

"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 P-2026-01
- 2.2 PA-2026-01

Public – 7:00 p.m.

3. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

- 3.1 PUBLIC HEARING: VARIATION OF REZONING CONDITIONS FRESHWINDS ECO-VILLAGE HOUSING (Pg. 3)
- 3.2 PROPOSED GAS PLANT: CONSTRUCTION AND OPERATIONS – S. CULLEN
- 3.3 HEALTH AND SAFETY FOR TANTRAMMAR – T. JONES
- 3.4 SENIORS FOR CLIMATE TANTRAMMAR: POWER IN YOUR HANDS – P. HIGHAM
- 3.5 MOUNTIE DAY PROCLAMATION

4. ADOPTION OF MINUTES

- 4.1 REGULAR COUNCIL MEETING – FEBRUARY 10, 2026 (Pg. 24)
- 4.2 COMMITTEE OF THE WHOLE – MARCH 2, 2026 (Pg. 30)

5. CONSENT AGENDA (Pg. 33-38)

- RFD #2026-013 – ASSET MANAGEMENT PLAN
- RFD #2026-014 – NEW COUNCIL TECHNOLOGY
- RFD #2026-015 – BILL JOHNSTONE SPLASHPAD IMPROVEMENT
- RFD #2026-016 – TVMCC PLAYERS ENTRANCE FLOORING
- RFD #2026-017 – TVMCC CONDENSER
- RFD #2026-018 – 2026 SHIRETOWN FESTIVAL

6. REPORTS FROM ADMINISTRATION

- 6.1 2025 CAPITAL BORROWING – M. BEAL (Pg. 39)
- 6.2 PERSONAL PROTECTIVE EQUIPMENT: DORCHESTER FIRE DEPARTMENT – D. REID (Pg. 41)

7. BY-LAWS

- 7.1 VARIANCE OF REZONING CONDITIONS IN BY-LAW NO. 244-S, A BY-LAW TO AMEND BY-LAW NO. 244 THE TOWN OF SACKVILLE ZONING BY-LAW.

- 7.2 BY-LAW NO. 243-F, A BY-LAW TO AMEND BY-LAW NO. 243 THE TOWN OF SACKVILLE MUNICIPAL PLAN – THIRD READING (Pg. 46)
- 7.3 BY-LAW NO. 244-W, A BY-LAW TO AMEND BY-LAW NO. 244 THE TOWN OF SACKVILLE ZONING BY-LAW – THIRD READING (Pg. 50)
- 7.4 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 – SECOND AND THIRD READING (Pg. 53)

8. MAYOR & COUNCIL STATEMENT & INQUIRIES

9. NOTICE OF MOTION AND RESOLUTION

- 9.1 COUNCILLOR BARRY HICKS

10. ADJOURNMENT

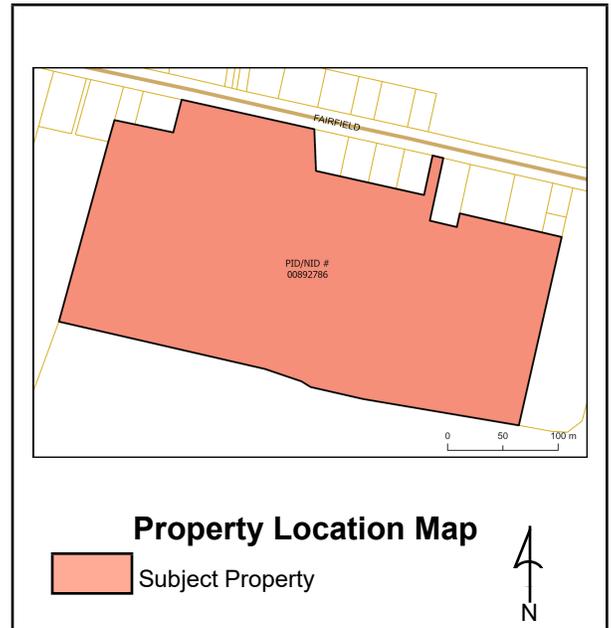


PUBLIC HEARING REPORT

Subject : Request to vary the rezoning conditions imposed in a resolution
File Number : 25-2050
Meeting Date: March 10, 2026
From : Sam Gerrand, Planner

GENERAL INFORMATION

Applicant: Eric Tusz-King
Landowner : Freshwinds Eco-Village Housing Co-operative
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.



SITE INFORMATION

Location: 64 Fairfield Road, Town of Tantramar
PID: 00892786
Lot Size: 8.29 hectares / 20.48 acres
Current Use: Vacant / Residential
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 property has access to municipal sewer and water systems.
Access/Egress: The property has access to Fairfield Road

Policies

SACKVILLE MUNICIPAL PLAN

Residential Policy

5.0 Introduction

One of the major issues is the lack of housing options within the Town. Between 2002 and 2006 multiple unit structures averaged 1 per year with most of these targeted for students. Between 2009 and 2014 there was an average of 2.5 multiple unit structures built with a wider range of targeted tenants including young professionals and seniors. Housing options aimed at a wide range of tenancy targets, should continue to increase within the next 10 years in order to increase business opportunities and develop Sackville as a senior's community.

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

5.1.2 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:

Main Street south of the TransCanada Highway

York Street

Charlotte Street

Salem Street

Queens Road

Fairfield Road east of Crossman Road

King Street 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

Urban Residential Designation

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 objectives are to identify a variety of housing types within Sackville.

The demographic shifts towards an aging population will create a number of opportunities as it relates to housing and facilities. The challenge is to ensure that the development of housing or seniors can occur throughout the community. The goal is to ensure that seniors housing and facilities are integrated within the community.

Regulations

Part 11: Urban Residential 3 Zone: R3

a) Permitted uses

Any land, building or structure may be used for the purposes of, and for no other purpose:

iii) Multiple unit dwelling, subject to subsection c)

vi) vertically attached dwelling units

c) All multiple dwellings shall contain:

i) A sloping roof;

ii) A break in materials/architectural design and/or jogs and recesses of not less than 0.6 metres (2') for segments not exceeding 9 metres (30') along the length of a wall of the building;

iii) Natural buffering and/or fencing from service areas including but not limited to, parking, waste disposal storage, etc.;

iv) The total accumulation of hard surfaces on the lot shall not exceed 50% of the total lot area

v) No parking or waste disposal storage located in the front yard setback of the building;

vi) Fire hydrant provided on site for multiple unit buildings located beyond 75 metres of a municipal hydrant;

vii) Shall plant a minimum of 1 tree with a minimum diameter of 50 mm and a minimum height of 2 metres, for every 5 metres of road frontage

in front and flankage yards and

viii) All landscaping is to be completed within one year of the issuance of the building permit

Discussion

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 four unit buildings (2 units on first floor and 2 units second floor), 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 along a main driveway and parking provided in three parking areas beside the multiple unit dwellings. Access to the 4 unit dwellings is provided directly from the main driveway access, with parking generally provided between the driveway and the building.

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 dwellings providing the remaining 28 units. There are no longer 2 unit semi-detached dwellings proposed, as was the case in the 2024 proposal. In total, these changes result in an overall increase of 6 dwelling units on the property.

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.

Changes to the site plan from 2024 to 2026, including the additional dwelling units have been reviewed by staff including Engineering and Fire departments. Minor alterations have been made to site plan in response, including the addition of snow storage areas and widening of turning radii for emergency vehicles. Engineering and Fire departments have confirmed that

the current site plan is satisfactory and would confirm final details of the development through the building permit process.

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 (5.1.3).

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.

Public Comments

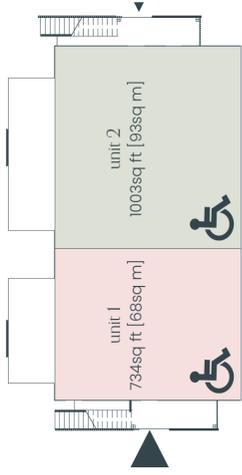
At the time of this staff report, 6 letters have been received following the public notification of this request to vary the rezoning resolution. Five of the letters spoke in support of the application and highlighted the importance of the project to the community in terms of delivering affordable housing, improving seniors housing options, opportunities for community building, environmental sustainability, and provision of accessible/barrier free housing.

One letter on behalf of neighboring property owners made a request for a fence to be provided between the Freshwinds development and existing residential properties along Fairfield Road. The applicants have indicated that they are willing to provide a fence as described in the letter and have indicated its location on the site plan. As a condition of this approval from Council is that development be in conformity with the site plan, the fence will need to be provided as shown when the development is constructed. The Sackville Zoning By-law does require some buffers between land uses, but there is not a requirement for fencing between the R3 residential and lower density residential zone. Staff note that this provision of the fence exceeds the requirements of the Zoning By-law but can still be added as a condition of the development through the resolution.

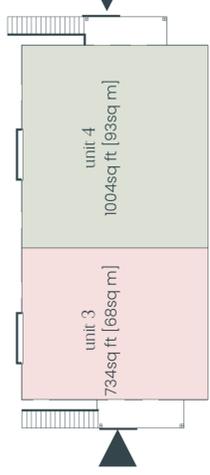
Council Action

The *Community Planning Act* requires that Council hold a Public Hearing to provide the public the opportunity to speak for or against a proposal.

Public Hearing notification requirements under the *Act* have been fulfilled.

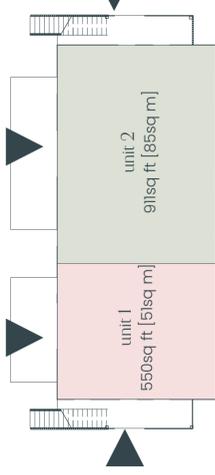


main level

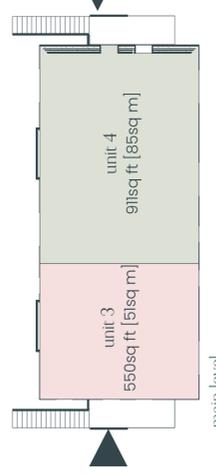


upper level

town house - type A - 2 buildings (4 units)
-2 B.F. on lower level



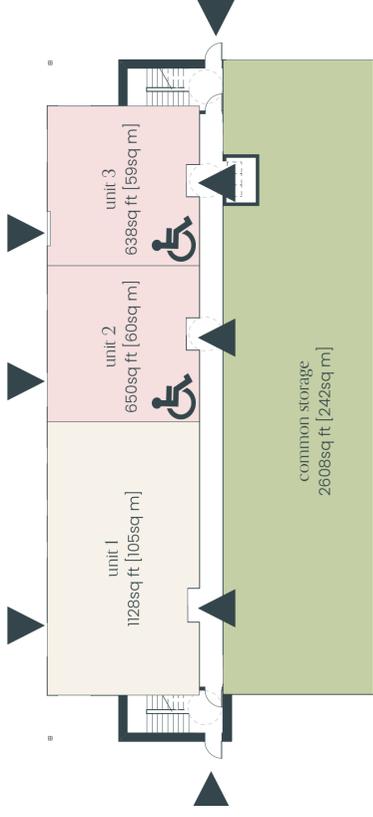
upper level



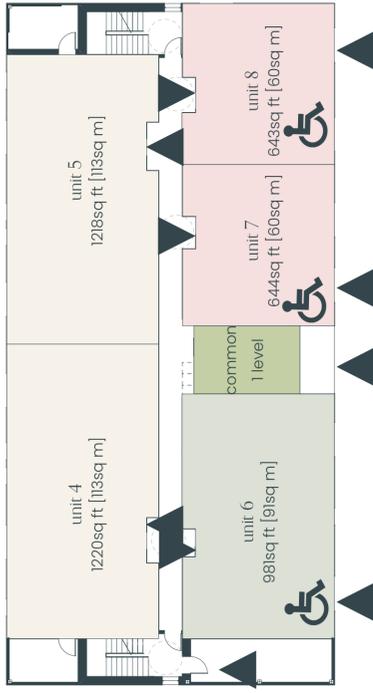
main level

town house - type B - 5 buildings (10 units)
-0 B.F. units

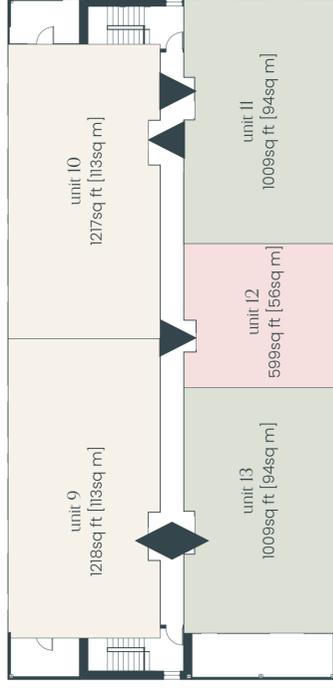
7 townhouses in total



lower level



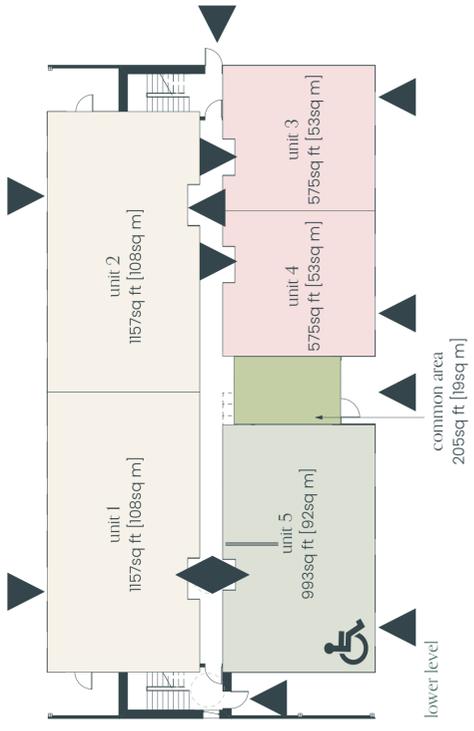
main level



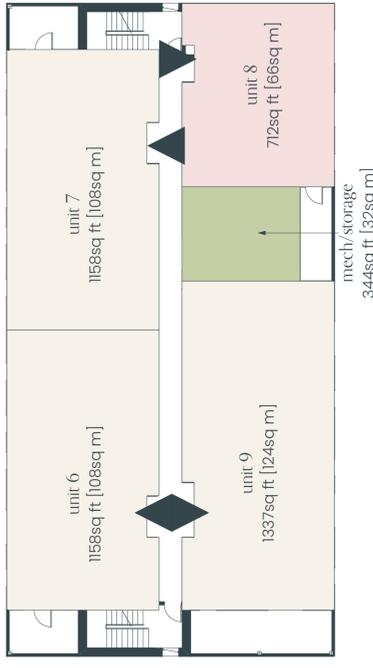
upper level

MU - A/C

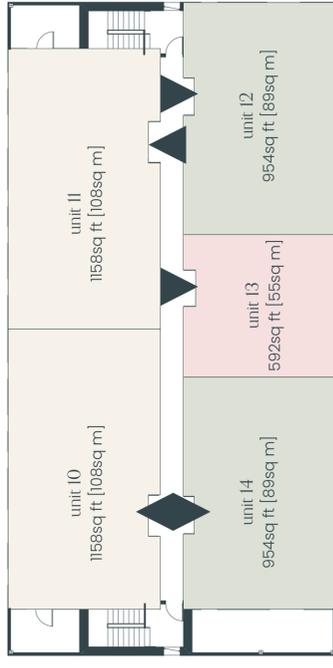
3 multi unit buildings in total (MU A,B, & C)



lower level



main level



upper level

MU - B

- gathering/community
- tool/workshop/livestock
- four bedroom
- three bedroom
- two bedroom
- one bedroom
- multi unit



5522 Falkland St. Halifax, NS
E: jude@habitstudio.ca
T: 902.449.9604

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freshwinds eco village

project name
fairfield road
project address
freshwinds eco village
owner name(s)

Preliminary Not For Construction

issue for class B estimate	2025.08.21	date
issue for costing	2025.07.25	date
issue for class D estimate	2024.08.12	date

plan diagrams
drawing title
design development

phase
34x22 when printing on 11x17 paper, scale is 50%
sheet size

A-110

drawing number
IG 10 ISS 2025.08.27
drawn by checked by scale date







November 14, 2025

Freshwinds Eco-Village Housing Co-Operative Ltd.
106 Fairfield Road
Sackville, NB E4L 2X9
Attention: George Cormier

Subject: **Lift Station Assessment Report**
Fairfield Road Lift Station Assessment
Englobe reference: 2500670.000

Mr. Cormier:

1 Introduction

In response to a newly proposed residential development by Freshwinds Eco-Village Housing Cooperative Ltd., the following report provides an assessment of the existing lift station located at 85 Fairfield Road, which will receive the additional wastewater generated by this development and convey it to the nearby gravity sewer system.

This assessment includes an evaluation of the existing infrastructure, a review of existing and proposed loading conditions, and recommendations intended to ensure the long-term sustainability of the lift station in support of the planned development.

2 Existing Infrastructure

The existing infrastructure was evaluated in terms of the condition of the lift station and the local topography. Both on-site testing and intrusive inspections were conducted to gather the following findings.

2.1 Condition of the Lift Station

Originally constructed in 1990 and equipped with new pumps in 2000, the lift station operates on a single-phase power supply and is fitted with 3.9 HP Flygt 3102 pumps. A drawdown test conducted during the inspection indicated a pumping capacity of approximately 7.26 L/s (115 USgpm), which is consistent with the expected performance for the lift station components. This flow is also well within the capacity of the 4-inch forcemain which could accommodate up to nearly 12.6 L/s (200 USgpm) if required.

This capacity has been sufficient to meet the existing service demand. However, visual inspection on October 29, 2025, revealed notable water infiltration through the wet-well structure. As such, it is recommended that an operator from the Town of Sackville monitor the pumping hours to the lift station at approximately the same time each day for a few weeks to assess the extent of the infiltration during wet weather events.

Although the following deficiencies are unrelated to the proposed development, there were several factors noted during the inspection regarding the condition of the electrical and mechanical components of the lift station:

- Mechanically, several components—including valves and piping—are severely corroded and require replacement. The lifting davit, guide rails, and level controls are in acceptable condition. However, the vent pipe is positioned too low and should be relocated, access hatches should be fitted with safety grating, and proper pipe supports should be installed.
- Electrically, the control panel is in poor condition, showing significant corrosion and evidence of pest intrusion. It is positioned too close to the wet-well opening, and conduits between the wet well and panel are unsealed.

2.2 Topography

The site inspection confirmed that the bottom of the wet well lies near elevation 22.500 m, while the sanitary pipe invert is approximately elevation 24.360 m. These measurements indicate that wastewater from the proposed development could enter the wet well at an invert elevation of 24.000 m while maintaining a minimum grade of 0.4 %, which is within acceptable design parameters.

Furthermore, the proposed sanitary alignment would provide adequate clearance to cross beneath Fairfield Road without risk of intersecting the nearby existing 750-millimeter diameter culvert crossing.

3 Flow Calculations

In the absence of flow meters, domestic flows were estimated in accordance with the *Atlantic Canada Wastewater Systems Guidelines (ACWSG)*, using a peaking factor of 4.13. The Infiltration and Inflows (I/I) were also estimated in accordance with ACWSG using a conservative value of 480 L/cm of pipe diameter/km length of pipe/day. The calculated existing flow rates are summarized below:

- Average dry domestic wastewater flow: 0.33 L/s (5.2 USgpm)
- Peak dry domestic wastewater flow: 1.36 L/s (21.6 USgpm)
- Peak wet domestic wastewater flow: 1.43 L/s (22.7 USgpm)

Applying the same methodology used to assess existing conditions, while accounting for an estimated 60 additional units (120 new residents) and approximately 450 metres of additional sanitary pipe to reflect potential infiltration, the projected wastewater flows including the Freshwinds development are as follows:

- Average dry domestic wastewater flow: 0.86 L/s (13.6 USgpm)
- Peak dry domestic wastewater flow: 3.54 L/s (56.1 USgpm)
- Peak wet domestic wastewater flow: 3.67 L/s (58.1 USgpm)

The additional loading from the proposed development will increase the peak wet weather flow; however, the projected of 3.67 L/s (58.1 USgpm) remains well below the maximum pumping capacity of 7.26 L/s (115 USgpm) determined during the drawdown test.

4 Findings and Recommendations

Whereas the projected peak flow does not exceed the lift station's current pumping capacity of 7.26 L/s (115 USgpm), and given that the site topography is suitable to accommodate the proposed wastewater pipework at an acceptable grade without adversely affecting the existing culvert, our findings indicate that the current lift station is theoretically capable of accepting the additional loading associated with the Freshwinds Eco-Village Housing Cooperative Ltd. development.

Yours very truly,

Englobe Corp.



Stephane Savoie, P.Eng.
Senior Project Engineer
Municipal Engineering



Natasha Horsman, P.Eng.
Project Engineer
Municipal Engineering

C.C.: Eric Tusz-King, Board Co-Chair - Freshwinds Eco-Village Housing Co-Operative Ltd.
Sabine Dietz, Board Co-Chair - Freshwinds Eco-Village Housing Co-Operative Ltd.
Daniel Sampson, Engineer-In-Training - Englobe

PID00892786 Fence.

From Charlie Harvey <ardenharvey@yahoo.com>

Date Sun 2026-02-22 1:42 PM

To Sam Gerrand <sam.gerrand@nbse.ca>

You don't often get email from ardenharvey@yahoo.com. [Learn why this is important](#)

ATTENTION! External email / courriel externe

From Charles Harvey Cell 1 [REDACTED]
email ardenharvey@yahoo.com
[REDACTED]. Sackville (Tantramar)
Nb E4L [REDACTED]

Feb 22, 2026

And those listed below:

Dear Sam, The below named property owners are concerned with the development by Fresh Breezes Eco Village (Eric Tuss King and associates) which will be behind (the opposite side from the Fairfield road). the following properties: PID [REDACTED] owner Jill Woodhead, [REDACTED] Owner Kate Turner, [REDACTED] Owner myself Charles Harvey,

[REDACTED] Owner Carl Foot, [REDACTED] Owner Sara Steeves.

I have spoken to the above property owners and all are demanding a fence installed by Eco Village adequate to prevent pedestrian traffic, pets, and blowing garbage from trespassing/entering these properties, which is our concern. The fence to run continuous behind all of the above listed properties. It is natural, unless prevented by a fence, for people and pets to take the shortest route to their destination. Garbage is carried by the wind.

I have expressed our concern. request/demand to Eric Tuss King and wife at their home Feb 21, 2026. They said they had not considered a fence, and thought it was a reasonable request but could not make a commitment to install a fence without consulting the group.

I am asking for the installation of a fence be a condition of approval of the pending amendment. Please advise me how to proceed.

Eric Tuss King wants his project to be well received by the community. Good fences make good neighbors is true.

Thank you,

Charles Harvey

Jill Woodhead

Kate Turner

Carl Foote

Sarah Steeves

Variance to Zoning conditions for "Freshwinds Eco-Village Housing Co-operative"

From Dave Bailie <daveskraftworks@gmail.com>

Date Fri 2026-02-27 4:47 PM

To Sam Gerrand <sam.gerrand@nbse.ca>

You don't often get email from daveskraftworks@gmail.com. [Learn why this is important](#)

ATTENTION! External email / courriel externe

To: S.Gerrand

Planner with Plan 360

I am sending this message to let you know that I strongly support the acceptance of the proposed variance to the zoning conditions from the original 64 units to 68 units for the 'Freshwinds Co-operative' housing project to be constructed on Fairfield Road .

Being a senior with a disability & living on a fixed income , I am sure this type of affordable housing is needed & would be a great asset to this community. I therefore ask for the change to be made that will allow the original proposed 64 units to be increased to 68 units .

Sincerely, Dave Bailie

Fwd: Freshwinds - please show support as you are able

From Karen Mitton <karen.lila@gmail.com>

Date Fri 2026-02-27 7:55 PM

To Sam Gerrand <sam.gerrand@nbse.ca>

Cc info@freshwindscooperative.ca <info@freshwindscooperative.ca>

 1 attachment (1 MB)

2 site plans on one doc.pdf;

You don't often get email from karen.lila@gmail.com. [Learn why this is important](#)

ATTENTION! External email / courriel externe

Dear Honorable Sam Gerrard,

I understand that Tantramar Municipal Council is considering Freshwinds Co-op's request for a variance to the zoning conditions for their project, due to a required change in the numbers of units (4 unit increase) and buildings. I understand that this is being asked of by Freshwinds in order for them to access funding available from government to support the project.

I would like to lend my voice of support to this request as it would be a deep shame to lose the opportunity to have such an enriching development in our larger Sackville community through Freshwinds. I am one of the professionals, both a teacher and a social worker who plans on being a member of the community. I have lived in similar co-ops in Ontario and I have seen how they truly enrich the neighborhoods around them, inviting neighbors to enjoy events at the co-op including book clubs, neighborhood clean up days, pancake breakfasts, children's events, music/theatre events, gardening club, crafter's corner, film viewings. We often host voting and other larger community services.

It would be a shame to lose such an opportunity over four units. Four units spread across multiple buildings, that are not going to change the height of buildings or impact neighboring homes any differently.

As a social worker, I'll add that there is a correlation between affordable housing and lower homelessness / crime rates. Given skyrocketing cost of living and changes in our population, I urge you to think proactively here about the good you'll do all citizens during a time of skyrocketing costs of living, by offering sustainable, truly affordable housing.

Thank you for your time, consideration and collaboration on this important project,
Karen Mitton

--

"i wish i could show you when you are lonely or in darkness, the astonishing light of your own being"
-Hafiz (1320-1389)

support for Freshwinds request for variance

From Kathryn Downton <kdownton26@gmail.com>
Date Fri 2026-02-27 11:06 AM
To Sam Gerrand <sam.gerrand@nbse.ca>
Cc info@freshwindscooperative.ca <info@freshwindscooperative.ca>

You don't often get email from kdownton26@gmail.com. [Learn why this is important](#)

ATTENTION! External email / courriel externe

Sam Gerrand
Plan 360 Planner
Re support for Freshwinds request for variance

Dear Sam,

I am writing to request support for Freshwinds' request for a variance to the rezoning conditions that the Town approved a year ago. Freshwinds is requesting this variance in order to increase the likelihood of accessing important funding available from the government to support the project.

The original rezoning condition was for 64 units, spread across fourteen 4-unit 2-storey townhouses and two 3-storey apartment buildings. The request for variance is for an increase in the number of units to 68, spread across seven 4-unit 2-storey townhouses and three 3-storey apartment buildings. Freshwinds states that no buildings will be taller than neighbouring homes.

As a social worker, I am very interested in this project as a model for what cooperative housing could bring in terms of desperately-needed, community-based solutions to the housing crisis in New Brunswick. Almost 1/3 of the units are slated for subsidy through NB housing for lower income households, and another 1/4 for barrier-free households. This is significantly above what for-profit models are offering.

As someone nearly retired, I am considering relocating and bringing my tax and spending dollars to the community specifically because of this project as are others.

If Council rejects this request, then the existing rezoning conditions will not be conducive to feasibility.

That would be a shame because a project like this represents an incredible investment of volunteer hours and community vision and if successful, will stand as a model that can be used for other NB communities, following closely the outcome here.

I am unable to attend the March 10th meeting but am hopeful these words of support for this variance request will be taken into consideration.

Best regards,

Kathryn

Kathryn Downton

kdownton26@gmail.com

[REDACTED]

"The best time to plant a tree was 25 years ago. The second best time is now."

Support. for Requested variance related to the Freshwinds Eco-Village Housing Co-operative project

From Kellie Mattatall <kmattatall@mta.ca>
Date Fri 2026-02-27 10:15 AM
To Sam Gerrand <sam.gerrand@nbse.ca>

You don't often get email from kmattatall@mta.ca. [Learn why this is important](#)

ATTENTION! External email / courriel externe

Dear Mr. Gerrand

I am writing to express my support for the requested variance related to the Freshwinds Eco-Village Housing Co-operative project, which will be discussed at the March 10 public meeting.

This project represents a rare and important opportunity for our region. Increasing the number of units from 64 to 68 while maintaining thoughtful site planning, environmental stewardship, and compatibility with neighbouring homes is a reasonable and practical adjustment—particularly given that the change is necessary to access government funding that will help make the development financially viable.

Freshwinds' proposal addresses several pressing needs in our community at once: affordable housing, accessible units for residents with physical limitations, and diverse housing options for workers, professionals, retirees, and others who contribute to the vitality of Tantramar. The inclusion of subsidized units and barrier-free design is especially significant, as these are critically needed resources that remain in short supply locally.

I am also encouraged by the project's environmental considerations, including tree planting, bioswales, wetlands for stormwater management, and a design approach that situates buildings sensitively within the landscape. These elements reflect responsible planning and long-term thinking that aligns with the values many residents hold for sustainable growth in our municipality.

Approving this variance would support a carefully considered, community-oriented development that responds directly to real housing needs. I respectfully urge Council to approve the request so this project can proceed.

Thank you for your time and for your ongoing work on behalf of our community.

Sincerely,

Kellie M. Mattatall

Tantramar Resident

Support for Freshwinds Eco-Village Housing Co-operative

From Sheila Parker <parkergs@eastlink.ca>

Date Tue 2026-03-03 8:16 AM

To Sam Gerrand <sam.gerrand@nbse.ca>

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ATTENTION! External email / courriel externe

This email serves as a way of showing our support for the Freshwinds Eco-Village Housing Co-Operative project. This initiative is definitely needed in the Tantramar area, as we are in great need of affordable housing.

Especially housing which offers different styles of accommodations, handicap accessibility, trees, gardens, adequate parking and a sense of belonging to a community.

We are in support of the request for a variance and strongly suggest that council consider approving these changes.

Sheila and Gerry Parker

**REGULAR COUNCIL MEETING OF
TUESDAY, FEBRUARY 10, 2026 6:00 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 and TFS Manager of People & Culture/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.

1.1. APPROVAL OF AGENDA

#26-012 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 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

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

2. CLOSED SESSION

2.1. HR-2026-01

Public – 7:00 p.m.

Director of Community & Corporate Services Jeff Taylor, Director of Active Living & Culture Matt Pryde, Director of Financial Services Michael Beal, Sackville Fire Chief Craig Bowser, Dorchester Fire Chief Greg Partridge and Dorchester Fire Deputy Chief Dan Dupuis joined the meeting.

Also, in attendance were forty-one (41) members of the public.

3. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

- 3.1. SACKVILLE PUBLIC LIBRARY – M. FULLERTON
- 3.2. ACCESSIBILITY CONCERNS IN TANTRAMAR – M. HICKS
- 3.3. TOURISM: ART & ARTISTS – S. GOURLEY
- 3.4. SENIORS FOR CLIMATE TANTRAMAR: ALTERNATIVES TO GAS COMBUSTION – T. HICKS
- 3.5. MRS. JULIETTE BULMER (2-MINUTE)
- 3.6. MS. SABINE DIETZ (2-MINUTE)

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

4. ADOPTION OF MINUTES

#26-013 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 12, 2026. MOTION CARRIED.

#26-014 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF JANUARY 13, 2026. MOTION CARRIED.

#26-015 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF JANUARY 16, 2026. MOTION CARRIED.

#26-016 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 2, 2026. MOTION CARRIED

5. CONSENT AGENDA

#26-017 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE CONSENT AGENDA OF FEBRUARY 10, 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.

RFD 2026-002 – AGE FRIENDLY COMMUNITY

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.

RFD 2026-003 – 2026 COMMUNITY DEVELOPMENT GRANTS

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.

RFD 2026-004 – TOUCH A TRUCK STREET CLOSURE

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.

RFD 2026-005 – MOUNT ALLISON CONVOCATION STREET CLOSURE

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.

RFD 2026-006 – SARAH'S WALK STREET CLOSURE

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.

RFD 2026-008 – ECONOMIC INCENTIVE PROGRAM: SALEM PROPERTIES

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).

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

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.

6. REPORTS FROM ADMINISTRATION

6.1. VARIATION OF REZONING CONDITIONS: FRESHWINDS ECO-VILLAGE HOUSING

#26-018 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT WHEREAS FRESHWINDS ECO-VILLAGE HOUSING CO-OPERATIVE INC. IS THE OWNER OF THE PROPERTY KNOWN AS CIVIC ADDRESS 64 FAIRFIELD RD, SACKVILLE BEING PID NUMBER 00892786;

AND WHEREAS THE PROPERTY IS ZONED URBAN RESIDENTIAL 3 (R3), WITH TERMS AND CONDITIONS IMPOSED UNDER A RESOLUTION ADOPTED UNDER BY-LAW NO 244-S, PASSED ON DECEMBER 16TH, 2024, AND REGISTERED AS REGISTRY NO 45673465;

AND WHEREAS COUNCIL HAS CONSIDERED AN APPLICATION FROM FRESHWINDS ECO-VILLAGE HOUSING CO-OPERATIVE TO VARY THE CONDITIONS IMPOSED IN THE RESOLUTION OF BY-LAW NO 244-S, TO AMEND THE SITE PLAN ATTACHED TO THE RESOLUTION;

BE IT RESOLVED THAT THE COUNCIL OF TANTRAMAR DIRECTS THAT THE APPROPRIATE RESOLUTION BE PREPARED AS PER THE PROPOSED CHANGE; THAT THE NOTICE OF INTENTION REQUIREMENTS OF THE *COMMUNITY PLANNING ACT* BE FULFILLED WITH RESPECT TO THE PROPOSED RESOLUTION, AND SETS THE REGULAR COUNCIL MEETING ON **MARCH 10TH, 2026** AT 7:00 PM, IN THE COUNCIL CHAMBERS AT THE MUNICIPAL OFFICE, 31 MAIN STREET, 2ND FLOOR, SACKVILLE NB AS THE DATE, TIME AND PLACE FOR THE **PUBLIC HEARING** OF CONSIDERATION OF OBJECTIONS TO THE VARIATION OF THE RESOLUTION AND AMENDMENT OF THE SITE PLAN ON PID 00892786. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS AND BRUCE PHINNEY. MOTION CARRIED.

6.2. TVMCC SPECTATOR SEATING – M. PRYDE

A copy of the report can be found on page 25 of the Regular Council Meeting [package](#).

#26-019 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE PURCHASE AND INSTALLATION OF TWO HUNDRED 20” SEATS AT THE TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE FROM CREATIVE SPORTS SOLUTIONS IN THE AMOUNT OF \$67,900 PLUS HST. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS ALLISON BUTCHER, MATT ESTABROOKS, JOSH GOGUEN, BARRY HICIS, GREG MARTIN AND MICHAEL TOWER. NAY VOTE RECORDED BY COUNCILLOR BRUCE PHINNEY. MOTION CARRIED.

6.3. MOTION FROM COUNCILLOR BRUCE PHINNEY

#26-020 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL THAT FROM THIS DATE FEBRUARY 10, 2026, THE COUNCIL OF TANTRAMAR ALONG WITH THE CAO WILL BE DOING THE HIRING AND FIRING OF EMPLOYEES OF THE MUNICIPALITY OF TANTRAMAR. THIS WILL UNITE THE WORKING RELATIONSHIP BETWEEN THE CAO AND COUNCIL. IT WILL GREATLY BENEFIT THE MUNICIPALITY BECAUSE IT WILL REDUCE THE AMOUNT OF STRESS AND PRESSURE THAT WE HAVE BEEN CONSTATLY REMINDED OF, THAT THE CAO IS EXPERIENCING. THIS MOTION EXEMPLIFIES HOW THE HIRING AND FIRING OF THE MUNIPALITY EMPLOYEES WAS DONE IN THE PAST. AS WELL, IT CREATES A TRUSTING RELATIONSHIP BETWEEN THE CAO AND THE COUNCIL. AYE VOTES RECORDED BY COUNCILLOR BRUCE PHINNEY. NAY 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. MOTION DEFEATED.

6.4. MOTION FROM COUNCILLOR BARRY HICKS

#26-021 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL DIRECT STAFF TO ISSUE A TENDER TO BE CALLED NO LATER THAN MARCH 31, 2026 FOR THE INSTALLATION OF AN ELEVATOR AT THE TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE. MOTION CARRIED.

7. BY-LAWS

#26-022 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 243-F, A BY-LAW TO AMEND BY-LAW NO. 243 THE TOWN OF SACKVILLE MUNICIPAL PLAN. MOTION CARRIED.

#26-023 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL GIVE SECOND READING IN ITS ENTIRETY TO 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. MOTION CARRIED.

#26-024 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR ALLISON BUTCHER THAT COUNCIL GIVE FIRST READING IN NAME ONLY TO BY-LAW NO. 244-W, A BY-LAW TO AMEND BY-LAW NO. 244 THE TOWN OF SACKVILLE ZONING BY-LAW. MOTION CARRIED.

#26-025 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL GIVE SECOND READING IN ITS ENTIRETY TO BY-LAW NO. 244-W, A BY-LAW TO AMEND 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. MOTION CARRIED.

#26-026 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR JOSH GOGUEN 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 THE COUNCIL OF TANTRAMAR. MOTION CARRIED.

#26-027 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MATT ESTABROOKS 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. 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.

#26-028 MOVED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR GREG MARTIN 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. MOTION CARRIED.

#26-029 MOVED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR MATT ESTABROOKS 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. MOTION CARRIED.

8. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Michael Tower requested a follow-up letter be sent to Premier Holt in secure a meeting with Tantramar Council on the proposed gas plant.

Deputy Mayor Debbie Wiggins-Colwell thanked Active Living & Culture staff for the work done on the outdoor rink in Dorchester.

Deputy Mayor Debbie Wiggins-Colwell requested an update on the municipal building in Dorchester. Chief Administrative Officer Jenn Borne responded.

Councillor Barry Hicks asked for an update on the Pecks Cove Bridge in Rockport. Chief Administrative Officer Jennifer Borne responded.

To watch the full Statement and Inquiries portion of the meeting, please see the Regular Council Meeting [video](#) at the 2:15 mark.

9. NOTICE OF MOTION

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

10. ADJOURNMENT

#26-030 MOVED BY COUNCILLOR JOSH GOGUE AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF FEBRUARY 10, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

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

In attendance were Mayor Andrew Black and Councillors Matt Estabrooks, Barry Hicks, Greg Martin, Bruce Phinney and Michael Tower. Also in attendance were Director of Financial Services Michael Beal, 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 Tourism & Business Development Ron Kelly Spurles, Sackville Fire Chief Craig Bowser and Dorchester Fire Chief Greg Partridge.

Also, in attendance were five (5) 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 MARCH 2, 2026, AS CIRCULATED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. COUNCIL DIRECTION REQUEST

2.1. ASSET MANAGEMENT PLAN – M. BEAL

A copy of the report can be found on page 2 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL DIRECT CDR-2026-013 – ASSET MANAGEMENT PLAN BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026. AYE VOTES RECORDED BY MAYOR ANDREW BLACK AND COUNCILLORS MATT ESTABROOKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS AND BRUCE PHINNEY. MOTION CARRIED.

2.2. NEW COUNCIL TECHNOLOGY – M. BEAL

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 BARRY HICKS THAT COUNCIL DIRECT CDR-2026-014 – NEW COUNCIL TECHNOLOGY BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026.

2.3. BILL JOHNSTONE SPLASHPAD IMPROVEMENT – M. PRYDE

A copy of the report can be found on page 16 of the Committee of the Whole [package](#).

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL DIRECT CDR-2026-015 – BILL JOHNSTONE SPLASHPAD IMPROVEMENT BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026. MOTION CARRIED.

2.4. TVMCC PLAYER’S ENTRANCE FLOORING – M. PRYDE

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

MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY MICHAEL TOWER THAT COUNCIL DIRECT CDR-2026-016 – TVMCC PLAYER’S ENTRANCE FLOORING BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026. MOTION CARRIED.

2.5. TVMCC CONDENSER – M. PRYDE

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

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY BRUCE PHINNEY THAT COUNCIL DIRECT CDR-2026-017 – TVMCC CONDENSER BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026. MOTION CARRIED.

2.6. 2026 SHIRETOWN FESTIVAL – M. PRYDE

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

MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY MATT ESTABROOKS THAT COUNCIL DIRECT CDR-2026-018 – 2026 SHIRETOWN FESTIVAL BE SENT TO CONSENT AGENDA OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026. MOTION CARRIED.

3. DEPARTMENTAL REPORTS

Departmental reports can be found on pages 24-43 of the February 2026 Committee of the Whole [package](#).

- 3.1. Active Living and Culture – M. Pryde
- 3.2. Community and Corporate Services – R. Kelly Spurles
- 3.3. Engineering and Public Works – J. Eppell
- 3.4. Protective Services – Chief Craig Bowser, Chief Greg Partridge, A/Sgt. Daigle
- 3.5. Financial Services – M. Beal
- 3.6. Chief Administrative Officer
- 3.7. Mayor’s Report – A. Black

4. QUESTION PERIOD

Bruce Wark asked several questions regarding Sackville Fire & Rescue. Mayor Andrew Black responded.

Bruce Wark asked questions regarding the Asset Management Plan for Tantramar. Mayor Andrew Black and Director of Financial Services Michael Beal responded.

Kenneth Hicks asked questions regarding Sackville Fire & Rescue. Mayor Andrew Black responded.

To view the full question period, please see the Committee of the Whole meeting [video](#) at the 1:25 mark.

5. ADJOURNMENT

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

MAYOR

ASSISTANT CLERK



Synopsis: Asset Management Plan

Date: March 5, 2026

Department: Financial Services

DESCRIPTION

To authorize the hiring of PSD Citywide to perform the first Asset Management Plan for Tantramar using end of fiscal year 2025 data and to be completed in time for budget 2027 discussions. A copy of the report can be found on page 2 of the [February Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve PSD Citywide to perform the Tantramar Asset Management Plan in 2026 at a cost of \$43,200 plus hst.



Synopsis: New Council Technology

Date: March 5, 2026

Department: Financial Services

DESCRIPTION

To authorize staff to purchase laptops/tablets prior to the May 2026 election so that they are ready to implement once the new council is sworn in. A copy of the report can be found on page 14 of the [February Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve the purchase of nine (9) new laptops/tablets for the incoming Mayor and Councillors at a maximum price of \$18,000 plus HST from Dell on top of any regular computer purchases normally made for operations.



Synopsis: Bill Johnstone Splashpad Improvement

Date: March 5, 2026

Department: Active Living and Culture

DESCRIPTION

To replace the broken cattail feature on the Bill Johnstone Memorial Park Splash Pad with the new Ombrello No1 feature at a cost of \$12,333.33 plus HST. A copy of the report can be found on page 16 of the [February Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve ABC Recreation to supply and install the new Ombrello No1 feature at the Bill Johnstone Memorial Park Splashpad at a cost of \$12,333.33 plus HST.



Synopsis: TVMCC Player's Entrance Flooring

Date: March 5, 2026

Department: Active Living and Culture

DESCRIPTION

To approve the purchase and installation of MaxFlor + 10 mm rubber tile in the Player's Entrance area of the Tantramar Veterans Memorial Civic Centre, covering the existing concrete flooring. A copy of the report can be found on page 18 of the [February Committee of the Whole Package](#).

PROPOSED MOTION

That Council approve F.R.S. Flooring Solutions to supply and install MaxFlor + 10 mm rubber tile flooring inside the Player's Entrance of the Tantramar Veterans Memorial Civic Centre at a cost of \$25,644 plus HST.



Synopsis: TVMCC Condenser

Date: March 5, 2026

Department: Active Living and Culture

DESCRIPTION

To approve the purchase and installation of a new adiabatic condenser for the Tantramar Veterans Memorial Civic Centre (TVMCC). The new Adiabatic Condenser is more efficient, environmentally friendly, does not use water and eliminates annual licensing fees and the need to install a water treatments system, and purchase and apply chemicals to treat the water. A copy of the report can be found on page 20 of the [February Committee of the Whole Package](#).

PROPOSED MOTION

That Council award RFP TAN-2026-03 to CIMCO to supply and install a new adiabatic condenser at the Tantramar Veterans Memorial Civic Centre at a cost of \$219,995.00 plus HST.



Synopsis: 2026 Shiretown Festival

Date: March 5, 2026

Department: Active Living and Culture

DESCRIPTION

To approve several motions in support of the Dorchester Shiretown Festival, scheduled for June 11-14, 2026. A copy of the report can be found on page 22 of the [February Committee of the Whole Package](#).

PROPOSED MOTION

That Council waive the rental fees for a variety of municipally owned property, such as barricades, picnic tables and chairs.

That Council approve the closure of Woodlawn/Cape Road from Ladysmith Manor (22 Woodlawn Road) to School Street and School Street from Cape Road to Harrop Avenue on Saturday, June 13, 2026 from approximately 1:00-2:00pm to accommodate a parade.

That Council permit the organizers to install an across the street banner on the existing infrastructure near 3515 NB-935, Dorchester for a maximum of 21 days, using a licensed installer.



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: March 5, 2026
Subject: 2025 Capital Borrowing

PROPOSAL

Need to authorize the New Brunswick Municipal Finance Corporation to issue debentures in the name of Tantramar for our 2025 Capital Projects that require Borrowing.

BACKGROUND

Twice per year the New Brunswick Municipal Finance Corporation puts out a request to Municipal Officials to determine new financing and re-financing requirements. One in the spring and one in the fall. The spring issue is usually due by mid-April.

The process for Capital projects is as follows:

1. Determine what Capital projects the entity will undertake.
2. Determine the funding mechanism for each project, Capital out of Revenue or Borrowing.
3. Apply to the Municipal Capital Borrowing Board for any projects requiring Borrowing.
4. Use short term/overdraft to pay bills once MCBB gives approval for projects.
5. Once project complete, actual costs that requires borrowing goes to Municipal Finance Corp.

DISCUSSION

- In 2025 Tantramar had total General Capital Project expenses of \$3,906,858.75 and Utility Capital Project expenses of \$859,679.72.
- Of the General Capital Projects \$1,795,210.75 was for the Dorchester Fire Hall; \$469,232.61 was for a new Plow/Salting Truck for Sackville and the remaining \$1,642,415.39 was for normal Capital Projects. Full Capital Project spending was provided in the February Committee of the Whole report.
- General Capital Projects consisted of Fire Department Bunker Gear, Fleet, new SCBA, a number of public works fleet upgrades and various facility upgrades. The entire General Capital amount was charged back to General Revenue as Capital out of Revenue and will require no borrowing.
- Utility Capital Projects consisted of Water Treatment Plant Upgrades in both Sackville and Dorchester, Water Meters and Lift Station Upgrades in both Sackville and Dorchester.
- Of the Utility Capital Projects \$269,279.90 was for Dorchester Lift Station upgrades for which we received infrastructure funding of \$170,513.79 towards the project.
- Total expenses after infrastructure funding was \$689,165.93. The amount of \$140,165.93 was able to be charged back to Utility Revenue as Capital out of Revenue and we will require borrowing of \$549,000 for our 2025 Capital projects.

- This \$549,000 will be submitted as a request for borrowing to the Municipal Finance Corporation and some of this amount will be borrowed over 5 years and some over 10 years. Interest rates will be based on prevailing interest rates at the time of the debenture issue (Estimated at 4-5%).

INTERDEPARTMENTAL CONSULTATION

CAO, Auditors, Finance

LEGISLATION/POLICY

[Local Governance Act](#)

[M-20 - Municipal Capital Borrowing Act](#)

FINANCIAL CONSIDERATIONS

Debenture to be issued in the name of Tantrammar for \$549,000 for water/sewer projects.

There will be carry over items from 2025 Capital that will be included in 2025 available Capital Funding. A complete list of carry over items will be reported in the capital reports in council meeting.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

Effect on water and sewer ratepayers only, borrowing less than budgeted; therefore, a positive impact.

CLIMATE CHANGE IMPLICATIONS

None

CLIMATE LENS

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

OPTIONS

N/A

RECOMMENDATION

Staff recommend that we submit an application for Financing to the New Brunswick Municipal Finance Corporation for \$549,000; the amount needed for 2025 Capital Projects undertaken which were not paid for through Capital out of Revenue or reimbursed through infrastructure.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Dennis Reid, Dorchester Fire Department
Date: March 5, 2026
Subject: Personal Protective Equipment: Dorchester Fire Department

PROPOSAL

To purchase 2 sets of Swift Water Rescue PPE and 3 sets of firefighting gloves for Dorchester Fire Department.

BACKGROUND

Personal Protective Equipment is part of the 2026 general budget. Dorchester Fire Department has already purchased Wildfire Helmets in preparation for the wildfire season.

DISCUSSION

Dorchester Fire is seeking approval to acquire two full sets of specialized personal protective equipment designed for swift water rescue operations. Each set would include a dry suit, thermal liners, gloves, helmet, and boots, ensuring responders are properly equipped for safe and effective deployment in fast-moving or hazardous water conditions. Personal flotation devices will be obtained through a separate purchase.

The department is also requesting three additional pairs of structural firefighting gloves to maintain adequate inventory and ensure firefighters have reliable, compliant gear available during emergency responses.

INTERDEPARTMENTAL CONSULTATION

Tantramar Fire Service, Finance

LEGISLATION/POLICY

[Tantramar Purchasing By-Law](#)

FINANCIAL CONSIDERATIONS

The total cost of \$7,373.00 for the swift water rescue PPE and the additional firefighting gloves would exceed the \$10,000 purchasing threshold within a 60-day period for a single vendor, as recent purchases of other firefighting equipment have already contributed toward that limit.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Purchase the personal protective equipment as presented, in preparation for springtime flood training.
2. Hold off on purchasing until after the 60-day period.

RECOMMENDATION

It is recommended that Council authorize the purchase of two (2) sets of swift water rescue PPE and three (3) sets of firefighting gloves in the amount of \$7,373.00 plus HST

ATTACHMENTS

Safety Source Quotes

Sales Quote 00085851.pdf



Safety Source

FIRE

www.safetysourcefire.ca

121 Ilsley Ave., Unit 4
Dartmouth, NS
B3B 1S4

902-468-6060
Toll-free 1-800-667-3030
Fax: 902-468-9090

sales@safetysourcefire.ca

QUOTE

00085851

Date: 20-Feb-2026
Page #: 1

Our GST/HST No: 104688296

QUOTE FOR

Town of Tantramar
PO Box 6191, 31C Main Street
Sackville, New Brunswick
E4L 1G6

SHIP TO Town of Tantramar
31-B Main Street
REF: Dorchester FD
Sackville, New Brunswick
E4L 1G8

CONTACT Dennis Reid

REFERENCE

TEL [REDACTED] **FAX** - -

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
1503	DORCHESTE	Justin Neate		06-Mar-2026	J.NEATE

TERMS	F.O.B.	SHIP VIA	P.S.T.
Net 30 Days			

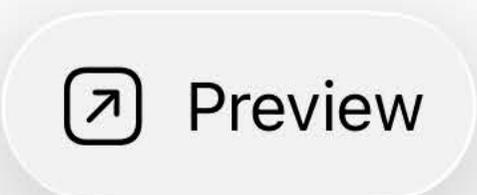
DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
LIO-LPGVFRCE-L GLOVES, LION V-FORCE, BLACK, GAUNTLET, SZ. LARGE		PR	1	\$259.00	\$259.00
LIO-LPGVFRCE-XL GLOVES, LION V-FORCE, BLACK, GAUNTLET, SZ. XL		PR	1	\$259.00	\$259.00
LIO-LPGVFRCE-2XL GLOVES, LION V-FORCE, BLACK, GAUNTLET, SZ. 2XL		PR	1	\$259.00	\$259.00

PLEASE NOTE: Due to the current volatility with economic relations between the USA and Canada, Safety Source Fire reserves the right to increase pricing on any item affected by the current tariffs imposed on US goods.

SUBTOTAL	MISCELLANEOUS	FREIGHT	HST	SALES TAX	TOTAL
\$777.00	\$0.00	\$0.00	\$116.55	\$0.00	\$893.55

CANADIAN

DATE PRINTED: 20 Feb, 2026 12:25:47 pm



Our GST/HST No: 104688296

QUOTE FOR	Town of Tantramar PO Box 6191, 31C Main Street Sackville, New Brunswick E4L 1G6	SHIP TO	Town of Tantramar 31-B Main Street REF: Dorchester FD Sackville, New Brunswick E4L 1G8
REFERENCE		CONTACT	Dennis Reid
		TEL	
		FAX	- -

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
1503	DORCHESTE	Justin Neate		04-Mar-2026	J.NEATE

TERMS	F.O.B.	SHIP VIA	P.S.T.
Net 30 Days			

DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
NRS-22560.01.103 NRS EXTREME SAR GTX DRY SUIT, XL, RED		EA	2	\$1,995.00	\$3,990.00
NRS-22562.01.103 NRS ASCENT SAR GTX DRY SUIT, RED, XL		EA	0	\$1,855.00	-----
NRS-10132.06.102 NRS MEN'S EXPEDITION WEIGHT UNION SUIT, LG		EA	2	\$211.00	\$422.00
NRS-15045.02.102 NRS HYDROSKIN 0.5 HELMET LINER, SIZE L		EA	2	\$36.00	\$72.00
NRS-15047.01.102 NRS STORM HOOD SIZE LG		EA	2	\$75.00	\$150.00
NRS-25017.05.104 NRS MAVERICK GLOVES, SIZE XL (2024)		EA	2	\$112.50	\$225.00
NRS-25032.03.103 NRS REACTOR RESCUE GLOVES, SIZE X-LARGE		EA	2	\$112.50	\$225.00
NRS-30011.03.104 NRS HYDROSKIN 0.5 WETSOCKS, SIZE XL (10 - 11)		EA	2	\$49.00	\$98.00
NRS-30037.02.106 NRS WORKBOOT WETSHOE, SZ .12		EA	2	\$162.00	\$324.00
NRS-33507.02.100 GEAR AID ZIPPER CLEANER AND LUBRICANT ZIPPER LUBE WAX		EA	2	\$9.00	\$18.00
NRS-35002.01 GEAR AID SILICONE GREASE LUBRICANT		EA	2	\$9.00	\$18.00
NRS-43000.03.112 WRSI CURRENT HELMET, SALSA RED, SZ. L/XL		EA	2	\$186.00	\$372.00
NRS-45301.01.100 NRS FOX 40 SAFETY WHISTLE, ORANGE		EA	2	\$8.00	\$16.00
NRS-47317.01.100 NRS PILOT SAR KNIFE, SAFETY YELLOW W/ SHEATH		EA	2	\$113.00	\$226.00

Continue to the next page...



FIRE

www.safetysourcefire.ca

121 Ilsley Ave., Unit 4
Dartmouth, NS
B3B 1S4

902-468-6060
Toll-free 1-800-667-3030
Fax: 902-468-9090

sales@safetysourcefire.ca

QUOTE

00085789

Date: 18-Feb-2026
Page #: 2

Our GST/HST No: 104688296

QUOTE FOR	Town of Tantramar PO Box 6191, 31C Main Street Sackville, New Brunswick E4L 1G6	SHIP TO	Town of Tantramar 31-B Main Street REF: Dorchester FD Sackville, New Brunswick E4L 1G8
REFERENCE		CONTACT	Dennis Reid
		TEL	[REDACTED]
		FAX	- -

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
1503	DORCHESTE	Justin Neate		04-Mar-2026	J.NEATE

TERMS	F.O.B.	SHIP VIA	P.S.T.
Net 30 Days			

DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
NRS-55003.03.106 NRS PUREST MESH DUFFEL BAG, BLUE, 90L		EA	2	\$140.00	\$280.00
NRS-71641.03.101 NRS PRINCETON TEC EOC HEADLAMP, BLACK		EA	2	\$80.00	\$160.00

PLEASE NOTE: Due to the current volatility with economic relations between the USA and Canada, Safety Source Fire reserves the right to increase pricing on any item affected by the current tariffs imposed on US goods.

SUBTOTAL	MISCELLANEOUS	FREIGHT	HST	SALES TAX	TOTAL
\$6,596.00	\$0.00	\$0.00	\$989.40	\$0.00	\$7,585.40



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: March 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](#).

Council gave first and second reading to these By-Laws on February 10, 2026.

PROPOSED MOTION

That Council give third and final 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

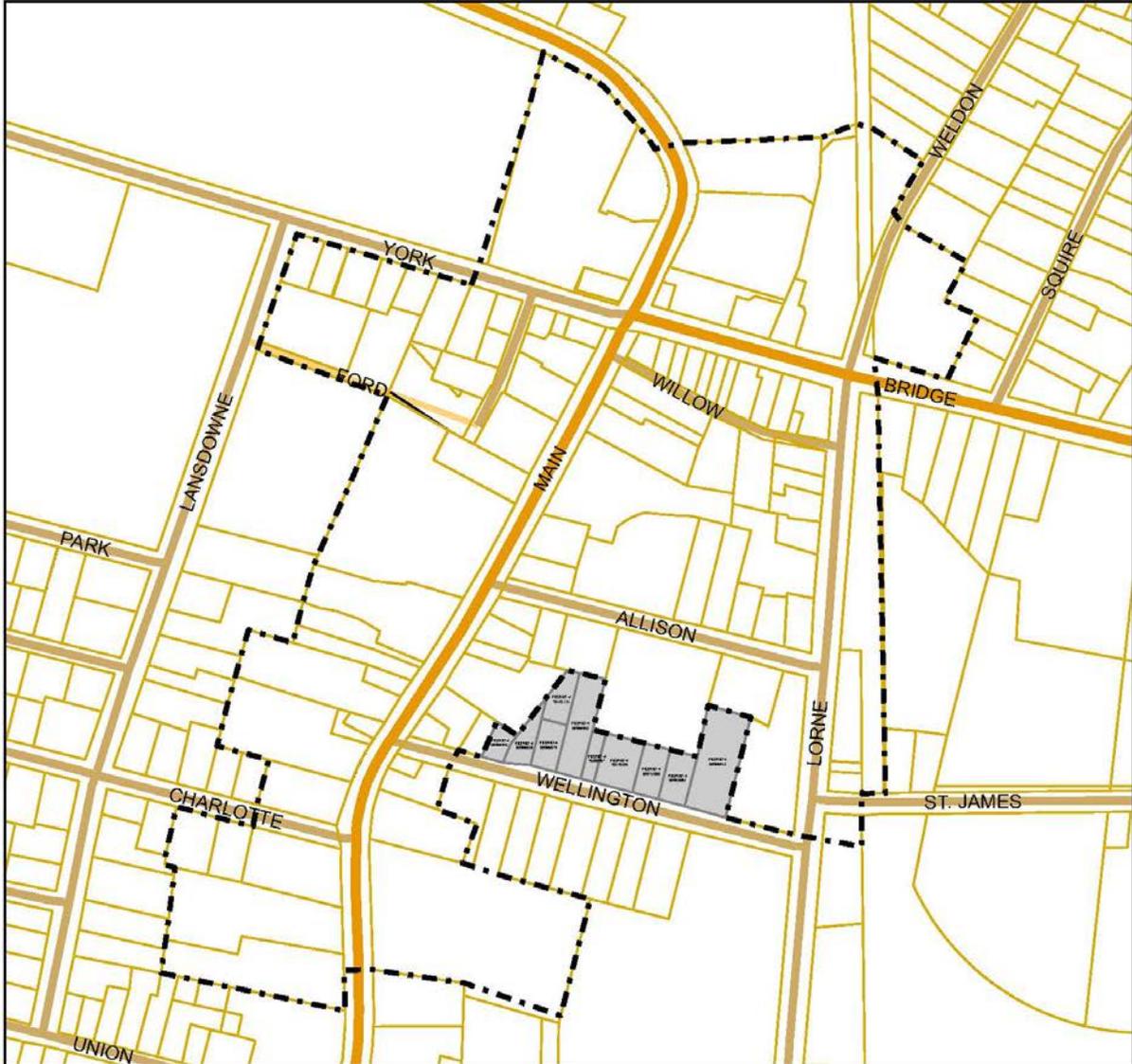
Clerk

Schedule/Annexe A-1

Sackville

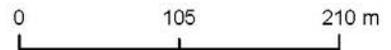
FUTURE LAND USE MAP

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.

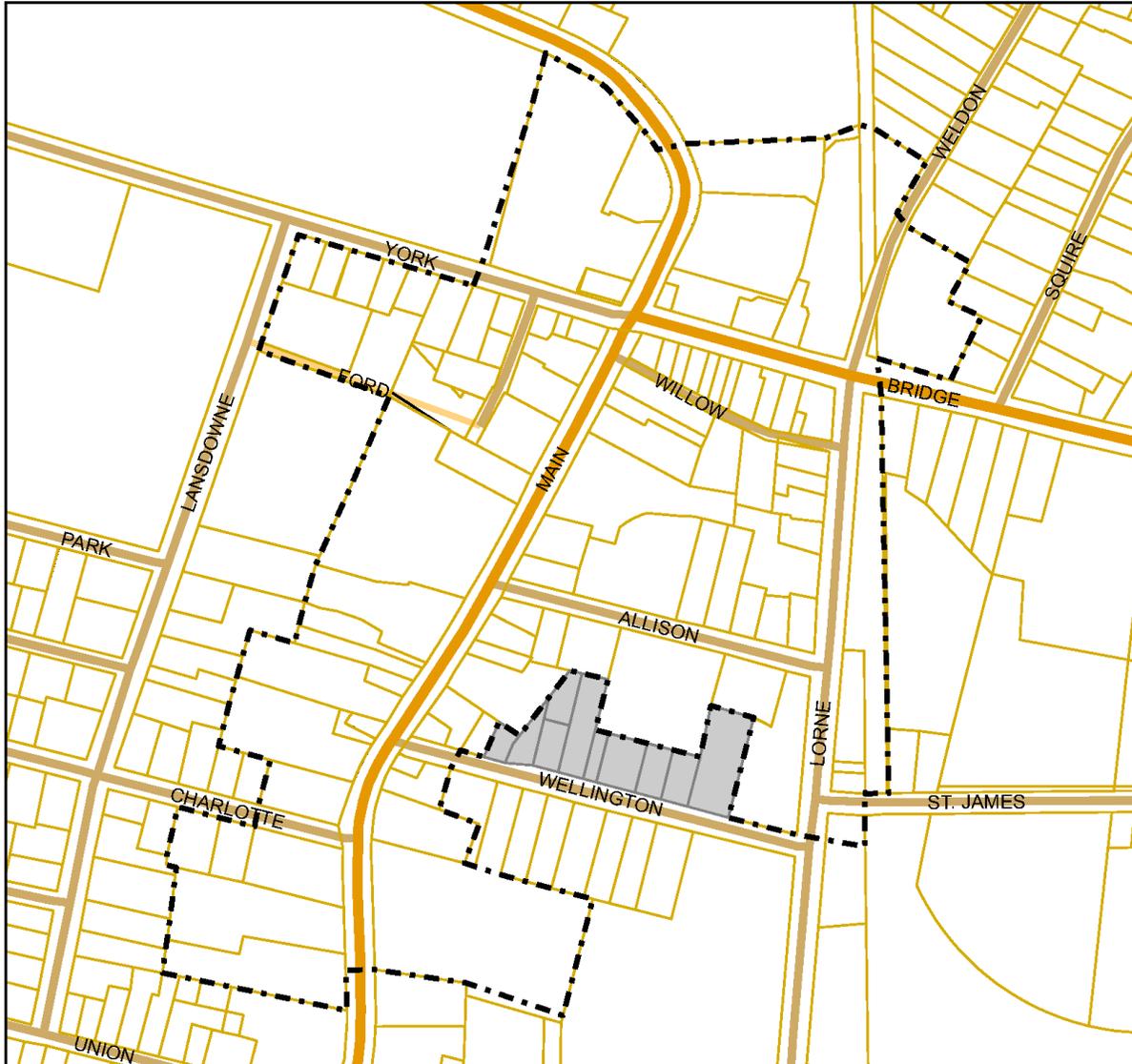
Read a second time this ____ day of _____, 2026.

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

Mayor

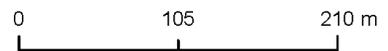
Clerk

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: March 5, 2026

Department: Office of the CAO

DESCRIPTION

The Code of Conduct By-Law amendment reflects requirements outlines 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](#).

Council gave first reading of the By-Law at the February Regular Council Meeting, along with a motion to resolve to conduct second reading section by section.

PROPOSED MOTION

That Council give second reading section by section and third and final reading to By-Law No. 2025-19A, A By-Law to Amend By-Law No. 2025-19 A Code of Conduct By-Law for Tantramar.

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.

