

2022 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.

MESSAGE FROM THE MAYOR

As the last Mayor of the Town of Sackville, I am pleased to provide the Town of Sackville's fifth and final Annual Report.

The year 2022 saw our community rise from the restrictions of COVID-19 and return to many activities we had missed since 2020.

Levee on the Lake, Sappy Fest, Fall Fair (all though dampened by Fiona) and many in-person activities that had been cancelled were held. This included the Sackville Arts Wall and Sackville Sports Wall inductions.

We saw important collaborations continue with visits from the Provincial Ministers of the Environment and Climate Change,



Transportation and Infrastructure, Post Secondary Education, Training and Labour, Health as well as Agriculture, Aquaculture and Fisheries. These Ministers were invited to our community to meet with me and key stake holders to discuss many topics, from our hospital to our vulnerability to sea rise and fresh water flooding.

With the help and collaboration of regional mayors, community stake holders, Horizon Health Network, and municipal staff, we saw results in recruitment for nurses at Sackville Memorial Hospital. With the efforts made as regional mayors we helped this area secure Beal University, which will have a presence at the Sackville Memorial Hospital offering a Bachelor of Nursing program.

We saw growth in the business sector with A.I.L. choosing Sackville to be the home of a new manufacturing facility. This adds to a very positive business presence in Sackville with several businesses continuing their efforts to make Sackville their home.

The retail sector saw ups and downs during the pandemic, and we did see the loss of an iconic establishment in our community, Mel's Tea Room. However, the strength and perseverance of so many retail and food service businesses over the last two years has shown the resilience of our community.

Sackville and our waterfowl park received international recognition in 2022 by being the first town in North America to be accredited as a United Nations Ramsar City Wetland Site. In conjunction with this award, we celebrated 75 years of wildlife conservation, being the home to the Atlantic offices of the Canadian Wildlife Services since 1947.

Thanks to the help of the Tantramar Heritage Trust, we also celebrated the 150th Anniversary of Enterprise Foundry and the 170th Anniversary of Fawcett Foundry. These two companies played very important roles in our communities' growth.

As 2022 came to an end and with the beginning of 2023 we have seen history being made again with the formation of the Town of Tantramar. With this I look forward to seeing our greater community continue to flourish in the years to come.

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 20 out of the past 25 years. While the 2021 census indicates that the population of Sackville is only 6099, the population grows by an approximately 2,300 additional people during the academic year.

With annual operating budgets of over \$11.5 million in General Services and over \$2 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 after the May 25, 2021, election were:

Shawn Mesheau, Mayor Andrew Black, Deputy Mayor Allison Butcher, Councillor Sabine Dietz, Councillor Matt Estabrooks, Councillor Bill Evans, Councillor Kenneth Hicks, 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 <u>here</u>. The Town functions under the following service areas, as of July 12, 2021:

- Finance & Administration
 Councillor Bill Evans
- Tourism & Business Development Councillor Kenneth Hicks
- Public Property & Facilities
 Councillor Matt Estabrooks
- Recreation Programs & Events
 Councillor Allison Butcher
- Public Safety
 Councillor Andrew Black
- Policy/By-Law
 Councillor Bruce Phinney
- Personnel
 Councillor Allison Butcher
- Corporate Affairs & Strategic Development Councillor Mike Tower
- Human Resources
 Councillor Sabine Dietz

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 Matt Estabrooks)
- Sackville Arts Wall (Councillor Allison Butcher and Councillor Bill Evans)
- Waterfowl Park Advisory Committee (Councillor Kenneth Hicks and Deputy Mayor Andrew Black)
- Sackville BIA (Deputy Mayor Andrew Black)

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 <u>here</u>.

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 29 public Council meetings in 2022.

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 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 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. Except for 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 <u>here</u>.

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 are posted on the Town's website and is available <u>here</u>. Furthermore, a Council expense report is posted on the website monthly. The Report is available <u>here</u>.

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 <u>here</u>.

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 \$707,983,850 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 2022.



7.2 Water and Waste Water Rates

The Town provides water and waste water disposal services on a user fee basis. The 2022 water and wastewater disposal service fees were:

TOWN OF SACKVILLE WATER AND SEWER RATES 2019											
Meter Size 2019	Mete Wa <u>Opera</u>	ter	Meter Wate <u>Treatm</u>	er	FR W	rterly Vater <u>:ment</u>	Sev	ered wer <u>:ment</u>	FR S	rterly ewer <u>:ment</u>	Minimum Quarterly
5/8"-3/4"-1.5" 2" 3" 4" 6"	\$ \$ \$ \$	1.01 1.01 1.01 1.01 1.01	\$ \$ \$ \$.20 .20 .20 .20	\$ \$ \$ \$	30.00 60.00 90.00 150.00 300.00	\$ \$ \$ \$	1.01 1.01 1.01 1.01 1.01	\$ \$ \$ \$	30.00 60.00 90.00 150.00 300.00	30 60 90 150 300

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 2022 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
1	

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 2022, the council adopted a general operating budget of \$12,634,467. Total Expenditures for the year were \$13,286,896 while normal operating expenditures for the year were \$11,420,664 and non-tax revenues were higher than expected, resulting in a surplus of \$69,195. A copy of the Town's 2022 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 2022 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: \$1,803,602

Protective Services

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

Total Expenditures: \$3.072,423

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: \$2.091,198

Environmental Health Services

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

Total Expenditures: \$355,405

Environmental Development Services

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

Total Expenditures: \$966,103

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: \$1,554,722

Fiscal Services - Debt

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

Total 2019 Budget: \$1,051,378

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 2019 Budget: \$1,267,000

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: \$2,102,835

8.3 Approved Consolidated Financial Statements for 2022

On June 18, 2023, Council approved the 2022 Audit that that was prepared and presented by Baker Tilley Group LLP. To view the audit, click here.

For a more detailed breakdown of actual revenue and expenditures by department, click <u>here</u>.

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 2022 include:

- Facilitate regular contact with, and supports, local business organizations;
- Utilize business organizational networks to facilitate communication with the Town, such as Sackville BIA 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 2022, \$10,000 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 2021 Community Development Grants is provided below. If more detailed information is required, please contact the Town Hall.

2022 Operational Grants

Community Group	2022
681 Air Cadets	\$1,000
Bob Edgett Boxing Club	\$3,100
CHMA Attic Broadcasting	\$2,500
Live Bait Theatre	\$4,000
Owen's Art Gallery	\$1,000
Performer's Company	\$2,500
RR Rural Rides Ltd	\$2,000
Sackville Basketball Boosters	\$1,500
Sackville Citizen's Band	\$500
Sackville Commons	\$2,000
Sackville Minor Baseball	\$1,000
Sackville Minor Football Assoc	\$2,500
Sackville Minor Hockey	\$8,500
Sackville Skating Club	\$6,000
Sackville Swim Club	\$5,000
Sackville Youth Soccer Assoc	\$1,200
Struts & Faucet	\$2,000
Tantramar Heritage Trust	\$7,500

Tantramar Wetlands Centre	\$2,000
Tantramar Marsh Lacrosse	\$1,400
Tantramar Outdoor Club	\$4,000
Titans Boy's Hockey	\$1,000
Titans Lady's Hockey	\$1,000
Totals	\$63,200

Special Events/Projects

Community Group	2022
Centre for Artistic Achievement	\$3,800
EOS Eco Energy	\$3,000
Anglophone East School District	\$2,500
Festival by the Marsh	\$1,500
Playwrights Atlantic	\$1,000
Intangible Culture & Heritage Council of NB	\$4,000
Sackville Golf Club	\$500
SappyFest Inc.	\$5,000
Totals	\$21,300

Small Capital Grant	
Community Group	2022
Community Group	2022
Struts & Faucet	\$4,500
Open Sky	\$1,000
Sackville Cemetery Co.	\$1,400
Tantramar Heritage Trust	\$1,100
Totals	\$8,000
Grand Total	\$92,500

10.2 Heritage Grant Program

The Town also administers a Heritage Grant Program. In 2022, 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 Sackville vision for the Town: Sackville will be a vibrant, economically, and environmentally responsible, aesthetically pleasing, caring, friendly and gracious community.

In 2022, \$\$20,723.19 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 2021 report during to the Town's 2022 public budget process.

Applicant and Project Funded	Amount of Award
Blackhare Inc.	
Funding for shelving, drying racks, and a heat press. Blackhare is a family-run small-scale graphic print shop that specializes in designing and printing graphic T-shirts, hoodies, prints and tea towels. They provide products and services to local residents and organisations, as well as customers on a national level through their e-commerce channels. They have invested money in renovating the workshop in their backyard so that it could serve as a dedicated print studio. The drying racks, shelving, and heat press will enable them to make multi-coloured screen-printed T-shirts more efficiently and improve the functionality of the print workshop. This will help Blackhare accommodate their current level of business as well as support the expansion of their products and services.	\$4000
Hardscrabble Press	
Funds to purchase a new colour printer and a new computer capable of running professional design software. The Hardscrabble Press is a micro-press located in Sackville and dedicated to publishing poetry and other literature by writers from the Tantramar region and beyond. Their books can be found in bookshops in Sackville, Saint John, and London. The printer and computer will allow the designing and printing of books that are larger than the current chapbook-size, and which include colour. Having a computer capable of running the latest design software will allow more complex and challenging books to be produced, which will be a big step forward in terms of quality for the press.	\$4000
Maritime Paddle	
Funding to set up Maritime Paddle's canoe, kayak, and SUP rental business on Silver Lake, including costs of liability insurance, business registration, merchant services and kayak racks. This paddle sport rental service is the only one of its kind on fresh water within the region and acts as a safer alternative to ocean-paddling. In 2021 the Town of Sackville won a "Participaction" award, indicating the level of demand for, and participation in, sporting activities. Paddling on Silver Lake gives people throughout the region a fun outdoor activity to participate in, but also encourages recreational traffic to the Town and to Silver Lake and Lillas Fawcett Park. This business is unique to the region and is a major draw for Tantramar.	\$4000
Open Sky Co-operative Ltd.	
Funding for infrastructure supplies and equipment for a new retail greenhouse.	
Open Sky is a community-based organization that aims to improve life skills, and provide	
transitional support and opportunities for independent living, for young adults living with	
mental health challenges or social disabilities such as Autism Spectrum Disorder. Open Sky provides skills-training programs, residential support, vocational assistance and community	\$2000

connections, to improve opportunities and quality of life. Open Sky is starting up a new local retail greenhouse that will grow and sell bedding plants (flowers, herbs, and vegetables).	
This greenhouse will also operate as a social enterprise; providing training and employment opportunities to Open Sky participants and other neuro-divergent young adults who	
experience many barriers in establishing a career.	
Sackville Music Barn Funding for a full sound system for the Sackville Music Barn. In the past, the Sackville Music Barn has had to rent sound equipment and pay for technical set-up from suppliers as far away as Moncton for each concert that they hold. The new sound system was installed in late 2022 and will enable the Barn to put on concerts in a more cost effective and labour efficient manner. The Music Barn aims to attract a Maritimes-wide audience to their summer afternoon concerts, and they specifically encourage attendees to take advantage of the many local restaurants and sights that Tantramar has to offer before and after the performance.	\$4000
Sip Express Beverages Funding to purchase kitchen appliances (stove, refrigerator, freezer, range hood) to enable SIP to prepare, serve and store food. SIP Sackville was a speciality beverage shop started in collaboration with Bagtown Brewing Company, with an aim to diversify from selling only beverages, to providing food to customers of Bagtown Brewery. Their goal of diversification was to create a community kitchen where they offer their own food products, as well as renting the kitchen to local vendors who can sell their products through the SIP store and provide international food to Sackville residents. SIP partnered with three Mount A student run businesses, The Indian Kitchen (Indian Food), House of Tarka (Bangladeshi Food) and Vietnamese Kitchen (Vietnamese Food), who provided international food to both Bagtown and Sip customers.	\$2723.19
Total Renaissance Sackville Funding Awards in 2022	\$20,723.19
Total Funding that supported Economic Development Initiatives (Of the Open Sky, Hardscrabble Press and Sackville Music Barn projects, 50% were deemed an economic development initiative and 50% community and cultural development. 100% of all other applications were deemed economic development initiatives.)	Approx. \$15,723.19 (75%)

10.4 Fall Fair

Each year, the Town usually delivers its largest event – Fall Fair. The Town presented a full Festival in 2022.

10.5 Bordertown

The Town has delivered the Bordertown Festival for the last seven 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
Sackville Commons	Renewal: A Series of Arts	\$570
	Workshops	
Open Sky Coop	Open Sky Bazaar/Open	\$486
	Farm Event	
Sackville Farmers Market	Craft evening - Sackville	\$121
	Farmers Market	
Owens/Struts	Heart and Pocket	\$955
	Review/Rug Hooking	
	Demonstration	
Sackville Cinematheque	Screening of "Days of	\$348
	Heaven" with talk	
Sackville Legion	Bordertown Country	\$1,500
	Music Program	
	Total	\$3980