



"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. IN-CAMERA

2.1 HR-2025-04

3. INFORMATION ITEMS – 3 P.M.

3.1 MUNICIPAL STREET LIGHTING – J. EPELL & K. PATEL (Pg. 3)

3.2 UMNAB ADVOCACY DAYS REPORT (Pg. 8)

4. COUNCIL DIRECTION REQUESTS

4.1 UPCOMING COUNCIL MEETING SCHEDULE – B. GOODWIN (Pg. 9)

4.2 BY-LAW NO. 2025-19 A CODE OF CONDUCT BY-LAW FOR TANTRAMAR – D. BEAL (Pg. 11)

4.3 TENDER TAN 2025-04 ASPHALT RESURFACING – J. EPELL (Pg. 21)

4.4 EMERGENCY MUTUAL AID AGREEMENT – C. BOWSER (Pg. 23)

4.5 WILDFIRE PUMP FOR DORCHESTER FIRE DEPARTMENT – D. REID (Pg. 37)

5. DEPARTMENTAL REPORTS

5.1 ACTIVE LIVING & CULTURE (Pg. 40)

5.2 COMMUNITY & CORPORATE SERVICES (Pg. 42)

5.3 ENGINEERING & PUBLIC WORKS (Pg. 44)

5.4 PROTECTIVE SERVICES (Pg. 45)

5.5 FINANCIAL SERVICES (Pg. 48)

5.6 ADMINISTRATION

5.6.1 – LEGISLATIVE SERVICES (Pg. 54)

5.6.2 – CHIEF ADMINISTRATIVE OFFICER (Pg. 55)

5.6.3 – MAYOR'S REPORT (Pg. 58)

****THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT www.TantramarNB.com THE DAY OF THE MEETING AT 11:30 A.M.**

Note: In-Camera Meetings deal with items as per section 68(1) of the Local Governance Act and identified by file numbers using the following: (L) Legal, (RCMP) Police, (HR) Human Resources, (P) Property, (PA) Third Party Agreement

6. QUESTION PERIOD

*A 15-minute public question period will be held for clarification purposes of information presented to Council during the Committee of the Whole meeting.

7. ADJOURNMENT

****THE FULL COMMITTEE OF THE WHOLE PACKAGE WILL BE AVAILABLE AT www.TantramarNB.com THE DAY OF THE MEETING AT 11:30 A.M.**

Note: In-Camera Meetings deal with items as per section 68(1) of the Local Governance Act and identified by file numbers using the following: (L) Legal, (RCMP) Police, (HR) Human Resources, (P) Property, (PA) Third Party Agreement



Information Item: Potential Additional Streetlighting
Date: April 24, 2025
Submitted by: Jon Eppell, Engineering and Public Works

BACKGROUND

At the December 2024 meeting, the Council expressed interest in adding streetlights at some intersections outside of Dorchester and Sackville. Engineering and Public Works has reviewed potential locations and conducted a warrant assessment as follows.

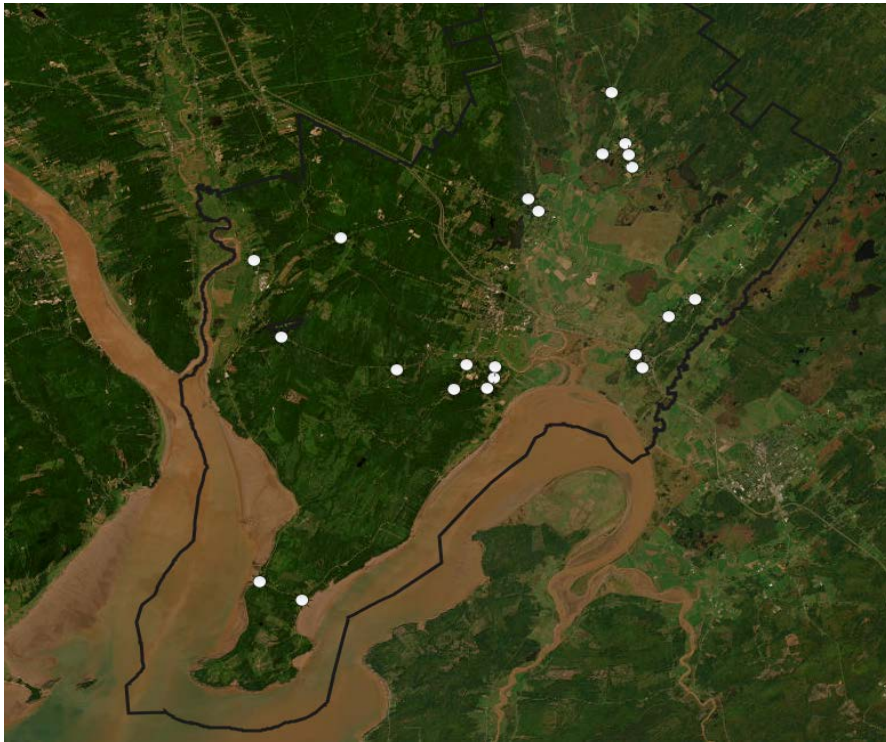
DISCUSSION

Potential Locations where streetlights might be of value are intersections, sharp curves, and blind hills.

Streetlights currently exist in Dorchester and Sackville as shown below.



The following image shows additional intersections (22) that might be considered for streetlights.



Potential streetlight locations at sharp turns (9) and blind hills (3) are depicted below.



Each location was assessed to determine if power and utility poles exist in suitable locations for installation of a streetlight. It was found that:

- All 22 potential streetlight locations have utility poles situated in good locations, however two of the intersections would likely require two streetlights.
- 12 potential geometry locations identified -9 sharp curves and 3 blind hills.
- More than one streetlight would be desirable at some sharp curves and blind hills due to their length, resulting in an allowance of 17 streetlights at the 12 geometry locations.
- NB Power will need to make a final determination of power availability and requirements.

Streetlight Warrant calculation is based on geometric, operation, environmental and collision factors. The aim is to assess whether the conditions justify addition of streetlighting. The traffic volumes in the areas under consideration are lower volume roads. DTI had advised that streetlights were not warranted. An example calculation is provided below.

No.	Classification factor	Rating factor					Weight (W)	Rating (R)	Score (R x W)
		1	2	3	4	5			
GEOMETRIC FACTORS									
1	number of lanes	<4	5	6	7	>8	0.15	1	0.15
2	lane width	>3.6	3.4 to 3.6	3.2 to 3.4	3 to 3.2	<3	0.35	2	0.7
3	median opening/km	<2.5 or 1 way	2.5 to 5.0	5.0 to 7.2	7.2 to 9.0	>9.0 or no median	1.4	5	7
4	driveways and entrances/km	<20	20 to 40	40 to 60	60 to 80	>80	1.4	2	2.8
5	horizontal curve radius (m)	>600	450 to 600	225 to 450	175 to 225	<175	5.9	1	5.9
6	vertical grades	<3	3 to 4	4 to 5	5 to 7	>7	0.35	1	0.35
7	sight distance	>210	150 to 210	90 to 150	60 to 90	<60	0.15	2	0.3
8	parking	Prohibited	loading	off peak	one side	both side	0.1	1	0.1
Operation factors									
9	Signalized Intersections (%)	80 to 100	70 to 80	60 to 70	50 to 60	0 to 50	0.15	5	0.75
10	Left turn lane	all major intersection or 1-way	substantial # of major intersection	most major intersections	half of major intersection	infrequent number or TWTL	0.7	1	0.7
11	Median Width (m)	>10	6 to 10	3 to 6	1.2 to 3	0 to 1.2	0.35	5	1.75
12	Operating or posted speed	<40	50	60	70	>80	0.6	4	2.4
13	pedestrian activity			low	medium	high	3.15	3	9.45
ENVIRONMENTAL FACTORS									
14	% of development adjacent road	none	none to 30	30 to 60	60 to 90	>90	0.15	1	0.15
15	Area classification	Rural	industrial	residential	commercial	downtown	0.15	1	0.15
16	Distance development to road (m)	>60	45 to 60	30 to 45	15 to 30	<15	0.15	1	0.15
17	Ambient (off roadway) lighting	none	sparse	moderate	distracting	intense	1.38	1	1.38
18	Raised curb median	none	continuous	at all intersections	at most intersection	at few intersections	0.35	1	0.35
COLLISION FACTORS									
19	Night-to-day collision ratio	<1.0	1.0 to 1.2	1.2 to 1.5	1.5 to 2.0	>2.0	5.55	1	5.55
							Total Warranted Points		40.08
							Recommended Lighting		NO

It is concluded that streetlights are not warranted at potential intersections, sharp turns nor blind hills locations.

Cost from NB Power for a streetlight is \$194.50/100 W equivalent streetlight. (\$278.34 for 150 W, \$334.08/ 200W, and \$446.81/ 400 W). For the purposes of estimating cost 100 W streetlight has been assumed.

The estimated annual costs for streetlights are as follows:

	No. of Locations	No. of Lights	Cost
Intersections	22	24	\$4,668
Sharp curves	9	13	\$2,528
Blind hills	3	4	\$778
Subtotal			\$7,974

Options are available as follows:

1. Status quo – streetlighting does not appear to be warranted from the analysis, which is consistent with NB DTI's comments and level of streetlighting in these areas.
2. Phase in streetlighting over a set number of years.

3. Streetlight all or a portion of the intersections. Some could be considered less important due to the much lower traffic volumes.
4. Streetlight all or a portion of identified sharp bends and blind hills.

CONSIDERATIONS

This review was prepared as input to Council for consideration for future budgets. There is no budget allocated to implement additional streetlights in 2025. Implementation timing would be dependent on NB Power who purchase and install the streetlights.

Information Item: UMNB Advocacy Days

Date: April 24, 2025

Mayor Black's Report – UMNB Advocacy Days March 26 – 27, 2025

The Advocacy Days in Fredericton put on by the association were a resounding success. The event was well attended both by elected officials and staff from across the province, but also by provincial MLAs, Ministers, and party leaders.

I was happy to not only be a part of it representing the Municipality of Tantramar, along with CAO Jennifer Borne and Councilors Phinney and Martin, but as Past President of UMNB. Advocacy Days was an opportunity for UMNB members to learn about where the association stands with the many avenues that the advocacy work is going, participate in learning sessions on municipal issues, hear from leaders within the current provincial government, and to communicate and collaborate with municipal leaders from other municipalities.

Of note, here are the sessions that I found the most valuable:

- On Wednesday we had a panel discussion with Deputy Minister Charbel Awad and Assistant Deputy Minister Jennifer Wilkins of the Department of Local Government. This focused on an update on the fiscal reform process and where it stands post-election and with the new government. It should be noted that UMNB and its members are still pushing for a \$200 million allocation to cover the gap that municipalities across the province feel when attempting to deliver adequate services to their residents.
- The better part of the day on Wednesday was taken up with hearing from all three party leaders, David Coon, Leader of the Green Party, Glen Savoie, Leader of the Official Opposition (I moderated that session), and Premier Holt along with Aaron Kennedy, Minister of Local Government and SNB. The parties were all given the same three questions (around fiscal reform, tax and assessment reform and housing/homelessness) and then they opened the floor to questions from the crowd.
- In the evening on Wednesday, UMNB held a reception for attendees as well as MLAs, Ministers, Party Leaders and other delegates. It was a fantastic event! I had a chance to speak with Minister Chiasson and immediately asked about the Wheaton Covered Bridge. I also spoke with Minister David Hickey (Housing), Minister Kennedy (Local Government and SNB), Minister Gauvin (Public Safety), MLA Megan Mitton, Premier Holt, Green Party Leader David Coon, Opposition Leader Glen Savoie, Minister Dornan (Health) and Minister Johnson (Education). I also had the pleasure of introducing the acting Mayor of Strait Shores Annamarie Boyd to many of these same people.
- On Thursday we had an excellent presentation on civility in local government from Craig Pollet of Strategic Steps that really opened everyone's eyes to the growing issues that are keeping people away from running for local government seats or vacating them altogether.
- Finally, the hour and a half session that was held with the Minister of Health John Dornan on Thursday (which I moderated) was incredibly good. It was widely believed that he knew the material very well, had a grasp of the provincial issues and mandates, and was respectful, to the point and truthful.

Councillor Phinney's Report – UMNAB Advocacy Days March 26 – 27, 2025

The trip to Fredericton to attend the 2025 Advocacy Days was a complete success for me. I wanted to meet with a couple of the new ministers to the Liberal Government of New Brunswick. Our conversations were very informative for both me and the ministers in question. The ministers I am referring to are: Aaron Kennedy (Minister of Local Government) and Robert Gauvin (Minister of Safety). I was also hoping to speak with the Minister of Justice, but unfortunately he was not there. I will do a follow up with all.

There were presentations by the Premier who informed those who attended what the government's plans are for the present and future. Aaron Kennedy also presented what his plans are for the people of New Brunswick.

Glen Savoie, Leader of the Progressive Conservatives also gave his point of view about how the conservatives would like to see things done both now and into the future.

David Coon, Leader of the Green Party also presented how the Greens would like to see things done as well.

Both opposition parties made it known that they will be monitoring the Liberals to make sure that they stay true to their campaign promises.

The Minister of Health, Doctor John Dornan presented his plans and ideas for the future Health Care Plan(s) of New Brunswick.

Overall, I met with not only government officials but municipal Councillors who told of some of the problems they are experiencing within their municipality. They told their problems to the governments as well and were told to reach out to the government so they could help in resolving the problems they are experiencing.

Overall, it was a great opportunity for myself, as I learned of the many plans that the Liberal government has in store for the people of New Brunswick over the next four years.



To: Mayor and Council
Submitted by: Clerk's Office
Date: April 24, 2025
Subject: Upcoming Council Meeting Schedule

PROPOSAL

Follow the same process as Summer 2024 by not holding a July Committee of the Whole Meeting and an August Regular Council Meeting. In addition, Staff are requesting to move the September Regular Council Meeting to September 8, 2025.

BACKGROUND

In summer of 2024, 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 will allow for a council meeting break from July 9, 2025, to August 25, 2025. Meetings would resume regular schedule with the August 25, 2025, Committee of the Whole Meeting.

By-Law No. 2022-03 A By-Law Respecting the Proceedings of Tantramar Municipal Council and Committee Meetings does not provide guidance for summer meetings. The Local Governance Act 63(3) A Council shall hold at least four regular meetings in each year.

Therefore, after reviewing our applicable legislation, we would not be contravening any current legislation if Council chooses to decrease the amount of summer council meetings.

In addition, Staff are recommending the Regular Council Meeting in September be moved from Tuesday, September 9th to Monday, September 8th. This will allow the Chief Administrative Officer, Director of Legislative Services, Director of Financial Services and Assistant Clerk to attend the Association of Municipal Administrators of New Brunswick annual conference being held in Bouctouche September 9th – 12th.

LEGISLATION/POLICY

Local Governance Act

By-Law No. 2022-03 A By-Law Respecting the Proceedings of Tantramar Municipal Council and Committee Meetings.

FINANCIAL CONSIDERATIONS

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

Advertise new meeting schedule on the Municipality's website and social media.

TANTRAMAR 2025 PRIORITY ACTION PLAN

This aligns with pillar no. 1 – Sustainable and Engaging Government of the 2024 Priority Action Plan.

COMMUNITY IMPACT

Should a meeting be required during this timeframe, a Special Meeting could be called.

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Do not hold the July Committee of the Whole and August Regular Council Meeting and change the date of the September Regular Council Meeting to Monday, September 8th.
2. Do not accept the current proposal.

RECOMMENDATION

It is recommended that Council consider not holding the July Committee of the Whole and the August Regular Council Meeting and change the date of the September Regular Council Meeting to Monday, September 8th. A motion will be brought forward at the May 13th Regular Council Meeting.

ATTACHMENTS

N/A

To: Mayor and Council

Submitted by: Legislative Services

Date: April 24, 2025

Subject: By-Law No. 2025-19, A Code of Conduct By-Law for the Council of Tantramar

PROPOSAL

For Council to approve By-Law No. 2025-19, A Code of Conduct By-Law for the Council of Tantramar.

BACKGROUND

In February 2025, Staff presented draft By-Law No. 2025-19, A Code of Conduct By-Law for the Council of Tantramar, with the By-Law receiving first reading at the March 11, 2025 Regular Council Meeting.

DISCUSSION

The discussion during first reading of the By-Law, led to the Clerk's Office reaching out to the Municipal Solicitor for clarification around Section 5(e)(iv)&(v).

Regarding Section 5(e)(iv), the Solicitor has noted that he feels this section is okay since the objective is that Council does not form alliances to hijack the proceedings / procedures.

The Solicitor also indicated an edit to Section 5(e)(v), removing the wording : *only to promote the approved objectives of Council and not to attempt to reflect on Council decisions or disparage or criticize other Councillors or staff* which has been updated in the attached draft By-Law.

Actions of elected Municipal Government officials are subject to the *Charter* when they act in an official capacity. Municipal by-laws, policies and resolutions are also subject to the *Charter*. As such, all municipal by-laws and policies are interpreted consistently with the *Charter*, with guidance from the Municipal Solicitor.

Regarding Section 8 – Corrective Actions, the draft by-law provides a list of all potential corrective actions that are listed within Regulation 2024-48. As per the Regulation, the code of conduct may provide for the imposition of corrective actions by Council, including but not limited to the list within the draft By-Law.

INTERDEPARTMENTAL CONSULTATION

Office of the Chief Administrative Officer, Legislative Services

LEGISLATION/POLICY

[By-Law 2022-02 Code of Conduct By-Law for Tantramar](#)

[Local Governance Act NB](#) & [Regulation 2024-48](#)

FINANCIAL CONSIDERATIONS

The cost associated with a Code of Conduct Complaint comes from the Human Resources Consulting general budget line item.

LEGAL

Reviewed by the Municipal Solicitor and by the Office of the Ombud. The draft by-law was submitted to the Local Governance Commission for review, however a senior advisor with the commission stated that review of by-laws falls outside the mandate of the *Local Governance Commission Act* and recommended it be reviewed by a Solicitor.

COMMUNICATIONS/PUBLIC ENGAGEMENT

Approved By-Laws are posted on the Municipal Website and are available at Municipal Office.

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with pillar no. 1 – Sustainable and Engaging Government of the 2024 Priority Action Plan.

COMMUNITY IMPACT

Elected Officials must adhere to the parameters within the Code of Conduct By-Law which provides standards for the conduct of all Members of Council relating to their roles and responsibilities.

CLIMATE CHANGE IMPLICATIONS

No environmental implications anticipated with this proposal.

CLIMATE LENS

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

OPTIONS

1. Give second and third reading to By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar at the Regular Council Meeting of May 13, 2025.
2. Do not approve By-Law No. 2025-19 A Code of Conduct By-Law for Council of Tantramar. The Local Governance Act requires a Code of Conduct By-Law for Municipalities, including the updated regulations. Should Council choose not to approve the By-Law, direction must be given to Staff on what recommended changes Council need prior to approval.

RECOMMENDATION

It is recommended that Council give second reading Section by Section and third and final reading to By-Law No. 2025-19 Code of Conduct By-Law at the Regular Council Meeting of May 13, 2025.

ATTACHMENTS

Draft By-Law No. 2025-19 Code of Conduct By-Law

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

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

1. SHORT TITLE

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

2. DEFINITIONS

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

3. APPLICATION AND PURPOSE

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

4. INTERPRETATION AND SCOPE

- a) This Council Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the municipality of Tantramar and the high standards of professional conduct the public expects of its Councillors. This Council Code of Conduct is intended to supplement existing legislation governing the conduct of Councillors.
- b) In addition to the bylaws and policies of Tantramar, Councillors' conduct is also governed by applicable provincial and federal legislation, including but not limited to:

The Local Governance Act;
The Right to Information and Protection of Privacy Act;
The Elections Act;
The Human Rights Act (New Brunswick);
The Occupational Health and Safety Act and
The Criminal Code of Canada.

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

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

5. CODE OF CONDUCT

a) **Representing Tantramar**

All Councillors shall:

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

b) Communicating on Behalf of the Municipality

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

c) Respecting the Decision-Making Process

All Councillors shall:

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

d) Adherence to Laws, Policies, Procedures and Bylaws

All Councillors shall:

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

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

All Councillors shall:

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

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

f) Confidential Information

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

g) Conflict of Interest

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

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

h) Improper Use of Influence

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

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

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

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

i) Use of Municipal Assets and Services

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

j) Orientation and Other Training Attendance

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

6. COMPLAINTS

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

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

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

7. COUNCIL DECISIONS

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

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

8. CORRECTIVE ACTIONS

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

9. REPEAL

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

10. EFFECTIVE DATE

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

IN WITNESS WHEREOF Tantramar has caused hereto affixed its Corporate Seal of the said Municipality to be affixed to this by-law the day of____, 2025 and signed by:

MAYOR

CLERK

Read a First time this ____ day of _____, 2025

Read a Second time this ____ day of _____, 2025

Read a Third time and done and passed by Council this ____ day of _____, 2025.

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

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

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

To: Mayor and Council

Submitted by: Jon Eppell, Director of Engineering & Public Works

Date: April 24, 2025

Subject: Tender TAN-2025-04 Asphalt Resurfacing

PROPOSAL

Present information on the tender for 2024 Asphalt Resurfacing.

BACKGROUND

It is planned to resurface streets that the condition is deteriorating. An effort is made to select the streets most in need, considering traffic volumes and condition of water and sewer pipes. We wish to avoid resurfacing followed by replacement of water and sewer mains within a few years. This project focuses on roads that are not cost shared with the NB Department of Transportation and Infrastructure.

DISCUSSION

The planned scope of work is as follows.

- King Street resurfacing, approx. 800m
- Restoration of entrance to salt shed, 15m x 10m
- Resurface trail, Main – Lansdowne, 65m x 3.5m (coordinate with retaining wall replacement)

The tender was issued March 25, 2025, and closed April 8, 2025. There were eight tenders taken, however one of these was a construction association.

INTERDEPARTMENTAL CONSULTATION

The asphalt resurfacing was discussed with the Chief Administration Officer and Financial Services during preparation of the 2025 budget.

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

The 2025 General Capital budget is \$258,903.40 Resurfacing King Street plus \$23,150.57 Retaining Wall Upgrade, plus \$19,178.03 Salt Shed Upgrade, for a total of \$301,232 plus HST. There were three tenders submitted as follows.

Tenderer	Amount plus HST
1 Dexter Construction Company Limited	\$247,982.00
2 MacDonald Paving and Construction	\$255,111.00
3 Modern Construction (1983) Limited	\$275,250.00

The lowest tenderer's submission, Dexter Construction Company, was found to be in order and is within the budget. The tender is unit based, and the quantities will be adjusted to suit the available budget.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

The paving work is conducted with work area traffic control in place, including signs, cones, and flaggers, as appropriate. The intent is to share the schedule for the planned work on the web site. Front desk personnel will be advised of the schedule and advised to expect calls from the public.

TANTRAMAR 2024 PRIORITY ACTION PLAN

This aligns with Pillar no. 1 – Sustainable and Engaging Government of the 2024 Priority Action Plan.

COMMUNITY IMPACT

Some traffic disruption and delays should be expected on streets where there is active work.

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. Approve award of the contract up to the available budget.
2. Cancel the tender.

RECOMMENDATION

It is recommended that Council consider awarding the contract to the lowest tenderer, Dexter Construction Company Limited, in the amount of \$298,732 plus HST, allowing \$2,500 for materials consultant input.

ATTACHMENTS

N/A



To: Mayor and Council

Submitted by: Craig Bowser, Sackville Fire Chief

Date: April 24, 2025

Subject: Emergency Mutual Aid Agreement

PROPOSAL

To consider a request from NBEMO to enter into an Emergency Mutual Aid Agreement.

BACKGROUND

The Municipality of Tantrammar continue to collaborate with (NBEMO) - New Brunswick Emergency Measures Organization to further enhance the efforts of working together with all mutual aid partners during emergency events. The province has implemented a large Mutual aid agreement for all municipalities to be part of and to sign a formal agreement.

DISCUSSION

Once Tantrammar received this proposed agreement it was sent off to Legal and insurance for professional comments. Once comments were received, Staff reviewed and sent off items of concerns to NBEMO for possible alterations to the current agreement. It was identified at that time suggested alterations could be reviewed when the document is reviewed again at a later date, but for now the agreement would remain as proposed as other municipalities had already signed the agreement. If council decides not to approve this agreement, the former agreements for the Town of Sackville and the Village of Dorchester remain in place currently.

INTERDEPARTMENTAL CONSULTATION

CAO, Director of Finance

LEGISLATION/POLICY

N/A

FINANCIAL CONSIDERATIONS

N/A

LEGAL

Legal and Insurance provided comments.

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMMAR 2024 PRIORITY ACTION PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Accept the Emergency Mutual Aid Agreement.
2. Do not accept the Emergency Mutual Aid Agreement.

RECOMMENDATION

Staff recommend that council do not approve the request to enter into the proposed Emergency Mutual Aid Agreement and re-engage with legal for further direction.

A motion will be forwarded to the Regular Council Meeting of May 13, 2025

ATTACHMENTS

Emergency Mutual Aid Agreement

EMERGENCY MUTUAL AID AGREEMENT	CONVENTION D'AIDE MUTUELLE EN CAS D'URGENCE
<p>THIS AGREEMENT made this ____ day of _____, 2024.</p>	<p>CONVENTION conclue le _____ 2024.</p>
<p>BETWEEN:</p>	<p>ENTRE :</p>
<p><u>City of Moncton</u>, a municipal corporation duly incorporated under and by virtue of a Special Act of the Legislative Assembly of the Province of New Brunswick, of the first part;</p> <p>- And -</p>	<p><u>Ville de Moncton</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu d'une loi d'intérêt particulier de l'Assemblée législative du gouvernement du Nouveau-Brunswick, d'une part;</p> <p>- et -</p>
<p><u>City of Dieppe</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the second part;</p> <p>- And -</p>	<p><u>Ville de Dieppe</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p>
<p><u>Town of Riverview</u>, a municipal corporation duly incorporated under and by of the Laws of the Province of New Brunswick, of the third part.</p> <p>- And -</p>	<p><u>Town of Riverview</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p>
<p><u>Town of Beaurivage</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the fourth part;</p> <p>- And -</p>	<p><u>Ville de Beaurivage</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p>
<p><u>Rural community of Beausoleil</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the fifth part;</p> <p>- And -</p>	<p><u>Communauté rurale de Beausoleil</u>, communauté rurale constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p>
<p><u>Regional Town of Cap-Acadie</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the six part;</p> <p>- And -</p>	<p><u>Ville régionale de Cap-Acadie</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p>
<p><u>Town of Champdoré</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the</p>	<p><u>Ville de Champdoré</u>, municipalité constituée en bonne et due forme dans le cadre et en</p>

<p>seventh part; - And -</p> <p><u>Village of Five Rivers</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the eighth part;</p> <p>- And -</p> <p><u>Village of Fundy Albert</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the ninth part;</p> <p>- And -</p> <p><u>Town of Grand-Bouctouche</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the tenth part;</p> <p>- And -</p> <p><u>Rural community of Maple Hills</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the eleventh part;</p> <p>- And -</p> <p><u>Village of Memramcook</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the twelfth part;</p> <p>- And -</p> <p><u>Municipality of Nouvelle-Arcadie</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the thirteenth part;</p> <p>- And -</p> <p><u>Town of Salisbury</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the fourteenth part;</p> <p>- And -</p> <p><u>Town of Shediac</u>, a municipal corporation</p>	<p>vertu des lois du Nouveau-Brunswick, d'autre part; - et -</p> <p><u>Village de Five Rivers</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Village de Fundy Albert</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Ville de Grand-Bouctouche</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Communauté rurale de Maple Hills</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Village de Memramcook</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Municipalité de Nouvelle-Arcadie</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Ville de Salisbury</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Ville de Shediac</u>, municipalité constituée en</p>
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<p>duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the fifteenth part;</p> <p>- And –</p> <p><u>Rural community of Strait Shores</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the sixteenth part;</p> <p>- And –</p> <p><u>Town of Tantramar</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the seventeenth part;</p> <p>- And –</p> <p><u>The Community of Three Rivers</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the eighteenth part.</p> <p><u>Article 1</u></p> <p>1.1 An "emergency" means a present or imminent event in respect of which one or more party to this agreement, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population.</p> <p>1.2 The respective Municipal Councils of the parties to this agreement do hereby agree to assist each other in the event of an emergency that may require such aid.</p> <p><u>Article 2 IMPLEMENTATION</u></p> <p>2.1 If in the opinion of the person in charge at the scene of an emergency determines that emergency aid such as personnel and equipment is required, the parties to this agreement shall respond to such requests as they are able, subject to availability of resources and equipment at that time.</p>	<p>bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Communauté rurale de Strait Shores</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>Ville de Tantramar</u>, municipalité constituée en bonne et due forme dans le cadre et en vertu des lois du Nouveau-Brunswick, d'autre part;</p> <p>- et -</p> <p><u>La Communauté de Three Rivers</u>, a municipal corporation duly incorporated under and by virtue of the Laws of the Province of New Brunswick, of the eighteenth part.</p> <p><u>Article 1</u></p> <p>1.1 On entend par « urgence » un événement actuel ou imminent à l'égard duquel une ou plusieurs parties à cette convention, selon le cas, croit ou croient qu'il faut coordonner rapidement les interventions ou la réglementation des particuliers ou des biens afin de les protéger et d'assurer la protection de l'environnement ou de la santé, de la sécurité ou du bien-être de la population civile.</p> <p>1.2 Les différents conseils municipaux des parties à cette convention s'engagent par la présente à s'entraider dans l'éventualité d'une urgence qui pourrait les obliger à le faire.</p> <p><u>Article 2 MISE EN ŒUVRE</u></p> <p>2.1 Si, à son avis, la personne responsable de la scène de l'urgence détermine qu'il faut prévoir de l'aide en cas d'urgence, par exemple en faisant appel à du personnel et à de l'équipement, et qu'elle en fait la demande, les parties à cette convention doivent donner suite à sa demande dans la mesure de leurs moyens, sous réserve des ressources et des biens d'équipement dont elles disposent à ce moment.</p>
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<p>2.2 When the party to this agreement requested to give aid is unable or incapacitated for any reason, it shall not be compelled to respond; nor shall they be excluded from this agreement in future for such reason.</p> <p>2.3 Upon arriving at the scene of the emergency, the responding party will report to the person in charge and receive instructions and assigned duties at that time.</p> <p>2.4 Any Standard Operating Procedures jointly developed by the parties to this agreement will form part of this agreement and will be attached as an appendix and shall be reviewed annually.</p> <p>2.5 The party requesting the emergency assistance shall be in command of the operation in their jurisdiction. The responding party assumes no responsibility for the procedures or the conduct of the operations unless requested to take command by the person in charge, and such command is assumed. The responding party may be placed in command roles but the requesting party will still be responsible for the overall command of the emergency in their jurisdiction.</p>	<p>2.2 Dans les cas où l'on demande à l'une des parties à cette convention d'apporter de l'aide et qu'elle n'est pas en mesure de le faire pour quelque motif que ce soit, elle n'est pas obligée d'intervenir et n'est pas non plus exclue de cette convention à l'avenir pour ce motif.</p> <p>2.3 En arrivant sur la scène de l'urgence, la partie intervenante relève de la personne responsable, qui lui donne des instructions et lui attribue des tâches à ce moment.</p> <p>2.4 Toutes les <i>procédures opérationnelles normalisées</i> élaborées conjointement par les parties à cette convention font partie de ladite convention et sont reproduites dans un appendice à revoir chaque année.</p> <p>2.5 La partie demandant de l'aide en cas d'urgence doit assurer le commandement des opérations sur son territoire. La partie intervenante n'est pas responsable des procédures ni du déroulement des opérations sauf si la personne responsable lui demande d'assurer le commandement des opérations et qu'elle assure effectivement ce commandement. On peut attribuer à la partie intervenante des fonctions de commandement; toutefois, la partie qui en fait la demande garde la responsabilité de l'ensemble du commandement de l'urgence relevant de sa compétence.</p>
<p><u>Article 3 VEHICLES AND EQUIPMENT</u></p> <p>3.1 "Vehicles" means vehicles registered and bearing a registration plate, pursuant to the <i>Motor Vehicle Act</i> (NB), which may include, without limiting the generality of the forgoing, Fire Trucks, buses, excavators and plows.</p> <p>3.2 "Equipment" means vehicles which <u>are not</u> registered and <u>do not</u> bear a registration plate pursuant to the <i>Motor Vehicle Act</i> (NB), which may include, without limiting the generality of the forgoing, chain saws, hoses, water pumps, barricades, lighting and contractors' equipment.</p>	<p><u>Article 3 VÉHICULES ET BIENS D'ÉQUIPEMENT</u></p> <p>3.1 On entend par « véhicules » les véhicules immatriculés et portant une plaque d'immatriculation conformément à la <i>Loi sur les véhicules à moteur</i> (du Nouveau-Brunswick). Sans limiter la portée générale de ce qui précède, il peut s'agir des camions d'incendie, des autobus, des excavatrices et des charrues.</p> <p>3.2 Les « biens d'équipement » s'entendent des véhicules <u>qui ne sont pas</u> immatriculés et <u>qui ne portent pas</u> de plaque d'immatriculation conformément à la <i>Loi sur les véhicules à moteur</i> du Nouveau-Brunswick. Sans limiter la portée générale de ce qui précède, il peut s'agir des scies mécaniques, des tuyaux d'arrosage, des pompes à eau, des barrières, de l'éclairage et de l'équipement des entrepreneurs.</p>

<p>3.3 Vehicles shall only be loaned to a party requesting emergency aid with accompanying personnel from the responding party.</p> <p>3.4 Equipment may be lent to a party requesting emergency aid without accompanying personnel from the responding party.</p> <p>3.5 The party responding to the request for emergency aid is responsible to ensure that the vehicles and equipment loaned for an incident are in good working condition and, where applicable, fully fueled.</p> <p>3.6 The party requesting the emergency aid is responsible to ensure that the vehicles and equipment returned after an incident are in good working condition and, where applicable, fully fueled.</p> <p>3.7 The party receiving emergency aid shall provide sufficient fuel and oil to the responding party for their vehicles and equipment during the emergency and allow the vehicles and equipment to return to their respective owners.</p> <p>3.8 The parties to this agreement will ensure that the party's vehicles and equipment is suitably marked for ease of identifying vehicles and equipment used at a mutual aid emergency incident.</p>	<p>3.3 Un membre du personnel de la partie intervenante doit accompagner le membre du personnel de la partie demandant de l'aide en cas d'urgence lorsqu'on lui prête un véhicule.</p> <p>3.4 On peut prêter un bien d'équipement à la partie qui demande de l'aide en cas d'urgence sans qu'un membre du personnel de la partie intervenante doive l'accompagner.</p> <p>3.5 La partie qui répond à la demande d'aide en cas d'urgence doit s'assurer que les véhicules et les biens d'équipement prêtés pour un incident sont en bon état et sont, le cas échéant, pleinement ravitaillés en carburant.</p> <p>3.6 La partie qui demande de l'aide en cas d'urgence doit s'assurer que les véhicules et les biens d'équipement restitués après un incident sont en bon état de marche et sont, le cas échéant, pleinement ravitaillés en carburant.</p> <p>3.7 La partie qui reçoit de l'aide en cas d'urgence doit fournir à la partie intervenante suffisamment de carburant et d'huile pour ses véhicules et biens d'équipement pendant l'urgence et doit s'assurer que ces véhicules et biens d'équipement sont restitués à leurs différents propriétaires.</p> <p>3.8 Les parties à cette convention doivent s'assurer que les véhicules et les biens d'équipement portent les mentions voulues pour permettre de les identifier dans les incidents d'urgence réclamant une intervention.</p>
<p>Article 4 STAFFING</p> <p>4.1 In situations where a party does not have sufficient emergency staff, one or more of the other parties may supply its own emergency staff to that party. In such instances, the party receiving staff shall be responsible for the supervision of those staff members and hold harmless and indemnify the supplying party from any and all damage or loss occasioned thereby.</p> <p>4.2 In situations where the responding party is providing aid, the party receiving the emergency aid shall provide food and beverages for the benefit of the responding party.</p> <p>Article 5 INDEMNIFY, SAVE HARMLESS AND</p>	<p>Article 4 EFFECTIFS</p> <p>4.1 Dans les cas où l'une des parties n'a pas suffisamment de personnel d'urgence, une ou plusieurs des autres parties peuvent lui fournir leur propre personnel d'urgence. Dans ces cas, la partie à laquelle on fournit du personnel est responsable de la supervision de ce personnel et doit exonérer et indemniser la partie qui fournit le personnel au titre de l'un quelconque et de l'ensemble des dommages ou des pertes occasionnés à ce titre.</p> <p>4.2 Dans les cas où la partie intervenante apporte de l'aide, la partie à laquelle cette aide est apportée d'urgence doit fournir les aliments et les boissons du personnel de la partie intervenante.</p> <p>Article 5 INDEMNISATION, EXONÉRATION ET</p>

<p><u>INSURANCE</u></p> <p>5.1 The party receiving the emergency aid hereby covenants and agrees that it shall indemnify and save harmless the responding party or parties from and against any and all liabilities, damages, costs, claims, suits or actions relating to or arising by reason of the exercise of the rights and privileges herein granted.</p> <p>5.2 At the execution of this agreement, all parties shall provide to the others a copy of their respective comprehensive general liability insurance policy, to indemnify, save harmless and defend the other parties, their officers or agents, from all suits, or actions arising out of or in connection with this agreement, whether such actions are brought by members of the public, or persons employed to carry out the obligations under this agreement. The party requesting the emergency aid shall assume all liability for and give to the responding parties to a request for aid, complete indemnity against all such suits or actions. The required comprehensive general liability insurance shall be for an inclusive limit of not less than five million dollars (\$5,000,000.00) for each occurrence.</p> <p>5.3 Certificates of such insurance shall be filed with the Clerks of each party and shall be subject to their approval. Such insurance shall name the other parties to this agreement as additional insureds where applicable.</p> <p>5.4 Written notification of any cancellation or changes in the insurance policy, insurance company, etc., shall be given to the Clerk of the other parties thirty (30) days prior to the date the change will take effect.</p> <p>5.6 Where fire protection services and rescue services are provided as part of the emergency aid, section 178 of the <i>Local Governance Act</i> (NB), shall have application and be available to each party as a statutory defense.</p> <p><u>Article 6 AREA OF PROTECTION</u></p>	<p><u>ASSURANCES</u></p> <p>5.1 Il est entendu et convenu avec la partie à laquelle on offre de l'aide en cas d'urgence qu'elle doit indemniser et exonérer la ou les parties intervenantes au titre de l'un quelconque et de l'ensemble des responsabilités, dommages, coûts, demandes d'indemnités, procès ou actions en justice se rapportant directement ou indirectement au motif de l'exercice des droits et des privilèges concédés dans la présente.</p> <p>5.2 Après avoir signé cette convention, toutes les parties doivent fournir aux autres une copie de leur contrat d'assurance de responsabilité civile générale complète afin d'indemniser, d'exonérer et de défendre les autres parties, leurs dirigeants ou mandataires au titre de l'ensemble des procès ou des actions en justice découlant directement ou indirectement de cette convention, que ces actions soient intentées par des représentants du public ou par des particuliers employés pour s'acquitter des obligations prévues dans cette convention. La partie qui demande de l'aide en cas d'urgence doit prendre toutes les responsabilités des parties intervenantes auxquelles elle demande de l'aide et les indemniser entièrement au titre de ces procès ou actions en justice. L'assurance de responsabilité civile générale complète obligatoire doit prévoir une limite inclusive d'au moins cinq millions de dollars (5 000 000,00 \$) pour chaque sinistre.</p> <p>5.3 Les certificats d'assurance doivent être déposés auprès du greffier de chaque partie et être soumis à son approbation. Les contrats d'assurance doivent désigner les autres parties à cette convention à titre d'assurés supplémentaires, le cas échéant.</p> <p>5.4 L'annulation ou les modifications des contrats d'assurance ou le remplacement des compagnies d'assurance, entre autres, doivent être signifiés par écrit au greffier des autres parties trente (30) jours avant la date à laquelle l'annulation, les modifications ou le remplacement prennent effet.</p> <p>5.6 Dans les cas où les services de protection contre les incendies et de sauvetage sont prévus dans l'aide en cas d'urgence, l'article 178 de la <i>Loi sur la gouvernance locale</i> du Nouveau-Brunswick produit ses effets, et chacune des parties peut s'en prévaloir dans sa défense en droit.</p> <p><u>Article 6 ZONES DE PROTECTION</u></p>
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<p>6.1 The normal areas of jurisdiction of each party to this agreement are considered the areas in which this agreement will operate.</p> <p><u>Article 7 INSTRUCTIONS</u></p> <p>7.1 Each party will ensure that their personnel receive instruction regarding the contents of this agreement on an annual basis so that this agreement will be carried out in an efficient manner.</p> <p><u>Article 8 TERM AND GENERAL</u></p> <p>8.1 Subject to Article 8.3, this agreement will continue in force until notification in writing by a party or parties wishing to opt out of same. A 30 days' written notice of this intention shall be delivered to the Mayor of each party to this agreement. If one party drops out, this agreement will remain intact with the remaining parties until a new agreement between the remaining parties has been mutually agreed upon.</p> <p>8.2 If at any time another party wishes to become party to this agreement, a letter in writing to the parties to this agreement requesting same shall be produced and presented to the parties on the most current agreement.</p> <p>8.3 This agreement will continue in force for 10 years. During this time all parties will review this agreement and make appropriate recommendations for changes as necessary.</p> <p>8.4 No amendment or modification of this agreement shall be binding unless in writing, ratified and signed by all parties.</p> <p>8.5 This agreement shall supersede and replace all previous agreements related to <i>Emergency Mutual Aid</i> between the parties to this agreement.</p> <p>8.6 This agreement shall be governed by the laws of the Province of New Brunswick and the laws of Canada applicable therein and shall be treated in all respects as a New Brunswick contract. Each of the parties irrevocably attorns to the jurisdiction of the Courts of the Province of New</p>	<p>6.1 Les zones normales de compétence de chaque partie à cette convention sont réputées correspondre aux zones dans lesquelles ladite convention produira ses effets.</p> <p><u>Article 7 INSTRUCTIONS</u></p> <p>7.1 Chaque partie doit s'assurer de donner à son personnel, chaque année, des instructions sur la teneur de cette convention pour qu'elle puisse être appliquée avec efficience.</p> <p><u>Article 8 CONDITIONS ET GÉNÉRALITÉS</u></p> <p>8.1 Sous réserve de l'article 8.3, cette convention continue de produire ses effets jusqu'à ce qu'une ou plusieurs des parties fassent savoir par écrit qu'elles souhaitent se désengager de ladite convention. Un préavis d'intention de 30 jours doit être adressé au maire de chaque partie à cette convention. Si l'une des parties se désengage, cette convention continue de produire tous ses effets avec les autres parties jusqu'à ce qu'une nouvelle convention entre ces autres parties ait été conclue de gré à gré.</p> <p>8.2 Si, à tout moment, un tiers souhaite participer à cette convention, il doit adresser aux parties à cette convention une lettre pour leur demander d'y participer, en s'adressant aux parties intervenant dans la convention la plus récente.</p> <p>8.3 Cette convention continue de produire ses effets pendant 10 ans. Toutes les parties s'engagent à revoir cette convention pendant sa durée et à faire les recommandations voulues pour y apporter les changements nécessaires.</p> <p>8.4 Les modifications apportées à cette convention ne sont exécutoires que si elles sont déposées par écrit, ratifiées et signées par toutes les parties.</p> <p>8.5 Cette convention annule et remplace toutes les conventions précédentes liées à l'aide mutuelle d'urgence et intervenues entre les parties à cette convention.</p> <p>8.6 Cette convention est régie par les lois du Nouveau-Brunswick et par les lois du Canada applicables dans cette province et doit être considérée en tous points comme un contrat conclu au Nouveau-Brunswick. Chacune des parties s'en remet irrévocablement à la compétence des tribunaux du</p>
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<p>Brunswick.</p> <p>8.7 This agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original, and such counterparts together shall constitute but one and the same instrument. Signatures delivered by facsimile or by email shall be deemed for all purposes to be original counterparts of this Agreement.</p> <p>8.8 All notices, requests or other communications (hereinafter referred to as "Notice") to be given pursuant to this Agreement shall be given in writing and either be mailed postage prepaid or be delivered by personal delivery during normal business hours on business days, as the case may be:</p> <p>In the case of any of parties to the attention of their respective Mayors and Clerks:</p>		<p>Nouveau-Brunswick.</p> <p>8.7 Cette convention peut être signée en plusieurs exemplaires, qui sont réputés constituer des originaux lorsqu'ils sont signés, et ensemble, ces exemplaires doivent constituer la seule et même convention. Les exemplaires signés par télécopieur ou par courriel sont réputés constituer des originaux de ladite convention à toutes fins utiles.</p> <p>8.8 Tous les avis, toutes les demandes ou tous les autres communiqués (les « avis ») à signifier conformément à cette convention doivent l'être par écrit et être adressés aux parties par la poste, en port payé, ou leur être livrés en mains propres pendant les heures normales durant les jours ouvrables, selon le cas.</p> <p>Dans le cas de toutes les parties, à l'attention de leur maire et de leur greffier :</p>	
Town of Beaurivage 1-9235 Main St. Beaurivage (Richibucto), NB E4W 4B4	Village of Memramcook 540 Centrale St. Memramcook, NB E4K 3S6	Ville de Beaurivage 1-9235 rue Main Beaurivage (Richibucto), NB E4W 4B4	Village de Memramcook 540 rue Centrale Memramcook, NB E4K 3S6
Rural community of Beausoleil 118 Cocagne Cross Rd. Cocagne NB E4R 2J2	City of Moncton 655 Main St. Moncton, NB E1C 1E8	Communauté rurale de Beausoleil 118 chemin Cocagne Cross, Cocagne NB E4R 2J2	Ville de Moncton 655 rue Main Moncton, NB E1C 1E8
Reginal Town of Cap-Acadie 2647, Acadie Rd. Cap-Pelé, NB E4N 1C2	Municipality of Nouvelle-Arcadie 10989 Main St. Rogersville, NB E4Y 2L6	Ville régionale de Cap-Acadie 2647, chemin Acadie Cap-Pelé, NB E4N 1C2	Municipalité de Nouvelle-Arcadie 10989 rue Principale Rogersville, NB E4Y 2L6
Town of Champdoré 4556, Principale St, Suite 300 Saint-Antoine, NB E4V 1R3	Town of Riverview 30 Honour House Court Riverview NB E1B 3Y9	Ville de Champdoré 4556, rue Principale, Suite 300 Saint-Antoine, NB E4V 1R3	Town of Riverview 30 Honour House Court Riverview NB E1B 3Y9
City of Dieppe 333, Acadie Avenue Dieppe, NB E1A 1G9	Town of Salisbury 56 Douglas St. Salisbury, NB E4J 3E3	Ville de Dieppe 333, avenue Acadie Dieppe, NB E1A 1G9	Ville de Salisbury 56 rue Douglas Salisbury, NB E4J 3E3
Village of Five Rivers 82 Main St. Rexton, NB E4W 5N4	Town of Shediac 290 Main St., Unit 300 Shediac, NB E4P 2E3	Village de Five Rivers 82 rue Main Rexton, NB E4W 5N4	Ville de Shediac 290 rue Main, Unité 300 Shediac, NB E4P 2E3
Village of Fundy Albert 61 Academy St. Hillsborough, NB	Rural community of Strait Shores 9 East Main St. Port Elgin, NB	Village de Fundy Albert 61 rue Academy Hillsborough, NB	Communauté rurale de Strait Shores 9 rue East Main Port Elgin, NB

E4H 2R4	E4M 2X8	E4H 2R4	E4M 2X8
Town of Grand Bouctouche 30 Evangeline St. Bouctouche, NB E4S 3E4	Town of Tantramar 31C Main St. Sackville, NB E4L 1G6	Ville de Grand Bouctouche 30 rue Evangeline Bouctouche, NB E4S 3E4	Ville de Tantramar 31C rue Main Sackville, NB E4L 1G6
Rural community of Maple Hills Suite A 2603 route 115, Irishtown, NB E1H 2M5	The Community of Three Rivers 63 Main St. Petitcodiac, NB E4Z 6H4	Communauté rurale de Maple Hills Suite A 2603 route 115, Irishtown, NB E1H 2M5	The Community of Three Rivers 63 rue Main Petitcodiac, NB E4Z 6H4
<p>8.9 Any party may at any time give notice to the other party of any change of address of the party giving such notice and from and after the giving of such notice, the address therein specified shall be deemed to be the address of such party for the purpose of giving such notice. Any notice so given, if delivered, shall be deemed to be given on the date of delivery thereof or, if mailed, shall be deemed to have been received on the third business day following the day of which such notice is mailed (except during a postal strike or anticipated postal disruption in which case such notice shall be delivered by personal delivery).</p> <p>8.10 The English language version of this agreement shall be controlling in all respects and shall prevail in case of inconsistencies with the translated French version.</p> <p>[SIGNATURE PAGE FOLLOWS]</p>		<p>8.9 Toute partie peut à tout moment communiquer aux autres parties un changement d'adresse de la partie signifiant cet avis, et à partir du moment où cet avis est signifié, l'adresse qui y est précisée est réputée constituer l'adresse de cette partie pour les besoins de la signification dudit avis. Tous les avis ainsi signifiés, s'ils sont livrés en mains propres, sont réputés l'être à la date à laquelle ils le sont ou, s'ils sont envoyés par la poste, sont réputés être parvenus aux parties destinataires le troisième jour ouvrable suivant la date à laquelle ledit avis est envoyé par la poste (sauf pendant une grève postale ou une interruption prévue du service postal, auquel cas cet avis doit être livré en mains propres).</p> <p>8.10 La version anglaise de cet accord prévaudra à tous égards et prévaudra en cas d'incompatibilité avec la version traduite en français, le cas échéant.</p> <p>[PAGE DE SIGNATURE CI-APRÈS]</p>	

IN WITNESS WHEREOF the parties hereto have affixed their respective seals, attested by the hands of their respective officers duly authorized in that behalf the day and year first above written.

SIGNED, SEALED AND DELIVERED :

Town of/Ville de Beaurivage

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

**Rural community of/Communauté Rurale de
Beausoleil**

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Reginal Town of/ Ville régionale de Cap-Acadie

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Town of/ Ville de Champdoré

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

EN FOI DE QUOI les parties ont apposé leur sceau, comme en témoigne la signature de leur fondé de pouvoir habilité à intervenir en leur nom à la date indiquée au début de cette convention.

CONVENTION SIGNÉE, PASSÉE ET CACHETÉE :

Village of/Village de Memramcook

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

City of/Ville de Moncton

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Municipality of/Municipalité de Nouvelle-Arcadie

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Town of Riverview

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

City of/Ville de Dieppe

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Village of/Village de Five Rivers

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Village of/Village de Fundy Albert

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Town of/ Ville de Grand Bouctouche

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Town of/Ville de Salisbury

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Town of/Ville de Shediac

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

**Rural community of/Communauté Rurale de
Strait Shores**

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

Town of/Ville de Tantramar

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

**Rural community of/Communauté Rurale de
Maple Hills**

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière

The Community of Three Rivers

Mayor/Maire/Mairesse

Clerk/Greffier/Greffière



To: Mayor and Council

Submitted by: Dennis Reid, Captain Dorchester Fire, Tantramar Fire Service

Date: April 24, 2025

Subject: Purchase of Wildfire Pump

PROPOSAL

Purchase of a Mark 3 Watson edition wildfire high pressure pump.

BACKGROUND

We don't have to look very far back to see the devastation that can occur even locally with wildfires. These may be grass fires or forest fires. A serious amount of destruction can occur quickly if these fires threaten not only the urban interface but also rural property throughout Tantramar. Dorchester Fire Department, like the rest of the Tantramar Fire Service work hard to put these fires out quickly and train regularly with up-to-date equipment. One of these pieces of equipment is a wildfire pump. With the dryer springtime conditions and more unpredictable weather, Dorchester Fire felt there was a need to increase its ability to get water to more remote fires and to do it quickly before they grow. Dorchester Fire currently has one portable Mark 3 Fire Pump like the one we are recommending purchasing and a smaller pump that does not have the pump pressure that would be required to move water long distances.

DISCUSSION

Funds were allotted in the 2025 General Budget to the purchase of a new Waterax Mark 3 portable pump. The intent was to purchase the same model; however, it is not available. The new Mark 3 Watson is lighter and more portable than our currently regular Mark 3. These portable wildfire pumps are particularly effective in dealing with fires in remote areas with limited sources of water and are capable of pumping water over great distances. The purchase of this pump would greatly add to our ability to combat wildland fires. Safety Source is the distributor to Waterax pumps in Atlantic Canada and Dorchester Fire would like to stay with the Mark 3.

INTERDEPARTMENTAL CONSULTATION

N/A

LEGISLATION/POLICY

By-Law No. 2023-08, A By-Law to Regulate Purchasing, Leasing, Tendering and Disposal of Surplus Property

FINANCIAL CONSIDERATIONS

\$8,000.00 has been allocated in the 2025 General Budget for the purchase of this pump.

LEGAL

N/A

COMMUNICATIONS/PUBLIC ENGAGEMENT

N/A

TANTRAMAR 2024 PRIORITY ACTION PLAN

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

COMMUNITY IMPACT

N/A

CLIMATE CHANGE IMPLICATIONS

N/A

CLIMATE LENS

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

OPTIONS

1. Purchase the Mark 3 Watson wildfire pump using the funds allocated in the 2025 General Budget.
2. Do not purchase and look at other options.

RECOMMENDATION

It is recommended that Council consider approving the purchase of the Mark 3 Watson edition wildfire high pressure pump from Safety Source at a cost of \$11,793.00 plus HST. A motion will be brought forward at the Regular Council Meeting of Mah 13, 2025.

ATTACHMENTS

Safety Source Quote

Our GST/HST No: 104688296

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

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
1503	DORCHESTE	Justin Neate		08-Apr-2025	J.NEATE

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

DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
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WTX-100137 MARK-3® WATSON EDITION HIGH PRESSURE FIRE PUMP 2" SUCTION NPSH, 1.5" DISCHARGE NPSH		EA	1	\$10,300.00	\$10,300.00
DIX-N-FTVLST-20S 2" FEMALE NPSH FOOT VALVE STRAINER		EA	1	\$80.00	\$80.00
MHS-WSB-200-10NPSH SUCTION HOSE , 2" X 10', RUBBER, NPSH		EA	1	\$195.00	\$195.00
WTX-300983 B-5980P PLASTIC HAND PRIMER, 1.5" NPSH USE SCP-4099		EA	1	\$149.00	\$149.00
WTX-600429 FA-552Q FUEL AIR TRANSPORT TANK (MARK-3)		EA	1	\$379.00	\$379.00
WTX-600605 COMPLETE FUEL LINE ASSEMBLY FOR MARK 3 W/ HOSE FUEL & BODY QUICK CONNECT, DUSTCAP, 1/4 TURN VALVE		EA	1	\$225.00	\$225.00
WTX-701798 SHOULDER STRAPS FOR WATSON EDITION PUMP		EA	1	\$465.00	\$465.00

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

SUBTOTAL	MISCELLANEOUS	FREIGHT	HST	SALES TAX	TOTAL
\$11,793.00	\$0.00	\$0.00	\$1,768.95	\$0.00	\$13,561.95



To: Mayor and Council

Submitted by: Matt Pryde, Director of Active Living and Culture

Date: April 24, 2025

Subject: Departmental Report

ACTIVE LIVING AND CULTURE

The report that follows includes information from March 16 – April 15, 2025

General Departmental Information:

- The Department has successfully received a Canadian Heritage totally \$1,890 to support our Canada Day and National Indigenous Peoples Day Events
- Additionally, the Department has received a \$1,250 Trail Care Grant to support our Earth Day Cleanup efforts.
- All the departmental Summer Student positions have been filled, as follows:
 - **Summer Events Coordinator:** Kathryn Canning
 - **Summer Program Coordinator:** Jesse Alder
 - **Programmers:**
 - Zach Tucker
 - Norah Wilson
 - Keiara Leger
 - Dan Christie
 - Phaedra Black
 - **Parks:**
 - Taylor Throop-Robinson
 - Isabella Jones
 - Daniel Duffy
 - Ben Scott
 - Alexi Ginter
 - Aaron Alder
 - **Head Lifeguard:** Mackenzie Falconer
 - **Lifeguards:**
 - Ferguson Fraser
 - Laine Acton
 - Kenzie Power
 - Lucy Stewart

PARKS AND FACILITIES

- Staff have been out in the parks working hard to get them ready for the spring. They will begin work on some of the sports fields over the next couple of weeks.
- The Quarry Park interpretive signage is nearing the design phase. Installation will take place in the spring as will some fencing removal and completion of the trail system.
- Spring hockey has been a big hit at the Tantramar Veterans Memorial Civic Centre (TVMCC). It will be wrapping up the long weekend of May.
- Staff are working hard painting, cleaning and touching up different aspects inside the TVMCC. We're excited to see how the updates turn out leading into the next ice season.
- A reminder to the public that helmets are mandatory to step on the ice at the TVMCC.
- To book space in any Tantramar operated facilities, please contact bookings@tantramarNB.com or 506-364-4955.

- Staff continue to monitor the parks and the trails throughout Tantramar, but if you see something that needs attention call 506-364-4955 or email bookings@tantramarNB.com.

RECREATION PROGRAMS AND EVENTS

- Spring programming is underway and both registration and complete information are available at www.tantramarNB.com/programs. Programs include:

- Sackville
 - Couch to 5K Run
 - 25+ Pickup Basketball
 - Pickleball
 - Ultimate Frisbee
 - Ukulele
 - Primetime and 55+ Aerobics
 -
- Dorchester
 - Pickleball
 - Youth Basketball
 - Badminton
 - Aerobics



- Our annual Poetry Writing Contest in support of Poetry Month has concluded. You can hear the winning poems at our public Poetry Reading event in Council Chambers April 29th at 6:00 PM. The winners are as follows:
 - AGE 5-9: "Friends Forever" by Violet Haley & Catherine Koutras
 - AGE 10-12: "I'm Grateful I'm Alive" by Alex Hamilton
 - AGE 13-15: "The Villain" by Annora Hele
 - MTA STUDENT: "Suggrundarium" by Matya Stavnitzky
 - ADULT: "Orchard" by Barry Carter
- We hosted a municipal surplus sale on April 8th from 12:00 PM – 6:00 PM & April 9th from 9:00 AM-3:00 PM.
- The 3rd Annual Dump and Run Yard Sale took place Saturday, April 12, 2025. A big thank you to our partners, EOS Eco Energy, the Sackville Rotary Club and the Mount Allison Students' Union for their support.
- The Annual Earth Day Community Clean-up will take place Tuesday, April 22, 2025. Individuals, community groups and businesses are encouraged to spend some time that day cleaning up our community. Reach out to j.wilson@tantramarNB.com for garbage bags, gloves and more information.
- We are looking for feedback and ideas to include in our summer program line-up. A survey will soon be available at www.tantramarNB.com/programs.
- A Community Wide Yard Sale is planned for May 31, 2025, with a rain date of June 1st. To be included on the yard sale list, please reach out to Jessica Wilson at j.wilson@tantramarNB.com or 506-364-4958.
- The Annual Sackville Art Fair is scheduled to take place June 7-8, 2025 at the Tantramar Veterans Memorial Civic Centre. 38 local artist will be on hand to showcase and sell their works. There will also be workshop opportunities. Registration will be available soon.
- We are now accepting submissions for our annual Volunteer Recognition Night. If you know someone who has been volunteering in the community for 10, 25 or 50+ years, we would like to encourage you to submit their name to be recognized. Nomination forms can be found online at [tantramarNB.com/volunteer night](http://tantramarNB.com/volunteer%20night) or by contacting j.wilson@tantramarNB.com

To: Mayor and Council

Submitted by: Community & Corporate Services

Date: April 24, 2025

Subject: Community & Corporate Services Departmental Report

This report covers the period between March 16, 2025 and April 15, 2025.

Community and Corporate Services

The new Director of Community and Corporate Services started on April 14, 2025. He is settling in, familiarizing himself with various departmental projects, and arranging meetings with stakeholder groups to establish lines of communication.

Tourism and Business Development

We are preparing to open the Visitor Information Centre for in-person travel counselling on May 1. Hours for counselling and the Craft Gallery will be 9 am to 5 pm in May. Café Tintamarre's hours are online.

A final performance of the "Wetland Wonder Adventure" educational play for young people occurred at Port Elgin Regional School on April 15. Once again the play was very well received by students and staff.

A subsidized Food Handling and Food Safety Course was offered by Tantramar on March 17. There were 12 participants in the course. We will be offering another course, in cooperation with Tantramar Regional High School, on June 19.

The Climate Change Advisory Committee met on April 9. Topics of discussion included Climate Change Roundtable planning – with a follow up to their successful fall event to be held on May 12 from 5:30 to 8:30pm at the Tantramar Visitor Centre - further details will be coming soon. SCAN Tantramar (Seniors for Climate Action Now) presented the movie "Later is Too Late" at the Visitor Information Centre on April 14. The event was well attended, and a good discussion of future activities followed.



Pictured - Tantramar entrepreneur and bead artist - Laylia Bennett/Little L'nu" presenting at the Conference.

The Manager attended the 2nd Annual New Brunswick Indigenous Tourism conference in Moncton from March 18 – 20. Topics included the Future of Indigenous Tourism, and Leveraging the Shoulder Season.

The Manager is excited to report that he has completed the CART (Climate Adaptation and Resilience Training) program offered by CLIMAtlantic, and will be receiving his completion certification soon.

Communications

The Communications Officer represented the Municipality at the Tantramar Regional High School Future Pathways Event on April 10. He engaged with students about careers in local government and shared insights into the many opportunities available in the municipal sector.

Work continues on the new Tantramar municipal website, with significant progress made over the past month. A tentative public launch is being planned for June 2025.

Preparations are underway for the arrival of the first-ever Communications Student, who will join the team on May 5, 2025. The student will assist with building the municipality's photo and video content library, while supporting a variety of communications projects throughout the summer.



To: Mayor and Council

Submitted by: Jon Eppell, Director of Engineering & Public Works

Date: April 24, 2025

Subject: Engineering & Public Works Departmental Report

This report covers the period March 16 to April 15.

Work Orders: Start of period: 199 Created: 175 Closed: 148 End of period: 226

Roads/Transportation

- Ice and snow control as required.
- Patching potholes with hot patch machine and bags of cold patch.
- Removing bushes from the right-of-way on Ogden Mill and Trillium.
- Delivering items to surplus sale.
- Cleaning ditch on Pleasant Street.
- Installed driveway culvert on Burman Street.
- Removed old heating furnace pipe at Public Works to make more room for Mechanic's tire changer.

Utility

- Cleaned and videoed sewer in front of 64 Crescent Street.
- Videoed section of Crescent Street sewer from Charles Street to Fleet Street.
- Drained force main on Queens Road in order to perform work at Queens Road Lift Station.
- Assisted in pumping down the wet well at the Queens Road Lift Station for the pump renewal.

Mechanics

- Repaired ice and snow equipment on an as needed basis.
- Continuing maintenance on fleet.
- Completed repair on two of the Sackville Fire Trucks.
- Called out to repair Sackville Fire #2 Pumper.

Engineering

- Dorchester Lift Station Upgrades - the generator is expected to be shipped out on April 15.
- Queens Road Lift Station Upgrade - Camille Leger Ltd. - installation completed with a couple of minor items to complete.
- A request for proposals is being prepared for a traffic study to include Main Street in Sackville and the Main/Cape intersection in Dorchester.
- Public Works plan to measure speeds on Main Street, Dorchester in spring 2025.
- The low lift pump ordered for the Sackville water treatment plant expected shipping date in May.
- One bulky waste item can be placed on the clear bag garbage collection week. There will not be a spring clean-up. EcoDepot is scheduled for April 30-May 1, 2025 at the Tantramar Veterans Memorial Civic Centre. Waste Collection throughout Tantramar is on Mondays and is managed by Eco360. Waste should be placed for collection by 5:00 am on Monday. If residents have waste collection issues, they should promptly call 506-877-1040. For additional information see www.eco360.ca.
- Asphalt patching tender was awarded to Dexter.
- A recommendation for the asphalt resurfacing tender has been provided.

To: Mayor and Council

Submitted by: Protective Services Staff

Date: April 28, 2025

Subject: Protective Services

Reporting Period March 16 – April 15, 2025
By-Law Enforcement

Court Appearances	0
2-Hour Parking Enforcement	9
10-Minute Parking Enforcement	10
Willow Lane Parking Enforcement	17
Assisting other Departments	1
By-Law Violations Issued	29
By-Law Warnings Issued	1
Occurrences Total	18
Occurrences Completed	10
Occurrences Outstanding	8
Dangerous or Unsightly Premises Occurrences Active	8
Overnight Parking Violations (Winter Parking)	17
By-Law Violations for 2025 Total	130

Animal Control – Sackville

During the month of March, 22 calls were responded to, and 40 patrols were conducted within Sackville boundaries. Calls responded to include missing pets, barking dog, dog left outside all hours, dogs running at large in park areas and residents requiring the use of live traps.

A reminder that dog tags can now be purchased at Municipal Office Monday-Friday 8:30 a.m. – 4:30 p.m.

If residents of the Sackville boundaries have any questions, Animal Control can be contacted by calling (506) 536-7671.

Fire - Dorchester

Dorchester Fire Department responded to six (6) calls for service – four (4) medical calls, one motor vehicle incident and one fire. The department held five (5) training sessions – medical traumatic injuries, truck check/maintenance, roof structure ventilation, swift water rescue and grass fire preparation/practice.



Fire – Sackville

Please see emergency responses and trainings below that have taken place from February 15, 2025, up to and including March 15, 2025.

Sackville Fire & Rescue responded to 18 calls for service. They included: 8-commercial fire alarms, 2-motor vehicle collisions, 2-structure fires, 1-request for assistance from Ambulance, New Brunswick, 1-vehicle fire, 1-smell of propane, 1-fuel spill, 1-mutual aid request from Point De Bute Fire Department and 1-grass fire.

Trainings that took place were, pump operations, Engine 2 orientation, self contained breathing apparatus, training meeting with Amherst Fire Department, as well as station and equipment checks.

Please see emergency responses and trainings below that have taken place from March 15, 2025, up to and including April 15, 2025.

Sackville Fire & Rescue responded to 21 calls for service. They included: 6-commercial fire alarms, 6-motor vehicle collisions, 4-request for assistance from Ambulance, New Brunswick, 1-structure fire, 1-vehicle fire, 1-smell of gas in a residence, 1-rubbish fire, and 1-smoke in a residence.

Trainings that took place were, pump operations, hose line advancements, self contained breathing apparatus, hydrant connections, as well as station and equipment checks to ensure all equipment remains in a state of readiness.

I would like to remind our residents when they are planning to have an outdoor fire to review the Fire Prevention By-Law No.275, Section 3-Outside Fires. This information can be found on the website at www.tantramarNB.com.

As always, I would like to remind all residents to make sure that they have a basic emergency kit prepared to last 72 hours, in the event of an emergency. Things that should be in this kit are: two liters of water per person/day, food that will not spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year). Other items that should be included are a manual can opener, flashlight, and batteries and a first aid kit



Operations:

During this period between March 16th 2025 and April 15th 2025, RCMP responded to, among other calls (1st number in Tantramar, 2nd number in the Sackville RCMPs jurisdiction which falls outside of Tantramar):

wellbeing checks - 7 / 2	uttering threats – 1 / 3
traffic collisions – 11 / 15	thefts – 3 / 2
sexual assault – 3 / 1	impaired driver – 3 / 0
suspicious person/vehicle – 6 / 3	mischief – 8 / 7
mental health – 8 / 2	false 911 calls – 0 / 0
fraud – 3 / 3	false alarms – 5 / 3
break and enter – 2 / 0	arson – 1 / 0
assault – 3 / 5	sudden deaths – 1 / 2

Total calls for service were higher than the previous month.

Traffic:

Traffic stats were higher than the previous month.

Administration:

Nothing to report.

New Brunswick Occurrence Map links:

[New Brunswick Occurrence Map](#)

[Daily Occurrence Report](#)

Submitted by:

Sgt Eric Hanson

Community Program Officer Monthly Report

Sackville Municipal

March-April

2025

Prepared and submitted by Melanie Belliveau

Schools visited:

- Tantramar Regional High School - 6
- Marshview Middle School - 3
- Salem Elementary School - 0
- Dorchester School – 3

School Activities & Presentations:

Sextortion presentation

Fraud and Scam presentation- Drew Nursing Home / Nursing Home Without Walls

School Consultations: 6

Youth & Adult Diversion Files:

Adult: 4

Youth: 2

Events

Coffee with a cop- RCMP

Career day at TRHS

Upcoming events

Police week – May 12th-May 16th

Community BBQ – May 16th

CPO- Melanie Belliveau



To: Mayor and Council

Submitted by: Michael Beal, Director of Financial Services

Date: April 24, 2025

Subject: Financial Services

Financial Statements for 2025 are included until the end of March. These are the first statements for 2025 and as we begin 2025, revenue recording is just beginning, and expenses are starting to come in and be paid. In General, with the exception of the warrant, revenue will come in throughout the year. Expenses will fluctuate throughout the year based on the season and reports will be updated monthly. In Utility, the first quarterly water bill will go out in April and be reported in the next monthly statement. Expenses similar to general will fluctuate throughout the year based on the season and reports will be updated monthly. There is currently nothing in 2025 that will create an anomaly.

2025 Capital Statement are also included. You will see within the General and Utility Capital breakdown the 2025 projects that have been approved. Managers should be moving their projects forward as early in the year as possible. Tenders will be called and awarded as need be and other projects will come forward to Council as staff obtains quotes and/or tenders close.

2024 Audit is currently being worked on. The Auditors were in March and completed the majority of their internal work and have scanned and taken all necessary documents with them in order to prepare the Audited Statements. They will continue to ask for more items throughout April as it progresses through partner review within their firm. We expect the Audit to be presented to the Council at the May Committee of the Whole with approval at the June meeting.

During March we paid the RCMP quarterly bill for the period of October to December 2024 which was included in the 2024 reporting at last month's meeting. At the end of March, we also paid the backpay from the first collective agreement negotiations that totaled \$293,703.52. This had already been expensed in Sackville Books and therefore does not affect 2025 financial statements. We had until March 31, 2025 to pay this prior amount for Sackville and took the two full years to increase interest revenue for the municipality.

With 2024 numbers being complete we are able to submit our application for financing for 2024 Capital Projects that require borrowing. This was brought forward as an administrative report at the April regular Council meeting. The only borrowing that will take place will be for Utility Capital projects in 2024 in the amount of \$300,000. Details on how this was provided in the administrative report. The deadline to submit this to the Municipal Finance Corporation was April 16, 2025 and it has been submitted. It is expected we will receive our debenture for this in June.

Gas Tax reports for 2024 were submitted on March 31, 2025. All gas tax funds that were part of any allocation up to and including December 31, 2023 programs have now been completed with the last two being Station Road in Dorchester and the Zamboni building at the outdoor rink in Dorchester that were completed in 2024. The 2024 to 2028 Gas Tax program is now the one being completed.

We received notice that the Gas Tax Capital Investment Plan has been approved by the province. This will allow for funding of \$3,057,813 from the years 2024 to 2028 with \$1,000,000 of that going towards the Dorchester Fire Station New Construction and the remaining \$2,057,813 going towards street reconstruction. The planned street reconstruction in the report was part of Squire Street in 2026 and the remainder of Squire Street in 2028.

We have processed our year-end claims for infrastructure funding relating to Lorne Street Phase 3 as well as the Dorchester Lift Station. Claims submitted totaled \$647,880 of which \$486,882 is for the Dorchester Lift Station project. As well we have processed our final claim for Lorne Street Phase 3 which takes all expenses up to the end of March 2025 and closes the project. The final claim which is claim # 9 requests reimbursement of a further \$102,787. Once we receive notification that this claim has been accepted and processed, we will report a final project recap in an upcoming council report.

During March 2025 the following large deposits were received:

- \$1,604,777.44 on March 1st from GNB for monthly warrant payment
- \$439,884 on March 14 for our infrastructure projects reimbursement

A report on Animal Control Services for Tantramar was presented tonight with recommendations.

In August 2024 shut-offs letters were issued to customers who have failed to pay their prior bills. These required the accounts to be paid in full or sufficient arrangements to be made otherwise water services would be disconnected. For Sackville Utility, we issued a total of 153 notices for a total owing of \$119,503.23 and for Dorchester Utility, we issued a total of 30 notices for a total of \$34,848.49. This totals 183 notices for a total of \$154,351.72 in value. As of April 22, 2025 we collected a total of \$129,139.99 (83.66%). This is up from 72.44% as of November 16th. Overall, we have collected 91.89% of the Sackville accounts and 51.11% of the Dorchester accounts. No disconnections are currently in place for this round of shut off, but 3 vacant properties remain shut off from our 2023 disconnection letters. As we move into April those who have not paid or met agreed upon terms risk being disconnected.

The overnight parking ban began on December 1, 2024 and will end on April 30, 2025

2025 Dog tags continue to be available for purchase at the Municipal Office. Now that the deadline of March 31, 2025 has passed a late fee of \$20 will apply. With the current by-law that is in effect, tags continue to be available for both the former Town of Sackville and Village of Dorchester and once a new by-law comes into effect for all of Tantramar registration of dogs for the entire Municipality will then be required.

We are currently working on hiring students for the summer of 2025. This will include by-law enforcement students as well as an admin-accounting student. As this progresses, we will provide updates.

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT
AS OF MARCH 31, 2025

	YTD	YTD	BUDGET	% OF
		MAR. 31/25	2025	BUDGET
REVENUE				
PROPERTY TAX & EQUALIZATION		4,199,906	16,799,624	25.0%
FINANCE & ADMINISTRATION		142	309,669	0.0%
ENGINEERING & PUBLIC WORKS		-	119,333	0.0%
POLICING & BY-LAW		92,355	365,500	25.3%
FIRE SERVICES		-	13,554	0.0%
ACTIVE LIVING & CULTURE		127,690	309,200	41.3%
COMMUNITY & CORPORATE SERV		3,793	27,800	13.6%
TOTAL REVENUE	-	4,423,886	17,944,680	24.7%
EXPENDITURES				
FINANCE & ADMINISTRATION		837,791	3,370,977	24.9%
CAPITAL OUT OF REVENUE		-	1,755,000	0.0%
RESERVE FUND TRANSFER		-	250,000	0.0%
DEBT, INTEREST & BANKING		-	990,141	0.0%
ENG & PUBLIC WORKS		581,584	3,699,252	15.7%
FIRE SERVICES		137,268	1,633,497	8.4%
POLICING & BYLAW		21,085	3,020,228	0.7%
ACTIVE LIVING & CULTURE		343,025	2,138,759	16.0%
COMMUNITY & CORPORATE SERV		67,619	1,086,826	6.2%
TOTAL EXPENDITURES	-	1,988,372	17,944,680	11.1%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 25.0%

TANTRAMAR
STATEMENT OF REVENUE & EXPENDITURES
UTILITY GOVERNMENT
AS OF MARCH 31, 2025

	YTD	YTD	BUDGET	% OF
		MAR. 31/25	2025	BUDGET
REVENUE				
WATER REVENUE		44,207	1,365,193	3.2%
SEWER REVENUE		3,250	999,158	0.3%
CONNECTION/SERVICE CHARGES		3,245	25,500	12.7%
WATER COST TRANSFER		94,000	376,000	25.0%
OTHER REVENUE		15,314	74,244	20.6%
TOTAL REVENUE	-	160,017	- 2,840,095	20.6%
EXPENDITURES				
FINANCE & ADMINISTRATION		35,154	398,661	8.8%
CAPITAL OUT OF REVENUE		-	-	
RESERVE FUND TRANSFER		-	360,000	0.0%
DEBT PAYMENTS		-	495,018	0.0%
PUBLIC WORKS WATER		149,934	1,021,758	14.7%
PUBLIC WORKS SEWER		35,426	413,125	8.6%
PUBLIC WORKS ENGINEERING		16,990	151,533	11.2%
TOTAL EXPENDITURES	0	237,504	2,840,095	8.4%

*** UNAUDITED AND UNADJUSTED

EXPENDITURE NORM 25.0%

**TANTRAMAR
2025 GENERAL CAPITAL
AS OF MARCH 31, 2025**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	(EXCL. HST) EXPENSES 2025	BALANCE	PERCENT AVAILABLE
<u>FIRE DEPARTMENT</u>							
C	PROTECTIVE GEAR	84,000	3,452.28	80,547.72		80,547.72	100.0%
C	BATTERY EXHAUST FANS	30,000	1,232.96	28,767.04		28,767.04	100.0%
B/GT	DORCHESTER FIRE HALL	4,500,000	184,943.33	4,315,056.67		4,315,056.67	100.0%
C	SCBA UPGRADE DORCH	85,000	3,493.37	81,506.63		81,506.63	100.0%
TOTAL FIRE DEPARTMENT		4,699,000	193,121.93	4,505,878.07	-	4,505,878.07	100.0%
<u>COMMUNITY & CORP PROJECTS</u>							
C	LEVEL 2 CHARGER UPGRADE	10,000	410.99	9,589.01		9,589.01	100.0%
C	MUNICIPAL SIGNAGE	10,000	410.99	9,589.01		9,589.01	100.0%
TOTAL COMMUNITY & CORP PROJECTS		20,000	821.97	19,178.03	-	19,178.03	100.0%
<u>ACTIVE LIVING & CULTURE</u>							
C	FACILITY UPGR LITTLE LEAGUE	60,000	2,465.91	57,534.09		57,534.09	100.0%
C	TVMCC UPGRADE (COMPR)	20,000	821.97	19,178.03		19,178.03	100.0%
C	TVMCC UPGRADE (DEHUMID)	125,000	5,137.31	119,862.69		119,862.69	100.0%
C	TVMCC UPGRADE (DOORS)	40,000	1,643.94	38,356.06		38,356.06	100.0%
C	TVMCC UPGRADE (SKATE)	25,000	1,027.46	23,972.54	7,308.00	16,664.54	69.5%
C	MEMORIAL PARK REFURBISH	15,000	616.48	14,383.52		14,383.52	100.0%
C	FLEET UTILITY TRAILER	10,000	410.99	9,589.01		9,589.01	100.0%
C	PLAYGROUND UPGRADE BJMP	48,000	1,972.73	46,027.27		46,027.27	100.0%
C	DOG PARK OR OTHER	35,000	1,438.45	33,561.55		33,561.55	100.0%
TOTAL ACTIVE LIVING & CULTURE		378,000	15,535.24	362,464.76	7,308.00	355,156.76	98.0%
<u>PRIOR YEAR CAPITAL</u>							
RES	FIRE PROTECTIVE GEAR	35,000	1,438.45	33,561.55		33,561.55	100.0%
RES	HIGHWAY SIGNAGE	22,500	924.72	21,575.28		21,575.28	100.0%
RES	WEBSITE DEVELOPMENT	61,000	2,507.01	58,492.99		58,492.99	100.0%
RES	BEECHILL PARK UPGRADE	10,000	410.99	9,589.01		9,589.01	100.0%
GRANT	QUARRY PARK DEV'T	25,000	1,027.46	23,972.54	2,093.00	21,879.54	91.3%
RES	LAND REPURCHASE	16,200	-	16,200.00	16,200.00	-	0.0%
RES/B	DORCHESTER FIRE TRUCK	800,000	32,878.81	767,121.19		767,121.19	100.0%
RES	FLEET REPL SACK FIRE	95,000	3,904.36	91,095.64	50,273.80	40,821.84	44.8%
RES	FLEET REPL PUBLIC SAFETY	75,000	3,082.39	71,917.61		71,917.61	100.0%
RES	DORCH FIRE HALL PRIOR APP	313,000	12,863.84	300,136.16		300,136.16	100.0%
RES	STORM SEWER MAIN ST.	15,000	616.48	14,383.52	172.50	14,211.02	98.8%
RES	CULVERT REPLACEMENTS	26,000	1,068.56	24,931.44		24,931.44	100.0%
RES/B/G	LORNE STREET PHASE 3 TBD	200,000	8,219.70	191,780.30	114,711.58	77,068.72	40.2%
TOTAL PRIOR YEAR CAPITAL		1,693,700	68,942.76	1,624,757.24	183,450.88	1,441,306.36	88.7%
<u>ENGINEERING AND PUBLIC WORKS</u>							
C	FLEET 5 TON PLOW TRUCK	450,000	18,494.33	431,505.67		431,505.67	100.0%
C	FLEET LOADER REFURB	18,000	739.77	17,260.23		17,260.23	100.0%
C	FLEET NEW ELECTRIC VEH	75,000	3,082.39	71,917.61		71,917.61	100.0%
C	VARIOUS SIDEWALKS	55,000	2,260.42	52,739.58		52,739.58	100.0%
C	AUTO FLAGGING SYSTEM	35,000	1,438.45	33,561.55		33,561.55	100.0%
C	TIRE CHANGING SYSTEM	15,000	616.48	14,383.52	6,189.90	8,193.62	57.0%
C	SALT SHED UPGRADE	20,000	821.97	19,178.03		19,178.03	100.0%
C	RETAINING WALL UPGRADE	45,000	1,849.43	43,150.57		43,150.57	100.0%
C	RESURFACING KING ST	270,000	11,096.60	258,903.40		258,903.40	100.0%
C	SHALE AND GRAVEL	50,000	2,054.93	47,945.07		47,945.07	100.0%
C	STORM SEWERS WALKER RD	100,000	4,109.85	95,890.15		95,890.15	100.0%
C	LIBRARY UPGRADE	25,000	1,027.46	23,972.54		23,972.54	100.0%
TOTAL ENGINEERING AND PUBLIC WORKS		1,158,000	47,592.08	1,110,407.92	6,189.90	1,104,218.02	99.4%
TOTAL CAPITAL		7,948,700	326,013.99	7,622,686.01	196,948.78	7,425,737.23	
CAPITAL OUT OF REVENUE		1,755,000					
GRANTS FROM OTHER GOVERNMENTS		1,175,000					
CAPITAL RESERVE FUNDING/BORROW/GA		5,018,700					
NET HST				326,013.99	5,591.51	320,422.48	98.3%
				7,948,700.00	202,540.29	7,746,159.71	97.5%

**TANTRAMAR
2025 UTILITY CAPITAL
AS OF MARCH 31, 2025**

TYPE	NAME OF ACCOUNT	BUDGET WITH H.S.T.	NET H.S.T.	PRE HST BUDGET	EXPENSES 2025	BALANCE	PERCENT AVAILABLE
B (2023)	WATER METERS	24,000.00	986.36	23,013.64	1,159.00	21,854.64	95.0%
B (2023)	FLEET UPGRADE (REPLACE)	56,000.00	2,301.52	53,698.48		53,698.48	100.0%
B (2023/4)	WATER TREATMENT PLANT	43,000.00	1,767.24	41,232.76		41,232.76	100.0%
B (2024)	BACKFLOW PREVENTION	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
B (2023)	DORCHESTER LIFT STN	200,000.00	8,219.70	191,780.30	4,675.00	187,105.30	97.6%
B (2023/4)	QUEENS ROAD LIFT STN	439,000.00	18,042.25	420,957.75		420,957.75	100.0%
		812,000.00					
B	CHARLES ST LFT STN	50,000.00	2,054.93	47,945.07		47,945.07	100.0%
B	MIDDLE SACKVILLE LFT STN	450,000.00	18,494.33	431,505.67		431,505.67	100.0%
B	WATER TREATMENT PLANT (S	150,000.00	6,164.78	143,835.22		143,835.22	100.0%
RES	WATER TREATMENT PLANT (I	47,000.00	1,931.63	45,068.37		45,068.37	100.0%
RES	FLEET UPGRADE (REPLACE)	110,000.00	4,520.84	105,479.16		105,479.16	100.0%
TOTAL CAPITAL		807,000.00	66,538.50	1,552,461.50	5,834.00	1,546,627.50	99.6%
CAPITAL OUT OF REVENUE/RESERVE		157,000.00					
GRANTS FROM OTHER GOVERNMENTS		147,000.00					
BORROWING		1,315,000.00					
NET H.S.T				66,538.50	249.99	66,288.51	99.6%
GRAND TOTAL				1,619,000.00	6,083.99	1,612,916.01	99.6%



To: Mayor and Council

Submitted by: Donna Beal & Becky Goodwin – Clerk’s Office

Date: April 24, 2025

Subject: Legislative Services Departmental Report

LEGISLATIVE SERVICES

The Clerk’s Office continues the review of By-Laws and Policies for Tantramar and are working on a priority list for 2025. A reminder to our residents that all By-Laws can be found on the Municipality’s [website](#) or can be picked up at the Municipal Office. There are currently 83 active By-Laws for the former Town of Sackville and the former Village of Dorchester, with an additional 15 active By-Laws for the Municipality of Tantramar. Over the next few months, the work to implement the Strategic Plan will provide a clear picture of By-Laws to be reviewed and prioritized.

Upcoming readings of proposed by-laws include:

- Second and third (final) reading of By-Law No. 2025-18 A By-Law Relating to Animal Control within Tantramar
- Second and third (final) reading of By-Law No. 2025-19 A Code of Conduct By-Law for the Council of Tantramar

The Clerk’s Office has registered attendees for the FCM Annual Conference being held in Ottawa from May 29th to June 1st. Attendees will provide a report on the Conference following their return.

The Student Employment Applications deadline has passed, and each Department has completed the hiring process.

The Clerk’s office administered four Commissioner of Oaths for residents within Tantramar. This service is offered free of charge for anyone who needs a Commissioner of Oath.

Tantramar’s upcoming Council meetings are listed below. Tantramar’s Proceedings of Municipal Council Meeting’s By-Law can be found on our [website](#).

Regular Council Meeting – 7 P.M.

Tuesday, May 13, 2025

Tuesday, June 10, 2025

Tuesday, July 8, 2025

Regular Council Packages will be posted on the Municipal website the Thursday prior to the scheduled meeting.

Committee of the Whole agenda will be posted on the Municipal website the Thursday prior to the scheduled meeting and the full package will be posted on the Municipal website at 11:30 a.m. the day of the meeting.

Special Meetings of Council agendas will be posted on the Municipal website prior to the meeting with as much notice as possible.

Committee of the Whole – 3 P.M.

Monday, May 26, 2025

Monday, June 23, 2025



To: Mayor and Council

Submitted by: Jennifer Borne, CAO

Date: April 24, 2025

Subject: Administration - CAO Report

Report Period: March 15th to April 15th, 2025.

RSC

SERSC website provides updates for their mandated services:

<https://www.nbse.ca/>

All reports led by the RSC can be found on their website from annual reports to financial reports, etc.

No RSC/CAO meetings during this reporting period. The next one is scheduled for April 22nd.

Staff participated in a presentation from a Consultant of the RSC on April 3rd RE templates for regional tourism. This is helpful for rural areas and a regional approach to tourism as we work as a region to make the Southeast a 4-season tourist destination.

Plan360

Permit totals for March 2025:

6 permits issued totaling \$1,137,805

EMO

CAO Borne attended the Southeast and Kent regional EMO Coordinators Meeting held at Dieppe Fire on March 18. Agenda items were a presentation from Garrett Proud, NBEMO Director on the new components of the Disaster Financial Assistance program. Another presentation was given by Gwen Zwicker, Regional Resiliency Coordinator for Region 7 which falls under Justice & Public Safety, an update was provided on the Mutual Assistance Agreement. 17 of 18 municipalities have signed this agreement with Tantramar that required additional time for a legal opinion on the agreement. Regional EMO is working on a regional Emergency Response Plan (ERP). Staff will review the document and provide feedback to our Regional Coordinator for consideration. Strategic Training planning is also being done at the regional level with the following:

Canadian Centre for Cybersecurity, Resilience Committee, Prevention and Mitigation strategies for charging stations, Hazardous Materials Protection Team, Community Engagement/ public education, rescue handling of pets, Business Continuity Plan, Leadership and decision making.

ICS training is ongoing and a regional list of ICS trained personnel will be created with a local resource register that is also in the development stage. Data collection is in progress for an Interactive Map of resources in our region.

March 20: Attended the Provincial Level Presentation on 2025 Wildfire Season. This presentation included Fire related weather, Forest Fire brief, OFM urban interface, and Firesmart. Staff will coordinate

public presentation and resources from FireSmart in order to assist residents in mitigation; tools to protect their homes, businesses and overall the community from the increasing threat of wildfire in our changing climate (info direct from NB FireSmart).

<https://www2.gnb.ca/content/gnb/en/corporate/promo/firesmart.html>

Canada Housing Infrastructure Fund (CHIF)

Staff attended the provincial RDC presentation on April 9th for a program overview. Topics covered: CHIF Funding Streams, eligible ultimate recipients, cost-sharing, eligible projects, other requirements, how to apply and approval process, preconstruction and infrastructure fund to support housing, Community Development Fund, ending off with a note on tariffs and questions. Due to the number of participants on this webinar a follow up meeting is scheduled for April 30th with Tantramar staff and RDC senior staff to seek additional information for our municipal funding application for our 5-year infrastructure needs. The RDC did point out during the presentation that not all applications submitted will be approved. Staff will continue to work with RDC staff to gather information for our application. With consideration to this stream being accepted on an ongoing basis it allows us the time and opportunity to conduct assessments, studies etc. that are required to finalize the submission.

TFS

Meeting held on March 19th with administration and 2 representatives from each hall within TFS to work on a governance By-law for all halls using By-law No. 280 *A By-law Governing the Fire Department of the Town of Sackville* as the base for incorporation for all 3 halls to have consistent application across TFS. This is still in the development process and with a target date of the fall to be before Council.

On March 21st representatives of CCAC received a presentation from Catalyst Consulting, Andrew Amos on the DFD hall development.

March 30: Attended the DFD Spaghetti Luncheon, great work to the DFD team for organizing such a great community event. All halls within Tantramar are committed to relationship building in the community on top of training, and other duties and responsibilities associated with being a professional level firefighter for TFS.

UMNB Advocacy Days

CAO Borne attended the UMNB Advocacy Days held in Fredericton Marh 26-27th. The Department of Environment and Local Government presented an update on Fiscal Reform. Post Local Governance Reform this announcement is welcomed, however municipalities are still awaiting a follow up communication on fund allocations regarding the announcement of 138 million in 2026 for municipal funding as well as the implementation timeline. Overall, this is a step in the right direction. MC Advisory presented on best practices for recruiting and hiring municipal staff with respect to workforce challenges in NB municipalities. Party Leaders Glen Savoie and David Coon were on hand in separate sessions for Q & A followed by a session with Premier Susan Holt. An evening reception with ministers and key staff assists greatly with relationship building and networking with other municipalities. On Thursday, Advocacy Days wrapped up with sessions on Federal Priorities, with FCM priorities for a framework to empower municipalities and discussions on the potential impact of tariffs. A session with the Minister of Health Dr. Dornan which highlighted the challenges and opportunities in NB. While there is still work to be done, a great deal of progress is evident locally for health care as well as across the province.

Advocacy Days is a great addition to the annual calendar of events offered by UMNB for CAOs and elected officials and a great return to our municipality to discuss trending matters facing municipalities, learn about funding, meet with partners and colleges across the province as we all face the same challenges.

Strategic Plan 2025-2028

After the adoption of the 2025-2028 Strategic Plan, work will continue to build a Corporate Plan, corresponding Operational Plan. Software is being explored that will assist with workflow, monitoring, tracking, and Council & public reporting.

Retirement Announcement

Congratulations to our Director of Legislative Services/ Clerk Donna Beal who has announced her retirement from Tantramar after 15 years, having started with the former Town of Sackville. Donna has been instrumental in the legislative component of our new government, leading the development and consolidation of by-laws and policies, which is a considerable undertaking post-amalgamation. The position will be posted by the end of May and arrangements made to ensure coverage in accordance with the Local Governance Act.

Partner Conversations

Meetings in progress with Mt A Continued Learning Department regarding potential staff training opportunities locally specifically on EDIA.

TRHS Future Pathways

Staff had a great time at both our booth and break off session with students of Tantramar High School on April 10th. This day was inspiring for staff to continue to work towards positive youth engagement initiatives and youth representation in local government. Our overall objective was to foster youth retention in Tantramar by highlighting the diverse range of employment opportunities right here in our community with our employment opportunities. Community Youth are encouraged at any time to reach out to staff to learn more about volunteer opportunities or future employment opportunities in our municipality.

Tantramar Website

Staff received a presentation on March 21st on our ongoing project for website development, with a go live target of June 2025.

Provincial Relations

Premier Susan Holt was in town on April 15th and brought along great news for our area with the announcement of the expansion at the Tantramar Collaborative Care Clinic. 1,000 patients will be matched by the end of 2025 with the remaining waitlist to be matched to receive service by April 2026. This is the result of collaborative efforts with a community led initiative through the RHAG and their ongoing work with Horizon Health. We had the opportunity to connect with Premier Holt and Minister Kennedy in the afternoon during their time in our municipality.



To: Council

Submitted by: Andrew Black - Mayor

Date: April 24, 2025

Subject: Mayor's Report

- MLA Megan Mitton and I teamed an interview with Jonna Brewer for CBC's Information Morning on March 21st to talk about the funding news for the Chignecto Isthmus.
- Later in the day on March 21st I did a virtual interview with CTV's Derek Haggett about the Chignecto Isthmus news
- On March 22, I attended the Zone 2 meeting in Salisbury, hosted by the two Zone 2 directors, Mayor Rob Campbell of Salisbury and Councilor Cecile Cassista from Riverview. The event was well attended, as always and we had a presentation from John Lunney, the Deputy Chief and Deputy Executive Director of Inspection and Enforcement New Brunswick
- I had a Teams meeting with Anika Smithson from Environmental Leadership Canada on March 25 about the Municipal Climate Internship Program and what the possibility of opening up a program like that would mean in New Brunswick
- During March 26-27 I, as well as CAO Borne and Councilors Phinney and Martin, attended the UMNBB Advocacy Days in Fredericton. The event was well attended, and my full report can be found in the package
- On March 27 I had a Teams meeting with Lisa Griffin, a consultant, to have a chat about the Atlantic Wildlife Institute
- Adam Campbell of Ducks Unlimited and I hopped on a Zoom call on March 28 to update each other on the Chignecto Isthmus and some of the work being done both at the DU level and with the municipality to advance the file.
- From March 28 – 30 I was away in Miramichi for the Southeast Regional Service Commission board meeting. During the meeting we got caught up on all the mandates and where they have all come since reform as well as a look forward into the future.
- After reaching out to the CEO of the SERSC Roland LeBlanc about the healthcare fund earmarked for Horizon/Vitalite through the RSC, I had a Teams call with Jennifer Peck and Shaun Parker from the Department of Health to discuss.
- On April 3, I was invited to give a presentation to the Rotary Club at Cafe Tintamarre early in the morning. They wanted me to talk about Tantramar; how we got here from reform and what it means to be a new community. It was a great opportunity and I want to say thank you to the Rotary for inviting me.
- Gwen Zwicker met with my in my office on April 7th to discuss her role as the Resiliency Coordinator for the SERSC
- On April 9th I did an interview about ER closures and what it means for small town hospitals like Sackville with Radio Canada here in Sackville.

- I met with a few members of RHAG, Dr. Chiasson and Tantramar Clinic owner Neil Ritchie on April 11 to discuss healthcare in Tantramar leading into the provincial announcement that was coming a few days later.
- Sarah Seeley from the Times and Transcript asked for a response on the Freshwinds motion for a news story which I provided on April 14th
- April 15th was a busy day! Deputy Mayor Estabrooks, CAO Jennifer Borne and Councilors Hicks, Martin, Phinney and Tower, attended the provincial announcement at the Tantramar Community Care Clinic at 10:00 am. Councilor Hicks, Martin and Phinney and I popped into the Coffee with a Cop event at the Sackville Tim Horton's in the afternoon. At 2:30, council met with Premier Holt, Minister Kennedy and Deputy Minister Awad at the municipal office to discuss local issues. Finally, at 7:00 pm I attended the federal candidates forum at the Church By The Lake.
- MLA Megan Mitton, Deputy Mayor Estabrooks, CAO Jennifer Borne and I met with local farmers at the municipal office to talk about the Wheaton Covered Bridge on April 17th
- I did an interview with CBC about the provincial announcement about the Tantramar Community Care Clinic in the late afternoon of April 17
- On April 21st I responded to Sarah Seeley of the Times and Transcript for comments on my interaction with Minister Chiasson about the Wheaton Covered Bridge