



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

1. CALL TO ORDER

- 1.1 APPROVAL OF AGENDA
- 1.2 CONFLICT OF INTEREST DECLARATION

2. INFORMATION ITEMS

- 2.1 PUBLIC HEARING – SACKVILLE MUNICIPAL PLAN AND ZONING BY-LAW AMENDMENT TO MODIFY THE BOUNDARY OF THE DOWNTOWN BUSINESS DISTRICT – C. BABIN (Pg. 3)
- 2.2 TANTRAMMAR CLIMATE CHANGE ADVISORY COMMITTEE 2025 YEAR-END REPORT – D. BLISS (Pg. 13)
- 2.3 ICE AND SNOW CONTROL – J. EPELL (Pg. 16)

3. COUNCIL DIRECTION REQUESTS

- 3.1 VARY REZONING CONDITIONS: FRESHWINDS ECO-VILLAGE HOUSING – L. BICKFORD (Pg. 19)
- 3.2 AGE-FRIENDLY COMMUNITY – J. FERGUSON (Pg. 22)
- 3.3 2026 COMMUNITY DEVELOPMENT GRANTS – M. PRYDE (Pg. 24)
- 3.4 TOUCH A TRUCK STREET CLOSURE – M. PRYDE (Pg. 28)
- 3.5 MOUNT ALLISON CONVOCATION STREET CLOSURE – M. PRYDE (Pg. 30)
- 3.6 SARAH’S WALK STREET CLOSURE – M. PRYDE (Pg. 32)
- 3.7 BY-LAW NO. 2025-19A, A BY-LAW TO AMEND BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMMAR – B. GOODWIN (Pg. 34)
- 3.8 BY-LAW NO. 2026-21, A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMMAR – C. BOWSER (Pg. 40)
- 3.9 ECONOMIC INCENTIVE PROGRAM: SALEM PROPERTIES – J. TAYLOR (Pg. 50)
- 3.10 ECONOMIC INCENTIVE PROGRAM: FRESHWINDS ECO-VILLAGE HOUSING – J. TAYLOR (Pg. 59)

4. DEPARTMENTAL REPORTS

- 4.1 ACTIVE LIVING & CULTURE (Pg. 67)
- 4.2 COMMUNITY & CORPORATE SERVICES (Pg. 69)
- 4.3 ENGINEERING & PUBLIC WORKS (Pg. 71)
- 4.4 PROTECTIVE SERVICES (Pg. 72)
- 4.5 FINANCIAL SERVICES (Pg. 75)

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

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

4.6 CHIEF ADMINISTRATIVE OFFICER (Pg. 82)

- i. SOUTHEAST REGIONAL SERVICE COMMISSION – PLAN 360 DEVELOPMENT ACTIVITY REPORT (Pg. 84)

4.7 MAYORS REPORT (Pg. 87)

- a) BLACK HISTORY MONTH PROCLAMATION

5. QUESTION PERIOD

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

6. ADJOURNMENT

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

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

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

File Number: 25-1614

Meeting Date: January 26, 2026

From : Caleb Babin, Planner

GENERAL INFORMATION

Proposal:

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

Policies:

The following policies of the Town of Sackville Municipal Plan apply to this request:

3.2.1 Town Centre Designation

Policy 3.2.1.3 It is a policy to establish a “Downtown Business District” to accommodate existing businesses and promote new commercial development within the central core of the Town.

Policy 3.2.1.4 It shall be policy of Council to strengthen the downtown’s image as a vibrant centre of the community by encouraging businesses servicing the local population to locate within the Downtown Business District and by promoting mixed use development which incorporates institutional, commercial and residential uses, as well as promoting cultural, artistic, and recreational uses.

Policy 3.2.1.5 It shall be policy of Council to implement urban design regulations in the Downtown Business District so as to highlight its features, attract new businesses and sustain its economic viability.

8.3 Environmental Action

8.3.2 Policy

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

8.3.2.6 It shall be policy of Council to accept the delineations of the 1:10 Floodplain, 8.9 meter elevation, as determined through the Regional Adaptation Collaborative Study as the area of Town at risk of flooding.

8.3.2.7 It shall be a policy of Council to accommodate limited development and topographic alterations within the 8.9 meter elevation floodplain where the proposed development is able to meet the minimum development standards established in regulation and limits residential to low density.

Regulation:

3.13 Floodplain Development

No development shall be permitted within the Floodplain Area as shown on the “Town of Sackville Hydrographic Map”, Figure 2, unless the structure meets the following flood proofing requirements:

a) The minimum lower elevation of all openings shall be the established flood elevation plus a free board height of 10.2 cm (4 in) excluding accessory buildings and agricultural related structures...

3.30 Downtown Business District

a) A front yard or flankage yard in the Downtown Business District shall not be used for parking areas, loading zones or garbage storage.

b) Any front yard or flankage yard in the Downtown Business District shall be landscaped and maintained in a manner which incorporates plantings such as trees, shrubs, annual or perennial beds or planters, decks or patios, or any combination thereof;

c) All structures must be positioned to maximize the street frontage

d) All buildings shall contain a minimum of 1 public entrance on the ground level of any wall which abuts a street.

e) All buildings shall be architecturally compatible with buildings in the downtown core, such as but not limited to window ratios.

f) The street front ground floor of any new or reconstructed structure, shall be dedicated to uses other than residential and contain a minimum of 50% of the total ground floor area, dedicated to uses other than residential.

The properties are zoned Mixed Use (MU) allowing any of the permitted uses of that zone, subject to the Downtown Business District requirements



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Discussion

The Town of Sackville Municipal Plan By-law No. 243 adopted in 2016 aims to accommodate a mix of commercial, institutional and high-density residential development in the Town Centre as designated within the Future Land Use Map (Figure 2 of the Municipal Plan). This area aimed at being a focal point for commercial activities extends from Queens Road along Main and Lorne Streets until the Sackville Civic Centre. Within a central portion of the Town Centre area, a Downtown Business District (DBD) promoting mixed-use development through provisions was established. Prescribed by the Town of Sackville Zoning By-law No. 244, these provisions include requiring at least half the ground floor and all of the street front to host non-residential uses, have a maximum front yard setback of 4 meters, and maximize street frontage with the structure.

During an initial review for the permissibility of a multiple unit dwelling on PID 00966812, it was found that DBD provisions inhibited development on the parcel as the maximum setbacks did not allow the proponent to develop outside the flood risk area. The Town of Sackville Zoning By-law contains additional provisions for development in the Floodplain. Most notably, these include floodproofing through fill to ensure the lowest opening is 4 inches above the established flood elevation and disallowing any habitable space below the established flood elevation. The subject parcel is low-lying facing the street yet elevates to the rear, making development outside the Flood Plain Limits possible in the rear portion of the lot. It additionally improves the ratio of land that would become developable following fill. No longer requiring development to maximize street frontage or incorporate retail would thus aid in meeting Floodplain Development provisions.

Conformity with Municipal Plan

Merits supporting the intent of the Town Centre designation are to be found in releasing the subject properties from the DBD. The Mixed Use zoning and its full list of permitted uses is maintained. The continued permissibility of multi-unit residential development with fewer provisions supports opportunities to attract new residents that can assist in sustaining retail on nearby commercial streets. While commercial uses will continue to be permitted and the Town Centre Future Land Use Map designation would be maintained, Wellington Street lacks the volume of foot traffic that aids the viability of street front retail.

Orienting future development towards residential uses represents the best use of the subject properties by facilitating residential density near the town centre and consolidating DBD policies to areas most viable for retail and services. The proposed DBD boundary change does not prevent the formation of new mixed-use streets; nearby Allison Avenue presents greater commercial opportunities by being centrally located within the DBD, elevated outside Flood Risk areas, yet remains mostly comprised of single dwelling units.

This boundary change would reflect the existing residential character of the street without inhibiting opportunities for residential intensification or mixed use development. Being outside the DBD would allow new buildings to be setback further from the street front and limit the area of development in the floodplain and keep residential development feasible on the existing lot sizes. Greater setbacks additionally allow stormwater infiltration by limiting impervious surface coverage. Most crucially, the proposed amendment would play a role in safeguarding people and property from flood hazards by enabling new development to occur outside the Flood Plain Limit.

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Southeast Planning Review and Adjustment Committee

The Southeast Planning Review and Adjustment Committee RECOMMENDS to the Tantramar Council the amendment to the Town of Sackville Municipal Plan By-law No 243-F which amends the Future Land Use map, and Zoning By-law No. 244-W which proposes to release parcels identified in Schedule A1 from Section 3.30 of the Town of Sackville Zoning By-law as it would permit residential development outside the Flood Plain Limit and align with the residential character of Wellington Street.

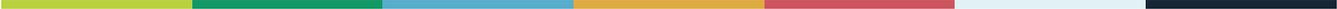
Consultation

Municipal Staff (CAO, Fire, and Engineering departments) were consulted, no concerns were raised. The proposal was also discussed internally amongst SERSC planning and development staff.

Council Action

The Community Planning Act requires that Council hold a Public Hearing to provide the public the opportunity to speak for or against a proposal.

Public Hearing notification requirements under the Act have been fulfilled.



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By-Law No 243-F

A By-law to Amend By-law No. 243

The Town of Sackville Municipal Plan

The Council of Tantramar under the authority vested in it by Section 24 and in accordance with Section 111 of the *Community Planning Act*, SNB 2017, c.19 amends By-law No. 243, the Town of Sackville Municipal Plan and enacts as follows:

1. By-law No 243, the Town of Sackville Municipal Plan, is amended by changing the boundary of the Downtown Business District on the Future Land Use Map, Figure 2, as shown on “Schedule A-1” attached hereto and forming part hereof.

Read a first time this ____ day of _____, 2026.

Read a second time this ____ day of _____, 2026.

Read a third time and passed this ____ day of _____, 2026.

Mayor

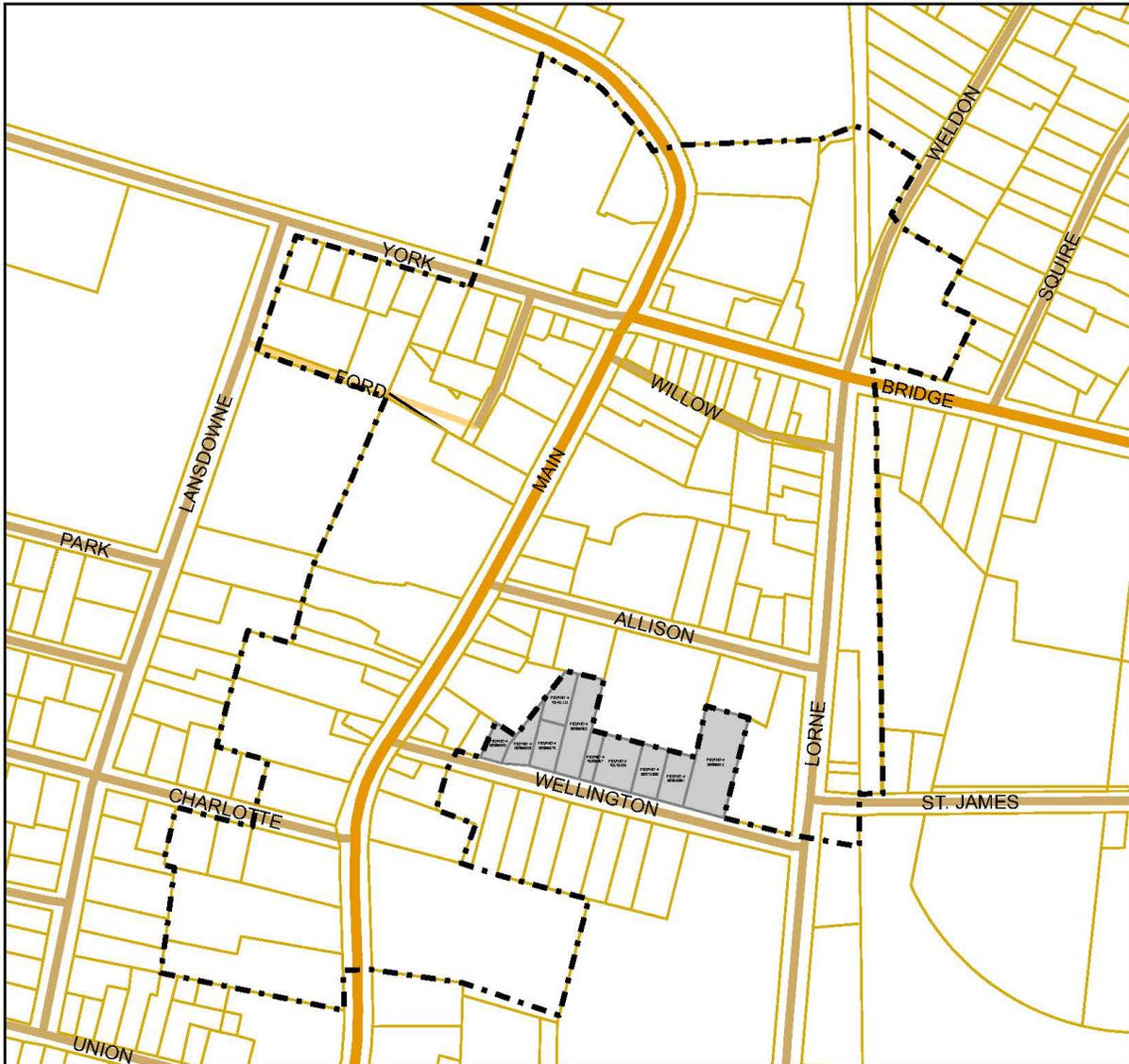
Clerk

Schedule/Annexe A-1

Sackville

FUTURE LAND USE MAP

Date: 28/11/2025

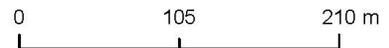


Legend



Properties removed from Downtown Business District

Downtown Business District (DBD) Boundary



Solemn Declaration

Town of Sackville Municipal Plan By-law No 243-F

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

1. THAT I am the Clerk of Tantramar, a Municipal Corporation, and have personal knowledge of the facts here in declared;
2. THAT the requirements of Section 110 and 111 of the *Community Planning Act* have been complied with in respect to By-law No 243-F, A By-law to Amend By-law No 243 The Town of Sackville Municipal Plan;
3. THAT hereto attached is a true copy of a by-law entitled By-Law No 243-F, A By-law to Amend By-law No 243 the Town of Sackville Municipal Plan, enacted by Tantramar Council on the ____ day of _____, 2026.

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

Declared before me in Tantramar,)
County of Westmoreland and)
Province of New Brunswick, this)
____ day of _____, A.D., 2026)

Clerk

By-Law No 244-W

A By-law to Amend By-law No. 244

The Town of Sackville Zoning By-law

The Council of Tantramar under the authority vested in it by Section 53 and in accordance with Section 111 of the *Community Planning Act*, SNB 2017, c.19 amends By-law No. 244, the Town of Sackville Zoning By-law and enacts as follows:

1. By-law No 244, the Town of Sackville Zoning By-law, is amended by changing the boundary of the Downtown Business District on the Zoning Map Figure 1 as shown on “Schedule A-1” attached hereto and forming part hereof.

Read a first time this ____ day of _____, 2026.

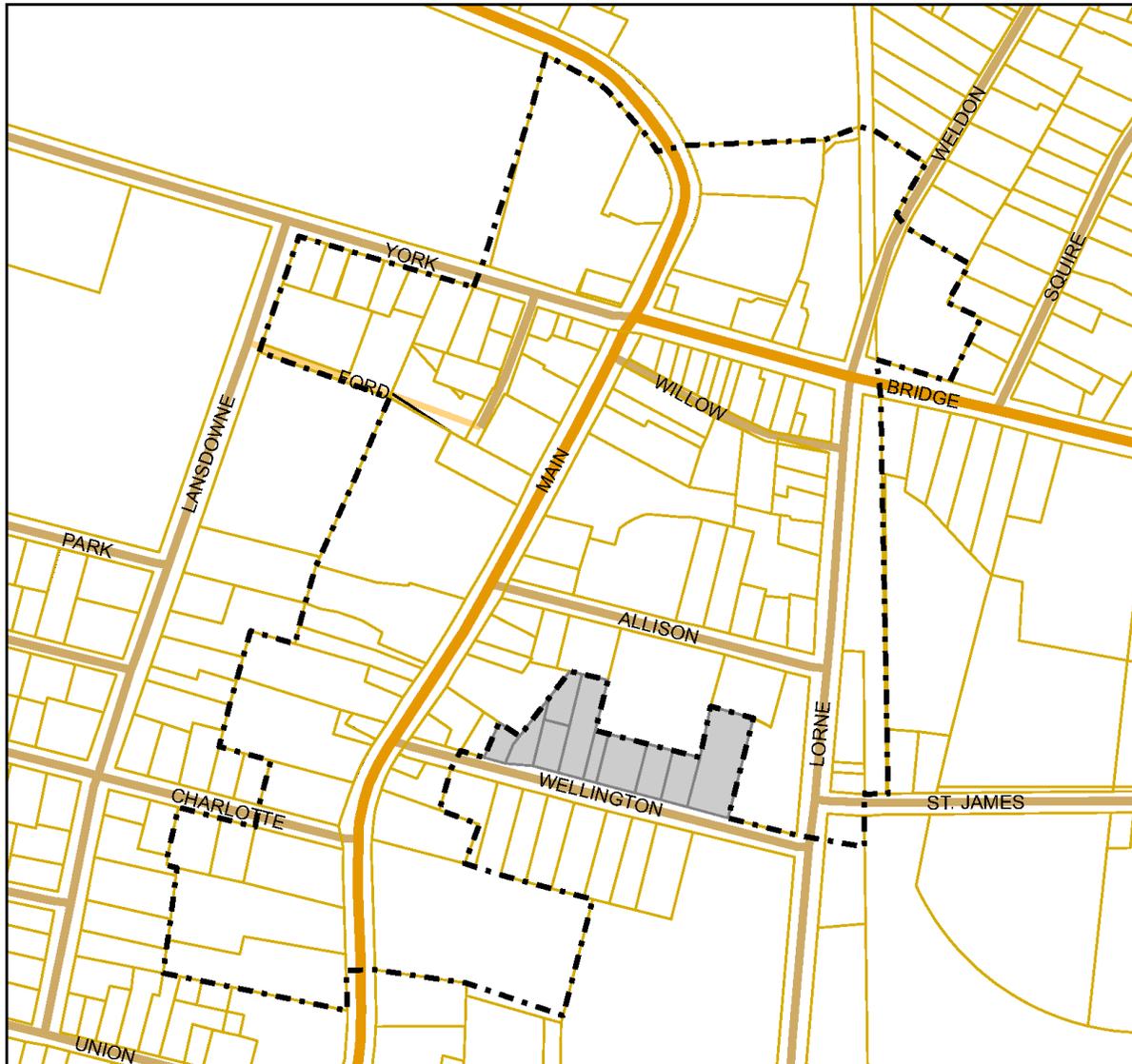
Read a second time this ____ day of _____, 2026.

Read a third time and passed this ____ day of _____, 2026.

Mayor

Clerk

Schedule/Annexe A-1
Sackville
ZONING MAP / CARTE DE ZONAGE
Date: 28/11/2025



Legend

-  Properties removed from Downtown Business District
-  Downtown Business District (DBD) Boundary



Solemn Declaration

Town of Sackville Zoning By-law No 244-W

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

1. THAT I am the Clerk of Tantramar, a Municipal Corporation, and have personal knowledge of the facts here in declared;
2. THAT the requirements of Section 110 and 111 of the *Community Planning Act* have been complied with in respect to By-law No 244-W, A By-law to Amend By-law No 244 The Town of Sackville Zoning By-law;
3. THAT hereto attached is a true copy of a by-law entitled By-Law No 244-W, A By-law to Amend By-law No 244 the Town of Sackville Zoning By-law, enacted by Tantramar Council on the ____ day of _____, 2026.

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

Declared before me in Tantramar,)
County of Westmoreland and)
Province of New Brunswick, this)
____ day of _____, A.D., 2026)

Clerk

To: Mayor and Council

Submitted by: Doug Bliss, Chair of the Tantramar Climate Advisory Committee

Date: January 22, 2026

Subject: 2025 Year-end Report of the Tantramar Climate Change Advisory Committee (CCAC) to the Municipality of Tantramar Council

BACKGROUND

This is the third annual report of the CCAC to the Council of the Municipality of Tantramar. It is intended to provide an update of activities during 2025. Our work continues to evolve, and we are increasingly providing solicited and unsolicited advice to Council and the Town administration. Consistent with your direction we are providing opportunities for the citizens of Tantramar to talk about what is important in climate mitigation and response which helps us formulate our advice to you. As well, given that the RIGS gas turbine plant controversy has dominated the environmental agenda this year, the CCAC spent considerable time and effort to provide forums for the public to understand what is being proposed and to engage NB Power in an open public forum.

Given the amount of work which the CCAC is currently undertaking in 2025 we moved to a meeting every month plus sub-committee and event organizing committees which greatly exceed our mandated minimum six meetings a year. We will also note that the Town does not have, to our knowledge, a staff person whose time is fully or partly dedicated to assisting us with our very busy agenda, other than an already busy manager liaison. Without such assistance the CCAC cannot continue to deliver at the current pace.

DISCUSSION

Major activities by theme were as follows:

Providing Advice to Council and Administration

- 2 presentations and strategic advice at Council Meetings: Chair presented the 2024 annual report in January, and in March the Chair presented a proposed budget for the year and critically important climate actions for the Municipality should undertake.
- 2 check-ins with Mayor and CAO: the Chair had meetings in January and September with the Mayor and CAO to ensure that the CCAC is responding to the needs of the Municipality and to follow-up on our advice and recommendations
- In April, the CCAC provided to Council and the Administration a summary of priority action areas for the Municipality regarding climate change and sustainability based on the 2024 Climate Imagination workshop
- In June, the CCAC provided unsolicited advice to Council and Administration on where the CCAC can contribute expertise to activities under the new Strategic Plan
- 4 reviews of draft by-laws solicited from the Clerk –The CCAC provided expert review of draft by-laws associated with animal control, landscape, bottled water, and plastic use
- The CCAC works regularly with Town Staff such as providing input to the development of the new municipal webpage, Climate Change and Sustainability section
- In December, the CCAC provided to Council a renewed CCAC membership list. The CCAC itself (8 people) and the associated Roundtable members (about 30 people) have a wide and diverse range of expertise

which is available to advancing the climate agenda in Tantramar. The list of expertise is available upon request.

Public Engagement

- In May, the CCAC and the Tantramar Climate Change Roundtable engaged in a public workshop to galvanize action on climate response at the local level. Topics included local action, communication, organizing skills development, preparedness and response to climate-related emergencies.
- In September the CCAC hosted a booth at the Tantramar Fall Fair's "Climate Corner."

RIGS Gas Turbine Plant

- 2 packages of unsolicited advice regarding the environmental and sustainability issues of the RIGS project were provided to Council and the Administration in August and December to support Council questions in advance of presentations by ProEnergy and NB Power.
- In November, the CCAC hosted a semi-public technical session (presented by the Conservation Council of New Brunswick) regarding the RIGS power plant to explain the technology and alternatives. About 40 people attended. The presentation and discussion are available on the municipal website.
- In January 2026 (preparation began in 2025) the CCAC held an open public meeting where NB Power responded to nearly two hours of questions from Tantramar citizens. About 170 people attended in-person and another 100 attended online. The presentation and discussion are available on the municipal website.

Project Support

- Members of the CCAC are active participants, advisors, or steering committee members on a number of projects supported by the municipal climate change budgets including: (a) the study of how to evolve the Tantramar Veterans Memorial Civic Centre into a net-zero GHG facility, (b) the Climate Resilient Coastal Communities Project of the Atlantic Infrastructure Management (AIM) Network, and © the development of the Tantramar Climate Change Adaptation Plan.
- The CCAC also participated in a second with the Provinces of New Brunswick and Nova Scotia concerning the Chignecto Isthmus Project dealing with one of the dominating impacts of climate heating on Tantramar which is rising sea levels.
- The CCAC also conducted a pilot project with municipal student interns during the summer. The interns were given the opportunity to use their skills to work on climate change problems relevant to Tantramar.

2025 Municipal Budget for Climate Change Activities

In 2025 the Council assigned a budget of \$40,000 for municipal activities to advance Climate Change response. Decisions on activities supported by this budget were taken by municipal directors in consultation with the CCAC.

The list of 2025 municipal expenses to support climate change response activities is:

• Expenses from EOS Eco-Energy for their work on our Climate Change and Adaptation Plan	\$10,000
• AIM Coastal Resiliency Project	\$7500
• Purchase of Climate Adaptation Plan Survey Maptionnaire software license (one year)	\$5589
• Purchase of LED lighting for the Tantramar Civic Centre	\$9775
• Promotions, meetings and other expenses	<u>\$3987</u>
Total	\$36,851

2026 Municipal Budget and Potential Activities

We understand that \$40,000 has again been budgeted for Climate Change activities in 2026. The suite of activities to be supported with these monies will be determined after discussion with the municipal administration and direction from Council.

For the third year we will emphasize the importance of having staff time dedicated to climate change response activities: *"If you want to achieve climate change resilience in Tantramar, the CCAC cannot emphasize enough the critical importance of having Staff time dedicated to advancing your goals. (2024 report to Council)"*

Summary and Looking Ahead

Last year, 2025, was the CCAC's busiest year. We were heavily engaged in doing the background research and discussing issues in order to provide you with high quality advice both directly to Council and to municipal staff. Our public engagement reached new levels in helping citizens to understand controversial issues associated with the RIGS Gas Turbine plant, and to act, on the Town's behalf, as a respected neutral party to facilitate an open public discussion on issues with NB Power.

Regarding 2026 although we have not yet had a discussion within the CCAC nor with municipal directors, we believe that we will continue to be involved in current projects mentioned above and to support public engagement in climate response and resilience.

In terms of priorities for the municipality in 2026 we strongly recommend that the municipality, in collaboration with major emitters in the region e.g. Mount Allison University, set medium and long-term Greenhouse Gas Emission (GHG) targets; that a simple annual GHG emissions monitoring scheme for the municipality be developed; and, that the existing 2023 Tantramar Climate Lens used within the municipality be enhanced and improved so that its metrics for any given activity are used in a real way in Council and Administration decision-making.

We believe in 2025 the CCAC not only met but greatly exceeded its mandate. We are confident that the provision of our expert advice and the engagement of the public on your behalf situates the Municipality of Tantramar to make its operations more sustainable and collaboratively create conditions so that all Tantramar can be resilient to the cascading effects of climate heating. We hope that will be the case.

This is provided solely for informational purposes. No action or decision is currently required.

To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: January 22, 2026
Subject: Ice and Snow Control

Purpose

The purpose of this document is to define the service standard, written procedures and priorities for ice and snow control for streets, sidewalks, and parking lots in the municipality of Tantramar.

Responsibility

It is the responsibility of Public Works to provide ice and snow control for streets, sidewalks, and public parking lots in the communities of Dorchester and Sackville. Some streets, typically numbered routes, in Dorchester and Sackville are the responsibility of the NB Department of Transportation and Infrastructure (DTI).

The Director, Superintendent of Public Works, or their designate, are responsible for scheduling staff to conduct ice and snow control operations during and after winter precipitation events to meet the general service standard as set out below.

Winter parking restrictions are to be in effect as noted in By-Law 262 a By-Law to regulate street traffic, and amended by By-Law 262B and 262C, see Appendix 'A' for excerpts.

The Municipality is not responsible for removing ice and snow from driveways or entrances to driveways, including snow deposited from ice and snow control operations. The Municipality is not responsible for any private structure or property damage including mailboxes and garbage bins, because such is located so close to the sidewalk or the right-of way that it interferes with the ice and snow control operations.

Property owners are not permitted to deposit snow in streets or sidewalks. Property owners are not permitted to push snow across streets.

Snow can start at any time and may not be in the forecast. The public should be mindful of road conditions and adjust their driving accordingly.

Monitoring and Priorities

The Director, Superintendent of Public Works, or their designate is responsible for monitoring the condition of the streets to determine when ice and snow control operations are required. An on-call person will be designated for after regular working hours (Monday to Friday from 7:30am to 4:00pm) and can be reached at 506-364-4960.

Decisions are made with road safety, the environment and budget in mind. The intent is to match the delivery of service with the environmental conditions.

Where necessary Tantramar will prioritize ice and snow control of municipal infrastructure (owned and operated by Tantramar) as follows, in order of priority:

- Priority public streets (thoroughfares)
- Other public streets (primarily residential)

- Sidewalks
- Access paths to municipal buildings
- Parking lots
- Gravel section of Walker Road and Mount View Road
- Trailhead parking lots and access roads (next regular working day)

NOTE: there are rights of way that are seasonal and are not maintained in the winter.

The priority public streets are as follows:

Dorchester

- Cape Road (Route 935)
- Main Street (Route 106)

NOTE: both streets are maintained by DTI.

Sackville:

- Bridge Street
- Cattail Ridge
- King Street
- Lorne Street
- Main Street (from Queens Road to Mount View Road)
- Queens Road (Lorne Street to Fairfield Road)
- Robson Avenue (to Ambulance NB)
- Salem Street
- York Street (Main Street to Salem Street)
- Walker Road (Main Street to gravel section)

General Service Standard

Where practical it is preferable to begin ice and snow control once the precipitation event has ended. For longer duration events or greater precipitation events it may be necessary to begin ice and snow control during the event.

During regular working hours, ice and snow control operations commence when the accumulation of snow is 5cm to 10cm (2" to 4").

After regular working hours, ice and snow control operations commence when the accumulation of snow is 8cm to 10cm (3" - 4"). If the snow starts late in the day, the on-call person will monitor the snow and may decide to commence ice and snow control for only the priority streets and then commence full ice and snow control at 3:30 am. (See list of priority streets)

For a snow event of less than 10cm (4") that ends prior to 5:00 am, the objective is to have streets and sidewalks passable by 8:00 am.

For a snow event of less than 30cm (12"), no blowing or drifting snow, the objective is for streets to be cleared within eight (8) hours or prior to 8:00 am the next day following the end of the snowfall and sidewalks to be cleared within twenty-four (24) hours following the end of the snowfall.

The on-call person relies on available weather forecasts for precipitation, wind, dew points and temperature. On-call personnel assess conditions and forecasts late at night and again at 2:30 – 3:00 am. If an unforecasted event occurs after 3:00 am then it is assessed at 7:30 am the next regular workday.

Salting and Sanding

Salt will be spread on paved streets after snow removal has been completed. Extra salt is normally applied in intersections and on steep hills.

Sand will be applied to public chipseal, gravel and dirt roads.

Snow Removal

Snow removal along street shoulders will be undertaken in situations where snow storage impacts vehicle and pedestrian traffic flow or excessively impacts sight distances. Tantramar is not responsible to provide continuous access between sidewalks and curbside parking. (Residents and businesses are permitted to clear paths between the sidewalk and curbside parking if they wish.)

Snow removal is normally considered for the following street segments where the accumulation on the shoulder exceeds 45cm (18") about 72 hours after the snow event has stopped. Snow removal is normally conducted starting at 3:30am to avoid traffic and parked vehicles. Shoulders on other streets may be cleared at Public Works' discretion.

- Bridge Street (Lorne Street to Main Street)
- Main Street (Bridge Street to Wellington Street)
- Queens Road (Lorne Street to Main Street and Salem Street to Richardson Street) - south side
- York Street (Main Street to Salem Street)

Fire Hydrants

Following a large snow event, it is necessary to remove snow from around the fire hydrants to provide access for fire services personnel. There are 56 fire hydrants in Dorchester and 376 fire hydrants in Sackville. The target is to remove ice and snow from around hydrants, where the accumulation is more than 20cm (8"), within five (5) business days of an event, however this can be impacted by subsequent events.

Ice and snow around fire hydrants are removed for a 1m radius around the hydrant and from the hydrant to the street.

Emergency Vehicle Access

If a street has not been plowed and is otherwise inaccessible for an emergency vehicle, then the emergency service can contact the on-call person at 506-364-4960 to request a snowplow to clear their path.

PRELIMINARY STAFF REPORT

Subject: Request to vary the rezoning conditions imposed in a resolution (section 59) to alter the site plan and add additional dwelling units.

File Number: 25-2050

Meeting date: January 26, 2026

From: Sam Gerrand, Planner

GENERAL INFORMATION

Applicant/Owner: Freshwinds Eco-Village Housing Co-operative Ltd.

Property Address: 64 Fairfield Rd, Sackville

PID Number: 00892786

Proposal: Applicant proposes to vary the conditions imposed in a resolution (section 59) in order to amend the site plan, add an additional multiple unit dwelling, and increase the density on the property by 6 units.

Lot Size: 8.29 hectares (20.48 acres)

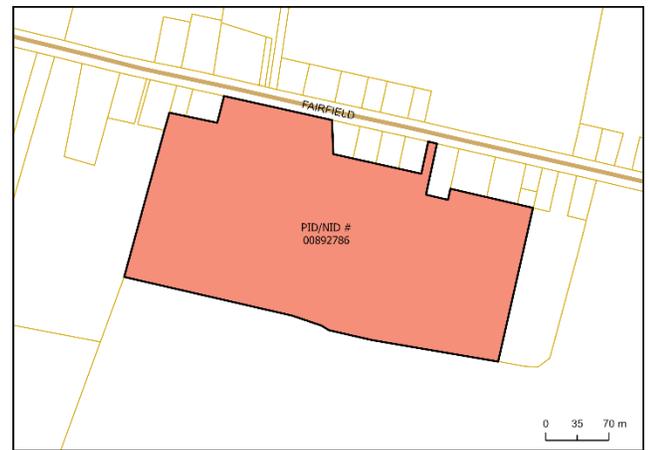
Current Use: Vacant/ Residential

Current Zoning: Urban Residential 3 Zone (R3)

Future Land Use: Urban Residential Designation

Surrounding Use & Zoning Urban Residential 1 (R1), Urban Residential 3 (R3), Institutional (I), and Rural Residential (RR)

Municipal Servicing The subject property has access to municipal sewer and water systems.



PROPERTY LOCATION MAP



BACKGROUND

The applicant, Freshwinds Eco-Village Housing Co-operative Ltd., is a co-operative housing organization seeking to develop 64 Fairfield Road at the southwest end of Sackville. In 2024, Council approved an application to rezone the property from R1 to R3 to allow a 62 unit residential development on the site. At the time, this proposal included a mix of 3 story apartment buildings, semi-detached (2-unit) dwellings, and associated accessory buildings such as a potential future tool shed and community building. As a part of the 2024 rezoning application, Council imposed conditions on the development of the site, including a requirement for the property to be developed in conformity with the site plan submitted at that time.

Since that application, Freshwinds Eco-Village has worked with funding partners to prepare the development of the property and finalize funding. As a part of this process the applicant has refined their proposal, adding an additional apartment building, shifting from semi-detached to townhouse dwellings, and altering the site layout. To approve this revised plan for development on the property, a variation to the conditions imposed in the resolution of the 2024 rezoning application is required.

The new proposal includes changes to the internal road network of driveways on the site, with access to the multiple unit buildings provided primarily with a cul-de-sac and access to the townhouses provided by the main driveway along the eastern edge of the property. A shared community space building is situated between the multiple unit dwellings and townhouses. The number and mix of dwelling units has also changed since the 2024 application. The majority of dwelling units (40) are now provided in 3 multiple unit dwellings, with 7, four unit townhouses providing the remaining 28 units. There are no longer 2 unit semi-detached dwellings proposed, as was the case in the 2024 proposal (see *Table 1* for summary of changes). In total, these changes result in an overall increase of 6 dwelling units on the property.

Number of Units	2024 application	2026 application
multiple unit dwellings	26	40
townhouses	0	28
semi-detached dwellings	36	0
total	62	68

Table 1. Proposed residential unit mix in the 2024 vs 2026 site plans submitted by Freshwinds Eco-village.

A secondary emergency access is still provided along Fairfield Road, as this was an important condition of the original approval. The applicant has also provided a servicing study confirming that there is adequate capacity in existing municipal services.

Main / Principal

1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 238-5386

Shediac

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

Tantramar

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

Riverview

Operations Centre d'opérations
300 rue Robertson Street
Riverview, NB E1B 0T8
(506) 382-3574

Staff note that the Sackville Municipal plan provides policy support for both increasing residential density in appropriate locations (5.1.2) and increasing the variety of housing options in the community. The following statement is included in the Urban Residential Section of the Municipal Plan By-law:

“The challenge is to address the existing increased density pressures on residential neighbourhoods without discriminating against all populations. The goal is to ensure that a variety of housing options are available within the Town.”

The Municipal Plan also includes the following policies that demonstrate Sackville supports higher density development and encourages it along in its main streets and roads in Town:

“5.1.2 It is a policy to permit medium and high density dwelling structures on all properties which are vacant at the time of enactment of this by-law, provided they are serviced with both sewer and water, and located on the following public roads notwithstanding any other policies contained within the Municipal Plan:

... Fairfield Road east of Crossman Road”

“5.1.3 It is a policy to set targets for housing other than single family dwellings to increase by 5% per year using 2005 as the base year.”

This project is of particular interest to the community because it is proposed as a housing co-op. Co-operative housing organizations are typically not-for profit organizations that seek to provide housing at its base cost, sharing the investment in infrastructure and land among its residents. Rents for residential units are intended to be based solely on the revenues needed to maintain buildings, infrastructure and land, and the administration of the organization is typically conducted on a volunteer basis by a board of residents living within the co-operative housing. In the case of Freshwinds Eco-Village (the proponents of this application) the organization has sought funding from provincial, federal and individual sources to supplement the cost of construction. The applicant proposes that the co-operative housing format along with the provincial and federal funding sources will allow them to deliver high quality, affordable housing in a variety of housing forms.

To summarize, the Sackville Municipal Plan and Zoning By-law are supportive of the project in general, but Council approval is needed to amend the resolution and allow the proposed revision to the development plans. The revised proposal maintains the key elements of more diverse and affordable housing options as well as the required secondary emergency access. As such, staff are supportive of the request.

COUNCIL ACTION

Council of Tantramar may choose to:

- 1. Pass the resolution and start the process of public engagement if they wish to consider the request to change the conditions of the zoning resolution on the subject property, or*
- 2. If Council does not wish to entertain the request on the subject property, the resolution may be denied.*

Main / Principal

1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 238-5386

Shediac

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

Tantramar

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

Riverview

Operations Centre d'opérations
300 rue Robertson Street
Riverview, NB E1B 0T8
(506) 382-3574



To: Mayor and Council
Submitted by: Jamie Ferguson, Manager Active Living & Culture
Date: January 26, 2026
Subject: Age-Friendly Community

PROPOSAL

To have Council pass a resolution supporting the Municipality’s efforts to become an Age-Friendly Community.

BACKGROUND

Staff have recently been approached by a group of community members representing a variety of organizations within the Municipality about applying to the New Brunswick Age-Friendly Community Recognition Program. Currently, there are sixteen communities in New Brunswick that are part of the program.

The Age-Friendly Community movement encourages healthy aging and wellness under the following eight areas:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

DISCUSSION

A previous resolution was passed by the former Town of Sackville on March 12, 2018 that stated:

#18-047 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT SACKVILLE TOWN COUNCIL SUPPORT THE MAYOR’S AGE FRIENDLY ADVISORY COMMITTEE TO MAKE APPLICATION TO BE DESIGNATED UNDER THE NEW BRUNSWICK AGE FRIENDLY COMMUNITY RECOGNITION PROGRAM. MOTION CARRIED.

Given the time that has lapsed and the formation of the Municipality of Tantramar, a new resolution would need to be passed to support the commitment to become an Age-Friendly Community. A kick-off meeting was held on November 27, 2025, with interested community members to revive this initiative, with a total of eleven individuals in attendance.

If Council approves this resolution, the next step would be the formation of a Steering Committee and the development of Terms of Reference. Following this, a community needs assessment would be completed, a three-year action plan, and a one-page summary of the steps and initiatives undertaken

by the community in working towards becoming age-friendly. These five items, plus the application form, would be submitted to the Province as part of Tantramar’s full application to become an Age-Friendly Community.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Socia media, website, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Creating a more age-friendly community and increasing opportunities that support healthy aging and wellbeing.

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) Pass a resolution supporting the Municipality’s efforts to become an Age-Friendly Community.
- b) Do not pass a resolution supporting the Municipality’s efforts to become an Age-Friendly Community.

RECOMMENDATION

Staff recommends that Council pass a resolution supporting the Municipality’s work towards applying to the Province to become an Age-Friendly Community. We request that motion be forwarded to the Regular Council Meeting of February 10, 2026.

ATTACHMENTS

N/A

To: Mayor and Council

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

Date: January 22, 2026

Subject: 2026 Community Development Grants

PROPOSAL

Present recommendations for distributing the 2026 Community Development Grants.

BACKGROUND

The municipality has been following the Community Development Grants Policy for many years. Submissions the four grants categories (Special Events/Projects, Operational, Small Capital and Sponsorship) are evaluated and recommendations come to Council for approval.

Applications were reviewed by the Director of Active Living and Culture, the Manager of Communications, and the Manager of Active Living and Culture.

Overall, the total 2026 requests amounted to \$207,845, an increase from the \$195,625 requested in 2025. The 2026 Operational Budget includes \$137,500 in funding for community grants.

DISCUSSION

After a great deal of discussion, attached are the recommended funding amounts totalling \$137,500. New applications are highlighted in green. Full applications can be found on the Corporate Shared Drive in the Active Living and Culture Folder.

Many of the recommendations mirror what was issued in 2025, but new applicants are highlighted in green.

INTERDEPARTMENTAL CONSULTATION

Corporate and Community Services.

LEGISLATION/POLICY

Town of Sackville Community Development Grants Policy

FINANCIAL CONSIDERATIONS

\$137,500 from the Operational budget.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

A call for submissions was announced via various outlets.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Financial support for the great work our community groups do within Tantramar.

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 recommendations as presented.
- b) Do not approve the recommendations as presented.

RECOMMENDATION

Staff recommend that Council approve the 2025 Community Development grants as presented. We request that motion be forwarded to the Regular Council Meeting of February 10, 2026.

ATTACHMENTS

Community Development Grant Recommendations

Operational

Name of Organization	2025	Request 2026	2026 Recom.	Notes
Scouts Canada, 1st Tantramar scouts	\$1,000	\$3,000	\$1,000	supplies, lower fees, new age 4-5 program
Chignecto 4-H Club	\$1,000	\$1,500	\$1,000	supplies, events, rentals
Attic Broadcasting Co. Ltd	\$2,500	\$5,000	\$2,500	basic operational
Early Childhood Family Resource Centre of Westmorland-Albert Inc	-	\$7,500	\$2,000	Local programs (playgroups, etc)
Living Things Arts Collective	-	\$12,870	\$2,000	insurance, advertising, etc
Marshlight Theatre Company	\$5,500	\$10,000	\$5,500	operational expenses
Moving Forward Cooperative	\$5,000	\$5,000	\$5,000	operational expenses
Owens Art Gallery	\$1,500	\$5,000	\$1,500	Children’s programs, workshops
Royal Canadian Air Cadet Squadron - 681 Tantramar	-	\$2,000	\$1,000	increase rental. Outing expenses
Sackville Basketball Boosters Association	\$2,000	\$2,000	\$2,000	refs, uniforms, etc
Sackville Cinematheque	\$1,000	\$1,500	\$1,000	licensing fees, rentals
Sackville Community Garden	\$2,500	\$5,000	\$2,500	operational expenses
Sackville Farmers' Market	\$1,000	\$3,000	\$1,000	operational expenses
Sackville Minor Baseball Association	\$2,500	\$5,000	\$4,000	One-time inc for uniforms and Equipment
Sackville Minor Football Association	\$2,500	\$8,000	\$2,500	equipment, refs
Sackville Minor Hockey Association	\$5,500	\$5,500	\$5,500	rental, refs, etc

Sackville Skating Club	\$4,000	\$4,000	\$4,000	rental, coach fee, etc
Sackville Swim Club	\$5,500	\$5,000	\$5,000	Rentals, coach fee, training
Seniors for Climate - Tantramar	-	\$2,000	\$1,000	Education programs
Struts Gallery	\$3,500	\$5,000	\$3,500	various programs and workshops
Tantramar Heritage Trust	\$7,500	\$7,500	\$7,500	operational expenses
Tantramar Outdoor Club	\$4,000	\$4,000	\$4,000	trail maintenance
Tantramar Seniors College	\$3,000	\$3,500	\$3,000	rental fees, other expenses
Tantramar Wetlands Centre Inc.	\$2,500	\$2,500	\$2,500	operational expenses
Tintamarre Community Concert Band Inc.	\$1,000	\$2,000	\$1,000	operational expenses
TRHS Boys hockey	\$1,000	\$1,000	\$1,000	operational expenses
TRHS Lady Titans Hockey	\$1,000	\$1,000	\$1,000	operational expenses
United Way of Greater Moncton and Southeast New Brunswick	-	\$3,600	\$1,500	YOU Turns Program, TRHS
Westmorland Historical Society	\$6,500	\$8,000	\$6,500	operational expenses
		\$130,970	\$83,000	

Special Events/Programs

Name of Organization	2025	Request 2026	2026 Recom.	Notes
Anglophone East School District	\$2,500	\$5,000	\$2,500	Imagination Library (Dorch & Salem)
Centre d'action Artistique Inc./Sackville Festival of Early Music	\$3,800	\$4,000	\$4,000	Festival operational costs
Stacey Whittleton on behalf of Dorchester Consolidated School (Fundy Fiddlers Program)	\$4,400	\$4,400	\$4,400	youth fiddle program
Festival by the Marsh	\$1,500	\$2,000	\$2,000	theatre based festival
IODE Shepody Chapter	\$1,000	\$1,200	\$1,000	Dorchester Senior's games afternoon
Playwrights Atlantic Resource Centre (PARC)	\$500	\$1,500	\$500	two-week annual retreat for playwrights
Sackville Golf and Country Club	\$500	\$500	\$500	Junior Program
Sackville Music Festival	\$1,500	\$1,500	\$1,500	concerts, panels, workshops
Sackville Rod and Gun Club	\$1,000	\$1,000	\$1,000	youth waterfowl hunt event
Sappyfest Inc.	\$5,000	\$5,000	\$5,000	event expenses
Shiretown Festival	\$2,500	\$5,000	\$2,500	Dorchester festival
Tantramar Wetlands Centre Inc.	-	\$450	\$450	Holiday Thrift Event 2026
The Drama Queenz	\$1,000	\$4,000	\$1,000	drama program ages 10-14
The Intangible Culture and Heritage Council of New Brunswick	\$5,000	\$5,000	\$5,000	Levee on the Lake
United Spirit Nature Network	-	\$5,000	\$1,000	Roots & Relations Program
Westmorland Historical Society	\$2,000	\$5,000	\$2,000	3rd Traditional Artistry Festival

\$45,550 \$31,850

Small Capital

Name of Organization	2025	Request 2026	2026 Recom.	Notes
DCS Kids Daycare	-	\$4,650	\$4,150	outdoor classroom construction
Sackville and District Assistance Centre	\$2,500	\$4,500	\$4,000	Truck Purchase for Thrift store
Sackville Cinematheque	\$500	\$1,500	\$1,500	Video projector upgrade
Sackville Community Garden	-	\$2,500	\$2,000	Water system upgrades
Sackville Curling Club Limited	-	\$5,000	\$4,500	ice plant chiller replacement
Struts Gallery	\$5,000	\$4,675	\$4,000	Video Equipment Upgrade
Tintamarre Community Concert Band Inc.	\$1,000	\$1,000	\$0	new music purchases for band's music library.

\$23,825 \$21,150

Sponsorship

Name of Organization	2025	Request 2026	2026 Recom.	Notes
Dorchester beavers and cubs	-	\$500	\$500	Basic supplies and expenses
United Spirit Nature Network	-	\$2,000	\$0	Nature through our senses program Similar to Roots & Relation. Exceeds limit.
HMCS Sackville	-	-	\$1,000	Motion passed in 2025 for an annual donation to HMCS Sackville

To: Mayor and Council

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

Date: January 22, 2026

Subject: Touch-A-Truck Street Closure

PROPOSAL

To close Harrop Avenue, Dorchester from Highway 106 and School Street from Cape Road to Dorchester Consolidated School, and access to School Street from Church Street from approximately 1:00pm to 4:30pm on Monday, February 16, 2026, to accommodate the Dorchester Beavers Touch-a-Truck Event.

BACKGROUND

The Dorchester Beavers hosted a Family Day Touch-A-Truck in 2024 and 2025. Both were a huge success, with over 300 people participating in the event. In 2026, to make the event safer for the participants, they requested Council allow them to restrict access to both School Street and Harrop Avenue to event traffic only, which helped them to improve traffic control coming into the school area. The Dorchester Fire Department was on hand to offer traffic control and direct drivers the parking area and will be again in 2026.

DISCUSSION

To better control the safety area, staff recommend the closure of Harrop Avenue from Highway 106 and School Street from Cape Road to the Dorchester Consolidated, and access to School Street from Church Street to regular traffic from 1:00pm to 4:30pm on Monday, February 16, 2026.

INTERDEPARTMENTAL CONSULTATION

Tantramar Fire Service

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Enjoyable community event.

CLIMATE CHANGE IMPLICATIONS

Minimal impact given the shells are biodegradable.

CLIMATE LENS

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

OPTIONS

- a) Approve the closure as presented
- b) Do not approve the closure as presented

RECOMMENDATION

Staff recommend Council approve the closure of Harrop Avenue from Highway 106, School Street from Cape Road to Dorchester Consolidated School, and access to School Street from Church Street to regular traffic from 1:00pm to 4:30pm on Monday, February 16, 2026. We request that motion be forwarded to the Regular Council Meeting of February 10, 2026.

ATTACHMENTS

Map of Closure



To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: January 22, 2026
Subject: Mount Allison Convocation Street Closure

PROPOSAL

To approve the closure of York Street from Salem Street to Lansdowne

BACKGROUND

Mount Allison University will be holding their Convocation Ceremonies on May 11, 2026. Because of the construction on Lansdowne, they will be returning to their previous format, which involves grads and platform guests walking down York Street from the McCain Centre and Athletic Centre to Convocation Hall.

As a result, the university is requesting the closure of York Street from Salem Street to Lansdowne on May 11, 2026 from 9:05-9:25 am and again from 2:05-2:25 pm. Mount Allison Security will supervise the closure.

DISCUSSION

The request is similar to what was done for several years in the past and can easily be accommodated by municipal staff.

INTERDEPARTMENTAL CONSULTATION

CAO, Public Works

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Important partnership with Mount Allison to support graduating students

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 street closure as presented.
- b) Do not approve the street closure as presented.

RECOMMENDATION

Staff recommend that Council approve the closure of York Street, Sackville from Lansdowne to Salem on Monday, May 11, 2026 from 9:05-9:25 am and again from 2:05-2:25 pm to accommodate the Mount Allison Convocation. We request that a motion be forwarded to the Regular Council Meeting of February 10, 2026.

ATTACHMENTS

N/A

To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: January 22, 2026
Subject: Walk a Mile for Sarah’s Smile Street Closure

PROPOSAL

To approve a staggered street closure in Middle Sackville and loan some municipally owned equipment to the volunteers of the 4th Annual Walk a Mile for Sarah’s Smile event.

BACKGROUND

The Walk a Mile for Sarah’s Smile event started in 2023 in memory of local dietician and food security advocate, Sarah Wilson who tragically passed away in a motor vehicle accident in 2022. All proceeds from the event support the Sackville Food Bank.

DISCUSSION

In 2024 and 2025, Council approved a staggered street closure to support the growing event, which attracted well over 200 participants and volunteers. Council also loaned some municipal equipment, such as street barricades, to the volunteers. In 2026, staff would ask that Council authorize the same. Staff will further support the event by leading and following the walkers in municipal vehicles to ensure the participant’s safety.

The event will take place at 2:00 pm on Sunday, April 12, 2026. It will follow Donald Harper to Folkins Drive, Folkins Drive to Church Street, Church Street to Main Street and Main to Donald Harper.

INTERDEPARTMENTAL CONSULTATION

Public Works and Fire

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

Minimal staff time.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Social media, website, newsletter.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Important event to help address food insecurity in Tantramar.

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 motion as presented.
- b) Do not approve the motion as presented.

RECOMMENDATION

Staff recommend that Council approve a staggered road closure of the following road sections in Sackville – Donald Harper to Folkins Drive, Folkins Drive from Donald Harper to Church Street, Church Street from Folkins Drive to Main Street and Main Street from Church Street to Donald Harper on Sunday, April 12, 2026 beginning at 2:00 p.m. to accommodate the Mile for Sarah’s Smile Memorial Walk and waive the rental fees for Municipally owned street barricades with the understanding that the organizers would be responsible for any lost or damaged property. We request that a motion be forwarded to the Regular Council Meeting of February 10, 2026.

ATTACHMENTS

Event Map





To: Mayor and Council

Submitted by: Becky Goodwin

Date: January 22, 2026

Subject: By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar

PROPOSAL

Propose amendments to the Code of Conduct.

BACKGROUND

At the time of amalgamation, the Province of New Brunswick implemented a Code of Conduct By-Law for Tantramar. In August 2024, the province introduced new mandatory regulations, prompting the development of an updated by-law. This revised version was reviewed by the Municipal Solicitor and the Office of the Ombud. It was also submitted to the Local Governance Commission; however, a senior advisor clarified that reviewing by-laws is outside the scope of the Local Governance Commission Act and advised that such reviews be conducted by a Solicitor. By-Law No. 2025-19 was officially adopted on May 13, 2025.

DISCUSSION

Following the release of the advisory dated November 24, 2025 from the Local Governance Commission, changes to the Code of Conduct complaint process are required to be amended. The advisory requested that *all “Local Governments review their mandatory code of conduct by-laws to ensure they are not requiring that alleged code of conduct by-law violations and conflict of interest provision violations be discussed and/or decided in closed meetings.”*

The By-Law to Amend the Code of Conduct By-Law focuses solely on the requirement of the Local Governance Commission. Additional review of the Code of Conduct By-Law can be scheduled following the Municipal Election in May 2026.

INTERDEPARTMENTAL CONSULTATION

Office of the Chief Administrative Officer

LEGISLATION/POLICY

[Local Governance Act NB, Regulation 2024-48, Local Governance Commission Advisory 112425](#)
[By-Law No. 2025-19 Code of Conduct By-Law for Tantramar](#)

FINANCIAL CONSIDERATIONS

N/A

LEGAL

Reviewed by Tantramar Solicitor

COMMUNICATIONS/PUBLIC ENGAGEMENT

Public notice added to the Tantramar website January 27, 2026.

Approved By-Laws are posted on the Municipal Website and are available at Municipal Office.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Elected Officials must adhere to the parameters within the Code of Conduct By-Law which provides standards for the conduct of all Members of Council relating to their roles and responsibilities.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Approve By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar.
2. Do not approve By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for Council of Tantramar. The Local Governance Act requires a Code of Conduct By-Law for Municipalities, including any updates provided by the Department of Local Government and the Local Governance Commission. Should Council choose not to approve this By-Law, the current By-Law remains in place and direction must be given to Staff on what recommended changes Council need prior to approval.

RECOMMENDATION

It is recommended that Council consider first reading of By-Law No.2025-19A, *A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar* at the Regular Council Meeting of February 10, 2026.

To proceed with Second Reading on a section-by-section basis, Council must first agree not to read the by-law in its entirety. A motion will therefore be presented at the February 10, 2026 Regular Council Meeting requesting Council's approval to conduct Second Reading of the by-law section by section at a future meeting.

ATTACHMENTS

By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar.

BY-LAW NO. 2025-19A
A BY-LAW TO AMEND BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMAR

The Council of Tantramar under the authority vested in it by the *Local Governance Act*, R.S.N.B. 2017, ch. 18, amends By-Law No. 2025-19A A Code of Conduct By-Law for the Council of Tantramar and enacts as follows:

1. Section 6 of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar is deleted in its entirety and replaced with the following:

6. COMPLAINTS

- a) Any person, in good faith, may report a perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor.

Subject to any disclosure required by law, all reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Councillor and a complainant.

- b) The complaint shall be in writing outlining the nature and specifics **of the complaint and shall be delivered** within three (3) months of the perceived wrongdoing. **, be dated, include a name of the complainant. The complaint must be in writing, signed by the complainant,** addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor), and marked “confidential”. **In addition to a description of the nature and specifics of the complaint, a complaint must include the date of the complaint, the date of the perceived wrongdoing and the name of the complainant.** The complaint may be mailed, emailed, or hand-delivered to the municipal office. All received complaints shall be included **on an agenda of the in-camera session of** an upcoming Council meeting for Council’s review upon receiving it within one (1) month, by following the process outlined in Schedule “A” of this By-Law.
- c) **Without limited the generality of section 6(b),** an anonymous complaint shall not be considered valid.

2. Section 7 of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar is deleted in its entirety and replaced with the following:

7. COUNCIL DECISIONS

- a) Once the formal complaint process in Schedule “A” is finalized, a **meeting of Council in-camera meeting will review the final report at its next regular or special meeting will be scheduled within**, which, in any case, shall not be more than **one (1) month for Council to review after the final report. When the review is finished is finalized, at which time** Council will hold a vote:
 - i. To determine whether the member of council breached the code of conduct,

and

- ii. To pass a resolution respecting the appropriate corrective action, if any.
 - b) If the report deals with any of the matters referred to in subsection 68(1) of the Act, the public may be excluded from the meeting for the duration of the review of the report under Section 7(a) of this By-Law. Notwithstanding the preceding sentence, any vote under Section 7(a) of this By-Law and Council's discussion relating thereto shall be conducted in open session.
 - c) Without limiting any other conflict of interest provisions of the Act or at law, the affected member of Council shall not participate in any ~~debate or~~ vote held under Section 7(a) ~~similar to the provisions in the Local Governance Act for Conflict of Interest~~ of this By-Law.
3. Schedule "A" of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar is deleted in its entirety and replaced with the following:

SCHEDULE "A"
FORMAL COMPLAINT PROCESS TO THE CODE OF CONDUCT

- a) Upon receipt of a formal complaint as outlined in Section 6(b) of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar:
 - i. The Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor) shall provide written notice of the complaint to the affected member of council ~~immediately and schedule a meeting~~ as soon as possible upon receipt. The Mayor ~~may, but is not required to, meet~~ with the affected member of council ~~to review the complaint in its entirety prior to reviewing the complaint with all Council~~ to clarify procedural matters prior to Council's review, provided that no substantive discussion of the merits occurs and the complainant is notified of any such meeting.
 - ii. ~~At the council meeting where Council reviews~~ shall complete its screening determination within 30 days of receipt of the complaint, ~~the affected member of council shall not be present.~~
 - iii. At the council meeting where Council reviews the complaint, Council shall determine whether the complaint:
 - a. is frivolous, vexatious, or made for an improper purpose;
 - b. was filed within the required time period; and
 - c. falls within the scope of this Code of Conduct.Council shall not assess the substantive merits of the complaint at the screening stage.
 - d.—will consider all documentary material obtained;
 - e.—shall determine if the complaint is frivolous, vexatious or filed after the required time period;
 - f.—determine if the complaint does or does not have merit; and
 - g.—determine if further investigation is necessary.
 - iv. Council may summarily dismiss a complaint if Council determines that the complaint: (i) is frivolous; ~~vexatious or made for an improper purpose;~~ (ii) is devoid

~~of merit; or (iii) even if committed, the actions or conduct described in the complaint are clearly not a matter~~ or vexatious (meaning it is clearly without substance, brought primarily to harass, or constitutes an abuse of process); (ii) was filed after the three (3) month time period in Section 6(b); or (iii) even if the facts alleged are true, does not describe conduct that falls within the scope of this Code of Conduct or any other ~~relevant legislation~~ applicable law, policy, or procedure

- v. Before dismissing a complaint under this section, Council shall afford the complainant and the affected member an opportunity to make a brief written submission on the jurisdictional and procedural issues.
- vi. Following the council meeting where Council reviews the complaint, The Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor) will provide notice in writing of the determination of Council, with reasons for the determination and any next steps that may follow to the complainant and the affected member of council.

- b) Should Council determine an investigation is warranted, a fair and impartial process for the investigation of the complaint by a third party will be applied which includes:

~~An investigator appointed by Council shall review the Complaint and decide whether to proceed with an investigation of the Complaint or not. If the investigator is of the opinion that a formal Complaint is frivolous, vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the investigator may choose not to conduct an investigation and, if already commenced, may terminate the investigation and shall advise Council accordingly.~~

- i. If, after commencing an investigation, the investigator determines that the complaint is frivolous, vexatious, not made in good faith, or that there are no reasonable grounds to support a finding of breach, the investigator shall report this determination to Council with reasons. Council may accept the investigator's recommendation and close the file or direct the investigator to continue the investigation.
- ii. If the investigator decides ~~(or is directed by Council)~~ to investigate the Complaint, the investigator shall take such steps as they may consider appropriate, including conducting interviews of Members, Administration or members of the public and which may seek legal advice in appropriate circumstances. An investigator shall make all reasonable efforts to conduct their investigation on a confidential basis.
- iii. While, ultimately, Council adjudicates the validity of any Complaint and/or imposes the resulting actions, if any, the investigator shall, upon conclusion of the investigation, provide ~~the complainant, the affected member of Council and Council~~ including the Member who is the subject of the Complaint, with a written report outlining the outcome of the investigator's investigation, including any conclusion reached by the investigator on the validity of the Complaint and their recommendation of an appropriate actions, if any.
- iv. Upon receipt of the report, the Mayor shall schedule an item at the next regular or special meeting. At Council's request, the Investigator shall attend the meeting and shall review the process followed to consider the complaint as well as their findings, conclusions and recommendations. The Investigator shall also address any questions posed or points raised by any Members present, including the Member who is the subject of the Complaint. The meeting shall be open to the public unless

the report deals with matters referred to in s.68(1) of the Act, in which case Council may resolve to exclude the public for the duration of the review, in accordance with s. 68(2) of the Act.

- v. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision on the validity of the Complaint and/or any actions imposed.

- c) Should the Code of Conduct complaint be against Council as a whole, the complaint will automatically be referred to the Local Governance Commission by the Chief Administrative Officer for their direction on the formal complaint process.

- d) The decision of Council on the validity of a Complaint, including any actions imposed shall be a matter of public record.

- e) A Member who is the subject of a Complaint is entitled to be represented by legal counsel, at the Member's sole expense.

IN WITNESS WHEREOF Tantramar has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the ___ day of _____ 2026 and signed by:

MAYOR

CLERK

Read a first time this ___ day of _____ 2026.

Read a second time this ___ day of _____ 2026.

Read a third time and done and passed Council this ___ day of _____ 2026.

To: Mayor and Council
Submitted by: Sackville Fire Chief, Craig Bowser
Date: January 22, 2026
Subject: A By-Law Respecting the Regulation of Fires and Burning in Tantramar

PROPOSAL

Present information on Respecting the Regulation of Fires and Burning in Tantramar

BACKGROUND

This proposed By-Law replaces the former Town of Sackville Fire Prevention By-Law and will now include all Tantramar, including the Tantramar Fire Service.

DISCUSSION

Most changes to this By-Law are general housekeeping items. However, a section has been added to this By-Law to include Ceremonial and Sacred fires which means an open-air fire that is intentionally lit, tended, and extinguished by Indigenous community members for spiritual, cultural, or traditional purposes. Also, within the noted changes it will permit the By-Law Officer to monitor and enforce any items for non-compliance.

INTERDEPARTMENTAL CONSULTATION

C.A.O & Tantramar Fire Service, Clerk's Office

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

B/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

This proposed by-law will be on the municipal website, social media, and paper copies will be available at the Municipal Office.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

This proposed by-law will now impact all Tantramar outside of the former Sackville limits, as they have not had a Fire Prevention by-law prior to amalgamation.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Accept the recommendation for By-Law No. 2026-21.
2. Do not accept the recommendations for By-Law No. 2026-21.

RECOMMENDATION

It is recommended that Council consider first reading of By-Law No.2026-21, A By-Law Respecting the Regulation of Fires and Burning in Tantramar at the Regular Council Meeting of February 10, 2026. To proceed with Second Reading on a section-by-section basis, Council must first agree not to read the by-law in its entirety. A motion will therefore be presented at the February 10, 2026, Regular Council Meeting requesting Council's approval to conduct second reading of the by-law section by section at a future meeting.

ATTACHMENTS

N/A

BY-LAW NO. 2026-21

A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMAR

The Council of Tantramar, under the authority vested in it by the *Local Governance Act*, R.S.N.B. 2017, c. 18, including any amendments thereto, enacts as follows:

1. SHORT TITLE

- a) This By-Law shall be known as Tantramar's Fire Prevention By-Law

2. DEFINITIONS

- a) "By-Law Officer" means a person designated by Council and sworn-in by the Province of New Brunswick to enforce the By-Law's of Tantramar;
- b) "Ceremonial/Sacred Fire" means an open air fire that is intentionally lit, tended, and extinguished by Indigenous community members for spiritual, cultural, or traditional purpose, as part of or in observance of a ceremonial or sacred service;
- c) "Council" means the Council of ~~the town~~ Tantramar;
- d) "Deputy Fire Chief" means a Deputy Fire Chief of ~~the Town~~ any Fire Department within Tantramar Fire Service and includes any person acting in the capacity of Acting Deputy Fire Chief;
- e) "Fire Chief" means a Fire Chief ~~of the Town~~ of any Fire Department within Tantramar Fire Service and includes any person acting in the capacity of Acting Fire Chief;
- f) "Fire Department" means any ~~the~~ Fire Department ~~within Tantramar~~ ~~of the Town~~;
- g) "Firefighter" means an active member of the Fire Department;
- h) "Fireworks" means fire-crackers, cannon-crackers, fireballs, mines, roman candles, skyrockets, squibs, torpedoes and any other explosives designated by the Lieutenant Governor in Council ~~under the Fire Prevention Act~~;
- i) "Fire Prevention Act" means the *Fire Prevention Act, R.S.N.B., 1973, c. F-13* and includes regulations thereunder;
- j) "Fire Prevention Officer" means any person appointed by section 2.1 or under section 2.2 of this by-law to the position of Fire Prevention Officer;
- k) "Municipality" means Tantramar
- l) "National Fire Code" means the ~~latest~~ ~~current~~ edition of the National Fire Code of Canada, ~~as may be amended from time to time~~;
- m) ~~"Town" means the Town of Sackville~~; "Municipality" means Tantramar;
- n) "Outdoor wood burning appliance" or "appliance" means a non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than one (1) meter in any direction, and may include, but shall not be limited to, chimneys, but does not include outdoor propane or natural gas appliances.
- o) "Police Officer" means a member of the Royal Canadian Mounted Police;
- p) "Tantramar Fire Service" means all Fire Departments collectively of the Municipality.

3. FIRE PREVENTION OFFICERS

- a) The Fire Chief and ~~Deputy Fire Chief and the persons holding the positions of Acting Fire Chief and Acting~~ Deputy Fire Chief of the Fire Department are appointed as Fire Prevention Officers for ~~the Town~~ Tantramar.
- b) In addition to the persons appointed by Section 3 (a), Council may **from time to time** appoint any ~~other member~~ **additional members** of the Fire Department to the position of Fire Prevention Officer.
- c) Subject to directions of the Fire Chief, the duties of a Fire Prevention Officer are those necessary to enforce this by-law, the Fire Prevention Act and other laws relating to the prevention and extinguishing of fires and the protection of property from fire.
- d) A Fire Prevention Officer:
 - i. Is empowered to enforce the provisions of this and any other by-law relating to the prevention and extinguishing of fires and the protection of property from fire;
 - ii. is authorized to enforce the Fire Prevention Act; and
 - iii. without limiting the generality of the foregoing, has the same powers under the same conditions as are conferred upon the fire marshal by sections 11, 12, 16 and 21 of the *Fire Prevention Act*.

4. OUTSIDE FIRES

- a) Except as provided in subsection 4 (b) **and 4(c)**, no person shall start, ignite, tend, fuel or make use of or cause to be started or ignited a fire of any kind whatsoever outside, unless a valid permit has been issued hereunder.
- b) Notwithstanding subsection 4 (a), outside fires are permitted in the following circumstances:
 - i. Live fires set by the Fire Department for educational or training purposes, or other outdoor fires as approved by the Fire Chief in writing;
 - ii. Fires used for the purpose of cooking food on a barbeque;
 - iii. **The fire is a Ceremonial/Sacred, provided that the person responsible notifies the Fire Chief at least 24 hours in advance and complies with any safety conditions imposed by the Fire Chief; or**
 - iv. Fire used for agricultural purposes restricted to the burning of blueberry fields only as per Schedule "A" attached.
- c) **Notwithstanding subsection 4(a)**, outdoor wood burning appliances may be used throughout ~~the Town~~ **Tantramar** provided that, the requirement outlined below have been met:
 - i. In the case of commercially manufactured appliances, the manufacturers' instructions for the safe installation and operation of the appliance have been followed; or
 - ii. **In the case of** non-commercially manufactured wood burning devices, **such devices** shall:
 1. be less than 0.6 meters high;
 2. be less than 1 meter wide;

3. have fully enclosed sides made from non-combustible materials such as bricks, concrete or heavy/gauge metal; and
 4. have a mesh screen on top to stop sparks (spark-arrestor) with openings no greater than 1 centimeter.
- d) When using an outdoor wood burning appliance, residents shall ensure that:
- i. It is located at a distance of not less than three (3) meters from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
 - ii. it is not placed on a wood deck or other combustible platform;
 - iii. area under the burning appliance shall be bared to mineral soil or composed of non-flammable material such as brick or concrete;
 - iv. only one appliance is to be used on the property at any one time;
 - v. it is used to burn only dry, seasoned firewood;
 - vi. the appliance shall not be used to burn pressure treated wood, painted wood, leaves, grass, other vegetation, any plastic material, any food material or any material of any kind which produces an unreasonable amount of smoke or other respiratory irritants;
 - vii. a portable fire extinguisher or operable garden hose is readily available while the unit is in use;
 - viii. the owner or occupant maintains constant watch and control over the appliance when in use and until the fire is totally extinguished;
 - ix. it does not allow smoke, smell, airborne sparks or embers to infringe on the use and enjoyment of other properties; and
 - x. The appliance shall not be used when the New Brunswick Department of Natural Resources and Energy have placed a ban on open burning in the region.

5. FIREWORKS

- a) No person shall, within the Municipality ~~Town of Sackville~~, set fire to, discharge or cause to explode any fireworks without the prior written permission of the Fire Chief ~~of Sackville Fire Department~~.
- b) No Fireworks permit shall be issued hereunder until the applicant has provided proof to the Municipality ~~The Town of Sackville~~, of legal liability insurance in an amount not less than five million dollars (\$5,000,000.00) for recovery of damage to property or personal injury, arising from the storage, use or display of the fireworks.

6. DEMOLITION OF BUILDINGS

- a) The Fire Chief, Deputy Fire chief in charge at the scene of a fire or the By-Law Officer may, in order to prevent the spread of fire, issue an order for the pulling down, demolition or removal of any building or structure.
- b) Where a building or structure is pulled down or demolished under this section to prevent the spread of fire, the Municipality is not liable to compensate persons having an interest in the building or structure for damage suffered as a result of the pulling down or demolition.

7. PETROLEUM PRODUCTS

- a) No person shall store gasoline, oil, liquefied petroleum gases or other petroleum products except in facilities meeting the standards contained in the *National Fire Code*.
- b) The establishment of self-service facilities for the dispensing of flammable liquids shall be in accordance with the requirements of the *Fire Prevention Act* and the *National Fire Code*.
- c) Nothing in this by-law exempts any person from any obligation contained in the *Fire Prevention Act* or any other legislation or regulation, including without limited the obligation to file plans with and obtain approval from the fire marshal under the *Fire Prevention Act* where required. Proof of compliance with the *Fire Prevention Act* may be required as a condition of any municipal permit or approval.

8. PENALTY

- a) Any Police Officer or By-Law Enforcement Officer is authorized to take such action, issue such written demands or issue such tickets as they may deem necessary to enforce any provisions of this by-law.
- b) A person who violates any provision of this by-law or who fails to comply with an order of a Fire Prevention Office authorized by this by-law ~~is liable on conviction to a fine of not less than two hundred and forty dollars (\$240.00) and not more than five thousand two hundred dollars (\$5,200.00)~~ commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category E offence. All such fines shall be recovered under the *Provincial Offences Act*, S.N.B 1987, c.P-22.1.
- c) Where a person is convicted of an offence under subsection 8 (b), the court may in addition to any penalty imposed under subsection 8 (b), order that person to comply with the order.
- d) A person who fails to comply with an order of the court under subsection 8 (b) is ~~guilty of an offence and liable on conviction to a fine of not less than two hundred and fifty dollars (\$250.00)~~ punishable under Part II of the *Provincial Offences Procedure Act* as a category F offence. All such fines shall be recovered under the *Provincial Offences Act*, S.N.B 1987, c-P-22.1.

9. REPEAL

- a) By-Law No. 275 A By-Law Respecting the Prevention of Fires is repealed.
- b) All Fire Prevention By-Laws previously enacted by the former Village of Dorchester are repealed.

10. ENACTMENT

- a) This By-Law comes into force on being passed by Council.

IN WITNESS WHEREOF Tantramar has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the xxxx day of xxxxxxxxxxxx 2026 and signed by:

MAYOR

CLERK

Read a First time this xxxx day of xxxxxxxxxxxx 2026.

Read a Second time this xxxx day of xxxxxxxxxxxxxxxx 2026.

Read a Third time and done and passed by Council this xxxx day of xxxxxxxxxxxxxxxx 2026.

DRAFT

SCHEDULE "A"
GUIDELINES FOR ISSUING BURNING PERMITS
FOR TREATING EXISTING BLUEBERRY FIELDS

REQUIREMENTS

All blueberry fields must be field checked by the Fire Chief ~~of the Sackville Fire Department~~ or ~~his/her~~ designate prior to any burning permits being issued. Owners or their designates must be present during field inspection.

Permits are for non-treaded woody material only.

A firebreak bared to mineral soil, with a minimum width of 3 meters (10 feet) or in the case of an established and existing field a 4-meter break burnt with a commercial burner. A burnt firebreak must be patrolled to ensure that all flames are extinguished, and no smokes are visible before the main fire is lit.

All newly developed fields must have a bared to mineral soil break as described above.

Certain fields with a higher hazard rating may require more fire equipment or wider fire breaks.

EQUIPMENT REQUIREMENTS

A 500-gallon mobile tank or 2-250-gallon mobile tanks equipped with a first pump, or a fire pump and hose set-up in a brook or pond that has the capacity to carry water to all parts of field.

A minimum of three (3) people on site during all burning operations. More people may be required depending on the potential hazard of a given field.

All burning fields must be patrolled during daylight hours for forty-eight (48) after the initial burning.

During the last twelve hours of the inspection period, if flames or smoke are found workers must continue the patrol for one extra day.

ISSUING OF PERMITS

Winds must be less than 10 km/hr.

A written permit to burn a specific field should be in the possession of the operator.

Burning should be done preferably early in the morning and late in the evening.

Permits are subject to cancellation if operators do not comply with the permit requirements.

Operators should supply the Fire Chief ~~of the Town of Sackville~~ or ~~his/her~~ designate with a schedule of the fields to be burned for the season. The operator should update this schedule from time to time if the situation changes. This would help the ~~Town of Sackville~~ Fire Department in scheduling field checks, thereby speeding up the process of issuing burning permits.

Spot checks may be done during operations to ensure that the requirements for burning are being observed.

NOTE

The ~~Town of Sackville~~ Fire Department ~~or designate~~ will examine any grower who has had recurring escape fires and will reserve the right to deny any future burning permits until stronger conditions are met, up to and including the establishment of a 3-meter bared to mineral soil perimeter.

~~The Town of Sackville~~ **Tantramar** will maintain accurate records.

BLUEBERRY FIELD INSPECTION FORM

Producer: _____ Phone: _____

Address: _____

Field Location: _____

Access Road (Location & Condition): _____

Grid: _____ Field Size: _____

Area to be burned this year: _____

Distance from Residence: _____

Fire Break

Width	_____ feet	_____ meters
Mineral Soil	yes	yes
Acceptable	yes	no

Improvement required on Fire Break: _____

Fuel on Field: Heavy Slash _____ Brush Piles _____ No Fuel _____

Previously Burned _____ Other _____

Fuel Adjacent to Field: (Stand type and fuel description)

North _____ East _____

South _____ West _____

Water Source: Location _____

Distance _____

Suppression Equipment

500 gal Tank & Pump	Description	Owner
Fire Pump	Make	Size
No. of Hose Lengths		Need More? Yes/no
Equipment Operability	Satisfactory	Needs Repairs

I recommend this field and operator for a fire-burning permit _____

Operation is not acceptable for burning permit at this time _____

Comments: _____

Inspected by: _____ Date _____

Next Inspection (if required) _____

SCHEDULE 'A'
BLUEBERRY FIELD
BURNING PERMIT FORM

BY-LAW NO. 2026-21
FIRE PREVENTION BY-LAW

Date: _____

Name: _____

Address: _____

Location of Burn: _____

Date of Burn: _____

This permit is subject to all requirement of By-Law No. 2026-21

Fire Chief or Designate

To: Mayor and Council

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

Date: January 22, 2025

Subject: Economic Development Incentive Program Application – Bayview Estates

PROPOSAL

Application from Salem Properties Inc. for the Economic Development Incentive Program for a multi-building residential development at 112 Queens Road (PID 00892497).

BACKGROUND

In March 2020, Sackville Town Council approved the Economic Development Incentive Program. The intent of the program is to provide a financial incentive to developers to build locally. These types of incentives are intended to act as a catalyst for increased development activities in the community, which will in turn help attract further businesses, residents and employment.

The program applies to properties in the Mixed Use, Highway Commercial, Industrial/Business Park and Urban Residential 3 zones. It provides an incremental tax grant to projects based on the project’s economic value. Successful applicants will receive a rebate of a percentage of the post-project assessed values for a period of 5 years for projects valued <\$5,000,000 or 10 years for projects valued at >\$5,000,000.

DISCUSSION

Salem Properties Inc. has submitted an application to the Economic Development Incentive Program for a development at 112 Queens Road (PID 00892497) in Sackville. The property is zoned R3 Residential. The applicant is proposing to construct 13 townhouse buildings consisting of a total of 59 unites, a 16 unit two storey wood frame apartment building, and a separate 2 building townhouse complex comprised of 12 total units. In total the applicant plans to build 87 residential units.

The proposed development’s value is estimated at \$20,000,000 so if successful the property owner would receive a rebate of a percentage of the post-project assessed values for a period of 10 years. PLAN360 has confirmed that the property is zoned R3 and that no building permits have been applied for yet.

112 Queens Road (PAN 05400718)

Year		Municipal Assess	Municipal Tax Rate	Municipal Tax	Rebate	
2022	Pre-const	\$ 38,500				
2023	Pre-const	\$ 39,300				
2024	Pre-const	\$ 41,000				
2025	Pre-const	\$ 49,200				
2026	Pre-const	\$ 53,800				
2027	91%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 278,618.49	
2028	82%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 251,062.82	*Estimate
2029	73%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 223,507.14	*Estimate
2030	64%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 195,951.47	*Estimate
2031	55%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 168,395.79	*Estimate
2032	45%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 137,778.38	*Estimate
2033	36%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 110,222.70	*Estimate
2034	27%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 82,667.03	*Estimate
2035	18%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 55,111.35	*Estimate
2036	9%	\$ 20,000,000	\$ 1.5350	\$ 307,000.00	\$ 27,555.68	*Estimate
				\$ 3,070,000.00	\$1,530,870.85	\$1,539,129.15 * Municipal Tax

*** Estimate only, final assessment and tax rebate to be determined after construction

INTERDEPARTMENTAL CONSULTATION

The CAO, Treasurer and PLAN360 have been consulted on the application.

LEGISLATION/POLICY

Economic Development Incentive Program.

FINANCIAL CONSIDERATIONS

Revenue and expense in future budget years as above.

COMMUNICATIONS/PUBLIC ENGAGEMENT

The application will be discussed at Council.

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 2, Financial Sustainability.

COMMUNITY IMPACT

Create opportunities for developers to build here in the community. Add to housing stock available in Tantramar.

CLIMATE CHANGE IMPLICATIONS

The subject property is walkable/bikeable to downtown, Mount Allison campus, etc which makes it a good opportunity for active transportation for residents. It also allows more people to live in Sackville instead of commuting, which lowers their carbon footprint.

CLIMATE LENS

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

OPTIONS

1. Accept the Economic Development Incentive Program application from Salem Properties Inc. for the Economic Development Incentive Program for a multi-building residential development at 112 Queens Road (PID 00892497).
2. Do not accept the Economic Development Incentive Program application from Salem Properties Inc. for the Economic Development Incentive Program for a multi-building residential development at 112 Queens Road (PID 00892497).

RECOMMENDATION

Staff recommends that Council approve the Economic Development Incentive Program application from Salem Properties Inc. for the Economic Development Incentive Program for a multi-building residential development at 112 Queens Road (PID 00892497).

ATTACHMENTS

Economic Development Incentive Program Application
Proposed building plans.

SCHEDULE A
FINANCIAL INCENTIVE PROGRAM
GRANT APPLICATION FORM

Section A – General Information and Instructions

1. An application for the Financial Incentive Program Grant must be submitted to the Town of Sackville prior to the commencement of any works and prior to application for building permit.
2. Such application shall include reports, plans, estimates, contracts and other details as may be required to satisfy the Town with respect to the eligible costs of the project and conformity of the project with the Municipal Development Plan.
3. As a condition of the grant application, the Town may require the applicant to submit a Business Plan, with said Plan to the Town's satisfaction.
4. The property shall be redeveloped such that the amount of work undertaken result in a significant increase in the assessed value of the property within the Mixed Use (MU), Urban Residential 3 (R3), Highway Commercial (HC) or Industrial / Business Park (IND) Zones, as shown on the Town of Sackville Zoning Map.
5. Costs for any or all of the items may be subject to audit by the Town, at the expense of the property owner.
6. All property owners participating in this program will be required to enter into an agreement with the Town which will specify the terms and conditions of the grant.
7. All grant applications will be considered by Council and only agreements approved by Council and signed, are valid.
8. If an agent is acting on behalf of the property owner, please ensure the required authorization is completed and executed by the property owner as provided in Section F.

Section B - Property Owner and Applicant / Agent Information

Property Owner Information

Name of Registered Property Owner: SALEM PROPERTIES INC

Mailing Address of Property Owner: PO Box 1355, Moncton, NB, E1C 8T6

Phone: [REDACTED]

Email: [REDACTED]

Applicant /Agent Information

Name of Agent: _____

Mailing Address: _____

Phone: _____ Email: _____

Section C - Property Information

Civic Address(es) of Property for which this Application is being submitted: 112 QUEENS ROAD

Property Identification Number(s) (PID): 00 89 2497

Legal Description of Property (Lot and Plan Numbers): ALL LAND ON PLAN # 15834 SAVE AND EXCEPT LOT 91-1, PLAN 18397 AND LOTS 02-1 AND 02-2, PLAN 15108781

Existing Use

Are there Existing Buildings on Site?

Yes _____ (if yes provide size below)

No X

Building 1 _____ sq. ft. Building 2 _____ sq. ft.

(Please list any additional buildings on separate sheet)

Are there any outstanding work orders on this property? Yes _____ No X

Section D - Property Tax Information

Current Property Taxes paid annually: \$ 1273.73

Estimated Property Taxes Paid annually after redevelopment: \$ # 253,000.00

Is this property or property owner in tax arrears? Yes _____ No X

If yes, specify value of tax arrears and identify property (by PID(s)): \$ _____ PID(s) _____

Section E - Development Information

Provide a detailed description (building size/type, number of stories, construction materials, etc.) of the proposed development to take place on the site (please attach detailed construction drawings).

THERE ARE 13 TOWNHOUSE BUILDINGS PROPOSED COMPRISING OF
 A TOTAL OF 59 UNITS. THEY ARE WOOD FRAME, 20' WIDE
 SPLIT UNITS. THERE IS A 16 UNIT, TWO STOREY WOOD
 FRAME APARTMENT PLANNED. THERE IS A SEPARATE 2-BUILDING
 TOWNHOUSE COMPLEX COMPRISED OF 12 TOTAL UNITS. THESE ARE ALSO
 20' WIDE SPLIT, WOOD FRAME CONSTRUCTION. TOTAL OF 87 UNITS

Estimated construction value of the proposed development: \$ 20,000,000.00

Estimated construction start date (Month/Year): April / 2026

Estimated construction end date (Month/Year): SEPT / 2028

Section F - Authorization

I, Arthur kenny, am the owner of the land that is subject of this application, and I hereby authorize our agent / solicitor to make this application and to act on my behalf in regard to this application.

Date: DEC 30, 2025

Name of Owner Signature of Owner: Arthur kenny, 

Section G - Sworn Declarations

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Financial Incentive Program Grant as specified in this application.

I/WE HEREBY AGREE to enter into a Financial Incentive Program Agreement with the Town of Sackville that specifies the terms and conditions of the grant.

I/WE HEREBY AGREE to abide by the terms and conditions of the Financial Incentive Program Agreement.

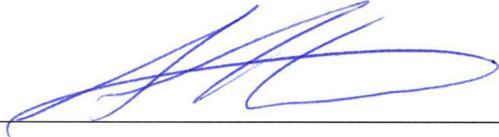
I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Sackville by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY GRANT PERMISSION to the Town, or its agents, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Financial Incentive Program Agreement with the Town, will continue to receive grant payments, subject to their Grant Agreement.

Date: Dec 30, 2025

Name of Owner or Authorized Agent: Arthur Kenny Title: Secretary - Treasurer

Signature of Owner or Authorized Agent: 

CONTACT INFORMATION

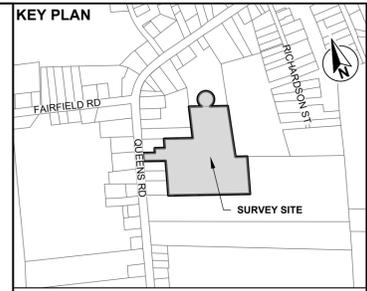
For further information on the Town of Sackville Economic Development Incentive Program please contact:

Kieran Miller
 Director of Community & Corporate Services
 Tantramar
 31C Main Street
 Sackville, NB E4L 1G6

(506) 364-4930
 k.miller@sackville.com

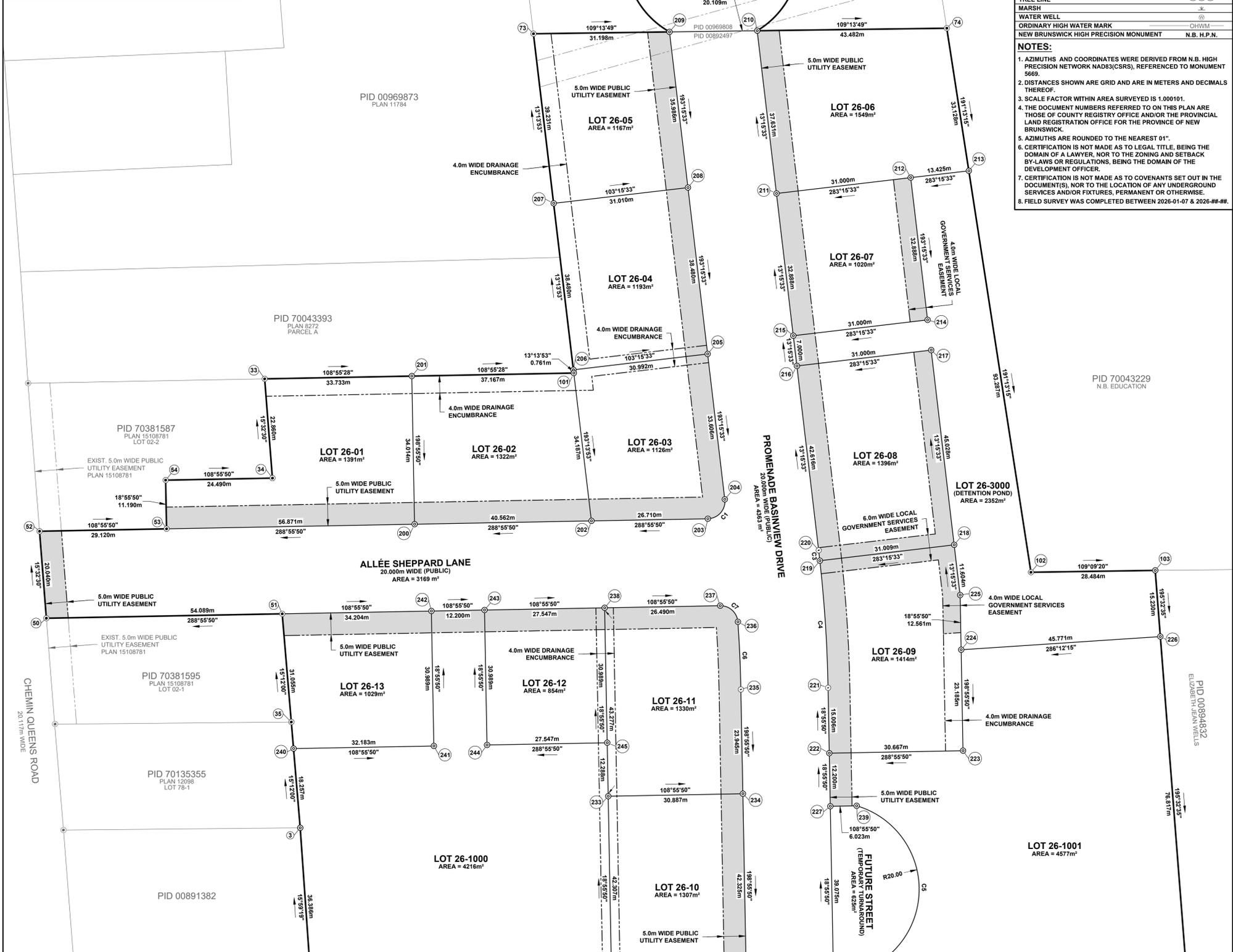
Sackville.com

COORDINATE TABLE			COORDINATE TABLE			CURVE TABLE				
POINT	NORTHING	EASTING	POINT	NORTHING	EASTING	CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD AZ.
3	7434118.592	2664589.681	216	7434179.294	2664732.976	C1	4.000	6.679	5.930	241°05'41"
7	7434018.399	2664769.454	217	7434172.184	2664763.149	C2	20.000	104.594	20.109	109°13'49"
33	7434218.250	2664617.282	218	7434128.356	2664752.822	C3	320.000	2.412	2.411	13°28'30"
34	7434196.226	2664611.157	219	7434135.468	2664722.640	C4	320.000	29.264	29.253	16°18'39"
35	7434142.123	2664596.074	220	7434137.814	2664723.201	C5	20.000	56.737	39.537	207°41'34"
50	7434183.726	2664551.447	221	7434107.393	2664714.424	C6	300.000	15.546	15.544	197°26'46"
51	7434166.179	2664602.810	222	7434093.198	2664709.555	C7	4.000	6.076	5.508	152°26'46"
52	7434203.034	2664556.816	223	7434083.249	2664738.564					
53	7434193.587	2664584.361	224	7434105.100	2664746.085					
54	7434204.171	2664587.992	225	7434117.061	2664750.160					
73	7434271.645	2664702.310	226	7434092.407	2664790.038					
74	7434240.424	2664791.811	227	7434081.658	2664705.597					
101	7434195.256	2664684.349	230	7434044.696	2664692.921					
102	7434116.426	2664767.212	231	7434051.195	2664674.006					
103	7434107.079	2664794.119	232	7434061.232	2664644.795					
105	7434083.614	2664579.658	233	7434101.251	2664658.521					
201	7434207.310	2664649.191	234	7434091.231	2664687.737					
204	7434156.178	2664706.981	235	7434113.881	2664695.506					
205	7434188.889	2664714.689	236	7434128.710	2664700.166					
206	7434195.997	2664684.524	237	7434133.594	2664697.618					
207	7434233.455	2664693.331	238	7434142.188	2664672.561					
208	7434226.343	2664723.515	239	7434079.704	2664711.294					
209	7434261.369	2664731.768	240	7434136.210	2664694.468					
210	7434254.746	2664750.755	241	7434125.769	2664624.910					
211	7434218.119	2664742.124	242	7434155.082	2664634.964					
212	7434211.008	2664772.298	243	7434151.125	2664646.504					
213	7434207.929	2664785.365	244	7434121.811	2664636.450					
214	7434178.997	2664764.755	245	7434112.874	2664662.507					
215	7434186.107	2664734.581	5669	7457733.471	2632706.211					



LEGEND	
ITEM	SYMBOL
STANDARD SURVEY MARKER PLACED	⊙
STANDARD SURVEY MARKER FOUND	○
CALCULATED COORDINATE POINT	○
IRON PIPE FOUND	⊙
IRON BAR FOUND	⊙
SCRIBED WOODEN SURVEYOR'S POST	⊙
SQUARE IRON BAR FOUND	⊙
WOODEN SURVEYOR POST FOUND	⊙
NB GRID MONUMENT	⊙
TRAVERSE CONTROL POINT	⊙
LAND DEALT WITH BY THIS PLAN BOUNDED THUS	———
LOT LINE	———
PROPOSED LOT LINE	---
EASEMENT	---
PROPOSED EASEMENT	---
UTILITY POLE	⊙
GUY WIRE	→
LIGHT STANDARD	⊙
OVERHEAD UTILITY LINE	———
UNDERGROUND UTILITY LINE	---
GAS LINE	---
CURB STOP	⊙
FENCE	---
TREES	⊙
TREE LINE	---
MARSH	⊙
WATER WELL	⊙
ORDINARY HIGH WATER MARK	———
NEW BRUNSWICK HIGH PRECISION MONUMENT	⊙
	N.B. H.P.N.

- NOTES:**
1. AZIMUTHS AND COORDINATES WERE DERIVED FROM N.B. HIGH PRECISION NETWORK NAD83(CSRS), REFERENCED TO MONUMENT 5669.
 2. DISTANCES SHOWN ARE GRID AND ARE IN METERS AND DECIMALS THEREOF.
 3. SCALE FACTOR WITHIN AREA SURVEYED IS 1.000101.
 4. THE DOCUMENT NUMBERS REFERRED TO ON THIS PLAN ARE THOSE OF COUNTY REGISTRY OFFICE AND/OR THE PROVINCIAL LAND REGISTRATION OFFICE FOR THE PROVINCE OF NEW BRUNSWICK.
 5. AZIMUTHS ARE ROUNDED TO THE NEAREST 01".
 6. CERTIFICATION IS NOT MADE AS TO LEGAL TITLE, BEING THE DOMAIN OF A LAWYER, NOR TO THE ZONING AND SETBACK BY LAWS OR REGULATIONS, BEING THE DOMAIN OF THE DEVELOPMENT OFFICER.
 7. CERTIFICATION IS NOT MADE AS TO COVENANTS SET OUT IN THE DOCUMENT(S), NOR TO THE LOCATION OF ANY UNDERGROUND SERVICES AND/OR FIXTURES, PERMANENT OR OTHERWISE.
 8. FIELD SURVEY WAS COMPLETED BETWEEN 2026-01-07 & 2026-##-##.



PURPOSE OF PLAN:

1. TO CREATE LOTS 26-01 TO 26-13 FOR RESIDENTIAL BUILDING PURPOSES.
2. TO CREATE LOTS 26-1000 TO 26-1001 FOR FUTURE DEVELOPMENT.
3. TO CREATE LOTS 26-3000 FOR STORM WATER MANAGEMENT FACILITY (DETENTION POND), TO BE CONVEYED TO THE TOWN OF SACKVILLE.
4. TO CREATE A PORTION OF 20,000m² WIDE PUBLIC STREET "ALLÉE SHEPPARD LANE" & "PROMENADE BASINVIEW DRIVE", AS SHOWN, PURSUANT TO 88(6)(a) OF THE COMMUNITY PLANNING ACT, 2017.
5. TO CREATE TWO (2) FUTURE STREET (TEMPORARY TURNAROUND) AS SHOWN, PURSUANT TO 88(6)(b) OF THE COMMUNITY PLANNING ACT, 2017.
6. TO CREATE A 5.0m WIDE PUBLIC UTILITY EASEMENT, PURSUANT TO SECTION 5, REGULATION 2021-83, OF THE COMMUNITY PLANNING ACT, 2017.
7. TO SHOW A 4.0m & 6.0m WIDE LOCAL GOVERNMENT SERVICES EASEMENT AS SHOWN, PURSUANT TO SECTION 4, REGULATION 2021-83, OF THE COMMUNITY PLANNING ACT 2021.

UTILITIES APPROVAL
PURSUANT TO SECTION 5 OF "DESIGNATED EASEMENT REGULATION" 2021-83, THE PUBLIC UTILITY EASEMENT(S) ON THIS PLAN VEST(S) IN NEW BRUNSWICK POWER CORPORATION, BELL CANADA, ROGERS COMMUNICATION INC., AND LIBERTY UTILITIES WITH THE FILING OF THIS PLAN.

LOCAL GOVERNMENT SERVICES EASEMENT STATEMENT
PURSUANT TO SECTION 4 OF "DESIGNATED EASEMENT REGULATION" 2021-83, THE LOCAL GOVERNMENT SERVICES EASEMENT (L.G.S.E.) ON THIS PLAN VEST IN THE MUNICIPALITY OF TANTRAMER WITH THE FILING OF THIS PLAN.

PROPERTY INFORMATION
PID 00892497
REGISTERED OWNER: SALEM PROPERTIES INC.
DEED TRANSFER 4615564, DATE: 2025-06-12
PLANS 15834, 15108781 (REMNANT)

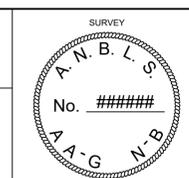
OWNER'S STATEMENT
I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I REPRESENT THE REGISTERED OWNER OF THE PROPERTY BEING SUBDIVIDED HEREON AND DO HEREBY GRANT APPROVAL TO THIS PLAN, AS ITS INTERESTS MAY APPEAR.

PROPERTY INFORMATION
PID 00969808
REGISTERED OWNER: 1901212 ONTARIO LIMITED
DEED TRANSFER 42281536, DATE: 2022-02-03
PLANS 41262933, 19000

OWNER'S STATEMENT
I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I REPRESENT THE REGISTERED OWNER OF THE PROPERTY BEING SUBDIVIDED HEREON AND DO HEREBY GRANT APPROVAL TO THIS PLAN, AS ITS INTERESTS MAY APPEAR.

RAYWORTH & ROBERTS SURVEYS LTD.
23 LAPLANCHE ST.
AMHERST, N.S.
JRD-##

SURVEYOR'S STATEMENT
I, MICHAEL J. GOULD N.B.L.S., DO HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND ABILITY THIS PLAN CORRECTLY DEPICTS ANY RESEARCH, FIELD WORK AND COMPUTATIONS UNDERTAKEN FOR THIS PROJECT.



SUBDIVISION PLAN
BAYVIEW ESTATES SUBDIVISION

OWNERS
SALEM PROPERTIES INC. & 1901212 ONTARIO LIMITED

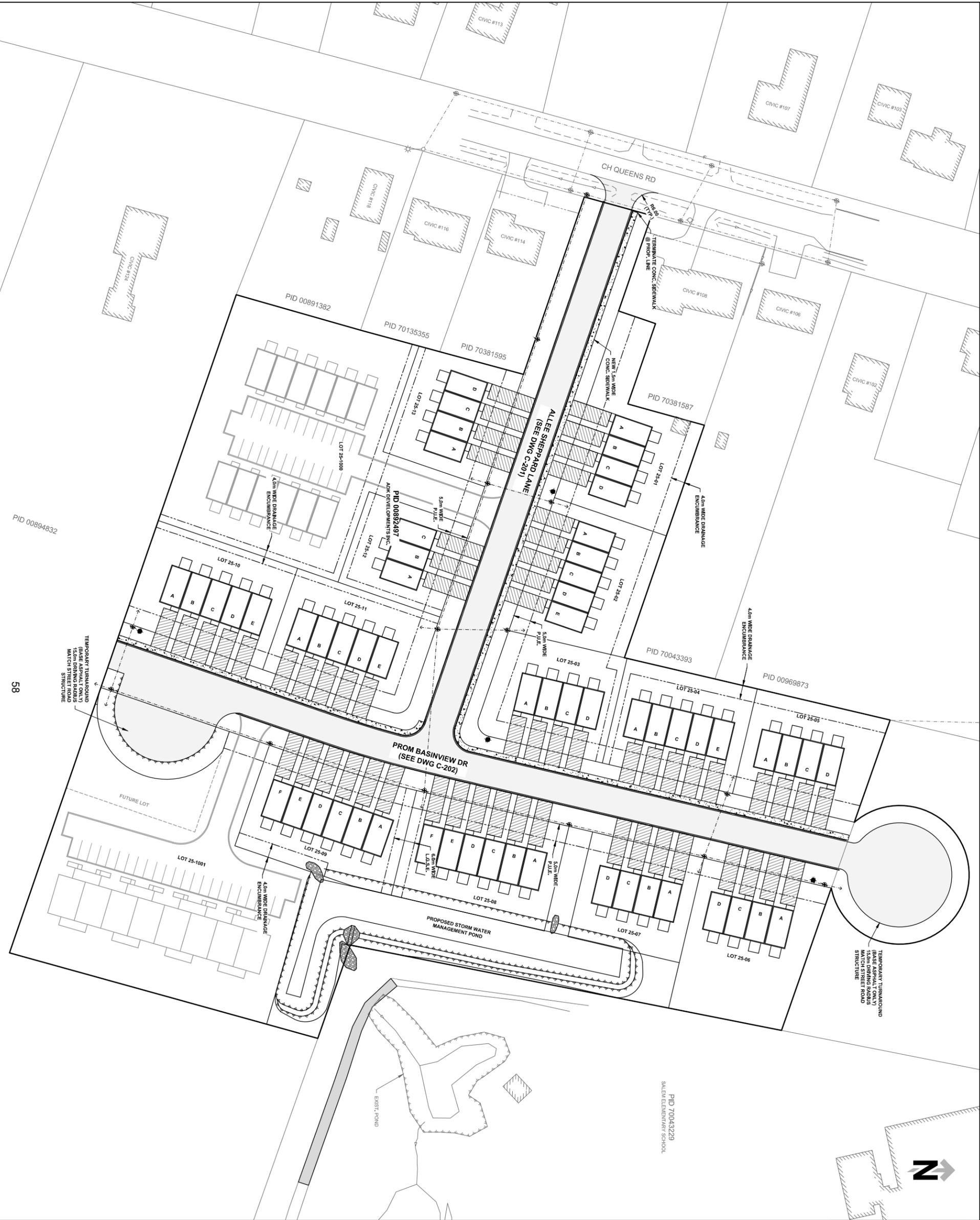
EAST SIDE OF CHEMIN QUEENS STREET
TANTRAMER
PARISH OF SACKVILLE
COUNTY OF WESTMORLAND
PROVINCE OF NEW BRUNSWICK

SCALE
0 5 10 15 20 25
1:500 (A1)

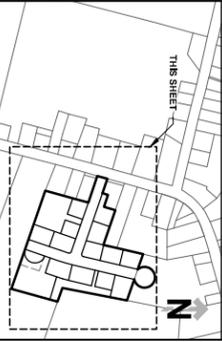


CONSULTANT
JRD ENGINEERING LTD. | INFO@JRDENG.CA
30 GORDON ST., SUITE 101 | MONCTON, NB E1C1L8

DRAWN BY M.D. **CHECKED BY** M.J.G. **DRAWING DESCRIPTION** TENTATIVE SD PLAN



KEY PLAN



LEGEND

ITEM	EXISTING	PROPOSED
SANITARY MANHOLE		
STORM MANHOLE		
STORM SEWER		
PIPE INSULATION		
CATCH BASIN		
DOUBLE CATCH BASIN		
SILURICE BOX		
WATER MAIN		
GATE VALVE		
FIRE HYDRANT		
BEND/TRENCH		
END CAP		
REDUCER		
VALVE CHAMBER		
UTILITY POLE		
GUY WIRE		
LIGHT STANDARD		
OVERHEAD UTIL. LINE		
TELECOM MAIN HOLE		
TRAFFIC SIGNALS		
GAS LINE		
FENCE		
TREE LINE		
SHRUBS		
TOP OF BANK		
GROUND ELEVATION		
FINISH GRADE		
SURVEY MARKER		
SIGN & POST		
SPURWALK		
GRASS AREA		
CHECK DAM		
SILT FENCE		
TEST PIT		
BONE HOLE		

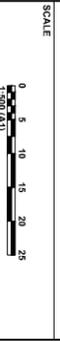
NOTES:
1. SEE DWG C-601 FOR NOTES & DETAILS

NO.	DESCRIPTION	DATE
1	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
2	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
3	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
4	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
5	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
6	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
7	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
8	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
9	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20
10	ISSUED FOR PRELIMINARY CLIENT REVIEW	2025-11-20



PROJECT TITLE
**BAYVIEW ESTATES SUBDIVISION
ROADWAYS, WATER & SEWER SERVICES
SACKVILLE, NB**

DRAWING TITLE
SITE PLAN



SCALE
1:500 (A11)

REVISION	DATE	DESCRIPTION	DRAWING NUMBER
F	2025-11-20	ISSUED FOR PRELIMINARY CLIENT REVIEW	C-101

PRINTED 8:16 AM 21-Nov-2025 ALAN FOUBNIER

To: Mayor and Council

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

Date: January 22, 2025

Subject: Economic Development Incentive Program Application – Freshwinds

PROPOSAL

Application from Freshwinds Eco-Village Housing Co-Operating Ltd. for the Economic Development Incentive Program for a multi-building residential development at their property that currently doesn't have a civic address but is registered under 64 Fairfield Rd (PID 00892786).

BACKGROUND

In March 2020, Sackville Town Council approved the Economic Development Incentive Program. The intent of the program is to provide a financial incentive to developers to build locally. These types of incentives are intended to act as a catalyst for increased development activities in the community, which will in turn help attract further businesses, residents and employment.

The program applies to properties in the Mixed Use, Highway Commercial, Industrial/Business Park and Urban Residential 3 zones. It provides an incremental tax grant to projects based on the project's economic value. Successful applicants will receive a rebate of a percentage of the post-project assessed values for a period of 5 years for projects valued <\$5,000,000 or 10 years for projects valued at >\$5,000,000.

DISCUSSION

Freshwinds Eco-Village Housing Co-Operating Ltd. has submitted an application to the Economic Development Incentive Program for a development at their property that currently doesn't have a civic address but is registered under 64 Fairfield Rd (PID 00892786) in Sackville. The property is zoned R3 Residential. The applicant is proposing to construct 3 multi-unit apartment buildings totalling 40 units and 7 townhouse style apartment buildings totaling 28 units. In total the applicant plans to build 68 residential units, 21 of which will be affordable and subsidized by NB Housing. 25% of the units will be accessible.

The proposed development's value is estimated at \$24,000,000 so if successful the property owner would receive a rebate of a percentage of the post-project assessed values for a period of 10 years. PLAN360 has confirmed that the property is zoned R3 and that no building permits have been applied for yet.

64 Fairfield Road (PAN 06954477)						
Year		Municipal Assess	Municipal Tax Rate	Municipal Tax	Rebate	
2022	Pre-const	\$ 255,200				
2023	Pre-const	\$ 255,200				
2024	Pre-const	\$ 255,200				
2025	Pre-const	\$ 24,400				
2026	Pre-const	\$ 25,000				
2027	91%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 331,679.24	
2028	82%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 298,875.80	* Estimate
2029	73%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 266,072.36	* Estimate
2030	64%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 233,268.92	* Estimate
2031	55%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 200,465.47	* Estimate
2032	45%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 164,017.21	* Estimate
2033	36%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 131,213.76	* Estimate
2034	27%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 98,410.32	* Estimate
2035	18%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 65,606.88	* Estimate
2036	9%	\$ 24,000,000	\$ 1.5350	\$ 368,400.00	\$ 32,803.44	* Estimate
				\$ 3,684,000.00	\$ 1,822,413.40	\$ 1,861,586.60 * Municipal Tax

*** Estimate only, final assessment and tax rebate to be determined after construction

INTERDEPARTMENTAL CONSULTATION

The CAO, Treasurer and PLAN360 have been consulted on the application.

LEGISLATION/POLICY

Economic Development Incentive Program.

FINANCIAL CONSIDERATIONS

Revenue and expense in future budget years as above.

COMMUNICATIONS/PUBLIC ENGAGEMENT

The application will be discussed at Council.

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 2, Financial Sustainability.

COMMUNITY IMPACT

Create opportunities for developers to build here in the community. Add to housing stock available in Tantramar.

CLIMATE CHANGE IMPLICATIONS

The proposed development is being built to be as energy efficient as possible, aiming for Tier 5 of NECB 2020 for Part 9 buildings, Part 9 NBC 2020 compliance strategy by building type. It also allows more people to live in Sackville instead of commuting, which lowers their carbon footprint.

CLIMATE LENS

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

OPTIONS

1. Accept the Economic Development Incentive Program application from Freshwinds Eco-Village Housing Co-Operating Ltd. for the Economic Development Incentive Program for a multi-building residential development at their property that currently doesn't have a civic address but is registered under 64 Fairfield Rd (PID 00892786).
2. Do not accept the Economic Development Incentive Program application from Freshwinds Eco-Village Housing Co-Operating Ltd. for the Economic Development Incentive Program for a multi-building residential development at their property that currently doesn't have a civic address but is registered under 64 Fairfield Rd (PID 00892786).

RECOMMENDATION

Staff recommends that Council approve the Economic Development Incentive Program application from Freshwinds Eco-Village Housing Co-Operating Ltd. for the Economic Development Incentive Program for a multi-building residential development at their property that currently doesn't have a civic address but is registered under 64 Fairfield Rd (PID 00892786).

ATTACHMENTS

Economic Development Incentive Program Application
Proposed building plans.

SCHEDULE A
FINANCIAL INCENTIVE PROGRAM
GRANT APPLICATION FORM

Section A – General Information and Instructions

1. An application for the Financial Incentive Program Grant must be submitted to the Town of Sackville prior to the commencement of any works and prior to application for building permit.
2. Such application shall include reports, plans, estimates, contracts and other details as may be required to satisfy the Town with respect to the eligible costs of the project and conformity of the project with the Municipal Development Plan.
3. As a condition of the grant application, the Town may require the applicant to submit a Business Plan, with said Plan to the Town’s satisfaction.
4. The property shall be redeveloped such that the amount of work undertaken result in a significant increase in the assessed value of the property within the Mixed Use (MU), Urban Residential 3 (R3), Highway Commercial (HC) or Industrial / Business Park (IND) Zones, as shown on the Town of Sackville Zoning Map.
5. Costs for any or all of the items may be subject to audit by the Town, at the expense of the property owner.
6. All property owners participating in this program will be required to enter into an agreement with the Town which will specify the terms and conditions of the grant.
7. All grant applications will be considered by Council and only agreements approved by Council and signed, are valid.
8. If an agent is acting on behalf of the property owner, please ensure the required authorization is completed and executed by the property owner as provided in Section F.

Section B - Property Owner and Applicant / Agent Information

Property Owner Information

Name of Registered Property Owner: Freshwinds Eco-Village Housing Co-operative Ltd.

Mailing Address of Property Owner: c/o Eric Tusz-King, Sackville NB, E4L2X9

Phone: _____ Email: _____

Applicant /Agent InformationName of Agent: Eric Tusz-KingMailing Address: Fairfield Rd

Phone: _____ Email: _____

Section C - Property InformationCivic Address(es) of Property for which this Application is being submitted: _____
No civic address # yet, but registered under 64 Fairfield RdProperty Identification Number(s) (PID): 00892786Legal Description of Property (Lot and Plan Numbers): _____
Vacant land zoned for Residential R3**Existing Use**

Are there Existing Buildings on Site?

Yes _____ (if yes provide size below)

No X

Building 1 _____ sq. ft. Building 2 _____ sq. ft.

(Please list any additional buildings on separate sheet)

Are there any outstanding work orders on this property? Yes _____ No X**Section D - Property Tax Information**Current Property Taxes paid annually: \$ 631.69Estimated Property Taxes Paid annually after redevelopment: \$ 308,400Is this property or property owner in tax arrears? Yes _____ No X

If yes, specify value of tax arrears and identify property (by PID(s)): \$ _____ PID(s) _____

Section E - Development Information

Provide a detailed description (building size/type, number of stories, construction materials, etc.) of the proposed development to take place on the site (please attach detailed construction drawings).

68-unit cooperative housing development (21 affordable) at Fairfield Road, Sackville, NB; 3 multi-unit apartment buildings with 40 units, two stories, built into the landscape. 7 town house style apartment buildings with 28 units.

It will be mixed-income cooperative housing for young families, non-elderly singles, and seniors, 25% accessible, 21 units which will be subsidized by NB Housing.

Energy & Code Targets: Tier 5 of NECB 2020 for Part 9 buildings; Part 9 (NBC 2020) compliance strategy by building type.

The project has secured conditional funding and Freshwinds is working towards final approvals and loan agreements. Construction is planned to start early summer 2026.

Estimated construction value of the proposed development: \$ 24 million

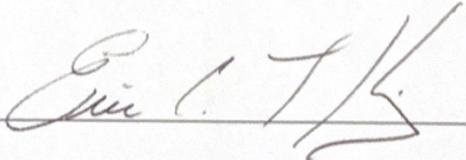
Estimated construction start date (Month/Year): 07/2026

Estimated construction end date (Month/Year): 12/2027

Section F - Authorization

I, Eric Tusz-King, am the owner of the land that is subject of this application, and I hereby authorize our agent / solicitor to make this application and to act on my behalf in regard to this application.

Date: January 9, 2025

Name of Owner Signature of Owner: Eric Tusz-King, 

Section G - Sworn Declarations

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the Financial Incentive Program Grant as specified in this application.

I/WE HEREBY AGREE to enter into a Financial Incentive Program Agreement with the Town of Sackville that specifies the terms and conditions of the grant.

I/WE HEREBY AGREE to abide by the terms and conditions of the Financial Incentive Program Agreement.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the Town of Sackville by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

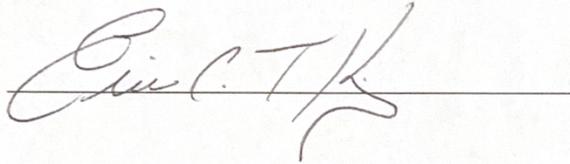
I/WE HEREBY GRANT PERMISSION to the Town, or its agents, to inspect my/our property prior to, during, and after environmental remediation, site rehabilitation and project construction.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the Town in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who have entered into the Financial Incentive Program Agreement with the Town, will continue to receive grant payments, subject to their Grant Agreement.

Date: January 9, 2025

Name of Owner or Authorized Agent: Eric Tusz-King Title: Co-chair

Signature of Owner or Authorized Agent:



CONTACT INFORMATION

For further information on the Town of Sackville Economic Development Incentive Program please contact:

Director of Community & Corporate Services
Tantramar
31C Main Street
Sackville, NB E4L 1G6

-  Crusher Dust Path
-  Asphalt Driveway
-  Grass Paver
-  Planter Bed
-  Grass
-  Future Amenity Area
-  Flex MSE Retaining Structure
-  Wooden Enclosure
-  Recycle Station





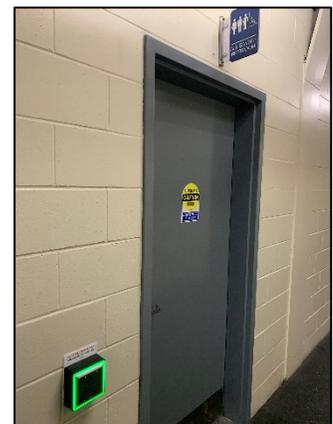
To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: January 22, 2026
Subject: Departmental Report

ACTIVE LIVING AND CULTURE

The report that follows includes information from November 16, 2025 – January 15, 2026

General Departmental Information:

- 194 seats are sponsored thus far for the Grab a Seat Campaign. The large jump is primarily due to a \$10,000 donation from Compact Appliances, 10 seats from the Sackville Animal Clinic, and 5 more seats from RBC Royal Bank! A huge thank you and if you would like to get involved, please visit www.tantramarNB.com.
- During the reporting period, ALC management participated in 55 separate meetings.
- The Director has completed the free CART program offered by Climatlantic. The program teaches about climate impacts, mitigation, and adaptation.
- The Director, along with 4 colleagues from across the province, participated in the Forward Together Summit in Ottawa November 23-25, 2025. The Summit focused on updating the National Framework for Recreation. We also spent a day on Parliament Hill speaking directly with Members of Parliament about moving the sector forward nationally.
- Recreation Master Plan community consultations are complete. Consultations included two public sessions, a presence at the Visitor Information Centre, Sackville Farmer's Market and the TVMCC, meeting with local sports groups, meeting with local arts and culture groups, meeting with local youth, meeting with Mount Allison University representatives and students, an online public survey and a survey specifically for TRHS students.
- Work is underway on the various capital projects outlined during the 2026 capital budgeting process.
- Management have been applying for several funding opportunities to support our various projects, events and programs.
- We are receiving \$10,000 from the province's Inclusive Community Recreation Infrastructure Fund to help support costs associated with installing the TVMCC railings and accessible door openers.



PARKS AND FACILITIES

- The railings at the TVMCC are in production and should be installed within 2 weeks.
- The TVMCC hosted the Lady Titans tournament November 14-16, with the Boy's Titans November 28-30, the Dave Wheaton Classic December 5-7, and the Wayne Hicks Classic January 2-4, 2026.

- The Sackville Farmer’s Market has been working out well at the TVMCC for their winter location. The space has been shared with Sackville Minor Hockey, both Titans Teams, and the Sackville Skating Club successfully.
- The push button door openers have been installed on several of the doors in the TVMCC to improve accessibility. There are two more doors scheduled to be completed in the coming weeks.
- Staff have met with a contractor about the potential for an elevator at the TVMCC and have reached out to an engineering firm about producing drawings and an estimate. Once the estimate is received, we can begin the tendering process and apply for funding.
- Security cameras have been installed at the Sackville Public Library to improve security in the building and at Bill Johnstone Memorial Park.
- The Dorchester Arena has been open for skating. The weather has not been consistently cooperative, but it was open a full ten days earlier than 2025.
- To book space in any Tantramar operated facilities, please contact bookings@tantramarNB.com or 506-364-4955.
- Staff continue to monitor the parks and the trails throughout Tantramar, but if you see something that needs attention, call 506-364-4955 or email bookings@tantramarNB.com.

RECREATION PROGRAMS AND EVENTS

- Winter program registration and information is available now at www.tantramarnb.com/programs. Programs include:
 - Trailblazers
 - Marshview After-School Programming
 - Ultimate Frisbee
 - Adult Basketball
 - Pickleball in both Sackville and Dorchester
 - 50+ and Primetime Aerobics
 - Aquasize
 - Dorchester Fitness programming
 - Ukulele
- A Grant Writing 101 workshop for local not-for-profits has been scheduled for March 15 at the Mt. Whatley Church Hall. Details and registration available at www.TantramarNB.com/programs.
- The second night of Moonlight Madness took place on December 5th along with the postponed Fall Fair Fireworks show. The downtown area was packed with vendors and plenty of people!
- Sports Recognition Night, which recognizes teams and individuals who medal at the provincial level or higher, is scheduled to take place January 29, 2026. The deadline to submit entries was January 5, 2026.
- Winterfest will take place February 5-8, 2026. A full schedule of events is available at www.tantramarNB.com/winterfest.
- March Break Program Planning is underway. If anyone would like to host a program between March 1-8, 2026, reach out to j.wilson@tantramarNB.com.
- Nominations for the 2026 Class of the Sackville Sports Wall of Fame have closed. Event details will be made available soon.



To: Mayor and Council

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

Date: January 22, 2026

Subject: Community & Corporate Services Departmental Report

This report covers the period between November 16, 2025 and January 15, 2026.

Director of Community and Corporate Services

The Director attended a Highway Advertisement Consultation with DTI. They will be relaxing the rules around community signs, which should make signs for the different communities within Tantramar easier to implement.

Had numerous meetings with stakeholders about housing development. Had preliminary discussions with Plan360 about making information more accessible to developers.

Had several meetings of the Tantramar & Strait Shores Homesharing Pilot Program working group. Still in the information gathering and planning phase but hoping to start presentations and recruitment of landlords in the spring.

Our department worked with the Climate Change Advisory Committee to plan and organize the NB Power Information Session on January 14th. The event went smoothly and NB Power offered to come back if we wanted to do another session.

Met with RSC Economic Development representatives to discuss opportunities for collaboration. They indicated they will find ways for us to get more tailored information from/participate in their studies. Also discussed having a small business expo in the fall.

Met with Co-operators to explore participation in their call for proposals for Canadian Climate Resilience Infrastructure Projects. The intention of this program is for private companies to finance municipal infrastructure projects at the market rate. Since our projects are not limited by our borrowing capacity and we are able to borrow from the NB Municipal Financing Corporation at below the market rate we determined that this program is not for us.

The Home Office Christmas Party on December 4th was a big success. We had work from home employees of all ages come out to celebrate and make friends. Many of the attendees expressed how happy they were to have an event aimed at them where they could get out and meet people. Interestingly, almost all of the attendees learned about the event through different channels.



Manager of Tourism and Business Development

Café Tintamarre continues to operate in the Visitor Information Centre through the winter months. Their hours are online.

Work on the AIM Coastal Resiliency Project continues. As well, EOS Eco-Energy, as part of their work on our Climate Change Risk Assessment and Adaptation Plan, held a climate risk discussion and engagement activity on Thursday, January 15, at Fort Folly. This was another important step in public engagement towards creating the plan.

On Wednesday, January 14 the Tantramar Climate Change Advisory Committee hosted an information session where NB Power presented on the proposed RIGS gas plant in Central Village and answered questions about the project. The event was informative and was very well attended. A video of the meeting is available [here](#) on Tantramar's website.

Shep (the world's largest sandpiper!) will be taking a short vacation to the studio of artist Robin Hanson in mid-February to be re-painted and brought back to his original appearance. We anticipate him to be back on-site by late February looking rested and refreshed (and with a new plaque as well!).

We are excited to announce a Wetlands Photo contest in honour of World Wetland Day. Please visit www.TantramanNB.com/news for details.

We will be holding another Entrepreneur event on Tuesday, February 3 at 7 pm at the Tantramar Visitor Information Centre at 34 Mallard Dr. The topic will be "Tourism Promotion Programs for Tantramar Businesses" with presentations by Ron Kelly Spurles (Tantramar), the Regional Service Commission, Tourism Industry Association of New Brunswick, and Destination Southeast. There will be door prizes and light refreshments will be provided. The event is free and no pre-registration is required.

Communications Officer

The Communications Officer presented at the [Summers Direct Communications Conference in Toronto](#) on November 24. The presentation focused on real-world challenges in municipal communications, including social media management, error prevention, public response during high-pressure situations, and operating effectively as a solo communications professional. The session was very well received and provided an opportunity to showcase Tantramar's communications work to a national audience.

On December 10, the Communications Officer attended a Strategic Planning course at Université de Moncton as part of the Municipal Management Training program. The course focused on long-term planning, public engagement activities and high-level strategic thinking.

On December 16, the Communications Officer hosted the fourth Atlantic Communications Connect (ACC) meeting. ACC is a virtual forum that brings together municipal communications professionals from across Atlantic Canada to share best practices, challenges, and lessons learned. This session focused on public engagement approaches and improving internal departmental workflows.

Work continued throughout December on the municipality's new website. This included uploading and organizing documents to ensure information is accessible, up to date, and easy for residents to find. This work supports transparency and improves public access to municipal information.

To: Mayor and Council
Submitted by: Michelle Sherwood for Jon Eppell, Director of Engineering & Public Works
Date: January 22, 2026
Subject: Engineering & Public Works Departmental Report

This report covers the period from November 15, 2025 to January 15, 2026

Roads/Transportation

- The push button activated crosswalk light on Main Street by the Tantramar Veterans Memorial Civic Centre was repaired.
- Road markers were installed to identify the edge of road to help guide snow removal.
- Completed the installation of the seasonal lights in Sackville.
- Installed and decorated the Christmas tree at the village square in Dorchester.
- Completed shale and gravel work budgeted for Walker Road in 2025.
- Placed “No Parking” signs on Charlotte Street between Salem Street and Dominican Drive.
- Installed and commissioned a new radio antenna on top of the water tower.
- Mulched shoulders along Bridge Street, Starr Avenue, Moffatt Lane, Tantramar Place and Cattail Ridge.
- Began filling in for one crosswalk guard position starting January 5, 2026.
- There were 33 call-outs in the report period with 21 of them requiring 5 to 11 employees.

Utility

- Repaired a water break on Bickerton Avenue that required a boil water order.
- Repaired two water breaks (Starr Avenue and Main Street near Civic 322) without the need for a boil water order.
- Finished pumping out all the fire hydrants for the winter months.
- There were 15 call-outs in the report period with two requiring 5 to 7 employees.

Mechanics

- Mechanics have been making all the vehicles/equipment ready for winter.
- Mechanics are busy completing scheduled safety inspections on fire trucks.
- New tandem dump truck arrived December 23, 2025. Mechanics are working with the supplier to have a few deficiencies addressed.
- New sidewalk plow was delivered January 13, 2026 with the plow and blower. Trackless unit was sent to Dorchester and Kubota tractor being serviced. The other attachments are on backorder.

Engineering

- Asphalt patching of road cuts was completed in early December, 2025.
- DTI completed a traffic safety evaluation for Deer Crossing signs along Route 106, between Dorchester and Sackville. The evaluation concluded that deer crossing signs are not warranted.
- Cameras were added at the Sackville water treatment plant.
- HVAC unit was replaced for Sackville wellhouse #3.
- The Sackville water treatment plant replaced low lift pump has been refurbished and is planned to be installed later in January.
- A chlorine pump was replaced at the Dorchester water treatment plant on January 15.

To: Mayor and Council**Submitted by:** Protective Services Staff**Date:** January 22, 2026**Subject:** Protective Services

Reporting Period December 16, 2025 – January 15, 2026**By-Law Enforcement**

Court Appearances	0
2-Hour Parking Enforcement	8
10-Minute Parking Enforcement	6
Willow Lane Parking Enforcement	12
Assisting other Departments	1
By-Law Violations Issued	35
By-Law Warnings Issued	0
Occurrences Total	14
Occurrences Completed	8
Occurrences Outstanding	6
Dangerous or Unsightly Premises Occurrences Active	6
Overnight Parking Violations (Winter Parking)	31
By-Law Violations for 2025 Total (up to Dec 15, 2025)	424

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

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

Fire – Sackville

Sackville Fire & Rescue responded to 23 calls for service. They included: 5-utility pole incidents, 5-commercial fire alarms, 4-motor vehicle collisions, 2-rubbish fires, 2-smell of natural gas, 2-carbon monoxide alarms, 1-structure fire, 1-rescue, and 1-grass fire.

Trainings that took place were, truck mobile radio operations, as well as station and equipment checks to ensure all equipment remains in a state of readiness.

I would like to remind our residents to please ensure that their civic number is visible from the road. This will enhance the response time for emergency services if the need arises to respond to your location. For more information on how civic numbers shall be displayed, please refer to By-law No. 147, A By-law respecting the numbering of buildings at www.tantramarnb.com.

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

2025-Sackville Fire & Rescue – Service Awards:

5 years – Justin Bowser

15 years – Adam Stiles, Devon Fields, Josh Estabrooks

25 years – Gordon Brooks

30 years – Walter Allen, Craig Bowser, Rodney Turner, Mike Beal

40 Years – Don Fillmore

Firefighter of the year – Devon Partridge

Rookie Firefighter of the year – Zack Lloyd

Training Award – Jonathan Chapman

Fire - Dorchester

During this reporting period, the Dorchester Fire Department handled four service calls. Two were medical first responder incidents, one involved a motor vehicle accident, and one was a mutual-aid response at Mount Allison University. The department has planned its training schedule through June 2026, with several strong sessions ahead. The first trainings of the year focused on Argo operations and Off-Road Rescue.

On January 1st, the department also supported the annual Polar Dip, an event that drew a large crowd of both spectators and participants.

Point De Bute Fire

During the reporting period, the Point de Bute Fire Department responded to three calls for service. One all originated in the Port Elgin area; however, the department continued its response in case additional support was needed. Another call involved a motor vehicle accident with no reported injuries, and the third was a mutual-aid response to Mount Allison University. The department also completed one truck check during this period.

Animal Control

During the month of December, 1 calls were responded to, and 32 patrols were conducted within Sackville boundaries. Calls responded to include missing pets, dogs running at large, a found dog, dogs off leash in public areas and residents requiring the use of live traps. There were also two calls for a dog being left outside with no shelter, food or water, which was reported to the SPCA.

During the month of December there were no complaints received by animal control for all other areas of Tantramar.

2026 dog tags are now available for Tantramar residents. Tags can be purchased at the Municipal Office, located at 31c Main Street, Sackville. Office hours are Monday to Friday 8:30 a.m. – 4:30 p.m. For information on licensing fees, please refer to Tantramar's [Animal Control By-Law](#). Dogs must be registered by March 31, 2026, to avoid additional fees.

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



Operations:

During this period between December 16th 2025 and January 15th 2026, RCMP responded to, among other calls (1st number in Tantramar, 2nd number in the Sackville RCMPs jurisdiction which falls outside of Tantramar):

wellbeing checks - 10 / 0	uttering threats – 3 / 0
traffic collisions – 17 / 21	thefts – 5 / 3
sexual assault – 1 / 0	impaired driver – 0 / 0
suspicious person/vehicle – 5 / 5	mischief – 4 / 2
mental health – 9 / 4	false 911 calls – 0 / 1
fraud – 6 / 2	false alarms – 10 / 13
break and enter – 0 / 2	arson – 10 / 0
assault – 4 / 1	sudden deaths – 0 / 0
roadside suspensions – 0 / 0	

Total calls for service were lower than the previous month.

Traffic:

Traffic stats were higher than the previous month.

Warnings – **64** / 25
Tickets – **31** / 10
ORVA – **0** / 0

Administration:

The front desk continues to be steady with Criminal Record Checks

New Brunswick Occurrence Map links:

[New Brunswick Occurrence Map](#)

[Daily Occurrence Report](#)

Submitted by:

A/Sgt. Mathieu Daigle



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: January 22, 2026

Subject: Financial Services

Financial Statements are included until the end of December 2025 as of January 19, 2026. As this is the start of our year end process numbers will adjust and change as we continue to work towards final numbers for the auditors. Adjustments will be made between departments to reallocate items, yearend payable invoices continue to be paid for fiscal year 2025, water billing revenue for October to December will be recorded as well as prepaid and year end accruals need to be recorded prior to our final numbers. These as well as other items will be completed throughout January and into February.

While we complete the year end processes for 2025 the following can be noted at this time:

- General Finance & Admin Revenue will be higher as a result of building permits and sale of Assets.
- Fire Services Revenue will be higher as a result of wildfire billing and false fire alarms.
- Active Living & Culture Revenue will be higher from grants and canteen sales of services.
- For General Expenses it is expected that a number of departments will be under budget but will be finalized after we complete audit processes. As noted during reserve fund transfers, we will have a larger transfer to Capital out of Revenue to pay for the Dorchester Fire Hall construction amount that took place up to December 31st.
- Utility Revenue awaits the water and sewer billing for October to December 2025 to be completed at which time the Revenue will be allocated to 2025.
- Utility Expenses are on target or under budget. This was noted during reserve fund transfer report and motions in December.
- General and Utility Capital reports are included with a couple notes as well:
 - o Overage in fire for exhaust fans for Dorchester and Combi tool for Point de Bute; both of these budgeted in operating budget.
 - o Overage in the little league ball field building, savings made up in other areas of Active Living & Culture Capital.
 - o Overage in storm sewer was from the storm sewer under MTA new parking lot which was discussed during approval of the expense and would be funded through Capital out of Revenue at the end of the year.
 - o Dorchester Lift Station shows over budget on report; but that is offset by Revenue from Infrastructure Grant Revenue within the operating budget and will be allocated at year end.

Managers continue to contact vendors for year-end invoices, and we work to close off 2025 books by the end of February.

Auditors were in early January to perform interim work for 2025 audit. They will return the week of February 23rd to 27th to complete final work and then wrap up items through March and April. They will be almost a month earlier than normal as we work to complete the 2025 audit before the May election.

Reserve Fund transfers were completed in 2025 with the following balances in the reserve funds as of December 31, 2025.

	Deposit during 2025	Balance as of December 31, 2025
General Operating Reserve	\$ -	\$ 566,229
General Capital Reserve	\$ 410,000	\$ 6,610,030
Utility Operating Reserve	\$ 30,000	\$ 73,266
Utility Capital Reserve	\$ 430,000	\$ 2,608,644
Parkland Reserve	\$ -	\$ 1,502
CCBF Reserve	\$ 594,575	\$ 907,765

Some items to note relating to reserve funds would be:

- Funds from General Capital Reserve will need to be allocated for projects that were started in 2025 and will be completed in 2026. Also, as discussed during award of Dorchester Fire Station, discussion on Aerial for Sackville and reserve transfers, that we will look to pay as much of these items as possible with Reserve whereby we borrow from ourselves to safe interest payments and annual required debt payments to the Municipal Finance Corporation.
- Utility Capital Reserve has been funded for the purpose of paying the municipal share of infrastructure funding for the future lagoon upgrades.
- CCBF Reserve has projects committed to within the Capital Investment Fund respecting the CCBF which includes the Dorchester Fire Hall Construction.

The new Dorchester Fire Hall continues. Site work continues as well as the erection of the beams and building work in order to get things closed off before winter. At this time there are two change orders issued: one for the steel roof specifically approved by Council and one other one totaling \$8,947.75 for an upgrade to the oil-water separator system in the bays. During the month of December, we paid progress payment # 5 (to November 30, 2025) in the total payment amount of \$337,105.34 (including HST) bringing the total to date paid of \$1,354,482.64 plus HST.



As we were aware during December there was an issue with the roof construction. This originally delayed the project by 2 weeks while new roof trusses were ordered to replace the damaged ones. Over the holidays instead of shutting down the site the contractor remained on site and has advised that they are relatively back on track and the 2-week delay has been removed. All costs and items relating to the roof truss issues were the responsibility of the contractor.

2026 Budget which were previously uploaded to the portal were approved and uploaded by the Province on November 28, 2025. These approvals included all details and notes within the uploads have been saved and placed on our Tantramar website.

Capital Budget was submitted to the Municipal Capital Borrowing Board for a new Aerial for the Fire Services to replace the existing 1997 unit within General Capital as well as a number of Utility Projects including the upgrade/replacement of the Squire Street Lift station. Our hearing has been scheduled for February 9, 2026 in Fredericton and has been advertised in both the Times Transcript paper and on our website. We are currently working on the financial estimates and project details that they require.

During November and December 2025, the following large deposits were received:

- \$1,399,968.70 on November 1st from GNB for our monthly warrant payment.
- \$208,480.04 on November 10th from HST for our July to September HST Rebate.
- \$1,399,968.70 on December 1st from GNB for our monthly warrant payment.
- \$198,108.00 on December 10th from RDC which was a claim for the Dorchester Lift Station.

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

As of January 19, 2026 a total of \$80,650.28 (67.3%) has been collected of the total of \$119,891.78. This compared to November 18, 2025 where 72,200.03 (60.1%) had been collected. For the Sackville utility accounts we have collected 79.09% and for the Dorchester accounts we have collected 38% to date. The compares to 70.64% for Sackville and 34% for Dorchester on November 18, 2025.

We will be bringing a proposal forward early in February or March for Tantramar to undertake it's first asset management plan. We are proposing this work start in March/April 2026 and will be completed by August 2026 so that we have the data for 2027 budget preparation.

2026 Dog tags are now available for everyone in Tantramar and get be picked up at Tantramar Municipal Office. They are available at the current rates which are:

\$20.00 for a neutered male or spayed female dog

\$40.00 for an un-neutered male or un-spayed female dog

\$10.00 for a microchipped neutered male or spayed female dog

These are available until March 31, 2025 at the above rates at which time they will then be subject to an additional \$20 late fee. Proof of rabies vaccinations are required in order to register your dog.

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

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

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT
DECEMBER 31, 2025 (AS OF JAN. 19/26)

	YTD OCT. 31/25	(JAN 19/26) YTD DEC 31/25	BUDGET 2025	% OF BUDGET
REVENUE				
PROPERTY TAX & EQUALIZATION	13,999,687	16,799,624	16,799,624	100.0%
FINANCE & ADMINISTRATION	584,777	694,573	309,669	224.3%
ENGINEERING & PUBLIC WORKS	84,681	106,765	119,333	89.5%
POLICING & BY-LAW	247,685	358,330	365,500	98.0%
FIRE SERVICES	5,411	35,650	13,554	263.0%
ACTIVE LIVING & CULTURE	298,295	391,044	309,200	126.5%
COMMUNITY & CORPORATE SERV	48,474	53,140	27,800	191.2%
TOTAL REVENUE	15,269,010	18,439,126	17,944,680	102.8%
EXPENDITURES				
FINANCE & ADMINISTRATION	2,397,850	2,768,178	3,370,977	82.1%
CAPITAL OUT OF REVENUE	-	-	1,755,000	0.0%
RESERVE FUND TRANSFER	-	410,000	250,000	164.0%
DEBT, INTEREST & BANKING	407,219	956,533	990,141	96.6%
ENG & PUBLIC WORKS	2,695,458	3,280,587	3,699,252	88.7%
FIRE SERVICES	1,095,207	1,297,881	1,633,497	79.5%
POLICING & BYLAW	1,862,495	2,571,199	3,020,228	85.1%
ACTIVE LIVING & CULTURE	1,801,317	2,143,024	2,138,759	100.2%
COMMUNITY & CORPORATE SERV	664,825	764,852	1,086,826	70.4%
TOTAL EXPENDITURES	10,924,371	14,192,254	17,944,680	79.1%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 100.0%

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
DECEMBER 31, 2025 (AS OF JAN. 19/26)

	YTD OCT. 31/25	(JAN 19/26) YTD DEC 31/25	BUDGET 2025	% OF BUDGET
REVENUE				
WATER REVENUE	1,093,011	1,107,126	1,365,193	81.1%
SEWER REVENUE	737,677	740,097	999,158	74.1%
CONNECTION/SERVICE CHARGES	53,547	56,207	25,500	220.4%
WATER COST TRANSFER	313,333	376,000	376,000	100.0%
OTHER REVENUE	51,328	62,416	74,244	84.1%
TOTAL REVENUE	2,248,896	2,341,846	- 2,840,095	84.1%
EXPENDITURES				
FINANCE & ADMINISTRATION	295,496	329,443	398,661	82.6%
CAPITAL OUT OF REVENUE	-	-	-	
RESERVE FUND TRANSFER	-	460,000	360,000	127.8%
DEBT PAYMENTS	431,873	493,063	495,018	99.6%
PUBLIC WORKS WATER	709,994	933,272	1,021,758	91.3%
PUBLIC WORKS SEWER	294,758	331,828	413,125	80.3%
PUBLIC WORKS ENGINEERING	133,504	156,582	151,533	103.3%
TOTAL EXPENDITURES	1,865,625	2,704,188	2,840,095	95.2%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 100.0%

**TANTRAMAR
2025 GENERAL CAPITAL
DECEMBER 31, 2025 (AS OF JAN. 19/26)**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2025	BALANCE	PERCENT AVAILABLE
<u>FIRE DEPARTMENT</u>							
C	PROTECTIVE GEAR	84,000	3,452.28	80,547.72	56,364.51	24,183.21	30.0%
C/OP	BATTERY EXH FANS/COMBI	30,000	1,232.96	28,767.04	63,050.00	(34,282.96)	-119.2%
B/GT	DORCHESTER FIRE HALL	4,500,000	184,943.33	4,315,056.67	1,187,237.76	3,127,818.91	72.5%
C	SCBA UPGRADE DORCH	85,000	3,493.37	81,506.63	84,983.00	(3,476.37)	-4.3%
TOTAL FIRE DEPARTMENT		4,699,000	193,121.93	4,505,878.07	1,391,635.27	3,114,242.80	69.1%
<u>COMMUNITY & CORP PROJECTS</u>							
C	LEVEL 2 CHARGER UPGRADE	10,000	410.99	9,589.01		9,589.01	100.0%
C	MUNICIPAL SIGNAGE	10,000	410.99	9,589.01	20,435.00	(10,845.99)	-113.1%
TOTAL COMMUNITY & CORP PROJECTS		20,000	821.97	19,178.03	20,435.00	(1,256.97)	-6.6%
<u>ACTIVE LIVING & CULTURE</u>							
C	FACILITY UPGR LITTLE LEAGUE	60,000	2,465.91	57,534.09	89,513.00	(31,978.91)	-55.6%
C	TVMCC UPGRADE (COMPR)	20,000	821.97	19,178.03	12,123.00	7,055.03	36.8%
C	TVMCC UPGRADE (DEHUMID)	125,000	5,137.31	119,862.69	126,000.00	(6,137.31)	-5.1%
C	TVMCC UPGRADE (DOORS)	40,000	1,643.94	38,356.06	33,840.00	4,516.06	11.8%
C	TVMCC UPGRADE (SKATE)	25,000	1,027.46	23,972.54	7,308.00	16,664.54	69.5%
C	MEMORIAL PARK REFURBISH	15,000	616.48	14,383.52	12,000.00	2,383.52	16.6%
C	FLEET UTILITY TRAILER	10,000	410.99	9,589.01	4,490.00	5,099.01	53.2%
C	PLAYGROUND UPGRADE BJMP	48,000	1,972.73	46,027.27	50,597.00	(4,569.73)	-9.9%
C	DOG PARK OR OTHER	35,000	1,438.45	33,561.55	7,740.00	25,821.55	76.9%
TOTAL ACTIVE LIVING & CULTURE		378,000	15,535.24	362,464.76	343,611.00	18,853.76	5.2%
<u>PRIOR YEAR CAPITAL</u>							
RES	FIRE PROTECTIVE GEAR	35,000	1,438.45	33,561.55		33,561.55	100.0%
RES	HIGHWAY SIGNAGE	22,500	924.72	21,575.28		21,575.28	100.0%
RES	WEBSITE DEVELOPMENT	61,000	2,507.01	58,492.99	58,165.00	327.99	0.6%
RES	BEECHILL PARK UPGRADE	10,000	410.99	9,589.01	12,748.86	(3,159.85)	-33.0%
GRANT	QUARRY PARK DEV'T	25,000	1,027.46	23,972.54	21,739.72	2,232.82	9.3%
RES	LAND REPURCHASE	16,200	-	16,200.00	16,200.00	-	0.0%
RES/B	DORCHESTER FIRE TRUCK	800,000	32,878.81	767,121.19		767,121.19	100.0%
RES	FLEET REPL SACK FIRE	95,000	3,904.36	91,095.64	68,084.60	23,011.04	25.3%
RES	FLEET REPL PUBLIC SAFETY	75,000	3,082.39	71,917.61		71,917.61	100.0%
RES	DORCH FIRE HALL PRIOR APP	313,000	12,863.84	300,136.16	300,136.16	0.00	0.0%
RES	STORM SEWER MAIN ST.	15,000	616.48	14,383.52	5,300.00	9,083.52	63.2%
RES	CULVERT REPLACEMENTS	26,000	1,068.56	24,931.44	16,200.00	8,731.44	35.0%
RES	STORM SEWER LANSDOWNE	120,000	4,931.82	115,068.18		115,068.18	100.0%
RES/B/G	LORNE STREET PHASE 3 TBD	200,000	8,219.70	191,780.30	136,352.56	55,427.74	28.9%
TOTAL PRIOR YEAR CAPITAL		1,813,700	73,874.59	1,739,825.41	634,926.90	1,104,898.51	63.5%
<u>ENGINEERING AND PUBLIC WORKS</u>							
C	FLEET 5 TON PLOW TRUCK	450,000	18,494.33	431,505.67	184,831.00	246,674.67	57.2%
C	FLEET LOADER REFURB	18,000	739.77	17,260.23	15,500.00	1,760.23	10.2%
C	FLEET NEW ELECTRIC VEH	75,000	3,082.39	71,917.61	65,008.26	6,909.35	9.6%
C	VARIOUS SIDEWALKS	55,000	2,260.42	52,739.58	42,177.73	10,561.85	20.0%
C	AUTO FLAGGING SYSTEM	35,000	1,438.45	33,561.55	24,600.00	8,961.55	26.7%
C	TIRE CHANGING SYSTEM	15,000	616.48	14,383.52	6,189.90	8,193.62	57.0%
C	SALT SHED UPGRADE	20,000	821.97	19,178.03		19,178.03	100.0%
C	RETAINING WALL UPGRADE	45,000	1,849.43	43,150.57	17,059.26	26,091.31	60.5%
C	RESURFACING KING ST	270,000	11,096.60	258,903.40	303,029.54	(44,126.14)	-17.0%
C	SHALE AND GRAVEL	50,000	2,054.93	47,945.07	34,729.04	13,216.03	27.6%
C	STORM SEWERS WALKER RD	100,000	4,109.85	95,890.15	233,556.40	(137,666.25)	-143.6%
C	LIBRARY UPGRADE	25,000	1,027.46	23,972.54	6,087.74	17,884.80	74.6%
TOTAL ENGINEERING AND PUBLIC WORKS		1,158,000	47,592.08	1,110,407.92	932,768.87	177,639.05	16.0%
TOTAL CAPITAL		8,068,700	330,945.81	7,737,754.19	3,323,377.04	4,414,377.15	
CAPITAL OUT OF REVENUE		1,755,000					
GRANTS FROM OTHER GOVERNMENTS		1,175,000					
CAPITAL RESERVE FUNDING/BORROW/GA		5,138,700					
NET HST				330,945.81	134,153.26	196,792.55	59.5%
				8,068,700.00	3,457,530.30	4,611,169.70	57.1%

**TANTRAMAR
2025 UTILITY CAPITAL
DECEMBER 31, 2025 (AS OF JAN. 19/26)**

TYPE	NAME OF ACCOUNT	BUDGET		PRE HST BUDGET	EXPENSES 2025	BALANCE	PERCENT AVAILABLE
		WITH H.S.T.	NET H.S.T.				
B (2023)	WATER METERS	25,000.00	1,027.46	23,972.54	8,172.00	15,800.54	65.9%
B (2023)	FLEET UPGRADE (REPLACE)	56,000.00	2,301.52	53,698.48		53,698.48	100.0%
B (2023/4)	WATER TREATMENT PLANT	50,000.00	2,054.93	47,945.07	47,945.07	0.00	0.0%
B (2024)	BACKFLOW PREVENTION	25,000.00	1,027.46	23,972.54		23,972.54	100.0%
B (2023)	DORCHESTER LIFT STN	200,000.00	8,219.70	191,780.30	258,247.42	(66,467.12)	-34.7%
B (2023/4)	QUEENS ROAD LIFT STN	456,000.00	18,740.92	437,259.08	379,096.42	58,162.66	13.3%
		<u>812,000.00</u>					
B	CHARLES ST LFT STN	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
B	MIDDLE SACKVILLE LFT STN	450,000.00	18,494.33	431,505.67		431,505.67	100.0%
B	WATER TREATMENT PLANT (S	150,000.00	6,164.78	143,835.22	30,834.96	113,000.26	78.6%
RES	WATER TREATMENT PLANT (I	47,000.00	1,931.63	45,068.37		45,068.37	100.0%
RES	FLEET UPGRADE (REPLACE)	110,000.00	4,520.84	105,479.16	83,749.15	21,730.01	20.6%
TOTAL CAPITAL		<u>807,000.00</u>	<u>66,538.50</u>	<u>1,552,461.50</u>	<u>808,045.02</u>	<u>744,416.48</u>	<u>48.0%</u>
CAPITAL OUT OF REVENUE/RESERVE		157,000.00					
RESERVE FUND/OTHER GOV'T		147,000.00					
BORROWING		1,315,000.00					
NET H.S.T				<u>66,538.50</u>	<u>34,562.21</u>	<u>31,976.29</u>	<u>48.1%</u>
GRAND TOTAL				<u>1,619,000.00</u>	<u>842,607.23</u>	<u>776,392.77</u>	<u>48.0%</u>



To: Mayor and Council
Submitted by: Jennifer Borne, CAO
Date: January 22, 2026
Subject: CAO Report

Report Period: November 15th, 2025 to January 15, 2026

RSC

SERSC website provides updates for their mandated services:

<https://www.nbse.ca>

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

The most recent RSC-CAO meeting was held on January 19 and will be reported in the February COW.

On December 2, 2025, the year-end RSC-CAO meeting was held, and the only meeting during this reporting period. Communications initiatives were highlighted, the regional video for “12 days of Christmas” campaign was highlighted. The RSC is committed to transparency via the regional newsletter. Council orientation was discussed, most municipalities expressing use of one shared consultant to improve cost efficiency and a collaborative approach to training Councils in the Southeast. This will be an ongoing training process to align with good governance under the strategic plan.

During the Eco360 highlights, it was presented that approximately 24% of organic waste still enters the landfill, particularly attributed to commercial waste stream. A proposed by-law is being drafted by the RSC for multi-residential buildings to be integrated into the program to reduce this rate. Under Regional Updates, Marc Landry highlighted the new provincial tourism strategic plan with a large percentage of tourism revenue coming from the southeast, indicating of course great opportunity for regional tourism collaboration with economic impact of job creation and overall increased revenues. An Infrastructure Cost-Sharing Update was also presented, with an in-person briefing being held on November 20, Director Matt Pryde attended this session. In the early new year RSC staff will engage municipalities on transportation initiatives to explore potential options. A Regional Transportation Governance Workshop was held at the RSC on November 26th Michelle Sherwood attended this session.

Plan 360- refer to report, consistently remaining at record levels for regional development.

On December 19, the CAO attended an RSC session with Consultant, Yves Gagnon with CAOs from the Southeast to discuss feedback leading to improvements with service delivery from the RSC and strengthening overall regional collaboration.

Property Tax Review Advisory Panel

The last meeting was held virtually on November 26. Due to scheduling conflicts, I was unable to attend this session.

Clerk

Several by-laws were reviewed during this period, and we are pleased to advance two of them—the Code of Conduct By-Law and the Fire Prevention By-Law—for Council’s consideration. Policy reviews are also underway with support from the relevant and affected departments.

Five Commissioner of Oaths services were provided during the reporting period.

Staff also participated in a virtual session hosted by AMANB in collaboration with the Local Governance Commission.

Stakeholder Engagement

Attended an EMO debrief on November 18 with a local stakeholder.

EMO

Attended a virtual session on provincial extreme winter weather, these sessions are held each season to brief municipalities.

Corporate Plan

Senior staff reviewing the corporate plan and target timelines, briefing to Council at an upcoming meeting.

Employment Opportunities

The Director of Protective Services position is currently posted and can be found on our website. Clerk & Assistant Clerk job postings for vacancies will be posted by February 2. This is still being covered off by Becky Goodwin who has been assigned the role of TFS Manager of People & Culture. Two positions are ongoing in the interview process for PW Admin and Utility Operator. Leighan Crawford has moved from the Active Living & Culture Department to Engineering & Public Works as a Utility Operator, effective January 5, 2026-congratulations to Leighan on this new opportunity. Any other Personnel Matters during this reporting period, Council has been briefed on during closed sessions in accordance with Section 68(1)(j) of the Local Governance Act.

RCMP MPSA Contract Management

The fall MPSA meeting was held on November 20 and attended by the CAO and Director of Finance, this is attended virtually by all MPSA contract holders in NB.

Health & Safety

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

Development Activity Report

December 2025

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

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

Application	December	Year to Date
Development Permit	1	29
Building Permit	3	67
Subdivisions	2	19
Zoning Confirmations	1	14
Regulation Amendment	0	1
Policy Amendment	0	0
Rezoning	1	2
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	2
Complaints, Zoning & Building Infractions	1	10
Document Approvals	0	13
Sidewalk Cafe	0	1

Permit Breakdown

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

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

Permit Type	December 2025		2025 YTD		December 2024		2024 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	1	\$4,200	30	\$8,246,304	1	\$283,140	30	\$6,378,551
Multi Residential	0	\$0	4	\$1,908,001	0	\$0	1	\$943,920
Commercial	0	\$0	2	\$22,125,900	0	\$0	1	\$30,600
Industrial	0	\$0	1	\$172,000	0	\$0	1	\$109,736
Institutional	0	\$0	4	\$23,879,226	0	\$0	6	\$9,479,560
Accessory Buildings & Structures	2	\$90,128	40	\$1,641,402	0	\$0	42	\$951,217
Agricultural	0	\$0	1	\$134,920	0	\$0	0	\$0
Total	3	\$94,328	82	\$58,107,753	1	\$283,140	81	\$17,893,584

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

	December 2025	2025 YTD	December 2024	2024 YTD
Single Dwelling Unit	0	13	1	14
Two-unit/semi-detached	0	-1	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	6	0	6
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	3	0	2
Total	0	21	1	22

Active Subdivision Applications

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

	December 2025	2025 YTD	December 2024	2024 YTD
# of Plans	2	19	1	11
# of Proposed Lots	1	29	3	26
# of Proposed Parcels	1	10	0	2

Southeast Planning Review and Adjustment Committee

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

	December 2025	2025 YTD
Variance Request	1	2
Similar and Compatible Use	0	0
Conditional Use	0	0
Non-Conforming Use	0	0
Temporary Use Approval	0	0
Policy Amendment	0	0
Regulation Amendment	0	1
Rezoning	1	2
Total	2	5



To: Council

Submitted by: Andrew Black - Mayor

Date: January 22, 2026

Subject: Mayor's Report

November 15, 2025 – January 15, 2026

- Councilor Butcher, Councilor Estabrooks and I attended a harassment and incivility symposium put on by UMN, AFMNB and ELG in Fredericton on November 14 and 15.
- On November 19, I met with 2 members of the Mayor's Roundtable on Climate Change at Cranewood to talk about ProEnergy's RIGS Project. We spoke about jurisdictional responsibilities and the role that the municipality was playing at that time.
- In the evening of November 23, I attended a community meeting about the proposed RIGS project hosted by the PCIC at the Sackville United Church
- I attended a working session of the Southeast Regional Service Commission on the evening of November 25. The session was divided into conversations about regional transportation opportunities and regional infrastructure cost sharing.
- The first meeting of a group trying to revive the Age Friendly Community initiative happened in the afternoon of November 27
- From December 6 to December 13, I was part of a four-person delegation on behalf of the Southeast Regional Service Commission to travel to Grand Chatellerault, France. The intention of the trip was to learn best practices from one regional government to our own region as well as strengthen economic, social, and community ties with our colleagues across the ocean.
- While in France, I had an interview with a reporter from the Times and Transcript about the motion that Tantrammar council passed about the proposed ProEnergy RIGS Project on December 9
- On December 15 I answered a media request from CTV for an update on the proposed RIGS project
- On the afternoon of December 16, I attended a working session with the SERSC to meet with provincial representatives who are responsible for outreach to all the RSCs for a province wide, provincially led regional service commission review. Immediately after the working session, was the last board meeting of the 2025 year.
- I took part in a discussion about the RSC Provincial Review with the board members of the Union of Municipalities of New Brunswick on December 18
- On January 1st, 2026 I attended the annual Polar Dip in Dorchester put on by Greater Dorchester Moving Forward and supported by the Dorchester Fire Department. The event had a great turn out and the jump was in the pond this year! I headed over to the annual levee put on by the Westmorland Historical Society and the Keillor House after the dip and enjoyed great hospitality and amazing chili and sweets.