



“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. INFORMATION ITEMS

2.1 PUBLIC PRESENTATION – SACKVILLE MUNICIPAL PLAN AMENDMENT TO MODIFY THE BOUNDARY OF THE DOWNTOWN BUSINESS DISTRICT – L. BICKFORD (Pg. 3)

2.2 UMNHB HARASSMENT AND INTIMIDATION SYMPOSIUM REPORT – MAYOR & COUNCIL

2.3 SACKVILLE FARMERS MARKET UPDATE – J. FERGUSON (Pg. 5)

2.4 TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE NET ZERO PLAN – J. FERGUSON (Pg. 7)

3. COUNCIL DIRECTION REQUESTS

3.1 EOS ECO-ENERGY EXPENSES: CREATION OF CLIMATE ADAPTATION PLAN – R. KELLY SPURLES (Pg. 10)

3.2 CLIMATE CHANGE ADVISORY COMMITTEE MEMBERSHIP RECOMMENDATIONS – R. KELLY SPURLES (Pg. 13)

3.3 LICENSE OF OCCUPATION: RAIL TRAIL – J. FERGUSON (Pg. 17)

3.4 2026 WINTERFEST – J. FERGUSON (Pg. 20)

4. DEPARTMENTAL REPORTS

4.1 ACTIVE LIVING & CULTURE (Pg. 22)

4.2 COMMUNITY & CORPORATE SERVICES (Pg. 24)

4.3 ENGINEERING & PUBLIC WORKS (Pg. 28)

4.4 PROTECTIVE SERVICES (Pg. 29)

4.5 FINANCIAL SERVICES (Pg. 32)

4.6 ADMINISTRATION

a) LEGISLATIVE SERVICES (Pg. 39)

b) CHIEF ADMINISTRATIVE OFFICER (Pg. 40)

c) SOUTHEAST REGIONAL SERVICE COMMISSION – PLAN 360 DEVELOPMENT ACTIVITY REPORT (Pg. 42)

4.7 MAYORS REPORT (Pg. 45)

****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

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: Public Presentation - Municipal Plan amendment to modify the boundary of the Downtown Business District

File Number: 25-1614

Meeting Date: November 24, 2025

From : Lori Bickford, Planning Manager/Planner

GENERAL INFORMATION

Sean Doucet has made an application to amend the boundary of the Downtown Business District (DBD) in the former Town of Sackville, now the Municipality of Tantramar. The proposed amendment would remove the properties on the northern side of Wellington Street from the DBD. This is an overlay zone/area which was intended to identify the downtown core and appears on the Future Land Use Map (Figure 2 of the Municipal Plan). Under the *Community Planning Act*, when Council considers amending the Municipal Plan, they are required to hold a Public Presentation which is a formal announcement of the proposed amendment and a public call for written comments on the proposed change.

BACKGROUND

The Municipal Plan directs the future development of the Town. It includes the Future Land Use Map which divides the municipality into broad land use designations which directs where various types of development should be located. On the Sackville Future Land Use Map, a boundary for the Downtown Business District is included. This area is meant to be a commercial area in the centre of Town.

Policy 3.2.1.3 of the Municipal Plan states:

“It is a policy to establish a “Downtown Business District” to accommodate existing businesses and promote new commercial development within the central core of the Town.”

Wellington Street has traditionally been developed as a residential street. The south side of the street is already excluded from the DBD. Currently, the north side of the street has regulations imposed that require uses other than residential on the street front for 50% of the ground floor. Although these current houses all would have non-conforming rights to continue, any new development or redevelopment of these properties would be required to have the street front as commercial or institutional uses. The amendment to the DBD boundary would still allow these uses but would not make it mandatory that they be developed this way.

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



Proposed DBD boundary on north side of Wellington Street in purple

The heavy black line on the map above 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.

Next Steps

Notification has been posted on the Tantramar website site setting the date for this Public Presentation and marking the beginning of a 30-day written comment period.

The Public Hearing for this amendment, along with the Zoning Map amendment to change the DBD boundary has been set for January 26th, 2026. This will be an opportunity for members of the public to speak for or against the proposed amendment.

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To: Mayor and Council

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

Date: November 20, 2025

Subject: TVMCC Farmer's Market Update

BACKGROUND

On November 1, 2025, the Sackville Farmer's Market moved to the Tantramar Veterans Memorial Civic Centre, after signing a rental agreement to use the facility as their winter location for the winter of 2025-2026. This report is for information purposes only to update Council on the first three weeks of operation.

DISCUSSION

On the morning of November 15, 2025, the Sackville Farmer's Market and the TRHS Lady Titan's Hockey Tournament shared space at the TVMCC. The primary concern for the event was parking, as the rink can be quite busy on tournament weekends. The Director received communication that there was no parking available at approximately 9:30am. After review of security footage, there is evidence that, although busy, there was still parking available and overflow parking was not used at all.

The Director was also made aware of an email to Council concerning the fire lane being blocked and fitness equipment in the stairwell. The fitness equipment was quickly removed. The fire lane housed one vendor with their trailer attached to their truck. They were not blocking any entrances and could have pulled away if a fire alarm was to sound. This was approved in advance by the Fire Chief and communicated to the Market.



The Director continued to monitor parking until 11:10am, 10 minutes after the home team Titans were on the ice to play their game, and there were still over 10 parking spaces available between the paved and gravel lot, with no cars in the overflow parking area.



Overall, the first big test for the market co-existing with a tournament was a big success. With Market vendors helping by parking behind the rink to allow for more open spaces in the main lot, and with the cooperation and constant communication with the tournament organizers, the weekend went over very well. Looking at security footage, we counted 104 tournament attendees crossing over to visit the

Market as well, further strengthening the experience of the tournament attendee and revenue for the market vendors.

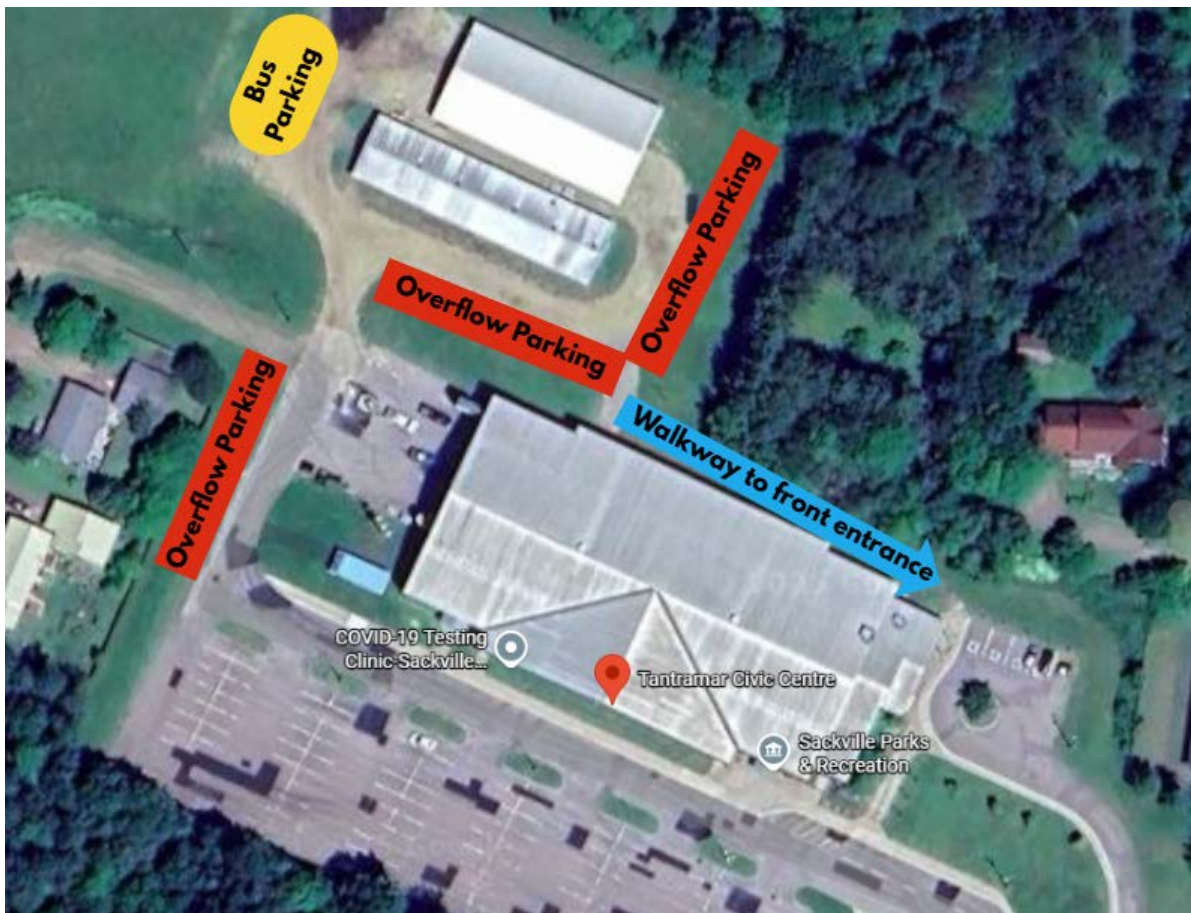
We also have some additional measures we will put in place for future tournaments:

- Overflow parking signage pointing to the rear of the building.
- A designated bus parking area at the rear of the building.
- We will share these plans with the users so they can send out to tournament teams and discuss any other suggestions they might have.
- I have already discussed with TRHS and SMHC about not scheduling the home team to play between 8am and noon on Saturdays.

The next test will be the Titan Boys on November 29th. The first Titan Boy's Saturday game will be 1:00pm, after the market has finished up for the day to help alleviate any parking concerns.

ATTACHMENTS

Overflow Parking Map to be shared with Minor Hockey and TRHS for future tournaments.



To: Mayor and Council

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

Date: November 20, 2025

Subject: Net Zero Plan: Tantramar Veterans Memorial Civic Centre

BACKGROUND

This report is for information purposes only and is a review of the Net Zero Plan for the Tantramar Veterans Memorial Civic Centre (TVMCC) developed by WSP in partnership with the Canadian Urban Institute and the Climate Change Advisory Committee.

This plan was completed free of charge by WSP, a global engineering firm. WSP used utility data, the previously completed energy audit report, and information about the condition of the building to complete their assessment and recommendations.

WSP noted that where the TVMCC is almost exclusively operated by electricity and does not rely on fossil fuels, the building is already in a very good place in terms of the overall environmental impact. Overall, the building consumes 3,549 GJ annually of electricity and emits 318 tons of CO₂ into the atmosphere.

It should be noted that with New Brunswick's electrical grid moving to nearly zero emissions by 2050, the TVMCC would technically be net zero in 2050 simply by replacing our propane equipment in the canteen with induction units.

DISCUSSION

There are several building improvements and other measures that are being recommended by WSP to move towards a net zero goal of 2032. Two primary approaches have been identified.

1) Business as usual with improvements to existing infrastructure that will be required over-time anyway:

- a. Replace exiting rooftop ventilation units with comparable units.
- b. Replace the existing refrigeration plant (two compressors and chiller)
- c. Replace lighting with LEDs
- d. Replace floodwater and domestic hot water tanks with newer electric resistance tanks

2) Decarb Net Zero by 2032. Extra items to improve efficiency over and above what will be required.

- a. Flood water deaerator (Realice Technology to flood with cooler water temperatures)
- b. Ice rink automation system to improve efficiency of compressors.
- c. Replace existing rooftop units with heat pump rooftop units + electric heater
- d. Heat recovery from chiller to air handling units
- e. Rooftop solar photovoltaic system
- f. Replace washroom heating system with heat pump technology
- g. Complete a lighting control upgrade

Both scenarios achieve near net-zero emissions by 2032. There is only a 4% difference (89% reduction vs 93% reduction) in emission reduction between the Business-as-Usual scenario and the Decarb Scenario due to the large impact of substantially reduced emission factors for grid electricity.

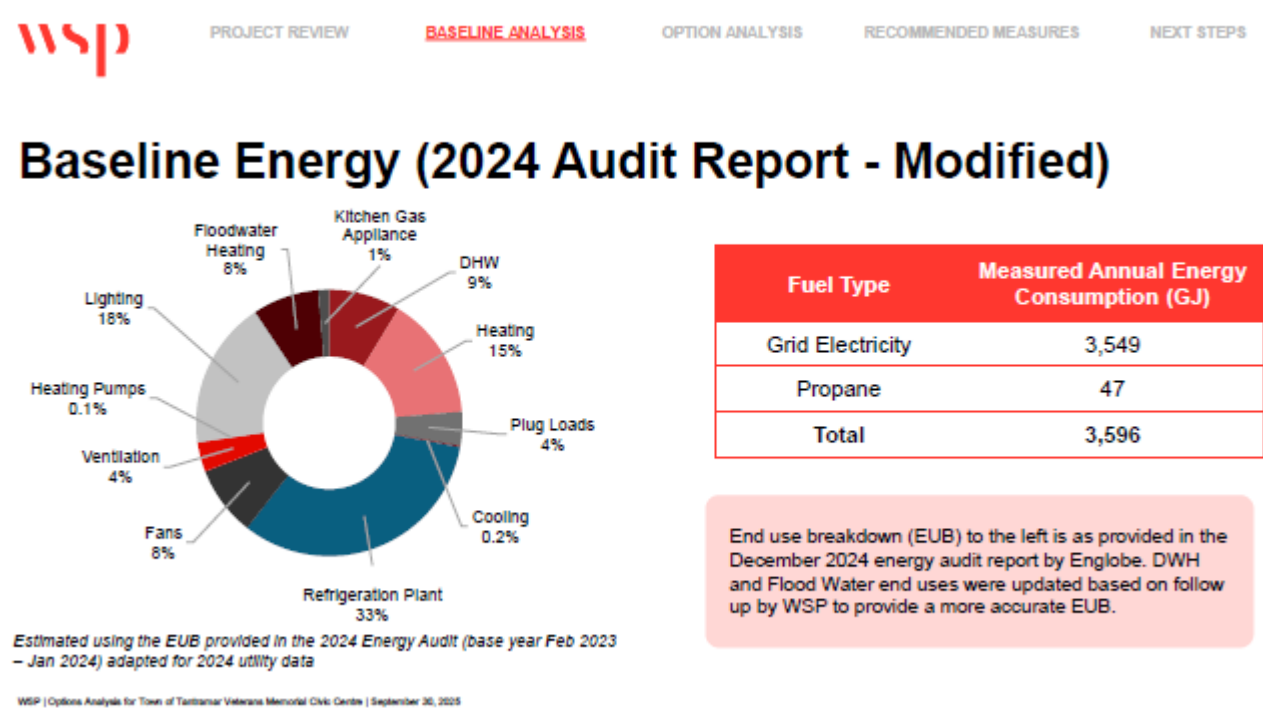
The up-front capital cost of the Business-as-Usual scenario is approximately \$1.2 million and will need to be completed as infrastructure ages. The Decarb option is \$1.94 million. Due to the additional long-term cost savings of the Decarb option (40% reduction in energy use vs 19% reduction), the financial payback would be 24 years vs 40 years for the Business-as-Usual scenario.

The report recognizes that the Business-as-usual scenario will take place organically as part of the capital plan for the building as infrastructure continues to age. These replacements and minor upgrades such as lighting will not provide a significant energy efficiency gain over current performance. Deeper investment (i.e. the Decarb Scenario) will be required to maximize energy reduction and achieve the municipality’s stretch goal of achieving net-zero energy through balancing renewable energy production with post retrofit energy use.

The overall recommended measures and costs associated with each can be found in the attachments.

ATTACHMENTS

#1 Baseline Energy Consumption



#2 Recommended Measures

Notes

Presented energy savings below are calculated assuming concurrent measure implementation and therefore including additional energy efficiency due to their synergic interactions.

Recommended Energy Conservation Measures

2032 Energy & Capital Cost Estimates

Measure	Capital Cost (\$M)	Estimated Energy Savings (kWh)	Estimated Carbon Savings (-)	Estimated Operational Savings (\$M)	Simple Payback (Yrs)
Realice Tech	\$0.05	-79,300	-0.97%	-\$0.01	5
Lighting Retrofit & Light Control	\$0.18	-140,500	-1.71%	-\$0.02	9
Heat Recovery from Refrigeration Plant	\$0.13	-79,700	-0.97%	-\$0.01	13
Solar PV (~100 kW)	\$0.3	-106,500	-1.3%	-\$0.02	15
Ice Rink Auto System	\$0.2	-51,400	-0.63%	-\$0.01	20
Replace Existing RTU with HP RTU w/ Electric Heater	\$0.08	-11,700	-0.14%	\$0	-
Replace Washrooms Heating System with HP	\$0.01	1,080	-0.01%	\$0	-
Replace Existing Refrigeration Plant	\$0.99	-36,800	-0.45%	-\$0.01	99

WSP | Options Analysis for Town of Tsimshian Veterans Memorial Civic Centre | September 30, 2025

28



To: Mayor and Council

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

Date: November 20, 2025

Subject: EOS Eco-energy expenses related to the creation of a Climate Adaptation Plan for Tantramar

PROPOSAL

To authorize EOS Eco-energy expenses related to the creation of a Climate Adaptation Plan for Tantramar.

BACKGROUND

At the December 5, 2024 Tantramar Regular meeting of Council, a motion was passed directing staff to apply for a Federation of Canadian Municipalities grant to create a climate change adaptation plan for Tantramar. On July 28, 2025 Council passed an additional motion authorizing the Mayor and Clerk to sign and seal the agreement with the Federation of Canadian Municipalities for their Green Municipal Fund Climate Ready Plans and Processes Program. The motion also approved that Tantramar contribute \$12,700 towards the creation of the plan, which has a total cost of \$82,700 (the balance of the project cost to be covered by the grant from the Federation of Canadian Municipalities noted above).

A significant portion of the work on creating the plan is to be carried out by EOS Eco-Energy. As such, we have identified specific tasks they are undertaking that they should be paid for out of the project budget. These tasks include:

- Adapt climate risk assessment framework from province of BC to be applicable on a municipal scale
- Review and edit risk assessment framework with Tantramar Climate Change Advisory Committee
- Coordinate community outreach to identify known concerns with identified equity-deserving groups and stakeholders
- Hold outreach events/meetings/interviews
- Share finalized climate risk assessment with expert knowledge holders before hosting workshop to make changes where necessary
- Identify additional funding sources available to municipalities that could cover adaptation plan action items
- Transcribe and adapt adaptation plan
- Hold follow-up interviews with knowledge experts where additional input is needed
- Develop realistic timeline (with projected budget if possible) in which adaptation actions could be implemented
- Present preliminary climate change adaptation plan for community feedback; compile feedback and make changes to adaptation plan where applicable
- Complete writing and finalize adaptation plan

The combined cost of all of these tasks is \$41,100, which should be paid to EOS Eco-Energy from funds budgeted for the project. This work at this cost was specifically authorized by the Federation of Canadian Municipalities in the funding agreement.

DISCUSSION

EOS Eco-Energy are an invaluable partner working with us to create a Climate Change Adaptation Plan for Tantramar. They provide knowledge, expertise and human resources that the Municipality would otherwise not have access to. They also provide an integrated project leadership and management service, which make it imperative that we contract them for the above mentioned significant portion of the project activities/expenses.

INTERDEPARTMENTAL CONSULTATION

Director of Financial Services was consulted on the overall budget and the process for EOS invoicing for their expenses.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

While council has authority on releasing these funds, only \$12,700 of the \$82,700 cost of the project is coming from Municipal funds, with the rest coming from the grant from the Federation of Canadian Municipalities Green Municipal Fund.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

This project has been closely considered and monitored by Tantramar's Climate Change Advisory Committee. The project includes extensive public engagement activities, and we are working with EOS to communicate the various parts of the project process to the public.

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 \$41,100 as EOS Eco-energy expenses as part of the creation of a Climate Adaptation Plan for Tantramar.
2. Do not approve \$41,100 as EOS Eco-energy expenses as part of the creation of a Climate Adaptation Plan for Tantramar.

RECOMMENDATION

Staff recommends that Council approve committing up to \$41,100 to EOS Eco-Energy for their work on creating a climate change adaptation plan for the Municipality of Tantramar.

ATTACHMENTS

N/A



To: Mayor and Council

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

Date: November 20, 2025

Subject: Climate Change Advisory Committee Membership Recommendations

PROPOSAL

To update the Climate Change Advisory Committee Membership

BACKGROUND

The former Town of Sackville created the Climate Change Advisory Committee (CCAC) in October 2021 to embed climate change review and action within Council and staff's decision-making. Its Terms of Reference by Tantramar were approved in approved by Council in April 2024.

COMMITTEE MEMBERSHIP

The Committee shall consist of no more than ten (10) and no fewer than seven (7) members. Membership shall include representatives from the community at large, and interested community-based organizations, such as:

- Local conservation and environmental groups
- Community stakeholders
- Business community
- A minimum of one (1) student

With an emphasis on representation from the expanded boundaries of Tantramar. The Mayor shall appoint a Tantramar Council member to the committee. The Chief Administrative Officer (CAO) shall delegate appropriate staff resources to the Committee as non-voting members of the committee.

In December 2024 with new appointments and renewals Council approved a CCAC of eight members. In 2025 there have been three resignations due to members not being able to dedicate the time for the committee and one member's term ends in December 2025. Five (5) members of CCAC will continue their terms in 2026. Four (4) candidates have been identified to bring the membership number to nine (9) in 2026. Staff are bringing this file to Council for approval of recommendations for the four candidates for CCAC membership, for terms of one, two, or three years, as identified below.

DISCUSSION

Staff are recommending that Council appoint the following individuals as CCAC members for the terms identified:

Jean Nye – Fort Folly Amlamgog Elder – 2 years (January 1, 2026 to December 31, 2027)
Andrew Knickle – MTA Student representative – 1 year (January 1, 2026 to December 31, 2026)
Brittany Cormier – EOS Executive Director – 3 years (January 1, 2026 to December 31, 2028)
Cyle Sheppard – Architectural sustainability consultant – 3 years (January 1, 2026 to December 31, 2028)

Continuing CCAC members include:

Liza Barney - term till December 31, 2027) [First term]
Doug Bliss – term to December 31, 2027) [Second term]
Adam Cheeseman – term to December 31, 2026) [Second term]
Samara Eaton – term to December 31, 2027 [Second term]
Josh Gougen – Council member

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

[Tantramar Climate Change Advisory Committee Terms of Reference](#)

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

COMMUNITY IMPACT

Efforts have been made to ensure that the membership recommendations reflect a broad range of expertise from within Tantramar.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

CLIMATE CHANGE IMPLICATIONS

The Climate Change Advisory Committee continues to have a significant impact on Tantramar's climate change mitigation planning, and implementation of plans.

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 membership recommendations for the Climate Change Advisory Committee.
2. Do not accept membership recommendations for the Climate Change Advisory Committee.

RECOMMENDATION

It is recommended by the CCAC that Council approve the following new appointments to the Climate Change Advisory Committee:

Jean Nye – Amlamgog Elder - 3years (January 1, 2026 to December 31, 2028)
Andrew Knickle – MTA Student representative – 1 year ((January 1, 2026 to December 31, 2026)

Brittany Cormier – EOS Executive Director – 3 years (January 1, 2026 to December 31, 2028)
Cyle Sheppard – Architectural sustainability consultant – 3 years (January 1, 2026 to December 31, 2028)

ATTACHMENTS

Bios of prospective new CCAC member.

BIOS

Jean Nye

Jean Nye is a respected Elder of Fort Folly First Nation. She has lived in the Tantramar area her entire life and brings a deep understanding and respect of people and nature into discussions. Jean is active in a number of organizations and projects throughout Tantramar.

Andrew Knickle

Andrew Knickle is a 2nd year student at Mount Allison, studying for a Major in Political Science with minors in History and Geography. As a mature student with a passion for environmental justice and indigenous rights, he is passionate about the intersection of various issues including the environment with politics/policy.

Brittany Cormier

Brittany is the Executive Director of EOS Eco-Energy a prominent Tantramar based NGO which works collaboratively with individuals, organizations and governments to promote energy conservation, efficiency, renewable energy, adaptation to climate change, sustainability planning, and watershed health. Brittany was the town's first Climate Change Coordinator before moving to EOS in 2023. Brittany has a multidisciplinary educational background during which she completed the University of King's College's Foundation Year Programme, studied in International Development at Dalhousie University in Halifax, and graduated from Mount Allison University in with a Bachelor of Arts in International Relations and Environmental Studies with a focus on environmental policies.

Cyle Sheppard

Originally born and raised in Sackville, Cyle attended Mount Allison University before moving to Ottawa to pursue an education in Architecture. He has recently settled back into his hometown after 10 years working in Ottawa. He is an Architectural Sustainability specialist working for NORR, an 800- person AE company, headquartered in Toronto, with offices in the US, UK, and Canada. Cyle earned his BSc. in Building Science and Adv. Dipl. in Architectural Technology from Algonquin College in Ottawa, Ontario, and is a LEED Accredited and Green Globes Professional dealing with building sustainability and design. Cyle is currently engaged in projects pursuing LEED, Green Globes, and CaGBC Zero Carbon Building Standards, where he manages projects, writes specifications for sustainability outcomes, conducts LCA, and has a proficiency for building performance and daylight simulation.



To: Mayor and Council

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

Date: November 20, 2025

Subject: License of Occupation: Rail Trail Liability Report

PROPOSAL

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

BACKGROUND

Over several meetings since December 2023, staff have accumulated information to inform Council concerning acquiring a License of Occupation for the 18km section of the former railbed located within our municipal boundaries. Information gathered up until the November 2025 Regular Council Meeting includes the following:

- 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.
- Improving the section of trail behind TRHS to Church Street would cost approximately \$20,000. Other sections would cost much more (up to \$50,000 per km) given the condition of the trail.
- It should be noted that investment in the trail could negatively impact the municipality's ability to fund other capital projects in future years. Funding is available through the RDC, SERSC and Trans Canada Trail to help with trail improvements.
- The municipality would take on liabilities related to the trail and would be responsible for maintaining \$5,000,000 in liability insurance (we currently hold \$10,000,000) and naming the province as coinsured.
- As with out other trails, we would be responsible for regular maintenance and condition checks, including an initial condition inspection prior to acquiring the License of Occupation to note the condition of the trail prior to acquiring it.
- Conversations will take place with community users, including the Tantramar ATV Club before recommending any decisions concerning trail usage (shared use vs people powered use only)
- Signage will need to be installed outlining trail use rules and expectations at various entry points.

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.

Please note that should Council approve the authorization to apply for a License of Occupation, the topic may need to come to Council again at a future meeting to authorize the agreement with the province.

INTERDEPARTMENTAL CONSULTATION

CAO, Finance

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

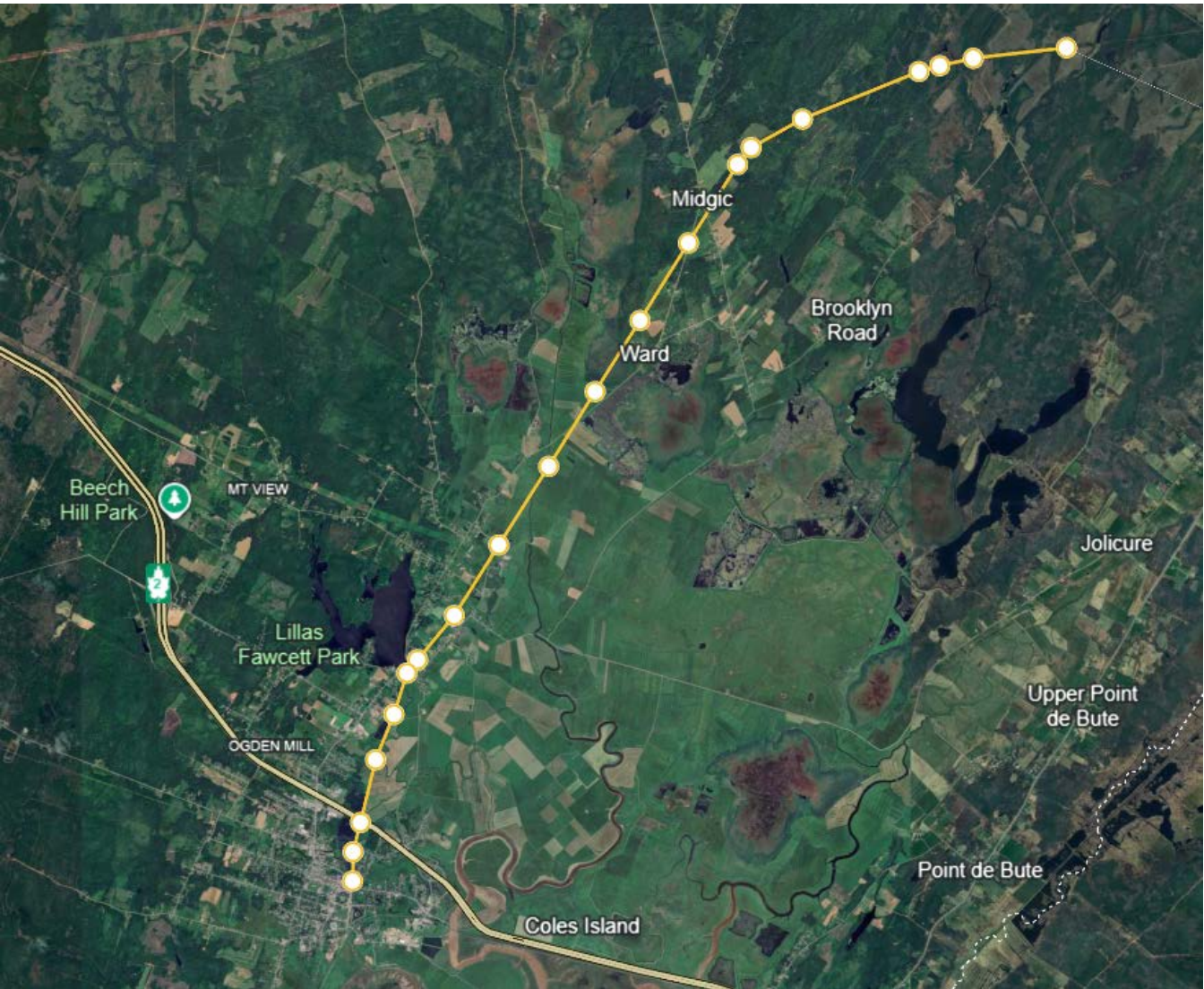
- Authorize staff to apply for a License of Occupation for the section of the former rail line within municipal boundaries.
- Do not authorize staff to apply for a License of Occupation for the section of the former rail line within municipal boundaries.
- Authorize staff to apply for a License of Occupation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

RECOMMENDATION

Staff recommend that a motion be brought forward at the December 9, 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: Matt Pryde, Director of Active Living and Culture

Date: November 20, 2025

Subject: Winterfest 2026

PROPOSAL

Street closure and signing of the application to purchase to accommodate the annual Winterfest fireworks.

BACKGROUND

The next edition for Winterfest is scheduled to take place February 5-8, 2026. For the past several years, staff have contracted MAC Fireworks to offer a short, but exciting fireworks display at Bill Johnstone Memorial Park as part of the popular Winterfest events. The commercial fireworks display follows all safety regulations as outlined by federal regulations.

DISCUSSION

The fireworks display has been safely operating for several years. Ford Lane is closed to prevent traffic from entering the blast radius and Sackville Fire and Rescue volunteer their time to control the crowd and street. A motion of Council is also required to permit the Fire Chief to sign the application to purchase provided by MAC Fireworks, allowing them to purchase the materials needed to provide the show as well as a motion authorizing the Mayor and Clerk to sign the attached agreement.

A motion is also required to close Ford Lane from the entrance of Bill Johnstone Memorial Park to Lansdowne Street. The closure would be Friday, February 6, 2026, from approximately 7:30-8:30pm with a poor weather date for Saturday, February 7, 2026, from approximately 6:30-7:30pm.

INTERDEPARTMENTAL CONSULTATION

Tantramar Fire Service

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

\$2,500 from Operational Budget

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

Enjoyable community event.

CLIMATE CHANGE IMPLICATIONS

Minimal impact given the shells are biodegradable.

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 the recommended contractor and street closure as presented.
2. Do not approve the recommended contractor and street closure as presented.

RECOMMENDATION

Staff recommends that Council approve the closure of Ford Lane on Friday, February 6, 2026 from 7:30-8:30pm with a poor weather date of Saturday, February 7, 2025 from 6:30-7:30pm, and authorize the Fire Chief to sign the application to purchase provided by MAC Fireworks. We request that motion be forwarded to the Regular Council Meeting of December 9, 2025.

ATTACHMENTS

N/A



To: Mayor and Council

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

Date: November 20, 2025

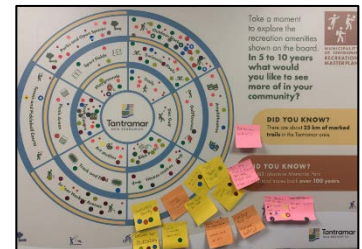
Subject: Departmental Report

ACTIVE LIVING AND CULTURE

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

General Departmental Information:

- 117 seats sponsored thus far for the Grab a Seat Campaign. Our largest donors are Tantramar Electric, 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 47 separate meetings.
- The Director is actively participating in the free CART program offered by Climatatlantic. The program teaches about climate impacts, mitigation, and adaptation.
- The Net Zero Plan for the Tantramar Veterans Memorial Civic Centre (TVMCC) is complete, and an overview of the recommendations was presented to Council.
- The Director has been invited, along with 4 colleagues from across the province, 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.
- Recreation Master Plan community consultations will be wrapping up during the month of November. Some upcoming meetings include a second session with local sports groups, a session with TRHS students, a session with local Arts and Culture organizations, and finalizing the survey results.



PARKS AND FACILITIES

- The TVMCC has a busy month ahead having the Lady Titans tournament November 14-16, with the Boy's Titans November 28-30 and Sackville Minor Hockey set to host their first tournament December 5-7.
- The Sackville Farmer's Market has been working out well at the TVMCC for their winter location. The space has been shared with Sackville Minor Hockey and the Sackville Skating Club successfully thus far, and we are looking forward to sharing the space with the Lady Titans and Titan Boys in November.

- A permit has been acquired to begin the installation of railings on select bleacher stairs at the TVMCC. Additionally, push button door openers will be installed on several of the doors in the facility to support accessibility.
- Staff have met with a contractor about the potential for an elevator at the TVMCC. There are some possible locations identified, and staff will be working on identifying potential funding sources.
- We have been dealing with vandalism at Bill Johnstone Memorial Park. The bandstand has sustained some damage. We will be installing security cameras at the library to have a better view of the bandstand. Anyone with information about the ongoing vandalism is encouraged to contact the RCMP.
- 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
- A Bicycle Repair Workshop has been planned with the Amherst Bicycle Specialist for November 30th at the St Ann's Church Hall in Westcock. Registration and full details are available at www.TantramarNB.com/programs.
- A Grant Writing 101 workshop for local not-for-profits has been scheduled for March 15 at the Mt. Whatley Church Hall. Details and registration available at www.TantramarNB.com/programs.
- Mike's Spook Walk took place at the TVMCC on October 31st. We welcomed over 200 people to the event throughout the evening.
- The first night of Moonlight Madness took place on November 14th along with the annual Tree Lighting at Bill Johnstone Memorial Park. The downtown area was packed with vendors and plenty of people!
- Night #2 of Moonlight Madness is set for December 5th. The rescheduled fireworks from Fall Fair will take place at 6:00pm on the Lorne Street Soccer Field.
- Sports Recognition Night, which recognizes teams and individuals who medal at the provincial level or higher, is scheduled to take place January 29, 2026. The deadline to submit entries is January 5, 2026. Submission forms can be found online on the Sports Wall of Fame page at www.tantramarnb.com.
- 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: November 20, 2025

Subject: Community & Corporate Services Departmental Report

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

Director of Community and Corporate Services

The Department was busy organising and attending Tantramar Connect events in the different wards of Tantramar. We got a lot of good feedback from the community that will help us going forward.

The Director attended the Regional Committee for Community and Social Development. We discussed several exciting new initiatives such as Streamlining Infrastructure Funding for Supportive Housing, Enhancing Food Security in Southeast New Brunswick, and the Tantramar & Strait Shores Homesharing Pilot Program.

Attended Coffee with Connectors event at Lady Smith Manor in Dorchester and worked at Tantramar's booth at the Mount Allison open house. Also attended the first meeting for the Homesharing Pilot Program and a presentation on Southeast NB Labour Market Prospects: 2025-2035.

Our second Entrepreneurs Night on November 5th was very successful we had over a dozen entrepreneurs and representatives from not for profits in attendance to network and learn more about hiring students for their organizations. Local media was in attendance and did a great job of capturing the programs and deadlines given by our two speakers, their coverage can be found [here](#). Anyone looking for additional information on hiring students can reach out Ron Kelly Spurles at r.kellyspurles@tantramarnb.com.



We will be hosting a Home Office Christmas Party for remote workers living in Tantramar on December 4th from 7pm-9pm at Bagtown Brewery. This is an opportunity for people who work from home meet and celebrate together.

Manager of Tourism and Business Development

In November, 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.

Work on the AIM Coastal Resiliency Project continues. As well, EOS Eco-Energy, as part of their work on our Climate Change Risk Assessment and Adaptation Plan, held a very well-attended climate risk discussion and engagement activity on Monday, November 10. This was their first step in public engagement towards creating the plan.

On Thursday, November 6, there was a presentation by Dr. Moe Qureshi to the Climate Change Advisory Committee and invited guests on "Renewable Integration Grid Security Project (RIGS) vs Battery Energy Storage Systems (BESS)". A recording of the presentation and the question and answer period are available on the [Climate Change and Sustainability](#) page on our website.

On October 18 an engaging celebration day was held at the Sackville Waterfowl Park which has been chosen by Ducks Unlimited as one of their 2025 "Treasured Wetlands".

The Manager and Director Jeff Taylor met with members of the Regional Service Commission's Connectors program on November 5 at Lady Smith Manor. The program is a useful way for newcomers to the region to make connections and be introduced to others who are working in their fields. The Manager and Director Jeff Taylor also attended the Mount Allison Open House on November 7. Many good conversations were had with prospective students and their parents.

On October 16, we added Victor "Pinky" Dauvin (Performer), Virgil Hammock (Writer), Jennie Del Motte (Builder), and Joh Hammond (Visual Artist) to the Sackville Arts Wall. The induction celebration at the St. Paul's Anglican Church Hall and unveiling of this year's plaques at the nearby Arts Wall site on Main Street was a tremendous success with excellent attendance.



Honoree Virgil Hammock and Councillor Mike Tower

Family of Honoree John Hammond and Councillor Allison Butcher



Communications Officer

All five Tantramar Connect sessions were planned, organized, and delivered during this period. Each session saw strong resident turnout and valuable discussion reflecting community priorities and ideas. Thank you to the volunteers who supported the events, the staff members who attended, and the residents who took time to participate and share thoughtful feedback.



Met with the Rural Health Action Group to share the first draft of the video for the new healthcare recruitment campaign. The draft was well received, and the campaign is expected to launch soon. We also completed the RHAG gift basket draw and congratulate Carla VanBeselaere, the winner. Thank you to all participants who contributed their stories for the project.



Captured photo and video content at this year's Moonlight Madness event. Attendance was excellent, and the evening showcased strong support for local businesses and community partners. Thank you to all organizations, vendors, and residents who helped make the event a success.



External engagement for the municipal communications strategy has now concluded. Work is underway to prepare a “What We Heard” document summarizing survey results and key themes. Thank you to the residents who completed the survey and provided helpful feedback on how they prefer to receive information from the municipality.

To: Mayor and Council

Submitted by: Michelle Sherwood for Jon Eppell, Director of Engineering & Public Works

Date: November 24, 2025

Subject: Engineering & Public Works Departmental Report

This report covers the period from October 15 to November 15, 2025.

Work Orders: Start of period: 255 Created: 120 Closed: 130 End of period: 245

Roads/Transportation

- Installed two driveway culverts, on Burman Street and Main Street.
- Completed sidewalk repair/install on King Street and Squire Street in Sackville.
- Completed some ditching on Loon Drive.
- Installed concrete bollards at the electric vehicle chargers at Dorchester Veterans Community Center.
- Replaced concrete curb on at the lift station on Water Street in Dorchester.
- Placed concrete pads for garbage cans in Dorchester.
- Replaced the garage door on the old Zamboni Building in Dorchester with the help of a contractor.
- Installed cabinets in the RCMP offices and adjusted man door to the green roof.
- Had overhead crosswalk lights (RA-5's) and push buttons checked/repared.
- Started placing road markers to guide the ice and snow control vehicles.
- Filled in various washouts and shoulder repairs. Some of the damage was from flushing of hydrants.

Utility

- Installed a new water and sewer connection on Harris Drive.
- Installed a new water service on Fairfield Road.
- Completed the inspection on 150 hydrants with 72 left for next year. There are four (4) hydrants that require some work, with 3 of them flagged as out of service.
- Completed watermain extension to new subdivision on Queens Road (live tap by other).
- Winterized washrooms at Lillas Fawcett Park, the ball shed on Dufferin Street and at Richard Park.
- Turned water off at York Street cemetery and the Bridge Street cenotaphs.

Mechanics

- The single axle dump truck was taken out of service on October 21, 2025 due to its condition. It will be replaced with the new tandem expected to arrive in early December.
- The 2018 GMC Sierra was taken out of service due to costly body repairs and because it is scheduled for replacement in 2026. This truck will not pass safety without these costly repairs.
- Mechanics have been making all the vehicles/equipment ready for winter.
- RFP for a sidewalk plow was issued November 7, closing November 26, 2025. This item is planned for the 2026 budget and will replace the sidewalk plow that was damaged/taken out of service early in 2025.
- Ongoing safety inspections for the three Fire Departments.

Engineering

- Engineering and Public Works has assumed responsibility for civic addressing within Tantramar. To date, three civic addresses have been issued and one changed.
- Sidewalk repairs were completed in front of the municipal building.
- Asphalt patching of road cuts to be completed in the next couple of weeks.

DEPARTMENTAL REPORT

To: Mayor and Council**Submitted by:** Protective Services Staff**Date:** November 20, 2025**Subject:** Protective Services**Reporting Period October 16 – November 15, 2025****By-Law Enforcement**

Court Appearances	0
2-Hour Parking Enforcement	13
10-Minute Parking Enforcement	6
Willow Lane Parking Enforcement	10
Assisting other Departments	2
By-Law Violations Issued	9
By-Law Warnings Issued	2
Occurrences Total	21
Occurrences Completed	14
Occurrences Outstanding	7
Dangerous or Unsightly Premises Occurrences Active	7
Overnight Parking Violations (Winter Parking)	0
By-Law Violations for 2025 Total	394

A reminder to Sackville residents that the overnight winter parking ban is in effect from December 1, 2025 until May 1, 2026. Please remember, no parking on streets or municipally owned lots within the Sackville Boundaries from 1 AM to 6 AM. This is crucial for our snow removal and ice control teams. Vehicles obstructing snow clearing or parked on sidewalks risk being ticketed and towed.

We ask that all residents of Tantrammar be aware of overnight parking during winter months for all snow removal operations.

Fire – Sackville

Sackville Fire & Rescue responded to 20 calls for service. They included: 9-motor vehicle collisions, 4-commercial fire alarms, 2-request for assistance from Ambulance, New Brunswick, 1-water rescue, 1-utility pole fire, 1-vehicle fire, 1-rubbish fire, and 1-carbon monoxide alarm.

Trainings that took place were, self contained breathing apparatus, pump operations, ropes and knots, Liberty Gas safety presentation, car fire training, as well as station and equipment checks to ensure all equipment remains in a state of readiness. Members also completed a station tour for the Mount Allison University Masey students.

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.

Fire - Dorchester

During the reporting period, the Dorchester Fire Department responded to six calls for service. These included one fire call, two medical emergencies, two mutual aid requests, and one incident involving a tree fire on power lines.

In addition, four training sessions were conducted, covering breathing apparatus, level one evacuations, medical response, and equipment maintenance.

The department also remained active within the community. For Fire Prevention Week, members organized a fire drill at Dorchester Consolidated School, welcomed several classes to tour the fire hall, and led interactive training lessons for students. They further supported the school by assisting with the construction of its greenhouse.

Beyond the school, members visited the Senior Citizen home at Fort Folly to help develop a fire safety plan. They also took part in seasonal community events, including the Halloween trunk-or-treat at the school and distributing treats at the fire hall.

Finally, the department honored Remembrance Day by participating in the school's service on November 7th and attending the ceremony at the Dorchester cenotaph.

New Fire Truck Update: Dorchester Fire is receiving weekly progress reports on the new pumper tanker. The chassis has been delivered, and the pump is scheduled to arrive in late December. Since the apparatus was specifically designed for the new fire hall, the completion timeline has been adjusted to the end of April 2026. In the meantime, work with MetalFab will continue to refine the design and finalize the equipment layout within the cab and compartments.



Point De Bute Fire

During the reporting period, Point De Bute Fire responded to four calls for service: two motor vehicle accidents, one incident involving a transport truck blocking the highway, and a report of a possible fire that was later confirmed to be a controlled burn. In addition, members completed their monthly truck inspection and readied all apparatus for the winter season.

Animal Control

During the month of October, 26 calls were responded to, and 40 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 October animal control for all other areas of Tantramar responded to two complaints regarding a large dog who is continuously at-large in the Cookville area.

- First complaint the dog was impounded, and animal control attempted to educate the owner.
- Five days later the dog was at-large again and impounded. The owner did not retrieve their dog the second time and she is now under the ownership of PAW.

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

Community Program Officer Monthly Report
October - November 2025

Schools visited:

- Tantramar Regional High School - 8
- Marshview Middle School - 2
- Salem Elementary School - 1
- Dorchester School – 1

School Activities & Presentations:

Halloween Costume Contest

Halloween talks on safety for trick or treating

Presentation on Sextortion / Healthy Relationship and Cyberbullying

School Consultations: 8

Youth & Adult Diversion Files:

Adult: 3

Youth: 1

Events

Halloween school visits

Upcoming events

Stuff a cruiser events – Independent and Foodland

Project MADD – Red Ribbon

CPO- Melanie Belliveau



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: November 20, 2025

Subject: Financial Services

Financial Statements are included until the end of October 2025. We continue to have nothing major within General and Utility Operating that would have a negative impact on the financial position of the Municipality for the year 2025. One note within the financial report is that Public Works and Engineering increased substantially between September and October; a large portion of that increase was made up in an error where the payment to the service commission for waste pickup was showing within our accounting system but not showing in the financial reports. This added \$557,249 to the public works year to date in October 2025 report only. The financial reporting data has now been updated to ensure this is reflected moving forward. This happens when a new account is created and not added into the council monthly reports but would have no effect on our overall financial position as it automatically shows up in our accounting trial balances. We are reviewing accounts to ensure there are no others.

Capital projects for 2025 continue and overall are coming in on or under budget with the exception of the previously reported Dorchester Fire Hall construction.

As we approach the end of fiscal year 2025 it is now the time where Finance goes through all individual accounts and prepares estimates to determine an amount that will either need to be transferred into or taken out of the reserve funds for the current fiscal year in General and Utility. Motions must be passed in the current fiscal year, and the transfers must happen before December 31st. Finance staff will undertake a review between now and December 8th, the day of the Council meeting with recommendations brought forward that evening.

The new Dorchester Fire Hall construction continues. Site work continues as well as the erection of the beams and building work in order to get things closed off before winter. At this time there are two change orders issued: one for the steel roof specifically approved by Council and one other one totaling \$8,947.75 for an upgrade to the oil-water separator system in the bays. During the month we paid progress payment # 4 in the total payment amount of \$333,916.44 (including HST) bringing the total to date paid of \$982,973.23 plus HST.



2026 Operating Budget was completed during October and into early November. On November 3rd Council approved the General Operating Budget for 2026 which totals revenue and expenses of \$18,385,659 and a warrant raised through taxation of \$17,090,224 (92.95%) with tax rates as follows:

Sackville T	1.5350
Dorchester V	1.5350
Point de Bute LSD	0.8552
Dorchester LSD	0.7411
Sackville LSD	0.6625

In addition, on November 3rd Council approved the Utility Operating Budget which had a total budget of \$2,879,791 of which \$2,236,990 (77.68%) raised through water bills. Rates for 2026 were noted within the budget presentation.

Both the General and Utility Budget have been uploaded to the Provincial Government Budget portal and are currently being reviewed and once approved we will provide additional budget details online for the residents which will include the approval sheets as well as the details by category as noted and approved by the Provincial Local Government Department.

2026 Capital Budget is currently being worked on and will be presented later in November or early in December.

During October 2025, the following large deposits were received:

- \$1,399,968.70 on October 1st from GNB for our monthly warrant payment.

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 Tantramar is 161 notices for a total value of \$119,891.78.

As of November 18, 2025 a total of \$72,020.03 has been collected of the total of \$119,891.78. This represents 60.07% of the total, in which we have collected 70.64% for the Sackville accounts and 34% related to the Dorchester accounts.

We will be bringing a proposal forward early in the new year to approve 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.

Overnight parking enforcement will begin on December 1, 2025. No vehicles will be permitted to park on any municipal street between December 1st and April 30th between the hours of 1 am and 6 am or they will be subject to a by-law infraction and fine of \$50 in addition to the possibility of being towed. Reminders of this will go out through social media and other notification methods.

Any enquiries relating to by-law enforcement can be done by contacting Corey Springer at 506-364-4930 or through email at bylaw@TantramarNB.com.

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT
AS OF OCTOBER 31, 2025

	YTD SEPT 30.25	YTD OCT. 31/25	BUDGET 2025	% OF BUDGET
REVENUE				
PROPERTY TAX & EQUALIZATION	12,599,718	13,999,687	16,799,624	83.3%
FINANCE & ADMINISTRATION	537,970	584,777	309,669	188.8%
ENGINEERING & PUBLIC WORKS	78,853	84,681	119,333	71.0%
POLICING & BY-LAW	245,525	247,685	365,500	67.8%
FIRE SERVICES	5,411	5,411	13,554	39.9%
ACTIVE LIVING & CULTURE	265,646	298,295	309,200	96.5%
COMMUNITY & CORPORATE SERV	42,759	48,474	27,800	174.4%
TOTAL REVENUE	13,775,882	15,269,010	17,944,680	85.1%
EXPENDITURES				
FINANCE & ADMINISTRATION	2,251,025	2,397,850	3,370,977	71.1%
CAPITAL OUT OF REVENUE	-	-	1,755,000	0.0%
RESERVE FUND TRANSFER	-	-	250,000	0.0%
DEBT, INTEREST & BANKING	364,696	407,219	990,141	41.1%
ENG & PUBLIC WORKS	2,008,741	2,695,458	3,699,252	72.9%
FIRE SERVICES	948,497	1,095,207	1,633,497	67.0%
POLICING & BYLAW	1,820,356	1,862,495	3,020,228	61.7%
ACTIVE LIVING & CULTURE	1,636,355	1,801,317	2,138,759	84.2%
COMMUNITY & CORPORATE SERV	590,013	664,825	1,086,826	61.2%
TOTAL EXPENDITURES	9,619,683	10,924,371	17,944,680	60.9%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 83.3%

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
AS OF OCTOBER 31, 2025

	YTD SEPT 30/25	YTD OCT. 31/25	BUDGET 2025	% OF BUDGET
REVENUE				
WATER REVENUE	735,975	1,093,011	1,365,193	80.1%
SEWER REVENUE	469,297	737,677	999,158	73.8%
CONNECTION/SERVICE CHARGES	41,592	53,547	25,500	210.0%
WATER COST TRANSFER	282,000	313,333	376,000	83.3%
OTHER REVENUE	46,320	51,328	74,244	69.1%
TOTAL REVENUE	1,575,184	2,248,896	- 2,840,095	69.1%
EXPENDITURES				
FINANCE & ADMINISTRATION	274,999	295,496	398,661	74.1%
CAPITAL OUT OF REVENUE	-	-	-	
RESERVE FUND TRANSFER	-	-	360,000	0.0%
DEBT PAYMENTS	431,873	431,873	495,018	87.2%
PUBLIC WORKS WATER	648,255	709,994	1,021,758	69.5%
PUBLIC WORKS SEWER	279,610	294,758	413,125	71.3%
PUBLIC WORKS ENGINEERING	124,251	133,504	151,533	88.1%
TOTAL EXPENDITURES	1,758,988	1,865,625	2,840,095	65.7%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 83.3%

**TANTRAMAR
2025 GENERAL CAPITAL
AS OF OCTOBER 31, 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	528,370.03	3,786,686.64	87.8%
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	657,823.04	3,848,055.03	85.4%
<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	7,740.00	25,821.55	76.9%
TOTAL ACTIVE LIVING & CULTURE		378,000	15,535.24	362,464.76	231,668.00	130,796.76	36.1%
<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	58,165.00	327.99	0.6%
RES	BEECHILL PARK UPGRADE	10,000	410.99	9,589.01	9,498.86	90.15	0.9%
GRANT	QUARRY PARK DEV'T	25,000	1,027.46	23,972.54	21,739.72	2,232.82	9.3%
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	300,136.16	0.00	0.0%
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	607,615.96	1,132,209.45	65.1%
<u>ENGINEERING AND PUBLIC WORKS</u>							
C	FLEET 5 TON PLOW TRUCK	450,000	18,494.33	431,505.67	184,831.00	246,674.67	57.2%
C	FLEET LOADER REFURB	18,000	739.77	17,260.23	15,500.00	1,760.23	10.2%
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	27,688.73	25,050.85	47.5%
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	211,146.50	(115,256.35)	-120.2%
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	860,768.19	249,639.73	22.5%
TOTAL CAPITAL		8,068,700	330,945.81	7,737,754.19	2,378,310.19	5,359,444.00	
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	97,799.72	233,146.09	70.4%
				8,068,700.00	2,476,109.91	5,592,590.09	69.3%

**TANTRAMAR
2025 UTILITY CAPITAL
AS OF OCTOBER 31, 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	8,172.00	15,800.54	65.9%
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	0.00	0.0%
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	376,596.42	60,662.66	13.9%
		812,000.00					
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 (\$	150,000.00	6,164.78	143,835.22	28,089.62	115,745.60	80.5%
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		807,000.00	66,538.50	1,552,461.50	762,563.08	789,898.42	50.9%
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				66,538.50	32,613.08	33,925.42	51.0%
GRAND TOTAL				1,619,000.00	795,176.16	823,823.84	50.9%



To: Mayor and Council

Submitted by: Becky Goodwin, Assistant Clerk

Date: November 20, 2025

Subject: Clerk's Office Report

The Assistant Clerk continues to undertake an extensive and detailed review of Tantrammar's By-Laws and Policies, a process that represents one of the most significant governance initiatives since amalgamation. Guided by the priority list established at the August Committee of the Whole, this work involves carefully analyzing, updating, and harmonizing a wide range of regulations to ensure they meet the needs of Tantrammar. The scope of this effort is considerable, and residents should expect to see a steady flow of updated by-laws and policies coming before Council for discussion and approval. Each one represents hours of careful review and collaboration and together mark a significant step toward building a more unified Tantrammar.

Four (4) Commissioner of Oaths were administered during the reporting period. This service is offered free of charge to all residents of Tantrammar. 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.

On December 2, I will be attending a virtual session hosted by AMANB with the *Local Governance Commission*. This session will focus on the role, mandate and real-world value of the Commission.

Meeting dates for 2026 have been scheduled and will be available on our [website](#). Our next Regular Council Meeting is scheduled for December 9, 2025, and there is no Committee of the Whole in December.



To: Mayor and Council

Submitted by: Jennifer Borne, CAO

Date: November 20, 2025

Subject: CAO Report

Report Period: October 15th to November 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.

The next CAO-RSC meeting is scheduled for December 2nd.

Property Tax Review Advisory Panel

The panel work is progressing well, with numerous meetings, the last one being held virtually on October 31st. I have sent my regrets for two meetings as a result of scheduling conflicts.

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. The upcoming session is being held on December 4th.

2026 Budget Process

We are nearing the finish line for the 2026 Budget. Great job to the Finance Department, and Director Beal leading the process. The budget is a great deal of work and a collaborative effort across all departments to ensure we are growing our community in a fiscally responsible manner. Municipal budgets are reflective of reoccurring costs, public and council input and staffing recommendations. The public is encouraged to read through our budget public information publication (not yet released) to see your tax dollar at work and we will continue to report on achievements and meeting our strategic and operational goals throughout the fiscal year.

EMO

Attended a session with Chief Craig Bowser hosted by Public Safety Canada on October 24th held in Moncton. This session was attended by municipal administrators from Tantrammar and Amherst, along with provincial and federal representatives. The session discussed the risk of the flooding of the Isthmus of Chignecto. A great opportunity to connect with higher levels of government and bring awareness to the Isthmus of Chignecto.

Corporate Plan

Initial draft/ layout has been received by staff for review. The next step would be editing and graphic design, followed by the presentation to Council.

Employment Opportunity

We have a job posting for Admin Assistant / Secretary at with our department of Engineering & Public Works. This position was vacated on November 14th by Shari Kaster who lent a great deal to the department in her time with Tantramar. Best wishes to Shari with her future endeavors.

Tantramar Connect

Tantramar Connect, the rebranded name of our Municipal Roadshows have concluded for 2025. Public and Council feedback on these events is welcomed. A debrief will be held by staff in the coming weeks. Overall these sessions were a success, many residents engaged throughout Tantramar great conversations held in each ward. A *What we Heard* document is being generated with questions and answers and conversations. Residents will be able to access this on our website. Residents are encouraged to continue to actively participate in local government and reach out at any time with a question, feedback or inspiring idea that they wish to share. Residents can contact us at info@TantramarNB.com and the inquiry will be directed accordingly.

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

October 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	October	Year to Date
Development Permit	2	26
Building Permit	2	62
Subdivisions	0	15
Zoning Confirmations	2	12
Regulation Amendment	0	1
Policy Amendment	0	0
Rezoning	0	1
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	1
Complaints, Zoning & Building Infractions	1	9
Document Approvals	1	13
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	October 2025		2025 YTD		October 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	4	\$864,841	32	\$8,252,105	3	\$1,453,005	31	\$6,018,211
Multi Residential	0	\$0	5	\$1,908,002	0	\$0	2	\$968,920
Commercial	0	\$0	6	\$22,125,904	0	\$0	2	\$90,000
Industrial	0	\$0	1	\$172,000	0	\$0	0	\$0
Institutional	0	\$0	4	\$23,879,226	2	\$972,900	6	\$9,479,560
Accessory Buildings & Structures	1	\$62,092	34	\$1,417,244	6	\$70,672	42	\$859,781
Agricultural	0	\$0	1	\$134,920	0	\$0	0	\$0
Total	5	\$926,933	83	\$57,889,401	11	\$2,496,577	83	\$17,416,472

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

	October 2025	2025 YTD	October 2024	2024 YTD
Single Dwelling Unit	1	13	3	12
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	3	0	3
Total	2	21	3	21

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.

	October 2025	2025 YTD	October 2024	2024 YTD
# of Plans	1	15	0	9
# of Proposed Lots	0	28	0	23
# of Proposed Parcels	1	6	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).

	October 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: November 20, 2025

Subject: Mayor's Report

- I attended the Tantramar Connects event in Dorchester on the evening of October 16. The event was well attended by residents. Questions focused on Dorchester wells and water, pedestrian safety and speed concerns, the Dorchester rink, DTI plowing, and signage and tourism. Councilors Tower, Phinney and Hicks were also present at the meeting.
- On October 18, I attended the Treasured Wetlands of New Brunswick Launch at the Visitor Information Centre. Tantramar's very own Waterfowl Park was recognized as being one of New Brunswick's treasured wetlands as a partnership of the provincial government and Ducks Unlimited.
- Councilors Phinney, Tower, Butcher, Wiggins-Colwell and Deputy Mayor Estabrooks and I attended the Tantramar Connects event held at the Tantramar Veterans Memorial Civic Centre on October 21. Many residents came out and brought their comments and concerns to the event including: a permanent structure for the Farmer's Market, the proposed RIGS Project, tourism expansion, signage for all communities, trails, bicycle lanes, hydrants and water flows, EMO education and a traffic and parking plan for Sackville.
- UMN's Executive had a virtual meeting on the evening of October 21 to prepare for the special meeting of the full membership on October 23
- Councilor Phinney and I attended the virtual special meeting of the full membership of UMN on October 23. After many workshops and meetings leading up to this night, a motion was passed to adopt a new dues structure for the association
- On October 25 I attended the Tantramar Connects event held in Mount Whatley. Again, the event was well attended with residents from all over Tantramar. Topics included: highway safety and alternate routes for EMO response, the Wheaton Covered Bridge, community webcams, funding opportunity for community groups, funding workshops, streetlights in LSD areas, Saturday morning winter location for the Farmer's Market, a liaison with DTI at the municipal level, community murals and infrastructure and population growth. Councilors Phinney, Tower, Wiggins-Colwell and Martin were also in attendance.
- I attended the SERSC board meeting in Moncton on October 28. The board passed the final motions to approve the commission's budget for 2026.
- The Tantramar Connects event in Ward 2 was held at St. Ann's Church in British Settlement on the evening of October 29. I, along with Councilors Phinney, Tower, Hicks and Wiggins-Colwell, took part in this well attended event. Topics included: by-law reviews, heritage board and by-laws, animal control, fire response, road resurfacing of main arteries in/out of Sackville, Renaissance Sackville and the Wheaton Covered Bridge.
- I joined two members of the local Legion Branch 26 for the Poppy Flag Raising outside of the municipal office on October 31

- Councilors Phinney, Tower, Wiggins-Colwell, Goguen and I attended a community meeting put on by the Stop the Tantramar Gas Plant group on the evening of November 5 at the Midgic Church
- On November 6, Councilors Phinney, Tower, Wiggins-Colwell, Deputy Mayor Estabrooks and I attended the last Tantramar Connects event in Ward 4 at the Music Barn. It was a full house for this session and topics included: the proposed RIGS Project, the new Tantramar website, garbage separation for multi-unit, taxation and surpluses, the VIA rail station, and RCMP and policing calls.
- On the evening of November 7, Councilor Debbie-Wiggins Colwell, Councilor Martin and I attended the Veterans and First Responders dinner at the Sackville Legion.
- I drove to Salisbury on November 8 to take part in the grand opening of the new fire station in Salisbury.
- Julien Bourgeois, a Mount Allison University student, met with me at the municipal office on November 10 to discuss a project that he is working on about the provincial amalgamation.
- The Remembrance Day ceremony took place on November 11 and Councilors, Butcher and Tower and I marched from the Legion to Convocation Hall and back to the cenotaph for the laying of wreaths. It was an incredible turn-out from this community to which I am very proud.
- The Rural Health Action Group met on November 13 in council chambers.
- From November 14-15, Councilor Butcher, Deputy Mayor Estabrooks and I attended a symposium in Fredericton put on by UMNb, AFMNb and ELG about harassment and incivility of elected officials. It was a large gathering of colleagues from across the province taking part in a facilitated session to focus on ways to improve the municipal landscape that is currently marred by growing distrust, misinformation and ire which leads to potentially dangerous situations for members of councils.