

"The Municipality of Tantrammar is committed to supporting our employees' and members of Council's right to work in an inclusive, safe and respectful work environment."

1. CALL TO ORDER

1.1 APPROVAL OF AGENDA

1.2 CONFLICT OF INTEREST DECLARATION

2. CLOSED SESSION

2.1 HR-2026-01

Public Portion – 7:00 p.m.

3. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

3.1 SACKVILLE PUBLIC LIBRARY – M. FULLERTON

3.2 ACCESSIBILITY CONCERNS IN TANTRAMMAR – M. HICKS

3.3 TOURISM: ART & ARTISTS – S. GOURLEY

3.4 SENIORS FOR CLIMATE TANTRAMMAR: ALTERNATIVES TO GAS COMBUSTION – T. HICKS

4. ADOPTION OF MINUTES

4.1 SPECIAL MEETING OF COUNCIL – JANUARY 12, 2026 (Pg. 3)

4.2 REGULAR COUNCIL MEETING – JANUARY 13, 2026 (Pg. 5)

4.3 SPECIAL MEETING OF COUNCIL – JANUARY 16, 2026 (Pg. 9)

4.4 COMMITTEE OF THE WHOLE – FEBRUARY 2, 2026 (Pg. 10)

5. CONSENT AGENDA (Pg. 15-21)

RFD #2026-002 – AGE-FRIENDLY COMMUNITY

RFD #2026-003 – 2026 COMMUNITY DEVELOPMENT GRANTS

RFD #2026-004 – TOUCH A TRUCK STREET CLOSURE

RFD #2026-005 – MOUNT ALLISON CONVOCATION STREET CLOSURE

RFD #2026-006 – SARAH'S WALK STREET CLOSURE

RFD #2026-008 – ECONOMIC INCENTIVE PROGRAM: SALEM PROPERTIES

RFD #2026-009 – ECONOMIC INCENTIVE PROGRAM: FRESHWINDS ECO-VILLAGE HOUSING

6. REPORTS FROM ADMINISTRATION

6.1 VARIATION OF REZONING CONDITIONS: FRESHWINDS ECO-VILLAGE HOUSING (Pg. 22)

6.2 TVMCC SPECTATOR SEATING – M. PRYDE (Pg. 25)

6.3 MOTION FROM COUNCILLOR BRUCE PHINNEY

6.4 MOTION FROM COUNCILLOR BARRY HICKS

7. BY-LAWS

- 7.1** BY-LAW NO. 243-F, A BY-LAW TO AMEND BY-LAW NO. 243 THE TOWN OF SACKVILLE MUNICIPAL PLAN – FIRST AND SECOND READING (Pg. 28)
- 7.2** BY-LAW NO. 244-W, A BY-LAW TO AMEND BY-LAW NO. 244 THE TOWN OF SACKVILLE ZONING BY-LAW – FIRST AND SECOND READING (Pg. 31)
- 7.3** BY-LAW NO. 2025-19A, A BY-LAW TO AMEND BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMAR – FIRST READING (Pg. 34)
- 7.4** BY-LAW NO. 2025-21, A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMAR – FIRST READING (Pg. 39)

8. MAYOR & COUNCIL STATEMENT & INQUIRIES

9. NOTICE OF MOTION AND RESOLUTION

10. ADJOURNMENT

**SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 12, 2026 – 4:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

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

There were no members of the public present.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

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

1.1. APPROVAL OF AGENDA

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 12, 2026 AS AMENDED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. ASSISTANT CLERK APPOINTMENT

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1) (J) OF THE LOCAL GOVERNANCE ACT.

Public

#26-001 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPOINT JEFF TAYLOR AS ASSISTANT CLERK OF TANTRAMAR IN ACCORDANCE WITH SECTION 71 OF THE LOCAL GOVERNANCE ACT FOR A TEMPORARY TERM ENDING ON JUNE 30, 2026. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1) (J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

3. CLOSED SESSION

Assistant Clerk Becky Goodwin left the meeting

3.1. HR-2026-02

Public

Assistant Clerk Becky Goodwin returned to the meeting.

#26-002 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE TANTRAMAR SALARY SCALE 2026-01 NON-SCHEDULE EMPLOYEE ADJUSTMENT AS PRESENTED AT THE SPECIAL MEETING OF COUNCIL (CLOSED SESSION HR-2026-02) OF JANUARY 12, 2026. MOTION CARRIED. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1) (J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

Director of Community & Corporate Services Jeff Taylor left the meeting.

3.2. HR-2026-01

4. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JANUARY 12, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**REGULAR COUNCIL MEETING OF
TUESDAY, JANUARY 13, 2026 7:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

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

Also, in attendance were forty (40) members of the public.

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.

1.1. APPROVAL OF AGENDA

#26-003 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF JANUARY 13, 2026, AS CIRCULATED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST

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

2. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

- 2.1. PROTECT THE CHIGNECTO ISTHMUS COALITION – LISA J. GRIFFIN
- 2.2. BREANNE WHEATON

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

3. ADOPTION OF MINUTES

#26-004 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF DECEMBER 9, 2025, AS CIRCULATED. MOTION CARRIED.

#26-005 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF DECEMBER 17, 2025. MOTION CARRIED.

#26-006 MOVED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF DECEMBER 19, 2025. MOTION CARRIED

#26-007 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 7, 2026. MOTION CARRIED.

4. REPORTS FROM ADMINISTRATION

4.1. SACKVILLE WATER TREATMENT PLANT: CHEMICAL PURCHASE – M. SHERWOOD

A copy of the report can be found on page 12 of the Regular Council Meeting [package](#).

#26-008 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL AUTHORIZE THE PURCHASE OF CHEMICALS FOR WATER TREATMENT PURPOSES FROM VEOLIA WATER CANADA INC. IN THE MAXIMUM AMOUNT OF \$77,500.00 PLUS HST. MOTION CARRIED.

4.2. MOTION FROM COUNCILLOR MATT ESTABROOKS

#26-009 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE AMENDMENTS TO POLICY 2025-17 TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE BANNER POLICY AS PRESENTED AT THE REGULAR COUNCIL MEETING OF JANUARY 13, 2026. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS JOSH GOGUEN AND BRUCE PHINNEY. MOTION CARRIED.

4.3. MOTION FROM DEPUTY MAYOR DEBBIE WIGGINS-COLWELL

#26-010 MOVED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT **WHEREAS** THE WHEATON COVERED BRIDGE IS A SIGNIFICANT PIECE OF HERITAGE ARCHITECTURE WITHIN TANTRAMAR; AND

WHEREAS THE WHEATON COVERED BRIDGE IS UNIQUE WITHIN THE PROVINCE AND THE REGION AND REPRESENTS THE LAST REMAINING COVERED BRIDGE IN TANTRAMAR; AND

WHEREAS THE BRIDGE HOLDS HISTORICAL, CULTURAL, AND COMMUNITY VALUE AND CONTRIBUTES TO THE IDENTITY AND HERITAGE OF THE MUNICIPALITY; AND

WHEREAS PRESERVATION OF HERITAGE STRUCTURES CAN ENHANCE COMMUNITY PRIDE, EDUCATIONAL OPPORTUNITIES, TOURISM, AND RECREATIONAL TRANSPORTATION NETWORKS;

THEREFORE BE IT RESOLVED THAT THE COUNCIL OF TANTRAMAR DIRECT STAFF TO INVESTIGATE OPTIONS FOR THE PRESERVATION AND LONG-TERM PROTECTION OF THE WHEATON COVERED BRIDGE AS A MUNICIPALLY LED INITIATIVE; AND

BE IT FURTHER RESOLVED THAT COUNCIL SUPPORT THE CREATION OF AN AD HOC COMMITTEE OF CITIZENS, TO WORK WITH STAFF TO:

- **IDENTIFY POTENTIAL FUNDING SOURCES (INCLUDING GRANTS, PARTNERSHIPS, AND OTHER FINANCIAL SUPPORTS);**
- **EXPLORE OPPORTUNITIES TO PRESERVE, RESTORE, AND ADAPTIVELY INTEGRATE THE BRIDGE INTO THE MUNICIPALITY'S TRAIL AND RECREATIONAL TRANSPORTATION SYSTEMS; AND**
- **PROVIDE RECOMMENDATIONS TO COUNCIL ON FEASIBLE NEXT STEPS FOR PRESERVATION AND PUBLIC USE OF THE STRUCTURE.**

MOTION CARRIED.

5. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Deputy Mayor Debbie Wiggins-Colwell congratulated the Dorchester community on two successful New Years Day events: the 34th annual Polar Dip and the New Years Levee at the Keillor House.

Deputy Mayor Debbie Wiggins-Colwell provided several updates relating to the Dorchester Memorial Library.

Deputy Mayor Debbie Wiggins-Colwell requested an update on the possibility of an elevator at the Tantramar Veterans Memorial Civic Centre. Director of Active Living & Culture Matt Pryde provided an update.

Deputy Mayor Debbie Wiggins-Colwell noted that she has requested her previous notice of motion on the proposed gas plant be postponed, until follow up can be received from the December 9, 2025 motion from Councillor Michael Tower.

Deputy Mayor Debbie Wiggins-Colwell requested an update on the plaque for the sandpiper statue located in Dorchester. Director of Community & Corporate Services Jeff Taylor will provide Council with an update.

Councillor Barry Hicks requested an update on the Pecks Cove Bridge in Rockport. Administration will follow up with the Department of Transportation and Infrastructure.

Mayor Andrew Black gave an overview on his trip to France with the Southeast Regional Service Commission. Councillor Bruce Phinney asked questions as follow-up.

Mayor Andrew Black commended a dedicated group of individuals looking to reignite Age Friendly Community. Councillor Michael Tower added to this discussion.

To watch the full Statement and Inquiries portion of the meeting, please go to minute 59:25 of the Regular Council Meeting [video](#).

6. NOTICE OF MOTION

Councillor Bruce Phinney served notice of motion regarding a hiring and termination.

Deputy Mayor Debbie Wiggins-Colwell served notice of motion regarding the concerns regarding the Fire Department.

Councillor Barry Hicks served notice of motion regarding an elevator at the Tantramar Veteran's Memorial Civic Centre.

7. ADJOURNMENT

#26-011 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF JANUARY 13, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
FRIDAY, JANUARY 16, 2026 – 12:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Debbie Wiggins-Colwell and Councillors Matt Estabrooks, Josh Goguen, Barry Hicks, Greg Martin and Bruce Phinney. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Community & Corporate Services Jeff Taylor and TFS Manager of People & Culture Becky Goodwin.

There were no members of the public present.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

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

1.1. APPROVAL OF AGENDA

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 16, 2026 AS CIRCULATED AND MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1)(J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. CLOSED SESSION

2.1. HR-2026-01

3. ADJOURNMENT

MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JANUARY 16, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**COMMITTEE OF THE WHOLE OF
MONDAY, FEBRUARY 2, 2026 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE
31C MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Debbie Wiggins-Colwell and Councillors Allison Butcher, Matt Estabrooks, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney and Michael Towerl. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Financial Services Michael Beal, Director of Community & Corporate Services Jeff Taylor, Director of Active Living & Culture Matt Pryde, Director of Engineering & Public Works Jon Eppell, TFS Manager of People & Culture/Assistant Clerk Becky Goodwin, Manager of Active Living & Culture Jamie Ferguson, Sackville Fire Chief Craig Bowser, Dorchester Fire Chief Greg Partridge, Plan360 Planning Manager Lori Bickford and Plan360 Planners Sam Gerrand and Caleb Babin.

Also, in attendance were seven (7) members of the Public.

1. CALL THE MEETING TO ORDER

Mayor Andrew Black called the meeting to order.

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

1.1. APPROVAL OF AGENDA

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL APPROVE THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 2, 2026, AS CIRCULATED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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 Grant discussion.

2. INFORMATION ITEMS

2.1. PUBLIC HEARING – SACKVILLE MUNICIPAL PLAN & ZONING BY-LAW AMENDMENT TO MODIFY THE BOUNDARY OF THE DOWNTOWN BUSINESS DISTRICT – C. BABIN

Plan360 Planner Caleb Babin held the Public Hearing for the proposed amendment to the Sackville Municipal Plan & Zoning By-Law. A copy of the report can be found on page 3 of the Committee of the Whole [package](#).

2.2. TANTRAMAR CLIMATE CHANGE ADVISORY COMMITTEE 2025 YEAR-END REPORT – D. BLISS

Climate Change Advisory Committee Chair Doug Bliss provided a year-end report to Council. A copy of the report can be found on page 13 of the Committee of the Whole [package](#).

2.3. SNOW CLEARING PROCESS OVERVIEW – J. EPELL

Director of Engineering & Public Works Jon Eppell provided details on Tantramar’s snow clearing processes. A copy of the report can be found on page 16 of the Committee of the Whole [package](#).

3. COUNCIL DIRECTION REQUEST

3.1. VARY REZONING CONDITIONS: FRESHWINDS ECO-VILLAGE HOUSING – S. GERRAND

A copy of the report can be found on page 19 of the Committee of the Whole [package](#).

3.2. AGE- FRIENDLY COMMUNITY – J. FERGUSON

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

MOVED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL DIRECT CDR-2026-002 – AGE-FRIENDLY COMMUNITY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

3.3. 2026 COMMUNITY DEVELOPMENT GRANTS – M. PRYDE

A copy of the report can be found on page 24 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2026-003 – 2026 COMMUNITY DEVELOPMENT GRANTS BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026.

3.4. TOUCH A TRUCK STREET CLOSURE

A copy of the report can be found on page 28 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2026-004 – TOUCH A TRUCK STREET CLOSURE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

3.5. MOUNT ALLISON CONVOCATION STREET CLOSURE – M. PRYDE

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

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT CDR-2026-005 – MOUNT ALLISON CONVOCATION STREET CLOSURE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

3.6. SARAH’S WALK STREET CLOSURE – M. PRYDE

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 MICHAEL TOWER THAT COUNCIL DIRECT CDR-2026-006 – SARAH’S WALK STREET CLOSURE BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

3.7. BY-LAW NO. 2025-19A, A BY-LAW TO AMEND BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMAR – B. GOODWIN

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

3.8. BY-LAW NO. 2026-21, A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMAR – C. BOWSER

A copy of the report can be found on page 40 of the Committee of the Whole [package](#).

3.9. ECONOMIC INCENTIVE PROGRAM: SALEM PROPERTIES – J. TAYLOR

A copy of the report can be found on page 50 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL DIRECT CDR-2026-008 – ECONOMIC INCENTIVE PROGRAM: SALEM PROPERTIES BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

3.10. ECONOMIC INCENTIVE PROGRAM: FRESHWINDS ECO-VILLAGE HOUSING – J. TAYLOR

A copy of the report can be found on page 59 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL THAT COUNCIL DIRECT CDR-2026-009 – ECONOMIC INCENTIVE PROGRAM: FRESHWINDS ECO-VILLAGE HOUSING BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

4. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 67-87 of the January 2026 Committee of the Whole [package](#).

- 4.1. Active Living and Culture – M. Pryde
- 4.2. Community and Corporate Services – J. Taylor
- 4.3. Engineering and Public Works – J. Eppell
- 4.4. Protective Services – Chief Craig Bowser, Chief Greg Partridge, A/Sgt. Mathieu Daigle
- 4.5. Financial Services – M. Beal
- 4.6. Chief Administrative Officer – J. Borne
 - i. SERSC – Plan360 Development Activity Report
- 4.7. Mayor's Report – A. Black
 - a) Black History Month Proclamation

*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 2026 "Black History Month" in Tantramar.

5. QUESTION PERIOD

Meredith Fisher asked questions relating to the Bayview Estates Project. Mayor Andrew Black responded.

Meredith Fisher asked if Tantramar has an idling By-Law. Assistant Clerk Becky Goodwin responded.

Councillor Josh Goguen asked clarification on behalf of Garth Zwicker with the community grants process, including the steps from application to award and the vetting procedures in place. Director of Active Living & Culture Matt Pryde responded.

Bruce Wark asked why the Climate Change Advisory Committee meeting dates are not advertised. Chief Administrative Officer Jennifer Borne responded.

Bruce Wark asked if there were any next steps as it relate to snow and ice control standards. Mayor Andrew Black responded

Bruce Wark asked if there are signs posted for the new surveillance cameras at the library. Director of Active Living & Culture Matt Pryde responded.

To view the full question period, please see the Committee of the Whole meeting [video](#) at the 2:42mark.

6. ADJOURNMENT

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 2, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK



Synopsis: Age Friendly Community

Date: February 5, 2026

Department: Active Living and Culture

DESCRIPTION

To have Council pass a resolution supporting the Municipality's efforts to become an Age-Friendly Community. A copy of the report can be found on page 22 of the [January Committee of the Whole Package](#).

An initial meeting was held on November 27, 2025 to revive this initiative and identify members for the working group. The following individuals were in attendance: Mimi Lodoen, Margaret Tusz-King, Pat Estabrooks, Rachelle Gariepy, Max Duscharm, Mariah Malone, Linda Shannon, Sue Briggs, Alina Landry, Jamie Ferguson, and Mayor Andrew Black.

Once the proposed motion is passed, the working group will continue their work on developing a Terms of Reference. The next step is conducting an age-friendly community needs assessment. Following the needs assessment, a comprehensive action plan will be developed to implement the recommendations of the community needs assessment. There are grants available to assist with this work. The designation is renewed every five (5) years.

PROPOSED MOTION

That Council support the municipality and the Age Friendly Working Group to make application to be designated under the New Brunswick Age Friendly Community recognition program.



Synopsis: 2026 Community Development Grants

Date: February 5, 2026

Department: Active Living and Culture

DESCRIPTION

To ask Council to approve the Community Development Grant recommendations as presented. A copy of the report can be found on page 24 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve the Operational Grants in the amount of \$83,000.00 in accordance with Tantramar's 2026 Operational Budget.

That Council approve the Special Events/Projects Grants in the amount of \$31,850.00 in accordance with Tantramar's 2026 Operational Budget.

That Council approve the Small Capital Grants in the amount of \$21,150.00 in accordance with Tantramar's 2026 Operational Budget.

That Council approve the Sponsorship Grants in the amount of \$500.00 in accordance with Tantramar's 2026 Operational Budget..



Synopsis: Touch-A-Truck Street Closure

Date: February 5, 2026

Department: Active Living and Culture

DESCRIPTION

To close Harrop Avenue from Highway 106 and School Street from Cape Road to Dorchester Consolidated School, and access to School Street from Church Street from approximately 1:00pm to 4:30pm on Monday, February 16, 2025, to accommodate the Dorchester Beavers Touch-a-Truck Event. A copy of the report can be found on page 28 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council authorize the closure of Harrop Avenue, Dorchester from Highway 106, School Street from Cape Road to Dorchester Consolidated School, and access to School Street from Church Street to regular traffic from 1:00pm to 4:30pm on Monday, February 16, 2026 to accommodate the Dorchester Beavers Touch-a-Truck event.



Synopsis: Mount Allison Convocation Street Closure

Date: February 5, 2026

Department: Active Living and Culture

DESCRIPTION

To authorize the closure of York Street from Salem Street to Lansdowne to accommodate the Mount Allison Convocation events on May 11, 2026. A copy of the report can be found on page 30 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council authorize the closure of York Street, Sackville from Lansdowne to Salem on May 11, 2026 from 9:05-9:25 am and again from 2:05-2:25 pm to accommodate the Mount Allison Convocation.



Synopsis: Walk a Mile for Sarah's Smile Street Closure

Date: February 5, 2026

Department: Active Living and Culture

DESCRIPTION

To authorize a staggered street closure in Middle Sackville and loan some municipally owned equipment to the volunteers of the 4th Annual Walk a Mile for Sarah's Smile event. A copy of the report can be found on page 32 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council 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 12, 2026 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: Economic Development Incentive Program Application – Salem Properties

Date: February 5, 2026

Department: Community and Corporate Services

DESCRIPTION

To approve the Economic Development Incentive Program application from Salem Properties Inc. for the construction of 87 residential units on Fairfield Rd. The estimated property tax rebate under this application is \$1,530,870.85 over 10 years. The application meets all the criteria set out for the Economic Development Incentive Program. A copy of the report can be found on page 50 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve the Economic Development Incentive Program application from Salem Properties Inc. for a multi-building residential development at 112 Queens Road (PID 00892497).



Synopsis: Economic Development Incentive Program Application – Freshwinds

Date: February 5, 2026

Department: Community and Corporate Services

DESCRIPTION

To approve the Economic Development Incentive Program application from Freshwinds Eco-Village Housing Co-Operating Ltd. for the construction of 68 residential units on Fairfield Rd. The estimated property tax rebate under this application is \$1,822,413.40 over 10 years. The application meets all the criteria set out for the Economic Development Incentive Program. A copy of the report can be found on page 59 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve the Economic Development Incentive Program application from Freshwinds Eco-Village Housing Co-Operating Ltd. for a multi-building residential development located at PID 00892786.

PRELIMINARY STAFF REPORT

Subject: Request to vary the rezoning conditions imposed in a resolution (section 59) to alter the site plan and add additional dwelling units.

File Number: 25-2050

Meeting date: January 26, 2026

From: Sam Gerrand, Planner

GENERAL INFORMATION

Applicant/Owner: Freshwinds Eco-Village Housing Co-operative Ltd.

Property Address: 64 Fairfield Rd, Sackville

PID Number: 00892786

Proposal: Applicant proposes to vary the conditions imposed in a resolution (section 59) in order to amend the site plan, add an additional multiple unit dwelling, and increase the density on the property by 6 units.

Lot Size: 8.29 hectares (20.48 acres)

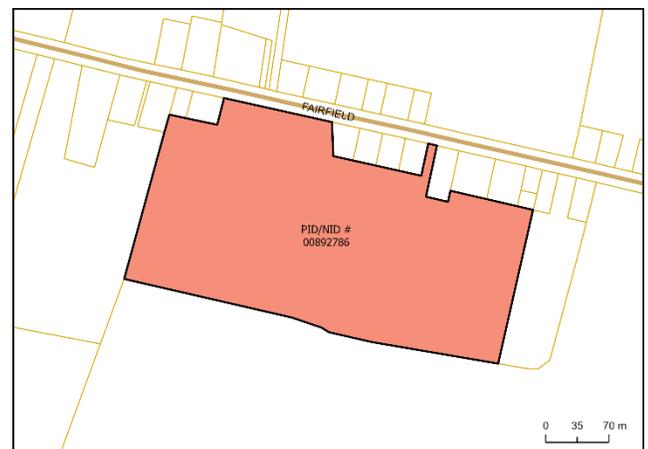
Current Use: Vacant/ Residential

Current Zoning: Urban Residential 3 Zone (R3)

Future Land Use: Urban Residential Designation

Surrounding Use & Zoning Urban Residential 1 (R1), Urban Residential 3 (R3), Institutional (I), and Rural Residential (RR)

Municipal Servicing The subject property has access to municipal sewer and water systems.



PROPERTY LOCATION MAP



BACKGROUND

The applicant, Freshwinds Eco-Village Housing Co-operative Ltd., is a co-operative housing organization seeking to develop 64 Fairfield Road at the southwest end of Sackville. In 2024, Council approved an application to rezone the property from R1 to R3 to allow a 62 unit residential development on the site. At the time, this proposal included a mix of 3 story apartment buildings, semi-detached (2-unit) dwellings, and associated accessory buildings such as a potential future tool shed and community building. As a part of the 2024 rezoning application, Council imposed conditions on the development of the site, including a requirement for the property to be developed in conformity with the site plan submitted at that time.

Since that application, Freshwinds Eco-Village has worked with funding partners to prepare the development of the property and finalize funding. As a part of this process the applicant has refined their proposal, adding an additional apartment building, shifting from semi-detached to townhouse dwellings, and altering the site layout. To approve this revised plan for development on the property, a variation to the conditions imposed in the resolution of the 2024 rezoning application is required.

The new proposal includes changes to the internal road network of driveways on the site, with access to the multiple unit buildings provided primarily with a cul-de-sac and access to the townhouses provided by the main driveway along the eastern edge of the property. A shared community space building is situated between the multiple unit dwellings and townhouses. The number and mix of dwelling units has also changed since the 2024 application. The majority of dwelling units (40) are now provided in 3 multiple unit dwellings, with 7, four unit townhouses providing the remaining 28 units. There are no longer 2 unit semi-detached dwellings proposed, as was the case in the 2024 proposal (see *Table 1* for summary of changes). In total, these changes result in an overall increase of 6 dwelling units on the property.

Number of Units	2024 application	2026 application
multiple unit dwellings	26	40
townhouses	0	28
semi-detached dwellings	36	0
total	62	68

Table 1. Proposed residential unit mix in the 2024 vs 2026 site plans submitted by Freshwinds Eco-village.

A secondary emergency access is still provided along Fairfield Road, as this was an important condition of the original approval. The applicant has also provided a servicing study confirming that there is adequate capacity in existing municipal services.

Main / Principal

1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 238-5386

Shediac

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

Tantramar

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

Riverview

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

Staff note that the Sackville Municipal plan provides policy support for both increasing residential density in appropriate locations (5.1.2) and increasing the variety of housing options in the community. The following statement is included in the Urban Residential Section of the Municipal Plan By-law:

“The challenge is to address the existing increased density pressures on residential neighbourhoods without discriminating against all populations. The goal is to ensure that a variety of housing options are available within the Town.”

The Municipal Plan also includes the following policies that demonstrate Sackville supports higher density development and encourages it along in its main streets and roads in Town:

“5.1.2 It is a policy to permit medium and high density dwelling structures on all properties which are vacant at the time of enactment of this by-law, provided they are serviced with both sewer and water, and located on the following public roads notwithstanding any other policies contained within the Municipal Plan:

... Fairfield Road east of Crossman Road”

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

This project is of particular interest to the community because it is proposed as a housing co-op. Co-operative housing organizations are typically not-for profit organizations that seek to provide housing at its base cost, sharing the investment in infrastructure and land among its residents. Rents for residential units are intended to be based solely on the revenues needed to maintain buildings, infrastructure and land, and the administration of the organization is typically conducted on a volunteer basis by a board of residents living within the co-operative housing. In the case of Freshwinds Eco-Village (the proponents of this application) the organization has sought funding from provincial, federal and individual sources to supplement the cost of construction. The applicant proposes that the co-operative housing format along with the provincial and federal funding sources will allow them to deliver high quality, affordable housing in a variety of housing forms.

To summarize, the Sackville Municipal Plan and Zoning By-law are supportive of the project in general, but Council approval is needed to amend the resolution and allow the proposed revision to the development plans. The revised proposal maintains the key elements of more diverse and affordable housing options as well as the required secondary emergency access. As such, staff are supportive of the request.

COUNCIL ACTION

Council of Tantramar may choose to:

- 1. Pass the resolution and start the process of public engagement if they wish to consider the request to change the conditions of the zoning resolution on the subject property, or*
- 2. If Council does not wish to entertain the request on the subject property, the resolution may be denied.*

Main / Principal

1234 rue Main Street, Suite 200
Moncton, NB E1C 1H7
(506) 238-5386

Shediac

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

Tantramar

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

Riverview

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



To: Mayor and Council
Submitted by: Matt Pryde, Director Active Living & Culture
Date: February 5, 2026
Subject: TVMCC Spectator Seating

PROPOSAL

To have Council approve the purchase and installation of 200 spectator seats at the Tantramamar Veterans Memorial Civic Centre.

BACKGROUND

In 2025, Tantramamar launched the Grab-A-Seat Campaign at the Tantramamar Veterans Memorial Civic Centre, to install spectator seating on the bleachers. This campaign was launched after staff spoke to several seating companies to get per-seat costs, and the cheapest option for a quality seat was through Creative Sports Solutions (CSS), based out of Dartmouth, Nova Scotia. Their price allowed us to set our pricing for the seating donations. CSS also helped us with measuring the seating capacity and sourcing an architect to produce drawings; a requirement for the building permit through Plan360.

DISCUSSION

The fundraising campaign has been successful thus far with 215 seats purchased, totaling \$68,825. We also have several other conversations underway with potential funders. As a result, staff would like to propose that we install 200 seats to support our patrons as soon as possible and to help generate more interest in our fundraising goal of reaching 630 seats. The intention is to continue our fundraising efforts and not spend any municipal funds on this project.

The cost for Creative Sports Solutions to do supply and install two hundred 20” seats is \$67,990 plus HST.

INTERDEPARTMENTAL CONSULTATION

Chief Administrative Officer, Financial Services

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

\$67,990 of fundraised money.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Socia media, website, etc.

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Creating a more welcoming and accessible environment for our patrons at the Tantramar Veterans Memorial Civic Centre.

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

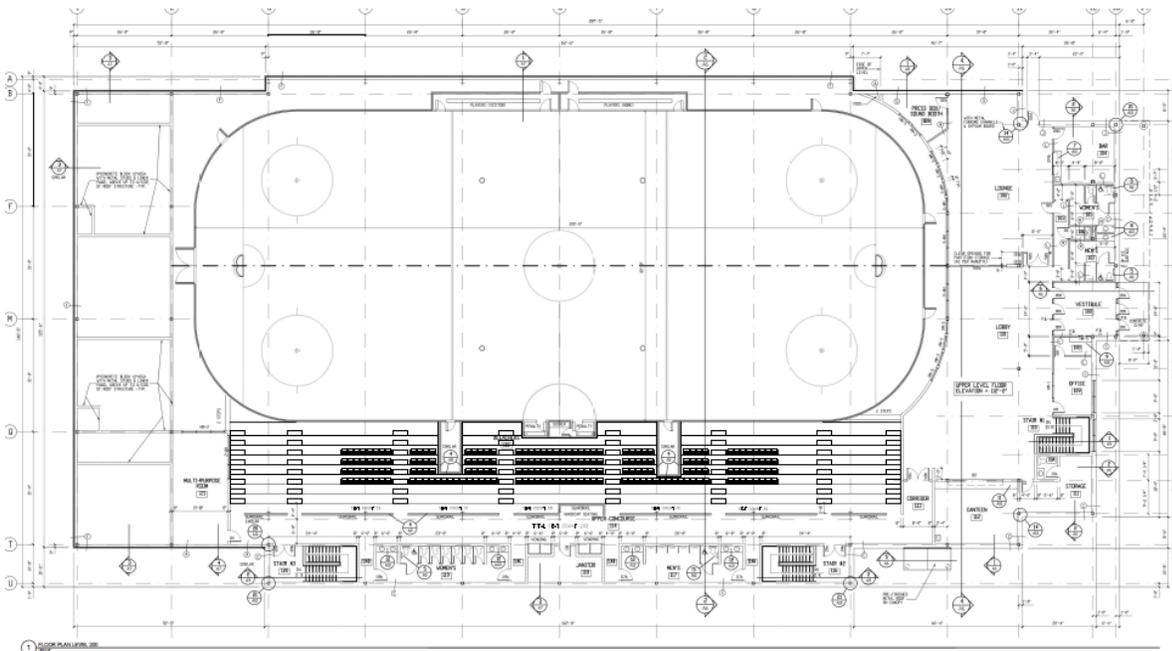
- Approve the seat installation as presented.
- Do not approve the seat installation as presented.

RECOMMENDATION

Staff recommends that Council approve Creative Sports Solutions to supply and install two hundred 20" seats at a cost of \$67,990 plus HST.

ATTACHMENTS

Sample seat layout





Synopsis: By-Law No. 243-F, A By-Law to Amend By-Law No. 243 Town of Sackville Municipal Plan and By-Law No. 244-W, A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law

Date: February 5, 2026

Department: Plan360

DESCRIPTION

At the October 27, 2025 Committee of the Whole meeting, Planning Manager Lori Bickford presented proposed amendment to the Sackville Municipal Plan and Sackville Zoning By-Law for modifications to the boundary of the Downtown Business District. A copy of the preliminary staff report can be found on page 3 of the [October Committee of the Whole Package](#).

On February 2, 2026 a Public Hearing was held, with no members of the Public speaking for or against the proposed amendments. A copy of the Public Hearing report can be found on page 3 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council give first and second reading to By-Law 243-F A By-Law to Amend By-Law No. 243 Town of Sackville Municipal Plan and By-Law No. 244-W, A By-Law to Amend By-Law No. 244 Town of Sackville Zoning By-Law.

By-Law No 243-F

A By-law to Amend By-law No. 243

The Town of Sackville Municipal Plan

The Council of Tantramar under the authority vested in it by Section 24 and in accordance with Section 111 of the *Community Planning Act*, SNB 2017, c.19 amends By-law No. 243, the Town of Sackville Municipal Plan and enacts as follows:

1. By-law No 243, the Town of Sackville Municipal Plan, is amended by changing the boundary of the Downtown Business District on the Future Land Use Map, Figure 2, as shown on “Schedule A-1” attached hereto and forming part hereof.

Read a first time this ____ day of _____, 2026.

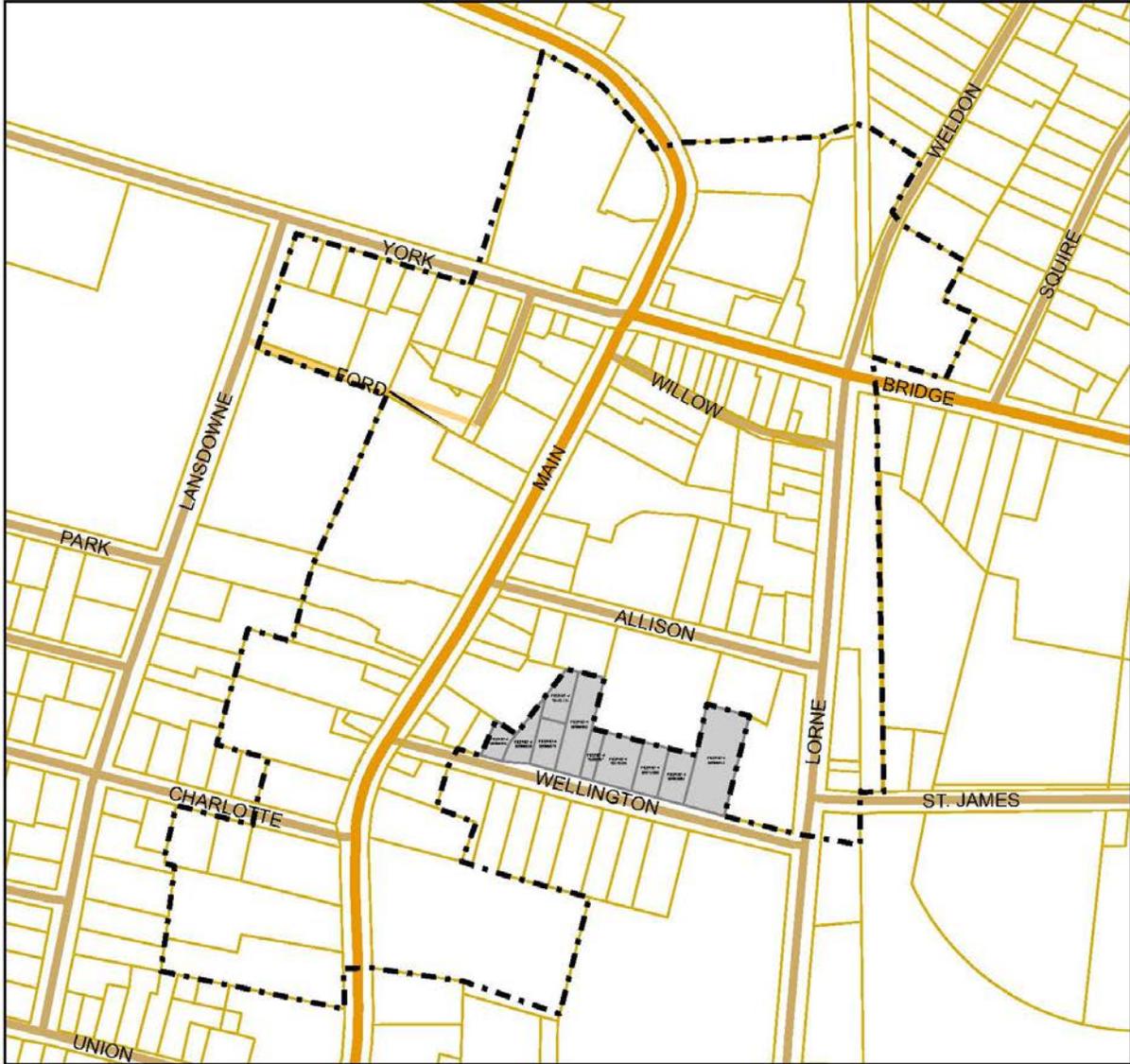
Read a second time this ____ day of _____, 2026.

Read a third time and passed this ____ day of _____, 2026.

Mayor

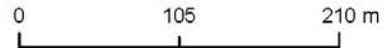
Clerk

Schedule/Annexe A-1
Sackville
FUTURE LAND USE MAP
Date: 28/11/2025



Legend

-  Properties removed from Downtown Business District
-  Downtown Business District (DBD) Boundary



Solemn Declaration

Town of Sackville Municipal Plan By-law No 243-F

I, _____, of Tantramar, in the County of Westmorland and the Province of New Brunswick, Clerk, DO SOLEMNLY DECLARE;

1. THAT I am the Clerk of Tantramar, a Municipal Corporation, and have personal knowledge of the facts here in declared;
2. THAT the requirements of Section 110 and 111 of the *Community Planning Act* have been complied with in respect to By-law No 243-F, A By-law to Amend By-law No 243 The Town of Sackville Municipal Plan;
3. THAT hereto attached is a true copy of a by-law entitled By-Law No 243-F, A By-law to Amend By-law No 243 the Town of Sackville Municipal Plan, enacted by Tantramar Council on the ____ day of _____, 2026.

AND, I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same forces and effect as if made under oath and by virtue of the *Evidence Act*.

Declared before me in Tantramar,)
County of Westmoreland and)
Province of New Brunswick, this)
____ day of _____, A.D., 2026)

Clerk

By-Law No 244-W

A By-law to Amend By-law No. 244

The Town of Sackville Zoning By-law

The Council of Tantramar under the authority vested in it by Section 53 and in accordance with Section 111 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 boundary of the Downtown Business District on the Zoning Map Figure 1 as shown on “Schedule A-1” attached hereto and forming part hereof.

Read a first time this ____ day of _____, 2026.

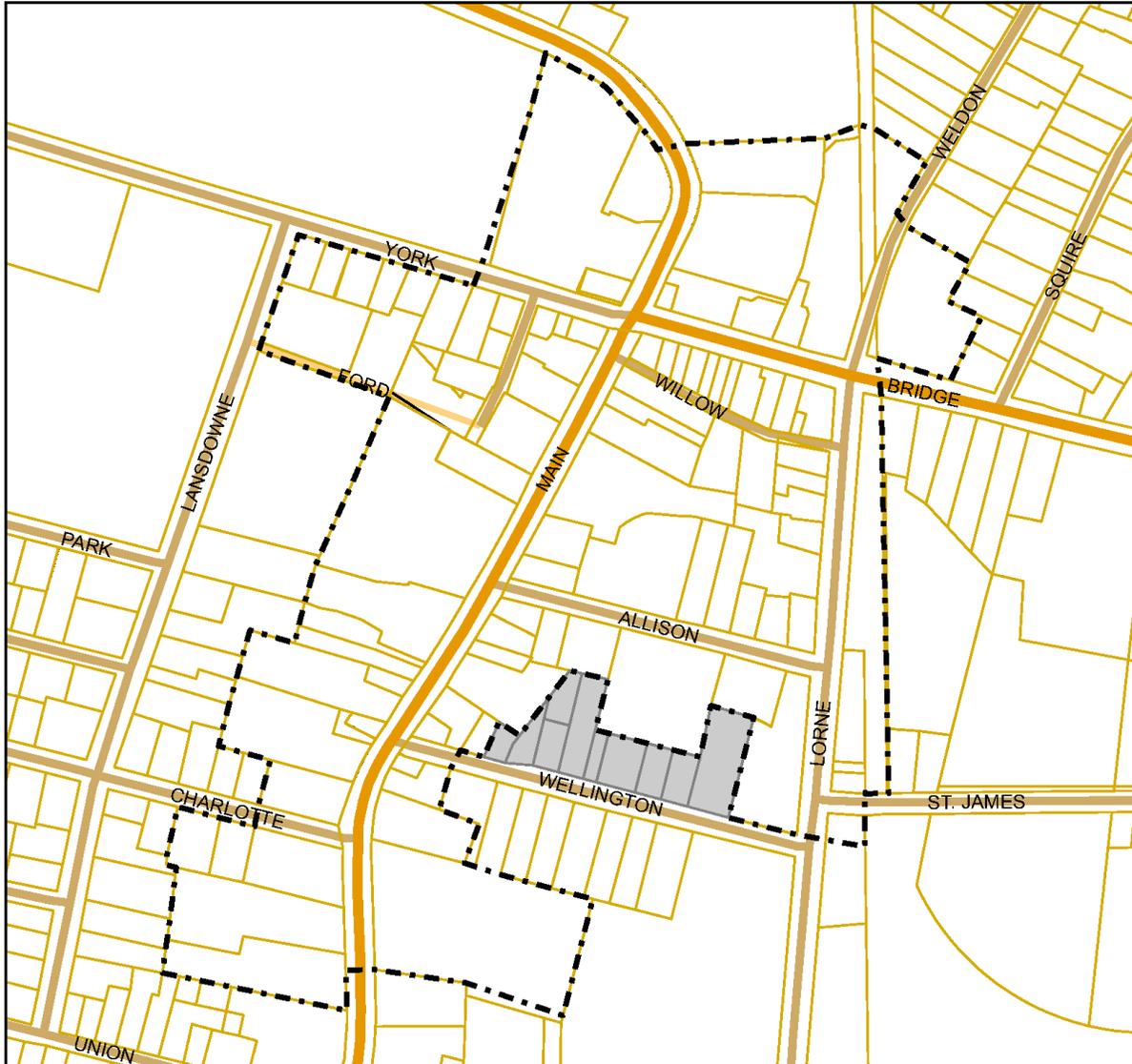
Read a second time this ____ day of _____, 2026.

Read a third time and passed this ____ day of _____, 2026.

Mayor

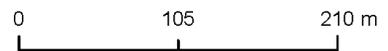
Clerk

Schedule/Annexe A-1
Sackville
ZONING MAP / CARTE DE ZONAGE
Date: 28/11/2025



Legend

-  Properties removed from Downtown Business District
-  Downtown Business District (DBD) Boundary



Solemn Declaration

Town of Sackville Zoning By-law No 244-W

I, _____, of Tantramar, in the County of Westmorland and the Province of New Brunswick, Clerk, DO SOLEMNLY DECLARE;

1. THAT I am the Clerk of Tantramar, a Municipal Corporation, and have personal knowledge of the facts here in declared;
2. THAT the requirements of Section 110 and 111 of the *Community Planning Act* have been complied with in respect to By-law No 244-W, A By-law to Amend By-law No 244 The Town of Sackville Zoning By-law;
3. THAT hereto attached is a true copy of a by-law entitled By-Law No 244-W, A By-law to Amend By-law No 244 the Town of Sackville Zoning By-law, enacted by Tantramar Council on the ____ day of _____, 2026.

AND, I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same forces and effect as if made under oath and by virtue of the *Evidence Act*.

Declared before me in Tantramar,)
County of Westmoreland and)
Province of New Brunswick, this)
____ day of _____, A.D., 2026)

Clerk



Synopsis: By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 Code of Conduct By-Law for Tantramar

Date: February 5, 2026

Department: Office of the CAO

DESCRIPTION

The Code of Conduct By-Law amendment reflects requirements outlined by the Local Governance Commission in their Advisory dated November 24, 2025. This is to ensure that any code of conduct or conflict of interest violations are discussed in an open session of council unless it deals with matters referred to in s.68(1) of the *Local Governance Act*.

In addition, a motion is required to proceed with second reading on a section-by-section basis.

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

PROPOSED MOTION

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

That Council resolve to conduct second reading of By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar section by section.

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

The Council of Tantramar under the authority vested in it by the *Local Governance Act*, R.S.N.B. 2017, ch. 18, amends By-Law No. 2025-19A A Code of Conduct By-Law for the Council of Tantramar and enacts as follows:

1. Section 6 of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar is deleted in its entirety and replaced with the following:

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.

Subject to any disclosure required by law, 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 of the complaint and shall be delivered within three (3) months of the perceived wrongdoing. , be dated, include a name of the complainant. The complaint must be in writing, signed by the complainant, addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor), and marked “confidential”. In addition to a description of the nature and specifics of the complaint, a complaint must include the date of the complaint, the date of the perceived wrongdoing and the name of the complainant. The complaint may be mailed, emailed, or hand-delivered to the municipal office. All received complaints shall be included on an agenda 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) Without limited the generality of section 6(b), an anonymous complaint shall not be considered valid.

2. Section 7 of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar is deleted in its entirety and replaced with the following:

7. COUNCIL DECISIONS

- a) Once the formal complaint process in Schedule “A” is finalized, a meeting of Council will review the final report at its next regular or special meeting, which, in any case, shall not be more than one (1) month after the final report is finalized, at which time 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 of the report under Section 7(a) of this By-Law. Notwithstanding the preceding sentence, any vote under Section 7(a) of this By-Law and Council's discussion relating thereto shall be conducted in open session.
 - c) Without limiting any other conflict of interest provisions of the Act or at law, the affected member of Council shall not participate in any vote held under Section 7(a) of this By-Law.
3. Schedule "A" of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar is deleted in its entirety and replaced with the following:

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) shall provide written notice of the complaint to the affected member as soon as possible upon receipt. The Mayor may, but is not required to, meet with the affected member to clarify procedural matters prior to Council's review, provided that no substantive discussion of the merits occurs and the complainant is notified of any such meeting.
 - ii. Council shall complete its screening determination within 30 days of receipt of the complaint.
 - iii. At the council meeting where Council reviews the complaint, Council shall determine whether the complaint:
 - a. is frivolous, vexatious, or made for an improper purpose;
 - b. was filed within the required time period; and
 - c. falls within the scope of this Code of Conduct.
 Council shall not assess the substantive merits of the complaint at the screening stage.
 - iv. Council may summarily dismiss a complaint if Council determines that the complaint: (i) is frivolous or vexatious (meaning it is clearly without substance, brought primarily to harass, or constitutes an abuse of process); (ii) was filed after the three (3) month time period in Section 6(b); or (iii) even if the facts alleged are true, does not describe conduct that falls within the scope of this Code of Conduct or any other applicable law, policy, or procedure
 - v. Before dismissing a complaint under this section, Council shall afford the complainant and the affected member an opportunity to make a brief written submission on the jurisdictional and procedural issues.
 - vi. 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. If, after commencing an investigation, the investigator determines that the complaint is frivolous, vexatious, not made in good faith, or that there are no reasonable grounds to support a finding of breach, the investigator shall report this determination to Council with reasons. Council may accept the investigator's recommendation and close the file or direct the investigator to continue the investigation.
 - ii. If the investigator decides (or is directed by Council) 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 the complainant, the affected member of Council and 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. Upon receipt of the report, the Mayor shall schedule an item at the next regular or special meeting. At Council's request, the Investigator shall attend the meeting and shall review the process followed to consider the complaint as well as their findings, conclusions and recommendations. The Investigator shall also address any questions posed or points raised by any Members present, including the Member who is the subject of the Complaint. The meeting shall be open to the public unless the report deals with matters referred to in s.68(1) of the Act, in which case Council may resolve to exclude the public for the duration of the review, in accordance with s. 68(2) of the Act.
 - v. 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.

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 _____ 2026 and signed by:

MAYOR

CLERK

Read a first time this ___ day of _____ 2026.

Read a second time this ___ day of _____ 2026.

Read a third time and done and passed Council this ___ day of _____ 2026.

DRAFT



Synopsis: Fire Prevention By-Law

Date: February 5, 2026

Department: Tantramar Fire Service

DESCRIPTION

Most changes to this By-Law are general housekeeping items. However, a section has been added to this By-Law to include Ceremonial and Sacred fires which means an open-air fire that is intentionally lit, tended, and extinguished by Indigenous community members for spiritual, cultural, or traditional purposes. Also, within the noted changes it will permit the By-Law Officer to monitor and enforce any items for non-compliance.

A copy of the report can be found on page 40 of the [January Committee of the Whole Package](#).

PROPOSED MOTION

That Council give first reading in name only to By-Law No. 2026-21, A By-Law Respecting the Regulation of Fires and Burning in Tantramar.

That Council resolve to conduct second reading of By-Law No. 2026-21, A By-Law Respecting the Regulation of Fires and Burning in Tantramar section by section.

BY-LAW NO. 2026-21
A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMAR

The Council of Tantramar, under the authority vested in it by the *Local Governance Act*, R.S.N.B. 2017, c. 18, including any amendments thereto, enacts as follows:

1. SHORT TITLE

- a) This By-Law shall be known as Tantramar's Fire Prevention By-Law

2. DEFINITIONS

- a) "By-Law Officer" means a person designated by Council and sworn in by the Province of New Brunswick to enforce the By-Law's of Tantramar;
- b) "Ceremonial/Sacred Fire" means an open-air fire that is intentionally lit, tended, and extinguished by Indigenous community members for spiritual, cultural, or traditional purpose, as part of or in observance of a ceremonial or sacred service;
- c) "Council" means the Council of Tantramar;
- d) "Deputy Fire Chief" means a Deputy Fire Chief of any Fire Department within Tantramar Fire Service and includes any person acting in the capacity of Acting Deputy Fire Chief;
- e) "Fire Chief" means a Fire Chief of any Fire Department within Tantramar Fire Service and includes any person acting in the capacity of Acting Fire Chief;
- f) "Fire Department" means any Fire Department within Tantramar;
- g) "Firefighter" means an active member of the Fire Department;
- h) "Fireworks" means fire-crackers, cannon-crackers, fireballs, mines, roman candles, skyrockets, squibs, torpedoes and any other explosives designated by the Lieutenant Governor in Council under the Fire Prevention Act;
- i) "Fire Prevention Act" means the *Fire Prevention Act, R.S.N.B., 1973, c. F-13* and includes regulations thereunder;
- j) "Fire Prevention Officer" means any person appointed by section 2.1 or under section 2.2 of this by-law to the position of Fire Prevention Officer;
- k) "Municipality" means Tantramar
- l) "National Fire Code" means the current edition of the National Fire Code of Canada, as may be amended from time to time;
- m) "Municipality" means Tantramar;
- n) "Outdoor wood burning appliance" or "appliance" means a non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than one (1) meter in any direction, and may include, but shall not be limited to, chimneys, but does not include outdoor propane or natural gas appliances.
- o) "Police Officer" means a member of the Royal Canadian Mounted Police;
- p) "Tantramar Fire Service" means all Fire Departments collectively of the Municipality.

3. FIRE PREVENTION OFFICERS

- a) The Fire Chief and Deputy Fire Chief of the Fire Department are appointed as Fire Prevention Officers for Tantramar.
- b) In addition to the persons appointed by Section 3 (a), Council may from time to time appoint any additional members of the Fire Department to the position of Fire Prevention Officer.
- c) Subject to directions of the Fire Chief, the duties of a Fire Prevention Officer are those necessary to enforce this by-law, the Fire Prevention Act and other laws relating to the prevention and extinguishing of fires and the protection of property from fire.

- d) A Fire Prevention Officer:
 - i. Is empowered to enforce the provisions of this and any other by-law relating to the prevention and extinguishing of fires and the protection of property from fire;
 - ii. is authorized to enforce the Fire Prevention Act; and
 - iii. without limiting the generality of the foregoing, has the same powers under the same conditions as are conferred upon the fire marshal by sections 11, 12, 16 and 21 of the *Fire Prevention Act*.

4. OUTSIDE FIRES

- a) Except as provided for in subsection 4 (b) and 4(c), no person shall start, ignite, tend, fuel or make use of or cause to be started or ignited a fire of any kind whatsoever outside, unless a valid permit has been issued hereunder.
- b) Notwithstanding subsection 4 (a), outside fires are permitted in the following circumstances:
 - i. Live fires set by the Fire Department for educational or training purposes, or other outdoor fires as approved by the Fire Chief in writing;
 - ii. Fires used for the purpose of cooking food on a barbeque;
 - iii. The fire is a Ceremonial/Sacred, provided that the person responsible notifies the Fire Chief at least 24 hours in advance and complies with any safety conditions imposed by the Fire Chief; or
 - iv. Fire used for agricultural purposes restricted to the burning of blueberry fields only as per Schedule "A" attached.
- c) Notwithstanding subsection 4(a), outdoor wood burning appliances may be used throughout Tantramar provided that, the requirement outlined below have been met:
 - i. In the case of commercially manufactured appliances, the manufacturers' instructions for the safe installation and operation of the appliance have been followed; or
 - ii. In the case of non-commercially manufactured wood burning devices, such devices shall:
 - 1. be less than 0.6 meters high;
 - 2. be less than 1 meter wide;
 - 3. have fully enclosed sides made from non-combustible materials such as bricks, concrete or heavy/gauge metal; and
 - 4. have a mesh screen on top to stop sparks (spark-arrestor) with openings no greater than 1 centimeter.
- d) When using an outdoor wood burning appliance, residents shall ensure that:
 - i. It is located at a distance of not less than three (3) meters from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
 - ii. it is not placed on a wood deck or other combustible platform;
 - iii. area under the burning appliance shall be bared to mineral soil or composed of non-flammable material such as brick or concrete;
 - iv. only one appliance is to be used on the property at any one time;
 - v. it is used to burn only dry, seasoned firewood;
 - vi. the appliance shall not be used to burn pressure treated wood, painted wood, leaves, grass, other vegetation, any plastic material, any food material or any material of any kind which produces an unreasonable amount of smoke or other respiratory irritants;
 - vii. a portable fire extinguisher or operable garden hose is readily available while the unit is in use;
 - viii. the owner or occupant maintains constant watch and control over the appliance when in use and until the fire is totally extinguished;
 - ix. it does not allow smoke, smell, airborne sparks or embers to infringe on the use and enjoyment of other properties; and

- x. The appliance shall not be used when the New Brunswick Department of Natural Resources and Energy have placed a ban on open burning in the region.

5. FIREWORKS

- a) No person shall, within the Municipality, set fire to, discharge or cause to explode any fireworks without the prior written permission of the Fire Chief.
- b) No Fireworks permit shall be issued hereunder until the applicant has provided proof to the Municipality, of legal liability insurance in an amount not less than five million dollars (\$5,000,000.00) for recovery of damage to property or personal injury, arising from the storage, use or display of the fireworks.

6. DEMOLITION OF BUILDINGS

- a) The Fire Chief, Deputy Fire chief in charge at the scene of a fire or the By-Law Officer may, in order to prevent the spread of fire, issue an order for the pulling down, demolition or removal of any building or structure.
- b) Where a building or structure is pulled down or demolished under this section to prevent the spread of fire, the Municipality is not liable to compensate persons having an interest in the building or structure for damage suffered as a result of the pulling down or demolition.

7. PETROLEUM PRODUCTS

- a) No person shall store gasoline, oil, liquefied petroleum gases or other petroleum products except in facilities meeting the standards contained in the *National Fire Code*.
- b) The establishment of self-service facilities for the dispensing of flammable liquids shall be in accordance with the requirements of the *Fire Prevention Act* and the *National Fire Code*.
- c) Nothing in this by-law exempts any person from any obligation contained in the *Fire Prevention Act* or any other legislation or regulation, including without limited the obligation to file plans with and obtain approval from the fire marshal under the *Fire Prevention Act* where required. Proof of compliance with the *Fire Prevention Act* may be required as a condition of any municipal permit or approval.

8. PENALTY

- a) Any Police Officer or By-Law Enforcement Officer is authorized to take such action, issue such written demands or issue such tickets as they may deem necessary to enforce any provisions of this by-law.
- b) A person who violates any provision of this by-law or who fails to comply with an order of a Fire Prevention Office authorized by this by-law commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category E offence. All such fines shall be recovered under the *Provincial Offences Act*, S.N.B 1987, c-P-22.1.
- c) Where a person is convicted of an offence under subsection 8 (b), the court may in addition to any penalty imposed under subsection 8 (b), order that person to comply with the order.
- d) A person who fails to comply with an order of the court under subsection 8 (b) is punishable under Part II of the *Provincial Offences Procedure Act* as a category F offence. All such fines shall be recovered under the *Provincial Offences Act*, S.N.B 1987, c-P-22.1.

9. REPEAL

- a) By-Law No. 275 A By-Law Respecting the Prevention of Fires is repealed.
- b) All Fire Prevention By-Laws previously enacted by the former Village of Dorchester are repealed.

10. 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 xxxx day of xxxxxxxxxxxx 2026 and signed by:

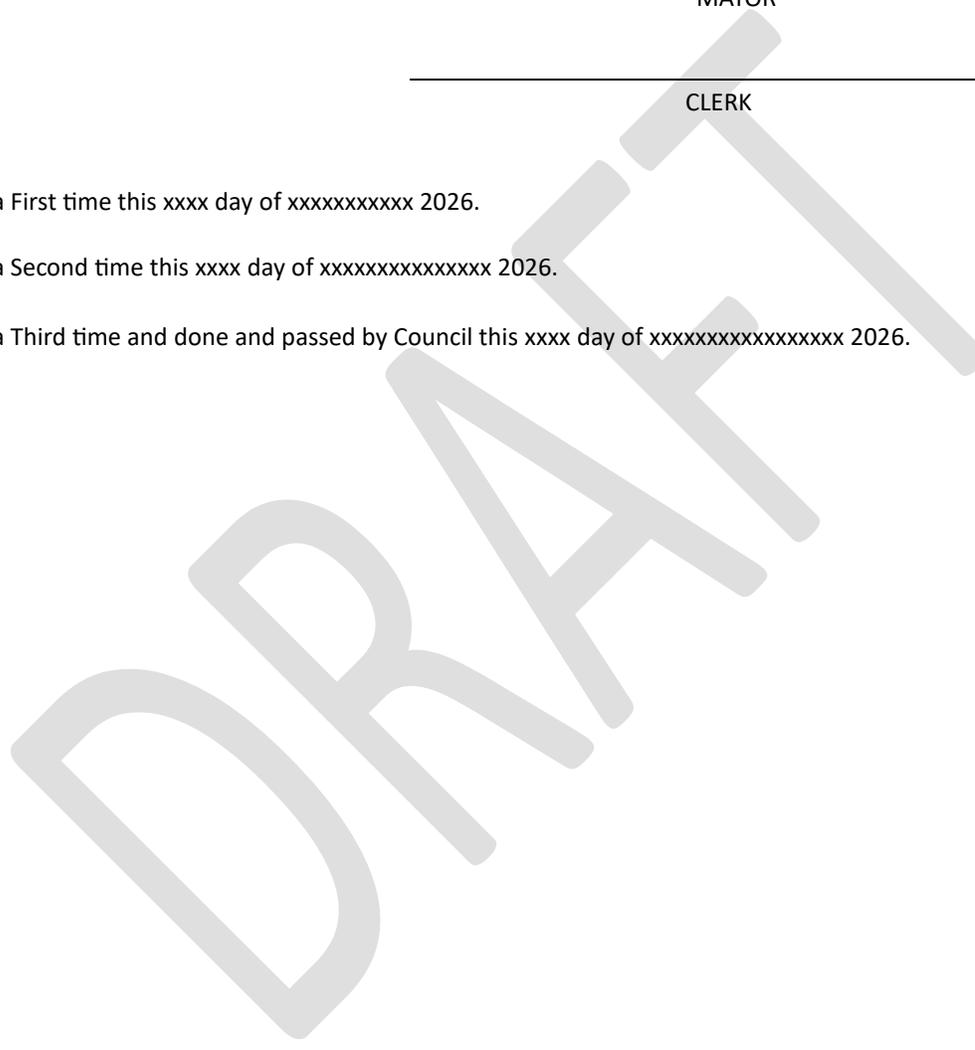
MAYOR

CLERK

Read a First time this xxxx day of xxxxxxxxxxxx 2026.

Read a Second time this xxxx day of xxxxxxxxxxxxxxxxxxxx 2026.

Read a Third time and done and passed by Council this xxxx day of xxxxxxxxxxxxxxxxxxxx 2026.



SCHEDULE "A"
GUIDELINES FOR ISSUING BURNING PERMITS
FOR TREATING EXISTING BLUEBERRY FIELDS

REQUIREMENTS

All blueberry fields must be field checked by the Fire Chief or designate prior to any burning permits being issued. Owners or their designates must be present during field inspection.

Permits are for non-treaded woody material only.

A firebreak bared to mineral soil, with a minimum width of 3 meters (10 feet) or in the case of an established and existing field a 4-meter break burnt with a commercial burner. A burnt firebreak must be patrolled to ensure that all flames are extinguished, and no smokes are visible before the main fire is lit.

All newly developed fields must have a bared to mineral soil break as described above.

Certain fields with a higher hazard rating may require more fire equipment or wider fire breaks.

EQUIPMENT REQUIREMENTS

A 500-gallon mobile tank or 2-250-gallon mobile tanks equipped with a first pump, or a fire pump and hose set-up in a brook or pond that has the capacity to carry water to all parts of field.

A minimum of three (3) people on site during all burning operations. More people may be required depending on the potential hazard of a given field.

All burning fields must be patrolled during daylight hours for forty-eight (48) after the initial burning.

During the last twelve hours of the inspection period, if flames or smoke are found workers must continue the patrol for one extra day.

ISSUING OF PERMITS

Winds must be less than 10 km/hr.

A written permit to burn a specific field should be in the possession of the operator.

Burning should be done preferably early in the morning and late in the evening.

Permits are subject to cancellation if operators do not comply with the permit requirements.

Operators should supply the Fire Chief or designate with a schedule of the fields to be burned for the season. The operator should update this schedule from time to time if the situation changes. This would help the Fire Department in scheduling field checks, thereby speeding up the process of issuing burning permits.

Spot checks may be done during operations to ensure that the requirements for burning are being observed.

NOTE

The Fire Department will examine any grower who has had recurring escape fires and will reserve the right to deny any future burning permits until stronger conditions are met, up to and including the establishment of a 3-meter bared to mineral soil perimeter.

Tantramar will maintain accurate records.

BLUEBERRY FIELD INSPECTION FORM

Producer: _____ Phone: _____

Address: _____

Field Location: _____

Access Road (Location & Condition): _____

Grid: _____ Field Size: _____

Area to be burned this year: _____

Distance from Residence: _____

Fire Break

Width	_____ feet	_____ meters
Mineral Soil	yes	yes
Acceptable	yes	no

Improvement required on Fire Break: _____

Fuel on Field: Heavy Slash _____ Brush Piles _____ No Fuel _____

Previously Burned _____ Other _____

Fuel Adjacent to Field: (Stand type and fuel description)

North _____ East _____

South _____ West _____

Water Source: Location _____

Distance _____

Suppression Equipment

500 gal Tank & Pump	Description	Owner
Fire Pump	Make	Size
No. of Hose Lengths		Need More? Yes/no
Equipment Operability	Satisfactory	Needs Repairs

I recommend this field and operator for a fire-burning permit _____

Operation is not acceptable for burning permit at this time _____

Comments: _____

Inspected by: _____ Date _____

Next Inspection (if required) _____

SCHEDULE 'A'
BLUEBERRY FIELD
BURNING PERMIT FORM

BY-LAW NO. 2026-21
FIRE PREVENTION BY-LAW

Date: _____

Name: _____

Address: _____

Location of Burn: _____

Date of Burn: _____

This permit is subject to all requirements of By-Law No. 2026-21

Fire Chief or Designate