list is an integral part of all marketing best practices. This service covers development of an email marketing strategy, set up on the appropriate platform, recommendations for website integration, setup basic automations, and drafting of the first 3 months of emails to get started.

Key deliverables:

- Set up the newsletter service.
- Create basic automations (email response when someone signs up to receive the newsletter). Create a visual template and guide for future newsletters, to be completed by municipality.
- Provide expertise and recommendations on incorporating sign-ups on the new website, and ideas on how to incentivize email gathering based on expertise.

Art Direction

- **Create Photo/Video Release Form** – Create a release form for St. Mary's use to enable gathering and use of digital content provided by amateur photographers and local businesses. This can be used as part of photography campaigns throughout the year to collect four season content that can be used on the website.
- **Create Image Library** – Inventory images that are available copywrite free that best represent the area and businesses.
- **Assist Local Photographers** – Provide direction as to what type of photos/video to capture. Provide a short list with ideas on location, angle of photos and interior/exterior, pixel size etc.
- **Coordinate with Tourism Nova Scotia** - Assist with the development of content (video and photography) with the Tourism Nova Scotia contractor so all content can also be applied to the new website and social media.



Digital Nova Scotia Grant Details

The Digital Grant was applied for in the past and was not awarded. Having successfully achieved the grant this year the Municipality has the opportunity to run an advertisement campaign in conjunction with Tourism Nova Scotia's (TNS) leverage. TNS assist us in the creation of 10-15 digital ads in total that will be placed on social media at the Municipalities direction between April 1st, 2025-March 31st, 2026. We create the content using their template and they create the digital ads. TNS then post and run the ads for optimum feedback according to the tactics chosen on social media accounts which may include Face-Book, Instagram, Google/YouTube.

Optimization of ads to the best of their potential is ongoing while keeping staff involved with their performance. It also allows for effectively retargeting audiences, which means that TNS continue to serve ads to those who have visited the website and/or have seen the ad.

RECOMMENDATIONS

Municipal Council approve \$8,625.00 Plus HST for Digital Nova Scotia Grant on the advertising campaign. This grant will provide \$17,250.00 worth of digital tourism advertising for a cost of \$8,625.00 to the municipality with the remaining 50% matched by Digital Nova Scotia.

Municipal Council approve the award for digital marketing and tourism support to Sociable Media Inc. in the sum of \$11,500. Plus HST.

Staff Report



General Government Grants Policy

Department of Finance

SUMMARY

Based on the recent call for applications from nonprofit organizations under the *General Government Grants Policy* council has determine a need for amendments to the policy. Staff have taken direction provided by Municipal Council at the Committee of the Whole meeting on March 5th, 2025 and incorporated recommend changes into the policy.

Council also requested that due to the proposed amendments a one time extension on the application due date occur for the fiscal year 2025-2026.

BACKGROUND

The General Government Grants Policy exists to provide direction to council, municipal staff, nonprofit organizations and the public regarding the framework for the Municipality to provide grants to non-profit organizations.

MAJOR CHANGES BY SECTION

1. **Purpose** – unchanged
2. **Authority** – unchanged
3. **Terms/Definition** – new to policy, standard definitions.
4. **Application of the Policy** – Title has been reworted to standard policy format from “general stipulations to policy”.
5. **Grant Categories** – Section remains unchanged.
6. **Description of Grant Category, Criteria and Eligibility** – Combined eligibility within this section.

Other changes to section include highlighted components:

- a. 6.1.5 New/Added in - Municipal District Grants are awarded throughout the fiscal year at the discretion of the district's municipal councillor while complying with this policy.
- b. 6.2.6 New/Added in - The Grants to Organizations category are awarded by motion of Council annually at the Annual General Meeting of Council.
- c. 6.2.9 Change \$2,000 total project cost to \$1,000 total project cost.
- d. 6.2.10 Remove line - ~~Organizations are only eligible if they have not received the grant within the last two years.~~
- e. 6.3 School Scholarships - Remove line - ~~a. Youth Advisory Committee Member Scholarship: One member of the Youth Advisory Committee will be eligible for a municipal scholarship of \$500.~~

Staff Report



7. [Application Process and Reporting Requirements](#) – Remove section of 7.3
 - ~~a. Youth Advisory Committee Member Scholarship: □ School Administration at St. Mary's Academy administers reporting requirements.~~
8. [Council Approval of Funding Request](#) – Change section title from Council Approval of Policy to Council Approval of Funding Request.
9. [Policy Review](#) – standard within all Municipal policies.

RECOMMENDATION

Recommend 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.

Municipality of the District of St. Mary's

General Government Grants Policy



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.

6.2.10 Organizations are only eligible if they have not received the grant within the last two years.

6.3 School Scholarships

a. ~~Youth Advisory Committee Member Scholarship: One member of the Youth Advisory Committee will be eligible for a municipal scholarship of \$500.~~

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 – ~~a. Youth Advisory Committee Member Scholarship: □ School Administration at St. Mary's Academy administers reporting requirements.~~ 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

Budget Deliberations

Municipal Operating Budget

2025-2026

Draft #2



March 19th, 2025

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	DRAFT #2
Revenue (Schedule A)			
Taxes	2,531,946	2,585,036	2,607,282
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	3,730,891
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	(66,409)
Transfer to Capital Reserve			
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 1,751,189	\$ 1,751,189	
ACCUMULATED SURPLUS, YE	\$ 1,751,189	\$ 1,957,423	\$ (66,409)

Changes
Draft #1 Budget 2025/26 vs Draft #2 Budget 2025/26

Tourism Initiatives	Increase expense \$8,450
Office of Healthcare Practitioners Recruitment Program	Net expense increase \$5,850
Major Repairs/Tr to Capital	Decrease expense \$2,500
Emergency Management (EMO) Comfort Centers	Increase expense \$3,000
Climate Change	Increase expense \$2,000
Extended Producer Responsibility	Net decrease to expense \$20,000
Municipal Transfer Station/C&D	Net decrease to expense \$12,500
Project Management Assistance	Decrease expense \$10,000
Total Changes	Reduce budget short fall by \$25,700

Revenue Options for a Balanced Budget

Revenue Item	Current	Draft #1	Draft #2
Draft Budget Shortfall		\$92,109	\$66,409
Residential/Resource Taxes	\$0.96 per \$100 of assessment	\$68,081 (\$0.99 per \$100 of assessment)	\$45,388 (\$0.98 per \$100 of assessment)
Commercial Taxes	\$2.27 per \$100 of assessment	\$7,679 (\$2.30 per \$100 of assessment)	\$5,119 (\$2.29 per \$100 of assessment)
Streetlight Area Rate	\$88.48	\$4,795 (Increase to \$93.72)	\$4,795 (Increase to \$93.72)
Solid Waste Fee	\$110.82	\$11,554 (Increase to \$116.63 per dwelling)	\$11,554 (Increase to \$116.63 per dwelling)
Sewer Unit Rate	\$220 per unit	\$0	\$0

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					

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)



Municipality of the District of St. Mary's - Years Budget Review/Comparison

	2015-2016	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Year End (Surplus)/Deficit	72,699	(104,325)	(8,240)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	-	
Year End Accum. Surplus	1,608,627	1,712,952	1,721,191	1,726,191	1,731,191	1,736,191	1,741,191	1,746,191	1,751,191	1,751,191	1,751,191
Rate											
Commercial Tax Rate	2.18	2.20	2.23	2.25	2.26	2.26	2.26	2.26	2.28	2.27	2.29
R&R Tax Rate	0.87	0.89	0.92	0.94	0.95	0.95	0.95	0.95	0.97	0.96	0.98
Street Light Rate	\$ 104.00	\$ 70.57	\$ 70.57	70.17	70.17	70.17	71.85	71.85	81.70	88.43	93.72
Solid Waste Charge	\$ 91.82	\$ 91.82	\$ 96.82	96.82	96.96	96.96	99.96	99.96	110.82	110.82	116.63
Assessments											
Commerical	28,473,900	28,009,800	27,451,900	27,693,600	27,725,600	25,988,100	25,368,000	25,458,100	25,894,800	26,754,800	26,596,600
Residential	119,122,500	121,830,100	124,886,600	127,339,100	131,613,400	135,992,400	138,970,500	147,346,700	165,897,200	183,776,100	196,414,300
Resouce	20,231,700	20,246,800	20,815,000	21,338,900	22,203,300	22,277,500	23,353,800	25,720,600	27,807,100	29,503,500	30,521,000
Assessment X Rate											
Revenue Commerical	\$ 620,731	\$ 616,216	\$ 612,177	\$ 623,106	626,599	587,331	573,317	575,353	585,222	610,009	609,062
Revenue Residential	\$ 1,036,366	\$ 1,084,288	\$ 1,148,957	\$ 1,196,988	1,250,327	1,291,928	1,320,220	1,399,794	1,576,023	1,782,628	1,924,860
Revenue Resource	\$ 176,016	\$ 180,197	\$ 191,498	\$ 200,567	210,931	211,636	221,861	244,346	264,167	286,184	299,106
Major Expenditures											
Council Hon & Expense	\$ 131,347	\$ 123,847	\$ 130,033	\$ 132,793	135,456	137,528	126,028	131,268	140,354	151,128	138,152
Education	\$ 526,692	\$ 535,312	\$ 541,101	\$ 557,654	557,000	578,158	591,114	606,000	637,966	702,975	767,665
Econ Develop/Plann	\$ 77,641	\$ 103,737	\$ 162,703	\$ 132,740	117,024	92,425	97,700	88,200	124,672	162,968	136,015
Dept of Recreation	\$ 111,820	\$ 111,924	\$ 128,530	\$ 120,330	126,390	126,895	123,167	137,015	147,586	176,756	194,528
Corrections	\$ 44,638	\$ 44,114	\$ 45,000	\$ 44,000	44,000	42,624	43,476	44,000	44,000	-	-
Policing	\$ 437,159	\$ 449,775	\$ 466,866	\$ 472,935	482,394	482,542	493,911	570,068	609,949	649,821	677,027
PVSC (Assessment)	\$ 90,610	\$ 88,000	\$ 89,000	\$ 89,000	89,500	93,500	92,653	92,000	93,932	95,349	94,500
Solid Waste/Tr Station	\$ 455,721	\$ 426,298	\$ 446,964	\$ 458,666	456,443	450,229	452,775	481,430	530,060	513,572	581,799
Grants/Funding	\$ 40,800	\$ 34,000	\$ 34,000	\$ 39,000	39,000	29,500	39,000	39,000	34,500	49,500	49,500

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	DRAFT #2
Revenue (Schedule A)			
Taxes	2,531,946	2,585,036	2,607,282
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	3,730,891
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	(66,409)
Transfer to Capital Reserve			
ACCUMULATED SURPLUS, BEGINNING OF YEAR	\$ 1,751,189	\$ 1,751,189	
ACCUMULATED SURPLUS, YE	\$ 1,751,189	\$ 1,957,423	\$ (66,409)

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	DRAFT #2
Taxes			
Assessable Property			
Residential	1,764,251	1,759,832	1,885,577
Commerical			
Based on taxable assessments	607,334	607,334	603,743
Resource			
Taxable assessments	283,234	282,219	293,002
Forest property Tax less than 50,000	13,870	13,687	13,687
Forest property Tax more than 50,000	28,624	28,624	28,624
Area Rates			
Street Lighting	81,225	81,225	81,225
Sherbrooke Sewer	87,215	87,215	87,215
Solid Waste	219,890	219,274	219,274
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	\$ 3,374,947
Expenditures as a reduction of tax revenue			
Appropriations to Regional School Board	(702,975)	(702,975)	(767,665)
	\$ 2,531,946	\$ 2,585,036	\$ 2,607,282
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	DRAFT #2
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	DRAFT #2
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	DRAFT #2
Transportation services			
Road transport	32,392	33,892	34,000
Street lighting	81,225	84,500	86,000
	\$ 113,617	\$ 118,392	\$ 120,000
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
	\$ 820,327	\$ 815,442	\$ 923,448

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	DRAFT #2
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 the District of St. Mary's

External Boards Policy



Purpose:

The purpose of this policy is to outline the criteria and procedure for municipal representatives on external boards or commissions as appointed representatives of the Municipality.

General:

The following criteria must be met in order for a municipal official to sit on an external board:

- a. The external board has a particular goal or objective that aligns with the Municipality's role in the community.
- b. The external board has specific and approved terms of reference or similar governing documents.
- c. The external board provides proof of insurance including director's liability on an annual basis. If there is a lapse or interruption in insurance coverage, the Municipality must be notified within 30 days.
- d. The Municipality shall not appoint a municipal elected official or staff to an external board if all of the above criteria are not met.

The Municipality may request that insurance coverage in addition to Directors and Officers Liability insurance be obtained based on the activities of the external community board.

Requests:

All requests from external boards for a municipal representative shall be made to the CAO.

- Requests for a municipal elected representative shall be considered by Council.
- Requests for a municipal employee representative shall be considered by the CAO but may be referred to the Committee of the Whole.

Requests for representation must demonstrate how all above mentioned criteria are met, and define the specific role for the municipal official. The Municipality may request, and shall promptly receive, current or historic financial statements from any external community board to which a municipal representative is appointed.

External boards or commissions may request for a specific person as the representative; however, the Municipality reserves the right to appoint any municipal representative or decline such a request for any reason.

In considering a request for appointment to an external community board, municipal representatives should consider the commitment in terms of time and duties, and whether they can reasonably take that time and perform those duties in conjunction with their regular municipal duties.

External boards or commissions that have made a request will be informed in writing of any appointment.

Exceptions:

This policy does not apply to inter-municipal corporations where a municipal representative is acting in that capacity.

This policy shall not preclude any municipal representative from becoming a member of any community board as a private citizen. It is the responsibility of any municipal representative serving on a community board to know and understand their responsibilities concerning the Municipal Conflict of Interest Act.

M Jordan

Municipal Clerk

September 16, 2019

Date



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