



**COUNCIL MEETING
TUESDAY, FEBRUARY 13, 2024, AT 6:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE 31C MAIN STREET, SACKVILLE NB**

	Pg #
1. CALL MEETING TO ORDER	
2. ADOPTION OF AGENDA	
3. CLOSED SESSION	
a. L-2024-01, L-2024-02 & L-2024-03	
b. L-2024-04	
4. CONFLICT OF INTEREST DECLARATION	
5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS	
a. HealthADAPT – TRACEY WADE	
b. PESTICIDE AND HEAVY METAL CONCERNS – LORI ANN RONESS	
6. ADOPTION OF MINUTES	
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10. NOTICE OF MOTION AND RESOLUTIONS	
a. MOTION FROM COUNCILLOR ALLISON BUTCHER	
11. ADJOURNMENT	



**COUNCIL MEETING OF
TUESDAY, JANUARY 9, 2024 6:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Greg Martin and Councillors Allison Butcher, Matt Estabrooks, Josh Goguen, Barry Hicks, Bruce Phinney, Michael Tower, and Debbie Wiggins-Colwell. Also, in attendance were Chief Administrative Officer Jennifer Borne, Director of Legislative Services Donna Beal and Assistant Clerk Becky Goodwin.

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

1. CALL MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

2. ADOPTION OF AGENDA

#24-001 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF JANUARY 9, 2024, AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68 (B) AND (G) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

3. CLOSED SESSION

- a. HR-2023-10
- b. HR-2023-11
- c. L-2023-01

PUBLIC PORTION – 7 P.M.

Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Director of Community & Corporate Services Kieran Miller, Manager of Tourism & Business Development Ron Kelly Spurles and Communications Officer Jeremy McLaughlin joined the meeting.

Also, in attendance were forty (40) members of the Public.

4. CONFLICT OF INTEREST DECLARATION

Mayor Andrew Black asked if there were any Disclosures of Interest. There were none.

5. PUBLIC AND ADMINISTRATION PRESENTATIONS

- a. SACKVILLE CEASE FIRE COALITION – SARAH KARDASH

6. ADOPTION OF MINUTES

#24-002 MOVED BY DEPUTY MAYOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF DECEMBER 12, 2024 AS CIRCULATED. MOTION CARRIED.

7. REPORTS FROM ADMINISTRATION

There were no reports from Administration for this meeting.

8. NOTICE OF MOTION AND RESOLUTION

A) COUNCILLOR DEBBIE WIGGINS-COLWELL

#24-003 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL REQUEST STAFF TO SEEK PERMISSION FROM THE DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE FOR ATV ACCESS FROM WRIGHT STREET TO THE DOWNTOWN CORE BY WAY OF MAIN STREET AND IN DORCHESTER FROM GITPU CONVENIENCE AND GAS STATION ON CHERRY BURTON ROAD DOWN THE 106 TO THE SQUARE AND UP WOODLAWN ROAD TO ACCESS THE ATV TRAIL SYSTEM. MOTION CARRIED.

B) COUNCILLOR ALLISON BUTCHER

Councillor Allison Butcher served a notice of motion regarding the “A Mile for Sarah’s Smile” memorial walk.

9. ADJOURNMENT

#24-004 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF JANUARY 9, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, JANUARY 22, 2024 – 2:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Greg Martin and Councillors Matt Estabrooks, Josh Goguen, Barry Hicks, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Legislative Services Donna Beal, Director of Engineering & Public Works Jon Eppell, Director of Financial Services Michael Beal and Assistant Clerk Becky Goodwin.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

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

1.1 APPROVAL OF AGENDA

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 22, 2024, AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(B) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

2. IN-CAMERA

Councillor Allison Butcher joined the meeting.

2.1 PA-2024-01

Director of Engineering & Public Works Jon Eppell and Director of Financial Services Michael Beal left the meeting.

2.2 HR-2023-10

Public Portion – 3:00 P.M.

Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Eppell, Director of Community & Corporate Services Kieran Miller, Manager of Tourism and Business Development Ron Kelly Spurles, Compliance, Risk and Safety Manager Kate Carroll, Communications Officer Jeremy McLaughlin, Manager of Parks & Facilities Todd Cole and Assistant Treasurer Elizabeth Hartling joined the meeting.

Also, in attendance were four (4) members of the public.

Mayor Andrew Black, Councillors Matt Estabrooks & Josh Goguen, Assistant Clerk Becky Goodwin and Manager of Tourism & Business Development Ron Kelly Spurles disclosed that they will be stepping out during agenda item 3.3 Community Grants.

3. COUNCIL DIRECTION REQUESTS

3.1 DORCHESTER LIFT STATION – J. EPELL

Director of Engineering & Public Works Jon Epell provided information to Council regarding the Dorchester Lift Station project. A recommendation will come forward at the February 13, 2024 Regular Council Meeting.

3.2 WELL PUMP REPLACEMENT – J. EPELL

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL DIRECT ITEM 3.2 – WELL PUMP REPLACEMENT BE SENT TO THE REGULAR COUNCIL MEETING OF FEBRUARY 13, 2024, FOR CONSIDERATION. MOTION CARRIED.

Mayor Andrew Black, Councillors Matt Estabrooks and Josh Goguen, Assistant Clerk Becky Goodwin and Manager of Tourism and Business Development Ron Kelly Spurles left the meeting.

Deputy Mayor Greg Martin took the chair.

3.3 COMMUNITY GRANTS – K. MILLER

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.3 COMMUNITY GRANTS BE SENT TO THE REGULAR COUNCIL MEETING OF FEBRUARY 13, 2024, FOR CONSIDERATION. MOTION CARRIED.

Mayor Andrew Black, Councillors Matt Estabrooks and Josh Goguen, Assistant Clerk Becky Goodwin and Manager of Tourism and Business Development Ron Kelly Spurles returned to the meeting.

Mayor Andrew Black returned as chair.

3.4 TRANSCANADA TRAIL OCCUPANCY LICENSE – T. COLE

Manager of Parks & Facilities Todd Cole provided an overview of the report on page 9 regarding the TransCanada Trail Occupancy License. The report was provided as information only, as requested at the December 2023 Regular Council Meeting.

3.5 BY-LAW NO. 2024-10, A BY-LAW TO REGULATE PEDESTRIAN USE OF BRIDGES – D. BEAL

Director of Legislative Services Donna Beal provided an overview of her report. It is recommended that Council consider first and second reading of By-Law No. 2024-10, A By-Law to Regular Pedestrian Use of Bridges at the Regular Council Meeting on February 13, 2024.

3.6 POLICY NO. 2024-08, FLAG PROTOCOL POLICY – B. GOODWIN

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL DIRECT ITEM 3.6 FLAG PROTOCOL POLICY BE SENT TO THE REGULAR COUNCIL MEETING OF FEBRUARY 13, 2024, FOR CONSIDERATION. MOTION CARRIED.

- 3.7 BY-LAW NO. 2023-08 A BY-LAW TO REGULATE PURCHASING, LEASING, TENDERING AND DISPOSAL OF SURPLUS PROPERTY, EQUIPMENT AND MATERIALS – M. BEAL

Director of Financial Services Michael Beal provided an overview of his report. It is recommended that Council consider a motion to approve the amendments to Appendix “A” and Appendix “B” of By-Law No. 2023-08, A By-Law to Regulate Purchasing, Leasing, Tendering, and Disposal of Surplus Property, Equipment and Materials at the Regular Council Meeting on February 13, 2024.

4. DEPARTMENTAL REPORTS

The following reports were presented to Council as information items only:

- 4.1 Active Living and Culture – T. Cole
- 4.2 Community and Corporate Services – K. Miller
- 4.3 Engineering and Public Works – J. Eppell
- 4.4 Protective Services – Sgt. Eric Hanson and CPO Melanie Belliveau
- 4.5 Financial Services – M. Beal
- 4.6 Administration
 - 4.6.1 Legislative Services – D. Beal
 - 4.6.2 Chief Administrative Officer – J. Borne
 - 4.6.3 Mayor’s Report – A. Black

Councillor Matt Estabrooks provided an update from the Rural Health Action Group and Mayor Andrew Black and Councillor Michael Tower provided an update on the Mayor’s Roundtable on Housing.

5. QUESTION PERIOD

Bruce Wark asked if the Mayor’s Roundtable on Housing meetings were open to the public. Mayor Andrew Black responded that they are not.

Bruce Wark asked for an update regarding the update on the Aboiteau project and the completion of Pond 3 for the Lorne Street Stormwater Mitigation project. Chief Administrative Officer Jennifer Borne responded that the Municipality has not received the agreement for the Aboiteau project at this time. Director of Engineering & Public Works Jon Eppell provided an update on the two components of phase 3.

Erica Butler asked for clarification on next steps regarding the Community Grant motion at the next Regular Council Meeting. Chief Administrative Officer Jennifer Borne responded that at this time, no items from the Community Grant list have been removed, and staff recommended that the item be moved to the next Regular Council meeting for discussion.

Erica Butler asked if there was a process to become involved with the Rural Health Action Group. Mayor Andrew Black responded that it would be best to reach out to either Pat Estabrooks or John Higham.

Erica Butler asked what the process is for strategic decisions being made with the Rural Health Action Group. Mayor Andrew Black responded that the group meets as a steering committee and makes decisions based on consensus.

Erica Butler asked how many meetings have been help by the Mayor’s Round Table on Housing and why the Round Table has only been made public now. Mayor Andrew Black responded regarding the sensitivity of the members of the committee and why it hasn’t been discussed publicly until now.

Erica Butler asked how members of the Mayor’s Round Table on Housing were selected. Mayor Andrew Black responded that it was based on former housing groups previously established within the Municipality, with a focus of getting active members from all across Tantramar.

6. ADJOURNMENT

MOVED BY COUCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 22, 2024.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 29, 2024 – 12:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Greg Martin and Councillors Matt Estabrooks, Josh Goguen, Barry Hicks, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were CAO Jennifer Borne, Director of Legislative Services Donna Beal, Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Epell, Director of Community & Corporate Services Kieran Miller and Assistant Clerk Becky Goodwin.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

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

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 29, 2024, AS CIRCULATED. MOTION CARRIED.

3. CONFLICT OF INTEREST DECLARATION

Mayor Andrew Black asked if there were any Disclosures of Interest. There were none.

4. ABOITEAU AB-01 CONSTRUCTION PROJECT – J. EPELL

#24-005 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL AWARD TENDER TAN-2023-22 – CONSTRUCTION OF NEW ABOITEAU AB-01 TO THE LOWEST BIDDER CALDWELL & ROSS IN THE REDUCED TENDER AMOUNT OF \$2,155,575.00 PLUS HST AND AUTHORIZE ENGLOBE FOR THE CONSTRUCTION PHASE SERVICES AT A TOTAL COST OF \$71,000 PLUS HST AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL ALL DOCUMENTS REQUIRED TO ENTER INTO AN AGREEMENT WITH DTI FOR TANTRAMAR TO ACT ON DTI'S BEHALF IN THE EXECUTION OF THE CONSTRUCTION. MOTION CARRIED.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JANUARY 29, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK



Synopsis: Sackville Water Well Pump No. 1 Replacement

Date: February 8, 2024

Department: Engineering and Public Works

DESCRIPTION

Sackville Water Well No. 1 pump failed and was replaced with a temporary rented pump on January 15, 2024. 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.

The overall cost of the temporary pump install and installation of a new pump is estimated at \$42,411.60 plus HST. The overall cost includes \$6,875.00 plus HST install of temporary rented pump (completed) and purchase and install of new well pump (\$35,536.60 plus HST)

PROPOSED MOTION

Staff recommends that Council consider approving purchase of a replacement Water Well Pump No. 1, as presented at the Committee of the Whole meeting of January 22, 2024 under CDR #2024-002. A copy of the report can be found on page 4 of the January Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/01/Committee-of-the-Whole-January-22-2024-1.pdf>.



Synopsis: Community Development Grants

Date: February 8, 2024

Department: Active Living and Culture

DESCRIPTION

After evaluating \$210,535 in 2024 Community Development Grant requests, staff presented Council with a list of recommendations that focused primarily on operational and special events/project grants- those groups who tend to rely on funding for their ongoing operations.

PROPOSED MOTION

Staff recommends that Council consider approving the Community Development Grant recommendations, as presented at the Committee of the Whole meeting of January 22, 2024 under CDR #2024-003. A copy of the report can be found on page 6 of the January Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/01/Committee-of-the-Whole-January-22-2024-1.pdf>.



Synopsis: Policy 2024-08 Flag Protocol Policy

Date: February 8, 2024

Department: Legislative Services

DESCRIPTION

As part of the on-going policy review, an updated Flag Protocol Policy was drafted to establish guidelines for the display of flags at municipal facilities and events. This policy provides a uniform and harmonized protocol for raising, displaying and the half-masting of flags at all properties within the Municipality of Tantramar.

PROPOSED MOTION

Staff recommends that Council consider approving Policy 2024-08 Flag Protocol Policy as presented at the Committee of the Whole meeting of January 22, 2024 under CDR #2024-006. A copy of the report can be found on page 13 of the January Committee of the Whole Package: <https://sackville.com/wp-content/uploads/2024/01/Committee-of-the-Whole-January-22-2024-1.pdf>



Synopsis: Appointments of duties under the Local Governance Act

Date: February 8, 2024

Department: Chief Administrative Officer

DESCRIPTION

The Council of the Municipality of Tantramar has not officially appointed the duties to municipal officers in accordance with Section 71(1) of the Local Governance Act.

PROPOSED MOTION

It is recommended that Council appoint Donna Beal as Director of Legislative Services (Clerk), Becky Goodwin as Assistant Clerk and Elizabeth Hartling as Assistant Treasurer of the Municipality of Tantramar in accordance with Section 71(1) of the Local Governance Act.



To: Mayor and Council

Submitted by: Jennifer Borne, Chief Administrative Officer

Date: February 8, 2024

Subject: Appointments of duties under the Local Governance Act

PROPOSAL

Officially appoint the duties of Clerk, Assistant Clerk and Assistant Treasurer in accordance with the Local Governance Act of New Brunswick.

BACKGROUND

Municipal reform amalgamated the former Town of Sackville, former Village of Dorchester and Local Service Districts into Tantrammar effective January 1, 2023.

DISCUSSION

The Council of the Municipality of Tantrammar has not officially appointed the duties within those positions to those officers, through a motion of Council. This does not impact anything from a human resource aspect and is solely a housekeeping item.

In the Local Governance Act, Section 71, every local government council shall appoint a Clerk, Treasurer and Auditor. Tantrammar’s appointment of Clerk was made by the Minister of Local Government and Local Governance Reform and Council has officially appointed the Treasurer in 2023.

Tantrammar Council would be requested to officially appoint the duties under the Act of Clerk to Director of Legislative Services Donna Beal. In the event of absence, it would also be requested to appoint the duties of the Clerk to Assistant Clerk Becky Goodwin and appoint the duties of Treasurer to Assistant Treasurer Elizabeth Hartling.

LEGISLATION/POLICY

Local Governance Act, SNB 2017 c 18

FINANCIAL CONSIDERATIONS

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

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

- a) Appoint the duties in accordance with the Local Governance Act Section 71(1).

RECOMMENDATION

Staff recommends that the following motions be brought forward at the Regular Council Meeting of February 13, 2024:

- Appoint Donna Beal as Director of Legislative Services (Clerk) of the Municipality of Tantramar in accordance with Section 71(1) of the Local Governance Act.
- Appoint Becky Goodwin as Assistant Clerk of the Municipality of Tantramar in accordance with Section 71(1) of the Local Governance Act.
- Appoint Elizabeth Hartling as Assistant Treasurer of the Municipality of Tantramar in accordance with Section 71(1) of the Local Governance Act.

ATTACHMENTS

N/A



Synopsis: By-Law No. 2024-10, A By-Law to Regulate Pedestrian use of Bridges

Date: February 8, 2024

Department: Legislative Services

DESCRIPTION

As part of the on-going By-Law review, a new By-Law was created to Regulate Pedestrian use of Bridges within all of Tantramar. The By-Law outlines that residents are prohibited from loitering, playing, or remaining on a bridge for any other purpose other than direct passage from one end of the bridge to the other.

PROPOSED MOTION

Staff recommends that Council consider first and second reading of By-Law No. 2024-10, A By-Law to Regulate Pedestrian use of Bridges. The By-Law was presented at the Committee of the Whole meeting of January 22, 2024 under CDR #2024-005. A copy of the report can be found on page 13 of the January Committee of the Whole Package: <https://sackville.com/wp-content/uploads/2024/01/Committee-of-the-Whole-January-22-2024-1.pdf>



Synopsis: Revision to Purchasing By-Law Appendix “A” and “B”

Date: February 8, 2024

Department: Financial Services

DESCRIPTION

Tantramar approved By-Law No 2023-08 on July 11, 2023 which included a number of Appendix’s. Two of the Appendix, which are known as Appendix “A” and deals with the purchasing limits before tenders are required and Appendix “B” which deals with Accounts Payable processing require updates.

Appendix “A” update brings the limits that the Municipality requires for tenders up to the amount that is currently stated in the procurement act for Municipalities.

Appendix “B” will see updates to the following:

- Increase the amounts required for Local and Central Purchase Orders
- Note the amount for travel when staying at Private Residence
- Increase the amounts payable for Breakfast, Lunch and Supper

PROPOSED MOTION

Staff recommends that Council approve a revised Appendix “A” and “B” for By-Law 2023-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property effective February 13, 2024, as presented at the Committee of the Whole meeting of January 22, 2024 under CDR #2024-007. A copy of the report can be found on page 21 of the January Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/01/Committee-of-the-Whole-January-22-2024-1.pdf>