



---

*“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. CLOSED SESSION**

2.1 P-2025-04

**Public Portion – 7:00 p.m.**

**3. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

3.1 EOS ECO-ENERGY – J. BROOKS

3.2 SENIORS FOR CLIMATE TANTRAMMAR – P. MOTT

**4. ADOPTION OF MINUTES**

4.1 REGULAR COUNCIL MEETING – NOVEMBER 12, 2025 (Pg. 3)

4.2 SPECIAL MEETING OF COUNCIL – NOVEMBER 24, 2025 (Pg. 8)

4.3 COMMITTEE OF THE WHOLE MEETING – NOVEMBER 24, 2025 (Pg. 10)

4.4 SPECIAL MEETING OF COUNCIL – DECEMBER 3, 2025 (Pg. 13)

**5. CONSENT AGENDA (Pg. 15-18)**

RFD #2025-094 – EOS ECO-ENERGY EXPENSES: CREATION OF CLIMATE ADAPTATION PLAN

RFD #2025-095 – CLIMATE CHANGE ADVISORY COMMITTEE MEMBERSHIP RECOMMENDATIONS

RFD #2025-089 – LICENSE OF OCCUPATION: RAIL TRAIL

RFD #2025-096 – 2026 WINTERFEST

**6. REPORTS FROM ADMINISTRATION**

6.1 CAPITAL BUDGET 2026 – M. BEAL

6.2 HOUSING NEEDS ASSESSMENT AND RDC FUNDING – J. TAYLOR (Pg. 19)

6.3 EMERGENCY DISPATCH PAGERS: DORCHESTER FIRE DEPARTMENT – D. REID (Pg. 28)

6.4 ARTICULATED SIDEWALK SNOW REMOVAL UNIT – M. SHERWOOD (Pg. 31)

6.5 BIRD FRIENDLY CITY DESIGNATION – M. PRYDE (Pg. 33)

6.6 RESERVE TRANSFERS FOR 2025 – M. BEAL (Pg. 35)

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

**8. NOTICE OF MOTION AND RESOLUTION**

**8.1** NOTICE OF MOTION – DEPUTY MAYOR MATT ESTABROOKS

**8.2** NOTICE OF MOTION – COUNCILLOR DEBBIE WIGGINS-COLWELL

**9. DEPUTY MAYOR ELECTION**

**10. ADJOURNMENT**

**REGULAR COUNCIL MEETING OF  
WEDNESDAY, NOVEMBER 12, 2025 7:00 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 Community & Corporate Services Jeff Taylor, Director of Active Living & Culture Matt Pryde, Communications Officer Jeremy McLaughlin, Superintendent of Public Works Michelle Sherwood, Assistant Treasurer Elizabeth Hartling, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge.

Also, in attendance were two (2) 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**

#25-145 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 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**

Mayor Andrew Black called for presentations from the public. There were none.

**3. ADOPTION OF MINUTES**

#25-146 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF OCTOBER 14, 2025, AS CIRCULATED. MOTION CARRIED.

#25-147 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 27, 2025. MOTION CARRIED

#25-148 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF OCTOBER 28, 2025. MOTION CARRIED.

#25-149 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 3, 2025. MOTION CARRIED.

#### 4. CONSENT AGENDA

#25-150 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL APPROVE THE CONSENT AGENDA OF NOVEMBER 12, 2025. MOTION CARRIED.

##### RFD 2025-083 – BUNKER GEAR REPLACEMENT – SACKVILLE FIRE & RESCUE

*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.*

##### RFD 2025-084 – FIREFIGHTING NOZZLE – SACKVILLE FIRE & RESCUE

*That Council approve the purchase of ten (10) firefighting nozzles from Safety Source Fire in the amount of \$22,241.00 HST Included.*

##### RFD 2025-085 – EXTRICATION TOOL – POINT DE BUTE FIRE DEPARTMENT

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

##### RFD 2025-086 – FCM GROWING CANADA'S COMMUNITY CANOPIES GRANT

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

##### RFD 2025-087 – POLICY 2025-20 MEMORIALS AND DONATIONS

*That Council approve Policy 2025-20 Memorials and Donations.*

##### RFD 2025-088 – LANDING ROAD LEASE AGREEMENT WITH SACKVILLE ROD & GUN CLUB

*That Council authorize the Mayor and Clerk to sign and seal a 5-year lease agreement between Tantramamar 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.*

RFD 2025-091 – POLICY 2025-21 PURCHASE AND USE OF BOTTLED WATER

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

RFD 2025-092 – POLICY 2025-22 REDUCING PLASTIC WASTE AT MUNICIPAL MEETINGS & EVENTS

*That Council approve Policy 2025-22 Reducing Plastic Waste Associated with 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

A copy of the report can be found on page 34 of the Regular Council Meeting [package](#).

#25-151 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT WHEREAS COUNCIL HAS CONSIDERED AN APPLICATION FROM SEAN DOUCET TO AMEND BY-LAW NO 243, THE TOWN OF SACKVILLE MUNICIPAL PLAN BY MODIFYING THE DOWNTOWN BUSINESS DISTRICT BOUNDARY ON WELLINGTON STREET ON THE FUTURE LAND USE MAP;

AND WHEREAS COUNCIL HAS AGREED TO CONSIDER AMENDING BY-LAW NO 244, THE TOWN OF SACKVILLE ZONING BY-LAW BY MODIFYING THE DOWNTOWN BUSINESS DISTRICT BOUNDARY ON WELLINGTON STREET ON THE ZONING MAP;

BE IT RESOLVED THAT THE COUNCIL OF TANTRAMAR DIRECTS THAT THE APPROPRIATE BY-LAWS BE PREPARED TO AMEND THE MUNICIPAL PLAN AND ZONING BY-LAW AS IT PERTAINS TO THE ABOVE NOTED CHANGES; THAT THE PROPOSED BY-LAWS BE REFERRED TO THE SOUTHEAST PLANNING REVIEW AND ADJUSTMENT COMMITTEE FOR THEIR VIEWS ON OR BEFORE THEIR DECEMBER MEETING; THAT THE NOTICE OF INTENTION REQUIREMENTS OF THE COMMUNITY PLANNING ACT BE FULFILLED WITH RESPECT TO THE PROPOSED AMENDMENTS, AND SETS THE COMMITTEE OF THE WHOLE MEETING ON NOVEMBER 24, 2025 AT 3:00 PM, IN THE COUNCIL CHAMBERS AT THE MUNICIPAL OFFICE, 31 MAIN STREET, 2<sup>ND</sup> FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE PUBLIC PRESENTATION OF COUNCIL'S INTENT TO AMEND THE MUNICIPAL PLAN AND SETS THE COMMITTEE OF THE WHOLE MEETING ON JANUARY 26, 2026 AT 3:00 PM, IN THE COUNCIL CHAMBERS AT THE MUNICIPAL OFFICE, 31 MAIN STREET, 2<sup>ND</sup> FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING OF CONSIDERATION OF OBJECTIONS TO THE PROPOSED BY-LAWS. MOTION CARRIED.

5.2. ASSISTANT CLERK APPOINTMENT EXTENSION

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

#25-152 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN 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. MOTION CARRIED.

#### 5.3. TEMPORARY ROAD CLOSURE – DUFFERIN STREET, SACKVILLE – M. PRYDE

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

#25-153 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL GRANT THE TEMPORARY STREET CLOSURE OF DUFFERIN STREET, SACKVILLE FROM 5:00 P.M. TO 7:00 P.M. ON FRIDAY, DECEMBER 5, 2025 WITH A POOR WEATHER DATE OF SATURDAY, DECEMBER 6, 2025 TO ACCOMMODATE THE FIREWORKS DISPLAY. MOTION CARRIED.

#### 5.4. LICENSE OF OCCUPATION RAIL TRAIL – M. PRYDE

A copy of the report can be found on page 42 of the Regular Council Meeting [package](#). This item will be brought forward at the Committee of the Whole meeting of November 24, 2025.

#### 5.5. RFD 2025-082 – TRUNK MOBILE RADIO PURCHASE – SACKVILLE FIRE & RESCUE

A copy of the report can be found on page 15 of the Regular Council Meeting [package](#). This item will be brought forward at a future meeting of Council.

### 6. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Bruce Phinney congratulated Mark Hicks on being the recipient of the Governor General of Canada's Emergency Medical Services Exemplary Service Medal – First Bar.

Councillor Barry Hicks requested clarification on the procedures involved in lease and rental agreements. Chief Administrative Officer Jennifer Borne responded.

Councillor Michael Tower extended congratulations to Sackville Legion Brance #26 for hosting a well-attended Remembrance Day ceremony.

Councillor Debbie Wiggins-Colwell expressed gratitude to the Shepody IODE for their role in organizing the Dorchester Remembrance Day ceremony.

Councillor Debbie Wiggins-Colwell reported that the Dorchester clock is experiencing another malfunction.

Councillor Debbie Wiggins-Colwell requested an update on the former municipal office in Dorchester. Chief Administrative Officer Jennifer Borne responded that multiple municipal buildings will be undergoing a needs assessment, and Staff will report back to Council.

Councillor Bruce Phinney and Councillor Michael Tower asked for clarification on the Notice of Motion process. Mayor Andrew Black and Chief Administrative Officer Jennifer Borne responded.

Councillor Josh Goguen requested an update regarding the potential installation of lighting in school zone areas. Mayor Andrew Black will maintain communication with the Department of Transportation and Infrastructure on the matter.

Councillor Barry Hicks requested an update on the decorative lighting at the Mallard Drive intersection in Sackville. Superintendent of Public Works Michelle Sherwood indicated that development agreements are currently under review with the property owners.

Councillor Debbie Wiggins-Colwell asked for an update on the comprehensive pedestrian safety study motion that was brought forward on October 14, 2025, but there was no update from staff at this time.

Councillor Bruce Phinney inquired about the number of speed signs owned by Tantramar and whether they could be deployed in school zones. In response, Superintendent of Public Works Michelle Sherwood stated that Tantramar possesses two speed signs, but they are intended for temporary use only.

Mayor Andrew Black echoed earlier remarks about the well-organized and well-attended Remembrance Day services held across Tantramar. He also expressed his gratitude to the Sackville Legion for hosting the Veterans and First Responders dinner, which he had the opportunity to attend.

Mayor Andrew Black congratulated the Salisbury Fire Department on the official grand opening of their new fire hall.

Councillor Michael Tower suggested that Tantramar might consider collaborating with the Sackville Legion for future municipal events.

## 7. NOTICE OF MOTION

Mayor Andrew Black called for any notice of motion. There were none.

## 8. ADJOURNMENT

**#25-154 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2025. MOTION CARRIED.**

---

MAYOR

---

ASSISTANT TREASURER/ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL  
MONDAY, NOVEMBER 24, 2025 – 2:30 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Assistant Clerk Becky Goodwin, Manager of Active Living & Culture Jamie Ferguson, Manager of Tourism & Business Development Ron Kelly Spurles, Manager of Compliance, Risk and Safety Kathleen Carroll and Superintendent of Public Works Michelle Sherwood

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 DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 24, 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. THIRD AND FINAL READING – BY-LAW NO. 2025-20 A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY**

#25-155 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2025-20, A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY. MOTION CARRIED.

#25-156 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT ON THE 24<sup>TH</sup> DAY OF NOVEMBER 2025 THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR ENACTED BY BY-LAW THAT A BUSINESS IMPROVEMENT LEVY BE IMPOSED ON ALL NON-RESIDENTIAL PROPERTY WITHIN THE BUSINESS IMPROVEMENT AREA OF THE LOCAL GOVERNMENT THAT IS LIABLE TO TAXATION UNDER THE ASSESSMENT ACT. THE LEVY SHALL BE IN THE AMOUNT OF \$28,526.40 AT THE RATE OF \$0.2000 AND THE COUNCIL HEREBY DIRECTS AND ORDERS THE MINISTER OF THE LOCAL GOVERNMENT TO LEVY THE SAID AMOUNT PURSUANT TO



PROVISIONS OF THE BUSINESS IMPROVEMENT AREA ACT. ADOPTED THIS 24<sup>TH</sup> DAY OF NOVEMBER 2025 BY THE COUNCIL OF THE LOCAL GOVERNEMENT OF TANTRAMAR. MOTION CARRIED.

2.2. MAINSTREET REDEVELOPMENT INC. BUDGET 2026 APPROVAL

#25-157 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE BUSINESS IMPROVEMENT LEVY BUDGET FOR 2026 AS PROVIDED BY MAINSTREET REDEVELOPMENT. MOTION CARRIED.

3. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 24, 2025. MOTION CARRIED.

---

MAYOR

---

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF  
MONDAY, NOVEMBER 24, 2025 – 3:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Greg Martin, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Assistant Clerk Becky Goodwin, Manager of Active Living & Culture Jamie Ferguson, Manager of Compliance, Risk and Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Superintendent of Public Works Michelle Sherwood, Sackville Fire Chief Craig Bowser and Plan360 Planning Manager Lori Bickford.

Also, in attendance was one (1) member of the Public.

**1. CALL THE MEETING TO ORDER**

Mayor Andrew Black called the meeting to order.

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

**1.1. APPROVAL OF AGENDA**

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 24, 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. PUBLIC PRESENTATION – SACKVILLE MUNICIPAL PLAN AMENDMENT TO MODIFY THE BOUNDARY OF THE DOWNTOWN BUSINESS DISTRICT – L. BICKFORD**

Plan360 Planning Manager Lori Bickford held the Public Presentation for the proposed amendment to the Sackville Municipal Plan. A copy of the report can be found on page 3 of the Committee of the Whole [package](#).

**2.2. UMNHB HARASSMENT AND INTIMIDATION SYMPOSIUM REPORT – MAYOR & COUNCIL**

Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillor Allison Butcher reported back on attending to UMNHB Harassment and Intimidation Symposium November 14-15, 2025.

### 2.3. SACKVILLE FARMERS MARKET UPDATE – J. FERGUSON

Manager of Active Living & Culture Jamie Ferguson provided an update to Council on the Sackville Farmers Market. A copy of the report can be found on page 5 of the Committee of the Whole [package](#).

### 2.4. TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE NET ZERO PLAN – J. FERGUSON

Manager of Active Living & Culture Jamie Ferguson provided an update to Council on the TVMCC Net Zero Plan. A copy of the report can be found on page 7 of the Committee of the Whole [package](#).

## 3. COUNCIL DIRECTION REQUEST

### 3.1. EOS ECO-ENERGY EXPENSES: CREATION OF CLIMATE ADAPTATION PLAN – R. KELLY SPURLES

A copy of the report can be found on page 10 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2025-094 – EOS ECO-ENERGY EXPENSES: CREATION OF CLIMATE ADAPTATION PLAN BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 9, 2025. MOTION CARRIED.

### 3.2. CLIMATE CHANGE ADVISORY COMMITTEE MEMBERSHIP RECOMMENDATIONS – R. KELLY SPURLES

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 JOSH GOGUEN THAT COUNCIL DIRECT CDR-2025-095 – CLIMATE CHANGE ADVISORY COMMITTEE MEMBERSHIP RECOMMENDATIONS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 9, 2025. MOTION CARRIED.

### 3.3. LICENSE OF OCCUPATION: RAIL TRAIL – J. FERGUSON

A copy of the report can be found on page 17 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT CDR-2025-089 – LICENSE OF OCCUPATION: RAIL TRAIL BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 9, 2025. MOTION CARRIED.

### 3.4. 2026 WINTERFEST – J. FERGUSON

A copy of the report can be found on page 20 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2025-096 – 2026 WINTERFEST BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 9, 2025. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 22-46 of the November 2025 Committee of the Whole [package](#).

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

5. QUESTION PERIOD

Bruce Wark asked how many members are currently on Sackville Fire & Rescue compared to the full compliment number. Sackville Fire Chief Craig Bowser responded that there are currently 35 members and full compliment would be 43.

Bruce Wark asked why the Climate Change Action Committee meetings were not advertised on the municipal website. Mayor Andrew Black responded that Staff will get back to Mr. Wark on the question.

Bruce Wark asked if at the Harassment and Intimidation Symposium if there were any discussion on the need for more public engagement. Mayor Andrew Black responded that it was not discussed at the Symposium.

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 24, 2025. MOTION CARRIED.

---

MAYOR

---

ASSISTANT CLERK

Committee of the Whole  
November 24, 2025

Approved: December 9, 2025

**SPECIAL MEETING OF COUNCIL**  
**WEDNESDAY, DECEMBER 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, 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, Manager of Active Living & Culture Jamie Ferguson, Manager of Tourism & Business Development Ron Kelly Spurles, Superintendent of Public Works Michelle Sherwood, Assistant Treasurer Elizabeth Hartling, Manager of Compliance, Risk and Safety Kathleen Carroll, Communications Officer Jeremy McLaughlin, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge. Councillor Josh Goguen attended virtually.

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 DECEMBER 3, 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. 2017 FREIGHTLINER M2 REPAIRS – M. SHERWOOD**

A copy of the report can be found on page 2 of the Special Meeting of Council package.

#25-158 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE REPAIRS TO THE 2017 FREIGHTLINER M2 TO BE CARRIED OUT BY HAYLOCK TRUCK & TRAILER AT A TOTAL COST OF \$36,174.29 HST INCLUDED. MOTION CARRIED.

## 2.2. 2026 DRAFT BUDGET

Staff presented on the 2026 Capital Budget. To view this portion of the meeting, please visit our [website](#).

## 2.3. CAPITAL RENEWAL PLAN 2026-2029

#25-159 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT THE DOCUMENT ENTITLED TANTRAMAR 2026-2029 CAPITAL RENEWAL PLAN (CRP) FOR THE CAPITAL RENEWAL FUNDING (CRF) ALLOCATION BE ADOPTED. MOTION CARRIED.

## 3. ADJOURNMENT

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

---

MAYOR

---

ASSISTANT TREASURER/ASSISTANT CLERK



**Synopsis:** EOS Eco-Energy expenses related to the creation of a Climate Adaptation Plan for Tantramar

**Date:** December 4, 2025

**Department:** Community & Corporate Services

---

## DESCRIPTION

In December 2024, Council authorized Staff to apply for a Federation of Canadian Municipalities grant to create a climate change adaptation plan for Tantramar. In July 2025, Council passed an additional motion to approve Tantramar's contribution of \$12,700 towards the creation of the plan, which has a total cost of \$82,700, with the balance of the project being covered by the FCM grant.

A significant portion of work creating the plan is being carried out by EOS Eco-Energy, as a cost of \$41,100.00, as presented at the Committee of the Whole Meeting of November 24, 2025 under CDR #2025-094. A copy of the report can be found on page 10 of [November Committee of the Whole Package](#).

## PROPOSED MOTIONS

That Council approve EOS Eco-Energy to conduct work on the Climate Change Adaptation Plan for Tantramar in the total amount of \$41,100.00.



---

**To:** Mayor and Council

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

**Date:** December 4, 2025

**Subject:** Climate Change Advisory Committee Membership Recommendations

---

## **DESCRIPTION**

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, as presented at the November 24, 2025 Committee of the Whole under CDR #2025-095. A copy of the report can be found on page 13 of the [November Committee of the Whole Package](#).

## **PROPOSED MOTION**

That Council approve the members of the climate change advisory committee as follows:

Jean Nye – Amlamgog Elder 3-year term January 1, 2026 – December 31, 2028

Andrew Knickle – MTA Student Representative 1-year term January 1, 2026 – December 31, 2026

Brittany Cormier – EOS Executive Director 3-year term January 1, 2026 – December 31, 2028

Cyle Sheppard – Architectural Sustainability Consultant 3-year term January 1, 2026 – December 31, 2028





**Synopsis:** License of Occupation: Rail Trail Liability Report

**Date:** December 4, 2025

**Department:** Active Living & Culture

---

## **DESCRIPTION**

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 boundary. The initial report was presented at the Committee of the Whole Meeting of October 28, 2025 under CDR #2025-089. A copy of the report can be found on page 32 of the [October Committee of the Whole Package](#). Additional information was brought forward at the [November Regular Council Meeting](#) and additional liability information was presented at the Committee of the Whole Meeting of November 24, 2025. A copy of the final report can be found on page 17 of the [November Committee of the Whole Package](#).

## **PROPOSED MOTIONS**

That Council authorize Staff to apply for a License of Occupation with the Department of Natural Resources and Energy Development for the section of the former rail line within Tantramar Boundaries.



**Synopsis:** Winterfest 2026  
**Date:** December 4, 2025  
**Department:** Active Living & Culture

---

## DESCRIPTION

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. Winterfest 2026 was presented at the Committee of the Whole Meeting of November 24, 2025 under CDR #2025-096. A copy of the report can be found on page 20 of the [November Committee of the Whole Package](#).

## PROPOSED MOTIONS

That Council authorize the Mayor and Clerk to sign and seal an agreement with MAC Fireworks and authorize the Sackville Fire Chief to sign the application to purchase with MAC Fireworks for Winterfest 2026.

That Council approves the closure of Ford Lane, Sackville from Bill Johnstone Memorial Park to Lansdowne Street on February 6, 2026 from approximately 7:30-8:30 p.m. with a poor weather date of February 7, 2026 from approximately 6:30-7:30 p.m. to accommodate the fireworks display.



---

**To:** Mayor and Council

**Submitted by:** Jeffrey Taylor, Director of Community and Corporate Services

**Date:** December 4, 2025

**Subject:** Housing Needs Assessment Proposal and RDC Funding

---

## **PROPOSAL**

To retain Richard Saillant to complete a Housing Needs Assessment for Tantrammar and accept a funding proposal from the Regional Development Corporation.

## **BACKGROUND**

Richard Saillant is a professor at Université de Moncton and has completed Housing Needs Assessments for numerous municipalities in New Brunswick as well as the regional Housing Needs Assessment that was completed for the Southeast Regional Services Commission. The Canada Mortgage and Housing Corporation (CMHC) has confirmed to Mr. Saillant that his Housing Needs Assessments meet their criteria for funding.

The central objective of the Housing Needs Assessment is to estimate additional housing needs within the municipality of Tantrammar from now until the end of the decade, and to provide an outlook for the following five years. It will look at the existing supply gap, employment trends, and retirement of older workers to assess their impact on additional housing needs.

The Regional Development Corporation (RDC) approved funding for this project in the amount of \$15,000 after being sent Mr. Saillant's proposal for review.

## **DISCUSSION**

A Housing Needs Assessment is required under Objective 12.1 of Tantrammar's Strategic Plan. Additionally, it is something that not-for-profit organizations are being asked to provide to some funders with their applications. The Housing Needs Assessment will also be used, together with an infrastructure survey, to create a Housing Strategy.

Since Mr. Saillant is familiar with the region and has experience completing Housing Needs Assessments for New Brunswick Municipalities he estimates that it will cost up to \$21,000+HST, although he hopes that the number will come in lower than that. The Regional Development Corporation (RDC) has approved funding for this project in the amount of \$15,000 from their Preconstruction and Infrastructure Fund. This means that Tantrammar will only have to bear up to \$6,000 in pre-HST expenses for the project.

Mr. Saillant anticipates he can get a substantial portion of this work completed by the end of 2025, which would allow that portion to be billed under the 2025 budget. He anticipates that the full report will be completed by February 15, 2026, which is well before the RDC's deadline of March 31, 2026.

## **INTERDEPARTMENTAL CONSULTATION**

Chief Administrative Officer, Director of Financial Services

## LEGISLATION/POLICY

[By-Law No. 2023-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property.](#)

## FINANCIAL CONSIDERATIONS

The Housing Needs Assessment would cost \$21,000+HST, some of which would be allocated from the 2025 Operating Budget and the rest from the 2026 Operating Budget. There is an adequate budget under the consulting fees line item to support this expenditure. \$15,000 would be reimbursed by the Regional Development Corporation.

## LEGAL

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

## TANTRAMAR 2025-2028 STRATEGIC PLAN

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

## COMMUNITY IMPACT

The Housing Needs Assessment will inform Council and Municipal staff's decision making, form part of a Housing Strategy, and facilitate local housing providers' applications for funding.

## CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal.

## 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

- Award the Housing Needs Assessment Contract to Richard Saillant in the amount of \$21,000 plus HST and authorize the execution of the Letter of Offer from the RDC.
- Do not award the Housing Needs Assessment Contract to Richard Saillant in the amount of \$21,000 plus HST.

## RECOMMENDATION

Staff recommends that Council retain Richard Saillant to create a Housing Needs Assessment for Tantramar in the amount of \$21,000 plus HST and authorize the execution of the Letter of Offer from the RDC.

## ATTACHMENTS

Richard Saillant Housing Needs Assessment Proposal

RDC Letter of Offer

## HOUSING NEEDS IN TANTRAMAR

**Objective:** The central objective of this proposed study is to estimate additional housing needs within the municipality of Tantramar from now until the end of the decade, and to provide an outlook for the following five years.

**Approach:** The starting premise is that housing needs in Tantramar will depend on three main groups of factors.

1. *Existing “supply gap”.* Like other communities in southeastern New Brunswick, Tantramar has witnessed strong population growth in recent years. Based on previous work performed for the Southeast RSC, there is evidence that residential construction activity has not kept pace with population growth. It is therefore important to come up with an estimate of the cumulative “supply gap”, or the number of units needed to bring the local market into balance. This will require information on housing starts in the municipality.
2. *Employment trends.* To estimate future housing needs, one must make assumptions about the course of economic activity, and thus employment levels. Using census and other data, the report would formulate employment growth scenarios over the projection horizon for the various entities covered by the report.
3. *Retirement of older workers.* Each year, the number of workers retiring from the labour force significantly exceeds the number of young people who enter the local labor market. The report would provide estimates of the additional housing needs fueled by the migration needed to replace older workers.

The proposed work would consist in examining these three groups of factors individually and assessing their combined impact on additional housing needs. In each case, this would require a number of assumptions, which would be detailed in the report. Given the uncertainty around the evolution of the above three groups of factors, three scenarios would be developed: slow-growth, baseline, and high-growth scenarios.

**Geographical coverage:** Results would be provided for the entire municipality, along with its various historical entities (e.g., former Dorchester Village and Parish, Town and Parish of Sackville).

**Cost estimate:** The time required to collect the necessary information, complete the associated analytical and write the report is estimated at 120 hours. At \$175/hr, the estimated cost would amount to \$21 000 plus HST.

**Timeline :** A substantial portion of this work can be carried out by the end of 2025. The target date for the full report is February 15, 2016.

November 24, 2025

His Worship Andrew Black  
Mayor of Tantramar  
31C Main Street  
Tantramar, New Brunswick E4L 1G6

**SUBJECT: Project No.: 19801**  
**Project Name: Tantramar – Housing Strategy**

Dear Mayor Black:

We are pleased to inform you that the above-noted project has obtained support from the Regional Development Corporation (RDC). A financial contribution up to \$15,000 for Tantramar (the Applicant) has been approved for this project. Eligible costs and funding for this project are described in Appendix A.

**Financing Conditions**

The Applicant must provide confirmation to RDC that all other financing has been obtained prior to release of any funds for the project.

**Reimbursement Procedures**

Claims for reimbursement of the contribution must be supported by copies of invoices and proof of payment of those invoices on forms herein provided. Electronic copies may be obtained at: [www.gnb.ca/rdc](http://www.gnb.ca/rdc).

- Any unused funding committed in this fiscal year will expire on **March 31, 2026**.

All payments will be made by electronic funds transfer. Please complete the attached Direct Deposit Service form.

All claims must be received by RDC on or before **March 31, 2026**.

**Regional Development Corporation / Société de développement régional**

P.O. Box 6000 / C. P. 6000, Fredericton, New Brunswick / Nouveau-Brunswick E3B 5H1  
Tel. / Tél. : (506) 453-5897 Fax / Téléc. : (506) 453-7988

**GNB.CA**

### **Terms and Conditions**

1. No public announcement of funding or milestone events such as official openings and ribbon-cuttings shall be made by the Applicant without the prior written approval of RDC.
2. The Applicant shall not change the project scope, purpose or eligible costs without prior written approval of RDC.
3. RDC may refuse further disbursements if there is a materially adverse change in the financial position of the Applicant or status of the project.
4. The Applicant shall not sell or dispose of any assets purchased under this agreement for a period of 36 months following the completion of this project without prior written approval from an authorized representative of RDC.
5. The Applicant shall keep, for 36 months following project completion, all accounting books, records and statements pertaining to project costs and make these available for auditing and provide any statistical data required by RDC.
6. The Applicant shall allow any authorized representative of RDC reasonable access to the project site(s) and information.
7. The Applicant shall indemnify and save harmless the provincial government from and against all claims, demands, losses, damages, costs of any kind based upon any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Applicant or its servants or agents in carrying out the project.
8. The Applicant must adhere to all labour and environmental laws and regulations.
9. No Members of the Legislative Assembly, their staff, or their immediate family members shall be a party to this project or derive any benefit arising therefrom.
10. Information and documents provided to RDC may be subject to release under the *Right to Information and Protection of Privacy Act*.
11. RDC acknowledges the obligation to make the required payments under this agreement. However, payment of this contribution is subject to appropriation of sufficient funds by the legislature of the Province of New Brunswick.
12. Any costs incurred prior to **April 1, 2025**, are not considered eligible expenses under this offer.
13. The Applicant must submit a copy of the final report or study to RDC within **30 days** of project completion.

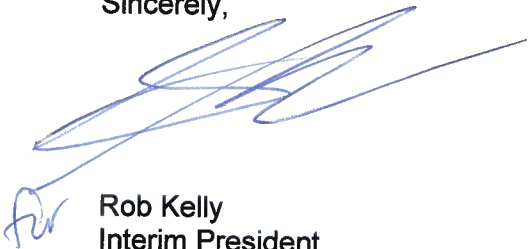
His Worship Andrew Black  
November 24, 2025  
Page 3 of 3

If you are in agreement with the terms and conditions of this offer, please sign and return it and your Direct Deposit Service form to RDC at [rdc-sdr@gnb.ca](mailto:rdc-sdr@gnb.ca). **Please note that failure to do so within 45 days renders this offer null and void.**

All inquiries with respect to the project are to be forwarded to Carly Russell at 506-626-7132 or at [carly.russell@gnb.ca](mailto:carly.russell@gnb.ca).

We look forward to the successful completion of this project.

Sincerely,



Rob Kelly  
Interim President

*Enc.*

cc: Megan Mitton, MLA for the riding of Tantramar  
Carly Russell, Project Officer

**This offer accepted on behalf of  
Tantramar for  
Project: 19801 – Housing Strategy**

Authorized Signatory: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix A

Project 19801

Tantramar - Housing Strategy

### Total Approved Contribution

2025-2026	Housing - Preconstruction	\$15,000
		Project Total: \$15,000

Regional Development Corporation will reimburse 75% of eligible costs up to the total approved contribution.

### Eligible Cost(s)

Housing Needs Assessment	\$20,000
Total	\$20,000

The portion of Harmonized Sales Tax (HST) refunded by Canada Revenue Agency is considered ineligible.

### Objectives

OC\_SupportingCapacity



# Regional Development Corporation

P.O. Box 6000, Fredericton, New Brunswick E3B 5H1

Claim No:

Final Claim:

## Housing - Preconstruction

List all eligible project costs with invoices and cheque numbers on this form. Include a copy of each invoice and proof of payment. Failure to record and support each cost will cause a delay in processing.

Project Number: 19801

Project Name: Tantramar - Housing Strategy

Description of costs	Name of Supplier	Cheque No.	Cheque Amount	Invoice Total	HST
Total					
Eligible & supported costs (total-HST refund)					

### % of HST refunded by Canada Revenue Agency

☐ 71.43% - municipality ☐ 22.33% - university ☐ 50% - non-profit organization ☐ 100% - other ☐ 0% - none

### The undersigned hereby certifies that:

- the invoices above represent eligible project costs that have been paid in full and the work completed; and
- no other public financial assistance has been received or is to be received for the part of the project against which this reimbursement is claimed.

Signature

Print Name

Date

Title

Company

Telephone

### For office use only

Eligible & supported costs

Less: previous advance

122320-14-14

Add: current advance

122320-14-14

Claim Reviewer

Date

Project Officer

Date

Payment Authority

5400

TANTRA

Vendor

Payment request

account

Claim Auditor



**Regional Development Corporation**  
Application / Change Form  
Direct Deposit Service

Regional Development Corporation use only											
Supplier / Employee number											

Please send the completed form to the **Regional Development Corporation, P.O. Box 6000, Fredericton, NB E3B 5H1**, or email to [RDC-SDR@gnb.ca](mailto:RDC-SDR@gnb.ca) or fax a copy to (506) 453-7988. For questions, contact us at (506) 453-2277.

**All fields must be completed.**

Name / Operating Name	
Legal or Corporate Name	
Address	
Contact Name	
Phone Number	
Email Address	

**Definitions:**

- Name / Operating Name: Record your individual/Agency/Company/Business operating name (the name on your invoices or cheques).
- Legal or Corporate Name: Record your Agency/Company/Business legal or corporate name if different than above.
- Address: Record your full mailing address.
- Email Address: Email address where remittance notices will be sent.

**\*\*\*IMPORTANT\*\*\***

Please attach a **"Void" cheque or cheque specimen** to this form. The document with the banking information **must also be signed** by the same authorized signatories as below.

I/We hereby authorize the Regional Development Corporation (RDC) to credit this account with any payments due from RDC until appropriate authority is received to indicate otherwise.

Please note, for municipalities or non-profit organizations two authorized signatures are required.

Signature _____	Signature _____
-----------------	-----------------

Title _____	Title _____
-------------	-------------

Date _____	Date _____
------------	------------

Regional Development Corporation use only

Set up	Date	Review	Date
--------	------	--------	------



---

**To:** Mayor and Council

**Submitted by:** Dennis Reid, Captain Dorchester Fire Department

**Date:** December 9, 2025

**Subject:** Emergency Dispatch Pagers: Dorchester Fire Department

---

## **PROPOSAL**

Purchase of 10 intrinsically safe pagers from Chandler Communications.

## **BACKGROUND**

Dorchester fire currently has 25 pagers which members carry daily in order to receive emergency calls. Tantrammar Fire Service made the decision for all Departments to switch to an intrinsically safe pager. Dorchester fire started this process last year and purchased 4 new intrinsically safe pagers.

## **DISCUSSION**

This year Dorchester Fire Department would like to continue replacing more of the regular pagers and purchase an additional ten intrinsically safe pagers. This purchase falls in line with TFS commitment to the improvements in communications equipment as well as to the safety of its members.

## **INTERDEPARTMENTAL CONSULTATION**

Tantrammar Fire Service, CAO, Director of Financial Services

## **LEGISLATION/POLICY**

[By-Law No. 2023-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property, Equipment and Materials.](#)

## **FINANCIAL CONSIDERATIONS**

The amount of \$12,000 was allotted in the 2025 Capital Budget for purchase of communications equipment for Dorchester Fire.

## **LEGAL**

N/A

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

Dorchester Fire Department members took part in creating the specification.

## **TANTRAMMAR 2025-2028 STRATEGIC PLAN**

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

## **COMMUNITY IMPACT**

N/A

## **CLIMATE CHANGE IMPLICATIONS**

No environmental implications anticipated with this proposal. The policy would encourage renovation of existing housing stock.

**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) Purchase ten (10) Motorola Minitor VII pagers from Chandler Alarm & Communications
- b) Do not purchase the Motorola Minitor VII pagers and look into additional options.

**RECOMMENDATION**

Staff recommends that Council consider the purchase of ten (10) Motorola Minitor VII pagers from Chandler Alarm & Communications in the amount of \$9,769.23 plus HST.

**ATTACHMENTS**

Quote from Chandler Alarm & Communications

225 Thorne Avenue, Saint John, NB E2L 2N9

Phone: 506.647.2833 Fax: 506.634.2449

[foote.mark@chandlersales.com](mailto:foote.mark@chandlersales.com)

PROJECT # 251125-300-1

DATE: November 26, 2025

EXPIRATION:

QUOTE TO: Dorchester Fire  
Dennis Reid

SHIP TO: Dorchester Fire

Account Manager		SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	DUE DATE	PAYMENT TERMS
Mark Foote				N/A		Net 30
LINE	Qty	Part Number	DESCRIPTION		UNIT PRICE	AMOUNT
10		64342635	Minitor VII pager 5 freq 143-174 mhz A03JAC9KA1AN IS		\$ 976.92	\$ 9,769.23

PLEASE NOTE: All taxes are extra.

Programming included

Chandler reserves the right to adjust prices to reflect the impact of any tariffs, duties, or similar governmental charges imposed after the date of this proposal.

THANK YOU FOR THE OPPORTUNITY!



---

**To:** Mayor and Council

**Submitted by:** T. Michelle Sherwood, Superintendent of Public Works

**Date:** December 4, 2025

**Subject:** 2025 MV6 MACLEAN Sidewalk Plow

---

## **PROPOSAL**

To authorize the purchase of a 2025 MV6 MACLEAN Sidewalk plow.

## **BACKGROUND**

In December of 2024, the 2007 Trackless Sidewalk Plow was damaged beyond repair and sent to scrap. The sidewalk plow is instrumental in plowing/blowing sidewalks in an effective and efficient way. As part of Tantramar's asset management plan, this piece of equipment is due for replacement in 2026.

## **DISCUSSION**

RFP's were received by Atlantic Coastal Equipment and Saunders Equipment Ltd.

<i>HST Included</i>	<b>Atlantic Coastal Equipment</b>	<b>Saunders Equipment Ltd.</b>
Articulated Sidewalk Snow Removal Unit	\$215,441.00	\$222,128.25
52" Ribbon Snowblower Attachment	\$23,575.00	\$26,803.05
Boom Flail Mower	\$59,251.95	\$52,361.80
Front Rotary Mower	\$11,138.25	\$24,467.40
Concrete Planer	\$44,699.85	\$37,730.35

The RFP 2025-10, Supply of one (1) New Articulated Sidewalk Snow Removal Unit was evaluated based on Technical Specifications, Financial Considerations, Deliverable schedule, References, Service distance/support and warranty.

In order to plow sidewalk in Tantramar in an effective and efficient manner that is both safe for the operator and efficient in a snowstorm, Tantramar requires three sidewalk plows. Two to plow Sackville area and one in Dorchester area. Currently Dorchester is plowed with a tractor that has been retrofitted to plow sidewalks until we can purchase a new sidewalk plow. The tractor blade is wide and causes more damage and because we have removed the bucket, the tractor cannot be used for pushing back banks or helping with hydrant clearing.

The RFP also covered other options, such as a snowblower attachment that will be used during heavy snowfalls, a front rotary mower that will be used to cut grass in areas like highway exits and around lift stations, a boom flail mower with a 43" cut width and a vertical reach of 13 feet to cut grass on shoulders and on the front side of ditches and a concrete planer that would grind concrete to widen driveways or grind sidewalk to reduce tripping hazards until new blocks can be poured.

## **INTERDEPARTMENTAL CONSULTATION**

N/A

## LEGISLATION/POLICY

[By-Law No. 2023-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property, Equipment and Materials](#)

## FINANCIAL CONSIDERATIONS

Subject to the approval of the capital budget amount of \$385,250.00. There is also a \$49,980.73 insurance payment to offset costs.

## LEGAL

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

## TANTRAMAR 2025-2028 STRATEGIC PLAN

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

## COMMUNITY IMPACT

N/A

## CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal.

## 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 the purchase of the 2025 MV6 MACLEAN sidewalk plow for \$215,441.00 HST included.
- Authorize the purchase of the 2025 MV6 MACLEAN sidewalk plow with the snowblower and boom flail mower only for \$298,267.95 HST included.
- Authorize the purchase of the 2025 MV6 MACLEAN sidewalk plow with snowblower, boom flail mower, front rotary mower and concrete planer attachments, for \$354,106.05
- Do not authorize the purchase of the 2025 MV6 MACLEAN sidewalk plow.

## RECOMMENDATION

Subject to approval of the Capital Budget, Staff recommend that a motion be brought forward at the December 9, 2025, Council Meeting to authorize the purchase of the 2025 MV6 MACLEAN sidewalk plow from Atlantic Coastal Equipment with all optional attachments in the amount of \$354,106.05 HST included.

## ATTACHMENTS

N/A





---

**To:** Mayor and Council

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

**Date:** December 4, 2025

**Subject:** Bird Friendly City

---

## **PROPOSAL**

To have Council pass a resolution supporting the Municipality's efforts to become a Bird Friendly City.

## **BACKGROUND**

Staff have recently been approached by a large group of community members representing a variety of nature-based organizations within the Municipality about applying to Nature Canada to name Tantrammar as a Bird Friendly City. Currently, Halifax is the only Bird Friendly City within Atlantic Canada.

As per the Nature Canada website, a Bird Friendly City is a community where:

- Key threats to birds are effectively mitigated;
- Nature is restored so native bird populations can thrive;
- Residents are actively engaged in admiring and monitoring local bird populations;
- Organizations are creating events to protect birds;
- Progressive municipal policies are created to protect urban bird populations; and
- A Bird Team has been created to oversee and lead these initiatives.

Some examples of initiatives that apply include salt marsh restoration, policy development, making windows in municipal buildings bird safe, creating natural habitats through naturalizing properties or tree planting, community events and education, bird monitoring programs, and so forth.

## **DISCUSSION**

Much of the work required to become a Bird Friendly City is already taking place through organizations like Nature NB, the Atlantic Wildlife Institute, The Wetlands Centre, Johnson's Mills Interpretive Centre, and Mount Allison. The application for the designation will primarily involve accumulating information about work that is already taking place and making some potential changes to policies and bylaws as they are brought forward for review to encourage supporting bird habitat. The initiative also aligns well with our Bee City designation and the Mayor's Monarch Pledge, with substantial overlap in some of the deliverables.

## **INTERDEPARTMENTAL CONSULTATION**

N/A

## **LEGISLATION/POLICY**

Potential changes to existing policies and By-laws, like the Parks By-law, when they are reviewed in the future.

## FINANCIAL CONSIDERATIONS

N/A

## LEGAL

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

Social media, [Tantramar](#) website, etc.

## TANTRAMAR 2025-2028 STRATEGIC PLAN

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

## COMMUNITY IMPACT

Creating a more bird friendly community and increasing knowledge.

## CLIMATE CHANGE IMPLICATIONS

Many natural habitats help mitigate climate change while providing habitat to birds. Salt marsh restoration, rain gardens, pollinator gardens, wetland management, etc.

## 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

- Pass a resolution supporting the Municipality's efforts to become a Bird Friendly City
- Do not pass a resolution supporting the Municipality's efforts to become a Bird Friendly City.

## RECOMMENDATION

Staff recommends that Council pass a resolution supporting the Municipality's work towards applying to Nature Canada to become a Bird Friendly City.

## ATTACHMENTS

N/A



---

**To:** Mayor and Council

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

**Date:** December 4, 2025

**Subject:** Reserve Transfers for 2025

---

## PROPOSAL

To perform transfers to and from Reserve Funds for the year 2025 which must be done prior to December 31, 2025.

## BACKGROUND

Each year in December a review is done on our financial position for the year to determine what we either are to take out or put into the reserve funds. All motions and transfers must be done within the fiscal year. There is a limit on the total amount that can be put into operating reserves but no limit on what can be put into Capital Reserves.

## DISCUSSION

### - Utility Budget

▪ Amount in Budget for Transfer	\$360,000
▪ Additional Revenue over Budget	\$ 70,000
▪ Vacancies within staffing Savings	<u>\$ 30,000</u>
• TOTAL	\$460,000

- Recommendation to transfer \$430,000 into the Utility Capital Reserve.
- Recommendation to transfer \$30,000 into the Utility Operating Reserve.
- Balance in Utility Capital Reserve Fund as of November 30, 2025 is \$2,173,170.89 plus this addition of \$430,000 will bring the balance to an estimate of \$2,603,171. A large portion of these funds are to be used for future lagoon upgrades (Minimum \$1.9 million).
- Balance in Utility Operating Reserve Fund as of November 30, 2025 is \$43,145.27 plus this addition of \$30,000 will bring the balance to an estimate of \$73,145. Max Operating Reserve Fund Balance permitted end of 2025 is \$133,783.

### - General Budget

- 2025 and prior Capital Approvals that will need to be paid in 2026 out of Reserve Fund or borrowed for (items with \* have authorizations to borrow outstanding but preference will be to use our own internal Capital Reserve Funds (borrow from ourselves) include the following:

▪ Dorchester Fire Truck	\$800,000*
▪ Public Safety Fleet	\$75,000
▪ Public Safety Bunker Gear	\$35,000

- Public Safety Radio Comm's \$70,000
- Public Safety Nozzles \$20,000
- Amount over Budget Dorchester Fire Hall \$1,250,000
- Amount for ventilation at Sackville Station \$265,000
  - TOTAL FOR 2026 OUT OF RESERVE \$2,250,000
  - \*\*There may be additional carry-over amounts required, TBD\*\*
- In addition, we can use reserve on potential borrowing for:
  - Dorchester Fire Hall \$3,500,000\*
  - Sackville Fire Aerial \$4,000,000\*
- 2025 estimated large items Revenue over Budget and/or Savings within the Budget
  - Additional Revenue from Planning Fees \$300,000
  - Assets Sold/Unexpected Grants Received \$110,000
    - Total to go into Reserve Funds \$410,000
  - \*\* There are expenses that have come in under budget (ie. Rcmp \$200k; Salaries from vacant positions aprox. \$400k and other things but these will go to offset 2024 expenses paid in Capital as well as any extra expenses in 2025 (ie. From Dorchester Fire Hall expenses for year).
- A total of \$410,000 is to be transferred into the reserve Funds as recommended as follows:
  - Recommendation to transfer \$410,000 into the General Capital Reserve.
  - Recommendation to transfer NIL into the General Operating Reserve.
  - Balance in General Capital Reserve Fund as of November 30, 2025 is \$6,185,727.66 plus this addition of \$410,000 will bring the balance to an estimate of 6,595,728. We will be able to borrow from ourselves for Dorchester Fire Hall and other Capital Projects; thereby saving interest and debt payments
  - Balance in General Operating Reserve Fund as of November 30, 2025 is \$565,173.46. Max Operating Reserve Fund permitted end of 2025 is \$897,234.
- For every \$1 million in reserve funds that are used for Capital purchases the interest savings (at 4% borrowing over 10 years) would be \$232,909. For example, if we are able to borrow from ourselves for the Dorchester Fire Hall Construction of \$3.5 million the savings to the municipality would be \$815,183 in interest payments.

## **INTERDEPARTMENTAL CONSULTATION**

Financial Status reviewed with Managers

## **LEGISLATION/POLICY**

[Local Governance Act](#)

## **FINANCIAL CONSIDERATIONS**

Allows any projected surplus to be put away for future operating and/or capital projects.

Allows for an account where Capital money not spent in current year is allocated to cover the expense in the following year.

We have performed the following projects without borrowing:

- Lorne Street Phase 1, 2 and 3 (2017 to 2025)
- Bridge Street Renewal (2015)
- Civic Centre Generator (2021)
- Large Fleet Replacements
- Sackville Fire New Pumper Replacement in 2024

## LEGAL

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

## TANTRAMAR 2025-2028 STRATEGIC PLAN

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

## COMMUNITY IMPACT

Allows for more Capital to be done in the future (Capital Reserve Transfer) and to lower taxes in the future (Operating Reserve Transfer)

## CLIMATE CHANGE IMPLICATIONS

None

## 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

- Move money to Reserve Funds to be used for future Capital and Operating Projects
- Don't move any money to Reserve Funds and have large surplus that is recorded in single budget year 2026.

## RECOMMENDATION

Staff Recommends that the motions be approved to transfer the funds into the Reserve funds for the fiscal year 2025.

## ATTACHMENTS

N/A