
"The Municipality of Tantramar is committed to supporting our employees' and members of Council's right to work in an inclusive, safe and respectful work environment."

1. CALL TO ORDER

- 1.1 APPROVAL OF AGENDA
- 1.2 CONFLICT OF INTEREST DECLARATION

2. COUNCIL DIRECTION REQUESTS

- 2.1 ASSET MANAGEMENT PLAN – M. BEAL (Pg. 2)
- 2.2 NEW COUNCIL TECHNOLOGY – M. BEAL (Pg. 14)
- 2.3 BILL JOHNSTONE SPLASHPAD IMPROVEMENT – M. PRYDE (Pg. 16)
- 2.4 TVMCC PLAYER'S ENTRANCE FLOORING – M. PRYDE (Pg. 18)
- 2.5 TVMCC CONDENSER – M. PRYDE (Pg. 20)
- 2.6 2026 SHIRETOWN FESTIVAL – M. PRYDE (Pg. 22)

3. DEPARTMENTAL REPORTS

- 3.1 ACTIVE LIVING & CULTURE (Pg. 24)
- 3.2 COMMUNITY & CORPORATE SERVICES (Pg. 26)
- 3.3 ENGINEERING & PUBLIC WORKS (Pg. 28)
- 3.4 PROTECTIVE SERVICES (Pg. 29)
- 3.5 FINANCIAL SERVICES (Pg. 32)
- 3.6 CHIEF ADMINISTRATIVE OFFICER (Pg. 39)
- 3.7 MAYORS REPORT

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



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: February 19, 2026
Subject: Asset Management Plan

PROPOSAL

To authorize the hiring of PSD Citywide to perform the first Asset Management Plan for Tantramar using end of fiscal year 2025 data and to be completed in time for budget 2027 discussions.

BACKGROUND

Asset Management Plans are a requirement in order to obtain some Provincial and Federal Funding including the CCBF funding. As well it is good planning practice to have a recent and up to date Asset Management Plan to assist in long term capital planning.

DISCUSSION

- Both Sackville and Dorchester had Asset Management Plans under the former local government
 - o Sackville's Asset Management Plan was completed in 2018 by PSD Citywide and was scheduled for update in 2022 but due to amalgamation this was not done.
 - o Dorchester's Asset Management Plan was completed in 2018 by Crandall Engineering and would also have been scheduled for an update in 2022.
 - o When amalgamation took place, 2023 and 2024 were spent creating accounting systems, updating assets and bringing everything back in order. Now that we are near the completion of the 2025 Audit and we will have 3 years of Capital Asset data for Tantramar to provide in the creation of an Asset Management Plan; we are now ready to proceed with Tantramar's first AMP.
 - o Over the years for Sackville PSD Citywide was chosen as the selected Vendor to provide our asset planning software. PSD Citywide has provided the following:
 - Asset Management Software (Sackville)
 - Work Order System Software
 - Sackville AMP in 2018
 - o The above items were previously funded through FCM at 80% in the past, this funding is no longer available so we will need to do this without external funding.
 - o In 2018 the cost of Sackville's AMP with PSD Citywide was \$34,000 (total project was \$60,000 which included other items) and Dorchester's with Englobe was \$62,500.
 - o PSD Citywide hosts our data, has all our information and has done previous AMP for us and has provided a price of \$43,200 plus HST to perform the Asset Management Plan. They have committed to starting this in March and completing it in August/September in time for our 2027 budget planning.
 - o PSD City wide's specialty is Asset Management Software and plans.

- Future updates will be done every three to five years.

INTERDEPARTMENTAL CONSULTATION

CAO

LEGISLATION/POLICY

[Local Governance Act](#)

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

\$43,200 plus HST has been budgeted within the 2026 budget.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Allows for better planning on how much we will need to set aside annually for future capital programming.

CLIMATE CHANGE IMPLICATIONS

None

CLIMATE LENS

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

OPTIONS

- a) Hire PSD Citywide to perform Tantrammar Asset Management plan at a cost of \$43,200 plus HST.
- b) Don’t hire PSD Citywide. This would result in no Asset Management Plan for Tantrammar

RECOMMENDATION

Staff Recommends that the motions be approved to hire PSD Citywide to perform the Tantrammar Asset Management Plan in 2026 at a cost of \$43,200 plus HST.

ATTACHMENTS

PSD Citywide Proposal



Project Charter

2026 Asset Management Plan

Municipality of Tantramar

Submitted by: Jay Detor

PSD Citywide Inc.

148 Fullarton Street, 9th Floor

London, ON, N6A 5P3

Contact List

Municipality of Tantramar (“Client”)

Name	Title	Telephone	E-Mail
Micheal Beal	Treasurer	506-364-4930	m.beal@tantramarnb.com

PSD Citywide Inc. (“PSD Citywide”)

Name	Title	Telephone	E-Mail
Jay Detlor	Senior Account Manager	[REDACTED]	jdetlor@psdcitywide.com
Justin Scapinello	Regional Manager	[REDACTED]	jscapinello@psdcitywide.com
Dana Ossman	Client Success Operations	[REDACTED]	dossman@psdcitywide.com
Chris Vanderheyden	Director, Asset Management Advisory	[REDACTED]	cvanderheyden@psdcitywide.com

Charter Terms

This Charter, including all pricing and outlined terms, is valid for 60 days. After this date, the terms and pricing outlined within may be subject to revision or withdrawal. We encourage timely review and communication to ensure alignment with the current Charter details.

Charter Date: Feb 17th, 2026

Version: 2.0

Project Deliverables

This document contains a high-level project plan for the municipality for the purpose of developing and delivering an Asset Management Plan. The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project. The Asset Management Plan (AMP) will be composed with the following components at a minimum:

- Executive Summary
- Introduction
- State of Local Infrastructure
- Asset Management Strategy
- Levels of Service
- Financial Strategy

Asset Management Plan

The asset management plan will become a document that officials, staff, and residents can use to guide their decision-making and develop an educated perspective on managing a municipality's assets. There are 4 key sections in the asset management plan:

The following tables identify the content that will be included in the AMP for each asset category:

Asset Category	Project Requirements			
	State of Infrastructure	AM Strategies Documentation	Levels of Service	Financial Strategies
Road Network	Yes	Yes	Yes	Yes
Bridges & Culverts	Yes	Yes	Yes	Yes
Storm	Yes	Yes	Yes	Yes
Water	Yes	Yes	Yes	Yes
Wastewater	Yes	Yes	Yes	Yes
Facilities	Yes	Yes	Yes	Yes
Land Improvements/Parks	Yes	Yes	Yes	Yes
Machinery & Equipment	Yes	Yes	Yes	Yes
Fleet	Yes	Yes	Yes	Yes

Topic	In Scope	Out of Scope
Inventory Analysis & State of the Infrastructure	<ul style="list-style-type: none"> ✓ Develop customized AMP classification structure (data hierarchy) ✓ Complete a data gap analysis ✓ Review and adjust Useful Lives and Replacement Costs ✓ Inventory duplication review & identification of excluded assets ✓ Upload available assessed condition data (e.g. Road Needs Study) that aligns with current asset inventory structure only ✓ Days of effort and budget will be listed below 	<ul style="list-style-type: none"> × Financial data adjustments (disposals, betterments, cost balancing) × Inventory reconciliation or merging data between two datasets (e.g. TCA vs. GIS) × Create links to GIS dataset × Disaggregate pooled inventory data × Complete on-site condition assessments
AM Strategies (Lifecycle)	<ul style="list-style-type: none"> ✓ Document current lifecycle and condition assessment strategies (all assets) 	<ul style="list-style-type: none"> × Identify optimal lifecycle strategies or make recommendations on best practices × Create lifecycle model(s) for any assets
AM Strategies (Risk)	<ul style="list-style-type: none"> ✓ Basic risk models developed for all asset categories (1-2 Consequence of Failure Metrics; 1-2 Probability of Failure Metrics) based on available data ✓ Development of risk matrices 	<ul style="list-style-type: none"> × Development of risk mitigation strategies
AM Strategies (Growth)	<ul style="list-style-type: none"> ✓ Identification of growth assumptions based on the best available data 	<ul style="list-style-type: none"> × Growth forecasting
Levels of Service	<ul style="list-style-type: none"> ✓ Identification of current level of service ✓ Selection of key performance measures per asset category 	<ul style="list-style-type: none"> × Review of historical data and/or trend analysis × Identification of proposed level of service
Financial Strategy	<ul style="list-style-type: none"> ✓ Review of historical approach to capital funding allocation and debt financing ✓ Development of phased-in financial strategy to meet capital lifecycle requirements (5-20 Years) 	<ul style="list-style-type: none"> × Review of operating costs × Integration of growth costs × Development of reserve funding strategy
Draft/Report	<ul style="list-style-type: none"> ✓ 2 draft revision cycles ✓ Final presentation to Council as required 	<ul style="list-style-type: none"> × No further revisions will be granted after the final draft (3rd iteration) has been submitted

Project Scope

The following table identifies the asset categories that will be included within the project scope:

Legend		
✓ = Included	✗ = Not Included	TBD = To be determined

Asset Categories	
Bridges & Culverts	✓
Road Network	✓
Sanitary Network	✓
Stormwater Network	✓
Water Network	✓
Facilities	✓
Land Improvements/Parks	✓
Machinery & Equipment	✓
Vehicles	✓
Information Technology	✓

Project Schedule

The estimated duration of the project will be 6 months and a detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

Project Communication

Clear and efficient communication between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Kantata, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Kantata.

PSD Citywide project management effort is influenced by the duration of the project. Deviations from the project duration proposed may result in additional costs.

Project Change Management and Client Responsibilities

1. Client Responsibilities and Adherence to Schedule

The Client is required to prioritize scheduled meetings and tasks as detailed in the project plan. Delays in attending these meetings or completing assigned tasks may lead to adjustments in the project timeline and potential additional costs.

2. Adjustments Due to Requirement Changes

If the Client's detailed requirements significantly deviate from the initial assumptions made during project planning and proposal, PSD Citywide may need to revise the project scope and pricing. Any additional work required will need Client approval and may lead to extended project timelines and additional fees.

3. Data Quality Assumptions

The project assumes that the Client will provide data that is complete, consistent, and formatted according to mutually agreed-upon standards. Should significant data quality issues arise—such as missing critical information, data format discrepancies, or inconsistencies that impede processing—PSD Citywide will provide an estimate for the additional work required to remediate these issues. This may also necessitate adjustments to the project timeline and budget.

4. Change Order Process

For any changes in project scope, requirements, data issues, or significant schedule delays, a formal change order will be issued. The Client must approve this change order before any additional work begins. The change order will detail:

- Additional work required.
- A revised timeline and resource allocation.
- An updated cost estimate for the additional services.

Project Budget Breakdown

Professional Services	
Service	Amount
2025 Asset Management Plan	\$43,200.00
Total Professional Services	\$43,200.00

General Terms and Conditions

- Consulting rates are as follows:
 - \$1,800 / day or \$225.00 / hour – A Day includes 8 hours of services.
 - Requests for additional consulting services may be made via e-mail or purchase order from an authorized representative of the Client. This will serve as authorization to perform and invoice the service.
 - Consulting rates are valid for the term of this agreement only.
- During the provision of the implementation services and for 1 year afterward, customers shall not hire PSD employees or subcontractors involved in the delivery of the services.
- PSD Citywide Inc. warrants that the professional services shall be performed by its employees or subcontractors in a manner conforming to generally accepted industry standards and practices. No other warranties, expressed or implied, are made with respect to the services or goods to be supplied by PSD Citywide Inc. hereunder, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose.
- The liability of either party to the other or to any third party for any claim of any kind arising out of this Purchase Agreement is limited to monetary damages, and the aggregate amount of such liability for all claims of any kind relating to any product or service is limited to the fees paid to PSD Citywide Inc. under this Agreement for the product or service which gave rise to the claim. Under no circumstances shall PSD Citywide Inc. be liable to customer or any third party for indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, data or use, even if PSD Citywide Inc. has been advised of the possibility of such damages.

Terms of Payment

- The project will be invoiced in 6 equal monthly amounts of **\$7,200.00** with the first invoice delivered upon project initiation and the final invoice being issued once a draft document for the Asset Management Plan has been delivered.
- All amounts quoted are in CDN dollars and will be invoiced as such. The Client shall be responsible for paying any applicable taxes.
- PSD expenses including mileage, accommodation, meals, and ground transportation are extra where applicable and will be billed at cost.
- Taxes are extra where applicable (GST, PST, HST).
- The Client shall pay invoices within 30 days of receipt of the invoice. Any amounts unpaid after the due date shall be subject to a late charge of 2% per month.
- The Client shall direct all PO information or invoice inquiries to finance@psdcitywide.com

Authorization

This contract shall be deemed to have come into force when executed by representatives authorized to bind the respective corporations: Municipality of Tantramar and PSD Citywide Inc.

Terms and Assumptions Accepted Between:

Municipality of Tantramar

31C Main Street

Sackville, New Brunswick, E4L-1G6

PSD Citywide Inc.

148 Fullarton Street, 9th Floor.

London, Ontario, N6A 5P3

By: _____
(Print Name)

(Signature)

(Date)

By: _____
(Print Name)

(Signature)

(Date)

By: _____
(Print Name)

(Signature)

(Date)

Additional Information Required to be Completed by Customer

Does your organization require a purchase order (PO) before issuing payment?

No

Yes - The PO# for this order is: _____

All PSD Citywide Invoices be Directed to:

Accounts Payable Contact: _____

Telephone: _____

Email Address: _____

Billing Address: _____



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: February 19, 2026

Subject: New Council Technology

PROPOSAL

To authorize staff to purchase laptops/tablets prior to the May 2026 election so that they are ready to implement once the new council is sworn in.

BACKGROUND

In May 2021 tablets were purchased for the Council. These were the first electronic devices purchased for elected officials other than the mayor in the past. As well council were provided with municipal email address and SharePoint access.

DISCUSSION

- Computers are an integral part of Council operations.
- Council using computers owned by the Municipality and only keeping municipal data on devices that are owned by the Municipality is an integral part of proper cyber security processes.
- Computers owned by the Municipality can also be serviced through our IT contract.
- Security, updates and anti-virus will be able to be maintained through our IT contract.
- Currently pricing on a Dell 15-inch Laptop with 16 GB Ram, SSD hard drive, Windows Pro and a 4-year warranty (including accidental damage) is \$1,730.70 plus HST per machine.
- Council is expected to have these for their entire term; therefor we put warranty on our machines that fall in line with the terms of Council in order to ensure that we do not have to replace machines during the term due to computer failure or accidental damage.
- Business-class machines are purchased for municipal operations.
- Prices fluctuate on computers and with a potential motion passing in March it is recommended that we allow an upset of \$2,000 per machine for 9 Mayor and Council for a maximum total of \$18,000 plus HST. We will ensure we get the best price and also watch for sales. As a dell premier customer, we received 10-50% discounts on machine purchases depending on the configuration.

INTERDEPARTMENTAL CONSULTATION

CAO

LEGISLATION/POLICY

[Local Governance Act](#)

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

Maximum of \$18,000 plus HST in cost. Budget funds available in 2026

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Public has access to Mayor and Council who have Municipal devices and emails.

CLIMATE CHANGE IMPLICATIONS

With the rollout of new laptops/tablets for Council, we can smoothly transition to paperless council packages through eScribe. Reducing paper use, printing, and physical distribution will in turn lower emissions associated with paper production and waste management.

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) Authorize the purchase of 9 laptop/tablet computers at a maximum price of \$18,000 plus HST.
- b) Don’t authorize computer purchase.

RECOMMENDATION

Staff Recommends that the motions be approved to allow staff to purchase 9 new laptop/tablets for the incoming Mayor and Councillor at a maximum price of \$18,000 plus HST on top of any regular computer purchases normally made for operations.

ATTACHMENTS

N/A

To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: February 19, 2026
Subject: Bill Johnstone Splashpad Improvement

PROPOSAL

To approve the purchase and installation of a new feature on the Bill Johnstone Memorial Park Splashpad that will replace the cattail, which has been broken for the past two or three years.

BACKGROUND

During the 2026 Capital Budgeting Process, Council approved \$17,000 to upgrade the splashpad at Bill Johnstone Memorial Park. This was primarily due to the existing cattail feature on the splashpad having broken and to freshen up a key feature in the park that was installed in 2014.

DISCUSSION

Staff reached out to ABC Recreation with our budget amount to explore different options for the splashpad. ABC Recreation had installed the splashpad originally and has continued to supply parts and maintenance for the pad, so staff felt that working with a company familiar with our splashpad was more appropriate than a full request for quotations. The feature that was ultimately agreed upon is Ombrello No1, and can be seen in the attachment to the report.

The cost to remove the older feature and supply and install the Ombrello No1 is \$12,333.33 plus HST. The cost of which is below the amount noted in the 2026 Capital Budget.

INTERDEPARTMENTAL CONSULTATION

Finance

LEGISLATION/POLICY

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

\$12,333.33 plus HST from the 2026 Capital Budget

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

An enjoyable feature in one of our most popular family parks.

CLIMATE CHANGE IMPLICATIONS

Continued water usage at the splashpad, but no more than what is used currently.

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 ABC Recreation as presented.
- b) Do not approve ABC Recreation as presented.

RECOMMENDATION

Staff recommend that Council approve ABC Recreation in the amount of \$12,333.33 plus HST to supply and install the new Ombrello No1 feature in the Bill Johnstone Memorial Park to replace the broken cattail feature. We request that a motion be forwarded to the Regular Council Meeting of March 10, 2026.

ATTACHMENTS



VOR 7445
OMBRELLO N°1



To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: February 19, 2026
Subject: TVMCC Player's Entrance Flooring

PROPOSAL

To approve the purchase and installation of MaxFlor + 10 mm rubber tile in the Player's Entrance area of the Tantramar Veterans Memorial Civic Centre.

BACKGROUND

During the 2026 Capital Budgeting Process, Council approved \$105,000 to upgrade flooring at the Tantramar Veterans Memorial Civic Centre (TVMCC). One of the flooring projects involves installing rubber tile flooring inside the Player's Entrance. This is a popular gathering area, and the flooring is currently concrete. This makes it difficult for players to cross the floor between dressing rooms while wearing their skates. This is particularly true for female hockey players who often choose to dress in a separate dressing room from their male teammates and then find themselves stranded and cannot join the rest of their team after getting changed. The MaxFlor + 10mm rubber tile flooring is designed to withstand the wear and tear of skates and will eliminate this hurdle, helping to make the programming at the rink more equitable to female participants.

The Player's Entrance also serves as the primary entrance for all events hosted by Sackville Minor Hockey and the Sackville Skating Club, so an upgraded flooring would improve the esthetic of the area as well as eliminate the slip and fall risk that is associated with smooth concrete flooring when it gets wet.

DISCUSSION

Staff reached out to three flooring companies and received two quotations:

Ritchies's Flooring Warehouse: \$32,680 plus HST

F.R.S. Flooring Solutions: \$25,644 plus HST

Both quotations fall within our Capital Budget and as we result, staff would recommend moving forward with the lower bidder, F.R.S. Flooring Solutions.

INTERDEPARTMENTAL CONSULTATION

Finance

LEGISLATION/POLICY

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

\$25,644 plus HST from the 2026 Capital Budget

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

A more equitable and accessible Civic Centre.

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 F.R.S. Flooring Solutions as presented.
- b) Do not approve F.R.S. Flooring Solutions as presented.

RECOMMENDATION

Staff recommend that Council approve F.R.S. Flooring Solutions in the amount of \$25,644 plus HST to supply and install rubberized flooring at the Player’s Entrance of the Tantramar Veterans Memorial Civic Centre. We request that a motion be forwarded to the Regular Council Meeting of March 10, 2026.

ATTACHMENTS

N/A

To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: February 19, 2026
Subject: TVMCC Condenser

PROPOSAL

To approve the purchase and installation of a new adiabatic condenser for the Tantramar Veterans Memorial Civic Centre (TVMCC).

BACKGROUND

During the 2026 Capital Budgeting Process, Council approved \$125,000 to replace the existing evaporative condenser at the TVMCC with a new unit. The existing condenser is over 21 years old, has been leaking badly for two years despite efforts to repair it, and has reached its end-of-life.

After discussions with our current ice plant maintenance provider, CIMCO, staff made the decision to issue a Request for Proposals to replace the existing evaporative unit with a modern adiabatic condenser, understanding that the cost would be higher. The adiabatic condenser is more efficient, does not use any water to operate, and as a result will not require the installation of a water treatment system that is now required with evaporative condensers that can cost up to \$5,000 a year in harmful chemical treatment to the water it requires. Estimates show that the municipality will save over \$250,000 over the 20-year lifespan of an adiabatic condenser over the evaporative equivalent. The adiabatic condenser will also support heat recovery, which is an important part of the Net Zero Plan for the TVMCC.

The adiabatic condenser is also slightly larger, so improvements to the existing stand are required and included in the pricing.

DISCUSSION

Staff issued a Request for Proposals on January 22, 2026, with an opening on February 17, 2026. Seven (7) packages were picked up and two companies issued proposals: CIMCO and Barracuda Inc. Unfortunately, Barracuda Inc.'s submission was incomplete, disqualifying them from the process, leaving us with one price:

CIMCO: \$219,995.00 plus HST

Taking into consideration HST, this price is approximately \$100,000 over budget. Where the condenser is a requirement to operate the ice plan, Staff will delay moving forward with some other Capital Budgeted items (TVMCC Flooring for the Mezzanine/Lounge, the TVMCC Mural, and Memorial Park improvements) as we look for funding to support our projects.

INTERDEPARTMENTAL CONSULTATION

Finance

LEGISLATION/POLICY

[By-Law No.2024-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus property.](#)

FINANCIAL CONSIDERATIONS

\$125,000 plus HST from the 2026 Capital Budget

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Allows the municipality to still offer ice to various users.

CLIMATE CHANGE IMPLICATIONS

The adiabatic condenser will use significantly less water and will allow us to avoid the required use of harmful and expensive chemicals to treat the water.

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 CIMCO to install the adiabatic condenser as presented.
- b) Do not approve CIMCO to install the adiabatic condenser as presented.

RECOMMENDATION

Staff recommend that Council approve CIMCO in the amount of \$219,995.00 plus HST to supply and install a new adiabatic condenser at the Tantramar Veterans Memorial Civic Centre. We request that a motion be forwarded to the Regular Council Meeting of March 10, 2026.

ATTACHMENTS

Existing Evaporative Condenser	Sample Adiabatic Condenser (Memramcook)
	

To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: February 19, 2026
Subject: 2026 Shiretown Festival

PROPOSAL

The organizers of the Shiretown Festival in Dorchester have asked for a variety of motions to support their event.

BACKGROUND

The Dorchester Shiretown Festival is scheduled to take place from June 11-14, 2026. To have a successful festival, there are a variety of motions that are required to be approved by Council:

- Waiving the rental fees for a variety of municipally owned property, such as barricades, picnic tables and chairs.
- Approve the closure of Woodlawn/Cape Road from Ladysmith Manor (22 Woodlawn Road) to School Street and School Street from Cape Road to Harrop Avenue on Saturday, June 13, 2026 from approximately 1:00-2:00pm to accommodate a parade.
- Permission to install an across the street banner on the existing infrastructure near 3515 NB-935, Dorchester for a maximum of 21 days.

DISCUSSION

Staff is prepared to support the Shiretown Festival through these various motions should Council approve.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

\$2,500 Community Development Grant and in-kind services.

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

Important event for 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 motions as presented.
- b) Do not approve the motions as presented.

RECOMMENDATION

Staff recommend that Council approve the various motions as presented to support the Shiretown Festival event. We request that a motion be forwarded to the Regular Council Meeting of March 10, 2026.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Matt Pryde, Director of Active Living and Culture
Date: February 19, 2026
Subject: Departmental Report

ACTIVE LIVING AND CULTURE

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

General Departmental Information:

- 217 seats are sponsored thus far for the Grab a Seat Campaign! A huge thank you to all of our donors, and if you would like to get involved, please visit www.tantramarNB.com.
- During the reporting period, ALC management participated in 59 separate meetings.
- Recreation Master Plan community consultations are complete. A draft should be presented to Council soon.
- 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.
- Staff were successful in receiving \$2,500 from the Trans Canada Trail to support our Earth Day Clean-up.
- Tantramar's Terrific Trees program was launched to celebrate trees of ecological, cultural, or historical significance in Tantramar. Trees can be nominated through the website at <https://tantramarnb.com/active-living-culture/tantramars-terrific-trees>
- TRHS Student, Cameron Hicks, will be working as a Co-Op student with the department 5 mornings per week until late May.
- Summer Student Postings are now online with a deadline of March 1, 2026.
- We will be hosting two intern students from Mount Allison this summer- the Summer Events Coordinator, which is a position we have had for several years, and at Tree Mapping Student to help us with mapping the municipally owned street trees to start a Street Tree Inventory.

PARKS AND FACILITIES

- The railings at the TVMCC are installed.
- The TVMCC hosted the inaugural Call of the Sirens all female hockey tournament on February 20-22, 2026.
- Staff are finalizing the Request for Proposals for a fully accessible elevator at the Tantramar Veterans Memorial Civic Centre.
- Staff have reviewed the Request for Proposals for a new condenser at the TVMCC. A motion was presented to Council.

- Staff have reviewed quotations to install proper rubberized flooring at the TVMCC Player's Entrance to improve inclusivity. A motion was presented to Council.
- The Dorchester Arena remains open for skating after the successful Touch-A-Truck Event.
- 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.
- Sports Recognition Night took place January 29, 2026. Over 140 athletes and coaches were recognized.
- Winterfest took place February 5-8, 2026. The weather was very cooperative, and the events were all very well attended.
- March Break Program Planning is underway. A full schedule will be released soon.
- Mountie Day will be March 26, 2026. We encourage all our residents and local businesses to sport their Garnet and Gold to show their support!
- April is Poetry Month and we will be working with our Poet Laureate to plan various activities throughout the month.
- The Class of 2026 for the Sackville Sports Wall of Fame will be announced soon. The Induction Ceremony will take place in June.
- The Sackville Fall Fair is scheduled for September 16-20, 2026. If you would like to submit an event or activity, please reach out to reach out to j.wilson@tantramarNB.com.



To: Mayor and Council

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

Date: February 19, 2026

Subject: Community & Corporate Services Departmental Report

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

Director of Community and Corporate Services

The Director attended the Municipal Economic Development Forum hosted by the RSC. They have retained KPMG to develop a regional economic strategy. On top of advocating for Tantramar's strengths to be included in the plan we also asked that they produce documents that will be useful to each individual municipality and not just the region as a whole.

Met with developers regarding their housing developments and our incentive programs.

Had discussions with some farmers market vendors about the winter location. Was told most vendors much prefer it to previous winter locations. Currently trying to arrange a sit-down with the market chair to discuss their future plans.

We hosted our Entrepreneur night on Tourism Promotion Programs for Tantramar Businesses. We had attendees from Dorchester, Aulac, and even Straight Shores. Attendees learned about how to be included in tourism material and were also able to make connections relating to their specific niches in the tourism industry.

Attended a solar panel workshop put on by EOS. It was well attended.

Had numerous discussions about the home sharing pilot and renewable energy at a municipal level.

Was part of a Provincial panel on local governments and renewable energy projects.

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 Friday, February 16 in Dorchester. This was another important step in public engagement towards creating the plan.

Barbara Brush is the winner of our World Wetlands Day Photo contest. Her photo is of a male yellow warbler.



A World Wetland Day celebration event was also held at the Visitor Information Centre on February 2. Visitors were able to try on cardboard wetland animal heads and take photos with them, and eat duck shaped cookies provided by Ketchup With That Kitchen.

Another successful Entrepreneur event was held on Tuesday, February 3 at 7 pm at the Tantramar Visitor Information Centre. The topic was “Tourism Promotion Programs for Tantramar Businesses” and eleven local entrepreneurs attended.

We are holding an online contest to increase the number of businesses on our [business directory](#) and to also reward people for visiting the directory. The deadline to enter is February 27, and all the details are available in the [news section](#) of our homepage.

The Manager attended several meetings in the report period: the Destination Southeast Annual Summit and AGM on January 20 and 21- an interesting networking event with updates on what DEST SE has been doing and plans for 2026; the Regional Service Commission Economic Development Forum where RSC achievements, programs and plans were presented; the Union of Municipalities of New Brunswick ongoing training on Indigenous Anti-racism and Environmental Collaboration; an RSC meeting about their plans for trails in the region; a solar panel workshop as part of EOS Eco-energy’s CARE week ; and the Climate Change Advisory Committee monthly meeting.

Communications Officer

The communications officer organized and hosted a Town Gown meeting with Mount Allison University on February 3, 2026. The group discussed changes to on campus parking and upcoming events.

Communications officer served as a special guest speaker for the Red Deer Communications Group, presenting to communications professionals from across Red Deer and parts of Alberta on municipal communications strategy, public engagement and touching on points from his presentation at the municipal communications conference in Toronto.

Community & Corporate Services was asked to create a budget communication, all departments assisted to create content and with editing this publication, this will be available for all residents and posted on our website in the very near future. Going forward since we have the template, the intent is to have this available at the beginning of the fiscal year.

To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: February 19, 2026
Subject: Engineering & Public Works Departmental Report

This report covers the period from January 16, 2026 to February 15, 2026

Roads/Transportation

- Continuing snow and ice control as dictated by conditions.
- Asphalt patching using recycled asphalt and cold patch in Sackville and Dorchester.
- Cleared snow from shoulders in downtown Sackville.
- Continued filling in for Crosswalk Guard.

Utility

- Repaired a water break on Queens Road.
- Located service on Main Street and shut off

Mechanics

- Ongoing winter maintenance on fleet as required.
- Replacing cutting edges on plows.
- Working on hydraulic repair to parking lot loader that also operates the large snowblower for clearing shoulders.
- Repaired loader plow blade connection points.
- Working with the supplier to have a few deficiencies addressed on the new tandem dump truck.
- New sidewalk plow cold planer and boom flail mower expected spring 2026.

Engineering

- Peck's Cove Bridge had 20T weight limit implemented in 2025. Following review of Sackville fire fleet with DTI it has been determined that 4 of 6 vehicles can use the bridge, which Sackville Fire has contemplated in their plans. Similar assessment will be done for Dorchester Fire fleet once axle/vehicle weights provided. DTI is in preliminary design stage for replacement bridge which is complicated by span length, river, marsh, shoreline, causeway and soils.
- DTI advised that the Eddy Road Bridge in Mount Whatley (structure M528) has a load limit of 43.5T. The concern of Eddy Road being used as an alternative when the TransCanada is closed was passed on to DTI.
- Tantramar is responsible for summer and winter maintenance of roads within the former limits of Dorchester and Sackville. Tantramar Engineering & Public Works can be reached at publicworks@TantramarNB.com or 506-364-4960. For areas outside Dorchester and Sackville and for bridges, NB Department of Transportation and Infrastructure can be contacted at 1 (833) 384-4111 or transportnb@gnb.ca.
- Sackville Water wellfield is approximately 14km from the proposed Centre Village power facility. Given the distance of 14 km it is expected that the proposed project would have negligible impact on the Sackville Water wellfield. The Sackville wellfield is less than 7km from the Dorchester wellfield, and there has not been an impact of one operation on the other for water supply. Sackville Water wellfield production is about 2,500 m³/day (Approval allows up to 5,231 m³/day). Dorchester Water wellfield production Approval is up to 1,416 m³/day.
- Refurbished low lift pump (Sackville water treatment plant) installed January 28. Refurbishment started on removed pump.

To: Mayor and Council

Submitted by: Protective Services Staff

Date: February 19, 2026

Subject: Protective Services

Reporting Period January 16, 2026 – February 15, 2026

By-Law Enforcement

Court Appearances	0
2-Hour Parking Enforcement	5
10-Minute Parking Enforcement	3
Willow Lane Parking Enforcement	9
Assisting other Departments	2
By-Law Violations Issued	36
By-Law Warnings Issued	0
Occurrences Total	15
Occurrences Completed	9
Occurrences Outstanding	6
Dangerous or Unsightly Premises Occurrences Active	6
Overnight Parking Violations (Winter Parking)	30
By-Law Violations for 2026	71

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 Tantrammar 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: 8-motor vehicle collisions, 5-commercial fire alarms, 4-vehicle fires, 2-structure fires, 2-request for assistance from Ambulance, New Brunswick, 1-flu fire, and 1-mutual aid request from Point de Bute Fire Department.

Trainings that took place were, side by side, forestry pump, aerial operations, ropes & knots, pump operations, and self-contained breathing apparatus, as well as station and equipment checks to ensure all equipment remains in a state of readiness.

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

Fire - Dorchester

During this reporting period, the Dorchester Fire Department handled four service calls. Three were medical first responder incidents and one false alarm. The department held four trainings consisting of medical, maintenance, and chimney fires and facilitated a tour of the Dorchester Penitentiary. The department also hosted an Ice Water Rescue Course.

Point De Bute Fire

During the reporting period, the Point de Bute Fire Department responded to one call for service, a motor vehicle accident. The department also completed one truck check during this period and held a meeting.

Animal Control

During the month of January, 16 calls were responded to, and 37 patrols were conducted within Sackville boundaries. Calls responded to include missing pets, dogs running at large, constant barking, dogs off leash in public areas and residents requiring the use of live traps.

During the month of January 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 January 16th 2026 and February 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 - 7 / 5	uttering threats – 4 / 2
traffic collisions – 21 / 18	thefts – 7 / 2
sexual assault – 1 / 0	impaired driver – 0 / 1
suspicious person/vehicle – 9 / 3	mischief – 2 / 4
mental health – 12 / 5	false 911 calls – 1 / 0
fraud – 3 / 3	false alarms – 8 / 6
break and enter – 1 / 1	arson – 0 / 0
assault – 2 / 1	sudden deaths – 0 / 0
roadside suspensions – 1 / 0	

Total calls for service were higher than the previous month.

Traffic:

Traffic stats were lower than the previous month.

Warnings – 64

Tickets – 16

ORVA – 0

Administration:

The Criminal Record checks are slowing down. With student applications going out, they should start to pick up again in the coming month.

New Brunswick Occurrence Map links:

[New Brunswick Occurrence Map](#)

[Daily Occurrence Report](#)

Submitted by:

A/Sgt. Mathieu Daigle

**Community Program Officer Monthly Report
Sackville Municipal
Jan- Feb 2026
Prepared and submitted by Melanie Belliveau**

Schools visited:

- Tantramar Regional High School - 9
- Marshview Middle School - 1
- Salem Elementary School - 1
- Dorchester School – 0

School Activities & Presentations:

On going - Presentation on Sextortion ,Healthy Relationship and Cyberbullying

School Consultations: 6

Youth & Adult Diversion Files:

Adult: 2

Youth: 0

Events

Winter Fest – Hot chocolate and skating

Girl guide – RCMP det tour

Upcoming events

Pink shirt day – Bullying

Fraud presentations in communities

CPO- Melanie Belliveau



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: February 19, 2026

Subject: Financial Services

Financial Statements are included until the end of December 2025 as of February 16, 2026. The statements listed within the report represent 99% completion with the only adjustments/changes needed happening through the Audit process. Within these reports you will see departments over budget and under budget as well; full details on these will be provided once the audit is completed. Some items that can be noted at this time (subject to audit adjustment) are:

- Overall General Revenue was higher than budget by \$717,277. This was a result of Capital Infrastructure Grants and Sale of Assets which we do not budget for. As well Building permits, sale of services (for wildfire) and arena revenue (staying open later) all exceeded budget amounts.
- Expenses were higher to offset higher revenue. We were able to charge our entire General Capital to Capital out of Revenue. Department expenses were lower from a number of vacant positions that had been budgeted for not filled, RCMP contract lower than expected and various other operational expenses coming in under what was budgeted for the year.
- No borrowing will be required in General Capital in 2025.
- Utility Revenue was higher than budget by \$269,468 of which \$170,514 was for Dorchester Lift Station Capital project. Other areas over budget were more service installations as a result of more development in town and slightly more metered revenue than budgeted.
- Expenses were on budget or under in most operating areas. We charged \$310,680 worth of Capital projects back to Capital out of Revenue which includes the infrastructure funding revenue and other areas where we either were under on expenses or over on revenue.
- It is expected borrowing for Utility Capital projects will be \$549,000 (out of the total \$859,679.72 of Utility Capital expenses) for 2025. This will be confirmed through the Audit process and will be reported at the Regular Council meeting with the necessary motion required to apply for financing.

We will now begin work on preparing our 2026 statements with expectations that we will report the first 2026 financial reports at the March Committee of the Whole meeting.

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 here almost a month earlier than normal as we work to complete the 2025 audit before the May election.

During January 2026, the following large deposits were received:

- \$1,399,968.70 on January 2nd from GNB for our monthly warrant payment.
- \$303,354.50 on January 9th from GNB for 2nd installment 2025 of the CCBF.
- \$180,276.36 on January 29th from GNB for 1st installment 2026 of the Capital Renewal Fund.

The new Dorchester Fire Hall continues. During December and into January they were working towards closing up the structure so that they could begin work on the interior, mainly the flooring. The exterior has not been completed and they are currently heating the inside of the building in order to do the necessary excavation and pour the concrete. At this time there remains 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 January and early February, we paid progress payment # 6 & 7 (to Dec. 31, 2025 & Jan. 31, 2026) in the total payment amount of \$529,604.71 (including HST) bringing the total to date paid of \$1,884,087.35 including HST.



As mentioned in the January Council report reserve fund balances will need to be allocated to projects that were started in 2025 and will need to be completed in 2026. I can now provide the information on the General Capital and Utility Capital Reserve Funds.

- General Capital Reserve Fund Balance on December 31, 2025 of \$6,610,030.
 - o Items allocated for Sackville Fire (fleet, bunker gear, exhaust) is \$375,000.
 - o Dorchester new Fire Truck to be delivered in summer 2026 is \$800,000.
 - o Dorchester Fire Station over budget (from June 2025 report) is \$1,345,000.
 - o Amount needed to cover Sackville Library upgrades started is \$25,000.
 - o 2024 and 2025 deposit to go towards Sackville future aerial is \$463,080.
 - Balance remaining after above is \$3,601,950 and as previously noted it would be recommended to borrow from ourselves interest free rather than from municipal finance corporation for the fire hall (\$3.5 million application to borrow) and then budget to pay back interest free.
- Utility Capital Reserve Fund Balance on December 31, 2025 of \$2,608,644.
 - o Amount deposited related to future Sackville Lagoon project \$1,899,442.
 - o Balance remaining that could be used for other Utility Capital projects; \$709,202.

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 was on February 9, 2026 in Fredericton. We submitted the necessary documents and did not need to attend. We should hear back on the application by end of the month.

There are two items that are to be presented at the Committee of the Whole meeting. The first one is for Council to authorize PSD Citywide to perform Tantramar's 1st Asset Management Plan. This was budgeted for and was also part of our Strategic Plan. The second one is for technology purchases for the incoming new council in May 2026. The original devices council currently has was purchased in spring 2021 and are 5 years old and have reached the end of their useful life and the plan was to replace these at each municipal election.

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, 2026 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 FEB. 16/26)

	(JAN 19/26) YTD DEC 31/25	(FEB 16/26) YTD DEC 31/25	BUDGET 2025	% OF BUDGET
REVENUE				
PROPERTY TAX & EQUALIZATION	16,799,624	16,799,624	16,799,624	100.0%
CAPITAL INFRASTRUCTURE GRANT	-	163,098	0	
FINANCE & ADMINISTRATION	694,573	712,394	309,669	230.1%
ENGINEERING & PUBLIC WORKS	106,765	134,562	119,333	112.8%
POLICING & BY-LAW	358,330	358,740	365,500	98.2%
FIRE SERVICES	35,650	35,650	13,554	263.0%
ACTIVE LIVING & CULTURE	391,044	404,251	309,200	130.7%
COMMUNITY & CORPORATE SERV	53,140	53,638	27,800	192.9%
TOTAL REVENUE	18,439,126	18,661,957	17,944,680	104.0%
EXPENDITURES				
FINANCE & ADMINISTRATION	2,768,178	2,805,179	3,370,977	83.2%
CAPITAL OUT OF REVENUE	-	3,909,973	1,755,000	222.8%
RESERVE FUND TRANSFER	410,000	410,000	250,000	164.0%
DEBT, INTEREST & BANKING	956,533	962,458	990,141	97.2%
ENG & PUBLIC WORKS	3,280,587	3,416,148	3,699,252	92.3%
FIRE SERVICES	1,297,881	1,349,364	1,633,497	82.6%
POLICING & BYLAW	2,571,199	2,725,843	3,020,228	90.3%
ACTIVE LIVING & CULTURE	2,143,024	2,160,834	2,138,759	101.0%
COMMUNITY & CORPORATE SERV	764,852	825,172	1,086,826	75.9%
TOTAL EXPENDITURES	14,192,254	18,564,971	17,944,680	103.5%

96,986 PROJECTED 2025 SURPLUS

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 100.0%

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
DECEMBER 31, 2025 (AS OF FEB. 16/26)

	(JAN 19/26) YTD DEC 31/25	(FEB 16/26) YTD DEC 31/25	BUDGET 2025	% OF BUDGET
REVENUE				
WATER REVENUE	1,107,126	1,417,529	1,365,193	103.8%
SEWER REVENUE	740,097	981,488	999,158	98.2%
CONNECTION/SERVICE CHARGES	56,207	57,487	25,500	225.4%
WATER COST TRANSFER	376,000	376,000	376,000	100.0%
CAPITAL INFRASTRUCTURE GRANT	-	170,514	0	
OTHER REVENUE	62,416	106,545	74,244	143.5%
TOTAL REVENUE	2,341,846	3,109,563	2,840,095	143.5%
 EXPENDITURES				
FINANCE & ADMINISTRATION	329,443	381,745	398,661	95.8%
CAPITAL OUT OF REVENUE	-	310,680	-	
RESERVE FUND TRANSFER	460,000	460,000	360,000	127.8%
DEBT PAYMENTS	493,063	495,437	495,018	100.1%
PUBLIC WORKS WATER	933,272	917,817	1,021,758	89.8%
PUBLIC WORKS SEWER	331,828	364,575	413,125	88.2%
PUBLIC WORKS ENGINEERING	156,582	159,386	151,533	105.2%
TOTAL EXPENDITURES	2,704,188	3,089,640	2,840,095	108.8%
		19,923	PROJECTED 2025 SURPLUS	

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 100.0%

**TANTRAMAR
2025 GENERAL CAPITAL
DECEMBER 31, 2025 (AS OF FEB. 16/26)**

TYPE	NAME OF ACCOUNT	BUDGET		PRE HST BUDGET	(EXCL. HST)		PERCENT AVAILABLE
		WITH H.S.T.	NET H.S.T.		EXPENSES 2025	BALANCE	
<u>FIRE DEPARTMENT</u>							
C	PROTECTIVE GEAR	84,000	3,452.28	80,547.72	57,264.83	23,282.89	28.9%
C/OP	BATTERY EXH FANS/COMBI	30,000	1,232.96	28,767.04	61,050.00	(32,282.96)	-112.2%
B/GT	DORCHESTER FIRE HALL	4,500,000	184,943.33	4,315,056.67	1,427,810.63	2,887,246.04	66.9%
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	1,631,108.46	2,874,769.61	63.8%
<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	-	9,589.01	100.0%
C	PLAYGROUND UPRUDE 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	19,050.00	14,511.55	43.2%
TOTAL ACTIVE LIVING & CULTURE		378,000	15,535.24	362,464.76	350,431.00	12,033.76	3.3%
<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	8,798.86	790.15	8.2%
GRANT	QUARRY PARK DEV'T	25,000	1,027.46	23,972.54	-	23,972.54	100.0%
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		14,383.52	100.0%
RES	CULVERT REPLACEMENTS	26,000	1,068.56	24,931.44		24,931.44	100.0%
RES	STORM SEWER LANSDOWNE	120,000	4,931.82	115,068.18	110,454.00	4,614.18	4.0%
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	698,191.18	1,041,634.23	59.9%
<u>ENGINEERING AND PUBLIC WORKS</u>							
C	FLEET 5 TON PLOW TRUCK	450,000	18,494.33	431,505.67	462,810.44	(31,304.77)	-7.3%
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	-	52,739.58	100.0%
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	41,108.37	6,836.70	14.3%
C	STORM SEWERS WALKER RD	100,000	4,109.85	95,890.15	124,022.40	(28,132.25)	-29.3%
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	1,065,415.91	44,992.01	4.1%
TOTAL CAPITAL		8,068,700	330,945.81	7,737,754.19	3,765,581.55	3,972,172.64	
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	144,391.68	186,554.13	56.4%
				8,068,700.00	3,909,973.23	4,158,726.77	51.5%

**TANTRAMAR
2025 UTILITY CAPITAL
DECEMBER 31, 2025 (AS OF FEB. 16/26)**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	EXPENSES 2025	BALANCE	PERCENT AVAILABLE
B (2023)	WATER METERS	25,000.00	1,027.46	23,972.54	10,068.00	13,904.54	58.0%
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	43,082.65	100,752.57	70.0%
RES	WATER TREATMENT PLANT (L	47,000.00	1,931.63	45,068.37		45,068.37	100.0%
RES	FLEET UPGRADE (REPLACE)	110,000.00	4,520.84	105,479.16	85,976.37	19,502.79	18.5%
TOTAL CAPITAL		<u>807,000.00</u>	<u>66,538.50</u>	<u>1,552,461.50</u>	<u>824,415.93</u>	<u>728,045.57</u>	<u>46.9%</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>35,263.79</u>	<u>31,274.71</u>	<u>47.0%</u>
GRAND TOTAL				<u>1,619,000.00</u>	<u>859,679.72</u>	<u>759,320.28</u>	<u>46.9%</u>



To: Mayor and Council

Submitted by: Jennifer Borne, CAO

Date: February 19, 2026

Subject: CAO Report

Report Period: January 16 to February 15, 2026

RSC

SERSC website provides updates for their mandated services:

<https://www.nbse.ca/>

All information led by the RSC can be found on their website from annual reports, financial reports, newsletters, meeting calendar and mandated services reports.

The most recent RSC-CAO meeting was held on January 19, updates on Communications, ECO360, Plan360, Regional Projects, and Corporate updates were presented.

Marc Landry, Director of Regional Projects, joined departmental Directors for a presentation of Regional Transportation. Marc Landry will return to present to Council tentatively in June so Council has information ahead of the 2027 budget process if there is interest in pursuing regional transportation.

January's Planning and Development Application report is attached.

Property Tax Review Advisory Panel

The last meeting was held in-person in Fredericton on February 12th. There was great attendance at this meeting and great table discussions with varying perspectives. The link below provides information that is publicly available, including a *What We Heard* document.

<https://www.gnb.ca/en/gov/engagement-consultation/consultation-property-taxes.html>

<https://www.gnb.ca/content/dam/GNB3/gov/cemc/doc/2025-26-property-tax-report-en.pdf>

Stakeholder Engagement & Community Partners

Ongoing Town-Gown meetings attended by staff and the CAO meets and connects regularly with Senior Administration from Mt. A.

Corporate Plan

Senior staff reviewing the corporate plan and target timelines, briefing to Council at an upcoming meeting. Target timelines need to be tweaked with some recent vacancies to ensure we can continue progress and set the organization up for success.

Employment Opportunities

It is with regret that I have accepted the resignation of our Communications Officer, Jeremy McLaughlin, as of February 25th. Jeremy joined our team in July of 2023 as the first ever Communications Officer for Tantramar. Jeremy has been a part of large-scale projects such as the new Tantramar Website and has truly elevated communications for our organization. Jeremy is a leader in the municipal communications world acting as a mentor for those new to local government communications.

The *Communications Officer* position will be posted on our website soon.

The *Director of Protective Services* position is currently posted and can be found on our website; this position remains open until filled.

The *Manager of Administrative Support/ Clerk* and *Assistant Clerk* job postings went live on our website on February 4th and both postings close on February 27th. Current Assistant Clerk duties are still being fulfilled by Becky Goodwin, and Director Jeff Taylor has a temporary appointment in case it is required.

A *Crossing Guard* position is also posted online, along with information for Summer Student employment.

The Public Works Admin position is still in the interview process.

The *Utility Operator* position has been filled and effective February 17th, I am pleased to announce that Kenny Morris was the successful candidate and joined the Department of Engineering and Public Works as a Utility Worker, no levels.

Kenny worked in construction for ten years, installing water, sanitary and storm, as well as snowplowing for the last five years. He started as a labourer with the pipe crew and worked his way up to lead hand for the pipe crew. Kenny's approach is to "do it right", regardless of the size of the job, when he is attached to a job he takes great pride in *doing it right*. During his down time he enjoys fishing, snowboarding and playing guitar. Kenny grew up in Sackville, graduating from Tantramar High School and he is proud to have played football for Tantramar and for the provincial U18.

Employment Opportunities are always posted online at:

<https://tantramarnb.com/administration-and-government/employment-opportunities>

CAMA

Attended a professional development employment law webinar on January 22 hosted by CAMA.

Also attended the CAMA Awards Jury Introductory meeting on February 2nd, it was previously reported to Council that I sit on the Committee with fellow CAOs across Canada for the Awards of Excellence Jury Panel.

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

January 2026

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	January	Year to Date
Development Permit	4	4
Building Permit	3	3
Subdivisions	2	2
Zoning Confirmations	0	0
Regulation Amendment	0	0
Policy Amendment	0	0
Rezoning	0	0
Adjustments (variances, terms and conditions, temporary uses, similar or compatible uses, non-conforming uses)	0	0
Complaints, Zoning & Building Infractions	0	0
Document Approvals	1	1
Sidewalk Cafe	0	0

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	January 2026		2026 YTD		January 2025		2025 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	0	\$0	0	\$0	0	\$0	0	\$0
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	1	\$172,000	1	\$172,000
Institutional	1	\$591,942	1	\$591,942	0	\$0	0	\$0
Accessory Buildings & Structures	4	\$43,201	4	\$43,201	3	\$13,420	3	\$13,420
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
Total	5	\$635,143	5	\$635,143	4	\$185,420	4	\$185,420

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

	January 2026	2026 YTD	January 2025	2025 YTD
Single Dwelling Unit	0	0	-2	-2
Two-unit/semi-detached	0	0	0	0
Townhouse/Rowhouse	0	0	0	0
Multiple Dwelling Unit	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Mobile / Mini Home	0	0	0	0
Total	0	0	-2	-2

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.

	January 2026	2026 YTD	January 2025	2025 YTD
# of Plans	2	2	0	0
# of Proposed Lots	4	4	0	0
# of Proposed Parcels	0	0	0	0

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).

	January 2026	2026 YTD
Variance Request	0	0
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	0
Rezoning	0	0
Total	0	0