

COUNCIL MEETING
TUESDAY, JUNE 11, AT 6:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE 31C MAIN STREET, SACKVILLE NB

1. CALL MEETING TO ORDER
2. ADOPTION OF AGENDA
3. CLOSED SESSION
 - a. L-2024-05
4. CONFLICT OF INTEREST DECLARATION
5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS
6. ADOPTION OF MINUTES
 - a. REGULAR MEETING OF COUNCIL – MAY 14, 2024 (Page 3)
 - b. SPECIAL MEETING OF COUNCIL – MAY 17, 2024 (Page 9)
 - c. COMMITTEE OF THE WHOLE MEETING – MAY 27, 2024 (Page 11)
 - d. SPECIAL MEETING OF COUNCIL – MAY 28, 2024 (Page 16)
7. CONSENT AGENDA
 - a. TOWN CRIER (Page 19)
 - b. TVMCC GASKET REPLACEMENT (Page 20)
 - c. SANDPIPER FESTIVAL STREET CLOSURE (Page 21)
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 - h. POLICY 2024-12 – TANTRAMAR CONFLICT OF INTEREST POLICY (Page 26)
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 - b. TENDER 2024-08 – STATION ROAD DORCHESTER RECONSTRUCTION – J. EPELL P. 34
 - c. DORCHESTER FIRE TRUCK – D. REID (Page 36)
9. BY-LAWS
 - a. BY-LAW NO. 2024-13, A BY-LAW RELATING TO THE PROMOTION OF HEALTH AND SAFETY OF RESIDENTS OF TANTRAMAR (Page 38)
 - b. BY-LAW NO. 2024-14, A BY-LAW RESPECTING THE ADOPTION AND INTERPRETATION OF BY-LAWS (Page 39)
 - c. BY-LAW NO. 2024-15, A BY-LAW RELATING TO LOITERING AND BEGGING IN TANTRAMAR (Page 40)

10. NOTICE OF MOTION AND RESOLUTION
 - a. MOTION FROM COUNCILLOR JOSH GOGUEN
 - b. NOTICE OF MOTION FROM COUNCILLOR MICHAEL TOWER

11. ADJOURNMENT

**COUNCIL MEETING OF
TUESDAY, MAY 14, 2024 7:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

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

Also, in attendance were four (4) members of the Public.

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. CALL MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

2. ADOPTION OF AGENDA

#24-080 MOVED BY DEPUTY MAYOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF MAY 14, 2024 AS CIRCULATED. MOTION CARRIED.

3. CONFLICT OF INTEREST DECLARATION

Mayor Andrew Black asked if there was any disclosure of interest. Mayor Andrew Black and Councillor Michael Tower noted that as members of the Mayors Roundtable on Housing, they have been a part of initial discussions and have previously seen preliminary images for the Freshwinds Eco-Village Housing Co-Operative.

4. PUBLIC AND ADMINISTRATION PRESENTATIONS

- a. Freshwinds Eco-Village Housing Co-Operative – S. Dietz and E. Tusz-King
- b. Council Communications – E. Butler

5. ADOPTION OF MINUTES

#24-081 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 9, 2024, AS AMENDED. MOTION CARRIED.

#24-082 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADOPT THE MINUTES OF COMMITTEE OF THE WHOLE MEETING OF APRIL 22, 2024 AS CIRCULATED. MOTION CARRIED.

#24-083 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF APRIL 30, 2024 AS CIRCULATED. MOTION CARRIED.

#24-084 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF MAY 3, 2024 AS CIRCULATED. MOTION CARRIED.

6. CONSENT AGENDA

a) PLAN360 – TEXT AMENDMENT TO DORCHESTER ZONING BY-LAW

#24-085 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT WHEREAS COUNCIL HAS CONSIDERED AN APPLICATION FROM DCS KIDS DAYCARE TO AMEND BY- LAW NO 2012-2, THE “VILLAGE OF DORCHESTER ZONING BY-LAW” BY ADDING DAY CARE FACILITIES AS A PERMITTED USE TO THE VILLAGE CORE ZONE;

BE IT RESOLVED THAT THE COUNCIL OF THE MUNICIPALITY OF TANTRAMAR DIRECTS THAT THE APPROPRIATE BY-LAW BE PREPARED TO AMEND THE ZONING BY-LAW TO ADD “DAY CARE FACILITIES” TO THE PERMITTED USES IN THE VILLAGE CORE ZONE; 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 AMENDMENT, AND SETS THE COMMITTEE OF THE WHOLE MEETING ON JUNE 24TH, 2024, AT 3:00PM IN THE COUNCIL CHAMBERS AT THE TOWN HALL, 31 MAIN STREET, 2ND FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING OF CONSIDERATION OF OBJECTIONS TO THE PROPOSED BY- LAW. MOTION CARRIED.

b) PLAN360 – REMOVAL OF DEVELOPMENT AGREEMENT MALLARD DRIVE SACKVILLE

#24-086 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT WHEREAS COUNCIL HAS CONSIDERED AN APPLICATION FROM 7034163 NB INC. TO REMOVE THE DEVELOPMENT AGREEMENT REGISTERED AS REGISTRY NO. 18547969 AND THE AMENDING AGREEMENT 19937946 WHICH COVERS THE PIZZA DELIGHT AND HOME HARDWARE DEVELOPMENT ON MALLARD DRIVE;

BE IT RESOLVED THAT THE COUNCIL OF THE MUNICIPALITY OF TANTRAMAR DIRECTS THAT THE APPROPRIATE RESOLUTION BE PREPARED TO REMOVE THE DEVELOPMENT AGREEMENTS FOR PIZZA DELIGHT AND HOME HARDWARE; THAT THE NOTICE OF INTENTION REQUIREMENTS OF THE COMMUNITY PLANNING ACT BE FULFILLED WITH RESPECT TO THE PROPOSED RESOLUTION, AND SETS THE COMMITTEE OF THE WHOLE MEETING ON JUNE 24TH, 2024, AT 3:00PM IN THE COUNCIL CHAMBERS AT THE TOWN HALL, 31 MAIN STREET, 2ND FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING OF CONSIDERATION OF OBJECTIONS TO THE REMOVAL OF THE DEVELOPMENT AGREEMENT ON PIDS 70406426 AND 70406434. MOTION CARRIED.

c) STRATEGIC PLANNING SERVICES RFP

#24-087 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL AWARD RFP NO. 2024-05 STRATEGIC PLANNING SERVICES TO STRATEGIC STEPS INC. IN THE AMOUNT OF \$42,100 HST INCLUDED. MOTION CARRIED.

d) 35 MAIN STREET SACKVILLE SHARED ACCESS AGREEMENT

#24-088 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL ANY AND ALL NECESSARY DOCUMENTS FOR THE SHARED ACCESS AGREEMENT AND EASEMENT WITH 35 MAIN STREET, SACKVILLE (PID 00965657). MOTION CARRIED.

e) TENDER NO. TAN-2024-06 ASPHALT PATCHING

#24-089 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL AWARD TENDER NO. TAN-2024-06 ASPHALT PATCHING TO THE LOWEST BIDDER DEXTER CONSTRUCTION COMPANY LIMITED IN THE AMOUNT OF \$308,000.00 PLUS HST. MOTION CARRIED.

f) MIDDLE SACKVILLE LIFT STATION IMPROVEMENT

#24-090 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL APPROVE RAYTECH ELECTRICAL SYSTEMS TO REPLACE THE MIDDLE SACKVILLE LIFT STATION CONTROL PANEL IN THE AMOUNT OF \$26,875.50 INCLUDING H.S.T. MOTION CARRIED.

g) SURPLUS EQUIPMENT – 2001 FORD E450 VAN WITH AMBULANCE BODY

#24-091 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL AUTHORIZE THE DISPOSAL OF THE 2001 FORD E450 WITH AMBULANCE BODY (SERIAL NO. 1FDXE45F21HA99715). MOTION CARRIED.

h) SACKVILLE STREET CHALK ART FESTIVAL

#24-092 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL APPROVE THE CLOSURE OF BRIDGE STREET, SACKVILLE FROM MAIN TO LORNE STREET FROM FRIDAY AUGUST 23, 2024 AT 1:00 P.M. UNTIL SUNDAY, AUGUST 25, 2024 AT NOON TO ACCOMMODATE THE STREET CHALK ART FESTIVAL. MOTION CARRIED.

i) DCS DAYCARE AGREEMENT

#24-093 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL APPROVE THE RENEWAL OF DCS KIDS' DAYCARE AGREEMENT FOR A THREE-YEAR PERIOD AT A MONTHLY RENTAL FEE OF \$750.00 HST INCLUDED. MOTION CARRIED.

7. REPORTS FROM ADMINISTRATION

a) KAYAK RENTAL AGREEMENT – M. PRYDE

#24-094 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE AGREEMENT WITH JONATHAN DESROCHERS AND REID MACKAY TO OFFER A KAYAK, CANOE, PADDLEBOARD RENTAL SERVICE AT LILLAS FAWCETT PARK, AS PRESENTED AT THE REGULAR COUNCIL MEETING OF MAY 14, 2024. MOTION CARRIED.

b) SHIRETOWN STREET BANNER – M. PRYDE

#24-095 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE PROFESSIONAL INSTALLATION OF AN ‘ACROSS-THE STREET’ BANNER AT 3508 CAPE ROAD, DORCHESTER FOR A PERIOD OF NO LONGER THAN 21 DAYS AS PRESENTED AT THE REGULAR COUNCIL MEETING OF MAY 14, 2024. MOTION CARRIED.

8. BY-LAWS

a) REPEAL BY-LAW NO. 197 & 197A, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE TOWN OF SACKVILLE

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL REPEAL BY-LAW NO. 197 AND 197A, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE TOWN OF SACKVILLE.

#24-096 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL POSTPONE THE REPEAL BY-LAW NO. 197 AND 197A, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE TOWN OF SACKVILLE FOR STAFF TO CONTACT THE BUSINESS COMMUNITY ON THE PROPOSED REPEAL. AYE VOTES RECORDED BY DEPUTY MAYOR GREG MARTIN AND COUNCILLORS JOSH GOGUEN, BRUCE PHINNEY AND MICHAEL TOWER. NAY VOTES RECORDED BY MAYOR ANDREW BLACK AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, BARRY HICKS AND DEBBIE WIGGINS-COLWELL. MOTION DEFEATED.

#24-097 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL REPEAL BY-LAW NO. 197 AND 197A, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE TOWN OF SACKVILLE. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR GREG MARTIN AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOGH GOGUEN, BARRY HICKS AND DEBBIE WIGGINS-COLWELL. NAY VOTES RECORDED BY COUNCILLORS BRUCE PHINNEY AND MICHAEL TOWER. MOTION CARRIED.

9. NOTICE OF MOTION AND RESOLUTION

a) NOTICE OF MOTION FROM COUNCILLOR JOSH GOGUEN

Councillor Josh Goguen served notice of motion regarding the former Visitor Information Centre in Aulac, NB.

10. ADJOURNMENT

#24-098 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF MAY 14 , 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

DRAFT

**SPECIAL MEETING OF COUNCIL
FRIDAY, MAY 17, 2024 – 11:00 A.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Greg Martin and Councillors Allison Butcher, Matt Estabrooks, Josh Goguen, Barry Hicks, Bruce Phinney and Michael Tower. Also in attendance were CAO Jennifer Borne, Director of Legislative Services Donna Beal, Director of Financial Services Michael Beal and Assistant Clerk Becky Goodwin.

There were four (4) members of the public present.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF MAY 17, 2024, AS CIRCULATED. MOTION CARRIED.

Mayor Andrew Black acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

3. CONFLICT OF INTEREST

Mayor Andrew Black asked if there were any conflicts of interest to declare. There were none.

4. BY-LAW NO. 2024-11, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESSES IN THE MUNICIPALITY OF TANTRAMAR

Assistant Clerk Becky Goodwin provided an overview of her report relating to By-Law No. 2024-11.

#24-099 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 2024-11, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE MUNICIPALITY OF TANTRAMAR. MOTION CARRIED.

#24-100 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL GIVE SECOND READING IN ITS ENTIRETY TO BY-

LAW NO. 2024-11, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE MUNICIPALITY OF TANTRAMAR.

BY-LAW NO. 2024-11
A BY-LAW RESPECTING THE OPERATION OF RETAIL BUSINESSES
IN THE MUNICIPALITY OF TANTRAMAR

BE IT ENACTED by The Council of the Municipality of Tantramar, under the authority vested in it by Section 10 of the Local Governance Act, R.S.N.B. 2017, ch. 18 as follows:

1. All retail businesses are permitted to operate on the weekly day of rest.
2. The term “retail businesses” and “weekly day of rest” shall take the meaning as defined in the Days of Rest Act (R.S.N.B. 1973, C.D-4.2)

This By-Law comes into force on being passed by Council. MOTION CARRIED.

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF MAY 17, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, MAY 27, 2024 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

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

Also, in attendance were two (2) 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 JOSH GOGUEN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 27, 2024, 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 REQUESTS

2.1 TOWN CRIER – M. PRYDE

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 2.1 TOWN CRIER BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.2 TVMCC GASKET REPLACEMENT – M. PRYDE

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 2.2 – TVMCC GASKET REPLACEMENT BE SENT TO THE REGULAR COUNCIL MEETING OF MAY 14, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.3 SANDPIPER FESTIVAL STREET CLOSURE – M. PRYDE

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 2.3– SANDPIPER FESTIVAL STREET CLOSURE BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.4 FALL FAIR 2024 – M. PRYDE

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL DIRECT ITEM 2.4 – FALL FAIR 2024 BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.5 SHIRETOWN PARADE ROUTE CHANGE – M. PRYDE

MOVED BY DEPUTY MAYOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 2.5 – SHIRETOWN PARADE ROUTE CHANGE BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.6 LAND RECONVEYANCE LOT 94-5 SACKVILLE INDUSTRIAL PARK SUBDIVISION PLAN – R. KELLY SPURLES

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 2.6 – LAND RECONVEYANCE LOT 94-5 SACKVILLE INDUSTRIAL PARK SUBDIVISION PLAN BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.7 2024-25 ENVIRONMENTAL TRUST FUND – R. KELLY SPURLES

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 2.7 – 2024-25 ENVIRONMENTAL TRUST FUND BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

2.8 BY-LAW NO. 2024-13, A BY-LAW RELATING TO THE PROMOTION OF HEALTH AND SAFETY OF THE RESIDENTS OF TANTRAMAR – D. BEAL

Director of Legislative Services Donna Beal provided an overview of her Report found on page 26 of the package. It is recommended that Council consider first and second reading of By-Law No. 2024-13, A By-Law Relating to the Promotion of Health and Safety of the Residents of Tantramar at the Regular Council Meeting of June 11, 2024.

2.9 BY-LAW NO. 2024-14, A BY-LAW RESPECTING THE ADOPTION AND INTERPRETATION OF BY-LAWS – D. BEAL

Director of Legislative Services Donna Beal provided an overview of her Report found on page 31 of the package. It is recommended that Council consider first and second reading of By-Law No.

2024-14, A By-Law Respecting the Adoption and Interpretation of By-Laws at the Regular Council Meeting of June 11, 2024.

- 2.10 BY-LAW NO. 2024-15, A BY-LAW RELATING TO LOITERING AND BEGGING IN TANTRAMAR – D. BEAL

Director of Legislative Services Donna Beal provided an overview of her Report found on page 36 of the package. It is recommended that Council consider first and second reading of By-Law No. 2024-15, A By-Law Relating to the Loitering and Begging in Tantramar at the Regular Council Meeting of June 11, 2024.

- 2.11 POLICY NO. 2024-11 – TANTRAMAR CONFIDENTIALITY POLICY – B. GOODWIN

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL DIRECT ITEM 2.11 POLICY NO. 2024-11 TANTRAMAR CONFIDENTIALITY POLICY BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

- 2.12 POLICY NO. 2024-12 – TANTRAMAR CONFLICT OF INTEREST POLICY – B. GOODWIN

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 2.12 POLICY NO. 2024-12 TANTRAMAR CONFLICT OF INTEREST POLICY BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

- 2.13 POLICY NO. 2024-13 – TANTRAMAR SUBSTANCE USE POLICY – B. GOODWIN

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 2.13 TANTRAMAR SUBSTANCE USE POLICY BE SENT TO THE REGULAR COUNCIL MEETING OF JUNE 11, 2024, FOR CONSIDERATION. MOTION CARRIED.

- 2.14 STATION ROAD DORCHESTER RECONSTRUCTION – J. EPELL

Director of Engineering & Public Works Jon Epell provided an overview of his report found on page 56 of the package. The tender for the Station Road Dorchester Reconstruction project closes on Thursday, June 6, 2024. An update and potential motion will be brought to Council at the Regular Council Meeting of June 11, 2024.

3. DEPARTMENTAL REPORTS

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 – R. Kelly Spurles
- 3.3 Engineering and Public Works – J. Epell
- 3.4 Protective Services – SFD Chief Bowser and Sgt. Hanson
- 3.5 Financial Services – M. Beal

- 3.6 Administration
 - 3.6.1 Legislative Services – D. Beal
 - 3.6.2 Chief Administrative Officer – J. Borne
 - 3.6.3 Mayor’s Report – A. Black

WHEREAS THE TANTRAMAR HAS A LONG AND PROUD TRADITION OF EMBRACING DIVERSITY IN ALL ITS FORMS – CULTURAL, SOCIAL, AND ETHNIC; AND

WHEREAS THE TANTRAMAR IS IMMEASURABLY ENRICHED BY THE DIVERSITY OF OUR PEOPLE, INCLUDING THOSE MEMBERS OF THE TWO-SPIRIT, LESBIAN, GAY, BISEXUAL, TRANSGENDERED, QUEER + (2SLGBTQ+) COMMUNITIES; AND

WHEREAS PRIDE EVENTS ACROSS CANADA AND AROUND THE WORLD ARE NECESSARY TO SHOW COMMUNITY SUPPORT AND BELONGING FOR 2SLGBTQ+ INDIVIDUALS AND FAMILIES, AND 2SLGBTQ+-IDENTIFYING YOUTH IN PARTICULAR; AND

WHEREAS ACKNOWLEDGING AND PARTICIPATING IN PRIDE UNDERSCORES AND AFFIRMS OUR RESPECT FOR THE DIGNITY, EQUALITY, AND VISIBILITY OF 2SLGBTQ+ PEOPLE AND FAMILIES; AND

WHEREAS THE GLOBAL PANDEMIC HAS INCREASED THE ISOLATION, ANXIETY, AND INSECURITY OF SOME OF SOCIETY’S MOST VULNERABLE CITIZENS, INCLUDING 2SLGBTQ+ PEOPLE AND YOUTH;

THEREFORE I, ANDREW BLACK, MAYOR OF TANTRAMAR, DO HEREBY PROCLAIM JUNE AS PRIDE MONTH AND ENCOURAGE ALL RESIDENTS REGARDLESS OF SEXUAL ORIENTATION, TO CELEBRATE TOGETHER IN RECOGNITION OF THE RAINBOW OF DIVERSITY WITH WHICH OUR 2SLGBTQ+ COMMUNITY CONTRIBUTES TO TANTRAMAR.

4. QUESTION PERIOD

Erica Butler asked if there were any further information on what the replacement work at the Route 106 closure would look like. Director of Engineering & Public Works Jon Eppell responded that he has not discussed a final solution with the Department of Transportation and Infrastructure and that they would have additional details in the coming months.

Erica Butler asked if Council had decided to discontinue the Climate Change Coordinator position that had been previously funded by the Environmental Trust Fund. Manager of Tourism & Business Development Ron Kelly Spurles responded that the initial application for funding for the Climate Change Coordinator position was for two years and the Environmental Trust Fund was never meant to be an on-going source of funding.

Erica Butler asked if policies only get one reading before it is passed, unlike by-laws which require three readings and asked if there were confidentiality policies with the former governments. Mayor Andrew Black responded that policies only require one motion to be passed and Assistant Clerk Becky Goodwin responded that yes, there were confidentiality policies with the former governments.

Bruce Wark asked if By-Law No. 2024-15, A By-Law Relating to Loitering and Begging in Tantramar includes those on streets within the Municipality. Director of Legislative Services Donna Beal responded that public places owned by the Municipality include streets.

5. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF MAY 27, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK

DRAFT

**SPECIAL MEETING OF COUNCIL
TUESDAY, MAY 28, 2024 – 12:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Greg Martin and Councillors Allison Butcher, Matt Estabrooks, Josh Goguen, Barry Hicks, Bruce Phinney, Michael Tower and Debbie Wiggins-Colwell. Also in attendance were CAO Jennifer Borne, Director of Legislative Services Donna Beal, Director of Financial Services Michael Beal, Assistant Clerk Becky Goodwin, By-Law Enforcement Officer Corey Springer, By-Law Enforcement Students Harrison Hicks and Gregory Peter and Administrative Student Sonya Davis.

There was one (1) member of the public present.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

2. APPROVAL OF AGENDA

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF MAY 28, 2024, AS CIRCULATED. MOTION CARRIED.

Mayor Andrew Black acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

3. CONFLICT OF INTEREST

Mayor Andrew Black asked if there were any conflicts of interest to declare. There were none.

4. BY-LAW NO. 2024-11, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESSES IN THE MUNICIPALITY OF TANTRAMAR

#24-101 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2024-11, A BY-LAW RELATING TO THE OPERATION OF RETAIL BUSINESS IN THE MUNICIPALITY OF TANTRAMAR. MOTION CARRIED.

5. BY-LAW NO. 2024-12, A BY-LAW RESPECTING THE PROVISIONS OF POLICE PROTECTION SERVICE IN THE MUNICIPALITY OF TANTRAMAR

#24-102 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR GREG MARTIN THAT COUNCIL GIVE SECOND READING SECTION BY SECTION TO BY-LAW NO. 2024-12, A BY-LAW RESPECTING THE PROVISION OF POLICE PROTECTION SERVICE IN THE MUNICIPALITY OF TANTRAMAR.

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

By-Law No. 2024-12, A By-Law Respecting the Provisions of Police Protection Service in the Municipality of Tantramar

Section 1 – Purpose and Intent

Section 2 – Title

Section 3 – Police Establishment

Section 4 – Definitions

Section 5 – Management and Operation of the Municipal Police Force

Section 6 – Police Services. **MOTION CARRIED.**

#24-103 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2024-12, A BY-LAW RESPECTING THE PROVISION OF POLICE PROTECTION SERVICE IN THE MUNICIPALITY OF TANTRAMAR. MOTION CARRIED.

6. AUTHORIZING SUMMER 2024 BY-LAW STUDENT ENFORCEMENT OFFICERS

Director of Financial Services Michael Beal provided an overview of his report relating to the 2024 Summer By-Law Student Enforcement Officers.

#24-104 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER 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: HARRISON HICKS AND GREGORY PETER

EFFECTIVE MAY 28, 2024 ALONG WITH GABRIEL PERRY, CORA ROBERTSON AND TRINITY FANCY EFFECTIVE JUNE 10, 2024;

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.

7. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF MAY 28, 2024. MOTION CARRIED.

MAYOR

DIRECTOR OF LEGISLATIVE SERVICES

ASSISTANT CLERK



Synopsis: Town Crier

Date: June 6, 2024

Department: Active Living and Culture

DESCRIPTION

To name Lidvald Haugen-Strand as the new Town Crier for the municipality of Tantramar.

PROPOSED MOTION

Staff recommend that Council consider naming Lidvald Haugen-Strand as the new Town Crier for the municipality of Tantramar, as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-052. A copy of the report can be found on page 3 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: TVMCC Gasket Replacement

Date: June 6, 2024

Department: Active Living and Culture

DESCRIPTION

To fully service and clean the chiller at the Tantramar Veterans Memorial Civic Centre as well as replace leaking gaskets on the chiller at a cost of \$22,350 plus HST. Although the cost is higher than the \$20,000 what was budgeted, we will be under budget on several other capital items to make up the cost.

PROPOSED MOTION

Staff recommend that Council approve CIMCO to service the chiller and replace the appropriate gaskets at a cost of \$22,350 plus HST, as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-053. A copy of the report can be found on page 5 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: Sandpiper Festival

Date: June 6, 2024

Department: Active Living and Culture

DESCRIPTION

To close a section of Cape Road from the Public Works Garage (3508 Cape Road) to the 106 intersection from 10:00am-8:30pm on Saturday, August 10, 2024.

PROPOSED MOTION

Staff recommend that Council approve the closure of Cape Road from 3508 Cape Road to the intersection with highway 106 from approximately 10:00am-8:30pm on Saturday August 10, 2024., as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-054. A copy of the report can be found on page 7 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: Fall Fair Motions
Date: June 6, 2024
Department: Active Living and Culture

DESCRIPTION

To approve the following items related to the Sackville Fall Fair:

- Permit the Sackville Fire Chief to complete an application to purchase for a fireworks display, as well as authorize the Mayor and Clerk to sign and seal the fireworks supply contract.
- The closure of Main Street from the Drew Nursing Home to Bridge Street, then Bridge Street, to Lorne Street, and Lorne Street to the Via Rail Station at 1:00pm on Saturday, September 21, 2024.
- The closure of Ford Lane to York Street from Friday, September 20, 2024 at 8am to Monday, September 23, 2024 at noon to accommodate the tent in the Town-owned parking lot between the Post Office and Goya’s Pizza.
- The closure of Dufferin Street from approximately 4:00pm Friday, September 20, 2024 until 9:00pm on Saturday, September 21, 2024 to accommodate the fireworks and Family Day events.
- Approval to apply for a liquor license to sell alcohol in the Events Tent on the nights of September 20 and 21, 2024.
- Exception of the noise by-law, extending it to 1:00 am the nights of September 20 and 21, 2024 to accommodate the music in the tent.
- Approval to sign the required agreement with Mount Allison University to allow us to use the field behind the King Street Parking Lot for the midway.
- Approval of SSI Sound Specialists to provide sound and lighting in the tent at a cost is \$10,500 plus HST.

PROPOSED MOTION

Staff recommend that Council approve Fall Fair Motion listed above, as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-055. A copy of the report can be found on page 9 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: Shiretown Parade Route

Date: June 6, 2024

Department: Active Living and Culture

DESCRIPTION

To approve a new parade route due to increased traffic because of the closure of highway 106 from Sackville to Dorchester. The new recommended route would have the parade start at the Dorchester School, follow Harrop Avenue onto the 106, then turn left onto Cape Road before ending at the school again via School Street.

PROPOSED MOTION

Staff recommend that Council approve the new Shiretown Parade Route, as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-056. A copy of the report can be found on page 14 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: Land Reconveyance Industrial Park

Date: June 6, 2024

Department: Community & Corporate Services

DESCRIPTION

In December 2020, Sackville Council passed a motion to sell the property identified as Lot 94-5 on the Sackville Industrial Park Subdivision. The purchase agreement required the purchaser to construct a building within two (2) years of the purchase date. If construction of a building did not take place within the two (2) year period, the subject property was to be reconveyed to the Town of Sackville for \$12,000.

The purchaser has decided not to move forward with development of the lot and is fulfilling the terms and conditions of the purchase agreement and reconveying the lot back to the municipality.

PROPOSED MOTION

Staff recommends that Council approve the reconveyance of property identified as Lot 94-5 on the Sackville Industrial Park subdivision plan in the amount of \$12,000 and authorize the Mayor and Clerk to sign and seal any necessary documents, as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-057. A copy of the report can be found on page 16 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: 2024-25 Environmental Trust Fund

Date: June 6, 2024

Department: Community & Corporate Services

DESCRIPTION

The Environmental Trust Fund (ETF) provides assistance for action-oriented projects aimed at protecting, preserving and enhancing New Brunswick's natural environment. Tantramar staff submitted an application in November 2023 for the project "*Creation and Touring of a Wetlands Themed Play for Youth*". The application sought funding for a project that will see a play created, in collaboration with local youth and others, in the summer and fall of 2024. The play will then be toured in the fall of 2024 and winter of 2025 to 10 schools or locations where young people are, and also presented virtually to an additional 10 locations.

PROPOSED MOTION

Staff recommends that Council approve accepting the Environmental Trust Fund grant, and authorize the Mayor and Clerk to sign and seal any necessary documents, as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-058. A copy of the report can be found on page 20 of the May Committee of the Whole Package at <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>.



Synopsis: Policy 2024-12 – Conflict of Interest Policy

Date: June 6, 2024

Department: Legislative Services

DESCRIPTION

All Tantrammar employees are governed by the Conflict of Interest provisions of the Local Governance Act, the common law as it addresses fiduciary, pecuniary, and blood relationships and any policy provisions approved by Council. If an employee determined, they are in a Conflict or potential conflict position they must register and make it known immediately to the Chief Administrative Officer. If the Chief Administrative Officer determines they are in a potential conflict, they are to make their conflict known to the Council of the Municipality.

Council for the Municipality of Tantrammar are governed by the Conflict of Interest provisions, which are detailed in Section 3(g) of By-Law No. 2022-02, A Code of Conduct By-Law for the Council of Tantrammar.

PROPOSED MOTION

Staff recommends that Council consider approving Policy 2024-12 Conflict of Interest Policy as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-062. A copy of the report can be found on page 45 of the May Committee of the Whole Package: <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>



Synopsis: Policy 2024-13 – Substance Use Policy

Date: June 6, 2024

Department: Legislative Services

DESCRIPTION

The Substance Use Policy follows best practices and employment legislation. The policy clearly outlines role and responsibilities for senior management, supervisors, and employees, along with procedures if there is reasonable belief that someone may be impaired on a workplace/worksite.

PROPOSED MOTION

Staff recommends that Council consider approving Policy 2024-13 Substance Use Policy as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-063. A copy of the report can be found on page 49 of the May Committee of the Whole Package: <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>



To: Mayor and Council

Submitted by: Legislative Services

Date: June 6, 2023

Subject: Policy 2024-11 – Confidentiality Policy

PROPOSAL

Consider the approval of Policy 2024-11 – Confidentiality Policy

BACKGROUND

Former Town of Sackville and former Village of Dorchester both had Confidentiality Policies in place. The Clerk’s Office presented Tantrammar Policy 2024-11 Confidentiality Policy at the Committee of the Whole Meeting of May 27, 2024 for Council’s consideration.

DISCUSSION

Following the Committee of the Whole Meeting, staff contacted Tantrammar’s Solicitor for recommendations on the definition of employee within the Confidentiality Policy and Pledge of Confidentiality. A definition of “Employee” has been added under Section 2 “Definitions”, as well, Staff moved the “Confidential Information” definition from Section 3 “Policy Statement” to Section 2 “Definitions”.

LEGISLATION/POLICY

Former Town of Sackville and Village of Dorchester Confidentiality Policies.

FINANCIAL CONSIDERATIONS

N/A.

COMMUNICATIONS/PUBLIC ENGAGEMENT

All employees and council to sign Pledge of Confidentiality upon approval.

TANTRAMMAR 2024 PRIORITY ACTION PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A.

CLIMATE LENS

Climate Lens	Towards	Away	No change
Emissions reduction			x
Stormwater management			x
Thriving natural assets			x

Sustainable processes			X
Climate change adaptation			x
Climate leadership			x

OPTIONS

- a) Approve Policy 2024-11 Confidentiality Policy.
- b) Do not approve Policy 2024-11 Confidentiality Policy.

RECOMMENDATION

Staff recommend that Council consider approving Policy 2024-11 Confidentiality Policy at the Regular Council Meeting of June 11, 2024.

ATTACHMENTS

Draft Policy 2024-11 Confidentiality Policy

TANTRAMAR POLICY NUMBER: 2024-11	Pages: 4
Administered by: Chief Administrative Officer	Subject: Confidentiality Policy
Effective Date: June 11, 2024	

1. PURPOSE

The Municipality of Tantramar is committed to ensuring the security and confidentiality of records and personal information under the control of the Municipality.

2. DEFINITIONS

a) **Confidential Information:** all non-public , confidential or proprietary information, data, documents, agreements, files, and other materials. For the purposes of this policy and without limiting the generality of the preceding sentence, Confidential Information shall also include information in the possession of the Municipality that the Municipality is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the Right to Information and Protection of Privacy Act or other similar legislation or regulation, and information concerning matters that are considered in an In-Camera meeting under Section 68(1) of the Local Governance Act.

b) **Employee:** a person employed by the Municipality of Tantramar, whether on a full-time or part-time basis. For the purpose of this policy, the term “Employee” shall include, without limiting, students, temporary employees, firefighters, contractors, volunteers, and any person who may, in their capacity with the Municipality have access to confidential information.

3. POLICY STATEMENT

All ~~Municipality of Tantramar~~ Employees and **members of** Council ~~and firefighters~~ must sign the Pledge of Confidentiality (Appendix A) to ensure the security and confidentiality of **all Confidential Information records** and personal information under the control of the Municipality of Tantramar.

~~Confidential information includes but not limited to information in the possession of the Municipality that the Municipality is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the Rights to Information and Protection of Privacy Act or other legislation, and information concerning matters that are considered in an In-Camera meeting under Section 68(1) of the Local Governance Act.~~

4. PROCEDURE

All Municipality of Tantramar employees and **Members of council** ~~and firefighters~~ must adhere to maintain the confidentiality of information that they learn as part of the Municipality of Tantramar.

The Pledge of Confidentiality (Appendix A) is signed, dated, witnessed, and placed in personnel files.

A refusal to sign the Pledge of Confidentiality (Appendix A), voids and nullifies the offer of employment for **any** Employees ~~and firefighters~~, **who refuses to sign the Pledge of Confidentiality.**

5. REPEAL

Confidentiality policies for the Former Village of Dorchester and Former Town of Sackville are hereby repealed.

DRAFT

APPENDIX "A"
PLEDGE OF CONFIDENTIALITY

I, the undersigned, acknowledge and understand the following:

That the Local Governance Act and Right to Information and Protection of Privacy Act (the "Act") provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under control of the Municipality of Tantramar.

The Act requires that measures be taken to prevent unauthorized access to an institution's records.

I further acknowledge and understand that in the course of my time with the Municipality of Tantramar, I may have access to ~~confidential~~ Confidential Information, personal or health information pertaining to the Municipality, its clients, residents, Municipal employees, council members, ~~firefighters~~ and volunteers, and members of the Municipality's extended community. This information may be in written, verbal or other forms.

I hereby agree to hold such information confidential and, except as may be required by law or as may be necessary in the performance of my duties, agree not to provide, access, use, disclose, release or make available such confidential, personal or health information to any person at any time without proper consent or authorization.

In the event that I am in doubt as to whether certain information is confidential or not, I agree to seek direction from my supervisor or the Chief Administrative Officer before disclosing or releasing any such information.

I further agree to take appropriate security measures to prevent unauthorized access to confidential, personal or health information.

All external third-party request for confidential, personal or health information must be directed to the Clerk of the Municipality of Tantramar.

Any misuse or unauthorized disclosure or release of confidential, personal or health information must immediately be reported to the Chief Administrative Officer.

Any misuse or unauthorized disclosure of confidential, personal or health information shall be considered a breach of confidentiality.

Any capitalized term not defined herein shall have the meaning ascribed thereto in the Municipality's Confidentiality Policy.

I understand and acknowledge that any misuse or unauthorized disclosure or release of confidential, personal or health information shall be considered a break of confidentiality and grounds for discipline up to and including dismissal for employees and firefighters, and a potential Code of Conduct complaint against members of Council.

I also understand and acknowledge that this Pledge shall survive the termination of my time with the Municipality of Tantramar.

Signature

Witness Signature

Name (Print)

Date

DRAFT



To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: June 6, 2024
Subject: Tender TAN-2024-08 Station Road Reconstruction

PROPOSAL

Present information on the tender for reconstruction of Station Road in Dorchester.

BACKGROUND

Station Road is in poor condition with deteriorated asphalt and ditches that are subject to erosion and deposits. It needs repair.

DISCUSSION

The reconstruction is planned to be for the length of the road on which there is residential lots, about 115m. The reconstruction will result in replacement of the road structure while maintaining the existing services. The plan is to curb the road and add storm sewers over the project length. The ditches would be infilled.

The tender was issued May 23, 2024 and closed June 6, 2024.

CLIMATE CHANGE IMPLICATIONS

N/A

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

The available budget is about \$225,000 plus HST (or \$258,750.00 including HST) from Gas Tax. Tender results will be shared when the tender has closed.

	Tenderer	Amount incl. HST
1	Beale & Inch Construction	\$472,171.95
2	Birch Hill Construction	\$432,415.53
3	Bowers' Construction	\$311,753.50
4	Dexter Construction Company	\$647,174.00
5	LCL Excavation (2006)	\$534,485.50
6	Modern Construction (1983)	\$325,536.25
7	Rockwood Transportation	\$408,842.25

The lowest tenderer is Bowers' Construction, which exceeds the available budget by \$53,003.50 incl. HST. Bowers' tender was found to be in order.

It is understood that there is not additional funding available. The project can be brought within budget by reducing the length of reconstruction by 24m and carrying zero contingency. This will result in the paved

road transitioning to gravel along the frontage of the last houses on the road, beyond all but one of the driveways. The one driveway that would remain in the gravel section is a second driveway for a property and does not appear to be in use or at least not frequently.

TANTRAMAR 2024 PRIORITY ACTION PLAN

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

COMMUNICATIONS/PUBLIC ENGAGEMENT

Notices will be provided to the residents on Station Road prior to start of construction.

COMMUNITY IMPACT

N/A

CLIMATE LENS

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

OPTIONS

N/A

RECOMMENDATION

It is recommended that Council consider awarding the reduced scope for Tender TAN-2024-08 Station Road Reconstruction to Bowers’ Construction Ltd in the amount of \$258,700.00 including HST.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Dennis Reid, Captain Dorchester Fire
Date: June 6, 2024
Subject: Purchase of Pumper/Tanker for Dorchester Fire

PROPOSAL

Purchase of a new Pumper/Tanker for Dorchester Fire Department to replace a 1999 International Metalfab.

BACKGROUND

Dorchester Fire Department currently has two Pumper/Tankers. One is a 1999 International Metalfab Pumper/Tanker (Engine 2) and the other is a 2013 Metalfab Pumper/Tanker (Engine 1). Both of these Engines are capable of handling two separate roles at a fire scene. Both engines are set up to pump water to attach a fire and secondly both Engines are set up to shuttle water to a fire scene that does not have hydrants. When an Engine is new, Dorchester Fire uses it in the first role of primary attack and putting water directly on a fire. Half-way through its 25-year usable life, it moves to the role of shuttling water. A new pumper/tanker is then purchased, and it takes over the primary role. Our Engine 2 is nearing the end of its recommended life span as a fire service vehicle.

DISCUSSION

In preparation for the retirement of Engine 2, Dorchester Fire began working on a spec for a new vehicle to replace the aging 1999. A draft spec for a new Pumper/Tanker was developed with Lieutenant Gary McCarthy taking the lead on the project. Using a similar design to the 2013, a new Engine has been designed that we feel is going to serve the needs of a growing Tantramar Region. The new Engine specifications include a number of upgrades from the 1999. A five-person cab for greater member transport. There is also an emphasis on a cleaner cab with removable /washable seat liners to reduce exposure to carcinogens. Other improvements included in this spec are a larger water carrying capacity from 1000 to 1200 gallons and improved speedlay hose bed placement for easier hose deployment at fire scenes among other improvements.

A final copy of the spec was completed and tender call was put out on March 5, 2024 for one Fire Pumper/Tanker with a tender close date of Wednesday, April 3, 2024 at 2:00 p.m. A number of tender packages were picked up, however on April 3rd at the public opening, just one tender submission had been received. Metalfab Fire Trucks had the sole bid. On review of the submission by the Dorchester Fire Department, it was determined the bid contained a number of items that were not acceptable and an emailed list of deficiencies was sent to Metalfab. Deficiencies were mainly due to hose bed location, portable tank placement, fuel tank size/location, and seating issues. Metalfab then supplied Dorchester Fire with an amended itemized pricing for each of the deficiencies.

LEGISLATION/POLICY

By-Law No. 2023-08 A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property.

FINANCIAL CONSIDERATIONS

The budget for the new fire apparatus is \$800,000.00. The truck with changes will be \$35,000 over budget allocation. Since this truck will arrive in 18-24 months, that \$35,000 will be budgeted in a future budget year through Capital out of Revenue or Reserve Fund allocation

COMMUNICATIONS/PUBLIC ENGAGEMENT

Dorchester Fire Department members took part in creating the specification.

TANTRAMAR 2024 PRIORITY ACTION PLAN

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

COMMUNITY IMPACT

Improve fire protection for the Tantramar region.

CLIMATE CHANGE IMPLICATIONS

No significant environmental implications anticipated with this proposal, however all newer vehicles have some aspect of emissions reduction.

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) Purchase this Engine from Metalfab.
- b) Put the tender out again.

RECOMMENDATION

Dorchester Fire recommends that a motion be brought forward at the June 11, 2024 Regular Council Meeting to approve the purchase of a new engine from Metalfab at a cost of \$921,367.35 HST included.

ATTACHMENTS

N/A



Synopsis: By-Law No. 2024-13 – A By-Law Relating to the Promotion of Health and Safety of the Residents of Tantramar

Date: June 6, 2024

Department: Legislative Services

DESCRIPTION

By-Law No. 2024-13 Promotion of Health and Safety of the Residents outlines definitions, general provisions and Air Rifle, Firearms, Spring Guns regulations to promote health and safety of the residents of Tantramar.

PROPOSED MOTION

Staff recommends that Council consider first and second reading of By-Law No. 2024-13 A By-Law Relating to the Promotion of Health and Safety of the Residents of Tantramar as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-047. A copy of the report can be found on page 26 of the May Committee of the Whole Package: of the May Committee of the Whole Package: <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>



Synopsis: By-Law No. 2024-14 – A By-Law Respecting the Adoption and Interpretation of By-Laws In Tantramar

Date: June 6, 2024

Department: Legislative Services

DESCRIPTION

By-Law No. 2024-14 A By-Law Respecting the Adoption and Interpretation of By-Laws in Tantramar reflects the Local Governance Act's outline of the procedures for Municipalities to adopt By-Laws.

PROPOSED MOTION

Staff recommends that Council consider first and second reading of By-Law No. 2024-14 A By-Law Respecting the Adoption and Interpretation of By-Laws in Tantramar as presented at the Committee of the Whole meeting of May 27, 2024 under CDR #2024-59. A copy of the report can be found on page 31 of the May Committee of the Whole Package: of the May Committee of the Whole Package: <https://sackville.com/wp-content/uploads/2024/05/Committee-of-the-Whole-May-27-2024.pdf>



To: Mayor and Council
Submitted by: Legislative Services
Date: June 6, 2024
Subject: By-Law No. 2024-15, A By-Law Relating to Loitering and Begging In Tantramar

PROPOSAL

To consider the revisions to By-Law No. 2024, A By-Law Relating to Loitering and Begging In Tantramar.

BACKGROUND

At the Committee of the Whole Meeting of Monday May 27, 2024, staff brought forward By-Law No. 2024-15 A By-Law Relating to Loitering and Begging In Tantramar. During discussions at that meeting, staff made the decision to send the By-Law to legal for their review. Staff have made the changes made on recommendations provided by Legal in the attached revised By-Law.

DISCUSSION

Staff are and will continue to bring existing By-Laws from the former Village of Dorchester and former Town of Sackville forward to include all of Tantramar. By-Laws not required by the Local Governance Act are at the discretion of Council with two options: a) to either move forward with a new Tantramar By-Law, or b) repeal the existing by-laws.

LEGISLATION/POLICY

Former Town of Sackville By-Law No. 207

FINANCIAL CONSIDERATIONS

Municipal Revenue

COMMUNICATIONS/PUBLIC ENGAGEMENT

By-Law No. 2024-15 will be placed on the Municipal Website

TANTRAMAR 2024 PRIORITY ACTION PLAN

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

COMMUNITY IMPACT

Safety for the residents of Tantramar

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) Consider first reading of By-Law No. 2024-15, A By-Law Relating to Loitering and Begging In Tantramar
- b) Do not Consider first reading of By-Law No. 2024-15, A By-Law Relating to Loitering and Begging In Tantramar

RECOMMENDATION

Staff recommend that Council consider the revisions in By-Law No. 2024-15.

ATTACHMENTS

By-Law No. 2024-15, A By-Law Relating to Loitering and Begging In Tantramar

BY-LAW NO. 2024-15
A BY-LAW RELATING TO LOITERING AND BEGGING IN TANTRAMAR

The Council of Tantramar, under the authority vested in it by Section 10 (3) of the Local Governance Act, R.S.N.B. 2017, ch. 18, and amendments thereto, enacts as follows:

1. DEFINITIONS

- a) "Council" means the Council of the Municipality of Tantramar;
- b) "Beg" means to ask for money, food, or help as charity;
- c) "Loiter" to remain in or hang around an area for no obvious purpose;
- d) "Municipality" means the Municipality of Tantramar;
- e) "Public Space" means any place to which the public has access or reasonably has access, by right or invitation, express or implied, including, without limiting, any highway, street, parkland, public bridge, road, lane, footway, square, court, alley or passage, whether a thoroughfare or not, parking lot and any private property that is exposed to public view.

2. GENERAL PROVISIONS

- a) No person shall Loiter in any Public Space.
- b) No person shall beg in any Public Space.
- c) No person shall solicit from door to door or in a public space except as may be authorized by the Municipality.
- d) The restrictions set-forth in Section 2(a) and 2(b) above shall not apply to sidewalk musicians.
- e) No person requires a licence to sell or to solicit orders for any book approved by the Council.

3. PENALTY

- a) A person who violates this section commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category B and category E offence.

4. REPEAL

- a) Previous By-Laws entitled “A By-Law Relating to Loitering and Begging for the Town of Sackville and Village of Dorchester are hereby repealed.

5. ENACTMENT

- a) This By-Law comes into force on being passed by Council.

IN WITNESS WHEREOF Tantramar has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the . day of _____, 2024 and signed by:

MAYOR

CLERK

Read a First time this ____ day of _____ 2024.

Read a Second time this ____ day of _____ 2024.

Read a Third time and done and passed by Council this ____ day of _____ 2024.