

"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. ADOPTION OF MINUTES

2.1 SPECIAL MEETING OF COUNCIL – APRIL 27, 2026 (Pg. 2)

2.2 SPECIAL MEETING OF COUNCIL – MAY 4, 2026 (Pg. 6)

2.3 SPECIAL MEETING OF COUNCIL – JUNE 2, 2026 (Pg.8)

3. CONSENT AGENDA

4. PUBLIC AND ADMINISTRATIVE PRESENTATIONS

4.1 MOUNT ALLISON RINGETTE TEAM – E. JACKSON & R. MACLEAN

4.2 ABILITY NB – H. FLARO

4.3 BUILT HERITAGE MATTERS – DR. L. ATKINSON

4.4 2-MINUTE PRESENTATIONS

5. REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND PRIVATE MEETINGS

5.1 APPOINTMENT TO COMMITTEES

6. REPORTS FROM ADMINISTRATION

6.1 COUNCIL MEETING SCHEDULE SUMMER 2026 – C. HILL (Pg. 9)

6.2 2026 SUMMER STUDENT BY-LAW OFFICERS – M. BEAL (Pg. 11)

6.3 FCM TREE PLANTING GRANT SIGNING AUTHORITY – J. FERGUSON (Pg. 13)

6.4 TRAILER TRADE-IN AND PURCHASE – J. EPELL (Pg. 58)

7. BY-LAWS

8. CLOSED SESSION

9. MAYOR & COUNCIL STATEMENT & INQUIRIES

10. NOTICE OF MOTION AND RESOLUTION

11. DEPUTY MAYOR ELECTION

12. ADJOURNMENT

**SPECIAL MEETING OF COUNCIL
MONDAY, APRIL 27, 2026 – 3:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Deputy Mayor Debbie Wiggins-Colwell and Councillors Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney and Michael Tower. Also in attendance was Chief Administrative Officer Jennifer Borne, Director of Engineering & Public Works Jon Epell, Director of Community & Corporate Services Jeff Taylor, Director of Active Living & Culture Matt Pryde, Director of Financial Services Michael Beal, Manager of Active Living & Culture Jamie Ferguson, Assistant Treasurer Elizabeth Hartling, Manager of Corporate Compliance, Risk & Safety, Sackville Fire Chief Craig Bowser, Dorchester Fire Chief Greg Partridge and Dorchester Deputy Fire Chief Dan Dupuis.

There were five (5) 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

#26-058 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL APPROVE THE AGENDA OF THE SPECIAL MEETING OF COUNCIL OF APRIL 27, 2026 AS CIRCULATED. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. INFORMATION ITEMS

2.1. SERSC INFRASTRUCTURE COST SHARING

Marc Landry from Southeast Regional Service Commission spoke with Mayor & Council regarding the proposed Infrastructure Cost Sharing Model. To watch the full presentation, please see the Special Meeting of Council [video](#) at the 1:50 mark.

3. APPROVAL OF MINUTES

#26-059 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADOPT THE MINUTES OF THE REGULAR COUNCIL MEETING OF APRIL 14, 2026, AS CIRCULATED. MOTION CARRIED.

#26-060 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF APRIL 16, 2026, AS CIRCULATED. MOTION CARRIED.

#26-061 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL ADOPT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL OF APRIL 20, 2026, AS CIRCULATED. MOTION CARRIED.

4. REPORTS FROM ADMINISTRATION

4.1. 2025 AUDIT – M. BEAL

A copy of the report can be found on page 10 of the Special Meeting of Council [package](#).

#26-062 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT COUNCIL APPROVE THE 2025 AUDIT FOR TANTRAMAR AS PREPARED BY ANDREW BOUDREAU OF BAKER TILLY GMA LLP OUT OF RIVERVIEW, NB AND AUTHORIZE THE MAYOR AND CLERK TO SIGN AND SEAL THE AUDIT. MOTION CARRIED.

#26-063 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPOINT ANDREW BOUDREAU OF BAKER TILLY GMA LLP OUT OF RIVERVIEW, NB AS OUR MUNICIPAL AUDITOR FOR THE AUDIT YEAR 2026. MOTION CARRIED.

4.2. 2026 BY-LAW SUMMER STUDENTS – M. BEAL

A copy of the report can be found on page 18 of the Special Meeting of Council [package](#).

#26-064 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR GREG MARTIN THAT WHEREAS COUNCIL HAS ADOPTED VARIOUS BY-LAWS; AND WHEREAS THE MUNICIPALITY WISHES TO ENSURE THE PROPER ENFORCEMENT OF ITS BY-LAWS BY HIRING AN APPROPRIATE PERSON TO SUCH POSITION;

NOW THEREFORE BE IT RESOLVED THAT THE FOLLOWING PERSON IS HEREBY AUTHORIZED AND DESIGNATED TO ACT FOR AND ON COUNCIL'S BEHALF IN ORDER TO PROPERLY ENFORCE ALL OF THE MUNICIPALITY'S BY-LAWS PURSUANT TO THE MUNICIPALITY'S AUTHORITY OUTLINED BELOW: KYLER PAQUETTE, JUNIOR SAMATY AND OLIVER CYR EFFECTIVE JUNE 8, 2026;

BE IT FURTHER RESOLVED THAT THE ABOVE-NOTED AUTHORIZATION AND DESIGNATION IS SUBJECT TO THE FOLLOWING:

SECTIONS 133, 134, 135 AND 136 OF THE COMMUNITY PLANNING ACT, IN ORDER TO ENTER UPON PROPERTY, ISSUE ORDERS, SEEK ORDERS FROM THE COURT OF KING'S BENCH AND COMMENCE PROCEEDINGS IN PROVINCIAL COURT;

SECTIONS 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 72, 80, 128, 129, 130, 131, 132, 133, 135, 139, 144, 150, 151, 153 AND 195 OF THE LOCAL GOVERNANCE ACT, IN ORDER TO SERVE TICKETS,

COMMENCE PROCEEDINGS IN PROVINCIAL COURT, ENTER UPON PROPERTY AND ISSUE NOTICES FOR DANGEROUS OR UNSIGHTLY PREMISES, AND

SECTION 14 OF THE POLICE ACT IN ORDER TO SERVE TICKETS AND PROPERLY EXECUTE THEIR ROLE AS A BY-LAW ENFORCEMENT OFFICER;

BE IT FURTHER RESOLVED THAT THE ABOVE-NOTED AUTHORIZATION AND DESIGNATION SHALL CONTINUE UNTIL THE PERSON CEASES TO BE EMPLOYED BY THE MUNICIPALITY, OR UNTIL THE APPOINTMENT IS LIMITED OR RESCINDED BY COUNCIL. MOTION CARRIED.

4.3. UPDATE ON FCM GROWING CANADA'S COMMUNITY CANOPIES: TREE PLANTING GRANT – J. FERGUSON

A copy of the report can be found on page 20 of the Special Meeting of Council [package](#).

#26-065 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR JOSH GOGUEN THAT COUNCIL APPROVE THE UPDATED LETTER OF SUPPORT AND FINANCIAL CONTRIBUTION FOR TANTRAMAR IN SUPPORT OF THE APPLICATION TO THE FCM – GROWING CANADA'S COMMUNITY CANOPIES – TREE PLANTING GRANT. MOTION CARRIED.

4.4. FCM GROWING CANADA'S COMMUNITY CANOPIES: URBAN FORESTRY PLAN AND STUDIES GRANT – J. FERSUON

A copy of the report can be found on page 23 of the Special Meeting of Council [package](#).

#26-066 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE LETTER OF SUPPORT AND FINANCIAL CONTRIBUTION FOR TANTRAMAR IN SUPPORT OF THE APPLICATION TO THE FCM – GROWING CANADA'S COMMUNITY CANOPIES - URBAN FORESTRY PLAN AND STUDIES GRANT. MOTION CARRIED.

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

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

#26-067 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BARRY HICKS 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.

SECTION 1 – SHORT TITLE
SECTION 2 – DEFINITIONS
SECTION 3 – FIRE PREVENTION OFFICERS
SECTION 4 – OUTSIDE FIRES
SECTION 5 – FIREWORKS
SECTION 6 – DEMOLITION OF BUILDINGS
SECTION 7 – OUTDOOR BURNING APPLIANCES
SECTION 8 – PETROLEUM PRODUCTS

SECTION 9 – PENALTY

SECTION 10 – REPEAL

SECTION 11 – ENACTMENT

SCHEDULE “A” – GUIDELINES FOR ISSUING BURNING PERMITS FOR TREATING EXISTING BLUEBERRY FIELDS

SCHEDULE “B” – MAP OF TANTRAMAR

SCHEDULE “C” – ZONING MAPS

AYE VOTES RECORDED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS JOSH GOGUEN AND BRUCE PHINNEY. MOTION CARRIED.

#26-068 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL GIVE THIRD AND FINAL READING TO BY-LAW NO. 2026-21 A BY-LAW RESPECTING THE REGULATION OF FIRES AND BURNING IN TANTRAMAR. AYE VOTES RECORDED BY DEPUTY MAYOR DEBBIE WIGGINS-COLWELL AND COUNCILLORS BARRY HICKS, GREG MARTIN AND MICHAEL TOWER. NAY VOTES RECORDED BY COUNCILLORS JOSH GOGUEN AND BRUCE PHINNEY. MOTION CARRIED.

4.6. TVMCC AMMONIA RELIEF SYSTEM UPGRADES – M. PRYDE

A copy of the report can be found on page 41 of the Special Meeting of Council [package](#).

#26-069 MOVED BY COUNCILLOR BARRY HICKS AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL APPROVE THE SUPPLY AND INSTALL OF AN AMMONIA RELIEF SYSTEM AT THE TANTRAMAR VETERANS MEMORIAL CIVIC CENTRE FROM CIMCO IN THE AMOUNT OF \$72,105.00 PLUS HST. MOTION CARRIED.

4.7. MOUNT ALLISON CONVOCATION STREET CLOSURE UPDATE – M. PRYDE

A copy of the report can be found on page 43 of the Special Meeting of Council [package](#).

#26-070 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER 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. MOTION CARRIED.

5. ADJOURNMENT

#26-071 MOVED BY COUNCILLOR MICHAEL TOWER AND SECONDED BY COUNCILLOR BRUCE PHINNEY THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF APRIL 27, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
MONDAY, MAY 4, 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 Matt Estabrooks, Josh Goguen, Barry Hicks, Greg Martin, Bruce Phinney and Michael Tower. Also in attendance was 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

#26-072 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 MAY 4, 2026 AS AMENDED AND MOVE INTO CLOSED SESSION IN ACCORDANCE WITH SECTION 68 (1)(J) OF THE LOCAL GOVERNANCE ACT. MOTION CARRIED.

1.2. CONFLICT OF INTEREST DECLARATION

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

2. CLOSED SESSION

- 2.1. HR-2026-01
- 2.2. HR-2026-05
- 2.3. HR-2026-04

Councillor Allison Butcher joined the meeting at 5:15 p.m.

3. PUBLIC

#26-073 MOVED BY COUNCILLOR GREG MARTIN AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL APPOINT CHRIS HILL AS ASSISTANT CLERK OF TANTRAMAR IN ACCORDANCE WITH SECTION 71 OF THE LOCAL GOVERNANCE ACT EFFECTIVE JUNE 1, 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.

3.1. CODE OF CONDUCT 2026-03

A copy of the Code of Conduct complaint can be found under the Council Documents page of the Special Meeting of Council portion of the [website](#).

#26-074 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL HEREBY DISMISSES THE CODE OF CONDUCT COMPLAINT NO. 2026-03 DATED MAY 2, 2026 AGAINST COUNCILLOR JOSH GOGUEN 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.

3.2. CODE OF CONDUCT 2026-04

A copy of the Code of Conduct complaint can be found under the Council Documents page of the Special Meeting of Council portion of the [website](#).

Councillor Josh Goguen left the meeting.

#26-075 MOVED BY COUNCILLOR ALLISON BUTCHER AND SECONDED BY COUNCILLOR BARRY HICKS THAT COUNCIL HEREBY DISMISSES THE CODE OF CONDUCT COMPLAINT NO. 2026-04 DATED MAY 4, 2026 AGAINST COUNCILLOR JOSH GOGUEN 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.

Councillor Josh Goguen rejoined the meeting.

4. ADJOURNMENT

#26-076 MOVED BY COUNCILLOR BRUCE PHINNEY AND SECONDED BY COUNCILLOR MICHAEL TOWER THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF MAY 4, 2026. MOTION CARRIED.

MAYOR

ASSISTANT CLERK

**SPECIAL MEETING OF COUNCIL
TUESDAY, JUNE 2, 2026 – 6:30 P.M.
COUNCIL CHAMBERS, MUNICIPAL OFFICE, 31 MAIN STREET, SACKVILLE NB**

In attendance were Mayor Debbie Wiggins-Colwell and Councillors Allison Butcher, Josh Goguen, Alyssa Greene, Barry Hicks, Kristen LeBlanc, Haidee Robertson, Tori Weldon and Wayne Wells. Also in attendance were Chief Administrative Officer Jennifer Borne, Director of Community & Corporate Services Jeff Taylor, Director of Engineering & Public Works Jon Eppell, Director of Active Living & Culture Matt Pryde, Director of Protective Services Dan Dupuis, Assistant Clerk Chris Hill, TFS Manager of People & Culture Becky Goodwin, Assistant Treasurer Elizabeth Hartling, Manager of Compliance, Risk & Safety Kathleen Carroll, Manager of Tourism & Business Development Ron Kelly Spurles, Manager of Active Living & Culture Jamie Ferguson and Communications Officer Sara Ericsson.

There were 93 members of the public present.

1. CALL THE MEETING TO ORDER

TFS Manager of People & Culture Becky Goodwin called the meeting to order. She acknowledged that we are located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq people.

2. REMARKS FROM TANTRAMAR'S CHIEF ADMINISTRATIVE OFFICER

Chief Administrative Officer Jennifer Borne provided remarks to the newly elected Council.

3. RECOGNITION OF MUNICIPAL SERVICE

The first Tantramar Council received recognition for their dedicated municipal service during the 2023–2026 term.

4. SWEARING-IN CEREMONY

TFS Manager of People & Culture Becky Goodwin invited Mayor Debbie Wiggins-Colwell to affirm her Oath of Office. Proceeding Mayor Wiggins-Colwell were Councillors Allison Butcher, Josh Goguen, Alyssa Greene, Barry Hicks, Kristen LeBlanc, Haidee Robertson, Tori Weldon and Wayne Wells.

Ms. Goodwin passed the meeting over to Mayor Wiggins-Colwell.

5. REMARKS FROM TANTRAMAR'S MAYOR

Mayor Debbie Wiggins-Colwell provided remarks.

6. ADJOURNMENT

**MOVED BY COUNCILLOR JOSH GOGUEN AND SECONDED BY COUNCILLOR BARRY HICKS
THAT COUNCIL ADJOURN THE SPECIAL MEETING OF COUNCIL OF JUNE 2, 2026. MOTION CARRIED.**

MAYOR

ASSISTANT CLERK



To: Mayor and Council
Submitted by: Chris Hill, Assistant Clerk
Date: June 4, 2026
Subject: Upcoming Council Meeting Schedule

PROPOSAL

Follow the same process as Summer 2024 and 2025 by not holding a July Committee of the Whole meeting and an August Regular Council Meeting.

BACKGROUND

In summer of 2024 and 2025, Council did not hold a July Committee of the Whole or an August Regular Council meeting, which allowed Council members and staff time for summer holidays.

DISCUSSION

This adjustment would create a meeting break from July 15, 2026, to August 23, 2026, with regular meetings resuming on August 24, 2026, at the Committee of the Whole. Tantramar’s Procedure By-Law (2022-03) does not provide specific direction on summer scheduling, and the Local Governance Act only requires Council to hold at least four regular meetings per year. This schedule continues to meet that requirement.

Summer is a period when many residents, Council members, and staff have planned vacations and family commitments. Pausing the two meetings supports that reality without affecting Tantramar’s ability to manage ongoing business. Any urgent matters can still be addressed, and a Special Meeting of Council can be called if needed.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

[Local Governance Act](#)

[Meetings Procedures By-Law](#)

FINANCIAL CONSIDERATIONS

N/A

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Updated meeting schedule to be posted on the Municipal website and social media.

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

- a) Do not hold the July Committee of the Whole and August Regular Council Meeting.
- b) Do not accept proposal and continue with scheduled meetings.

RECOMMENDATION

It is recommended that Council consider not holding the July Committee of the Whole and the August Regular Council Meeting.

ATTACHMENTS

N/A



To: Mayor and Council
Submitted by: Michael Beal, Director of Financial Services
Date: June 4, 2026
Subject: By-Law Summer Students

PROPOSAL

To authorize additional student By-Law Officers to enforce By-Laws for Tantrammar.

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. At the Special Meeting of Council of April 27, 2026, Council authorized 3 student By-Law Officers to enforce By-Laws for Tantrammar for summer 2026.

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.
- Budget allows for up to 4 By-Law Enforcement students.
- One student has moved on to another opportunity; therefore, Staff are looking to have a resolution passed to authorize Rylee Speer and Landen Curran to act as By-Law Officers for Tantrammar effective June 9, 2026.

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 Tantrammar.

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 Rylee Speer and Landen Currant be appointed as By-Law Officers for Tantramar so that they can enforce the current By-Laws in existence within the areas of Tantramar, effective June 9, 2026.

ATTACHMENTS

N/A

To: Mayor and Council

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

Date: June 4, 2026

Subject: FCM – Growing Canada’s Community Canopies Grant – Tree Planting – Signing Authority

PROPOSAL

As part of the FCM – Growing Canada’s Community Canopies Grant for tree planting under our proposed “Expanding the Municipality of Tantramar’s canopy cover through street and park tree planting and afforestation” program, signing authority needs to be delegated to the Mayor and Clerk for execution of the final agreement.

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. It was brought back to a Special Council Meeting of April 27, 2026 with updates to the proposed grant based on feedback from FCM.

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. The updated report considered at the April 27, 2026 meeting reflected additional financial considerations and staff remuneration to effectively deliver the components of the program, as identified by the FCM grant review panel.

This report is looking to delegate signing authority to the Mayor and Clerk for the final agreement with FCM.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

[Local Governance Act – Section 4.3\(b\)](#)

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. That Council authorizes the Mayor and Clerk to sign and seal the agreement in accordance with section 4.3(b) of the Local Governance Act.
2. Do not authorize the Mayor and Clerk to sign and seal the agreement and therefore the agreement cannot be finalized.

RECOMMENDATION

Staff recommends that Council authorizes the Mayor and Clerk to sign and seal the agreement for Tantramar to receive the grant to FCM’s GCCC – Tree Planting program.

ATTACHMENTS

FCM Agreement



**FEDERATION OF CANADIAN MUNICIPALITIES GRANT AGREEMENT
 GCCC-25-0576**

This Grant Agreement is hereby made and entered into

BETWEEN:

FEDERATION OF CANADIAN MUNICIPALITIES, a not-for-profit corporation incorporated under the laws of Canada, administering the Growing Canada’s Community Canopies (“**GCCC**”) funding initiative, and having a place of business at 24 Clarence Street, Ottawa, ON, K1N 5P3.

(“**FCM**”)

and

TANTRAMAR, a New Brunswick corporation and having a place of business at 31 C Main Street, Sackville, NB, E4L 1G6.

(“**Recipient**”)

FCM and the Recipient shall be referred to individually as a “**Party**” and collectively as the “**Parties**”.

The Agreement, including all the schedules described below, constitutes the entire understanding and agreement between the Parties (“**Agreement**”) and supersedes all prior correspondence, offers, negotiations, agreements, or other communications between the Parties relating to the subject matter hereof, whether oral, written or electronic. No changes or modification to the Agreement shall be binding upon a Party unless in writing and signed by both Parties.

The Agreement will be effective commencing on the date of last signature below (“**Effective Date**”) and shall end on June 30, 2029 (“**Term**”) unless earlier terminated in accordance with the provisions of the Agreement.

The following Schedules are attached and incorporated in the Agreement by reference:

- | | |
|--------------------------------------------------------|----------------------------------------------------|
| Schedule A – General Terms and Conditions | Schedule E – Planting Activity and Progress Report |
| Schedule B – Eligible and Ineligible Costs Table | Schedule F – Planting Project Completion Report |
| Schedule C – Recipient’s Specific Terms and Conditions | Schedule G – Maintenance and Monitoring Report |
| Schedule D – Request for Contribution | Schedule H – Funding Recognition Specifications |

In witness whereof, the Parties have executed the Agreement through their duly authorized officials.

FEDERATION OF CANADIAN MUNICIPALITIES

TANTRAMAR

Per: _____
 Malin Anagrus, Director, Community Canopies

Per: _____
 Debbie Wiggins-Colwell, Mayor

Date: _____

Date: _____

Per: _____
 Chris Hill, Assistant Clerk

Date: _____

SCHEDULE A - GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

Whenever used in the Agreement and unless the context otherwise requires, the following terms have the following meanings:

“**Agreement**” means this Agreement and the attached Schedules;

“**Advanced Contribution**” means the first disbursement of the Grant Amount, disbursed in advance of the Recipient having incurred sufficient Eligible Costs to request reimbursement from FCM, as set forth in Schedule C to the Agreement;

“**Business Day**” means any day other than a Saturday, Sunday or statutory holidays in the Province of Ontario;

“**Confidential Information**” has the meaning ascribed thereto in Section 8.3 of this Schedule A;

“**Contribution**” means each individual disbursement of the Grant Amount, as set forth in Schedule C;

“**Eligible Costs**” means the costs described in Schedule B of the Agreement, for which the Recipient may use the Grant;

“**Expense Claim**” means the expense claim in the form of the Project Workbook;

“**FCM’s Accessibility Guidelines**” means the FCM guidelines to be followed by the Recipient, or the consultant hired by the Recipient, when preparing the Planting Activity and Progress Report(s), Project Completion Report, and the Maintenance and Monitoring Report, to ensure that such reports are accessible to people with disabilities;

“**Final Contribution**” means the last disbursement of the Grant Amount. In the event that the Recipient receives the Grant Amount in a single contribution, FCM will disburse the Grant Amount through the Final Contribution;

“**GAAP**” means the generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants;

“**Material Change**” means any change to the description of the Project, forecasted Eligible Costs or particulars of the sources of funding, all as set forth in Schedule C;

“**Contribution Agreement**” means the contribution agreement entered into by FCM with His Majesty the King in Right of Canada (“Canada”), represented by the Minister of Natural Resources, dated November 3, 2023, pursuant to which Canada has agreed to provide FCM funding (the “**GCCC Funding**”) for the GCCC funding initiative;

“**Project**” means the planting project as described in Schedule C;

“**Project Workbook**” means the form of electronic spreadsheet provided by FCM to the Recipient, as amended by FCM from time to time, to be completed when providing information updates or submitting a Request for Contribution to FCM; and

“**Request for Contribution**” means the request for Contribution, in the form of Schedule D.

2. GRANT

2.1 Grant Purpose - FCM is providing the Grant to the Recipient for the sole purpose of assisting the Recipient in the performance of the Project (“**Grant**”).

- 2.2 Grant Amount - Subject to and in accordance with the terms and conditions of the Agreement and in reliance upon the representations, warranties and covenants of the Recipient hereinafter set forth, FCM agrees to contribute towards the Eligible Costs the maximum amount in Canadian Dollars (the “**Grant Amount**”), set forth in Schedule C of the Agreement. In the event that, if the aggregate amount of funding received or to be received from all sources of funding, other than the Recipient, as set forth in Schedule C of the Agreement or as updated in the Project Workbook (all as determined and calculated by FCM) is greater than the total costs incurred by the Recipient in respect of the Project, as evidenced by the delivery of documentation establishing Eligible Costs, then FCM may reduce the Grant Amount to such amount as it deems appropriate, in its sole and absolute discretion.
- 2.3 Grant Expiration Date – In the event that the Recipient fails to meet the conditions of Contribution set forth in the Request for Contribution and fails to obtain the Final Contribution before the end of the Term, then FCM may, at its sole and absolute discretion terminate any further requirement to make the Contribution(s), set forth in Schedule C.
- 2.4 Grant Disbursement – Subject to the following, FCM will disburse the Contribution within 30 days of confirming that the Recipient has met all of FCM’s conditions, to FCM’s satisfaction. Provided FCM has made commercially reasonable efforts to obtain payment from Canada under the Contribution Agreement, to the extent that FCM does not receive payment from Canada or is delayed in receiving such payment, any corresponding Contribution shall not be payable to the Recipient in accordance with this Section 2.4 unless and until FCM receives such payment from Canada.
- 2.5 Advanced Contribution – FCM will inform the Recipient, before signature of the Agreement, whether it is eligible for an Advanced Contribution, all as determined in FCM’s sole and absolute discretion. In the event that the Recipient is eligible for an Advanced Contribution, FCM will disburse the Contribution within 30 days of receiving from the Recipient, a signed Agreement and a completed copy of FCM’s Electronic Funds Transfer form, identifying the bank account where FCM should disburse the Advanced Contribution. The representations and warranties confirmed or made in the Agreement with respect to the Recipient will be true on and as of the date that FCM makes the Advanced Contribution, with the same effect as though such representations and warranties have been made on and as of the date that FCM makes the Advanced Contribution. If any confirmation, information or documentation provided to FCM is not true and correct, or if any act or event does or may materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement or the Project or any of its other obligations that are material to the Recipient has occurred, the Recipient will immediately notify FCM prior to the making of the Advanced Contribution.

3. OBLIGATIONS OF THE RECIPIENT

- 3.1 Unless FCM shall otherwise agree in writing, the Recipient covenants and agrees that it: (i) shall use the Grant solely for expenditures that are Eligible Costs; (ii) shall carry out the Project and conduct the activities thereof in compliance with all applicable laws, regulations, order, rules, ordinances, permits, licenses, and without restricting the generality of the foregoing, in compliance with all labour, environmental, health and safety and human rights legislation applicable to the Project; (iii) shall carry out the Project promptly, diligently and in a professional manner, and in accordance with sound engineering, scientific, financial and business practices and the terms and conditions of this Agreement; (iv) shall maintain industry standard insurance coverage which shall include general liability insurance; (v) shall not make any Material Change to the Project or in the nature or scope of its legal status; (vi) shall, during the Term and for a period that is the later of three (3) years after the end of the Term or three (3) years after completion of the Project, not sell, assign, transfer, lease, exchange or otherwise dispose of, or contract to sell, assign, transfer, lease, exchange or otherwise dispose of, any of the real or personal property, whether movable or immovable, acquired, purchased, constructed, rehabilitated or improved, in whole or in part with the Grant, without FCM’s prior written consent; (vii) shall take all reasonable measures to ensure any and all trees planted as part of the Grant survive over the long-term and that all planting sites allow for the permanent planting of trees; (viii) shall ensure that any person lobbying on behalf of the Recipient is registered pursuant to the *Lobbying Act* and that the fees paid to the lobbyist are not to be related to the value of any funding received by FCM under the Contribution Agreement; and (ix) shall

promptly disclose to FCM any actual or apparent Conflict of Interest and take necessary actions to avoid or manage the Conflict of Interest as directed by FCM.

3.2 For purposes of this Agreement, a “**Conflict of Interest**” means any situation where, as determined by FCM acting in sole discretion, the Recipient’s, or any of its personnel’s other commitments, relationships or financial interests: could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations. In particular, if any individual working for the Recipient formerly provided consultancy services to Canada that are related to this Agreement, particularly any services associated with developing the Contribution Agreement or developing the GCCC program, the Recipient is considered to be in a real, perceived, or potential conflict of interest situation. All current or former public servants to whom the federal *Values and Ethics Code* for the Public Sector, federal *Policy on Conflict of Interest and Post-Employment*, or *NRCan Values and Ethics Code* applies shall comply with these codes or policy, as applicable.

3.3 The Recipient warrants that no member of the House of Commons of Canada nor of the Senate shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

4. ELIGIBLE COSTS

Expenses that are eligible for partial reimbursement by FCM must be: (i) invoiced directly to the Recipient; (ii) incurred after the date set forth in Schedule C; (iii) an integral and an essential component of the Project and required to help achieve the environmental objective of the Project; and (iv) actually and reasonably incurred in accordance with applicable industry standards.

5. RECORD-KEEPING and AUDIT

5.1 Record-keeping – During the Term and for a period that is the later of seven (7) years after the end of the Term or seven (7) years after March 31, 2031, the Recipient agrees to maintain accurate records in relation to their performance of the Project, including but not limited to proper and accurate:

- (i) books, accounts, and records of its revenue received, and expenses incurred and paid in connection with the Project and shall keep its invoices, receipts, and vouchers relating thereto; and
- (ii) records of all data, analyses, and other scientific or technical assessments and reports, and any and all information relating to the outputs and outcomes of the Project.

5.2 Audit – During the Term and for a period that is the later of seven (7) years after the end of the Term or seven (7) years after March 31, 2031, the Recipient shall, upon request, grant representatives of FCM and/or Canada access to the books and records referred to in Section 5.1 for the purpose of conducting an audit, at its expense, to verify compliance with the terms and conditions of this Agreement. The Recipient shall permit FCM representatives and/or Canada representatives to take copies and extracts from such books and records and shall provide FCM and/or Canada with such additional information as FCM and/or Canada may require in reference to such books and records. The Recipient agrees to ensure that prompt and timely corrective action is taken in response to any audit findings and recommendations conducted in accordance with the Agreement. The Recipient will submit to FCM in a timely manner, a report on follow-up actions taken to address recommendations and results of the audit.

5.3 Access - During the Term and for a period that is the later of seven (7) years after the end of the Term or seven (7) years after March 31, 2031, the Recipient shall provide representatives of FCM and/or Canada reasonable access to any Recipient premises where the Project is performed to assess the Project’s progress or any element thereof, subject to providing reasonable notice and complying with the Recipient’s safety requirements for such access.

6. ONGOING INFORMATION REQUIREMENTS

The Recipient shall provide to FCM the following information, in form and content satisfactory to FCM: (i) a Planting Activity and Progress Report in the form of Schedule E by December 15 of each calendar year in which planting has occurred or within 2 months of planting completion, whichever is sooner; (ii) prompt

notice of any proposed change in the nature or scope of its legal status; (iii) prompt notice of any act or event which does or may materially and adversely affect the Project or may materially and adversely affect the ability of the Recipient to perform its obligations under the Agreement or the Project or any of the Recipient’s other obligations that are material to the Recipient; (iv) prompt notice of any litigation or administrative proceedings, together with copies of any written legal documents as FCM may request, excluding legal documents subject to solicitor client privilege, before any court or arbitral body or other authority which might materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement or in respect of the Project or any of the Recipient’s other obligations that are material to the Recipient; (v) immediate notice of the occurrence of any breach of any term or condition of the Agreement and specifying the nature of such breach, and the steps, if any, that it is taking to remedy the same; and (vi) such other information as FCM may from time to time reasonably request from the Recipient by notice to the Recipient.

7. COPYRIGHT

7.1 Copyright – Copyright in all reports, documents and deliverables prepared in connection with the Agreement and set out in Schedule C, by or on behalf of the Recipient (the “**Recipient Documentation**”) will be the exclusive property of, and all ownership rights shall vest in either the Recipient or, subject to the Recipient’s ability to grant the license set out in this Article 7.2, a person or entity engaged to develop the Recipient Documentation on behalf of the Recipient. In the event that the Recipient receives a copyright license to the Recipient Documentation, such license shall include a complete waiver in favour of the Recipient of all non-assignable rights (including moral rights) that may exist in the Recipient Documentation.

7.2 License – The Recipient hereby grants to FCM an irrevocable, perpetual, non-exclusive, worldwide, royalty-free, license, to use, reproduce, distribute, adapt, change formats, display, publish, make improvements to, sub-license, translate and copy in any manner the Recipient Documentation. This license shall survive the expiration or termination of the Agreement.

7.3 Interview – FCM shall hold all right, title and interest, including all intellectual property rights, in and to all formats of the Interview, including but not limited to written, audio recorded or video recorded formats, and to have sole and exclusive rights to the use thereof. Prior to the Interview, the Recipient shall ensure that any person designated by the Recipient to participate in the Interview will execute and deliver to FCM a written agreement which effects the assignment to FCM of all right, title and interest therein, including all intellectual property rights, and provides that such person has waived all its non-assignable rights (including moral rights) therein and grants to FCM the right to use the individual’s image, including but not limited to posting the Interview on a public website.

8. PUBLIC RECOGNITION, COMMUNICATION, CONFIDENTIALITY

8.1 Public Recognition – The Recipient shall acknowledge the financial contributions of Canada and FCM in all public information produced by the Recipient as part of the Project, all in accordance with the specifications set out in Schedule H. In particular, the Recipient shall incorporate the following language into the Project Completion Report:

“© 20XX, Tantramar. All Rights Reserved.

This project was carried out with funding from Growing Canada’s Community Canopies, an initiative financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”

8.2 Communication – The Recipient shall comply with FCM’s bilingual communication requirements until the date that is five (5) years following the Final Contribution and shall: (i) cooperate with FCM, who will lead the preparation and issuance of a news release announcing FCM funding for the Project and/or the coordination of a public announcement attended by FCM and the Government of Canada; (ii) promptly inform FCM of upcoming promotional events related to the Project and allow FCM and the Government of Canada to participate in such promotional events; (iii) cooperate with FCM in providing information on the Project to other interested persons to permit the sharing of knowledge and lessons learned about the

Project; and (iv) cooperate with FCM in preparing one or more educational interviews, if required by FCM, showcasing the Project, that may be posted on FCM's public website or through other social media tools and made available through other mediums and in various formats (the "Interview").

- 8.3 Confidentiality – All processes, documents, data, plans, material, policies or information pertaining to either Party's operations which is obtained by the other Party ("**Receiving Party**") or furnished to the Receiving Party in connection with the Agreement and expressly identified as confidential thereby, including, without limitation, the terms of the Agreement, ("**Confidential Information**") shall be maintained by the Receiving Party in strict confidence and shall not be disclosed to any person or entity for any reason or used by the Receiving Party except as necessary for it to perform its obligations hereunder. The limitations contained in this section shall not apply to (a) Confidential Information which is in the public domain at the time of disclosure; (b) Confidential Information that becomes part of the public domain after disclosure through no fault of the Receiving Party; (c) Confidential Information that the Receiving Party can prove was known by the Receiving Party at the time of disclosure; (d) Confidential Information that the Receiving Party can prove was supplied to the Receiving Party by a third party or was independently developed by the Receiving Party; or (e) Confidential Information required to be disclosed pursuant to judicial process.
- 8.4 Two versions of confidential reports – The Recipient shall provide two versions of any Project Progress Report and Project Completion Report that might contain Confidential Information. The version containing Confidential Information shall be clearly labeled as confidential and will be treated as confidential by FCM. The version that does not contain Confidential Information may be posted on FCM's public website and/or made available through other social media websites or tools and otherwise made available to interested third parties.

9. REPRESENTATIONS AND WARRANTIES

The Recipient represents and warrants that: (i) it is duly established under the laws of the Province or Territory set forth in Schedule C of the Agreement and has the legal power and authority to enter into, and perform its obligations under, the Agreement and the Project; (ii) the Agreement has been duly authorized and executed by it and constitutes a valid and binding obligation of it, enforceable against it in accordance with its terms; (iii) neither the making of the Agreement nor the compliance with its terms and the terms of the Project will conflict with or result in the breach of any of the terms, conditions or provisions of, or constitute a default under any indenture, debenture, agreement or other instrument or arrangement to which the Recipient is a party or by which it is bound, or violate any of the terms or provisions of the Recipient's constating documents or any license, approval, consent, judgment, decree or order or any statute, rule or regulation applicable to the Recipient; (iv) it is not subject to any restructuring order under any applicable statutory authority; (v) no litigation, arbitration or administrative proceedings are current or pending or have been threatened, and so far as the Recipient is aware no claim has been made, which is likely to have an adverse effect on its preparation of the Project or its compliance with its obligations under the Agreement; and (vi) the Recipient has the right to grant the copyright license set out in Article 7 of this Schedule A.

10. TERMINATION OF THE AGREEMENT

- 10.1 FCM may terminate this Agreement: (i) if the Recipient breaches any term or condition of this Agreement, and fails to remedy such breach upon the expiry of 15 Business Days' written notice from FCM of such breach or, with respect to a breach that cannot be remedied within the 15 Business Day period, such longer period of time as FCM may reasonably provide the Recipient to remedy the breach, provided the Recipient has commenced to remedy the breach within the 15 Business Day period and is actively and diligently taking appropriate measures to remedy the breach; (ii) if, in FCM's sole discretion, the Project cannot be completed as initially presented; (iii) if the Recipient fails to meet the conditions of Contribution set forth in the Request for Contribution and fails to obtain the Final Contribution before the end of the Term; (iv) if control and charge over the administration of all the affairs of the Recipient are vested in any person other than the Recipient; (v) if the Recipient becomes insolvent and/or proceedings have been commenced under any legislation or otherwise for its dissolution, liquidation or winding-up, or bankruptcy, insolvency or creditors' arrangement proceedings have been commenced by or against the Recipient; (vi) immediately in the event that the Contribution Agreement, is terminated or expires, as the case may be;

and (vii) without limiting Section 13 below, if the Parliament of Canada fails to pass an appropriation that is sufficient and constitutes lawful authority for the Government of Canada making the necessary payment to FCM for the project or program in relation to which the Grant is being provided.

10.2 Either Party may, on not less than 30 days' prior written notice to the other Party, terminate this Agreement.

10.3 This Agreement may be terminated at any time upon the written agreement of the Parties.

11. EFFECT OF TERMINATION

(a) If this Agreement is terminated pursuant to Article 10, the Recipient may be: (i) reimbursed for all or a portion of the Eligible Costs they have incurred in relation to the Project up to the effective date of termination; and (ii) required to pay back to FCM all or a portion of the Grant Amount that was disbursed by FCM to the Recipient prior to the effective date of termination.

(b) The rights contained in Sections 11(a) are subject to FCM's sole discretion and satisfaction, taking into consideration the Recipient's out-of-pocket Eligible Costs incurred and results reported by the Recipient in connection with the Project. In addition, FCM may take such action or proceedings in compliance with applicable laws or regulations as FCM in its sole discretion deems expedient to collect the amounts owing to FCM hereunder, all without any additional notice, presentment, demand, protest or other formality, all of which are hereby expressly waived by the Recipient.

12. SAVING OF RIGHTS

No course of dealing and no delay in exercising, or omission to exercise, any right, power or remedy accruing to FCM upon any default under the Agreement shall impair any such right, power or remedy or be construed to be a waiver thereof or any acquiescence therein; nor shall the action of FCM in respect of any such default, or any acquiescence by it therein, affect or impair any right, power or remedy of FCM in respect of any other default.

13. APPROPRIATIONS

Notwithstanding FCM's obligation to make any payment under the Agreement, this obligation does not arise if, at the time when a payment under the Agreement becomes due, the Parliament of Canada has not passed an appropriation that is sufficient and constitutes lawful authority for the Government of Canada making the necessary payment to FCM for the project or program in relation to which the Grant is being provided. FCM may reduce, delay or terminate any payment under the Agreement in response to the reduction or delay of appropriations or departmental funding levels in respect of transfer payments, the project or program in relation to which the Grant is being provided, or otherwise, as evidenced by any appropriation act or the federal Crown's main or supplementary estimates expenditures.

FCM will not be liable for any direct, indirect, consequential, exemplary or punitive damages, regardless of the form of action, whether in contract, tort or otherwise, arising from any such reduction, delay or termination of funding.

In the event of an insufficient appropriation from the Government of Canada, FCM may allow the Recipient to amend the Agreement to reduce its obligations related to the Project in proportion to the reduction of the contribution by Canada.

14. NO BRIBES

The Recipient guarantees that no bribe, gift or other inducement has been paid, given, promised or offered to any person in order to obtain the Agreement. Similarly, no person has been employed to solicit or secure the Agreement upon any agreement for a commission, percentage, brokerage or contingent fee. The Recipient also guarantees that it has no financial interest in the business of any third party that would affect its objectivity in carrying out the Project.

15. RELEASE AND INDEMNIFICATION

15.1 Acknowledgment – The Recipient acknowledges and agrees that (i) the Recipient shall be solely and fully responsible for the Project or any element thereof; (ii) by accepting or approving anything required to be

accepted or approved pursuant to this Agreement or the Project, FCM shall not be deemed to have warranted or represented the accuracy, sufficiency, legality, effectiveness or legal effect of the same, or of any term, provision or condition thereof, and such acceptance or approval thereof shall not constitute a warranty or representation to anyone with respect thereto by FCM; and (ii) FCM shall not be responsible in any way whatsoever for the Project or any element thereof.

- 15.2 Release – The Recipient releases and forever discharges FCM and its directors, officers, agents, servants and employees from any claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses arising out of or in consequence of any loss, injury or damage to the Recipient or its property in any way relating to this Agreement and/or the Project.
- 15.3 Indemnification – The Recipient hereby agrees to indemnify and hold harmless FCM, Canada and their respective officers, directors, employees, contractors and agents (collectively, the “**Indemnified Parties**”) from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings (collectively, a “**Claim**”), by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, except to the extent caused by the negligence or wilful misconduct of Indemnified Parties. For greater certainty, the Recipient acknowledges and agrees that it shall indemnify, defend and save harmless FCM for any liability, loss, costs, damages, or expenses suffered by, or claims made against, FCM that arise under the Contribution Agreement, to the extent caused by the acts, omissions, negligence or wilful misconduct of the Recipient or breach by the Recipient of this Agreement.
- 15.4 Intellectual Property Indemnity – Recipient shall defend or settle at its expense any claim or suit against FCM or Canada arising out of or in connection with an assertion that the Recipient Documentation infringes any intellectual property right and the Recipient shall indemnify and hold harmless FCM and Canada from damages, costs, and attorneys’ fees, if any, finally awarded in such suit or the amount of the settlement thereof; provided that (i) Recipient is promptly notified in writing of such claim or suit, and (ii) Recipient shall have the sole control of the defense and/or settlement thereof.
- 15.5 FCM’s Limited Liability – In no event shall FCM, including its directors, officers, employees and agents, be liable under the Agreement for any indirect, special, incidental, consequential or punitive damages of any kind, however caused, including, but not limited to, loss of profits or revenue, loss of data, work interruption, increased cost of work, or any claims or demands against the Recipient by any other entity, whether such remedy is sought in contract, tort (including negligence), strict liability or otherwise and whether or not FCM, including its directors’, officers’, employees’ and agents’ liability for direct damages for any reason and upon any cause of action, whether in tort (including negligence), contract, or any other legal theory, exceed the Grant Amount that was disbursed under the Agreement. The Agreement shall not create for nor give to any third party any claim or right of action against FCM.
- 15.6 Further Assurances – The Recipient shall promptly execute and deliver, upon request by FCM, all such other and further documents, agreements, opinions, certificates and instruments as may be reasonably required by FCM to more fully state the obligations of either party to the Agreement or to make any recording, file any notice or obtain any consent.
- 16. FORCE MAJEURE**
- 16.1 The Parties shall not be in default or in breach of this Agreement due to any delay or failure to meet any of their obligations caused by or arising from any event beyond their reasonable control and without their fault or negligence, including any act of God or other cause which delays or frustrates the performance of this Agreement (a “**force majeure event**”). If a force majeure event frustrates the performance of this Agreement, FCM will only be liable for its proportionate share of the Eligible Costs incurred to the date of the occurrence of the event.
- 16.2 The performance of the obligation affected by a “force majeure event” as set out above shall be delayed by the length of time over which the event lasted. However, should the interruption continue for more than thirty (30) days, then the Parties shall enter into discussions with a view to equitably alleviating the effects

of the force majeure event and, if possible, agreeing on any required amendments to this Agreement as may be reasonable in the circumstances.

- 16.3 Should either Party claim the existence of a “force majeure event” as above, prompt notice thereof shall be given to the other Party and the Party claiming the existence of a “force majeure event” shall have the obligation to provide reasonable satisfactory evidence of the existence of such event and use its best efforts to mitigate any damages to the other Party.

17. GENERAL

- 17.1 Notices and Requests – Any notice, document or other communication required to be given under the Agreement shall be in writing and shall be sufficiently given if sent by personal delivery/courier, registered mail or email to the other Party at its address indicated in Schedule C. The notice shall be deemed to have been delivered on the day of personal delivery, on the day received by email (as evidenced by a transmission confirmation), or on the fifth day following mailing.
- 17.2 Relationship of the Parties – The relationship between the Recipient and FCM is, and shall at all times be and remain, essentially that of a recipient and a grantor, and the Agreement does not and shall not be deemed to create a joint venture, partnership, and fiduciary or agency relationship between the Parties for any purpose. Neither the Recipient, nor any of its personnel are engaged as an employee, servant or agent of FCM.
- 17.3 Amendment – Any amendment of any provision of the Agreement, including the Schedules, must be in writing and signed by both Parties.
- 17.4 Choice of Language – It is the express wish of the Parties that the Agreement and any related documents be drawn up and executed in English. Les Parties reconnaissent avoir exigé que la présente convention et tous les documents connexes soient rédigés en anglais.
- 17.5 Governing Law – The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 17.6 Choice of Forum – The Parties hereto agree and intend that the proper and exclusive forum for any litigation of any disputes or controversies arising out of or related to the Agreement shall be a court of competent jurisdiction located in the Province of Ontario, City of Ottawa.
- 17.7 Effectiveness – The Agreement shall be in force until such time as FCM has disbursed the Final Contribution or until the Agreement has been terminated in accordance with Article 10, whichever shall first occur.
- 17.8 Successors and Assigns – The Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, except that the Recipient may not assign or otherwise transfer all or any part of its rights or obligations under the Agreement without the prior written consent of FCM.
- 17.9 Severability – If any provision or clause of the Agreement is found by a court of competent jurisdiction to be invalid, void, null, illegal or unenforceable, that determination shall not affect the enforceability of the remaining provisions to the extent they can be given effect without the illegal or invalid provision. The Parties further agree to negotiate the severed provision to bring the same within the applicable legal requirements to the extent possible.
- 17.10 Waiver of Rights – Except as expressly provided in the Agreement, any waiver of, or consent to depart from, the requirements of any provision of the Agreement shall be effective only if it is in writing and signed by the Party giving it, and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of a Party to exercise, and no delay in exercising, any right under the Agreement shall operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.

- 17.11 Entire Agreement – The Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior correspondence, agreements, negotiations, discussions and understandings, if any, written or oral.
- 17.12 Headings – Headings are included in the Agreement for convenience of reference only and are not intended to be full or accurate descriptions of the contents thereof.
- 17.13 Gender and Number – All references in the Agreement to the masculine gender include the feminine gender; and all references to the singular include the plural and vice versa.
- 17.14 Counterparts – The Agreement may be executed and delivered (including by email transmission or by Portable Document Format (“PDF”)) in one or more counterparts and, each of which when executed shall be deemed an original, but both of which together shall constitute one and the same agreement.
- 17.15 Survival – The provisions pertaining to Article 5, Article 7, Article 8, Article 15 and this Article 17, and any other provisions hereof expressly or impliedly intended to survive termination or expiry, will survive the termination of the Agreement.

SCHEDULE B – ELIGIBLE AND INELIGIBLE COSTS TABLE

Expenses that are eligible for partial reimbursement or advance payment must be:

- Incurred after the date the application is received by FCM (costs to write the application incurred up to 90 days prior to receipt of the application by FCM).
- Invoiced directly to your organization.
- An integral and an essential component of the initiative required to achieve the environmental objective.
- Actually and reasonably incurred in accordance with applicable industry standards.

FCM reserves the right to audit financial statements or expenses incurred at a future date to verify cost eligibility. Please keep financial accounts and records for a period that is the later of seven (7) years after the end of the Term or seven (7) years after March 31, 2031. These include but are not limited to contracts, invoices, statements, receipts, and vouchers. Financial records, including labour costs must be documented in a manner that meets audit standards (GAAP) and enables verification of cost eligibility and effort.

Cost Category	Eligible Costs	Ineligible Costs
Section A: Costs incurred prior to date application received by FCM		
(1) Pre-application	Costs to write the GMF application up to \$5,000 incurred up to 90 days prior to application receipt date.	All other costs incurred prior to application receipt date, including any stakeholder engagement or research that took place to support the writing of the full application or insertion of information into the Project Workbook
Section B: Costs incurred after date application received by FCM		
(2) Administrative	Administrative costs that are directly linked to and have been incurred for the project, such as: <ul style="list-style-type: none"> • Communication costs (e.g., long-distance calls) • Permits, approvals and authorizations required for the projects • Printing or photocopying by outside suppliers • Acquisition of documents used exclusively for the project • Document translation 	Office space, supplies and general overhead costs incurred in the ordinary course of business.
(3) Advertising	Advertising costs essential to communicating the project to the public, as well as project evaluation such as: <ul style="list-style-type: none"> • Fees for advertising development • Fees for media distribution • Website development • Public surveys 	<ul style="list-style-type: none"> • Advertising costs for general education or publicity that is a result of ongoing or other business activity and not a specific requirement of the project • Promotional items
(4) Audit	The cost of a third-party financial audit for planting projects with GCCC grants greater than \$500K as required by FCM for non-municipal applicants.	
(5) Capital Expenditures	Capital costs as defined and determined in accordance with generally accepted accounting principles (GAAP), including: <ul style="list-style-type: none"> • Costs for acquiring, developing, constructing, modernizing or leasing systems (equipment, hardware, software, etc.), 	Purchase of real property

	<ul style="list-style-type: none"> • Costs of construction, renovation or modernization of planting sites such as site preparation, • The purchase of tree stock • The purchase of shrubs and herbaceous plants, up to 15 per cent of planting stock costs, as long as they will help protect trees or are an essential component of habitat restoration objectives. • Other supplies and materials specifically needed to undertake the project (such as soil and mulch) • Planting costs • Lease of land for staging areas for trees that will be planted within the 2-year implementation period of the funded initiative • Purchase of planting or maintenance equipment and vehicles, up to a maximum of \$50,000 in eligible costs, or 10% of total eligible project costs, whichever is lower. Purchasing of this equipment is allowed if the purchase cost is comparable to renting <p>NOTE: Costs associated with the acquisition, installation, modification, or removal of permanent infrastructure (e.g. sidewalk modification, soil cell installation, irrigation systems) are eligible and must be individually listed and identified as "Infrastructure related costs" in the budget tab.</p>	
(6) Equipment rental	Rental of tools and equipment related to the project.	Rental of tools or equipment related to ongoing or other business activities.
(7) Meetings and public gatherings	<p>Costs related to meetings and public gatherings held to communicate the project to the public and collect feedback, such as:</p> <ul style="list-style-type: none"> • Facility rental • Audiovisual equipment rental • Services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.) • The provision of food and drinks, when it is part of a specific cultural protocol • Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts) • Costs related to local cultural protocols (e.g., gifts, cultural ceremonies) 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> • Food and drinks, unless part of a specific cultural protocol • Alcohol • Door prizes • Entertainment • Music • Decorations • Flowers and/or centrepieces
(8) Services	<p>Fees for professional or technical consultants and contractors.</p> <p>NOTE: Service fees associated with the installation, modification, or removal of permanent infrastructure (e.g. sidewalk modification, soil cell installation, irrigation systems) are eligible and must be individually listed and identified as "Infrastructure related costs" in the budget tab.</p>	<p>Costs for engineering studies, audit studies or feasibility studies for which grants or contributions are provided by or committed to be provided by the Government of Canada.</p>

<p>(9) Staff remuneration</p>	<p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project up to one year post planting (including staff time to participate in GCCC-led capacity building activities related to the eligible initiative). The daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> • Direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses. • Fringe benefit: in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> a) time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): allowable number of days to be paid by the eligible recipient for the following payable absences: statutory holidays and annual vacation b) paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits. <p>NOTE: For private (for-profit) entities only, as determined by FCM, the value of total staff remuneration cannot exceed 10% of the project's eligible costs.</p>	<p>Regular salaries and/or benefits of applicant staff or partners including:</p> <ul style="list-style-type: none"> • Overtime pay • Bonuses/performance pay • Fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible • Costs related to ongoing or other regular business activities and not specifically required for the project • Staff wages while receiving training or attending learning events • Professional membership fees or dues • Staff remuneration for which a grant or contribution are provided by or committed to be provided by the FCM.
<p>(10) Transportation, shipping and courier charges</p>	<p>Transportation costs for delivery of materials and services essential for the project.</p>	<p>Any transportation expense related to ongoing or other business activities.</p>
<p>(11) Travel and accommodation</p>	<p>Travel and project-associated expenses for you and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project and to the extent that such travel is necessary. This includes travel and accommodation costs to attend GCCC-led capacity building activities related to the eligible initiative (up to a maximum of \$10,000 or 10% of eligible project costs, whichever is lower)</p>	<ul style="list-style-type: none"> • Travel and associated expenses of a partner in the project. • Travel, accommodation and fees to attend conferences, missions, trade shows, etc.
<p>(12) Taxes</p>	<p>The portion of taxes for which your organization is not otherwise eligible for rebate.</p>	<p>The portion of taxes for which your organization is eligible for rebate (provincial, territorial or federal).</p>
<p>(13) In-Kind</p>	<p>N/A. However, if in-kind staff contributions will be made to this project, and if these contributions are integral to the success of the project, the dollar value should be included as an ineligible cost in the (9) Staff Remuneration in the Budget, and as an in-kind contribution in the Sources of Funding.</p>	<p>Any goods and services that are received through donation or in-kind contribution.</p>



	NOTE: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as “staff remuneration.” See Staff Remuneration category above.	
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SCHEDULE C – RECIPIENT’S SPECIFIC TERMS AND CONDITIONS

1. PROJECT

The Recipient is receiving the Grant Amount to perform the following project:

The Municipality of Tantramar aims to increase its tree canopy cover. Tantramar is applying for a planting grant to fund a two-year project which will see the planting of 550 trees and 100 shrubs across multiple sites: Sackville, Dorchester, Tantramar and Beech Hill Park. Large-caliper trees will be planted by contractors in streets and parks and covered by a warranty program. Small stock naturalization plantings will involve a volunteer planting program to naturalize areas adjacent to woodlands. Maintenance of the trees will include survival and health assessments, watering, pruning, mulching, and general maintenance of the areas as required.

Eligibility statement: The planting project aims to expand community canopies through permanent and incremental tree planting in and around population centers.

2. PROJECT MILESTONES

Milestones	Expected start date	Expected end date	Estimated cost	Description
Milestone 1: Street Tree and Park Tree Planning	January 1, 2026	January 1, 2027	\$3,973	Municipal staff to review requests and property lines to ensure that street trees are planted on Municipal owned land. Municipal staff to identify locations in Parks that are suitable for larger caliper trees. Municipal staff to develop a master list of sites for the two-year program (50 locations in total). Municipal staff to source tree stock and contractor list for large caliper planting. Mount Allison University Tree Mapping Intern can assist with some of this work relating to mapping and property boundaries.
Milestone 2: Beech Hill Park Planning and Preparation	April 1, 2026	September 30, 2027	\$12,731	Municipal staff to review site to determine what preparations are required - mowing, trimming, etc. Arrange municipal staff to complete preparation work, source tree stock material, woodchips, tree guards, etc. Municipal staff to purchase shovels, rakes, etc. for volunteers.
Milestone 3: Year 1 Planting	September 1, 2026	October 31, 2026	\$32,970	Contractors will be used to plant 25 large caliper trees, including all aspects of planting, staking, etc. Volunteers will be planting 250

				trees and 50 shrubs at Beech Hill, under the direction of staff at a ratio of 1:10 (staff to volunteers). Demonstrations will be given before volunteers start planting, and staff will be monitoring throughout the event to ensure trees are being planted correctly.
Milestone 4: Year 2 Planting	April 1, 2027	October 31, 2027	\$32,970	Contractors will be used to plant 25 large caliper trees, including all aspects of planting, staking, etc. Volunteers will be planting 250 trees and 50 shrubs at Beech Hill, under the direction of staff at a ratio of 1:10 (staff to volunteers). Demonstrations will be given before volunteers start planting, and staff will be monitoring throughout the event to ensure trees are being planted correctly.
Milestone 5: Ongoing Maintenance	September 1, 2026	December 31, 2028	\$27,072	Municipal staff to inspect trees for survival, water, mulch, check tree stakes for large calipers, trim any weed growth at Beech Hill Park, replace tree guards as needed, structural pruning, removal of stakes before girdling occurs, etc. Two (2) Municipal staff to attend online and in-person FCM peer-learning events.
Milestone 6: One Year Post-Planting Monitoring and Final Report to FCM	November 30, 2027	December 31, 2028	\$3,393	Municipal staff to complete monitoring and report back to FCM.
Total Milestone Costs:			\$113,108	

3. PROJECT COSTS

The forecasted Eligible Costs that the Recipient included in its FCM funding application:

Project Budget	Is this an infrastructure cost?	Eligible Cost (\$)	Ineligible Cost (\$)	Total Cost (\$)
1) Pre-application				
N/A				
Subtotal				\$0
2) Administrative				
N/A				

Subtotal				\$0
3) Advertising				
N/A				
Subtotal				\$0
4) Audit				
N/A				
Subtotal				\$0
5) Capital Expenditure				
Large caliper tree stock	<i>No</i>	\$11,517		\$11,517
Naturalization tree stock	<i>No</i>	\$20,790		\$20,790
Naturalization shrub stock	<i>No</i>	\$3,432		\$3,432
Monitoring and Maintenance Costs (replacements of guards, mulch, trees, shrubs, as required)	<i>No</i>	\$2,200		\$2,200
Woodchips / Mulch	<i>No</i>	\$2,200		\$2,200
Tree guards	<i>No</i>	\$2,200		\$2,200
Site preparation	<i>No</i>	\$2,000		\$2,000
Shovels (various sizes)	<i>No</i>	\$1,540		\$1,540
Rakes (various types)	<i>No</i>	\$110		\$110
Wheelbarrow	<i>No</i>	\$220		\$220
Buckets	<i>No</i>	\$110		\$110
Gloves (various sizes) for volunteers	<i>No</i>	\$330		\$330
First Aid Kit for volunteers	<i>No</i>	\$50		\$50
Eye Wash Kit for volunteers	<i>No</i>	\$60		\$60
Water Cooler for volunteers	<i>No</i>	\$150		\$150
Subtotal				\$46,909
6) Equipment Rental				
N/A				
Subtotal				\$0
7) Meetings and public gatherings				
N/A				
Subtotal				\$0
8) Services				
Volunteers to plant a total of 600 trees (500 trees and 100 shrubs over 2026 and 2027)	<i>No</i>		\$0	\$0
Contractor costs for planting large-caliper trees (50 trees over 2026 and 2027)	<i>No</i>	\$15,000		\$15,000
Subtotal				\$15,000
9) Staff Remuneration				
Staff time to plan and prepare for large caliper street and park tree planting (0.05 FTE) existing		\$1,250		\$1,250
Staff time to plan and prepare for naturalization planting (0.05 FTE) existing		\$2,300		\$2,300
Student time to map street trees and park trees within municipal properties (0.1 FTE) new		\$2,205		\$2,205

Staff time to coordinate contractors and street / park tree planting (0.05 FTE) existing		\$3,750		\$3,750
Staff time to coordinate volunteer planting (0.05 FTE) existing		\$1,550		\$1,550
Staff time for maintenance (watering, pruning, trimming, mulching, etc.) (0.1 FTE) existing		\$11,400		\$11,400
Staff time for monitoring (survival assessments, contractor warranty inspections, etc.) (0.05 FTE) existing		\$1,200		\$1,200
Staff time for final report writing (0.05 FTE) existing		\$1,750		\$1,750
Team Participating in FCM-led online peer-learning meetings (0.05 FTE) existing		\$1,000		\$1,000
Subtotal				\$26,405
10) Transportation, shipping and courier charges				
Transportation costs for small stock / naturalization plantings		\$1,100		\$1,100
Subtotal				\$1,100
11) Travel and Accommodation				
Team Attending in-person GCCC Events		\$8,941		\$8,941
Subtotal				\$8,941
12) Taxes				
Taxes not embedded in above costs, include non-reimbursable 28.57% and reimbursable 71.43%		\$4,215	\$10,538	\$14,753
Subtotal				\$14,753
		Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)
Total – All Categories		\$102,570	\$10,538	\$113,108

Infrastructure Costs		\$0	\$0	\$0
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Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain what informs the above budget.
 Contingency costs applied to tree stock, contractor costs, material costs at 10%.

Other Notes:
 NB Sales Tax is 15%. 71.43% is reimbursable

FCM will only reimburse costs incurred after September 16, 2025, except for costs incurred to write the application, which are eligible for reimbursement if incurred after June 18, 2025.

4. PROJECT SOURCES OF FUNDING

The funding for the Project is planned as:

Funding Source	Description	Confirmed? (Y/N)	Date Committed (DD-MM-YYYY)	Amount	Percent of Total Budget
Green Municipal Fund	Grant	Y	16-04-2026	\$51,280	45%
Tantramar	Cash	Y	28-04-2026	\$35,423	31%
Tantramar	Staff remuneration	Y	28-04-2026	\$26,405	23%
Total funding:				\$113,108	100%

Total budget costs:	\$113,108
Total budget eligible costs:	\$102,570

5. GRANT AMOUNT

The Grant Amount, described in Article 2 of Schedule A, shall be equal to the lower of:

- A. the sum of fifty-one thousand, two hundred and eighty dollars (\$51,280); or
- (ii) fifty percent (50%) of Eligible Costs.

6. GRANT DISBURSEMENTS

The obligation of FCM to disburse the Grant to the Recipient, is subject to the Recipient fulfilling the applicable conditions of Contribution set forth below, to the satisfaction of FCM, in its sole and absolute discretion.

Payment and reporting table: The forecasted Contribution amount(s) (\$), reporting requirements, and reporting dates, as agreed upon by the Parties prior to Agreement signature.

Contributions and Deliverables	Expected Date of Contribution		The Contribution shall be equal to:
Advanced Contribution #1	Within 30 days of Agreement execution		\$ 25,640
<ul style="list-style-type: none"> • Executed Grant Agreement • Void Cheque • Electronic Funds Transfer (EFT) form • Additional conditions: None 			
Contributions and Deliverables	Approximate Date of Submission	Approximate Date of Contribution	The Contribution shall be equal to the lesser of:
Progress Report	No later than December 15 of each year	N/A	N/A
<ul style="list-style-type: none"> • Schedule E – Planting Activity and Progress Report, to be submitted by December 15 of each year, if planting has occurred that calendar year. • Additional conditions: None 			

<p>Cost-incurred Contribution #2</p> <ul style="list-style-type: none"> • Schedule D – Request for Contribution • Schedule E – Planting Activity and Progress Report, to be submitted within 2 months of planting completion or December 15, whichever comes sooner. • Schedule F – Project Completion Report • Evidence that Milestones 1 to 4 were completed, and milestones 5 and 6 are underway: <ul style="list-style-type: none"> ○ Milestone 1: Street Tree and Park Tree Planning ○ Milestone 2: Beech Hill Park Planning and Preparation ○ Milestone 3: Year 1 Planting ○ Milestone 4: Year 2 Planting <p>That must be completed, including all trees planted</p> <ul style="list-style-type: none"> • Project Workbook <ul style="list-style-type: none"> ○ Sources of funding confirmed or updated if different from initial Sources of Funding ○ Expense Claim completed • Additional conditions: Updated funding confirmation letter reflecting Tantramar’s 2027 and 2028 budget approvals in November 2026 and November 2027, respectively. 	November 30, 2027	January 14, 2028	<ul style="list-style-type: none"> • \$ 36,048 less the amount of previous Contribution(s); or • 50% of Eligible Costs then incurred by the Recipient less the amount of previous Contribution(s)
<p>Final Contribution #3</p> <ul style="list-style-type: none"> • Schedule D – Request for Contribution • Schedule G – Maintenance and Monitoring Report • Schedule H – Funding Recognition Specifications, photos or URLs demonstrating requirements met • Evidence that Milestones 5 and 6 were completed: <ul style="list-style-type: none"> ○ Milestone 5: Ongoing Maintenance ○ Milestone 6: One Year Post-Planting Monitoring and Final Report to FCM <p>That must be completed, including monitoring and reporting one year after tree planting</p> <ul style="list-style-type: none"> • Project Workbook <ul style="list-style-type: none"> ○ Sources of funding confirmed or updated ○ Expense Claim completed • Additional conditions: None 	January 30, 2029	March 1, 2029	<ul style="list-style-type: none"> • \$ 51,280; or • 50% of Eligible Costs then incurred by the Recipient less the amount of previous Contribution(s)

7. JURISDICTION

The jurisdiction applicable to Section 9 of Schedule A of the Agreement is the province of New Brunswick.

8. CRA BUSINESS NUMBER

The Recipient's CRA Business number is 108129560RT0001.

9. NOTICES

<p><u>To the Recipient:</u></p> <p>Tantrammar 31C Main Street Sackville, New Brunswick E4L 1G6</p> <p>Attention: Jamie Ferguson Manager, Active Living and Culture</p> <ul style="list-style-type: none"> • phone: (506) 364-4954 • email: j.ferguson@tantramarnb.com <p>Alternate Contact:</p> <p>Attention: Matt Pryde Director, Active Living and Culture</p> <ul style="list-style-type: none"> • phone: (506) 364-4955 • email: m.pryde@tantramarnb.com 	<p><u>To FCM:</u></p> <p>Federation of Canadian Municipalities 24 Clarence Street Ottawa, Ontario K1N 5P3</p> <p>General Contact: Green Municipal Fund</p> <ul style="list-style-type: none"> • email: gmfinfo@fcm.ca
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SCHEDULE D – REQUEST FOR CONTRIBUTION TEMPLATE

[LETTERHEAD OF THE RECIPIENT]

[Address]

[Date]

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

Attention: [Project Officer / Funding Advisor]

The Recipient is requesting the following Contribution:

- Second
- Final

I am an authorized official of the Recipient and understand that all the information below must be submitted and accepted by FCM in order to receive the Contribution. I hereby certify, in satisfaction of the terms and conditions of the Agreement, and by checking each of the boxes below, that:

- The Conditions of Contribution set forth in Schedule C have been met by the Recipient.
- The Project conforms to the description set forth in Schedule C of the Agreement.
- The Recipient has obtained or has made other arrangements satisfactory to FCM for obtaining, all approvals, consents, authorizations and licences that are required under the laws of Canada and of the relevant Province or Territory, in order for the Recipient to enter into and comply with the Agreement and to undertake and complete the Project.
- No act or event does or may materially and adversely affect the Project or the ability of the Recipient to perform its obligations under the Agreement and the Project or any of its other obligations that are material to the Recipient has occurred.
- The representations and warranties confirmed or made in the Agreement with respect to the Recipient will be true on and as of the date that FCM makes the Contribution, with the same effect as though such representations and warranties have been made on and as of the date that FCM makes the Contribution.
- All the covenants, conditions and other obligations set forth in the Agreement, including its schedules, and the Project Workbook, to be performed or satisfied by the Recipient before the date that FCM makes the Contribution have been performed or satisfied, to FCM's satisfaction.
- All capitalized terms have the meaning attributed to them in the Agreement.
- If any confirmation, information or documentation provided to FCM is not true and correct, the Recipient will immediately notify FCM prior to the making of the Contribution.
- All expenses claimed:
 - o have been submitted through the Expense Claim template, in the Project Workbook;
 - o have been incurred and paid, or are to be paid, by the Recipient;
 - o at the final disbursement request, are supported by a written statement confirming the final sources of funding and contribution amounts;



- were integral and essential components of the Project and required to help achieve the environmental objectives of the Project;
- were reasonably incurred in accordance with applicable industry standards; and
- are Eligible Costs as per Schedule B, that were incurred after the date set forth in Schedule C.

I acknowledge and agree that the Recipient’s records and accounts in relation to the Project might be audited.

I am attaching a completed copy of FCM’s Electronic Funds Transfer form to identify the bank account where FCM should deposit the Contribution.

[Name and title of authorized officer of Recipient]

Signature

Date

SCHEDULE E – PLANTING ACTIVITY AND PROGRESS REPORT TEMPLATE

The purpose of the Planting Activity and Progress Report is to provide details on planting activities to ensure the accurate calculation of GHG sequestration and other environmental benefits of each project.

Instructions:

- **Please do not use this contract version of the reporting template for your final submission to FCM. A fillable form will be provided to you.**
- **Please use Plain language** that can be understood by people who are not specialists on the subject.
- Submit this file (with your accompanying project status report, GIS files and planting site photos) to gmgcccsupport@fcm.ca

Timing: Once tree planting has commenced, the Recipient must submit the Planting Activity and Progress Report by no later than each December 15 of each year, if planting has occurred in that year. Once tree planting has been completed, the Report must be submitted within 2 months of planting completion or December 15, whichever is sooner.

DISCLAIMER: The contents of this report are subject to change at any time. If changes are made to the template, an updated template will be provided to the Recipient.

1. Project Status

- 1.1 In a few sentences, please summarize the activities completed so far and indicate the activities currently in progress, as per the Project Milestones and Project Budget in Schedule C of the funding agreement. *Note: If you have previously submitted a Planting Activity and Project Report, your summary should build on the information included in your previous report.*
- 1.2 Have there been any significant changes, or do you anticipate any significant changes, to the scope or costs of the Project as described in Schedule C of the funding agreement?
- 1.3 If yes to the above, please indicate how the scope will change and, in general terms, how the changes will affect the socioeconomic, biodiversity, resiliency, and other environmental benefits you aim to achieve. Please also indicate how the changes will affect the budget (e.g. increase or decrease; no precise figures required).
- 1.4 When do you expect to complete all tree planting activities (month/year)?
- 1.5 When do you expect to complete the one year of post-planting maintenance and monitoring and final report to FCM (month/year)?

2. Project Information:

- 2.1 **Project number** - Please enter your Project ID.
- 2.2 **Project Name** - Enter name of project.
- 2.3 **Site name** - Enter name of planting site.
- 2.4 **Data Entrant Name, Company, Phone, Email**

3. Planting Information

- 3.1 **Location type** - From the available dropdown selections, enter the location type of the site.
- 3.2 **Planting Start Date** Please enter date planting started at this site. (yyyy-mm-dd)
- 3.3 **Planting End Date** - Please enter date planting ended at this site. (yyyy-mm-dd)
- 3.4 **Province** - Enter province or territory in which planting took place.
- 3.5 **Land Ownership Type** - From the available dropdown selections, enter the land ownership type of the majority of this site.
- 3.6 **Initial Land Use** From the available dropdown selections, enter the original land use of the majority of this site, before planting took place.

- 3.7 **Post-plant Land Use** - From the available dropdown selections, enter the land use of the majority of this site, after planting.
- 3.8 **Is Agricultural Shelterbelt?** - Enter 'Yes' or 'No' whether this site is an agricultural shelterbelt or similar farm feature.
- 3.9 **Is Diffuse Planting?** - Enter 'Yes' or 'No' whether this site is a diffuse planting. **(If YES, skip questions 3.11 - 4 and 8.5, If NO, skip question 3.10.)**
- 3.10 **Diffuse Site Location** - If planting is diffuse, provide a name of the urban or developed area of this diffuse site. (skip if contiguous)
- 3.11 **Planting Site History** - Please write a few sentences on any information you can provide about the history of the site.
- 3.12 **Infill/Underplanting?** - Enter 'Yes' or 'No' whether the planting activity is considered infill planting or underplanting.
- 3.13 **Description Infill/Underplanting** - If planting is considered infill/underplanting, please describe the infill planting or underplanting in a few short sentences.
- 3.14 **At least 2000 Trees Planted?** - Please enter 'Yes' or 'No' as to whether this site planted at least 2,000 trees. **(If NO, skip questions 3.15 - 3.23 and 3.25 - 4.)**
- 3.15 **Preparation Activities** - Check 'Yes' if any preparation activities were done on this site.
- 3.16 **Soil Preparation** - Check 'Yes' if the following activity applies, even if the activity was only applied to a small portion of the site. (mixing, trenching, mounding, scarification, mulching)
- 3.17 **Site Clearing** - Check 'Yes' if the following activity applies, even if the activity was only applied to a small portion of the site. (tree knockdown, thinning, brush clearing, danger tree assessment, infected tree removal, fire break, mowing)
- 3.18 **Chemical Treatments** - Check 'Yes' if the following activity applies, even if the activity was only applied to a small portion of the site. (fertilization, pre-planting herbicide, post-planting herbicide)
- 3.19 **Residue Management** - Check 'Yes' if the following activity applies, even if the activity was only applied to a small portion of the site. (burned on site, burned in facility, ground and left, piled and left, salvaged and removed from site)
- 3.20 **Residue Usage** - Check 'Yes' if the following product was salvaged from the site. (solid wood products, pulpwood, fuelwood, unknown product, other)
- 3.21 **Salvaged Other Specified Product** - if applicable, please specify what other products were salvaged from the site.
- 3.22 **Other Preparation Activities** - Check 'Yes' if other unlisted preparation activities were undertaken at this site.
- 3.23 **Other Specified Preparation Activity** - If applicable, please specify what other preparation activities were undertaken at this site.
- 3.24 **Site Size** - How large is the planted area, in hectares?
- 3.25 **Biomass** - Check 'Yes' to the following living biomass if it covers half or more of the site's area. (crops, grasses, shrubs, small trees, large trees, moss, peat, none)
- 3.26 **Organic Matter** - Check 'Yes' to the following organic matter if it covers half or more of the site's area. (fine organic matter, medium organic matter, large pieces of organic matter, crop residues or other agricultural organic matter, none)

4. Site Index

- 4.1 **Site Index Assessment** - If your organization has a Site Index assessment for this planting site, please enter the value in this column and provide the reference in Column BN.
- 4.2 **Technical reference document** - Please provide the technical reference document for your value in (b) if your Site Index assessment is not assuming the default 2BT Site Index value.
- 4.3 **Productivity estimate** - By selecting from the dropdown list below, estimate the value based on soil quality, topography and climatic factors. This refers to plant growth potential on a particular site.

5. Contribution to Restoration and Resilience

- 5.1 **Habitat Restoration for Species at Risk?** - Check 'Yes' if this planting site is considered to be for habitat restoration, for species at risk and other species of interest.
- 5.2 **Species** - Check 'Yes' if the following applies (caribou, american marten, salmon, grizzly bear, limber pine, chimney swift, northern goshawk, western screech owl, wood turtle, whitebark pine, spotted owl, little brown myotis, bicknells thrush, other)
- 5.3 **Other Specified Species** - If applicable, please specify what other species are considered as part of this planting site's habitat restoration.
- 5.4 **Environment** - Check 'Yes' if the following applies (conifer forest, deciduous forest, mixedwood forest, peatlands, riparian habitat, old growth patch, urban forest, Carolinian, coastal, mountain, other)
- 5.5 **Other Specified Environment(s)** - If applicable, please specify what other environment(s) are considered as part of this planting site's habitat restoration
- 5.6 **Resilience** - Check 'Yes' if the following applies.
 - 5.6.1 Plant a variety of tree species to promote biodiversity?
 - 5.6.2 Plant resilient tree species that can withstand climates? (For example, planting Douglas-fir because it is the dominant species located in an adjacent warmer and drier bio-geoclimatic zone)
 - 5.6.3 Plant higher quality tree species?
 - 5.6.4 Plant fire resistant tree species in fire prone areas?
 - 5.6.5 Improve forest connectivity?
 - 5.6.6 Include infill planting within mature forests, to strengthen the forest against invasive species establishment?
 - 5.6.7 Include grid plantations which allow the trees to grow without significant competition?
 - 5.6.8 Other
- 5.7 **Other Specified Resilience Contributions** - If applicable, please specify what other resilience contributions were applied.

6 Planted Trees

- 6.1 **Species Name** - Provide Latin name
- 6.2 **Species Number**
- 6.3 **Species Type** (tree or shrub)
- 6.4 **Species Density** – Stems per hectare (*for contiguous planting only*)
- 6.5 **Overall Planting Density** - Please enter the overall planting density for this site, considering all species planted. (*for contiguous planting only*)
- 6.6 **Latitude** - Enter the latitude degree value, minute value and second value.
- 6.7 **Longitude** - Enter the longitude degree value, minute value and second value.
- 6.8 **If there are more than 30 species listed for a given site, then use the provided accompanying Excel spreadsheet to submit a list of the given site's species using the following columns:**
 - 6.8.1 Latin Species Name - Use the provided NRCan list to identify
 - 6.8.2 Species Type Planted (Tree or Shrub) - Use the provided NRCan list to identify
 - 6.8.3 Number Planted
 - 6.8.4 Planting Density (If contiguous)

7. Site Photos

When submitting this form, if possible, we would like to have 2 or 3 photos of the site before planting. Please submit your site photos alongside your completed Planting Activity and Progress Report.

8. Aerial Images

Alongside this completed Planting Activity and Progress Report, you must submit one file containing the aerial images of each planting site named in the table at the top of this report.

- **If you're an organization with Geographic Information System (GIS) software:**

Please submit a shapefile that contains the points for each of your planting sites. Diffuse plantings should be marked as a point. Please ensure the site names match between your shapefile and Activity Reporting Forms, so we can easily match the correct site information to each geographic location.

- **If your organization doesn't have GIS software:**

We would like you to map your planting site or sites using Google Earth. Please enter all of your planting sites into one file by adding each planting site into a Google Earth "project" and then saving your unique map as a .KML file. Instructions below.

(REFERENCE ONLY) Google Earth Instructions

Step 1. Create a Google Earth Project

- Open a **Google Chrome Browser**, and go online to <https://www.google.com/earth/>
- Click "**Launch Earth**".
- Navigate to your planting site on the virtual globe. Zoom in as closely as you can.
- Click on the "**Projects**" icon at the left of the screen.
- Then from the "**Create**" dropdown menu, choose "**Create KML file**". *Note: You may get a pop-up notification that asks permission to store a file on your device. You will need to "Allow" this.*
- Click on "**Project title**" (which says "Untitled Project") and name your project "**GCCC-##-####-Aerial Images**" where the "**##-####**" is your project number.

Step 2: Add your Planting Site to your Project

- Click on the "**New Feature**" dropdown menu and choose "**Draw line or shape**".
- Use your cursor to trace a line around your planting site, making sure you close the loop by clicking on the first point. The interior will become light grey when the loop is closed.
- Enter the Site Name **as it appears on your Planting Activity and Progress Report** in the "**Title**" box.
- Click on the arrow at the top left to see the site in the project list. Google automatically saves sites.

Step 3: Save and Share your Map

- When your planting site is marked on the virtual globe, go to the three dots at the top right of the black part of the screen, and choose "**Export as KML file**".
- When the file downloads, at the bottom of your screen there will be a .kml file download pop-up.
- Click on the small arrow on the right of the small pop-up and choose "**Show in folder.**" *Note: Your computer will likely give you an error message if you try to open the file because it needs specialized software to be opened.*

9. JOBS DATA *Note that the data under section 9 will be collected via survey questionnaire at the end of each fiscal year (March).*

9.1 Please report on the number of jobs related to your organization's project within this fiscal year. *Note that this data will be collected via survey questionnaire at the end of each fiscal year (March).*

- How many **new full-time employees** (including seasonal workers and contractors) did you hire because of funding you received from the GCCC Program? A new full-time employee is a person who was hired for this project and who usually works 30 hours or more per week, at their main or only job.
 - Of these, how many were students? A student is a person who is attending school full-time and who is on summer break OR a student intern is a person who is doing an internship in order to fulfill the requirements of an educational program.

- How many **new part-time employees** (including seasonal workers and contractors) did you hire because of funding you received from the GCCC Program? A new part-time employee is a person who was hired for this project and who usually works less than 30 hours per week, at their main or only job.
 - Of these, how many were students? A student is a person who is attending school full-time and who is on summer break OR a student intern is a person who is doing an internship in order to fulfill the requirements of an educational program.

- How many **existing full-time employees** (including seasonal workers and contractors) did you hire because of funding you received from the GCCC Program? An exiting full-time employee is a person who was already working for this organization and who usually works 30 hours or more per week, at their main or only job.
 - Of these, how many were students? A student is a person who is attending school full-time and who is on summer break OR a student intern is a person who is doing an internship in order to fulfill the requirements of an educational program.

- How many **existing part-time employees** (including seasonal workers and contractors) did you hire because of funding you received from the GCCC Program? An exiting part-time employee is a person who was already working for this organization and who usually works 30 hours or more per week, at their main or only job.
 - Of these, how many were students? A student is a person who is attending school full-time and who is on summer break OR a student intern is a person who is doing an internship in order to fulfill the requirements of an educational program.

9.2 Diversity and Inclusion – In the table below, please report on the projects diversity and inclusion results. *Note that this data will be collected by FCM through an anonymous survey to be shared directly with all project staff.*

Natural Resources Canada (NRCan) is revising its project selection criteria and results tracking to address gender and other representation gaps in the forest sector workforce. As part of this effort, it has introduced data collection measures to better understand and close these gaps.

A major challenge in improving workforce diversity is the lack of timely data to identify representation gaps and monitor trends. Census data, while useful, is only available every five years, making it difficult to track progress and assess the impact of NRCan programs in encouraging workforce diversity.

Improved data will enable stakeholders to make informed decisions on strategies to promote workplace diversity. It will also help the Agency evaluate program performance and design new initiatives that advance equity, diversity, and inclusion in government-funded programs in Canada.

The aggregated data collected through operating programs is meant to meet Gender-Based Analysis Plus (GBA+) governmental policy, including the Treasury Board Secretariat’s Directive on Results and the Policy Direction to Modernize the Government of Canada’s Sex and Gender Information Practices. This data, complemented with other sources (i.e.: census, Statistics Canada), will allow NRCan to track progress on increasing workforce diversity. NRCan may also use this aggregate information for the purposes of its program operations, planning, performance measurement and monitoring, evaluation, audits and reporting to government or to the public.

The questions below are primarily based on the current standard used by Statistics Canada’s Census Program and wording from the Employment Equity Act.

Please ensure that no identifying personal information of individuals is included.



Total number of employees as a result of this project	Full-time (including seasonal)	Part-time (including seasonal)
Indigenous people		
Women		
Indigenous women		
Immigrants		
Visible minorities		
Persons with disabilities		

SCHEDULE F – PLANTING PROJECT COMPLETION REPORT TEMPLATE

The purpose of this report is to collect information on the outcomes of the project and share the funding recipient's experiences undertaking the Project with others seeking to undertake similar initiatives in their own communities. The information provided in this report will also be used to measure the impact of the GCCC program.

Your project officer will ensure a Word template of this schedule is available for completion and will help with any questions. FCM may post your report on the [Green Municipal Fund™ \(GMF\) website](#).

Instructions:

- Please use **plain language** that can be understood by people who are not specialists in the subject.
- Your completed report should be approximately **8 to 12 pages**, but it may be longer or shorter depending on the complexity of the project.
- **Please do not use this contract version of the reporting template for your final submission to FCM. A fillable form will be provided to you.**

VERY IMPORTANT:

Timing: The recipient must submit the final Planting Project Completion Report to FCM via email along with the associated disbursement request.

Copyright: Before submitting the report to FCM, the recipient is to ensure they hold the copyright for the report. If the recipient hires a consultant to prepare the report, they should make sure the recipient holds the copyright (please request FCM's copyright tips document), otherwise FCM will not be able to disburse the grant amount. The copyright statement is included at the bottom of this report template.

Accessibility for people with disabilities: Please do not change the format, font, layout, etc. of the report template. This template was designed to be accessible to people with disabilities, in accordance with legal requirements.

Confidentiality: If there is any confidential information that the recipient would prefer not to be made available to the public (e.g., through a case study or other materials produced by FCM that relate to the project), please submit two versions of your report as follows:

1. **Complete report including confidential information:** Please clearly label this report with the word "**confidential**" or similar and FCM will treat it as confidential.
2. **Abridged report excluding confidential information:** This report may be posted on the FCM website and otherwise made available to interested third parties, to help FCM meet its knowledge-sharing objectives.

DISCLAIMER: The contents of this report template are subject to change at any time. If changes are made to the template an updated template will be provided to the recipient.

GCCC number	GCCC-25-0576
Project title	Expanding the Municipality of Tantramar's canopy cover through street and park tree planting and afforestation
Date of the report	Month, day, year
Project start date	Month, year
Project completion date	Month, year
Total actual project costs (\$)	(Likely above or below the original total budgeted costs)
Name of lead applicant	
Name of lead municipality	
Name(s) of partnering municipalities	
Province or territory	
Lead contact	Name: Job title: Organization: Phone: Email:
Total number of trees planted	

1. PROJECT IMPLEMENTATION

1.1 Project overview

- 1.1.1 Please select all physical sites where trees have been planted (check all that apply):
- Street planting
 - Park planting
 - Natural area planting
 - Other planting areas
- 1.1.2 Please select all land use categories for the planting areas (check all that apply):
- Transportation corridors
 - Recreational areas
 - Conservation areas
 - Institutional areas
 - Residential areas
 - Other
- 1.1.3 Please describe the key objectives of this project and the approaches used to meet these objectives.
- 1.1.4 Was the project implemented as outlined in Schedule C of the agreement (or as amended)? Please identify any substantial changes, explaining why they happened (e.g., poor planting conditions, labour availability, stock availability, etc.) and their impact(s) on the project (e.g., higher overall costs, more staff training required, etc.).

1.1.5 In your GCCC application, you noted the project engagement strategy as set out in column B of the table below. Complete the table below by inserting the *actual* level of engagement achieved into column C and the following information into column D:

- How the groups were identified and engaged
- Whether the measures were implemented as originally planned (provide reasons for any changes)

Levels of engagement	
Inform	The group will be/has been provided with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.
Consult	The group will provide/has provided feedback on analysis, alternatives and/or decisions.
Involve	You will work/have worked directly with the group throughout the process to ensure that their concerns and aspirations are consistently understood and considered.
Collaborate	You will partner/have partnered with the group in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
Empower	This group will have/has had final decision-making power.

A	B	C	D
Group and rightsholder	Anticipated level of engagement (from application)	Actual level of engagement	Description
Residents of Tantramar	Involve	e.g., Empowered	Insert here
Nature Based Community Groups	Collaborate	e.g., Empowered	Insert here

1.1.6 Describe any inclusive engagement practices that were implemented for your project.

2. PROJECT BENEFITS

2.1 Community climate change resilience

Please complete the table below to indicate the number of trees planted in areas of greatest need. The same trees can be repeated under all applicable planting site criteria.

Trees planted	#
Number of trees planted in population areas with disproportionately low canopy cover	
Number of trees planted in areas where evidence demonstrates high susceptibility to the urban heat island effect	
Number of trees planted with the intention of mitigating flood risk	
Other measures to increase community resilience to the impacts of climate change: Insert here	

2.2 Socio-economic benefits

2.2.1 In the table below, please describe the extent to which your project improves new and existing shared spaces by using any of the provided categories that apply to your project (physical elements, intangible elements, safety and security, and improved accessibility).

Improvement categories	Description
Improvements to shared spaces	
Physical elements (e.g., parks, shaded seating areas, tree infrastructure, etc.)	
Intangible elements (e.g., recreational, cultural, educational, etc.)	
Safety and security (e.g., street safety, heat and flood mitigation, food security, noise reduction, etc.)	
Improved accessibility	
Improved accessibility to green spaces	

2.2.2 In the table below, please describe any socio-economic benefits your project has generated. Please only select outcomes that have been achieved or are being measured. Suggested benefits could include the following:

- Inclusive employment and apprenticeship opportunities
- Social procurement
- Other community benefits

Socio-economic benefits	Description
<i>[please add rows as needed]</i>	

2.3 Reconciliation, anti-racism, equity and inclusion

2.3.1 Are the newly planted trees and improved green spaces located in areas to improve equitable access to the benefits of tree canopy? (check all that apply)

- Low-income areas
- Areas with higher proportions of older adults
- Areas with higher proportions of youth
- Areas with higher proportions of immigrants and newcomers
- Areas with higher proportions of persons with disabilities / health vulnerability
- Areas with higher proportions of racialized populations
- Areas serving linguistic minority communities
- Indigenous communities or spaces
- Other socio-economic criteria insert here
- No socio-economic targeting applied

2.3.2 Please indicate the total number of trees planted in the areas selected above: **Insert tree numbers here**

2.3.3 Please provide a brief description of how the selected areas are benefiting from improved access to tree canopy.

2.4 Biodiversity and ecosystem health

In the table below, please describe how your project has increased biodiversity and ecosystem health. Measures could include the following:

- Restoration or enhancement of wildlife habitat(s)
- Strengthening ecological connectivity/green corridors
- Creation or expansion of ecological buffer zones
- Enhancement of structural habitat complexity
- Enhancement of native species composition
- Other measure(s)

Biodiversity and ecosystem benefits	Description
<i>[please add rows as needed]</i>	

3. KNOWLEDGE & LEARNING

Lessons learned capture knowledge gained from the project that can be applied to future initiatives and those in other communities. Answers in this section may refer to positive experiences (i.e., what worked or went well and could serve as a model for future projects) and negative experiences (i.e., what didn't work or went poorly and should be avoided in future projects).

- 3.1 What worked well during the implementation of your project, and why?
- 3.2 What did not work well during the implementation of your project, and why?
- 3.3 Were any solutions used to overcome challenges encountered during your project?
- 3.4 What advice would you give to someone in another community undertaking a similar project?

4. MEDIA SHARING

Describe any communication or media activities completed as part of your project. Please include links to any videos, newspaper articles or other media items, and web content.

5. CLIENT SURVEY (optional and confidential)

5.1. Please provide an estimate of the time it took to complete this report.

- 1–5 hours
- 5–10 hours

- 10–15 hours
- 15–20 hours

If it took more than 20 hours, please specify the number of hours:

5.2. Please feel free to provide any suggestions you may have on potential improvements to GCCC reporting.

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This project was carried out with funding from Growing Canada’s Community Canopies, an initiative financed by the Government of Canada and administered by the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.”

SCHEDULE G – MAINTENANCE AND MONITORING REPORT TEMPLATE

The purpose of the Maintenance and Monitoring Report is to:

- Gain information on the maintenance of newly planted trees, including activities that took place in the final calendar year of the project
- Identify how funding Recipients will continue to ensure long-term maintenance of newly planted trees, consistent with sustainable forest management principles, beyond the support of GCCC
- Understand how and to what extent funding Recipients are engaging Rightsholders and other relevant groups, including equity-deserving groups, in ongoing maintenance and monitoring
- Identify the survival rate and condition of trees planted as part of the GCCC-funded project

Instructions:

- Please use **plain language** that can be understood by people who are not specialists in the subject.
- Please submit the report, and planting site photos (including any required photo consent forms) together to your project officer, along with your Final Disbursement request.
- **Please do not use this contract version of the reporting template for your final submission to FCM. A fillable form will be provided to you.**

VERY IMPORTANT:

Timing: The Recipient must submit the Maintenance and Monitoring Report one year after the planting activities are complete.

Accessibility for people with disabilities: Please do not change the format, font, layout, etc. of the report template. This template was designed to be accessible to people with disabilities, in accordance with legal requirements.

DISCLAIMER: The contents of this report are subject to change at any time. If changes are made to the template, an updated version will be provided to the Recipient.

GCCC number	GCCC-25-0576
Project title	Expanding the Municipality of Tantramar's canopy cover through street and park tree planting and afforestation
Date of the report	Month, day, year
Project start date	Month, year
Project completion date	Month, year
Total actual project costs (\$)	
Total number of trees planted	
Name of lead applicant	
Name of lead municipality	
Name(s) of partnering municipalities	
Province or territory	
Lead contact	Name: Job title: Organization: Phone: Email:

1. MAINTENANCE

Maintenance is crucial for ensuring safe and healthy tree growth. Trees in the built environment require more frequent maintenance to promote good structure, maintain clearance and manage risks. The frequency and type of maintenance vary depending on site conditions, climate conditions and tree species.

1.1 Maintenance activities

1.1.1 Please complete the table below to identify maintenance activities that have been conducted since tree planting took place.

Maintenance activities	Did this take place?	Frequency	Person/ entity/ department responsible	Types of planting	Details or explanation
Tree maintenance					
Watering					
Mulching after planting					
Mulch replacement					
Staking					
Stake inspection					
Stake removal/replacement					
Regular monitoring to identify early signs of stress or disease					
Preventative measures to avoid infection from disease					
Treatment of pest or disease without using insecticides, herbicides or rodenticides					
Treatment of pest or disease using insecticides, herbicides and/or rodenticides					
Pruning					
Tree replacement					
Infill planting of new trees					
Site maintenance					
Fertilizing					
Weeding					
Pruning of surrounding vegetation					
Removal of whole tree					
Removal of invasive species in proximity to planted trees					

1.1.2 Has a young tree maintenance and monitoring plan been developed to monitor and maintain the newly planted trees over the course of the next 10 years?

- Yes
- No
- In development
- I don't know
- Other

If you have not yet developed a maintenance and monitoring plan, you can use GCCC's maintenance and monitoring plan template to help you create one.

1.1.3 Please explain how your organization has and will continue to ensure the long-term maintenance of the planted trees, consistent with the principles of sustainable forest management, beyond the support of GCCC. Please provide information on how your organization has managed or plans to manage any substantial tree mortality post-planting.

1.1.4 What is the annual budget allocated to monitor and maintain newly planted trees?

1.1.5 What are the sources of funding for ongoing monitoring and maintenance activities?

- Municipal budget
- Non-government organization or other not-for-profit organization
- Provincial government
- Federal government
- Private sector
- Other

If other, please specify:

2. COMMUNITY ENGAGEMENT

2.1 Community engagement activities

2.1.1 Are you engaging Rightsholders or other relevant groups, including equity-deserving groups, in ongoing maintenance and monitoring activities?

- Yes
- No
- I don't know

2.1.2 If yes, please describe in the table below who is being engaged in ongoing monitoring and maintenance activities, and how.

Levels of engagement:

- **Inform:** The group will be/has been provided with balanced and objective information to assist them in understanding the monitoring and maintenance activities and monitoring results.
- **Consult:** The group will provide/has provided feedback on analysis, alternatives and/or decisions surrounding monitoring and maintenance.

- **Involve:** You will work/have worked directly with the group throughout the monitoring and maintenance planning and implementation processes to ensure that their concerns and aspirations are consistently understood and considered.
- **Collaborate:** You will partner/have partnered with the group in each aspect of the decision, including the development of alternatives and the identification of the preferred solution for monitoring and maintenance.
- **Empower:** This group will have/has had final decision-making power over monitoring and maintenance.

Group and Rightsholder	Level of engagement	Description

2.1.3 Please describe any inclusive engagement practices that have been or will be part of the project’s monitoring and maintenance work.

3. MONITORING

Monitoring newly planted trees is essential for their long-term health and survival. By regularly observing their condition, you can detect early signs of stress, disease or pest infestations. Adjusting care based on monitoring results ensures optimal growth. Additionally, monitoring maximizes the survival rate of young trees. Attentive monitoring during the critical early stages sets the foundation for resilient and thriving trees in the future.

3.1 Tree survival and performance

3.1.1 Please complete the table below to calculate tree survival rates disaggregated by species. Sampling guidance for contiguous and diffuse planting sites is provided below.

Species (Latin name)	# of sampled trees	# of sampled trees surviving	Estimated survival rate (%)	Total # of trees planted	Estimated total # of surviving trees	Comment on condition of surviving trees (Include details on hardware, mulch at tree base, damage, signs of rodents or pests, displaced or shifting soil, evidence of watering, other damage, signs of stress, etc.)
<i>[Example: please delete after reading]:</i> Acer rubrum	100	90	90%	500	450	<i>Most of the red maples (Acer rubrum) are showing no signs of stress or damage. They are well mulched and show signs of proper watering. The stakes are in good shape.</i>
<i>[please add rows as needed]</i>						

3.2 Sampling methodology and guidance

3.2.1 Identify selected sampling method

Please identify which sampling method was used during the one year of post-planting monitoring. Each of these methods are described at the end of the document.

- Contiguous planting – Circular plot
- Diffuse planting – GIS
- Diffuse planting – Google Maps
- Diffuse planting – Tree tags
- Other

If other, please describe the methodology used:

Note: If you intend to use a methodology not described in this section, please inform your project officer or funding advisor well in advance of the monitoring period so that the alternative sampling methodology can be reviewed for approval by FCM staff.

If you require support to develop your sampling methodology or to otherwise refine your maintenance and monitoring activities, please speak to your project officer or funding advisor about accessing GCCC urban forestry coaching. For more information about coaching, please see our [Urban forestry coaching webpage](#).

4. PLANTING SITE PHOTOS

Please provide photos of the planting sites taken after the completion of tree monitoring. FCM may include photos in case studies, website content and other materials. The photos must be no larger than 50 MB in size. For each photo, please include:

- i) A caption describing what is featured in the photo
- ii) A photo credit that indicates who owns the copyright to the photo and the photographer, if used, for example: © 2027, City of Ottawa/Madisson Brown.
- iii) If identifiable people appear in the photo, a written release signed by the individuals shown is required, granting FCM permission to use the images. **Please request an FCM photo consent form, if needed.**

(FOR REFERENCE ONLY) Sampling methodology and guidance for contiguous planting

Contiguous planting is when trees are planted in a distinct patch in one area. Examples could include plantings adjacent to naturalized rivers or wetlands, plantings where the land is being naturalized or converted to forest, and planting on agricultural land. This type of planting typically involves seedlings, cuttings, potted or bare root trees. The overall planting density is usually greater than 500 stems per hectare.

Sample size: The assessment size must be a minimum of 10 percent of the total number of trees planted or 30 trees, whichever is larger.

When to use the circular plot sampling method:

This method is appropriate for most field plantings, including random spacing layouts, direct seedling plantings or natural regeneration. Note the following:

- A minimum of one plot per acre, with usually no more than 30 plots evenly distributed throughout the planting area, should be taken.

- The plot size for pine plantations is generally 1/100th of an acre in size due to close planting spacing. The radius of the circular plot for 1/100th of an acre equals 3.6 meters.
- The plot size for most hardwood plantings is generally 1/50th of an acre in size due to wider planting spacing. The radius of a circular plot for 1/50th of an acre equals 5 feet.

Circular plot sampling methodology:

- **Step 1:** Cut a cord, rope or string to the appropriate length of the circle’s radius (3.6 meters or 5 meters). Be sure to allow some extra length to tie a knot at the end.
- **Step 2:** Tie one end of the cord to a stake, chaining pin, sharpshooter or anything similar that will remain upright when placed in the centre of the plot.
- **Step 3:** Select a transect route through the planting area so that a good cross section can be sampled. A compass can be used to travel in a cardinal direction, or a visible landmark can be used as a direction marker. A diagonal transect zigzagging through the area or two diagonal lines forming an “X” is recommended.
- **Step 4:** Select a random starting point and place the stake into the ground to represent the plot centre.
- **Step 5:** Extend the cord and walk in a complete circle around the plot centre, counting and inspecting all live trees within the plot. Record the inventory data in the GCCC Monitoring and Maintenance Workbook.
- **Step 6:** When data collection is complete for the first plot, pace a predetermined distance, such as 61 meters, along the transect line and repeat the process outlined in Step 5.

(FOR REFERENCE ONLY) Sampling methodology for diffuse planting

Diffuse planting is when trees are distributed across an entire city, town or development area, rather than being planted in a particular patch. Examples could include planting in recreational parks, streets, parking lots and residential areas. This type of planting typically involves large or caliper trees, potted trees or an urban mix. The overall planting density is usually less than 500 stems per hectare or impossible to calculate.

Sample size:

Number of trees	Sample %
Under 500 trees	30%
Between 500 and 999	20%
1,000+	10%

Sampling methodology:

GIS, Google Maps or tree tagging sampling methods:

These methods are appropriate for diffuse tree planting distributed across a large portion of the municipality, the entire municipality, or in distinct areas within the municipality such as parks. These methods permit the assessor to randomly select tree samples to verify survival rates.

Sampling using the GIS method:

- **Step 1 – Create a tree inventory:** Start by mapping all the trees in your study area using GIS software. This inventory should include the location and attributes of each tree, such as species and size.
- **Step 2 – Define the study area:** Use a polygon to outline the boundaries of your study area within the GIS software. If planting is relatively evenly dispersed across the entire municipality, you can use one study area that encompasses the entire municipality. However, if planting is in clusters across the municipality, you may select multiple planting sites while still maintaining an equal sampling distribution to ensure each site is proportionately represented.

- **Step 3 – Generate random points:** Use the random point generation tool available in your GIS software. For example, in ArcGIS Pro, you can use the Create Random Points tool:
 - **Input features:** Select the polygon that defines your study area(s).
 - **Number of points:** Specify the number of random points you want to generate. Ensure that each site is proportionately represented in the sample.
 - **Minimum distance:** (optional) Set a minimum distance between points to avoid clustering.
- **Step 4 – Overlay with tree inventory:** Overlay the generated random points with your tree inventory layer. This will help you identify which trees are closest to the random points.
- **Step 5 – Select sample trees:** Use a spatial join or nearest neighbour analysis to select the trees that are closest to the random points. This ensures your sample is randomly distributed across the study area(s).

Sampling using the Google Maps method:

- **Step 1 – Define the study area:** Use Google Maps to outline the boundaries of your study area. You can use tools like Google Earth or My Maps to draw polygons around the area(s) of interest. If planting is relatively evenly dispersed across the entire municipality, you can use one study area that encompasses the entire municipality. However, if planting is in clusters across the municipality, you may select multiple planting sites while still maintaining an equal sampling distribution.
- **Step 2 – Create a tree inventory:** Identify and mark the locations of all trees within the study area. This can be done by visually inspecting the satellite imagery and placing markers on each tree.
- **Step 3 – Generate random points:** Since Google Maps itself doesn't have a built-in random point generator, you can use external tools or scripts to generate random points within your defined area. For example, you can use a Python script with libraries like *geopy* and *random* to create random coordinates within your polygon.
- **Step 4 – Overlay random points:** Import the generated random points into Google Maps. You can do this by creating a KML or CSV file with the coordinates and uploading it to Google My Maps.
- **Step 5 – Select sample trees:** Match the random points to the nearest trees in your inventory. This can be done manually by visually inspecting the map.

Sampling using the tree tags method:

- **Step 1 – Choose durable tags:** Use weatherproof tags made of materials like aluminum or plastic that can withstand outdoor conditions.
- **Step 2 – Select trees randomly:** Use a random sampling method to choose a subset of trees to be audited before they are planted.
 - Use a **simple random sampling** technique, such as a random number generator, if the planting is relatively equally disbursed across the entire municipality or one planting site.
 - Use a **stratified sampling** technique if planting is taking place in clusters, such as in parks, within the municipality. Once the trees are divided into sub-groups based on planting site, randomly sample from each sub-group, ensuring that each subgroup is proportionally represented in the sample.
- **Step 3 – Attach tags properly:** Secure the tags to the trees using a loose strap or wire. Ensure the attachment method does not girdle the tree as it grows.
- **Step 4 – Label trees:** Assign a unique ID to each tree and include identifying information (i.e., the species, planting date and any other relevant data).

SCHEDULE H: FUNDING RECOGNITION SPECIFICATIONS

During the Term of the funding agreement, the Recipient must recognize FCM and Government of Canada assistance, in content, form and manner acceptable to FCM, across all digital platforms, on any permanent signage that may be erected at planting sites, and wherever other funders are recognized. The acknowledgement must include the GMF, FCM and Government of Canada logos combined with the text below.

This project was carried out with funds from the Government of Canada to the Federation of Canadian Municipalities. *and/ or* *Ce projet a été réalisé grâce au soutien financier du gouvernement du Canada à la Fédération canadienne des municipalités.*

High-resolution logos will be supplied by FCM staff. The logo must never be reproduced less than four centimetres wide.

Colour signage is not required, but where colour is used, the official FCM corporate colours must be applied.

FCM supports many types of initiatives. These guidelines may not anticipate all potential forms of recognition. To discuss specific applications of these guidelines, please contact GMF at 613-907-6208 or at gmfinfo@fcm.ca.

For English funding attribution, please use the logos as depicted below:



For French funding attribution, please use the logos as depicted below:



To: Mayor and Council
Submitted by: Jon Eppell, Director of Engineering & Public Works
Date: June 4, 2026
Subject: Trailer Trade-in and Purchase

PROPOSAL

Present trailer trade-in and purchase of a tilt deck trailer with a recommendation for approval.

BACKGROUND

Public Works has a large float trailer for moving equipment that must be towed with a dump truck and requires an Operator. Many of the equipment moves are for smaller equipment. To improve operational flexibility and efficiency it is proposed to obtain a tilt deck trailer that can be towed by ¾T pick-ups.

DISCUSSION

Currently, a Public Works Operator and dump truck are required to tow the float trailer to transport the self-propelled manlift, Zamboni, Kubota tractor, sidewalk plows and pipe or other sizeable material. This can be disruptive to Public Works operations particularly when the transport is to Moncton.

The ability to transport the above, excluding the self-propelled manlift, on a tilt deck trailer with a ¾T pick-up would allow greater flexibility in the tow vehicle and towing by any employee with a Class 3 licence. This would minimize disruptions to Public Works.

The existing enclosed trailer is not used and Active Living & Culture do not have a use for it. The trailer would be used as a trade-in to purchase the new tilt deck trailer. There would be no change in the fleet size.

INTERDEPARTMENTAL CONSULTATION

The Directors of Financial Services and Active Living & Culture were consulted.

LEGISLATION/POLICY

[Tantramar Purchasing By-Law](#)

FINANCIAL CONSIDERATIONS

This is an item that was proposed for the 2026 budget but could not be accommodated at budget preparation time. After the purchase of the sidewalk plow with boom flail mower and the Fleet Trucks, there remains \$36,721.46 plus HST in those Capital budget items.

Description	Budget + HST	Committed + HST	Add'l items + HST	Remaining + HST
Fleet S/W Plow	263,697.91	256,394.87		7,303.04
Fleet trucks	153,424.24	129,400.00	\$10,000.00	9,024.24
Boom flail mower	71,917.61	51,523.43		20,394.18
Subtotal				\$36,721.46

Down East Trailer quoted \$16,269.00 plus HST plus \$50 license fee for a 2026 Triumph TA82X6+16-80 tilt deck trailer (7 ft x 22 ft with 12,000 lbs payload), which is within the remaining budget amount from the Capital Fleet items.

The 2017 Forest River enclosed trailer would be traded in against the purchase of the tilt deck trailer with a value of \$2,500.00 further reducing the float trailer purchase cost.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2025-2028 STRATEGIC PLAN

This aligns with *Planning For the Built and Natural Environment* 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

The following options exist:

1. Authorize the purchase and disposal.
2. Authorize the disposal.
3. Not authorize the purchase and disposal.

RECOMMENDATION

It is recommended that Council authorize the 2017 Forest River enclosed trailer (VIN 5NHUVH625HN083639) as surplus to be disposed of as a trade-in with a value of \$2,500.00 against the purchase from Down East Trailers of the new tilt deck trailer in the amount of \$16,269.00 plus HST plus \$50 license fee.

ATTACHMENTS

N/A