

Sackville

NEW BRUNSWICK

2018 ANNUAL REPORT



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FOREWORD

This Annual Report is prepared pursuant to section 105 of the Local Governance Act, and Regulation 2018-54. The intent of the annual report is to provide information to residents and increase the accountability and transparency of the local government.

This report contains general information about The Town of Sackville, such as its population; tax base; tax rate and user charges, as well as more detailed information regarding village council, the provision of grants, and the types and cost of the services provided. The 2018 Audited Financial Statements are appended as Appendix II.

MESSAGE FROM THE MAYOR

As Mayor of the Town of Sackville, I am pleased to provide the Town's first Annual Report. It has been an exciting year in Sackville as this overview of our operations during the past 12 months illustrates.

We are happy to be able to offer a variety of services to our citizens and to make a positive contribution to the standard of living, economic growth, and development of the region. In the report you will note that the Town strives to be open and transparent, is fiscally responsible, and been involved in a wide range of projects, including many that chart new directions for the Town. We continue to take great pride in providing the high-quality services, such as snow clearance and recreational programs, that our citizens have come to count on.

We are excited for the year ahead and to see Sackville continue to develop as a New Kind of Small Town.



1.0 COMMUNITY AT A GLANCE

Located on traditional Mi'kmaq land, settled in 1708, and incorporated in 1903, Sackville is a historic and picturesque New Brunswick town that serves as a gateway to Nova Scotia and the Tantramar Marshes.

The Town is home to Mount Allison University. Established in 1843, Mount Allison is a primarily undergraduate liberal arts university that has been ranked by MacLean's magazine as the #1 undergraduate university in the country for 18 out of the past 24 years. While the 2016 census indicates that the population of Sackville is only 5,331, the population grows by an approximately 2,300 additional people during the academic year.

With annual operating budgets of over \$10 million in General Services and over \$1.7 million in Water and Sewer Services, the Town maintains a wide variety of assets that contribute the quality of life that Sackville has become known for. The local economy is driven by the university, tourism and arts and culture.



The Town is well positioned geographically. The TransCanada Highway and the main CN rail line dissect the Town, we are close to the Greater Moncton International Airport, the ports of Halifax and Saint John, as well as several cities.

2.0 SACKVILLE TOWN COUNCIL

The Mayor and eight councillors are elected for a four-year term. The Town's Mayor and Councillors are as follows:

John Higham, Mayor

Ron Aiken, Deputy Mayor

Andrew Black, Councillor

Allison Butcher, Councillor

Bill Evans, Councillor

Shawn Mesheau, Councillor (Elected in December 10, 2018 Bi-Election)

Megan Mitton, Councillor (Resigned after winning October 1, 2018 Provincial Election)

Joyce O'Neil, Councillor

Bruce Phinney, Councillor

Michael Tower, Councillor

Sackville operates with a Liaison Council reporting structure, based on an established Terms of Reference. The Terms of Reference is available [here](#). The Town functions under the following service areas, as of April 9, 2019:

- Finance & Administration
Deputy Mayor Ron Aiken
Councillor Michael Tower
- Tourism & Business Development
Councillor Shawn Mesheau
Councillor Michael Tower
- Public Property & Facilities
Councillor Bill Evans
Councillor Bruce Phinney
- Recreation Programs & Events
Councillor Joyce O’Neil
Councillor Bruce Phinney
- Public Safety
Councillor Joyce O’Neil
Councillor Allison Butcher
- Policy/By-Law
Councillor Andrew Black
Councillor Allison Butcher
- Personnel
Councillor Andrew Black
Councillor Bill Evans
- Corporate Affairs & Strategic Development
Deputy Mayor Ron Aiken
Councillor Shawn Mesheau

A list of Boards and Committees that requires Council representation includes:

- Southeast Regional Service Commission (Mayor/Deputy Mayor)
- Sports Wall of Fame (Councillor Michael Tower and Councillor Bruce Phinney)
- Sackville Arts Wall (Councillor Joyce O’Neil)
- Waterfowl Park Advisory Committee (Councillor Allison Butcher and Bill Evans)

For further information on our Town Council structure, or procedures of Council, please visit By-law No. 251 Respecting the Procedure and Organization of Council, which is available [here](#). The Town's Organizational Chart is available [here](#).

3.0 COUNCIL MEETINGS

Sackville Town Council meets regularly, twice each month. Our Special Council Meetings and Regular Town Council Meetings, held on the first and second Mondays of each month, are open to the public. If a Monday is a holiday, the meeting is normally held on the Tuesday. All meetings are held at the Town Hall Council Chambers at 31C Main Street with a start time of 7:00 p.m.

The Town held 28 public Council meetings in 2018.

Special Council Meetings

Our Special Council Meetings take place on the first Monday of each month. These are public meetings, and generally serve as information meetings regarding various subjects. It is often the first opportunity for an item or issue to be presented to Council and therefore, decisions are not generally made at this meeting. This allows time for Councillors to reflect on the information and/or seek further information as necessary in order to assist in their decision making at a later date, of which normally occurs during the Regular Monthly Council meetings.



Special Council meetings are also open to the public to make a presentation to Council. Interested individuals / groups are asked to submit a written request to the Clerk's Office no later than two weeks prior to the meeting date in order to be confirmed on the agenda and allow appropriate notice of the agenda.

Regular Council Meetings

The Regular Monthly Council Meeting occurs on the second Monday of the month. The Regular meeting is also a public meeting and is the opportunity for Town Council to conduct their business. During our Regular Meetings, monthly departmental reports are presented, and decisions of Council are addressed by way of motions.

Other Council Meetings

Town Council may also hold other Special Meetings from time to time to consider matters that require immediate attention and/or a decision. With the exception of Emergency meetings, all Special Meetings are advertised 48 hours in advance via local media, as well as through the Town's social media venues. All Special Meetings are held in the Town Hall Council Chambers at 31C Main Street unless otherwise noted.

In accordance with subsections 68 (1), (2) and (3) of the Local Governance Act, Town Council may go "In Camera" for confidential purposes to discuss matters that are legal, human resources, or property related in nature, as well as those that pertain to a third-party agreement.

Communication of Council Meetings and Decisions

All council meeting dates are posted at Town Hall. In addition, audio recording of our Special Council Meetings and video recordings of the Regular Council Meetings are both posted on the Town's website following the meetings. Regular Council Meetings are also televised on Eastlink TV.

The agenda for our Special Council Meeting and a complete Council package for our Regular Meetings are posted the Thursday preceding the meeting date.

Motions are tweeted as they are approved during Regular Meetings, and a complete list of approved motions is included in the Town's Monthly Newsletter.

Council Attendance

A Council Meeting Attendance Report, which includes Liaison Council Meetings attendance, is posted on the Town's website monthly and is available [here](#).

4.0 COUNCIL MEETING MINUTES

All Council meeting minutes are posted on the Town's website after they are adopted. A complete list of meeting minutes and archives of previous meeting minutes are available [here](#).

5.0 RENUMERATION OF COUNCIL

The salary scales for the Mayor, Council and Town staff is posted on the Town's website and is available [here](#). Furthermore, a Council expense report is posted on the website monthly. The Report is available [here](#).

6.0 CORPORATE DOCUMENTS AND BY-LAWS

A complete list of corporate documents and By-laws are available on the Town's website.

6.1 Corporate Documents

Various corporate documents are added to a publicly available and easily accessible list on the corporate website as they are approved by Council. From time to time, draft documents are also made available.

The Town's Strategic Plan, adopted in 2017, sets the general direction for the corporation over a 5-year term. A copy of the Strategic Plan is available [here](#).

6.2 Town By-laws

All By-laws are posted on the Town's website. This includes all new By-laws, as well as amendments. Notices pertaining to the adoption process are also posted on the corporate website. To view the complete list of Town By-laws, please click [here](#).

7.0 PROPERTY TAX RATE, USER CHARGES and FACILITY RENTAL RATES

7.1 Property Tax Rate

The tax base for Sackville in 2018 was \$619,997,885 and the residential property tax rate was \$1.56005 per \$100 of assessment. A homeowner with a property assessed at \$100,000 was charged \$1,560 in local property taxes in 2018.



7.2 Water and Waste Water Rates

The Town provides water and wastewater disposal services on a user fee basis. The 2018 water and wastewater disposal service fees were:

TOWN OF SACKVILLE WATER AND SEWER RATES 2018							
<u>Meter Size</u>	<u>Metered Water Operations</u>	<u>Metered Water Treatment</u>	<u>Quarterly FR Water Treatment</u>	<u>Metered Sewer Operations</u>	<u>Quarterly FR Sewer Treatment</u>	<u>Minimum Quarterly Usage</u>	
<u>2018</u>							
5/8"-3/4"-1"-1.5"	\$ 0.97	\$ 0.40	\$ 10.00	\$ 0.97	\$ 10.00	30	
2"	\$ 0.97	\$ 0.40	\$ 10.00	\$ 0.97	\$ 10.00	30	
3"	\$ 0.97	\$ 0.40	\$ 30.00	\$ 0.97	\$ 30.00	90	
4"	\$ 0.97	\$ 0.40	\$ 50.00	\$ 0.97	\$ 50.00	150	
6"	\$ 0.97	\$ 0.40	\$ 100.00	\$ 0.97	\$ 100.00	300	

7.3 Rental Facility Rates

i) Tantramar Veteran's Memorial Civic Centre

User charges for recreational facilities and programs varies dependent upon the facility and the program offered. The 2018 booking rates for the Tantramar Veteran's Memorial Civic Centre were as follows:

Item	Hourly Rate (includes tax)
Ice Rental (after 4:00pm and weekends)	\$155
Ice Rental (before 4:00pm on weekdays)	\$93
Ice Rental (Tournaments Daily)	\$1,550
Arena floor (non-ice): Hourly	\$62
Arena floor (non-ice): Daily	\$775

Mezzanine or Lounge: Hourly	\$42
Mezzanine or Lounge: Half-day or night	\$85
Mezzanine or Lounge: Daily	\$170
Mezzanine / Lounge Combination: Daily	\$210
Mezzanine / Lounge Combination: Half-day or night	\$105
Mezzanine / Lounge Combination: Hourly	\$52
Jean Coutu Meeting Room: Hourly	\$32
Jean Coutu Meeting Room: Half-day or night	\$65
Jean Coutu Meeting Room: Daily	\$130
Entire facility: Hourly	\$115
Entire facility: Daily	\$1,150
Table Rental for outside events: Per event	\$26
Chair Rental for outside events: Per event	\$2.00

ii) Bill Johnstone Memorial Park

The Town also rents the Bill Johnstone Activity Centre. The rate to book the facility is \$40/hour.

8.0 BUDGET

The Town's budget is set on a calendar year. The budget process gets under way annually each fall.

8.1 Overview

Local government budgets and services are established in accordance with a standardized classification system. In 2018, the council adopted a general operating budget of \$10,831,824. Total Expenditures for the year were \$11,699,787 while normal operating expenditures for the year were \$10,832,990 and non-tax revenues were higher than expected, resulting in a surplus of \$62,888. A copy of the Town's 2018 budget is available [here](#).

8.2 Operating Budget

Complete information with respect to the provision of services by or through the Town of Sackville, including the nature of the service provided and the cost of the services and related infrastructure, under the headings below, is available in our 2018 Approved Operating Fund budgets from the New Brunswick Department of Environment and Local Government which you can find [here](#).

General Government Services

This area is responsible for the overall governance and financial administration of the municipality. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Total Expenditures: \$1,586,132

Protective Services

This area is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Total Expenditures: \$2,702,417

Transportation Services

This area is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related function.

Total Expenditures: \$1,878,613

Environmental Health Services

This area is responsible for the provision of waste collection and disposal.

Total Expenditures: \$361,629

Environmental Development Services

This area is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Total Expenditures: \$825,860

Recreation and Cultural Services

The area is responsible for the maintenance and operation of recreational and cultural facilities, including the arena, parks and playgrounds and other recreational and cultural facilities.

Total Expenditures: \$1,335,149

Fiscal Services – Debt

This area is the Principle and Interest Payments on Long Term Debt for the Municipality.

Total 2018 Budget: \$1,191,925

Fiscal Services – Capital Out of Revenue

This area is the Budget allocation in the operating budget in which Capital Expenses are paid through the operating budget without the need for long term borrowing.

Total 2018 Budget: \$950,000

Water and Waste Water Systems

This area is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatments plants, reservoirs and lagoons.

Total Expenditures: \$1,986,504

8.3 Approved Consolidated Financial Statements for 2018

On May 14, 2019, Council approved the 2018 Audit that that was prepared and presented by Stevenson and Partners LLP. To view the audit, click [here](#).

For a more detailed breakdown of actual revenue and expenditures by department, click [here](#).

9.0 APPROACH TO ECONOMIC DEVELOPMENT

The Town of Sackville engages in both Investment Attraction and Business Retention and Expansion activities.

9.1 Investment Attraction

The Town works closely with Opportunities New Brunswick (ONB) on investment attraction opportunities. Other municipal resources and partnerships that are leveraged include Mount Allison University leadership, the Southeast Regional Service Commission (SRSC), the local Community Business Development Corporations (CBDC), Renaissance Sackville and local business organizations and people.

The Town does not have a budget allocated specifically to investment attraction activities. Instead, focus is given to building and strengthening relationships with ONB and working closely with the other organizations listed above.

9.2 Business Retention and Expansion

The Town of Sackville views supporting, retaining, and helping local business grow to be as important as their business attraction activities. A variety of business retention and expansion programs are undertaken throughout the year, mainly with a tourism lens, and the Town owns and operates the Visitor Information Centre. Some of the business retention and expansion services that the Town offered in 2018 include:

- Facilitate regular contact with, and supports, local business organizations;
- Utilize business organizational networks to facilitate communication with the Town, such as Mainstreet Redevelopment Inc., Sackville Commons, etc.
- Organize annual familiarization tours for local and regional front-line workers;
- Improved signage;
- Organize Business Development Workshops and other programs such as Business of the Week, Food Safety and Handling, Accounting, Board Governance, Social Media, networking events, etc.; and
- Engage in one-on-one meetings with local businesses.

The Town has a very modest budget to support business retention and expansion activities. In 2018, \$8,000 was allocated for such activities.

10.0 GRANTS FOR SOCIAL, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT PURPOSES

One of the purposes of a local government as stated in the *Local Governance Act* is to foster the economic, social and environmental well-being of its community. The Town of Sackville supports three grant programs.

10.1 Community Development Grant Program

The work of community organizations assists the Town in achieving this purpose and the Town recognizes the valuable contribution that volunteer organizations make to our community. As a result, Sackville Town Council tries to support as many volunteer-based community organizations as possible within the annually allocated budget.

The Town of Sackville administers a Community Development Grant Program. The Program has four distinct programs with eligibility criteria and reporting requirements. The four programs include:

- Operational Funding Program
- Small Capital Funding Program
- Special Events/Projects Funding Program
- Sponsorship Program

A complete list of the 2018 Community Development Grants is provided below. If more detailed information is required, please contact the Town Hall.



Operational Funding Program

Designed to provide operational assistance to local associations that have a primary mandate in compliance with Municipal priorities.

Community Group	2018 Grant
1st Tantramar Scout Group	\$700
681 Air Cadets	\$700
Bob Edgett Boxing Club	\$3,000
Live Bait Theatre	\$7,500
Owen's Art Gallery	\$750
Performer's Company	\$1,250
RR Rural Rides Ltd	\$2,000
Sackville Art Hive	\$750
Sackville Basketball Boosters	\$800
Sackville Citizen's Band	\$500
Sackville Commons Co-op Ltd	\$1,600
Sackville Minor Baseball	\$800
Sackville Minor Hockey	\$8,000
Sackville Skating Club	\$5,250
Sackville Swim Club	\$5,000
Sackville Vol. Firefighters Assoc.	\$750
Sackville Youth Soccer Association	\$1,500
Struts & Faucet	\$1,500
Tantramar Family Resource Centre	\$3,000
Tantramar Heritage Trust	\$5,000
Tantramar Lady's Titans	\$800
Tantramar Marsh Lacrosse	\$1,200

Tantramar Outdoor Club	\$1,900
Tantramar Seniors College	\$1,000
Titans Boy's Hockey	\$800
Westmorland Crime Stoppers	\$500
Totals	\$56,550

Special Events/Projects Grant

Designed to provide financial support to local associations that are hosting a special event or would like to introduce or enhance a programming opportunity within the Town of Sackville.

Community Group	2018 Grant
Centre for Artistic Achievement	\$3,000
Sackville Farmer's Market	\$1,000
Sackville Golf Club	\$500
Sackville Music Festival	\$1,200
SappyFest Inc.	\$4,000
Playwrights Atlantic	\$750
Totals	\$10,450

2019 Small Capital Grant

Designed to provide monetary support to local associations that are pursuing a one-time capital or equipment purchase. Examples could include building renovations, sporting equipment, playgrounds, and other infrastructure costs.

Community Group	2018 Grant
Marshview Middle School	\$3,000
Sackville Golf Club	\$2,000
Tantramar Heritage Trust	\$1,000
Tantramar Marsh Lacrosse	\$500

Roy. Can. Legion Branch 26	\$1,000
Sackville Minor Football	\$1,500
Totals	\$9,000

2019 Sponsorship Grant

The Town of Sackville supports local organizations with smaller donation requests as part of the yearly budget discussions.

Community Group	2018 Grant
Musa Betsu-Kyu Judo Club	\$250

10.2 Heritage Grant Program

The Town also administers a Heritage Grant Program. In 2018, the program has an approved budget of \$15,000. No grant applications were received, and the program is under review given that the Heritage Conservation Area By-law was repealed, and the Heritage Board was dissolved.

10.3 Renaissance Sackville

The Town of Sackville provides operation funding to Renaissance Sackville. Renaissance Sackville focuses on the community development of Sackville and it offers modest seed funding and limited administrative support to new community and economic development initiatives whose purpose supports the Renaissance vision.

In 2018, \$25,000 was provided to Renaissance Sackville, with \$12,500 to be directed to Community Development Projects, and \$12,500 to be used to support economic development initiatives, and a requirement for Renaissance Sackville to provide a report to Council. Renaissance Sackville presented their 2018 report during to the Town’s 2019 public budget process.

Renaissance Sackville committed to the following grants in 2018:

Applicant and Project Funded	Amount of Award
Maritime Conference of United Church: Building Bridges Through Understanding the Village; Aboriginal Issues Conference at Mount Allison	200.00
Citizens of the Year Award: gift certificates for award winners	302.86
Community Machinery aims to provide industrial experience and apprenticeship opportunities for young people, and to design and manufacture custom-made technology needs for local farmers and small businesses. Funding for first aid equipment and training, and for business skills training, mentorship, and networking	2600.00
Creative Writing Mentoring Collective: Drop-in creative workshops for teens	750.00
Downtown Facade Beautification:	
Mel's Diner – replacing old signage	3000.00
Daybreak Drop in Centre for Mentally Challenged - signage	1032.50
EOS Eco-Energy: Summer Water Quality Sampling within the Sackville area	1000.00
People of the Tantramar: Historical Publication; Printing costs	2000.00
Sackville Community Garden: Funds to employ the Summer Garden Coordinator	2,981.14
Sackville Hospital Auxiliary: Local Talent Musical Concert; A Fundraising Event held during the Sackville Fall Fair	500.00
Sackville Schools 2020 Community Group aims to make Sackville an innovative and integrated educational community. Funding to host a community-based Education and Local Economy Summit Meeting in Sackville	5119.40
Start-up Canada: Payment of Annual Start-up Fees for Start-up Sackville	565.00
Wild Wonder Forest School for Pre-schoolers: Wilderness First Aid Training for Forest School Teaching Staff	1927.00
Total Funding Awards 2018	21977.9

10.4 Fall Fair

Each year, the Town delivers its largest event – Fall Fair. As part of the event planning process, \$3,000 is provided to the organizers of the Family Day at the Doncaster Farm event, one of the signature events over the weekend. This grant covers costs associated with cash prizes, some of the musical acts and other petty cash needs. An expenditure report is submitted to staff following the event.

10.5 Bordertown

The Town has delivered the Bordertown Festival for the last five years. The festival is intended to showcase Sackville's diversity in arts, music and hospitality, as well as providing tourism and economic opportunities to the town and local businesses. As part of the event, the town provides financial assistance to community partners.

Assistance Provided to Bordertown Partners		
Group	Event	Amount
Live Bait Theatre	Tomato Tomato concert	1200
Live Bait Theatre	Salon Reading of scenes from "Cole"	246
Thunder and Lightning	Steve Haley and Klarka Weinwurm concert	200
Thunder and Lightning	Beverly Glenn-Copeland and the Indigo Rising at Thunder and Lightning	380
Janet Crawford	Heather Lawson Stone Carving Workshop	786
Elizabeth Copeland	Anansi's Web play for children and Drum Workshop	850
Sackville Early Music	David Greenburg Solo Bach & Tune concert	539.47
Tantramar Blues Society	Peter Karp concert	1000
Painted Pony	Three Bob Night concert	240
Shoshanna Wingate	Sackville Art Hive	590
Sue Rose	Pirate Crew of the Roisin event	150
Stacey Read	Junior Jills and Stacey Read concert	900
Drew Moore	Performance at the Sackville Legion	800
Harris McSheffery	Busking	50
Skylar Cameron	Concert	100
Daybreak	Food for kitchen party performance	75
	Total	8106.47