



**REGULAR COUNCIL MEETING  
TUESDAY, MARCH 11, 2025 AT 6:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE 31C MAIN STREET, SACKVILLE NB**

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

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

**PUBLIC – 7 P.M.**

5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS
  - a. STRATEGIC STEPS INC. – CRAIG POLLETT
  - b. DORCHESTER FIRE HALL PROJECT UPDATE – ANDREW AMOS
6. ADOPTION OF MINUTES
  - a. REGULAR COUNCIL MEETING – FEBRUARY 4, 2025 (Pg. 3)
  - b. COMMITTEE OF THE WHOLE MEETING – FEBRUARY 24, 2025 (Pg. 10)
  - c. SPECIAL MEETING OF COUNCIL – FEBRUARY 27, 2025 (Pg. 15)
7. CONSENT AGENDA (Pg. 17-24)
  - i. RFD #2025-012 – AIM NETWORK’S CLIMATE RESILIENCY FOR COASTAL COMMUNITIES
  - ii. RFD #2025-013 – REAPPOINTMENT OF SACKVILLE ARTS WALL MEMBER
  - iii. RFD #2025-014 – KAYAK RENTAL AGREEMENT
  - iv. RFD #2025-015 – ICE CREAM COOP USAGE AGREEMENT
  - v. RFD #2025-016 – WALK A MILE FOR SARAH’S SMILE ROAD CLOSURE
  - vi. RFD #2025-017 – SAPPYFEST 2025
  - vii. RFD #2025-018 – FRIDAY NIGHT CRUISE STREET CLOSURE
  - viii. RFD #2025-022 – DISPOSAL OF 2007 TRACKLESS SIDEWALK PLOW
8. REPORTS FROM ADMINISTRATION
  - a. DOG PARK – M. PRYDE (Pg. 25)
  - b. TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE DEHUMIDIFIER – M PRYDE (Pg. 28)
9. BY-LAWS
  - a. BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR TANTRAMAR (Pg. 30)
10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES



11. NOTICE OF MOTION AND RESOLUTION
  - a. COUNCILLOR DEBBIE WIGGINS-COLWELL
  - b. COUNCILLOR JOSH GOGUEN
  
12. ADJOURNMENT

**REGULAR COUNCIL MEETING OF  
TUESDAY, FEBRUARY 4, 2025 6:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET, SACKVILLE NB**

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

1. CALL MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

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

2. ADOPTION OF AGENDA

#25-012 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 4, 2025, AND MOVE INTO IN-CAMERA IN ACCORDANCE WITH SECTION 68(1) (D) (G) AND (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. CLOSED SESSION

- a. L-2025-02
- b. HR-2025-02
- c. P-2025-01

Director of Active Living & Culture Matt Pryde, Director of Engineering & Public Works Jon Eppell, Manager of Tourism & Business Development Ron Kelly Spurles, Communications Officer Jeremy McLaughlin, Dorchester Fire Chief Greg Partridge and Dorchester Fire Captain Dennis Reid joined the meeting.

Also, in attendance were forty-two (42) members of the public.

Mayor Andrew Black asked if there were any disclosure of interest. Councillor Josh Goguen noted his involvement with the local Scouts organization but will not be stepping out during the Community Development Grants motion.

**PROCLAMATION – BLACK HISTORY MONTH**

WHEREAS: The celebration of Black History Month originates from the U.S. Professor Carter G. Woodson's 1926 declaration of Negro History Week, a week in February which marked the birthdates of civil rights activists Fredrick Douglas and Abraham Lincoln; and

WHEREAS: 2025 marks the 29th year of the national recognition of February as Black History Month in Canada; and

WHEREAS: Black History Month sought to level the imbalance in historical perspective and has become an important part of multicultural and anti-racism programs; and

WHEREAS: Black History Month in Canada is essential since it educates Canadians that slavery once existed in Canada, that many of the British Loyalists who came here after the American Revolution were Black, and that our Black History is Canadian History; and

WHEREAS: Black History Month is a call to each and every citizen of our great land to reflect on the cultural, scientific, political, and economic contributions of Black people to the development of Canada and the world; and

WHEREAS: This year's theme, "Black History Matters: Listen, Learn, Share and Act," not only highlights the challenges Black people still face today but also the solution to ending racism

THEREFORE: I, Andrew Black, Mayor of Tantramar, do hereby proclaim FEBRUARY 2025 "Black History Month" in the Municipality of Tantramar.

#25-013 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL AUTHORIZE STAFF TO DIRECT THE MUNICIPAL SOLICITOR TO UNDERTAKE ALL NECESSARY LEGAL ACTION WITH REGARDS TO LEGAL MATTER L-2025-02 AS DISCUSSED IN-CAMERA ON FEBRUARY 4, 2025. MOTION CARRIED.

#25-014 MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE DIRECTION WITH REGARDS TO IN-CAMERA ITEM P-2025-01 AS DISCUSSED ON FEBRUARY 4, 2025 AND AUTHORIZE STAFF TO PROCEED WITH ALL NECESSARY WORK ON THE MATTER INCLUDING AUTHORIZING THE MAYOR AND CLERK TO SIGN AND SEAL ALL NECESSARY DOCUMENTS. MOTION CARRIED.

**5. PUBLIC AND ADMINISTRATIVE PRESENTATIONS**

- a. SAPPYFEST – S. PENDURTHI
- b. ENCUMBRANCE CERTIFICATE FEES – J. CORMIER
- c. ROTARY CLUB OF SACKVILLE – L. MACKINNON
- d. VEGETATIVE GROWTH BY-LAW – R. ELLIOTT
- e. VEGETATIVE GROWTH BY-LAW – S. DIETZ
- f. VEGETATIVE GROWTH BY-LAW – M. CAPPER
- g. VEGETATIVE GROWTH BY-LAW – B. CLAYTON
- h. VEGETATIVE GROWTH BY-LAW – S. BLANEY
- i. VEGETATIVE GROWTH BY-LAW – M. DIETZ CHIASSON

j. VEGETATIVE GROWTH BY-LAW – G. DONALDSON

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

6. ADOPTION OF MINUTES

#25-015 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 14, 2025, AS CIRCULATED. MOTION CARRIED.

#25-016 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 20, 2025, AS AMENDED. MOTION CARRIED.

#25-017 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 27, 2025, AS CIRCULATED. MOTION CARRIED.

7. CONSENT AGENDA

#25-018 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE CONSENT AGENDA OF FEBRUARY 4, 2025. MOTION CARRIED.

- i. RFD-2025-004 – ECONOMIC DEVELOPMENT INCENTIVE PROGRAM YORK STREET AND FORD AVENUE

*That Council approve the Economic Development Incentive Program application from Wilford Development Inc. for a multiresidential building at 22-24A York St (PID 70128848) and 26 ABC York St (PID 00971366) and 28 – 30 York St (PID 00971200) and 7 Ford Ave (PID 00971127).*

- ii. RFD-2025-006 – 2025 COMMUNITY DEVELOPMENT GRANTS

*That Council approve the Operational Grants in the amount of \$80,000.00 in accordance with the Municipality of Tantramar's 2025 Operational Budget.*

*That Council approve the Special Events/Projects Grants in the amount of \$35,000.00 in accordance with the Municipality of Tantramar's 2025 Operational Budget.*

*That Council approve the Small Capital Grants in the amount of \$22,000.00 in accordance with the Municipality of Tantramar's 2025 Operational Budget.*

*That Council approve the Sponsorship Grants in the amount of \$500.00 in accordance with the Municipality of Tantramar's 2025 Operational Budget.*

iii. RFD-2025-007 – TVMCC COMPRESSOR #1 OVERHAUL

*That Council authorize Toromont/CIMCO to complete the work required to overhaul compressor #1 at the Tantrammar Veterans Civic Centre at the cost of \$12,125.00 plus HST.*

iv. RFD-2025-009 – DORCHESTER FIRE DEPARTMENT PERSONAL PROTECTION EQUIPMENT

*That Council approve the purchase of seven pairs of Morning Pride Bunker Gear from FireSafe Headquarters Inc. in the amount of \$36,465.01. plus, HST and shipping.*

v. RFD-2025-010 – DORCHESTER FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS

*That Council approve the purchase of six Scott X3 Pro Air packs, twelve 45-minute composite bottles, ten SCBA face pieces and seven voice amplifiers from Safety Source in the amount of \$84,758.00 plus HST and shipping.*

8. REPORTS FROM ADMINISTRATION

a) AUTOMATED FLAGGER ASSISTANCE DEVICE – J. EPELL

#25-019 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL AUTHORIZE THE PURCHASE OF A PAIR OF AUTOMATED FLAGGER ASSISTANCE DEVICES FROM VER-MAC IN THE AMOUNT OF \$25,600.00 PLUS HST. MOTION CARRIED.

b) MOTIONS FROM COUNCILLOR BRUCE PHINNEY

#25-020 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE A TOTAL OF TWENTY (20) NEW VETERAN'S BANNERS FOR DORCHESTER AND SACKVILLE FOR 2025 TO CONTINUE THE RESPECT AND HONOUR OF TANTRAMMAR'S MILITARY HISTORY. MOTION CARRIED.

#25-021 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL INSTRUCT STAFF THAT WHEN THEY TEST THE WATER OF THE MUNICIPALITY OF TANTRAMMAR FOR HEAVY METALS THAT THEY ALSO TEST FOR GLYPHOSATES ONCE A YEAR FOR THE HEALTH AND SAFETY OF THE RESIDENTS OF TANTRAMMAR. MOTION CARRIED.

9. BY-LAWS

a) BY-LAW NO. 244-T A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (MINIMUM DWELLING SIZE)

#25-022 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 244-T A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW. MOTION CARRIED.

#25-023 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL GIVE SECOND READING IN IT'S ENTIRETY TO BY-LAW NO. 244-T A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW.

**By-Law No. 244-T**  
**A By-law to Amend By-law No. 244**  
**Town of Sackville Zoning By-Law**

The Council of Tantrammar under the authority vested in it by Section 53 of the Community Planning Act, SNB 2017, c.19 amends By-law No. 244, the Town of Sackville Zoning By-law and enacts as follows:

1. By-law No 244, the Town of Sackville Zoning By-law, is amended by repealing Section 3.26 Detached Dwellings Units which states, "Shall have a minimum width and length of 6.1 metres (20 ft)" and REPLACING the text with the following  
"Shall have a minimum area of 37.61 square metres (400 sq ft)." MOTION CARRIED.
- b) BY-LAW NO. 244-U A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (REZONING KIRK STREET SACKVILLE)

#25-024 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 244-U A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW. MOTION CARRIED.

#25-025 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE SECOND READING IN IT'S ENTIRETY TO BY-LAW NO. 244-U A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW.

**By-Law No. 244-U**  
**A By-law to Amend By-law No. 244 Town**  
**of Sackville Zoning By-law**

The Council of Tantrammar under the authority vested in it by Section 53 and in accordance with Section 59 of the Community Planning Act, SNB 2017, c.19 amends By-law No.244, the Town of Sackville Zoning By-law and enacts as follows:

1. By-law No 244, the Town of Sackville Zoning By-law, is amended by changing the zoning as shown on the Zoning Map Figure 1 of the Town of Sackville Zoning By-law, the properties known as PID 70636147 & 70636139 as shown on Schedule

“A-1” attached hereto and forming part hereof, from Urban Residential 1 (R1) to Urban Residential 2 (R2) subject to the terms and conditions imposed in Schedule B, attached hereto and forming part hereof, the Resolution registered against the property.

**Schedule B Resolution** Parcel Identifiers # 70636147 & 70636139

**Whereas** Masood Husseini is the owner of the properties known as PID number 70636147 & 70636139, Kirk Street Sackville, NB, and as shown on Schedule A (hereinafter called the “properties”);

**And Whereas** the Municipality of Tantrammar has rezoned the “property”, from Urban Residential 1 (R1) to Urban Residential 2 (R2) under By-law No. 244-U, A By-law to Amend By-law No. 244 Town of Sackville Zoning By-law, passed on \_\_\_\_\_, 2025, subject to terms and conditions imposed in this resolution;

**Be It Resolved** that the Council of Tantrammar, pursuant to Section 59 of the *Community Planning Act*, SNB 2017, c.19, imposes the following terms and conditions on the rezoning:

1. That the permitted main uses be limited to:
    - a) Detached dwelling unit with accessory dwelling unit.
    - b) Up to 5 vertically attached dwelling units.
  2. That the lot shall be consolidated, and a 3.5m wide parcel in front of the properties shall be transferred and become part of the public right-of-way to aid in snow removal and the possibility of creating a future sidewalk.
  3. That during the subdivision of the vertically attached dwellings, a private easement shall be granted in favor of inner lots to maintain access to the rear yard of each unit. MOTION CARRIED.
- c) BY-LAW NO. 2025-17 A BY-LAW RELATING TO VEGETATIVE GROWTH IN TANTRAMMAR

Deputy Mayor Matt Estabrooks moved that Council give first reading in name only to By-Law No. 2025-17 A By-Law Relating to Vegetative Growth in Tantrammar. The motion was not seconded and therefore not discussed.

- d) BY-LAW NO. 2025-18 A BY-LAW RELATING TO ANIMAL CONTROL WITHIN TANTRAMMAR

#25-026 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 2025-18 A BY-LAW RELATING TO ANIMAL CONTROL WITHIN TANTRAMMAR. MOTION CARRIED.

10. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Mayor Andrew Black recognized that on Friday, February 21, 2025 Councillor Greg Martin will be awarded the King Charles III’s Coronation Medal. Councillor Martin was nominated by the Municipality for his significant contributions to the community over decades of service.

11. NOTICE OF MOTION

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

12. ADJOURNMENT

#25-027 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF FEBRUARY 4, 2025. MOTION CARRIED.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES / CLERK

\_\_\_\_\_  
ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF  
MONDAY, FEBRUARY 24, 2025 – 3:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE  
31C MAIN STREET, SACKVILLE NB**

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

Also, in attendance was one (1) member 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 FEBRUARY 24, 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 UMNAB ADVOCACY DAYS 2025 – B. GOODWIN**

Assistant Clerk Becky Goodwin provided a brief overview of the UMNAB Advocacy Days being held in Fredericton, NB. A copy of the report can be found on page 3 of the Committee of the Whole [package](#).

**3. COUNCIL DIRECTION REQUESTS**

**3.1 AIM NETWORK'S CLIMATE RESILIENCY FOR COASTAL COMMUNITIES – R. KELLY SPURLES**

A copy of the report can be found on page 4 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL DIRECT ITEM 3.1 – AIM NETWORK’S CLIMATE RESILIENCY FOR COASTAL COMMUNITIES BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.2 ARTS WALL BOARD MEMBER RENEWAL – R. KELLY SPURLES

A copy of the report can be found on page 6 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 3.2 – ARTS WALL BOARD MEMBER RENEWAL BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.3 KAYAK RENTAL AGREEMENT – M. PRYDE

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

MOVED BY COUNCILLOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 3.3 – KAYAK RENTAL AGREEMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.4 ICE CREAM COOP USAGE AGREEMENT – M. PRYDE

A copy of the report can be found on page 14 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL DIRECT ITEM 3.4 – ICE CREAM COOP USAGE AGREEMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.5 WALK A MILE FOR SARAH’S SMILE 2025 STREET CLOSURE – M. PRYDE

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

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL DIRECT ITEM 3.5 – WALK A MILE FOR SARAH’S SMILE 2025 STREET CLOSURE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.6 SAPPYFEST 2025 – M. PRYDE

A copy of the report can be found on page 23 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL DIRECT ITEM 3.6 – SAPPYFEST 2025 BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.7 FRIDAY NIGHT CRUISE STREET CLOSURE – M. PRYDE

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

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL DIRECT ITEM 3.7 – FRIDAY NIGHT CRUISE STREET CLOSURE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.8 DOG PARK FENCING – M. PRYDE

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

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT ITEM 3.8 – DOG PARK FENCING BE SENT TO ADMINISTRATIVE REPORTS OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025 FOR CONSIDERATION. MOTION CARRIED.

3.9 RFP NO. 2025-01 4X4 ¾ TON CREW CAB UTILITY TRUCK – J. EPELL

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

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 3.9 – RFP NO. 2025-01 4X4 ¾ TON CREW CAB TRUCK BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.10 RFP NO. 2025-02 NEW 6X4 PLOW TRUCK – J. EPELL

A copy of the report can be found on page 32 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT ITEM 3.10 – RFP NO. 2025-02 NEW 6X4 PLOW TRUCK BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.11 2007 TRACKLESS SIDEWALK PLOW – J. EPELL

A copy of the report can be found on page 34 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT ITEM 3.11 – 2007 TRACKLESS SIEWALK PLOW BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.12 4X4 ¾ TON CREW CAB TRUCK – J. EPELL

A copy of the report can be found on page 36 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 3.12 – 4X4 ¾ TON CREW CAB TRUCK BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 2025. MOTION CARRIED.

3.13 BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR TANTRAMAR – D. BEAL

A copy of the report can be found on page 38 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR MATT ESTABROOKS THAT COUNCIL DIRECT ITEM 3.13 BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR TANTRAMAR BE SENT TO THE REGULAR COUNCIL MEETING OF MARCH 11, 2025 FOR CONSIDERATION. 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 COUNCILLORS BRUCE PHINNEY AND DEBBIE WIGGINS-COLWELL. MOTION CARRIED.

3.14 FCM 2025 ANNUAL CONFERENCE – B. GOODWIN

A copy of the report can be found on page 57 of the Committee of the Whole [package](#).

MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT ITEM 3.14 FCM 2025 ANNUAL CONFERENCE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 11, 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. McLaughlin
- 4.3 Engineering and Public Works – J. Epell
- 4.4 Protective Services – Chief Bowser & Chief Partridge
- 4.5 Financial Services – E. Hartling
- 4.6 Administration
  - 4.6.1 Legislative Services – D. Beal
  - 4.6.2 Chief Administrative Officer – J. Borne
  - 4.6.3 Mayor’s Report – A. Black

5. QUESTION PERIOD

Bruce Wark asked how it would be possible for the Municipality not to enact a Code of Conduct By-Law. Mayor Andrew Black responded that it is required under law to have some form of a Code of Conduct By-Law. Council does have the option to make recommendations for changes to the By-Law should they wish. Director of Legislative Services Donna Beal responded that changes could come from Council, however the By-Law must include what is required within the Local Governance Act and the recently released regulations.

Bruce Wark asked if there was a complaint filed under the Code of Conduct By-law, would the Municipality refer it to the Local Governance Commission. Mayor Andrew Black responded that the full procedure for complaints is listed in the revised draft By-Law. Chief Administrative Officer Jennifer Borne responded that investigations into complaints is not part of the commissions mandate.

Bruce Wark asked if there is other available municipal land for a potential dog park. Director of Active Living & Culture Matt Pryde responded that the only other potential option would be the field behind the Tantramar Veterans Memorial Civic Centre.

Bruce Wark asked for additional information regarding the upcoming traffic study. Director of Engineering & Public Works Jon Eppell responded that due to the proximity of all intersections along Main Street Sackville, along with a series of unsignalized intersections, the full length from Wright Street to King Street will be included, along with the main intersection on Route 106 in Dorchester.

Bruce Wark asked when the letter from Council to Rogers would be available to view. Mayor Andrew Black responded that it would be on the website on Tuesday, February 25, 2025.

6. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 24, 2025. MOTION CARRIED.

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MAYOR

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DIRECTOR OF LEGISLATIVE SERVICES / CLERK

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ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL  
THURSDAY, FEBRUARY 27, 2025 – 12:30 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 were Chief Administrative Officer Jennifer Borne, Director of Legislative Services Donna Beal, Director of Engineering & Public Works Jon Eppell, Director of Financial Services Michael Beal and Assistant Clerk Becky Goodwin.

There was one member 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

#25-028 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF FEBRUARY 27, 2025, AS CIRCULATED. MOTION CARRIED.

3. DISCLOSURE OF INTEREST

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

4. RFP NO. 2025-01 4X4 ¾ TON CREW CAB UTILITY TRUCK

#25-029 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL AWARD RFP 2025-01 AND AUTHORIZE THE PURCHASE OF ONE (1) 4X4 ¾ TON CREW CAB UTILITY TRUCK FROM TAYLOR FORD IN MONCTON, NB IN THE AMOUNT OF \$62,987.00 PLUS HST AND AUTHORIZE THE DISPOSAL OF THE 2013 CHEVROLET 4X4 ¾ TON TRUCK, VIN 1GC1KVCG0DF155154. MOTION CARRIED.

5. RFP NO. 2025-02 NEW 6X4 PLOW TRUCK

#25-030 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL AWARD RFP 2025-02 AND AUTHORIZE THE PURCHASE OF ONE (1) 6X4 PLOW TRUCK FROM APPLIED PRESSURE INC. IN THE AMOUNT OF \$449,950.00 PLUS HST AND AUTHORIZE THE DISPOSAL OF THE 2010 INTERNATIONAL 5 TON MODEL 7400, VIN 1HTWDAARXAJ212338. MOTION CARRIED.

6. 4X4 ¾ TON CREW CAB TRUCK

#25-031 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL AUTHORIZE THE PURCHASE OF ONE (1) 4X4 ¾ TON CREW CAB TRUCK FROM TAYLOR FORD IN MONCTON, NB IN THE AMOUNT OF \$62,987.00 PLUS HST. MOTION CARRIED.

7. FCM 2025 ANNUAL CONFERENCE

#25-032 MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL AUTHORIZE MAYOR ANDREW BLACK, COUNCILLOR BRUCE PHINNEY AND COUNCILLOR MICHAEL TOWER TO ATTEND THE 2025 FCM ANNUAL CONFERENCE IN OTTAWA, ONTARIO FROM MAY 29<sup>TH</sup> – JUNE 1<sup>ST</sup>, 2025 AND AUTHORIZE ALL ELIGIBLE EXPENSES TO BE PAID FOR THIS CONFERENCE AND THAT MAYOR BLACK AND COUNCILLORS PHINNEY AND TOWER REPORT BACK TO COUNCIL ON THE CONFERENCE PROCEEDINGS AT THE JUNE COMMITTEE OF THE WHOLE MEETING. MOTION CARRIED.

8. BY-LAW NO. 244-T, A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (MIN. DWELLING SIZE)

#25-033 MOVED BY DEPUTY MAYOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 244-T, A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW. MOTION CARRIED.

9. BY-LAW NO. 244-U, A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW (KIRK STREET REZONING)

#25-034 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 244-U, A BY-LAW TO AMEND BY-LAW NO. 244 TOWN OF SACKVILLE ZONING BY-LAW. MOTION CARRIED.

10. ADJOURNMENT

#25-035 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF FEBRUARY 27, 2025. MOTION CARRIED.

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MAYOR

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DIRECTOR OF LEGISLATIVE SERVICES / CLERK

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ASSISTANT CLERK



**Synopsis:** Allocating funding for the AIM Network’s Climate Resiliency for Coastal Communities (CRCC) Program.

**Date:** March 6, 2025

**Department:** Tourism and Business Development

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**DESCRIPTION**

The Atlantic Infrastructure Management (AIM) Network is seeking up to 12 Atlantic coastal municipalities to take part in an NRCan-funded project to “help prepare coastal communities to fund and implement adaptation solutions”, as presented at the Committee of the Whole meeting of February 24, 2025 under CDR #2025-012. A copy of the report can be found on page 4 of the [February Committee of the Whole Package](#).

**PROPOSED MOTION**

That Council direct the allocation of funding for the AIM Network’s Climate Resiliency for Coastal Communities (CRCC) Program, with two installments of \$7500 in 2025 and 2026.



**Synopsis:** Reappointment of Sackville Arts Wall Board member

**Date:** March 6, 2025

**Department:** Tourism and Business Development

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**DESCRIPTION**

The Arts Wall Board recommends that Kellie Mattatall be approved to serve on the Arts Wall Board for another 3-year term, as presented at the Committee of the Whole meeting of February 24, 2025 under CDR #2025-013. A copy of the report can be found on page 6 of the [February Committee of the Whole Package](#).

**PROPOSED MOTION**

That Council appoint Kellie Mattatall as a member of the Arts Wall Board for a three (3) year term beginning February 24, 2025 to October 31, 2027.



**Synopsis:** Kayak Rental Agreement

**Date:** March 6, 2025

**Department:** Active Living and Culture

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**DESCRIPTION**

To approve an agreement with Jonathan Desrochers and Reid MacKay to continue to offer kayaking, canoe and paddleboard rentals at Lillas Fawcett Park. Full information was as presented at the Committee of the Whole meeting of February 24, 2025, under CDR #2025-014.

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

**PROPOSED MOTION**

That Council authorize the Mayor and Clerk to sign the agreement with Jonathan Desrochers and Reid MacKay to offer a kayak, canoe, paddleboard rental service at Lillas Fawcett Park.



**Synopsis:** Ice Cream Coop Usage Agreement

**Date:** March 6, 2025

**Department:** Active Living and Culture

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**DESCRIPTION**

To approve a 3-year agreement with the owner of the Ice Cream Coop that will allow them to operate at the Bill Johnstone Memorial Park from April to October annually up to and including 2027. Full information was as presented at the Committee of the Whole meeting of February 24, 2025, under CDR #2025-015.

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

**PROPOSED MOTION**

That Council authorize the Mayor and Clerk to sign the 3-year agreement with the Ice Cream Coop to allow them to operate in Bill Johnstone Memorial Park.



**Synopsis:** Walk a Mile for Sarah’s Smile Street Closure

**Date:** March 6, 2025

**Department:** Active Living and Culture

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**DESCRIPTION**

To approve a staggered street closure in Middle Sackville on Sunday, April 13, 2025, beginning at 2:00 p.m. and loan some municipally owned equipment to the volunteers of the 3rd Annual Walk a Mile for Sarah’s Smile event.

Full information was as presented at the Committee of the Whole meeting of February 24, 2025, under CDR #2025-016. A copy of the report can be found on page 20 of the [February Committee of the Whole Package](#).

**PROPOSED MOTION**

To approve a staggered road closure of the following road sections in Sackville: Donald Harper to Folkins Drive, Folkins Drive from Donald Harper to Church Street, Church Street from Folkins Drive to Main Street and Main Street from Church Street to Donald Harper on Sunday, April 13, 2025 beginning at 2:00 p.m. to accommodate the Mile for Sarah’s Smile Memorial Walk and waive the rental fees for Municipally owned street barricades with the understanding that the organizers would be responsible for any lost or damaged property.



**Synopsis:** SappyFest Motions  
**Date:** March 6, 2025  
**Department:** Active Living and Culture

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#### **DESCRIPTION**

To approve a variety of requests to support SappyFest. Full information was as presented at the Committee of the Whole meeting of February 24, 2025, under CDR #2025-017.

A copy of the report can be found on page 23 of the [February Committee of the Whole Package](#).

#### **PROPOSED MOTIONS**

- That Council close Bridge Street, Sackville between 7:00pm on Thursday, July 31, 2025 to noon on Monday, August 4, 2025, between Main Street and Lorne/Weldon Street for the Sappyfest Contemporary Festival.
- That Council grant a time exemption from 11 p.m. to 12:00 a.m. on the Friday August 1, 2025, Saturday August 2, 2025, and Sunday August 3, 2025, as per By-Law No. 246 Town of Sackville Noise By-Law for the Sappyfest Contemporary Festival;
- That Council grant permission to the Sappyfest Contemporary Arts Festival to operate a beer garden in a secured area on Bridge Street, Sackville Friday August 1, 2025, Saturday August 2, 2025 and Sunday August 3, 2025 subject to Provincial Liquor and Safety Laws, and obtaining liability insurance in the amount of \$2,000,000.00 naming Tantramar as co-insured.
- That Council waive the rental fees of a variety of municipally owned property, such as kiosks, barricades, the municipal events tent, picnic tables and chairs from August 1-3, 2025 with the understanding that Sappyfest will be responsible for lost or damaged equipment.



**Synopsis:** Friday Night Cruise Street Closure

**Date:** March 6, 2025

**Department:** Active Living and Culture

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**DESCRIPTION**

To approve the closure of Main Street, Sackville, from Bridge to Wellington on Friday, June 27, 2025, from approximately 5:00pm to 9:30pm. Full information was as presented at the Committee of the Whole meeting of February 24, 2025, under CDR #2025-018.

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

**PROPOSED MOTION**

That Council approve the closure of Main Street, Sackville from Bridge to Wellington on Friday, June 27, 2025, from approximately 5:00pm to 9:30pm to accommodate the Friday Night Cruise.



**Synopsis:** Sidewalk Plow  
**Date:** March 6, 2025  
**Department:** Engineering and Public Works

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**DESCRIPTION**

The 2007 Trackless sidewalk plow has a seized engine with a repair cost in the order of \$85,000 plus HST. The 2007 Trackless is scheduled for replacement in 2026.

Insurance would contribute about 50% of the repair cost or about \$40,000 if Tantramar elects not to repair the 2007 Trackless sidewalk plow. It is considered best to accept the about \$40,000 in insurance money and put it toward the purchase of a replacement sidewalk plow for 2026.

The 2007 Trackless sidewalk plow was presented at the February 24, 2025 Committee of the Whole under CDR #2025-022. A copy of the report can be found on page 34 of the [February Committee of the Whole Council package](#)

**PROPOSED MOTION**

That Council authorize the disposal of the 2007 Trackless sidewalk plow Model MT5, S/N SN-MT5T3440.



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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 6, 2025  
**Subject:** Dog Park

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**PROPOSAL**

To construct a fenced Dog Park in Sackville.

**BACKGROUND**

At the February Committee of the Whole, Council was presented with a concept for a fenced dog park on Dufferin Street. The closure would be 24,000 square feet and would replace the existing dilapidated bike park. The lowest price was Eastern Fencing at \$15,400 plus HST, well under the budgeted price.

Council had some concerns about the size, location, transmission of disease and the possible impact to youth in the area. As a result, staff has explored a second option- the field behind the Tantrammar Veterans Memorial Civic Centre. This space is currently unused, much larger, within walking distance of the downtown, and already has fencing on three sides, making the project more affordable. The space would allow for a small dog area as well as a small parking lot, and has natural shade along the existing fence line.

In regards of health and safety, for both dog owners and dogs themselves, signage will be developed that will outline rules, code of conduct, and guidelines to address animals that might be sick, aggressive, not registered, etc.

**DISCUSSION**

As Eastern Fencing was the lowest bid on the first option, staff asked them to quote this second option. The cost will be \$10,910 plus HST. Staff would recommend using the field behind the Civic Centre as the home of the new Dog Park. The lower cost will help us install two benches, signage and complete the parking area. Additionally, we will still be able to install railings in the Civic Centre.

**LEGISLATION/POLICY**

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

**FINANCIAL CONSIDERATIONS**

\$10,910 plus HST from the Capital Budget.

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Social Media, Website, Newsletter, Signage

**TANTRAMMAR 2024 PRIORITY ACTION PLAN**

This aligns with pillar no. 3 – Healthy, Safe & Livable Community of the 2024 Priority Action Plan.

**COMMUNITY IMPACT**

Enjoyable and popular piece of community greenspace.

**CLIMATE CHANGE IMPLICATIONS**

No environmental implications anticipated with this proposal.

**CLIMATE LENS**

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

**OPTIONS**

- a) Approve Option 1 as presented
- b) Approve Option 2 as presented
- c) Do not approve either option.

**RECOMMENDATION**

Staff recommend Council approve Eastern Fencing to install a Dog Park in the field behind the Tantrammar Veterans Memorial Civic Centre, 182 Main Street, Sackville, NB, in the amount of \$10,910 plus HST at the Regular Council Meeting on Monday, March 11, 2025.

**ATTACHMENTS**

Dog Park Options

**Option 1**



Option 2





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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director of Active Living and Culture  
**Date:** March 6, 2025  
**Subject:** TVMCC Dehumidifier

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**PROPOSAL**

To purchase and install a new dehumidifier in the Tantrammar Veterans Memorial Civic Centre.

**BACKGROUND**

As part of the 2025 Capital Budget, Council approved a budget of \$125,000 to replace the obsolete dehumidifier at the Tantrammar Veterans Memorial Civic Centre. The existing unit is 20 years old and parts are no longer available for it. It has not been operational for much of this ice season.

Staff contacted several different companies for quotations and recommendations on the style of unit (indoor or outdoor), but the most consistent message was to take advantage of the duct work that already exists with our outdoor unit rather than go through a fresh installation of two indoor units that would be much more involved and complicated- including questions around whether the structure could support them.

Quotes were as follows:

Indoor Unit

- Black and MacDonald- \$151,850 plus HST (includes installation)
- CIMCO- \$84,780 plus HST (does not include installation)
- Berg- \$97,282 plus HST (does not include installation)

Outdoor Unit

- CIMCO- Various options were provided, but the unit that seemed to be closest to providing the capacity we need was \$97,450.00 plus HST (installation not included)
- Global Mechanical- \$125,000 plus HST (installation not included)
- Bob's Cool Air- \$126,000 plus HST (installation included)

**DISCUSSION**

Due to high installation costs, the quote from Bob's Cool Air is the most comprehensive price we received. We are comfortable that the system they proposed will meet the requirements of the Tantrammar Veterans Memorial Civic Centre. The cost is slightly above the budgeted amount, but with other capital projects coming in under budget, we are confident that we can make up the additional amount elsewhere.

**LEGISLATION/POLICY**

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

**FINANCIAL CONSIDERATIONS**

\$126,000 plus HST from the Capital Budget.

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Social Media, Website, Newsletter, Signage

**TANTRAMAR 2024 PRIORITY ACTION PLAN**

This aligns with pillar no. 3 – Healthy, Safe & Livable Community of the 2024 Priority Action Plan.

**COMMUNITY IMPACT**

Vital piece of equipment at the Tantramar Veterans Memorial Civic Centre.

**CLIMATE CHANGE IMPLICATIONS**

New system will be more efficient than existing system.

**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 Bob’s Cool Air to supply and install the new dehumidifier for the TVMCC as presented.
- b) Approve one of the other companies to supply and install the new dehumidifier.
- c) Do not approve any of the options.

**RECOMMENDATION**

Staff recommend Council approve Bob’s Cool Air to supply and install the new dehumidifier at the Tantramar Veterans Memorial Civic Centre for the amount of \$126,000 plus HST at the Regular Council Meeting on Monday, March 11, 2025.

**ATTACHMENTS**

N/A



**Synopsis:** By-Law No. 2025-19 Code of Conduct By-Law for Tantramar

**Date:** March 6, 2025

**Department:** Legislative Services

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#### **DESCRIPTION**

The former Town of Sackville and former Village of Dorchester had a Code of Conduct. At the time of amalgamation, the Province of New Brunswick Local Governance department issued By-Law No. 2022-02, A Code of Conduct By-Law for the Council of Tantramar. In August of 2024, staff received new regulations from the province that were required to be included in the Code of Conduct By-Law. Regulation 2024-08 was provided to all Municipalities across the province and are in addition to section 10(2)(b) of the Local Governance Act which requires all local governments to establish a Code of Conduct.

A copy of the report can be found on page 38 of the [February Committee of the Whole Package](#).

#### **PROPOSED MOTION**

That Council give first reading in name only to By-Law No. 2025-19 A Code of Conduct By-Law for Tantramar.

**BY-LAW NO. 2025-19**  
**A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMAR**

**BE IT ENACTED** by the Council of Tantramar under the authority vested in it by the *Local Governance Act*, S.N.B. 2017, c.18 as follows:

**1. SHORT TITLE**

- a) This By-law will be cited as the “Council Code of Conduct”.

**2. DEFINITIONS**

- a) “Act” means the *Local Governance Act*, S.N.B. 2017, c.18;
- b) “CAO” means the Chief Administrative Officer for Tantramar;
- c) “Complaint” means the complaint made in accordance with this By-Law;
- d) “Confidential” or “Confidential Information” includes all information that may cause harm to any other Councillor, any officer or employee of Tantramar or other entity or individual if improperly disclosed or any other information which is not otherwise publicly available and includes, without limiting, any aspect of in-camera deliberations in accordance with Section 68(1) of the Act, information identified as confidential within the provisions of the Right to Information and Protection of Privacy Act and information subject to solicitor-client privilege;
- e) “Council” means all members of Council duly elected and holding office;
- f) “Councillor” means any member of Council including the Mayor and Deputy Mayor;
- g) “Tantramar Property” means Tantramar’s financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- h) “Officer” means an employee of Tantramar that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

**3. APPLICATION AND PURPOSE**

- a) This Council Code of Conduct applies to all Councillors.
- b) The purpose of this Council Code of Conduct is to provide standards for the conduct of Councillors relating to their roles and responsibilities as elected officials of the municipality of Tantramar in order to ensure that Councillors share a common basis and understanding for acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors.

#### 4. INTERPRETATION AND SCOPE

- a) This Council Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the municipality of Tantramar and the high standards of professional conduct the public expects of its Councillors. This Council Code of Conduct is intended to supplement existing legislation governing the conduct of Councillors.
- b) In addition to the bylaws and policies of Tantramar, Councillors' conduct is also governed by applicable provincial and federal legislation, including but not limited to:
  - The Local Governance Act;
  - The Right to Information and Protection of Privacy Act;
  - The Elections Act;
  - The Human Rights Act (New Brunswick);
  - The Occupational Health and Safety Act and
  - The Criminal Code of Canada.

Where there is any conflict between this Council Code of Conduct and the requirements of any federal or provincial laws, such federal or provincial laws shall take precedence.

- c) This Council Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible for a code of conduct to cover every possible scenario. Therefore, Councillors must be guided by and conduct themselves in a manner that reflects the spirit and intent of this Council Code of Conduct.

#### 5. CODE OF CONDUCT

##### a) **Representing Tantramar**

All Councillors shall:

- i. Work for the common good of Tantramar's citizens and taxpayers while promoting the public interest and advancing the mandate and long-term interests of Tantramar;
- ii. Conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual Councillor cannot exercise individual authority over Tantramar;
- iii. Exercise their duties with care, diligence, and skills that a reasonably prudent person would exercise in comparable circumstances;
- iv. Act honestly, in good faith and in the best interest of Tantramar.
- v. Exercise their duties by placing the interests of Tantramar ahead of their personal interests;
- vi. Exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice; and
- vii. Adhere to core values of honesty, integrity, objectivity, impartiality, and accountability.

**b) Communicating on Behalf of the Municipality**

- i. The Mayor, or in their absence the Deputy Mayor, is the official spokesperson for Tantramar;
- ii. All Councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.
- iii. No Councillor shall make a statement that the member knows or reasonably ought to know is false or misleading with respect to a material fact or omits to state a material fact, the omission of which makes that statement false or misleading.
- iv. In the event Councillors provide a personal view or opinion on social media, Councillors will take steps to ensure that such personal views or opinions are not construed to be those of Tantramar or its Council.

**c) Respecting the Decision-Making Process**

All Councillors shall:

- i. Foster respect for the democratic decision-making process; and
- ii. Work towards effective and consistent implementation of the positions and/or decisions of Council.

**d) Adherence to Laws, Policies, Procedures and Bylaws**

All Councillors shall:

- i. Respect, and adhere to, the established policies, procedures and bylaws of Tantramar, showing commitment to performing their duties and functions with care and diligence; and
- ii. Be familiar with the relevant federal and provincial laws including, without limitation, the *Right to Information and Protection of Privacy Act*.

**e) Respectful Interaction with Councillors, Staff, the Public and Other Members of Society**

All Councillors shall:

- i. Treat fellow Councillors, Administration/Staff and the public with respect, concern and courtesy and not engage in discrimination, bullying, harassment or use of derogatory language towards others in their roles as Councillors and shall not make a statement that is defamatory to a member of Council, an officer or employee of Tantramar or a member of the Public;
- ii. Demonstrate the highest standards of personal integrity and honesty;
- iii. Communicate and work with all fellow Councillors in an open, transparent and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ;
- iv. Avoid forming "alliances" with other Councillors for the purpose of controlling Council meetings, agendas or outcomes; and

- v. Use communication tools and social media in a professional and appropriate manner only to promote the approved objectives of Council and not to attempt to reflect on Council decisions or disparage or criticize other Councillors or staff. Derogatory, defamatory, discriminatory, indecent, obscene or false comments shall not be posted on any social media account, including, without limiting, any posts made anonymously.

f) **Confidential Information**

All Councillors shall hold in strict confidence all confidential information which the Councillor becomes aware during the exercise of their duties concerning the property, personnel or legal affairs of Tantramar, or a member of Council, an officer or employee of Tantramar or a member of the public.

g) **Conflict of Interest**

All Councillors shall be familiar with the conflict of interest provisions under Part 8 of the Act, including any amendments thereto, and shall comply with those provisions. No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. These activities include but are not limited to:

- i. Use any influence of the office for any purpose other than official duties;
- ii. Use any information gained in the execution of the office that is not available to the general public for any purpose other than for official duties;
- iii. Place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
- iv. Influence any Council decision or decision-making process involving or affecting any person or organization in which a Councillor or Councillors have a financial interest.
- v. Favouritism or bias towards any vendor, contractor, or others doing business for the Municipality. Members are prohibited from accepting any fees, gifts, gratuities or other benefits.

h) **Improper Use of Influence**

All Councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:

- i. Refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
- ii. Convey all concerns or requests for action or information directly to the CAO or, where appropriate, and as agreed by the CAO, communicate with an officer without committing Tantramar to any specific course of action, expenditure, or use of municipal resources outside of Tantramar's established policies, procedures, or budget, or otherwise;
- iii. Not solicit, demand or accept the services of any municipal employee;
- iv. Avoid any situation in which a relationship (ex. friendship, social relationship or

social interaction) with a member of staff may be perceived to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO;

- v. Not express any opinion on the performance of any municipal employee unless through a formal performance evaluation;
- vi. Not advocate for the promotion, sanction, or termination of any municipal employee; and
- vii. Not use their position for any purpose other than the exercise of their official duties.

**i) Use of Municipal Assets and Services**

- i. No Councillor shall use or attempt to use Tantramar's property, resources, funds, services, or information for personal benefit or the benefit of any other individual, in a manner that is unreasonable or for purposes other than those intended.
- ii. No Councillor shall use Tantramar's assets including cell phones or email accounts for provincial or federal political activity or in support of a candidate in a local government election.

**j) Orientation and Other Training Attendance**

All new Councillors must attend the local orientation sessions. All Councillors are encouraged to attend training opportunities that may be provided during their term.

**6. COMPLAINTS**

- a) Any person, in good faith, may report a perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor.

All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Councillor and a complainant.

- b) The complaint shall be in writing outlining the nature and specifics within three (3) months of the perceived wrongdoing, be dated, include a name of the complainant, signed, addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor), and marked "confidential". The complaint may be mailed, emailed, or hand-delivered to the municipal office. All received complaints shall be included in the in-camera session of an upcoming Council meeting for Council's review upon receiving it within one (1) month, by following the process outlined in Schedule "A" of this By-Law.
- c) An anonymous complaint shall not be considered valid.

**7. COUNCIL DECISIONS**

- a) Once the formal complaint process in Schedule "A" is finalized, an in-camera meeting will be scheduled within one (1) month for Council to review the final report. When the review is finished, Council will hold a vote:
  - i. To determine whether the member of council breached the code of conduct, and

- ii. To pass a resolution respecting the appropriate corrective action, if any.
- b) If the report deals with any of the matters referred to in subsection 68(1) of the Act, the public may be excluded from the meeting for the duration of the review under Section 7(a) of this By-Law.
- c) The affected member of council shall not participate in any debate or vote held under Section 7(a) similar to the provisions in the Local Governance Act for Conflict of Interest.

**8. CORRECTIVE ACTIONS**

- a) Council may impose corrective actions on a Councillor who contravenes the Council Code of Conduct which may include (without limiting):
  - i. A letter of reprimand;
  - ii. Requiring the Councillor to issue a letter of apology;
  - iii. Requiring the Councillor attend training or counselling as directed by council;
  - iv. Suspending the member from exercising the powers or performing the duties conferred under section 48 of the Act;
  - v. Reducing or suspending the member’s compensation for the duration of any suspension imposed under paragraph (iv);
  - vi. Reducing or suspending the member’s privileges including travel or the use of resources, services or property of the Municipality;
- b) A corrective action under Section 8(a)(iv) or (v) shall not be imposed for a period longer than the maximum period prescribed for suspension under the Local Governance Commission Act.

**9. REPEAL**

- a) By-Law No. 2022-02 A Code of Conduct By-Law for the Council of Tantramar is hereby repealed.

**10. EFFECTIVE DATE**

- a) This By-Law comes into effect on the date of final passing thereof.

**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 \_\_\_\_\_, 2025 and signed by:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Read a First time this \_\_\_\_ day of \_\_\_\_\_, 2025

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2025

Read a Third time and done and passed by Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

**SCHEDULE "A"**  
**FORMAL COMPLAINT PROCESS TO THE CODE OF CONDUCT**

- a) Upon receipt of a formal complaint as outlined in Section 6(b) of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar:
- i. The Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor) will provide notice in writing of the complaint to the affected member of council immediately and schedule a meeting with the affected member of council to review the complaint in its entirety prior to reviewing the complaint with all Council.
  - ii. At the council meeting where Council reviews the complaint, the affected member of council shall not be present.
  - iii. At the council meeting where Council reviews the complaint, Council:
    - a. will consider all documentary material obtained;
    - b. shall determine if the complaint is frivolous, vexatious or filed after the required time period;
    - c. determine if the complaint does or does not have merit; and
    - d. determine if further investigation is necessary.
  - iv. The Council may summarily dismiss the complaint if the Council concludes that the complaint as presented: (i) is frivolous, vexatious or made for an improper purpose; (ii) is devoid of merit; or (iii) even if committed, the actions or conduct described in the complaint are clearly not a matter that falls within the scope of this Council Code of Conduct or any other relevant legislation, policy or procedure
  - v. Following the council meeting where Council reviews the complaint, The Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor) will provide notice in writing of the determination of Council, with reasons for the determination and any next steps that may follow to the complainant and the affected member of council.
- b) Should Council determine an investigation is warranted, a fair and impartial process for the investigation of the complaint by a third party will be applied which includes:
- i. An investigator appointed by Council shall review the Complaint and decide whether to proceed with an investigation of the Complaint or not. If the investigator is of the opinion that a formal Complaint is frivolous, vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the investigator may choose not to conduct an investigation and, if already commenced, may terminate the investigation and shall advise Council accordingly.
  - ii. If the investigator decides to investigate the Complaint, the investigator shall take such steps as they may consider appropriate, including conducting interviews of Members, Administration or members of the public and which may seek legal advice in appropriate circumstances. An investigator shall make all reasonable efforts to conduct their investigation on a confidential basis.
  - iii. While, ultimately, Council adjudicates the validity of any Complaint and/or imposes the resulting actions, if any, the investigator shall, upon conclusion of the investigation, provide Council including the Member who is the subject of the Complaint, with a written report outlining the outcome of the investigator's investigation, including any conclusion reached by the investigator on the validity of the Complaint and their recommendation of an appropriate actions, if any.

- iv. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision on the validity of the Complaint and/or any actions imposed.
- c) Should the Code of Conduct complaint be against Council as a whole, the complaint will automatically be referred to the Local Governance Commission by the Chief Administrative Officer for their direction on the formal complaint process.
- d) The decision of Council on the validity of a Complaint, including any actions imposed shall be a matter of public record.
- e) A Member who is the subject of a Complaint is entitled to be represented by legal counsel, at the Member's sole expense.

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