



COUNCIL MEETING
TUESDAY, JULY 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**
- 5. ADOPTION OF MINUTES**
 - a. SPECIAL MEETING OF COUNCIL – JUNE 4, 2025 (Pg. 2)
 - b. REGULAR COUNCIL MEETING – JUNE 10, 2025 (Pg. 3)
 - c. COMMITTEE OF THE WHOLE MEETING – JUNE 23, 2025 (Pg. 12)
 - d. SPECIAL MEETING OF COUNCIL – JUNE 25, 2025 (Pg. 25)
- 6. CONSENT AGENDA (Pg. 17 – 27)**
 - RFD #2025-044 - POLICY NO. 2025-17 TVMCC BANNER POLICY
 - RFD #2025-051 - SACKVILLE SPORTS WALL OF FAME BOARD OF DIRECTORS
 - RFD #2025-052 - 2025 SANDPIPER FESTIVAL
 - RFD #2025-053 - FERRET SCOUT CAR REFURBISHMENT
 - RFD #2025-054 - 2025 SACKVILLE TRIATHLON
 - RFD #2025-055 - 2025 PRIDE PARADE
 - RFD #2025-056 - NB POWER TRANSMISSION LINE EASEMENT
- 7. REPORTS FROM ADMINISTRATION**
 - a. POLICY NO. 2025-16 POLE BANNER POLICY (Pg. 28)
 - b. SACKVILLE WATER TREATMENT PLANT LOW LIFT PUMPS – J. EPELL (Pg. 34)
 - c. CORPORATE PLANNING PROPOSAL – J. TAYLOR (Pg. 36)
 - d. STREETLIGHTS WITHIN TANTRAMAR (Pg. 53)
 - e. MOTION FROM COUNCILLOR DEBBIE WIGGINS-COLWELL
- 8. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES**
- 9. NOTICE OF MOTION AND RESOLUTION**
- 10. ADJOURNMENT**

**SPECIAL MEETING OF COUNCIL
WEDNESDAY, JUNE 4, 2025 4:30 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 and Debbie Wiggins-Colwell. Also in attendance was Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal and Assistant Treasurer/Assistant Clerk Elizabeth Hartling.

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. APPROVAL OF AGENDA

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE AGENDA THE SPECIAL MEETING OF COUNCIL OF JUNE 4, 2025, AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(1)(J) 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. HR-2025-06

#25-069 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE SALARY ADMINISTRATION SCALE (MANAGEMENT) AS PRESENTED AT THE SPECIAL COUNCIL MEETING (IN-CAMERA SESSION) OF JUNE 4, 2025. MOTION CARRIED.

5. ADJOURNMENT

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JUNE 4, 2025. MOTION CARRIED.

MAYOR

ASSISTANT TREASURER/ASSISTANT CLERK

**REGULAR COUNCIL MEETING OF
TUESDAY, JUNE 10, 2025 6:30 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, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Community & Corporate Services Jeff Taylor, Manager of Tourism & Business Development Ron Kelly Spurles 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

#25-070 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025 AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68 (1)(D) 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 Greg Martin joined the meeting at 6:34 p.m.

4. IN-CAMERA

- a. P-2025-03

PUBLIC – 7 P.M.

Director of Active Living & Culture Matt Pryde, Director of Financial Services Michael Beal, Director of Engineering & Public Works Jon Eppell, Manager of Active Living & Culture Jamie Ferguson, Communications Officer Jeremy McLaughlin, Dorchester Fire Chief Greg Partridge, Dorchester Deputy Fire Chief Dan Dupuis and Dorchester Fire Captain Dennis Reid joined the meeting.

Also, in attendance were nine (9) members of the public.

#25-071 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE PURCHASE AND SALE AGREEMENT AND ALL OTHER RELATIVE DOCUMENTS FOR THE SALE OF

PROPERTY IDENTIFIED AS PID 70272448 AS PER THE OFFER PRESENTED IN-CAMERA ON JUNE 10, 2025, UNDER FILE NO. P-2025-03. MOTION CARRIED.

5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

a. EDUCATIONAL/ENGAGEMENT WORKSHOP – BENEFITS OF SALT MARSHES

Elsipogtog Biologist Lyle Vicaire presented on the educational/engagement workshop being held on June 12th about the benefits of salt marshes.

b. MUNICIPAL ATV BY-LAW PROPOSAL AND ATV ROAD USE AGREEMENT LETTER OF SUPPORT

Quad NB Trail Coordinator Vance Johnson presented to Council on a request for a Municipal ATV By-Law and letter of support to the Tantramar ATV Club.

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

6. ADOPTION OF MINUTES

#25-072 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF MAY 13, 2025, AS CIRCULATED. MOTION CARRIED.

#25-073 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF MAY 14, 2025, AS CIRCULATED. MOTION CARRIED.

#25-074 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 26, 2025, AS CIRCULATED. MOTION CARRIED.

7. CONSENT AGENDA

#25-075 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL APPROVE THE CONSENT AGENDA OF JUNE 10, 2025. MOTION CARRIED.

RFD 2025-042 – LITTLE LEAGUE SHED

That Council approve Oliver Earle Contracting to construct the new Little League Shed next to the Little League Baseball Field (PID 70318159) in the amount of \$89,513.00 plus HST.

RFD 2025-045 – POET LAUREATE TERM RENEWAL AND TERMS OF REFERENCE

That Council approve Laura K. Watson for a second term as Tantramar’s Poet Laureate, beginning June 10, 2025 and ending on June 30, 2028.

That Council approve the updated Poet Laureate Terms of Reference.

RFD 2025-046 – BEE CITY DESIGNATION

WHEREAS, the goal of Bee City Canada certification is to promote healthy, sustainable habitats and communities for native bees and other pollinators; and

WHEREAS, managed and native bees and other pollinators around the globe have experienced dramatic declines due to a combination of habitat degradation, fragmentation and loss; climate change; use of pesticides; and, the spread of pests and diseases, with serious implications for the future health of flora and fauna; and

WHEREAS, communities and their residents have the opportunity to support native bees and other pollinators on both public and private land; and

WHEREAS, supporting pollinators fosters environmental awareness and sustainability, and increases interactions and engagement amongst community stewards; and

WHEREAS, the economic benefits of pollinator-friendliness are:

- **HEALTHY ECOSYSTEMS** – insect pollinators are required for pollination and reproduction of about 85% of flowering plants globally, plants that:
 - are vital for clean air and water;
 - provide food, fibre and shelter for people, livestock and wildlife; and
 - support the very species that pollinate crops and form the basis of food webs
- **INCREASED VEGETABLE AND FRUIT CROP YIELDS** due to insect pollination. One in every three bites of food we eat is courtesy of insect pollination.
- **INCREASED DEMAND FOR POLLINATOR FRIENDLY PLANT MATERIALS** from local nurseries and growers.
- **INCREASED AWARENESS AND RESOURCES FOR POLLINATOR INITIATIVES** and community action groups focused on native pollinators and how to protect them; and

WHEREAS, Tantramar in the Province of New Brunswick should be certified as a **Bee City Canada** community because

1. Supporting pollinators is critical for maintaining biodiversity and healthy ecosystems. Healthy pollinator populations can also enhance local agriculture and food security, supporting growing our local economy. This aligns with Tantramar’s 2025-2028 Strategic Plan which emphasizes sustainability and protecting our natural assets.
2. Developing initiatives that involve community education and engagement, leads to a sense of collective responsibility and pride. In addition, promoting pollinator friendly practices can enhance green spaces and recreational areas. These activities are also in line with Tantramar’s 2025-2028 Strategic Plan with the goal of building the community through social and cultural connections.

3. *Being designated as the first New Brunswick Bee City Canada community, Tantramar will be positioned as a leader in environmental stewardship and innovation, reflecting our commitment to progressive and inclusive governance. This is also part of our 2025-2028 Strategic Plan goals.*

WHEREAS, *ideal pollinator-friendly habitat:*

- *Provides diverse and abundant nectar and pollen from plants blooming in succession from early spring to late autumn.*
- *Provides water for drinking, cooling, nest-building and butterfly puddling.*
- *Has been designated pesticide-free.*
- *Is composed of mostly, if not all, native species of annual and perennial trees, shrubs, native grasses, wildflowers, ground cover and vines, which have co-evolved with native pollinators.*
- *Includes, where possible, designated pollinator zones in public spaces with signage to educate the public and build awareness.*
- *Provides undisturbed spaces (un-mulched areas of soil and sand, pithy stemmed stalks, leaf and brush piles, un-mowed fields or field margins, fallen trees and other dead wood) for nesting and overwintering for native pollinators; and*

WHEREAS, *in order to enhance understanding among municipal staff and the public about the vital role that pollinators play and what each of us can do to sustain them, Tantramar agrees to meet the following commitments required of all Bee City Canada communities:*

1. *Adopt this Bee City Canada resolution (which articulates these commitments).*
2. *Designate the Department of Active Living & Culture as the Bee City program sponsor and the Manager of Active Living & Culture as the Bee City Canada program “liaison.” The liaison will serve as the intermediary between the citizenry and the local government on matters of enhancing pollinator awareness, conservation and habitat, fulfilling the following commitments:*
 - *Develop a **municipal pollinator habitat plan** that will include a locally native, pollinator-friendly plant list with regional sources for such plants and a least toxic integrated pest management (IPM) plan. The plant list and IPM plan will guide the management of the municipal lands to improve and expand pollinator habitats in your community. It will be publicized and promoted on the web to offer a valuable landscape-management model for other municipal landowners.*
 - *Set specific, measurable **annual targets** for an increase in the quantity of pollinator habitat relating to number of hectares or percent of public and private lands on which pollinator-friendly habitat will be created or enhanced each year.*
 - ***Annually celebrate** national pollinator week (third full week in June) or some other appropriate occasion with educational events, pollinator habitat plantings or restoration, proclamations or promotions that showcase the municipality’s commitment to enhancing native pollinator health through biodiversity and habitat.*
 - *Annually **apply for renewal** of Bee City Canada designation and submit a report of the previous year’s activities.*
3. *Publicly acknowledge the community’s commitment by agreeing to*
 - a. *Display Bee City Canada or appropriate signage in a prominent location, and*

b. Create and maintain information on Tantramar's website which includes links to this signed resolution and the Bee City Canada's website, contact information for Tantramar's Bee City Canada liaison and reports of the pollinator friendly activities the community has accomplished the previous year(s).

NOW, THEREFORE BE IT RESOLVED BY THAT the Municipality of Tantramar accepts the designation and commits to the standards of the Bee City Canada program.

8. REPORTS FROM ADMINISTRATION

a) SUMMER 2025 BY-LAW STUDENT ENFORCEMENT OFFICERS – M. BEAL

A copy of the report can be found on page 26 of the Regular Council Meeting [package](#).

#25-076 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT WHEREAS COUNCIL HAS ADOPTED VARIOUS BY-LAWS; AND WHEREAS THE MUNICIPALITY WISHES TO ENSURE THE PROPER ENFORCEMENT OF ITS BY-LAWS BY HIRING AN APPROPRIATE PERSON TO SUCH POSITION;

NOW THEREFORE BE IT RESOLVED THAT THE FOLLOWING PERSON IS HEREBY AUTHORIZED AND DESIGNATED TO ACT FOR AND ON COUNCIL'S BEHALF IN ORDER TO PROPERLY ENFORCE ALL OF THE MUNICIPALITY'S BY-LAWS PURSUANT TO THE MUNICIPALITY'S AUTHORITY OUTLINED BELOW: KELSEY CHRISTIE, REENZO CORNEJO AND GREGORY PETER EFFECTIVE JUNE 10, 2025;

BE IT FURTHER RESOLVED THAT THE ABOVE-NOTED AUTHORIZATION AND DESIGNATION IS SUBJECT TO THE FOLLOWING:

SECTIONS 133, 134, 135 AND 136 OF THE COMMUNITY PLANNING ACT, IN ORDER TO ENTER UPON PROPERTY, ISSUE ORDERS, SEEK ORDERS FROM THE COURT OF KING'S BENCH AND COMMENCE PROCEEDINGS IN PROVINCIAL COURT;

SECTIONS 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 72, 80, 128, 129, 130, 131, 132, 133, 135, 139, 144, 150, 151, 153 AND 195 OF THE LOCAL GOVERNANCE ACT, IN ORDER TO SERVE TICKETS, COMMENCE PROCEEDINGS IN PROVINCIAL COURT, ENTER UPON PROPERTY AND ISSUE NOTICES FOR DANGEROUS OR UNSIGHTLY PREMISES, AND

SECTION 14 OF THE POLICE ACT IN ORDER TO SERVE TICKETS AND PROPERLY EXECUTE THEIR ROLE AS A BY-LAW ENFORCEMENT OFFICER;

BE IT FURTHER RESOLVED THAT THE ABOVE-NOTED AUTHORIZATION AND DESIGNATION SHALL CONTINUE UNTIL THE PERSON CEASES TO BE EMPLOYED BY THE MUNICIPALITY, OR UNTIL THE APPOINTMENT IS LIMITED OR RESCINDED BY COUNCIL. MOTION CARRIED.

b) 2024 AUDIT – M. BEAL

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

#25-077 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE 2024 AUDIT FOR THE MUNICIPALITY OF TANTRAMAR AS PREPARED BY ANDREW BOUDREAU OF BAKER TILLY GMA LLP OUT OF RIVERVIEW NB AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE AUDIT. MOTION CARRIED.

c) TENDER TAN-2025-06 NEW FIRE STATION DORCHESTER – M. BEAL

A copy of the report can be found on page 35 of the Regular Council Meeting [package](#).

#25-078 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AWARD TENDER TAN-2025-06 NEW FIRE STATION DORCHESTER TO THE LOWEST BIDDER RICE CONTRACTING LTD. IN THE TENDERED AMOUNT OF \$5,857,400.00 PLUS HST PLUS 3% CONTINGENCY TO ALLOW FOR OVERAGES DURING CONSTRUCTION. MOTION CARRIED.

#25-079 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DECLARE SURPLUS THE BUILDING LOCATED AT 3508 CAPE ROAD, DORCHESTER AND AWARD THE DISPOSAL OF THE BUILDING TO JOSEPH MACDONALD JR HOUSE MOVING AND CONSTRUCTION FOR THE PURCHASE SUM OF \$1,200.00 HST INCLUDED. MOTION CARRIED.

d) FORD LANE WATERLINE – J. EPELL

A copy of the report can be found on page 41 of the Regular Council Meeting [package](#).

#25-080 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL REQUIRE THE DEVELOPER OF THE NEW BUILDING AT 24 YORK STREET, SACKVILLE TO COVER THE COST TO REALIGN THE WATERLINE TO BE AT LEAST 3.0M CLEAR OF THE NEW BUILDING. AYE VOTES RECORDED BY MAYOR ANDREW BLACK AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED BY DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLOR BARRY HICKS. MOTION CARRIED.

#25-081 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT WHERE A DEVELOPMENT WITHIN TANTRAMAR REDUCES THE CLEARANCE TO MUNICIPAL SERVICES (WATER, SANITARY SEWER AND STORM SEWER) ON MUNICIPAL PROPERTY OR WITHIN AN EASEMENT TO LESS THAN 3M, THE DEVELOPER WILL BE RESPONSIBLE TO PAY FOR MATERIALS, LABOUR AND EQUIPMENT FOR THE REALIGNMENT OF MUNICIPAL SERVICES. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN, MICHAEL TOWER AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED BY COUNCILLOR BARRY HICKS. MOTION CARRIED.

e) MOTION FROM COUNCILLOR DEBBIE WIGGINS-COLWELL

#25-082 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL UPDATE THE ENCUMBRANCE CERTIFICATE FEE TO A ONE FEE STRUCTURE IN THE AMOUNT OF \$40.00 PER CERTIFICATE EFFECTIVE JUNE 10, 2025 AND RECIND MOTION #24-224 ADOPTED ON NOVEMBER 28, 2024. AYE VOTES RECORDED BY

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

f) POLICY NO. 2025-16 TANTRAMAR POLE BANNER POLICY

A copy of the report can be found on page 14 of the Regular Council Meeting [package](#).

#25-083 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT AGENDA ITEM RFD 2025-043 POLE BANNER POLICY BE FORWARDED TO AN UPCOMING COMMITTEE OF THE WHOLE MEETING FOR FURTHER REVIEW AND DISCUSSION BY COUNCIL AND STAFF. MOTION CARRIED.

g) POLICY NO. 2025-17 TANTRAMAR TVMCC BANNER POLICY

A copy of the report can be found on page 18 of the Regular Council Meeting [package](#).

#25-084 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT AGENDA ITEM RFD 2025-044 TVMCC BANNER POLICY BE FORWARDED TO AN UPCOMING COMMITTEE OF THE WHOLE MEETING FOR FURTHER REVIEW AND DISCUSSION BY COUNCIL AND STAFF. MOTION CARRIED.

9. BY-LAWS

a) SACKVILLE ZONING BY-LAW TEXT AMENDMENT – MINIMUM OUTSIDE LOT SIZE AND FRONTAGE REQUIREMENTS FOR VERTICALLY ATTACHED DWELLING UNITS

#25-085 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT WHEREAS COUNCIL HAS CONSIDERED AN APPLICATION FROM ARTIE KENNY TO AMEND BY-LAW NO 244, THE TOWN OF SACKVILLE ZONING BY-LAW BY CHANGING THE MINIMUM OUTSIDE LOT SIZE REQUIREMENTS FOR VERTICALLY ATTACHED DWELLING UNITS FROM 15.3M (50FT) TO 10.1M (33.23FT) FRONTAGE AND OUTSIDE LOT AREA FROM 464.5SQM (5000SQFT) TO 308SQM (3315SQFT).

BE IT RESOLVED THAT THE COUNCIL OF TANTRAMAR DIRECTS THAT THE APPROPRIATE BY-LAW BE PREPARED TO AMEND THE ZONING BY-LAW AS IT PERTAINS TO THE ABOVE NOTED CHANGES; THAT THE PROPOSED BY-LAW BE REFERRED TO THE SOUTHEAST PLANNING REVIEW AND ADJUSTMENT COMMITTEE FOR THEIR VIEWS; THAT THE NOTICE OF INTENTION REQUIREMENTS OF THE *COMMUNITY PLANNING ACT* BE FULFILLED WITH RESPECT TO THE PROPOSED AMENDMENTS, AND SETS THE COMMITTEE OF THE WHOLE MEETING ON **AUGUST 25, 2025** AT 3:00 PM, IN THE COUNCIL CHAMBERS AT THE MUNICIPAL OFFICE, 31 MAIN STREET, 2ND FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE FOR THE **PUBLIC HEARING OF CONSIDERATION OF OBJECTIONS TO THE PROPOSED BY-LAW.** MOTION CARRIED.

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Debbie Wiggins-Colwell requested an update on the municipal building in Dorchester. Chief Administrative Officer Jennifer Borne noted that the results of an assessment of the building and the viability of the library moving there would be brought back to Council.

Councillor Debbie Wiggins-Colwell requested an update on the plaque being placed on the Shep statue. Manager of Tourism and Business Development Ron Kelly Spurles responded that he continues to work with the Fundy Biosphere.

Councillor Debbie Wiggins-Colwell asked when flowerpots would be placed in Dorchester. Director of Active Living & Culture Matt Pryde responded that the Public Works Department has begun placement of the cast iron pots.

Councillor Debbie Wiggins-Colwell asked for an update to speed signage in the school zone of Dorchester. Chief Administrative Officer Jennifer Borne responded that for the speed limit to be dropped to 30 km/h, it would need to be added to a Street Traffic By-Law, which has been flagged by Staff.

Councillor Debbie Wiggins-Colwell asked if there would be any work done on the clock in Dorchester. Chief Administrative Officer Jennifer Borne that this would be directed back to Staff.

Councillor Debbie Wiggins-Colwell congratulated the Shepody IODE and Salvation Army on a very successful fashion show fundraiser, held on May 24, 2025.

Councillor Michael Tower congratulated Freshwinds Eco Village on the successful public presentation held on June 9, 2025.

Deputy Mayor Matt Estabrooks noted his excitement in the awarding of the Dorchester Fire Station, noting that this project will bring Tantramar Fire Service together.

Deputy Mayor Matt Estabrooks noted the reappointed of Laura Watson as Tantramar's Poet Laureate.

Councillor Barry Hicks asked if there has been any update on the Pecks Cove Bridge. Mayor Andrew Black provided a brief update after speaking with MLA Megan Mitton.

Mayor Andrew Black congratulated Tantramar Regional High School on winning the Greater Moncton Dragonboat Festival – High School Challenge, along with their amazing fundraising of over \$65,000 this year.

11. NOTICE OF MOTION

Councillor Debbie Wiggins-Colwell served a Notice of Motion regarding an RV dump station in Tantramar.

12. ADJOURNMENT

#25-086 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF JUNE 10, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

DRAFT

**COMMITTEE OF THE WHOLE OF
MONDAY, JUNE 23, 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 Financial Services Michael Beal, Director of Engineering & Public Works Jon Epell, Director of Active Living & Culture Matt Pryde, Director of Community & Corporate Services Jeff Taylor, Assistant Clerk Becky Goodwin, Manager of Corporate Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge.

Also, in attendance were three (3) 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 BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 23, 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. COUNCIL DIRECTION REQUEST

2.1. SACKVILLE SPORTS WALL OF FAME BOARD OF DIRECTORS – M. PRYDE

A copy of the report can be found on page 3 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 2.1 – SACKVILLE SPORTS WALL OF FAME BOARD OF DIRECTORS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

2.2. 2025 SANDPIPER FESTIVAL – M. PRYDE

A copy of the report can be found on page 5 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 2.2 – 2025 SANDPIPER FESTIVAL BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

2.3. FERRET SCOUT CAR REFURBISHMENT – M. PRYDE

A copy of the report can be found on page 7 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 2.3 – FERRET SCOUT CAR REFURBISHMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

2.4. 2025 SACKVILLE TRIATHLON – M. PRYDE

A copy of the report can be found on page 9 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 2.4 – 2025 SACKVILLE TRIATHLON BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

2.5. 2025 PRIDE PARADE – M. PRYDE

A copy of the report can be found on page 11 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL DIRECT ITEM 2.5 – 2025 PRIDE PARADE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

2.6. POLICY 2025-16 TANTRAMAR POLE BANNER POLICY – M. PRYDE

A copy of the report can be found on page 13 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 2.6 – POLICY 2025-16 TANTRAMAR POLE BANNER POLICY BE SENT TO THE REGULAR COUNCIL MEETING OF JULY 8, 2025 FOR CONSIDERATION. 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.

2.7. POLICY 2025-17 TANTRAMAR TVMCC BANNER POLICY – M. PRYDE

A copy of the report can be found on page 20 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 2.7 – POLICY 2025-17 TANTRAMAR TVMCC BANNER POLICY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 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.

2.8. NB POWER TRANSMISSION LINE EASEMENT – J. EPELL

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

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 2.8 – NB POWER TRANSMISSION LINE EASEMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JULY 8, 2025. MOTION CARRIED.

2.9. STREETLIGHTS

A copy of the report can be found on page 30 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 2.9 – STREETLIGHTS BE SENT TO THE REGULAR COUNCIL MEETING OF JULY 8, 2025 FOR CONSIDERATION. MOTION CARRIED.

3. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 33-61 of the June 2025 Committee of the Whole [package](#).

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

- 3.1. Active Living and Culture – M. Pryde
- 3.2. Community and Corporate Services – J. Taylor
- 3.3. Engineering and Public Works – J. Epell
- 3.4. Protective Services – Chief Bowser, Chief Partridge and A/Sgt. Paynter
- 3.5. Financial Services – M. Beal
- 3.6. Administration
 - a) Legislative Services – B. Goodwin
 - b) Chief Administrative Officer – J. Borne
 - c) Southeast Regional Service Commission
 - i. PLAN360 Development Activity Report
- 3.7. Mayor's Report – A. Black

Mayor Andrew Black formally declared Tantramar an official Bee City Community and in doing so, encouraged Council, Staff and the entire Tantramar community to participate in protecting and promoting our native pollinators.

4. QUESTION PERIOD

Erica Butler inquired whether landowners adjacent to the locations outlined in the streetlight program report had been consulted. In response, Director Jon Eppell stated that no consultations with landowners had occurred. He further explained that the identified sites are strategically selected intersections, and should streetlights be installed, they would utilize LED technology designed to minimize light pollution.

Erica Butler inquired about the individuals' staff had consulted regarding the former tourist information centre in Aulac, as well as the potential uses the municipality might consider for the property. In response, Manager of Tourism and Business Development, Ron Kelly Spurles, stated that he had spoken with a provincial representative responsible for local tourism centres. Chief Administrative Officer, Jennifer Borne, added that while no specific use for the property had been identified, it would be in the Municipality's best interest to pursue acquisition of the site; however, the final decision would rest with Council.

Bruce Wark inquired how the proposed streetlights in the former LSD areas would be funded if they were not considered a shared service and if there were no increase in local taxes. Director of Financial Services, Michael Beal, responded that the project would be financed within the existing mill rate, subject to a comprehensive budget evaluation.

5. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF JUNE 23, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
WEDNESDAY, JUNE 25, 2025 – 5:00 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, Greg Martin and Bruce Phinney. Also in attendance was Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal, Assistant Clerk Becky Goodwin and Superintendent of Public Works Michelle Sherwood.

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 GREG MARTIN AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF JUNE 25, 2025, AS CIRCULATED. MOTION CARRIED.

3. DISCLOSURE OF CONFLICTS OF INTEREST

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

4. LANSDOWNE FIELD STORM SEWER

A copy of the report can be found in the Special Meeting of Council June 25, 2025 package on our [website](#).

#25-087 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL AUTHORIZE STAFF TO RETAIN MAXIM CONSTRUCTION TO REPLACE THE STORM SEWER ACROSS LANSDOWNE FIELD WITH A 900mm STORM SEWER AT A MAXIMUM COST OF \$120,000.00 PLUS HST.

5. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JUNE 25, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK



Synopsis: TVMCC Banner Policy

Date: July 3, 2025

Department: Active Living and Culture

DESCRIPTION

To implement a Banner Policy related to displaying sports banners at the Tantramar Veterans Memorial Civic Centre. The initial draft policy was presented at the Committee of the Whole Meeting of May 26, 2025 under CDR #2025-044. A copy of the report can be found on page 13 of the [May Committee of the Whole Package](#).

At the Regular Council Meeting of June 10, 2025, Council added additional commentary regarding the policy, and ultimately requested the policy go back to Staff for additional review. One Council member provided recommended changes to the policy. An updated draft policy was presented at the Committee of the Whole Meeting of June 23, 2025. A copy of the report can be found on page 20 of the [June Committee of the Whole Package](#). Council agreed to send it to consent agenda of the July Regular Council Meeting with recommended changes.

PROPOSED MOTIONS

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

TANTRAMAR POLICY NUMBER: 2025-17	Pages: 3
Administered by: Chief Administrative Officer	Subject: Tantramar Veterans Memorial Civic Centre Banner Policy
Effective Date:	

POLICY STATEMENT

Tantramar recognizes Tantramar 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 Tantramar.

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 Tantramar 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 Tantramar 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 one season only- the season following that in which the banner was earned. Following the season, the banner will be returned to the local organization.
- 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:			

<p>Please share the accomplishment of the individual, team or organization that the banner will recognize:</p>

Banner Dimensions (if known):		Banner Material (if known):	
----------------------------------	--	--------------------------------	--

Applicant Signature

Date: _____

Approved by:

Comments and Fees:

Tantramar Active Living and Culture



Synopsis: Sackville Sports Wall of Fame Board of Directors

Date: July 3, 2025

Department: Active Living & Culture

DESCRIPTION

To assign and reassign members of the Sackville Sports Wall of Fame Board of Directors, as presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-051. A copy of the report can be found on page 3 of the [June Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



Synopsis: 2025 Sandpiper Festival

Date: July 3, 2025

Department: Active Living & Culture

DESCRIPTION

Staff are requesting a street closure for the 2025 Sandpiper Festival, as presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-052. A copy of the report can be found on page 5 of the [June Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



Synopsis: Ferret Scout Car Refurbishment

Date: July 3, 2025

Department: Active Living & Culture

DESCRIPTION

To approve a contractor for the refurbishment of the Ferret Scout Car located at Memorial Park Sackville, as presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-053. A copy of the report can be found on page 7 of the [June Committee of the Whole Package](#).

PROPOSED MOTIONS

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 plus HST.



Synopsis: 2025 Sackville Triathlon

Date: July 3, 2025

Department: Active Living & Culture

DESCRIPTION

The 2025 Sackville Triathlon will be held on Saturday, August 16, 2025. With previous years, the organizers are looking for a street closure and some in-kind services, as presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-054. A copy of the report can be found on page 9 of the [June Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



Synopsis: 2025 Pride Parade Street Closure

Date: July 3, 2025

Department: Active Living & Culture

DESCRIPTION

The 2025 Pride Parade will be held on Wednesday, September 24, 2025 in partnership with Mount Allison Students' Union. With previous years, Staff are looking for a street closure, as presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-055. A copy of the report can be found on page 11 of the [June Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



Synopsis: NB Power Transmission Line Easement

Date: July 3, 2025

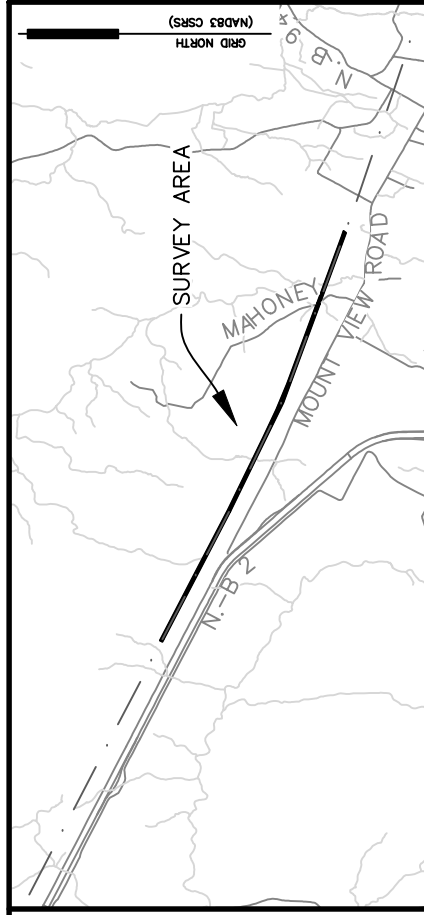
Department: Engineering & Public Works

DESCRIPTION

NB Power is twinning their transmission lines to Nova Scotia and have requested easements from Tantramar, as presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-056. A copy of the report can be found on page 25 of the [June Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



- KEY PLAN SCALE 1:100,000
- LEGEND**
- PROPOSED TRANSMISSION LINE 3224
 - EDGE OF REQUIRED NB POWER EASEMENT
 - EXISTING TRANSMISSION LINE 3025
 - EXISTING EASEMENT
 - FENCE
 - CALCULATED COORDINATE POINT
 - STANDARD SURVEY MARKER FOUND
 - IRON PIPE FOUND
 - ROUND IRON BAR FOUND
 - SQUARE IRON BAR FOUND
 - WOODEN POST FOUND
 - NB POWER AREA No.
 - COORDINATE POINT No.
 - DISCONTINUED RESERVED ROAD
 - COORDINATE CONTROL MONUMENT

NOTES:

- THIS PLAN WAS COMPILED FROM AND IS A GRAPHICAL REPRESENTATION OF INFORMATION OBTAINED FROM THE SOURCES INDICATED HEREON.
- AZIMUTHS ARE NB GRID, HAVE BEEN ROUNDED TO THE NEAREST 10 SECONDS AND ARE REFERENCED TO THE NEW BRUNSWICK ADJUSTED COORDINATE REFERENCE SYSTEM (NAD83) PUBLISHED BY SERVICE NEW BRUNSWICK. DISTANCES ARE IN METRES.
- SCALE FACTOR USED IS 1.000000.
- P.I.D. NUMBERS, PERIPHERAL PROPERTY LINES AND HYDROGRAPHIC DATA WERE TAKEN FROM CURRENT SERVICE NEW BRUNSWICK DATA BASES.
- OWNERS' NAMES, REGISTRY INFORMATION AND REFERENCE PLANS WERE OBTAINED FROM THE WESTMORLAND COUNTY REGISTRY OFFICE, 516 PLANET, AND NB POWER FILES.
- STATUS OF ROADS UNKNOWN, REFERENCE LOTS 10,15,15.5,3, 16.26, 14.3 AS SHOWN ON TOWNSHIP OF SACKVILLE PLANS 34-5 & 46-5.
- PLAN 15935 COORDINATES TRANSLATED 0.373m @ 1:233111" USING LEAST-SQUARES BEST-FIT TRANSFORMATION TO MATCH MEASURED COORDINATES.
- NORTHERN BOUNDARY PER DEED 632856 TO BEALE INCH CONSTRUCTION LIMITED (LIFE INTEREST) (LINE 124) AND BOUNDARY OF NEW BRUNSWICK ELECTRIC POWER COMMISSION EASEMENT (REF. LINE 124 AGREEMENT 263161). DISTANCES IN AFOREMENTIONED DEED AND EVIDENCE OF OCCUPATION (AS SHOWN ON PLAN 15935) ARE THE DISTANCING ANUS OF BEALE INCH CONSTRUCTION LIMITED (LIFE INTEREST) AND OF N.B. POWER EASEMENT (REF. LINE 3025 EXPROPRIATION DOC. 327681) AS THE NORTHERN BOUNDARY OF PID 70307178.
- PLAN 201643 COORDINATES TRANSLATED 0.571m @ 0.946833" USING LEAST-SQUARES BEST-FIT TRANSFORMATION TO MATCH MEASURED COORDINATES.
- REFERENCE OCCUPATION VISIBLE FROM HISTORICAL IMAGE 1945-8122-076 AND VERBAL CONFIRMATION OF SHOWN BOUNDARY

PLAN OF SURVEY
PLAN D'ARPENTAGE
TRANSMISSION LINE 3224
EASEMENT / SERVITUDE

MEMRAMCOOK TERMINAL TO NEW BRUNSWICK / NOVA SCOTIA BORDER AFFECTING LANDS AS SHOWN

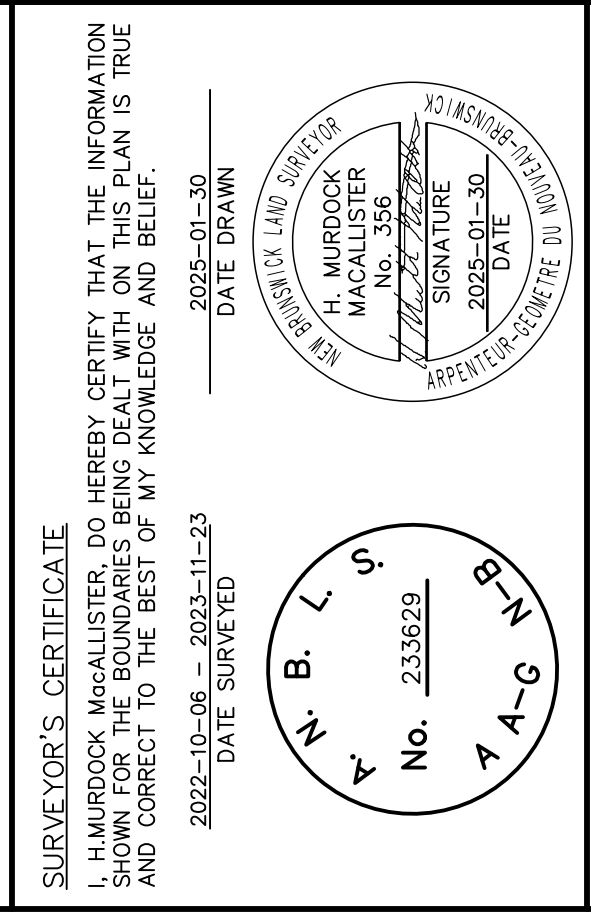
PARISH OF SACKVILLE/DORCHESTER/WESTMORLAND COUNTY OF WESTMORLAND PROVINCE OF NEW BRUNSWICK

SURVEYOR'S CERTIFICATE

H. MURDOCK
 M. MURDOCK
 No. 356
 2025-01-30
 SIGNATURE
 DATE

2022-10-06 - 2023-11-23
 DATE SURVEYED

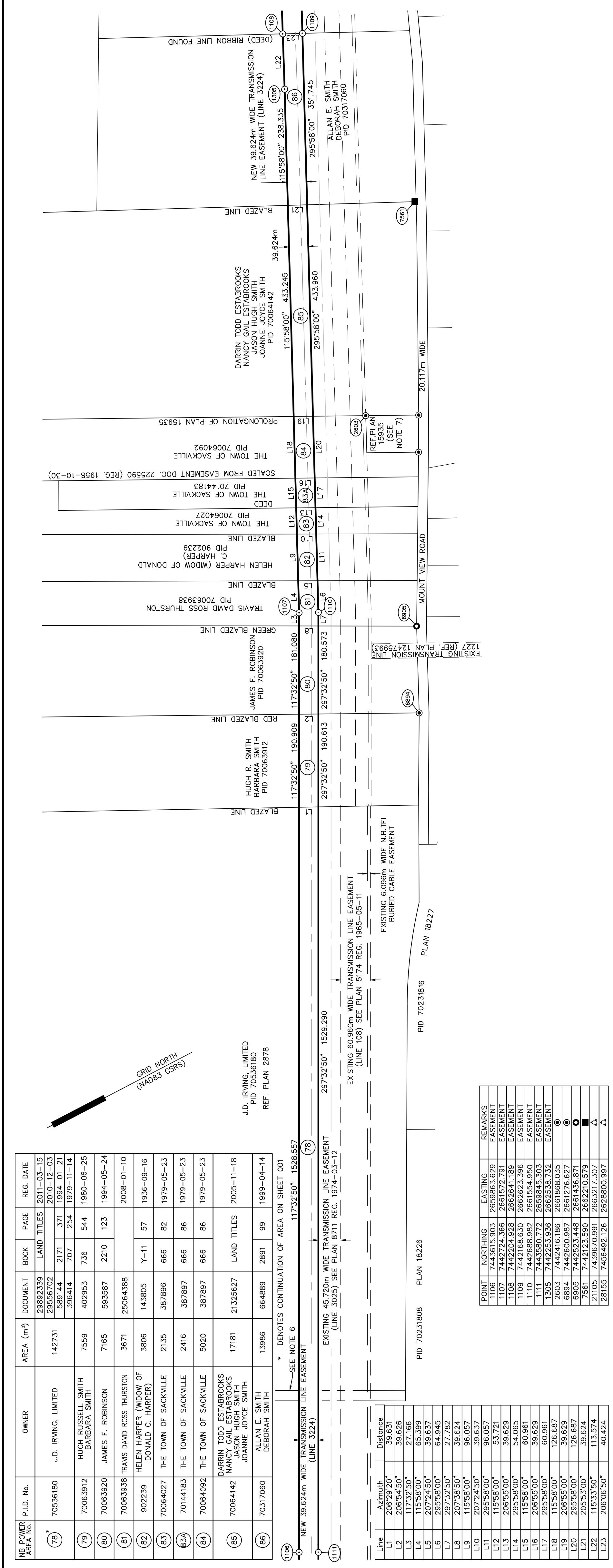
2025-01-30
 DATE DRAWN



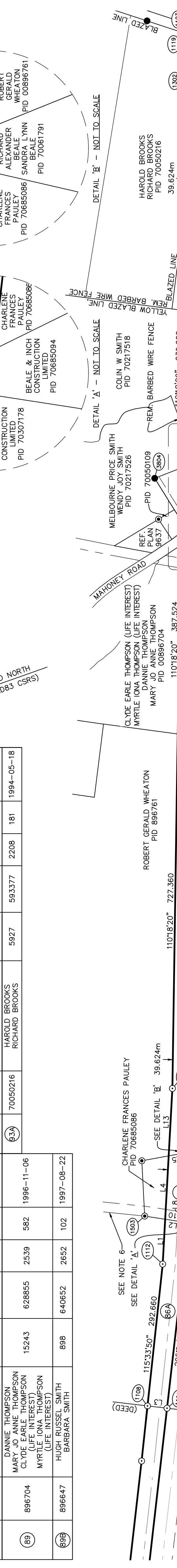
SURTEK GROUP LTD.
 CONSULTING ENGINEERS & SURVEYORS

411-101 St. Mary's Street
 Fredericton, NB E3A 8H4
 Phone: 454-7044
 Email: Office@surtek.ca

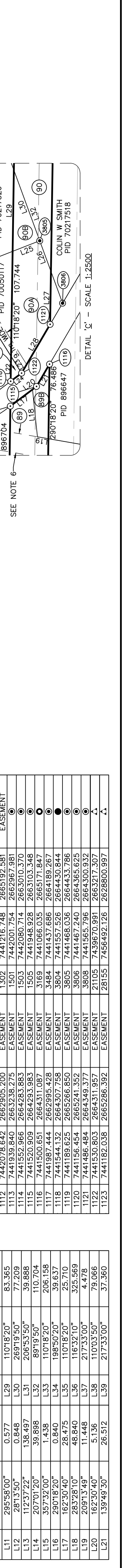
Job No. 2025-01-30
 Date: 2025-01-30
 Scale: 1:5000
 Dwg. No.: 3224-11000-7000-002-PR-D
 Rev. 03



NB POWER AREA No.	P.I.D. No.	OWNER	AREA (m ²)	DOCUMENT	BOOK	PAGE	REG. DATE	REMARKS
66	70317052	RODNEY SMITH	16243	664888	2891	95	1999-04-14	70217518
66	70685094	BEALE & INCH CONSTRUCTION LIMITED	0.2	43853346			2023-05-18	70050117
67	70685096	CHARLENE FRANCES PAULEY	6559	43218149			2022-08-26	70217526
67	70661791	RICHARD ALEXANDER BEALE SANDRA LYNN BEALE	1	41069874			2021-10-18	70050109
68	896761	ROBERT GERALD WHEATON	34397	605713	2318	85	1995-04-12	896258
69	896704	DANNIE THOMPSON MARY JO ANNE THOMPSON CLYDE EARLE THOMPSON (LIFE INTEREST) MYRTLE ONA THOMPSON (LIFE INTEREST)	15243	628855	2539	582	1996-11-06	70049796
69B	896647	HUGH RUSSEL SMITH BARBARA SMITH	898	640652	2652	102	1997-08-22	70050216



POINT	NORTHING	EASTING	REMARKS
1108	7442204.928	2662641.189	EASEMENT
1109	7442766.630	2662623.396	EASEMENT
1110	7442766.630	2662905.200	EASEMENT
1111	7442766.630	2662905.200	EASEMENT
1112	7441552.966	2664293.983	EASEMENT
1113	7441552.966	2664293.983	EASEMENT
1114	7441552.966	2664293.983	EASEMENT
1115	7441520.909	2664293.983	EASEMENT
1116	7441520.909	2664293.983	EASEMENT
1117	7441520.909	2664293.983	EASEMENT
1118	7441520.909	2664293.983	EASEMENT
1119	7441520.909	2664293.983	EASEMENT
1120	7441520.909	2664293.983	EASEMENT
1121	7441520.909	2664293.983	EASEMENT
1122	7441520.909	2664293.983	EASEMENT
1123	7441520.909	2664293.983	EASEMENT





To: Mayor and Council

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

Date: July 3, 2025

Subject: Pole and Street Banner Policy

PROPOSAL

To implement a Pole and Street Banner Policy that will facilitate the use of pole and street banners within the municipality.

BACKGROUND

A Pole and Street Banner Policy was drafted by staff and presented to Council at the May Committee of the Whole. At the June Regular Council meeting, the policy was pulled from the Consent Agenda by Council for further discussion. A second draft containing feedback from one Council Member was presented at the June Committee of the Whole, where it was discussed in detail and asked to be brought back to Council as a Report from Administration.

DISCUSSION

After discussion at the June Committee of the Whole, Council recommended some changes to the Pole and Street Banner Policy:

1. There would be no limit on Pole Banners.
2. The Veterans Banners would continue to be stored by the municipality and would not be required to make an annual application for installation.
3. A statement would be added to make the Veterans Banners exempt from the policy overall.

Staff would recommend against a blanket exemption statement for the Veterans Banners. This is primarily to ensure they understand that banners would be installed in random locations that could change from year to year (Section 1.b) and that they follow the size guidelines listed in the policy in Section 2.

Active Living and Culture is pleased to install the Veterans Banners, and will continue to do so, but feel that for the sake of consistency, it is important not to exclude them, or any other banner program in the future, from the policy entirely.

INTERDEPARTMENTAL CONSULTATION

Public Works, CAO, Clerk

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

Fluctuating depending on the number of banners and requests.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Website, social media, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Supporting Social and Cultural Connections to Build Our Community* pillar from Tantramar’s [2025-2028 Strategic Plan](#).

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal.

CLIMATE LENS

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

OPTIONS

- a. Approve the Policy as attached.
- b. Approve the Policy including a blanket statement excluding the Veterans Banners Program from the Policy.
- c. Do not approve the policy.

RECOMMENDATION

Staff recommends that a motion be brought forward at the July 8, 2025 Regular Council meeting to approve the Pole and Street Banner Policy as attached.

ATTACHMENTS

Policy 2025-16 Pole & Street Banner Policy

TANTRAMAR POLICY NUMBER: 2025-16	Pages: 3
Administered by: Chief Administrative Officer	Subject: Pole and Street Banner Policy
Effective Date:	

PREAMBLE

The purpose of this policy is to provide guidance as to how and when pole banners on Tantramar owned or controlled properties shall be requested and installed.

DEFINITIONS

- a. Pole Banner: A sign, typically made of cloth or fabric, that is designed to be attached to a street pole or light standard.
- b. Street Banner: Signs which extend across a right-of-way and are typically installed on poles within the boulevard.

POLICY STATEMENT

All banner themes shall have significance to and provide benefit to Tantramar and its citizens.

The banners shall not:

- Represent illegal activities
- Promote hate
- Be a political advertisement
- Cause, abet or stimulate civic disorder
- Be commercial in nature
- Be otherwise inappropriate in Tantramar’s sole opinion
- Represent or infer that the Municipality is a sponsor or proponent on the content or representation of the Banner.

CONDITIONS

1. LOCATIONS

- a. Tantramar has ~~a maximum of 245~~ poles for banner décor. ~~They include poles only~~ within the communities of Dorchester and Sackville.
- b. Locations will be selected at random and can change from year to year. Tantramar will not accept specific location requests from individuals or groups.

2. BANNER DIMENSION, MATERIAL AND DESIGN

- a. Any group or individual requesting a banner installation must provide the banners to be installed under the following conditions:
 - i. Banner design provided by group or individual must be approved by Tantramar.
 - ii. Pole Banners Size must be 48" X 24".
 - iii. Pole Banners must be printed double sided on 18 oz vinyl with standard 2.5" sleeve at top and bottom with four (4) grommets.
 - iv. Street Banners must be 20' X 3' in size, printed double sided with wind vents and 20 grommets (10 top and 10 bottom).

3. INSTALLATION AND REMOVAL OF BANNERS

- a. The installation and removal of pole banners is to be facilitated by Tantramar only.
- b. The installation and removal of street banners is to be facilitated by the applicant, using a licenced professional, in predetermined locations provided by Tantramar.
- c. The upkeep of pole mounted brackets is the responsibility Tantramar.
- d. The banner program will ~~only be~~ run between late May and mid November, with a maximum of three (3) installation periods per calendar year. **Exact timing to be determined by the Director of Active Living and Culture or designate.**
- e. Banners shall be provided to Tantramar at 182 Main Street, Sackville a minimum four (4) business days prior to the planned installation date.
- f. Once banners are removed, the individual or group will be e-mailed to collect the banners within two (2) weeks. ~~If banners are not collected within two weeks, Tantramar will dispose of the banners.~~ **If banners are not collected within two weeks, Tantramar will dispose of the banners.** ~~Banners left with the Municipality longer than two (2) weeks following removal will be charged a storage fee of \$20 per banner per week.~~
- g. Tantramar will *not* store banners for any individuals or groups, **apart from the Tantramar Veterans Banners, which will continue to be stored by Tantramar.**

4. REQUESTS TO PARTICIPATE

- a. Requests shall be made by **no later than February 15** each year.
- ~~b. Multi-year requests will not be considered.~~
- c. Requests must be ~~made using~~ **submitted via** the application form included in Appendix A.
- d. Tantramar's review of requests to participate in the banner program will include significance to and benefit to Tantramar and its citizens and significance of event that banner celebrates. Preference will be given to smaller scale installations and new participants.
- e. Applicants will be advised by e-mail of whether they have been accepted for the program that year, and other pertinent details and conditions.
- f. The installation of banners by individuals or groups is not permitted at any time.
- g. **The Tantramar Veterans Banners will be installed annually with no installation request required.**

5. ROLES AND RESPONSIBILITIES

Director of Active Living and Culture or designate

- Ensure the guidelines of this policy are clear to community organizations.

Chief Administrative Officer or designate

- Approve banner applications and locations in a timely manner

6. DISCLAIMERS

- a. **Installation and removal dates may vary depending on operational requirements and priorities.** ~~Although Tantramar will make their best effort, Tantramar will not guarantee meeting requested installation and removal dates.~~



- b. Banners erected without prior approval will be removed promptly at the owner's expense.
- c. Tantramar is not responsible for the loss, or any damage caused to the banners while installed or in storage.
- d. Tantramar reserves the right to refuse any application which it deems inappropriate.
- e. Tantramar reserves the right to use any banners as infill at Tantramar's discretion.

DRAFT

APPENDIX A

Street/Pole Banner installation Request

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

<p>Please explain the content of the banners why you feel it is important for Tantramar to display them.</p>

Requested Installation Date		Requested Removal Date	
Preferred community for installation			

Applicant Signature

Date

Approved by:

Tantramar Active Living and Culture

Comments and Fees:



To: Mayor and Council

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

Date: July 3, 2025

Subject: Sackville WTP Low Lift Pumps

PROPOSAL

Provide information on the Sackville Water Treatment Plant low lift pumps.

BACKGROUND

The Sackville water treatment plant was constructed in 1997. The system includes three wells that pump water to a raw water reservoir below the building, three low lift pumps then lift the water through the filters, chlorination and into the treated water clear well from where it flows to the distribution system. The low lift pumps do not appear to have been refurbished since installation in 1997. It is normal to refurbish pumps every 7-12 years depending on hours of use and replace them after two or three refurbishments.

There has been greater effort required to maintain the water production. After investigating and eliminating other possible causes in the system, it is believed that the low lift pumps are operating at much lower efficiency than they should.

At the August 26, 2024 meeting Council approved replacement of one low lift pump with the planned refurbishment of the other pumps. The new pump was promptly ordered and is expected to arrive on site imminently.

DISCUSSION

In preparation for the impending pump replacement and subsequent refurbishments, pricing was obtained from two local service providers.

The plan is to replace one of the existing pumps with the new Peerless pump. The replaced pump will be rebuilt, and the process will continue until the last rebuilt pump becomes a spare. Quotes include the removal of existing pump, installation of new pump (crane lift through roof hatches, etc.), commissioning of the new pump and refurbishment of the existing pump. Quotes for one pump replacement were obtained from Maritime Blower Repair for \$28,850.00 plus HST and Rogers Electric \$33,446.43 plus HST. These are the only firms capable of the pump refurbishment in the area.

These are quotes and the cost may vary once the pump has been disassembled. Therefore, a contingency of \$5,000 is suggested.

Veolia has reviewed the quotations and recommended the work be awarded to Maritime Blower Repair.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

The lowest quotation is from Maritime Blower Repair at \$28,850.00 plus HST/pump. The budget included for installation of the new pump and refurbishment of three pumps in 2025, which would be \$86,550.00

plus HST. Work under the agreement with Veolia has a ten percent mark-up plus the \$5,000 contingency results in total of \$100,705.00 plus HST.

The price is within the budget (\$108,900 allowance in the budget of \$143,835.22 plus HST) allowed for Sackville Water Treatment Plant work in the 2025 Utility.

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. Proceed with pump replacement and refurbishment as planned.
2. Replace all of the pumps with new. Not preferred due to cost.
3. Not replace pumps. Not recommended due to ongoing capacity challenges at the Sackville WTP.

RECOMMENDATION

It is recommended that Council authorize award of the work to Veolia (with Maritime Blower Repair) in the amount of \$100,705.00 plus HST, including a \$5,000 contingency and Veolia ten percent mark-up.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Jeffrey Taylor, Director of Community and Corporate Services
Date: July 3, 2025
Subject: Corporate Planning Proposal

PROPOSAL

To retain Strategic Steps Inc. to create a Corporate Plan for Tantrammar

BACKGROUND

Strategic Steps Inc. was retained by Tantrammar in 2024 to complete our Strategic Plan. Now that the Strategic Plan has been adopted, Tantrammar needs to develop a Corporate Plan to focus the delivery of the Strategic Plan. Strategic Steps Inc. is uniquely positioned to help develop the Corporate Plan due to their previous work on the Strategic Plan. Outsourcing this helps staff continue with balancing the day-to-day tasks while also ensuring alignment with our Strategic Plan goals.

DISCUSSION

In the governance framework of the Municipality of Tantrammar, the Strategic Plan is the responsibility of Council, while the Corporate Plan is managed by Administration. Ensuring alignment between these two essential documents is critical for advancing the Municipality toward its vision of success throughout this Council term and beyond. The Strategic Plan articulates the ‘what,’ while it is the role of Administration to determine the ‘how’ - transforming Council's aspirations into actionable steps that lead to meaningful change within the community.

Strategic Steps Inc. would collaborate with the Municipality of Tantrammar in facilitating a session tailored to the needs of Administration. This session aims to develop a streamlined and cohesive approach to implementing the Council-driven Strategic Plan. Through this collaborative process, they will create a draft plan for the CAO’s review and input. This will lead to the development of a finalized Corporate Plan that includes clear strategies and measurable outcomes.

For the price of \$15,000 + HST, Strategic Steps Inc. will provide Tantrammar with:

- Project Kick Off
- Research & Development
- Facilitation of two, 1/2 day workshops
- Draft Corporate Plan Creation
- Final Corporate Plan Creation

INTERDEPARTMENTAL CONSULTATION

Chief Administrative Officer, Director of Financial Services

LEGISLATION/POLICY

[By-Law No. 2023-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property.](#)

FINANCIAL CONSIDERATIONS

The Corporate Plan would cost \$15,000, which would be allocated from the 2025 Operating Budget. There is an adequate budget under the consulting fees line item to support this expenditure.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with our *Continuous Good Governance Improvement* pillar from [Tantramar’s Strategic Plan](#).

COMMUNITY IMPACT

The Corporate Plan will inform Council and Municipal staff’s decision making.

CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal.

CLIMATE LENS

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

OPTIONS

- a) Award the Corporate Planning Contract to Strategic Steps Inc. in the amount of \$15,000 plus HST.
- b) Do not award the Corporate Planning Contract to Strategic Steps Inc. in the amount of \$15,000 plus HST.

RECOMMENDATION

Staff recommends that Council retain Strategic Steps Inc. to create a Corporate Plan for Tantramar in the amount of \$15,000 plus HST.

ATTACHMENTS

Strategic Steps Inc. Corporate Planning Proposal

June 17, 2025

Jenn Bourne, CAO
Municipality of Tantramar
31 Main Street
Sackville, NB, E4L 1G6

RE: Corporate Planning

Jenn,

I am following up on the potential to create a Corporate Plan to focus the delivery of the new Tantramar Strategic Plan. This proposal outlines our ability to support your office with the development of this Corporate Plan.

With extensive experience in the public sector, and a history of collaborating with organizations in the operationalization of their Strategic Plans, we are well positioned to support Tantramar in the creation of your Corporate Plan.

Strategic Steps Inc. has more than 30 years' experience and has completed many projects similar to the Corporate Planning process that would be undertaken with the Municipality. Through this experience, we have developed strong skills in areas including:




- Corporate Planning, and Tactical Plan development;
- Strategic and Sustainability Plan creation and updates;
- Governance reviews, legislation, and policy development;
- Creating visionary and future oriented results;
- Research, analysis, needs assessments and program evaluations

The attached proposal provides an outline for the work associated with the Corporate Planning process. Additionally, you may view our company profile at www.strategicsteps.ca.

Once again, thank you.



Craig Pollett
VP Atlantic

 709-728-0065
 craig@strategicsteps.ca
 strategicsteps.ca

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Corporate Planning

Municipality of Tantramar



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Introduction



15+

Years of operations

900+

Completed Projects

73%

Re-engagement Rate

1.9

Contracts per client

In the governance framework of the Municipality of Tantramar, the Strategic Plan is the responsibility of Council, while the Corporate Plan is managed by Administration. Ensuring alignment between these two essential documents is critical for advancing the Municipality toward its vision of success throughout this Council term and beyond. The Strategic Plan articulates the 'what,' while it is the role of Administration to determine the 'how' - transforming Council's aspirations into actionable steps that lead to meaningful change within the community. This task is further complicated by the timelines set by Council's priorities and the dynamic environment in which Administration operates, often facing unforeseen challenges.

Although the future may be unpredictable, effective Corporate Planning provides a framework that allows for adaptability while ensuring consistent outcomes and expectations. We welcome the opportunity to collaborate with the Municipality of Tantramar in facilitating a session tailored to the needs of Administration. This session aims to develop a streamlined and cohesive approach to implementing the Council-driven Strategic Plan. Through this collaborative process, we will create a draft plan for the CAO's review and input. This will lead to the development of a finalized Corporate Plan that includes clear strategies and measurable outcomes.

Company Overview



About Us

Strategic Steps Inc. works with organizations throughout Canada, in building upon their existing strengths, setting actionable and aspirational goals in motion, grounded in innovation and an eye on organizational sustainability.

With a team of qualified specialists, we tailor our approaches to the needs of each client and project, while providing insights that allow organizations to achieve their vision of success. We pride ourselves on sharing the knowledge we have had the privilege of accumulating over years of working with organizations; developing practical, sustainable, and strategic recommendations and processes, and grounded in the characteristics that make each organization distinctive and successful.

We are proud to work with our clients in delivering good governance and facilitating organizational excellence in areas including, Strategic Planning, Governance Workshops, Policy Development & Review, Corporate Planning and more.

Vision

Building Great Governance Together

Mission

Strategic Steps is an organization rooted in integrity, expertise, and diligence. We are trusted by our clients to provide independence, a diverse skill set, and capacity where it is needed most, helping clients achieve their vision of success.

Values

Innovation: Pushing boundaries to contribute superior value.

Wisdom: Sharing what we know and learn for the benefit of all.

Independence: Unlocking potential through trusted fact-based decision making, free of preconceptions.

Integrity: Listening, respecting, and choosing honesty in our commitments.

Our Approach

Methodology

Strategic Steps Inc. has extensive experience working with organizations to create plans for their future that consider their organizational structures, environment, their past, and the current capacity of the organization to deliver on its expressed priorities.

We believe that for the creation of an effective Corporate Plan, it is crucial that we work collaboratively with Administration through a workshop that allows us to understand Administration's current capacity and some of the pressures Directors, Managers, and staff are facing in their work, while also accounting for Administration as Subject Matter Experts in their respective areas of focus. While Council sets direction for the municipality, Administration executes upon that direction, while handling ongoing service delivery and municipal operations.

The process is structured to encourage participants to engage and collaborate in an interactive discussion to establish strategies to execute the Municipality's strategic direction. This helps in the goal of having Administration feel ownership of the Corporate Plan, which will encourage vigilance in adhering to the plan, and in keeping it up to date to meet the Municipality's evolving needs over the span of the finalized plan. Similarly, this process generates widespread organizational buy-in, cascading throughout Administration and down to staff.

Workshop Session

A Management Workshop allows members of Administration to collaborate in determining strategies to execute goals approved as part of Council's Strategic Plan, accounting for timeline associated with priorities included within Council's plan, and associated measurables.

Our services include two management workshops that will each be a half-day in length, comprising of a review of the Strategic Plan, with the addition of a discussion surrounding the adopted goals and tactics, as well as Council's priorities and related timelines. At least one of these sessions ought to be in-person, while the other can be either in-person or conducted virtually for reasons of travel cost containment.

The process will feed into a discussion surrounding how to incorporate Council's goals into existing plans, largely framed through three questions:

- What do we start doing?
- What do we keep doing?
- What do we stop doing?

Administration's list of ongoing endeavours through these questions, will begin to lay the groundwork for corporate planning over the course of the strategic plan, and beyond.

Once strategic areas of work are identified, the management team can begin to identify tactics or actions that will lead to completion of the change-related goals in the strategic plan and other work that must be done to keep the town operating at maximum efficiency. Limitations on capacity and a changing environment will need to be taken into account.

Strategy Development

Following a review of Council's prioritized goals, Corporate Planning participants can take stock and assess Council's different areas of focus, and how those desires translate to operational needs. By taking the time to focus on each individual goal, we are able to break down each area of focus by asking a series of questions:

- Which departments would be involved in executing this goal?
- How feasible is this goal, with consideration of current ongoing operations?
- How does this goal align with the organization's current capacity?
- How do the timelines associated with this goal align with current operations?
- What are some of the opportunities associated with this goal?
- What are some of the challenges associated with this goal?

From there, participants have a framework to begin developing strategies to execute upon each goal outlined in the Strategic Plan, including determining cross-departmental opportunities for strategy execution.

This process will account for the organization's current capacity, and any potential budgetary impacts that the execution of strategies will have on the organization. If there are potential burdensome financial constraints, we will spend some time developing approaches to mitigate those risks.

Template Development

We will collaborate with the CAO and senior executive team to create a template and process that ensures Administration is actively working on Council's high-priority strategies. This will allow City staff to update the tactical plan and individual department plans as priorities change and tasks are completed.

Our approach involves developing templates for executing the Corporate Plan and implementing a train-the-trainer model to guide staff in populating these templates according to the approved Strategic Plan. This process will be tailored to fit the municipality's specific needs and includes a 'process owner' worksheet to assist staff.

This proactive strategy will ensure that all Council priorities are addressed throughout the term of the Strategic Plan, focusing on immediate, longer-term, and overarching goals. By aligning the plan, we will drive Administration and staff to create strategies for effective execution, maintaining a strong commitment to service delivery for residents, businesses, and stakeholders. This alignment will also facilitate collaboration across various service areas toward shared objectives.

Additionally, we will incorporate long-term assessment tools, including a framework for quarterly reports to inform a Strategic Performance Measurement Report.

Strategic and Corporate Planning Software

In 2023, Strategic Steps Inc. entered into a partnership with Envisio - a Strategic Planning Management Software aimed at helping our clients elevate and digitize their operational and strategic planning needs. Envisio's software helps move your organization's strategic goals into operational plans and creates alignment amongst administration, track performance and share results.

About Envisio

Envisio software offers a streamlined and intuitive platform designed to empower organizations in effectively setting, tracking, and achieving their strategic goals. At its core, Envisio operates through a user-friendly interface that allows users to define their strategic objectives, create actionable plans, and monitor progress towards achieving those goals.

Key features of Envisio include:

- **Goal Setting:**
 - Users can define their organization's strategic objectives, breaking them down into measurable and achievable goals. These goals can encompass various aspects of the organization's operations, such as financial targets, customer satisfaction metrics, or employee engagement initiatives.
- **Action Planning:**
 - Envisio facilitates the creation of detailed action plans to support each strategic goal. Users can assign tasks, set deadlines, and allocate resources to ensure that progress is tracked and monitored effectively.
- **Progress Tracking:**
 - The software provides real-time tracking of progress towards goals and action items. Through visual dashboards and reports, users can easily monitor key performance indicators (KPIs), identify areas of success, and address any potential roadblocks or delays.
- **Collaboration and Communication:**
 - Envisio fosters collaboration and transparency within organizations by enabling team members to share updates, communicate priorities, and provide feedback on progress. This ensures alignment across departments and enhances accountability throughout the organization.
- **Performance Evaluation:**
 - With Envisio, organizations can conduct regular performance evaluations to assess the effectiveness of their strategic initiatives. By analyzing historical data and trends, users can identify areas for improvement and refine their strategic plans accordingly.

Overall, Envisio software serves as a comprehensive tool for strategic planning, execution, and performance management. By facilitating goal alignment, fostering collaboration, and providing actionable insights, Envisio empowers organizations to achieve their long-term objectives and drive sustainable growth

Please be advised that the purchase of Envisio software incurs an additional cost and is not factored in to the cost of this project. A separate contract with Envisio will be required to purchase their management platform. While you will directly purchase the software from Envisio, we are committed to facilitating the process by introducing you to the Envisio team and assisting in navigating your initial meeting with them. Our aim is to ensure a seamless transition and provide support as you explore the benefits of integrating Envisio software into your organization's strategic planning and corporate planning processes.

Project Team



Craig Pollett - Project Lead

[Project Advisor](#)

Craig Pollett is a seasoned professional with extensive expertise in public administration and governance. With a distinguished career spanning over 25 years, Craig has held various leadership roles in provincial government and non-profit organizations. He spent 22 years as CEO of Municipalities Newfoundland and Labrador - growing its capacity and building a reputation as a leader in the sector nationally. He is adept at strategic planning, policy development, and organizational improvement, consistently delivering impactful results. Craig's comprehensive knowledge of governance practices and his commitment to community development make him a valuable asset to any project.



Tyler Downey, MSc

[Policy & Planning](#)

Tyler is a seasoned professional with over 10 years of experience across federal, provincial, and municipal levels of government in Canada. His strong background in government relations, policy development, data analysis, communications, and municipal governance allows him to blend a unique skill set with a strategic communications approach to maximize client success. Tyler's robust research skills, further enhance his ability to deliver comprehensive and insightful solutions.



Lauren Driver

[Strategic & Corporate Planning](#)

Lauren is a seasoned strategist, community service professional, and communications specialist with a robust background in municipal government, emergency services, and healthcare. Her expertise spans journalism, communications, emergency management, and crisis communications, bolstered by a track record of leading numerous Strategic Planning and Public Engagement sessions at Strategic Steps. This experience uniquely positions her to excel in strategic planning, corporate planning and public engagement initiatives.



Logan Muller

[Business Operations Manager](#)

With a background in Business Administration and Operations Management, Logan has a deep understanding of leadership, efficiency, and quality. He has worked in a variety of project management roles within the private sector, and has advanced skills in project coordination and organization, having spent a significant amount of time in coordinator roles.

Logan's involvement in this process will be in an administrative and project coordination capacity.

Additional Expertise

Having access to a group of experienced advisers and associates allows us to build a skilled team with specialized knowledge tailored to address client needs and provide valuable project insight. We utilize an associate model to build value through shared experience and create project efficiency. This model has proven successful in projects requiring a range of experience and flexibility to complete deliverables on time and in their entirety.

Once the core team is in place, we draw on our associates as needed to provide subject matter expertise, if and when required. This allows us to remain on budget while providing the best possible value to our clients. Strategic Steps staff and associates have many decades of experience, with skills including:

- Community and Stakeholder Engagement
- Community Program Mapping
- Crisis Communication
- Demographic Analysis
- Emergency Management
- Executive Management (CAO's, ED's and Directors)
- Great Governance
- Local Government Finance
- Human Resource Management
- Municipal Planning & Development
- Presentations to Executives, Elected Officials, and the Public
- Project Management
- Public Works



Pricing

This budget has been developed in alignment with the deliverables outlined as core to this project's success, including all those outlined in this proposal.

All costing is inclusive of applicable fees, duties, and taxes, with the exception of HST. This budget is flexible based on deliverables, and can be amended to meet the Municipality's needs.



Corporate Planning

\$15,000

- ✓ Project Kick Off
- ✓ Research & Development
- ✓ Facilitation of two, 1/2 day workshops
- ✓ Draft Corporate Plan Creation
- ✓ Final Corporate Plan Creation

Disbursements

Each project phase will require a certain level of disbursements. These disbursements will be billed at cost and are expected to include items such as travel, minor workshop expenses, and printing costs.

Deposit

Upon the confirmation of an agreement, a non-refundable deposit of approximately 20% of the anticipated budget will be invoiced to the Municipality of Tantramar.

Assumptions

This budget is based on a series of assumptions:

- The Municipality will assign a project liaison to the project.
- Project staff are provided with an appropriate workspace while on site, at no additional cost to the project.
- An appropriate space will be provided for the facilitation of the Corporate Planning workshops, at no additional cost to the project.
- The project team will travel to Tantramar for at least one of the half-day workshops.

Relevant Experience

These references include those specific to Strategic & Corporate Planning Projects.

Town of Edson

Strategic Plan & Corporate Plan



Christine Beveridge, CAO

Ph: 780-723-4401

E: christineb@edson.ca

Strategic Steps developed both the strategic plan and corporate plan for the Town of Edson. Our comprehensive approach ensured alignment between strategic objectives and operational tactics, providing a robust framework for long-term success and sustainability.

Westlock County

Strategic Plan & Corporate Plan



Tony Kulbisky, CAO

Ph: 2780-349-3346

E: cao@westlockcounty.com

Strategic Steps developed both the strategic and corporate plans for Westlock County, ensuring alignment between goals and operational actions. This integrated approach supported effective priority management and fostered interdepartmental collaboration while remaining adaptable to changing circumstances. The County was among our first clients to adopt the Envisio software, and they are thrilled with its performance and benefits.

Athabasca County

Strategic Plan & Corporate Plan



Bob Beck, CAO

Ph: 780-675-2273

E: cao@athabascacounty.com

We developed the County's Strategic Plan, which serves as a foundational document guiding its long-term objectives and initiatives. Following this, we facilitated a mid-term priorities workshop to assess progress and refine the focus of the County's efforts. Additionally, we recently conducted a Corporate Planning workshop, aimed at aligning the County's operational strategies with its strategic goals

Kneehill County

Strategic Plan & Corporate Plan



Mike Haugen, CAO

Ph: 403-443-5541

E: mike.haugen@kneehillcounty.com

Strategic Steps created the strategic plan for Kneehill County, integrating components similar to those in this project. This process included conducting a pre-survey of participants to gather initial insights, as well as developing a quarterly strategic plan reporting template to facilitate consistent progress tracking and accountability.

Additional Information

Incorporation, Insurance & WCB Coverage

Strategic Steps Inc. is incorporated in the province of Alberta and has been since 2013. It maintains insurance through the Institute of Certified Management Consultants of Canada (CMC). The relevant portions of this insurance comprise both Commercial General Liability (CGL) and Errors and Omissions (E&O), at or above industry standards. Strategic Steps holds current coverage, and is a member of good standing, with WCB.

Proof of incorporation, insurance, and WCB coverage can be provided if required.

Conflict of Interest

Strategic Steps sees no real or potential conflicts of interest, whether financial or relationship-based, or other form that counters impartiality and neutrality.

Code of Conduct

This proposal includes an individual who is a member of the Institute of Certified Management Consultants of Canada (CMC). Members of the Institute are bound by a professional [Code of Conduct](#).

Land Acknowledgement

Strategic Steps' head office is located on the traditional territories of the Indigenous peoples of the Treaty 6 region, and the Metis Settlements and Metis Nation of Alberta. We respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Nations Peoples of Canada, whose presence and cultures continue to enrich our community today.

Commitment to Inclusion

Strategic Steps is committed to the principles of Equity, Diversity, and Inclusion (EDI), including creating an inclusive space for all our internal team members, and extending this culture of inclusion into our work. EDI is integral to our work towards Great Governance and organizational excellence. We embrace differences, and diversity of identity, experience, and thought, and we actively strive for inclusive behaviours across our company and through our work.





Contact Us



Website

www.strategicsteps.ca



Phone

709-728-0065



E-mail

craig@strategicsteps.ca



HQ address

#235, 450 Ordze Road, Sherwood Park, AB, T8B 0C5



Synopsis: Streetlights
Date: July 3, 2025
Department: Engineering & Public Works

DESCRIPTION

At the December 2024 meeting, Council expressed interest in adding streetlights at some intersections outside Dorchester and Sackville. At the April 28, 2025, Council meeting, Engineering and Public Works presented potential locations and a warrant analysis that indicated streetlights were not required. Council remains interested in proceeding with streetlights in the potential locations and requested schedule and timeline information.

Initial consultation was conducted with NB Power to identify infrastructure requirements, select the preferred poles and refine the potential locations. Further consultation will be required with the NB Power powerline designer to finalize the scope and arrive at a final cost. NB Power advised that it would likely be one to four months for installation of the streetlights from the time of authorization. Potential locations were presented at the Committee of the Whole Meeting of June 23, 2025 under CDR #2025-057. A copy of the report can be found on page 30 of the [June Committee of the Whole Package](#).

Council requested that the topic of streetlights be brought forward for further discussion and potential motion at the July 8, 2025 Regular Council Meeting.