



COUNCIL MEETING
TUESDAY, DECEMBER 10, 2024 AT 6:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE 31C MAIN STREET, SACKVILLE NB

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

1. CALL MEETING TO ORDER
2. ADOPTION OF AGENDA
3. CONFLICT OF INTEREST DECLARATION
4. CLOSED SESSION
 - a. P-2024-04

PUBLIC – 7 P.M.

5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS
 - a. VETERAN BANNERS - GARTH ZWICKER
 - b. TAX REBATE APARTMENT BUILDINGS – SUSAN GOURLEY
6. ADOPTION OF MINUTES
 - a. REGULAR MEETING OF COUNCIL – NOVEMBER 12, 2024
 - b. SPECIAL MEETING OF COUNCIL – NOVEMBER 18, 2024
 - c. SPECIAL MEETING OF COUNCIL – NOVEMBER 21, 2024
 - d. COMMITTEE OF THE WHOLE – NOVEMBER 25, 2024
 - e. SPECIAL MEETING OF COUNCIL – NOVEMBER 28, 2024
7. CONSENT AGENDA
 - i. RFD 2024-118 – AGREEMENT WITH CRAFT GALLERY
 - ii. RFD 2024-119 – CCAC MEMBERSHIP APPOINTMENTS
 - iii. RFD 2024-120 – FEBRUARY 2025 COUNCIL MEETING
8. REPORTS FROM ADMINISTRATION
 - a. REZONING ON KIRK STREET, SACKVILLE FROM R1 TO R2 – G. FRANCEZ
 - b. CLIMATE CHANGE ADAPTATION PLAN – R. KELLY SPURLES
 - c. RFQ 2024-11 PLANTING & MAINTENANCE OF FLOWER BASKETS, PLANTERS & BEDS – M. PRYDE
 - d. 2024 RESERVE TRANSFER – E. HARTLING
9. BY-LAWS
 - a. BY-LAW NO. 244-R A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (MAXIMUM HEIGHT)
 - b. BY-LAW NO. 244-S A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (REZONING FROM R1 TO R3 FRESHWINDS HOUSING)

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES
11. NOTICE OF MOTION AND RESOLUTION
 - a. NOTICE OF MOTIONS FROM COUNCILLOR DEBBIE WIGGINS-COLWELL (3)
 - b. NOTICE OF MOTION FROM COUNCILLOR JOSH GOGUEN
12. DEPUTY MAYOR ELECTION
13. ADJOURNMENT

**COUNCIL MEETING OF
TUESDAY, NOVEMBER 12, 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, Director of Financial Services Michael Beal and Assistant Clerk Becky Goodwin.

1. CALL 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. ADOPTION OF AGENDA

#24-207 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2024 AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(1)(G) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

3. CONFLICT OF INTEREST DECLARATION

Mayor Andrew Black asked if there were any disclosures of interest. There were none.

4. CLOSED SESSION

- a. L-2024-06
- b. L-2024-08(a)
- c. L-2024-08(b)
- d. L-2024-08(c)
- e. P-2024-03

Director of Active Living & Culture Matt Pryde, Director of Engineering & Public Works Jon Eppell, Sackville Fire Chief Craig Bowser, Manager of Tourism & Business Development Ron Kelly Spurles, Communications Officer Jeremy McLaughlin, Dorchester Fire Chief Greg Partridge and Dorchester Deputy Fire Chief Dan Dupuis joined the meeting.

Also, in attendance were ten (10) members of the public.

#24-208 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL AUTHORIZE THE TREASURER TO SPEND UP TO \$30,000 PLUS HST PER FILE, OCCURANCE OR MATTER FOR ANY AND ALL FUTURE DANGEROUS OR

UNSIGHTLY PROPERTY MATTERS INCLUDING BUT NOT LIMITED TO THE ONES DISCUSSED IN-CAMERA ON NOVEMBER 12, 2024 FILE NUMBERS L-2024-06; L-2024-08(A) and L-2024-08(C) AND STAFF WILL COMMIT TO INFORM COUNCIL IN ADVANCE OF ANY DEMOLITION. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR GREG MARTIN AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, BARRY HICKS, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

- a. FUNDY BIOSPHERE – JENNIFER DINGMAN
- b. INNER BAY OF FUNDY CONSERVATION PLANNING – CANADIAN WILDLIFE SERVICE ATLANTIC REGION – BRIAN KOVAL
- c. NATURE CONSERVATION WORK IN THE CHIGNECTO ISTHMUS – CANADIAN PARKS & WILDERNESS SOCIETY OF NB – MELANIE JELLETT

All presentations to Council can be viewed [here](#).

6. ADOPTION OF MINUTES

#24-209 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF OCTOBER 8, 2024, AS CIRCULATED. MOTION CARRIED.

#24-210 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 28, 2024 AS CIRCULATED. MOTION CARRIED.

#24-211 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF OCTOBER 30, 2024 AS CIRCULATED. MOTION CARRIED.

7. CONSENT AGENDA

#24-212 MOVED BY DEPUTY MAYOR GREG MARTIN AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL APPROVE THE CONSENT AGENDA OF NOVEMBER 12, 2024. MOTION CARRIED.

- i. RFD-2024-105 – Surplus 1992 GMC Top Kick
- ii. RFD-2024-106 – Disposal of surplus equipment from Sackville Fire & Rescue
- iii. RFD-2024-107 – Full dress uniforms for Point De Bute and Sackville Fire Departments
- iv. RFD-2024-108 – Purchase of thermal imaging cameras
- v. RFD-2024-109 – Sackville Fire & Rescue side by side with enclosed trailer
- vi. RFD-2024-110 – Agreement with Robert Lyon Graphics
- vii. RFD-2024-111 – Agreement with Café Tintamarre
- viii. RFD-2024-114 – Winterfest 2025

8. REPORTS FROM ADMINISTRATION

- a) TEXT AMENDMENT TO TOWN OF SACKVILLE ZONING BY-LAW – MINIMUM SIZE OF DWELLINGS

#24-213 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT WHEREAS COUNCIL HAS CONSIDERED AN APPLICATION FROM NATALIE DONAHER TO AMEND BY-LAW NO 244, THE TOWN OF SACKVILLE ZONING BY-LAW TO CHANGE THE MINIMUM DWELLING SIZE FROM THE DIMENSIONS OF 20FT BY 20FT TO AN AREA OF 400SQFT;

BE IT RESOLVED THAT THE COUNCIL OF TANTRAMAR DIRECTS THAT THE APPROPRIATE BY-LAW BE PREPARED TO AMEND THE ZONING BY-LAW AS PER THE PROPOSED CHANGES; THAT THE PROPOSED BY-LAW BE REFERRED TO THE SOUTHEAST PLANNING REVIEW AND ADJUSTMENT COMMITTEE FOR THEIR VIEWS; THAT THE NOTICE OF INTENTION REQUIREMENTS OF THE *COMMUNITY PLANNING ACT* BE FULFILLED WITH RESPECT TO THE PROPOSED AMENDMENT, AND SETS THE REGULAR COMMITTEE OF THE WHOLE MEETING ON JANUARY 27TH, 2025 AT 3PM, IN THE COUNCIL CHAMBERS AT THE MUNICIPAL OFFICE, 31 MAIN STREET, 2ND FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE **PUBLIC HEARING** OF CONSIDERATION OF OBJECTIONS TO THE PROPOSED BY-LAW. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR GREG MARTIN AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, BARRY HICKS, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

- b) 2025 FCM SUSTAINABLE COMMUNITIES CONFERENCE – B. GOODWIN

#24-214 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL AUTHORIZE THE INCREASE OF THE 2025 FCM CONFERENCE BUDGET LINE ITEM IN THE 2025 BUDGET IN THE AMOUNT OF \$2000.00 PER MEMBER FOR A TOTAL OF \$12,000.00 AND APPROVE THE MAYOR AND FIVE COUNCILLORS TO ATTEND THE FCM SUSTAINABLE COMMUNITIES CONFERENCE BEING HELD IN FREDERICTON, NB FEBRUARY 11TH THROUGH 13TH, 2025. MOTION CARRIED.

- c) BIA BUDGET 2025 – D. BEAL

The 2025 Business Improvement Area budget was presented to Council. A motion will be brought forward during the Budget 2025 motions to approve the BIA budget as presented.

- d) DORCHESTER ATV PARADE OF LIGHTS – M.PRYDE

#24-215 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE ROUTE OF THE DORCHESTER ATV PARADE OF LIGHTS ON WEDNESDAY DECEMBER 4, 2024 AS PRESENTED AT THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2024 WITH THE UNDERSTANDING THAT DORCHESTER FIRE DEPARTMENT WILL ESCORT THE PARADE. MOTION CARRIED.

e) SACKVILLE HIGHWAY SIGN IMAGE REPLACEMENT – R. KELLY SPURLES

With a life expectancy of five (5) years, it is time for the Sackville billboard highway sign to be replaced. The new sign will feature the Sackville Waterfowl Park and will include the Tantramar logo, and will still have references to being the home of Mount Allison University. Although the sign is specific to Sackville only, additional Tantramar signs on the highway and community signs will be looked at with the roll out of the Strategic Plan.

Two draft sign options were presented. A public engagement will go out and members of the public will be able to vote on which sign they prefer.

9. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Michael Tower congratulated the Tantramar Titan football team on an undefeated season, winning the NBIAA AAA Football Championship.

Mayor Andrew Black thanked the community for the overwhelming support and great turnout for the Veterans during the annual Remembrance Day celebration held in Sackville. Mayor Black thanked Councillor Wiggins-Colwell for representing Tantramar at the Dorchester ceremony.

Councillor Debbie Wiggins-Colwell also noted the large turnout at the Dorchester Remembrance Day celebration and thanked all those who assisted with the organizing and set up.

10. NOTICE OF MOTION

There was no notice of motion brought forward.

11. ADJOURNMENT

#24-216 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
MONDAY, NOVEMBER 18, 2024 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were 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 Eppell, Director of Active Living & Culture Matt Pryde, Assistant Treasurer Elizabeth Hartling, Manager of Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Sackville Fire Chief Craig Bowser and Communications Officer Jeremy McLaughlin.

There was one member at the public present.

1. CALL THE MEETING TO ORDER

Deputy Mayor Greg Martin called the meeting to order.

Deputy Mayor Greg Martin provided regrets from Mayor Andrew Black and Councillor Allison Butcher who were unable to attend the meeting.

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

Deputy Mayor Greg Martin asked if there were any Disclosures of Interest. There were none.

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 18, 2024, AS CIRCULATED. MOTION CARRIED.

3. DRAFT 2025 BUDGET

Director of Financial Services Michael Beal presented the draft 2025 Operating Budget for Tantramar. Discussions occurred and items were clarified and addressed by the Director. A copy of the draft 2025 Operating Budget documents and video of the Special Meeting of Council can be found [here](#).

Councillor Estabrooks left the meeting at 4:45 p.m.

4. ADJOURNMENT

MOVED BY COUNCILLOR PHINNEY AND SECONDED BY COUNCILLOR TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 18, 2024. MOTION CARRIED.

DEPUTY MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

**SPECIAL MEETING OF COUNCIL
THURSDAY, NOVEMBER 21, 2024 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were 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 CAO Jennifer Borne, Director of Legislative Services Donna Beal, Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Sackville Fire Chief Craig Bowser and Communications Officer Jeremy McLaughlin.

There was also one (1) member of the public in attendance.

1. CALL THE MEETING TO ORDER

Deputy Mayor Greg Martin called the meeting to order.

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

Deputy Mayor Greg Martin asked if there were any Disclosures of Interest. There were none.

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 21, 2024, AS CIRCULATED. MOTION CARRIED.

3. DORCHESTER ATV PARADE OF LIGHTS – M. PRYDE

#24-217 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL APPROVE THE ROUTE OF THE DORCHESTER ATV PARADE OF LIGHTS ON FRIDAY DECEMBER 6, 2024 AS PRESENTED AT THE REGULAR COUNCIL MEETING OF NOVEMBER 12, 2024 WITH THE UNDERSTANDING THAT DORCHESTER FIRE DEPARTMENT WILL ESCORT THE PARADE. MOTION CARRIED.

4. DRAFT 2025 BUDGET

Director of Financial Services Michael Beal presented the draft 2025 Capital Budget for Tantramar. Discussions occurred and items were clarified and addressed by the Director. A copy of the draft 2025 Budget documents and video of the Special Meeting of Council can be found [here](#).

5. IN-CAMERA

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(1)(J) OF THE LOCAL GOVERNANCE ACT.

Director of Engineering & Public Works Jon Epell, Director of Active Living & Culture Matt Pryde, Assistant Treasurer Elizabeth Hartling, Manager of Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Sackville Fire Chief Craig Bowser and Communications Officer Jeremy McLaughlin and members of the Public left the meeting.

a. HR-2024-06

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 21, 2024. MOTION CARRIED.

DEPUTY MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, NOVEMBER 25, 2024 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black and Councillors Allison Butcher, Matt Estabrooks, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Legislative Services Donna Beal, Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Eppell, Assistant Clerk Becky Goodwin, Manager of Tourism & Business Development Ron Kelly Spurles, Manager of Compliance, Risk and Safety Kathleen Carroll, Assistant Treasurer Elizabeth Hartling, Planner Guilhem Francez, Planner Sam Gerrand and Planning Manager Lori Bickford.

Also, in attendance were sixteen (16) members of the Public.

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 DEPUTY MAYOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 25, 2024, AS CIRCULATED. MOTION CARRIED.

1.2 CONFLICT OF INTEREST DECLARATION

Mayor Andrew Black asked if there were any disclosure of interest. There were none.

2. INFORMATION ITEMS

2.1 MOUNT ALLISON UNIVERSITY – DR. IAN SUTHERLAND

Dr. Ian Sutherland, President and Vice-Chancellor of Mount Allison University provided an update on the R. P. Bell Library renovation and Interim Library / Multi-Sport Complex project. A copy of the presentation can be found on the Municipality of Tantramar's [website](#).

2.2 PUBLIC HEARING TEXT AMENDMENT (HEIGHT CHANGE) TO TOWN OF SACKVILLE ZONING BY-LAW DOWNTOWN BUSINESS DISTRICT – G. FRANCEZ

A public hearing was held on the proposed changes to the Sackville Zoning By-Law which would change the maximum building height in the Downtown Business District, Mixed Use Zone from 15.25m to 22.86m. A copy of the presentation can be found on the Municipality of Tantramar's [website](#).

2.3 PUBLIC HEARING REZONING FAIRFIELD ROAD, SACKVILLE – FRESHWINDS HOUSING – S. GERRAND

A public hearing was held on the proposed changes to the Sackville Zoning By-Law to rezone PID 00892786 (Fairfield Road) from Urban Residential (R1) to Urban Residential (R3) to permit higher density development consisting of two multi-unit buildings and twelve 2-unit buildings. A copy of the presentation can be found on the Municipality of Tantramar’s [website](#).

3. COUNCIL DIRECTION REQUESTS

3.1 AGREEMENT WITH THE CRAFT GALLERY – R. KELLY SPURLES

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL DIRECT ITEM 3.1 – AGREEMENT WITH THE CRAFT GALLERY BE SENT TO THE CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 10, 2024. MOTION CARRIED.

3.2 CCAC MEMBERSHIP APPOINTMENTS – R. KELLY SPURLES

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL DIRECT ITEM 3.2 – CCAC MEMBERSHIP APPOINTMENTS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 10, 2024. MOTION CARRIED.

3.3 FEBRUARY 2025 REGULAR COUNCIL MEETING – B.GOODWIN

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.3 – FEBRUARY 2025 REGULAR COUNCIL MEETING BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF DECEMBER 10, 2024. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

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

- 4.1 Active Living and Culture
- 4.2 Community and Corporate Services – R. Kelly Spurles
- 4.3 Engineering and Public Works – J. Epell
- 4.4 Protective Services – Sgt. Eric Hanson
- 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

5. QUESTION PERIOD

Mayor Andrew Black asked if there were any questions from the public. There were none.

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 25, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

DRAFT

**SPECIAL MEETING OF COUNCIL
THURSDAY, NOVEMBER 28, 2024 – 1:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 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 CAO Jennifer Borne, Director of Legislative Services Donna Beal, Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles & Sackville Fire Chief Craig Bowser.

There was also two (2) members of the public in attendance.

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.

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

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 NOVEMBER 28, 2024, AS AMENDED. MOTION CARRIED.

3. SACKVILLE HIGHWAY SIGN IMAGE REPLACEMENT

#24-218 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL AUTHORIZE THE HIRING OF DOBBLESTEYN SIGNS IN THE AMOUNT OF \$20,245 PLUS H.S.T. TO REPLACE THE HIGHWAY SIGN IMAGES ON THE TWO SACKVILLE SIGNS NEAR EXITS 500 AND 506 ON THE TRANSCANADA HIGHWAY. MOTION CARRIED.

4. 2023 AUDIT

Andrew Boudreau of Baker Tilly GMA LLP presented information relating to the Municipality of Tantramar's 2023 Audit.

#24-219 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE 2023 AUDIT FOR THE MUNICIPALITY OF TANTRAMAR AS PREPARED BY ANDREW BOUDREAU OF BAKER TILLY GMA LLP OUT OF RIVERVIEW NB AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE AUDIT. MOTION CARRIED.

5. 2025 BUDGET REVIEW AND MOTIONS

| | | | |
|---------------|--------|--------------------|--------|
| TAX AUTHORITY | 678.00 | SACKVILLE TOWN | 1.5350 |
| TAX AUTHORITY | 678.02 | DORCHESTER VILLAGE | 1.5350 |
| TAX AUTHORITY | 678.03 | DORCHESTER LSD | 0.6911 |
| TAX AUTHORITY | 678.04 | SACKVILLE LSD | 0.6125 |
| TAX AUTHORITY | 678.05 | POINT DE BUTE LSD | 0.8137 |

#24-220 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT THIS IS TO CERTIFY THAT ON THE 28th DAY OF NOVEMBER 2024, THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR RESOLVED THAT THE SUM OF \$17,944,680 BE THE TOTAL OPERATING BUDGET OF THE LOCAL GOVERNMENT, THAT THE SUM OF \$16,691,009 BE THE WARRANT OF THE LOCAL GOVERNMENT OF THE ENSURING YEAR, AND THAT THE TAX RATE (S) FOR THE LOCAL GOVERNMENT BE AS LISTED ABOVE. THE COUNCIL ORDERS AND DIRECTS THE LEVYING BY THE MINISTER OF LOCAL GOVERNMENT OF SAID AMOUNT ON REAL PROPERTY LIABLE TO TAXATION UNDER THE ASSESSMENT ACT WITHIN THE LOCAL GOVERNMENT OF TANTRAMAR. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR GREG MARTIN AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS AND BRUCE PHINNEY. MOTION CARRIED.

#24-221 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT STAFF UNDERTAKE A REVIEW OF STREET LIGHTING WITH REGARDS TO LOCAL SERVICE DISTRICTS PRIOR TO THE 2026 BUDGET WITH RECCOMENDATIONS ON POTENTIAL NUMBER OF LIGHTS, LOCATIONS AND COSTS WHICH SHALL INCLUDE WHAT DTI CURRENTLY PROVIDES. MOTION CARRIED.

#24-222 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT THIS IS TO CERTIFY THAT ON THE 28th DAY OF NOVEMBER 2024 THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR RESOLVED THAT PURSUANT TO SUBSECTION 117(4) OF THE LOCAL GOVERNANCE ACT, THE TOTAL BUDGET FOR THE WATER & WASTEWATER UTILITY FOR THE ENSUING YEAR WOULD CONSIST OF TOTAL REVENUES OF \$2,840,095 AND TOTAL EXPENDITURES OF \$2,840,095. ADOPTED THIS 28th DAY OF NOVEMBER 2024 BY THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR. MOTION CARRIED.

#24-223 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL APPROVE THE WATER AND SEWER RATES FOR TANTRAMAR FOR PRIVATE HYDRANTS BE SET AT \$483 PER YEAR, FOR PRIVATE SPRINKLERS BE SET AT \$560 PER YEAR, FOR AFTER HOUR CALLS FOR SERVICE BE SET AT \$250 PER OCCURANCE AND FOR WATER TURN ON/OFF'S BE SET AT \$40 PER OCCURANCE EFFECTIVE JANUARY 1, 2025. MOTION CARRIED.

#24-224 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE RATE CHANGES FOR ENCUMBRANCE CERTIFICATES EFFECTIVE JANUARY 1, 2025 AS FOLLOWS:

| | |
|---|------------------|
| 5 OR MORE BUSINESS DAYS NOTICE BEING PROVIDED | \$ 40.00 |
| 3 TO 4 BUSINESS DAYS NOTICE BEING PROVIDED | \$120.00 |
| 1 TO 2 BUSINESS DAYS NOTICE BEING PROVIDED | \$240.00 |
| SAME DAY SERVICE BEING PROVIDED | \$400.00. MOTION |

CARRIED.

#24-225 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL APPROVE THE BREAKDOWN OF CAPITAL OUT OF REVENUE IN THE 2025 BUDGET FOR TANTRAMAR IN THE ESTIMATED AMOUNTS AS FOLLOWS:

| | |
|---|-------------|
| SHALE AND GRAVEL VARIOUS LOCATIONS | \$ 50,000 |
| STORM SEWER (WALKER ROAD) | \$100,000 |
| RESURFACING (KING STREET PHASE 1) | \$270,000 |
| VARIOUS SIDEWALK RENEWALS | \$ 55,000 |
| REPLACEMENT OF 5 TON PLOW TRUCK | \$450,000 |
| LOADER REFURBISHMENT | \$18,000 |
| AUTOMATIC FLAGGING SYSTEM | \$35,000 |
| PUBLIC WORKS ELECTRIC VEHICLE | \$75,000 |
| PUBLIC WORKS TIRE CHANGER | \$15,000 |
| PUBLIC WORKS ASPHALT AT SALT SHED DOOR | \$20,000 |
| RETAINING WALL (BETWEEN MAIN & LANSDOWNE) | \$45,000 |
| SACKVILLE LIBRARY UPGRADE | \$25,000 |
| LITTLE LEAGUE FIELD BUILDING REPLACEMENT | \$60,000 |
| TVMCC COMPLRESSOR | \$20,000 |
| TVMCC DEHUMIDIFIER | \$125,000 |
| TVMCC DOOR REPLACEMENTS | \$40,000 |
| TVMCC SKATE SHARPENING MACHINE | \$25,000 |
| MEMORIAL PARK REFURBISHMENT | \$15,000 |
| 16 FOOT PARKS UTILITY TRAILER | \$10,000 |
| BJMP PLAYGROUND REPLACEMENT | \$48,000 |
| DOG PARK OR OTHER | \$35,000 |
| PPE REPLACEMENT FOR FIRE DEPARTMENT | \$84,000 |
| FIRE DEPARTMENT BATTERY EXHAUST FANS | \$30,000 |
| SCBA UPGRADES DORCHESTER | \$85,000 |
| VIC LEVEL 2 CHARGING STATION | \$10,000 |
| MUNICIPAL SIGNAGE | \$10,000 |
| TOTAL | \$1,755,000 |

AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR GREG MARTIN AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, BARRY HICKS, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

#24-226 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT THE MUNICIPALITY OF TANTRAMAR SUBMIT TO THE MUNICIPAL CAPITAL BORROWING BOARD, AN APPLICATION FOR AUTHORIZATION TO BORROW OR GUARANTEE THE REPAYMENT OF MONEY BORROWED FOR A CAPITAL EXPENSE FOR THE TERMS AND AMOUNTS AND AUTHORIZE THE MAYOR AND CLERK TO SIGN THE SAID DOCUMENT.

PROTECTIVE SERVICES

DORCHESTER FIRE HALL CONSTRUCTION \$3,500,000 10 YEARS

ENVIRONMENTAL HEALTH SERVICES

LIFT STATION UPGRADES CHARLES STREET \$50,000 5 YEARS

LIFT STATION REPLACEMENT MIDDLE SACKVILLE \$450,000 10 YEARS

WATER TREATMENT PLANT UPGRADES \$150,000 5 YEARS

TOTAL \$650,000

GRAND TOTAL \$4,150,000. MOTION CARRIED.

#24-227 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT AS PART OF THE 2025 CAPITAL BUDGET THAT THE FOLLOWING BUDGET ALLOCATIONS BE MADE WITHIN THE UTILITY CAPITAL BUDGET WITH THE POTENTIAL FOR THESE FUNDS TO COME OUT OF THE UTILITY CAPITAL RESERVE FUND, SUBJECT TO A YEAR END REVIEW AS FOLLOWS:

FLEET UPGRADE (REPLACE 2013 CHEV) \$ 110,000

WATER TREATMENT PLANT UPGRADES \$ 47,000

MOTION CARRIED.

#24-228 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT THE DOCUMENT ENTITLED TANTRAMAR FIVE-YEAR CAPITAL INVESTMENT PLAN FOR THE CANADA COMMUNITY BUILDING FUND (CCBF) 2024 – 2028 BE ADOPTED. MOTION CARRIED.

#24-229 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2024-16 A BY-LAW RELATING TO THE ESTABLISHMENT OF A SPECIAL BUSINESS IMPROVEMENT AREA LEVY. MOTION CARRIED.

#24-230 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL CERTIFY THAT ON THE 28TH DAY OF NOVEMBER 2024 THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR ENACTED BY BY-LAW THAT A BUSINESS IMPROVEMENT LEVY BE IMPOSED ON ALL NON-RESIDENTIAL PROPERTY WITHIN THE BUSINESS IMPROVEMENT AREA OF THE LOCAL GOVERNMENT THAT IS LIABLE TO TAXATION UNDER THE ASSESSMENT ACT. THE LEVY SHALL BE IN THE AMOUNT OF \$29,010.00 AT THE RATE OF \$0.2000 AND THE COUNCIL HEREBY DIRECTS AND ORDERS THE MINISTER OF LOCAL GOVERNMENT TO LEVY THE SAID AMOUNT PURSUANT TO PROVISIONS OF THE BUSINESS IMPROVEMENT AREA ACT. ADOPTED THIS 28TH DAY OF NOVEMBER 2024 BY THE COUNCIL OF THE LOCAL GOVERNMENT OF TANTRAMAR. MOTION CARRIED.

#24-231 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL APPROVE THE BUSINESS IMPROVEMENT LEVY BUDGET FOR 2025 AS PROVIDED BY MAINSTREET REDEVELOPMENT. MOTION CARRIED.

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR
BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF NOVEMBER 28,
2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK



To: Mayor and Council
Submitted by: Ron Kelly Spurles, Manager of Tourism and Business Development
Date: December 5, 2024
Subject: Sackville Craft Gallery space usage agreement 2025 - 2027

DESCRIPTION

The Tantramar Visitor Information Centre (VIC) is located at 34 Mallard Drive in Sackville and provides travel counselling services between May and October. The VIC currently has agreements for space usage in the facility with three organizations: the Sackville Craft Gallery, Café Tintamarre, and Rob Lyons Graphics. The Sackville Craft Gallery would like to renew their agreement from 2025 to 2027 (three years).

A draft agreement has been negotiated with the Craft which outlines the terms of a three-year agreement, including: rental fee; a 60 day notice cancellation clause; and a requirement for \$1 million in liability insurance with Tantramar listed as co-insured.

The space usage agreement with the Sackville Craft Gallery was presented at the November 25, 2024 Committee of the Whole under CDR #2024-118. A copy of the report can be found on page 24 of the [November Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve the Sackville Craft Gallery Visitor Information Centre Usage Agreement from January 1, 2025 until December 31, 2027 at the rate of \$1220 per month (HST included) and authorize the Mayor and Clerk to sign and seal the agreement.



To: Mayor and Council
Submitted by: Ron Kelly Spurles, Manager of Tourism and Business Development
Date: December 5, 2024
Subject: Climate Change Advisory Committee Membership Recommendations

DESCRIPTION

Seven (7) members named to the CCAC are serving terms that end on December 31, 2024, and three (3) of these have agreed to let their names stand for a second membership term, in accordance with the CCAC terms of reference. Four (4) candidates have been identified to fill the remaining four vacancies. Staff are bringing this file to Council for approval of recommendations for the seven candidates for CCAC membership, for terms of one, two, or three years, as identified below.

Climate Change Advisory Committee Membership Recommendations were presented at the November 25, 2024 Committee of the Whole under CDR #2024-119. A copy of the report can be found on page 30 of the [November Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve the members of the climate change advisory committee as follows; Liza Barney (January 1, 2025 to December 31, 2027) [New; replacing Barbra Clayton]; Doug Bliss (January 1, 2025 to December 31, 2027) [Second term]; Janie Brooks (January 1, 2025 to December 31, 2025) [New; replacing Brittany Cormier]; Adam Cheeseman (January 1, 2025 to December 31, 2026) [Second term]; Samara Eaton (January 1, 2025 to December 31, 2027) [Second term]; Cassandra Gauthier-Downs (January 1, 2025 to December 31, 2027) [New; replacing Corinne Cash]; and Michele Knockwood (January 1, 2025 to December 31, 2027) [New; replacing Richard Elliot]



Synopsis: February 2025 Regular Council Meeting

Date: December 5, 2024

Department: Legislative Services

DESCRIPTION

Staff are recommending the February 2025 Regular Council Meeting be scheduled the first Tuesday of the month, instead of the second Tuesday in accordance with By-Law No. 2022-03 A By-Law Respecting the Proceedings of Tantramar Municipal Council and Committee Meetings. This date change is to accommodate the Tantramar Council members attending the FCM Sustainable Communities Conference February 11-13, 2025.

The proposed date change was presented at the November 25, 2024 Committee of the Whole meeting under CDR #2024-120. A copy of the report can be found on page 33 of the [November Committee of the Whole Package](#).

PROPOSED MOTION

That Council set the date of the February 2025 Regular Council Meeting to Tuesday, February 4, 2025 at 7:00 p.m.

PRELIMINARY STAFF REPORT

Subject: Rezoning request from R1 to R2 to permit the construction of 5 vertically attached dwelling units.

File Number: 24-1805

Meeting date: December 10, 2024

From: Guilhem Francez Planner/Development officer

GENERAL INFORMATION

Applicant/Owner: Massod Hosseini

Property Address: Kirk street, Sackville

PID Number: 70636147, 70636139

Proposal: Applicant is proposing to rezone the subject property from Urban Residential 1(R1)& Institutional (I) to the Urban Residential 2 (R2) zone to permit the construction of 5 units vertically attached dwelling.

Lot Size: 1372.20m2 & 1156.26m2

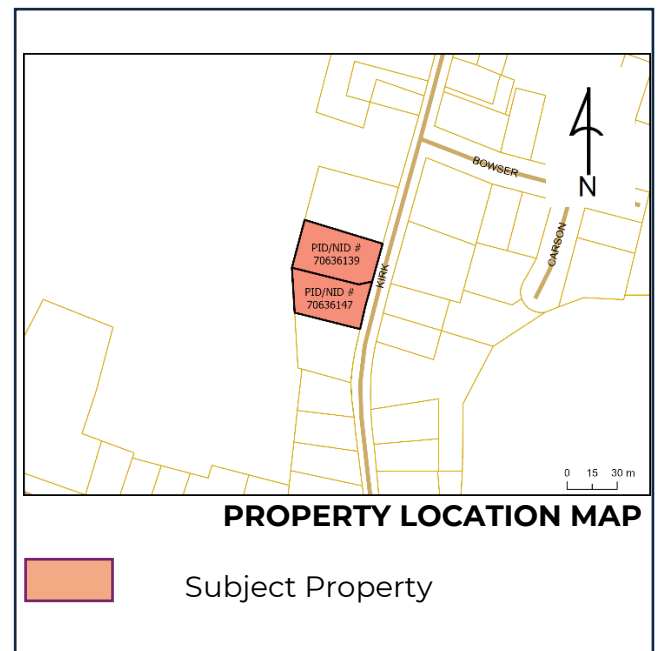
Current Use: Vacant

Current Zoning: Urban Residential 1 Zone (R1) & Institutional (I)

Future Land Use: Urban Residential Designation

Surrounding Use & Zoning Urban Residential 1 (R1), Urban Residential 2 (R2), Institutional (I)

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



BACKGROUND

The subject vacant properties are located on Kirk Street, a short distance from downtown Sackville and most of the urban amenities the town has to offer. The property has access to municipal water and sewer systems and is within an area designated for urban residential development. The character of the area is mixed, surrounding properties are characterized by low-density residential development toward the rural area of Sackville, and higher-density development toward downtown Sackville. Directly to the north, there is a vacant property zoned Institutional, and to the south, slightly downhill, another institutional area is occupied by the Sackville Cemetery.

The applicants are requesting a rezoning from the R1 to the R2 zone to allow the development of five vertically attached dwelling units, resulting in a density equivalent to 19.7 dwellings per hectare. The proposed development consists of two-story, vertically attached dwellings (sometimes referred to as semi-detached dwellings) with a rear deck and a front driveway where cars can be parked. A vertically attached dwellings in the Zoning By-law allows for the units to be subdivided by a common wall. The applicant is also exploring designs with attached garages on each of the units. Each unit would feature three bedrooms on the upper floor.

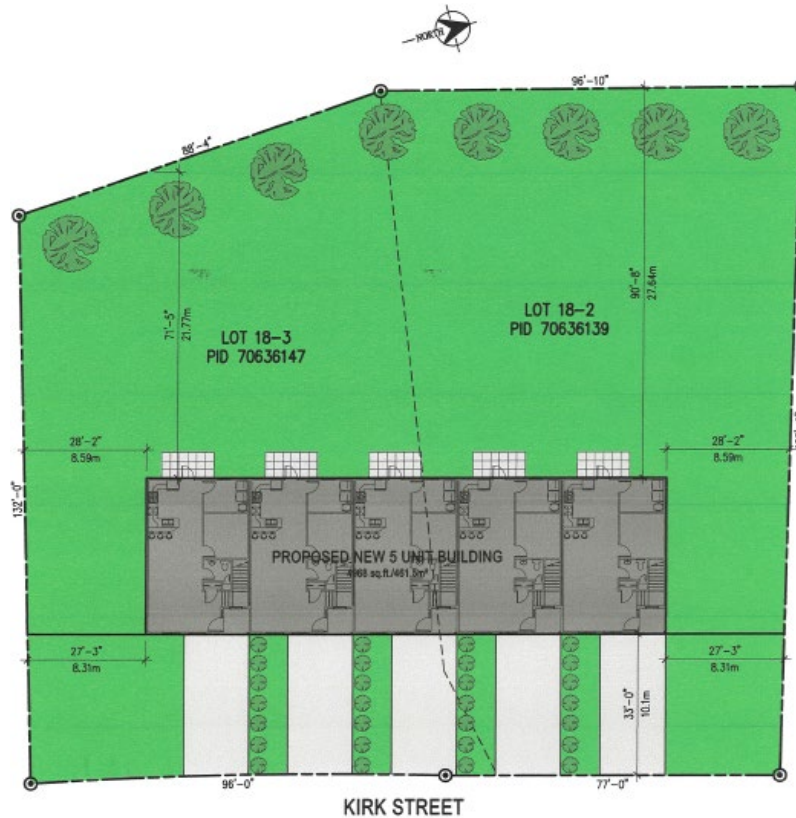


Figure 1 – Proposed development concept

Main / Principal

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

Shediac

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

Tantramar

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

Riverview

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

Vertically attached dwellings are not permitted within the R1 zone and would require a rezoning to the R2 zone to allow the proposed development. Sackville, along with other communities in the Southeast region, is facing a housing shortage, and more particularly a lack of diverse housing options. This issue has been present in Sackville since 2016, when the town identified housing needs in the Municipal Plan. The following statement is included in the Urban Residential Section of the Municipal Plan By-law:

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

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

“3.2.3.1 It is a policy to designate sufficient residential land on the “Town of Sackville Future Land Use Map” to accommodate the demand for future residential development. Based on existing servicing (water and sanitary sewer) capacity and the physical limits of services which are influenced by topography, the area as indicated on the “Town of Sackville Future Land Use Map”, which is part of this Plan is designated as “Urban Residential”.”

“3.2.3.4 It is a policy that a range of housing options shall be permitted in areas zoned medium density including duplexes, vertically-attached dwellings and other medium density detached dwellings on individual lots. Medium density is defined as not exceeding 65 units per net hectare subject to appropriate zoning regulations.”

Low density is defined as 18 units per hectare, plus accessory dwelling units. In other words, 18 single dwelling units plus 18 accessory dwelling units per hectare would be considered low density. Therefore, the proposal would not necessarily increase the density in an area currently designated for low density residential development, but it would offer a wider range of housing options. Additionally, the proposal would blend well with the general character of the neighborhood.

COUNCIL ACTION

Council of Tantramar may choose to:

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

Main / Principal

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

Shediac

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

Tantramar

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

Riverview

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

To: Mayor and Council

Submitted by: Ron Kelly Spurles, Manager of Tourism and Business Development

Date: December 5, 2024

Subject: Creating a climate change adaptation plan for the Municipality of Tantramar

PROPOSAL

To apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative, for Creating a Climate Change Adaptation Plan for the Municipality of Tantramar.

BACKGROUND

A number of risk assessments and Climate Adaptation Plans have been developed for different areas within Tantramar in the past, but with the New Brunswick region redistribution and amalgamation that formed Tantramar in 2023, many of these assessments and plans are no longer applicable or viable.

DISCUSSION

This project will see the development of a Climate Change Adaptation Plan for the Municipality of Tantramar, in collaboration and under the direction of, EOS Eco-Energy. Tantramar is a mixed urban/small town/rural region with significant areas of marshlands, wetlands, and dykes, facing serious challenges adapting to climate change. The rural parts of the Municipality are often at higher risk in emergency situations due to longer distances from services, lack of local resources, and long waiting times for major repairs (roads/power-outages). These issues can also make communication and information sharing difficult. The small town/urban areas of Tantramar also face serious climate adaptation issues, including possible flooding, and infrastructure overload and damage. With a comprehensive Climate Change Adaptation Plan, the Municipality will be better prepared and more resilient in the face of climate change, and be better equipped to adapt to it through the lens of reconciliation and equity.

INTERDEPARTMENTAL CONSULTATION

The CAO and Engineer have been consulted on the parameters and need for the proposed plan.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

If successful the grant will cover at least 80% of the cost of creating the plan, Tantramar may have to contribute up to 20%. These funds can be allocated from the budget for plans, or from the climate change budget, or from some combination of the two.

COMMUNICATIONS/PUBLIC ENGAGEMENT

The plan will include extensive public communication, outreach, and engagement.

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no.1 Sustainable and Engaging Government

COMMUNITY IMPACT

The creation of a Climate Change Adaptation Plan for Tantramar will have a very significant impact on the community. The plan will steer the actions of the Municipality and will prepare us for issues that will arise because of climate change, so we can better adapt to lessen their effects, and to mitigate them when they occur.

CLIMATE CHANGE IMPLICATIONS

This proposal is centered around adapting for climate change.

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. Direct staff to apply for the funding opportunity from the Federation of Canadian Municipalities.
2. Do not direct staff to apply for the funding opportunity from the Federation of Canadian Municipalities.

RECOMMENDATION

Staff recommends that Council direct staff to apply for a funding opportunity from the Federation of Canadian Municipalities’ Local Leadership for Climate Adaptation initiative for Creating a Climate Change Adaptation Plan for the Municipality of Tantramar.

ATTACHMENTS

N/A



To: Mayor and Council

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

Date: December 5, 2024

Subject: RFQ # 2024-11: Planting & Maintenance of Flower Baskets, Planters & Beds 2025-2026

PROPOSAL

To approve a contractor to plant our flower baskets, pots and beds in 2025 and 2026.

BACKGROUND

The existing Flower Contract with the Yard Guyz has expired. An option existed to renew for a third year, but staff wanted to make some changes to the contract, including the removal of the flower beds on Bridge Street, and changing our evaluation procedure to be based on more than simply price-including bed layouts, and the variety and number of flowers/plants being used. As a result, a RFQ was released with a deadline to submit of November 28, 2024 at 11:00am.

DISCUSSION

Two submissions were received. The Yard Guyz of Sackville, NB and Farmer Brown’s Greenhouse of Dawson Settlement, NB. Unfortunately, the bid from Farmer Brown’s was non-compliant.

The Flower Contract is included in the Municipal Beautification budget, which is \$43,000 in 2025 as approved by Council with no anticipated change in 2026. The annual breakdown of the quote from the Yard Guyz is as follows:

2025 allocation: \$20,193.13 plus HST

2026 allocation: \$20,193.13 plus HST

Total: \$40,386.26 plus HST

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

\$40,386.26 from the operational budget over two years.

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 3 – Healthy, Safe & Livable Community of the 2024 Priority Action Plan.

COMMUNITY IMPACT

Beautification of the downtown.

CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal.

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 Yard Guyz as the Municipality's flower provider as outlined in the RFQ.
- b) Do not approve the Yard Guyz as the Municipality's flower provider as outlined in the RFQ..

RECOMMENDATION

Staff recommend that a motion be brought forward at the December 10, 2024 Regular Council meeting to approve the Yard Guyz as the Municipality's 2025-26 flower provider, as outlined in the RFQ, at a cost of \$20,193.13 plus HST per year.

ATTACHMENTS

N/A



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: December 5, 2024

Subject: Reserve Transfers for 2024

PROPOSAL

To perform transfers to and from Reserve Funds for the year 2024 which must be done prior to December 31, 2024.

BACKGROUND

Each year in December a review is done on our financial position for the year to determine what we either are to take out or put into the reserve funds. All motions and transfers must be done within the fiscal year. There is a limit on the total amount that can be put into operating reserves but no limit on what can be put into Capital Reserves.

DISCUSSION

- Utility Budget
 - Amount in Budget for Transfer \$320,000
 - Additional Revenue over Budget \$75,000
 - Recommendation to transfer \$375,000 into the Utility Capital Reserve.
 - Recommendation to transfer \$20,000 into the Utility Operating Reserve.
 - Balance in Utility Capital Reserve Fund as of November 30, 2024 is \$1,725,730 plus this addition of \$375,000 will bring the balance to an estimate of \$2,100,730. The majority of these funds are to be used for future lagoon upgrades.
 - Balance in Utility Operating Reserve Fund as of November 30, 2024 is \$21,943 plus this addition of \$20,000 will bring the balance to an estimate of \$41,943. Max Operating Reserve Fund Balance permitted end of 2024 is \$129,093.
- General Budget
 - 2024 and prior Capital Approvals that will need to be paid in 2025 out of Reserve Fund or borrowed for (items with * have authorizations to borrow outstanding but preference will be to use our own internal Capital Reserve Funds) include the following:
 - Website Development \$70,000
 - Dorchester Fire Truck \$800,000*
 - Public Safety Fleet \$175,000
 - Main Street Sackville Storm Sewer \$20,000
 - Lorne Street Phase 3 Remaining @ 26.67% \$50,000*

- 2024 Revenue over Budget/Savings within the Budget
 - Additional Revenue from Planning Fees \$60,000
 - Interest Earned in Bank Accounts (2024) \$50,000
 - Reform Grants that we received (2024) \$170,000
 - Amount Budgeted for Reserve in 2024 \$200,000
 - RCMP Policing \$300,000
 - Vacancies in 2024 Budget \$420,000
 - Total to go into Reserve Funds \$1,200,000
- A total of \$1,200,000 is to be transferred into the reserve Funds as recommended as follows:
 - Recommendation to transfer \$1,100,000 into the General Capital Reserve.
 - Recommendation to transfer \$100,000 into the General Operating Reserve.
 - Balance in General Capital Reserve Fund as of November 30, 2024 is \$4,879,705 plus this addition of \$1,100,000 will bring the balance to an estimate of \$5,979,705. We will be able to borrow from ourselves for Dorchester Fire Hall and other Capital Projects.
 - Balance in General Operating Reserve Fund as of November 30, 2024 is \$448,655 plus this addition of \$100,000 will bring the balance to an estimate of \$548,655. Max Operating Reserve Fund permitted end of 2024 is \$835,360.
- For every \$1 million in reserve funds that are used for Capital purchases the interest savings (at 4% borrowing over 10 years) would be \$232,909. For example, if we are able to borrow from ourselves for the Dorchester Fire Hall Construction of \$3.5 million the savings to the municipality would be \$815,183 in interest payments.

INTERDEPARTMENTAL CONSULTATION

Financial Status reviewed with Managers

LEGISLATION/POLICY

Local Governance Act

FINANCIAL CONSIDERATIONS

Allows any projected surplus to be put away for future operating and/or capital projects.

Allows for an account where Capital money not spent in current year is allocated to cover the expense in the following year.

We have performed the following projects without borrowing:

- Lorne Street Phase 1, 2 and 3 (2017 to 2025)
- Bridge Street Renewal (2015)
- Civic Centre Generator (2021)
- Large Fleet Replacements
- Sackville Fire New Pumper Replacement (expected no borrowing, confirm end of 2024)

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 2 – Financial Sustainability.

COMMUNITY IMPACT

Allows for more Capital to be done in the future (Capital Reserve Transfer) and to lower taxes in the future (Operating Reserve Transfer)

CLIMATE CHANGE IMPLICATIONS

None

CLIMATE LENS

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

OPTIONS

- a) Move money to Reserve Funds to be used for future Capital and Operating Projects
- b) Don't move any money to Reserve Funds and have large surplus that is recorded in single budget year 2026.

RECOMMENDATION

Staff Recommends that the motions be approved to transfer the funds into the Reserve funds for the fiscal year 2024.

ATTACHMENTS

N/A

BY-LAW NO. 244-R
A By-law to Amend By-law No. 244
Town of Sackville Zoning By-law

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

1. By-law No 244, the Town of Sackville Zoning By-law, is amended by repealing the Building/Structure Height in Part 5: Mixed Use Zone: MU, Section 5.2 Zone Requirements which sets the maximum Building/Structure Height at 15.25 m (50 ft) and REPLACING the maximum Building/Structure Height requirement for “All uses in the DBD” to 22.86 m (75 ft). All other requirements shall remain the same.

Read a first time this ____ day of _____, 2024.

Read a second time this ____ day of _____, 2024.

Read a third time and passed this _____ day of _____, 2025.

Mayor

Clerk

SOLEMN DECLARATION
TOWN OF SACKVILLE ZONING BY-LAW NO. 244-R

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

1. THAT I am the Clerk of the Tantramar, a Municipal Corporation, and have personal knowledge of the facts herein declared;
2. THAT the requirements of Sections 53 and 110 of the *Community Planning Act* has been complied with in respect to By-law No 244-R, A By-law to Amend By-law No 244 The Town of Sackville Zoning By-law, which was passed by the common Council of Tantramar on **DATE**.

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

Declared before me in)
Tantramar, County of)
Westmorland and Province of)
New Brunswick, this ____ day)
Of _____, A.D., 2025.)

Clerk

Commissioner of Oaths

BY-LAW NO. 244-S
A By-law to Amend By-law No. 244
Town of Sackville Zoning By-law

The Council of Tantramar under the authority vested in it by Section 53 and in accordance with Section 59 of the *Community Planning Act*, SNB 2017, c.19 amends By-law No. 244, the Town of Sackville Zoning By-law and enacts as follows:

1. By-law No 244, the Town of Sackville Zoning By-law, is amended by changing the zoning as shown on the Zoning Map Figure “1” of the Town of Sackville Zoning By-law for the property identified as PID 00892786 as shown on Schedule “A-1” attached hereto and forming part hereof, from Urban Residential 1 (R1) to Urban Residential 3 (R3) subject to the terms and conditions imposed in Schedule B, attached hereto and forming part hereof, the Resolution registered against the property.

Read a first time this _____ day of _____, 2024.

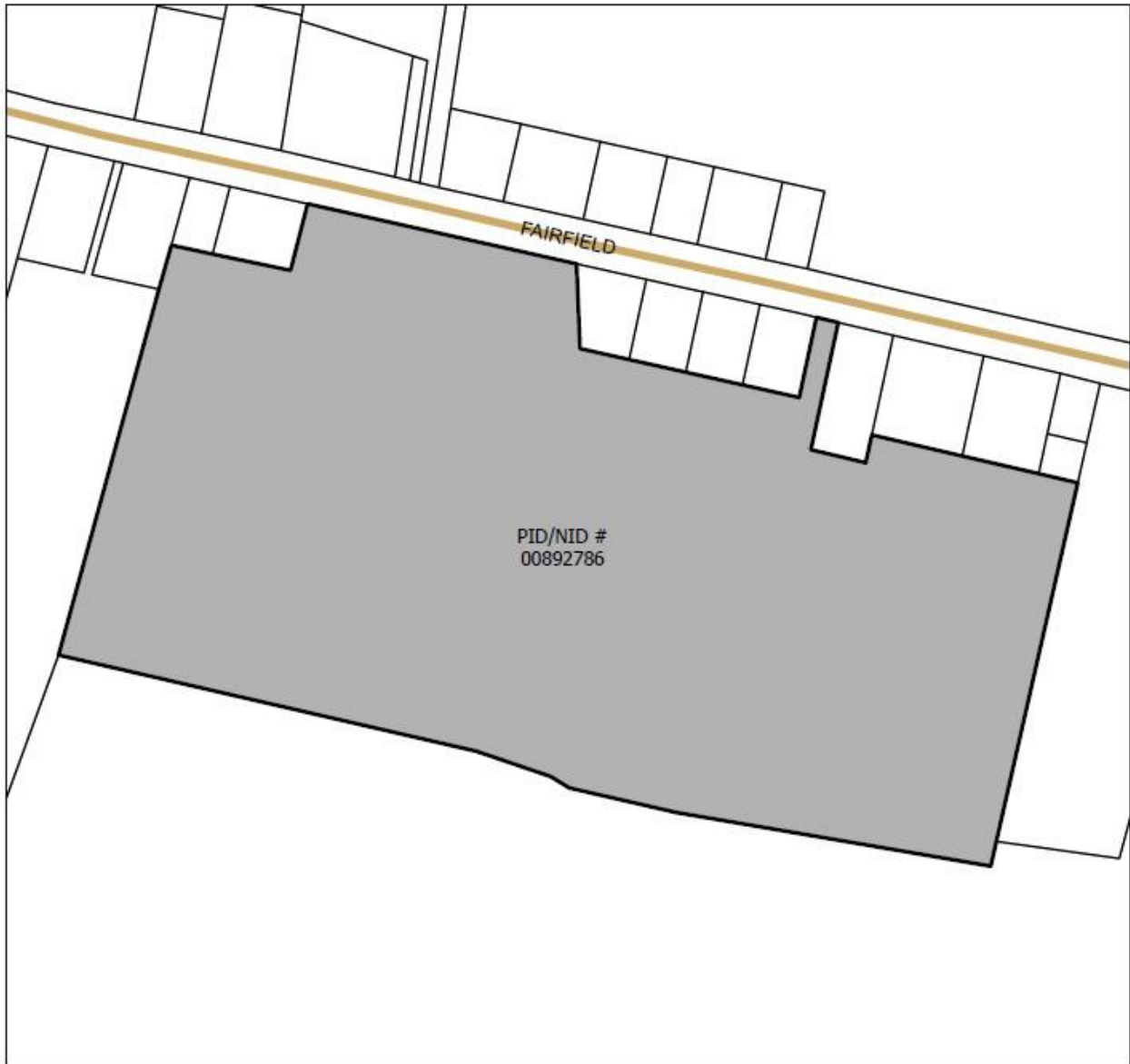
Read a second time this _____ day of _____, 2024.

Read a third time and passed this _____ day of _____, 2025.


Mayor

Clerk

Schedule/Annexe A-1
Tantramar
ZONING MAP / CARTE DE ZONAGE
Date: 2024-10-22



Legend

-  Rezoning from Urban Residential 1 (R1) to Urban Residential 3 (R3)
- Rezoning de résidentiel urbain 1 (R1) à résidentiel urbain 3 (R3)



0 35 70 m

Schedule B

RESOLUTION

Parcel Identifier # 00892786

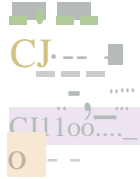
WHEREAS Freshwinds Eco-Village Housing Co-operative Ltd. is the owner of the property known as PID number 00892786, in Sackville, NB, and as shown on Schedule A (hereinafter called the “property”);

AND WHEREAS the municipality of Tantramar has rezoned the “property”, from Urban Residential 1 (R1) to Urban Residential 3 (R3) under By-law No. 244-S, A By-law to Amend By-law No. 244 Town of Sackville Zoning By-law, passed on _____, 2024, subject to terms and conditions imposed in this resolution;

BE IT RESOLVED that the Council of Tantramar, pursuant to Section 59 of the *Community Planning Act*, SNB 2017, c.19, imposes the following terms and conditions on the rezoning:

1. That development of the property shall be consistent with the site layout as shown on the attached site plan.
2. That development shall include a secondary emergency access as shown on the attached site plan.

UPL.6.ND



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PROJECT: Freshwinds Eco Village

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