

# Sackville

NEW BRUNSWICK

## 2019 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 Town council, the provision of grants, and the types and cost of the services provided. As of the preparation of this report, the 2019 audit has not been completed due to COVID-19 which results in all numbers below being for 2018. The 2019 numbers will be updated once the audit is approved.

## MESSAGE FROM THE MAYOR

As Mayor of the Town of Sackville, I am pleased to provide the Town's second Annual Report. The year 2019 was an exciting and productive one in Sackville as this overview of our operations during that 12 month period illustrates.

Throughout the year we were again 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. It was a pleasure last year to have our leadership in local government transparency be confirmed by the Times and Transcript. In the report, you will also note that the Town is fiscally responsible, and has again been involved in a wide range of projects, including many initiatives that seek new directions for the Town. Yet we still continue to take great pride in providing the basic high-quality services, such as snow clearance and recreational programs, that our citizens have come to count on.



As I am writing this now in the spring of 2020, we know we are now facing unprecedented challenges. Going forward I believe with the Town's sound foundation and the innovations shown during COVID, we have a chance to forge an extraordinary new path. That path must involve true partnerships between elected officials, senior bureaucrats, engaged citizens and entrepreneurs; all focused together on innovative solutions that can drive our communities and province forward. Having witnessed our citizens' creativity and commitment during COVID, I am convinced now more than ever, that Sackville and all of rural New Brunswick, is critical to the future success of our Province.

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## 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 19 out of the past 25 years. While the 2016 census indicates that the population of Sackville is only 5,331, the population grows by 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, and 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  
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. Special Council Meetings start at 7:00 pm Regular Council Meetings start at 6:30 p.m.

The Town held 26 public Council meetings in 2019.

#### **Special Council Meetings**

Our Discussion Group meetings are Special Council Meetings, which 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.

Discussion Group 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 REMUNERATION 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 2019 was \$634,635,750 and the residential property tax rate was \$1.5600 per \$100 of assessment. A homeowner with a property assessed at \$100,000 was charged \$1,560 in local property taxes in 2019.



## 7.2 Water and Waste Water Rates

The Town provides water and wastewater disposal services on a user fee basis. The 2019 water and wastewater disposal service fees were:

TOWN OF SACKVILLE WATER AND SEWER RATES 2019							
<u>Meter Size</u> <u>2019</u>	<u>Metered</u> <u>Water</u> <u>Operations</u>	<u>Metered</u> <u>Water</u> <u>Treatment</u>	<u>Quarterly</u> <u>FR Water</u> <u>Treatment</u>	<u>Metered</u> <u>Sewer</u> <u>Treatment</u>	<u>Quarterly</u> <u>FR Sewer</u> <u>Treatment</u>	<u>Minimum</u> <u>Quarterly</u>	
5/8"-3/4"-1.5"	\$ .98	\$ .35	\$ 15.00	\$ .98	\$ 15.00	30	
2"	\$ .98	\$ .35	\$ 15.00	\$ .98	\$ 15.00	30	
3"	\$ .98	\$ .35	\$ 45.00	\$ .98	\$ 45.00	90	
4"	\$ .98	\$ .35	\$ 75.00	\$ .98	\$ 75.00	150	
6"	\$ .98	\$ .35	\$ 150.00	\$ .98	\$ 150.00	300	

## 7.3 Rental Facility Rates

### i) Tantrammar 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 Tantrammar Veteran's Memorial Civic Centre were as follows:

<b>Item</b>	<b>Hourly Rate (includes tax)</b>
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 2019, the council adopted a general operating budget of \$10,991,183. \*\*\*As of the preparation of this report, the 2019 audit has not been completed due to Covid-19 which results in all numbers below being for 2018. The 2019 numbers will be updated once the audit is approved. \*\*\* Total Expenditures for 2018 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 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 2019 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 2019, \$8,000 was allocated for such activities.

### **9.3 Incentives**

The Town has approved an Economic Development Incentive Program for Commercial, Industrial Multiple Unit Residential Development. The Economic Development Incentive Program grants will focus on accelerating commercial, industrial and multiple unit resident development in the Town's highway commercial, industrial and multiple unit residential zones. Program grants consist of a Tax Increment Based Grant Program. Details on the program can be found [here](#).

## **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.

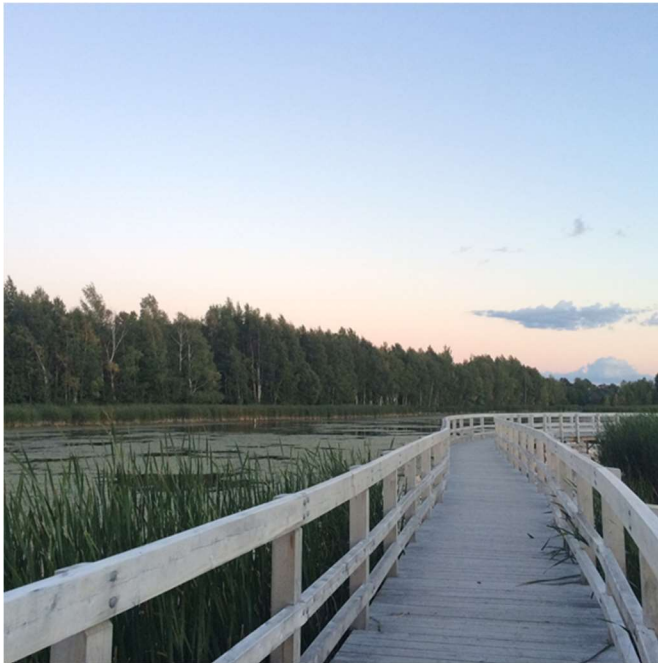
### **10.1 Community Development Grant Program**

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 2019 Community Development Grants is provided below. If more detailed information is required, please contact the Town Hall.

Community Group	2019
1st Tantramar Scout Group	\$700
681 Air Cadets	\$700
Bob Edgett Boxing Club	\$3,100
HMCS Sackville	\$500
Live Bait Theatre	\$7,000
Owen's Art Gallery	\$800
Performer's Company	\$1,300
Playwrights Atlantic	\$600
RR Rural Rides Ltd	\$2,000
Sackville Art Hive	\$800
Sackville Basketball Boosters	\$800
Sackville Citizen's Band	\$500
Sackville Minor Baseball	\$800
Sackville Minor Hockey	\$8,000
Sackville Skating Club	\$5,500
Sackville Swim Club	\$5,200
Sackville Youth Soccer Association	\$1,200

Struts & Faucet	\$1,500
Tantramar Family Resource Centre	\$3,200
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	\$400
<b>Totals</b>	<b>\$55,300</b>

### 2019 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.

<b>Community Group</b>	<b>2019</b>
Centre for Artistic Achievement	\$3,000
CARMA Sackville	\$500
Live Bait Theatre	\$500
Sackville Golf Club	\$500
Sackville Music Festival	\$1,500
SappyFest Inc.	\$4,000
<b>Totals</b>	<b>\$10,000</b>

### 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.

<b>Community Group</b>	<b>2019</b>
Sackville Curling Club	\$2,650
Bob Edgett Boxing Club	\$5,000

Sackville Cemetery Co.	\$1,100
Sackville Minor Football	\$1,500
Tantramar Marsh Lacrosse	\$300
<b>Totals</b>	<b>\$10,550</b>

## 2019 Sponsorship Grant

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

<b>Community Group</b>	<b>2019</b>
Remembering Canada's Heroes	\$200
Sackville Senior Citizen's Club	\$200
<b>Totals</b>	<b>\$400</b>

## 10.2 Heritage Grant Program

The Town also administers a Heritage Grant Program. In 2019, the program had an approved budget of \$15,000. The Town's grant program pertaining to the Heritage grants and Renaissance Sackville is under review and is expected to be revised in 2020.

## 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 Sackville vision for the Town: Sackville will be a vibrant, economically and environmentally responsible, aesthetically pleasing, caring, friendly and gracious community.

In 2019, \$25,000 was provided to Renaissance Sackville, with at least half of the funding awards to be directed to support economic development initiatives, and half to be used for Community Development Projects, and a requirement for Renaissance Sackville to provide a report to Council. Renaissance Sackville presented their 2019 report during to the Town's 2020 public budget process.

### Renaissance Sackville Funding Awards 2019

<b>Applicant and Project Funded</b>	<b>Amount of Award</b>
Pi by Crow: Breakfast & Brunch Restaurant: provides access to quality, home cooked healthy meals, made with locally supplied food, ethically raised meats and organic ingredients. Other economic benefits: part time staff, 10 local food suppliers, downtown space rental	\$3500
Kissed by Fire Pottery Studio classes: provides an opportunity to learn the art of pottery, the only (non-Mount Allison) pottery class opportunity in Sackville, providing both economic plus community arts development	\$1500
Dave Carey Leatherworks: provides local access to unique or custom hand-made leather items through sales at the Sackville Farmers Market and from the Leatherworks Studio on Lorne Street	\$2060
Hounds of Vintage Clothing Store: access to locally curated and re-finished vintage items, as well as other handmade items from local artists in a newly renovated downtown retail space, which includes a rotating art exhibition pop-up	\$4000
IRIS Community Counselling and Consulting: citizen access to a new family and youth focussed, Sackville-based counselling services, including a fee waiver option for low income families	\$2500
Sackville Farmers Market Harvest Supper: held during the Fall Fair to raise funds for Market Dollars programme, which issues market bucks to Sackville food security groups. At least 10 local farmers were able to showcase their products at the supper; increased visibility for the Market, benefits to low-income individuals	\$800
Perpetual Motion Dance Studio production of Pinocchio: Over 120 local and regional dancers, and many choreographers, part time student teachers and volunteers, were involved in the new “Pinocchio” dance show held at Convocation Hall. Spinoffs include studio and performance space rentals, set construction, attendee shopping, dining, and flower sales	\$3000
Sackville Hospital Auxiliary Fundraising Concert: held at the Fall Fair featuring local musical talent from young to old	\$500
Downtown Digital Façade Improvement Grant: for new awnings and lighting	\$3000
Thunder and Lightning Ideas Ltd.: construction of a Travelling Bar to take to summer outdoor events in the Sackville Region, showcasing this downtown pub and music venue business	\$2080
<b>Total Funding Awards 2019</b>	<b>\$22,940</b>

## 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 six 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.

<b>Assistance Provided to Bordertown Partners</b>		
<b>Group</b>	<b>Event</b>	<b>Amount</b>
Sackville Legion	Fiddle Concert	\$1430
SCA Avonmore	Demonstration	\$41
Festival by the Marsh	Concert Kenny James and Mark Green	\$959
Sackville Festival of Early Music	Alkemi concert	\$633
PARC	Playwright's Cabaret	\$250
Art Hive workshop	Workshop	\$400
<b>Total</b>		<b>\$5213</b>