



COUNCIL MEETING
TUESDAY, APRIL 8, 2025 AT 7:00 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. PUBLIC AND ADMINISTRATIVE PRESENTATIONS
 - a. EARTH DAY PROCLAMATION – MAYOR ANDREW BLACK
 - b. FRESHWINDS ECO-VILLAGE HOUSING CO-OPERATIVE – S. DIETZ
5. ADOPTION OF MINUTES
 - a. REGULAR COUNCIL MEETING – MARCH 11, 2025 (Pg. 2)
 - b. COMMITTEE OF THE WHOLE – MARCH 24, 2025 (Pg. 7)
 - c. SPECIAL MEETING OF COUNCI – MARCH 25, 2025 (Pg. 11)
6. CONSENT AGENDA (Pg. 12-16)
 - i. RFD #2025-027 – LEVEE ON THE LAKE 2025
 - ii. RFD #2025-028 – BILL JOHNSTONE PLAYGROUND IMPROVEMENTS
 - iii. RFD #2025-029 – SHIRETOWN FESTIVAL 2025
 - iv. RFD #2025-030 – FALL FAIR 2025
 - v. RFD #2025-031 – DORCHESTER FIRE DEPARTMENT DRESS UNIFORMS
7. REPORTS FROM ADMINISTRATION
 - a. 2025-2029 TANTRAMAR STRATEGIC PLAN – J. BORNE (Pg. 17)
 - b. CANADA HOUSING INFRASTRUCTURE FUND – FRESHWINDS PARTNERSHIP – J. BORNE (Pg. 33)
 - c. 2024 CAPITAL BORROWING – M. BEAL (Pg. 36)
 - d. TENDER NO. TAN-2025-03 ASPHALT PATCHING – J. EPELL (Pg. 38)
 - e. MOTION FROM COUNCILLOR JOSH GOGUEN
8. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES
9. NOTICE OF MOTION AND RESOLUTION
10. ADJOURNMENT

**REGULAR COUNCIL MEETING OF
TUESDAY, MARCH 11, 2025 6:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Greg Martin, 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.

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

#25-036 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025, AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(1) (J) 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.

Councillor Debbie Wiggins-Colwell left the meeting.

4. CLOSED SESSION

a. HR-2025-03

Councillor Debbie Wiggins-Colwell, Director of Active Living & Culture Matt Pryde, Director of Engineering & Public Works Jon Eppell, Director of Financial Services Michael Beal, Manager of Active Living & Culture Jamie Ferguson, Manager of Tourism & Business Development Ron Kelly Spurles, Communications Officer Jeremy McLaughlin and Dorchester Fire Chief Greg Partridge joined the meeting.

Also, in attendance was one (1) member of the public.

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

MOUNTIES DAY 2025 DECLARATION

GIVEN THE MANY OUTSTANDING ACCOMPLISHMENTS OF MOUNT ALLISON ATHLETICS, I AM HEREBY DECLARING MARCH 27, 2025 AS OUR ELEVENTH ANNUAL “MOUNTIE DAY”, IN RECOGNITION OF THE IMPORTANT CONTRIBUTION THAT MOUNT ALLISON ATHLETICS MAKES TO OUR COMMUNITY.

IN DOING SO, I ENCOURAGE OUR COUNCIL, OUR STAFF AND THE ENTIRE TANTRAMAR COMMUNITY TO SHOW YOUR SUPPORT FOR MOUNT ALLISON ATHLETICS ON MARCH 27th AND WEAR YOUR GARNET AND GOLD, SHOW YOUR SUPPORT IN YOUR HOME AND BUSINESS WINDOWS AND MOST OF ALL, TO CONTINUE TO SUPPORT OUR ATHLETICS AND THEIR VARIOUS ATHLETIC PROGRAMS. TO SHOW OUR SUPPORT, THE MUNICIPALITY OF TANTRAMAR WILL PROUDLY FLY THE MOUNT ALLISON ATHLETICS FLAG ON MARCH 27th.

5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS
 - a. STRATEGIC STEPS INC. – CRAIG POLLETT
 - b. DORCHESTER FIRE HALL PROJECT UPDATE – ANDREW AMOS

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

6. ADOPTION OF MINUTES

#25-037 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF FEBRUARY 4, 2025, AS CIRCULATED. MOTION CARRIED.

#25-038 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 24, 2025, AS CIRCULATED. MOTION CARRIED.

#25-039 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF FEBRUARY 27, 2025, AS CIRCULATED. MOTION CARRIED.

7. CONSENT AGENDA

#25-040 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE CONSENT AGENDA OF MARCH 11, 2025. MOTION CARRIED.

- i. RFD 2025-012 – AIM NETWORK’S CLIMATE RESILIENCY FOR COASTAL COMMUNITIES

That Council direct the allocation of funding for the AIM Network’s Climate Resiliency for Coastal Communities (CRCC) Program, with two installments of \$7500 in 2025 and 2026.

ii. RFD 2025-013 – REAPPOINTMENT OF SACKVILLE ARTS WALL MEMBER

That Council appoint Kellie Mattatall as a member of the Arts Wall Board for a three (3) year term beginning February 24, 2025 to October 31, 2027.

iii. RFD 2025-014 – KAYAK RENTAL AGREEMENT

That Council authorize the Mayor and Clerk to sign the agreement with Jonathan Desrochers and Reid MacKay to offer a kayak, canoe, paddleboard rental service at Lillas Fawcett Park.

iv. RFD 2025-015 – ICE CREAM COOP USAGE AGREEMENT

That Council authorize the Mayor and Clerk to sign the 3-year agreement with the Ice Cream Coop to allow them to operate in Bill Johnstone Memorial Park.

v. RFD 2025-016 – WALK A MILE FOR SARAH’S SMILE ROAD CLOSURE

That Council approve a staggered road closure of the following road sections in Sackville: Donald Harper to Folkins Drive, Folkins Drive from Donald Harper to Church Street, Church Street from Folkins Drive to Main Street and Main Street from Church Street to Donald Harper on Sunday, April 13, 2025 beginning at 2:00 p.m. to accommodate the Mile for Sarah’s Smile Memorial Walk and waive the rental fees for Municipally owned street barricades with the understanding that the organizers would be responsible for any lost or damaged property.

vi. RFD 2025-017 – SAPPYFEST 2025

That Council close Bridge Street, Sackville between 7:00pm on Thursday, July 31, 2025, to noon on Monday, August 4, 2025, between Main Street and Lorne/Weldon Street for the Sappyfest Contemporary Festival.

That Council grant a time exemption from 11 p.m. to 12:00 a.m. on the Friday August 1, 2025, Saturday August 2, 2025, and Sunday August 3, 2025, as per By-Law No. 246 Town of Sackville Noise By-Law for the Sappyfest Contemporary Festival;

That Council grant permission to the Sappyfest Contemporary Arts Festival to operate a beer garden in a secured area on Bridge Street, Sackville Friday August 1, 2025, Saturday August 2, 2025, and Sunday August 3, 2025 subject to Provincial Liquor and Safety Laws, and obtaining liability insurance in the amount of \$2,000,000.00 naming Tantramar as co-insured.

That Council waive the rental fees of a variety of municipally owned property, such as kiosks, barricades, the municipal events tent, picnic tables and chairs from August 1-3, 2025, with the understanding that Sappyfest will be responsible for lost or damaged equipment.

vii. RFD 2025-018 – FRIDAY NIGHT CRUISE ROAD CLOSURE

That Council approve the closure of Main Street, Sackville, from Bridge to Wellington on Friday, June 27, 2025, from approximately 5:00pm to 9:30pm to accommodate the Friday Night Cruise.

viii. RFD 2025-022 – DISPOSAL OF 2007 TRACKLESS SIDEWALK PLOW

That Council authorize the disposal of the 2007 Trackless sidewalk plow Model MT5, S/N SN-MT5T3440.

8. REPORTS FROM ADMINISTRATION

a) DOG PARK – M. PRYDE

#25-041 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL APPROVE THE INSTALLATION OF FENCING BEHIND THE TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE FOR A DOG PARK FROM EASTERN FENCING IN THE AMOUNT OF \$10,910.00 PLUS HST. AYE VOTES RECORDED BY COUNCILLORS ALLISON BUTCHER AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS JOSH GOGUEN, BARRY HICKS, GREG MARTIN, BRUCE PHINNEY AND MICHAEL TOWER. MOTION DEFEATED.

b) TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE DEHUMIDIFIER – M. PRYDE

#25-042 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE SUPPLY AND INSTALLATION OF A NEW DEHUMIDIFIER AT THE TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE FROM BOB'S COOL AIR IN THE AMOUNT OF \$126,000.00 PLUS HST. MOTION CARRIED.

9. BY-LAWS

a) BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR TANTRAMAR

#25-043 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR TANTRAMAR. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS JOSH GOGUEN, BARRY HICKS, BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. MOTION CARRIED.

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Deputy Mayor Matt Estabrooks commended staff on the road patching currently being undertaken by Tantrammar.

Councillor Michael Tower commended staff on the vegetation removal that was completed along Ogden Mill and Walker Road.

Councillor Josh Goguen asked for follow up on his motion from June 11, 2024 requesting staff to engage with the Provincial Government to discuss the old Visitor Information Centre in Aulac. Chief Administrative Officer Jennifer Borne responded that the Municipality is currently waiting for the Strategic Plan which will assist with determining what is needed within the Municipality for property. In addition, staff have created a document that would assist with reporting back to Council on motions brought forward on such items.

Councillor Greg Martin expressed concern with an expired animal in the Point De Bute area.

Councillor Bruce Phinney asked for a follow up on receiving the report from the Climate Action Workshop held in November 2024. Chief Administrative Officer Jennifer Borne responded that the CCAC will be reporting to Council at the March Committee of the Whole, at which time the report would be available to all of Council.

Mayor Andrew Black congratulated the King Charles III Coronation Medal recipients from Tantramar: Robert Corkerton, Joe Lafford, Greg Martin, Jessica Novak and Doreen Richards.

Mayor Andrew Black congratulated former City of Moncton Mayor Dawn Arnold, who was recently appointed to the Senate.

11. NOTICE OF MOTION

a) COUNCILLOR DEBBIE WIGGINS-COLWELL

Councillor Debbie Wiggins-Colwell served notice of motion regarding encumbrance certificate fees.

b) COUNCILLOR JOSH GOGUEN

Councillor Josh Goguen served notice of motion regarding SappyFest additional funding.

12. ADJOURNMENT

#25-044 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES / CLERK

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, MARCH 24, 2025 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Director of Financial Services Michael Beal, Assistant Clerk Becky Goodwin, Corporate Compliance, Risk & Safety Manager Kathleen Carroll, Communications Officer Jeremy McLaughlin, Manager of Tourism & Business Development Ron Kelly Spurles and Dorchester Fire Chief Greg Partridge.

Also, in attendance were ten (11) 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 COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 24, 2025, 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 2035 TANTRAMAR REPORT PRESENTATION (SERSC) – D. CAMPBELL

The “*Tantramar, A look forward to 2035*” report was presented. This report is one of 13 municipal reports commissioned by the Southeast Regional Service Commission looking at the future of the region. A copy of the presentation can be found on the Municipality of Tantramar’s website.

2.2 2025 ASSESSMENT BASE PRESENTATION – SERVICE NEW BRUNSWICK

Staff from Service New Brunswick presented on the property assessment and taxation system in New Brunswick. A copy of the presentation can be found on the Municipality of Tantramar’s website.

2.3 CCAC – 2025 BUDGET RECOMMENDATIONS AND CLIMATE ACTION WORKSHOP SUMMARY – D. BLISS

The Climate Change Advisory Committee presented on their finalized budget recommendations for the 2025 Climate Change Budget and presented a report from the Climate Action Workshop held in November 2024. A copy of the presentation can be found on the Municipality of Tantramar’s website.

2.4 STRATEGIC STEPS INC. – C. POLLETT

The full draft Tantramar Strategic Plan was presented. Council will consider formally adopting the plan at the Regular Council Meeting of April 8, 2025. A copy of the presentation can be found on the Municipality of Tantramar’s website.

2.5 CONSTRUCTION ENCROACHMENT REQUESTS – J. EPELL
a) YORK STREET & FORD AVENUE, SACKVILLE
b) LANSDOWNE STREET, SACKVILLE

Director of Engineering & Public Works Jon Epell presented on two upcoming construction encroachments that will be set up in the downtown Sackville area. A copy of the report can be found on page 8 of the Committee of the Whole [package](#) .

3. COUNCIL DIRECTION REQUESTS

3.1 LEVEE ON THE LAKE 2025 – M. PRYDE

A copy of the report can be found on page 12 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 3.1 – LEVEE ON THE LAKE 2025 BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF APRIL 8, 2025. MOTION CARRIED.

3.2 BILL JOHNSTONE PLAYGROUND IMPROVEMENTS – M. PRYDE

A copy of the report can be found on page 14 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL DIRECT ITEM 3.2 – BILL JOHNSTONE PLAYGROUND IMPROVEMENTS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF APRIL 8, 2025. MOTION CARRIED.

3.3 SHIRETOWN FESTIVAL 2025 – M. PRYDE

A copy of the report can be found on page 17 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.3 – SHIRETOWN FESTIVAL 2025 BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF APRIL 8, 2025. MOTION CARRIED.

3.4 FALL FAIR 2025 – M. PRYDE

A copy of the report can be found on page 19 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.4 – FALL FAIR 2025 BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF APRIL 8, 2025. MOTION CARRIED.

3.5 ECONOMIC INCENTIVE PROGRAM – WALKER ROAD – R. KELLY SPURLES

A copy of the report can be found on page 26 of the Committee of the Whole [package](#).

3.6 DORCHESTER FIRE DEPARTMENT DRESS UNIFORMS – G. PARTRIDGE

A copy of the report can be found on page 29 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 3.6 – DORCHESTER FIRE DEPARTMENT DRESS UNIFORMS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF APRIL 8, 2025. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

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

- 4.1 Active Living and Culture – M. Pryde
- 4.2 Community and Corporate Services – J. McLaughlin
- 4.3 Engineering and Public Works – J. Eppell
- 4.4 Protective Services – Chief Partridge
- 4.5 Financial Services – M. Beal
- 4.6 Administration
 - a) Legislative Services – B. Goodwin
 - b) Chief Administrative Officer – J. Borne
 - c) Mayor’s Report – A. Black

5. QUESTION PERIOD

Erica Butler asked about the timeline regarding the Economic Incentive Program application – Walker Road. Chief Administrative Officer Jennifer Borne responded that to ensure the correct timeline is given, staff will respond by email.

Erica Butler asked if there are any next steps regarding the application to the Economic Incentive Program for the Walker Road property. Chief Administrative Officer Jennifer Borne responded that

there is no recommendation from staff to proceed, and it will not be brought forward for future discussion from staff.

Erica Butler asked when Council received the draft Strategic Plan and will be available for the public to see prior to approval. Chief Administrative Officer Jennifer Borne responded that Council received the draft on March 20th and the draft will be uploaded to the Municipality's website, with all presentations from the Committee of the Whole meeting. Ms. Borne noted that the Committee of the Whole meeting was for discussion, feedback and questions and that Council will be considering the adoption of the strategic plan at the April 8, 2025, Regular Council Meeting.

Erica Butler asked if Council was part of the editing process for the Strategic Plan. Chief Administrative Officer Jennifer Borne responded that edits were in large part grammatical and shifting items within pillars and that she works directly with the Mayor and Deputy Mayor on those.

6. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF MARCH 24, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
TUESDAY, MARCH 25, 2025 – 2:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

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

There were no members of the public present.

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 DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF MARCH 25, 2025, AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(1)(C) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

3. DISCLOSURE OF INTEREST

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

4. PA-2025-01

5. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF MARCH 25, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK



Synopsis: Levee on the Lake
Date: April 3, 2025
Department: Active Living and Culture

DESCRIPTION

To approve a variety of requests to support the Levee on the Lake, as presented at the Committee of the Whole meeting of March 24, 2025, under CDR #2025-027. A copy of the report can be found on page 12 of the [March Committee of the Whole Package](#).

PROPOSED MOTIONS

- That Council waive any rental fees of municipally owned property such as tables, chairs, picnic tables, and other similar items from September 11, 2025 to September 14, 2025.
- That Council grant a time exemption from 11 p.m. to 1:00 a.m. on the nights of September 11, 2025 to September 14, 2025, as per By-Law No. 246 Town of Sackville Noise By-Law for concerts at the Sackville Music Barn.
- That Council permit the installation of an across the street banner on the existing infrastructure near 209 Main Street, Sackville for a maximum of 21 days for Levee on the Lake 2025.



Synopsis: Bill Johnstone Playground Upgrades

Date: April 3, 2025

Department: Active Living and Culture

DESCRIPTION

To approve a contractor to supply and install new preschool playground equipment at Bill Johnstone Memorial Park, as presented at the Committee of the Whole meeting of March 24, 2025, under CDR #2025-028. A copy of the report can be found on page 14 of the [March Committee of the Whole Package](#).

PROPOSED MOTIONS

- That Council approve PlayPower Canada to supply and install the new playground equipment at Bill Johnstone Memorial Park in the amount of \$47,580.00 plus HST.



Synopsis: Shiretown Festival Motions

Date: April 3, 2025

Department: Active Living and Culture

DESCRIPTION

To approve various motions in support of the Shiretown Festival in Dorchester, as presented at the Committee of the Whole meeting of March 24, 2025, under CDR #2025-029. A copy of the report can be found on page 17 of the [March Committee of the Whole Package](#).

PROPOSED MOTIONS

- That Council waive the rental fees for a variety of municipally owned property, such as barricades, picnic tables and chairs from June 26-29, 2025 for the 2025 Shiretown Festival.
- That Council approve the closure of Woodlawn/Cape Road, Dorchester from Ladysmith Manor (22 Woodlawn Road) to School Street and School Street from Cape Road to Harrop Avenue on Saturday, June 28, 2025 from approximately 1:00-2:00pm to accommodate a parade.
- That Council grant permission to the organizers of the Shiretown Festival's to apply for a Special Events Liquor License for an event on Saturday, June 28, 2025 at the Dorchester Veteran's Community Centre subject to Provincial Liquor and Safety Laws, and obtaining liability insurance in the amount of \$2,000,000 naming Tantramar as co-insured.
- That Council permit the installation of an across-the-street banner on the existing infrastructure near 3515 NB-935, Dorchester, for a maximum of 21 days for the Shiretown Festival.



Synopsis: Fall Fair Motions
Date: April 3, 2025
Department: Active Living and Culture

DESCRIPTION

To approve a variety of requests to support the Sackville Fall Fair, as presented at the Committee of the Whole meeting of March 24, 2025, under CDR #2025-030. A copy of the report can be found on page 19 of the [March Committee of the Whole Package](#).

PROPOSED MOTIONS

- That Council authorize the Sackville Fire Chief, as part of the Fall Fair events, to complete an application to purchase with M.A.C. Fireworks Inc. for a commercially organized and operated fireworks display at the Lorne Street Soccer Field on Friday, September 19, 2025, with a rain date of Saturday, September 20, 2025 and authorize the Mayor and Clerk to sign and Seal the Necessary Agreement.
- That Council approve the closure of Main Street, Sackville from the Drew Nursing Home to Bridge Street, Bridge Street to Lorne Street, and Lorne Street to the Via Rail Station on Saturday, September 20, 2025 from approximately 1:00 – 2:30 pm to accommodate the Main Street Mile and Fall Fair Parade.
- That Council approve the closure of Ford Lane, Sackville to York Street from Friday, September 19, 2025 at 8am to Monday, September 22, 2025 at noon to facilitate the installation and use of a tent for community events during Fall Fair.
- That Council approve the closure of Dufferin Street, Sackville from approximately 4:00pm Friday, September 19, 2025 until 9:00pm on Saturday, September 20, 2025 to accommodate Family Day and the Fall Fair Fireworks.
- That Council grant permission to the Fall Fair organizing committee to operate a bar service in a secured area in the Main Stage Tent on Friday September 19, 2025 and Saturday September 20, 2025 from 9:00pm until 12:00am. Subject to Provincial Liquor and Safety laws.
- That Council grant a time exemption from 11:00pm to 12:00 am on the nights of Friday, September 19, 2025 and Saturday, September 20, 2025 as per By-Law No. 246, the Town of Sackville Noise By-Law to accommodate the music in the Fall Fair tent.
- That Council authorize the Mayor and Clerk to sign and seal an agreement between Tantramar and Mount Allison University indicating that Mount Allison University grants to Tantramar the right to utilize the grassed property west of King Street Parking lot to allow Hinchey's Rides and Amusements access to the field on Monday, September 15, 2025 up to and including Monday, September 22, 2025.
- That Council approve SSI Sound Specialists to provide sound and lights in the Fall Fair Tent in the amount of \$10,805.75 plus HST.



Synopsis: Dorchester Fire Department Dress Uniforms

Date: April 3, 2025

Department: Protective Services

DESCRIPTION

To approve the purchase of fifteen (15) dress uniforms for the Dorchester Fire Department as a budgeted item in the 2025 General Budget, as presented at the Committee of the Whole Meeting of March 24, 2025 under CDR #2025-031. A copy of the report can be found on page 29 of the [March Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the purchase of fifteen (15) sets of full dress uniforms for the Dorchester Fire Department from C&C Creations in the amount of \$16,246.63 HST Included.



Synopsis: 2025-2029 Strategic Plan
Date: April 3, 2025
Department: Chief Administrative Officer

DESCRIPTION

At the Regular Council Meeting of March 11, 2025, Craig Pollett of Strategic Steps Inc presented virtually the draft overview of the Strategic Plan, including internal and external engagement, foundations, pillars, goals and tactics, along with a layout preview. At the Committee of the Whole Meeting of March 24, 2025 Mr. Pollett presented in person to Council with the finalized *draft* 2025-2028 Tantramar Strategic Plan providing the opportunity for Council to provide feedback.

PROPOSED MOTION

That Council adopt the 2025-2028 Tantramar Strategic Plan.

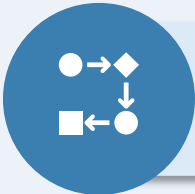


Tantramar Strategic Plan

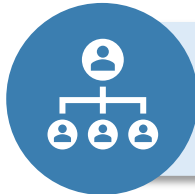
March 24, 2025



What We Do



STRATEGIC PLANNING



GOVERNANCE



BYLAWS AND POLICIES



OPERATIONAL PLANNING

Strategic Plan Highlights



Setting The Stage

Unity through connections and collaboration. Separate communities with a shared past and a shared future.

Tantramar is a new municipality, but it is an ancient place. A place of connections for generations of people, cultures, and ideas. A place where the natural environment is intricately woven into our lives and our livelihoods. A place where people have always come to exchange goods and ideas and to grow.

A Shared Future

Tantramar is a new municipality, but it is an ancient place. A place of connections for generations of people, cultures, and ideas. A place where the natural environment is intricately woven into our lives and our livelihoods. A place where people have always come to exchange goods and ideas and to grow.

Our communities have unique histories, perspectives, and needs, but our futures have always been bound together. The development of the communities in this region is inextricably linked. While each community still has its own identity, the creation of the Municipality of Tantramar gives us the best chance for ensuring those unique needs are met in a shared future.

This strategic plan aims to provide a roadmap for that shared future.

As a new municipality, Tantramar has critical, strategic challenges it must address to ensure balanced and sustainable growth. Municipal infrastructure is aging and not yet equitably distributed. Climate change is having immediate and considerable impacts on our property and our potential. Many parts of the municipality are not yet covered by important plans, planning processes, or governance mechanisms to ensure their equitable engagement in the growth of the community. People are increasingly concerned about their physical and property safety.

While different communities are facing these challenges in different ways or to different degrees – we are all facing them together. Together is the only way we will successfully address them. More importantly, together is how we will meet opportunities and improve the lives of all residents.

We spoke with hundreds of residents and stakeholders in preparing this plan and one thing is very clear – there is a real sense of potential for our municipality. Potential for economic development and tourism, potential for greater inclusion, potential for an environmentally sustainable approach to growth. Most importantly, there is a willingness for residents to make tangible, positive contributions to that potential. To work together.

This strategic plan will deliver what the municipality needs to do with its tools and capacity, but it also acknowledges the partnerships required with residents, stakeholders and partners to deliver on this potential.

We are in this together. And it's a good thing we are.

Engagement

As this is the first strategic plan for the new municipality of Tantramar, Council felt it was critically important to engage as many different perspectives as possible. This would be one of the first opportunities for the community to express its collective vision for the future. At the same time, the strategic plan is primarily a tool for Council to use to guide the policies and practices of the municipality as an organization.

Our engagement plan was designed to provide a wide variety of opportunities for feedback, and it targeted

the public, key stakeholders, municipal staff, and the Council itself.

Sessions were held with Council, senior administration, and staff. A staff survey was also delivered.

An engagement website was developed at www.tantramarconnects.ca where residents could get information on the process and provide feedback through a suggestion form. The website also included a link to the public survey which generated 144 responses. Three in-person public engagement sessions were held during the

week of August 17-24, 2024 with 82 people attending and providing detailed feedback on a variety of strategic issues. Finally, seven stakeholder organizations were interviewed and another 18 answered a stakeholder survey.

This broad engagement effort provided rich information on the issues residents and stakeholders felt were important for the development of the municipality. A full report on the external engagement is available on the Municipality of Tantramar website, www.tantramar.nb.ca.



Knowing Each Other

Engagement is going to continue to be key. Real conversations, not just consultation. Council, communities, partners, residents.

Decision Framework

Councils make decisions, that's their primary role. Your Vision, Mission and Values set the framework for all of those decisions.

Our Vision, Mission and Values

Vision

Uniquely connected: Live here, learn here, grow here

Mission

Fostering a connected, creative community that thrives in harmony with nature, innovation and inclusivity

Values

Creativity: We incorporate as many perspectives as possible in our aim to provide broadly inclusive services.

Sustainability: We consider the impact on our people, our financial health, and the environmental health of our community in all our decisions.

Leadership: We are committed to making decisions that reflect the needs of our citizens while fostering collaboration and progress for the betterment of all.

Integrity: We treat colleagues, partners, and residents with respect. We are honest and timely.

Safety: We are committed to creating a secure environment where everyone can thrive, ensuring that all actions and decisions prioritize the well-being of our people, assets, and community.

Our Strategic Plan

By its very nature, a strategic plan is selective. No organization can be all things to all people. A municipality needs to balance available resources with its organizational goals – goals that will move us all closer to a shared vision for our community.

While our vision reaches out a generation, our strategic plan goals and objectives are designed to be deliverable within a term of council. This makes the planning of the work manageable, but keeps it focused on the vision. These goals and objectives should be reviewed regularly to account for changes in the environment, in resources, or in opportunities.

Pillars are the broad areas the municipality operates within. Goals are descriptions of measurable achievements in change. Objectives are actionable tactics that the municipality, through its staff and partnerships, can implement and measure. Objectives shown in **bold** are considered priorities.



PILLAR: CONTINUOUS GOOD GOVERNANCE IMPROVEMENT

The Municipality of Tantramar is a new government within a new municipal system. We've spent considerable time and effort setting up our new organization while maintaining and expanding municipal services. We are committed to responsive, transparent, and effective leadership in our approach to governance. Change does not always happen quickly in municipal governments, but we are committed to starting that change today.

Fundamentally, we believe that our governance systems require regular assessment and nurturing to deliver the level of services and accountability residents deserve. For the remainder of our term, our focus continues to be on improving our governance practices and ensuring we are effective partners with other orders of government.

Goal 1: Up-to-date and effective By-laws and Policies

Objective 1.1: Establish, publish, and implement review schedule starting in 2025

Goal 2: Enhanced human resources capacity

Objective 2.1: Complete review of human resources policies and practices in 2025

Objective 2.2: Complete an organizational review to determine goals for staffing and management capacity in time to start implementation in budget 2026

Goal 3: Improving resident engagement

Objective 3.1: Complete an engagement strategy (see Goal 14) by 2026

Objective 3.2: Continue to build on-line and in-person opportunities for regular engagement through the Tantramar Connects brand.

Objective 3.3: Expand frequency and depth of the resident satisfaction survey approach.

Goal 4: Improved communications to residents

Objective 4.1: Create a Communications Plan, including crisis communications by the end of 2025

Objective 4.2: Investigate alternative means of electronic and hardcopy information delivery

Goal 5: Equitable services available to residents

Objective 5.1: Complete a services assessment, including the availability and cost of services to all areas of the municipality by early 2026

Objective 5.2: Develop a multi-year Services Delivery Strategy (including a Fire Services Review and an Emergency Response Plan) with service delivery standards in time for consideration in budget 2027

Governing Well

Paying attention to the internal and external mechanisms that make governance work.

Developing Together

Growth is easy, development is harder but more important.

Collaboration is central to development.



PILLAR: GROWING A SUSTAINABLE ECONOMY BASED ON LOCAL STRENGTHS

The economy of our community is critically important to the livelihood of citizens as well as the ability of the municipality to deliver the core and expanded services that residents want and need. All orders of government and many non-governmental organizations are engaged in one way or another in economic development. Partnerships are key to sustained economic development. To be successful, Tantramar will focus on the municipal engagement activities that best drive the overall goal of economic prosperity.

Goal 6: A collaborative, coordinated approach to economic development

Objective 6.1: Create an economic development strategy to inform municipal investment in economic development, including strategic tourism development, by summer 2026

Objective 6.2: Creation of an Economic Development Partnership with representation from sectoral representatives, the university, the provincial government, and the RSC to focus and inform economic development investments in Tantramar

Objective 6.3: Creation of a land bank and business registry to

support economic development and business investment based on the findings of the economic development strategy

Objective 6.4: Start a tax review study in 2025 to better understand the post-reform implications of municipal taxing limitations on economic growth

Goal 7: A healthy local food production economy

Objective 7.1: Generate a report on options for supporting local producers and supporting local buying

Objective 7.2: Create partnerships with organizations like the Food Banks and Sackville Farmers' Market to improve access to local food



**PILLAR:
PLANNING FOR THE
BUILT AND NATURAL
ENVIRONMENT**

Council is committed to the careful stewardship of our natural and built environments and a considered approach to how they interact with one another. Municipal infrastructure and facilities, as well as those of our partners, play an important role in the livelihood and well-being of residents. We must consider the long-term financial and environmental impacts of infrastructure investments.

Further, our impact on the natural environment must be a thread that runs through all our capital and operating planning decisions. In this context, Council believes we must be intentional in our climate change adaptation and mitigation activities.

Goal 8: Robust and sustainable infrastructure management

Objective 8.1: Develop an Asset Management Plan by Spring 2026

Objective 8.2: Create a multi-year infrastructure investment strategy, maximizing all external funding sources in time for budget 2027

Goal 9: Comprehensive transportation mobility solutions

Objective 9.1: Work with community partners to research and design a Transportation Master Plan that addresses at least: scalable transit, mobility, active transportation, and physical activity opportunities

Goal 10: Municipality activities in harmony with the natural environment

Objective 10.1: Work with community partners to create a climate adaptation plan

Objective 10.2: Work with the Climate Change Action Committee (CCAC) on a multi-year plan to more deeply engage their expertise across the strategic plan pillars and goals

In and of the Environment

Environmental stewardship is not a silo. It's a thread that is woven through everything the municipality touches.

Building Community

Healthy communities are built on healthy connections and collaboration. This isn't a service Council delivers, it's an approach that Council takes.



PILLAR: SUPPORTING SOCIAL AND CULTURAL CONNECTIONS TO BUILD OUR COMMUNITY

Tantramar has always been a place of connections. Transportation, ecology, learning – people make connections with each other, the environment and the world in our community. The Municipality of Tantramar has an important role in fostering these connections. They make our community richer and more resilient.

Goal 11: A healthy and active community

Objective 11.1: Continue to support health care initiatives through the Rural Health Action Group and continue to foster a partner relationship with Horizon Health

Objective 11.2: Create a Recreation Master Plan to guide investments in recreation facilities, services and programs in time for consideration in budget 2026

Goal 12: Attainable housing availability

Objective 12.1: Complete a Housing Strategy including a Housing Needs Assessment by Spring 2025



PILLAR: BUILDING A COMMUNITY OF UNDERSTANDING AND COLLABORATION

Engagement is at the heart of how Tantramar will meet its strategic goals. Throughout the consultation process we consistently heard about the need for greater collaboration across almost all elements of the municipality's work. This isn't surprising given the relative newness of the organization. Work establishing the organizational structure and governance processes is still underway. However, Council recognizes that focused work to reach beyond the municipal office needs to begin in earnest.

Engagement and collaboration are essential for building healthy relationships with potential partners to the benefit of the municipality, its residents, and its businesses.

Goal 13: A strong partner network focused on shared community priorities

Objective 13.1: Develop a Partnership Strategy before the end of 2025 to identify priority activities to be undertaken in collaboration with third party organizations, including members of interest groups

Objective 13.2: Establish Strategic Partnership objectives and action items, with at least the following:

- Mount Allison University
- Beal University Canada
- RCMP
- Fort Folly First Nation
- Horizon Health
- Rural Health Action Group (RHAG)
- Correctional Services Canada (CSC)
- Southeast Regional Service Commission (SERSC)

Goal 14: Residents that feel aware of and engaged in the goals of the municipality

Objective 14.1: Develop a Resident Engagement Strategy by the Summer of 2026

Objective 14.2: Establish a Council – Citizens Advisory Roundtable by the Fall of 2026 comprised of a wide spectrum of residents with expert knowledge or lived experience to advise Council on key issues facing residents and the municipality as a whole

Goal 15: Effective external partnerships

Objective 15.1: Engage external partners in supporting the municipality's strategic goals

Intentional Collaboration

Collaboration isn't a result, it's an ingredient. Engagement needs to go beyond seeking input.

Strategy to Delivery

Measuring, understanding, and reporting progress is key.

Tantramar cannot do everything at once. The strategy provides the path that administration will use for implementation.

Plans and reviews to be completed

2025

- Tax Review
- Organizational Review
- Communications Plan
- Tantramar Fire Services Review
- Recreation Master Plan
- Housing Needs Assessment and Plan
- Partnership Strategy
- Engagement Strategy

2026

- Services Assessment
- Asset Management Plan
- Services Delivery Strategy
- Economic Development Strategy

2027+

- Climate Change Adaptation Plan
- Transportation Master Strategy
- Customer Service & Intergovernmental Relationship Strategy
- Emergency Response Plan
- Municipal Plan
- Infrastructure Investment Strategy

Conclusion

A strategic plan has two key elements: a long-term vision and a practical approach to achieving that vision. It is critical that Council has a manageable plan that intentionally addresses our shared vision for a generation from now with Goals and practical Objectives that align with our term of office and the reach of the municipality's capacity.

This plan lays out the long-term Goals agreed upon by Council as well as some potential tactical activities that are required to start achieving those Goals in partnership with municipal staff and other partners. This plan also acknowledges the importance of engaging community partners to build collaborative approaches to growing our community; a community where we truly feel uniquely connected.



Next Steps



Operational planning



Check in



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To: Mayor and Council
Submitted by: Jennifer Borne, CAO
Date: April 3, 2025
Subject: CHIF – Provincial Stream Freshwinds Eco-village Housing Co-operative

PROPOSAL

To consider a request received from Freshwinds Eco-village Housing Co-operative to submit a municipal partnership funding application under CHIF (provincial stream).

BACKGROUND

On March 5, 2025, the provincial government officially announced that the RDC is accepting applications on an ongoing basis (no deadline) under the Canada Housing Infrastructure Fund (CHIF). CHIF is a ten-year infrastructure funding program funded by the provincial and federal governments and administered by the RDC. The program supports the construction of essential water, wastewater, stormwater and solid waste infrastructure that directly enables housing development. (direct from RDC announcement email).

Freshwinds Eco-village Housing Co-operative sent an official request to partner with the municipality for a funding application for their development on Fairfield Road, Sackville for the extension of water services, upgrades to the lift station, stormwater, curbs and sidewalks.

The request also asked for an additional partnership for services on private land owned by Freshwinds. However, an email from Scott Lloy of the RDC on March 10, 2025 to Freshwinds indicated that if the services were owned by Freshwinds they could apply with a separate funding application.

Staff engaged the services of Catalyst Consulting to compile information for a potential application that would be pending Council approval but also recognizing the priority of submitting a municipal application for our own infrastructure needs.

DISCUSSION

Staff training for CHIF funding is scheduled for April 8th, which is after the date of this report. It is unknown of other funding streams/applications Freshwinds Eco-village Housing Co-operative has sourced. At least one other is known that had an application deadline of March 31.

INTERDEPARTMENTAL CONSULTATION

Consulted with Freshwinds Eco-village Housing Co-operative, Catalyst Consulting, Housing Hub, RDC, Director of Engineering & Public Works and Director of Financial Services.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

Submitting a partner application could have financial impact for a separate application that Tantramar is submitting for our own needs, primarily the Sackville lagoon upgrades required at the latest by 2030 but also combined with our 5-year infrastructure needs.

At least one other non-profit has the same ask to partner on a funding application. There could be other multiple asks to partner on funding applications.

Another point of consideration is the Economic Development Incentive Program for which this project would be eligible to apply.

The funding breakdown for CHIF (provincial stream) is 50% federal, 33.3 % provincial leaving the balance at 16.67%. If considered- would this balance be municipal, cost-shared, the cost of the developer, etc.?

The estimated costs for municipal work that could be submitted in the application is an estimate only at 2.4 million. This cost historically has been the cost of the developer. The remaining balance after federal and provincial contributions would be approximately \$400,000. If municipally funded, this would impact both general and utility capital fund budgets.

LEGAL

Unknown, this is new to local government.

COMMUNICATIONS/PUBLIC ENGAGEMENT

Council Highlights

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 3 – Healthy, Safe & Livable Community

COMMUNITY IMPACT

Nationally, we are in a housing crisis and Tantramar is no exception. This would increase the housing inventory in Tantramar by ~63 units and assist with attainable housing through an innovative and collaborative approach.

CLIMATE CHANGE IMPLICATIONS

This is a climate conscious project for the development, however, the current proposal for discussion is the funding application.

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. **Decline** the request to partner on a CHIF funding application between the municipality and Freshwinds Eco-village Housing Co-operative
2. Submit a partnership project funding application to CHIF, acknowledging this could impact the separate application for municipal infrastructure upgrade requirements. **Remaining balance to be deducted from Economic Development Incentive Grant Funding**
3. Submit a partnership project funding application to CHIF, acknowledging this could impact the separate application for municipal infrastructure upgrade requirements. **Remaining balance to be paid by Freshwinds Eco-village Housing Co-operative**

4. Submit a partnership project funding application to CHIF, acknowledging this could impact the separate application for municipal infrastructure upgrade requirements. **Remaining balance to be paid by the municipality.**

RECOMMENDATION

Staff do not have all the information to make an informed recommendation. This is a new funding stream with not all the information provided to staff at the time of this report. This could precedent set, with multiple developers asking for partnerships/ financial assistance in addition to the Economic Development Incentive Funding already offered for the former boundary of the Town of Sackville.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: April 3, 2025
Subject: 2024 Municipal Borrowing

PROPOSAL

Need to authorize the New Brunswick Municipal Finance Corporation to issue debentures in the name of Tantramar for our 2024 Capital Projects that require Borrowing.

BACKGROUND

Twice per year the New Brunswick Municipal Finance Corporation puts out a request to Municipal Officials to determine new financing and re-financing requirements. One in the spring and one in the fall. The spring issue is due by April 16, 2025.

The process for Capital projects is as follows:

1. Determine what Capital projects the entity will undertake.
2. Determine the funding mechanism for each project, Capital out of Revenue or Borrowing.
3. Apply to the Municipal Capital Borrowing Board for any projects requiring Borrowing.
4. Use short term/overdraft to pay bills once MCBB gives approval for projects.
5. Once project complete, actual costs that requires borrowing goes to Municipal Finance Corp.

DISCUSSION

- In 2024 Tantramar had total General Capital Project expenses of \$3,275,667.63 and Utility Capital Project expenses of \$890,652.69.
- Of the General Capital Projects \$921,544.76 was for Lorne Street Phase 3; \$733,410.72 was for a new Fire Truck for Sackville and the remaining \$1,620,712.15 was for normal Capital Projects. The Lorne Street Phase 3 consists of both Capital out of Revenue and funding from the infrastructure program.
- General Capital Projects consisted of Fire Department Bunker Gear and Fleet, a number of public works and parks fleet upgrades and various facility upgrades.
- The entire General Capital amount plus our portion of Lorne Street Phase 3 was charged back to General Revenue as Capital out of Revenue and will require no borrowing.
- Utility Capital Projects consisted of Water Treatment Plant Upgrades in both Sackville and Dorchester, Water Meters and Lift Station Upgrades.
- Of the Utility Capital Projects \$666,311.67 was for Dorchester Lift Station upgrades for which we received infrastructure funding of \$486,822.21 towards the project.
- Total expenses after infrastructure funding was \$403,830.48. The amount of \$103,830.48 was able to be charged back to Utility Revenue as Capital out of Revenue and we will require borrowing of \$300,000 for our 2024 Capital projects.

- This \$300,000 will be submitted as a request for borrowing to the Municipal Finance Corporation and some of this amount will be borrowed over 5 years and some over 10 years. Interest rates will be based on prevailing interest rates at the time of the debenture issue (Estimated at 4-5%).

LEGISLATION/POLICY

Local Governance Act and Regulations, Municipal Capital Borrowing Act and regulations, Municipal Debentures Act and regulations.

FINANCIAL CONSIDERATIONS

Debenture to be issued in the name of Tantrammar.

There will be carry over items from 2024 Capital that will be included in 2025 available Capital Funding. A complete list of carry over items will be reported in the April Council Report.

We are only requiring borrowing of \$300,000.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 1 – Sustainable and Engaging Government of the 2024 Priority Action Plan.

COMMUNITY IMPACT

Effect on water and sewer ratepayers only, borrowing less than budgeted; therefore, a positive impact.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

N/A

RECOMMENDATION

Staff recommend that we submit an application for Financing to the New Brunswick Municipal Finance Corporation for \$300,000; the amount needed for 2024 Capital Projects undertaken which were not paid for through Capital out of Revenue or reimbursed through infrastructure.

ATTACHMENTS

N/A

To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: April 3, 2025
Subject: Tender TAN-2025-03 Asphalt Patching

PROPOSAL

Present information on the tender for 2024 Asphalt Patching.

BACKGROUND

There are numerous areas where potholes have formed with the freeze-thaw cycles through the winter, requiring filling with asphalt. There will be service trenches to be infill patched as services will be installed over the next several months. Other areas with longer term deterioration will be overlaid. This is an annual effort to extend the life of a pavement.

The asphalt patching program has moved away from skim patches and crack repairs, which have a limited life and reflect underlying cracking within a couple of years. The approach will be infill of potholes and large overlay areas (40mm) as the budget permits. The focus will be on higher volume roads.

DISCUSSION

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

The tender was issued on March 17, 2025 and closed on April 2, 2025. There were eight tenders taken, however two of these are construction associations.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

The 2025 Asphalt Patching budget is \$270,000 plus HST General Expense plus \$40,000 Utility Expense, for a total of \$310,000 plus HST. There were three tenders submitted as follows.

Tenderer	Amount plus HST
1 Dexter Construction Company	\$299,750.00
2 MacArthur’s Paving & Construction	\$355,875.00
3 MacDonald Paving and Construction	\$375,250.00

The lowest tenderer’s submission, Dexter Construction Company, was found to be in order. The lowest tender is within the budget. The tender is unit based, and the quantities will be adjusted to suit the available budget.

COMMUNICATIONS/PUBLIC ENGAGEMENT

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

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with Pillar no. 1 – Sustainable and Engaging Government of the 2024 Priority Action Plan.

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

The following options exist:

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

RECOMMENDATION

It is recommended that Council consider awarding the contract to the lowest tenderer, Dexter Construction Company Limited, in the amount of \$307,500 plus HST, allowing \$2,500 for materials consultant input.

ATTACHMENTS

N/A