

ANNUAL REPORT 2020

CITY OF CAMPBELLTON

Year Ending December 31, 2020





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City of Campbellton – 2020 Annual Report for Fiscal Year Ended December 31, 2020

Annual Report 2020

CITY OF CAMPBELLTON

ANNUAL REPORT

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Mayor Ian Comeau

MESSAGE FROM THE MAYOR

I hope you enjoy reading through the 2020 Annual Report.

This was certainly a year of unexpected challenges; but as we look forward to 2021, it is important to take a moment to celebrate our successes. All of this was made possible because of our collective hard work and our dedication to the common cause of making Campbellton a safer and more livable space.

Thanks to an anonymous donation, the residents of Campbellton received a blue recycling cart in January and began recycling from home in February. Congratulations on recycling more than 130 tonnes – please note the recycling program has been put on hold (4 months) during the peak of the Covid-19 pandemic.

The past year was challenging both physically and emotionally. We were thrust into untested waters, but in many ways this gave rise to opportunities for innovation, perseverance and in several cases triumph.

COVID-19 has impacted everyone regardless of culture, geography, socio-economic status or age. Notwithstanding the challenges posed by the pandemic, it is crucial that we ensure that everyone can access appropriate resources in order to keep our community strong. As we focus on moving past the pandemic, we find that COVID-19 has encouraged so many changes. The pandemic has encouraged us to come together as a community in how we live and work.

Few will soon forget the year 2020. Fortunately, the City of Campbellton remains well-positioned thanks to the strong leadership of City Council, sound management by our staff, great volunteers, vibrant businesses and caring residents.

As always, it is a privilege for Council to serve our community and we look forward to engaging with you throughout 2021.



CITY OF CAMPBELLTON
2020 Annual Report

FOREWORD

This annual report is prepared pursuant to section 105 of the *Local Governance Act*, and Regulation 2018-54.

This report contains general information about the City of Campbellton such as its population; tax base; tax rate and user charges, as well as more detailed information regarding City council, the provision of grants, and the types and cost of services provided. The 2020 Audited Financial Statements are appended as Appendix IV.

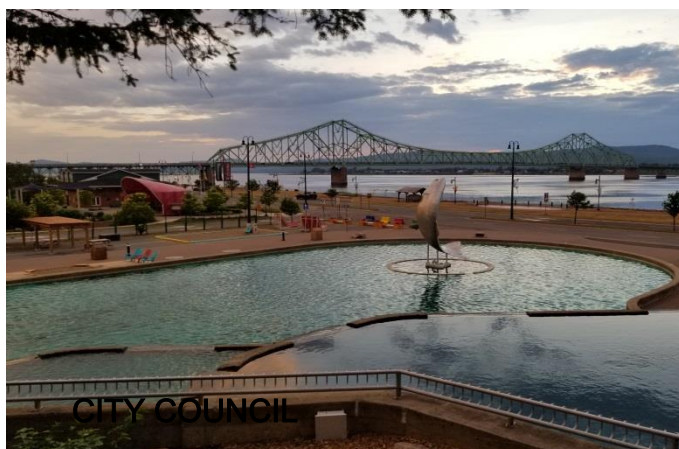
COMMUNITY PROFILE

Campbellton is in the northern portion of the province with a population of 6,883. It is situated at the mouth of the Restigouche River and linked to the province of Quebec by the J.C. Van Horne Bridge.

The City boasts a beautiful waterfront trail development with an entertaining splash park for children, floating docks to accommodate our boating visitors, an amphitheater to enjoy some evening music, a campground with a lovely view of the river and evening sunsets and a stunning interpretation center reminiscent of a fishing lodge from days gone by. The City also offers many other amenities such as the Memorial Regional Civic Center, regional library, art gallery, and a number of recreational facilities and parks.

City services are provided in the following areas: Administration, Protective Services, Transportation, Environmental Development, Recreation and Culture and Water and Wastewater services.

City Hall is your source for municipal information including details on your Council, staff contacts, council meeting agendas and minutes, and much more. Please visit our website at www.campbellton.org.



City council is composed of a mayor and 6 councillors elected every 4 years. The current council was elected in May, 2016 and because of the pandemic, their term was extended until May 10, 2021.



Council Members and their responsibilities

Mayor:	Stephanie Anglehart-Paulin
	Chair - Regular Council
	Chair – Public Works & Water and Sewer Utility Committee
	Chair – Public Protective Services Committee
	Chair – Community Planning/Housing Committee
	Vice-Chair – Finance/Administration/Bylaws Committee
	Vice-Chair – Community Services/Recreation/Youth Committee
	Executive committee - Cities of NB Association
	Rep. – Regional Service Commission
	Rep. – Association Francophone des Municipalités du N.-B
	Rep. – Charlo Regional Airport Authority
	Rep. – City of Campbellton Disability Board
	Rep. – City of Campbellton Pension Board
	Rep. – Emergency Measures Planning Committee
	Rep. – Advisory Committee – Civic Center

Deputy Mayor: Sterling Loga

Chair - Community Services/Recreation/Youth Committee
 Vice-Chair – Public Protective Services
 Vice-Chair – Community Planning/Housing
 Vice-Chair - Commercial Industrial Development Committee
 Vice-Chair - Tourism/Waterfront/Beautification Committee
 Executive committee - Cities of NB Association
 Alternate - Campbellton Business Improvement Corporation
 Rep. – City of Campbellton Disability Board
 Rep. – City of Campbellton Pension Board
 Rep. – Campbellton Sports Hall of Fame
 Rep. – Campbellton Centennial Library Board
 Alternate – Restigouche River Watershed Management Council

Councillor: Diane Cyr

Chair - Commercial Industrial Development Committee
 Chair - Tourism/Waterfront/Beautification Committee
 Rep. – Campbellton Business Improvement Corporation
 Rep. – City of Campbellton Disability Board
 Rep. – City of Campbellton Pension Board

Councillor: Gilbert Cyr

Chair – Finance/Administration/Bylaws Committee
 Vice-Chair – Public Works & Water and Sewer Utility Committee
 Rep. – City of Campbellton Disability Board
 Rep. – City of Campbellton Pension Board
 Rep. – Ad Hoc Committee Dealing with Traffic Calming
 Requests

Councillor: Gary Parker
 Rep. – Emergency Measures Planning Committee
 Rep. – Restigouche River Watershed Management Council

Councillor: Marco Savoie
 Rep. – Association Francophone des Municipalités du N.-B

Remuneration of Council

Mayor and Councillors each receive a salary and allowances as well as expenses for travelling as per By-Law A-4. In 2020 the payments totalled \$128,493 and are detailed in Table 1 below.

Table 1

Council Salaries and Expenses:

	Salary and Allowances	Travel Expenses
Mayor Anglehart-Paulin	\$38,773	\$42
Deputy Mayor Loga	\$15,725	\$0
Councillor D. Cyr	\$14,904	\$0
Councillor G. Cyr	\$14,484	\$0
Councillor F. Daigle	\$14,834	\$0
Councillor G. Parker	\$14,939	\$0
Councillor M. Savoie	\$14,834	\$0

Council Meetings

All council meetings are held in the Council Chamber at City Hall located at 76 Water Street. All regular, special and committee of council meetings are open to the public. The regular meetings are held on the second Monday of each month. A special meeting is held when there are matters that Council determines cannot wait until a regular meeting or that will require a very lengthy discussion.

Minutes of council meetings are available for examination by the public in the office of the clerk during normal office hours.

Refer to Appendix I for the types and dates of meetings, member attendance and means of participation.

PROPERTY TAX RATE AND USER CHARGES

The tax base for the City of Campbellton in 2020 was \$601,598,450 and the residential property tax rate was \$1.7763 per \$100 of assessment. A homeowner with a property assessed at \$100,000 paid \$1,776.30 in local property taxes.

The City provides water and wastewater disposal services on a user fee basis. Rates are based on either metered consumption or non-metered (Tap count) rates. Sewerage rates are 200% of water rates. Rates are as per By-Law W-1 and W-2 (See Appendix II)

The City also provides garbage disposal service for residential users at a rate of \$75 and apartment buildings at a rate of \$75 per individual unit. In addition, a home based business will pay an extra fee of \$175.

GRANTS FOR SOCIAL OR ENVIRONMENTAL 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 work of community organizations assists the City in achieving this purpose. In this report, grants of \$500 or greater are reported. If more detailed information is required, please contact City Hall. In 2020 Campbellton provided grants to:

Fondation Soeur Jeannette LeClerc: An annual contribution of \$500 is given to this organization which supports women and children who are victims of abuse.

ECONOMIC DEVELOPMENT ASSISTANCE AND GRANTS

Regional Service Commission: Through the regional Planning Commission, municipalities also contributed 1 cent on their 2019 tax base to the Charlo Airport. Campbellton's contribution was \$59,639.

SERVICES

Local government budgets and services are developed in accordance with a standard classification system. In 2020, the council adopted a general operating budget of \$14,847,240. Actual revenues totalled \$14,000,193. Actual expenditures totalled \$13,868,501 resulting in a surplus of \$131,692.

The City also has a utility Operating Budget for water and wastewater disposal services. The approved budget was \$2,578,585. Actual revenues totalled \$2,622,011. Actual expenses totalled \$2,509,619 resulting in a surplus of \$112,392.

GENERAL OPERATING BUDGET

Total Expenditures: \$13,868,501

General Government Services

Total Expenditures: \$1,484,569

This category includes expenditures relating to administering the City, e.g. mayor and councillors salary, travel and office expenses (\$145,731); administration salaries and office expenses (\$369,304); City Hall building (\$97,440); Legal (\$40,673); Audit and Actuarial Services (\$58,869); Finance staff and office expenses (\$430,674); Grants to organizations (\$5,034); Cost of Assessment (\$116,710) and other expenses including computer expenses, receptions, memberships, safety, etc (\$220,134).

Protective Services

Total Expenditures: \$3,470,215

Protective services include expenditures for policing (\$2,660,495), fire protection, EMO (\$746,407), Bylaw Enforcement (\$22,082) and Animal control (\$31,231).

Regional policing services operate from the Campbellton detachment located at 6 Arran Street. The City currently has a 20 year contract (expiring 2032) with the Federal Government for RCMP services of eighteen Municipal Officers. The City provides two municipal police clerks. The Federal Government also provides clerical services with costs being pro-rated based on the City's total municipals officers as a percentage of total district officers.

The Campbellton Fire Department provides fire protection services to the City and to the local service districts of McLeods and Dalhousie Junction. The cost of the service is shared across the service area tax base on a proportional basis. The Local Service Districts pay approximately 7.6% of the operating (\$61,653) and debt (\$9,881) costs.

The Fire Department consists of a full time fire chief, five full time firefighters, one volunteer Deputy Fire Chief and approximately 25 volunteer firefighters. The City has,

among other equipment, 2 tanker/pumpers, 1 100' aerial ladder, 1 half ton truck, a rescue/equipment vehicle as well as Jaws Of Life Equipment. We are in the process of replacing the Jaws of Life components. We purchased a set of rescue struts in 2020. To date the cutter (donated by Campbellton Fire Brigade), spreader and ram have been replaced with the Strut Truck Kit and 55 Ton Kit due for replacement in 2021 and 2022.

The control of animals within the City limits is done under contract by the Restigouche County SPCA. The cost for 2020 was \$24,698.

Transportation Services

Total Expenditures: \$3,055,003

This category includes expenditures related to public works and buildings services such as public works administration (\$135,912), buildings department (\$370,166), Municipal service center (\$205,960), workshop, stockroom and vehicles (\$519,325), summer maintenance (\$516,165), winter road maintenance (\$882,006 which includes \$203,768 for independent contractors), sidewalks, storm sewers and hydrants (\$87,440) and street lighting and traffic control (\$338,029).

There are 71 km of roads in the City consisting of provincial and municipal roads. The city is responsible for the capital and maintenance costs associated with the 49 km of municipal roads and cost shares on the capital and maintenance costs associated with 22 km of provincial roads.

The City maintains a fleet of vehicles necessary to perform winter and summer maintenance. Winter road and sidewalk maintenance is done by the City's Public Works Department and three independent contractors.

Environmental Health Services

Total Expenditures: \$623,547

This category includes expenditures related to solid waste and recycling collection and disposal. The City has a contract with Luc Enterprises Ltd to collect both solid waste and recycling materials generated by the City residents and dispose of it at the Restigouche Solid Waste facility located on Centennial Drive. The tipping fee (cost per tonne) for disposal of residential waste is \$113.

Due to the receipt of a generous donation, the City was able to purchase blue recycling bins and provided them free of charge to all single family dwellings (\$5,904).

Environmental Development Services

Total Expenditures: \$746,790

Environmental Development Services consist of land use planning services provided through the Regional Service Commission (\$203,092), Beautification and Downtown revitalization (\$15,000) Charlo Airport Contribution (\$59,639), Tourism Promotion (\$136,879), operation of the Restigouche River Experience Center and Restaurant (\$173,974) and operation of the Campbellton RV Campground (\$158,206).

Recreation and Cultural Services

Total Expenditures: \$2,122,245

This category includes expenses for the Memorial Regional Civic Center: administration (\$180,041), building operation and maintenance (\$879,634), pool (\$237,173), canteen, bar and convention center (\$60,474), Campbellton Jr A Tigers (\$57,762). It also includes costs for recreation administration (\$91,415), leisure programs, parks and other sport facilities maintenance (\$153,703), waterfront (including amphitheater, salmon plaza, splash park, etc) (\$79,412), Visitor Information Center (\$12,324), Campbellton Centennial Library (\$296,504) and Restigouche Gallery (\$73,803).

Fiscal Services

Total Expenditures: \$2,366,132

This category includes interest on short and long-term loans, principal repayment of long-term debt, transfers to reserves for future expenditures, pension deficit funding, capital projects, bad debts and other financing costs.

In 2020 the City had principal repayments totalling \$928,000, interest payments on long-term debt totalling \$194,943, short-term interest, bank and financing charges (\$30,395), Pension deficit payments (\$153,277), transfer to reserves (\$450,000), capital projects (\$609,517).

More details on total long-term debt obligations are available in Note 9 of the City's Consolidated Financial Statements.

WATER AND WASTEWATER UTILITY OPERATING BUDGET

Total Expenditures: \$2,509,619

The City's water and wastewater system has approximately 2,273 users.

Administration and Engineering costs for both services are \$226,072.

Water Service

Total Expenditure: \$1,035,876

Expenditures include costs of administration, personnel, equipment, etc (\$708,287), purification (\$121,464) and source of supply and distribution (\$206,125).

The users of the water service receive their water from the water purification facility located at 62 Atholville Street, which is inside the boundaries of Sugarloaf Provincial Park. Supply sources are Smith's Lake, Prichard's Lake and the main dam. In addition to the purification facility, the City has a reservoir, 65 km of distribution lines and 3 valve chambers. The water is tested in accordance with the Guidelines for Canadian Drinking Water Quality.

Wastewater Service

Total Expenditure: \$457,556

Expenditures include the wastewater treatment facility (including personnel costs) (\$419,130) and system operations and maintenance (\$38,426).

The wastewater disposal system consists of 53 km of piping, 2 lift stations and the wastewater treatment facility located at 89 Ramsay Street. Outflow from the treatment facility is tested to ensure it is operating in accordance with the applicable provincial and federal standards.

Fiscal Services

Total Expenditure: \$790,115

This category includes interest on short and long-term loans, principal repayment of long-term debt, transfers to reserves for future expenditures, pension deficit funding, bad debts and other financing costs.

In 2020 the City had principal repayments totalling \$288,000, interest payments on long-term debt totalling \$86,479, short-term interest, bank and financing charges (\$31,507), Pension deficit payments (\$33,646), capital projects (\$305,220) and bad debts (\$45,263).

More details on total long-term debt obligations are available in Note 9 of the City's Consolidated Financial Statements.


APPENDIX I

2020 COUNCIL MEETING DATES and ATTENDANCE

DATE	Stephanie Anglehart Paulin	Sterling Loga	Diane Cyr	Gilbert Cyr	Frédéric Daigle	Gary Parker	Marco Savoie
COMMUNITY PLANNING & HOUSING COMMITTEE							
Mar 9 - 68(1)(c)							
May 11							
June 15 - 68(1)(c)							
Aug 24							
Aug 31 - 68(1)(c)							
Oct 19 - 68(1)(a)(c)							
Nov 30 - 68(1)(a)(c)							
COMMUNITY SERVICES AND RECREATION AND YOUTH - NONE							
FINANCE							
Jan 06 - 68(1)(c)(j)							
Jan 20 - 68(1)(c)(j)							
Feb 10							
Feb 18							
Feb 25 - 68(1)(c)(d)(j)							
March 16 - 68(1)(c)(f)(j) 68(2)(b)							
April 6 - 68(1)(c)(j)							
April 20 - (68(1)(j)							
April 27 - 68(1)(c)							
May 19 - 68(1)(c)(j)							
May 25 - 68(1)(c)(j)							
June 15							
June 22 - 68 (1)(c)(d)(j)							
June 29							
July 13 - 68(1)(c)(j)							
July 20 - 68(1)(c)(j)							
Aug 17 - 68(1)(a)(c)(j)							
Aug 24 - 68(1)(c)(d)(j) and other							
Aug 31 - 68(1)(c)							
Sept 8 - 68(1)(c)(j) and other							

DATE	Stephanie Anglehart Paulin	Sterling Loga	Diane Cyr	Gilbert Cyr	Frédéric Daigle	Gary Parker	Marco Savoie
FINANCE CONTINUED							
Sept 21- 68(1)(c)(j)							
Oct 5 -68(1)(c)(d)(j) and other							
Oct 13 - 68(1)(c)							
Oct 19 - 68(1)(c)							
Oct 28 - 68(1)(c)(j)							
Nov 9 - 68(1)(c)							
Nov 17 - 68(1)(c)(d)(j)							
Nov 23 - 68(1)(c)(j)							
Nov 30 - 68(1)(c)(d)							
Dec 9 - 68(1)(c)(d)(j) and other							
Dec 14							
Dec 16 - 68(1)(d)							
PUBLIC PROTECTIVE							
Jan 27							
June 22							
PUBLIC WORKS AND WATER - NONE							
REGULAR							
January 13							
Feb 10							
March 9							
April 14							
May 11							
June 8							
July 13							
Aug 10							
Sept 14							
Oct 13							
Nov 9							
Dec 14							
SPECIAL							
March 18							
April 29							
June 22							
June 30							

DATE	Stephanie Anglehart Paulin	Sterling Loga	Diane Cyr	Gilbert Cyr	Frédéric Daigle	Gary Parker	Marco Savoie
SPECIAL CONTINUED							
Sept 22							
Oct 5							
Nov 24							
Dec 16							
Dec 16							
TOTAL ATTENDED	43/62	58/62	60/62	49/62	59/62	61/62	59/62

 Indicates absent from meeting. All attendance was in person.

*Indicates closed session for a portion of the meeting for the following reasons identified in Section 68(1) of the Local Governance Act:

- (a) Information of which the confidentiality is protected by law.
- (b) Personal information as defined in the Right to Information and Protection of Privacy Act.
- (c) Information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract.
- (d) Proposed or pending acquisition or disposition of land.
- (e) Information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory.
- (f) Information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business.
- (g) Litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government's agencies, boards or commissions including a matter before an administrative tribunal.
- (h) The access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems.

- (i) information gathered by the police, including the Royal Canadian Mounted police, in the course of investigating any illegal activity or suspected illegal activity, or the source of that information.
- (j) Labour and employment matters, including the negotiation of collective agreements.

In addition, no decision shall be made at a closed meeting on the items above except for decisions related to the following matters as per Section 68(2) of the Local Governance Act:

- (a) Procedural matters
- (b) Directions to an officer or employee of the local government
- (c) Directions to a solicitor for the local government

APPENDIX II
WATER AND SEWERAGE RATES
BYLAWS W-1-2 and W-2-13

APPENDIX III

2020 CAPITAL PROJECTS

2020 CAPITAL EXPENDITURES

ROAD AND SIDEWALK WORK

- Road Surfaces:
 - Lansdowne Street – Pryor to Cromwell Street
 - Hillside Street – Sugarloaf to George Street
 - Athol Street – Wellington to Stanley Street and Stanley to Aaron Street
 - Miller Street
 - O’Leary Street – St. Louis Lane to Duke Street
 - Duke Street – O’Leary to Minto Street
- Victoria Street Infrastructure Replacement
- Sidewalk on Lansdowne Street – Sugarloaf to George Street (North Side) and O’Leary to Minto Street (South Side)

VEHICLES AND EQUIPMENT

- Purchase of 1 ton truck
- Purchase of ½ ton truck
- Purchase of vehicle stabilization strut

FACILITIES

- Replace heating systems at City Hall and Police Station
- Civic Center Pool Filter refurbishment

TOURISM AND RECREATION

- Esplanade
- Salmon Plaza
- Reunion Park

2020 CAPITAL EXPENDITURES, continued

WATER AND WASTEWATER

- Wastewater Treatment Plant – UV Installation and Bridge Replacement
- Purchase of $\frac{3}{4}$ ton truck

APPENDIX IV
2020 AUDITED FINANCIAL STATEMENTS