



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

1. CALL TO ORDER

- 1.1 APPROVAL OF AGENDA
- 1.2 CONFLICT OF INTEREST DECLARATION

2. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

3. ADOPTION OF MINUTES

- 3.1 REGULAR COUNCIL MEETING – OCTOBER 14, 2025 (Pg. 2)
- 3.2 COMMITTEE OF THE WHOLE MEETING – OCTOBER 27, 2025 (Pg. 7)
- 3.3 SPECIAL MEETING OF COUNCIL – OCTOBER 28, 2025 (Pg. 11)
- 3.4 SPECIAL MEETING OF COUNCIL – NOVEMBER 3, 2025 (Pg. 12)

4. CONSENT AGENDA (Pg. 13-33)

RFD #2025-082 – TRUNK MOBILE RADIO PURCHASE – SACKVILLE FIRE & RESCUE
RFD #2025-083 – BUNKER GEAR REPLACEMENT – SACKVILLE FIRE & RESCUE
RFD #2025-084 – FIREFIGHTING NOZZLE – SACKVILLE FIRE & RESCUE
RFD #2025-085 – EXTRICATION TOOL – POINT DE BUTE FIRE DEPARTMENT
RFD #2025-086 – FCM GROWING CANADA’S COMMUNITY CANOPIES GRANT
RFD #2025-087 – POLICY 2025-20 MEMORIALS AND DONATIONS
RFD #2025-088 – LANDING ROAD LEASE AGREEMENT WITH SACKVILLE ROD AND GUN CLUB
RFD #2025-091 – POLICY 2025-21 PURCHASE AND USE OF BOTTLED WATER
RFD #2025-092 – POLICY 2025-22 REDUCING PLASTIC WASTE AT MUNICIPAL MEETINGS AND EVENTS

5. REPORTS FROM ADMINISTRATION

- 5.1 SACKVILLE MUNICIPAL PLAN AND ZONING BY-LAW AMENDMENT TO MODIFY THE BOUNDARY OF THE DOWNTOWN BUSINESS DISTRICT (Pg. 34)
- 5.2 ASSISTANT CLERK APPOINTMENT EXTENSION – J. BORNE (Pg. 38)
- 5.3 TEMPORARY ROAD CLOSURE – DUFFERIN STREET, SACKVILLE – M. PRYDE (Pg. 40)
- 5.4 LICENSE OF OCCUPATION: RAIL TRAIL – M. PRYDE (Pg. 42)

6. MAYOR & COUNCIL STATEMENT & INQUIRIES

7. NOTICE OF MOTION AND RESOLUTION

8. ADJOURNMENT

**REGULAR COUNCIL MEETING OF
TUESDAY, OCTOBER 14, 2025 7:00 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, Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Assistant Clerk Becky Goodwin, Communications Officer Jeremy McLaughlin, Dorchester Fire Chief Greg Partridge, Dorchester Deputy Fire Chief Dan Dupuis and Dorchester Fire Captain Dennis Reid.

Also, in attendance were seventy-six (76) members of the public.

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.

1.1. APPROVAL OF AGENDA

#25-126 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF OCTOBER 14, 2025, AS CIRCULATED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST

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

2. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

2.1. PROENERGY CANADA – J. MacIsaac

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

3. ADOPTION OF MINUTES

#25-127 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025, AS CIRCULATED. MOTION CARRIED.

#25-128 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 22, 2025. MOTION CARRIED

#25-129 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF SEPTEMBER 23, 2025. MOTION CARRIED.

4. CONSENT AGENDA

#25-130 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE CONSENT AGENDA OF OCTOBER 14, 2025. MOTION CARRIED.

RFD 2025-078 – DORCHESTER PARADE OF LIGHTS

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.

5. REPORTS FROM ADMINISTRATION

5.1. SOUTHEAST REGIONAL SERVICE COMMISSION – BUDGET 2026

Stephanie Thorne, Chief Financial Officer for Southeast Regional Service Commission (SERSC) presented on the proposed 2026 SERSC budget. A copy of the presentation can be found on our [website](#).

5.2. 2026 CAPITAL RENEWAL FUNDING – M. BEAL

A copy of the report can be found on page 16 of the Regular Council Meeting [package](#).

#25-131 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE USE OF THE 2026 CAPITAL RENEWAL FUNDING FROM THE PROVINCE OF NEW BRUNSWICK IN THE AMOUNT OF \$525,841.00 TOWARDS THE NEW DORCHESTER FIRE STATION BUILD, AND ALSO APPROVE AN EXTRA ON THE DORCHESTER FIRE STATION CONTRACT WITH RICE CONTRACTING LIMITED FOR THE INSTALLATION OF A STANDING SEEM METAL ROOF WITH SNOW RETENTION SYSTEM IN THE AMOUNT OF \$239,348.46 PLUS HST. MOTION CARRIED.

5.3. BAYVIEW ESTATES SANITARY SEWER – J. EPELL

A copy of the report can be found on page 19 of the Regular Council Meeting [package](#).

#25-132 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL AUTHORIZE STAFF TO RETAIN MACARTHUR'S

PAVING & CONSTRUCTION AND JRD ENGINEERING TO REPLACE APPROXIMATELY 47M OF SANITARY SEWER MAIN IN THE AMOUNT OF \$23,652.00 WITH AN ADDITIONAL \$5,000.00 CONTINGENCY FOR A TOTAL AMOUNT OF \$28,652.00 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.

5.4. MOTION FROM COUNCILLOR DEBBIE WIGGINS-COLWELL

MOVED BY COUNCILLOR DEBBIE WIGGINS COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL REQUEST STAFF TO UNDERTAKE A COMPREHENSIVE PEDESTRIAN SAFETY STUDY, SPECIFICALLY ALONG ROUTE 106 AT THE INTERSECTION OF WOODLAWN ROAD AND CAPE ROAD, DORCHESTER AND REPORT BACK TO COUNCIL WITH FINDINGS AND RECOMMENDATIONS.

#25-133 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL AMEND THE MOTION ON THE FLOOR. MOTION CARRIED.

#25-134 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL REQUEST STAFF TO UNDERTAKE A COMPREHENSIVE PEDESTRIAN SAFETY STUDY WITHIN DORCHESTER AND REPORT BACK TO COUNCIL WITH FINDINGS AND RECOMMENDATIONS. MOTION CARRIED.

6. BY-LAWS

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

#25-135 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS 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. MOTION CARRIED.

6.2. BY-LAW NO. 2025-20 A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY

#25-136 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 2025-20, A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY. MOTION CARRIED.

#25-137 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL GIVE SECOND READING IN ITS ENTIRETY TO 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.
MOTION CARRIED.

7. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Mayor Andrew Black congratulated Councillor Allison Butcher on being the recipient of the Prime Minister's Award for Excellence in Early Childhood Education – Certificate of Achievement. Councillor Butcher was one of five recipients of this award in Early Childhood Education in 2025.

Councillor Debbie Wiggins-Colwell congratulated Nicole Porter, Cultural Coordinator at Amlamgog on her 2025 Molly Kool Award. Councillor Bruce Phinney also congratulated Ms. Porter.

Councillor Barry Hicks asked about lighting around the Main Street and Mallard Drive intersection. Director of Engineering & Public Works Jon Eppell responded and will look into the concern.

Mayor Andrew Black congratulated local educator Mme. Julie Beyea on being the recipient of the Prime Minister's Award for Teaching Excellence – Certificate of Achievement. Mme. Beyea is one of only two recipients in the Maritimes, and the only French Immersion teacher recognized.

Mayor Andrew Black congratulated the U15 Sackville Hurricanes Competitive Baseball team on their second place finish at Provincials.

8. NOTICE OF MOTION

#25-138 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT THE NOTICE OF MOTION SUBMITTED BY MAYOR ANDREW BLACK REGARDING RESIDENT ENGAGEMENT ON THE PROPOSED RIGS NATURAL GAS PROJECT BE PERMITTED TO COME FORWARD FOR CONSIDERATION AT THIS MEETING, IN ACCORDANCE WITH SECTION 15.2(B) OF BY-LAW NO. 2022-03 MEETING PROCEDURE BY-LAW. MOTION CARRIED.

#25-139 MOVED BY MAYOR ANDREW BLACK AND SECONDED BY COUNCILLOR MICHAEL

TOWER THAT COUNCIL SEND FORMAL LETTERS TO PREMIER SUSAN HOLT, MP DOMINIC LEBLANC, MINISTER LEPAGE, MINISTER KENNEDY, CEO OF NBPOWER LORI CLARK, AND JOHN MACISAAC OF PROENERGY CANADA URGING OPEN, TRANSPARENT, FULSOME AND CONTINUED ENGAGEMENT WITH THE RESIDENTS OF TANTRAMAR ABOUT THE PROPOSED RIGS PROJECT IN CENTREVILLAGE; AND THAT A FULL AND COMPREHENSIVE ENVIRONMENTAL IMPACT ASSESSMENT BE COMPLETED AND MADE PUBLICALLY AVAILABLE TO ENSURE TRANSPARENCY AND INFORMED DECISION-MAKING. MOTION CARRIED.

9. ADJOURNMENT

#25-140 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF OCTOBER 14, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, OCTOBER 27 2025 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black 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 Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Director of Community & Corporate Services Jeff Taylor, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Active Living & Culture Jamie Ferguson, Manager of Compliance, Risk and Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Communications Officer Jeremy McLaughlin, Sackville Fire Chief Craig Bowser, Dorchester Fire Chief Greg Partridge and Plan360 Planning Manager Lori Bickford.

Also, in attendance were three (3) members 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 GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY
THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER
27, 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. INFORMATION ITEMS

2.1. SHOP LOCAL PASSPORT DRAW

Mayor Andrew Black drew the winning name in this year's Shop Local Passport program. Congratulations to Paul Cant.

3. COUNCIL DIRECTION REQUEST

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

A copy of the report can be found on page 3 of the Committee of the Whole [package](#).

3.2. TRUNK MOBILE RADIO PURCHASE – SACKVILLE FIRE & RESCUE – C. BOWSER

A copy of the report can be found on page 7 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT CDR-2025-082 – TRUNK MOBILE RADIO PURCHASE – SACKVILLE FIRE & RESCUE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.3. BUNKER GEAR REPLACEMENT – SACKVILLE FIRE & RESCUE – C. BOWSER

A copy of the report can be found on page 9 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT CDR-2025-083 – BUNKER GEAR REPLACEMENT - SACKVILLE FIRE & RESCUE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.4. FIREFIGHTING NOZZLE REPLACEMENT – SACKVILLE FIRE & RESCUE – C. BOWSER

A copy of the report can be found on page 11 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT CDR-2025-084 – FIREFIGHTING NOZZLE REPLACEMENT – SACKVILLE FIRE & RESCUE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.5. EXTRICATION TOOL – POINT DE BUTE FIRE DEPARTMENT – C. BOWSER

A copy of the report can be found on page 13 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL DIRECT CDR-2025-085 – EXTRICATION TOOL – POINT DE BUTE FIRE DEPARTMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.6. FCM – GROWING CANADA’S COMMUNITY CANOPIES GRANT – J. FERGUSON

A copy of the report can be found on page 15 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT CDR-2025-086 – FCM GROWING CANADA’S COMMUNITY

CANOPIES GRANT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.7. POLICY 2025-20 MEMORIALS & DONATIONS – M. PRYDE

A copy of the report can be found on page 18 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT CDR-2025-087 – POLICY 2025-20 MEMORIALS & DONATIONS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.8. LANDING ROAD LEASE AGREEMENT – M. PRYDE

A copy of the report can be found on page 27 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2025-088 – LANDING ROAD LEASE AGREEMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.9. LICENSE OF OCCUPATION: RAIL TRAIL – M. PRYDE

A copy of the report can be found on page 32 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT CDR-2025-089 – LICENSE OF OCCUPATION: RAIL TRAIL BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

3.10. MAINSTREET REDEVELOPMENT BUDGET 2026 – R. KELLY SPURLES

A copy of the report can be found on page 35 of the Committee of the Whole [package](#). Council will consider approval of the 2026 Mainstreet Redevelopment Budget at a future Council meeting following the final date for submitting objections to the budget.

3.11. POLICY 2025-21 PURCHASE AND USE OF BOTTLED WATER – B. GOODWIN

A copy of the report can be found on page 38 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT CDR-2025-091 – POLICY 2025-21 PURCHASE AND USE OF BOTTLED WATER BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

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

A copy of the report can be found on page 43 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2025-092 – POLICY 2025-22 REDUCING PLASTIC WASTE ASSOCIATED WITH MUNICIPAL MEETINGS AND EVENTS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 48-71 of the October 2025 Committee of the Whole [package](#).

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

- 4.1. Active Living and Culture – M. Pryde
- 4.2. Community and Corporate Services – J. Taylor
- 4.3. Engineering and Public Works – J. Eppell
- 4.4. Protective Services – Chief Bowser, Chief Partridge, Cpl. Daigle
- 4.5. Financial Services – M. Beal
- 4.6. Administration
 - a) Legislative Services – B. Goodwin
 - b) Chief Administrative Officer – J. Borne
 - c) Southeast Regional Service Commission – Plan360 Development Activity Report
- 4.7. Mayor's Report – A. Black

5. QUESTION PERIOD

Bruce Wark asked several questions regarding the proposed gas plant, as it related to the Mayor's Report on Page 70 of the council package. Mayor Andrew Black and Chief Administrative Officer Jennifer Borne responded.

6. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 27, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
TUESDAY, OCTOBER 28, 2025 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black 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, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Active Living & Culture Jamie Ferguson, Manager of Corporate Compliance, Risk and Safety Kathleen Carroll, Communications Officer Jeremy McLaughlin, Manager of Tourism & Business Development Ron Kelly Spurles Superintendent of Public Works Michelle Sherwood, Sackville Fire Chief Craig Bowser, Dorchester Fire Chief Greg Partridge and Dorchester Fire Captain Dennis Reid.

There were no 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.

1.1. APPROVAL OF AGENDA

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF OCTOBER 28, 2025, AS CIRCULATED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. REPORTS FROM ADMINISTRATION

2.1. 2026 DRAFT BUDGET – M. BEAL

Director of Financial Services Michael Beal presented the draft 2026 Budget for Tantramamar. Discussions occurred and items were clarified and addressed by the Director. A copy of the draft 2026 Budget Presentation can be found on our [website](#).

3. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF OCTOBER 28, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

SPECIAL MEETING OF COUNCIL
MONDAY, NOVEMBER 3, 2025 – 3:00 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, 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, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Active Living & Culture Jamie Ferguson, Communications Officer Jeremy McLaughlin, Manager of Tourism & Business Development Ron Kelly Spurles, Superintendent of Public Works Michelle Sherwood, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge.

There was one (1) member 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.

1.1. APPROVAL OF AGENDA

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 3, 2025, AS CIRCULATED, AND MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1)(J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. CLOSED SESSION

2.1. HR-2025-09

3. REPORTS FROM ADMINISTRATION

3.1. 2026 DRAFT BUDGET – M. BEAL

Director of Financial Services Michael Beal presented the draft 2026 Budget for Tantramar. Discussions occurred and items were clarified and addressed by the Director. A copy of the draft 2026 Budget Presentation can be found on our [website](#).

#25-141 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER

TAX AUTHORITY	678.00	SACKVILLE TOWN	1.5350
TAX AUTHORITY	678.02	DORCHESTER VILLAGE	1.5350
TAX AUTHORITY	678.03	DORCHESTER LSD	0.6911
TAX AUTHORITY	678.04	SACKVILLE LSD	0.6125
TAX AUTHORITY	678.05	POINT DE BUTE LSD	0.8137

I MOVE THAT THIS IS TO CERTIFY THAT ON THE 3RD DAY OF NOVEMBER 2025, THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR RESOLVED THAT THE SUM OF \$18,288,471 BE THE TOTAL OPERATING BUDGET OF THE LOCAL GOVERNMENT, THAT THE SUM OF \$16,989,036 BE THE WARRANT OF THE LOCAL GOVERNMENT OF THE ENSUING YEAR, AND THAT THE TAX RATE (S) FOR THE LOCAL GOVERNMENT BE AS LISTED ABOVE. THE COUNCIL ORDERS AND DIRECTS THE LEVYING BY THE MINISTER OF LOCAL GOVERNMENT OF SAID AMOUNT ON REAL PROPERTY LIABLE TO TAXATION UNDER THE ASSESSMENT ACT WITHIN THE LOCAL GOVERNMENT OF TANTRAMAR. AYE VOTE RECORDED BY COUNCILLOR MICHAEL TOWER. NAY VOTES RECODED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. MOTION DEFEATED.

#25-142 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR GREG MARTIN

TAX AUTHORITY	678.00	SACKVILLE TOWN	1.5350
TAX AUTHORITY	678.02	DORCHESTER VILLAGE	1.5350
TAX AUTHORITY	678.03	DORCHESTER LSD	0.7411
TAX AUTHORITY	678.04	SACKVILLE LSD	0.6625
TAX AUTHORITY	678.05	POINT DE BUTE LSD	0.8552

I MOVE THAT THIS IS TO CERTIFY THAT ON THE 3RD DAY OF NOVEMBER 2025, THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR RESOLVED THAT THE SUM OF \$18,385,659 BE THE TOTAL OPERATING BUDGET OF THE LOCAL GOVERNMENT, THAT THE SUM OF \$17,090,224 BE THE WARRANT OF THE LOCAL GOVERNMENT OF THE ENSUING YEAR, AND THAT THE TAX RATE (S) FOR THE LOCAL GOVERNMENT BE AS LISTED ABOVE. THE COUNCIL ORDERS AND DIRECTS THE LEVYING BY THE MINISTER OF LOCAL GOVERNMENT OF SAID AMOUNT ON REAL PROPERTY LIABLE TO TAXATION UNDER THE ASSESSMENT ACT WITHIN THE LOCAL GOVERNMENT OF TANTRAMAR. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

#25-143 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT THIS IS TO CERTIFY THAT ON THE 3RD DAY OF NOVEMBER 2025 THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR RESOLVED THAT PURSUANT TO SUBSECTION 117(4) OF THE LOCAL GOVERNANCE ACT, THE TOTAL BUDGET FOR THE WATER & WASTEWATER UTILITY FOR THE ENSUING YEAR WOULD CONSIST OF TOTAL REVENUES OF \$2,879,791 AND TOTAL EXPENDITURES OF \$2,879,791. ADOPTED THIS 3RD DAY OF NOVEMBER 2025 BY THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY

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

#25-144 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL APPROVE THE WATER AND SEWER RATES FOR TANTRAMAR FOR PRIVATE HYDRANTS BE SET AT \$516 PER YEAR, FOR PRIVATE SPRINKLERS BE SET AT \$599 PER YEAR EFFECTIVE JANUARY 1, 2026. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

3. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 3, 2025. MOTION CARRIED.

MAYOR

A SSISTANT CLERK



Synopsis: Trunk Mobile Radio Purchase – Sackville Fire & Rescue

Date: November 6, 2025

Department: Protective Services

DESCRIPTION

To purchase six (6) TMR APX8000XE Portable radios for Sackville Fire & Rescue. These proposed radios were budgeted for as part of the 2025 operating budget. These proposed radios are an upgrade from what is currently used within operations and will be a much safer option for all members.

The recommended radio purchase was presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-082. A copy of the report can be found on page 7 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the purchase of six (6) Trunk Mobile Radios from the Government of New Brunswick, Department of Transportation & Infrastructure in the amount of \$69,879.06 HST Included.



Synopsis: Bunker Gear Replacement – Sackville Fire & Rescue

Date: November 6, 2025

Department: Protective Services

DESCRIPTION

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

The recommended bunker gear purchase was presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-083. A copy of the report can be found on page 9 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the purchase of five (5) sets of Bunker Gear from Safety Source Fire in the amount of \$33,049.68 HST Included.



Synopsis: Firefighting Nozzles – Sackville Fire & Rescue

Date: November 6, 2025

Department: Protective Services

DESCRIPTION

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

The recommended nozzle purchase was presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-084. A copy of the report can be found on page 11 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the purchase of five (5) sets of Bunker Gear from Safety Source Fire in the amount of \$33,049.68 HST Included.



Synopsis: Extrication Tool – Point De Bute Fire Department

Date: November 6, 2025

Department: Protective Services

DESCRIPTION

The purchase one (1) Holmatro Battery Operated Extrication tool for the Point de Bute Fire Department falls within the 2025 budget and will enhance the firefighter's response when responding to motor vehicle collisions within their coverage area for a quick initial response.

The recommended extrication tool purchase was presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-085. A copy of the report can be found on page 13 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the purchase of one (1) extrication tool from Safety Source Fire in the amount of \$25,501.25 HST Included.



Synopsis: FCM – Growing Canada’s Community Canopies Grant

Date: November 6, 2025

Department: Active Living & Culture

DESCRIPTION

To submit a Letter of Support and Financial Contribution for a newly proposed Trees for Tantramar program under the Federation of Canadian Municipalities - Growing Canada’s Community Canopies Grant. A follow-up letter confirming funds will be provided once 2026 Budget is approved, as presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-086. A copy of the report can be found on page 15 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the Letter of Support and Financial Contribution for Tantramar in support of the application to the FCM – Growing Canada’s Community Canopies Grant.



Synopsis: Policy 2025-20 Memorials and Donations

Date: November 6, 2025

Department: Active Living & Culture

DESCRIPTION

To update the Memorials and Donations on Municipal Land Policy to encompass all of Tantramamar, as presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-087. A copy of the report can be found on page 18 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve Policy 2025-20 Memorials and Donations

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

1. PURPOSE

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

2. GENERAL INFORMATION

- a) The Tantramar Memorial and Donations Policy will be administrated and coordinated by the Department of Active Living and Culture. All inquiries regarding this policy, the planting of memorial trees and/or placement of memorial benches on municipal lands should be directed to the Manager of Active Living and Culture at (506) 364-4955.
- b) This policy will outline the entire process involved in the planting of memorial trees or placement of memorial benches on municipal lands in Tantramar. The Municipality's Department of Active Living and Culture reserves the right to determine locations for proposed tree planting and bench placement, the appropriateness of the species of tree/s selected for the location, the appropriate style of bench, and to establish the fees associated with memorial tree planting and memorial benches, including their long-term maintenance.
- c) Trees proposed for a memorial planting site can be deciduous or coniferous and are subject to the approval of the Manager of Active Living and Culture to ensure that the species is appropriate for the selected site. An applicant can, however, provide a suggested species for the Manager to consider. The cost per tree is listed in Schedule "A", which includes the purchase, planting, associated administration costs and warranty. The placement and fees associated with all placement or designation of memorial benches will be subject to the discretion of the Manager of Active Living and Culture given the variety of parks and public spaces available, the assortment of designs available, as well as shipping and installation charges.
- d) Persons not satisfied with the decisions of the Department of Active Living and Culture may appeal the decision to the Chief Administrative Officer.

- e) For the purpose of this policy, municipal lands shall mean any municipal park open space area or other lands frequented by the general public.

3. PROCEDURE

- a) Requests for memorial tree planting/s or memorial benches will be submitted in writing to the Department of Active Living and Culture, to the attention of:
Manager of Active Living and Culture
Tantramar
182 Main Street
Sackville, NB
E4L 4B4
- b) An Application for Purchase and Planting of a Memorial Tree or Placement of a Memorial Bench, attached as Schedule "A", must be completed by the applicant. Following submission and approval of the application, the Department of Active Living and Culture will contact the applicant to complete the arrangements for the planting of a memorial tree or placement of a memorial bench. All applicants will receive a copy of this policy prior to the purchase of a memorial tree or bench.
- c) Memorial trees and benches shall become the property of Tantramar immediately upon their placement on municipal lands. Applicants will have no further rights, participation or involvement in the future care or maintenance of the memorial tree or bench.
- d) Tantramar will implement its best efforts to ensure that any memorial tree or bench is properly maintained during the period of establishment. However, the Municipality does not guarantee these items against acts of vandalism, damage or failure because of environmental stresses or conditions which may impact negatively on the health of a memorial tree, or longevity of a memorial bench.
- e) Tantramar agrees to provide one replacement memorial tree or bench at or near the original planting site at no cost to the applicant should the items fail or become significantly damaged for any reason within one (1) year of the initial placement date.
- f) Should it become necessary to replace a memorial tree or bench, the Municipality will make every effort to obtain a replacement that is the same species, size, or design. However, the Municipality reserves the right to plant an alternative species and size tree at the discretion of the Manager of Active Living and Culture.
- g) Memorial trees will be planted by the Municipality in the spring and fall seasons. Spring planting will generally occur beginning April 15th through May 15th. Fall planting will occur beginning October 15th through November 30th. The Municipality reserves the right to shorten, extend or delay planting of memorial trees pending availability of plant material and poor site conditions associated with inclement weather. Memorial benches may be installed throughout the Spring, Summer or Fall, depending on weather conditions.
- h) Applicants must be mindful that appropriate plant material will be selected to coincide with the specific planting period. As such, tree species with a spring planting preference will not be planted in the fall.
- i) A Municipal Standard Gold or Silver Plaque may be placed near a memorial tree/s or affixed to a memorial bench. Such plaques shall be provided and installed by the Municipality. Costs associated for said plaque will not exceed \$100.00.
- j) Wording proposed to be engraved onto memorial plaques must be submitted on the form provided with the Application for a Memorial Tree or Bench. Proposed wording is subject to approval by the Manager of Active Living and Culture and shall not exceed a maximum of 10 words in length.

- k) As an alternative to Item 3(i) Applicants may elect to purchase a memorial tree without a memorial plaque. In this instance, following the planting of a memorial tree, the Municipality will present the applicant with a certificate and a photographic record of the tree officially recognizing the memorial tree. The certificate will contain the following information:

- Tree species
- General description of tree location on Municipal lands
- Acknowledgement of the individual/s being memorialized
- Date of tree planting
- Photo of the memorial tree

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

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

4. REVIEW

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

5. REPEAL

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

Jennifer Borne, Chief Administrative Officer

Date:

Andrew Black, Mayor

Date:

Schedule "A"

Memorial and Recognition Program Application Form

DEPARTMENT OF ACTIVE LIVING AND CULTURE

182 Main Street, Sackville, NB, E4L 4B4

Phone: (506)364-4955

Fax: (506) 738-6424

Email: bookings@tantramarNB.com

Website: www.tantramarNB.com

MEMORIAL INFORMATION

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

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

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

Applicant's Signature	Date:
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FOR OFFICE USE ONLY

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

Application Form: Plaque Information

DEPARTMENT OF ACTIVE LIVING AND CULTURE

182 Main Street, Sackville, NB, E4L 4B4

Phone: (506)364-4955

Fax: (506) 738-6424

Email: bookings@tantramarNB.com

Website: www.tantramarNB.com

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

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

--

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

FEES

MEMORIAL TREES

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

Tree Fee: \$500.00 + HST.

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

MEMORIAL BENCHES

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

OTHER MEMORIALS

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

PLAQUES

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

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



Synopsis: Rod and Gun Club Landing Road Lease Renewal

Date: November 6, 2025

Department: Active Living & Culture

DESCRIPTION

To renew the lease with the Sackville Rod and Gun Club, allowing them to continue to use municipal land on Landing Road to operate their programs, as presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-088. A copy of the report can be found on page 27 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council authorize the Mayor and Clerk to sign and seal a 5-year lease agreement between Tantramar and the Sackville Rod and Gun Club for the use of municipal land located at 32 Landing Road, Sackville, for a term commencing on November 12, 2025, and ending on December 31, 2030.



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

Date: November 6, 2025

Department: Office of the CAO

DESCRIPTION

To approve a Purchase and Use of Bottled Water policy for Tantramar, as presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-091. A copy of the report can be found on page 38 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve Policy 2025-21 Purchase and Use of Bottled Water.

TANTRAMAR POLICY NUMBER: 2025-21	Pages: 2
Administered by: Chief Administrative Officer	Subject: Purchase and Use of Bottled Water
Effective Date: November 12, 2025	

1. PURPOSE

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

2. STATEMENT

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

3. DEFINITIONS

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

4. OBJECTIVES

The objectives of this policy are to achieve the following:

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

5. APPLICATION

- a) This policy applies to all Council members and Municipal Employees.

- b) It is recognized that Council members and Municipal employees who have health issues related to the consumption of tap water may need to use their own water (bottled or otherwise) for drinking.

6. EXEMPTIONS

This policy does not apply:

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

7. PROCEDURE

- a) Meetings and events hosted by the Municipality of Tantramar (on or off site) shall have potable tap water available to guests, Council members and Municipal employees. Bottled water will not be provided.
- b) The Municipality may supply bottled water in the event of Exemptions (a) to (d).
- c) Council members and Municipal employees are encouraged to use potable tap water in refillable containers.
- d) This policy encourages Council members and Municipal employees to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

8. REVIEW

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

9. REPEAL

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

Jennifer Borne, Chief Administrative Officer

Date:

Andrew Black, Mayor

Date:



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

Date: November 6, 2025

Department: Office of the CAO

DESCRIPTION

To approve a Reducing Plastic Waste Associated with Municipal Meeting and Events policy for Tantramar, as presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-092. A copy of the report can be found on page 43 of the [October Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve Policy 2025-22 Reducing Plastic Waste Associated with Municipal Meetings and Events.

TANTRAMAR POLICY NUMBER: 2025-22	Pages: 2
Administered by: Chief Administrative Officer	Subject: Reducing Plastic Waste Associated with Municipal Meetings and Events
Effective Date: November 12, 2025	

1. PURPOSE

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

2. STATEMENT

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

3. DEFINITIONS

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

4. OBJECTIVES

The objectives of this policy are to achieve the following:

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

5. APPLICATION

This policy applies to:

- a) All Council members and Municipal Employees, including Tantramar Fire Service at meetings and events;
- b) All Municipal facilities, operations and purchasing of goods; and
- c) Public events where the Municipality provides food and beverage services.

6. EXEMPTIONS

This policy does not apply:

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

7. PROCEDURE

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

8. REVIEW

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

9. REPEAL

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

Jennifer Borne, Chief Administrative Officer

Date:

Andrew Black, Mayor

Date:

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

File Number: 25-1614

Meeting Date: November 12, 2025

From : Lori Bickford, Planning Manager/Planner

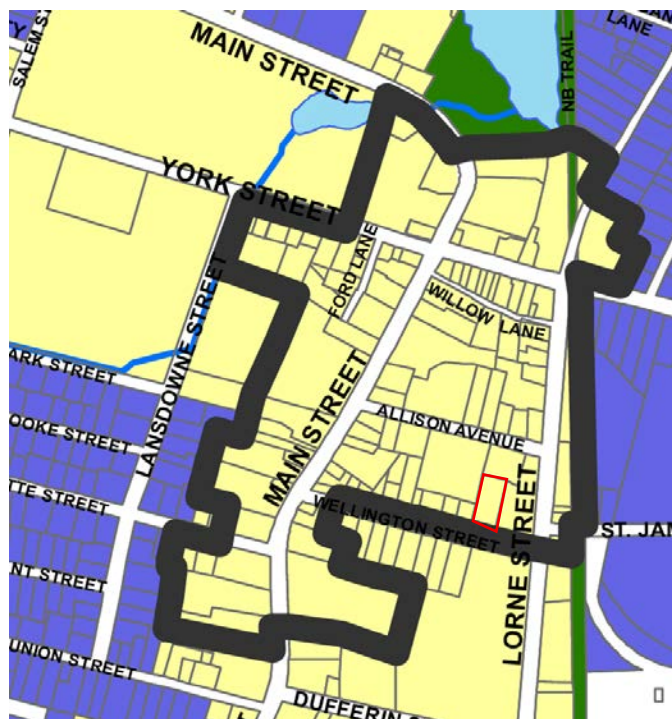
GENERAL INFORMATION

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

BACKGROUND

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

- The DBD requires that a building be placed up to the street line or a max of 4m (13') from the front property line. The hydrographic map identified the front of the property is in the flood limit. (See Zoning inset map) Currently the Zoning By-law imposes conditions for the building to be adapted in the flood limit area so no openings, or overnight accommodations below the minimum established flood elevation. The applicant explored the option of building a commercial building at the front to satisfy this requirement; however, his engineer confirmed the topography of the land and the requirements for adaptation resulted in challenges for meeting Barrier Free Code



Future Land Use map – Heavy black line DBD

Main / Principal

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

Shediac

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

Tantramar

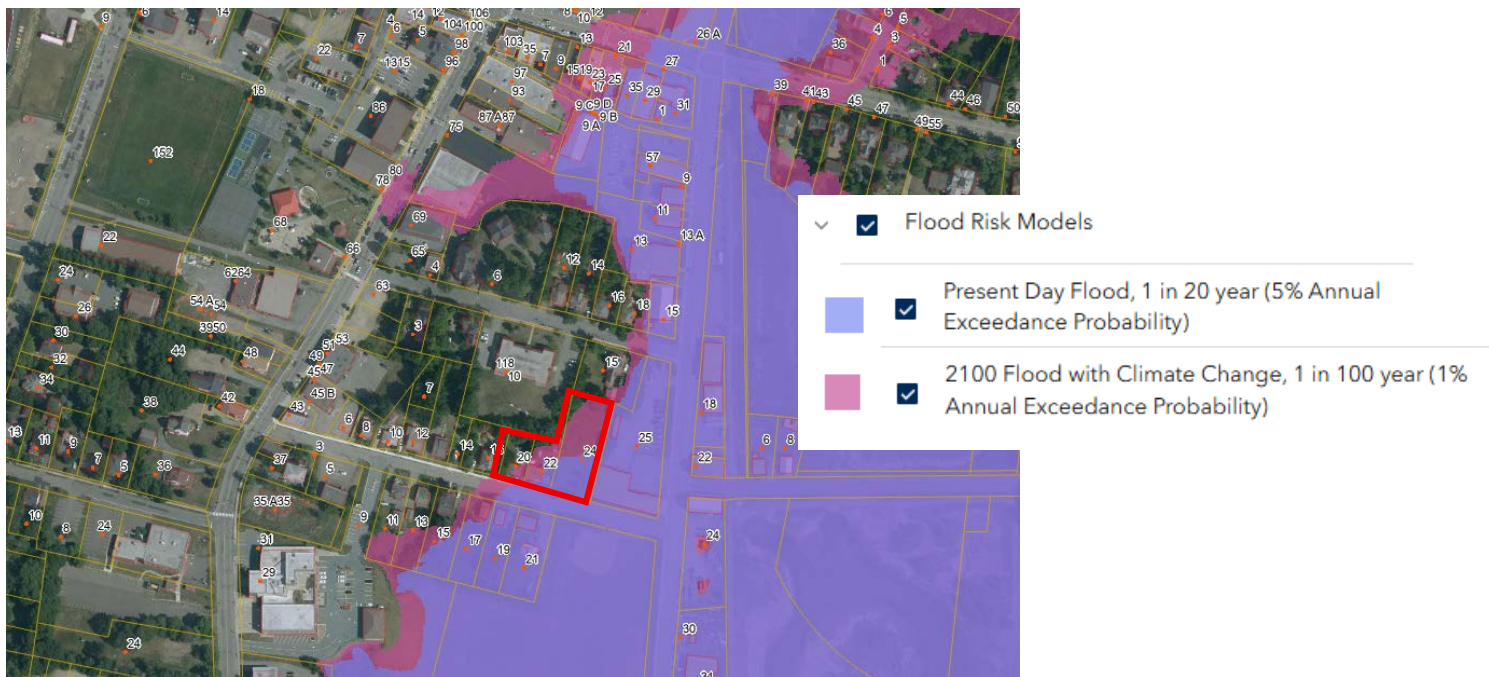
112C rue Main Street
Sackville, NB E4L 0C3
(506) 364-4701

requirements and required significant topographic alterations that are not feasible.

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



Zoning Map – Blue hatch line flood area



GeoNB Map – Flood scenario layers

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

Main / Principal

1234 rue Main Street, Suite 200
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Shediac

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(506) 533-3637

Tantramar

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

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



Google Streetview of North side of Wellington Street – residential development



Proposed DBD boundary on north side of Wellington Street in purple

Main / Principal

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

Shediac

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

Tantramar


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

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

COUNCIL ACTION

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

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

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



To: Mayor and Council
Submitted by: Jennifer Borne, Chief Administrative Officer
Date: November 6, 2025
Subject: Assistant Clerk Appointment - Extension

PROPOSAL

To extend the temporary appointment of Assistant Clerk until January 30, 2026.

BACKGROUND

At the May 2025 Regular Council Meeting, Council appointed Elizabeth Hartling as Assistant Clerk for a temporary term ending September 1, 2025. An extension to the appointment was approved until November 30, 2025.

DISCUSSION

Staff are proposing to extend Elizabeth Hartling's temporary appointment as Assistant Clerk, in accordance with Section 71 of the Local Governance Act, with the term set to conclude on January 30, 2026.

INTERDEPARTMENTAL CONSULTATION

Director of Financial Services

LEGISLATION/POLICY

[Local Governance Act](#)

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Extend the temporary appointment of Assistant Clerk.

RECOMMENDATION

It is recommended 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 January 30, 2026.

ATTACHMENTS

N/A



To: Mayor and Council

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

Date: November 6, 2025

Subject: Temporary Street Closure – Dufferin Street, Sackville

PROPOSAL

To approve a temporary street closure for Moonlight Madness Fireworks scheduled for December 5, 2025.

BACKGROUND

In April 2025, Council authorized a fireworks display and street closure for the upcoming Fall Fair. Following this approval, the fireworks supply contract was finalized. However, due to exceptionally dry weather conditions, the fireworks originally planned for Fall Fair were rescheduled to take place during Moonlight Madness on December 5, 2025.

DISCUSSION

To ensure public safety, a temporary street closure is recommended for Dufferin Street in Sackville on Friday, December 5th, from 5:00 p.m. to 7:00 p.m., with a poor weather date of Saturday, December 6th, from 5:00 p.m. to 7:00 p.m.

INTERDEPARTMENTAL CONSULTATION

Tantrammar Fire Service

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Socia media, website, etc.

TANTRAMMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Supporting Social and Cultural Connections to Build Our Community* pillar from Tantrammar'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

- a) Approve the temporary street closure of Dufferin Street, Sackville to accommodate the Moonlight Madness fireworks display
- b) Do not approve the temporary street closure of Dufferin Street, Sackville.

RECOMMENDATION

Staff recommends that Council approve the temporary street closure of Dufferin Street, Sackville on Friday, December 5, 2025 from 5:00 p.m. to 7:00 p.m., with a poor weather date of Saturday, December 6, 2025. to accommodate the fireworks display.

ATTACHMENTS

N/A



To: Mayor and Council

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

Date: November 6, 2025

Subject: License of Occupation: Rail Trail

PROPOSAL

To provide additional information concerning the License of Occupation of the former railbed within our municipal boundaries.

BACKGROUND

At the November 2025 Committee of the Whole, staff reported the following to Council:

- 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 operating 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 upgrades would need to be proposed to the province. The province would have funding for items like major bridge repairs.

Since that meeting, additional information has come to light concerning Liability. Staff wanted to make Council aware that by applying for a License of Occupation, and taking on the maintenance responsibilities of the trail, the municipality will also be taking on liability.

Directly from DTI:

Liability Insurance is a requirement for all occupations on Crown lands and maintaining liability insurance throughout the term of your authorization will be a condition within your Licence of Occupation authorization. Liability insurance in the amount of \$5,000,000 minimum, listing "His Majesty the King in Right of the Province of New Brunswick as represented by the Minister of Natural Resources" as additional-insured.

DISCUSSION

Staff felt it was important to make Council aware of the potential liability risk involved with acquiring a License of Occupation for the trail. We currently have liability insurance in the amount of \$10,000,000 for the municipality.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

\$15,000-20,000 annually

COMMUNICATIONS/PUBLIC ENGAGEMENT

Social Media, Website, Newsletter, Signage

TANTRAMAR 2024 PRIORITY ACTION 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 and popular piece of community trail.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

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

RECOMMENDATION

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

ATTACHMENTS

Rail Trail Map

