

NOTICE TO LOCAL GOVERNMENT

Section 105 of the *Local Governance Act* requires that local governments prepare annual reports in accordance with the regulation. Regulation 2018-54, *Annual Report Regulation – Local Governance Act* is in place and applies to your 2018 fiscal year. <http://laws.gnb.ca/en/ShowPdf/cr/2018-54.pdf>.

The intent of an annual report is to provide information to residents and increase the accountability and transparency of the local government. While many local governments will already have much of the information on their website, the intent is that residents be able to access this specific information in one document/location. The annual report is required to be available at the clerk's office in accordance with paragraph 75(1) of the Act.

This document is an example of an annual report for a town in keeping with the regulation. It includes both the required and some of the optional information outlined in the Regulation.

It is not intended to serve as a template for your annual report. Please ensure that you familiarize yourself with the regulation in order to determine the form and content of the report that will best serve the residents of your community.

2018

Pineville

Annual Report

**123 John Shaw Street
Pineville, NB**

Pineville

2018 Annual Report

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MESSAGE FROM THE MAYOR

PINEVILLE

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

PINEVILLE

2018 Annual Report

COMMUNITY PROFILE

Pineville, with a population of 4,125, is in Huntley County in the Long River valley. It is a service centre for central Long River valley.

The town departments consist of Administration, Protective Services, Public Works, Water and Wastewater Services, and Recreation and Culture. There are 14 full-time employees.

Pineville's Town Hall is your source for municipal information regarding your Council, staff contacts, council meeting agendas and minutes, and much more. Please visit our website: www.pineville.ca

PINEVILLE COUNCIL

The Pineville council has a mayor and four councillors elected every four years. The current council was elected in May 2016.

Mayor Sally Bell is the representative on the Eastern Valley Regional Service Commission, chairperson of the Pineville Fire and Rescue committee, ex-officio member of all town committees, and council liaison with town administration.

Deputy Mayor Elsie Martin is council liaison with the Economic Development and Tourism Committee and the Pineville Chamber of Commerce and chairperson of the committee for Recreation and Cultural Services.

Councillor Sarah Brightman is chairperson of the committees for Public Works, and Water and Wastewater Services.

Councillor Reginald Dwight is chairperson of the committees for Emergency Measures and Planning Advisory.

Councillor Ruth Steeves is chairperson for the Finance Committee, and council liaison with the RCMP.

Remuneration of Council

Section 49 of the *Local Governance Act* states that local governments can provide a salary and allowance to mayors and councillors. Salaries and expenses for travelling on local government business outside of Pineville is authorized in By-Law 26. Payments in 2018 totalled \$43,460 and are detailed in Table 1 below.

Table 1

Council Salaries and Expenses:

	Salary	Travel Expenses
Mayor Bell	\$10,000	\$ 2,525
Deputy Mayor Martin	\$ 8,000	\$ 2,075
Councillor Brightman	\$ 6,000	\$ 1,005
Councillor Dwight	\$ 6,000	\$ 925
Councillor Steeves	\$ 6,000	\$ 930

Council Meetings

All council meetings are held in Council Chambers in the town hall located at 123 John Shaw Street. All regular and special meetings of council and all meetings of committees of council are open to the public. The regular meetings are held on the first Tuesday 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 very lengthy discussion.

Minutes of council meetings are available for examination by the public in the office of the clerk during normal office hours and are posted on our website.

In 2018, the following meetings were held:

Regular: 12

Special: One Tender opening for purchase of a fire vehicle

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 Pineville in 2018 was \$ 354,750,150 and the residential property tax rate was \$1.3915 per \$100 of assessment. A homeowner with a property assessed at \$100,000 was charged \$1,391.50 in local property taxes in 2018. Additionally, the town provides water and wastewater disposal services on a user fee basis. The residential user fee in 2018 was \$ 660.

User charges for recreational facilities and programs varied, dependent upon the facility and the program offered. The charges were:

Wm. Smith Arena Hourly fee:

Ice Surface	\$110
Eagle Hall	\$100
Osprey Room	\$ 50
Robin's Nest	\$ 25

Huntley Museum fee per visit:

\$6.50 per adult (17yrs+)

\$4.50 senior (65yrs+)

\$2.50 child (6yrs to 16yrs)

Free (0-5yrs)

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 Town in achieving this purpose. In this report, grants of \$500 or greater are reported. If more detailed information is required, please contact the town hall. In 2018, Pineville provided grants to:

Adult Literacy Advocates: \$3,500 to assist it in its purchase and installation of shelving in the former Railway Station, which will make it more suitable for use of its volunteer tutors, life skills coaches and students. This non-profit organization provided tutoring and literacy skills to 25 people and life skills courses to 36 high school age students during 2018.

Increased literacy skills are strongly linked to economic growth and prosperity, which is important for communities to be vibrant and sustainable. Having a high percentage of literacy in our community assists the Town in marketing itself successfully to future employers.

Life skills courses help in development of skills and traits such as finding new ways of thinking and problem solving, building confidence both in spoken skills and group collaboration and cooperation, analyzing options, making decisions, and being flexible. Having a labour force with these skills living in the community also assists the Town in marketing itself to prospective employers.

Pineville Community Gardeners: \$575 to assist it in purchasing mulch and fertilizers for the community garden. The Community Gardeners provide fresh produce to the Pineville Area Food Bank. In 2018, the group provided over 2,100 lbs of produce.

ECONOMIC DEVELOPMENT ACTIVITIES AND GRANTS

In this report, grants of \$500 or greater are reported. If more detailed information is required, please contact the town hall.

Pineville provided a grant of \$75,000 to SMJ Bicycle for the expansion of its existing facility located in the Pineville Industrial Park, which will result in an increase in property tax base. The expansion will include new equipment and technology that will increase productivity and quality control, maximize raw materials, be more environmentally-friendly and improve overall competitiveness.

SERVICES

Local government budgets and services are established in accordance with a standardized classification system. In 2018, the council adopted a general operating budget of \$5,185,750. Actual expenditures totalled \$ 5,183,792 resulting in a surplus of \$1,958 .

The town also has a Utility Operating Budget for water and wastewater disposal services. The approved budget was \$534,790. Actual expenditures for the Utility were \$534,600 resulting in a surplus for the year of \$190.

GENERAL SERVICES

Total expenditures: \$5,183,792

General Government Services

Total Expenditures: \$795,832

This category includes expenditures relating to administering the town, e.g. mayor and councillor salaries and expenses (\$43,460); salaries and benefits for the town manager and four office staff (\$397,253); office expenses (\$47,123); office rental and associated operations and maintenance (\$128,000); legal and auditing fees (\$25,100); liability insurance premiums (\$17,000); cost of assessment for properties within the town (\$68,821), and grants to organizations (\$4,075). Also, the town developed an Asset Management Plan (\$65,000), to which it directed \$15,000 of its funds from the Canada – New Brunswick Agreement on the Transfer of Federal Gas Tax Revenues (Gas Tax Fund) and a \$50,000 grant from the Federation of Canadian Municipalities.

Protective Services

Total Expenditures: \$1,001,999

These services include expenditures for policing services (\$702,823), fire protection and rescue (\$273,512), emergency measures (\$10,124), building inspection (\$6,265) and animal control (\$14,270).

The town maintains a 20-year contract with the federal government for RCMP services of three constables and provides one administrative professional to assist with office support. The Detachment is located at 3 Annie Drive.

Fire and rescue services are provided by Pineville Fire and Rescue. Its principal facilities are located at 137 Main Street. Pineville Fire and Rescue provides fire prevention, suppression, investigation and non-fire related rescue service to the town, as well as to Huntley Village and three local service districts, through the services of 34 volunteer fire fighters and a full-time fire chief. Pineville has a fleet of 11 vehicles which includes, among other equipment, two fire pumpers, two fire tankers, a Zodiac and a Boston Whaler. The cost of the service is shared across the service area tax base on a proportional basis. Pineville receives

approximately 41% of the operating (\$273,512) and debt (\$12,300) (see fiscal services) costs from Huntley Village and the local service districts.

Emergency measures training and activity was provided to council and staff by the New Brunswick Emergency Measures Organization.

The control of animals within the town was undertaken by the NBSPCA, under a five-year contract.

Transportation Services

Total expenditures: \$817,209

This category includes expenditures related to public works administration and engineering (\$258,698) ; equipment (\$149,325); maintenance of roads and streets , traffic services (\$307,807) and street lighting (\$101,379). There are three full time employees and three seasonal employees in the Public Works Department. There are 56.85 kms of roads in the town, consisting of provincial, regional and municipal roads. The town is responsible for the capital and maintenance costs for the 44.56 kms of municipal roads and 50% of the maintenance costs for the 6.78 kms of regional roads within its boundaries. To undertake this work, the town maintains a fleet of four tandem trucks for road maintenance, two of which can be converted for plowing, sanding and salting in winter, two pick-up trucks, two backhoes, one front-end loader and other equipment.

With respect to capital works 8 kms of municipal streets were chip sealed at a cost of \$480,000. Funding consisted of \$240,000 from the town's Gas Tax Funding Grant and \$240,000 from the operating budget (see Fiscal Services).

Environmental Health Services

Total expenditures: \$527,468

Environmental Health Services includes expenditures related to solid waste collection and disposal. The town has a five-year contract with Sherry Trucking to collect solid waste generated by town residents (\$215,000), and dispose of it at the Eastern Valley Transfer Facility located on Fernwood Road in the Pineville Industrial Park (\$312,468). The tipping fee (cost per tonne) for disposal of residential waste is \$101.

Environmental Development Services

Total expenditures: \$230,582

Environmental Development Services consists of land use planning services provided through the Eastern Valley Regional Service Commission (\$45,000), the operation of the Pineville Tourist Bureau (\$130,582), economic development (\$75,000) and Riverside Park and Campground (\$55,000, see LOCAL GOVERNMENT CORPORATION) . Riverside Park and Campground generated \$47,000 in user charges during 2018.

Recreation and Cultural Services

Total expenditures: \$879,238

This category includes expenses for the administration of the services by four full-time employees (\$223,789); maintenance of the arena (\$299,295), the community pool (\$165,530), playing fields and parks (\$157,168), library and day camps (\$33,456). The 2018 provincial SEED program provided funding in the amount of \$45,500 for 11 students to provide activities during the summer. This category is partially funded by user charges which generated \$665,300 in 2018. (arena \$315,000; pool \$190,000; playing fields and parks \$125,000; library and day camps \$35,300).

Fiscal Services

Total expenditures: \$856,464

This category includes interest on short and long-term loans, principal repayment of long-term debt, the funding of prior year deficits, transfers to reserve funds for future expenditures and capital expenditures.

In 2018, the town had principal repayments of \$456,500 and interest payments of \$99,278, capital expenditures of \$240,000, funding of the 2016 deficit of \$5,686 and transfers to reserve funds for future expenditures of \$55,000. See Table 2 for additional information.

Table 2
General Fund Debt

Purpose	Year	Amount Borrowed	Term
Chipseal projects	2017	\$ 75,000	7 years
Tandem trucks	2015 2010	\$ 98,000 \$ 872,000	10 years 10 years
Fire pumper	2017	\$ 237,000	10 years
Asphalt	2008 2011	\$1,345,000 \$1,867,000	15 years 15 years
Backhoe and other equipment	2015	\$ 354,000	10 years
Ice plant and new roof for arena	2016	\$ 937,000	10 years

WATER AND WASTEWATER UTILITY

Total expenditures: \$534,600

The office of the Water and Wastewater Disposal Department is located at 123 Bishop Drive, with the Public Works Department. The town provides water and wastewater services to 810 properties.

Water Service

Total expenditures: \$206,040

Expenditures include costs of administration and personnel (\$80,650), water purification (\$85,400) and transmission and distribution (\$39,990).

The users of the water service receive their water from the water purification facility located at 111 Freeman Drive. The supply sources are two drilled wells and 120 km of distribution lines. The water is tested in accordance with the Guidelines for Canadian Drinking Water Quality.

Wastewater Disposal Service

Total expenditures: \$226,545

Expenditures include costs of administration (\$67,650) and system operation and maintenance (\$158,895).

The wastewater disposal system consists of 157 km of piping, one lift station and a 5-hectare lagoon. The outflow from the lagoon is tested to ensure it is operating in accordance with applicable provincial and federal standards.

Fiscal Services for Water and Wastewater Utilities

Total expenditures: \$102,015

This includes interest on short and long-term loans, principal repayment of long-term debt, the funding of prior year deficits and transfers to reserve funds for future expenditures.

In 2018, the town had principal repayments of \$55,747 and interest payments of \$16,966. The 2016 deficit in the amount of \$4,348 was funded and a transfer was made to the capital reserve fund in the amount of \$24,700. See Table 3 for additional information.

*Table 3
Water and Wastewater Fund Debt*

Purpose	Year	Amount Borrowed	Term
Water transmission and distribution system upgrade	2002	\$512,000	20 years
Wastewater disposal system upgrade	2000	\$1,452,000	20 years
	2008	\$3,125,000	15 years

LOCAL GOVERNMENT CORPORATION

Total expenditures: \$55,000

In 2018, the town incorporated a non-profit corporation to operate Riverside Park and Campground. the financial results of Riverside Park and Campground are consolidated with the Pineville 2018 Audited Financial Statements, the corporation has prepared its annual report which includes its audited financial statements. Further information concerning the corporation is available at www.RiversidePark.ca.


APPENDIX I

2018 COUNCIL MEETING DATES and ATTENDANCE

Dates	Meetings	Sally Bell	Elsie Martin	Sara Brightman	Reginald Dwight	Ruth Steeves
January 5	Regular	PRESENT	JOINED VIA ELECTRONIC MEANS	PRESENT	PRESENT	PRESENT
February 2	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT
March 1	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT
April 5	Regular	PRESENT	PRESENT	ABSENT	PRESENT	PRESENT
May 3	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT
May 18	Special (tender opening for fire truck)	ABSENT	PRESENT	PRESENT	PRESENT	JOINED VIA ELECTRONIC MEANS
June 7	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT
July 5	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT
August 2	Regular	JOINED VIA ELECTRONIC MEANS	PRESENT	PRESENT	PRESENT	PRESENT
September 6	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT
October 4	Regular	PRESENT	PRESENT	PRESENT	ABSENT	PRESENT
November 1	Regular	PRESENT	ABSENT	PRESENT	PRESENT	PRESENT
December 6	Regular	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT

LEGEND:

PRESENT 

JOINED VIA ELECTRONIC MEANS 

ABSENT 

APPENDIX II

2018 Audited Financial Statements