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<b>5. QUESTION PERIOD</b>	
*A 15-minute public question period will be held for clarification purposes of information presented to Council during the Committee of the Whole meeting.	
<b>6. ADJOURNMENT</b>	

**\*\*THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT [www.sackville.com](http://www.sackville.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 – Legal, Police, HR, Confidential Information (ex: Personnel), and/or Financial Agreements of Contracts or Land Transactions*



**To:** Mayor and Council  
**Submitted by:** Jon Eppell, Director Engineering & Public Works  
**Date:** January 18, 2024  
**Subject:** Tender TAN-2024-01 Dorchester Lift Station Upgrades

## PROPOSAL

Present information on the Dorchester Lift Station Upgrades.

## BACKGROUND

The former Village of Dorchester applied for IBA funding in August 2022 to upgrade sanitary sewage lift station No. 1. The funding application was successful in 2023.

In 2021 Englobe identified that lift station No. 1 has most equipment at end of life, pumps not sized properly, building deteriorated and risks to water infiltration that could damage electrical equipment.

## DISCUSSION

Englobe was authorized to proceed with the design and tender package at the July 11, 2023 Council meeting. The IBA funding requires that the work and all invoicing be completed by May 31, 2025.

Tender TAN-2024-01 is planned to be issued January 17 and close February 1, 2024.

## LEGISLATION/POLICY

N/A

## FINANCIAL CONSIDERATIONS

The budget is \$1,028,870 (\$709,280 IBA funding, \$257,920 Tantrammar portion plus \$61,670 Tantrammar allowance for overages) including nonrefundable HST or \$1,132,500 including HST. The available construction budget is \$866,782.92 plus HST after deducting \$118,000 plus HST for engineering.

The November 17, 2023 construction cost estimate is \$978,300 plus HST, including \$100,000 contingency.

## COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

## COMMUNITY IMPACT

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**

N/A

**RECOMMENDATION**

A recommendation will be brought forward at the February 13, 2024 Council meeting.

**ATTACHMENTS**

N/A



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**To:** Mayor and Council

**Submitted by:** Jon Eppell, Director Engineering & Public Works

**Date:** January 18, 2024

**Subject:** Sackville Water Well Pump No. 1 Replacement

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## **PROPOSAL**

Present recommendation for well pump replacement.

## **BACKGROUND**

There are three wells in the Sackville Water wellfield. Well No. 1 and 2 were established in the early 1980s and Well No. 3 in 2015. Water is drawn from the wells on rotation to avoid drawing excessive volumes of water from one well and to ensure some redundancy in the instance that the one of the well supplies is not functional (pump, quality or yield issue). Well No. 1 continues to perform well, however the pump failed on January 4, 2024.

Well pump No.1 was last replaced in 2010. The pump was pulled on January 15, 2024 and it was determined that it requires more than just a simple repair. The temporary rented pump was installed and will be put into service January 17, 2024.

Well No. 2 pump was replaced in 2016 (Berkeley Model 7TMH30-500 with Franklin 30 hp 575/3/60 motor) and Well No. 3 pump was new in 2015.

## **DISCUSSION**

Veolia was authorized to pull the pump and install a temporary rented pump at a cost of \$6,875.00 plus HST, to ensure that Well No.1 is brought online in the short term and not be out of service for months.

Given the age of the pump it is considered preferable to replace the pump and assess whether the existing pump can be repaired/refurbished. If it is practical to repair/refurbish then the repaired pump would be kept in stock as a back-up should another well pump fail.

## **LEGISLATION/POLICY**

N/A

## **FINANCIAL CONSIDERATIONS**

The estimated cost to replace the pump is \$35,536.60 plus HST. The installation of the new pump is planned to occur in summer 2024 when pumphouse buildings at well No. 1 and 2 are replaced. This should reduce the install cost by as much as \$4,675 plus HST due to other work involving the pumps at that time.

The overall cost of the temporary pump install and installation of a new pump is estimated at \$42,411.60 plus HST.

The pump replacement is capital and would come out of the \$125,000 Utility Capital budget for 2024.

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

## **COMMUNITY IMPACT**

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 membership recommendations for the Climate Change Advisory Committee.
2. Do not accept membership recommendations for the Climate Change Advisory Committee.

#### **RECOMMENDATION**

It is recommended that Council approve the temporary pump install and supply/install of a new pump at an overall cost of up to \$42,411.60 plus HST.

A motion will be forwarded to the Regular Council Meeting of December 12, 2023.

#### **ATTACHMENTS**

N/A



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**To:** Mayor and Council

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

**Date:** January 18, 2024

**Subject:** Community Development Grants

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## **PROPOSAL**

Present recommendations for distributing the Community Development Grants.

## **BACKGROUND**

The former Town of Sackville has been issuing grants to support local community organizations for many years and have been following the Community Development Grants Policy since 2015. Now the municipality of Tantramar, we continue to follow the same policy, using a Scoring Matrix to evaluate each of the Community Development Grant applications that are submitted in the four grants categories (Special Events/Projects, Operational, Small Capital and Sponsorship).

Applications were reviewed by the Director of Active Living and Culture, the Director of Corporate Services, the Manager of Communications, and the Manager of Tourism and Business Development.

Overall, total 2024 requests amounted to \$210,535; a considerable increase from the \$156,479 requested in 2023. The 2024 Operational Budgeting includes \$110,000 in funding for community grants.

## **DISCUSSION**

After a great deal of discussion, attached are the recommended funding amounts totalling \$110,000.

## **LEGISLATION/POLICY**

Town of Sackville Community Development Grants Policy

## **FINANCIAL CONSIDERATIONS**

\$110,000 from the Operational budget.

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

A call for submissions was announced via various outlets.

## **COMMUNITY IMPACT**

Important for the great work community groups do within Tantramar.

## **CLIMATE LENS**

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

## OPTIONS

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

## RECOMMENDATION

Staff recommends that a motion be brought forward at the February Regular Meeting of Council to approve the recommendations as presented.

## ATTACHMENTS

Community Development Grant Recommendations

### Operational Funding

Community Group	2023	Req 2024	Recomm 2024	Notes
1st Tantramar Scouting		\$1,000	\$1,000	equipment replacement, Dorchester addition
681 Air Cadets	\$1,000	\$1,000	\$700	training costs
CHMA Attic Broadcasting	\$2,500	\$5,000	\$2,500	Public Service Announcements, etc
Greater Dorchester Moving Forward	\$2,000	\$5,000	\$3,000	Youth programs, events, comm Kitchen, etc
Live Bait Theatre	\$5,000	\$5,000	\$5,000	operational expenses
Owen's Art Gallery	\$1,000	\$1,500	\$1,000	Kids programming. Education & outreach
Performer's Company	\$2,500	\$3,000	\$2,500	production costs. Workshops, etc
Sackville Basketball Boosters	\$1,500	\$2,000	\$1,500	jersey replacement. Ref travel costs
Sackville Cinematheque Association	-	\$1,500	\$500	Classic and Arthouse Film Showing
Sackville Citizen's Band	\$200	\$8,550	\$1,000	music sheet purchases, conductor honorarium
Sackville Commons Co-operative	\$3,000	\$10,000	\$2,000	Workshops. Core Funding
Sackville Community Garden		\$6,000	\$2,000	hire year-round PT coordinator
Sackville Farmer's Market		\$8,000	\$1,000	Rent during Winter Market
Sackville and District Assistance Centre	-	\$5,000	\$3,700	Rise in food costs and client families. S.F.B.
Sackville Minor Football Assoc	\$2,500	\$2,500	\$2,500	helmet recertification & gear replacement
Sackville Minor Hockey	\$8,000	\$9,000	\$5,500	operational expenses
Sackville Skating Club	\$6,000	\$6,500	\$4,000	operational expenses
Sackville Swim Club	\$5,000	\$5,000	\$5,000	operational expenses
Sackville Youth Soccer Assoc	\$1,500	\$1,500	\$1,500	Operational expenses
Struts Gallery	\$2,000	\$10,000	\$2,000	Video Camps. Programming
Tantramar Heritage Trust	\$7,500	\$7,500	\$7,500	museums. Research. Operational costs
Tantramar Lacrosse Association		\$1,400	\$1,400	Operational costs.
Tantramar Outdoor Club	\$4,000	\$6,000	\$4,000	Trail improvements and drainage on ski trails
Tantramar Wetlands Centre		\$2,500	\$2,000	insurance costs to cover tours and programs
Titans Boy's Hockey	\$1,000	\$1,000	\$1,000	Operational costs
Titan Girls Hockey	\$1,000	\$1,000	\$1,000	Operational costs
Westmorland Historical Society		\$10,000	\$5,000	museums. Research. Operational costs
<b>Totals</b>	<b>\$57,200</b>	<b>\$125,450</b>	<b>\$69,800</b>	

### Special Events/Projects

Community Group	2023	Req 2024	Recomm 2024	Notes
Anglophone East School District	\$2,500	\$5,000	\$2,000	Imagination Library.
Art in the Park		\$250	\$250	Art Fair in the Waterfowl Park
Centre for Artistic Achievement	\$3,800	\$3,900	\$3,800	concerts, workshops, etc
Dorchester Consolidated	\$4,250	\$4,400	\$4,400	School Fiddling project
Festival by the Marsh	\$1,500	\$1,500	\$1,500	concerts, Shakespeare production, etc
Sackville and District Assistance Centre		\$4,000	\$3,000	Food for Thought- Free lunch program at TRHS
IODE Shepody Chapter		\$1,000	\$500	Senior's Games and Learning Program
Greater Dorchester Moving Forward		\$5,000	\$0	Various events throughout the year
Intangible Culture & Heritage Council of NB	\$5,000	\$5,000	\$5,000	Levee on the Lake
People for Animal Wellbeing		\$5,000	\$0	Safety Net Program. Former Moncton SPCA
Playwrights Atlantic	\$1,000	\$1,500	\$500	playwright retreat. Public readings
Sackville Commons Co-operative		\$5,000	\$1,500	Youth Coffeehouse Program
Sackville Golf Club	\$500	\$500	\$500	Junior Program
Sackville Music Festival	\$1,500	\$1,500	\$1,500	Local youth music competition
Sackville Rod and Gun Club	\$1,000	\$1,000	\$1,000	Safety Training and mentored hunt
Shiretown Festival	\$2,500	\$5,000	\$2,500	Festival expenses in Dorchester
Westmorland Historical Society	\$1,250	\$5,000	\$2,000	Heritage Skills Festival
SappyFest Inc.	\$5,000	\$5,000	\$5,000	Security, fencing, staging, etc.
<b>Totals</b>	<b>\$29,800</b>	<b>\$59,550</b>	<b>\$34,950</b>	

#### Small Capital

Community Group	2023	Req 2024	Recomm 2024	Notes
Greater Dorchester Moving Forward	-	\$5,000	\$0	Trail connection between Fort Folly & Dorchester
Sackville Curling Club	-	\$5,000	\$0	Replace Brine Pump and R22 refrigerant for env/ friendly RS45.
Open Sky Cooperative	\$950	\$1,285	\$0	Greenhouse for food security project
DCS Daycare & Early Learning Centre Inc	\$2,500	\$5,000	\$3,000	new play structure in outdoor area.
Sackville Golf Club	\$3,500	\$4,000	\$0	Drainage Piping Replacement
Tantramar Heritage Trust	\$0	\$5,000	\$0	Reglazing, repairing and repainting Carriage Factory
Westmorland Historical Society	-	\$5,000	\$2,000	Accessible ramp St James Textile Museum
<b>Totals</b>	<b>\$6,950</b>	<b>\$25,285</b>	<b>\$5,000</b>	

#### Sponsorship

Community Group	2023	Req 2024	Recomm 2024	Notes
Dorchester Beavers and Cubs		\$250	\$250	Start up costs for new program
<b>Totals</b>	<b>\$0</b>	<b>\$250</b>	<b>\$250</b>	
<b>Totals</b>		<b>\$210,535</b>	<b>\$110,000</b>	
		<b>\$100,000</b>	<b>\$110,000</b>	
		<b>-</b>	<b>\$0</b>	
		<b>\$110,535</b>		





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**To:** Mayor and Council

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

**Date:** January 18, 2024

**Subject:** TransCanada Trail Update

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## **PROPOSAL**

Staff were directed to explore acquiring a License of Occupation for the section of the former railbed located within our municipal boundaries.

## **BACKGROUND**

Initial discussions have started with the province to explore a License of Occupation for the municipality to maintain the rail trail within municipal boundaries. There are a few updates for Council to consider:

- The fee to apply for the License of Occupation is \$862.50 HST Included
- The annual fee to the province is equal to \$2 per km, per year. That's approximately \$36 per year.
- Maintenance costs to the trail will likely range in the \$15,000-\$20,000 per year range depending on work that needs to be done.
- Acquiring a License of Occupation allows us to complete general maintenance work on the trail. Any larger scale capital upgrades would need to be proposed to the province. The province would have funding for items like major bridge repairs.
- The TransCanada Trail organization has informed the local pedway group that funding would not be available for the pedway if motorized vehicles (current snowmobile agreement excepted) be permitted on the trail. Staff are waiting on confirmation from the TransCanada Trail Organization.

## **DISCUSSION**

This report is for informational purposes only. To date, neither the ATV Club nor Snowmobile Club have been consulted.

## **LEGISLATION/POLICY**

N/A

## **FINANCIAL CONSIDERATIONS**

Potential operational costs

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

## **COMMUNITY IMPACT**

Potential tourism opportunity and Active Transportation corridor from the eastern tip of the municipality.

**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**

N/A

**RECOMMENDATION**

N/A

**ATTACHMENTS**

N/A



**To:** Mayor and Council  
**Submitted by:** Legislative Services  
**Date:** January 18, 2024  
**Subject:** By-Law No. 2024-10 A By-Law to Regulate Pedestrian Use of Bridges

## **PROPOSAL**

To approve By-Law No. 2024-10, A By-Law To Regulate Pedestrian Use of Bridges.

## **BACKGROUND**

The former Town of Sackville has had a Pedestrian Use of Bridges By-Law for many years for the safety of residents.

## **DISCUSSION**

This By-Law prohibits residents from loitering, playing, or remaining on a bridge for any purpose other than direct passage from one end of the bridge to the other. This By-Law will now include all bridges within Tantrammar.

## **LEGISLATION/POLICY**

N/A

## **FINANCIAL CONSIDERATIONS**

Municipal Revenue for penalty.

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

By-Law No. 2024-10 will be placed on the Municipal Website

## **COMMUNITY IMPACT**

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

All orientation materials, codes of practice and report forms are available electronically.

## **OPTIONS**

1. Approve By-Law No. 2010-10 Pedestrian Use of Bridges.
2. Do not approve By-Law No. 2024-10 Pedestrian Use of Bridges.

## **RECOMMENDATION**

Staff recommends that Council give first and second reading to By-Law No. 2024-10 A By-Law Regulate Pedestrian Use of Bridges at the Regular Council Meeting of February 13, 2024.

**BY-LAW NO. 2024-10**  
**A BY-LAW TO REGULATE PEDESTRIAN USE OF BRIDGES**

Be it enacted by Tantramar as follows:

It is desirous by the members of the Council to ensure the safety of the citizens of Tantramar and those visiting and therefore the Council of Tantramar enacts the following:

1. All bridges located within the municipal bounds of Tantramar are for the use of vehicular traffic and direct pedestrian crossing and for no other purpose.
2. Any person who loiters on, plays on, or remains on the bridge for any purpose other than being there for the direct passage from one end of that bridge to the other is in violation of this By-Law.
3. Any person who is in contravention of this by-law is guilty of a fine of not less than \$50 and not more than \$500. All such fines shall be recoverable under the Provincial Offences Procedures Act, S.N.B. 1987, c.P-221.
4. Any By-Law from the former Town of Sackville and former Village of Dorchester relating to Pedestrian Use of Bridges is hereby repealed.

**IN WITNESS WHEREOF** Tantramar has caused hereto  
affixed its Corporate Seal of the said Town to be affixed to  
this by-law the \_\_\_\_ day of \_\_\_\_\_, 2024 and  
signed by:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Read a first time on \_\_\_\_\_, 2024.

Read a second time on \_\_\_\_\_, 2024.

Read a third time and enacted on \_\_\_\_\_, 2024.



**To:** Mayor and Council

**Submitted by:** Legislative Services

**Date:** January 18, 2024

**Subject:** Policy 2024-08 Flag Protocol Policy

## PROPOSAL

To approve Policy 2024-08 Flag Protocol Policy.

## BACKGROUND

The former Town of Sackville did have a policy in place for Flag Protocols.

## DISCUSSION

As part of the on-going policy review, the Clerk's Office has drafted an updated Flag Protocol Policy to establish guidelines for the display of flags at municipal facilities and events. This policy will provide a uniform and harmonized protocol for raising, displaying and the half-masting of flags at all properties and facilities within the Municipality of Tantrammar.

The policy outlines governing rules and regulations in terms of protocols, half-masting for mourning and special requests by organizations or groups within Tantrammar, wishing to raise their flag. Schedule "A" of the policy outlines current locations of flag poles, along with what flags are permitted to be flown on those poles.

## LEGISLATION/POLICY

Department of Canadian Heritage, National Flag of Canada Etiquette, Rules Governing the Use of Flags and Standards in New Brunswick.

## FINANCIAL CONSIDERATIONS

N/A

## COMMUNICATIONS/PUBLIC ENGAGEMENT

Communicate with residents of Tantrammar when flags are at half-mast and the reasons why through our Social Media Pages

## COMMUNITY IMPACT

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 Flag Protocol Policy 2024-08 as presented.
2. Do not approve the Flag Protocol Policy 2024-08 presented.

**RECOMMENDATION**

Staff recommends that Council approve Tantramar Policy 2023-08 Flag Protocol Policy. A motion will be forwarded to the Regular Council Meeting of February 13.

<b>TANTRAMAR POLICY NUMBER:</b> 2024-08	<b>Pages:</b> 4
<b>Administered by:</b> Chief Administrative Officer	<b>Subject:</b> Flag Protocol Policy
<b>Effective Date:</b> TBD	

## 1. POLICY

To establish guidelines for the display of flags at municipal facilities and events.

## 2. PURPOSE

To provide a uniform and harmonized protocol for the raising, displaying and half-masting of flags at all properties and facilities owned and operated by Tantramar.

## 3. SCOPE

This policy applies to all properties and facilities, including parks, that are owned and operated by Tantramar.

## 4. RESPONSIBILITY

**4.1** The CAO or their designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by Tantramar.

**4.2** The CAO will provide notification to the Communications Officer when the flags of an agency or organization are raised or displayed or when flags are ordered to a half-mast position for public communication purposes.

## 5. GOVERNING RULES AND REGULATIONS

### 5.1 MUNICIPAL FLAG

- a. The Municipal Flag will be flown at all municipal buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or the Municipal Flag may be displayed.
- b. The Municipal Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and/or functions where such flags are required.
- c. The Municipal Flag should be flown or displayed properly and treated with dignity and respect.
- d. The Municipal Flag shall not be used for commercial purposes by any individual or organization.
- e. Tantramar reserves the right to refuse, deny, or restrict the use of the Municipal Flag with respect to where or how it will be flown or displayed.

## 5.2 PROTOCOL

- a. Notwithstanding any other section of this policy, where Tantramar Municipal Office in Sackville houses the Local Royal Canadian Mounted Police detachment, which is a federal body, flags at Tantramar Municipal Office in Sackville will follow Federal procedures when necessary, in accordance with the Department of Canadian Heritage at their website, [www.canada.ca/en/canadian-heritage.html](http://www.canada.ca/en/canadian-heritage.html). This does not apply to the Sackville Fire & Rescue portion of the building, which contains two angled awning flags.
- b. Wherever possible, flags at Municipal properties and facilities will be flown and displayed in accordance with the manner outlined by the Department of Canadian Heritage.
- c. Where the Municipal Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour.
- d. Where the Municipal Flag is flown or displayed with the Canadian Flag and Province of New Brunswick Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of New Brunswick Flag to the left and the Municipal Flag to the right.
- e. When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance with the manner outlined by the Department of Canadian Heritage as outlined in sections 5.2(b) and 5.2(c)
- f. When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- g. In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height.
- h. When multiple flags are to be raised or lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of New Brunswick Flag, followed by the Municipal Flag.
- i. Tantramar reserves the right to fly flags to commemorate an event it deems appropriate at various properties.
- j. Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

## 5.3 HALF-MASTING FOR MOURNING

- a. The flying of flags at half-mast represents a period of official mourning or commemoration.
- b. To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service.



- c. Flags flown at Municipally owned and operated buildings and facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
  - i. His Majesty the King and members of the Royal Family – All flags including Memorial Park;
  - ii. A past or present Canadian Prime Minister – All flags including Memorial Park;
  - iii. A past or present elected area representative of the Federal, Provincial and Municipal governments – All flags;
  - iv. A past or present Chief of Fort Folly First Nation – All flags;
  - v. Present day or retired employees of Tantramar (including retired employees of the Former Town of Sackville and Village of Dorchester) – Flags at the Municipal Office 31 Main Street Sackville and Employee's primary location of employment;
  - vi. As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of New Brunswick;
  - vii. As directed by the Mayor and Council or Chief Administrative Officer.
- d. Flags flown at Municipal buildings and facilities shall be lowered to a half-mast position from sunrise to sunset to observe the following days:
  - i. Workers' Day of Mourning (April 28) – All flags;
  - ii. Last Sunday in September, Police and Peace Officer's National Memorial Day – All flags;
  - iii. Remembrance Day (November 11) – All flags;
  - iv. National Day of Remembrance and Action on Violence Against Women (December 6) – All flags.
- e. When half-masting notifications are received by the Royal Canadian Mounted Police, only flags at the Municipal Office at 31 Main Street Sackville will be lowered to half-mast.
- f. When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.
- g. In the event of multiple flags being flown together, all will be flown at half-mast.
- h. The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximate centre position of the flagstaff not to be confused as a flag that has accidentally fallen.

## **5.5 SPECIAL REQUESTS**

- a. A special request from an agency, organization or group located within Tantramar, wishing to raise their flags at the Tantramar Municipal Office located at 31 Main Street Sackville, to mark an event, or raise awareness of a program, activity, or cause, which may include borrowing Municipally owned flags, will be reviewed and processed by the Chief Administrative Officer or their designate. If approved, the special request will be forwarded to Council for information only.

- b. A special request in writing to the Chief Administrative Officer must be made four (4) weeks prior to the requested date including the following information:
- Name of the requesting organization;
  - Contact information;
  - Requested event or occasion;
  - Date or time-period of event or occasion;
  - Explanation or purpose of the event or occasion;
  - Description of the applicant organization including any local, national, or international affiliation, brief history, and any other relevant information.
- c. There will be no presentations or delegations at Council meetings with respect to flag raising requests.
- d. Flags flown by special request will take the place of the Municipal Flag for the duration that the request is granted, or for an approximate period specified by the Chief Administrative Officer or their designate, to mark an event.
- e. At no time will Tantramar display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- f. Tantramar reserves the right to choose which flags may or may not be flown at Municipally owned properties.
- g. It will be the responsibility of the agency, organization or group to provide Tantramar with the appropriate flag.

## **6. REPEAL**

Flag protocol policies for the Former Village of Dorchester and Former Town of Sackville are hereby repealed.

## **SCHEDULE "A" – LOCATION OF FLAGS WITHIN TANTRAMAR**

A schedule of flag locations within Tantramar, along with details of which flags are to be flown at each location is listed below. At the discretion of the Chief Administrative Officer, or their designate, changes may be made as to which flag is being flown in the event of a special event or damage to the flagpole.

### **MUNICIPAL OFFICE – 31 MAIN STREET SACKVILLE (4)**

Canadian Flag  
New Brunswick Flag  
Mi'kmaq Flag  
Tantramar Municipal Flag

### **MUNICIPAL BUILDING – 4984 MAIN STREET DORCHESTER (3)**

Canadian Flag  
New Brunswick Flag  
Mi'kmaq Flag

### **MEMORIAL PARK SACKVILLE (7)**

Canadian Flag  
NATO Flag  
United Nations Flag  
White Ensign Flag  
Union Jack Flag  
Red Ensign Flag  
British Air Force Flag

### **SACKVILLE FIRE & RESCUE (2)**

Sackville Fire & Rescue Flag  
Acadian Flag

### **TANTRAMAR VISITOR INFORMATION CENTRE (3)**

Canadian Flag  
New Brunswick Flag  
Mi'kmaq Flag

**TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE (2)**

Canadian Flag  
New Brunswick Flag

**LILLAS FAWCETT PARK (SILVER LAKE) (1)**

Canadian Flag

**SACKVILLE PUBLIC LIBRARY (1)**

Canadian Flag



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**To:** Mayor and Council

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

**Date:** January 18, 2024

**Subject:** Appendix "A" and "B" revision purchasing by-law

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## **PROPOSAL**

To revise the financial numbers with Appendix "A" and "B" within the purchase leasing and tendering by-law for Tantrammar.

## **BACKGROUND**

In July 2023 Council approved the first purchasing, leasing, tendering and disposal of surplus equipment by-law for Tantrammar.

Within the by-law there were a number of Appendix dealing with various items. The reason these were included as Appendix were so that they could be adjusted regularly as need be via resolution of Council rather than 3 readings of a by-law.

There are 2 Appendix which we are recommending changes to, those being:

Appendix "A" which deals with purchasing thresholds before a tender needs to be issued.

Appendix "B" which deals with accounts payable processing.

## **DISCUSSION**

Appendix "A" we are looking to update the amounts to be in line with the Provincial Procurement Act for Municipalities. These were recently updated in December 2023 and are as follows:

Goods	\$133,800
Services	\$133,800
Construction	\$334,400

These are an increase in our current limits of \$100,000 and the amounts include all taxes. What this means is that we can award contracts up to these amounts without issuing a full tender, rather by obtaining quotes and bids from companies. This reduces costs to the municipality and speeds up the process.

Appendix "B" There are 3 changes/updates we are looking at:

1. Increase the amount required for a Local Purchase order from \$100 to \$200 and the amount for a central purchase order from \$3,000 to \$5,000. The increase in the local purchase order will result in lower paper cost and increased administrative processing productivity. The increase in central purchase order amount will allow managers a higher threshold before they need to seek Financial Services approval. These have no affect on the amounts which must still go to Council for approval as this only deals with our internal purchase order controls for audit processes. We are also in the process of ordering new purchase order books for Tantrammar and would need to make the change before the order is placed as the order normally provides enough books for up to two years. Other municipalities were contacted and the amounts proposed fall in line with their processes as well.

2. This puts into the policy an approval which had been given many years ago for when individuals travelled for work purposes and stayed at a private residence rather than a hotel. This saves the municipality money as we do not have to pay for a hotel. We are recommending formalizing this process in the policy and in doing so increasing the amount from the current of \$35 to \$50. The \$50 payment is less than half of the cost of a hotel and in some cases only a fraction of what the hotel would cost. Again, this is already being done but is not formalized in the policy with a slightly increased amount for payment.
3. Increase the amounts for Breakfast, Lunch and Supper. We are proposing an increase of \$5 per meal to the current policy given the rise in costs when individuals travel. We are also proposing a different amount for when individuals have to leave the Atlantic Provinces as the cost of meals is substantially more than that here. Employees should not be having to subsidize their own meals when they are travelling on municipal business and currently that is happening more times than not.

## **LEGISLATION/POLICY**

[Purchasing, Leasing, Tendering and Disposal of Surplus Equipment By-Law](#)

## **FINANCIAL CONSIDERATIONS**

Small increase in payments to municipalities, no effect on overall municipal budget.

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

## **COMMUNITY IMPACT**

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 changes as presented.
2. Not make any changes to the current By-Law Appendix

## **RECOMMENDATION**

It is the recommendation of staff that council approve the amendments to Appendix "A" and Appendix "B" of the By-Law to regulate purchasing, leasing, tendering and disposal of surplus property.

## **ATTACHMENTS**

Appendix "A" and "B" amendments

2024-25 Public Procurement Thresholds for Entities document

## **Appendix “A”**

Thresholds for Tenders being required.

Goods	<b>\$133,800</b>	<del>\$100,000</del>
Services	<b>\$133,800</b>	<del>\$100,000</del>
Construction	<b>\$334,400</b>	<del>\$100,000</del>

Goods and Services as defined in the Procurement Act and Construction as defined in the Crown Construction Act.

In accordance with Section 58 of Regulation 2014-93 of the Procurement Act.

Any award of contract above the amounts (including taxes and fees) will require a tender through an open competitive bidding process unless exempt under the Act.

Minimum Advertising Time for open competitive bidding in accordance with the Act is 10 days not including the first day advertised or the last day closing.

## Appendix "B"

### Accounts Payable Processing

1. Local Purchase Order is to be done up for any purchase over ~~\$100.00~~ \$200.00 (tax incl.)
  - a) These must be signed by the Director or designate for authorization.
2. Central Purchase Order is to be done up for any purchase over ~~\$3,000.00~~ \$5,000.00 (tax. incl.)
  - a) These must be written up by the Director or their designate, given to the Treasurer or designate for signature and returned to the Director prior to the order being placed. When possible, three (3) written quotes should be attached. In an instance where a purchase order is to be written which exceeds the allowable limit for purchasing without a tender, the Director shall ensure that the proper procedures were followed as outlined in the By-Law regulating purchasing.
3. The following items do not need purchase orders attached:

- Animal Control Contract	- Audit Fees
- Bond & Coupon Payments	- Electricity Bills
- Furnace Oil Purchases	- Gas & Diesel Fuel Purchases
- Grants & Donations	- Insurance Claims & Premiums
- Legal Services	- Life, Health & Dental Payments
- Manual Payroll	- Membership Dues
- Pension Plan	- Petty Cash
- Postage	- Receiver General Payments
- Service & Lease Agreements	- Telephone/Cellular Bills
- Travel Claims	- Union Dues
- Credit Card Payments	- Regional Service Commission
- Any other payments in which the Treasurer has granted approval to be paid without the use of a purchase order.	
4. Copies of the purchase order are to be given as follows:

- White	Vendor
- Green	Director - Kept in purchase order book
- Canary	Accounting Dept. Immediately after issuance
- Blue	Accounting Dept. Immediately after issuance
- Pink	Accounting Dept. after receiving goods (Include packing slips)
5. All invoices are to be sent to Accounts Payable for processing.
  - a) Electronic Invoices must be sent to [invoices@sackville.com](mailto:invoices@sackville.com). This email is tracked by payables and management.
  - b) Paper invoices are to come to Town Hall (Accounts Payable) in a timely fashion (daily if possible)
  - c) No invoices once received by Accounts Payable are to leave Town Hall.



d) Invoices are not to be broken down to avoid purchasing and purchase order limits in accordance with section 3 of the By-Law.

e) Accounts payable will fill out and attach Invoice Transmittal for processing forwarding to each of the following people to be returned to Accounts Payable after each step:

- i. Director or designate will sign approving & verifying purchase
- ii. Treasurer or designate will approve and the invoice will be processed.
- iii. If designate approves for the Treasurer, an electronic copy of invoices over \$1,000 will be forwarded to Treasurer for review.

#### 6. Cheque processing

- a) A cheque run shall be done weekly where possible or as determined to be necessary by the Treasurer.
- b) The Treasurer will send out a notice of cheque run schedule and due dates to all managers at the beginning of each calendar year.
- c) Invoices that are not returned by the Director to Accounts Payable by the date listed on the notice of cheque run dates will not be processed until the next cheque run.

#### 7. Manual Cheque Processing

- a) In order to limit the amount of Manual Cheque Processing the following procedure shall be implemented.
  - i. Manual Cheques shall be processed for the payment of the following items:
    1. Bond & Coupon Payments
    2. Manual Payroll
- b) In the event of extra-ordinary circumstances, a manual cheque may be done to receive the funds. Extra-ordinary circumstances shall be determined by the Treasurer and shall not include any item, which could have normally been processed through the normal cheque processing stage.

#### 8. Travel

- a) Travel Advances will not be issued for travel. All claims for travel related items will be completed after an employee returns from their prospective trip, conference, etc.
- b) No reimbursement on travel claim forms shall be approved without the proper documentation and receipts attached. Receipts shall be needed for any accommodations, bridge fare, toll fare, or other non-fixed rate items. No receipts are needed for mileage, meals, and other per diems.

c) Employees will be reimbursed \$50.00 per night when they are out of Municipal Boundaries on Business that would normally require a hotel stay and instead, they stay at a private residence.

d) The following amounts are the rates for claiming fixed expenses, which may be amended at any time by resolution of council:

Mileage	Province of New Brunswick Rate	
Breakfast	\$15.00*	\$10.00*
Lunch	\$20.00*	\$15.00*
Supper	\$30.00*	\$25.00*
Other per diem	\$11.00 where you are away from Tantramar for more than four hours in the day.	

In the employee is out of the Atlantic Provinces for Travel (outside of New Brunswick, Nova Scotia, Prince Edward Island or Newfoundland) the following rates shall be Reimbursed for meals:

Breakfast	\$20.00*	\$10.00*
Lunch	\$30.00*	\$15.00*
Supper	\$50.00*	\$25.00*

\*In the event a meal is provided, the above rates shall be claimed at 50% of the rate in order to allow an employee to undertake the purchase of their own meal (this is granted for the purpose of dietary constraints or other reasons the employee may be unable to eat the meal provided)

#### 9. Petty Cash/Cash Floats

- a) The Director shall be responsible for the overall administration of the petty cash and/or cash floats for their department.
- b) Petty Cash and/or cash floats shall be supplied to a department head or designate for the day-to-day operations of the department. The amount of petty cash and/or cash floats to be allocated to a department shall be determined by the Treasurer.
- c) A request to refill the petty cash shall be made to the Treasurer (Signed for approval) by a department when funds become low in the department's petty cash.
- d) No money shall be re-imbursed without full documentation (detailed receipts of what was purchased and not just a debit or credit slip) attached including receipts.

- e) All Petty Cash payments are to have a yellow petty cash reimbursement slip attached
  - i. This yellow slip must be signed by the person receiving the funds.
  - ii. Every yellow slip must be signed by a manager in the department.
- f) Meal Allowances for staff overtime are permitted to be paid through Petty Cash and must have the following included with them:
  - i. Name of Employee
  - ii. Date of Overtime
  - iii. Start and End Time of Shift
  - iv. Amount Paid (with tax amount broken out)
- g) No purchase for more than \$60.00 (tax included) shall go through petty cash.
- h) No purchases shall be broken down to avoid the \$60.00 limit within petty cash.
- i) Cash floats shall only be used for the purpose of making change and shall be managed by the manager of the department provided to and shall be returned upon request by the Treasurer and/or when no longer required for the day-to-day operations.

## 2024-25 Public Procurement Thresholds for Entities from the Broader Public Sector

Entities	Procurement Act		For	Permitted Procurement Methods			Trade Agreements	
	Subject to the Goods and Services Regulation?	Subject to the Construction Services Regulation?		• Informal Quotes; • Solicitation by Invitation; • Mutual Agreement; or • Public Solicitation	• Solicitation by Invitation; • Mutual Agreement; or • Public Solicitation	• Public Solicitation; or • Exemption	CFTA Threshold	CETA Threshold
<ul style="list-style-type: none"> <li>CCNB</li> <li>EM/ANB Inc.</li> <li>NB Health Council</li> <li>NBCC</li> <li>Regional Health Authorities</li> <li>WorkSafe NB</li> </ul>	Yes – Schedule B Entities	Yes – Schedule 2 Entities	Goods and Services	Less than \$133,800	n/a	\$133,800 and up	\$133,800	\$353,300
			Construction Services	Less than \$50,000	\$50,000 to \$133,799	\$133,800 and up	\$334,400	\$8,800,000
<ul style="list-style-type: none"> <li>8 cities</li> <li>Ombud</li> <li>Universities</li> </ul>	Yes – Schedule B Entities	No	Goods and Services	Less than \$133,800	n/a	\$133,800 and up	\$133,800	\$353,300
			Construction Services	Less than \$334,400	Less than \$334,400	\$334,400 and up	\$334,400	\$8,800,000
Municipalities and Local Governments (excluding 8 cities)	Yes – Schedule B Entities	No	Goods and Services	Less than \$133,800	n/a	\$133,800 and up	\$133,800	n/a
			Construction Services	Less than \$334,400	Less than \$334,400	\$334,400 and up	\$334,400	n/a
Regional Service Commissions	Yes – Schedule B Entities	No	Goods and Services	Less than \$133,800	n/a	\$133,800 and up	\$353,300	\$353,300
			Construction Services	Less than \$8,800,000	Less than \$8,800,000	\$8,800,000 and up	\$8,800,000	\$8,800,000

Last updated: 12/14/23

Questions? [procurement@snb.ca](mailto:procurement@snb.ca)

Page 2 of 7



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**To:** Mayor and Council

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

**Date:** January 18, 2024

**Subject:** Departmental Report

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### **ACTIVE LIVING AND CULTURE**

#### General Departmental Information:

- Staff have initiated discussions with the Sackville Farmer's Market concerning a new multi-use building.
- Staff have also initiated discussions with the province about acquiring a License of Occupation for the former railbed.
- Staff, along with the Corporate Services Department, have applied to take part in a pilot project in partnership with the Association Acadienne des Artistes Professionnelles du Nouveau-Brunswick (AAPNB), ArtsLinkNB, and the Association Francophone des Municipalités du Nouveau-Brunswick (AFMNB) to develop an updated Cultural Policy for the municipality. The project would take place through 2024-2025 and will include cultural asset-mapping as part of the process. Should the application be successful, more information will be presented, and a motion of Council will be requested to verify council's support of the project.
- We would like to welcome our new Programming and Events Coordinator, Jessica Wilson, to the team. Jessica is from Amherst and has a Degree in Recreation as well as a Degree in Management from Dalhousie University. We are excited to have her as part of our team.

### **PARKS AND FACILITIES**

- Work has been completed on the surface of the Dorchester Rink and staff continue to work on building an ice surface for the winter. The weather has been a challenge, but progress is certainly being made.
- The new boards and kickplate for the Dorchester Rink have arrived. Many repairs have been done to the existing boards, but the new boards will be installed in the spring.
- Work is set to begin soon on the new Zamboni building with a goal of completing the project in the spring.
- Staff are discussing life cycle planning with our ice making system at the TVMCC and the possibility of using the heat generated by the plant to heat other facilities.
- The Tantramar Veteran's Memorial Civic Centre has been very busy. We will be hosting tournaments the weekends of February 3<sup>rd</sup> and March 23<sup>rd</sup>.
- To book space in any Tantramar operated facilities, please contact [bookings@sackville.com](mailto:bookings@sackville.com) or 364-4955.
- Staff continue to monitor the parks and on the trails throughout Tantramar, but if you see something that needs attention call 364-4955 or email [bookings@sackville.com](mailto:bookings@sackville.com).

## RECREATION PROGRAMS AND EVENTS

- Municipal Winter programs are underway and include the following:
  - Sackville: Trailblazers, Aquasize, Ultimate Frisbee, Ukelele, Adult Basketball, 55+ and Prime Aerobics, and evening and daytime Pickleball
  - Dorchester: Pickup basketball, badminton, pickleball, Strength and Endurance Training, and Indoor Playground for preschoolers
- For more information about any of our programs, please visit [www.sackville.com/programs](http://www.sackville.com/programs).
- Nominations for the Sackville Sports Wall of Fame Class of 2024 have been submitted and the Selection Committee will be reviewing nominations in the coming weeks.
- Sports Recognition Night is scheduled to take place on February 1, 2023, at 6:30pm in the TRHS Auditorium. We will be recognizing 131 athletes and coaches who medaled at the provincial level or higher in 2023.
- Winterfest 2024 is scheduled to take place February 8-11, 2024 and the full schedule can be found at [www.sackville.com/winterfest](http://www.sackville.com/winterfest).
- Planning for March Break Activities are underway, and a schedule will be made available soon.
- Planning has begun for the New Brunswick Sports Wall of Fame Induction Ceremony being hosted on June 1, 2024 at Convocation Hall. Anyone interested in volunteering their time to help plan the event can contact [m.pryde@sackville.com](mailto:m.pryde@sackville.com).



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**To:** Mayor and Council

**Submitted by:** Kieran Miller, Director Community & Corporate Services

**Date:** January 18, 2024

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

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### **COMMUNITY & CORPORATE SERVICES**

The Community & Corporate Services Department includes Tourism & Business Development, Corporate Communications and Climate Change. This report covers the period between December 16, 2023 to January 15, 2024.

Staff updated the “Common Diseases Found in Sackville” pamphlet with support from the Rural Health Action Group. The was an initiative by the Town of Sackville several years ago and has been updated with new photos and text to reflect Tantramar and new contacts at Horizon Health.

Two level 2 EV chargers were installed at the Dorchester Veterans Community Centre in late December. They are up and running and ready to charge.

Staff attended a Sackville BIA general meeting on January 15, 2024.

The Communications Officer and Mayor toured across Tantramar while filming the Mayor’s end of year address. Staff have also been hard at work on a resident guide for the Municipality of Tantramar. It includes information on solid waste collection, municipal facilities, police & fire, and recreation programs to name a few.

Public Works is receiving a new sidewalk plow this winter, and staff held a naming contest for the new member of the fleet. Voting closed on January 19 and the name will be released soon.

The Climate Change Coordinator toured the Public Works depot and met with staff to get a better understanding of their operations. They also participated in their first Climate Change Advisory Committee meeting, held in Dorchester on January 10.

The public can still visit the Parks Canada display “Revealing Chignecto” at the Visitor Information Centre at 34 Mallard Dr., Monday to Friday from noon to 4 pm or by appointment until January 25. The VIC has undergone several recent updates including a new deck, furniture, and display racks.

February 2 is World Wetlands Day. The Manager of Tourism & Business Development and the Climate Change Coordinator are busy planning activities. Keep an eye on Tantramar's social media and website for updates.

Staff are collecting updates on local businesses, sites and events for the 2024 Tantramar Visitor Guide. Submissions should be made to [visitor@sackville.com](mailto:visitor@sackville.com) by February 12.

Tantramar is partnering with Immigration, Refugees and Citizenship Canada, Immigration NB and the Southeast Regional Service Commission to host two sessions on “Hiring Foreign Talent” for employers. They will be held on February 1 at the TVMCC mezzanine. Information can be found at [www.sackville.com/news](http://www.sackville.com/news) and on Tantramar social media.



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**To:** Mayor and Council

**Submitted by:** Jon Eppell, Director of Engineering & Public Works

**Date:** January 17, 2024

**Subject:** Engineering & Public Works Departmental Report

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This report covers the period December 15 to January 15.

#### Roads/Transportation

- Repaired washouts on shoulders and ends of driveways in Dorchester.
- Repaired concrete curb and asphalt sidewalk at 35 Main Street, Sackville.
- Installed three driveway culverts.
- Delivered 10 tonne of sand/salt mixture to Dorchester.
- Installed markers for snowplowing in Dorchester and Sackville.
- Completed inspection and repair of six overhead doors at the Public Works building (Sackville).
- Transported surplus vehicles to auction (1988 Trackless, 2010 F150 crew cab and 2011 Ford E-350 van).
- Installed tree lights and large wreaths along with other seasonal decorations.

#### Utility

- Repaired three water breaks (West Avenue, Maple Avenue and Gordon Street).
- Completed winterizing fire hydrants in Sackville.
- Shut off two broken curb stops, 12 and 18 York Street, and shut off/buried old curb stop at 35 Main Street
- Installed new water and sewer services at 35 Main Street, Sackville.
- Assisted Drew Nursing Home with investigation of their water supply issue.
- Completed quarterly meter reads.
- Started compiling annual reports for water and sewer.

#### Mechanic

- Preparing equipment for ice and snow control.
- Removed and reinstalled radiator from grader (rebuilt at Multi Radiator Service Ltd).
- Installed the blower on the John Deere tractor for Parks.
- Safety Inspected two Dorchester Fire Trucks after completing some minor deficiencies.
- Inspected the new Ford F-550 and installed lights before putting it on the road.
- Inspected the new Case backhoe and installed a radio in the machine. Training completed January 11.
- Inspected the new Mitsubishi Outlander and installed winter tires.

#### Engineering

- Retention Pond 3 - project essentially complete pending jack/bore under CN scheduled for early April.
- Aboiteau AB-01 tender closed November 17. Discussions are ongoing with DTI regarding award.
- Asphalt Patching was completed December 13.
- Asphalt Resurfacing was completed December 12, including shoulder gravels on King Street.
- Queens Road (Dexter) contract extension (0.65 km) completed December 15.
- Main Street in Dorchester road work completed December 19.
- Dorchester Lift Station Upgrades tender to be issued soon.



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**To:** Mayor and Council**Submitted by:** Protective Services Staff**Date:** January 18, 2024**Subject:** Protective Services

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**PROTECTIVE SERVICES REPORT – December 15, 2023 – January 15, 2024****By-Law Enforcement**

Court Appearances	0
2-Hour Parking Enforcement	6
10-Minute Parking Enforcement	4
Willow Lane Parking Enforcement	12
Assist to other Departments	3
By-Law Violations Issued	20
By-Law Warnings Issued	6
Occurrences Total	26
Occurrences Completed	12
Occurrences Outstanding	14
Dangerous or Unsightly Premises Occurrences Active	13
By-Law Violations for 2024 Total	20

A reminder to Sackville residents that the overnight winter parking ban is in effect from December 1, 2023 until May 1, 2024. Please remember, 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 controls teams. Vehicles obstructing snow clearing or parked on sidewalks risk being ticketed and towed.

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

**Animal Control - Dorchester**

2024 dog tags are now available for residents of the former Village of Dorchester. Dog tags are required as part of the by-law. Tags can be purchased by visiting <https://paw-sba.ca/>

**Animal Control – Sackville**

During the month of December, 15 calls were responded to, and 36 patrols were conducted within Sackville boundaries. Calls responded to include missing pets, animals being left in cold weather and D.O.A. cats and raccoons. 2024 dog tags are now available for residents of the former Town of Sackville by visiting our Municipal Office located at 31C Main Street Sackville.

### **Fire – Sackville**

As we reflect on 2023, Sackville Fire & Rescue responded to a record number of emergency calls for a total of 212. That is a 15 percent increase over 2022. We are continuing to see a rise in calls for service. Please see emergency responses and trainings below that have taken place from December 15, 2023 up to and including January 15, 2024:

Sackville Fire & Rescue responded to 29 calls for service. They include: 8-motor vehicle collisions, 7-utility pole incidents, 4-commercial fire alarms, 3-rubbish fires, 2-smell of fuel, 1-request for assistance from ANB, 1-smell of smoke, 1-smell of plastic burning, 1-vehicle fire and 1-residential structure fire.

Station and equipment checks were completed to ensure all equipment remains in a state of readiness.

We would like to welcome our three (3) newest members, Stephanie LeBreton, Tyler Dempster and Zack Lloyd.

Awards for 2023 were handed out to our dedicated members:

5 Years of Service – Brandan Estabrooks

Rookie Firefighter of the Year – Jared Prescott

Firefighter of the Year – Adam Stiles

Training Award – Wade Palmetier

We would like to remind our residents to please ensure that their civic number is visible from the road. This will enhance the response time for emergency services if the need arises to respond to your location. For more information on how civic numbers shall be displayed, please refer to By-Law No. 147, A By-Law Respecting the Numbering of Buildings at [www.sackville.com](http://www.sackville.com)

As always, please be sure to 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, batteries and a first aid kit.

### **Fire – Dorchester**

Dorchester Fire responded to 9 calls for services including 1-medical call, 2-trees over roofs and power lines, 2-false alarms, 1-motor vehicle collision, 1-mutual aid call and 2-calls not within our service area. 4 training sessions were held and included SCBA training, communications, and firefighter level 1 practical. Members attended their monthly meeting, assisted with the annual Polar Dip in Dorchester and held their Awards Night and Potluck gathering.

Awards for 2023 were handed out to our dedicated members:

10 Years of Service – Wade Settle

15 Years of Service – Jacques Poirier

25 Years of Service – Dennis Read

30 Years of Service – Gary McCarthy and Jason Holmes

### **Fire – Point De Bute**

Awards for 2023 were handed out to our dedicated members:

40 Years of Service – Allison Amos and Wayne Wells

## **RCMP**

### **Operations:**

During this period between December 15<sup>th</sup>, 2023 and January 15<sup>th</sup> 2024, RCMP responded to, among other calls: *(please note that 1<sup>st</sup> number is Tantramar, 2<sup>nd</sup> number is Sackville jurisdiction outside of Tantramar)*

7/1 - wellbeing checks	5/3 - uttering threats
15/12 – traffic collisions	4/4 – thefts
1/0 – sexual assault	2/1 – impaired driver
8/6 – suspicious persons/vehicle	6/0 – mischief
7/2 – mental health	6/2 – false 911 calls
2/0 – fraud	4/4 – false alarms
2/2 – break and enter	2/0 – arson
2/3 – assault	2/2 – sudden deaths

Calls for service were lower in this period than the previous month. The RCMP conducted a very significant number of curfew checks on offenders/accused persons on house arrest/curfew.

### **Traffic:**

Traffic stats were low during this period. The RCMP conducted proactive school patrols and 8 checkstops.

### **New Brunswick Occurrence Map links:**

[New Brunswick Occurrence Map](#)

[Daily Occurrence Report](#)

### **Submitted by:**

Sgt Eric Hanson

## Community Program Officer Monthly Report

Sackville Municipal

November – December 2023

Prepared and submitted by Melanie Belliveau

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### Schools visited:

- Tantramar Regional High School - 8
- Marshview Middle School - 4
- Salem Elementary School - 1
- Dorchester School – 3
- MTA - 1

### School Activities & Presentations:

Marshview Middle School Career Day - Afternoon Presentations with an RCMP Police Officer, Q and A as well as gifts/prizes with the students.

Consultations with Students at the High School. Education on Social Media.

Tantramar High School – RCMP member spoke students who are interested becoming future Police Officers.

**School Consultations:** 7

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### Community Activities: 1

MADD – Cumberland Tantramar – Red Ribbon Project, presentation as well as a check stop on Main street giving out red ribbons. Stopped around 100 vehicles to give them out. Great Team effort.

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### Youth & Adult Diversion Files:

**Adult:** 2

**Youth:** 7

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**Ongoing:** Finishing up visits with the Schools and looking at the new year for presentations in school as well as with the community.

CPO- Melanie Belliveau

## Community Program Officer Monthly Report

Sackville Municipal

December- January 2024

Prepared and submitted by Melanie Belliveau

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### Schools visited:

- Tantramar Regional High School - 6
- Marshview Middle School - 0
- Salem Elementary School - 0
- Dorchester School – 0
- MTA - 0

### School Activities & Presentations:

Consultations with Students at the High School. Catching up on how some of the students are doing.

**School Consultations:** 4

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### Community Activities: 0

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### Youth & Adult Diversion Files:

**Adult:** 1

**Youth:** 3

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**Ongoing:** Presentation with the High School, each grade going into Cyberbullying/bullying as well as Safety Online.

Marshview Middle School, reach to teachers and see what presentation are needed.

CPO- Melanie Belliveau



**To:** Mayor and Council

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

**Date:** January 18, 2024

**Subject:** Financial Services

2024 Budget work continued through mid to late December with the submission of the budget documents to the Province. These were submitted through the new online portal on November 15<sup>th</sup> and on December 7<sup>th</sup> the approvals were uploaded by the Province. During the review process there were few questions, mostly surrounding the differences in certain line items in 2024 compared to 2023. These were mostly explained through us moving them to the correct line items in 2024 where we did not perform the 2023 budget submission. 2024 Tax Rates for the sub entities as follows:

Sackville Town	1.5389
Dorchester Village	1.5415
Sackville LSD	0.5625
Point de Bute LSD	0.7637
Dorchester LSD	0.6411

The rates noted above are for Municipal rates and the Local Service Districts have an additional 0.4115 added to their taxes that is to the Province for the Roads and their maintenance.

In addition to the above a recommendation was made for staff to undertake a review of the 90% cost sharing model used for Local Service Districts for the shared services. This will be completed prior to the 2025 budget process.

During 2023 it was noted that financial statements were unable to be provided as a result of the work required to catch up in the accounting system when it was just starting to be built on January 1, 2023, as the amalgamation just unfolded. Within this report you will see the templates for the 2024 financial statements that will be provided to Council periodically in these reports. As we continue to navigate the 2023 numbers, now having the financials built we will be able to provide regular updates to Council and Managers. The 4 reports are as follows:

**General Revenue** – This will be an update on the status of the General Budget where total Revenue and Expenditures are \$16,707,201. These will be broken down by Departments for the reports and Managers will receive more detailed line-item breakdowns.

**Utility Revenue** – This will be an update on the status of the Utility Budget where total Revenue and Expenditures are \$2,675,664. These will be broken down by Departments for the reports and Managers will receive more detailed line-item breakdowns.

**General Capital** – This report was provided throughout 2023 and is similar to the prior reports. 2024 numbers show the 2024 approvals and the carry over amounts for 2023 that are in our reserve fund.

**Utility Capital** – This was also provided through 2023 and is similar to the prior reports. 2024 numbers show the 2024 approval. 2023 numbers for carry over will be included once we close our 2023 books and have the numbers available to report.

In December the Council appointed the Auditors Baker Tilly GMA LLP out of Riverview for the years 2023 to 2025. We have advised them that this appointment has been confirmed and it is expected they will come in during February/March to perform some interim work and then we will work towards late spring to have them in to complete the 2023 Audit. 2023 Audit will be delayed as a result of the work required to catch up in the system and the amalgamation, but it will be expected that we will be back on track for Audit timing for the 2024 Audit year.

We continue to work with the Department of Local Government and Local Government Reform relating to amalgamation costs. We have submitted a request for a number of items and to date we have received approval for up to \$44,000 towards Municipal Signage as well as \$8,096.00 for heat pumps at the Civic Centre. Other items have been submitted and we will provide further updates as we become aware if they are approved or not. The items that are available for funding are:

Promotion and Marketing – Supports the Development of promotional materials, branding and signage. Reimbursed at 100% up to \$20,000 and 80% above \$20,000.

Transitional Funding – Supports Legal Fees, IT systems, equipment, coaching and training, HR, planning and facility transition. Reimbursed at 80%.

We continue to review the Tantramar Water and Sewer accounts that were issued letters in August 2023 for potential shut off for failing to pay accounts. For the former Sackville Utility, we issued 132 shut off letters totaling \$99,801.68 in overdue accounts and for the former Dorchester Utility we issued 24 shut off letters totaling \$64,240.87 in overdue accounts for a total of 156 accounts and \$164,042.55. As of January 10<sup>th</sup>, we have collected a total of \$101,664.04 (61.97%). Overall, we have collected 84.25% of the Sackville accounts and 27.36% on the Dorchester accounts. This compares to November where we were at 75.9% for Sackville, 22.023% for Dorchester and October where we were at 71.62% for Sackville and 15.25% for Dorchester. The disconnection status remains the same as 4 accounts had been shut off and 1 was subsequently reconnected after arrangements were made. Our understanding is the 3-remaining shut off are currently vacant properties.

I am pleased to report that the Citywide Software as part of our Asset Management Improvements Phase 2 has officially gone live for the work order system component. We have also submitted all documentation to FCM in order to claim our 80% funding back on this project. The total cost of implementing this was \$56,731.32 of which we will receive \$43,520 back from FCM. This is slightly less than the 80% as we had additional cost during implementation for additional training for the staff.

TANTRAMAR  
STATEMENT OF REVENUE & EXPENDITURES  
GENERAL GOVERNMENT  
AS OF JANUARY 1, 2024

	YTD	YTD	BUDGET	% OF
		JAN. 1/24	2024	BUDGET
<b>REVENUE</b>				
PROPERTY TAX & EQUALIZATION		-	15,570,772	0.0%
FINANCE & ADMINISTRATION		-	368,842	0.0%
ENGINEERING & PUBLIC WORKS		-	114,333	0.0%
POLICING & BY-LAW		-	363,000	0.0%
FIRE SERVICES		-	13,554	0.0%
ACTIVE LIVING & CULTURE		-	254,200	0.0%
CORPORATE & COMMUNITY SERV.		-	22,500	0.0%
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>16,707,201</b>	<b>0.0%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION		-	3,135,682	0.0%
CAPITAL OUT OF REVENUE		-	1,515,000	0.0%
RESERVE FUND TRANSFER		-	200,000	0.0%
DEBT, INTEREST & BANKING		-	1,009,467	0.0%
ENG & PUBLIC WORKS		-	3,445,167	0.0%
FIRE SERVICES		-	1,548,505	0.0%
POLICING & BYLAW		-	2,832,113	0.0%
ACTIVE LIVING & CULTURE		-	1,991,193	0.0%
CORPORATE & COMMUNITY SERV.		-	1,030,074	0.0%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>16,707,201</b>	<b>0.0%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      0.0%



TANTRAMAR  
STATEMENT OF REVENUE & EXPENDITURES  
UTILITY GOVERNMENT  
AS OF JANUARY 1, 2024

	YTD	YTD JAN. 1/24	BUDGET 2024	% OF BUDGET
<b>REVENUE</b>				
WATER REVENUE			1,278,859	0.0%
SEWER REVENUE			931,344	0.0%
CONNECTION/SERVICE CHARGES			23,100	0.0%
WATER COST TRANSFER			376,000	0.0%
OTHER REVENUE		-	66,361	0.0%
<b>TOTAL REVENUE</b>	-	-	<b>2,675,664</b>	<b>0.0%</b>
<b>EXPENDITURES</b>				
FINANCE & ADMINISTRATION		-	366,274	0.0%
CAPITAL OUT OF REVENUE		-	-	
RESERVE FUND TRANSFER		-	320,000	0.0%
DEBT PAYMENTS		-	521,918	0.0%
PUBLIC WORKS WATER		-	930,198	0.0%
PUBLIC WORKS SEWER		-	387,963	0.0%
PUBLIC WORKS ENGINEERING		-	149,311	0.0%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>2,675,664</b>	<b>0.0%</b>

\*\*\* UNAUDITED AND UNADJUSTED

EXPENDITURE NORM      0.0%

## 2024 APPROVALS

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2024	BALANCE	PERCENT AVAILABLE
<b><u>FIRE DEPARTMENT</u></b>							
C	PROTECTIVE GEAR SACK	36,000.00	1,479.55	34,520.45		34,520.45	100.0%
C	PROTECTIVE GEAR DORCH		-	-		-	#DIV/0!
C	FLEET REPLACEMENT SACK	95,000.00	3,904.36	91,095.64		91,095.64	100.0%
C	SCBA UPGRADE SACK	40,000.00	1,643.94	38,356.06		38,356.06	100.0%
C	SCBA UPGRADE DORCH	100,000.00	4,109.85	95,890.15		95,890.15	100.0%
<b>TOTAL FIRE DEPARTMENT</b>		<b>271,000.00</b>	<b>11,137.70</b>	<b>259,862.30</b>	<b>-</b>	<b>259,862.30</b>	<b>100.0%</b>
<b><u>COMMUNITY &amp; CORP SERVICES</u></b>							
C	WEBSITE REDEVELOPMENT	70,000.00	2,876.90	67,123.10		67,123.10	100.0%
C	MUNICIPAL SIGNAGE	25,000.00	1,027.46	23,972.54		23,972.54	100.0%
<b>COMMUNITY &amp; CORP SERVICES</b>		<b>95,000.00</b>	<b>3,904.36</b>	<b>91,095.64</b>	<b>-</b>	<b>91,095.64</b>	<b>100.0%</b>
<b><u>ACTIVE LIVING &amp; CULTURE</u></b>							
C	VARIOUS FACILITY UPGRADE	25,000.00	1,027.46	23,972.54		23,972.54	100.0%
C	FACILITY UPGRADES DORCH	150,000.00	6,164.78	143,835.22		143,835.22	100.0%
C	BASEBALL FIELD LIGHTING	12,000.00	493.18	11,506.82		11,506.82	100.0%
C	BEECHILL PARK UPGRADE	30,000.00	1,232.96	28,767.04		28,767.04	100.0%
C	PARKS FLEET	80,000.00	3,287.88	76,712.12		76,712.12	100.0%
C	VARIOUS TRAILS	90,000.00	3,698.87	86,301.13		86,301.13	100.0%
C	BEAUTIFICAION	15,000.00	616.48	14,383.52		14,383.52	100.0%
C	TVMCC UPGRADE (COMPR)	20,000.00	821.97	19,178.03		19,178.03	100.0%
<b>TOTAL ACTIVE LIVING &amp; CULTURE</b>		<b>422,000.00</b>	<b>17,343.57</b>	<b>404,656.43</b>	<b>-</b>	<b>404,656.43</b>	<b>100.0%</b>
<b><u>PRIOR YEAR CAPITAL</u></b>							
RES	FLEET FIRE - 3/4 TON TRUCK	115,000.00	4,726.33	110,273.67		110,273.67	100.0%
RES/B	SACKVILLE FIRE TRUCK	800,000.00	32,878.81	767,121.19		767,121.19	100.0%
RES	ZAMBONI REPLACEMENT	190,000.00	7,808.72	182,191.28		182,191.28	100.0%
RES/B	SIDEWALK PLOW REPLACE	200,000.00	8,219.70	191,780.30		191,780.30	100.0%
RES/GT	DORCHESTER ZAMB BUILDING	123,000.00	5,055.12	117,944.88		117,944.88	100.0%
RES	CROSSWALK UPGRADES	25,000.00	1,027.46	23,972.54		23,972.54	100.0%
RES/B/G	LORNE STREET PHASE 3	750,000.00	30,823.89	719,176.11		719,176.11	100.0%
<b>TOTAL PRIOR YEAR CAPITAL</b>		<b>2,203,000.00</b>	<b>90,540.03</b>	<b>2,112,459.97</b>	<b>-</b>	<b>2,112,459.97</b>	<b>100.0%</b>
<b><u>ENGINEERING AND PUBLIC WORKS</u></b>							
B	FLEET NEW LOADER	410,000.00	16,850.39	393,149.61		393,149.61	100.0%
C	FLEET GRADER REFURB	30,000.00	1,232.96	28,767.04		28,767.04	100.0%
C	VARIOUS SIDEWALKS	45,000.00	1,849.43	43,150.57		43,150.57	100.0%
C	CULVERT REPLACEMENTS	26,000.00	1,068.56	24,931.44		24,931.44	100.0%
C	DTI PROJECTS	120,000.00	4,931.82	115,068.18		115,068.18	100.0%
C	SHALE AND GRAVEL	26,000.00	1,068.56	24,931.44		24,931.44	100.0%
C	STORM SEWERS MAIN ST.	70,000.00	2,876.90	67,123.10		67,123.10	100.0%
<b>TOTAL ENGINEERING AND PUBLIC WORKS</b>		<b>727,000.00</b>	<b>29,878.62</b>	<b>697,121.38</b>	<b>-</b>	<b>697,121.38</b>	<b>100.0%</b>
<b>TOTAL CAPITAL</b>		<b>3,718,000.00</b>	<b>152,804.29</b>	<b>3,565,195.71</b>	<b>-</b>	<b>3,565,195.71</b>	
<b>CAPITAL OUT OF REVENUE</b>		<b>1,515,000.00</b>					
<b>GRANTS FROM OTHER GOVERNMENTS</b>		<b>482,000.00</b>					
<b>CAPITAL RESERVE FUNDING</b>		<b>1,721,000.00</b>					
<b>NET HST</b>				<b>152,804.29</b>	<b>-</b>	<b>152,804.29</b>	<b>100.0%</b>
				<b>3,718,000.00</b>	<b>-</b>	<b>3,718,000.00</b>	<b>100.0%</b>

**TANTRAMAR  
2024 UTILITY CAPITAL  
2024 APPROVED PROJECTS**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	EXPENSES 2024	BALANCE	PERCENT AVAILABLE
B (2023)	TBD WHEN CLOSE 2023		-	-		-	#DIV/0!
B (2023)	TBD WHEN CLOSE 2023		-	-		-	#DIV/0!
B (2023)	TBD WHEN CLOSE 2023		-	-		-	#DIV/0!
B (2023)	TBD WHEN CLOSE 2023		-	-		-	#DIV/0!
		-					
B	QUEENS ROAD LIFT STN	300,000.00	12,329.56	287,670.44		287,670.44	100.0%
B	BROOKS AVE LFT STN	75,000.00	3,082.39	71,917.61		71,917.61	100.0%
B	WATER TREATMENT PLANT	125,000.00	5,137.31	119,862.69		119,862.69	100.0%
B	BACKFLOW PREVENTION	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
TOTAL CAPITAL		550,000.00	22,604.18	527,395.82	-	527,395.82	100.0%
CAPITAL OUT OF REVENUE		-					
NET H.S.T		550,000.00		22,604.18	6,374.68	16,229.50	71.8%
GRAND TOTAL				550,000.00	6,374.68	543,625.32	98.8%



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**To:** Mayor and Council

**Submitted by:** Donna Beal & Becky Goodwin – Clerk’s Office

**Date:** January 18, 2024

**Subject:** Legislative Services Report

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## **LEGISLATIVE SERVICES**

The Clerk’s Office continues the extensive review of By-Laws and Policies for Tantramar. All By-Laws can be found on the Municipality’s website at: <https://sackville.com/town-hall/bylaws/>.

The Clerk’s office will continue their Municipal Management Training during the winter and spring of 2024 through the Université de Moncton.

The Clerk’s office hosted a staff Christmas luncheon in December in the Fire Department Training Room.

The Clerk’s office, per Municipal Record Management, has begun the review of files that are due to be purged. Each file is reviewed by the Clerk’s office and any documents we feel might be useful in the future are kept.

Leave forms have been completed and verified for 2023 and are ready for our Auditors.

The Clerk’s office provided one Commissioner of Oath during the month of December.

As a follow up to the Regular Council Meeting of January 9, 2024, the Clerk’s office prepared a letter to the Department of Transportation and Infrastructure requesting permission for ATV use as per the motion which was passed at the Regular Council Meeting of January 9, 2024.

A reminder of our Committee of the Whole meetings and Regular Council Meeting dates for the month February 2024:

**Regular Council Meeting – 7 P.M.**

Tuesday, February 12, 2024

**Committee of the Whole – 3 P.M.**

Monday, February 26, 2024

Agenda and Council Packages will be posted on the Municipal website the Thursday prior to the scheduled meeting.



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**To:** Mayor and Council

**Submitted by:** Jennifer Borne, CAO

**Date:** January 18, 2024

**Subject:** Administration - CAO Report

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Report Period: November 16<sup>th</sup>, 2023, to January 15<sup>th</sup>, 2024

The reporting period closes a historical first year of transition, and we now look forward to our second year- a year of planning with a strategic approach. Planning for both our present and future to ensure we have a shared direction and transparency in how we are going to get there. Planning for short- and long-term fiscal health through financial planning, infrastructure plans, and other(s) (i.e.: strategic planning, tourism, rec master plan, housing needs assessment etc.) All plans can of course not be undertaken in one year, and an outline is forthcoming.

We made great progress in our first year as Tantrammar. The work of local committees such as CCAC or RHAG (as only 2 examples) is incredible, and we are well-positioned to advance Tantrammar with collaborative approaches. We will continue to foster stakeholder engagement. Continued collaborative approaches to boost efficiencies within our 3 halls of Tantrammar Fire Service. Reporting structure and rapport between RCMP locally and with J Division representatives has developed and will continue to grow.

Year-end reflections in the December 2023 edition of the Tantrammar Newsletter summed up numerous operational highlights. Below are excerpts from staff celebrating success stories from 2023.

-successful amalgamation of Sackville and Dorchester Public Works into Tantrammar Engineering & Public Works Department.

-Legislative Services worked effectively with the first Council of Tantrammar which included 38 meetings of Council and two (internal) orientation sessions. Tantrammar approved 9 Tantrammar By-Laws and 8 policies in 2023.

-A new Department of Active Living and Culture offered programming and events throughout Tantrammar and quickly adapted to larger boundaries. Including Tantrammar Travels, celebrating National Acadian Day at Fort Beausejour, to bringing back the Dorchester Sandpiper Festival after a 3 year hiatus.

-Financial Services created the first budget for Tantrammar for the 2024 fiscal year during the budget process in 2023. Finance Department staff worked diligently to undertake transition and build and implement a new accounting system. The department was also responsible for expanding the MPSA contract to all of Tantrammar and hiring additional RCMP members to increase police presence and ensure the safety of residents in Tantrammar.

In 2024 we will continue to strengthen HR, proceeding with positions originally outlined in December 2022. This was to observe in 2023 and ensure the organizational structure and positions were correct. This would align resources while also ensuring we were not over-resourced post-reform.

Each department in Tantramar and all staff led to the success of our first year, but one of our most notable highlights was the unveiling of the brand in November by the Corporate and Community Services Department under the leadership of Kieran Miller. The logo was well received by the public and it will ensure we move forward with a one-community mindset while also respecting and preserving individual community identities that make up the entire Tantramar community. This project implemented all elements that represent our area and we look forward to brand implementation in 2024.

## **RSC**

### **Circular Materials**

Council did not resolve to opt-in to the Circular Materials program by the December 18<sup>th</sup> deadline. This was communicated to the CM office. The CM office accepted this as an Opt-out by default. Under the rationale that if a municipality did not opt-in by the deadline, they were recorded as opting out.

The year-end meeting was held in December and the most recent Administrator meeting was held on January 16<sup>th</sup>. A report is forthcoming from ECO-360 on 2023 operational highlights

## **Regional Tourism**

Attended a Destination South East meeting on December 13<sup>th</sup> in Shediac with Tourism Manager Ron Kelly Spurles. Initiatives highlight the Southeast as a 365-day tourist attraction. Another initiative will be a regional calendar which will help tourists to build their stay as well as assist municipalities with event planning. Ginette Doiron, Executive Director for Destination Southeast will be scheduled to present on Regional Tourism at an upcoming Council Meeting.

## **Human Resources**

Training: Members of the Management team are continuing with the Municipal Management Training Program through U de M. We will also continue to look at partnership opportunities with AMANB, RSC, and/or internal training for all Tantramar Staff to upskill our workforce.

## **Service Awards**

I would like to congratulate our 2023 Service Award Recipients and recognize their commitment and contribution to the success of Tantramar.

### **10 Years**

Bradley Allen  
Ron Kelly Spurles  
Kirk Read  
Paul Spence

### **15 Years**

Cory Johnson

### **20 Years**

Fred Crossman

### **30 Years**

Michael Beal

### **35 Years**

Deanna Cadman

### **Tantramar Fire Service- 2023 Service Awards**

I had the opportunity to attend year-end presentations of awards for all halls within Tantramar Fire Service. Below are our recipients, congratulations to everyone on their awards, but a special thank you to all members of Tantramar Fire Service who assist in making our community safe, and responding to calls at all hours of the day.

- Point de Bute Fire  
**40 Years**  
Allison Amos  
Wayne Wells
  
- Sackville Fire & Rescue  
**5 Years**  
Brandon Estabrooks  
**Rookie Firefighter of the Year**  
Jared Prescott  
**Firefighter of the Year**  
Adam Stiles  
**Training Award**  
Wade Palmeter
  
- Dorchester Fire & Rescue  
**30 Years**  
Jason Holmes  
Gary McCarthy  
**25 Years**  
Dennis Reid  
**15 Years**  
Jacque Poirier  
**10 Years**  
Wade Settle

### **WELCOME to our New Team Members**

In November 2023 Municipal Climate Change Coordinator *Janie Brooks* was hired to fulfill a grant position part-time, term ending March 31<sup>st</sup>, 2024. The position is funded under the Environmental Trust Fund. Janie is a recent Mount Allison Graduate, earning a BSc Honours in Biology.

Effective December 4, 2023 *Stephen LeBlanc* was hired as a Heavy Equipment Operator for the Department of Engineering and Public Works Department. Stephen has many years of experience as an Operator both in the private and public sector.

*Jessica Wilson* started with Tantramar on January 15<sup>th</sup> as a Program Coordinator with the Department of Active Living and Culture. Jessica brings a great deal of municipal and programming experience and will work out of the TVMCC under the leadership of Director Matt Pryde.

### **EMO**

The last meeting was held at the RSC on January 11<sup>th</sup>, the upcoming meeting is scheduled for April. Topics of discussion included consolidation of Emergency Response Plans in areas affected by reform and a regional working group to address outstanding plans. Other items of discussion included municipal alert software systems, with Moncton's Conrad Landry presenting their system which includes a front end for

the public and ICS on the back end for incident management. Upcoming training will be offered locally on ICS, with Tantramar Management staff taking ICS 100 and BEM. Regional Collaboration on EMO was also discussed.



## **MAYOR'S REPORT**

**November 23, 2023 – January 17, 2024**

- From November 23-26, Councilors Goguen, Butcher, Tower, Hicks, Phinney, Wiggins-Colwell, the Deputy Mayor, the CAO and I attended the UMNb conference and AGM in Fredericton. It was a fantastic weekend with many conversations with other elected officials and I am happy to report that Tantramar's resolution of increased designated highway funding passed through the membership vote unanimously.
- Council had a rebranding presentation on November 28 to get first glance of our newly designed logo and brand profile.
- I took part in a discussion with the Ramsar convention as part of a group reviewing the strategic plan for the organization.
- I chaired the Mayor's Roundtable on Housing meeting on the evening of November 29
- On the morning of December 5 I met with a representative from the Community Garden to discuss how the group is doing and contemplate strategies and growth moving forward
- The CAO and I met with the Dorchester Library Board in the morning of December 5
- I had the privilege to be the final interview of the 2023 year for Cross Border Interviews with Chris Brown. I had a 45-minute window to talk about why I was in governance and to highlight the amazing community of Tantramar.
- I sat on a RHAG meeting on December 6 as well as a RHAG Communication sub-committee meeting that same day
- On December 12 I met with CHMA's Erica Butler to record a 2023 year end interview
- As part of an advisory committee with the New Brunswick Environmental Network, on December 18 we had a meeting to review the natural infrastructure tool kit for communities that the group is developing.
- On January 1, 2024 I dropped off my donation for the Polar Dip in Dorchester and dropped in to the Levee at the Keillor House in Dorchester. Both were well attended, with the polar dip seeing the largest number of jumpers they have ever had!
- In the evening of January 8 I sat on a RHAG Communications sub-committee meeting
- I met with Melanie Ball of the Tantramar Wetland Centre for a quick chat about the organization and possible future projects on January 16