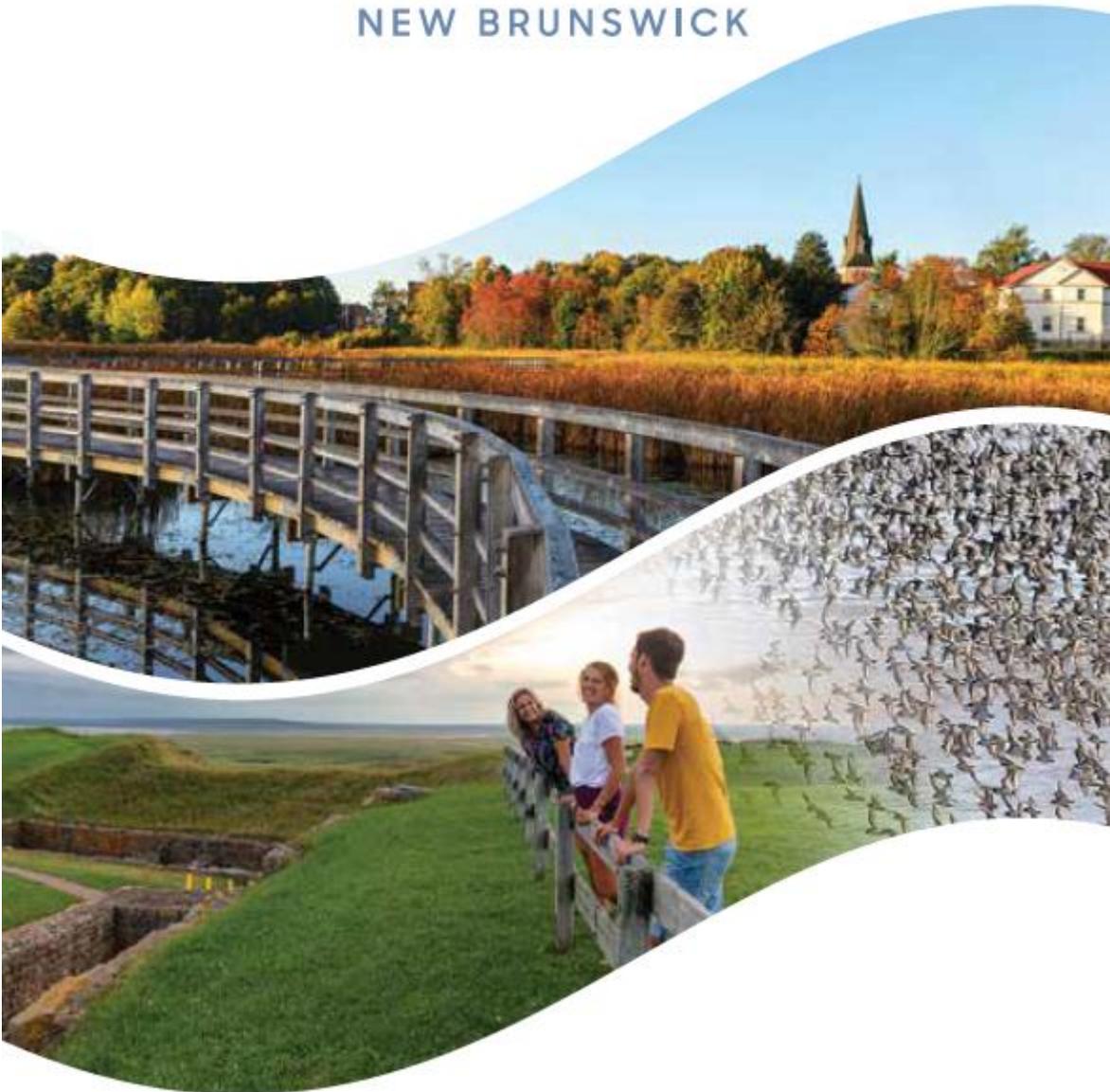




Tantramar

NEW BRUNSWICK



2023 ANNUAL REPORT

www.TantramarNB.com

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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 Municipality of Tantramar, such as its population, tax base, tax rate and user charges, as well as more detailed information regarding Municipal council, the provision of grants, and the types and cost of the services provided.

MESSAGE FROM THE MAYOR



As Mayor of the Municipality of Tantramar, I am pleased to provide the first annual report of our new community. It was an exciting year for Tantramar in many ways, with our expanded borders and larger population presenting new challenges and new opportunities which this overview of our operations during the last twelve months illustrates.

We are happy to offer our citizens a variety of services and to make a positive contribution to the region's standard of living, economic growth, and development. In the report you will note that the Municipality strives to be open and transparent with a new council procedural structure that makes space for wholesome debate and conversation on local, regional, and provincial issues. Our new budgeting process, covering Tantramar to the extent of its borders, remains fiscally responsible while delivering the services that our population desires. Many local projects have been undertaken or completed, adding to the strength of our offerings as a small community, such as our retention pond system and walking trails. We continue to take immense pride in the high-quality services, such as snow removal and recreational programs and events, that our citizens have come to count on.

I have been incredibly excited to help guide Tantramar through this first year of amalgamation and to foster community connectedness and identity post-reform. We are excited for the year ahead and to see Tantramar grow and develop for all citizens of this beautiful Municipality.

Andrew Black, Mayor of Tantramar

1.0 COMMUNITY AT A GLANCE

Located on traditional Mi'kmaq land, Tantramar is a historic and picturesque region in New Brunswick that serves as a gateway to Nova Scotia and the Tantramar Marshes. The Municipality of Tantramar, formed in 2023 through the amalgamation of the Town of



Sackville, Village of Dorchester, and Sackville, Dorchester and Point de Bute Local Service Districts, boasts a rich history and lively community life.

Home to Mount Allison University, established in 1843, Tantramar benefits from the cultural and economic contributions of this prestigious institution. Mount Allison has been ranked the #1 undergraduate university in

Canada by Maclean's magazine multiple times. The university population significantly boosts the local population during the academic year.

With annual operating budgets exceeding \$15.5 million for General Services and over \$2.58 million for Water and Sewer Services, Tantramar maintains a wide variety of assets contributing to the high quality of life in the area. The local economy is driven by the university, tourism, and arts and culture.

Geographically, Tantramar is well-positioned with the TransCanada Highway and the main CN rail line running through it. The region is close to the Greater Moncton International Airport, the ports of Halifax and Saint John, and several major cities, making it an accessible and strategic location for both residents and businesses.

2.0 TANTRAMAR MUNICIPAL COUNCIL

The Mayor and eight councillors are elected for a four-year term. Tantramar's Mayor and Councillors after the November 28, 2022 election were:

Mayor: Andrew Black

Ward 1: Debbie Wiggins-Colwell

Ward 2: Barry Hicks

Ward 3: Allison Butcher, Josh Goguen, Bruce Phinney, Michael Tower

Ward 4: Matt Estabrooks

Ward 5: Greg Martin (Deputy Mayor)

A list of Boards and Committees that the Mayor may appoint Council representation to includes:

- Southeast Regional Service Commission (Mayor/Deputy Mayor)
- Dorchester Library
- Sackville Library
- Sports Wall of Fame
- Sackville Arts Wall
- Waterfowl Park Advisory Committee
- Sackville BIA
- Climate Change Advisory Committee

For further information on our Municipal Council structure, or procedures of Council, please visit By-law No. 2022-04, A Bylaw Respecting the Proceedings of Tantramar Municipal Council and Committee Meetings, which is available [here](#).

The Municipality's Organizational Chart is available [here](#).

3.0 COUNCIL MEETINGS

Tantramar Municipal Council meets regularly, and our Regular Council, Committee of the Whole, and Special Council Meetings are open to the public. All meetings are held at the Municipal Office Council Chambers at 31C Main Street, Sackville.

The Municipality held 37 public Council meetings in 2023

Regular Council Meetings

The Regular Monthly Council Meeting occurs on the second Tuesday of the month. The Regular meeting is also a public meeting and is the opportunity for Council to conduct their business. Regular Council Meetings are open to the public to make a presentation to Council. Interested individuals/groups are asked to register with the Clerk's Office no later than seven (7) days prior to the meeting to be confirmed for a five (5) minute presentation. Individuals/groups may also register at the door prior to the agenda being approved for a two (2) minute presentation.

Committee of the Whole Meetings

Our Committee of the Whole meetings take place on the fourth 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. During our Committee of the Whole meetings, monthly departmental reports are also presented.

Special Council Meetings

Council may also hold other Special Meetings from time to time to consider matters that require immediate attention and/or a decision. All Special Meetings are advertised through the Municipality’s website. All Special Meetings are held in the Municipal Office Council Chambers at 31C Main Street, Sackville.

In accordance with subsections 68 (1), (2) and (3) of the Local Governance Act, 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 on the Municipality’s website [here](#). In addition, video recordings of our Meetings are both posted on the Municipal website following the meetings. Regular Council Meetings are also televised on Eastlink TV.

The agenda for our Committee of the Whole and a complete Council package for our Regular Meetings are posted the Thursday preceding the meeting date.

Council Attendance

A Council Meeting Attendance Report is posted on the Municipality’s website monthly and is available [here](#).

4.0 COUNCIL MEETING MINUTES

All Council meeting minutes are posted on Tantramar’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 Municipal staff are posted on Tantramar'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 Municipality'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.

6.2 Municipal By-laws

All By-laws are posted on the Municipality'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 Tantramar By-laws, please click [here](#).

7.0 PROPERTY TAX RATE, USER CHARGES and FACILITY RENTAL RATES

PLEASE NOTE – ALL 2023 FINANCIAL INFORMATION WILL BE UPDATED AND POSTED WHEN THE 2023 MUNICIPAL AUDIT IS COMPLETED.

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

Tantramar provides water and waste water disposal services on a user fee basis. The 2023 water and wastewater disposal service fees were:

SACKVILLE WATER AND SEWER RATES 2023							
Year	Metered Water Operations	Metered Water Treatment	Annual FR Water Treatment	Metered Sewer Operations	Annual FR Sewer Treatment	Annual FR Water Operations	Annual FR Sewer Operations
2023	\$ 1.02	\$ 0.15	\$ 140.00	\$ 1.02	\$ 140.00	\$ 587.00	\$ 376.00

2023 Quarterly Minimum Charge: \$135.70 2023

Yearly Minimum Charge: \$542.80

DORCHESTER WATER AND SEWER RATES 2023							
Year	Quarterly Water Operations	Quarterly Water Treatment	Quarterly Sewer Operations	Quarterly Sewer Treatment	Annual Water Costs	Annual Sewer Costs	Total Annual Billing
2023	\$ 127.50	\$ 0.00	\$ 51.52	\$ 0.00	\$ 510.00	\$ 205.00	\$ 715.00

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

ii) Tantramar Municipal Facilities Rental Rates (Bill Johnstone Memorial Activity Centre, Dorchester Veterans Community Centre, Tantramar Visitor Information Centre)

Private or Business Bookings Per Floor	
Full Day (8 -24 Hours)	\$250
½ Day (4 hours)	\$130
Hourly Rate	\$50
Community Groups/ Not-for-Profit Private rentals and meetings	
Full Day (8 -24 Hours)	\$150
½ Day (4 hours)	\$80
Hourly Rate	\$40
Fundraising events	
Full Day (8 -24 Hours)	\$100
½ Day (4 hours)	\$60
Hourly Rate	\$20
Community Groups/ Not-for-Profit Free Public Events as Approved by the Director	
Full Day (8 -24 Hours)	Free
½ Day (4 hours)	Free
Hourly Rate	Free

8.0 BUDGET

PLEASE NOTE – ALL 2023 FINANCIAL INFORMATION WILL BE UPDATED AND POSTED WHEN THE 2023 MUNICIPAL AUDIT IS COMPLETED.

Tantramar’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 Tantramar’s 2023 budget is available [here](#).

8.2 Operating Budget

Complete information with respect to the provision of services by or through the Municipality of Tantramar, 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

This 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 2023

Council will receive the 2023 Audit that was prepared and presented by Baker Tilley Group LLP.

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

9.0 APPROACH TO ECONOMIC DEVELOPMENT

Tantramar engages in both Investment Attraction and Business Retention and Expansion activities.

9.1 Investment Attraction

The former Town of Sackville worked closely with Opportunities New Brunswick (ONB) on investment attraction opportunities, and the new Municipality of Tantramar hopes to continue this. Other municipal resources and partnerships that are leveraged include Mount Allison University leadership, the Southeast Regional Service Commission (SRSC), the Regional Development Corporation (RDC), the Greater Moncton Chamber of Commerce, Sackville BIA and local business organizations and people.

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

9.2 Business Retention and Expansion

Tantramar 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 Tantramar owns and operates the Visitor Information Centre. Some of the business retention and expansion services that Tantramar offered in 2023 include:

- Facilitate regular contact with, and support, local business organizations specifically the Business Improvement Association (Sackville BIA);

- Utilize business organizational networks to facilitate communication with Tantramar, 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.

9.3 Incentives

Tantramar has an Economic Development Incentive Program for Commercial, Industrial, and Multi-Unit Residential Development. The Economic Development Incentive Program grants focus on accelerating commercial, industrial, and multiple unit resident development in Tantramar’s highway commercial, industrial, and multi-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.

10.1 Community Development Grant Program

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

Tantramar 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 2023 Community Development Grants is provided below. If more detailed information is required, please contact the Municipality.

Operational Funding

Community Group	2023
681 Air Cadets	\$1,000
Bob Edgett Boxing Club	\$3,000
CHMA Attic Broadcasting	\$2,500
Dorchester Lion's Club	\$1,000
Greater Dorchester Moving Forward	\$2,000
Live Bait Theatre	\$5,000
Owen's Art Gallery	\$1,000
Performer's Company	\$2,500
Sackville Basketball Boosters	\$1,500
Sackville Citizen's Band	\$200
Sackville Commons	\$3,000
Sackville Minor Football Assoc	\$2,500
Sackville Minor Hockey	\$8,000
Sackville Skating Club	\$6,000
Sackville Swim Club	\$5,000
Sackville Youth Soccer Assoc	\$1,500

Struts Gallery	\$2,000
Tantramar Heritage Trust	\$7,500
Tantramar Outdoor Club	\$4,000
Titans Boy's Hockey	\$1,000
Titans Lady's Hockey	\$1,000
Totals	\$61,200

Special Events/Projects

Community Group	2023
Anglophone East School District	\$2,500
Centre for Artistic Achievement	\$3,800
Dorchester Consolidated	\$4,250
Festival by the Marsh	\$1,500
Intangible Culture & Heritage Council of NB	\$5,000
Playwrights Atlantic	\$1,000
Sackville Golf Club	\$500
Sackville Minor Football	\$2,500
Sackville Music Festival	\$1,500
Sackville Rod and Gun Club	\$1,000
Shiretown Festival (Late)	\$2,500
Westmorland Historical Society	\$1,250
SappyFest Inc.	\$5,000
Totals	\$32,300

Small Capital

Community Group	2023
DCS Daycare & Early Learning Centre Inc	\$2,500
Sackville Community Garden	\$3,500
Open Sky	\$950
Sackville Golf Club	\$3,500
Totals	\$10,450

10.2 Heritage Grant Program

Tantramar also administers a Heritage Grant Program. In 2023, the program had 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

Tantramar provides operation funding to Renaissance Sackville. Renaissance Sackville focuses on the community development of Tantramar, and it offers modest seed funding and limited administrative support to new community and economic development initiatives whose purpose supports the Renaissance Sackville vision: Tantramar/Sackville will be a vibrant, economically, and environmentally responsible, aesthetically pleasing, caring, friendly and gracious community.

Renaissance Sackville Funding Awards: 2023

Applicant and Project Funded	Amount of Award
<p>Marsh Mends Funding request for \$3100 to enable MarshMends to incorporate as a charitable non-profit organisation; to offer workshops on clothing repair, maintenance, and refashioning; and to acquire and maintain clothing repair resources. Due to the reliance on fast fashion, tons of discarded clothing end up in landfills every year and produce a large carbon footprint. As a local non-profit, MarshMends will provide technical knowledge, tools, and social support that will enable individuals to view clothing repair in a context of environmental sustainability and economic stability.</p>	\$3100
<p>Art Across the Marsh Studio Tour Funding request for \$950 to design and build a new website, as the current website is outdated. The new website will provide an updated map of all the studio locations for tour participants, so people can meet the artists of the Tantramar area and see their working spaces. This annual art tour has been going for over 20 years.</p>	\$950
<p>Protect Our Province New Brunswick Funding request for \$3200 to build Corsi-Rosenthal boxes, or do-it-yourself, portable, air filtration units, for non-profit organizations and individuals in Sackville, NB. Corsi-Rosenthal Boxes remove virus (Covid, RSV, Flu) and allergens from the air and have become a popular way to provide safer indoor spaces at a time when airborne illness is so prevalent. In Sackville, several public spaces now have these boxes running, such as the Food Bank, the Sackville Commons, and Struts Gallery</p>	Not approved by Council
Total Renaissance Sackville Funding Awards in 2023	\$4,050

10.4 Fall Fair

Each year, Tantramar usually delivers its largest event – Fall Fair. Tantramar presented a full Festival in September 2023.