



“The Municipality of Tantrammar is committed to supporting our employees’ and members of Council’s right to work in an inclusive, safe and respectful work environment.”

1. CALL TO ORDER

1.1 APPROVAL OF AGENDA

1.2 CONFLICT OF INTEREST DECLARATION

2. INFORMATION ITEMS

2.1 SHOP LOCAL PASSPORT DRAW

3. COUNCIL DIRECTION REQUESTS

3.1 SACKVILLE MUNICIPAL PLAN AND ZONING BY-LAW AMENDMENT TO MODIFY THE BOUNDARY OF THE DOWNTOWN BUSINESS DISTRICT – L. BICKFORD (Pg. 3)

3.2 TRUNK MOBILE RADIO PURCHASE – SACKVILLE FIRE & RESCUE – C. BOWSER (Pg. 7)

3.3 BUNKER GEAR REPLACEMENT – SACKVILLE FIRE & RESCUE – C. BOWSER (Pg. 9)

3.4 FIREFIGHTING NOZZLE REPLACEMENT – SACKVILLE FIRE & RESCUE – C. BOWSER (Pg. 11)

3.5 EXTRICATION TOOL – POINT DE BUTE FIRE DEPARTMENT – C. BOWSER (Pg. 13)

3.6 FCM – GROWING CANADA’S COMMUNITY CANOPIES GRANT – J. FERGUSON (Pg. 15)

3.7 POLICY 2025-20 MEMORIALS & DONATIONS – M. PRYDE (Pg. 18)

3.8 LANDING ROAD LEASE AGREEMENT – M. PRYDE (Pg. 27)

3.9 LICENSE OF OCCUPATION: RAIL TRAIL – M. PRYDE (Pg. 32)

3.10 MAINSTREET REDEVELOPMENT BUDGET 2025 – R. KELLY SPURLES (Pg. 35)

3.11 POLICY 2025-21 PURCHASE AND USE OF BOTTLED WATER – B. GOODWIN (Pg. 38)

3.12 POLICY 2025-22 REDUCING PLASTIC WASTE ASSOCIATED WITH MUNICIPAL MEETINGS AND EVENTS – B. GOODWIN (Pg. 43)

4. DEPARTMENTAL REPORTS

4.1 ACTIVE LIVING & CULTURE (Pg. 48)

4.2 COMMUNITY & CORPORATE SERVICES (Pg. 51)

4.3 ENGINEERING & PUBLIC WORKS (Pg. 53)

4.4 PROTECTIVE SERVICES (Pg. 55)

4.5 FINANCIAL SERVICES (Pg. 58)

****THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT www.TantrammarNB.com THE DAY OF THE MEETING AT 11:30 A.M.**

Note: In-Camera Meetings deal with items as per section 68(1) of the Local Governance Act and identified by file numbers using the following: (L) Legal, (RCMP) Police, (HR) Human Resources, (P) Property, (PA) Third Party Agreement

4.6 ADMINISTRATION

- a) LEGISLATIVE SERVICES (Pg. 64)
- b) CHIEF ADMINISTRATIVE OFFICER (Pg. 65)
- c) SOUTHEAST REGIONAL SERVICE COMMISSION – PLAN 360 DEVELOPMENT ACTIVITY REPORT (Pg. 67)

4.7 MAYORS REPORT (Pg. 70)

5. QUESTION PERIOD

*A 15-minute public question period will be held for clarification purposes of information presented to Council during the Committee of the Whole meeting.

6. ADJOURNMENT

****THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT www.TantramarNB.com THE DAY OF THE MEETING AT 11:30 A.M.**

Note: In-Camera Meetings deal with items as per section 68(1) of the Local Governance Act and identified by file numbers using the following: (L) Legal, (RCMP) Police, (HR) Human Resources, (P) Property, (PA) Third Party Agreement

Subject: Municipal Plan and Zoning By-law amendment to modify the boundary of the Downtown Business District

File Number: 25-1614

Meeting Date: October 27, 2025

From : Lori Bickford, Planning Manager/Planner

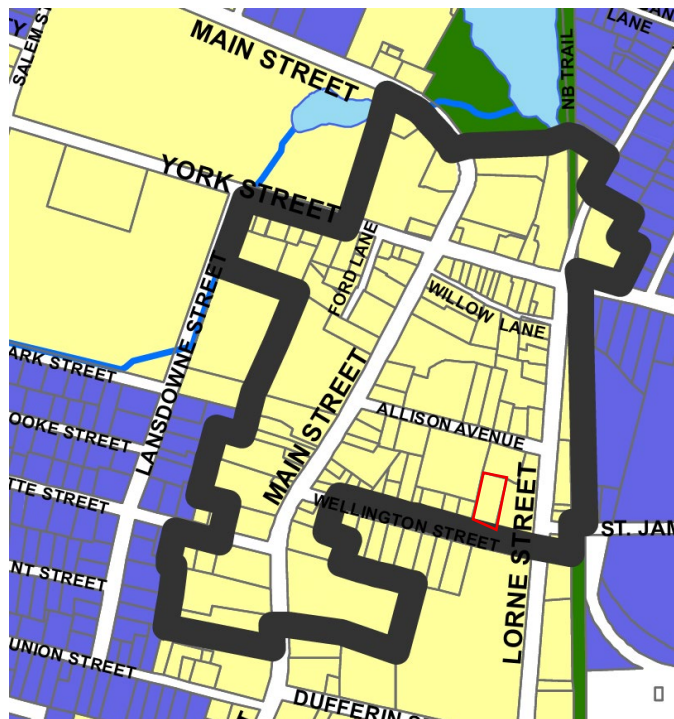
GENERAL INFORMATION

An application has been made to amend the boundary of Downtown Business District (DBD) in the former Town of Sackville, now the municipality of Tantramar. This is an overlay zone/area which was intended to identify the downtown core. To support a pedestrian oriented downtown, policies and regulations are in place that require buildings to be placed close to the streets and impose a maximum setback for buildings at 4 m (13') from the front property line. It also imposes requirements for uses other than residential on the street front of the ground floor.

BACKGROUND

The applicant is proposing to construct a multiple unit dwelling on the vacant property outlined in red on the map. Several issues were identified during the development review process:

- The DBD requires that a building be placed up to the street line or a max of 4m (13') from the front property line. The hydrographic map identified the front of the property is in the flood limit. (See Zoning inset map) Currently the Zoning By-law imposes conditions for the building to be adapted in the flood limit area so no openings, or overnight accommodations below the minimum established flood elevation. The applicant explored the option of building a commercial building at the front to satisfy this requirement; however, his engineer confirmed the topography of the land and the requirements for adaptation resulted in challenges for meeting Barrier Free Code requirements and required significant topographic alterations that are not feasible.



Future Land Use map – Heavy black line DBD

Main / Principal

1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 382-5386

Shediac

815A rue Bombardier Street
Shediac, NB E4P 1H9
(506) 533-3637

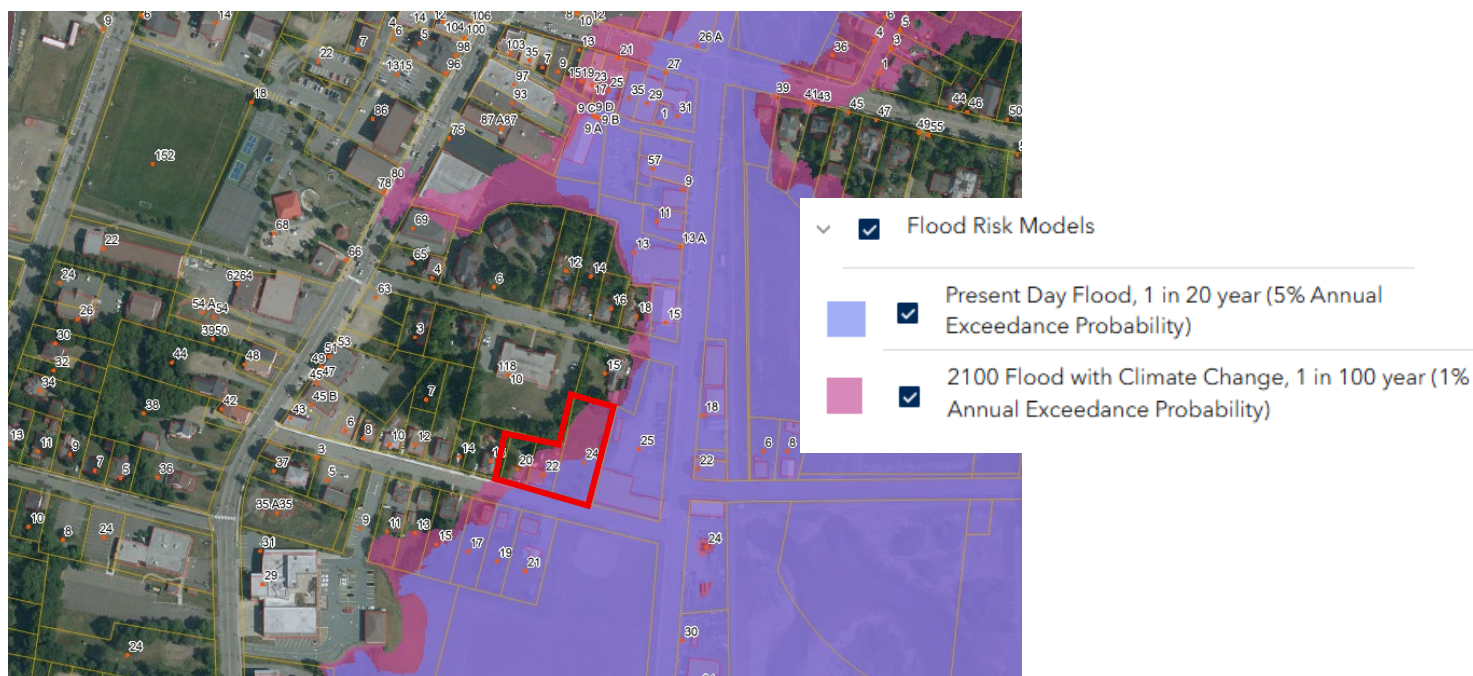
Tantramar

112C rue Main Street
Sackville, NB E4L 0C3
(506) 364-4701

- The current adopted flood limit in the Sackville Zoning By-law is consistent with the present-day flood line indicated in the GeoNB map below. There are 3 properties on this side of Wellington affected by the flood limit. The back portion of the applicant's property is higher and able to be developed. It should be noted that the elevation changes at the 2100 flood scenarios which extends almost the full extent of the property. However, development at the rear of the property is within an adaptable range for construction. Development on the property would be encouraged to be done so buildings adapt to the 2100 flood scenario.



Zoning Map – Blue hatch line flood area



GeoNB Map – Flood scenario layers

- Under the current DBD regulations, these three properties would be required to place buildings within the 100 year flood scenario.
- When analyzing the DBD boundary it was noted that Wellington Street is predominantly established residential uses, on smaller sized lots. As the DBD boundary only applies to the north side of the street, it is more appropriate to maintain the residential characteristics of the street (see Google Streetview image). Therefore, the proposal is to modify the DBD on the north

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(506) 533-3637

Tantramar

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side of Wellington Street to remove the properties from the overlay zone which requires commercial development on the street front the properties.



Google Streetview of North side of Wellington Street – residential development



Proposed DBD boundary on north side of Wellington Street in purple

Main / Principal

1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 382-5386

Shediac

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Shediac, NB E4P 1H9
(506) 533-3637

Tantramar

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(506) 364-4701

The heavy black line on the previous map is the current DBD boundary in this area, while the purple line is the proposed new boundary. Note the house at 6 Wellington Street has been removed and the parking lot for the development on the corner of Main Street and Wellington Street has been expanded. For this reason, that property is proposed to remain within the DBD.

COUNCIL ACTION

Under the *Community Planning Act*, when Council receives a request to modify the Future Land Use Map and Zoning Map Council may choose to:

- 1.) pass the resolution to start the process of public engagement if they wish to consider the request change to Downtown Business District boundary on the Future Land Use map (Municipal Plan) and Zoning map (Zoning By-law), or
- 2.) if Council does not wish to entertain this change to Downtown Business District boundary on the Future Land Use map (Municipal Plan) and Zoning map (Zoning By-law), the resolution may be denied.

			4
Main / Principal	Shediac	Tantramar	
1234 rue Main Street, Suite 200	815A rue Bombardier Street	112C rue Main Street	
Moncton, NB E1C 1H7	Shediac, NB E4P 1H9	Sackville, NB E4L 0C3	
(506) 382-5386	(506) 533-3637	(506) 364-4701	



To: Mayor and Council

Submitted by: Sackville Fire Chief, Craig Bowser

Date: October 23, 2025

Subject: TMR Radio Purchase

PROPOSAL

To authorize the purchase of six (6) TMR Portable Radios.

BACKGROUND

To purchase six (6) TMR APX8000XE Portable radios for Sackville Fire & Rescue. These proposed radios were budgeted for as part of the 2025 operating budget. These proposed radios are an upgrade from what we currently use within our operations and will be a much safer option for all members. The new proposed radios have several additional features such as being intrinsically safe, multiple channels, VHF capabilities to be able to communicate with the Public Works Department, and a small screen at the top of the radio for the user to easily see current channel, or if the need arises to select a different operations channel with ease. This project will be ongoing over the next couple of years to have all the same TMR portables radio within the operations of the Tantramar Fire Service.

DISCUSSION

As part of the 2025 Operating Budget.

INTERDEPARTMENTAL CONSULTATION

C.A.O & Director of Finance.

LEGISLATION/POLICY

[By-Law No. 2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

Possible less repair and maintenance.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Continuous Good Governance Improvement* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			X
Stormwater management			x
Thriving natural assets			x
Sustainable processes			X
Climate change adaptation			X
Climate leadership			X

OPTIONS

1. Accept the recommendation for the TMR Portable Radios.
2. Do not accept the recommendations for TMR Portable Rdaios.

RECOMMENDATION

Staff recommend that Council approve the request to purchase six (6) TMR Portable Radios from the Government of New Brunswick, Department of Transportation & Infrastructure in the amount of \$69,879.06 HST Included, at the Regular Council Meeting of November 12, 2025.

ATTACHMENTS

N/A



To: Mayor and Council

Submitted by: Sackville Fire Chief, Craig Bowser

Date: October 23, 2025

Subject: Bunker Gear Replacement

PROPOSAL

To authorize the purchase of five (5) sets of Starfield LION Bunker Gear.

BACKGROUND

The firefighters Personnel Protective Equipment (PPE), which includes bunker gear, boots, helmets, etc. have a life expectancy of ten (10) years. In budgeting for five (5) complete sets per year, this will ensure our inventory of bunker gear, boots, and helmets remains current, and the safety of our firefighters is maintained.

DISCUSSION

As part of the 2025 Capital Budget.

INTERDEPARTMENTAL CONSULTATION

Director of Finance, & C.A.O.

LIGISLATION/POLICY

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

Possible less repair and maintenance.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our Continuous Good Government Improvement pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			x
Stormwater management			x
Thriving natural assets			x
Sustainable processes			x
Climate change adaptation			x
Climate leadership			x

OPTIONS

1. Accept the recommendation for five (5) sets of Bunker Gear.
2. Do not accept the recommendations for five (5) sets of Bunker Gear.

RECOMMENDATION

Staff recommend that Council approve the request to purchase five (5) sets of Bunker Gear from Safety Source Fire in the amount of \$33,049.68 HST included, at the Regular Council Meeting of November 12, 2025.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Sackville Fire Chief, Craig Bowser
Date: October 23, 2025
Subject: Firefighting Nozzles

PROPOSAL

To authorize the purchase of ten (10) firefighting nozzles.

BACKGROUND

To purchase ten (10) firefighting nozzles for Sackville Fire & Rescue. These proposed firefighting nozzles were budgeted for as part of the 2025 operating budget. This purchase will replace some of our older outdated nozzles and will be color coded to match the pump panel color for the hose that is in operation. This will benefit the pump operator to ensure they are not shutting down an incorrect line for firefighters within a structure fire.

DISCUSSION

As part of the 2025 Capital Budget

INTERDEPARTMENTAL CONSULTATION

Director of Finance, & C.A.O.

LEGISLATION/POLICY

[By-Law No. 2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

Possible less repair and maintenance.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Continuous Good Governance Improvement* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			X
Stormwater management			x
Thriving natural assets			x
Sustainable processes			X
Climate change adaptation			X
Climate leadership			X

OPTIONS

1. Accept the recommendation for ten (10) firefighting nozzles.
2. Do not accept the recommendations for ten (10) firefighting nozzles.

RECOMMENDATION

Staff recommend that Council approve the request to purchase ten (10) firefighting nozzles from Safety Source Fire in the amount of \$22,241.00 HST included, at the Regular Council Meeting of November 12, 2025.

ATTACHMENTS

N/A



To: Mayor and Council

Submitted by: Sackville Fire Chief, Craig Bowser

Date: October 23, 2025

Subject: Extrication Tool – Point de Bute Fire Department

PROPOSAL

To authorize the purchase of a Holmatro Extrication Tool.

BACKGROUND

To purchase one (1) Holmatro Battery Operated Extrication tool for the Point de Bute Fire Department. This falls within the 2025 budget and will enhance the firefighter's response when responding to motor vehicle collisions within their coverage area for a quick initial response. This portable extrication tool serves as a cutter and a spreader combination with a wide range of capabilities. This purchase would include two (2) 8ah batteries, one (1) battery charger and one (1) charging cord.

DISCUSSION

As part of the 2025 Operating Budget

INTERDEPARTMENTAL CONSULTATION

Director of Finance, & C.A.O.

LEGISLATION/POLICY

[By-Law No. 2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

Possible less repair and maintenance.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Continuous Good Governance Improvement* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			X
Stormwater management			x
Thriving natural assets			x
Sustainable processes			X
Climate change adaptation			X
Climate leadership			X

OPTIONS

1. Accept the recommendation for the Extrication Tool.
2. Do not accept the recommendations for the Extrication Tool.

RECOMMENDATION

Staff recommend that Council approve the request to purchase one (1) extrication Tool from Safety Source Fire in the amount of \$25,501.25 HST included, at the Regular Council Meeting of November 12, 2025.

ATTACHMENTS

N/A



To: Mayor and Council

Submitted by: Jamie Ferguson, Manager of Active Living and Culture

Date: October 23, 2025

Subject: FCM – Growing Canada’s Community Canopies Grant

PROPOSAL

To submit a Letter of Support and Financial Contribution for a newly proposed Trees for Tantrammar program under the Federation of Canadian Municipalities - Growing Canada’s Community Canopies Grant. A follow-up letter confirming funds will be provided once 2026 Budget is approved.

BACKGROUND

The Federation of Canadian Municipalities (FCM), under the Green Municipal Fund, has launched a Growing Canada’s Community Canopies (GCCC) Grant. The GCCC initiative helps communities plant the right types of trees in the right places – bringing multiple benefits to communities. Communities of all sizes and levels of urban forestry expertise can access tree planting support from GCCC’s funding, coaching, learning resources and training.

DISCUSSION

The Municipality’s grant application under GCCC will create a program called Trees for Tantrammar that aims to increase tree canopy cover throughout the municipality through a mix of large caliper street and park tree planting, and smaller stock naturalization planting within municipal-owned lands. The program will also assist in building capacity within the Municipality to enhance their forestry program.

Larger caliper plant material will be installed through contractors, with a warranty program in place. These will be a mixture of street tree planting and park tree plantings on municipal property throughout the entire Municipality.

The small stock tree plantings will engage the local community through volunteer tree planting programs. These events will provide both an education component, health and safety discussion, and tree planting to naturalize current areas that are adjacent to woodlands at Beech Hill Park. The area currently consists mostly of non-native cool season grasses. A portion of the naturalization planting will include a mixture of native shrubs to assist in establishment of the naturalized areas and provide greater ecological function.

The Trees for Tantrammar program helps address the Municipality's Strategic Plan 2025-2028 and will provide additional opportunities to work with the Municipality's Climate Change Advisory Committee and other local community groups.

Trees for Tantrammar will occur over two years (2026 and 2027) with maintenance program performed in year 3 (2028). Budget costs in Year 1 will include capacity building for volunteer tree planting with the purchase of shovels, rakes, wheelbarrows, and gloves (all of various sizes to accommodate youth to seniors), as well as necessary Personal Protective Equipment (PPE), including First Aid Kits and portable eye wash stations. Year 1 will see the planting of 25 large caliper trees, 250 smaller stock trees, and 50 shrubs. Year 2 will be similar to Year 1. Over the two year program, there will be a grand total of 50 large caliper trees, 500 smaller stock trees, and 100 shrubs planted between 2026 and 2027. Part of the naturalization planting program will include the installation of mulch around all of the trees and tree

guards to reduce competition from other plant material and predation by animals such as deer and rabbits.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

\$13,330 allocated from the \$15,000 Street Tree Operating Budget for 2026, once approved by Council.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Social Media, Website, Programs, Volunteer Tree Planting Events, etc

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Planning for the Built and Natural Environment* and *Supporting Social and Cultural Connections to Build our Community* pillars from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

An additional 50 larger caliper trees, 500 smaller stock trees, and 100 shrubs planted within Tantramar.

CLIMATE CHANGE IMPLICATIONS

Assists in habitat creation, enhancement, and protection for species, enhances flood mitigation, increases tree canopy cover.

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction	x		
Stormwater management	x		
Thriving natural assets	x		
Sustainable processes	x		
Climate change adaptation	x		
Climate leadership	x		

OPTIONS

1. Approve attached Letter of Support and Financial Contribution for the FCM – GCCC Grant, with funding confirmation provided after 2026 Budget approvals.
2. Do not approve attached Letter of Support and Financial Contribution for the FCM – GCCC Grant.

RECOMMENDATION

Staff recommends that Council approve the attached Letter of Support and Financial Contribution for Tantramar to support the application to FCM's GCCC grant. Motions will be forwarded to the Regular Council Meeting November 12, 2025.

ATTACHMENTS

Proposed Letter of Support and Financial Contribution

Reference No: 2025-57

November 12, 2025

Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

RE: Letter of Support and Financial Contribution for Trees for Tantramar, Municipality of Tantramar

To the Federation of Canadian Municipalities,

I am writing on behalf of The Municipality of Tantramar in support of our application for funding through the Federation of Canadian Municipalities' Growing Canada's Community Canopies (GCCC) initiative for the Trees for Tantramar project.

The Municipality of Tantramar has identified the need to enhance our tree planting program by providing additional street and park tree plantings and implementing a volunteer tree planting program. These initiatives will assist the Municipality in addressing concerns around climate change, tree canopy cover, and community engagement.

As the Mayor, I hereby confirm that The Municipality of Tantramar will make a cash contribution of \$13,330 to undertake the tree planting project mentioned above. This cash contribution will be approved by Council through budget for 2026 and once approved, a subsequent letter will be provided to confirm funding. Funding in the same amount of \$13,330 will be confirmed in November 2026 for 2027.

We also acknowledge the terms of the GCCC funding, including the maximum contribution of \$1 million for infrastructure activity costs over the lifetime of the GCCC funding offer and the overall limit of \$10 million for tree planting within each municipality over the lifetime of the GCCC funding offer.

Sincerely,

Andrew Black
Mayor



To: Mayor and Council

Submitted by: Matt Pryde, Director of Active Living and Culture

Date: October 23, 2025

Subject: Policy 2025-20 Memorials and Donations

PROPOSAL

To update the Memorials and Donations on Municipal Land Policy to encompass all of Tantramar.

BACKGROUND

The Memorials and Donations on Municipal Land Policy had been established in the Town of Sackville in 2017 to provide staff with direction when approached by the public to install memorial benches or trees for loved ones.

The attached policy simply updates the language of the existing policy to reflect all of Tantramar. Those requesting a memorial are required to pay full price for a bench, with the design being selected by the municipality for consistency. If a memorial tree is requested, the cost would be \$500.00 plus HST. The municipality will pay for plaque installations up to \$100.00 plus HST.

The municipality will be responsible for the installation and maintenance of any memorial benches, trees, or plaques. The municipality would also work with the donor to select an appropriate location for the bench, tree, and/or plaque.

DISCUSSION

The policy has worked well since its inception in 2017, and staff are comfortable continuing with the program as outlined in the policy.

INTERDEPARTMENTAL CONSULTATION

Legislative Services

LEGISLATION/POLICY

Policy 2025-20 Memorials and Donations

FINANCIAL CONSIDERATIONS

Minimal costs to the municipality

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Supporting Social and Cultural Connections to Build Our Community* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

Opportunity to memorialize loved ones.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			X
Stormwater management			X
Thriving natural assets			X
Sustainable processes			X
Climate change adaptation			X
Climate leadership			X

OPTIONS

- a) Approve Policy 2025-20 Memorials and Donations as presented
- b) Do not approve Policy 2025-20 Memorials and Donations as presented

RECOMMENDATION

Staff recommend that a motion be brought forward at the November 12, 2025 Regular Council meeting to approve Policy 2025-20 Memorials and Donations as presented.

ATTACHMENTS

Policy 2025-20 Memorials and Donations

TANTRAMAR POLICY NUMBER: 2025-20	Pages: 4
Administered by: Chief Administrative Officer	Subject: Memorials & Donations on Municipal Lands
Effective Date: November 12, 2025	

1. PURPOSE

- a) To enable the planting or designation of memorial trees or the placement or designation of memorial benches on municipal lands ~~in the Town of Sackville~~ within Tantramar.
- b) To establish a consistent approach in responding to requests from the general public, special interest groups, individuals, and ~~Sackville~~ Tantramar residents for the planting or designation of memorial trees or the placement or designation of memorial benches on municipal lands.
- c) To implement a process for Staff to administer and coordinate ~~on behalf of Council~~ in the planting of memorial trees or the placement or designation of memorial benches on municipal lands.
- d) To provide a suitable list of plant material to select from including the applicable fees charged to provide these services.
- e) To establish the limits of the Municipality's obligations in the planting, placement, establishment, and ongoing condition of memorial trees and benches on municipal lands.
- f) To establish a formal record of memorial trees and benches being placed on municipal lands for future reference by Staff and others that may have interest in the memorial tree or bench.
- g) To ensure that memorial trees and benches remain in their original condition.

2. GENERAL INFORMATION

- a) The ~~Town of Sackville~~ Tantramar Memorial and Donations Policy will be administrated and coordinated by the ~~Parks & Facilities~~ Department of Active Living and Culture. All inquiries regarding this policy, the planting of memorial trees and/or placement of memorial benches on municipal lands should be directed to the Manager of ~~Parks & Facilities~~ Active Living and Culture at (506) 364-4955.
- b) This policy will outline the entire process involved in the planting of memorial trees or placement of memorial benches on municipal lands in ~~The Town of Sackville~~ Tantramar. The ~~Town's Municipality's~~ ~~Parks and Facilities~~ Department of Active Living and Culture reserves the right to determine locations for proposed tree planting and bench placement, the appropriateness of the species of tree/s selected for the location, the appropriate style of bench, and to establish the fees associated with memorial tree planting and memorial benches, including their long-term maintenance.
- c) Trees proposed for a memorial planting site can be deciduous or coniferous, and are subject to the approval of the Manager of ~~Parks and Facilities~~ Active Living and Culture to ensure that the species is appropriate for the selected site. An applicant can, however, provide a suggested species for the Manager to consider. The cost per tree is listed in Schedule "A", which includes the purchase, planting, associated administration costs and warranty. The placement and fees associated with all placement or designation of memorial benches will be subject to the discretion of the Manager of ~~Parks and Facilities~~ Active Living and Culture given the variety of parks and

public spaces available, the assortment of designs available, as well as shipping and installation charges.

- d) Persons not satisfied with the decisions of the ~~Parks and Facilities~~ Department of Active Living and Culture may appeal the decision to ~~Council~~ the Chief Administrative Officer.
- e) For the purpose of this policy, municipal lands shall mean any municipal park open space area or other lands frequented by the general public.

3. PROCEDURE

- a) Requests for memorial tree planting/s or memorial benches will be submitted in writing to the Department of ~~Parks and Facilities~~ Active Living and Culture, to the attention of:
 Manager of ~~Parks and Facilities~~ Active Living and Culture
~~Town of Sackville~~ Tantramar
 182 Main Street
 Sackville, NB
 E4L 4B4
- b) An Application for Purchase and Planting of a Memorial Tree or Placement of a Memorial Bench, attached as Schedule "A", must be completed by the applicant. Following submission and approval of the application, the ~~Parks and Facilities~~ Department of Active Living and Culture will contact the applicant to complete the arrangements for the planting of a memorial tree or placement of a memorial bench. All applicants will receive a copy of this policy prior to the purchase of a memorial tree or bench.
- c) Memorial trees and benches shall become the property of ~~The Town of Sackville~~ Tantramar immediately upon their placement on municipal lands. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial tree or bench.
- d) ~~The Town of Sackville~~ Tantramar will implement its best efforts to ensure that any memorial tree or bench is properly maintained during the period of establishment. However, the ~~Town Municipality~~ does not guarantee these items against acts of vandalism, damage or failure because of environmental stresses or conditions which may impact negatively on the health of a memorial tree, or longevity of a memorial bench.
- e) ~~The Town of Sackville~~ Tantramar agrees to provide one replacement memorial tree or bench at or near the original planting site at no cost to the applicant should the items fail or become significantly damaged for any reason within one (1) year of the initial placement date.
- f) Should it become necessary to replace a memorial tree or bench, the ~~Town~~ Municipality will make every effort to obtain a replacement that is the same species, size, or design. However, the ~~Town Municipality~~ reserves the right to plant an alternative species and size tree at the discretion of the Manager of ~~Parks and Facilities~~ Active Living and Culture.
- g) Memorial trees will be planted by the ~~Town~~ Municipality in the spring and fall seasons. Spring planting will generally occur beginning April 15th through May 15th. Fall planting will occur beginning October 15th through November 30th. The ~~Town~~ Municipality reserves the right to shorten, extend or delay planting of memorial trees pending availability of plant material and poor site conditions associated with inclement weather. Memorial benches may be installed throughout the Spring, Summer or Fall, depending on weather conditions.

- h) Applicants must be mindful that appropriate plant material will be selected to coincide with the specific planting period. As such, tree species with a spring planting preference will not be planted in the fall.
- i) A ~~Town~~ **Municipality** Standard Gold or Silver Plaque may be placed near a memorial tree/s or affixed to a memorial bench. Such plaques shall be provided and installed by the ~~Town~~ **Municipality**. Costs associated for said plaque ~~is~~ **will not exceed** \$100.00.
- j) Wording proposed to be engraved onto memorial plaques must be submitted on the form provided with the Application for a Memorial Tree or Bench. Proposed wording is subject to approval by the Manager of ~~Parks and Facilities~~ **Active Living and Culture** and shall not exceed a maximum of 10 words in length.
- k) As an alternative to Item 3(i) Applicants may elect to purchase a memorial tree without a memorial ~~on-site~~ plaque. In this instance, following the planting of a memorial tree, the ~~Town~~ **Municipality** will present the applicant with a certificate and a photographic record of the tree officially recognizing the memorial tree. The certificate will contain the following information:
- Tree species
 - General description of tree location on Municipal lands
 - Acknowledgement of the individual/s being memorialized
 - Date of tree planting
 - Photo of the memorial tree

A copy of the memorial tree planting certificate will remain on file at the Department of ~~Parks and Facilities~~ **Active Living and Culture** for future reference purposes.

- l) The ~~Town~~ **Municipality** reserves the right to limit the number of memorial trees planted or memorial benches placed on municipal lands and further reserves the right to designate a certain site-specific area or location for memorial tree planting or memorial bench purposes.
- m) Applicants are advised that planting of additional memorial trees may be permitted ~~in close proximity to~~ **near** existing memorial trees in accordance with good horticultural practices. The final location in determining an acceptable planting site for all memorial trees will be at the discretion of the Manager of ~~Parks and Facilities~~ **Active Living and Culture**. Similarly, more than one bench may be purchased and placed ~~in close proximity to~~ **near** an existing bench. In all cases, such decisions are at the discretion of the Manager of ~~Parks and Facilities~~ **Active Living and Culture** to ensure that adequate space is maintained for programming and safety purposes.

4. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office and the Department of **Active Living and Culture** and any necessary updates will be brought forward for Council review and approval.

5. REPEAL

Town of Sackville Policy No. 2017-04 Memorials and Donations is hereby repealed.

Jennifer Borne, Chief Administrative Officer

Date:

Andrew Black, Mayor

Date:

DRAFT

Schedule "A"

Memorial and Recognition Program Application Form

DEPARTMENT OF ACTIVE LIVING AND CULTURE

182 Main Street, Sackville, NB, E4L 4B4

Phone: (506)364-4955

Fax: (506) 738-6424

Email: bookings@tantramarNB.com

Website: www.tantramarNB.com

MEMORIAL INFORMATION

Applicant Name:	Applicant Mailing Address:
Applicant Email:	
Applicant Phone:	

Name of Person or Group to be Memorialized:	
Item: ☐ Tree ☐ Bench ☐ Other: _____	Requested Quantity:
Requested Location:	
Notify Applicant when Planting / Placement is Completed: ☐ Yes ☐ No	
Requested planting season: ☐ Spring ☐ Fall	Plaque Required: ☐ Yes ☐ No

I have read the Memorial and Donations on Municipal Lands Policy, and I understand the conditions that apply to this application.

Applicant's Signature	Date:
-----------------------	-------

FOR OFFICE USE ONLY

Date Application Received:	Approval Date:	Payment Date:
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Memorial and Recognition Program

Application Form: Plaque Information

DEPARTMENT OF ACTIVE LIVING AND CULTURE

182 Main Street, Sackville, NB, E4L 4B4

Phone: (506)364-4955

Fax: (506) 738-6424

Email: bookings@tantramarNB.com

Website: www.tantramarNB.com

Please complete the following for the Municipal standard plaque to accompany a memorial tree, bench, or other object if required.

Caption to appear on the plaque (maximum of 10 words):

--

Applicant Name:	Applicant Mailing Address:
Applicant Email:	
Applicant Phone:	
Applicant Signature:	
Date:	

FEES

MEMORIAL TREES

All tree species are subject to the approval of the Manager Active Living and Culture.

Tree Fee: \$500.00 + HST.

Includes purchase, planting (including mulch and staking), associated administration costs and warranty.

MEMORIAL BENCHES

The placement and fees associated with memorial benches is subject to the discretion of the Manager Active Living and Culture.

OTHER MEMORIALS

A reasonable cost shall be determined by the Manager Active Living and Culture in consultation with the CAO and Treasurer.

PLAQUES

A memorial plaque installed on a new tree or bench - \$100

A memorial plaque installed on an existing bench - \$100



To: Mayor and Council

Submitted by: Matt Pryde, Director of Active Living and Culture

Date: October 23, 2025

Subject: Rod and Gun Club Landing Road Lease Renewal

PROPOSAL

To renew the lease with the Sackville Rod and Gun Club, allowing them to continue to use municipal land on Landing Road to operate their programs.

BACKGROUND

The Sackville Rod and Gun Club have been running a clay bird shooting range from the Landing Road location for many years. They have done so with no issues and have always been great stewards of the community- volunteering during Fall Fair, Earth Day, providing lumber for picnic tables in Quarry Park, and more.

Highlights from the agreement include:

- The Club will have access to the property for an annual fee of \$1.00.
- The property cannot be used for any purpose other than as a shooting range.
- The Club must ensure the condition of the property remains intact for the duration of the agreement.
- The Club must provide \$2,000,000 liability insurance to the municipality annually.

DISCUSSION

The attached lease arrangement with the Sackville Rod and Gun Club has worked well for many years and staff are comfortable with a renewed lease moving forward. The lease is identical to that negotiated with the former Town of Sackville and would be for 5 years, beginning November 12, 2025, and expiring on December 31, 2030

INTERDEPARTMENTAL CONSULTATION

Legislative Services

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Supporting Social and Cultural Connections to Build Our Community* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

Supporting an excellent community association.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			X
Stormwater management			X
Thriving natural assets			X
Sustainable processes			X
Climate change adaptation			X
Climate leadership			X

OPTIONS

- a) Approve the renewed lease with the Sackville Rod and Gun Club as presented
- b) Do not approve the renewed lease with the Sackville Rod and Gun Club as presented

RECOMMENDATION

Staff recommend that a motion be brought forward at the November 12, 2025 Regular Council meeting to approve the renewed lease with the Sackville Rod and Gun Club as presented.

ATTACHMENTS

Landing Road Lease Agreement

**LICENSE AGREEMENT
LANDING ROAD, SACKVILLE**

THIS AGREEMENT made this _____, 2025, between Tantramar (the “Licensor”) and the Sackville Rod and Gun Club (the “Licensee”).

WHEREAS

1. The Licensor is the registered owner of the lands described particularly in Schedule “A”, attached hereto, and known municipally as 32 Landing Road (the “Lands”), and for the purposes of permitting the Licensee to use the Lands for the purposes of maintaining a clay bird shooting range, the Licensor has agreed to grant this licence.

INCONSIDERATION of the premises and other good and valuable consideration the parties agree as follows:

1. The Licensor grants to the Licensee the non-exclusive use of the Lands for the purposes hereinafter set forth, for the period of five years, commencing on November 12, 2025, and expiring on December 31, 2030, and renewable thereafter subject to the approval of both parties, and provided that any renewal may be terminated by either party giving 60-days notice.
 - a. The Licensee hereby accepts the Lands in the condition existing as of the date of this Agreement and will not call upon the Licensor to do or pay for any work or supply any equipment to make the Lands more suitable for the proposed use by the Licensee hereunder.
 - b. The Licensee shall pay the Licensor one-dollar (\$1.00), payable annually in advance, as a license fee upon the commencement of this Agreement and subsequently on each anniversary date thereof.
2. The Licensee covenants with the Licensor:
 - a. To pay the licence fee as set out in clause 1;
 - b. To any local improvements, license fees and other charges imposed on or with respect to the land as same become due;
 - c. To use the land only for the purposes of a clay bird shooting range; and not to erect any buildings or structures on the lands without written permission from the Chief Administrative Officer, or their designate;
 - d. To maintain the appearance of the Lands and the equipment thereon in a neat, clean and well-kept manner appropriate to the condition of the land in the area;
 - e. To maintain all equipment in repair at its own expense, and to repair on written notice from the Licensor;
 - f. To ensure that no refuse, litter, garbage or loose or objectionable material accumulates in or about the Lands;
 - g. To ensure that no trees are removed, and no grade changes are carried out, unless approved by the Chief Administrative Officer or their designate;

- h. To provide and maintain comprehensive general liability insurance in the minimum amount of \$2 million with respect to its use of the Lands during the full term of this Agreement and any extension thereof, naming the Licensors as an additional insured, and to provide a certificate evidencing same, prior to execution of this Agreement and as required by the Licensors. Without limited the generality of the foregoing, such public liability insurance shall contain provisions for cross-liability, severability of interests, and no cancellation or alterations without the consent of the Licensors;
 - i. Not to assign this Agreement without the prior written consent of the Licensors, which consent may be unreasonably withheld;
 - j. To leave the Lands in substantially the same condition at the expiry of this Agreement as they were at the commencement of this Agreement;
 - k. To comply with all federal, provincial and municipal laws, rules, regulations and by-laws and to hold the Licensors harmless from the consequences of its failure to do so.
- 3. The Licensors may remove its equipment from the Lands provided all damage thereby occasioned shall forthwith be repaired by the Licensee at its own expense.
- 4. The Licensee shall at all times indemnify and save harmless the Licensors from and against any and all claims, demands, losses, costs, charges, expenses, actions and other proceedings (including those in connection with workers' compensation or any similar or successor arrangement) made, brought against, suffered by or imposed on the Licensors or its property in respect of any failure by the Licensee to fulfil any of its obligations under this Agreement or for any reason whatsoever or in respect of any loss, damage or injury (including injury resulting in death):
 - a. To any person or property (including without restricting the generality of the foregoing, employees, contractors, agents and property of the Licensors) directly or indirectly arising out of, resulting from or sustained by reason of the occupation or use of the Lands, or any operation in connection therewith or any fixtures or chattels thereon, or
 - b. To any person while on adjoining lands of the Licensors in the course of that person's entry onto or exit from the Lands.
- 5. The Licensors shall not be liable directly or indirectly, for any personal injuries that may be suffered or sustained by any person who may be on the Lands or for any loss of or damage or injury to equipment belonging to the Licensee or any other person unless such injury, loss or damage is due to the Licensors' negligence or default or the negligence or default of those for whom the Licensors are in law responsible.
- 6. The Licensee shall fully indemnify and save harmless the Licensors from and against all construction liens and related costs and other claims in connection with all work performed by or for the Licensee on the Lands and shall promptly remove all registered claims from title.
- 7. If the Licensee defaults in performing any of its obligations under this Agreement, the Licensors shall give written notice to the Licensee of such default giving the Licensee 30 days to remedy such default, failing which the Licensors may terminate this Licence and the Licensee shall then forthwith remove its chattels and fixtures, if

any from the Lands and shall restore the Lands to the condition in which they were at the commencement of this Agreement.

8. Any notice required to be given to the Licensor under the terms of this Agreement shall be sufficiently given if delivered to the Licensor or mailed by prepaid registered mail addressed to it at P.O. Box. 6191, 31C Main Street, Sackville NB E4L 1G6. Any notice required to be given to the Licensee under the terms of this Agreement is deemed to be sufficiently given if delivered to the Licensee or mailed by prepaid registered mail addressed to the Licensee at Sackville Rod & Gun Club Inc., 32 Landing Road, Sackville, NB E4L 4S7, or at such other address as the Licensee may in writing designate. In either case, such notice shall be deemed to have been received on the date of its delivery or in the case of mailing, business days after it is delivered to the post office.
9. This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and (where permitted) assigns.

IN WITNESS WHEREOF the parties have affixed their respective corporate seals attested by the hands of their respective offices duly authorized in that behalf.

Dated this _____ day of _____, 2025.

Licensee

Wayne Ward, President

James MacDonald, 1st Vice President

Licensor

Andrew Black, Mayor

Clerk



To: Mayor and Council

Submitted by: Matt Pryde, Director of Active Living and Culture

Date: October 23, 2025

Subject: License of Occupation: Rail Trail

PROPOSAL

To apply for a License of Occupation for the section of the former railbed located within our municipal boundaries.

BACKGROUND

At the Regular Council Meeting on December 12, 2023, staff were directed to explore acquiring a License of Occupation for the 18km section of the former railbed located within our municipal boundaries. Staff then provided an update to Council at the April 16, 2024 Committee of the Whole as follows:

- The fee to apply for the License of Occupation is \$862.50 HST included
- The annual fee to the province is equal to \$2 per km, per year. That's approximately \$36 per year.
- Maintenance costs to the trail will likely range in the \$15,000-\$20,000 per year from the capital budget, depending on work that needs to be done.
- Acquiring a License of Occupation permits us to complete general maintenance work on the trail. Any larger scale capital upgrades would need to be proposed to the province. The province would have funding for items like major bridge repairs.

Since April 2024, staff have continued to meet with members of the Department of Natural Resources, the Southeast Regional Service Commission's Trails Coordinator, and interested members of the community about how to move forward with the maintenance of the Rail Trail.

DISCUSSION

After ongoing discussions, it was determined that the best way to ensure the trail within municipal boundaries can be improved to meet active transportation standards is through the municipality acquiring a License of Occupation for the trail. Doing so will allow the municipality to apply for funding through the TransCanada Trail, Regional Development Corporation, Regional Service Commission, and other sources to bring the trail to standards and to maintain the trail in future years.

It should be noted that investment in the trail could negatively impact the municipality's ability fund other capital projects in future years.

INTERDEPARTMENTAL CONSULTATION

CAO

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

\$15,000-20,000 annually

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Supporting Social and Cultural Connections to Build Our Community* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

Supporting an excellent community association.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			X
Stormwater management			X
Thriving natural assets			X
Sustainable processes			X
Climate change adaptation			X
Climate leadership			X

OPTIONS

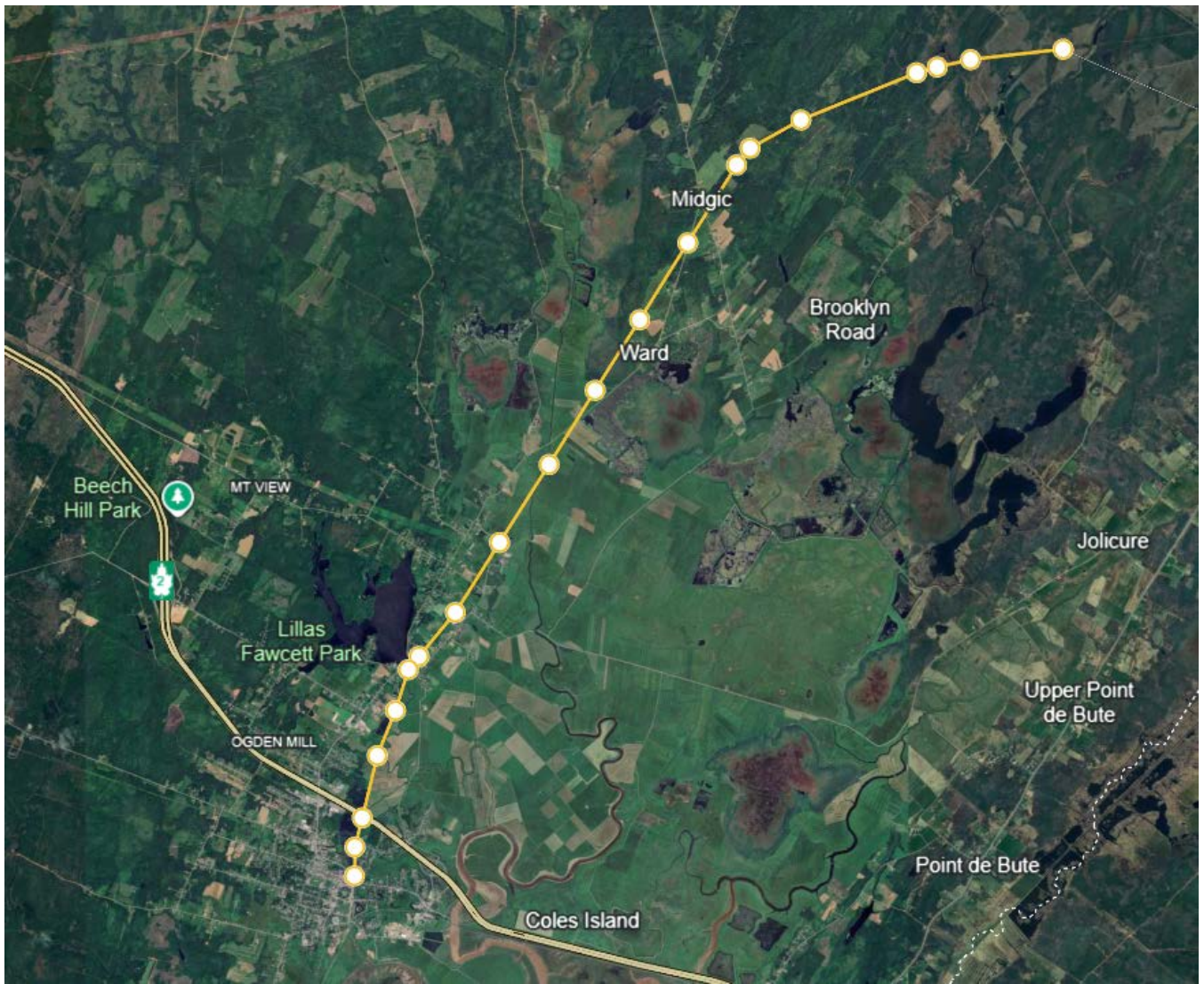
- Authorize staff to apply for a License of Occupation for the section of the former rail line within municipal boundaries.
- Do not authorize staff to apply for a License of Occupation for the section of the former rail line within municipal boundaries.
- Authorize staff to apply for a License of Occupation for a specific section of the former rail line within municipal boundaries.

RECOMMENDATION

Staff recommend that a motion be brought forward at the November 12, 2025 Regular Council meeting to authorize staff to apply for a License of Occupation for the section of the former rail line within municipal boundaries.

ATTACHMENTS

Rail Trail Map





To: Mayor and Council

Submitted by: Ron Kelly Spurles, Manager of Tourism and Business Development

Date: October 23, 2025

Subject: BIA Budget 2026

PROPOSAL

To present the BIA Budget for 2026.

BACKGROUND

The BIA (Business Improvement Area) imposes a levy of assessment on all business properties within the area described in Town of Sackville By-Law No. 128, A By-Law to Designate and Establish a Business Improvement Area within the town boundaries. By-Law No. 128 has been in effect every year subsequent to 1987 and annually a revised By-Law comes forward in order to establish the rates for the coming year. First and Second reading of By-Law No. 2025-20, a By-Law to Relating to the Establishment of a Special Business Improvement Area Levy was passed at the Regular Council Meeting of October 14, 2025. The Municipality received our numbers from the Province on Tuesday October 10, 2025 which included the Business Improvement Area Levy. The BIA Budget was advertised in the Moncton Times and Transcript on Thursday, October 23, 2025 and Wednesday, October 29, 2025. The Budget of the BIA for the upcoming 2026 year is attached for Council's review. In accordance with the BIA Act, objections to the budget may be submitted in writing to the Clerk no later than November 14, 2025. Following the final date for submitting objections to the budget, Council may consider approving the budget and giving final reading to the BIA Levy By-Law.

DISCUSSION

The BIA number from the Province is \$28,526.40 for the year 2026 which is the amount the BIA used to determine their budget for the upcoming year.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

[Business Improvement Areas Act](#), [Sackville By-Law No. 128](#) and [Tantramar By-Law No. 2025-20](#)

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

By-Law No. 2025-20 will be uploaded to Tantramar's Website.

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Growing a Sustainable Economy Based on Local Strengths* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			x
Stormwater management			x
Thriving natural assets			x
Sustainable processes			x
Climate change adaptation			x
Climate leadership			x

OPTIONS

The following options exist:

1. Approve the BIA Budget.
2. Do not approve the BIA Budget and request the board of directors of Mainstreet Redevelopment Inc. reconvene and submit a revised budget.

RECOMMENDATION

It is recommended that Council approve the proposed 2026 BIA Budget and give third and final reading of By-Law No. 2025-20 following the final date for submitting objections to the budget.

ATTACHMENTS

BIA Budget 2026

2026 Budget	
REVENUES	
BIA Levy	\$ 28,526.40
Revenue Total	\$ 28,526.40
EXPENSES	
Member Dues	\$ 500.00
Office Expenses	\$ 1,300.00
Misc.	\$ 1,226.40
Beautification, Marketing & Economic Development	
Winter Advertising Campaign	\$ 2,000.00
Spring Advertising Campaign	\$ 2,000.00
Summer Advertising Campaign	\$ 2,000.00
Fall Advertising Campaign	\$ 2,000.00
Beautification	\$ 7,500.00
Grants for Beautification, Marketing & Economic Development	\$ 10,000.00
Expenses Total	\$ 28,526.40

To: Mayor and Council

Submitted by: Becky Goodwin, Assistant Clerk

Date: October 23, 2025

Subject: Policy 2025-21 Purchase and Use of Bottled Water

PROPOSAL

To approve a Purchase and Use of Bottled Water policy for Tantramar.

BACKGROUND

In 2008, the former Town of Sackville Council passed a motion, *“that the Town of Sackville will not purchase bottled water for use in any Municipal Buildings or functions unless there is an otherwise unforeseen health or safety requirement to do so, and will seek to provide drinking fountains, or other options for public and staff drinking water consumption in these buildings”*. At the time, it was noted that the Sackville Fire Department and the Canteen at the Tantramar Veteran’s Memorial Civic Centre would be exempt. A formal policy was passed by the former Town of Sackville Council in August 2020.

DISCUSSION

As part of the municipality’s ongoing policy review process initiated following the approval of the 2025-2028 Strategic Plan, an updated policy has been drafted to reflect operational needs. This revised policy was subsequently reviewed by the Climate Change Advisory Committee to ensure alignment with the municipality’s environmental objectives.

One recommendation from the Climate Change Advisory Committee was to request the canteen provide access to potable tap water for patrons. However, it was noted that a water bottle filling station is already located immediately adjacent to the canteen, offering convenient access to tap water. Introducing a separate provision of cups for tap water could inadvertently increase single-use waste, counteracting the municipality’s sustainability goals.

After consulting with the Director of Engineering & Public Works, we’ve added an exemption for field staff working during heat advisories. These roles require being on-site or in remote areas where safe drinking water isn’t easily accessible.

INTERDEPARTMENTAL CONSULTATION

Community & Corporate Services through the Climate Change Advisory Committee, Director of Engineering & Public Works

LEGISLATION/POLICY

Former Town of Sackville Policy No. 2020-12 Purchase and Use of Bottled Water

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Continuous Good Governance Improvement* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction	X		
Stormwater management	X		
Thriving natural assets	X		
Sustainable processes	X		
Climate change adaptation	X		
Climate leadership	x		

OPTIONS

1. Approve Policy 2025-21 Purchase and Use of Bottled Water as presented.
2. Do not approve Policy 2025-21 Purchase and Use of Bottled Water and direct Staff on next steps.

RECOMMENDATION

It is recommended that Council approve Tantramar Policy 2025-21 Purchase and Use of Bottled Water at the Regular Council Meeting of November 12, 2025.

ATTACHMENTS

Policy 2025-21 Purchase and Use of Bottled Water

TANTRAMMAR POLICY NUMBER: 2025-21	Pages: 2
Administered by: Chief Administrative Officer	Subject: Purchase and Use of Bottled Water
Effective Date:	

1. PURPOSE

To eliminate the purchase of bottled water using organizational funds in recognition of the availability of safe, high-quality municipal tap water. This supports our commitment to environmental sustainability, fiscal responsibility, and public health. By discouraging the procurement of single-use bottled water, we aim to reduce plastic waste and pollution, minimize carbon emissions associated with production and transportation, and promote the use of refillable containers and existing water infrastructure.

2. STATEMENT

The ~~Town of Sackville~~ Municipality of Tantrammar, through the ~~Sackville~~ Engineering & Public Works Department, provides municipal drinking water in the area. It is important that the ~~Town~~ Municipality stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Sackville and Dorchester. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money. The problem of plastic pollution of waterways and oceans and the deleterious effects on the environment, specifically on wildlife, on the food chain and on our health.

3. DEFINITIONS

- a) **"Bottled Water"** means water that can be purchased in individual sized bottles (plastic or glass).
- b) **"Field Staff"** are employees whose primary duties require them to perform work outdoors, often exposed to extreme weather conditions such as high heat. These roles involve physical presence at job sites, remote locations and operational areas where access to safe, potable tap water is not available or feasible.
- c) **"Potable Water"** means water that is safe for human consumption and domestic use.
- d) **"Potable Tap Water"** means water that is provided by a municipal water treatment facility and registered public drinking water supply.

4. OBJECTIVES

The objectives of this policy are to achieve the following:

- a) Eliminate the ~~Town~~ Municipality's purchasing of bottled water but there may be exceptions where possible;
- b) Increase the use of potable tap water for Council members and ~~Town staff~~ Municipal Employees.
- c) Increase the use of potable tap water for drinking in all Municipal facilities and events.

5. APPLICATION

- a) This policy applies to all Council members and **Town Municipal** Employees.
- b) It is recognized that **individuals** Council members and Municipal employees who have health issues related to the consumption of tap water ~~are immune-compromised or have other sensitivities related to water quality~~ may need to use their own water (bottled or otherwise) for drinking ~~purchase bottled water~~.

6. EXEMPTIONS

This policy does not apply:

- a) In the case of an emergency as defined in our Municipal Emergency Response Plan;
- b) **If the municipal potable tap water is unavailable, for example due to water advisories;**
- c) To the ~~Sackville Fire Department~~ **Tantramar Fire Service** during live calls and training events; and,
- d) **To field staff during heat advisories;**
- e) **To the operations of the Canteen at the Tantramar Veteran's Memorial Civic Centre** ~~are exempt from this policy.~~

7. PROCEDURE

- a) Meetings and events hosted by the ~~Town of Sackville~~ **Municipality of Tantramar** (on or off site) shall have **potable** tap water available to guests, Council **members** and **Municipal** employees ~~when potable water is available~~. Bottled water will not be provided.
- b) The Municipality may supply bottled water in the event of Exemptions (a) to (c). ~~The use of Town-supplied bottled water will be limited to the Sackville Fire Department to be used during live calls and training events or if access to potable water is unavailable or the Town is under a water advisory.~~
- c) Council **members** and **Municipal** employees are encouraged to use potable tap water in refillable containers.
- d) **This policy** encourages Council **members** and **Municipal** employees to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

8. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office, and any necessary updates will be brought forward for Council review and approval.

9. REPEAL

Town of Sackville Policy No. 2020-12 Purchase and Use of Bottled Water is hereby repealed.

Jennifer Borne, Chief Administrative Officer

Date:

Andrew Black, Mayor

Date:

DRAFT



To: Mayor and Council

Submitted by: Becky Goodwin, Assistant Clerk

Date: October 23, 2025

Subject: Policy 2025-22 Reducing Plastic Waste Associated with Municipal Meetings and Events

PROPOSAL

To approve a Reducing Plastic Waste Associated with Municipal Meetings and Events policy for Tantrammar.

BACKGROUND

As part of Earth Day 2022, the former Town of Sackville partnered with Earth Day Canada as part of their Municipalities Mobilizing campaign to take proactive and bold actions for a more sustainable future. Proactive measures to reduce plastic waste during community events included initiatives such as Bring Your Own Mug. A formal policy was adopted by Council in April 2022.

DISCUSSION

As part of the municipality's ongoing policy review process initiated following the approval of the 2025-2028 Strategic Plan, an updated policy has been drafted to reflect operational needs. This revised policy was subsequently reviewed by the Climate Change Advisory Committee to ensure alignment with the municipality's environmental objectives.

One recommendation from the Climate Change Advisory Committee was to revise the name of the policy to better reflect its scope and intent. The current title suggests a comprehensive approach to reducing plastic use across all operations; however, the policy primarily targets plastics associated with meetings and events where food is served. Renaming the policy would help clarify its purpose and avoid misinterpretation of its reach and impact.

Staff will review a potential policy aimed at reducing plastic use across all operations, and if deemed practical and aligned with organizational goals, it will be brought forward to Council for consideration and approval.

INTERDEPARTMENTAL CONSULTATION

Community & Corporate Services through the Climate Change Advisory Committee

LEGISLATION/POLICY

Former Town of Sackville Policy No. 2022-05 Reducing Plastic Waste Within Town Operations

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Continuous Good Governance Improvement* pillar from Tantramar's [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction	X		
Stormwater management	X		
Thriving natural assets	X		
Sustainable processes	X		
Climate change adaptation	X		
Climate leadership	X		

OPTIONS

1. Approve Policy 2025-22 Reducing Plastic Waste Associated with Municipal Meetings and Events as presented.
2. Do not approve Policy 2025-22 Reducing Plastic Waste Associated with Municipal Meetings and Events and direct Staff on next steps.

RECOMMENDATION

It is recommended that Council approve Tantramar Policy 2025-22 Reducing Plastic Waste Associated with Municipal Meetings and Events at the Regular Council Meeting of November 12, 2025.

ATTACHMENTS

Policy 2025-22 Reducing Plastic Waste Associated with Municipal Meetings and Events

TANTRAMAR POLICY NUMBER: 2025-22	Pages: 2
Administered by: Chief Administrative Officer	Subject: Reducing Plastic Waste Associated with
Effective Date:	Municipal Meetings and Events within Municipal Operations

1. PURPOSE

To reduce the use of single-use and disposable plastics in meetings and events, particularly those involving food and beverages. By promoting sustainable alternatives and responsible practices, the policy aims to minimize environmental impact and support broader organization goals related to waste reduction and climate action.

2. STATEMENT

The ~~Town of Sackville~~ Municipality of Tantramar hosts various public and internal meetings and events where food and beverages are provided. In alignment with the Government of Canada's Single-Use Plastics Prohibition Regulations under the *Canadian Environmental Protection Act (1999)*, it is important that the ~~Town~~ Municipality is a leader in the promotion of eliminating single-use plastics and reducing waste overall. Limiting our use of single-use plastics is not only beneficial from an environmental and human health standpoint, it also reduces the impacts of climate change by limiting the amount of waste decomposing in landfills and being incinerated.

3. DEFINITIONS

- a) **"Single-Use Plastic"** means any plastic item designed to be used once and then discarded. Categories as defined under the Single-Use Plastic Regulations include checkout bags, cutlery, foodservice ware, ring carriers, stir sticks, and straws. ~~Examples include plastic cutlery, straws, drink stir sticks and plastic bags.~~
- b) **"Foodservice Ware"** means items designed for serving or transporting food or beverage that is ready to be consumed. ~~used for serving, consuming and transporting food.~~ Examples include containers, plates, lids, cutlery, and napkins.

4. OBJECTIVES

The objectives of this policy are to achieve the following:

- a) Eliminate where possible ~~Reduce~~ the use of single-use plastic items and plastic waste within ~~day-to-day Town~~ Municipal operations;
- b) Eliminate where possible the use of single-use plastic items and plastic waste at ~~Town~~ Municipal meetings and events ~~where possible~~; and
- c) Have the Municipality lead by example and increase awareness surrounding plastic pollution.

5. APPLICATION

This policy applies to:

- a) All Council members and ~~Town~~ Municipal Employees, including Tantramar Fire Service ~~Sackville Fire Department~~ at meetings and events;
- b) All ~~Town~~ Municipal facilities, operations and purchasing of goods;
- c) Public events where the ~~Town~~ Municipality provides food and beverage services; and
- ~~d) The Canteen at the Tantramar Veteran's Memorial Civic Centre once a suitable food and drink packaging alternative is sourced.~~

6. EXEMPTIONS

This policy does not apply:

- a) In the case of an emergency as defined in the Tantramar Municipal Emergency Response Plan. However, every effort shall be made to find reusable, recyclable or compostable alternatives where possible and feasible.

7. PROCEDURE

- a) Council members and Municipal employees shall use the washable foodservice ware provided ~~in the Town Hall or Council kitchen~~ by the Municipality, or bring their own to use;
- b) Internal ~~Town~~ Municipal meetings and events (on or off site) shall use washable and reusable foodservice ware. If not possible, the ~~Town~~ Municipality will make every effort to use vendors who provide recyclable or compostable options.
- c) For meetings and events hosted by the ~~Town of Sackville~~ Municipality of Tantramar (on ~~Town~~ Municipally owned property or off site), organizers shall clearly communicate the ~~Town's~~ Municipality's waste-reducing goals and encourage attendees to bring their own foodservice ware ~~(such as reusable cutlery and mugs in accordance with the Town's Bring Your Own Mug initiative).~~
- d) The ~~Town~~ Municipality will provide the required resources and equipment to implement this policy, such as washable foodservice ware in ~~Town~~ Municipal kitchen facilities, access to dishwashers, and compostable waste disposal.

~~It is recognized that reducing plastic waste consumption and waste requires behavioural and operational changes, and therefore it is not expected that this policy be entirely successful immediately, rather in incremental changes to achieve this policy completely.~~

8. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office, and any necessary updates will be brought forward for Council review and approval.

9. REPEAL

Town of Sackville Policy No. 2022-05 Reducing Plastic Waste Within Town Operations is hereby repealed.

Jennifer Borne, Chief Administrative Officer

Date:

Andrew Black, Mayor

Date:

DRAFT



To: Mayor and Council

Submitted by: Matt Pryde, Director of Active Living and Culture

Date: October 23, 2025

Subject: Departmental Report

ACTIVE LIVING AND CULTURE

The report that follows includes information from September 16 – October 15, 2025

General Departmental Information:

- 101 seats sponsored thus far for the Grab a Seat Campaign. Our largest donors are Catalyst Consulting Engineering Inc., Brunswick Fyr and Safety, SE Mutual Insurance, and the Sackville Rod and Gun Club. All of whom have sponsored 10 seats. A big thank you and if you would like to get involved, please visit www.tantramarNB.com.
- During the month, ALC management participated in 37 separate meetings.
- The Director is actively participating in the free CART program offered by Climatatlantic. The program teaches about climate impacts, mitigation, and adaptation.
- Work has started on the Recreation Master Plan with consultant. The first round of consultations took place the week of October 12, 2025 and included launching the public survey, two open community consultations, presence at the Sackville Farmer's Market and Waterfowl Park Wetlands Designation celebration, and meetings with Fort Folly, Seniors Groups, local sports and arts associations, schools, municipal staff, and Mount Allison University representatives. The public survey is still available online at <https://tantramarnb.com/tantramar-connect>, with hard copies also available at the municipal Office.
- The Net Zero Plan for the Tantramar Veterans Memorial Civic Centre is complete, and an overview of the recommendations will be presented to Council in November.
- 2026 Tantramar Community Development Grant applications have now closed. Over 50 applications have been received and will be reviewed before making a recommendation to Council early in 2026.
- Two additional staff have been training in Level 1 Ice Maintenance as well as two others have been trained in Level 2 Ice Maintenance.
- The Director has been invited, along with 4 colleagues, to represent New Brunswick at the Forward Together Summit in Ottawa November 23-25, 2025. The Summit will focus on updating the National Framework for Recreation as well as directly speaking with Members of Parliament about moving the sector forward nationally.

PARKS AND FACILITIES

- The new Quarry Park officially opened on September 18, 2025 in conjunction with the Mayor's Monarch Pledge, Bee City opening event and the Sackville Fall Fair. Over 75 people were in attendance and enjoyed a guided tour of the park by Richard Elliot.
- The Director and Quarry Park volunteers were featured in a CBC Television news story about the Quarry leading up to the opening of the Park.
- Veterans Banners were installed in both Dorchester and Sackville before Thanksgiving weekend.
- Operations at the Tantramar Veterans Memorial Civic Centre are well underway with our first tournament set to take place November 14-16, 2025.
- We are excited to host the Sackville Farmer's Market at the Tantramar Veterans Memorial Civic Centre as their winter location. We are confident that we can share the space successfully and hope that market vendors and rink participants can both benefit from this new trial.
- To book space in any Tantramar operated facilities, please contact bookings@tantramarNB.com or 506-364-4955.
- Staff continue to monitor the parks and the trails throughout Tantramar, but if you see something that needs attention call 506-364-4955 or email bookings@tantramarNB.com.



RECREATION PROGRAMS AND EVENTS

- Fall program registration and information is available now at www.tantramarnb.com/programs. Programs include:
 - Trailblazers
 - Marshview After-School Programming
 - Ultimate Frisbee
 - Adult Basketball
 - Pickleball in both Sackville and Dorchester
 - 50+ and Primetime Aerobics
 - Aquasize
 - Dorchester Fitness programming
 - Ukulele
- The Sackville Fall Fair took place September 18-21, 2026. There were record numbers of people out at all activities and a huge thank you to all of the groups and volunteers who helped make the Fair a big success.
- The Sackville Pride Parade took place on September 24th and had a very strong turnout. We are already discussing how to make the event better next year.
- In partnership with Fort Folly, the Amlamgog Youth Powwow took place on Saturday, September 27th at Dorchester Consolidated School. There were over 300 people in attendance.
- Mike's Spook Walk will be happening at the TVMCC on October 31st from 5:30-8:30pm with free entry and free treats.
- Moonlight Madness will take place on November 14th and December 5th. The annual Tree Lighting will take place on November 14th and the rescheduled fireworks from Fall Fair will take place at 6:00pm on December 5th. Applications to be a vendor along the streets are open until October 31.

- Winterfest will take place February 5-8, 2026. If you'd like to host an event, please reach out to j.wilson@tantramarNB.com. Events must be submitted to be included in the brochure before January 2nd.
- Nominations for the 2026 Class of the Sackville Sports Wall of Fame are now available at www.tantramarnb.com with a nomination deadline of January 9, 2026.



To: Mayor and Council

Submitted by: Jeff Taylor, Director of Community and Corporate Services

Date: October 23, 2025

Subject: Community & Corporate Services Departmental Report

This report covers the period between September 16 and October 15, 2025.

Director of Community and Corporate Services

The Director took courses in Municipal Money Matters & Leadership and Communication through the Municipal Management Training program at Université de Moncton. He also attended Municipal Records Authority training in Fredericton.

Worked with the Sackville Farmer's Market to find a winter location, eventually settling on the Tantramar Veterans Memorial Civic Centre.

Met with the Climate Change Action Committee. We discussed issues like our plastics policy, the RSC's Mosquito Management Program, and bringing NB Power in to answer some technical questions about the proposed power plant.

Attended the Atlantic Off-site Housing Innovation Project workshop as well as the OECD New Brunswick Conference on Place-Based Economic Development. Also participated virtually in the AIM Network's Environmental Governance and Policy workshop.

The Director attended the Family Medicine Resident Education Weekend in St. Andrew's together with Dr. Sara Thomas. We had 35 residents sign up to come to Tantramar for tours. We are currently working with RHAG to organize the tours.

We will be hosting our second Entrepreneurs Night on November 5th from 7pm-9pm at Cranewood on Main. Speakers will present on job grant possibilities (during the summer and also during the school year) for non-profit and for-profit businesses. Rebecca Leaman, Director of Experiential Learning and Career Development at Mount Allison will speak about their Internship Program and other opportunities. Ron Kelly Spurles, our Manager of Tourism and Business Development, will speak on the Canada Summer Jobs grant program, Provincial SEED students' grants, and other grant opportunities.

We will also be hosting an Un-Office Christmas Party for remote workers living in Tantramar on December 4th at Bagtown Brewery. More details to follow.

Manager of Tourism and Business Development

In October, the Craft Gallery is open 9 am to 5 pm every day. Travel Counselling is now self-serve, and Café Tintamarre's hours are online.

The Manager attended the Atlantic Indigenous Tourism Summit in Fredericton from October 14 to 16. The summit showcased many successful Indigenous tourism businesses in the Atlantic Provinces, and also highlighted the general interest in tourists to have a genuine Indigenous experience. We will be reaching out to Fort Folly soon to discuss some ideas that might be of interest to them and possible ways we can potentially collaborate.

Our latest Buy Local passport promotion has finished. There were 35 passports turned in, indicating at least \$3500 spent in local businesses. The draw for the shop local grand prize will be held at this Council meeting.

In late summer of 2025, Tantramar signed onto the Mayor's Monarch Pledge. Our pledge states: "Tantramar is a Municipality in Southeastern New Brunswick, Canada, with a population just less than 10,000 people. The community is on the Bay of Fundy, and is home to many significant natural assets. In 2022, it became the first city in North America to achieve Ramsar accreditation as a site with internationally significant wetlands. Andrew Black, Mayor of Tantramar, has committed to saving the monarch butterfly and other pollinators with the signing of the Mayors' Monarch pledge, and he looks forward to engaging residents in building more pollinator habitats throughout the Municipality."

Work on the AIM Coastal Resiliency Project continues. As well, as part of their work on our Climate Change Risk Assessment and Adaptation Plan, EOS Eco-Energy will be holding a climate risk discussion and engagement activity on Monday, November 10 from 5 pm to 7 pm at the Sackville United Church. The public are invited to attend, and more event details will be available soon.

Communications Officer

Over the past month, the Municipality's communications and public engagement efforts have continued to advance several key initiatives. Two meetings of the Rural Health Action Group (RHAG) were held during this period, with ongoing collaboration through the group's communications committee. Work continues on the "Prescription for a Better Life in Tantramar" campaign, which is focused on attracting healthcare professionals to live and work in the region.

A significant focus this month has also been on public engagement through the Tantramar Connect series. All sessions across the municipality were organized and coordinated, providing residents with an opportunity to meet staff, ask questions, and share feedback. These sessions are also helping to inform the development of the Tantramar Communications and Engagement Strategy, as external input is currently being gathered through both online surveys and in-person conversations at these events.

Another major milestone this month was the launch of the new municipal website, www.tantramarnb.com. This marks the culmination of more than a year of collaborative work to design and build a modern, user-friendly, and fully branded online platform for the Municipality. The new site reflects Tantramar's identity, acknowledges the history of all our communities, and significantly improves accessibility and ease of use for residents and visitors alike.

To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: October 23, 2025
Subject: Engineering & Public Works Departmental Report

This report covers the period from September 16 to October 15.

Work Orders: Start of period: 264 Created: 122 Closed: 124 End of period: 262

Roads/Transportation

- Installed two driveway culverts on Burman Street and one on Crossman Road.
- Completed pavement markings.
- Completed some ditching on Hillcrest Avenue.
- Assisted with special events.
- Replaced 50 meters of sidewalk on King Street.
- Installed new emergency lighting at the Dorchester Fire Department.
- Floatied equipment for Parks and the fire departments.

Utility

- Installed a new water service on Crossman Road.
- Completed some repairs for the Charlotte Street lift station.
- Unidirectional flushing (Sackville) started on October 6 and is expected to be complete on October 17.
- Flow tests were taken on York Street and Cape Road.

Mechanics

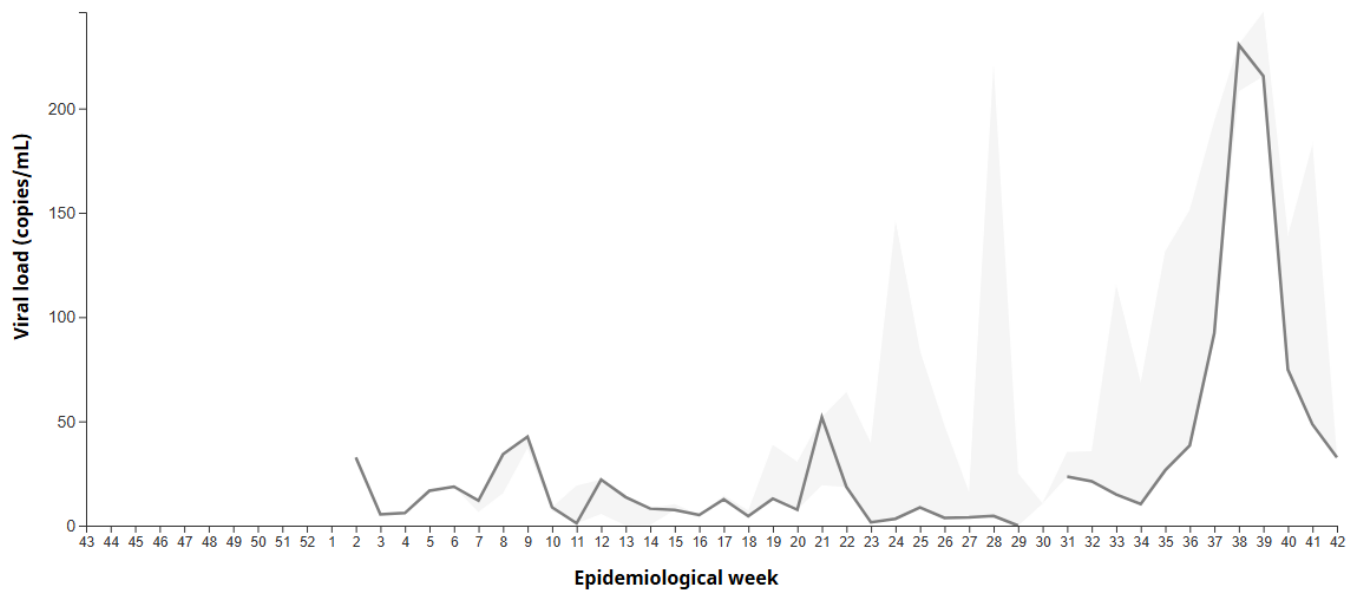
- Safety inspections and repairs of fire trucks ongoing.
- Hyundai loader body repair and painting completed.
- Sidewalk plows have had full inspection and are ready for the winter.
- New tender for sidewalk plow to be completed soon.
- Ongoing repairs to plow equipment to prepare for winter months.

Engineering

- Request for Proposals (RFP) for assessment of the Crescent Street lagoons to be issued soon.
- First low lift pump refurbishment is underway pending arrival of parts arrival in mid-December. The second pump will be replaced when the refurbished pump is available. Turnaround on subsequent refurbishments should be about three months.
- Cross culverts installed for Fairfield 1, Walker 3 and Walker 4.
- Wetland delineation fieldwork for Lorne Street Phase 3 retention pond was completed for Year 1. Delineation is required in years 3 and 5 as well.
- Samples continue to be taken for the wastewater surveillance program. Information can be accessed at the following link and an excerpt for the last 12 months is provided below for Sackville.
<https://health-infobase.canada.ca/wastewater/?dateSel=customrange&sort=asc&grid=2®ions=52&showDailyValues=false&thresholds=false&sdate=2024-01-01&edate=2024-06-06>

Sackville

COVID-19 wastewater viral activity level is currently **Moderate** and the population coverage is 100.00%



To: Mayor and Council

Submitted by: Protective Services Staff

Date: October 23, 2025

Subject: Protective Services

Reporting Period September 16 – October 15, 2025
By-Law Enforcement

Court Appearances	0
2-Hour Parking Enforcement	29
10-Minute Parking Enforcement	8
Willow Lane Parking Enforcement	14
Assisting other Departments	4
By-Law Violations Issued	65
By-Law Warnings Issued	0
Occurrences Total	24
Occurrences Completed	16
Occurrences Outstanding	8
Dangerous or Unsightly Premises Occurrences Active	8
Overnight Parking Violations (Winter Parking)	0
By-Law Violations for 2025 Total	385

Fire - Dorchester

Dorchester Fire Department responded to three (3) medical calls during the reporting period. The department held three (3) training sessions – medical, maintenance, and pumper operations. The department held a tour for the Dorchester Beavers and Cubs and assisted with a fire drill and fire prevention session at the Fort Folly Daycare.

Fire – Sackville

Sackville Fire & Rescue responded to 33 calls for service. They included: 16-commercial fire alarms, 7-motor vehicle collisions, 4- residential fire alarms, 4-rubbish fires, 1-smell of smoke, and 1-request for assistance from Ambulance, New Brunswick.

Trainings that took place were, TMR Radio training, side by side operations, as well as station and equipment checks to ensure all equipment remains in a state of readiness. Members also completed (2) station tours - Spotted Toad Daycare and Scouts Canada and one (1) daycare visit for York Street Children's Academy.

I would like to remind our residents when they are planning to have an outdoor fire to review the Fire Prevention By-Law No.275, Section 3-Outside Fires. This information can be found on the website at www.tantramarNB.com. Also, the wood burning appliance shall not be used when the New Brunswick Department of Natural Resources and Energy have placed a ban on open burning in the region.

As always, I would like to remind all residents to make sure that they have a basic emergency kit prepared to last 72 hours, in the event of an emergency. Things that should be in this kit are: two liters of water per person/day, food that will not spoil, such as canned food, energy bars and dried foods (remember to

replace the food and water once a year). Other items that should be included are a manual can opener, flashlight, and batteries and a first aid kit.

Animal Control

During the month of September, 29 calls were responded to, and 42 patrols were conducted within Sackville boundaries. Calls responded to include missing pets, dogs running at large, dogs off leash in public areas and residents requiring the use of live traps.

During the month of September, no complaints relating to all other areas of Tantramar were received. One patrol was conducted in the Dorchester area and did not observe any violations.

Residents of Sackville can contact Animal Control by calling (506) 536-7671. Residents of Dorchester and the local service areas can contact People for Animal Wellbeing (PAW) by calling (506) 857-8698



Operations:

During this period between September 16th 2025 and October 15th 2025, RCMP responded to, among other calls (1st number in Tantramar, 2nd number in the Sackville RCMPs jurisdiction which falls outside of Tantramar):

wellbeing checks - 6 / 5	uttering threats – 1 / 0
traffic collisions – 17 / 12	thefts – 8 / 2
sexual assault – 0 / 0	impaired driver – 0 / 0
suspicious person/vehicle – 9 / 0	mischief – 13 / 3
mental health – 12 / 2	false 911 calls – 0 / 2
fraud – 1 / 3	false alarms – 5 / 5
break and enter – 2 / 2	arson – 0 / 0
assault – 8 / 1	sudden deaths – 1 / 1
roadside suspensions – 1 / 1	

Total calls for service were lower than the previous month.

Traffic:

Traffic stats were higher than the previous month.

Administration:

Criminal Record and Vulnerable Sector Checks were higher than the previous month.

New Brunswick Occurrence Map links:

[New Brunswick Occurrence Map](#)

[Daily Occurrence Report](#)

Submitted by:

A/Sgt. Andy Paynter

Community Program Officer Monthly Report
September - October 2025

Schools visited:

- Tantramar Regional High School - 6
- Marshview Middle School - 4
- Salem Elementary School - 2
- Dorchester School – 2

School Activities & Presentations:

School visits – Terry Fox Walk

Lockdown Drills / Visits with RCMP Officers

School Consultations: 10

Youth & Adult Diversion Files:

Adult: 4

Youth: 3

Events

Mount Allison – booth for consent week

Fair Fair Open House with Fire Department

Upcoming events

School presentation – online safety / sextortion / cyberbullying

Project MADD – Red Ribbon

CPO- Melanie Belliveau



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: October 27, 2025

Subject: Financial Services

Financial Statements are included to the end of September 2025. Both General and Utility Operating have nothing major to report that will negatively impact on the financial position of the Municipality to date for the year 2025. One note from the financial report is that Finance and Administration revenue appears to have dropped from August to September but a reallocation of \$55,000 that was for the Roads and Street's grant was put in Finance vs Public Works and was reallocated to the proper GL in September. Capital projects for 2025 continue and overall are coming in on or under budget with exception of previously reported Dorchester Fire Hall construction.

The new Dorchester Fire Hall continues. Site work continues to be their main work at this time as they look to get the site work and building footprint constructed before the winter season. Outside the addition of the steel roof, awarded at the October 14th Council Meeting, there has been one change order on the project totaling \$8,947.75 for an upgrade to the oil-water separator system in the bays. We have also paid progress payments 1 to 3 so far in 2025 with payments to date totaling \$660,348.66 plus HST.

Staff continue to work on 2026 budget preparation. The first budget meeting was September 23, 2025 where there was an opportunity for budget presentations. The next budget meeting is scheduled for October 28, 2025 at 3 pm in Council Chambers where staff will begin presenting numbers and recommendations on the operating budget. Information recently released from the province includes assessment increase (1.81%), fiscal capacity funding, Service New Brunswick cost of assessment and capital renewal funding. Council heard at the October 14th regular council meeting how much the 2026 capital renewal funding will be provided to Tantrammar and choose to allocate this towards the Dorchester Fire Hall construction as well as adding a steel roof to the facility. More budget information will be presented at the upcoming meetings.

During September 2025, the following large deposits were received:

- \$1,399,968.70 on September 2nd from GNB for our monthly warrant payment.
- \$160,111.32 on September 2nd which was our HST rebate claim for April to June period.

In August 2025 we undertook shut-off letters for overdue and outstanding water and sewer accounts. These letters required the account to be paid in full or sufficient arrangements to be made otherwise water services would be disconnected. For Sackville Utility, we issued a total of 136 notices for a total owing of \$86,306.12 and for Dorchester Utility, we issued a total of 25 notices for a total owing of \$33,585.66. The total for all of Tantrammar is 161 notices for a total value of \$119,891.78.

As of October 20, 2025 a total of \$67,909.96 has been collected of the total \$119,891.78. This represents 56.64% of the total, in which we have collected 66.80% for the Sackville accounts and 31% related to the Dorchester accounts.

We will be bringing a proposal forward in the coming months to approve the funds for Tantramar to undertake it's first asset management plan. We are proposing this work start in March/April 2026 and will be completed by August 2026 so that we have the data for 2027 budget preparation. Even we undertook this now we would receive it in the spring, but the data would only be up to date to end of 2024 rather than end of 2025. Once we finalize the proposal it will be brought to Council.

2025 Dog tags continue to be available for everyone in Tantramar. Those who reside in the former Sackville and Dorchester area are subject to a late fee of \$20 when the register as the deadline of March 31, 2025 has passed. Those who reside in former Local Service Districts will be able to register their dogs with no late for the entire year of 2025. In 2026 they will be required to register their dogs within the time frame as everyone else.

A reduced tag fee for any dog microchipped has been implemented and that fee will be \$10 per year for the registration. All dogs must be registered at the Tantramar Municipal Office and not through animal control.

All summer students have completed their work terms for 2025. Finance staff have previously departed at the end of August with by-law students completing their terms on September 27, 2025. I would like to thank Kelsey Christie, Reenzo Godwin-Cornell and Gregory Peters for the work they did through the summer and into the fall and wish them the best in their future endeavors. As we now return to a single full time by-law officer the public can continue to contact Corey Springer at 506-364-4930 or through email at bylaw@TantramarNB.com.

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT
AS OF SEPTEMBER 30, 2025

	YTD AUG 31/25	YTD SEPT 30.25	BUDGET 2025	% OF BUDGET
REVENUE				
PROPERTY TAX & EQUALIZATION	11,199,750	12,599,718	16,799,624	75.0%
FINANCE & ADMINISTRATION	586,077	537,970	309,669	173.7%
ENGINEERING & PUBLIC WORKS	19,998	78,853	119,333	66.1%
POLICING & BY-LAW	212,245	245,525	365,500	67.2%
FIRE SERVICES	1,870	5,411	13,554	39.9%
ACTIVE LIVING & CULTURE	219,709	265,646	309,200	85.9%
COMMUNITY & CORPORATE SERV	37,900	42,759	27,800	153.8%
TOTAL REVENUE	12,277,549	13,775,882	17,944,680	76.8%
EXPENDITURES				
FINANCE & ADMINISTRATION	2,115,903	2,251,025	3,370,977	66.8%
CAPITAL OUT OF REVENUE	-	-	1,755,000	0.0%
RESERVE FUND TRANSFER	-	-	250,000	0.0%
DEBT, INTEREST & BANKING	364,299	364,696	990,141	36.8%
ENG & PUBLIC WORKS	1,798,091	2,008,741	3,699,252	54.3%
FIRE SERVICES	866,565	948,497	1,633,497	58.1%
POLICING & BYLAW	1,129,758	1,820,356	3,020,228	60.3%
ACTIVE LIVING & CULTURE	1,468,426	1,636,355	2,138,759	76.5%
COMMUNITY & CORPORATE SERV	522,548	590,013	1,086,826	54.3%
TOTAL EXPENDITURES	8,265,590	9,619,683	17,944,680	53.6%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 75.0%

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
AS OF SEPTEMBER 30, 2025

	YTD AUG 31/25	YTD SEPT 30/25	BUDGET 2025	% OF BUDGET
REVENUE				
WATER REVENUE	721,400	735,975	1,365,193	53.9%
SEWER REVENUE	465,975	469,297	999,158	47.0%
CONNECTION/SERVICE CHARGES	34,927	41,592	25,500	163.1%
WATER COST TRANSFER	250,667	282,000	376,000	75.0%
OTHER REVENUE	41,179	46,320	74,244	62.4%
TOTAL REVENUE	1,514,148	1,575,184	- 2,840,095	62.4%
EXPENDITURES				
FINANCE & ADMINISTRATION	256,749	274,999	398,661	69.0%
CAPITAL OUT OF REVENUE	-	-	-	
RESERVE FUND TRANSFER	-	-	360,000	0.0%
DEBT PAYMENTS	431,873	431,873	495,018	87.2%
PUBLIC WORKS WATER	543,848	648,255	1,021,758	63.4%
PUBLIC WORKS SEWER	249,224	279,610	413,125	67.7%
PUBLIC WORKS ENGINEERING	108,102	124,251	151,533	82.0%
TOTAL EXPENDITURES	1,589,796	1,758,988	2,840,095	61.9%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 66.7%

**TANTRAMAR
2025 GENERAL CAPITAL
AS OF SEPTEMBER 30, 2025**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2025	BALANCE	PERCENT AVAILABLE
<u>FIRE DEPARTMENT</u>							
C	PROTECTIVE GEAR	84,000	3,452.28	80,547.72	44,470.01	36,077.71	44.8%
C	BATTERY EXHAUST FANS	30,000	1,232.96	28,767.04		28,767.04	100.0%
B/GT	DORCHESTER FIRE HALL	4,500,000	184,943.33	4,315,056.67		4,315,056.67	100.0%
C	SCBA UPGRADE DORCH	85,000	3,493.37	81,506.63	84,983.00	(3,476.37)	-4.3%
TOTAL FIRE DEPARTMENT		4,699,000	193,121.93	4,505,878.07	129,453.01	4,376,425.06	97.1%
<u>COMMUNITY & CORP PROJECTS</u>							
C	LEVEL 2 CHARGER UPGRADE	10,000	410.99	9,589.01		9,589.01	100.0%
C	MUNICIPAL SIGNAGE	10,000	410.99	9,589.01	20,435.00	(10,845.99)	-113.1%
TOTAL COMMUNITY & CORP PROJECTS		20,000	821.97	19,178.03	20,435.00	(1,256.97)	-6.6%
<u>ACTIVE LIVING & CULTURE</u>							
C	FACILITY UPGR LITTLE LEAGUE	60,000	2,465.91	57,534.09		57,534.09	100.0%
C	TVMCC UPGRADE (COMPR)	20,000	821.97	19,178.03	12,123.00	7,055.03	36.8%
C	TVMCC UPGRADE (DEHUMID)	125,000	5,137.31	119,862.69	126,000.00	(6,137.31)	-5.1%
C	TVMCC UPGRADE (DOORS)	40,000	1,643.94	38,356.06	15,900.00	22,456.06	58.5%
C	TVMCC UPGRADE (SKATE)	25,000	1,027.46	23,972.54	7,308.00	16,664.54	69.5%
C	MEMORIAL PARK REFURBISH	15,000	616.48	14,383.52	12,000.00	2,383.52	16.6%
C	FLEET UTILITY TRAILER	10,000	410.99	9,589.01		9,589.01	100.0%
C	PLAYGROUND UPGRADE BJMP	48,000	1,972.73	46,027.27	50,597.00	(4,569.73)	-9.9%
C	DOG PARK OR OTHER	35,000	1,438.45	33,561.55	4,490.00	29,071.55	86.6%
TOTAL ACTIVE LIVING & CULTURE		378,000	15,535.24	362,464.76	228,418.00	134,046.76	37.0%
<u>PRIOR YEAR CAPITAL</u>							
RES	FIRE PROTECTIVE GEAR	35,000	1,438.45	33,561.55		33,561.55	100.0%
RES	HIGHWAY SIGNAGE	22,500	924.72	21,575.28		21,575.28	100.0%
RES	WEBSITE DEVELOPMENT	61,000	2,507.01	58,492.99		58,492.99	100.0%
RES	BEECHILL PARK UPGRADE	10,000	410.99	9,589.01	8,794.78	794.23	8.3%
GRANT	QUARRY PARK DEV'T	25,000	1,027.46	23,972.54	17,828.42	6,144.12	25.6%
RES	LAND REPURCHASE	16,200	-	16,200.00	16,200.00	-	0.0%
RES/B	DORCHESTER FIRE TRUCK	800,000	32,878.81	767,121.19		767,121.19	100.0%
RES	FLEET REPL SACK FIRE	95,000	3,904.36	91,095.64	65,664.64	25,431.00	27.9%
RES	FLEET REPL PUBLIC SAFETY	75,000	3,082.39	71,917.61		71,917.61	100.0%
RES	DORCH FIRE HALL PRIOR APP	313,000	12,863.84	300,136.16	217,503.48	82,632.68	27.5%
RES	STORM SEWER MAIN ST.	15,000	616.48	14,383.52	5,300.00	9,083.52	63.2%
RES	CULVERT REPLACEMENTS	26,000	1,068.56	24,931.44	16,200.00	8,731.44	35.0%
RES	STORM SEWER LANSDOWNE	120,000	4,931.82	115,068.18		115,068.18	100.0%
RES/B/G	LORNE STREET PHASE 3 TBD	200,000	8,219.70	191,780.30	114,711.58	77,068.72	40.2%
TOTAL PRIOR YEAR CAPITAL		1,813,700	73,874.59	1,739,825.41	462,202.90	1,277,622.51	73.4%
<u>ENGINEERING AND PUBLIC WORKS</u>							
C	FLEET 5 TON PLOW TRUCK	450,000	18,494.33	431,505.67		431,505.67	100.0%
C	FLEET LOADER REFURB	18,000	739.77	17,260.23		17,260.23	100.0%
C	FLEET NEW ELECTRIC VEH	75,000	3,082.39	71,917.61	65,008.26	6,909.35	9.6%
C	VARIOUS SIDEWALKS	55,000	2,260.42	52,739.58		52,739.58	100.0%
C	AUTO FLAGGING SYSTEM	35,000	1,438.45	33,561.55	24,600.00	8,961.55	26.7%
C	TIRE CHANGING SYSTEM	15,000	616.48	14,383.52	6,189.90	8,193.62	57.0%
C	SALT SHED UPGRADE	20,000	821.97	19,178.03		19,178.03	100.0%
C	RETAINING WALL UPGRADE	45,000	1,849.43	43,150.57	17,059.26	26,091.31	60.5%
C	RESURFACING KING ST	270,000	11,096.60	258,903.40	303,029.54	(44,126.14)	-17.0%
C	SHALE AND GRAVEL	50,000	2,054.93	47,945.07		47,945.07	100.0%
C	STORM SEWERS WALKER RD	100,000	4,109.85	95,890.15	21,310.84	74,579.31	77.8%
C	LIBRARY UPGRADE	25,000	1,027.46	23,972.54	5,715.00	18,257.54	76.2%
TOTAL ENGINEERING AND PUBLIC WORKS		1,158,000	47,592.08	1,110,407.92	442,912.80	667,495.12	60.1%
TOTAL CAPITAL		8,068,700	330,945.81	7,737,754.19	1,283,421.71	6,454,332.48	
CAPITAL OUT OF REVENUE		1,755,000					
GRANTS FROM OTHER GOVERNMENTS		1,175,000					
CAPITAL RESERVE FUNDING/BORROW/GA		5,138,700					
NET HST				330,945.81	52,915.99	278,029.82	84.0%
				8,068,700.00	1,336,337.70	6,732,362.30	83.4%

**TANTRAMAR
2025 UTILITY CAPITAL
AS OF SEPTEMBER 30, 2025**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	EXPENSES 2025	BALANCE	PERCENT AVAILABLE
B (2023)	WATER METERS	25,000.00	1,027.46	23,972.54		23,972.54	100.0%
B (2023)	FLEET UPGRADE (REPLACE)	56,000.00	2,301.52	53,698.48		53,698.48	100.0%
B (2023/4)	WATER TREATMENT PLANT	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
B (2024)	BACKFLOW PREVENTION	25,000.00	1,027.46	23,972.54		23,972.54	100.0%
B (2023)	DORCHESTER LIFT STN	200,000.00	8,219.70	191,780.30	218,010.82	(26,230.52)	-13.7%
B (2023/4)	QUEENS ROAD LIFT STN	456,000.00	18,740.92	437,259.08	374,096.42	63,162.66	14.4%
		<u>812,000.00</u>					
B	CHARLES ST LFT STN	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
B	MIDDLE SACKVILLE LFT STN	450,000.00	18,494.33	431,505.67		431,505.67	100.0%
B	WATER TREATMENT PLANT (S)	150,000.00	6,164.78	143,835.22		143,835.22	100.0%
RES	WATER TREATMENT PLANT (L)	47,000.00	1,931.63	45,068.37		45,068.37	100.0%
RES	FLEET UPGRADE (REPLACE)	110,000.00	4,520.84	105,479.16	83,749.15	21,730.01	20.6%
TOTAL CAPITAL		<u>807,000.00</u>	<u>66,538.50</u>	<u>1,552,461.50</u>	<u>675,856.39</u>	<u>876,605.11</u>	<u>56.5%</u>
CAPITAL OUT OF REVENUE/RESERVE		157,000.00					
RESERVE FUND/OTHER GOV'T		147,000.00					
BORROWING		1,315,000.00					
NET H.S.T				<u>66,538.50</u>	<u>28,897.27</u>	<u>37,641.23</u>	<u>56.6%</u>
GRAND TOTAL				<u>1,619,000.00</u>	<u>704,753.66</u>	<u>914,246.34</u>	<u>56.5%</u>



To: Mayor and Council

Submitted by: Becky Goodwin, Assistant Clerk

Date: October 23, 2025

Subject: Clerk's Office Report

The Assistant Clerk is actively advancing the review of Tantramar's By-Laws and Policies, guided by the priority list introduced at the August Committee of the Whole. That list will remain the main focus, and over the next few months, Council can anticipate a series of refined by-laws and policies being brought forward for consideration and approval.

Three (3) Commissioner of Oaths were administered during the reporting period of September 16 – October 15. This service is offered free of charge to all residents of Tantramar. Appointments are recommended and can be made by calling (506) 364-4930.

The digitization of documents from previous governments, including archived minutes, contracts, and agreements is on-going. This project will continue as time and resources allow.

The Assistant Clerk attended Clerk specific training hosted by Association of Municipal Administrators of New Brunswick (AMANB). Topics covered include: Roles & Responsibilities for Clerks, the Local Governance Act, working with Council, By-Laws, RTIPPA, Municipal Records and Public Procurement.

The schedule for upcoming Council meetings is available on our [website](#). Please note that in accordance with By-Law 2022-03 Meeting Procedures By-Law, our next Regular Council Meeting is scheduled for **Wednesday**, November 12, 2025.



To: Mayor and Council

Submitted by: Jennifer Borne, CAO

Date: October 23, 2025

Subject: CAO Report

Report Period: September 15 to October 15th, 2025

RSC

SERSC website provides updates for their mandated services:

<https://www.nbse.ca/>

All reports led by the RSC can be found on their website from annual reports to financial reports, etc.

Attended the Staff/ RSC session on September 25th this is an outcome of the CAO meetings for municipal directors to attend an all-staff session to create awareness for RSC services combined with an opportunity to connect with colleagues in neighboring municipalities. The last CAO/RSC meeting was held on October 14 with the next meeting to be held in December.

Property Tax Review Advisory Panel

One meeting held in September for this panel, October 21st meeting in-person in Fredericton, which I was unable to attend due to scheduling conflicts, the next meeting scheduled for October 31st.

UMNB Annual AGM Conference

I attended the UMNB Annual AGM conference in Saint John from October 3-5, along with 300 elected officials and CAOs from across the province. Sessions attended were on Civility, Respect and Self Care: creating space for responsible leadership led by a consultant and elected officials, Policing Pressure and Community Impact in NB. Mayor Black & CAO met with RCMP J Division Commanding Officer Matco Sirotic for a discussion on RCMP policing services specific to the Tantrammar area. Feedback provided is overall presence and optics of RCMP presence in Tantrammar and focus on community partnerships, when issues arise with service delivery the local detachment is accessible and receptive. Additional sessions attended at the conference were an update from Department of Environment and Local Government DM Charbel Awad and his team on Fiscal Reform, Leadership Change Management with MC Advisory, Healthcare Panel with Dr Jon Dornan, Minister of Health and Margaret Melanson, President and CEO of Horizon Health Network and a session to end Saturday on Regional Collaboration and RSC feedback and roundtable discussions. The UMNB Conference concluded on Sunday after the AGM. Great job to Dan Murphy, Executive Director of UMNB and his team which has grown over the years to help support the work they do for municipalities.

Leadership Development

CAO networking opportunity for CAOs that have universities in their municipality has been developed by Canadian Association of Municipal Administrators (CAMA). This is an opportunity to connect once a month to celebrate success and share challenges and resolutions. Attended the first session on October 9th there is diversity in size of municipalities and size of universities within their boundaries which will make for a great networking experience.

EMO

Public Safety session being held October 24, this will be reported during the next COW meeting in November.

Corporate Plan

An in-person working session for the Corporate Plan took place on October 6th, we anticipate a draft very soon.

Tantramar Connect

Tantramar Connect, the rebranded name of our Municipal Roadshows that we hosted in each Ward of Tantramar in 2024 is back for 2025. We visited Ward 1 in Dorchester on October 16 and Ward 3 in Sackville on October 21. Ward visits will be made October 25 in Ward 5, October 29 in Ward 2 and November 6 in Ward 4. Visit us online for more details. Residents are welcome to attend one session or all to take part or observe the conversation and topics of interest of their fellow neighbors of Tantramar. This is an opportunity to meet staff and local partners and engage in conversation. All questions are being compiled into a *What We Heard* document and will be available to residents to view.

Health & Safety

Ongoing *Culture of Safety* is fostered at Management and Senior Management levels and organization wide; this continues to be an agenda item during Senior Leadership team meetings.

Development Activity Report

September 2025

The monthly Planning and Development report provides frequent up-to date information on planning and development requests in the municipality of **Tantramar**. It also provides a year-to-date total of development activity.

The following are the total number of applications **received** this month based on type:

Application	September	Year to Date
Development Permit	0	24
Building Permit	7	61
Subdivisions	0	15
Zoning Confirmations	1	11
Regulation Amendment	0	1
Policy Amendment	0	0
Rezoning	1	1
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	1
Complaints, Zoning & Building Infractions	1	8
Document Approvals	1	12
Sidewalk Cafe	0	1

Permit Breakdown

The following table provides the year-to-date permits **issued** sorted by development type and provides a comparison to the same period as the previous year.

Construction values represent the estimated construction value of issued building permits and are not actual construction costs.

Permit Type	September 2025		2025 YTD		September 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	5	\$1,461,059	28	\$7,387,264	3	\$314,870	28	\$4,565,206
Multi Residential	0	\$0	5	\$1,908,002	0	\$0	2	\$968,920
Commercial	0	\$0	6	\$22,125,904	1	\$30,000	2	\$90,000
Industrial	0	\$0	1	\$172,000	0	\$0	0	\$0
Institutional	0	\$0	4	\$23,879,226	0	\$0	4	\$8,506,660
Accessory Buildings & Structures	3	\$89,956	33	\$1,355,152	5	\$149,798	36	\$789,109
Agricultural	0	\$0	1	\$134,920	0	\$0	0	\$0
Total	8	\$1,551,015	78	\$56,962,468	9	\$494,668	72	\$14,919,895

Number of Units Created – Note negative numbers indicate demolition of units

	September 2025	2025 YTD	September 2024	2024 YTD
Single Dwelling Unit	4	12	0	9
Two-unit/semi-detached	0	-1	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	6	0	6
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	1	2	0	3
Total	5	19	0	18

Active Subdivision Applications

The following table provides the year-to-date subdivision applications received and provides a comparison to the same period as the previous year.

	September 2025	2025 YTD	September 2024	2024 YTD
# of Plans	0	15	0	9
# of Proposed Lots	0	28	0	23
# of Proposed Parcels	0	7	0	1

Southeast Planning Review and Adjustment Committee

The Southeast Planning Review and Adjustment Committee is a non-political group who provide input on land use planning related issues in the municipality. Under the *Community Planning Act*, they provide advice to Council on amendments to the planning related by- laws and rezonings as well as the location of new infrastructure and lands for public purposes. The committee acts as an approval body on variances, temporary uses, conditional uses, similar or compatible uses and extensions to non-conforming uses. Please note that some proposals may contain more than one application (ie. a conditional use that requires a variance).

	September 2025	2025 YTD
Variance Request	0	1
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	1
Rezoning	0	1
Total	0	3



To: Council

Submitted by: Andrew Black - Mayor

Date: October 23, 2025

Subject: Mayor's Report

- The Deputy Mayor and I met with John MacIsaac and Pamela McKay from ProEnergy at the municipal office on September 18. ProEnergy invited us to speak with them for an update on what was happening, giving us information about the permitting process and where they were at with conversations being had with First Nations communities.
- The Deputy Mayor and I attended a Rural Health Action Group meeting on September 18 in council chambers.
- Several councilors and I, as well as many staff members, attended the grand opening of the Quarry Park trail system on September 18. The event was very well attended, and we had amazing speakers from several key groups that helped get this park opened, including the Tantramar Heritage Trust and the Tantramar Outdoor Club.
- Over the days of September 19-21, I attended many of the events included in the wonderful Fall Fair weekend. I also had the privilege to welcome everyone at the opening ceremony and to hand out the awards for citizen and Mount Allison citizen of the year.
- The Director of Corporate and Community Services, Jeff Taylor and I met with the Chair of the Climate Change Advisory Committee on the morning of September 22. We discussed how the committee could be involved and assist staff and council through the upcoming budget process.
- I attended a Special Meeting of the Southeast Regional Service Commission on September 23 which was followed by a working session that focused on the SERSC possibly adopting an official Language Policy.
- On September 24, I was invited to be a part of the Family Medicine Resident Networking event at the Algonquin in St. Andrew's. This was put on by the provinces of New Brunswick, Nova Scotia and Prince Edward Island as a meet and greet and recruitment effort for medicine residents seeking their next move in their careers.
- The Second Chance Thrift Store in Sackville had their grand opening on the morning of September 27 which I attended. Then in the afternoon of that same day, I was invited to the 80th anniversary celebration of the Sackville Hospital Auxiliary.
- I met with three residents of Ward 4 in my office to have a chat about the proposed RIGS Project on September 30. The conversation was a good one as we discussed ways in which the municipality can support our residents.
- From October 2 – 5, I and most of Tantramar's council, as well as the CAO, attended the Union of Municipalities of New Brunswick's Conference and Annual General Meeting held this year in Saint John. It was a fantastic conference with sessions focusing on incivility facing elected officials, housing, ambulance NB, broadband connectivity, provincial fiscal reform, healthcare and regional service commissions. I am very honored to be voted back onto the executive for 2 years as Past President by the membership.

- The CAO, Jennifer Borne and I also met with the RCMP J-Division for a one-on-one conversation on the Friday (October 3) of the UMNb conference.
- In the morning of October 6, I had a phone call conversation with a representative of the newly formed Chignecto Isthmus Coalition to discuss the proposed RIGS Project.
- I did an interview with a reporter from the National Observer about the proposed RIGS Project at the municipal office on October 7.
- The Communications Officer, Jeremy MacLaughlin, and I dropped in to the new owners of the newly named pet store in downtown Sackville, Milo's Pet Shop, to welcome them to the business community and to drop off some flowers on October 10.
- Since the budget meeting on September 23, I have been on almost 24/7 damage control handling many emails, phone calls, social media outreach and one on one conversations, all focused on the proposed RIGS Project. I have requested information and had multiple phone calls with ELG, contacted a local landowner in Ward 4 to secure a piece of land for peaceful protest, called DTI three different times about concerns over access road construction, contacted the RCMP around road safety on-site, spoke with colleagues from various orders of government for guidance, and passed along any and all information that I have been able to provide to staff, council, and the public. This work has been happening and will continue to happen as I write and submit this report.