

**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 DROCEHSTER AT CAPE ROAD/WOODLAWN ROAD – J. EPPELL

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. UMNb 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 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. Eppell
- 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