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*"The Municipality of Tantramar 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. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

2.1 PROENERGY CANADA – J. MACISAAC

**3. ADOPTION OF MINUTES**

3.1 REGULAR COUNCIL MEETING – SEPTEMBER 8, 2025 (Pg. 2)

3.2 COMMITTEE OF THE WHOLE MEETING – SEPTEMBER 22, 2025 (Pg. 9)

3.3 SPECIAL MEETING OF COUNCIL – SEPTEMBER 23, 2025 (Pg. 12)

**4. CONSENT AGENDA**

RFD #2025-078 DORCHESTER PARADE OF LIGHTS (Pg. 15)

**5. REPORTS FROM ADMINISTRATION**

5.1 SOUTHEAST REGIONAL SERVICE COMMISSION – BUDGET 2026 – S. THORNE

5.2 2026 CAPITAL RENEWAL FUNDING – M. BEAL (Pg. 16)

5.3 BAYVIEW ESTATES SANITARY SEWER – J. EPELL (Pg. 19)

5.4 MOTION FROM COUNCILLOR DEBBIE WIGGINS-COLWELL

**6. BY-LAWS**

6.1 THIRD READING – BY-LAW NO. 244-V A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (Pg. 22)

6.2 FIRST AND SECOND READING – BY-LAW NO. 2025-20 A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY (Pg. 25)

**7. MAYOR & COUNCIL STATEMENT & INQUIRIES**

**8. NOTICE OF MOTION AND RESOLUTION**

8.1 NOTICE OF MOTION – MAYOR ANDREW BLACK

**9. ADJOURNMENT**

**REGULAR COUNCIL MEETING OF  
MONDAY, SEPTEMBER 8, 2025 6:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne and Assistant Clerk Becky Goodwin.

**1. CALL MEETING TO ORDER**

Mayor Andrew Black called the meeting to order.

Mayor Andrew Black acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

**2. ADOPTION OF AGENDA**

#25-107 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025 AS AMENDED AND MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1) (C) AND (J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

**3. CONFLICT OF INTEREST DECLARATION**

Mayor Andrew Black asked if there were any disclosures of interest. There were none.

**4. CLOSED SESSION**

**a. HR-2025-08**

Director of Financial Services Michael Beal and Planning Manager Lori Bickford joined the meeting.

**b. PA-2025-02**

**Public – 7:00 P.M.**

Director of Community & Corporate Services Jeff Taylor, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Communications Officer Jeremy McLaughlin, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge joined the meeting.

Also, in attendance were TENTY (5) members of the public

**5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

- a. NB Age-Friendly Community Initiative – B. Lee
- b. Centre Village Natural Gas Plant – J. Bulmer
- c. Seniors for Climate Tantramar – Climate Corner – M. Fisher

To view the presentation to Council, please visit our [website](#).

## 6. ADOPTION OF MINUTES

#25-108 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025, AS CIRCULATED. MOTION CARRIED.

#25-109 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JULY 28, 2025, AS CIRCULATED. MOTION CARRIED.

#25-110 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 25, 2025, AS CIRCULATED. MOTION CARRIED.

## 7. CONSENT AGENDA

#25-111 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE CONSENT AGENDA OF SEPTEMBER 8, 2025. MOTION CARRIED.

### RFD 2025-066 – BATTERY OPERATED POSITIVE PRESSURE VENTILATION FANS

*That Council approve the purchase of five (5) battery operated positive pressure ventilation fans from Safety Source Fire in the amount of \$44,418.75 HST included.*

### RFD 2025-067 – DISPOSAL OF 2008 UTILITY TRAILER

*That Council authorizes the disposal of the 2008 Homemade Utility Trailer utilized by Sackville Fire & Rescue.*

### RFD 2025-068 – UMN B ANNUAL CONFERENCE VOTING REPRESENTATIVE

*That the Council of Tantramar hereby resolves that Deputy Mayor Matt Estabrooks be appointed as the voting member at meetings of the Union of Municipalities of New Brunswick (UMNB), with Councillor Bruce Phinney appointed as the alternate voting member.*

### RFD 2025-069 – POLICY 2025-18 FLAG PROTOCOL POLICY

*That Council approve Policy 2025-18 Flag Protocol Policy.*

### RFD 2025-070 – POLICY 2025-19 COMPASSIONATE GIVING POLICY

*That Council approve Policy 2025-19 Compassionate Giving Policy.*

RFD 2025-072 – PROVINCIAL MUNICIPAL HIGHWAY PARTNERSHIP PROGRAM 2028-2030

*That Council approve the funding application to the 2028-2030 Provincial-Municipal Highway Partnership Program and authorize that it be submitted to the Department of Transportation and Infrastructure.*

RFD 2025-044-2 – POLICY 2025-17 TVMCC BANNER POLICY

*That Council approve the amendment to Policy 2025-17 Tantramar Veterans Memorial Civic Centre Banner Policy.*

8. REPORTS FROM ADMINISTRATION

a) BAYVIEW ESTATES SUBDIVISION

A copy of the report can be found on page 33 of the Regular Council Meeting [package](#).

#25-112 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT WHEREAS COUNCIL ACCEPTS THE RECOMMENDATION OF THE SOUTHEAST PLANNING REVIEW AND ADJUSTMENT THAT THE PROPOSED STREETS ARE SITUATED IN A SUITABLE LOCATION AND THE PROPOSED STREET NAMES SHEPPARD LANE AND BASINVIEW DRIVE ARE ACCEPTABLE PUBLIC STREET NAMES;

WHEREAS THE DEVELOPERS HAVE REQUESTED TO PROVIDE CASH IN LIEU OF LAND FOR PUBLIC PURPOSES AND AS PER THE SUBDIVISION BY-LAW IN THE AMOUNT OF 8% OF THE MARKET VALUE OF LAND IN THE SUBDIVISION;

BE IT RESOLVED THAT THE COUNCIL OF TANTRAMAR APPROVES SHEPPARD LANE AND BASINVIEW DRIVE AS NEW PUBLIC STREET NAMES, THAT COUNCIL ACCEPTS THE CASH IN LIEU VALUE IN THE AMOUNT OF \$39,949 AND COUNCIL ASSENTS TO THE LOCATION OF SHEPPARD LANE AND BASINVIEW DRIVE AND DIRECTS STAFF TO PREPARE AND EXECUTE THE SUBDIVIDERS AGREEMENT BETWEEN THE MUNICIPALITY OF TANTRAMAR AND SALEM PROPERTIES INC. FOR THE CONSTRUCTION OF STREETS AND PUBLIC INFRASTRUCTURE. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS JOSH GOGUEN, BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. MOTION CARRIED.

b) CROSS CULVERTS – J. EPELL

A copy of the report can be found on page 36 of the Regular Council Meeting [package](#).

#25-113 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL AUTHORIZE THE INSTALLATION OF THREE (3) CULVERTS – FAIRFIELD ONE, WALKER THREE AND WALKER FOUR TO BEALE AND INCH CONSTRUCTION IN THE AMOUNT OF \$63,525.00 PLUS HST. AYE VOTES RECORDED BY MAYOR ANDREW BLACK,

DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS, BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. MOTION CARRIED.

c) BULK ROAD SALT – J. EPELL

A copy of the report can be found on page 38 of the Regular Council Meeting [package](#).

#25-114 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL AUTHORIZE STAFF TO PURCHASE SALT FROM WINDSOR SALT AT \$70.40/TONNE AND TRANSPORTATION SERVICES FROM BOWSERS CONSTRUCTION AT \$13.99/TONNE FOR THE 2025/26 SEASON FOR APPROXIMATELY 1,000 TO 1,400 TONNES OF ROAD SALT. MOTION CARRIED.

d) ASSISTANT CLERK APPOINTMENT – EXTENSION – J. BORNE

A copy of the report can be found on page 40 of the Regular Council Meeting [package](#).

#25-115 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPOINT ELIZABETH HARTLING AS ASSISTANT CLERK OF THE MUNICIPALITY OF TANTRAMAR IN ACCORDANCE WITH SECTION 71 OF THE LOCAL GOVERNANCE ACT FOR A TEMPORARY TERM ENDING ON NOVEMBER 30, 2025. MOTION CARRIED.

e) MOTION FROM MAYOR ANDREW BLACK

#25-116 MOVED BY MAYOR ANDREW BLACK AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT THE MUNICIPALITY OF TANTRAMAR COMMIT AN ANNUAL CONTRIBUTION OF \$1000 TO THE CANADIAN NAVAL MEMORIAL TRUST(CNMT) IN SUPPORT OF THE HMCS SACKVILLE. FURTHERMORE, I REQUEST THAT STAFF EXPLORE THE POSSIBILITY OF TANTRAMAR OBTAINING TRUSTEE STATUS WITHIN THE CNMT AND COLLABORATE WITH BOTH THE CNMT AND THE SACKVILLE LEGION TO DEVELOP UPDATED SIGNAGE FOR MEMORIAL PARK, TO BE CONSIDERED AS PART OF THE 2026 BUDGET. MOTION CARRIED.

f) MOTIONS FROM MAYOR ANDREW BLACK

#25-117 MOVED BY MAYOR ANDREW BLACK AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL REQUEST STAFF TO PREPARE AN AMENDMENT TO BY-LAW NO. 258 TOWN OF SACKVILLE BY-LAW DESIGNATING ROADS ACCESSIBLE TO OFF-ROAD VEHICLES, SPECIFICALLY TO INCLUDE MAHONEY ROAD, MOUNTVIEW ROAD AND STATION ROAD, SACKVILLE UNDER THE GENERAL PROVISIONS AND SCHEDULE “A” SECTIONS OF THE BY-LAW. BE IT FURTHER RESOLVED THAT THE UPDATED VERSION OF BY-LAW NO. 258 TOWN OF SACKVILLE BY-LAW DESIGNATING ROADS ACCESSIBLE TO OFF-ROAD VEHICLES, INCORPORATING THE PROPOSED AMENDMENT, BE BROUGHT FORWARD FOR FORMAL COSIDERATION AT A FUTURE COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED

#25-118 MOVED BY MAYOR ANDREW BLACK AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT A LETTER OF SUPPORT BE SUBMITTED TO THE DEPARTMENT OF NATURAL

RESOURCES ENDORSING THE TANTRAMAR ATV CLUB'S REQUEST FOR ACCESS TO THE RAIL BED EXTENDING FROM STATION ROAD IN SACKVILLE TO THE MUNICIPAL BOUNDARY IN MIDGIC AND AUTHORIZE THE MAYOR TO SIGN THE LETTER ON BEHALF OF THE MUNICIPALITY OF TANTRAMAR. MOTION CARRIED.

g) RAIL SAFETY WEEK PROCLAMATION

**WHEREAS** RAIL SAFETY WEEK IS TO BE HELD ACROSS CANADA FROM SEPTEMBER 15 TO 21, 2025;

**WHEREAS** 261 RAILWAY CROSSING AND TRESPASSING INCIDENTS OCCURRED IN CANADA IN 2024; RESULTING IN 68 AVOIDABLE FATALITIES AND 58 AVOIDABLE SERIOUS INJURIES;

WHEREAS, EDUCATING AND INFORMING THE PUBLIC ABOUT RAIL SAFETY (REMINDING THE PUBLIC THAT RAILWAY RIGHTS-OF-WAY ARE PRIVATE PROPERTY, ENHANCING PUBLIC AWARENESS OF THE DANGERS ASSOCIATED WITH HIGHWAY RAIL GRADE CROSSINGS, ENSURING PEDESTRIANS AND MOTORISTS ARE LOOKING AND LISTENING WHILE NEAR RAILWAYS, AND OBEYING ESTABLISHED TRAFFIC LAWS) WILL REDUCE THE NUMBER OF AVOIDABLE FATALITIES AND INJURIES CAUSE BY INCIDENTS INVOLVING TRAINS AND CITIZENS; AND

**WHEREAS** OPERATION LIFESAVER IS A PUBLIC/PRIVATE PARTNERSHIP WHOSE AIM IS TO WORK WITH THE PUBLIC, RAIL INDUSTRY, GOVERNMENTS, INDIGENOUS COMMUNITIES, POLICE SERVICES, MEDIA AND OTHERS TO RAISE RAIL SAFETY AWARENESS;

**WHEREAS** CN AND OPERATION LIFESAVER HAVE REQUESTED CITY COUNCIL ADOPT THIS RESOLUTION IN SUPPORT OF ITS ONGOING EFFORTS TO RAISE AWARENESS, SAVE LIVES AND PREVENT INJURIES IN COMMUNITIES, INCLUDING OUR MUNICIPALITY;

**THEREFORE,** I MAYOR ANDREW BLACK HEREBY PROCLAIM NATIONAL RAIL SAFETY WEEK IN TANTRAMAR BE HELD FROM SEPTEMBER 15 TO 21, 2025.

h) WILLOW LANE CLOSURE

#25-119 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL CLOSE WILLOW LANE, SACKVILLE BETWEEN 9:00 A.M. AND 3:00 P.M. ON TUESDAY, SEPTEMBER 9, 2025 TO ACCOMMODATE FILMING BY RADIO CANADA INTERNATIONAL.

i) EASEMENT – WELDON STREET SACKVILLE TRUNK SEWER

#25-120 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE EASEMENT AGREEMENT WITH THE DEPARTMENT OF NATURAL RESOURCES & ENERGY DEVELOPMENT FOR THE WELDON STREET SACKVILLE TRUNK SEWER PROJECT. MOTION CARRIED.

9. BY-LAWS

- a. BY-LAW NO. 244-V A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW

#25-121 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 244-V, A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW. MOTION CARRIED.

#25-122 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL GIVE SECOND READING IN ITS ENTIRETY TO BY-LAW NO. 244-V, A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW.

THE COUNCIL OF TANTRAMAR UNDER THE AUTHORITY VESTED IN IT BY SECTION 53 OF THE COMMUNITY PLANNING ACT, SNB 2017, C.19 AMENDS BY-LAW NO. 244, THE TOWN OF SACKVILLE ZONING BY-LAW AND ENACTS AS FOLLOWS:

1. BY-LAW NO 244, THE TOWN OF SACKVILLE ZONING BY-LAW, IS AMENDED BY REPEALING THE MINIMUM LOT FRONTAGE AND MINIMUM LOT SIZE FOR THE OUTSIDE LOT OF A VERTICALLY ATTACHED DWELLING UNIT IN PART 10: URBAN RESIDENTIAL 2 ZONE: R2, SECTION 10.2 ZONE REQUIREMENTS AND PART 11: URBAN RESIDENTIAL 3 ZONE: R3, SECTION 11.2 ZONE REQUIREMENTS WHICH BOTH SET THE MINIMUM LOT FRONTAGE FOR AN OUTSIDE LOT OF A VERTICALLY ATTACHED DWELLING UNIT AT 15.3M (50FT) AND THE MINIMUM LOT SIZE FOR AN OUTSIDE LOT OF A VERTICALLY ATTACHED DWELLING UNIT AT 464.5SQM (5000SQFT) AND REPLACING THE MINIMUM LOT FRONTAGE AND MINIMUM LOT SIZE FOR AN OUTSIDE LOT OF A VERTICALLY ATTACHED DWELLING UNIT TO A MINIMUM LOT FRONTAGE OF 10.1M(33.23FT) AND A MINIMUM LOT SIZE OF 308SQM(3315.3SQFT). ALL OTHER REQUIREMENTS SHALL REMAIN THE SAME. MOTION CARRIED.

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Debbie Wiggins-Colwell noted her attendance at two functions. She attended the grand opening for the new municipal building in Strait Shores. She also attended the inaugural commencement for Beal University and congratulated local student Alexa Estabrooks on giving the valedictorian speech.

Councillor Michael Tower thanked Staff for the addition of Truth and Reconciliation Day within the Tantramar Flag Policy.

Councillor Michael Tower expressed disappointed that a commemorative crosswalk had not been planned for memorial park and noted his intension to bring forward a notice of motion regarding the topic.

Deputy Mayor Matt Estabrooks also congratulated the graduates from Beal University, noting that the program is up and running, with many more graduations to come.

Deputy Mayor Matt Estabrooks expressed a note of thank you to our local RCMP for their noticeable increased presence throughout all of Tantramar.

Deputy Mayor Matt Estabrooks noted how well represented Tantramar was at the recent Canada Games, recognizing two female players, Kipling Cober and Audrey Hoeg, who were members of the first ever New Brunswick Women's baseball team.

#### 11. NOTICE OF MOTION AND RESOLUTION

Councillor Debbie Wiggins-Colwell served notice of motion calling for a comprehensive pedestrian safety study in Dorchester.

Councillor Michael Tower served notice of motion requesting the Municipality write letter regarding the proposed Centre Village Renewables Integration and Grid Security Project.

Councillor Michael Tower served notice of motion requesting a Commemorative Crosswalk at Memorial Park.

#### 12. ADJOURNMENT

#25-123 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

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MAYOR

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ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF  
MONDAY, SEPTEMBER 22, 2025 – 3:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Epell, Director of Active Living & Culture Matt Pryde, Director of Community & Corporate Services Jeff Taylor, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Tourism & Business Development Ron Kelly Spurles and Communications Officer Jeremy McLaughlin.

Also, in attendance was one member of the Public.

**1. CALL THE MEETING TO ORDER**

Mayor Andrew Black called the meeting to order.

Mayor Andrew Black acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

**1.1. APPROVAL OF AGENDA**

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 22, 2025, AS CIRCULATED. MOTION CARRIED.

**1.2. CONFLICT OF INTEREST DECLARATION**

Mayor Andrew Black asked if there were any disclosure of interest. There were none.

**2. COUNCIL DIRECTION REQUEST**

**2.1. BY-LAW NO. 2025-20 BUSINESS IMPROVEMENT AREA LEVY – B. GOODWIN**

A copy of the report can be found on page 2 of the Committee of the Whole [package](#).

**2.2. DORCHESTER ATV PARADE OF LIGHTS – M. PRYDE**

A copy of the report can be found on page 5 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 2.2 – DORCHESTER ATV PARADE OF LIGHTS BE SENT TO

CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF OCTOBER 14, 2025. MOTION CARRIED.

3. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 8-30 of the September 2025 Committee of the Whole [package](#).

The following reports were presented to Council as information items only:

- 3.1. Active Living and Culture – M. Pryde
- 3.2. Community and Corporate Services – J. Taylor
- 3.3. Engineering and Public Works – J. Eppell
- 3.4. Protective Services
- 3.5. Financial Services – M. Beal
- 3.6. Administration
  - a) Legislative Services – B. Goodwin
  - b) Chief Administrative Officer – J. Borne
  - c) Southeast Regional Service Commission – Plan360 Development Activity Report
- 3.7. Mayor's Report – A. Black

4. QUESTION PERIOD

Bruce Wark asked if residents should still be concerned about water usage, given that the Municipality will continue with the flushing program. Director of Engineering & Public Works Jon Eppell responded that it is prudent for residents across Tantramar to continue to monitor their water consumption. Sackville well 3 is showing water levels are sufficient for flushing to continue.

Bruce Wark asked if the letter from MTI (Mi'gmawe'l Tplu'taqnn Inc.) is available to the public. Mayor Andrew Black responded that he would check but was confident the letter had already been released publicly.

Bruce Wark asked for additional information from the phone call Mayor Andrew Black had with Premier Susan Holt, primarily focusing on the proposed NBPower/ProEnergy gas plant. Mayor Andrew Black responded and noted that the Premier would not allow NBPower/ProEnergy to fast track through the EIA process.

Bruce Wark asked for additional information regarding the response from Minister LePage on the request for a comprehensive EIA for the proposed NBPower/ProEnergy gas plant. Mayor Andrew Black responded that the letter only laid out the differences between a deterministic EIA and a comprehensive one.

Bruce Wark after how Mayor Black would characterise the correspondence, he has been receiving regarding the propose NBPower/ProEnergy gas plant. Mayor Andrew Black responded that most were in opposition of the project and laying out their reasoning.

5. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 22, 2025. MOTION CARRIED.

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MAYOR

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ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL  
TUESDAY, SEPTEMBER 23, 2025 – 7:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Director of Active Living & Culture Matt Pryde, Director of Engineering & Public Works Jon Eppell, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Active Living & Culture Jamie Ferguson and Communications Officer Jeremy McLaughlin.

There were forty-two (42) members of the public present.

**1. CALL THE MEETING TO ORDER**

Mayor Andrew Black called the meeting to order.

Mayor Andrew Black acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

**2. APPROVAL OF AGENDA**

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF SEPTEMBER 23, 2025, AS AMENDED. MOTION CARRIED.

**3. DISCLOSURE OF INTEREST**

Mayor Andrew Black asked if there were any Disclosures of Interest. There were none.

**4. PUBLIC PRESENTATIONS – 2026 BUDGET**

The following presentations were made to Council regarding capital and operating grant requests of Tantramar:

- a. Marshlight Theatre Company – Sue Rose
- b. Seniors for Climate Tantramar – Penny Mott
- c. The Drama Queenz – Alaska Cacchione
- d. Queens Road, Sackville – Alaska Cacchione
- e. Tantramar Community Radio – John Warner
- f. Freshwinds Eco-Village Housing Co-Operative – Eric Tusz-King
- g. IODE Shepody Chapter – Susan Spence
- h. Everybody All Together Artist Co-Op – Alana Morouney
- i. Tantramar Heritage Trust – Karen Valanne
- j. Tantramar Seniors College – Kate Bredin

- k. Early Childhood Family Resource Centre of Westmorland-Albert Inc. – Katherine MacIntyre
- l. Natalie Donaher (2 minute presentation)

All presentations can be viewed on our [website](#).

#### 5. MOTION FROM COUNCILLOR MICHAEL TOWER

A copy of the report can be found on page 5 of the Special Meeting of Council [package](#).

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL SEND FORMAL LETTERS TO PREMIER SUSAN HOLT, WITH COPIES TO MINISTER GILLES LEPAGE AND MINISTER RENE LEGACY, MP DOMINIC LEBLANC, CEO OF NB POWER LORI CLARK AND NB POWER BOARD OF DIRECTORS AND CEO OF PROENERGY JEFF CANON URGING THE IMMEDIATE CANCELLATION OF THE PROPOSED CENTRE VILLAGE RENEWABLES INTEGRATION AND GRID SECURITY PROJECT. THE LETTER SHALL FURTHER REQUEST THAT NB POWER PRIORITIZE THE USE OF WIND AND SOLAR ENERGY GENERATION SUPPORTED BY THE PROVEN BATTERY ENERGY STORAGE SYSTEM(BESS). FURTHERMORE, COUNCIL REQUESTS THAT PREMIER SUSAN HOLT MEET WITH COUNCIL TO DISCUSS THIS PROJECT IN PERSON.

#25-124 MOVED BY MAYOR ANDREW BLACK AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL DELAY THE MOTION FROM COUNCILLOR MICHAEL TOWER UNTIL THE REGULAR COUNCIL MEETING OF OCTOBER 14, 2025. AYE VOTES FROM MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS BARRY HICKS AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED BY COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN, BRUCE PHINNEY AND MICHAEL TOWER. MOTION DEFEATED.

#25-125 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL SEND FORMAL LETTERS TO PREMIER SUSAN HOLT, WITH COPIES TO MINISTER GILLES LEPAGE AND MINISTER RENE LEGACY, MP DOMINIC LEBLANC, CEO OF NB POWER LORI CLARK AND NB POWER BOARD OF DIRECTORS AND CEO OF PROENERGY JEFF CANON URGING THE IMMEDIATE CANCELLATION OF THE PROPOSED CENTRE VILLAGE RENEWABLES INTEGRATION AND GRID SECURITY PROJECT. THE LETTER SHALL FURTHER REQUEST THAT NB POWER PRIORITIZE THE USE OF WIND AND SOLAR ENERGY GENERATION SUPPORTED BY THE PROVEN BATTERY ENERGY STORAGE SYSTEM(BESS). FURTHERMORE, COUNCIL REQUESTS THAT PREMIER SUSAN HOLT MEET WITH COUNCIL TO DISCUSS THIS PROJECT IN PERSON. AYE VOTES RECORDED BY COUNCILLORS ALLISON BUTCHER, JOSH GOGUE, BRUCE PHINNEY AND MICHAEL TOWER. NAY VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS BARRY HICKS, GREG MARTIN AND DEBBIE WIGGINS-COLWELL. MOTION DEFEATED.

6. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF SEPTEMBER 23, 2025. MOTION CARRIED.

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MAYOR

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ASSISTANT CLERK



**Synopsis:** 2025 Dorchester ATV Parade of Lights

**Date:** October 9, 2025

**Department:** Active Living & Culture

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#### **DESCRIPTION**

Staff are requesting permission be granted to operate All Terrain Vehicles on the proposed parade route for the Dorchester ATV Parade of Lights being held on Saturday, December 13, 2025. The proposed parade route and additional information was presented at the Committee of the Whole Meeting of September 22, 2025 under CDR #2025-078. A copy of the report can be found on page 5 of the [September Committee of the Whole Package](#).

#### **PROPOSED MOTIONS**

That Council approve the route of the Dorchester ATV Parade of Lights on Saturday, December 13, 2025, as presented at the Committee of the Whole meeting of September 22, 2025 with the understanding that Dorchester Fire Department will escort the parade.



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**To:** Mayor and Council

**Submitted by:** Michael Beal, Director of Financial Services

**Date:** October 9, 2025

**Subject:** 2026 Capital Renewal Funding

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## **PROPOSAL**

To allocate the 2026 Capital Renewal funding that has been provided by the Province of New Brunswick for 2026 and beyond.

## **BACKGROUND**

As part of the 2026 Budget the Province has allocated a new fund called Capital Renewal Funding.

This fund will provide new annual funding for municipalities to be able to renew infrastructure.

The funds provided to the municipality can be used annually or be put into a reserve fund and carried forward for up to four years. You can only go past four years with special permission from the provincial government.

The funds must be used to renew, replace or upgrade existing assets that the municipality owns and would not be for creating a new asset as per section 4 (2) (b) of the act which states:

4(2) A local government shall not use a capital renewal grant for the following expenditures:

(b) development of new infrastructure.

The funds to be allocated can only be funds spent after January 1, 2026, in accordance with section 4 (2) (a) of the act.

The funding is a total of \$45,000,000 for New Brunswick Municipalities in year 2026 and Tantrammar's share is \$525,841.

The allocation was determined based on net asset value on the municipalities audited financial statements.

## **DISCUSSION**

As we know the Dorchester Fire Station came in \$1,344,182.23 over budgetary funds available (prior to any change orders being issued) when it was awarded in June of 2025. The total project cost of the firehall will be approximately \$6 million dollars. A large portion of the funds will be spent after January 1, 2026 with the expected completion date of summer 2026.

In addition to this overage there has been discussion on changing the roof from asphalt shingles to a metal roof in order for less issues or potential damage with the wind due to weather and for a longer life prior to replacement of the roof structure.

The additional price above the tender for changing the roof from asphalt shingles to metal was quoted from Rice Contracting at \$239,348.46 plus HST.

A metal roof will provide more long-term durability than an asphalt shingle roof.

The type of metal roof would be a standing seam roof with a snow retention system.

We are proposing that the Capital Renewal Funding allocation for 2026 of \$525,841 be allocated towards the Dorchester Fire Station over budget amount for 2026 which expenses paid after January 1, 2026 will qualify.

By allocating this fund to the project, we are also recommending adding a metal roof to the project. In order for the metal roof to be added we would need to make this change order right away.

Of the \$525,841 from the Capital Renewal Fund \$249,607 would assist with the metal roofing and the remainder would be a reduction in the amount to come out of our Capital Reserve fund in 2025 and 2026.

The contractor needs to know if this change will take place immediately as they have already placed an order for the asphalt shingles which can be cancelled if they know by October 15<sup>th</sup> but after that date they will not be able to cancel this order. The metal roofing will need to be ordered immediately so that they can have the material and installation before winter to allow construction to continue.

Future Capital funding from 2027 and beyond with numbers to be announced in the future will be discussed in future budget discussions.

#### **INTERDEPARTMENTAL CONSULTATION**

Chief Administrative Officer and Dorchester Fire Senior Leadership team.

#### **LEGISLATION/POLICY**

N/A

#### **FINANCIAL CONSIDERATIONS**

Paying now for a longer lasting and sturdier roof; less maintenance cost in the future.

Reduced funds to come out of Capital Reserve Fund at end of project.

#### **LEGAL**

N/A

#### **COMMUNICATIONS/PUBLIC ENGAGEMENT**

Previous public presentations during award of architect and construction awards.

#### **TANTRAMAR 2025-2028 STRATEGIC PLAN**

This aligns with our *Planning for the Built and Natural Environment* pillar from Tantramar's [2025-2028 Strategic Plan](#).

#### **COMMUNITY IMPACT**

Improved Fire Services in Dorchester service area as well as local service districts.

#### **CLIMATE CHANGE IMPLICATIONS**

Less maintenance with not being an asphalt shingle roof; longer period of time before replacement is needed meaning less material to landfill and less GHG for replacement and/or repairs over the years.

#### **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) To allocate the 2026 Capital Renewal Funding to Dorchester Fire Hall and allocate a portion of it towards changing the roofing from asphalt shingle to metal roofing.
- b) To not allocate the funding towards this project and the roofing remains asphalt shingle.

**RECOMMENDATION**

Staff Recommends that council approve the use of the 2026 Capital Renewal Funding from the Province of New Brunswick in the amount of \$525,841 towards the New Dorchester Fire Station Build, and also approve an extra on the contract for the installation of a standing seam metal roof with snow retention system in the amount of \$239,348.46 plus HST.

**ATTACHMENTS**

N/A

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**To:** Mayor and Council

**Submitted by:** Jon Eppell, Director of Engineering & Public Works

**Date:** October 9, 2025

**Subject:** Bayview Estates Sanitary Sewer

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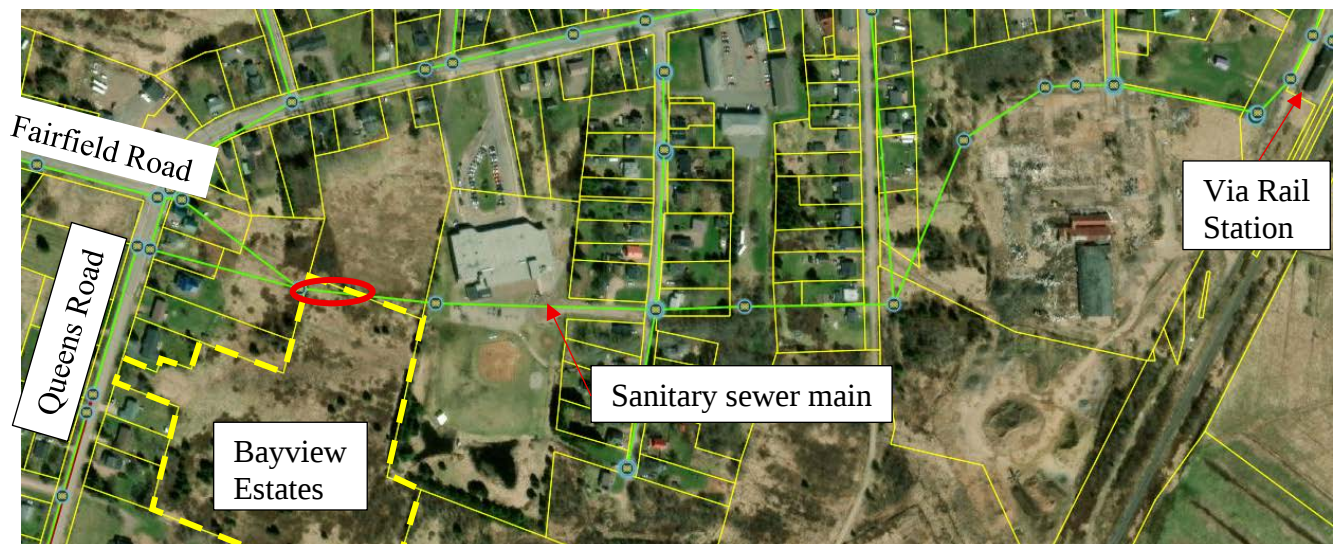
## **PROPOSAL**

Provide information on the Bayview Estates Sanitary Sewer.

## **BACKGROUND**

There is an existing 200mm diameter concrete sanitary sewer main that is routed over undeveloped property from Queens Road/Fairfield Road area to the Via Rail Station, see sketch below.

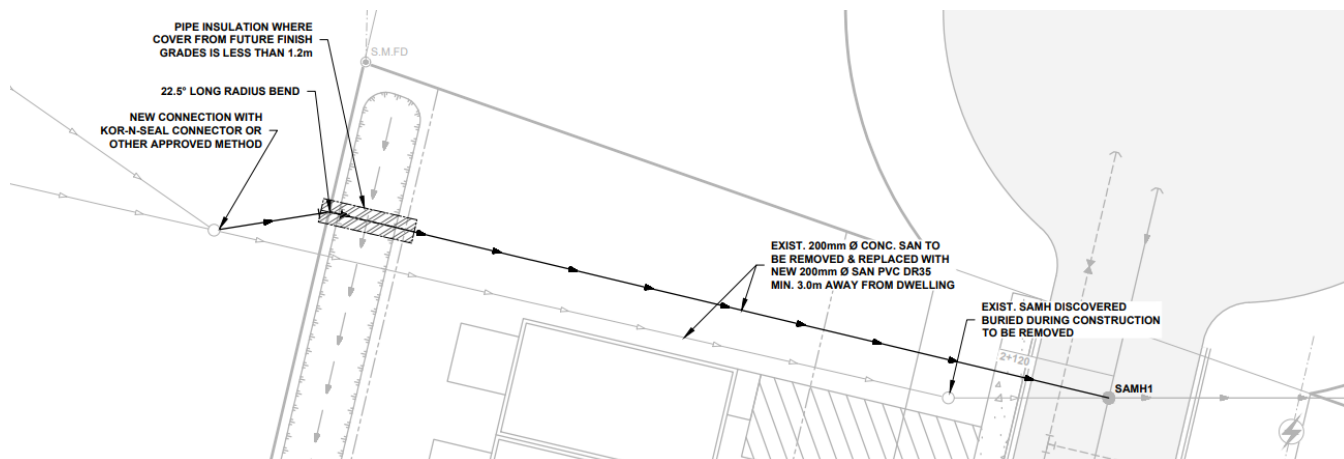
During the site work for Bayview Estates it was found that a section of the sanitary sewer is in poor condition, brittle material, cracked and lacks proper cover. The cover is only 300mm in places and this is thought to have exposed the pipe to more freeze-thaw resulting in the deteriorated condition.



## **DISCUSSION**

ADK Developments Inc. is in the process of doing the site work for Bayview Estates. The sanitary sewer main was located and the condition flagged to Tantramar Engineering & Public Works. The approx. 47m length of sanitary sewer needs replacement and ADK Developments provided a quote of \$23,652 plus HST for MacArthur's Paving & Construction Co. Ltd. and JRD Engineering Ltd., who are the developer's contractor and engineers who are actively on site. The preliminary design is shown below.

The developer has agreed to provide an easement for the sewer once replaced during the subdivision process.



## INTERDEPARTMENTAL CONSULTATION

Financial Services and the Office of the CAO were consulted.

## LEGISLATION/POLICY

N/A

## FINANCIAL CONSIDERATIONS

The quoted cost is \$23,652 plus HST. It is suggested that a \$5,000 contingency be allowed. This is an unbudgeted item. Budget could be partially reallocated from the Middle Sackville Lift Station Upgrades in 2025, which has been deferred, to the Bayview Estates sanitary sewer main.

## LEGAL

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

## TANTRAMAR 2025-2028 STRTEGIC PLAN

This aligns with *Planning For the Built and Natural Environment* 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 have been identified:

1. Proceed with replacement of the sanitary sewer main at quoted cost.

2. Defer replacement to allow for budgeting. May increase cost due to completion of subdivision development and additional mobilization.
3. Do nothing – may result in subsequent repairs and possible service disruptions.

#### **RECOMMENDATION**

It is recommended that Council authorize staff to retain MacArthur's Paving & Construction and JRD Engineering to replace approximately 47m of sanitary sewer main at the quoted cost of \$23,652 plus HST, plus \$5,000 contingency for a total of \$28,652 plus HST (\$32,949.80 including HST).

#### **ATTACHMENTS**

N/A



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**Synopsis:** By-Law No. 244-V, A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law

**Date:** October 9, 2025

**Department:** Plan360

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#### **DESCRIPTION**

At the May 26, 2025 Committee of the Whole meeting, Planner Jenna Stewart presented a proposed amendment to the Sackville Zoning By-Law as it related to the minimum outside lot size and frontage requirements for vertically attached dwelling units. A copy of the preliminary staff report can be found on page 3 of the [May Committee of the Whole Package](#).

On August 25, 2026 a Public Hearing was held, with no members of the Public speaking for or against the proposed amendments. A copy of the Public Hearing report and draft By-Law can be found on page 3 of the [August Committee of the Whole Package](#).

Council gave first and second reading to By-Law No. 244-V at the Regular Council Meeting of September 8, 2025.

#### **PROPOSED MOTION**

That Council give third and final reading to By-Law No. 244-V, A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law

**BY-LAW NO. 244-V**  
**A By-law to Amend By-law No. 244**  
**Town of Sackville Zoning By-law**

The Council of Tantramar under the authority vested in it by Section 53 of the *Community Planning Act*, SNB 2017, c.19 amends By-law No. 244, the Town of Sackville Zoning By-law and enacts as follows:

- 1. By-law No 244, the Town of Sackville Zoning By-law, is amended by repealing the Minimum Lot Frontage and Minimum Lot Size for the Outside Lot of a Vertically Attached Dwelling Unit in Part 10: Urban Residential 2 Zone: R2, Section 10.2 Zone Requirements and Part 11: Urban Residential 3 Zone: R3, Section 11.2 Zone Requirements which both set the minimum lot frontage for an outside lot of a vertically attached dwelling unit at 15.3m (50ft) and the minimum lot size for an outside lot of a vertically attached dwelling unit at 464.5sqm (5000sqft) and REPLACING the minimum lot frontage and minimum lot size for an outside lot of a vertically attached dwelling unit to a minimum lot frontage of 10.1m(33.23ft) and a minimum lot size of 308sqm(3315.3sqft). All other requirements shall remain the same.

Read a first time this 8<sup>th</sup> day of September, 2025.

Read a second time this 8<sup>th</sup> day of September, 2025.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SOLEMN DECLARATION**  
**TOWN OF SACKVILLE ZONING BY-LAW NO. 244-V**

I, Becky Goodwin, of Tantramar, in the County of Westmorland and the Province of New Brunswick, Clerk, DO SOLEMNLY DECLARE;

1. THAT I am the Assistant Clerk of Tantramar, a Municipal Corporation, and have personal knowledge of the facts herein declared;
2. THAT the requirements of Sections 53 and 110 of the *Community Planning Act* has been complied with in respect to By-law No 244-V, A By-law to Amend By-law No 244 The Town of Sackville Zoning By-law, which was passed by the common Council of Tantramar on \_\_\_\_\_.

AND, I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Evidence Act*.

|                              |   |                          |
|------------------------------|---|--------------------------|
| Declared before me in        | ) |                          |
| Tantramar, County of         | ) |                          |
| Westmoreland and Province of | ) |                          |
| New Brunswick, this ____ day | ) |                          |
| Of _____, A.D., 2025.        | ) | _____<br>Assistant Clerk |

\_\_\_\_\_  
Commissioner of Oaths



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**Synopsis:** By-Law No. 2025-20 A By-Law Related to the Establishment of a Special Business Improvement Area Levy

**Date:** October 9, 2025

**Department:** Office of the CAO

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## **DESCRIPTION**

Each year, Council must approve an updated Special Business Improvement Area Levy By-Law. The current designated BIA is outlined in [By-Law No. 128, A By-Law to Designate and Establish a Business Improvement Area within the town boundaries](#). At present, the Sackville downtown core is the sole BIA within Tantramar.

Staff have contacted Mainstreet Redevelopment Inc. to request their proposed budget for 2026. In accordance with Section 2(2) of the Business Improvement Areas Act, the budget will be published in the *Moncton Times and Transcript* once per week for two consecutive weeks.

The draft BIA Levy By-Law was presented at the Committee of the Whole Meeting of September 22, 2025 under CDR #2025-077. A copy of the report can be found on page 2 of the [September Committee of the Whole Package](#).

## **PROPOSED MOTION**

That Council give first and second reading to By-Law No. 2025-20 A By-Law Related to the Establishment of a Special Business Improvement Area Levy.

**BY-LAW NO. 2025-20**

**A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY**

Pursuant to Section 5(1) of the *Business Improvement Areas Act* R.S.N.B 2014, c. 102, be it enacted by the Council of Tantramar as follows:

1. A Special Business Improvement Area Levy in the amount of twenty cents per one hundred dollars (.20/100) of assessment for the year beginning January 1, 2026, is hereby imposed on all business properties within the area described in By-Law No. 128 being *A BY-LAW TO DESIGNATE AND ESTABLISH A BUSINESS IMPROVEMENT AREA WITHIN BOUNDARIES OF THE TOWN OF SACKVILLE* enacted on December 14, 1987.
2. Proceeds from the levy in the amount of twenty-nine thousand and ten dollars (\$29,010.00) may be remitted following receipt by Tantramar to Mainstreet Redevelopment Sackville Inc. for the purposes contained in the budget submitted by Mainstreet Redevelopment Sackville Inc. and approved by Tantramar Council on November \_\_, 2025.
3. Upon passing of this By-Law, Tantramar By-Law No. 2024-16 is hereby repealed.

**IN WITNESS WHEREOF** Tantramar has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the \_\_ day of November 2025 and signed by:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Read a first time this \_\_ day of October 2025.

Read a second time this \_\_ day of October 2025.

Read a third time and done and passed Council this \_\_\_\_ day of November 2025.