



COUNCIL MEETING

MONDAY, SEPTEMBER 8, 2025 AT 6:00 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. CLOSED SESSION**
 - a. HR-2025-08
 - b. PA-2025-02
- 5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**
 - a. NB AGE-FRIENDLY COMMUNITY INITIATIVE – B. LEE
 - b. CENTRE VILLAGE NATURAL GAS PLANT – J. BULMER
 - c. SENIORS FOR CLIMATE TANTRAMAR – CLIMATE CORNER – M. FISHER
- 6. ADOPTION OF MINUTES**
 - a. REGULAR COUNCIL MEETING – JULY 8, 2025 (Pg. 3)
 - b. SPECIAL MEETING OF COUNCIL – JULY 28, 2025 (Pg. 8)
 - c. COMMITTEE OF THE WHOLE MEETING – AUGUST 25, 2025 (Pg. 11)
- 7. CONSENT AGENDA (Pg. 15-32)**
 - RFD #2025-066 – BATTERY OPERATED POSITIVE PRESSURE VENTILATION FANS
 - RFD #2025-067 – DISPOSAL OF 2008 UTILITY TRAILER
 - RFD #2025-068 – UMNAB ANNUAL CONFERENCE VOTING REPRESENTATIVE
 - RFD #2025-069 – POLICY 2025-18 FLAG PROTOCOL POLICY
 - RFD #2025-070 – POLICY 2025-19 COMPASSIONATE GIVING POLICY
 - RFD #2025-071 – EASEMENT – WELDON STREET, SACKVILLE TRUNK SEWER
 - RFD #2025-072 – PROVINCIAL MUNICIPAL HIGHWAY PARTNERSHIP PROGRAM 2028-2030
 - RFD #2025-044-2 – POLICY 2025-17 TVMCC BANNER POLICY
- 8. REPORTS FROM ADMINISTRATION**
 - a. BAYVIEW ESTATES SUBDIVISION (Pg. 33)
 - b. CROSS CULVERTS – J. EPPELL (Pg. 36)
 - c. BULK ROAD SALT – J. EPPELL (Pg. 38)
 - d. ASSISTANT CLERK APPOINTMENT - EXTENSION – J. BORNE (Pg. 40)
 - e. MOTION FROM MAYOR ANDREW BLACK
 - f. MOTION FROM MAYOR ANDREW BLACK
 - g. RAIL SAFETY WEEK PROCLAMATION – A. BLACK

9. BY-LAWS

- a. BY-LAW NO. 244-V A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (Pg. 42)

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

11. NOTICE OF MOTION AND RESOLUTION

12. ADJOURNMENT

**REGULAR COUNCIL MEETING OF
TUESDAY, JULY 8, 2025 7:00 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 Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Assistant Clerk Becky Goodwin and Dorchester Fire Chief Greg Partridge.

Also, in attendance were five (5) members of the public

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

#25-088 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025 AS CIRCULATED. MOTION CARRIED.

3. CONFLICT OF INTEREST DECLARATION

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

4. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

- a. Sarah Rideout

To view the presentation to Council, please visit our [website](#).

5. ADOPTION OF MINUTES

#25-089 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JUNE 4, 2025, AS CIRCULATED. MOTION CARRIED.

#25-090 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025, AS CIRCULATED. MOTION CARRIED.

#25-091 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 23, 2025, AS CIRCULATED. MOTION CARRIED.

#25-092 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JUNE 25, 2025, AS CIRCULATED. MOTION CARRIED.

6. CONSENT AGENDA

#25-093 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL APPROVE THE CONSENT AGENDA OF JULY 8, 2025. MOTION CARRIED.

RFD 2025-044 – TVMCC BANNER POLICY

That Council approve Policy No. 2025-17 Tantramar Veterans Memorial Civic Centre Banner policy.

RFD 2025-051 – SACKVILLE SPORTS WALL OF FAME BOARD OF DIRECTORS

That Council approve the term extension for Steve Ridlington and appoint Curtis Wells as the member representing the Sackville Legion, with both terms ending June 30, 2028.

RFD 2025-052 – 2025 SANDPIPER FESTIVAL

That Council approve the closure of Cape Road, Dorchester from 3508 Cape Road to Route 106 Intersection from 10:00 a.m. to 5:30 p.m. on Saturday, August 9, 2025 to accommodate the 2025 Sandpiper Festival.

RFD 2025-053 – FERRET SCOUT CAR REFURBISHMENT

That Council approve Pellerin's Auto Body to complete the refurbishment of the Ferret Scout Car in Memorial Park in the amount of \$12,000.00 plus HST.

RFD 2025-054 – 2025 SACKVILLE TRIATHLON

That Council approve the closure of Main Street, Sackville from Donald Harper Road to Mount View/Station Road intersection, as well as Church Street, Sackville from MacPhee Lane to Main Street on Saturday, August 16, 2025 from 8:30 a.m. to 12:00 noon to facilitate the Sackville Swim Club Triathlon.

That Council waive the rental fees associated with various Municipally owned property, such as picnic tables, barricades, bike racks, etc., and for use of the fire boat for the Sackville Swim Club Triathlon from approximately 8:30 a.m. to 12:00 noon on Saturday, August 16, 2025; It is understood that the boat will be used for water rescue purposes only and its availability is

contingent on adequate fire volunteers to operate the vessel and should there be another emergency call where the boat is needed, it will respond accordingly.

RFD 2025-055 – 2025 PRIDE PARADE STREET CLOSURE

That Council approve the closure of York Street, Sackville from Salem to Main Street and Main Street from York to Dufferin Street on Wednesday, September 24, 2025, from 4:45 p.m. to 6:00 p.m. to facilitate the 2025 Pride Parade.

RFD 2025-056 – NB POWER TRANSMISSION LINE EASEMENT

That Council authorize the Mayor and Clerk to sign and seal the final easement documents with NB Power Corporation for Tantramar properties identified as PID 70064027, 70144183 and 70064092.

7. REPORTS FROM ADMINISTRATION

a) POLICY NO. 2025-16 POLE BANNER POLICY – M. PRYDE

A copy of the report can be found on page 28 of the Regular Council Meeting [package](#).

#25-094 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE POLICY 2025-16 POLE & STREET BANNER POLICY. MOTION CARRIED.

b) SACKVILLE WATER TREATMENT PLANT LOW LIFT PUMPS – J. EPELL

A copy of the report can be found on page 34 of the Regular Council Meeting [package](#).

#25-095 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL AWARD THE PUMP REPLACEMENT AND REFURBISHMENT AT THE SACKVILLE WATER TREATMENT PLANT TO VEOLIA WATER CANADA INC. IN THE MAXIMUM AMOUNT OF \$100,705.00 PLUS HST. MOTION CARRIED.

c) CORPORATE PLANNING PROPOSAL – J. TAYLOR

A copy of the report can be found on page 36 of the Regular Council Meeting [package](#). This item will be brought forward at an upcoming meeting of Council for further discussion.

d) STREETLIGHTS WITHIN TANTRAMAR

A copy of the report can be found on page 53 of the Regular Council Meeting [package](#).

#25-096 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL AUTHORIZE THE INSTALLATION AND EXTENSION OF SECONDARY POWER FOR NEW STREETLIGHTS TO THE 27 LOCATIONS IDENTIFIED IN REPORT NO. RFD 2025-

057 WITH THE 2025 COST IN THE ESTIMATED AMOUNT OF \$11,225.00 PLUS HST TO COME FROM THE 2025 COUNCIL INITIATIVES BUDGET. MOTION CARRIED.

e) MOTION FROM COUNCILLOR DEBBIE WIGGINS-COLWELL

#25-097 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL, AS PART OF THE 2026 BUDGET DELIBERATIONS, REQUEST THAT STAFF EXAMINE POTENTIAL LOCATIONS AND ASSOCIATED COST IMPLICATIONS FOR ESTABLISHING AN RV DUMP STATION WITHIN TANTRAMAR. MOTION CARRIED.

8. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Barry Hicks asked why the Municipality was covering the cost for renewing the storm sewer on the Lansdowne Field. Director of Engineering & Public Works Jon Eppell responded that the Lansdowne storm sewer is a municipal storm sewer and in that the line is in deteriorating condition. The cost to replace it now is significantly lower than when the parking lot on Lansdowne is complete.

Councillor Debbie Wiggins-Colwell requested an update on the recognition plaque being placed on the Sandpiper Statue in Dorchester. Mayor Andrew Black responded that Staff would get back to Councillor Wiggins-Colwell once an update is available.

Councillor Debbie Wiggins-Colwell requested an update on the work to the clock in Dorchester. Director of Active Living & Culture Matt Pryde responded that he has been in touch with someone to look at both the clock in Dorchester and Sackville.

Councillor Debbie Wiggins-Colwell offered thanks and recognition to the Shiretown Festival planning committee on a successful event in June.

Councillor Debbie Wiggins-Colwell thanked Staff for the cast-iron pots that were installed in Dorchester and asked if there would also be hanging pots. Director of Active Living & Culture Matt Pryde responded that he will look into relocating some of the hanging pots.

Deputy Mayor Matt Estabrooks offered thanks and recognition to Staff for the Canada Day celebrations. Councillors Greg Martin and Allilson Butcher echoed the statement.

Councillor Barry Hicks provided feedback and concerns on the flowerpot contract for Tantramar.

Mayor Andrew Black provided an update on fire protection in the Rockport area due to the Pecks Cove Bridge being on weight restrictions. Department of Natural Resources does have a tanker that is compatible with the weight limitations and air fleet would also be made available if required.

9. NOTICE OF MOTION AND RESOLUTION

Mayor Andrew Black served a Notice of Motion regarding the HMCS Sackville.

Mayor Andrew Black served a Notice of Motion regarding the recent presentation from the Tantramar ATV Club.

10. ADJOURNMENT

#25-098 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
MONDAY, JULY 28, 2025 – 2:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Barry Hicks, Greg Martin, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne and Assistant Clerk Becky Goodwin.

There were no members of the public present.

1. CALL THE MEETING TO ORDER

Deputy Mayor Matt Estabrooks called the meeting to order.

Deputy Mayor Matt Estabrooks 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 ALLISON BUTCHER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF JULY 28, 2025, AS CIRCULATED AND MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68(1)(J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

3. DISCLOSURE OF INTEREST

Deputy Mayor Matt Estabrooks asked if there were any Disclosures of Interest. There were none.

4. HR-2025-07

Public – 3:00 P.M.

Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Director of Active Living & Culture Matt Pryde, Communications Officer Jeremy McLaughlin and Manager of Tourism & Business Development Ron Kelly Spurles joined the meeting.

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

5. TANTRAMAR RECREATION MASTER PLAN – M. PRYDE

A copy of the report can be found on page 2 of the Special Meeting of Council [package](#).

#25-099 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT AGENDA ITEM #5 – TANTRAMAR RECREATION MASTER PLAN BE BROUGHT BACK TO A COMMITTEE OF THE WHOLE MEETING FOR FURTHER DISCUSSION. AYE VOTES RECORDED BY COUNCILLORS BARRY HICKS, BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED

BY DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, GREG MARTIN AND MICHAEL TOWER. MOTION DEFEATED.

#25-100 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AWARD RFP TAN-2025-08 TANTRAMAR RECREATION MASTER PLAN TO RC STRATEGIES IN THE AMOUNT OF \$51,956.50 PLUS HST. AYE VOTES RECORDED BY DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLOR BARRY HICKS, BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. MOTION CARRIED.

6. MOUNT ALLISON UNIVERSITY ORIENTATION FIREWORKS – M. PRYDE

A copy of the report can be found on page 5 of the Special Meeting of Council [package](#).

#25-101 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL AUTHORIZE THE SACKVILLE FIRE CHIEF TO SIGN AN APPLICATION TO PURCHASE WITH MARITIME FIREWORKS FOR A COMMERCIALLY ORGANIZED AND OPERATED FIREWORKS DISPLAY BEING HELD ON MOUNT ALLISON UNIVERSITY PROPERTY ON THURSDAY, AUGUST 28, 2025, SUBJECT TO RECEIVING A CERTIFICATE OF INSURANCE FROM MARITIME FIREWORKS AND MOUNT ALLISON UNIVERSITY NAMING TANTRAMAR AS CO-INSURED. MOTION CARRIED.

7. TVMCC CANTEEN CONTRACT – M. PRYDE

A copy of the report can be found on page 7 of the Special Meeting of Council [package](#).

#25-102 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL APPROVE THE RENEWAL OF THE CANTEEN/BAR SERVICES AT THE TVMCC TO HEATHER WELLS AT A COST OF \$4,500 PER MONTH / \$54,000 OVER TWO YEARS PLUS INCIDENTAL SERVICES FOR A TERM BEGINNING OCTOBER 1, 2025 AND ENDING ON SEPTEMBER 30, 2027 AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE CONTRACT. MOTION CARRIED.

8. FORT BEAUSEJOUR SPECIAL ACTIVITY LICENSE – M. PRYDE

A copy of the report can be found on page 12 of the Special Meeting of Council [package](#).

#25-103 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE SPECIAL ACTIVITY LICENSE FROM FORT BEAUSEJOUR CUMBERLAND NATIONAL HISTORIC SITE OF CANADA IN ORDER FOR TANTRAMAR TO HOST THE 2025 ACADIAN DAY CELEBRATIONS. MOTION CARRIED.

#25-104 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL ALL NECESSARY DOCUMENTS RELATING TO THE APPROVED FUNDING GRANT FOR THE 2025 ACADIAN DAY CELEBRATIONS. MOTION CARRIED.

9. CORPORATE PLANNING PROPOSAL – J. TAYLOR

A copy of the report can be found on page 28 of the Special Meeting of Council [package](#).

#25-105 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL RETAIN THE SERVICES FROM STRATEGIC STEPS INC. TO CREATE A CORPORATE PLAN FOR TANTRAMAR IN THE AMOUNT OF \$15,000.00 PLUS HST. AYE VOTES RECORDED BY DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS, BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. MOTION CARRIED.

10. FUNDING FROM FCM: CLIMATE ADAPTATION INITIATIVE – R. KELLY SPURLES

A copy of the report can be found on page 46 of the Special Meeting of Council [package](#).

#25-106 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE CONTRIBUTION OF \$12,700.00 TO A CLIMATE CHANGE ADAPTATION PLAN FOR TANTRAMAR AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE AGREEMENT WITH THE FEDERATION OF CANADIAN MUNICIPALITIES FOR THEIR GREEN MUNICIPAL FUND CLIMATE READY PLANS AND PROCESSES PROGRAM. MOTION CARRIED.

11. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JULY 28, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, AUGUST 25, 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 Community & Corporate Services Jeff Taylor, Assistant Clerk Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Corporate Compliance, Risk & Safety Kathleen Carroll, Communications Officer Jeremy McLaughlin, Sackville Fire Chief Craig Bowser, Plan360 Planning Manager Lori Bickford and Plan360 Planner Jenna Stewart.

Also, in attendance were seven (7) 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 MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 25, 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. PUBLIC HEARING – SACKVILLE ZONING BY-LAW TEXT AMENDMENT – MIN. OUTSIDE LOT SIZE AND FRONTAGE REQUIREMENTS FOR VERTICALLY ATTACHED DWELLING UNITS – J. STEWART

A public hearing was held on the proposed changes to the Sackville Zoning By-Law which would change the minimum outside lot size and frontage requirements for Vertically Attached Dwellings. A copy of the public hearing presentation can be found on the Municipality of Tantramar's [website](#). Council will consider first and second reading of By-Law No. 244-V A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law at the September 8, 2025 Regular Council Meeting.

2.2. YOUTH ENGAGEMENT REPORT – M. ARTIBELLO

Summer Communications Student Mya Artibello provided details on the Youth Engagement Report. A copy of the presentation can be found on the Municipality of Tantramar's [website](#).

2.3. TRAFFIC REVIEW ROUTE 106 DROCHESTER AT CAPE ROAD/WOODLAWN ROAD – J. EPELL

Director of Engineering & Public Works Jon Eppell presented the results on the traffic review of Route 106 in Dorchester. A copy of his report can be found on page 9 of the Committee of the Whole [package](#).

2.4. FCM ANNUAL CONFERENCE 2025

Mayor Andrew Black and Councillors Bruce Phinney and Michael Tower provided information relating to the FCM Annual Conference 2025. A copy of the FCM Annual Conference 2025 report from Mayor Andrew Black can be found on page 13 of the Committee of the Whole [package](#).

3. COUNCIL DIRECTION REQUEST

3.1. BAYVIEW ESTATES SUBDIVISION

Plan360 Planning Manager Lori Bickford provided a presentation to Council on the proposed Bayview Estates Subdivision. A copy of the presentation can be found on the Municipality of Tantramar's [website](#) and a copy of the report can be found on page 19 of the Committee of the Whole [package](#).

3.2. POSITIVE PRESSURE VENTILATION FANS FOR TANTRAMAR FIRE SERVICE – C. BOWSER

A copy of the report can be found on page 25 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL DIRECT ITEM 3.2 – POSITIVE PRESSURE VENTILATION FANS FOR TANTRAMAR FIRE SERVICE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

3.3. DISPOSAL OF SACKVILLE FIRE & RESCUE UTILITY TRAILER – C. BOWSER

A copy of the report can be found on page 27 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 3.3 – DISPOSAL OF SACKVILLE FIRE & RESCUE UTILITY TRAILER BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

3.4. UMNAB ANNUAL CONFERENCE VOTING REPRESENTATIVE – B. GOODWIN

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

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 3.4 – UMN B ANNUAL CONFERENCE VOTING REPRESENTATIVE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

3.5. POLICY 2025-18 FLAG PROTOCOL POLICY – B. GOODWIN

A copy of the report can be found on page 31 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 3.5 – POLICY 2025-18 FLAG PROTOCOL POLICY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

3.6. POLICY 2025-19 COMPASSIONATE GIVING POLICY – B. GOODWIN

A copy of the report can be found on page 39 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 3.6 – POLICY 2025-19 COMPASSIONATE GIVING POLICY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

3.7. EASEMENT – WELDON STREET SACKVILLE TRUNK SEWER – J. EPELL

A copy of the report can be found on page 42 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 3.7 – EASEMENT – WELDON STREET SACKVILLE TRUNK SEWER BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, BARRY HICKS, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

3.8. PROVINCIAL MUNICIPAL HIGHWAY PARTNERSHIP PROGRAM 2028-2030 – J. EPELL

A copy of the report can be found on page 54 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.8 – PROVINCIAL MUNICIPAL HIGHWAY PARTNERSHIP PROGRAM 2028-2030 BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. MOTION CARRIED.

3.9. POLICY 2025-17 – TVMCC BANNER POLICY – M. PRYDE

A copy of the report can be found on page 56 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL DIRECT ITEM 3.9 – POLICY 2025-17 – TVMCC BANNER POLICY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF SEPTEMBER 8, 2025. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, BARRY HICKS, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 61-93 of the August 2025 Committee of the Whole [package](#).

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. Taylor
- 4.3. Engineering and Public Works – J. Epell
- 4.4. Protective Services – Chief Bowser
- 4.5. Financial Services – E. Hartling
- 4.6. Administration
 - a) Legislative Services – B. Goodwin
 - b) Chief Administrative Officer – J. Borne
 - c) Southeast Regional Service Commission
 - i. PLAN360 Development Activity Report
- 4.7. 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 BRUCE PHINNEY THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 25, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK



Synopsis: Battery Operated Positive Pressure Ventilation Fans

Date: September 4, 2025

Department: Protective Services

DESCRIPTION

To purchase five (5) battery operated positive pressure ventilation fans for Tantramar Fire Service. Three units were budgeted as part of 2025 Capital Projects (2-Sackville, 1-Point De Bute). In addition, one unit will be for Dorchester Fire Department as part of their 2025 Operating Budget, and one unit will be reimbursed to Tantramar by the Sackville Firefighters Association. This information was presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-066. A copy of the report can be found on page 25 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the purchase of five (5) battery operated positive pressure ventilation fans from Safety Source Fire in the amount of \$44,418.75 HST included.



Synopsis: Disposal of 2008 Utility Trailer

Date: September 4, 2025

Department: Protective Services

DESCRIPTION

To authorize the disposal of the 2008 Utility Trailer previously used by Sackville Fire & Rescue, as presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-067. A copy of the report can be found on page 27 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council authorizes the disposal of the 2008 Homemade Utility Trailer utilized by Sackville Fire & Rescue.



Synopsis: UMNB Annual Conference Voting Representative

Date: September 4, 2025

Department: Legislative Services

DESCRIPTION

Under UMNBS updated by-laws, each member Council is now required to formally appoint a voting representative by council resolution. It is recommended that Council appoint Deputy Mayor Matt Estabrooks, along with an alternate member as the voting representative, as presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-068. A copy of the report can be found on page 29 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That the Council of Tantramar hereby resolves that Deputy Mayor Matt Estabrooks be appointed as the voting member at meetings of the Union of Municipalities of New Brunswick (UMNB), with Councillor Bruce Phinney appointed as the alternate voting member.



Synopsis: Policy 2025-18 Flag Protocol Policy

Date: September 4, 2025

Department: Legislative Services

DESCRIPTION

As part of the ongoing review of By-Laws and Policies, updates to the Flag Protocol Policy were proposed to establish a consistent and unified approach to the raising, display, and half-masting of flags within Tantramar. Specific revisions related to half-masting were recommended, along with including Communications and Policy Review, as presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-069. A copy of the report can be found on page 31 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve Policy 2025-18 Flag Protocol Policy.

TANTRAMAR POLICY NUMBER: 2025-18	Pages: 6
Administered by: Chief Administrative Officer	Subject: Flag Protocol Policy
Effective Date: September 8, 2025	

1. POLICY

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

2. PURPOSE

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

3. SCOPE

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

4. RESPONSIBILITY

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

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

5. GOVERNING RULES AND REGULATIONS

5.1 MUNICIPAL FLAG

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

5.2 PROTOCOL

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

5.3 HALF-MASTING FOR MOURNING

- a. The flying of flags at half-mast represents a period of official mourning or commemoration.
- b. To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service. In the event of no memorial service, flags will be flown for a period of seven (7) days.

- c. Flags flown at Municipally owned and operated buildings and facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
 - i. His Majesty the King and members of the Royal Family – All flags including Memorial Park;
 - ii. A past or present Canadian Prime Minister – All flags including Memorial Park;
 - iii. A past or present elected area representative of the Federal, Provincial and Municipal governments – All flags;
 - iv. A past or present Chief of Fort Folly First Nation – All flags;
 - v. Present day or retired employees of Tantrammar (includes retired employees of the Former Town of Sackville and Village of Dorchester) – Flags at the Municipal Office 31 Main Street Sackville and Employee's primary location of employment;
 - vi. As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of New Brunswick;
 - vii. As directed by the Mayor and Council or Chief Administrative Officer.
- d. Flags flown at all Municipally owned and operated facilities will be lowered to a half-mast position from sunrise to sunset to observe the following day:
 - i. Remembrance Day (November 11)
- e. Flags flown at the Municipal Office at 31 Main Street Sackville shall be lowered to a half-mast position from sunrise to sunset to observe the following days:
 - i. Workers' Day of Mourning (April 28);
 - ii. National Day of Remembrance for Victims of Terrorism (June 23);
 - iii. Last Sunday in September, Police and Peace Officer's National Memorial Day;
 - iv. National Day for Truth and Reconciliation (September 30);
 - v. National Day of Remembrance and Action on Violence Against Women (December 6)
- f. When half-masting notifications are received by the Royal Canadian Mounted Police, only flags at the Municipal Office at 31 Main Street Sackville will be lowered to half-mast.
- g. When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.
- h. In the event of multiple flags being flown together, all will be flown at half-mast.
- i. The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximate centre position of the flagstaff not to be confused as a flag that has accidentally fallen.
- j. When flags are at half-mast, the Municipality will provide an explanation through an appropriate means.

5.5 SPECIAL REQUESTS

- a. A special request from an agency, organization or group located within Tantrammar, wishing to raise their flags at the Tantrammar Municipal Office located at 31 Main Street Sackville, to mark

an event, or raise awareness of a program, activity, or cause, which may include borrowing Municipally owned flags, will be reviewed and processed by the Chief Administrative Officer or their designate. If approved, the special request will be forwarded to Council for information only.

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

6. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office and any necessary updates will be brought forward for Council review and approval.

7. REPEAL

Policy 2024-08 Tantramar Flag Policy is hereby repealed.

SCHEDULE "A" – LOCATION OF FLAGS WITHIN TANTRAMAR

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

MUNICIPAL OFFICE – 31 MAIN STREET SACKVILLE (4)

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

MUNICIPAL BUILDING – 4984 MAIN STREET DORCHESTER (3)

Canadian Flag
New Brunswick Flag
Mi'kmaq Flag

MEMORIAL PARK SACKVILLE (7)

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

SACKVILLE FIRE & RESCUE (2)

Sackville Fire & Rescue Flag
Acadian Flag

TANTRAMAR VISITOR INFORMATION CENTRE (3)

Canadian Flag
New Brunswick Flag
Mi'kmaq Flag

TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE (2)

Canadian Flag
New Brunswick Flag

LILLAS FAWCETT PARK (SILVER LAKE) (1)

Canadian Flag

SACKVILLE PUBLIC LIBRARY (1)

Canadian Flag

DRAFT



Synopsis: Policy 2025-19 Compassionate Giving Policy

Date: September 4, 2025

Department: Legislative Services

DESCRIPTION

As part of the ongoing review of By-Laws and Policies, a Compassionate Giving Policy for Tantramar was created to establish clear guidelines for the provisions of gifts and flowers in cases of sympathy or illness. This policy is designed to provide timely and transparent support to individuals facing hardships, while staying mindful of our financial responsibilities. The policy was presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-070. A copy of the report can be found on page 39 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve Policy 2025-19 Compassionate Giving Policy.

TANTRAMAR POLICY NUMBER: 2025-19	Pages: 1
Administered by: Chief Administrative Officer	Subject: Compassionate Giving Policy
Effective Date: September 8, 2025	

1. PURPOSE

To establish clear guidelines for the provision of gifts and flowers in cases of sympathy or illness, ensuring consistency, appropriateness, and thoughtful support.

2. SCOPE

- a) Gifts for illness (overnight hospitalization) shall be provided for Mayor, Councillors, Employees, Fire Department Members, their spouses and children.
- b) Sympathy offerings, in the form of donations to charitable organizations, shall be provided as follows:
 - Mayor, Councillors, Employees, their parents, spouse, children, siblings, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law or son-in-law.
 - Fire Department Members, their spouse, children or parents.
 - In memory of a former Mayor, Councillor or Retired Employee.

3. PROCEDURE

Upon notification, it is the responsibility of Directors or Fire Chiefs or designate to notify the Clerk's Office when gifts for illness or sympathy offerings are required. Directors or Fire Chiefs are not to use money from their budgets to duplicate the above. Gifts and sympathy offerings other than the above are the responsibility of the employee.

A maximum price of \$60.00 be placed on gifts for illness or sympathy offerings unless exceptional circumstances prevail. These circumstances would be determined at the discretion of the Chief Administrative Officer or in their absence, the Director of Financial Services (Treasurer).

4. REVIEW

This policy shall be reviewed annually to ensure it remains current and in accordance with best practices. The review process will be conducted by the Clerk's Office and any necessary updates will be brought forward for Council review and approval.

5. REPEAL

Town of Sackville Policy No. 2022-12 Gifts & Flowers – Sympathy or Illness is hereby repealed.



Synopsis: Easement – Weldon Street, Sackville Trunk Sewer

Date: September 4, 2025

Department: Engineering & Public Works

DESCRIPTION

The trunk sanitary sewer from Weldon Street, Sackville to Clarence Street and through to Princess Street is deteriorated and needs replacement. The first phase was constructed in 2023. Tantramar attempted to obtain easements for the second phase but were unsuccessful. Tantramar explored alternative routes and identified the trail along the Waterfowl Park, owned by the Department of Natural Resources & Energy Development, who have agreed to grant an easement. The easement for the Weldon Street Trunk Sewer project was presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-071. A copy of the report can be found on page 42 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council authorize the Mayor and Clerk to sign and seal the easement agreement with the Department of Natural Resources & Energy Development for the Weldon Street Sackville Trunk Sewer project.



Synopsis: Provincial-Municipal Highway Partnership Program 2028-2030

Date: September 4, 2025

Department: Engineering & Public Works

DESCRIPTION

Department of Transportation & Infrastructure has advised that funding applications can be submitted for the 2028-2030 PMHP program. Proposed projects were presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-072. A copy of the report can be found on page 54 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the funding application to the 2028-2030 Provincial-Municipal Highway Partnership Program and authorize that it be submitted to the Department of Transportation and Infrastructure.



Synopsis: Policy 2025-17 TVMCC Banner Policy

Date: September 4, 2025

Department: Active Living & Culture

DESCRIPTION

In June 2025 Council approved the TVMCC Banner Policy. Since approval, members from Sackville Minor Hockey Club approached staff to ask for an amendment to the policy, which was presented at the Committee of the Whole Meeting of August 25, 2025 under CDR #2025-044 Rev 2. A copy of the report can be found on page 56 of the [August Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve the amendment to Policy 2025-17 Tantramar Veterans Memorial Civic Centre Banner Policy.

TANTRAMMAR POLICY NUMBER: 2025-17	Pages: 3
Administered by: Chief Administrative Officer	Subject: Tantrammar Veterans Memorial Civic Centre Banner Policy
Effective Date: July 8, 2025	
Amended Date: September 8, 2025	

POLICY STATEMENT

Tantrammar recognizes Tantrammar Veterans Memorial Civic Centre (TVMCC); affiliated sports group achievements through the installation of banners within the TVMCC. This Banner Policy supports an equitable and consistent approach to responding to current and future banner installation requests by affiliated sports groups and organizations.

1. PURPOSE

1.1. The purpose of the Policy is to:

- 1.1.1. Recognize and celebrate local individuals and teams that have been successful in local, provincial, regional, national or international competitions or championships;
- 1.1.2. Outline the approval process to hang banners that recognize these accomplishments within the TVMCC.

2. DEFINITIONS

- 2.1. Recognition Banners: Material recognition of an achievement using text and/or logos that is hung in a public place.
- 2.2. Department: Active Living and Culture for Tantrammar.

3. SCOPE

- 3.1. Recognition banners will be hung only at the TVMCC.
- 3.2. Requests to install advertising banners fall under the scope of the Tantrammar Veterans Memorial Civic Centre Sign Rental Policy.

4. GUIDELINES

- 4.1. The Director or designate must approve the location, type and size of banner. The banner line above the ice surface will be the preferred location.
- 4.2. Recognition may be specified in other locations such as lobbies or rafters as approved by the Director or designate.
- 4.3. The banner must be a local individual, team, organization of Tantrammar or have a significant impact on the community.
- 4.4. Provincial championship banners will remain in place for a maximum of twenty (20) years.
- 4.5. Regional (League) championship banners will remain in place for a maximum of ten (10) years.
- 4.6. National Championship banners will remain in place indefinitely.

- 4.7. Tournament banners outside those listed in sections 4.4, 4.5 and 4.6 will remain in place for the duration of an individual's Minor Hockey Career (ie. U11 banners will remain in place for a maximum of 9 seasons, U13 a maximum of 7 seasons, U15 a maximum of 5 seasons and U18 a maximum of 3 seasons. Tantramar reserves the right to remove older banners should space be required to install more recent banners.
- 4.8. Banners remain property of the local individual, team or organization after installation and can be removed outside of ice season at the request of the owner.
- 4.9. At the discretion of the Department, the applicant may be responsible to pay any costs associated with installing the banners outside of the Department's regular operating costs. These fees will be based on cost recovery.

5. PROCEDURE

- 5.1. Individuals or groups must complete the Recreation Facilities Banner Application form as per "Schedule A" of this policy.
- 5.2. Banners will be given to the Department to schedule the installation. All attempts will be made to install banners within timeline that is requested based on operational requirements.
- 5.3. Banner raising ceremonies will be coordinated with the Department.

6. RESPONSIBILITIES

- 6.1. Municipal Council is responsible for:
 - 6.1.1. Approval of the policy and all amendments.
- 6.2. Active Living and Culture is responsible for:
 - 6.2.1. Approval of location, type and size of the banner;
 - 6.2.2. Installation of banners; and
 - 6.2.3. Invoicing individuals, teams or organizations for installation of banners as necessary.
- 6.3. Individual, teams or organizations are responsible for:
 - 6.3.1. All costs related to the design and development of banners; and
 - 6.3.2. Repairs to banners as required.

Schedule A

Tantramar Veterans Memorial Civic Centre Banner Application

Individual/Team/Organization:			
Contact Person:			
Primary phone:			
Street Address:			
City:		Postal Code:	
E-mail:			

Please share the accomplishment of the individual, team or organization that the banner will recognize:

Banner Dimensions (if known):		Banner Material (if known):	
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 Applicant Signature

Date: _____

Approved by:

Comments and Fees:

 Tantramar Active Living and Culture

Class II Subdivision Report Bayview Estates Subdivision

Subject: Creation of two New Public Streets, approval of street names and acceptance of Cash in lieu of Lands for public purposes

File No: 25- 0716

From: Lori Bickford, Planning Manager/Planner

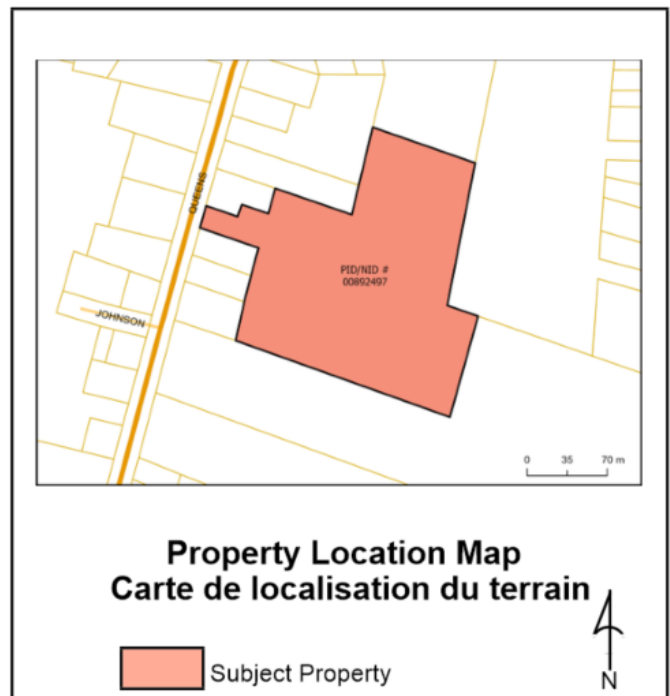
Meeting: September 8, 2025

General Information

Applicant/Landowner:
Salem Properties Inc.

Proposal:

The Bayview Estates Subdivision has been submitted which proposes to create 2 new public streets. When new streets are proposed, Council is also required to approve the proposed new street names and the applicant is required to provide land for public purposes and/or cash in lieu of land.



Discussion

The Bayview Estates Subdivision proposes to create a 15-lot residential (medium to high density) subdivision in Tantramar (Sackville). This property is already zoned to permit high density development.

The proposed new public streets match the future road network configuration adopted under the Municipal Plan. As well, the Southeast Planning Review and Adjustment Committee have recommended the location of the proposed streets to Council. If Council agrees with the street locations, they can accept them and direct staff to enter a subdividers agreement for the construction of the streets.

The street names of Sheppard Lane and Basinview Drive have been proposed. These names have been verified by NB911 as having no conflicting names within the emergency services area and the names have been recommended by the Southeast PRAC. If Council agrees with the street names, they can approve the new names.

Council will also need to approve the cash in lieu of land for public purposes. The By-law requires that the amount is 8% of the market value of the land. Staff determined the market value by averaging the cost of vacant medium to high density land value based on sale prices identified in Service New Brunswick property information. The cash in lieu contribution was determined to be \$39, 949. It should be noted under the *Community Planning Act* (section 76(2)), money received as cash in lieu of land is required to be paid into a special account that is only used for acquiring or developing lands for public purposes.

Council Action

If Council is in agreement with the recommendation of the SEPRAC, regarding the street layout and street names, Council can direct staff to prepare and execute a subdividers agreement which outlines the obligation of the developer to pay all costs associated with the development of the roads and services, ensures financial securities are in place to ensure the work is carried out, states the standards for the road and services construction and requires pre and post engineering drawings are prepared by a licensed NB engineer. Council will also need to agree on the acceptance of cash in lieu of LFPP. Once the road is complete the Mayor and Clerk can assent to the plan to accept the public road.





To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: September 4, 2025
Subject: Cross Culverts

PROPOSAL

Provide information on planned cross culvert replacements.

BACKGROUND

Tantramar plans to replace three more cross culverts in 2025 where there are larger flows and a watercourse and wetland alteration (WAWA) permit is required. The permits were received but require the work to be completed by September 30, 2025 or between June 1 and September 30 2026.

DISCUSSION

The following culverts require replacement and WAWA permits have been obtained.

- Fairfield Road 1 and 2
- Walker Road 1 to 4
- King Street – replaced by Public Works in 2025
- Pond Shore Road

To fit within available budget and given the construction window it is planned to replace Fairfield 1, Walker Road 3 and Walker Road 4 in 2025. The other culverts will be proposed for subsequent budgets.

INTERDEPARTMENTAL CONSULTATION

The planned culvert replacement has been discussed with Financial Services.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

The culverts are larger and have longer material delivery. In order to ensure delivery one culvert for Fairfield 1 was ordered from Armtec at a cost of \$14,112 plus HST. This was within the staff approval limits and the required delivery was able to be achieved because Armtec is in the process of fabricating similar pipe at the time of the order.

Pricing for aluminized corrugated steel culvert pipe was obtained from Armtec and AIL. Pricing for concrete pipe was obtained from Shaw Pipe. Pricing from AIL was generally higher than Armtec but AIL is able to provide pipe in September in time for installation in September.

It is planned to order remaining corrugated steel pipe from AIL and the concrete pipe from Shaw Pipe.

Pricing for install has been requested from local contractors and is pending. The expected installation costs are indicated below and quoted amounts should be available for the September 8 Council meeting.

	Fairfield 1	Walker 3	Walker 4
Pipe Supply	\$14,112.00	\$14,471.64	\$10,000
	Armtec	AIL	Shaw

	1630x1120	1880x1260	1200 dia.
Pipe install	\$20,000	\$10,000	\$15,000
Asphalt	\$15,000		
Subtotal	\$49,112	\$24,471.64	\$25,000

The available budget for cross culverts is about \$140,000 plus HST. The cost for supply and installation is estimated at \$98,583.64 plus HST.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRTEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

The following options have been identified:

1. Authorize staff to contract for installation of the three culverts up to \$65,000 including a \$20,000 contingency. This amount to be refined based on quotes from contractors, when received.
2. Proceed with replacement of Fairfield 1 culvert in 2025 at estimated cost of \$50,000 plus contingency.
3. Not proceed with cross culvert replacements in 2025. Not recommended.

RECOMMENDATION

It is recommended that Council authorize the installation of the three culverts up to \$65,000 plus HST.

ATTACHMENTS

N/A

To: Mayor and Council

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

Date: September 4, 2025

Subject: Bulk Road Salt

PROPOSAL

Present information for purchase of bulk salt for winter maintenance of roads.

BACKGROUND

Public Works conducts snow and ice control and requires bulk road salt for this operation. Public Works orders road salt as required to maintain a stockpile at the Public Works yard, 101 Crescent Street, Sackville.

DISCUSSION

There are two bulk road salt suppliers in the region: Nutrien and Windsor Salt. One includes a price including delivery and the other excludes delivery. Trucking firms are quoting prices with adjustments to allow for increases with fuel price increases.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

Quotations were obtained as follows for bulk road salt. Prices are good to the end of April 2026.

Shipping Co.	Supplier	Cost (freight & salt)	Fuel Surcharge	Cost for 1400T
Brennan Farms	Nutrien	\$87.12/T	inclusive	\$121,968
	Windsor	\$94.40/T	inclusive	\$132,160
Bowser	Nutrien	\$90.71/T	inclusive	\$126,994
	Windsor	\$84.39/T	inclusive	\$118,146
Kingsco	Nutrien	\$83.82/T	Varies, $\pm 1\%$ /\$0.02 world crude cost. Based on 17%.	\$117,348
	Windsor	\$96.73/T		\$135,422
Windsor	Windsor	\$88.99/T	inclusive	\$97,889

The fuel surcharge for Kingsco is based on world crude oil price. Base freight cost is \$14.19 and is adjusted by $\pm 1\%$ on the base delivery cost for every \$0.02 change in the world crude oil price. At

Kingsco supplying Nutrien salt offers the least cost option at \$83.82/T but the surcharge is variable based on the world crude oil price. The next lowest cost option is Bowser supplying Windsor salt at \$84.39/T. In order for the Kingsco price to reach the next lowest price, \$0.57 higher, would equate to an \$0.08 increase in the world crude oil price.

World crude oil prices have fluctuated between about \$57.12 and \$78.65 over the past year and currently are \$65.53 and increased \$0.02 in the past week. Prices are per barrel (approx. 159 L).

To provide certainty for Tantramar it would be preferable to avoid the variable fuel surcharge.

Tantramar normally allows for up to 1,400 tonne of bulk road salt, ordering about 500 tonnes at a time, and filling the salt storage at the end of the season.

If world crude oil prices do not change then the cost difference between Kingsco and Brennan would be \$798 for 1400T.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

The following options have been identified:

1. Approve Kingsco supplying Nutrien bulk salt with a variable fuel surcharge.
2. Approve Bowser supplying Windsor bulk salt with an inclusive fuel surcharge.

RECOMMENDATION

It is recommended that Council authorize the bulk salt supply agreement with Windsor at \$70.40/T and transportation services from Bowers' Construction at \$13.99/T for the 2025/26 winter season for approximately 1,000 to 1,400 tonnes of road salt.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Jennifer Borne, Chief Administrative Officer
Date: September 4, 2025
Subject: Assistant Clerk Appointment - Extension

PROPOSAL

To extend the temporary appointment of Assistant Clerk until November 30, 2025.

BACKGROUND

At the May 2025 Regular Council Meeting, Council appointed Elizabeth Hartling as Assistant Clerk for a temporary term ending September 1, 2025.

DISCUSSION

The posting for the Manager of Administrative Support/Clerk position closed on August 18, 2025, and the recruitment and selection process is currently underway. In the meantime, staff are proposing to extend Elizabeth Hartling's temporary appointment as Assistant Clerk, in accordance with Section 71 of the Local Governance Act, with the term set to conclude on November 30, 2025.

INTERDEPARTMENTAL CONSULTATION

CAO, Director of Financial Services

LEGISLATION/POLICY

[Local Governance Act](#)

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Extend the temporary appointment of Assistant Clerk.

RECOMMENDATION

It is recommended that Council appoint Elizabeth Hartling as Assistant Clerk of the Municipality of Tantramar in accordance with Section 71 of the Local Governance Act for a temporary term ending on November 30, 2025.

ATTACHMENTS

N/A



Synopsis: By-Law No. 244-V, A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law

Date: September 4, 2025

Department: Plan360

DESCRIPTION

At the May 26, 2025 Committee of the Whole meeting, Planner Jenna Stewart presented a proposed amendment to the Sackville Zoning By-Law as it related to the minimum outside lot size and frontage requirements for vertically attached dwelling units. A copy of the preliminary staff report can be found on page 3 of the [May Committee of the Whole Package](#).

On August 25, 2026 a Public Hearing was held, with no members of the Public speaking for or against the proposed amendments. A copy of the Public Hearing report and draft By-Law can be found on page 3 of the [August Committee of the Whole Package](#).

PROPOSED MOTION

That Council give first reading in name only and second reading in its entirety to By-Law No. 244-V, A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law

BY-LAW NO. 244-V
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 Minimum Lot Frontage and Minimum Lot Size for the Outside Lot of a Vertically Attached Dwelling Unit in Part 10: Urban Residential 2 Zone: R2, Section 10.2 Zone Requirements and Part 11: Urban Residential 3 Zone: R3, Section 11.2 Zone Requirements which both set the minimum lot frontage for an outside lot of a vertically attached dwelling unit at 15.3m (50ft) and the minimum lot size for an outside lot of a vertically attached dwelling unit at 464.5sqm (5000sqft) and REPLACING the minimum lot frontage and minimum lot size for an outside lot of a vertically attached dwelling unit to a minimum lot frontage of 10.1m(33.23ft) and a minimum lot size of 308sqm(3315.3sqft). All other requirements shall remain the same.

Read a first time this _____ day of _____, 2025.

Read a second time this _____ day of _____, 2025.

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

Mayor

Clerk

SOLEMN DECLARATION

TOWN OF SACKVILLE ZONING BY-LAW NO. 244-V

I, Becky Goodwin, of Sackville, in the County of Westmorland and the Province of New Brunswick, Assistant Clerk, DO SOLEMNLY DECLARE;

1. THAT I am the Assistant Clerk of 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-V, 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 _____.

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 _____)
 Westmoreland and Province of _____)
 New Brunswick, this ____ day _____)
 Of _____, A.D., 2025. _____)

Assistant Clerk

Commissioner of Oaths