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

**1. CALL TO ORDER**

- 1.1 APPROVAL OF AGENDA
- 1.2 CONFLICT OF INTEREST DECLARATION

**2. INFORMATION ITEMS**

- 2.1 WILDLIFE SENSITIVE AREAS IN TANTRAMAR: CCAC – D. BLISS
- 2.2 ACCESSIBILITY UPDATE – M. PRYDE (Pg. 3)

**3. COUNCIL DIRECTION REQUESTS**

- 3.1 BY-LAW NO. 2026-21 FIRE PREVENTION BY-LAW – C. BOWSER (Pg. 5)
- 3.2 2026 FALL FAIR – M. PRYDE (Pg. 20)
- 3.3 2026 FRIDAY NIGHT CRUISE STREET CLOSURE – M. PRYDE (Pg.25)
- 3.4 2026 LEVEE ON THE LAKE – M. PRYDE (Pg. 27)
- 3.5 2026 SANDPIPER FESTIVAL – M. PRYDE (Pg. 29)
- 3.6 2026 SAPPYFEST – M. PRYDE (Pg. 31)
- 3.7 KAYAK RENTAL AGREEMENT – M. PRYDE (Pg. 33)
- 3.8 PORTABLE PUMP: DORCHESTER FIRE – D. REID (Pg. 39)
- 3.9 TENDER TAN-2026-01: ASPHALT RESURFACING AND PATCHING – J. EPELL (Pg. 43)
- 3.10 RFP TAN-2026-02: SUPPLY OF TWO ¾ T TRUCKS – J. EPELL (Pg. 46)
- 3.11 CULVERT REPLACEMENT FAIRFIELD ROAD 2 – J. EPELL (Pg. 49)

**4. DEPARTMENTAL REPORTS**

- 4.1 ACTIVE LIVING & CULTURE (Pg. 51)
- 4.2 COMMUNITY & CORPORATE SERVICES (Pg. 53)
- 4.3 ENGINEERING & PUBLIC WORKS (Pg. 55)
- 4.4 PROTECTIVE SERVICES (Pg. 56)
- 4.5 FINANCIAL SERVICES (Pg. 59)
- 4.6 CHIEF ADMINISTRATIVE OFFICER (Pg. 65)
- 4.7 MAYORS REPORT

**\*\*THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT [www.TantramarNB.com](http://www.TantramarNB.com) THE DAY OF THE MEETING AT 11:30 A.M.**

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

## 5. QUESTION PERIOD

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

## 6. ADJOURNMENT

**\*\*THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT [www.TantramarNB.com](http://www.TantramarNB.com) THE DAY OF THE MEETING AT 11:30 A.M.**

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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 19, 2026  
**Subject:** TVMCC Accessibility Update

**BACKGROUND**

In December of 2023, staff reached out to Ability NB (ANB) and had them perform a free Accessibility Audit at the Tantrammar Veterans Memorial Civic Centre. Since that time, ANB has also performed audits at the Visitor Information Centre, the Dorchester Veterans Community Centre and several other municipal buildings. These audits were completed to help inform staff as we make recommendations for larger capital projects and to help us make smaller upgrades to make our spaces more accessible and inclusive.

**DISCUSSION**

The 2023 TVMCC Accessibility Audit provides two hundred and eighty-four (284) recommendations to make the building more accessible. Some recommendations are repetitive in nature as they apply to several different items, for example signage on different doorways throughout the building. Some are smaller in nature and can, and have, been addressed through operational funding, while others are larger in nature and would need to be included in larger capital projects. It is important to note that AbilityNB made it clear that not all recommendations are possible for every facility, and that the Audit is a guideline rather than a list of requirements. We continue to pursue and implement improvements related to these recommendations as budgets, initiatives, and opportunities are available.

Throughout 2024-2026, a great deal of effort and public funds have been directly invested in the TVMCC to address accessibility. It is important to understand that addressing the recommendation of the Accessibility Audit takes time, but here are examples of work that has been completed with corresponding dollar amounts before HST:

Item	Description	Cost
1.	Provided colour contrast decal signage for the male and female washrooms along the bleachers to increase visibility	\$3,986
2.	Created curb cuts and sidewalk renewal at two entrances and a corner	\$9,030
3.	Added push button door openers for every washroom and the Player's Entrance	\$17,940
4.	Installed reverse swings for doors between mezzanine and bleachers to prepare for push button openers	\$2,104
5.	Installed push button opener from mezzanine to bleachers	\$8,020
6.	Consulted with engineers, architects and contractors for the design and installation of railings on 3 of the bleacher stairwells	\$19,525
7.	Created an additional accessible viewing area at the top of the bleachers, adjacent to the existing accessible viewing area	\$2,500
8.	Implemented the TVMCC Seating Campaign and ordered 200 seats in less than a year of the campaign (1/3 of total seats required)	\$67,990

9.	Implemented several smaller improvements handle in mezzanine washroom stall, gender neutral signage, personal hygiene disposal containers for washrooms, hand sanitizer at a proper level for accessibility	~\$1,000
10.	Upgraded ice surface lighting to brighter LEDs for better visibility.	\$8,500
11.	Committed to install new non-slip grating at Zamboni Ice Access area.	\$12,560
12.	Committed to install rubberized, non-slip surface at Player's Entrance.	\$25,644
13.	Committed to replace the Men's washroom partition and door	\$3,000
	<b>TOTAL:</b>	<b>\$148,739</b>

During the Fall of 2025, staff reached out to several elevator companies and other contractors to discuss the possibility of installing an elevator at the TVMCC. Included is a list of contractors that were contacted and a timeline:

- September 2025- Contacted several elevator specific companies through the 'Contact Us' email submission for on the websites only received replies from two (TK and Otis).
- Also reached out to Fusion Elevator (Contacted September 18, 2025- no reply)
- TK Elevators (Sent building drawings October 10, 2025)
- Otis Elevator (Site visit Nov 5, 2025)
- Beale and Inch (November 12, 2025)
- Called Henkel Elevator Services from PEI to discuss quotation organized by Mrs. Hicks (February 11, 2026)
- Contacted the City of Ottawa on February 12, 2026 and received their project details for a recent modernization of an elevator they made in their Erskine Johnston Arena.
- Catalyst Consulting Engineers (Site visit Jan 28, 2026 and Class D Estimate)

When the TVMCC was built in 2003, the design and construction did not take into consideration the accessibility concerns that we see today. There has not been a lot of investment in these features since that time. However, after amalgamation and the 2023 Accessibility audit, you can see there has been a great deal of investment and more commitments to come. The Department of Active Living and Culture is very proud with the work that has been done and look forward to continuing the important work of ensuring the TVMCC is fully accessible.

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

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**To:** Mayor and Council  
**Submitted by:** Sackville Fire Chief, Craig Bowser  
**Date:** March 19, 2026  
**Subject:** A By-Law Respecting the Regulation of Fires and Burning in Tantramar

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**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. Tantramar Council gave first reading to this by-law on February 10, 2026.

**DISCUSSION**

Council members and several residents raised a number of comments and concerns. It is important to note that the proposed by-law did **not** prohibit residents from having small recreational fires. Instead, it set out clear parameters to ensure that open burning is carried out safely and responsibly.

After carefully reviewing all feedback, particularly from residents in more rural areas, additional revisions have been incorporated into the by-law. These updates are shown in the attached document: new wording is highlighted in yellow, and deletions appear in red with strike-through. All changes reflect amendments made since First Reading.

All areas of Tantramar are permitted to have recreational fires when burning in NB is allowed. Rules around recreational fires are outlined in detail within the by-law and are based on zoning.

Any fire within Tantramar that is classified as Category 2, 3, or 4 will require a municipal permit.

All revisions have been reviewed in detail by members of Tantramar Fire Service.

**INTERDEPARTMENTAL CONSULTATION**

C.A.O & Tantramar Fire Service

**LEGISLATION/POLICY**

[Burning in New Brunswick](#)

**FINANCIAL CONSIDERATIONS**

N/A

**LEGAL**

Municipal solicitor

**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.

[Fire Prevention By-Law Review & Update](#)

## 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 second and third 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 April 14, 2026.

### ATTACHMENTS

By-Law No. 2026-21 Fire Prevention By-Law

**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 Tantramar;
- d) "Deputy Fire Chief" means a Deputy Fire Chief of 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 any Fire Department within Tantramar Fire Service and includes any person acting in the capacity of Acting Fire Chief;
- f) "Fire Department" means any Fire Department within Tantramar;
- 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 current edition of the National Fire Code of Canada, as may be amended from time to time;
- m) "Municipality" means Tantramar;
- n) "Outdoor burning appliance" or "appliance" means a furnace or an outdoor solid fuel combustion or wood burning appliance, installed outside a building and which is used by a liquid process for the heating of one or more building.
- o) "Outdoor wood burning device" or "device" 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.
- p) "Police Officer" means a member of the Royal Canadian Mounted Police;
- q) "Tantramar Fire Service" means all Fire Departments collectively of the Municipality.

### 3. FIRE PREVENTION OFFICERS

- a) The Fire Chief and Deputy Fire Chief of the Fire Department are appointed as Fire Prevention Officers for Tantramar.
- b) In addition to the persons appointed by Section 3 (a), Council may from time to time appoint any 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*.
  - iv. shall have the authority to extinguish or order to be extinguished and suppressed any and all fire(s), that, in their discretion, poses or may pose a fire hazard to persons or property, or any fire(s) that does not meet the provisions of this By-Law.

### 4. OUTSIDE FIRES

- a) Except as provided for in subsection 4 (b) (c) (d) and (e), 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 fires that are for recreational purposes and/or burning of brush that meet the Department of Natural Resources Category 1 Fire (as defined in Regulation 84-204 under the Forest Fires Act, S.N.B. 2014, c.110) (Campfires and burning woody material), may be permitted in the municipal boundaries, shown in Schedule "B", subject to the provisions of this By-Law.
- d) Properties that are zoned within the Sackville Zoning Map and the Dorchester Zoning Map (Schedule "C"), with the exception of Agriculture/Conservation (A/C), are required to contain any outdoor fire in a device, as defined in this By-law, and meet the following provisions:
  - i. For commercially made devices, the safe installation and operation of the device must be followed;

- 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.

iii. The device must be located at a distance of not less than three (3) metres between it and any combustible materials (which includes, but is not limited to: a building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article);

iv. The device must not be placed on a wood deck or other combustible platform;

v. The device must only be used to burn dry, seasoned firewood;

vi. The device must not be used to burn prohibited materials listed within the *NB Open Burn Policy*;

vii. Only one device shall be used on a property at one time;

viii. No flammable material shall be used in any device, other than propane or natural gas utilized in an approved device.

ix. ~~outdoor wood burning appliances may be used throughout Tantramar provided that, the requirement outlined below have been met:~~

x. ~~In the case of commercially manufactured appliances, the manufacturers' instructions for the safe installation and operation of the appliance have been followed; or~~

~~When using an outdoor wood burning appliance, residents shall ensure that:~~

~~xi. 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;~~

~~xii. it is not placed on a wood deck or other combustible platform;~~

~~xiii. area under the burning appliance shall be bared to mineral soil or composed of non-flammable material such as brick or concrete;~~

~~xiv. only one appliance is to be used on the property at any one time;~~

~~xv. it is used to burn only dry, seasoned firewood;~~

~~xvi. 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;~~

~~xvii. a portable fire extinguisher or operable garden hose is readily available while the unit is in use;~~

~~xviii. the owner or occupant maintains constant watch and control over the device when in use and until the fire is totally extinguished;~~

~~xix. it does not allow smoke, smell, airborne sparks or embers to infringe on the use and enjoyment of other properties; and~~

~~xx. 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.~~

- e) Any property not shown in Schedule “C” and any property zoned Agriculture/Conservation (A/C), may burn Category 1 fires, as defined by in Regulation 84-204 under the Forest Fires Act, S.N.B. 2014, c.110..
- i. All requirements for Category 1 burns shall still apply, which include:
    - 1. Burn piles must not exceed three (3) metres in width and three (3) metres in length;
    - 2. Piles must not be more than two (2) metres high;
    - 3. No more than four (4) piles can be burning at one time;
    - 4. In the event of multiple piles, they must be at least ten (10) metres apart;
    - 5. Landowner's permission is required before lighting a fire, if on private land.
  - ii. a portable fire extinguisher or a water source is readily available while burning;
  - iii. the owner or occupant maintains constant watch and control over the area and until the fire is totally extinguished;
  - iv. it does not allow smoke, smell, airborne sparks or embers to infringe on the use and enjoyment of other properties; and
- f) No fires are permitted within Tantramar when the New Brunswick Department of Natural Resources and Energy has issued a full burn ban (Red-No Burn). When a partial burn restriction is in place (Yellow-Restricted), fires are only allowed between 8:00 p.m. and 8:00 a.m.
- i. A CSA-approved gas, propane or charcoal barbeque – as well as a gas fireplace, fire table, or propane fire pit – may be used during a restricted burning ban in New Brunswick, provided it is operated safely and away from flammable materials.
- g) Category 2, 3 and 4 Fires – Municipal Permit Required.
- h) No person shall start, ignite, tend, fuel or make use of, or cause to be started or ignited, a Category 2, Category 3 or Category 4 fire (as defined by Regulation 84-204 under the Forest Fires Act, S.N.B. 2014, c.110) within the municipal boundaries of Tantramar without first:
- i. Obtaining a valid burning permit from the municipality, issued by the Fire Chief or designate in accordance with this section.
- i) An application for a municipal Category 2, 3 or 4 burning permit shall be made to the Fire Chief and shall include:
- i. The applicant's full name and contact information;
  - ii. The civic address and legal description of the property where the burn is proposed;
  - iii. A description of the type, size, and purpose of the proposed fire, including the applicable category under Regulation 84-204;
  - iv. A description of all fire suppression equipment to be on-site during the burn;
  - v. A site plan showing the proposed burn area, firebreaks, and distance from forest land, structures, and property lines;
  - vi. In the case of a Category 4 fire, a copy of the burn plan as required under section 3.95 of Regulation 84-204; and
  - vii. Any other information required by the Fire Chief.
- j) The Fire Chief may impose such terms and conditions on a municipal Category 2, 3 or 4 permit as the Fire Chief considers appropriate, including but not limited to:

- i. Minimum fire suppression equipment requirements;
  - ii. Minimum staffing requirements during the burn;
  - iii. Requirements to provide advance notice to neighbouring property owners;
  - iv. Wind speed and weather condition restrictions;
  - v. Required proximity to water sources; and
  - vi. Post-burn patrol requirements.
- k) The Fire Chief may refuse to issue a municipal permit where, in the Fire Chief's opinion, the proposed burn poses an unreasonable risk to public safety or property, having regard to weather conditions, the fire danger rating, proximity to forest land or structures, or any other relevant factor. The Fire Chief's decision to refuse a permit shall not give rise to any liability on the part of Tantramar.
  - l) A municipal Category 2, 3 or 4 permit may be suspended or cancelled by the Fire Chief at any time where, in the Fire Chief's opinion, conditions have changed such that continuation of the burn is no longer safe.
  - m) No municipal Category 2, 3 or 4 burning permit shall be issued, and any existing permit shall be automatically suspended, when the Department of Natural Resources has issued a full burn ban (Red – No Burn) for the area. During a restricted burn day (Yellow – Restricted), the Fire Chief shall have discretion to suspend or impose additional restrictions on any permit.
  - n) Where the Canadian Forest Fire Danger Rating for the area reaches a level of High, Very High or Extreme, the Fire Chief shall have discretion to decline to issue or to suspend any Category 2, 3 or 4 permit, notwithstanding that no formal burn ban has been issued by the Department of Natural Resources.
  - o) Insurance Requirement. An applicant for a Category 2, 3 or 4 municipal burning permit shall provide proof of valid general liability insurance in an amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence, naming Tantramar as an additional insured, prior to the issuance of any permit under this section.
  - p) Indemnification. By accepting a municipal permit issued under this section, the permit holder agrees to indemnify and save harmless Tantramar, its Council, officers, employees and agents from and against all claims, actions, damages, losses, costs and liabilities arising out of or in connection with the permitted burn. The issuance of a municipal burning permit does not constitute a warranty or representation by Tantramar as to the safety of the proposed burn, and the Municipality shall not be liable for any damages, loss or injury arising from any fire authorized under this section.
  - q) Record-Keeping. The Fire Chief shall maintain records of all applications received, permits issued and refused, conditions imposed, and any incidents arising from Category 2, 3 or 4 burns permitted under this section. Such records shall be retained for a minimum of seven (7) years.

## 5. FIREWORKS

- a) Pursuant to Section 29.2 of the Fire Prevention Act, RSNB 1973, c F-13, a public display of fireworks may be permitted with conditions.
- b) No person shall discharge consumer fireworks, or other explosive materials of any kind, on any property that is zoned within the Sackville Zoning Map and the Dorchester Zoning Map (Schedule "C"), without the prior written permission of the Fire Chief.

- c) Fireworks, including those that are not deemed firework displays, are permitted on properties not zoned in areas listed in 5(e), insofar as they do not cause a nuisance or disturbance to neighbouring properties and follow standard principles of fire safety.
- d) No person shall ignite, discharge, or cause to be ignited any fireworks except during the period beginning at dusk and ending at 1:00 a.m. Outside of these permitted hours, the use of fireworks is strictly prohibited unless expressly authorized by the municipality.
- e) Fireworks for public display shall only be issued a Fireworks permit once the applicant has provided proof to the Municipality, 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.
- f) No person, under any circumstances or in any geographic area, shall discharge a firework display of any kind when the Department of Natural Resources and Energy has placed a ban on open burning in the area.

## **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. OUTDOOR BURNING APPLIANCE**

- a) All appliances must be certified with the CSA (Canadian Standards Association) standard CAN/CSA-B415.1-00 (2005) and meet the requirements of this by-law, as well as applicable laws and regulations and must be installed and used according to manufacturer's instructions.
- b) Only one appliance is permitted per lot.
- c) The minimum area of a lot for the installation of one appliance is 4,000 square meters (1 acre).
- d) Any appliance shall be operated and maintained so as not to cause any nuisance to the neighbors at any time.
- e) No appliance shall be permitted within 60 meters of the lot line of a school, hospital, nursing home, nursery or other institutional or public properties.
- f) All appliances shall be installed in a rear or side yard and respect the following standards:
  - i. 15 meters from all boundaries of adjacent lot;
  - ii. Standards in this by-law are applicable if the appliance is installed in an accessory building;
  - iii. The appliance height of the building in which it is housed shall not exceed five (5) meters, provided that for CSA certified appliances, chimney height shall comply with the manufacturer's instructions notwithstanding this limit. For all other existing appliances that are not CSA certified, the chimney shall have a height of at least five (5) metres and shall be equipped with a spark and rain protection device;

- iv. Only solid fuel wood derivatives shall be used in the appliance and shall be stored properly
  - v. Only appliances that are CSA certified may be used year-round;
  - vi. All appliances that are not CSA certified will not be allowed to be continued to be operated past September 30, 2026.
- g) Every owner shall obtain a permit from the municipality before installing or using an appliance.
- i. A person applying for a permit shall provide a plan showing the existing or proposed location of the appliance in relation to buildings on the same lot.
  - ii. A person who has an appliance on their lot at the time this by-law comes into force shall have 30 days in which to apply for a permit.
- h) The following prohibitions apply:
- i. No appliance or solid combustible shall be allowed in a front or flank yard;
  - ii. No flammable material shall be located within 3 meters of the appliance perimeter.
- i) The following materials shall not be used as fuel inside the appliance at any time:
- i. Any wet or non-dried wood, treated wood, saltwater driftwood, particle boards, or glossy and colored paper;
  - ii. Any solid, semi-solid or liquid waste generated from residential, commercial, industrial or other sources, including trash, refuse, rubbish, industrial waste, asphaltic products, manure, vegetable or animal waste or other similar rubbish;
  - iii. Any plastic or rubber-based products;
  - iv. Any waste or petroleum products, coal, paint, solvent, thinner or other similar products;
  - v. Any other material that can cause intense smoke and cause a nuisance to the neighborhood.

## 8. 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.

## 9. 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 Officer authorized by this by-law 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 9 (b), the court may in addition to any penalty imposed under subsection 9 (b), order that person to comply with the order.
- d) A person who fails to comply with an order of the court under subsection 9 (b) is 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.

**10. 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.

**11. 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 10<sup>th</sup> day of February 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.

**SCHEDULE “A”**  
**GUIDELINES FOR ISSUING BURNING PERMITS**  
**FOR TREATING EXISTING BLUEBERRY FIELDS**

REQUIREMENTS

All blueberry fields must be field checked by the Fire Chief or designate prior to any burning permits being issued. Owners or their designates must be present during field inspection.

Permits are for non-treated 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. Any pumping of water out of the watercourse or regulated waterbody requires a permit from the Department of Environment – Watercourse and Wetland Alteration Permit.

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 or 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 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.

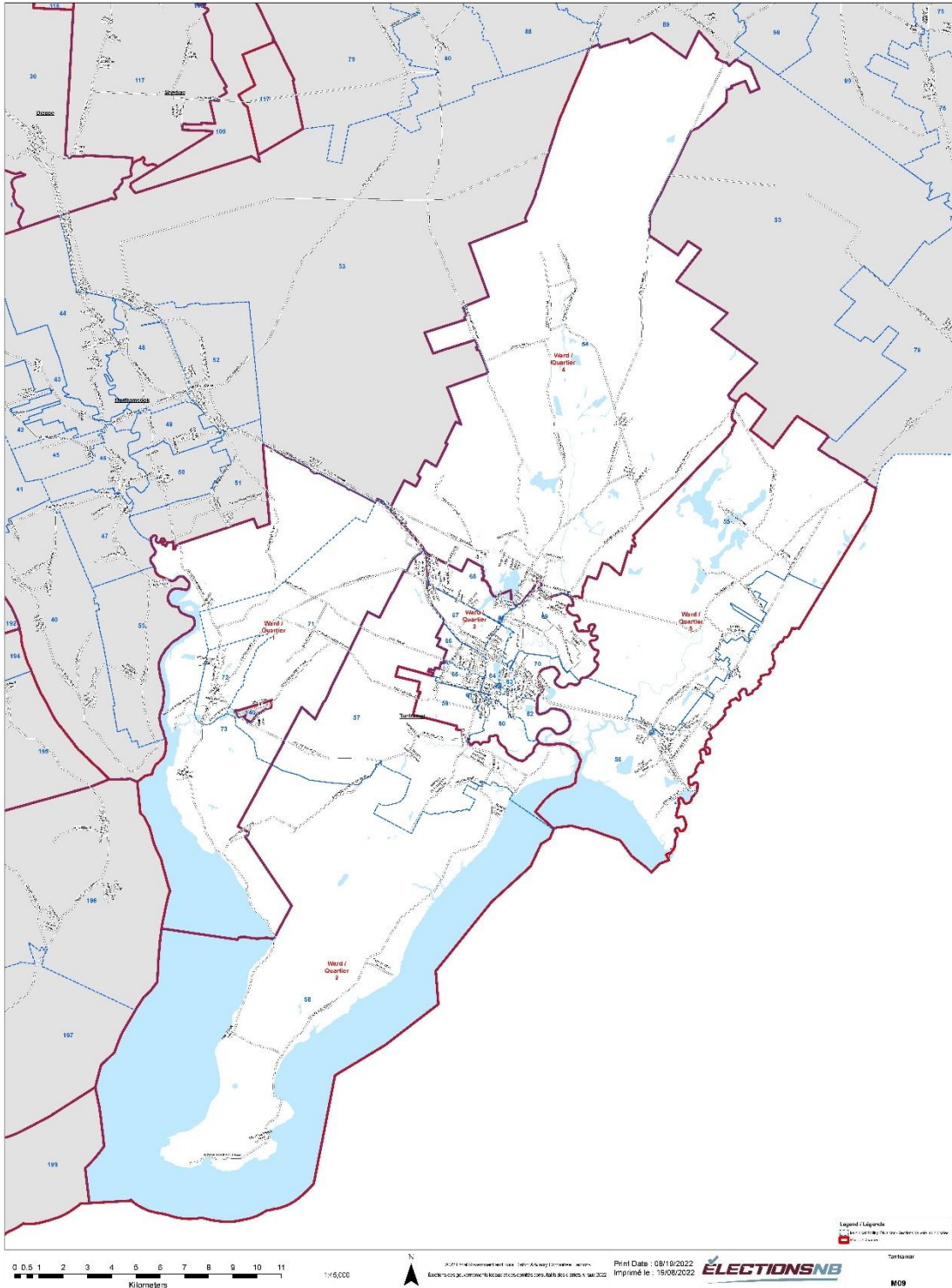
NOTE

The Fire Department 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.

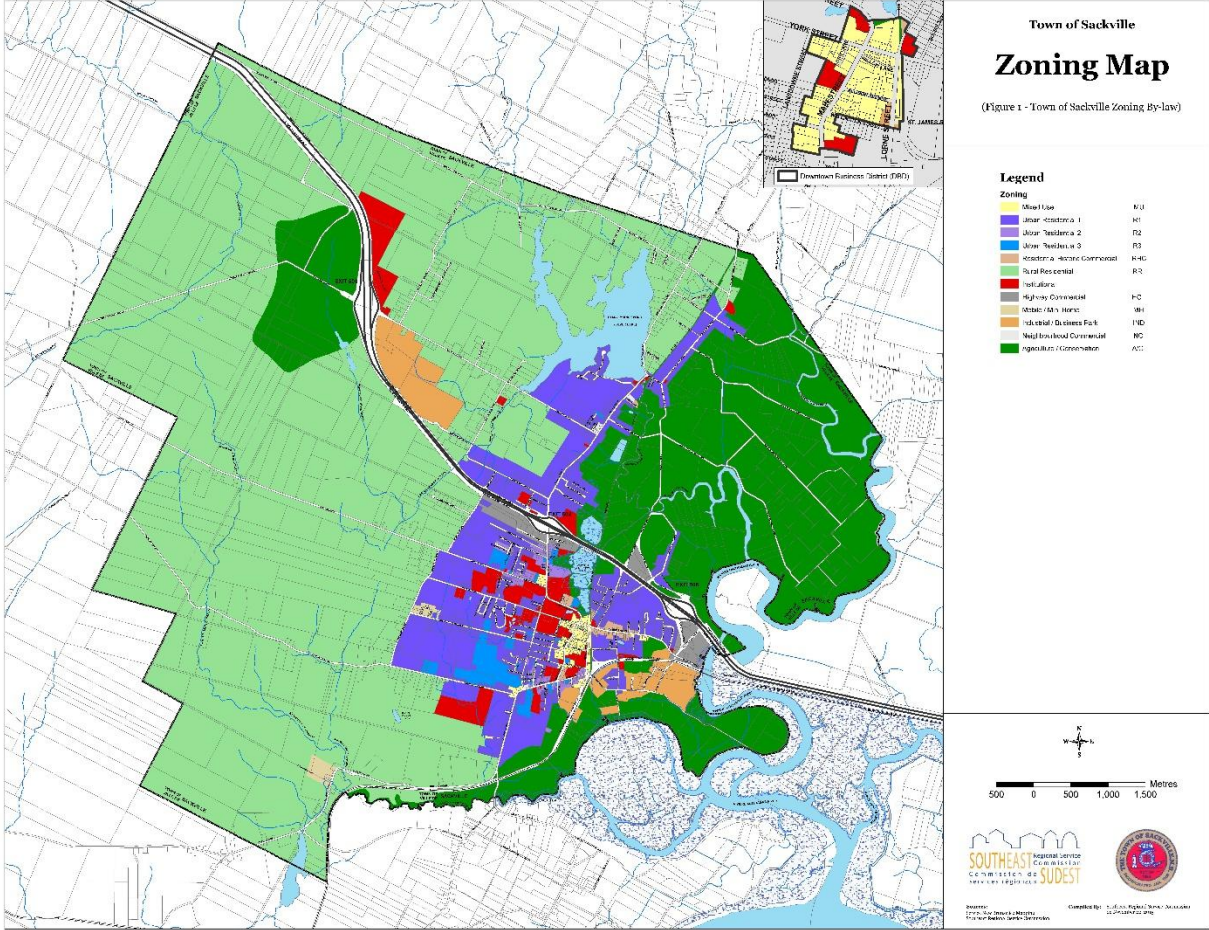
Tantramar will maintain accurate records.

DRAFT

# SCHEDULE "B" MAP OF TANTRAMAR



**SCHEDULE "C"  
ZONING MAPS**





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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 19, 2026  
**Subject:** 2026 Fall Fair Motions

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**PROPOSAL**

The 24<sup>th</sup> Annual Sackville Fall Fair is scheduled to take place September 17-20, 2026.

**BACKGROUND**

Below are the various motions for Council’s consideration:

***Fireworks***

The commercial fireworks display is scheduled to take place behind the Municipal Office on Friday, September 18, 2026, with a rain date of Saturday, September 19, 2026.

Staff recommend MAC Fireworks continue as our provider for 2026 at a cost of \$10,000 taxes included and ask that Council permit the Fire Chief to complete an application to purchase. Additionally, we ask that Council authorize the Mayor and Clerk to sign and seal the attached fireworks supply contract.

***Street Closures***

1. Fall Fair Parade Route

Staff recommend the same parade route that was used in 2024 and 2025. Follow Main Street from the Drew Nursing Home to Bridge Street, then turn left down Bridge Street, before turning right onto Lorne Street and ending at the Via Rail Station. The parade, along with the Main Street Mile, will require a street closure beginning at 1:00pm on Saturday, September 19, 2026.

2. Tent Location

Closure of Ford Lane to York Street from Friday, September 18, 2026 at 8am to Monday, September 21, 2026 at noon to accommodate the tent in the Town-owned parking lot between the Post Office and Goya’s Pizza.

3. Family Day at the Park

The Family Day event will remain at Chester Cole Baseball Field and Dufferin Street. To do this, we ask that Council approve the closure of Dufferin Street from approximately 4:00pm Friday, September 18, 2026 until 9:00pm on Saturday, September 19, 2026. This will also accommodate the closure required for the Fireworks.

***Liquor License***

Each year alcohol is served in the Fall Fair Tent during the Friday and Saturday night concerts. Staff would like to license the entire tent from 9:00pm until 12:00am on both nights. Staff are asking Council for the appropriate approval to apply for a liquor license from the Province of New Brunswick.

**Noise Bylaw Exception**

Staff would like to ask for a 12:00 am exception to the Noise By-law for the nights of September 18 and 19, 2026 to accommodate the music in the tent. This is an hour earlier than what has been done over the past several years to better accommodate the sound technicians.

**Mount Allison University Agreement**

The PEI Carnival Company will be back for Fall Fair again this year. As in previous years, staff require a motion of Council to sign the attached agreement with Mount Allison University to allow us to use the field behind the King Street Parking Lot for the event.

**Concert Audio and Lighting**

SSI Sound Specialists have been providing the sound and lighting in the Fall Fair Tent for many years and the quality is excellent. We would like to have them provide the service again in 2026. The cost is \$11,080.00 plus HST, only a \$274.25 increase from 2025.

**DISCUSSION**

All of the items listed above are crucial to the event’s success and staff hope to have the support of Council to move forward with the planning.

**INTERDEPARTMENTAL CONSULTATION**

Public Works, By-Law, Corporate Projects

**LEGISLATION/POLICY**

[New Brunswick Liquor Control Act](#), [Noise By-Law](#)

**FINANCIAL CONSIDERATIONS**

\$65,000 from operational budget for the event.

**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 the community.

**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 Fall Fair. We request that a motion be forwarded to the Regular Council Meeting of April 14, 2026.

## **ATTACHMENTS**

### **A) King Street Field Agreement**

Subject to the following conditions, Mount Allison University grants to Tantramar the rights to utilize the grassed property west of the King Street parking lot for a Fall Fair midway on Sunday, September 13, 2026, through Monday, September 21, 2026, inclusive of both dates.

Tantramar shall repair any and all damage resulting from the use of Mount Allison University property by anyone entering Mount Allison University property for the purpose of working or participating in these events.

Further, Tantramar shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in New Brunswick and in forms and amounts acceptable to Mount Allison University.

Comprehensive General Liability Insurance with a Limit of not less than five million dollars (\$5,000,000) inclusive per occurrence for Bodily Injury and Property Damage including loss of use thereof. Such insurance shall extend to cover Tantramar, its officers, employees, servants, agents, contractors, and volunteers and shall include Mount Allison University, its officers, employees, servants, agents, contractors and volunteers as Additional Insureds with respect to Liability arising out of the use or occupation by Tantramar of the property belonging to Mount Allison University.

Such Comprehensive General Liability Insurance shall contain coverage for Premises and Operations, Products and Completed Operations, Blanket Contractual Liability, Cross Liability, Elevator and Hoist Liability, Contingent Employers Liability, Occurrence Property Damage, Employees and/or Volunteers as Additional Named Insureds, Use of Specialty Licensed or Unlicensed Vehicles (excluding Vehicles owned by Mount Allison University), Broad Form Property Damage and Tenants All Risks Legal Liability subject to a minimum limit of five million dollars (\$5,000,000) to apply to the use and/or occupation by Tantramar of the property belonging to Mount Allison University.

Each party shall indemnify, defend and hold harmless the other party, its parent, subsidiaries and their respective officers, directors, shareholders and employees, from and against all damages, liabilities, actions, causes of action, suits, claims, demands, losses, cost and expenses (including without limitation, reasonable attorney's fees, disbursements and court costs) to the extent arising from or in connection with negligence or willful misconduct of the indemnifying party, its agents, employees, representatives or contractors. The party seeking indemnification under this Section shall provide prompt Written Notice of any third-party claim to the party from whom indemnification is sought ("Indemnifying Party"). The Indemnifying Party shall have the right to assume exclusive control of the defense of such claim or, at the option of the Indemnifying Party in connection with the performance of the Indemnifying Party's obligations under this section.

Tantramar shall provide Mount Allison University with evidence of all required insurance prior to the effective date of the contract. Such evidence of insurance shall be in the form of a Certificate of Insurance. These certificates should be issued by the Insurer or Insurance Broker of Tantramar and must contain the following information:

- 1) Name of Insurance Company and the Binder or Policy Number

- 2) Name and Address of Tantramar
- 3) Policy Period.
- 4) Description of Coverage
- 5) Policy Limits
- 6) Description of Insured Operations and Location(s)
- 7) Signature of Authorized Representative and Date.

If requested by Mount Allison University, Tantramar shall provide certified copies of required insurance policies.

For Mount Allison University:

For Tantramar:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

**B) Fireworks Supply Contract**

Supplier: MAC Fireworks Inc (Martin Chiasson)

Buyer: Tantramar

Fireworks Supervisor: Martin Chiasson

Event: Sackville Fall Fair

It is understood that the Supplier and the Buyer agree to sign a contract for a firework display to be held on September 18, 2026 in Sackville, New Brunswick at approximately 9:00pm (Rain date September 19, 2026 at approximately 8:30pm).

Both parties agree to the following:

1. The Supplier will provide pyrotechnic devices, firework supervisors, equipment, transport, insurance policy naming the Buyer as co-insured, and all other expenses for the display.
2. The Supplier shall defend, indemnify and save harmless Municipality of Tantramar its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in regard to

the deployment of pyrotechnics devices for which the Supplier is providing. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

3. The Supplier agrees to defend, indemnify and save harmless the Municipality of Tantramar from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WorkSafe New Brunswick (WSNB). This indemnity shall be in addition to and not in lieu of any proof of WSNB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.
4. The Buyer agrees to provide, at the Buyer's expense, a safe sire to fire the display in accordance with the Supplier. The sire must meet the requirements of the Explosives Branch of the Federal Government. Security measures for crowd control are the responsibility of the Buyer from the arrival to the departure of the Fireworks Supervisors.
5. The Buyer agrees to pay the amount of: ten thousand dollars (\$10,000.00) to the Supplier for the Fireworks display, including all federal and provincial taxes. The payment is due September 18, 2026 at 9:00pm (Rain Date September 19, 2026 at 8:30pm).
6. It is agreed that in the case of rain or all other matters, the display can be postponed to a future date but could not in any case be reimbursed to the Buyer. If the display is postponed and the Fireworks Supervisors are informed before leaving the warehouse, not extra charges will be applied. If the Fireworks Supervisors have left the warehouse, and additional 15% of the value of the display will be charged to the Buyer. Postponement Date: September 19, 2026 at 8:30pm.
7. By signing, both Parties agree to the terms of the contract outlined above.

Supplier:

Buyer:

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Martin Chiasson  
MAC Fireworks

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Tantramar Mayor

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Tantramar Clerk

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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 19, 2026  
**Subject:** Friday Night Cruise Street Closure

---

**PROPOSAL**

Approve the closure of a section of Main Street, Sackville to accommodate the 6<sup>th</sup> Annual Friday Night Cruise Antique Car Show.

**BACKGROUND**

We are pleased to be hosting the 6<sup>th</sup> Annual Friday Night Cruise on June 26, 2026. The Cruise will include live music, a charity BBQ, and will attract antique car enthusiasts from all over the Maritimes.

**DISCUSSION**

This has been a highly successful and popular event in the past, with well over 100 cars lining Main Street. To accommodate the event, we will require the closure of Main Street, Sackville from Bridge to Wellington on Friday, June 26, 2026, from approximately 5:00pm to 9:30pm.

**INTERDEPARTMENTAL CONSULTATION**

Public Works/By-Law

**LEGISLATION/POLICY**

N/A

**FINANCIAL CONSIDERATIONS**

\$1,000 operational budget.

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Website, social media, etc.

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

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

**COMMUNITY IMPACT**

Important event for the community.

**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

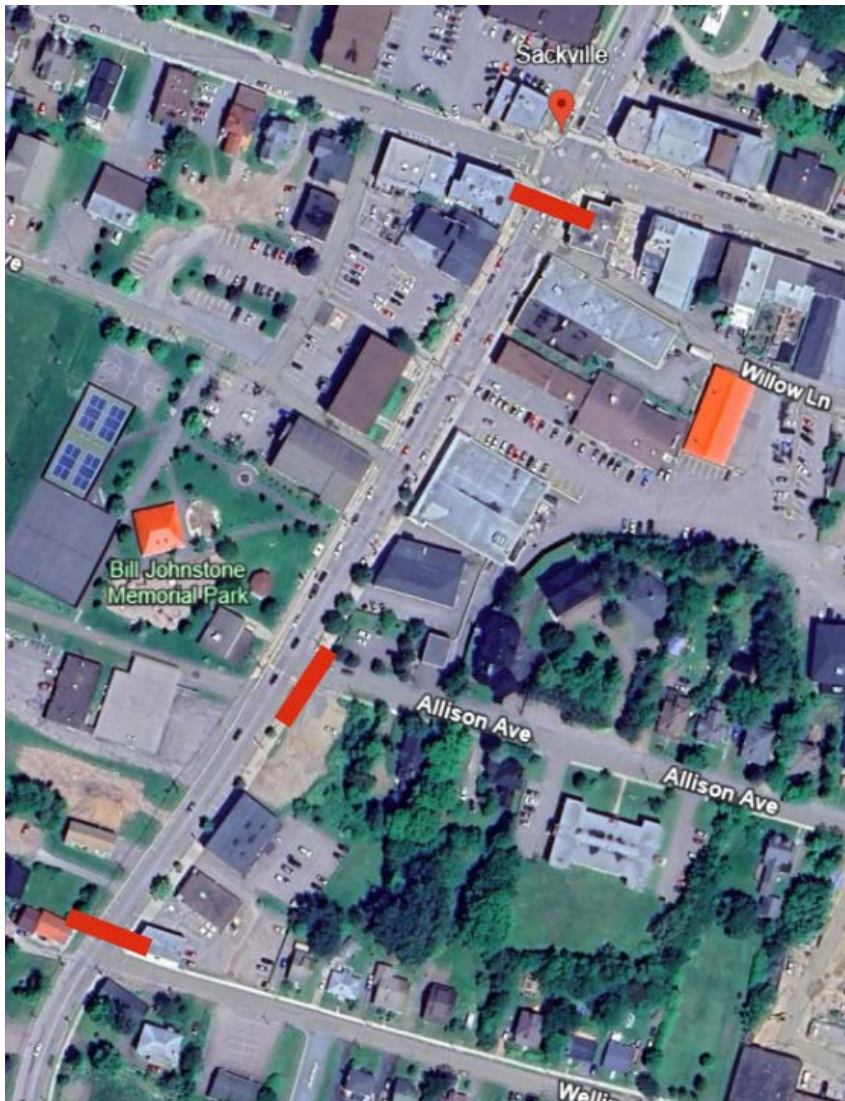
- a) Approve the closure as presented.
- b) Do not approve the closure as presented.

## RECOMMENDATION

Staff recommend that Council approve the closure of Main Street from Bridge Street to Wellington Street on Friday, June 26, 2026, from approximately 5:00 pm to 9:30 pm to accommodate the 6<sup>th</sup> annual Friday Night Cruise. We request that a motion be forwarded to the Regular Council Meeting of April 14, 2026.

## ATTACHMENTS

Event Map



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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 19, 2026  
**Subject:** Levee on the Lake

---

**PROPOSAL**

To approve a variety of motions in support of the annual Levee on the Lake event in Middle Sackville.

**BACKGROUND**

The Levee on the Lake has taken place each of the past four summers, with the previous three editions taking place in the area in and around Lillas Fawcett Park. The festival includes several cultural workshops, a locally sourced meal, several musical performances, and more. The requests from the municipality are minimal:

- Waiving any rental fees of municipally owned property such as tables, chairs, picnic tables, and other similar items from September 10, 2026 to September 13, 2026.
- Noise By-Law extensions to 1:00AM on the nights of September 10, 2026 to September 13, 2026 for concerts at the Sackville Music Barn.
- Permission to install an across the street banner on the existing infrastructure near 209 Main Street for a maximum of 21 days.

**DISCUSSION**

These requests are very reasonable, and management supports the event and feels that it is a great addition to the summer lineup in Sackville.

**INTERDEPARTMENTAL CONSULTATION**

Public Works, By-Law

**LEGISLATION/POLICY**

[Noise By-law.](#)

**FINANCIAL CONSIDERATIONS**

\$5,000 Community Development Grant

**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 the community.

**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 Levee motions as presented.
- b) Do not approve the Levee motions as presented.

**RECOMMENDATION**

Staff recommend that Council approve the requests as presented. We request that a motion be forwarded to the Regular Council Meeting of April 14, 2026.

**ATTACHMENTS**

N/A

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

---

**PROPOSAL**

Closure of Cape Road from the Public Works Garage (3508 Cape Road) to the 106 intersection from 10:00 am-5:30 pm on August 8, 2026, to accommodate the Sandpiper Festival.

**BACKGROUND**

The Sandpiper Festival has been a popular event for Dorchester for many years. This will be the fourth Sandpiper Festival operated by Tantramar. To operate the festival successfully, staff would like to close a small portion of Cape Road to accommodate activities and vendors throughout the Saturday of the event.

**DISCUSSION**

The closure will include a carefully planned detour using School Street and Church Street. Appropriate signage will be used to show there is an event in progress, and the event space will be adequately barricaded to stop traffic.

**INTERDEPARTMENTAL CONSULTATION**

Public Works/By-Law

**LEGISLATION/POLICY**

N/A

**FINANCIAL CONSIDERATIONS**

\$10,000 from operational budget for the event.

**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 the community.

**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 the street closure as presented.
2. Do not approve the street closure as presented.

**RECOMMENDATION**

Staff recommend that Council approve the closure of Cape Road from the Public Works Garage (3508 Cape Road) to the 106 intersections from 10:00am-5:30pm on August 8, 2026, to accommodate the Sandpiper Festival. We request that a motion be forwarded to the Regular Council Meeting of April 14, 2026.

**ATTACHMENTS**

Detour Map



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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 19, 2026  
**Subject:** 2026 SappyFest

---

**PROPOSAL**

SappyFest Inc requires support from the municipality to operate their annual festival. To accommodate their needs, Council will be presented with several motions.

**BACKGROUND**

This year's Sappyfest will take place from July 31-August 2, 2026. The municipality has been a long-time supporter of the music festival and had provided the organizers with a variety of in-kind services, such as closing the public street, delivery and pick-up of municipally owned items (kiosks, picnic tables, etc.,) and garbage disposal.

As with previous years, the festival needs the following items to be approved by Council:

- To close Bridge Street, Sackville between 7:00pm on Thursday, July 30, 2026 to noon on Monday, August 3, 2026, between Main Street and Lorne/Weldon Street;
- An extension to the Noise By-law to 12:00am on the Friday, Saturday and Sunday nights;
- Permission to establish a beer garden on Bridge Street; and
- That a variety of municipally owned property, such as kiosks, barricades, the municipal events tent, picnic tables and chairs, be loaned to Sappyfest.

**DISCUSSION**

Staff recognize that this event is significant for Sackville and the rest of Tantramar, in terms marketing/exposure, economic development and fostering our community identity that is rich in arts and culture. It also brings a significant number of young people to our town, at a time when many towns are struggling to attract them. For these reasons, staff support the necessary items above.

**INTERDEPARTMENTAL CONSULTATION**

Public Works

**LEGISLATION/POLICY**

[New Brunswick Liquor Control Act](#), [Noise By-Law](#)

**FINANCIAL CONSIDERATIONS**

Anticipated \$5,000 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**

Enjoyable event for the community with international recognition.

**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 the SappyFest motions as outlined above. We request that a motion be forwarded to the Regular Council Meeting of April 14, 2026.

**ATTACHMENTS**

N/A

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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 19, 2026  
**Subject:** Kayak Rental Agreement

---

**PROPOSAL**

To approve the attached agreement to continue to offer kayaking, canoe and paddleboard rentals at Lillas Fawcett Park.

**BACKGROUND**

Since 2022, the municipality has worked with the Mount Allison Experiential Learning program to offer a rental program at Lillas Fawcett Park. Luckily, in 2026 we have two new students who would like to operate the business: Grace Pickett and Tovah McGrath. The students were interviewed by my municipal and MtA Experiential Learning staff and will be a great fit.

As has been the case in the past, the students would use the equipment purchased by the municipality and would have access to the lifeguard hut garage for storage and business operations. They will offer some free programming to the community in lieu of a rental fee.

Additionally, the owners are responsible for acquiring their own liability insurance, naming the Municipality as co-insured, and they will follow the best practices of similar operations in terms of safety.

**DISCUSSION**

Staff are excited to continue providing a rental service at Lillas Fawcett Park both as a service to residents and to attract tourism.

**INTERDEPARTMENTAL CONSULTATION**

N/A

**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**

Healthy service for the community and an attraction for tourists.

**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 recommends that Council authorize the Mayor and Clerk to sign the agreement with Grace Pickett and Tovah McGrath to offer a kayak, canoe, paddleboard rental service at Lillas Fawcett Park. We request that a motion be forwarded to the Regular Council Meeting of April 14, 2026.

**ATTACHMENTS**

**USAGE AGREEMENT**

**GRACE PICKETT/TOVAH McGRATH AND TANTRAMAR**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_

**BETWEEN:**

**TANTRAMAR**, a body corporate by virtue of New Brunswick Regulation 2022-50 of the Local Governance Act, S.N.B. 2017 c.18.

- and -

**GRACE PICKETT AND TOVAH McGRATH** are the sole owners and operators of the kayak/canoe rental service at Lillas Fawcett Park (hereinafter referred to as “the Owners”)

**WHEREAS** the Owners operate a watersport equipment rental business;

**AND WHEREAS** the Owners is temporarily using certain lands owned by Tantrammar at the Lillas Fawcett Park (PID 70622949 and 00898338), located on Morice Drive, Sackville, NB (the “Premises”);

**AND WHEREAS** the Owners wish to utilize the Premises to operate a kayak/canoe/paddleboard rental service;

**AND WHEREAS** the Owners wish to access the lifeguard building to store their equipment and operate the rental service;

**AND WHEREAS** Tantramar is prepared to grant the use of the Premises to the Owners for a period of (1) year beginning April 1, 2026.

**NOW THEREFORE WITNESSETH** that Tantramar does hereby grant the Owners the use of the Premises for the period from April 1, 2026 to March 31, 2027 on the following agreed upon terms and conditions:

1. It is hereby agreed that in lieu of a usage fee, the Owners will provide Tantramar with a minimum of 12 hours of free public programming between July 1 and August 31, 2026, at times to be mutually agreed, and which may be promoted as Tantramar programs. Examples include ‘Learn to Kayak Camps’ or ‘Kayak/Canoe Day Tours’;
2. It is hereby understood that the Tantramar will provide the following rental equipment to support the rental operations: 1 canoe and paddles, 6 kayaks and paddles, 3 paddleboards and paddles, 9 safety kits, and a minimum of 16 lifejackets. These amounts will be renegotiated for any renewal of this agreement.
3. It is hereby understood that the Owners will track the number of renters and where they are from using a mutually agreed upon approach and that this information will be provided to Tantramar staff no later than October 1, 2026.
4. It is hereby understood that the Premises are a public day-use park, and general public users will have access to the outdoor space throughout the term of this Agreement. Nothing herein gives the Owners any right to exclusive possession of any portion of the Premises.
5. It is hereby understood that the front portion of the lifeguard building located on the premises is for exclusive use of Tantramar staff. The Owners will only have access to the space to access the garage portion of the lifeguard building to operate the business.
6. It is hereby understood that the outdoor space shall be shared with Tantramar Programming and Parks staff, who will have access to all facilities on the Premises. Priority will be given to Tantramar programming and special events should a scheduling conflict arise. In the case of a scheduling conflict, Tantramar will provide the Owners 30 days’ notice of its intention to utilize the Premises.
7. It is hereby understood that Tantramar will not be responsible for any loss of or damage to any equipment, facilities or material owned by the Owners or any injury or loss suffered by representative staff and/or any persons participating in its kayak/canoe/paddleboard rental services. Use of the premises by the Owners and individuals participating in its services shall be entirely at their own risk.
8. It is hereby understood that the Owners will communicate to Tantramar should any damage to municipally owned kayaks, canoes, paddleboards and paddles occur as a result of the operation of the kayak/canoe/paddleboard rental services.
9. The following services and/or items shall be provided by Tantramar:
  - (a) Public washrooms with potable water from May to November.

- (b) Public change rooms from May to November.
  - (c) Cleaning of the public washrooms from May to November.
  - (d) Cleaning of the public change rooms from July 1 to August 31.
  - (e) Exterior Park maintenance services, managed by Tantramar.
  - (f) Snow plowing of Lillas Fawcett Park and the Premises as required.
10. This Agreement does not include the following, which shall be the sole responsibility of the Owners:
- (a) Signage (exterior or interior).
  - (b) Telecommunication access (telephone lines, internet connection or service, etc.).
  - (c) Cleaning public change rooms and public washrooms outside of the dates listed in section 6.
  - (d) Liability Insurance.
11. The Owners shall maintain the Premises in an orderly, tidy, sanitary and first-class condition at all times.
12. The Owners agrees to strictly adhere to the following operational requirements:
- (a) The operational hours for the Owners' kayak/canoe/paddleboard services may be determined by the Owners, provided the Owners adhere to all Tantramar by-laws.
  - (b) The Owners shall meet with Tantramar staff and agree on a layout site plan for operations and signage prior to beginning operations.
  - (c) The Owners will allow access to the Premises by Tantramar staff to perform regular maintenance or any other legitimate business.
  - (d) The Owners will consult with Tantramar staff before felling any trees or altering of any biological features.
  - (e) The Owners is entirely responsible for their own operation and must provide adequate security and supervisory measures to ensure the safety and security of its staff, any participants or the theft of, or damage to, its equipment or facilities does not occur. In no circumstances shall Tantramar be responsible for any equipment owned by the Owners.
  - (f) The Owners shall be provided with keys to access lifeguard building and change rooms. Keys must be returned to Tantramar by March 31, 2027.
  - (g) The Owners are solely liable for any damage to their own equipment, facilities or equipment on the Premises, or the Premises as a whole, because of their business operations. The Owners are also liable for any injuries, fatalities or accidents that may occur because of its operations.

- (h) The Owners must adhere to all federal/provincial legislation and municipal by-laws related to their operation.
  - (i) The Owners will provide Tantramar with a copy of any approvals to operate, licences or permits received from the Province of New Brunswick with respect to its operations on the Premises and shall immediately advise Tantramar should any such approval to operate, licence or permit expire or be revoked, cancelled or suspended, and immediately provide Tantramar with a copy of any renewal or reinstatement thereof.
  - (j) Unless a new agreement is signed, the Owners shall remove all equipment and material from the Premises by March 31, 2027. Any material or structures left behind by the Owners shall become the property of Tantramar and in Tantramar's sole discretion, may be removed from the Premises and disposed of by whatever means, with any cost associated with such removal and/or disposal being the responsibility of the Owners.
13. The Owners shall, at their expense obtain and keep in force during the term of this Agreement a Commercial General Liability Insurance policy with limits of coverage of at least Two Million Dollars (\$2,000,000) per occurrence in a form satisfactory to Tantramar and underwritten by an insurer licensed to conduct business in the Province of New Brunswick. The said insurance policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include, but not be limited to, a provision which confirms:
- (a) Municipality of Tantramar as an additional insured with respect to the operations of the Owners;
  - (b) cross-liability and severability of interest in respect of the Owners; and
  - (c) Tantramar must receive thirty (30) days prior notice of cancellation.
14. This Agreement may not be assigned or transferred without the express written consent of the other party. This Agreement may be terminated by either party at its sole discretion without cause provided not less than sixty (60) days written notice is given to the other party, which notice is to be sent by registered mail to Tantramar at 31C Main Street, Box 6191, Sackville, NB, E4L 1G6 and to the Owners at 62A York St, Sackville NB, E4L 1H3 and shall be deemed to be delivered seven (7) days after being sent.

**SIGNED AND DELIVERED BY:**

**TANTRAMAR**

---

Andrew Black  
Mayor

---

Clerk

**BUSINESS OWNER**

**BUSINESS OWNER**

---

**GRACE PICKETT**

---

**TOVAH McGRATH**



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**To:** Mayor and Council  
**Submitted by:** Dennis Reid, Dorchester Fire Department  
**Date:** March 19, 2026  
**Subject:** Portable Pump: Dorchester Fire Department

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**PROPOSAL**

The purchase of one (1) portable high volume pump for Dorchester Fire Department.

**BACKGROUND**

High volume portable pumps have a number of uses in the Fire service. Primarily used to move large quantities of water from static or possibly harder to reach water sources that a Fire engine may not be able to reach. They fill Tanker Trucks to supply extra water to structure fires when municipal water systems are at their max and in rural areas they may serve as the only means of supplying water from ponds or rivers to wildfires or structure fires in areas outside the limits of the municipal water system.

**DISCUSSION**

Dorchester Fire currently has two high volume pumps. One is on our Engine 2 which was purchased in 2006 and the other an older lower capacity back up portable pump which remains at the hall. With the upcoming replacement of our 99 Pumper tanker the goal has been to have both DFR Tanker Pumps outfitted with identical equipment set ups so they can both function in either the pumper or tanker role.

The proposed portable pump for this purchase is the AREO FEU ALF-3000. It is the same make as the portable pump we currently have on our engine 2 which is our out of town truck that responds first to fire calls outside our hydrant area. The addition of this portable pump will have a number of operational benefits. The inclusion of a permanent portable pump on both tanker pumpers promotes enhanced fire suppression capabilities to every corner of our municipality. If one tanker pumper is out of DFR's primary response area the other tanker pumper will still be able to access remote water resources with its on board portable. It will provide increased capability to move larger volumes for water during structure or wildfires and can often take the place of fire apparatus at a tanker fill site freeing up a fire Engine to do other work or respond to another call.

**INTERDEPARTMENTAL CONSULTATION**

Finance

**LEGISLATION/POLICY**

[Tantrammar Purchasing By-Law](#)

**FINANCIAL CONSIDERATIONS**

The amount of \$18,000.00 was allotted in the 2026 Capital Budget for purchase of a portable pump for Dorchester Fire. The recent quote exceeds the budgeted amount so Dorchester Fire will work with Financial Services to utilize existing funds within the current equipment budget to make up the difference.

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Dorchester Fire Department collaborated

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

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

**COMMUNITY IMPACT**

N/A

**CLIMATE CHANGE IMPLICATIONS**

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. Purchase the portable pump by AREO FEU ALF-3000.
2. To not purchase the pump and look at other portable pump options.

**RECOMMENDATION**

It is recommended that Council authorize the purchase of one (1) AREO FEU ALF-3000 portable pump and accessories in the amount of \$20,300.26 plus HST and shipping from Areo-Feu Ltee.

**ATTACHMENTS**

Areo-Feu Ltee. quote.



Areo-Feu Ltee  
 5205, J.-Armand Bombardier  
 Longueuil QC J3Z 1G4  
 Canada  
 Email : info@areo-feu.com  
 www.areo-feu.com

**QUOTATION NUMBER :** S-00351881  
**QUOTATION DATE :** 3/12/2026  
**EXPIRY DATE :** 3/22/2026  
**CUSTOMER REF. :**  
**TERM :** COC

CUSTOMER / PROSPECT	QUOTATION	SHIP TO
---------------------	-----------	---------

<b>NUMBER :</b> CSHANNB <b>NAME :</b> Gary McCarthy <b>ADDRESS :</b> Cash Sales New-Brunswick NB Canada  <b>SALES PERSON :</b> Areo-Feu Ltee	<b>NUMBER :</b> CSHANNB <b>NAME :</b> Gary McCarthy <b>ADDRESS :</b> Cash Sales New-Brunswick NB Canada  <b>VIA :</b> Au choix - Prepaid and Charged <b>ACCOUNT NO :</b>	
--	---	--

LINE	QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	UM	AMOUNT
1	1.000	030-0002 Model: AFL-3000 Portable pump for supplying water  Specifications Lightweight portable fire pump, only 190 pounds High performance, air cooled Kohler engine, 30 HP Low oil alert Electric starter Portable 22.7 liter (6 USG) fuel tank WEIGHT 190 lb  DIMENSIONS Height: 23,5" Length: 21,5" Width: 24" Important il faut ouvrir un ods pour ce service	16,734.55	EA	16,734.55
2	2.000	010-5181 Model No.: HSH-40NH-10 Flexible Suction Hose, 4"x10"NH LH  The suction hose is 24% more flexible than the suction hoses available on the market. Long service life thanks to high UV protection. The transparent PVC pipe allows for better visibility of water movement. The fitting can be easily removed in the field using a standard Allen wrench. Entry: 4" Net: NHLongue HandleLength: 10'Heavy-duty coated #6061-T aluminum fitting, to Type III military specifications for increased abrasion resistance and long life.	951.76	EA	1,903.52

**TAKEN BY :** Melanie Mondoux - Coordonnatrice Expérience Client  
**PHONE :** (450) 651-2240 #107  
**EMAIL :** mmondoux@areo-feu.com

Interest fees 2.5% / 30 days (30% annual)  
 Restocking fees of 20% / Withing 10 days following reception  
 Warranty: Labor 3 months/Parts per manufacturer's, N/A Inapt use

3	1.000	010-5013 Model: FBS40 Self Leveling Floating Strainer 4" Nh  Specifications Self-Leveling Float Vortex Shield protects against whirlpooling Full time swiveling strainer Handle for ease of carrying Made with 8" tubing Increased flow rates due to high intake ratio Maximum pump flows Lightweight design NEW compact design for easy storage	1,219.69	EA	1,219.69
4	1.000	020-5383 Model: HSFR25-25-023 Adapter 2.5" STORZ X 2.5" F QST  These STORZ adapters are tested to a rated pressure of 250 PSI. No hidden imperfections like those found in cast couplings. "Forged" STORZ heads provide maximum strength.	127.17	EA	127.17
5	1.000	020-5394 Model: HSFR40-25-023 Adapter 4" STORZ X 2.5" F QST  Device that allows you to connect 2 parts or devices together or adapt a part to a new use.	315.33	EA	315.33

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

Please take note that freight charges ARE NOT INCLUDED in this quote. The freight will be added on the final invoice.

If your shipping mode is Prepaid and Charged, we won't credit any freight charge if the freights charges haven't been added on your purchase order initially.

If you have an account with any transport company, please inform us when you place the order.

Sincerely,  
 -----

Considérant les incertitudes économiques actuelles, nous vous avisons qu'il est possible que les prix indiqués sur cette soumission soient sujet à changement, même lors de la réception de votre bon de commande. Aréo-Feu fera tous les efforts afin d'éviter qu'une telle situation survienne, mais ne pouvons garantir la validité des prix si ceux-ci sont affectés par des changements soudain de tarifs douaniers ou de hausses de taux de change. Merci de votre confiance!

**TAKEN BY :** Melanie Mondoux - Coordonnatrice Expérience Client  
**PHONE :** (450) 651-2240 #107  
**EMAIL :** mmondoux@areo-feu.com

**SUB TOTAL :** 20,300.26  
**ORDER DISC (0.0000) :** 0.00  
**SURCHARGE :** N/A  
**GST (894591072 RT0001) :** 3,045.04  
**QST (1020724290 TQ0001) :** 0.00  
**MISC CHARGES :** 0.00  
**Amount due :** 23,345.30  
**CURRENCY :** CAD

Interest fees 2.5% / 30 days (30% annual)  
 Restocking fees of 20% / Withing 10 days following reception  
 Warranty: Labor 3 months/Parts per manufacturer's, N/A Inapt use

**To:** Mayor and Council  
**Submitted by:** Jon Eppell, Director of Engineering & Public Works  
**Date:** March 19, 2026  
**Subject:** TAN-2026-01 Asphalt Resurfacing and Patching

**PROPOSAL**

Present information on the tender for 2026 Asphalt Resurfacing and Patching.

**BACKGROUND**

Resurfacing is an annual effort to extend the life of the pavement. Patching is conducted annually to address potholes and infill service trenches.

**DISCUSSION**

The planned scope of work is as follows.

- Samantha Court resurfacing, approx. 130m
- Woodlawn Road, approx. 100m cumulative of several areas

The patching program will be on many streets in Dorchester and Sackville. The focus will be on busier routes. The repair areas and methods to be used will be defined by Engineering.

The tender was issued on February 25, 2026 and closed on March 12, 2026. There were 10 tenders taken, however two of these are construction associations.

**INTERDEPARTMENTAL CONSULTATION**

N/A

**LEGISLATION/POLICY**

[Tantramar Purchasing By-Law](#)

**FINANCIAL CONSIDERATIONS**

The 2026 General Capital budget is \$153,424.24 plus HST for Resurfacing. The combined General Expense and Utility Expense budget includes \$340,000 plus HST for patching. Total combined budget is \$493,424.24.

There were four tenders submitted as follows.

<b>Tenderer</b>	<b>Amount plus HST</b>
1 Dexter Construction Company	\$508,000.00
2 MacArthur's Paving & Construction	\$567,800.00
3 MacDonald Paving and Construction	\$536,111.00
4 Modern	\$525,025.00

The lowest tenderer's submission, Dexter Construction Company, was found to be in order. The lowest tender is almost \$15,000 over budget. The tender is unit based, and the scope will be adjusted to suit the available budget. This will require a reduction of the planned resurfacing by 7.5% (\$11,585) and patching by \$3,000.

**LEGAL**

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

The resurfacing work is conducted with work area traffic control in place. The intent is to share the schedule for the planned work on the Tantramar website.

Asphalt patching is conducted with temporary workplace traffic control in place (signs, cones, flaggers), as appropriate. Because the work is widespread, relatively small and short duration in any one location, it is not practical to provide directed communications to the public.

## TANTRAMAR 2025-2028 STRATEGIC PLAN

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

## COMMUNITY IMPACT

N/A

## CLIMATE CHANGE IMPLICATIONS

N/A

## CLIMATE LENS

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

## OPTIONS

The following options have been identified:

1. Approve award of the contract up to the available budget.
2. Cancel the tender.

## RECOMMENDATION

It is recommended that Council award the contract to the lowest tenderer, Dexter Construction Company Limited, in the amount of \$493,424.24 plus HST.

## ATTACHMENTS

Tender opening minutes



TENDER OPENING  
THURSDAY, MARCH 12, 2026 AT 2:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET SACKVILLE NB

MUNICIPALITY OF TANTRAMAR  
TENDER NO. TAN-2026-01

ASPHALT RESURFACING & PATCHING

In attendance was Assistant Clerk Becky Goodwin, Director of Engineering & Public Works Jon Eppell and Director of Community & Corporate Services Jeff Taylor.

Becky noted that the time was now 2:00 p.m. and that no additional tenders would be accepted.

There was one (1) addendum issued for this tender.

Becky asked if anyone wanted to withdraw their tender at this time. None were withdrawn.

Becky opened the tender box, which contained four (4) tender documents.

Tenders were received and posted from the following companies:

	POSTED EXCLUDING HST
a. Modern Construction (1983) Limited	\$525,025.00
b. MacDonald Paving and Construction	\$536,111.00
c. Dexter Construction Company Limited	\$508,000.00
d. MacArthur's Paving and Construction Co. Inc.	\$567,800.00

Becky noted that the tenders would be reviewed.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Becky Goodwin", is written over a horizontal line.

Becky Goodwin  
Assistant Clerk

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**To:** Mayor and Council  
**Submitted by:** Jon Eppell, Director of Engineering & Public Works  
**Date:** March 19, 2026  
**Subject:** TAN-2026-02 Supply of Two ¾ T Trucks

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**PROPOSAL**

Present results of quotations for two new trucks with a recommendation for approval.

**BACKGROUND**

It is planned to purchase replace two ¾ T trucks for the Public Works fleet in 2026 as part of the normal fleet replacement.

**DISCUSSION**

These work trucks require 8ft boxes and are replacing trucks that have 8ft boxes. The trucks are for the Mechanic Foreman and the Transportation Foreman, with one equipped with a 420L fuel/toolbox combination and the other with a 205L fuel only storage (refueling equipment on site) and both potentially used for towing equipment. The crew cab is preferred for the Transportation Foreman due to the increased likelihood of additional people in the cab, whereas a regular cab is sufficient of the Mechanic Foreman and will minimize the overall vehicle length.

The request for proposals was issued February 25, 2026 and closed on March 10, 2026. Three packages were taken out and there was one submission. There was a proposal e-mailed however it was not considered because the request for proposals stated that only proposals deposited in the proposal box would be considered.

**INTERDEPARTMENTAL CONSULTATION**

N/A

**LEGISLATION/POLICY**

[Tantramar Purchasing By-Law](#)

**FINANCIAL CONSIDERATIONS**

Taylor Ford submitted a price for the two trucks of \$129,240.00 plus HST. Delivery is about four months.

There will be a need to purchase from other suppliers additional items such as light equipment, back rack and a ladder/equipment rack with toolbox combo (Transportation Foreman). The cost from other suppliers is expected to be about \$10,000.

The 2026 general capital budget for Fleet Trucks is \$153,424.24 plus HST. The proposed vehicles and additional items from other suppliers are within the available budget.

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

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

**COMMUNITY IMPACT**

N/A

**CLIMATE CHANGE IMPLICATIONS**

N/A

**CLIMATE LENS**

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

**OPTIONS**

The following options exist:

1. Authorize the purchase.
2. Not authorize the purchase.

**RECOMMENDATION**

It is recommended that Council authorize purchase of the two 4x4 ¾ ton trucks from Taylor Ford in the amount of \$129,240.00 plus HST.

**ATTACHMENTS**

Tender opening minutes



TENDER OPENING  
TUESDAY, MARCH 10, 2026 AT 11:00 A.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET SACKVILLE NB

MUNICIPALITY OF TANTRAMAR  
RFP NO. TAN-2026-02

SUPPLY OF TWO (2) NEW 4x4 ¾ TON TRUCK

In attendance was Assistant Clerk Becky Goodwin, Director of Engineering & Public Works Jon Eppell, Superintendent Michelle Sherwood, Director of Community & Corporate Services Jeff Taylor and CET Joe Tower.

Becky noted that the time was now 11:00 a.m. and that no additional RFP's would be accepted.

There were no addendums issued for this RFP.

Becky asked if anyone wanted to withdraw their RFP at this time. None were withdrawn.

Becky opened the tender box, which contained one (1) submissions.

Submissions were received and posted from the following companies:

	POSTED INCLUDING HST
a. Taylor Ford Moncton	\$148,605.00

Becky noted that the RFP's would be reviewed.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "Becky Goodwin", written over a horizontal line.

Becky Goodwin  
Assistant Clerk

**To:** Mayor and Council  
**Submitted by:** Jon Eppell, Director of Engineering & Public Works  
**Date:** March 19, 2026  
**Subject:** Culvert Replacement – Fairfield Road 2

**PROPOSAL**

Provide information on planned cross-culvert replacement.

**BACKGROUND**

Tantramar plans to replace a cross culvert with a 2130mm W x 1400mm H x 18m long aluminized arch culvert in 2026. A watercourse and wetland alteration (WAWA) permit was obtained in 2025 for this replacement. The permit requires the work be completed between June 1 and September 30.

**DISCUSSION**

The following remain to be replaced from the culverts that WAWA permits were obtained for in 2025.

- Fairfield Road 2
- Pond Shore Road

Fairfield Road 2 is planned to be completed in 2026 and the Pond Shore Road cross culvert will be budgeted for a subsequent year and a WAWA permit applied for at that time. Quotations were requested for supply and installation separately.

**INTERDEPARTMENTAL CONSULTATION**

N/A

**LEGISLATION/POLICY**

[Tantramar Purchasing By-Law](#)

**FINANCIAL CONSIDERATIONS**

The 2026 Capital budget is \$57,534.09 plus HST for Storm Sewers Culverts. Quotations were obtained as follows. Asphalt restoration cost is estimated to be about \$15,000 plus HST.

Proponent	Amount plus HST
<b>Supply (2130 x 1400 x 18m aluminized arch)</b>	
1 AIL	\$17,863.79
2 Armtec	\$19,979.70
<b>Installation</b>	
1 Beale and Inch Construction	\$47,798.90
2 Bowers Construction	\$29,000.00

The total cost is about \$61,863.79 plus HST putting the culvert replacement about \$4,400 plus HST over budget. The overage will be offset by other projects, for instance RFP-TAN-02 Supply of Two ¾ T Trucks pricing is expected to be about \$14,000 under budget.

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

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

**COMMUNITY IMPACT**

N/A

**CLIMATE CHANGE IMPLICATIONS**

N/A

**CLIMATE LENS**

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

**OPTIONS**

The following options have been identified:

1. Approve award of the work to the lowest cost Proponent.
2. Cancel/postpone the work.

**RECOMMENDATION**

It is recommended that Council award the culvert supply to AIL in the amount of \$17,863.79 plus HST and award the installation work to Bowers Construction in the amount of \$29,000.00 plus HST.

**ATTACHMENTS**

N/A



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

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### ACTIVE LIVING AND CULTURE

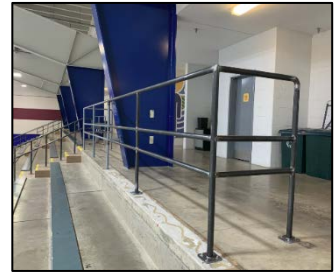
The report that follows includes information from February 16, 2026 – March 15, 2026

General Departmental Information:

- Staff's nomination to Kraft Hockeyville, along with the help of the Hicks Family in spreading the word, resulted in the Tantramar Veterans Memorial Civic Centre being selected as one of 13 finalists for the \$250,000 top prize. The nomination was based on improving accessibility to the TVMCC and as one of the 13 finalists, we are guaranteed \$50,000 for arena upgrades, \$10,000 in hockey equipment and a donation from Kraft to the local Foodbanks. Thank you to everyone who participated!
- 220 seats are sponsored thus far for the Grab a Seat Campaign! A huge thank you to all our donors, and if you would like to get involved, please visit [www.tantramarNB.com](http://www.tantramarNB.com).
- During the reporting period, ALC management participated in 61 separate meetings.
- A draft of the Recreation Master Plan will be presented to Council soon. Staff have received *What We Heard* and *What We Learned* reports outlining community consultation information and facility and park space usage.
- 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.
- 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>
- Summer Student interviews are underway.
- 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

- An additional accessible viewing area at the TVMCC has been completed and the accessible door opener has been installed between the bleachers and Mezzanine. A PO has been signed to fully replace the washroom stall in the Men's washroom at the top of the bleachers to make it fully accessible.
- Staff are working with Catalyst Consulting to finalize the tender for a fully accessible elevator at the Tantramar Veterans Memorial Civic Centre.
- The ice season at the TVMCC will once again be extended to the long weekend of May to accommodate East Coast Ice Spring Hockey. We accept other bookings as well and availability can be found on our website.
- To book space in any Tantramar operated facilities, please contact [bookings@tantramarNB.com](mailto: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](mailto:bookings@tantramarNB.com).



## RECREATION PROGRAMS AND EVENTS

- Spring program registration and information is available now at [www.tantramarnb.com/programs](http://www.tantramarnb.com/programs). Programs include:
  - Trailblazers
  - Marshview After-School Programming
  - Girl Empowerment
  - 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 was held March 15 at the Mt. Whatley Church Hall with 29 registrations.
- March Break Program was another big success, with high levels of participation at all of our activities.
- Mountie Day will be March 26, 2026 with a flag raising at the Municipal Office at 12:30pm. We encourage all our residents and local businesses to sport their Garnet and Gold to show their support!
- The annual Earth Day Community Cleanup will take place April 22, 2026. For more information, contact [j.wilson@tantramarNB.com](mailto:j.wilson@tantramarNB.com).
- Dump and Run will happen again this year in partnership with Mount Allison University, Rotary Club and the Second Chances Thrift Store. The date for the yard sale will be Saturday, April 25, 2026 from 9am to 12pm.
- April is Poetry Month and we will be working with our Poet Laureate to plan various activities throughout the month. Information on our annual Poetry Writing Contest can be found at [www.tantramarNB.com/programs](http://www.tantramarNB.com/programs).
- We are excited to host the 2026 induction ceremony to the Sackville Sports Wall of Fame on June 11, 2026 at 6:30pm in the TRHS Auditorium. This year's inductees will be Scott O'Neal and Jack Drover, both in the Builders Category.
- 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](mailto:j.wilson@tantramarNB.com).



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**To:** Mayor and Council

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

**Date:** March 19, 2026

**Subject:** Community & Corporate Services Departmental Report

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

### **Director of Community and Corporate Services**

The Director met with various community stakeholders about their projects, such as a theatre, the farmer's market, and levy on the lake.

Met with NRStor twice to discuss siting of their proposed battery project. They are responding to a Request for Expressions of Interest from NB Power with their proposal. All they needed from us was a proposed site. Worked with planning to help identify sites and reached out to people in the centre village area as they would like to be located on the electrical trunk line that passes through that area.

We are in the process of hiring summer students. We are hiring 5 students for the visitor information centre, one communications summer student, and a sustainability intern. We also have a scholarship funded policy intern for the summer.

We are currently hiring for a communications officer to join our team. Applications closed on March 13<sup>th</sup> and we are working toward selecting candidates.

### **Manager of Tourism and Business Development**

New flooring is being installed at the Visitor Information Centre, and the building will be closed from March 30 to at least April 7. Café Tintamarre will be closed during this time as well, and possibly for a period afterwards. Visit their social media for updates on their opening dates and hours.

Work on the AIM Coastal Resiliency Project and our Climate Change Risk Assessment and Adaptation Plan continues with ongoing meetings and consultations. We are also exploring another energy efficiency program. The Eco Canada IGNITE Program is an initiative aimed at driving innovation in greenhouse gas (GHG) reduction, nurturing institutions, and training enterprises for a low-carbon economy.

Preparations are underway for travel counseling and Waterfowl Park tours to begin again on May 1 at the Visitor Information Centre. Travel counseling hours in May will be 9 am to 5 pm, seven days a week.

We are offering another subsidized Food Handling and Food Safety training course on March 30. It is for Tantramar residents or people who work in Tantramar. For all the details visit [www.TantramarNB.com/news](http://www.TantramarNB.com/news) Tantramar is currently taking proposals for our Waterfowl Park Artist-in-Residence and Emerging Artist-in-Residence positions for summer 2026. The deadline to submit a proposal is March 27. For all the details visit [www.TantramarNB.com/news](http://www.TantramarNB.com/news)

On February 19 the Manager attended the launch of the Atlantic Canada UNESCO Tourism Corridor at Joggins Fossil Cliffs. Led by the Fundy Biosphere Region, the corridor connects 13 UNESCO-designated sites across Atlantic Canada and is creating new opportunities for tourism and economic growth throughout the region.

The Community and Corporate Services Department have been in communications with NRStor, a Canadian energy-storage project developer focused on building large-scale battery and long-duration energy storage projects. As New Brunswick continues to explore options to add non-emitting capacity to its electricity grid, NRStor is interested in identifying potential sites that could host future energy-storage projects. We are helping to spread the word about their interest in possibly acquiring land from a landowner in the Tantramar area for this purpose.

Congratulations to the Annex Collective on their grand opening on March 13. The Annex Collective is dedicated to fostering growth through creativity and connectivity, connecting creatives through community classes, exclusive memberships, and networking opportunities.

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

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

#### Roads/Transportation

- Continuing ice and snow control as dictated by conditions.
- Cleaned-up snow from shoulders in downtown Sackville on February 19 and 25, 2026.
- Mulching shoulder areas on upper Fairfield Road.
- Building maintenance on various buildings.
- Seasonal lights have been removed.
- Continued filling in for Crosswalk Guard.

#### Utility

- Repaired water leak on Zwicker Drive.
- Repaired electrical and communications panels at the Bridge Street lift station damaged by high winds.
- Utility, Mechanic and Transportation teams took training for fall arrest, confined space and rescue.

#### Mechanics

- Ongoing winter maintenance on fleet as required.
- Replacing cutting edges on plows.
- Parts arrived for hydraulic repair to parking lot loader.
- Working with the supplier to have a few deficiencies addressed on the new tandem dump truck. Supplier expected on site late March.
- New sidewalk plow cold planer and boom flail mower expected spring 2026.

#### Engineering

- Preparing annual report for water system for submission to DELG.
- Prepared tender for Asphalt Resurfacing/Patching, RFP for Trucks and request for quotation for Charles Street Lift Station power supply replacement.
- Peck's Cove Bridge had 20T weight limit implemented in 2025. Following review of Dorchester fire fleet with it has been determined that Engine 1 and Engine 2 can use the bridge.
- 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](mailto: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](mailto:transportnb@gnb.ca).

**To:** Mayor and Council

**Submitted by:** Protective Services Staff

**Date:** March 19, 2026

**Subject:** Protective Services

**Reporting Period February 16, 2026 – March 15, 2026**

**By-Law Enforcement**

Court Appearances	0
2-Hour Parking Enforcement	4
10-Minute Parking Enforcement	4
Willow Lane Parking Enforcement	7
Assisting other Departments	1
By-Law Violations Issued	41
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)	28
By-Law Violations for 2026	112

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 25 calls for service. They included: 11-commercial fire alarms, 7-motor vehicle collisions, 2-vehicle fires, 2- utility pole incidents, 2-fire/smoke structural and 1-fire/smoke non-structural.

Also, below is the information relating to the two incidents that was mentioned by Deputy Mayor, Wiggins-Colwell at the Regular Council Meeting of March 10, 2026.

Drew Nursing Home - Commercial Fire Alarm, units on scene within 11 minutes with 5 personnel while others remained at station if required.

Esso - Fire at gas pump, units on scene within 12 minutes with 8 personnel. Upon arrival, there was no fire and vehicle had been pushed out of the pump area.

Trainings that took place were, Maritime Northeast Pipeline presentation, Self-contained breathing apparatus, AED-automatic external defibrillator, RIT-rapid intervention team, 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, there were no calls for service for Dorchester Fire. The department held four training sessions consisting of radio communications, documentation reports and overview, small engine maintenance and SCBA training. Dorchester Fire also held their monthly meeting.

### **Point De Bute Fire**

During the reporting period, the Point de Bute Fire Department responded to two calls for service, both being motor vehicle accidents. The department also completed one truck check during this period and held one training on the cascade system.

### **Animal Control**

During the month of January, 22 calls were responded to, and 38 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 February 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 February 16<sup>th</sup> 2026 and March 15<sup>th</sup> 2026, RCMP responded to, among other calls (1<sup>st</sup> number in Tantramar, 2<sup>nd</sup> number in the Sackville RCMPs jurisdiction which falls outside of Tantramar):

wellbeing checks - 6 / 3	uttering threats – 0 / 0
traffic collisions – 11 / 20	thefts – 6 / 9
sexual assault – 2 / 0	impaired driver – 1 / 0
suspicious person/vehicle – 5 / 4	mischief – 5 / 4
mental health – 6 / 3	false 911 calls – 3 / 2
fraud – 3 / 2	false alarms – 10 / 3
break and enter – 1 / 5	arson – 0 / 0
assault – 2 / 1	sudden deaths – 0 / 0
roadside suspensions – 2 / 1	ORVA – 2 / 4

Total calls for service were lower than the previous month.

**Traffic:**

Traffic stats were higher than the previous month.

Warnings – 58

Tickets – 27

ORVA – 0

**Administration:**

There has been a slow down with Criminal Record Checks. April should be busier with students returning from University for summer employment.

**New Brunswick Occurrence Map links:**

[New Brunswick Occurrence Map](#)

[Daily Occurrence Report](#)

**Submitted by:**

A/Sgt. Mathieu Daigle



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**To:** Mayor and Council

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

**Date:** March 19, 2026

**Subject:** Financial Services

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Financial Statements for 2026 are now included in the report. They are as of February 28, 2026 and represent early transactions and bill payments for the start of the fiscal year. At this time there is nothing to report that would negatively impact our 2026 fiscal year. As well as the General and Utility Operating information, the 2026 Capital Budget for General and Utility are included. Managers are now working on undertaking their 2026 Capital projects in accordance with the budget breakdown.

2025 Financial statements were included last month. There have been a few adjustments since the last report. Nothing major will affect us having a 2025 surplus in both General and Utility. The auditors continue to work on preparing the 2025 Audit with expectations that it will be presented to Council at the April Committee of the whole meeting on April 27, 2026. This is a couple months earlier than past years but needs to be our priority with the upcoming election. Final details relating to the year end numbers will be presented at the meeting when the Audit is presented.

The new Dorchester Fire Hall continues. During January and February, they were successful in closing up the structure and removed the frost from the office and training room area. Within this area they were able to lay the in-floor heating pipes and pour the concrete and have begun building the office area. At the time of writing this report they were close to having all the frost out of the apparatus bay area (with the exception of the large door entry areas) and once the frost has been removed from this area, they will be ready to do the work and pour the concrete in the apparatus bay area. Work remains relatively on track; we are awaiting an updated construction schedule from the contractor, but it appears we are still on track for late July, early August completion.

At this time there remain 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. For the month of February, we paid progress payment # 8 (to Feb. 28, 2026) in the total payment amount of \$256,881.27 (including HST) bringing the total to date paid of \$2,140,968.62 including HST.



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. On February 25, 2026, we were advised that our application for all projects listed were approved. The projects were:

Sackville Fire Department Aerial Replacement	\$4,000,000
Lift Station Upgrades Charles Street	\$60,000
Lift Station Replacement Squire Street	\$400,000 (has some 2025 carry over)
Various Lift Station Capital Upgrades	\$60,000
Middle Sackville Lagoon Upgrades	\$50,000
Water Treatment Plant Upgrades	\$110,000
Pipeline Inspection Tool	\$20,000

During February 2026, the following large deposits were received:

- \$1,399,968.70 on February 2<sup>nd</sup> from GNB for our monthly warrant payment.

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

As of March 16, 2026 a total of \$84,919.28 (70.8%) 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 82.88% and for the Dorchester accounts we have collected 41% to date. The compares to 70.64% for Sackville and 34% for Dorchester on November 18, 2025.

2026 Dog tags remain 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 1<sup>st</sup> and April 30<sup>th</sup> 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](mailto:bylaw@TantramarNB.com).

TANTRAMAR  
STATEMENT OF REVENUE & EXPENDITURES  
GENERAL GOVERNMENT  
AS OF FEBRUARY 28, 2026

	YTD	YTD FEB. 28/26	BUDGET 2026	% OF BUDGET
<b>REVENUE</b>				
PROPERTY TAX & EQUALIZATION		2,799,938	17,090,224	16.4%
FINANCE & ADMINISTRATION		239	447,931	0.1%
ENGINEERING & PUBLIC WORKS		1,087	131,350	0.8%
POLICING & BY-LAW		3,129	365,500	0.9%
FIRE SERVICES		-	13,654	0.0%
ACTIVE LIVING & CULTURE		103,522	309,200	33.5%
COMMUNITY & CORPORATE SERV		2,362	27,800	8.5%
<b>TOTAL REVENUE</b>	<b>-</b>	<b>2,910,277</b>	<b>18,385,659</b>	<b>15.8%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION		620,346	3,372,111	18.4%
CAPITAL OUT OF REVENUE		-	1,845,000	0.0%
RESERVE FUND TRANSFER		-	0	
DEBT, INTEREST & BANKING		-	856,683	0.0%
ENG & PUBLIC WORKS		277,856	3,787,382	7.3%
FIRE SERVICES		114,178	1,833,277	6.2%
POLICING & BYLAW		132,746	3,137,459	4.2%
ACTIVE LIVING & CULTURE		163,241	2,243,661	7.3%
COMMUNITY & CORPORATE SERV		50,782	1,310,086	3.9%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,359,149</b>	<b>18,385,659</b>	<b>7.4%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      16.7%

TANTRAMAR  
STATEMENT OF REVENUE & EXPENDITURES  
UTILITY GOVERNMENT  
AS OF FEBRUARY 28, 2026

	YTD	YTD FEB. 28/26	BUDGET 2026	% OF BUDGET
<b>REVENUE</b>				
WATER REVENUE		30,588	1,372,964	2.2%
SEWER REVENUE		326	1,024,519	0.0%
CONNECTION/SERVICE CHARGES		2,165	29,500	7.3%
WATER COST TRANSFER		62,667	376,000	16.7%
OTHER REVENUE		10,790	76,808	14.0%
<b>TOTAL REVENUE</b>	<b>-</b>	<b>106,536</b>	<b>2,879,791</b>	<b>14.0%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION		21,719	412,498	5.3%
CAPITAL OUT OF REVENUE		-	-	
RESERVE FUND TRANSFER		-	400,000	0.0%
DEBT PAYMENTS		-	480,305	0.0%
PUBLIC WORKS WATER		95,585	1,012,473	9.4%
PUBLIC WORKS SEWER		20,970	416,053	5.0%
PUBLIC WORKS ENGINEERING		8,673	158,462	5.5%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>146,947</b>	<b>2,879,791</b>	<b>5.1%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      16.7%

**TANTRAMAR  
2026 GENERAL CAPITAL  
AS OF FEBRUARY 28, 2026**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2026	BALANCE	PERCENT AVAILABLE	
<b><u>FIRE DEPARTMENT</u></b>								
C	PROTECTIVE GEAR	70,000	2,876.90	67,123.10		67,123.10	100.0%	
C	SCBA COMPRESSOR - SACK	125,000	5,137.31	119,862.69		119,862.69	100.0%	
C	EXTRACATION TOOLS - SACK	32,000	1,315.15	30,684.85		30,684.85	100.0%	
C	PORTABLE PUMP - DORCH	18,000	739.77	17,260.23		17,260.23	100.0%	
C	GAS DETECTION - PDB/SACK	28,000	1,150.76	26,849.24		26,849.24	100.0%	
C	AERIAL REPLACEMENT - SACK	4,000,000	164,394.07	3,835,605.93		3,835,605.93	100.0%	
<b>TOTAL FIRE DEPARTMENT</b>		<b>4,273,000</b>	<b>175,613.97</b>	<b>4,097,386.03</b>	<b>-</b>	<b>4,097,386.03</b>	<b>100.0%</b>	
<b><u>COMMUNITY &amp; CORP PROJECTS</u></b>								
C	UPGRADE AT VISITOR CENTRE	22,000	904.17	21,095.83		21,095.83	100.0%	
C	MUNICIPAL SIGNAGE	40,000	1,643.94	38,356.06		38,356.06	100.0%	
<b>TOTAL COMMUNITY &amp; CORP PROJECTS</b>		<b>62,000</b>	<b>2,548.11</b>	<b>59,451.89</b>	<b>-</b>	<b>59,451.89</b>	<b>100.0%</b>	
<b><u>ACTIVE LIVING &amp; CULTURE</u></b>								
C	TRAILS WORK	25,000	1,027.46	23,972.54		23,972.54	100.0%	
C	TVMCC UPGRADE (MURAL)	10,000	410.99	9,589.01		9,589.01	100.0%	
C	TVMCC UPGRADE (CONDENS)	125,000	5,137.31	119,862.69		119,862.69	100.0%	
C	TVMCC UPGRADE (ZAMB AREA)	15,000	616.48	14,383.52		14,383.52	100.0%	
C	TVMCC UPGRADE (FLOORING)	105,000	4,315.34	100,684.66		100,684.66	100.0%	
C	GENERAL FACILITY REPAIRS	40,000	1,643.94	38,356.06		38,356.06	100.0%	
C	LILAS PARK BOAT LAUNCH	65,000	2,671.40	62,328.60		62,328.60	100.0%	
C	MEMORIAL PARK UPGRADE	15,000	616.48	14,383.52		14,383.52	100.0%	
C	SPLASHPAD UPGRADE	17,000	698.67	16,301.33		16,301.33	100.0%	
<b>TOTAL ACTIVE LIVING &amp; CULTURE</b>		<b>417,000</b>	<b>17,138.08</b>	<b>399,861.92</b>	<b>-</b>	<b>399,861.92</b>	<b>100.0%</b>	
<b><u>PRIOR YEAR CAPITAL</u></b>								
RES	FIRE PROTECTIVE GEAR	25,000	1,027.46	23,972.54		23,972.54	100.0%	
RES	SACKVILLE FIRE HALL	275,000	11,302.09	263,697.91		263,697.91	100.0%	
RES/B/G	DORCHESTER FIRE HALL	5,225,841	214,774.32	5,011,066.68	302,385.03	4,708,681.65	94.0%	
RES/B	DORCHESTER FIRE TRUCK	800,000	32,878.81	767,121.19		767,121.19	100.0%	
RES	FLEET REPL PUBLIC SAFETY	75,000	3,082.39	71,917.61		71,917.61	100.0%	
RES	SACKVILLE LIBRARY UPGRADE	25,000	1,027.46	23,972.54		23,972.54	100.0%	
DON	TVMCC SEATING	1,043	42.87	1,000.13	1,000.00	0.13		
<b>TOTAL PRIOR YEAR CAPITAL</b>		<b>6,426,884</b>	<b>264,135.40</b>	<b>6,162,748.60</b>	<b>303,385.03</b>	<b>5,859,363.57</b>	<b>95.1%</b>	
<b><u>ENGINEERING AND PUBLIC WORKS</u></b>								
C	FLEET SIDEWALK PLOW	275,000	11,302.09	263,697.91	207,840.00	55,857.91	21.2%	
C	FLEET L 2 - 1/2 TON TRUCKS	160,000	6,575.76	153,424.24		153,424.24	100.0%	
C	SIDEWALK - KING STREET	50,000	2,054.93	47,945.07		47,945.07	100.0%	
C	SIDEWALK - VARIOUS	45,000	1,849.43	43,150.57		43,150.57	100.0%	
C	BOOM FLAIL MOWER	75,000	3,082.39	71,917.61		71,917.61	100.0%	
C	PLATE TAMPER FOR BACKHOE	20,000	821.97	19,178.03		19,178.03	100.0%	
C	EQUIPMENT CODE READER	20,000	821.97	19,178.03		19,178.03	100.0%	
C	RESURFACING SAMANTHA	60,000	2,465.91	57,534.09		57,534.09	100.0%	
C	RESURFACING WOODLAWN	100,000	4,109.85	95,890.15		95,890.15	100.0%	
C	SHALE AND GRAVEL	50,000	2,054.93	47,945.07		47,945.07	100.0%	
C	STORM SEWERS CULVERTS	60,000	2,465.91	57,534.09		57,534.09	100.0%	
C	SALT SHED UPGRADE	75,000	3,082.39	71,917.61		71,917.61	100.0%	
C	PUBLIC WORKS SECURITY	14,000	575.38	13,424.62		13,424.62	100.0%	
C	PUBLIC WORKS FLOOR GRATE	60,000	2,465.91	57,534.09		57,534.09	100.0%	
C	LIBRARY UPGRADE	29,000	1,191.86	27,808.14		27,808.14	100.0%	
<b>TOTAL ENGINEERING AND PUBLIC WORKS</b>		<b>1,093,000</b>	<b>44,920.68</b>	<b>1,048,079.32</b>	<b>207,840.00</b>	<b>840,239.32</b>	<b>80.2%</b>	
<b>TOTAL CAPITAL</b>		<b>12,271,884</b>	<b>504,356.24</b>	<b>11,767,527.76</b>	<b>511,225.03</b>	<b>11,256,302.73</b>		
CAPITAL OUT OF REVENUE		1,845,000						
GRANTS FROM OTHER GOVERNMENTS		1,525,841						
SEATS CAMPAIGN FROM DONATIONS		1,043						
CAPITAL RESERVE/BORROW/GAS TAX		8,900,000						
				NET HST	504,356.24	20,627.23	483,729.01	95.9%
					12,271,884.00	531,852.26	11,740,031.74	95.7%

**TANTRAMAR  
2026 UTILITY CAPITAL  
AS OF FEBRUARY 28, 2026**

TYPE	NAME OF ACCOUNT	BUDGET			EXPENSES 2026	BALANCE	PERCENT AVAILABLE
		WITH H.S.T.	NET H.S.T.	PRE HST BUDGET			
B (2024)	SQUIRE STREET LFT STN	145,000.00	5,959.29	139,040.71		139,040.71	100.0%
B (2025)	WATER TREATMENT PLANT	56,000.00	2,301.52	53,698.48		53,698.48	100.0%
B (2025)	SQUIRE STREET LFT STN	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
		<u>251,000.00</u>					
B	CHARLES ST LFT STN	60,000.00	2,465.91	57,534.09		57,534.09	100.0%
B	SQUIRE STREET LFT STN	400,000.00	16,439.41	383,560.59		383,560.59	100.0%
B	VARIOUS LIFT STATION	60,000.00	2,465.91	57,534.09		57,534.09	100.0%
B	WATER TREATMENT PLANT	110,000.00	4,520.84	105,479.16		105,479.16	100.0%
B	MIDDLE SACKVILLE LAGOONS	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
B	PIPELINE INSPECTION TOOL	20,000.00	821.97	19,178.03		19,178.03	100.0%
<b>TOTAL CAPITAL</b>		<u>700,000.00</u>	<u>39,084.69</u>	<u>911,915.31</u>	-	<u>911,915.31</u>	<u>100.0%</u>
CAPITAL OUT OF REVENUE/RESERVE		-					
GRANTS FROM OTHER GOVERNMENTS		-					
BORROWING		951,000.00					
<b>NET H.S.T</b>				<u>39,084.69</u>		<u>39,084.69</u>	<u>100.0%</u>
<b>GRAND TOTAL</b>				<u>951,000.00</u>	-	<u>951,000.00</u>	<u>100.0%</u>



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**To:** Mayor and Council

**Submitted by:** Jennifer Borne, CAO

**Date:** March 19, 2026

**Subject:** CAO Report

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Report Period: February 16 to March 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.

There were no CAO-RSC meetings during this reporting period, the next one is scheduled for March 17<sup>th</sup>.

An update on our Municipal Plan from Plan 360: next on their list is the Shediac plan then Plan 360 will be working on Tantramamar's Plan.

Regional Wildfire Resiliency Plan: SERSC is coordinating a regional approach to a Wildfire Plan. Tantramamar staff proposed this to the RSC Public Safety Committee in 2025. 6 Municipalities have signed on to this regional approach and the RSC has engaged the services of Transitional Services Inc. (TSI). Four Representatives from TFS and the CAO met as a group at the RSC on March 17 for an initial meeting. Consultants from TSI will work with our 3 halls of TFS mid-March to collect information. Individual plans will be made for each community, and virtual presentations to each council will be scheduled when work is completed. This is being funded by a provincial grant through the FireSmart Program. We are looking forward to working with the consultants and this is a great regional approach initiative.

### **Property Tax Review Advisory Panel**

There was one virtual meeting held during this reporting period with another one scheduled for April 2<sup>nd</sup>.

### **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**

Final revisions have been made in the Corporate Plan. However, I would like to bring this back to Council to made edits in order to insert DEIA into our plan, this would go to a new Council in June. Work will still progress from the original plan adopted in June 2025.

## **Employee Updates**

Council has been briefed as required during Closed Sessions of council on employment matters in accordance with the LGA Sec. 68(1)(j).

We have several positions that are in progress, after recent posting deadlines. Right now, with several vacancies it is taking longer than it typically does to schedule interviews with scheduling conflicts. With a high volume of applicants for each position we thank everyone that has interest in applying for employment with our team but only those selected for an interview will be contacted.

We are pleased to welcome Rick Cann who will be joining Tantramar as a Crosswalk Guard on March 30. Rick has worked locally for many years and has a wealth of experience in customer service and looks forward to using his skills with pedestrians.

We are also welcoming Joyce Johnson to the team. Joyce will join the Engineering & Public Works Department as the Secretary/Administrative Assistant effective March 30, 2026. Joyce has over 25 years of experience in administrative, financial and customer service roles.

Employment Opportunities are always posted online at:

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

## **CAMA**

As reported in the February CAO COW report, I have been selected to sit on the CAMA Awards of Excellence Jury, along with 9 fellow CAOs from across Canada. During this reporting period we were assigned the submissions for the jury work. Over 41 municipal submissions were received it was an absolute honor to be apart of this work and the work being completed in municipalities across Canada is incredibly inspiring and easily adapted in other communities. It was a pleasure sitting on this jury, and the work the Executive Director Jennifer Goodine continues to advance at the national level is impressive. Awards are presented at the annual conference in May.

## **Health & Safety**

Kate Carroll is Tantramar's Corporate Compliance, Risk and Safety Manager and going forward will provide information for monthly reporting on the promotion of Tantramar's Culture of Safety and various workplace initiatives. During this reporting period one meeting was held with the Joint Health & Safety Committee (JHSC). Our JHSC is an 8 member committee and their primary responsibility is the goal of continuous improvement of Tantramar's health and safety practices. The Manager is working closing with a WorkSafe NB rep for process improvement. Some items the JHSC are working on are:

Workplace inspection reporting, incident reporting, operational safety items, working alone policy/code of practice, and contractor/subcontractor safety document requirements.

## Development Activity Report

### February 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	February	Year to Date
Development Permit	1	5
Building Permit	2	5
Subdivisions	2	4
Zoning Confirmations	1	1
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	2
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	February 2026		2026 YTD		February 2025		2025 YTD	
	#	Value	#	Value	#	Value	#	Value
Residential	2	\$528,221	2	\$528,221	2	\$13,850	2	\$13,850
Multi Residential	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	1	\$172,000
Institutional	2	\$793,416	3	\$1,385,358	0	\$0	0	\$0
Accessory Buildings & Structures	2	\$18,312	6	\$61,513	1	\$14,448	4	\$27,868
Agricultural	0	\$0	0	\$0	0	\$0	0	\$0
<b>Total</b>	<b>6</b>	<b>\$1,339,949</b>	<b>11</b>	<b>\$1,975,092</b>	<b>3</b>	<b>\$28,298</b>	<b>7</b>	<b>\$213,718</b>

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

	February 2026	2026 YTD	February 2025	2025 YTD
Single Dwelling Unit	1	1	0	-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
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>-2</b>

### 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.

	February 2026	2026 YTD	February 2025	2025 YTD
# of Plans	2	4	2	2
# of Proposed Lots	12	16	2	2
# 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).

	February 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
<b>Total</b>	<b>0</b>	<b>0</b>