



NOTICE

MEETING: Special Council Meeting

DATE: Wednesday, May 21st, 2025

TIME: 7:00pm (Immediately following the COTW meeting)

PLACE: Council Chambers, 8296 Highway 7,
Sherbrooke

Please Advise If Unable To Attend



Municipality of the District of St. Mary's

Special Council Meeting
Wednesday, May 21st, 2025

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. Approval of the Agenda
4. 2025-26 Summer Day Camp Fee Subsidy Pilot Program
5. In-Camera: Legal

Adjournment

A 10-minute question and answer period pertaining to agenda items.

Staff Report



Department of Community Development & Recreation

2025-26 Summer Day Camp Fee Subsidy Pilot Program

SUMMARY

During budget deliberations, Council directed staff to implement a \$10 daily fee for the Summer Day Camp Program and to develop a Fee Subsidy Policy as a pilot for a broader Recreation Fee Subsidy Policy planned for 2026–27. This future policy would include dedicated funding to avoid impacting program budgets. At the May 7th Committee of the Whole meeting, staff presented Summer Day Camp Fee Subsidy Pilot Program. Council directed staff to correct administrative errors, raise the upper income threshold to \$70,000 (with corresponding adjustments), and include flexibility for decisions based on individual family circumstances. Council is now asked to consider the proposed income thresholds and fee reduction percentages for the Pilot Program, which includes a discretionary provision for exceptional cases.

BACKGROUND

At the Committee of the Whole Meeting held on March 5th, Council directed staff to implement a daily fee of \$10 for the Summer Day Camp Program and to develop a Summer Day Camp Fee Subsidy Policy. Staff recognized this as an opportunity to pilot a fee subsidy model, which could serve as a foundation for a broader Recreation Fee Subsidy Policy to be introduced in the 2026–27 fiscal year. This future policy would include a dedicated budget line item for subsidy funding, ensuring that program budgets are not negatively impacted. At the Committee of the Whole Meeting held on May 7th, 2025, Council directed staff to correct administrative errors, adjust the upper income threshold to \$70,000 and the corresponding thresholds accordingly, and include a provision that allows for decisions to be made based on individual family circumstances.

CONSIDERATIONS

That Council consider the proposed household income thresholds and corresponding percentage of fee reductions for inclusion in the Pilot Program. The income threshold table considers the number of people living in a household. In a single-parent household, there is typically one less adult compared to a two-parent household, which means the total number of household members is smaller. Since the threshold adjusts based on household size, single-parent households have lower income thresholds than larger households, reflecting the reduced number of people being supported. It is noted that the policy includes a provision allowing for staff discretion in exceptional circumstances, to ensure flexibility and responsiveness to unique individual or family needs.

RECOMMENDATIONS

Approve the Summer Day Camp Fee Subsidy Pilot Program with the fee reduction set at 75% percent and the income thresholds set at the values in the table below:

Household Size	Total Household Income After Tax
2	Less than \$48, 944

Staff Report



3	Less than \$57,086
4	Less than \$63, 952
5+	Less than \$70,000

1. Purpose

The purpose of this pilot program is to increase opportunities and reduce barriers to participation for all individuals who wish to enroll in the Summer Day Camp offered by the Municipality. This pilot program will provide municipal staff and the public with a framework for which the Summer Day Camp Fee Subsidy will be applied for, reviewed and approved.

2. Scope

This pilot program is applied to the Summer Day Camp held by the Municipality during the 2025-26 fiscal year.

3. Definitions

- 3.1. *Barrier* – anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.
- 3.2. *Municipal Directors* – Municipal Directors include the Director of Community Development & Recreation, Director of Finance, Director of Public Works, Director of Economic Development and Chief Administrative Officer.
- 3.3. *Diversity* - means having a variety of people from a range of different social, economic and ethnic backgrounds, gender identities, sexual orientations, life experiences, competencies and faiths represented on teams, in workplaces in general and particularly in processes like engagement.
- 3.4. *Equity* – equity recognizes that everyone doesn't begin in the same place in society. Some people face adverse conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity advocates for those who may have been historically disadvantaged, making it difficult for them to be successful. What is "fair" as it relates to equity isn't a question of what is the same but rather the point from which a person begins. Equity considers historical and other factors in determining that is fair.
- 3.5. *Household* - refers to a person or group of people who occupy the same dwelling and do not have a usual place of residence elsewhere.

- 3.6. *Inclusion* - Inclusion encompasses norms, practices, and intentional actions to promote participation, engagement, empowerment, and a sense of belonging for members of historically underrepresented and underserved groups in all aspects of life. It is about celebrating, valuing, and amplifying perspectives, voices, styles, and identities that have been marginalized by promoting an institutional culture and practices to ensure all can experience a welcoming space of fairness, dignity, and human flourishing.
- 3.7. *Market Basket Measure* – refers to Canada's official measure of poverty based on the cost of a specific basket of goods and services representing a modest, basic standard of living developed by Employment and Social Development Canada (ESDC). The MBM thresholds represent the costs of specified qualities and quantities of food, clothing, shelter, transportation, and other necessities for a reference family of two adults and two children. The square root of economic family size is the equivalence scale used to adjust the MBM thresholds for other family sizes. This adjustment for different family sizes reflects the fact that an economic family's needs increase, but at a decreasing rate, as the number of members increases.
- 3.8. *Summer Day Camp* - Running from July 7 to August 29, Monday to Thursday, Summer Day Camp is open to children aged 5 to 12 and offers a variety of games, crafts, outdoor adventures, and theme days to keep kids active, engaged, and smiling all summer long. Camp is \$10 per day. Children must be registered by Friday for the following week.
- 3.9. *Summer Sprouts* - designed for our littlest campers! This fun and gentle drop-off program for ages 3–4, offered Monday - Thursday runs from 10:00 am to 2:00 pm, offering a playful, age-appropriate version of day camp where young children can explore, create, and grow. Each day is filled with stories, crafts, games, and outdoor play, all in a safe and nurturing environment. Summer Sprouts is a great first step into camp life— designed with little ones in mind.
- 3.10. *The Municipality* – the Municipality of the District of St. Mary's.

4. Eligibility

- 4.1. All eligible applicants must live within the Municipality.
- 4.2. To qualify as an immigrant or refugee, the applicant must have been in Canada for less than one year and not yet filed a tax return.
- 4.3. Individuals whose household income falls within the **Summer Day Camp Subsidy Program Thresholds** based on household size and after-tax income.

5. Application & Approval Process

- 5.1. Applicants must complete and submit **Appendix A: Summer Day Camp Subsidy Application Form** and provide proof of household taxable income from their most recent Notice of Assessment (for the latest calendar year) issued by the Canada Revenue Agency **for all individuals aged 18 and above.**
- 5.2. Applicants must submit their application and receive approval prior to registering and paying for recreational programming. Applicants must allow for five business days for the processing of their application. Fees paid prior to approval will not be reimbursed, except under exceptional circumstances at the discretion of Municipal Directors.
- 5.3. Applications will be received on an on-going basis. There is no deadline for applications.
- 5.4. Applications which meet the eligibility criteria will be approved by the Director of Community Development and Recreation.
- 5.5. **In cases where a household does not meet the established eligibility criteria, final discretion will rest with the Director of Community Development, in consultation with the Chief Administrative Officer.**

6. Eligible Services

- 6.1. This pilot program applies only to Summer Day Camp & Summer Sprouts.
- 6.2. Each eligible individual within the household will receive a 75% fee reduction for municipal recreation programs.
- 6.3. **In exceptional circumstances, the Director of Community Development & Recreation, in consultation with the Chief Administrative Officer, may approve a 100% fee reduction.**
- 6.4. Eligible services are non-transferable, and have no cash value.

7. Program Review

This pilot program will be reviewed upon completion using both quantitative and qualitative evaluation methods. Quantitative methods may include tracking participation numbers, program usage rates, and subsidy amounts awarded. Qualitative methods may involve participant surveys, staff feedback, and anecdotal observations to assess overall impact and areas for improvement.

Schedule A

Subsidy Program Thresholds

Household Size	Total Household Income After Tax
2	Less than \$48, 944
3	Less than \$57,086
4	Less than \$63, 952
5+	Less than \$70,000

APPENDIX A

2025-26 Summer Day Camp Subsidy Pilot Program Application Form

Applicant First & Last Name: _____

Street Address: _____ Postal Code: _____

Home Telephone: _____ E-mail Address: _____

Members of the Household (First & Last Names): _____

of Adults (18+) Residing in Household: _____

Applicant total income (line 150): _____

Other Adult in the Household Income (line 23600): _____

Other Adult in the Household Income (line 23600): _____

Other Adult in the Household Income (line 23600): _____

Total Household Income: _____

☐ Proof of taxable income (Notice of Assessment) is attached for each adult residing in the household.

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that this information will be used to determine eligibility for a municipal recreation subsidy. I authorize the Municipality to verify any information provided if necessary and understand that all information will be kept confidential in accordance with applicable privacy laws. I acknowledge that the Municipality reserves the right to approve or deny applications at its discretion. By signing below, I agree to the terms outlined above and consent to the use of my information for the purposes of this application.

Signature: _____ Date: _____

For Administrative Use Only:

Date Received: _____

Reviewed By: _____

Eligibility Confirmed: ☐ Yes ☐ No

Subsidy Approved: ☐ Yes ☐ No

Approved by: _____

Signature: _____