

COUNCIL MEETING
TUESDAY, JUNE 10, 2025 AT 6:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE 31C MAIN STREET, SACKVILLE NB

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

- 1. CALL MEETING TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. CONFLICT OF INTEREST DECLARATION**
- 4. CLOSED SESSION**
 - a. P-2025-03

PUBLIC – 7 P.M.

- 5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**
 - a. EDUCATIONAL/ENGAGEMENT WORKSHOP – BENEFITS OF SALT MARSHES – L. VICAIRE
 - b. QUAD NB / TANTRAMAR ATV CLUB – MUNICIPAL ATV BY-LAW PROPOSAL AND ATV ROAD USE AGREEMENT LETTER OF SUPPORT – V. JOHNSON
- 6. ADOPTION OF MINUTES**
 - a. REGULAR COUNCIL MEETING - MAY 13, 2025 (Pg. 3)
 - b. SPECIAL MEETING OF COUNCIL - MAY 14, 2025 (Pg. 8)
 - c. COMMITTEE OF THE WHOLE MEETING - MAY 26, 2025 (Pg. 10)
- 7. CONSENT AGENDA**
 - RFD #2025-042 - LITTLE LEAGUE SHED (Pg. 13)
 - RFD #2025-043 - POLICY NO. 2025-16 POLE BANNER POLICY (Pg. 14)
 - RFD #2025-044 - POLICY NO. 2025-17 TVMCC BANNER POLICY (Pg. 18)
 - RFD #2025-045 - POET LAUREATE TERM RENEWAL AND TERMS OF REFERENCE (Pg. 22)
 - RFD #2025-046 - BEE CITY DESIGNATION (Pg. 23)
- 8. REPORTS FROM ADMINISTRATION**
 - a. SUMMER 2025 BY-LAW STUDENT ENFORCEMENT OFFICERS – M. BEAL (Pg. 26)
 - b. 2024 AUDIT – M. BEAL (Pg. 28)
 - c. TENDER TAN-2025-06 NEW FIRE STATION DORCHESTER – M. BEAL (Pg. 35)
 - d. FORD LANE WATERLINE – J. EPELL (Pg. 41)
 - e. MOTION FROM COUNCILLOR DEBBIE WIGGINS-COLWELL
- 9. BY-LAWS**
 - a. TOWN OF SACKVILLE ZONING BY-LAW TEXT AMENDMENT – MINIMUM OUTSIDE LOT SIZE AND FRONTAGE REQUIREMENTS FOR VERTICALLY ATTACHED DWELLING UNITS (Pg. 45)

- 10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES**
- 11. NOTICE OF MOTION AND RESOLUTION**
- 12. ADJOURNMENT**

**REGULAR COUNCIL MEETING OF
TUESDAY, MAY 13, 2025 6:45 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 Michael Tower. Also in attendance were Chief Administrative Officer Jennifer Borne and Director of Legislative Services Donna Beal.

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

#25-057 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF MAY 13, 2025 AS CIRCULATED AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68 (1) (J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

3. CONFLICT OF INTEREST DECLARATION

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

4. IN-CAMERA

- a. HR-2025-05

PUBLIC – 7 P.M.

Director of Active Living & Culture Matt Pryde, Director of Financial Services Michael Beal, Superintendent of Public Works Michelle Sherwood, Communications Officer Jeremy McLaughlin, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge joined the meeting.

Also, in attendance were two (2) members of the public.

Mayor Andrew Black thanked Director of Legislative Services/Clerk Donna Beal for her fifteen (15) years of Municipal Service and congratulated Mrs. Beal on her upcoming retirement.

#25-058 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPOINT ELIZABETH HARTLING AS ASSISTANT CLERK OF THE MUNICIPALITY OF TANTRAMAR IN ACCORDANCE WITH SECTION 71 OF THE LOCAL GOVERNANCE ACT FOR A TEMPORARY TERM ENDING ON SEPTEMBER 1, 2025.

5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

There were no presentations.

6. ADOPTION OF MINUTES

#25-059 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 8, 2025, AS CIRCULATED. MOTION CARRIED.

#25-060 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 28, 2025, AS CIRCULATED. MOTION CARRIED.

#25-061 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF MAY 7, 2025, AS CIRCULATED. MOTION CARRIED.

7. CONSENT AGENDA

#25-062 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE CONSENT AGENDA OF MAY 13, 2025. MOTION CARRIED.

i. RFD 2025-036 – UPCOMING COUNCIL MEETING SCHEDULE

That Council cancel the Monday July 28, 2025 Committee of the Whole Meeting and Tuesday August 12, 2025 Regular Council Meeting.

That Council reschedule the September Regular Council Meeting to Monday September 8, 2025.

ii. RFD 2025-037 – TENDER TAN-2025-04 ASPHALT RESURFACING

That Council award tender TAN-2025-04 Asphalt Resurfacing to Dexter Construction Company Limited in the amount of \$298,732 plus HST, allowing for \$2,500 for materials consultant input.

iii. RFD 2025-039 – WILDFIRE PUMP FOR DORCHESTER FIRE DEPARTMENT

That Council approve the purchase of a Mark 3 Watson edition wildfire high pressure pump from Safety Source at a cost of \$11,793.00 plus HST.

iv. RFD 2025-040 – ANIMAL CONTROL SERVICES

That Council approve a contract with PAWS (Moncton SPCA) to provide animal control services for Tantramar within the service areas of Dorchester and the Local Service Districts for a period ending December 31, 2027 and authorize the Mayor and Clerk to sign and seal all necessary documents.

That Council approve a contract with Jaime Spicer to provide animal control services for Tantramar within the Sackville service area for a period ending on December 31, 2027 and authorize the Mayor and Clerk to sign and seal all necessary documents.

8. REPORTS FROM ADMINISTRATION

a) EMERGENCY MUTUAL AID AGREEMENT – C. BOWSER

A copy of the report can be found on page 17 of the Regular Council Meeting [package](#).

9. BY-LAWS

a) BY-LAW NO. 2025-18, A BY-LAW RELATING TO ANIMAL CONTROL WITHIN TANTRAMAR

#25-063 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE SECOND READING SECTION BY SECTION TO BY-LAW NO. 2025-18, A BY-LAW RELATING TO ANIMAL CONTROL WITHIN TANTRAMAR.

Public notice is hereby given that Tantramar Council proposes to enact the following By-Laws:

By-Law No. 2025-18, A By-Law Relating to Animal Control within Tantramar

Section 1 – Short Title	Section 7 – Owner’s Responsibilities
Section 2 - Definitions	Section 8 – Other Animals
Section 3 – Registration of Dogs	Section 9 - Trapping
Section 4 – Rabies	Section 10 – Penalties/Enforcement
Section 5 – Dangerous Dogs	Section 11 - Repeal
Section 6 – Seizing and Impounding	Section 12 – Enactment. <u>MOTION CARRIED.</u>

#25-064 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2025-18, A BY-LAW RELATED TO ANIMAL CONTROL WITH TANTRAMAR. MOTION CARRIED.

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

#25-065 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL GIVE SECOND READING SECTION BY SECTION TO BY-LAW NO. 2025-19, A CODE OF CONDUCT BY-LAW FOR TANTRAMAR.

Public notice is hereby given that Tantramar Council proposes to enact the following By-Laws:
By-Law No. 2025-19, A Code of Conduct By-Law for the Council of Tantramar

Section 1 – Short Title

Section 6 – Complaints

Section 2 - Definitions

Section 7 – Council Decisions

Section 3 – Application and Purpose

Section 8 – Corrective Actions

Section 4 – Interpretation and Scope

Section 9 – Repeal

Section 5 – Code of Conduct

Section 10 – Effective Date.

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

#25-066 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2025-19, A CODE OF CONDUCT BY-LAW FOR TANTRAMAR. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR MATT ESTABROOKS AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Michael Tower also provided thanks to Director of Legislative Services/Clerk Donna Beal on her service with the Municipality of Tantramar and former Town of Sackville and congratulated her on her upcoming retirement after fifteen (15) years of service.

11. NOTICE OF MOTION

Mayor Andrew Black asked if there were any notices of motion. There were none.

12. ADJOURNMENT

#25-067 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF MAY 13, 2025. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES / CLERK

DRAFT

**SPECIAL MEETING OF COUNCIL
WEDNESDAY, MAY 14, 2025 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Matt Estabrooks and Councillors Allison Butcher, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance was Director of Legislative Services Donna Beal.

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 DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF MAY 14, 2025, AS AMENDED 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-2025-01

Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal and Assistant Clerk Becky Goodwin joined the meeting.

5. FEDERATION OF CANADIAN MUNICIPALITIES – ELECTION TO THE BOARD OF DIRECTORS

#25-068 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT WHEREAS THE FEDERATION OF CANADIAN MUNICIPALITIES (FCM) REPRESENTS THE INTERESTS OF MEMBER MUNICIPALITIES ON POLICY AND PROGRAM MATTERS THAT FALL WITHIN FEDERAL JURISDICTION;

WHEREAS FCM'S BOARD OF DIRECTORS IS COMPRISED OF ELECTED MUNICIPAL OFFICIALS FROM ALL REGIONS AND SIZES OF COMMUNITIES TO FORM A BROAD BASE OF SUPPORT AND PROVIDE FCM WITH THE UNITED VOICE REQUIRED TO CARRY THE MUNICIPAL MESSAGE TO THE FEDERAL GOVERNMENT; AND

WHEREAS FCM'S ANNUAL GENERAL MEETING (AGM) WILL BE HELD IN CONJUNCTION WITH THE ANNUAL CONFERENCE AND TRADE SHOW, MAY 29 TO JUNE 1, 2025, FOLLOWED BY THE ELECTION OF FCM'S BOARD OF DIRECTORS;

BE IT RESOLVED THAT COUNCIL OF THE MUNICIPALITY OF TANTRAMAR ENDORSE MAYOR ANDREW BLACK TO STAND FOR ELECTION ON FCM'S BOARD OF DIRECTORS, FOR THE PERIOD STARTING IN JUNE 2025 AND ENDING JUNE 2027; AND

BE IT FURTHER RESOLVED THAT COUNCIL ASSUMES ALL COSTS ASSOCIATED WITH MAYOR ANDREW BLACK ATTENDING FCM'S BOARD OF DIRECTORS MEETINGS. MOTION CARRIED.

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF MAY 14, 2025. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES / CLERK

ASSISTANT CLERK

DRAFT

**COMMITTEE OF THE WHOLE OF
MONDAY, MAY 26, 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, Greg Martin, Bruce Phinney and Debbie Wiggins-Colwell. Also in attendance were Director of Financial Services Michael Beal, 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 Active Living & Culture Jamie Ferguson, Manager of Corporate Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Communications Officer Jeremy McLaughlin, 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 BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 26, 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. POET LAUREATE – LAURA WATSON

Laura Watson provided an update on their initiatives as Tantramar's Poet Laureate.

Councillor Barry Hicks joined the meeting.

2.2. 2024 AUDIT PRESENTATION FROM BAKER TILLEY GMA LLP – A. BOUDREAU

Andrew Boudreau of Baker Tilly GMA LLP presented information relating to the Municipality of Tantramar's 2024 Audit.

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

3. COUNCIL DIRECTION REQUESTS

3.1. TEXT AMENDMENT TO TOWN OF SACKVILLE ZONING BY-LAW – MINIMUM OUTSIDE LOT SIZE AND FRONTAGE REQUIREMENTS FOR VERTICALLY ATTACHED DWELLING UNITS – J. STEWART

A copy of the report can be found on page 3 of the Committee of the Whole [package](#). A motion will be brought forward at the Regular Council Meeting of June 10, 2025, for Council's consideration.

3.2. LITTLE LEAGUE SHED – 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 ALLISON BUTCHER THAT COUNCIL DIRECT ITEM 3.2 – LITTLE LEAGUE SHED BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025. MOTION CARRIED.

3.3. POLE BANNER POLICY – M. PRYDE

A copy of the report can be found on page 8 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 3.3 – POLE BANNER POLICY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025. MOTION CARRIED.

3.4. TVMCC BANNER POLICY

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

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.4 – TVMCC BANNER POLICY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025. MOTION CARRIED.

3.5. POET LAUREATE – M. PRYDE

A copy of the report can be found on page 18 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL DIRECT ITEM 3.5 – POET LAUREATE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025. MOTION CARRIED.

3.6. BEE CITY DESIGNATION – J. FERGUSON

A copy of the report can be found on page 22 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 3.6 – BEE CITY DESIGNATION BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF JUNE 10, 2025. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

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

- 4.1. Active Living and Culture – M. Pryde
- 4.2. Community and Corporate Services – J. Taylor
- 4.3. Engineering and Public Works – J. Eppell
- 4.4. Protective Services – Chief Bowser, Chief Partridge and Sgt. Hanson
- 4.5. Financial Services – M. Beal
- 4.6. Administration
 - 4.6.1. Legislative Services – B. Goodwin
 - 4.6.2. Chief Administrative Officer
 - 4.6.3. Mayor’s Report – A. Black

Departmental reports can be found on pages 27-48 of the May 2025 Committee of the Whole [package](#).

5. QUESTION PERIOD

Mike Gillespie asked what the priority would be for the Veteran Banners in regard to Policy 2025-16 Pole Banner Policy. Director of Active Living & Culture Matt Pryde responded that the Veteran Banners would take priority and noted that each group requesting banner installation would apply for a specific period of time and staff would conduct an evaluation prior to approval.

Erica Butler asked if there was a piece within Policy 2025-16 Pole Banner Policy that would determine how a decision is made if there are competing requests. Director of Active Living & Culture Matt Pryde responded that multiple year requests would not be considered under the Policy, however it would be up to staff to manage and consideration of history with previous groups would be part of the review.

6. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF MAY 26, 2025. MOTION CARRIED.

MAYOR

ASSISTANT CLERK



Synopsis: Little League Shed

Date: June 5, 2025

Department: Active Living and Culture

DESCRIPTION

To construct a new storage shed and washroom at the Little League Baseball Field on Wellington Street, as presented at the Committee of the Whole Meeting of May 26, 2025 under CDR #2025-042. A copy of the report can be found on page 5 of the [May Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



Synopsis: Pole Banner Policy

Date: June 5, 2025

Department: Active Living and Culture

DESCRIPTION

At the recommendation of Council, staff developed a draft Pole Banner Policy to facilitate and regulate the use of pole banners within the municipality. The draft Pole Banner Policy was presented at the Committee of the Whole Meeting of May 26, 2025 under CDR #2025-043. A copy of the report can be found on page 8 of the [May Committee of the Whole Package](#).

PROPOSED MOTIONS

That Council approve Policy No. 2025-16 Pole Banner Policy.

TANTRAMAR POLICY NUMBER: 2025-16	Pages: 3
Administered by: Chief Administrative Officer	Subject: Pole 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
- e. Banners shall be provided to Tantramar at 182 Main Street 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.
- g. Tantramar will not store banners for any individuals or groups.

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 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.

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. 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.
- 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.

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:



Synopsis: TVMCC Banner Policy

Date: June 5, 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 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](#).

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 in recreation the TVMCC; and
- 1.1.3. Provide clear direction for recovery of costs associated with hanging banners.

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. Regional Provincial championship banners will remain in place for a maximum of twenty (20) years. Banners may be taken down earlier if space is needed and returned to the local organization for archival purposes.

- 4.5. National Championship banners will remain in place indefinitely.
- 4.6. Tournament banners outside those listed in sections 4.4 and 4.5 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.
- 4.7. 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.
- 4.8. 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;
 - 6.3.2. All fees for the installation; and
 - 6.3.3. 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):	
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Applicant Signature

Date: _____

Approved by:

Comments and Fees:

Tantramar Active Living and Culture



Synopsis: Poet Laureate Term Renewal and Terms of Reference

Date: June 5, 2025

Department: Active Living and Culture

DESCRIPTION

To renew Laura K. Watson as Tantramar’s Poet Laureate for an additional 3-year term and to approve the updated Terms of Reference for the position, as presented at the Committee of the Whole Meeting of May 26, 2025 under CDR #2025-045. A copy of the report can be found on page 18 of the [May Committee of the Whole Package](#).

PROPOSED MOTIONS

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.



Synopsis: Bee City Canada Application

Date: June 5, 2025

Department: Active Living and Culture

DESCRIPTION

To submit a complete application to Bee City Canada for Tantramamar to be designated a Bee City Canada community, making it New Brunswick's first community designated under the program, as presented at the Committee of the Whole Meeting of May 26, 2025 under CDR #2025-046. A copy of the report can be found on page 22 of the [May Committee of the Whole Package](#).

PROPOSED MOTIONS

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, Tantramamar 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.



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: June 5, 2025
Subject: Summer 2025 By-Law Students

PROPOSAL

Authorize the Student By-Law Officers to enforce By-Laws for Tantrammar.

BACKGROUND

Each year the Municipality hires by-law students to help with summer enforcement. The students assist our one full time by-law officer in enforcing our main by-laws for example Street Traffic By-Law (2 hour parking, illegal parking), Parks By-Law (no overnight in parks) and others. They do not get involved in the high level by-laws that require a lot of time and work for example dangerous and unsightly.

DISCUSSION

- By-Law Officers require a motion of Council as per the Local Government Act.
- All sections are listed within the motion from the Local Governance Act, Police Act and other acts for which they may need these enforcement powers.
- If tickets are issued and disputed the Clerk will provide a certified resolution showing this appointment that they can present at court if required
- This summer we will have 3 by-law students, who are scheduled to start June 9th.
- Until a resolution is passed they are unable to issue tickets.

INTERDEPARTMENTAL CONSULTATION

Chief Administrative Officer

LEGISLATION/POLICY

By-Law Enforcement Powers in accordance with the [Local Governance Act](#).

FINANCIAL CONSIDERATIONS

Student Officers budgeted within 2025 Budget

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Will engage with the entire region of Tantrammar

TANTRAMMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Enforcement of all By-Laws within Tantramar based on what current by-laws are in effect for certain areas of Tantramar.

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

- a) Authorize the three student by-law officers to be appointed as By-Law Officers for Tantramar in accordance with the Local Governance Act.

RECOMMENDATION

Staff recommend the resolution be passed authorizing the student by-law officers be appointed as By-Law Officers for Tantramar so that they can enforce the current by-laws in existence within the areas of Tantramar.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: June 5, 2025
Subject: 2024 Audit

PROPOSAL

To approve the 2024 Audit for Tantrammar

BACKGROUND

Auditors were in during the fall of 2024 to perform interim work.

They returned in the Spring of 2025 to perform the remaining Audit work required.

On May 26th Andrew Boudreau attended the Council meeting to present the Audit and his findings.

DISCUSSION

General

- 2024 Operating Surplus in the General Fund is \$130,577. Details relating to the surplus are included in the financial notes for the General Operating Fund at the end of this report.

Utility

- 2024 Operating Surplus in the Utility Fund is \$18,308. Details related to the surplus are included in the financial notes for the Utility Operating Fund at the end of this report.

The two surpluses noted above are to be recorded as Revenue during the 2026 budget process as per the Local Governance Act.

Overall, 2024 was a positive year as we were able to perform Capital in General with no borrowing once again and Utility with limited borrowing and in according with our long term plans. Reserve Funds at the end of the year remain healthy and will allow us to further the municipality with a continued long-term vision of good financial management and planning.

INTERDEPARTMENTAL CONSULTATION

Each Department was consulted during the interim and final Audit work as required.

LEGISLATION/POLICY

Approval of Audit in accordance with [Local Governance Act](#)

FINANCIAL CONSIDERATIONS

Surplus for 2024 to be recorded as Revenue for 2026 Budget.

LEGAL

Auditor sends letters to each legal firm we deal with to ensure there are no financial items that need to be recorded within the Audit or Notes.

COMMUNICATIONS/PUBLIC ENGAGEMENT

Audit will be placed on the website once approved and signed and will also be available to the public at that time.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal. The policy would encourage renovation of existing housing stock.

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) To approve the 2024 Audit as presented.

RECOMMENDATION

Staff recommend the approval of the 2024 Audit for Tantramar and authorize the Mayor and Clerk to sign and seal the Audit.

ATTACHMENTS

Financial Report and notes for each department.

2024 TANTRAMAR GENERAL REVENUE FUND

REVENUE	BUDGET	ACTUAL	DIFFERENCE
WARRANT	\$ 15,433,428	\$ 15,433,428	\$ -
EQUALIZATION AND CORE FUNDING	\$ 137,344	\$ 137,344	\$ -
GENERAL GOVERNMENT	\$ 100,011	\$ 381,347	\$ 281,336
POLICE	\$ 363,000	\$ 362,950	\$ (50)
FIRE	\$ 13,554	\$ 20,464	\$ 6,910
TRANSPORTATION	\$ 114,333	\$ 121,383	\$ 7,050
ACTIVE LIVING AND CULTURE	\$ 254,200	\$ 359,457	\$ 105,257
COMMUNITY AND CORPORATE SERV.	\$ 22,500	\$ 49,840	\$ 27,340
SURPLUS (2ND PREV. YEAR)	\$ 268,831	\$ 268,831	\$ -
TOTAL REVENUE	\$ 16,707,201	\$ 17,135,044	\$ 427,843
ONE TIME REVENUE			
OPERATING GRANTS FROM PNB	\$ -	\$ 3,063,428	\$ 3,063,428
GRANTS FROM OUTSIDE SOURCES	\$ -	\$ 1,321,516	\$ 1,321,516
SALE OF ASSETS	\$ -	\$ 81,850	\$ 81,850
TOTAL REVENUE FROM ALL SOURCES	\$ 16,707,201	\$ 21,601,838	\$ 4,894,637
EXPENSES			
GENERAL GOVERNMENT	\$ 3,063,160	\$ 2,788,206	\$ (274,954)
PUBLIC SAFETY (FIRE)	\$ 1,548,506	\$ 1,259,430	\$ (289,076)
PUBLIC SAFETY (POLICE)	\$ 2,832,113	\$ 2,608,598	\$ (223,515)
ENVIRONMENTAL HEALTH	\$ 699,272	\$ 693,650	\$ (5,622)
EMERGENCY SERVICES	\$ 30,000	\$ 11,639	\$ (18,361)
ENGINEERING AND PUBLIC WORKS	\$ 2,745,894	\$ 2,361,113	\$ (384,781)
ACTIVE LIVING AND CULTURE	\$ 1,991,192	\$ 2,083,631	\$ 92,439
COMMUNITY AND CORPORATE SERV.	\$ 1,030,074	\$ 734,506	\$ (295,568)
FISCAL SERVICES	\$ 1,051,990	\$ 1,025,652	\$ (26,338)
CAPITAL OUT OF REVENUE	\$ 1,515,000	\$ 3,275,668	\$ 1,760,668
TOTAL EXPENSES	\$ 16,507,201	\$ 16,842,093	\$ 334,892
ONE TIME EXPENSES			
CAP OUT OF REVENUE RE: PNB		\$ 3,429,168	\$ 3,429,168
CAP OUT OF REVENUE RE:GRANTS			\$ -
RESERVE FUND TRANSFER	\$ 200,000	\$ 1,200,000	\$ 1,000,000
TOTAL EXPENSES FROM ALL SOURCES	\$ 16,707,201	\$ 21,471,261	\$ 4,764,060
			% of Budget
SURPLUS/(DEFICIT)	\$ -	\$ 130,577	0.79%

REVENUE:				
<u>GENERAL GOVERNMENT</u>				
	REVENUE IS HIGHER THAN BUDGET AS A RESULT OF HIGHER BUILDNG PERMIT REVENUE; MORE INTEREST EARNED ON BANK ACCOUNT, SALE OF ASSETS THAT TOOK PLACE DURING 2024 AS WELL AS GRANTS RECEIVED FROM THE PROVINCE FOR AMALGAMATION FUNDING.			
<u>POLICE</u>				
	REVENUE WAS ON TARGET FOR RCMP RENT AND BY-LAW INFRACTION REVENUE.			
<u>FIRE</u>				
	REVENUE IS HIGHER THAN EXPECTED FROM REVENUE FOR BILLING FOR FALSE FIRE ALARMS.			
<u>TRANSPORTATION</u>				
	REVENUE IS UP FROM ROADS GRANT FROM PROVINCE BEING UP AND MORE CULVERTS INSTALLED.			
<u>ACTIVE LIVING AND CULTURE</u>				
	REVENUE IS UP FROM ARENA RENTALS, CANTEEN REVENUE HIGHER THAN PROJECTED AND GRANTS THAT WERE RECEIVED IN 2024 THAT WERE NOT BUDGETED FOR OR EXPECTED.			
<u>COMMUNITY & CORPORATE SERVICES</u>				
	REVENUE IS HIGHER FROM MORE GRANTS BEING RECEIVED THAN EXPECTED.			
<u>OPERATING GRANTS FROM PNB</u>				
	REVENUE WAS RECEIVED FOR THE ABOITEAU PROJECT THAT WAS A PROVINCIAL PROJECT BUT TENDERED AND PAID FOR BY THE TOWN AND THEN REIMBURSSED BY THE PROVINCE.			
<u>GRANTS FROM OUTSIDE SOURCES</u>				
	REVENUE IS UP FROM INFRASTRUCTURE GRANT RECEIVED FROM LORNE ST PHASE 3. AS WELL THERE WERE A FEW OTHER SMALL CAPITAL GRANTS RECEIVED FOR VARIOUS ITEMS.			
<u>SALE OF ASSETS</u>				
	REVENUE RECEIVED WAS FROM THE SALE OF VARIOUS FIXED ASSETS THROUGH THE YEAR; MOST ITEMS WERE SOLD AT AUCTION.			
EXPENSES:				
<u>GENERAL GOVERNMENT</u>				
	EXPENSES WERE DOWN AS A RESULT OF VACANT POSITIONS THAT HAD BEEN BUDGETED FOR; LESS COSTS RELATING TO HR AND LEGAL AS WELL AS LOWER SHORT TERM INTERST COSTS FOR BANKING.			
<u>PUBLIC SAFETY (FIRE)</u>				
	EXPENSES WERE DOWN AS A REULST OF VACANT POSITON THAT HAD BEEN BUDGETED FOR; LOWER FIRE DEPARTMENT OPERATING EXPENSES AS WELL AS DISPATCH SERVICES WHICH WAS BUDGETED FOR THE WHOLE YEAR BUT DIDN'T START UNTIL LATE IN 2024.			
<u>PUBLIC SAFETY (POLICE)</u>				
	EXPENSES WERE LOWER FROM LOWER RCMP OPERATING COSTS; MOSTLY MADE UP FROM VACANT POSITIONS WITHIN THE FORCE. OTHER SAVINGS WERE WITHIN BY-LAW ENFORCEMENT STUDENTS NOT COMPLETING FULL TERMS AND ANIMAL CONTROL COSTS.			
<u>EMERGENCY SERVICES (EMO)</u>				
	EXPENSES WERE LOWER FROM LESS COSTS RELATING TO EMO ACTIVITIES FOR 2024.			

<u>ENGINEERING AND PUBLIC WORKS</u>				
EXPENSES WERE LOWER AS A RESULT OF LOWER SALARY COSTS FROM VACANT POSITIONS; LOWER SUMMER AND WINTER MAINTENANCE AND FROM INCORPORATING THE DORCHESTER SNOW REMOVAL FROM CONTRACT TO IN HOUSE SERVICES.				
<u>ACTIVE LIVING AND CULTURE</u>				
EXPENSES WERE HIGHER AS A RESULT OF HIGHER ARENA OPERATING COSTS (POWER AND MAINTENANCE); SOME OFFSET BY HIGHER CANTEEN AND RENTAL REVENUE. STAFFING COSTS FOR 2024 WERE ALSO HIGHER THAN BUDGET.				
<u>COMMUNITY & CORPORATE SERVICES</u>				
EXPENSES ARE LOWER FROM VACANT STAFFING POSITIONS, ADVERTISING COSTS, COMMUNICATION COSTS FROM THE VACANT POSITION AS WELL AS RENESSAINCE SACKVILLE HAVING NO EXPENSES.				
<u>FISCAL SERVICES</u>				
EXPENSES ARE SLIGHTLY LOWER BECAUSE OF INTERIM FINANCING AND BANK INTEREST CHARGES BEING LESS THAN EXPECTED.				
<u>CAPITAL OUT OF REVENUE</u>				
EXPENSES ARE HIGHER AS A RESULT OF MORE CAPITAL BEING CHARGED BACK TO CAPITAL OUT OF REVENUE. SOME OF THIS WAS TO COME OUT OF THE RESERVE FUND AS IT RELATED TO PRIOR YEAR APPROVED CAPITAL. CHARGING THIS ADDITIONAL CAPITAL TO OPERATING ALLOWED US TO NOT NEED ANY BORROWING FOR CAPITAL.				
<u>CAPITAL OUT OF REVENUE RE: GNB</u>				
MOST OF THIS WAS FOR THE ABOITEAU PROJECT THAT WAS DONE BY THE TOWN FOR THE PROVINCE. IT WAS AN EXPENSE TO THE MUNICIPALITY BUT HAD OFFSETING REVENUE.				
<u>RESERVE FUND TRANSFER</u>				
WITH THE OVERALL FINANCIAL POSITION OF THE MUNICIPALITY IN 2024 WE WERE ABLE TO DEPOSIT \$1.2 MILLION INTO THE RESERVE RATHER THAN THE \$200,000 BUDGET. THIS EXTRA ONE MILLION GOING INTO THE RESERVE FUND WAS MADE UP FROM EXTRA REVENUE OVER BUDGET OF APPROX \$427,000 AS WELL AS SAVINGS FROM THE VARIOUS DEPARTMENTS DURING THE YEAR. THIS DEPOSIT WILL HELP UP FUND THE LARGE CAPITAL PROJECTS UPCOMING (DORCHESTER FIRE HALL AND SACKVILLE AERIAL REPLACEMENT) WITH A MORE OWN FUNDS AND LESS BORROWING. SOME OF THE MONEY IN THE RESERVE FUND IS ALLOCATED TO PAY FOR 2024 PROJECTS THAT WERE YET TO BE COMPLETED AT THE END OF 2024 AND WILL NEED TO BE PAID FOR WITH THESE FUNDS IN 2025.				

2024 TANTRAMAR UTILITY REVENUE FUND

REVENUE	BUDGET	ACTUAL	DIFFERENCE
USER RATE CHARGES	\$ 2,203,203	\$ 2,229,411	\$ 26,208
CONNECTION AND SERVICES	\$ 23,100	\$ 47,273	\$ 24,173
FIRE PROTECTION	\$ 376,000	\$ 376,000	\$ -
INTEREST	\$ 47,500	\$ 107,502	\$ 60,002
SUNDRY	\$ 7,000	\$ 55,556	\$ 48,556
SURPLUS (2ND PREV. YEAR)	\$ 18,861	\$ 18,861	\$ -
	\$ 2,675,664	\$ 2,834,603	\$ 158,939
ONE TIME REVENUE			
SALE OF ASSETS	\$ -	\$ -	
GRANTS FROM OUTSIDE SOURCES	\$ -	\$ 493,773	\$ 493,773
TOTAL REVENUE ALL SOURCES	\$ 2,675,664	\$ 3,328,376	\$ 652,712
EXPENSES			
ADMINISTRATIVE AND GENERAL	\$ 338,274	\$ 365,592	\$ 27,318
WATER	\$ 1,000,722	\$ 1,015,156	\$ 14,434
SEWER COLLECTION AND DISPOSAL	\$ 466,750	\$ 431,317	\$ (35,433)
CAPITAL OUT OF REVENUE	\$ -		\$ -
RESERVE FUND TRANSFER	\$ 320,000	\$ 395,000	\$ 75,000
FISCAL SERVICES	\$ 549,918	\$ 545,707	\$ (4,211)
	\$ 2,675,664	\$ 2,752,772	\$ 77,108
ONE TIME EXPENSES			
CAPITAL OUT OF REVENUE	\$ -	\$ 557,296	\$ 557,296
TOTAL EXPENSES ALL SOURCES	\$ 2,675,664	\$ 3,310,068	\$ 634,404
			% of Budget
SURPLUS/(DEFICIT)	\$ -	\$ 18,308	0.68%

REVENUE:

USER RATE CHARGES

REVENUE IS HIGHER BECAUSE OF HIGHER THAN ANTICIPATED METERED REVENUE.

CONNECTION AND SERVICES

REVENUE IS HIGHER BECAUSE OF MORE REQUESTS FOR NEW INSTALLATION AS A RESULT OF DEVELOPMENT WITHIN THE SERVICED AREA.

FIRE PROTECTION

REVENUE FROM THE GENERAL FUND AS BUDGETED.

INTEREST

REVENUE IS HIGHER FROM BANK ACCOUNT INTEREST EARNED DURING THE YEAR.

SUNDRY

REVENUE IS HIGHER FROM A GRANT FOR THE GUDI WELL ASSESSMENT. ALSO THERE WAS A CORRECTION IN 2023 STATEMENT FOR HOLDBACKS THAT WAS CORRECTED IN 2024.

EXPENSES:				
<u>ADMINISTRATIVE AND GENERAL</u>				
EXPENSES ARE HIGHER BECAUSE OF A LARGER ALLOWANCE FOR BAD DEBT BEING REQUIRED TO BE SET UP THAN BUDGETED FROM UNCONNECTED ACCOUNTS WITHIN THE SYSTEM.				
<u>WATER</u>				
EXPENSES ARE HIGHER FROM MORE MAINTENANCE (REPAIRS) TO THE SYSTEM BEING REQUIRED AS WELL AS MAINTENANCE TO THE WATER TOWER BEING HIGHER THAN BUDGETED.				
<u>SEWER COLLECTION AND DISPOSAL</u>				
EXPENSES ARE LOWER AS A RESULT OF LOWER MAINTENANCE ON THE SEWER SYSTEM BEING REQUIRED.				
<u>CAPITAL OUT OF REVENUE</u>				
EXPENSES ARE HIGHER AS A RESULT OF INFRASTRUCTURE GRANT BEING RECEIVED AND THEN CHARGING THE EXPENSES BACK TO CAPITAL OUT OF REVENUE TO OFFSET THIS REVENUE. ALSO HIGHER OPERATING REVENUE ALLOWED US TO CHARGE MORE TO CAPITAL OUT OF REVENUE.				
<u>FISCAL SERVICES</u>				
EXPENSES ARE SLIGHTLY LOWER BECAUSE OF INTERIM FINANCING AND BANK INTEREST CHARGES BEING LESS THAN EXPECTED.				



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: June 5, 2025
Subject: Dorchester Fire Hall Construction

PROPOSAL

To construct a new Fire Hall in the Dorchester Service Area for servicing Dorchester and the surrounding area.

BACKGROUND

In August 2024 an Architect was hired to design the replacement of the Dorchester Fire Hall.

From August 2024 until Spring 2025 that design process took place to finalize a tender which was issued on March 26, 2025, and closed on April 29, 2025. Bids ranged from \$5,857,400 plus HST to \$7,338,000 plus HST. These bids also included work at the Sackville Station (exhaust ventilation system) that would be included in the 2026 Capital Budget.

The low tender was from Rice Contracting which was made up of:

- \$5,603,995 plus HST for the Construction of the Dorchester Fire Hall
- \$253,405 plus HST for the exhaust ventilation system at the Sackville Fire Hall

Budget for the Dorchester Fire Station Construction was \$4,315,000 plus HST which was comprised of \$3,356,000 plus HST for an application for borrowing and \$959,000 plus HST from the Canada Community Build Fund (formerly Gas Tax Fund).

DISCUSSION

The above numbers represent total plus HST and for the purpose of cost we now must work in net of HST relating to the construction of the new Station. Below shows a calculation if we award the tender as is and how much funds would need to be further allocated. For this purpose, I have noted that the overage would potentially come from the Capital Reserve Fund but would be evaluated annually during budget deliberations and year end audit processing to see if there are other areas funding could come from.

	Pre-HST	Net of HST
Bid for Dorchester Fire	\$ 5,603,995.00	\$ 5,844,182.23
Less: CCBF Allocation		-\$ 1,000,000.00
Less: Potential Capital Borrowing application		-\$ 3,500,000.00
	Over Budget	<u>\$ 1,344,182.23</u>
Capital Reserve Availability end of 2024		\$ 4,186,996.07
Total remaining unallocated Cap Reserve end of 2024		\$ 2,842,813.84

You will see that the resulting tender is \$1.345 million over budget and that is with no change orders that may need to be issued during construction.

During the presentation on selecting the Architect we had provided a budget of \$428/square foot; tenders in 2022 and 2021 for fire stations were coming in around \$300/square foot therefore, we had put in amounts for significant inflation. The tender came in at \$585/square foot. Recent awards in our area were \$578/square foot in Salisbury (Salisbury Council minutes of May 27, 2024).

We have 4 options are per letter attached from Andrew Amos of Catalyst Consulting:

1. Award as Submitted.
2. Value Engineer to cut some costs to bring closer to budget.
3. Downsize the project.
4. Postpone the project to future years.

Each of these has pros and cons. Ultimately, Option 1 means funding the overage with other Municipal Funds (we can't submit another request for borrowing) Option 2 and 3 would cut out items that were either requested during design or were felt to be a need within a new facility. Option 4 would move the cost risk further out and unlikely prices would come down in future years.

For the component that was for the Sackville Station this would form part of the 2026 Capital out of Revenue budget. \$265,000 would need to be budgeted for this component in 2026.

Building currently on site – At the time of the new fire hall tender we put out an RFP for disposal of the current building on site. There were 3 bids received. Two of the bids involved us paying for the demolition and one bid was that they would pay us and take the building away. The bid was that they would pay us the sum of \$1,200 including HST for the building and it was received from Joseph MacDonald Jr. House Moving and Construction.

INTERDEPARTMENTAL CONSULTATION

Chief Administrative Officer and Dorchester Fire Senior Leadership team.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

Noted above in discussion. As well a more energy efficient building; but the building will be larger in size than the current building.

More cost over runs may take place during construction and if that happens Council will be updated.

A 3% contingency should also be approved to allow for changes during construction (approx. \$175,000)

LEGAL

If we did not award tender and re-issued later; changes would need to be made as we could not retender the exact same project in future.

COMMUNICATIONS/PUBLIC ENGAGEMENT

Information has been provided during review, award of consultant services, award of architect services and now during tender. Public presentation at Council was done prior to tender being issued.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Improved Fire Services in Dorchester service area as well as local service districts.

CLIMATE CHANGE IMPLICATIONS

Lower GHG emissions with a more efficient building. Design allows for future expansion and improved energy efficiency in the future when funds would allow for it without major changes or redesign.

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) To award the tender to the lowest tender and fund the overage through other areas.
- b) To cut some items from the tender in order to come closer to budget.
- c) Downsize the project.
- d) Postpone the project to a future year.

RECOMMENDATION

Staff recommends option A which would be the award of the tender to the lowest bidder Rice Contracting in the amount of \$5,857,400 plus HST and also allow for up to a 3% contingency for changes during construction.

That Council declare surplus the building at 3508 Cape Road, Dorchester, the site of the new Dorchester Fire Station and award the disposal of the building to Joseph MacDonald Jr House Moving and Construction for the purchase sum of \$1,200 including HST.

ATTACHMENTS

Report from Andrew Amos of Catalyst Consulting

Tender Opening Minutes

June 3rd, 2025

Municipality of Tantramar
31 Main St,
Sackville, NB
E4L 1G6

Re: Tender results and options going forward, Dorchester Fire Station project

Further to our previous discussions regarding the above captioned project, we offer the following for your review and consideration:

Background

Tender closing was at 2 pm on April 29th and the results are included in the attached summary as prepared by the Municipality. The low tender was in excess of the pre-tender estimate. The low tender was submitted by Rice Construction for a total of \$5,844,182.23 HSTI. This represents an overage of \$1.344 M versus amount originally budgeted.

Option 1 – Award as submitted

The current Capital Reserve availability at the end of 2024 was \$4,186,996. If we were to allocate the overage noted above to this Reserve, the remaining free balance would be \$2.843 M

Option 2 – Value Engineer

There are opportunities to value engineer the current design in order to reduce costs, specifically and most notably – we could reduce the energy efficiency of the systems selected and remove the sprinkler system. The savings for same would be approximately \$200 K and \$300 K respectively.

The current design allowed for significant energy efficiency measures beyond the minimums recommended by Code as it was felt that over a long term investment horizon, the savings in annual O&M costs would more than offset the initial upfront capital premium. We selected measure / systems with payback periods less than 15 years. As it relates to the Sprinkler system, it is not a Code requirement but was included in the design as it represented a good value for money for the added insurance it provides to the asset / Owner.



Project Management & Owner's Representative Services

Option 3 – Downsize the project

The current design includes 6 bays, Training Area & Kitchen and Exercise Facilities. There is an argument to be made that a Fire Station serving a smaller rural community of approximately 1,000 residents with a larger full service Fire Station 15 minutes away, that some of the functions could be accommodated in / from the Sackville Station. Specifically, the number of bays could be reduced to 4 and possibly some modest reductions to ancillary spaces. The resulting program would result in a building size of approximately 2/3 of the current design and using the same costing as received in the tender, the construction value would only be approximately \$3.5 M HSTI.

We are not advocating for same but it would not be an unreasonable compromise considering the cost of construction and the number of residents served, it is worthy of at least consideration.

Option 4 – Postpone project to future years

There is always a chance that once the current industry fears over tariffs subside, prices will return to where they were earlier this year. Considering the threat of tariffs could easily remain until 2028, this approach doesn't provide any relief for the current issues being faced at the current Dorchester Fire Station and there is no guarantee the prices will actually drop in / by 2028.

Trusting this is of assistance in making your decisions going forward. If I can be of any further assistance in any regard, please don't hesitate to contact me at your convenience. I will be in attendance at the June 10th Council Meeting to answer any questions from staff / Council.

Regards,

CATALYST CONSULTING ENGINEERS INC.



Andrew Amos, P.Eng.
Senior Partner
(902) 802-0306



TENDER OPENING
TUESDAY, APRIL 29, 2025 AT 2:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET SACKVILLE NB

MUNICIPALITY OF TANTRAMAR
TENDER NO. TAN-2025-06

NEW FIRE STATION, DORCHESTER NB

In attendance was Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal, Assistant Clerk Becky Goodwin and Sackville Fire Chief Craig Bowser.

Becky noted that the time was now 2:00 p.m. and that no additional tenders would be accepted.

There were four (4) addendums issued for this tender.

Becky asked if anyone wanted to withdraw their tender at this time. None were withdrawn.

Becky opened the tender box, which contained five (5) tender documents.

Tenders were received and posted from the following company:

	POSTED NOT INCLUDING HST
a. EllisDon Corporation	\$7,059,900.00
b. RICE Contracting Ltd.	\$5,857,400.00
c. Iron Maple Constructors Incorporated	\$6,700,000.00
d. Avondale Construction Limited	\$7,338,000.00
e. Quantum Construction Maritimes Ltd.	\$6,220,000.00

Becky noted that the tenders would be reviewed.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "Becky Goodwin", written over a horizontal line.

Becky Goodwin
Assistant Clerk

To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: June 5, 2025
Subject: Ford Lane Waterline

PROPOSAL

Provide information on the Ford Lane waterline and proximity of proposed building.

BACKGROUND

The proposed development on York Street at Ford Lane (The York) has begun construction. The proposed building foundation wall - waterline clearance was found to be about 1m (3 ft) at the rear of the building, see image below. The clearance appears to increase closer to York Street.



The existing waterline is schematic on Tantramar’s GIS, see next page. The waterline was believed to be 100mm (4”) diameter, but is 150mm (6”) diameter where exposed. On The York Subdivision Plan and design drawings the waterline is shown parallel to the property line and about 2.9m (9.5 ft) from the building, which now appears to be incorrect. Had the building - waterline clearance been known during the building permit review then realigning the waterline would have been a condition of approval.

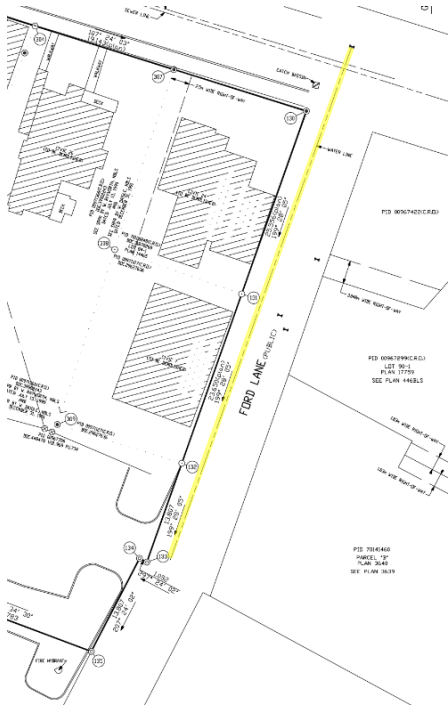
Excavation for the building foundation will disturb the soils around the waterline, and likely expose the waterline along the 47.4m (155.5 ft) length of the building. The waterline is cast iron 1950s construction and supplies a fire hydrant located further south in the parking area. Due to the close proximity of the construction the waterline has been taken out of service.

The existing clearance between the waterline and the proposed building:

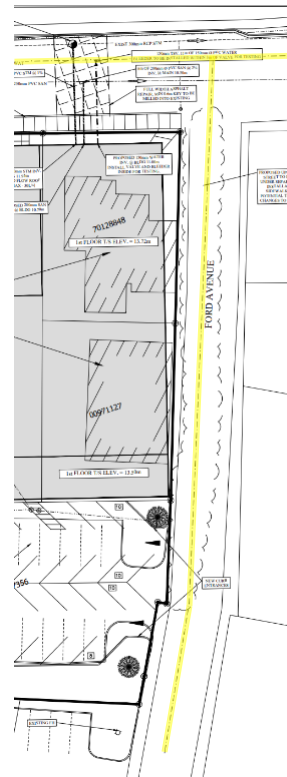
- will result in disturbed soils around the waterline (important for restraint) for the foundation excavation and likely expose the waterline,
- does not provide sufficient access (service, repairs or replacement) for equipment, and
- any water leaks or breakage would likely cause damage to the building (washout may destabilize foundation and/or flooding).



Excerpt Tantramar GIS



Excerpt Subdivision Plan



Excerpt Design Dwg C-1

Building construction should be at least 3m (10 ft) from waterlines. For this location there is up to 47.4m (155.5 ft) where the building - waterline clearance will be less than 3m (10 ft).

The waterline should be realigned from the watermain in York Street to the fire hydrant in the parking lot before putting the waterline back into service. At the same time the waterline should be installed as a 150mm diameter, which may require upsizing a portion of the pipe.

DISCUSSION

The realignment is caused by the proximity of the proposed building to the existing waterline. The cost for realignment where the clearance would be less than 3m should be at the developer's cost.

The scope that the developer would be responsible for is realigning up to 57.6m (189 ft) of waterline (where proposed building is within about 3m of waterline) including traffic control, sawcutting/removal of asphalt, excavation, bedding, supply and installation of live tapping connection, valve, waterline, backfill, restoration of surfaces, testing and disinfection. Estimated cost of \$37,800 plus HST (including \$12,600 for materials).

Tantramar would be responsible for replacement of the waterline, if desired, where the clearance would remain greater than 3m. Assuming realignment of the waterline for the full length of the building then it would be practical for Tantramar to extend the realignment 40m (131 ft) to the fire hydrant, replacing the fire hydrant and materials cost to upsize the waterline if it is less than 150mm diameter. Estimated cost of \$25,100 plus HST (including \$9,300 for materials).

The waterline work should be done in summer 2025 to coincide with backfilling of the building foundations.

It would provide clarity to developers if there were a policy that stated where a development reduces the clearance to municipal services, the developer will be responsible to pay for materials, labour and equipment for realignment of the municipal services.

INTERDEPARTMENTAL CONSULTATION

The CAO, Financial Services and Sackville Fire have been consulted.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

The estimated cost of the waterline realignment and restoration full length is \$62,900 plus HST (including \$21,900 for materials). This is an unbudgeted item.

The developer should cover the cost, where the proposed building will be within about 3m of the waterline, estimated 57.6m of waterline at \$37,800 plus HST, leaving Tantramar to pay for \$25,100 plus HST.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

The following options have been identified:

1. Leave existing pipe in place – not recommended due to access restrictions and risk of leak/failure and potential for collateral damages. If this option were to be considered Tantramar should seek a waiver from the developer that the developer will not seek any damages from Tantramar related to waterline leaks/breaks.
2. Realign the waterline
 - a. Developer pays for realigning up to about 57.6m of waterline (watermain in York Street to rear of proposed building) estimated at \$37,800 plus HST. Tantramar pays for extension of realignment where clearance greater than 3m, replacement of fire hydrant, and pipe upsizing estimated \$25,100 plus HST.
 - b. Tantramar pays for realignment, \$62,900.
 - c. Some alternate cost sharing arrangement to be determined.

RECOMMENDATION

It is recommended that the developer should contribute the cost of realigning the waterline where the building will be within about 3m of the waterline, estimated as from the watermain to the rear of the building.

It is recommended that Council consider adopting a policy 'Where a development reduces the clearance to municipal services (water, sanitary sewer and storm sewer) to less than 3m, the developer will be responsible to pay for materials, labour and equipment for realignment of the municipal services and making good'.

ATTACHMENTS

N/A

Preliminary Staff Report

Subject: Zoning By-law text amendment to minimum outside lot size and frontage requirements for vertically attached dwelling units.

File Number: 25-0498

Meeting Date: May 26, 2024

From: Jenna Stewart, Planner

General Information

Applicant: Artie Kenny

Proposal: Proposed text amendment to change 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).

Background

Sections 10.2 and 11.2 of the Town of Sackville Zoning By-law provides tables that outline the zone requirements for both R2 and R3, respectively. These tables state that for the outside lot of a vertically attached dwelling unit there is a minimum lot size of 464.5sqm (5000sqft) and a minimum lot frontage of 15.3m (50ft). This is over double the minimum lot size and lot frontage requirements for the inner lots at 185.8sqm (2000sqft) and 6.1m (20ft).

The proposed text amendment intends to change 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).

For the frontage, the 10.1m was calculated considering the size of the inner lots (6.1m) and accounting for the side yard indicated in the Zoning By-law of 4m.

For the lot area, this was determined based on the proportionate lot sizes. As seen in the Zoning By-law the minimum lot frontage and minimum lot area tend to be proportionate to each other. This remains the practice for detached dwelling units (5800sqft, 60ft), two-unit dwellings (7100sqft, 72ft), inner lot vertically attached dwellings (2000sqft, 20ft), and the current outside lot vertically attached dwellings (5000sqft, 50ft). While these two numbers are not always perfectly proportional to each other, there is a clear pattern that demonstrates a relation between the two. After considering possible lot depth, frontage,

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Shediac

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Tantramar

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

Riverview

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

and associated setbacks, this proportional aspect was replicated to get the proposed minimum lot size of 308sqm (3315sqft) in relation to the proposed minimum lot frontage of 10.1m (33.23ft).

This change to the minimum lot size and minimum lot frontage for the outside lot of a vertically attached dwelling unit would encourage and enable more of this type of development due to the decreased amount of land required and give the opportunity to open the housing market to more individuals. Furthermore, this would align the lot requirements for vertically attached dwellings within the Town of Sackville Zoning By-law with other municipalities in the region

The Municipal Plan indicates there is a lack of housing options in Sackville and encourages a variety of housing options including vertically-attached dwellings in medium density areas and newly developed residential areas.

3.2.3 Urban Residential Design

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

Section 5 Residential General Policies

5.1.1 It is a policy to permit a wide range of housing options within newly developed residential areas including vertically-attached dwellings, medium density, and higher density (e.g., apartments or condominiums)

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

The proposed text amendment to the minimum size of the requirements is in line with Municipal Plan policies and would encourage more vertically detached dwellings by reducing a barrier associated with this type of development through the decrease in lot requirements for the outside lots.

COUNCIL ACTION

Council of Tantramar may choose to:

1. Pass the resolution and start the process of public engagement if they wish to consider the proposed text amendment, or
2. If Council does not wish to entertain the text amendment, the resolution may be denied.

Question Follow Up

Subject: Zoning By-law text amendment to minimum outside lot size and frontage requirements for vertically attached dwelling units.

File Number: 25-0498

Meeting Date: June 10, 2025

Applicant: Artie Kenny

Proposal: Proposed text amendment to change 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).

Question Follow Up:

This is follow-up on a question that arose from the May 26, 2025, Committee of the Whole meeting, on the topic of other municipalities and their requirements for outer lot frontages and areas.

The municipalities mentioned below are all municipalities that also have water and sewer services.

There can be different definitions depending on the municipality; therefore, the definitions have also been included for reference from each of the applicable zoning bylaws.

Reminder that “Vertically Attached Dwelling” in the *Sackville Zoning By-law* is defined as " means a building consisting of two to six dwelling units which are vertically attached by one or more common wall(s) and which the property may be subdivided, with each unit having independent entrances to a front and rear yard. Each unit shall be serviced by independent municipal sewer and water connections."

Riverview - Town of Riverview Zoning By-law No. 300-7

Table 11.3 (a) Residential Zones Lot Requirements

Minimum lot area for townhouse - 180sqm (RM and R3 zones)

Minimum lot frontage for townhouse - 6m (RM and R3 zones)

There are also other lot requirements such as, side yard and rear yard, that must be met. In this case, the side yard requirement is the greater of 3m of ½ the height of the building to a maximum of 6m, for a townhouse.

“townhouse dwelling” means

Main / Principal

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Moncton, NB E1C 1H7
(506) 238-5386

Shediac

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

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

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Riverview, NB E1B 0T8
(506) 382-3574

- (a) a building divided vertically into three or more attached dwelling units on separate lots, each of which has an independent entrance either directly or through a common vestibule,
- (b) a building divided vertically by common walls extending from the foundation to the roof into three or more attached dwelling units on separate lots, each having a separate entrance at grade,
- (c) a building that is divided vertically into three or more attached dwelling units on separate lots, each of which has independent entrances, to a front yard and rear yard immediately abutting the front and rear walls of each dwelling unit, or
- (d) a building divided vertically into three or more attached dwelling units on separate lots, each of which has a separate entrance from an outside yard area.

Moncton - By Law #Z-222 City of Moncton Zoning By-law

Table 12.3 (a) Residential Zones Lot Requirements

Minimum lot area for townhouse - 180sqm (RM and R3 zones)

Minimum lot frontage for townhouse - 6m (RM and R3 zones)

There are also other lot requirements such as, side yard and rear yard, that must be met. In this case, the side yard requirement is 3m and 0m on the common wall side for a townhouse.

“townhouse dwelling” means

- (a) a building divided vertically into three or more attached dwelling units on separate lots, each of which has an independent entrance either directly or through a common vestibule,
- (b) a building divided vertically by common walls extending from the foundation to the roof into three or more attached dwelling units on separate lots, each having a separate entrance at grade,
- (c) a building that is divided vertically into three or more attached dwelling units on separate lots, each of which has independent entrances, to a front yard and rear yard immediately abutting the front and rear walls of each dwelling unit, or
- (d) a building divided vertically into three or more attached dwelling units on separate lots, each of which has a separate entrance from an outside yard area.

Shediac - Shediac Zoning By-Law Z-14-44

10.2 Lot Sizes and 11.2 Lot Sizes

Minimum lot area for rowhouse- 180sqm for inner lots, 330sqm for outer lots (R2 and R3 Zone)

Minimum lot frontage for rowhouse - 6m for interior lot, 11m for corner lot, 9m for outer lot (6m plus 3m side yard) (R2 and R3 Zone)

There are also other lot requirements such as, side yard, rear yard, and lot depth that must be met. In this case, the side yard requirement is 3m for a rowhouse dwelling.

“Rowhouse” means a building divided vertically into three dwelling units or more, each unit situated on a separate lot;