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

**1. CALL TO ORDER**

1.1 APPROVAL OF AGENDA

1.2 CONFLICT OF INTEREST DECLARATION

**2. INFORMATION ITEMS**

2.1 SERSC INFRASTRUCTURE COST SHARING – MARC LANDRY

**3. APPROVAL OF MINUTES**

3.1 REGULAR COUNCIL MEETING – APRIL 14, 2026 (Pg. 2)

3.2 SPECIAL MEETING OF COUNCIL – APRIL 16, 2026 (Pg. 8)

3.3 SPECIAL MEETING OF COUNCIL – APRIL 20, 2026 (Pg. 9)

**4. REPORTS FROM ADMINISTRATION**

4.1 2025 AUDIT – M. BEAL (Pg. 10)

4.2 2026 BY-LAW SUMMER STUDENTS – M. BEAL (Pg. 18)

4.3 UPDATE ON FCM GROWING CANADA’S COMMUNITY CANOPIES – TREE PLANTING GRANT – J. FERGUSON (Pg. 20)

4.4 FCM GROWING CANADA’S COMMUNITY CANOPIES – URBAN FORESTRY PLAN AND STUDIES GRANT – J. FERGUSON (Pg. 23)

4.5 BY-LAW NO. 2026-21 A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMAR – C. BOWSER (Pg. 27)

4.6 TVMCC AMMONIA RELIEF SYSTEM UPGRADES – M. PRYDE (Pg. 41)

4.7 MOUNT ALLISON CONVOCATION STREET CLOSURE UPDATE – M. PRYDE (Pg. 43)

**5. ADJOURNMENT**

**REGULAR COUNCIL MEETING OF  
TUESDAY, APRIL 14, 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 Engineering & Public Works Jon Eppell, Director of Community & Corporate Services Jeff Taylor, Director of Financial Services Michael Beal, Director of Active Living & Culture Matt Pryde, TFS Manager of People & Culture Becky Goodwin, Manager of Active Living & Culture Jamie Ferguson, Manager of Tourism & Business Development Ron Kelly Spurles, Dorchester Fire Chief Greg Partridge, Dorchester Fire Deputy Chief Dan Dupuis and Sackville Fire Chief Craig Bowser.

Also, in attendance were twenty-seven (27) 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

#26-048 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE AGENDA OF THE REGULAR COUNCIL MEETING OF APRIL 16, 2026, AS AMENDED. 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. ECONOMICS ON THE PROPOSED RIGS GAS PLANT – G. MACASKILL
- 2.2. 2-MINUTE PRESENTATION – PENNY MOTT: SENIORS FOR CLIMATE TANTRAMAR
- 2.3. 2-MINUTE PRESENTATION – JAMES MACDONALD
- 2.4. UPDATE ON LIBRARY / M&M CENTRE PROJECTS: MOUNT ALLISON UNIVERSITY
- 2.5. RECREATION MASTER PLAN: RC STRATEGIES

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

3. ADOPTION OF MINUTES

#26-049 MOVED BY DEPUT MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF MARCH 10, 2026 AS CIRCULATED. MOTION CARRIED.

#26-050 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF MARCH 16, 2026 AS CIRCULATED. MOTION CARRIED.

#26-051 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL ADOPT THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 23, 2026 AS CIRCULATED. MOTION CARRIED.

#### 4. CONSENT AGENDA

#26-052 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY DEPUTY MAYOR JOSH GOGUEN THAT COUNCIL APPROVE THE CONSENT AGENDA OF APRIL 14, 2026. 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.

##### RFD 2026-021 – 2026 FALL FAIR

*That Council authorize the Sackville Fire Chief, as part of the Fall Fair events, to complete an application to purchase with M.A.C. Fireworks Inc. for a commercially organized and operated fireworks display at the Lorne Street Soccer Field on Friday, September 18, 2026, with a rain date of Saturday, September 19, 2026 and authorize the Mayor and Clerk to sign and seal the Necessary Agreement.*

*That Council approve the closure of Main Street, Sackville from the Drew Nursing Home to Bridge Street, Bridge Street to Lorne Street, and Lorne Street to the former Via Rail Station on Saturday, September 19, 2026 from approximately 1:00 – 2:30 pm to accommodate the Main Street Mile and Fall Fair Parade.*

*That Council approve the closure of Ford Lane, Sackville to York Street from Friday, September 18, 2026 at 8:00 am to Monday, September 21, 2026 at noon to facilitate the installation and use of a tent for community events during Fall Fair.*

*That Council approve the closure of Dufferin Street, Sackville from approximately 4:00 pm Friday, September 18, 2026 until 9:00 pm on Saturday, September 19, 2026 to accommodate Family Day and the Fall Fair Fireworks.*

*That Council grant permission to the Fall Fair organizing committee to operate a bar service in a secured area in the Main Stage Tent on Friday September 18, 2026 and Saturday September 19, 2026 from 8:00 pm until 12:00 am, subject to Provincial Liquor and Safety laws.*

*That Council grant a time exemption from 11:00 pm to 12:00 am on the nights of Friday, September 18, 2026 and Saturday, September 19, 2026 as per By-Law No. 246, the Town of Sackville Noise By-Law to accommodate the music in the Fall Fair tent.*

*That Council authorize the Mayor and Clerk to sign and seal an agreement between Tantramar and Mount Allison University indicating that Mount Allison University grants to Tantramar the right to utilize the grassed property west of King Street Parking lot to allow the PEI Carnival Company access to the field on Monday, September 14, 2026 up to and including Monday, September 21, 2026.*

*That Council approve SSI Sound Specialists to provide sound and lights in the Fall Fair Tent in the amount of \$11,080.00 plus HST.*

**RFD 2026-022 – 2026 FRIDAY NIGHT CRUISE STREET CLOSURE**

*That Council approve the closure of Main Street, Sackville from Bridge Street to Wellington Street on Friday, June 26, 2026, from approximately 5:00 pm to 9:30 pm to accommodate the 6<sup>th</sup> annual Friday Night Cruise.*

**RFD 2026-023 – 2026 LEVEE ON THE LAKE**

*That Council waive any rental fees of municipally owned property such as tables, chairs, picnic tables, and other similar items from September 10, 2026 to September 13, 2026.*

*That Council extend the Noise By-law No. 246, the Town of Sackville Noise By-law to 1:00 am on the nights of September 10, 2026 to September 13, 2026 to accommodate concerts at the Sackville Music Barn.*

*That Council permit organizers to install an across the street banner on existing infrastructure near 209 Main Street for a maximum of 21 days, using a licensed installer.*

**RFD 2026-024 – 2026 SANDPIPER FESTIVAL**

*That Council authorize the closure of Cape Road from the new Dorchester Fire Station (3508 Cape Road) to the 106 intersection from approximately 10:00 am - 5:30 pm on August 8, 2026, to accommodate the Sandpiper Festival.*

**RFD 2026-025 – 2026 SAPPYFEST**

*That Council approve the closure of Bridge Street, Sackville between 7:00 pm on Thursday, July 30, 2026 to noon on Monday, August 3, 2026, between Main Street and Lorne/Weldon Street to accommodate the main SappyFest Event Tent.*

*That Council approve an extension to the Noise By-law No. 246, the Town of Sackville Noise By-law to 12:00 am on the evenings of Friday July 31, 2026; Saturday, August 1, 2026, and Sunday, August 2, 2026.*

*That Council authorize the establishment of a beer garden on Bridge Street.*

*That Council authorize loaning Sappyfest various pieces of municipally owned property, such as kiosks, barricades, the municipal events tent, picnic tables and chairs from July 30, 2026 to August 3, 2026.*

**RFD 2026-026 – KAYAK RENTAL AGREEMENT**

*That Council authorize the Mayor and Clerk to sign the agreement with Grace Pickett and Tovah McGrath to offer a kayak, canoe, and paddleboard rental service at Lillas Fawcett Park during the summer of 2026.*

RFD 2026-027 – PORTABLE PUMP DORCHESTER FIRE

*That Council authorize the purchase of one (1) AREO FEU ALF-3000 portable pump and accessories in the amount of \$20,300.26 plus HST from Areo-Feu Ltee.*

RFD 2026-028 – TENDER TAN-2026-01 ASPHALT RESURFACING AND PATCHING

*That Council award the TAN-2026-01 Asphalt Resurfacing and Patching contract to Dexter Construction Company Limited in the amount of \$493,424.24 plus HST.*

RFD 2026-029 – RFP TAN-2026-02 SUPPLY OF TWO ¾ TON TRUCKS

*That Council authorize the TAN-2026-02 Supply of Two ¾ T Trucks purchase from Taylor Ford in the amount of \$129,240.00 plus HST.*

RFD 2026-030 – CULVERT REPLACEMENT FAIRFIELD ROAD 2

*That Council award the culvert supply to AIL in the amount of \$17,863.79 plus HST and award the installation work to Bowers Construction in the amount of \$29,000.00 plus HST.*

5. REPORTS FROM ADMINISTRATION

5.1. NATURAL ASSET MAPPING – R. KELLY SPURLES

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

**#26-053 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE CONTRACT WITH MOUNT ALLISON UNIVERSITY TO UNDERTAKE THE NATURAL ASSET MAPPING PROJECT FOR THE TANTRAMAR CLIMATE CHANGE ADAPTATION PLAN IN THE AMOUNT OF \$12,173.91 PLUS HST. MOTION CARRIED.**

5.2. BAYVIEW ESTATES REQUEST FOR PROVISIONAL ACCEPTANCE – J. EPELL

A copy of the report can be found on page 27 of the Regular Council Meeting [package](#).

5.3. SQUIRE STREET LIFT STATION – J. EPELL

A copy of the report can be found on page 33 of the Regular Council Meeting [package](#).

**#26-054 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL AWARD THE ENGINEERING FOR THE SQUIRE STREET LIFT STATION UPGRADES FOR DESIGN, TENDERING AND CONSTRUCTION PHASE SERVICES TO ENGLOBE CORPORATION IN THE AMOUNT OF \$76,000.00 PLUS HST. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS ALLISON BUTCHER, JOSH GOGUEN, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS AND BRUCE PHINNEY. MOTION CARRIED.**

#### 5.4. CODE OF CONDUCT 2026-01

A copy of the Code of Conduct complaint can be found on page 35 of the Regular Council Meeting [package](#).

#26-055 MOVED BY COUNCILLOR MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL HEREBY DISMISSES THE CODE OF CONDUCT COMPLAINT DATED MARCH 2, 2026 AND RECEIVED MARCH 10, 2026 FROM COUNCILLOR BRUCE PHINNEY AGAINST COUNCILLOR ALLISON BUTCHER ON THE GROUNDS THAT THE COMPLAINT DOES NOT BREACH BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMAR AND THAT NO FURTHER ACTION BE TAKEN WITH RESPECT TO THIS COMPLAINT. AYE VOTES RECORDED BY MAYOR ANDREW BLACK, DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS MATT ESTABROOKS, JOSH GOGUEN, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS BARRY HICKS AND BRUCE PHINNEY. MOTION CARRIED.

#### 5.5. CODE OF CONDUCT 2026-02

A copy of the Code of Conduct complaint can be found under the Presentations page of the Regular Council Meeting portion of the website.

#26-056 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL HEREBY DISMISSES THE CODE OF CONDUCT COMPLAINT DATED APRIL 7, 2026 AGAINST DEPUTY MAYOR DEBBIE WIGGINS-COLWELL ON THE GROUNDS THAT THE COMPLAINT DOES NOT BREACH BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF TANTRAMAR AND THAT NO FURTHER ACTION BE TAKEN WITH RESPECT TO THIS COMPLAINT. MOTION CARRIED.

#### 6. BY-LAWS

A copy of the report can be found on page 37 of the Regular Council Meeting [package](#). The By-Law will be brought forward at an upcoming Special Meeting of Council.

#### 7. MAYOR & COUNCILLOR STATEMENTS & INQUIRIES

Councillor Debbie Wiggins-Colwell noted that several Councillors attended the opening of The Annex Collective.

Councillor Debbie Wiggins-Colwell noted the need for Council to discuss the Southeast Regional Service Commission cost-sharing model prior to the April Board Meeting.

Councillor Matt Estabrooks congratulated members of Sackville Minor Hockey on their received awards during the annual Awards Banquet.

Councillor Matt Estabrooks stated what an honour it has been to serve on Sackville and Tantramar Councils.

Councillor Hicks requested an update on decorative lighting at the Main Street and Mallard Drive intersection. Director Jeff Taylor responded.

Councillor Tower thanks Seniors for Climate Tantramar on their presentation and noted an Earth Day event being held by the group on April 22, 2026.

To watch the full Statement and Inquiries portion of the meeting, please see the Regular Council Meeting [video](#) at the 3:25 mark.

8. NOTICE OF MOTION

Mayor Andrew Black asked if there were any Notice of Motions. There were none.

9. ADJOURNMENT

#26-057 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE REGULAR COUNCIL MEETING OF APRIL 14, 2026. MOTION CARRIED.

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MAYOR

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ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL  
THURSDAY, APRIL 16, 2026 – 4:00 P.M.  
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Andrew Black, Deputy Mayor Debbie Wiggins-Colwell and Councillors 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 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 MATT ESTABROOKS AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF APRIL 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-2026-03**

**3. ADJOURNMENT**

MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR MATT ESTABROOKS THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 16, 2026. MOTION CARRIED.

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MAYOR

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ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL  
MONDAY, APRIL 20, 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 Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney and Michael Tower. Also in attendance was 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 DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF APRIL 20, 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-2026-04**

**3. ADJOURNMENT**

MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 20, 2026. MOTION CARRIED.

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MAYOR

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ASSISTANT CLERK



**To:** Mayor and Council

**Submitted by:** Michael Beal, Director of Financial Services

**Date:** April 23, 2026

**Subject:** 2025 Audit

**PROPOSAL**

To approve the 2025 Audit for Tantramar and reappoint the auditor for 2026.

**BACKGROUND**

Auditors were in during the fall of 2025 to perform interim work.

They returned in late February to perform remaining Audit work that was required.

Between late February and mid-April work was done on completing the Audit with information gathering back and forth between the Finance Department and the Audit team.

**DISCUSSION**

General

- 2025 Operating Surplus in the General Fund is \$95,503. Details relating to the surplus are included in the financial notes for the General Operating Fund at the end of this report.
- The compares to prior year end surpluses in the General Operating Fund as follows:
  - o 2024 Surplus of \$130,577
  - o 2023 Surplus of \$154,669

Utility

- 2025 Operating Surplus in the Utility Fund is \$18,680. Details relating to the surplus are included in the financial notes for the Utility Operating Fund at the end of this report.
- This compares to prior year end surpluses in the Utility Operating Fund as follows:
  - o 2024 Surplus of \$18,239
  - o 2023 Surplus of \$15,744

The two surpluses noted above are to be recorded as Revenue during the 2027 budget process as per the Local Governance Act. We look to complete year end with a surplus of approximately \$10-20,00 in the Utility Revenue Fund and from \$50-250,000 in the General Operating Fund after deposits/withdrawals to reserve funds, transfers to Capital out of Revenue and Borrowing requirements being completed.

Overall, 2025 was a positive year as we were able to perform Capital in General with no borrowing once again and Utility within accordance with our long-term plans. Utility Capital borrowing for 2025 which has already been approved by Council is \$549,000.

## Appointment

When the RFP for Audit Services was issued in 2023; Baker Tilly was the only firm who submitted a bid. Within the RFP the original approval was for a 3-year term being 2023 to 2025. With the completion of the 2025 Audit the 3-year term and appointment has concluded. Also, within the RFP it allowed for further 1-year appointments to be made. We are recommending the reappointment of Andrew Boudreau of Baker Tilly for the 2026 Audit year.

## **INTERDEPARTMENTAL CONSULTATION**

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

## **LEGISLATION/POLICY**

[Local Governance Act](#)

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

## **FINANCIAL CONSIDERATIONS**

Surpluses for 2025 to be recorded as Revenue for 2027 Budget.

## **LEGAL**

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

## **COMMUNICATIONS/PUBLIC ENGAGEMENT**

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

## **TANTRAMAR 2025-2028 STRATEGIC PLAN**

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

## **COMMUNITY IMPACT**

N/A

## **CLIMATE CHANGE IMPLICATIONS**

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**

### Audit

- a) To approve the 2025 Audit as presented.

### Auditor Appointment

- b) To approve the reappointment of Andrew Boudreau of Baker Tilly
- c) To not approve the reappointment and re-issue an RFP for audit services.

## **RECOMMENDATION**

Staff recommend the approval of the 2025 Audit for Tantramar and authorize the Mayor and Clerk to sign and seal the Audit

Staff recommend the reappointment of Andrew Boudreau of Baker Tilly as our Auditor for the Audit year 2026.

## **ATTACHMENTS**

Financial Report and notes for each department.

# 2025 TANTRAMAR GENERAL REVENUE FUND

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>
WARRANT	\$ 16,691,009	\$ 16,691,009	\$ -
EQUALIZATION AND CORE FUNDING	\$ 108,615	\$ 108,615	\$ 0
GENERAL GOVERNMENT	\$ 155,000	\$ 450,580	\$ 295,580
POLICE	\$ 365,500	\$ 358,740	\$ (6,760)
FIRE	\$ 13,554	\$ 35,650	\$ 22,096
TRANSPORTATION	\$ 119,333	\$ 134,562	\$ 15,229
ACTIVE LIVING AND CULTURE	\$ 309,200	\$ 404,252	\$ 95,052
COMMUNITY AND CORPORATE SERV.	\$ 27,800	\$ 53,638	\$ 25,838
SURPLUS (2ND PREV. YEAR)	\$ 154,669	\$ 154,669	\$ (0)
<b>TOTAL REVENUE</b>	<b>\$ 17,944,680</b>	<b>\$ 18,391,715</b>	<b>\$ 447,035</b>
<b><u>ONE TIME REVENUE</u></b>			
OPERATING GRANTS FROM PNB	\$ -	\$ -	\$ -
GRANTS FROM OUTSIDE SOURCES	\$ -	\$ 163,098	\$ 163,098
SALE OF ASSETS	\$ -	\$ 107,144	\$ 107,144
<b>TOTAL REVENUE FROM ALL SOURCES</b>	<b>\$ 17,944,680</b>	<b>\$ 18,661,958</b>	<b>\$ 717,278</b>
<b><u>EXPENSES</u></b>			
GENERAL GOVERNMENT	\$ 3,325,977	\$ 2,794,007	\$ (531,970)
PUBLIC SAFETY (FIRE)	\$ 1,633,497	\$ 1,349,364	\$ (284,133)
PUBLIC SAFETY (POLICE)	\$ 3,020,228	\$ 2,725,843	\$ (294,385)
ENVIRONMENTAL HEALTH - WASTE	\$ 835,904	\$ 830,713	\$ (5,191)
EMERGENCY SERVICES	\$ 30,000	\$ 11,172	\$ (18,828)
ENGINEERING AND PUBLIC WORKS	\$ 2,863,348	\$ 2,585,435	\$ (277,913)
ACTIVE LIVING AND CULTURE	\$ 2,138,759	\$ 2,165,432	\$ 26,673
COMMUNITY AND CORPORATE SERV.	\$ 1,086,826	\$ 825,172	\$ (261,654)
FISCAL SERVICES	\$ 1,005,141	\$ 962,458	\$ (42,683)
CAPITAL OUT OF REVENUE	\$ 1,755,000	\$ 3,906,859	\$ 2,151,859
<b>TOTAL EXPENSES</b>	<b>\$ 17,694,680</b>	<b>\$ 18,156,455</b>	<b>\$ 461,775</b>
<b><u>ONE TIME EXPENSES</u></b>			
CAP OUT OF REVENUE RE: PNB	\$ -		\$ -
CAP OUT OF REVENUE RE:GRANTS	\$ -		\$ -
RESERVE FUND TRANSFER	\$ 250,000	\$ 410,000	\$ 160,000
<b>TOTAL EXPENSES FROM ALL SOURCES</b>	<b>\$ 17,944,680</b>	<b>\$ 18,566,455</b>	<b>\$ 621,775</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ -</b>	<b>\$ 95,503</b>	<b>% of Budget 0.54%</b>

## **REVENUE:**

### GENERAL GOVERNMENT

REVENUE IS HIGHER THAN BUDGET AS A RESULT OF HIGHER BUILDING PERMIT REVENUE; MORE INTEREST EARNED ON BANK ACCOUNT AND SALE OF ASSETS THAT TOOK PLACE DURING 2025. BUILDING PERMITS RECEIVED IN 2025 WAS \$386,925 COMPARED TO A BUDGET OF \$100,000.

### POLICE

REVENUE WAS LOWER FROM DOG TAG AND BY-LAW TICKET REVENUE DURING THE YEAR.

### FIRE

REVENUE IS HIGHER THAN EXPECTED FROM REVENUE FOR BILLING FOR FALSE FIRE ALARMS AS WELL AS BILLINGS TO THE PROVINCE FOR ASSISTANCE PROVIDED AT WILDFIRES.

### TRANSPORTATION

REVENUE IS UP FROM ROADS GRANT AND LANE MARKINGS PAID FOR BY THE PROVINCE.

### ACTIVE LIVING AND CULTURE

REVENUE IS UP FROM ARENA RENTALS, CANTEEN REVENUE HIGHER THAN PROJECTED AND GRANTS THAT WERE RECEIVED IN 2025 THAT WERE NOT BUDGETED FOR OR EXPECTED.

### COMMUNITY & CORPORATE SERVICES

REVENUE IS HIGHER FROM MORE GRANTS BEING RECEIVED THAN EXPECTED.

### GRANTS FROM OUTSIDE SOURCES

REVENUE IS UP FROM INFRASTRUCTURE GRANT RECEIVED FROM LORNE ST PHASE 3. AS WELL THERE WERE A FEW OTHER SMALL CAPITAL GRANTS RECEIVED FOR VARIOUS ITEMS.

### SALE OF ASSETS

REVENUE RECEIVED WAS FROM THE SALE OF VARIOUS FIXED ASSETS THROUGH THE YEAR; MOST ITEMS WERE SOLD AT AUCTION.

## **EXPENSES:**

### GENERAL GOVERNMENT

EXPENSES WERE DOWN AS A RESULT OF VACANT POSITIONS THAT HAD BEEN BUDGETED FOR; LESS COSTS RELATING TO HR AND LEGAL AS WELL AS INSURANCE CLAIMS ITEMS COMING IN LOWER.

### PUBLIC SAFETY (FIRE)

EXPENSES WERE DOWN AS A RESULT OF VACANT POSITON THAT HAD BEEN BUDGETED FOR; LOWER FIRE DEPARTMENT OPERATING EXPENSES AS WELL AS RADIOS THAT WERE BUDGETED FOR AND NOT PURCHASED IN 2025. RADIO PURCHASE FUNDS WERE TRANSFERRED TO RESERVE FOR 2026.

### PUBLIC SAFETY (POLICE)

EXPENSES WERE LOWER FROM LOWER RCMP OPERATING COSTS; MOSTLY MADE UP FROM VACANT POSITIONS WITHIN THE FORCE. OTHER SAVINGS WERE WITHIN BY-LAW ENFORCEMENT. RCMP DURING THE YEAR FILLED THEIR HARD VACANCIES AND WE NOW ONLY SAVE FROM SOFT VACANCIES.

### EMERGENCY SERVICES (EMO)

EXPENSES WERE LOWER FROM LESS COSTS RELATING TO EMO ACTIVITIES FOR 2025.

#### ENGINEERING AND PUBLIC WORKS

EXPENSES WERE LOWER AS A RESULT OF LOWER SALARY COSTS FROM VACANT POSITIONS; LOWER ENGINEERING COSTS AND SLIGHTLY LOWER THAN EXPECTED WINTER MAINTENANCE COSTS.

#### ACTIVE LIVING AND CULTURE

EXPENSES WERE HIGHER AS A RESULT OF HIGHER ARENA OPERATING COSTS (POWER AND MAINTENANCE AND CANTEEN). THE OVERAGE WAS MORE THAN COVERED BY THE INCREASED REVENUE FROM CANTEEN OPERATIONS, RENTAL REVENUE AND GRANTS RECEIVED.

#### COMMUNITY & CORPORATE SERVICES

EXPENSES ARE LOWER FROM VACANT STAFFING POSITIONS, ADVERTISING COSTS, COMMUNICATION COSTS, TOURISM COSTS, STUDIES AS WELL AS LOWER THAN PROJECTED OPERATING COSTS.

#### FISCAL SERVICES

EXPENSES ARE LOWER BECAUSE OF INTERIM FINANCING AND BANK INTEREST CHARGES BEING LESS THAN ANTICIPATED.

#### CAPITAL OUT OF REVENUE

EXPENSES ARE HIGHER AS A RESULT OF MORE CAPITAL BEING CHARGED BACK TO CAPITAL OUT OF REVENUE. SOME OF THIS WAS TO COME OUT OF THE RESERVE FUND AS IT RELATED TO PRIOR YEAR APPROVED CAPITAL. CHARGING THIS ADDITIONAL CAPITAL TO OPERATING ALLOWED US TO NOT NEED ANY BORROWING FOR CAPITAL.

#### RESERVE FUND TRANSFER

WITH THE OVERALL FINANCIAL POSITION OF THE MUNICIPALITY IN 2025 WE WERE ABLE TO DEPOSIT \$410,000 INTO THE RESERVE RATHER THAN THE \$250,000 BUDGET. THIS ALLOWS US TO PLAN BETTER FOR THE FUTURE AND BORROW FOR LARGE CAPITAL PROJECTS FROM OURSELVES THROUGH OUR RESERVE FUNDS RATHER THAN THE MUNICIPAL FINANCE CORPORATION; THEREBY SAVING THE COST OF THE PRINCIPLE AND INTEREST ON DEBENTURE PAYMENTS AND NEEDING TO INCREASE FUTURE BUDGETS IN ORDER TO PAY FOR THOSE COSTS.

# 2025 TANTRAMAR UTILITY REVENUE FUND

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>
USER RATE CHARGES	\$ 2,262,464	\$ 2,289,173	\$ 26,709
CONNECTION AND SERVICES	\$ 25,500	\$ 57,487	\$ 31,987
FIRE PROTECTION	\$ 376,000	\$ 376,000	\$ -
INTEREST	\$ 58,500	\$ 90,801	\$ 32,301
SUNDRY	\$ 101,887	\$ 109,845	\$ 7,958
SURPLUS (2ND PREV. YEAR)	\$ 15,744	\$ 15,744	\$ (0)
	<u>\$ 2,840,095</u>	<u>\$ 2,939,050</u>	<u>\$ 98,955</u>

## ONE TIME REVENUE

SALE OF ASSETS	\$ -	\$ -	
GRANTS FROM OUTSIDE SOURCES	\$ -	\$ 170,514	\$ 170,514

TOTAL REVENUE ALL SOURCES	<u>\$ 2,840,095</u>	<u>\$ 3,109,563</u>	<u>\$ 269,468</u>
		\$ -	

## EXPENSES

ADMINISTRATIVE AND GENERAL	\$ 398,661	\$ 381,756	\$ (16,905)
WATER	\$ 1,093,353	\$ 995,373	\$ (97,980)
SEWER COLLECTION AND DISPOSAL	\$ 493,063	\$ 447,638	\$ (45,425)
CAPITAL OUT OF REVENUE	\$ -	\$ 310,680	\$ 310,680
RESERVE FUND TRANSFER	\$ 360,000	\$ 460,000	\$ 100,000
FISCAL SERVICES	\$ 495,018	\$ 495,437	\$ 419
	<u>\$ 2,840,095</u>	<u>\$ 3,090,883</u>	<u>\$ 250,788</u>

## ONE TIME EXPENSES

CAPITAL OUT OF REVENUE			\$ -
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TOTAL EXPENSES ALL SOURCES	<u>\$ 2,840,095</u>	<u>\$ 3,090,883</u>	<u>\$ 250,788</u>
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SURPLUS/(DEFICIT)	<u>\$ -</u>	<u>\$ 18,680</u>	<u>% of Budget</u> 0.66%
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## **REVENUE:**

### USER RATE CHARGES

REVENUE IS HIGHER BECAUSE OF HIGHER THAN ANTICIPATED METERED REVENUE.

### CONNECTION AND SERVICES

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

### FIRE PROTECTION

REVENUE FROM THE GENERAL FUND AS BUDGETED.

### INTEREST

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

### SUNDRY

REVENUE IS HIGHER FROM A GRANT FOR THE GUDI WELL ASSESSMENT.

## **EXPENSES:**

### ADMINISTRATIVE AND GENERAL

EXPENSES ARE LOWER BECAUSE OF LOWER SALARIES COSTS AND THERE BEING NO INSURANCE CLAIMS/ITEMS THAT TOOK PLACE DURING THE YEAR.

### WATER

EXPENSES ARE LOWER BECAUSE OF VACANCIES THAT OCCURRED DURING THE YEAR WITHIN THE UTILITY; AS WELL AS COST TO OPERATE THE TREATMENT PLANT CAME IN UNDER BUDGET.

### SEWER COLLECTION AND DISPOSAL

EXPENSES ARE LOWER BECAUSE OF VACANCIES THAT OCCURRED DURING THE YEAR WITHIN THE UTILITY.

### CAPITAL OUT OF REVENUE

EXPENSES ARE HIGHER AS A RESULT OF INFRASTRUCTURE GRANT BEING RECEIVED AND THEN CHARGING THE EXPENSES BACK TO CAPITAL OUT OF REVENUE TO OFFSET THIS REVENUE. ALSO HIGHER OPERATING REVENUE ALLOWED US TO CHARGE MORE TO CAPITAL OUT OF REVENUE.

### RESERVE FUND TRANSFER

EXPENSES WERE HIGHER AS WE WERE ABLE TO TRANSFER MORE INTO THE RESERVE BECAUSE OF INCREASED REVENUE AND LOWER OPERATING EXPENSES DURING THE YEAR.

### FISCAL SERVICES

EXPENSES ARE SLIGHTLY HIGHER BECAUSE OF INTERIM FINANCING AND BANK INTEREST CHARGES BEING HIGHER THAN EXPECTED.



**To:** Mayor and Council

**Submitted by:** Michael Beal, Director of Financial Services

**Date:** April 23, 2026

**Subject:** By-Law Summer Students

**PROPOSAL**

To authorize the student By-Law Officers to enforce By-Laws for Tantramar.

**BACKGROUND**

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

**DISCUSSION**

- By-Law Officers require a motion from the Council as per the Local Governance Act
- All sections are listed within the motion from the Local Governance Act, Police Act and other acts for which they may need these enforcement powers.
- If tickets are issued and disputed the Clerk would provide a certified resolution showing this appointment that they can present at court if required.
- This summer we will have 3 By-Law students (Budget allows for up to 4) of whom will all be from Oulton College taking the Policing and Corrections course. They will begin employment with us on June 8, 2026.
- Unless a resolution is passed, they are unable to issue tickets.
- The 3 students hired this year are:
  - o Kyler Paquette
  - o Junior Samaty
  - o Oliver Cyr

**INTERDEPARTMENTAL CONSULTATION**

CAO

**LEGISLATION/POLICY**

[Local Governance Act](#)

**FINANCIAL CONSIDERATIONS**

Student Officers budgeted within 2026 budget.

**LEGAL**

Required motion to give them the legal authority to enforce our by-laws.

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Will engage with the entire region of Tantramar.

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

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

**COMMUNITY IMPACT**

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

**CLIMATE CHANGE IMPLICATIONS**

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**

To appoint the officers otherwise they will not be able to enforce tickets.

**RECOMMENDATION**

Staff recommend the resolution be passed authorizing the 3 student By-Law officers, that being Kyler Paquette, Junior Samaty and Oliver Cyr, be appointed as By-Law Officers for Tantramar so that they can enforce the current By-Laws in existence within the areas of Tantramar.

**ATTACHMENTS**

N/A

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**To:** Mayor and Council

**Submitted by:** Jamie Ferguson, Manager of Active Living and Culture

**Date:** April 23, 2026

**Subject:** UPDATE: FCM – Growing Canada’s Community Canopies Grant – Tree Planting

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**PROPOSAL**

To submit an updated Letter of Support and Financial Contribution for a newly proposed program called “Expanding the Municipality of Tantramar’s canopy cover through street and park tree planting and afforestation” under the Federation of Canadian Municipalities - Growing Canada’s Community Canopies Grant – Tree Planting. A follow-up letter confirming funds will be provided once 2027 and 2028 Budget is approved.

**BACKGROUND**

The Federation of Canadian Municipalities (FCM), under the Green Municipal Fund, has launched a Growing Canada’s Community Canopies (GCCC) Grant – Tree Planting. The GCCC – Tree Planting initiative helps communities plant the right types of trees in the right places – bringing multiple benefits to communities. Communities of all sizes and levels of urban forestry expertise can access tree planting support from GCCC’s funding, coaching, learning resources and training.

Council previously reviewed this as presented at the Committee of the Whole meeting of October 28, 2025 under CDR #2025-086 and subsequently approved by Council on November 12, 2025 under RFD #2025-086.

**DISCUSSION**

The Municipality’s grant application under GCCC – Tree Planting will create a program that aims to increase tree canopy cover throughout the municipality through a mix of large caliper street and park tree planting, and smaller stock naturalization planting within municipal-owned lands. The program will also assist in building capacity within the Municipality to enhance their forestry program.

The Municipality’s grant has gone through the review process and has been conditionally awarded a grant in the amount of \$51, 280, that will cover up to 50% of the eligible costs, including staff remuneration.

Staff remuneration includes Active Living and Culture Director, Manager, Lead Hand, Civic Centre Attendants, and Park Summer Students time to plan, manage, deliver, monitor, and maintain the trees over the three year period.

This updated report reflects additional financial considerations and staff remuneration to effectively deliver the components of the program, as identified by the FCM grant review panel.

**INTERDEPARTMENTAL CONSULTATION**

N/A

**LEGISLATION/POLICY**

[N/A](#)

**FINANCIAL CONSIDERATIONS**

\$11,810 allocated from the \$15,000 Street Tree Operating Budget for 2026, as approved by Council. \$11,810 allocated from the \$15,000 Street Tree Operating Budget for 2027 and 2028 will be requested at time of those budget deliberations. Additionally, a contribution of \$26, 405 of staff time to deliver the program over the three year period is required.

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Social Media, Website, Programs, Volunteer Tree Planting Events, etc

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

This aligns with our *Planning for the Built and Natural Environment and Supporting Social and Cultural Connections to Build our Community* pillars from Tantramar’s 2025-2028 Strategic Plan.

**COMMUNITY IMPACT**

An additional 50 larger caliper trees, 500 smaller stock trees, and 100 shrubs planted within Tantramar.

**CLIMATE CHANGE IMPLICATIONS**

Assists in habitat creation, enhancement, and protection for species, enhances flood mitigation, increases tree canopy cover.

**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. Approve attached Updated Letter of Support and Financial Contribution for the FCM – GCCC Grant – Tree Planting for 2026, with funding confirmation provided after 2027 and 2028 Budget approvals.
2. Do not approve attached Letter of Support and Financial Contribution for the FCM – GCCC Grant – Tree Planting.

**RECOMMENDATION**

Staff recommends that Council approve the attached Updated Letter of Support and Financial Contribution for Tantramar to support the application to FCM’s GCCC – Tree Planting grant.

**ATTACHMENTS**

Proposed Updated Letter of Support and Financial Contribution



April 28, 2026

Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario  
K1N 5P3

**RE: UPDATED Letter of Support and Financial Contribution for “Expanding the Municipality of Tantramar’s canopy cover through street and park tree planting and afforestation”, Municipality of Tantramar**

To the Federation of Canadian Municipalities,

I am writing on behalf of the municipality of Tantramar in support of our application for funding through the Federation of Canadian Municipalities’ Growing Canada’s Community Canopies (GCCC) initiative for the “Expanding the municipality of Tantramar’s canopy cover through street and park tree planting and afforestation” project.

The municipality of Tantramar has identified the need to enhance our tree planting program by providing additional street and park tree plantings and implementing a volunteer tree planting program. These initiatives will assist the municipality in addressing concerns around climate change, tree canopy cover, and community engagement.

As the Mayor, I hereby confirm that the municipality of Tantramar will make a cash contribution of \$11,810 to undertake the tree planting project mentioned above. This cash contribution has been approved by Council through budget for 2026. Funding in the same amount of \$11,810 will be confirmed in November 2026 for 2027 and November 2027 for 2028.

Additionally, I hereby confirm that the municipality of Tantramar will allot for staff time in the amount of \$26,405 over the course of the three years of the grant to cover time to plan, manage, deliver, monitor, and maintain the trees

We also acknowledge the terms of the GCCC funding, including the maximum contribution of \$1 million for infrastructure activity costs over the lifetime of the GCCC funding offer and the overall limit of \$10 million for tree planting within each municipality over the lifetime of the GCCC funding offer.

Sincerely,

Andrew Black  
Mayor

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**To:** Mayor and Council

**Submitted by:** Jamie Ferguson, Manager of Active Living and Culture

**Date:** April 23, 2026

**Subject:** FCM – Growing Canada’s Community Canopies Grant – Urban Forest Plans and Studies

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**PROPOSAL**

To submit a Letter of Support and Financial Contribution for a newly proposed Tantramar Urban Forest Management Plan under the Federation of Canadian Municipalities - Growing Canada’s Community Canopies Grant – Urban Forest Studies and Plans.

**BACKGROUND**

The Federation of Canadian Municipalities (FCM), under the Green Municipal Fund, has launched a Growing Canada’s Community Canopies (GCCC) Grant program. The GCCC initiative helps communities develop plans or studies that must focus on the forests and trees in the community and be part of an approved list of items in the grant criteria. Communities of all sizes and levels of urban forestry expertise can access tree planting support from GCCC’s funding, coaching, learning resources and training.

**DISCUSSION**

The Municipality’s grant application under FCM’s GCCC – Urban Forest Plans and Studies will create a Tantramar Urban Forest Management Plan that will develop a strategic approach to managing trees and forests that supports canopy growth, tree management, and long-term stewardship of these important assets. The program will also assist in building capacity within the Municipality to enhance the forestry program.

Tantramar will be participating in a coordinated cohort led by the Atlantic Infrastructure Management (AIM) Network, alongside Annapolis Royal, NS, New Glasgow, NS, and Logy Bay – Middle Cove – Outer Cove, NFLD.

The project will collaborate with Fort Folly First Nations and will be guided by a Two-Eyed Seeing approach to identify traditional and culturally significant tree species, Mi’kmaq forest stewardship practices, and Mi’kmaq relationships with land and forest ecosystems. The Two-Eyed Seeing approach will bring together Mi’kmaq ways of knowing and Western urban forestry science to inform species selection, planting priorities, and long-term management strategies. Indigenous knowledge will be incorporated respectfully and voluntarily through the guidance of Fort Folly First Nations.

Trees are integral to our identity, parks, streets, and landscape. They provide shade, enhance shared public spaces, manage stormwater, support biodiversity, and contribute to community pride and tourism appeal.

The Plan will consist of the following activities:

- Conducting a baseline tree inventory and canopy assessment
- Identifying priority areas for revitalization and new plantings
- Establishing practical levels of service for tree care and maintenance
- Aligning tree management with climate adaption and biodiversity goals

- Supporting planting initiatives and community beautification efforts.

The intent of the Municipal cohort, with guidance provided by AIM Network, is to develop plans that are consistent for small coastal communities. Ultimately, these plans will serve to develop a template for other small municipalities in Atlantic Canada to adopt and develop their own urban forest plans.

The Tantramar Urban Forest Management Plan helps address the Municipality's Strategic Plan 2025-2028 and will provide additional opportunities to work with the Municipality's Climate Change Advisory Committee and other local community groups.

The Tantramar Urban Forest Management plan development will occur over two years (2026 and 2027) with final reports completed in year 3 (2028). Community engagement will include meetings with residents, specific focus groups, Council, and staff. Guided tree tours will also be arranged to look at trees in the landscape and develop an appreciation for these natural assets in the municipality.

Budget for the work is estimated at \$74,410.00. Currently, the grant application meets criteria to have it 100% covered by FCM – Greening Canada’s Community Canopies – Urban Forest Plans and Studies grant with \$4,410 as staff remuneration for the Street Tree Mapping Intern this summer.

**INTERDEPARTMENTAL CONSULTATION**

N/A

**LEGISLATION/POLICY**

N/A

**FINANCIAL CONSIDERATIONS**

Grant currently covers 100% of the estimated costs for the plan. If the percentage changes as the application moves through the review, a future report will be brought back to Council.

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

Social Media, Website, Programs, Volunteer Tree Planting Events, etc

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

This aligns with our *Planning for the Built and Natural Environment and Supporting Social and Cultural Connections to Build our Community* pillars from Tantramar’s 2025-2028 Strategic Plan. Although, it does address components of all of the pillars.

**COMMUNITY IMPACT**

A Tantramar Urban Forest Management Plan will address the long-term management of our tree canopy, with considerations towards climate change, Indigenous knowledge, natural asset management, and biodiversity.

**CLIMATE CHANGE IMPLICATIONS**

The plan will have a focus on climate change to address impacts, identifying tree species that can handle a changing climate, addressing urban heat islands, biodiversity, and flooding impacts.

**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. Approve attached Letter of Support and Financial Contribution for the FCM – GCCC Grant - Urban Forest Plans and Studies.
2. Do not approve attached Letter of Support and Financial Contribution for the FCM – GCCC Grant – Urban Forest Plans and Studies.

**RECOMMENDATION**

Staff recommends that Council approve the attached Letter of Support and Financial Contribution for Tantrammar to support the application to FCM’s GCCC Grant – Urban Forest Plans and Studies.

**ATTACHMENTS**

Proposed Letter of Support and Financial Contribution



April 28, 2026

Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario  
K1N 5P3

**RE: Letter of Support and Financial Contribution for Tantrammar Urban Forest Management Plan, municipality of Tantrammar**

To the Federation of Canadian Municipalities,

I am writing on behalf of the municipality of Tantrammar in support of our application for funding through the Federation of Canadian Municipalities' Growing Canada's Community Canopies (GCCC) initiative for the "Tantrammar Urban Forest Management Plan" project.

The municipality of Tantrammar has identified the need to develop a strategic approach to managing trees and forests that support canopy growth, tree management, and long-term stewardship of these important assets. This initiative will assist the municipality in addressing concerns around climate change, tree canopy cover, and community engagement.

As the Mayor, I hereby confirm that the municipality of Tantrammar will make a staff time contribution of \$4,410 towards the development of the plan.

Sincerely,

Andrew Black  
Mayor



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**Synopsis:** Fire Prevention By-Law

**Date:** April 23, 2026

**Department:** Tantramar Fire Service

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### DESCRIPTION

This proposed By-Law replaces the former Town of Sackville Fire Prevention By-Law and will now include all Tantramar. Tantramar Council gave first reading to this by-law on February 10, 2026.

Following first reading, a number of comments and questions were brought forward by residents of Tantramar. Additional revisions to the proposed By-Law were incorporated into the draft By-Law.

A copy of the report can be found on page 40 of the [January Committee of the Whole Package](#), and page 5 of the March [Committee of the Whole Package](#).

Following discussion at the Regular Council Meeting of April 14, 2026, additional questions came forward specifically around Section 7 – Outdoor Burning Appliances. Our solicitor is not recommending the removal of Section 7 – Outdoor Burning Appliances, as it would limit our ability to deal with legitimate concerns regarding certain older or non-compliant models (safety, materials used, etc.). He also noted that extending the deadline is also not ideal, as we are pushing the problem into the future but not really addressing the concerns.

He is recommending that we grandfather existing non-CSA-certified units with a registration requirement and a clearly defined phase-out deadline (December 2030), while requiring CSA certification for all new installations. He believes this balances everyone's concerns and is a good compromise to consider.

In addition, at the request of Council, we have added that Municipal permitted is required for the duration of any permitting period established by the New Brunswick Department of Natural Resources.

### PROPOSED MOTION

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

That Council give third and final reading of By-Law No. 2026-21, A By-Law Respecting the Regulation of Fires and Burning in Tantramar.

**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 3(a) or under Section 3(b) 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 burning appliance” or “appliance” means a furnace or an outdoor solid fuel combustion or wood burning appliance, installed outside a building and which is used by a liquid process for the heating of one or more building.
- o) “Outdoor wood burning device” or “device” 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.
- p) “Police Officer” means a member of the Royal Canadian Mounted Police;
- q) “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*.
  - iv. shall have the authority to extinguish or order to be extinguished and suppressed any and all fire(s), that, in their discretion, poses or may pose a fire hazard to persons or property, or any fire(s) that does not meet the provisions of this By-Law.

#### 4. OUTSIDE FIRES

- a) Except as provided for in subsection 4 (b) (c) (d) and (e), 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 fires that are for recreational purposes and/or burning of brush that meet the Department of Natural Resources Category 1 Fire (as defined in Regulation 84-204 under the Forest Fires Act, S.N.B. 2014, c.110) (Campfires and burning woody material), may be permitted within the municipal boundaries, shown in Schedule "B", subject to the additional requirements set out in subsection 4(d) for properties zoned within the Sackville Zoning Map and the Dorchester Zoning Map (Schedule "C"), and subject to the requirements set out in subsection 4(e) for all other properties.
- d) Properties that are zoned within the Sackville Zoning Map and the Dorchester Zoning Map (Schedule "C"), with the exception of Agriculture/Conservation (A/C), are required to contain any outdoor fire in a device, as defined in this By-law, and meet the following provisions:
  - i. For commercially made devices, the safe installation and operation of the device must be followed;
  - 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.

- iii. The device must be located at a distance of not less than three (3) metres between it and any combustible materials (which includes, but is not limited to: a building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article);
  - iv. The device must not be placed on a wood deck or other combustible platform;
  - v. The device must only be used to burn dry, seasoned firewood;
  - vi. The device must not be used to burn prohibited materials listed within the *NB Open Burn Policy*;
  - vii. Only one device shall be used on a property at one time;
  - viii. No flammable material shall be used in any device, other than propane or natural gas utilized in an approved device.
  - ix. a portable fire extinguisher or operable garden hose is readily available while the unit is in use;
  - x. the owner or occupant maintains constant watch and control over the device when in use and until the fire is totally extinguished;
  - xi. it does not allow smoke, smell, airborne sparks or embers to infringe on the use and enjoyment of other properties; and
- e) Any property not shown in Schedule “C” and any property zoned Agriculture/Conservation (A/C), may burn Category 1 fires, as defined by in Regulation 84-204 under the Forest Fires Act, S.N.B. 2014, c.110..
- i. All requirements for Category 1 burns shall still apply, which include:
    1. Burn piles must not exceed three (3) metres in width and three (3) metres in length;
    2. Piles must not be more than two (2) metres high;
    3. No more than four (4) piles can be burning at one time;
    4. In the event of multiple piles, they must be at least ten (10) metres apart;
    5. Landowner's permission is required before lighting a fire, if on private land.
  - ii. a portable fire extinguisher or a water source is readily available while burning;
  - iii. the owner or occupant maintains constant watch and control over the area and until the fire is totally extinguished;
  - iv. it does not allow smoke, smell, airborne sparks or embers to infringe on the use and enjoyment of other properties; and
- f) No fires are permitted within Tantrammar when the New Brunswick Department of Natural Resources and Energy has issued a full burn ban (Red-No Burn). When a partial burn restriction is in place (Yellow-Restricted), fires are only allowed between 8:00 p.m. and 8:00 a.m.
- i. A CSA-approved gas, propane or charcoal barbeque – as well as a gas fireplace, fire table, or propane fire pit – may be used during a restricted burning ban in New Brunswick, provided it is operated safely and away from flammable materials.
- g) Category 2, 3 and 4 Fires – Municipal permitting required for the duration of any permitting period established by the New Brunswick Department of Natural Resources.
- h) No person shall start, ignite, tend, fuel or make use of, or cause to be started or ignited, a Category 2, Category 3 or Category 4 fire (as defined by Regulation 84-204 under the Forest Fires Act, S.N.B. 2014, c.110) within the municipal boundaries of Tantrammar without first:
- i. Obtaining a valid burning permit from the municipality, issued by the Fire Chief or designate in accordance with this section.
- i) An application for a municipal Category 2, 3 or 4 burning permit shall be made to the Fire Chief and shall include:
- i. The applicant’s full name and contact information;

- ii. The civic address and legal description of the property where the burn is proposed;
  - iii. A description of the type, size, and purpose of the proposed fire, including the applicable category under Regulation 84-204;
  - iv. A description of all fire suppression equipment to be on-site during the burn;
  - v. A site plan showing the proposed burn area, firebreaks, and distance from forest land, structures, and property lines;
  - vi. In the case of a Category 4 fire, a copy of the burn plan as required under section 3.95 of Regulation 84-204; and
  - vii. Any other information required by the Fire Chief.
- j) The Fire Chief may impose such terms and conditions on a municipal Category 2, 3 or 4 permit as the Fire Chief considers appropriate, including but not limited to:
- i. Minimum fire suppression equipment requirements;
  - ii. Minimum staffing requirements during the burn;
  - iii. Requirements to provide advance notice to neighbouring property owners;
  - iv. Wind speed and weather condition restrictions;
  - v. Required proximity to water sources; and
  - vi. Post-burn patrol requirements.
- k) The Fire Chief may refuse to issue a municipal permit where, in the Fire Chief's opinion, the proposed burn poses an unreasonable risk to public safety or property, having regard to weather conditions, the fire danger rating, proximity to forest land or structures, or any other relevant factor. The Fire Chief's decision to refuse a permit shall not give rise to any liability on the part of Tantramar.
- l) A municipal Category 2, 3 or 4 permit may be suspended or cancelled by the Fire Chief at any time where, in the Fire Chief's opinion, conditions have changed such that continuation of the burn is no longer safe.
- m) No municipal Category 2, 3 or 4 burning permit shall be issued, and any existing permit shall be automatically suspended, when the Department of Natural Resources has issued a full burn ban (Red – No Burn) for the area. During a restricted burn day (Yellow – Restricted), the Fire Chief shall have discretion to suspend or impose additional restrictions on any permit.
- n) Where the Canadian Forest Fire Danger Rating for the area reaches a level of High, Very High or Extreme, the Fire Chief shall have discretion to decline to issue or to suspend any Category 2, 3 or 4 permit, notwithstanding that no formal burn ban has been issued by the Department of Natural Resources.
- o) Insurance Requirement. An applicant for a Category 2, 3 or 4 municipal burning permit shall provide proof of valid general liability insurance in an amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence, naming Tantramar as an additional insured, prior to the issuance of any permit under this section.
- p) Indemnification. By accepting a municipal permit issued under this section, the permit holder agrees to indemnify and save harmless Tantramar, its Council, officers, employees and agents from and against all claims, actions, damages, losses, costs and liabilities arising out of or in connection with the permitted burn. The issuance of a municipal burning permit does not constitute a warranty or representation by Tantramar as to the safety of the proposed burn, and the Municipality shall not be liable for any damages, loss or injury arising from any fire authorized under this section.
- q) Record-Keeping. The Fire Chief shall maintain records of all applications received, permits issued and refused, conditions imposed, and any incidents arising from Category 2, 3 or 4 burns permitted under this section. Such records shall be retained for a minimum of seven (7) years.

## 5. FIREWORKS

- a) Pursuant to Section 29.2 of the Fire Prevention Act, RSNB 1973, c F-13, a public display of fireworks may be permitted with conditions.
- b) No person shall discharge consumer fireworks, or other explosive materials of any kind, on any property that is zoned within the Sackville Zoning Map and the Dorchester Zoning Map (Schedule "C"), without the prior written permission of the Fire Chief.
- c) Fireworks, including those that are not deemed firework displays, are permitted on properties not zoned in areas listed in 5(e), insofar as they do not cause a nuisance or disturbance to neighbouring properties and follow standard principles of fire safety.
- d) No person shall ignite, discharge, or cause to be ignited any fireworks except during the period beginning at dusk and ending at 1:00 a.m. Outside of these permitted hours, the use of fireworks is strictly prohibited unless expressly authorized by the municipality.
- e) Fireworks for public display shall only be issued a Fireworks permit once 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.
- f) No person, under any circumstances or in any geographic area, shall discharge a firework display of any kind when the Department of Natural Resources and Energy has placed a ban on open burning in the area.

## 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. OUTDOOR BURNING APPLIANCE

### 7.1 Definitions

- a) In this section:
- b) "Appliance" means an outdoor burning appliance designed and used for the combustion of solid fuel wood derivatives for the purpose of space heating or domestic hot water, including but not limited to an outdoor wood-burning furnace or boiler.
- c) "CSA-Certified Appliance" means an appliance that has been certified by the Canadian Standards Association to standard CAN/CSA-B415.1-00 (2005), or such successor standard as may be adopted from time to time.
- d) "Existing Non-Certified Appliance" means an appliance that was lawfully installed on a lot prior to the coming into force of this by-law and that is not a CSA-Certified Appliance.
- e) "New Installation" means the installation of any appliance on a lot on or after the date this by-law comes into force.

### 7.2 General Requirements

- a) Only one appliance is permitted per lot.
- b) The minimum area of a lot for the installation or continued operation of any appliance is 4,000 square metres.

- c) All appliances shall be installed in a rear or side yard and shall comply with the following standards:
  - i. A minimum setback of 15 metres from all boundaries of adjacent lots;
  - ii. Where the appliance is installed in an accessory building, the standards of this section apply to the accessory building;
  - iii. No appliance or solid combustible fuel shall be stored or located in a front or flank yard;
  - iv. No flammable material shall be located within 3 metres of the appliance perimeter.
- d) No appliance shall be located within 60 metres of the lot line of a school, hospital, nursing home, nursery, or other institutional or public property.
- e) Only solid fuel wood derivatives shall be used as fuel in an appliance. The following materials are prohibited as fuel at all times:
  - i. Wet or non-dried wood, treated wood, saltwater driftwood, particle board, or glossy or coloured paper;
  - ii. Solid, semi-solid, or liquid waste of any kind, including trash, refuse, rubbish, industrial waste, asphaltic products, manure, or vegetable or animal waste;
  - iii. Plastic or rubber-based products;
  - iv. Petroleum products, coal, paint, solvent, thinner, or similar products;
  - v. Any other material that produces visible emissions of a density exceeding opacity level 1 on the Ringelmann Scale, as measured at the point of emission, or that causes a nuisance to neighbouring properties.
- f) Every owner shall operate and maintain an appliance so as not to cause a nuisance to neighbouring property owners. For the purposes of this section, evidence of a nuisance may be established by:
  - i. Written complaints from two or more adjacent or nearby property owners relating to the same appliance within any twelve-month period; and
  - ii. Direct observation by a by-law enforcement officer, supported by photographic or video documentation.

### **7.3 New Installations — CSA Certification Required**

- a) On and after the coming into force of this by-law, no person shall install or cause to be installed a New Installation unless the appliance is a CSA-Certified Appliance.
- b) A CSA-Certified Appliance shall be installed and operated in accordance with the manufacturer's instructions and the terms of its CSA certification at all times.
- c) Chimney height for CSA-Certified Appliances shall comply with the manufacturer's instructions.
- d) Only CSA-Certified Appliances may be operated year-round.

### **7.4 Existing Non-Certified Appliances — Transition Provisions**

- a) An Existing Non-Certified Appliance may continue to be operated subject to the following conditions:
  - i. The owner must register the appliance with the municipality by applying for a permit under section 7.5 no later than ninety (90) days after the coming into force of this by-law;
  - ii. The appliance shall have a chimney height of at least five (5) metres and shall be equipped with a functioning spark and rain protection device;

- iii. The appliance shall comply with all requirements of sections 7.2(a) through 7.2(f);
  - iv. The appliance shall not be operated between October 1 and April 30 in any calendar year (i.e., Existing Non-Certified Appliances are permitted for seasonal use only);
  - v. The appliance shall not be replaced with another non-certified appliance. Any replacement appliance must be a CSA-Certified Appliance.
- b) All Existing Non-Certified Appliances must cease operation no later than December 31, 2030, regardless of the date of registration or remaining physical condition.
  - c) An owner who fails to register an Existing Non-Certified Appliance within the 90-day period specified in section 7.4(a)(i) shall not be entitled to continue operating the appliance and shall be subject to the enforcement provisions of section 9 of this by-law.

#### **7.5 Permit Requirements**

- a) Every owner shall obtain a permit from the municipality before:
  - i. Installing a New Installation; or
  - ii. Continuing to operate an Existing Non-Certified Appliance, pursuant to section 7.4.
- b) A permit application shall include:
  - i. A site plan showing the location of the appliance and all structures and lot lines on the lot, with distances clearly marked;
  - ii. For New Installations, proof of CSA certification for the appliance to be installed;
  - iii. For Existing Non-Certified Appliances, a description of the appliance including estimated installation date and current condition;
  - iv. Any additional information required by the Fire Chief.
- c) The Fire Chief, or designate, may inspect the site before issuing a permit and may impose conditions on the permit in the interest of fire safety.
- d) A permit issued under this section is not transferable and expires upon the transfer of ownership of the lot.
- e) A permit for an Existing Non-Certified Appliance shall expire no later than December 31, 2030, and shall not be renewed beyond that date.

### **8. 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 limiting 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.

### **9. 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 Officer 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 9 (b), the court may in addition to any penalty imposed under subsection 9 (b), order that person to comply with the order.
- d) A person who fails to comply with an order of the court under subsection 9 (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.

**10. 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.

**11. ENACTMENT**

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

**IN WITNESS WHEREOF** Tantramar has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the \_\_\_ day of \_\_\_\_ 2026 and signed by:

\_\_\_\_\_  
MAYOR

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

Read a First time this 10<sup>th</sup> day of February 2026.

Read a Second time this \_\_\_ day of \_\_\_\_ 2026.

Read a Third time and done and passed by Council this \_\_\_ day of \_\_\_\_ 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-treated 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. Any pumping of water out of the watercourse or regulated waterbody requires a permit from the Department of Environment – Watercourse and Wetland Alteration Permit.

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.

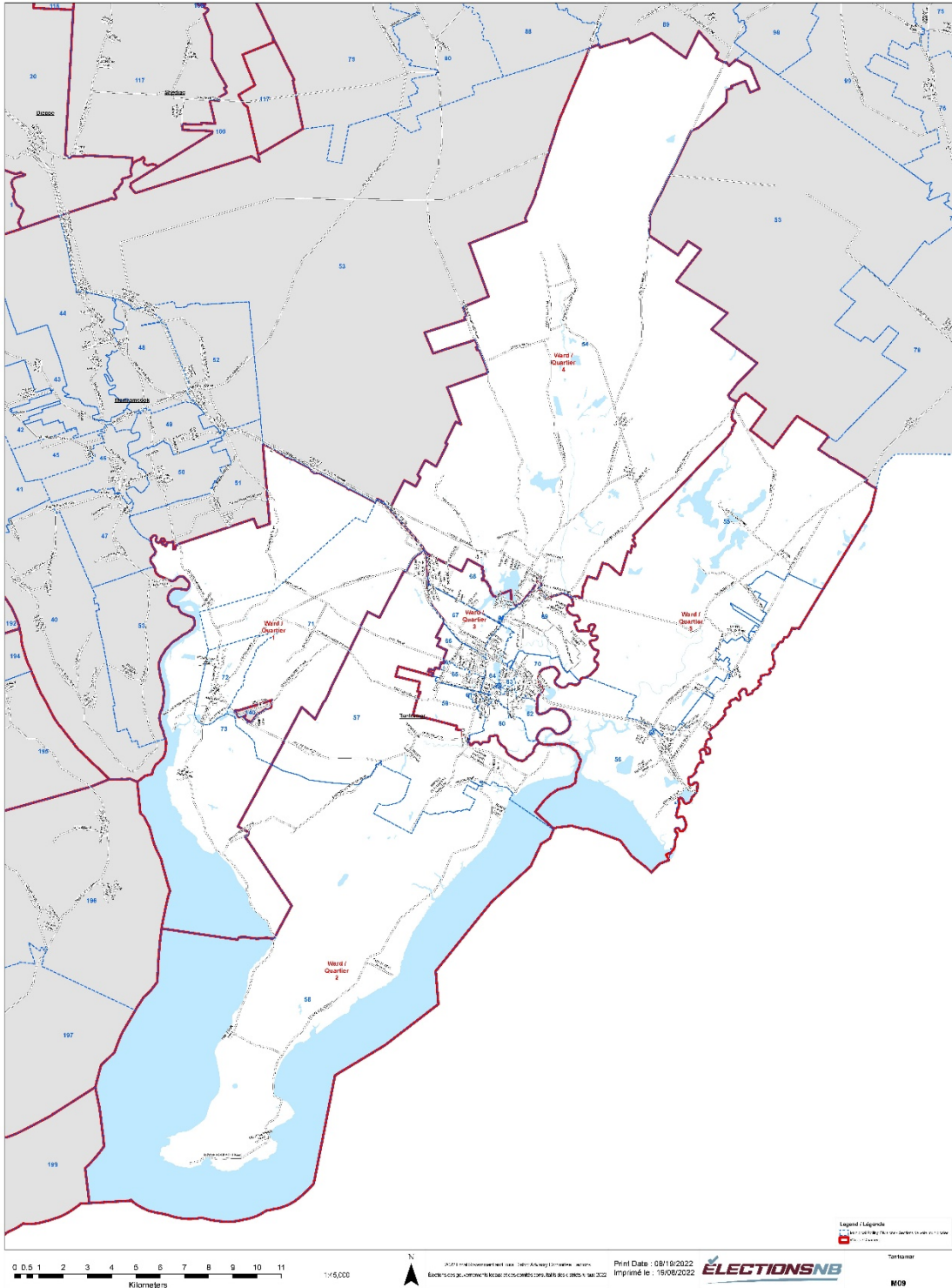
NOTE

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.

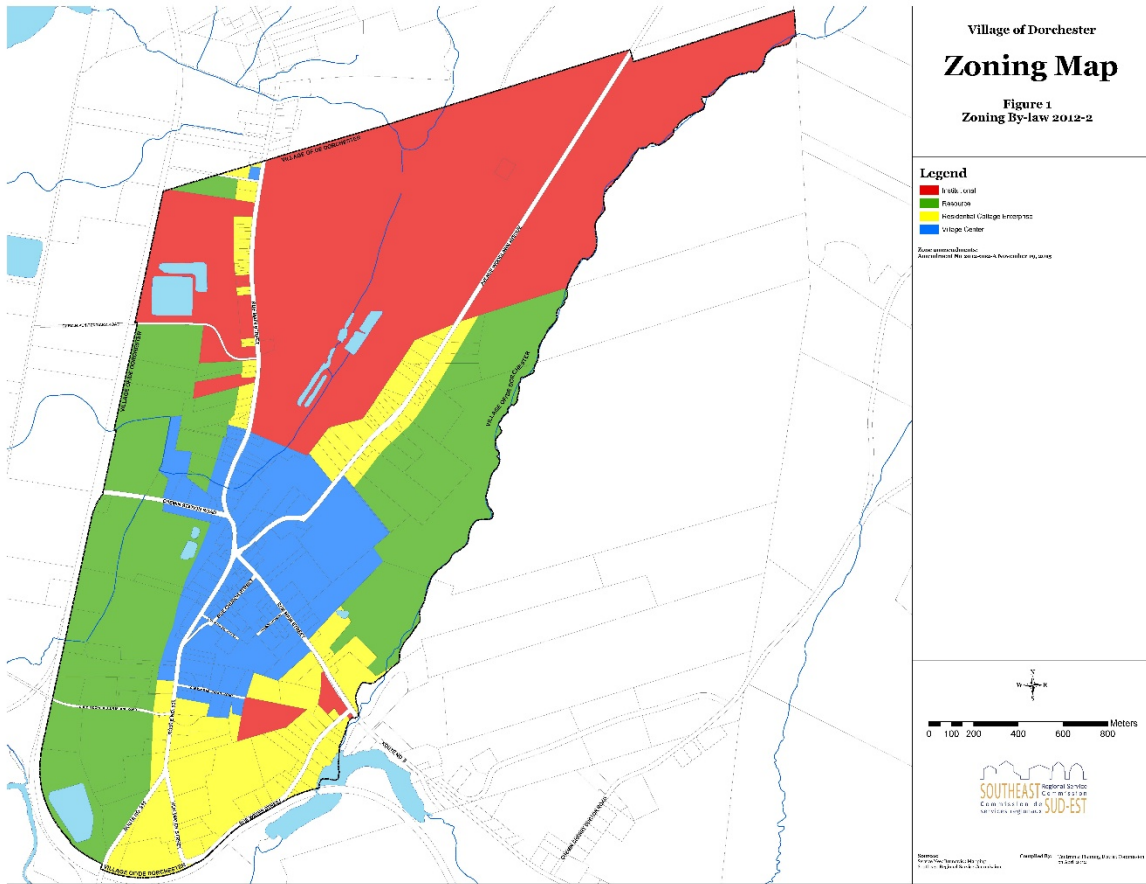
Tantramar will maintain accurate records.

DRAFT

# SCHEDULE "B" MAP OF TANTRAMAR







DR



**To:** Mayor and Council

**Submitted by:** Matt Pryde, Director Active Living & Culture

**Date:** April 23, 2026

**Subject:** TVMCC Ammonia Relief System Upgrades

**PROPOSAL**

To have Council approve upgrades to the Ammonia Relief System for the TVMCC ice plant. The upgrades will allow us to meet current code; a requirement when installing the new condenser.

**BACKGROUND**

In February 2026, Council approved CIMCO to supply and install a new adiabatic condenser at the Tantrammar Veterans Memorial Civic Centre. Since that time, CIMCO was made aware of newly provincially enforced regulations that require bringing the ammonia relief system up to code. The current system meets 2018 code but does not meet the CSA B52:23. Any work being done on the ice making system that involves replacing pieces related to ammonia, like the condenser, requires all lines to be brought to the 2023 code.

Please note that to the best of CIMCO’s knowledge, the 2023 code has not been enforced until now. After speaking with an inspector from Public Safety, there has not been a blanket communication from the province explaining the newly enforced code, and 4 different contractors had made a site visit during the condenser tendering process with none mentioning the need to upgrade the system.

**DISCUSSION**

CIMCO has provided a price of \$72,105 plus HST to upgrade the ammonia relief system. This is an unbudgeted item. Failure to replace the system would result in us not being able to install the new condenser and no ice for the rink. Staff have been actively applying for funding via the Regional Development Corporation and the Federation of Canadian Municipalities to support the project. Until funding is confirmed, staff would recommend delaying the boat launch replacement at Lillas Fawcett Park from our 2026 Capital Budget (\$62,328) with the balance coming from the 2026 Facility Repairs Capital Budget (\$9,777).

**INTERDEPARTMENTAL CONSULTATION**

N/A

**LEGISLATION/POLICY**

[Tantrammar Purchasing By-Law](#)

**FINANCIAL CONSIDERATIONS**

\$72,105 plus HST from the 2026 Capital Budget

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

## 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

A critical piece of infrastructure to allow us to have ice at the TVMCC.

### CLIMATE CHANGE IMPLICATIONS

Replacing the Ammonia relief system allows us to replace our condenser with a more efficient and environmentally friendly model.

### CLIMATE LENS

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

### OPTIONS

- a) Approve CIMCO to install the new ammonia relief system
- b) Do not approve CIMCO to install the new ammonia relief system.

### RECOMMENDATION

Staff recommend that Council approve CIMCO in the amount of \$72,105 plus HST to supply and install an upgraded Ammonia Relief System at the Tantramar Veterans Memorial Civic Centre.

### ATTACHMENTS

N/A



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**To:** Mayor and Council  
**Submitted by:** Matt Pryde, Director Active Living & Culture  
**Date:** April 23, 2026  
**Subject:** Convocation Street Closure Update

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**PROPOSAL**

To have Council approve an extension of the Convocation Weekend Street Closure already approved by Council previously.

**BACKGROUND**

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

Recently, the university requested that an additional closure of York from Salem to Lansdowne be permitted on May 10, 2026 from 1:00-1:30 pm. This closure is to accommodate 175 notable women (Lieutenant Governor, their Board Chair, etc) who will be having lunch in the student centre and then walking to Convocation Hall as part of an event to celebrate Grace Annie Lockhart, the first woman in the British Commonwealth to be granted a “Bachelor’s” degree.

**DISCUSSION**

Staff see no issue with the short closure, which will be overseen by Mount Allison Security.

**INTERDEPARTMENTAL CONSULTATION**

Public Works, CAO

**LEGISLATION/POLICY**

N/A

**FINANCIAL CONSIDERATIONS**

N/A

**LEGAL**

N/A

**COMMUNICATIONS/PUBLIC ENGAGEMENT**

N/A

**TANTRAMAR 2025-2028 STRATEGIC PLAN**

This aligns with our *Supporting Social and Cultural Connections to Build our Community* from Tantramar’s [2025-2028 Strategic Plan](#).

**COMMUNITY IMPACT**

Short closure of a portion of York St, Sackville to traffic.

**CLIMATE CHANGE IMPLICATIONS**

N/A

**CLIMATE LENS**

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

**OPTIONS**

- a) Approve the street closure as presented.
- b) Do not approve the street closure as presented.

**RECOMMENDATION**

Staff recommend that Council approve the closure of York Street, Sackville from Salem Street to Lansdowne Street on Sunday, May 10, 2026 from approximately 1:00-1:30 pm to accommodate the Grace Annie Lockhart celebration event.

**ATTACHMENTS**

N/A