HAMPTON
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HAMPTON COUNCIL MEETING
MAY 14, 2024

A closed session of Council was held preceding the regular Council meeting, commencing at 5:35 pm and adjourned at 7:05 pm. A meeting of Council was held May 14, 2024, in the Council Chambers commencing at 7:08 pm and adjourned at 8:51 pm. The closed session of Council was reconvened at 8:52 pm and adjourned at 9:01 pm.

ATTENDANCE:

COUNCIL: Mayor Robert Doucet
Deputy Mayor Jeremy Salgado
Councillor Todd Beach
Councillor Karin Boyé
Councillor Ken Chorley
Councillor Kim Tompkins
Councillor Sheree Trecartin

STAFF: Richard Malone, Chief Administrative Officer/Clerk
Sherman St.Germain, Director of Finance and Human Resources/ Assistant Clerk
Arthur McCarthy, Director of Planning, Engineering and Development
Chris White, Director of Economic Development and Tourism
Kevin Breau, Director of Leisure of Services and Facilities
Sara Barnett, Assistant Director of Leisure Services and Facilities
Riley Cosman, Communications Coordinator
Jessie Dean, Executive Assistant to the CAO
Lisa Richard, Administrative Assistant

DELEGATIONS: Sgt. Luc Samson, Hampton RCMP

1. CLOSED SESSION

In accordance with Section 68(1) of the *Local Governance Act,* Mayor Doucet called the closed session to order at 5:35 p.m. and adjourned the closed session at 7:05 p.m. The closed session was reconvened after the regular Council meeting at 8:52 p.m. and adjourned at 9:01 p.m. During that time, a number of issues were discussed and the confidential information from such discussions was classified as follows:

Subsection of 68 (1)	Category	# of Items
a)	Information of which that confidentiality is protected by law	
b)	Personal information as defined by the *Right to Information and Protection of Privacy Act*	
c)	Information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract	6
d)	The proposed or pending acquisition or disposition of land	1
e)	Information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory	
f)	Information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business	
g)	Litigation or potential litigation affecting the local government, or any corporation referred to in subsection 8(1), the local government's agencies, boards or commissions including a matter before an administrative tribunal	
h)	Access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government or access to or security of systems of the local government, including computer or communications systems	2
i)	Information gathered by police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of that information	
j)	Labour and employment matters, including the negotiation of collective agreements	

OPEN SESSION

2. CALL TO ORDER

Mayor Doucet called the meeting to order at 7:08 pm.

3. SILENT MOMENT OF REFLECTION

Mayor Doucet led Council through a moment of silent reflection.

4. APPROVAL OF AGENDA

Moved by Councillor Beach and seconded by Councillor Boyé that the agenda of the May 14, 2024, Council meeting be approved as presented.

MOTION CARRIED

5. DISCLOSURE OF CONFLICT OF INTEREST

Mayor Doucet asked that anyone who has a conflict of interest declare it when they reach that item on the agenda.

6. DELEGATIONS / PUBLIC PRESENTATIONS / PUBLIC HEARINGS

6.1. Sgt. Luc Samson, Hampton RCMP

Sgt. Samson of the Hampton RCMP Detachment gave an overview of the April report and advised that traffic patrols have been increased in the Hampton area. Richard Malone, Clerk, noted upcoming events that will require RCMP assistance including the Hampton High School Grand March and Canada Day events. Sgt. Samson advised that there have been noise complaints which are being investigated and he encouraged residents to report incidents to the Detachment at the time of occurrence so they can be dealt with. Sgt. Samson closed by noting that complaints can be made anonymously however, in order to remain anonymous, complainants should not interfere with investigations.

7. ADOPTION OF MINUTES

7.1. Regular Council Meeting Minutes April 9, 2024

Moved by Councillor Tompkins and seconded by Councillor Trecartin that the minutes of the April 9, 2024, Regular Council Meeting be adopted.

MOTION CARRIED

7.2. Special Council Meeting Minutes April 23, 2024

Moved by Councillor Chorley and seconded by Councillor Boyé that the minutes of the April 23, 2024, Special Council Meeting be adopted.

MOTION CARRIED

8. BUSINESS ARISING FROM MINUTES

8.1 Rogers Tower

The proposal was reviewed by the Environment, Economic Development, Leisure Services, Public Works and Utilities and Planning Advisory Committees and no additional feedback was received. Feedback is still pending from the Age-Friendly Community Committee and the public consultation conducted by Rogers.

8.2 Leisure Services Advisory Committee

Moved by Deputy Mayor Salgado and seconded by Councillor Boyé to rescind the following motion passed at the April 9th, 2024, Regular Council Meeting:

Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that Council refer the suggested family pool pass rate changes for the 2024 season to the Finance Committee for recommendation.

MOTION CARRIED

Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that Hampton Council approve the Program Registration & Facility Rates for 2024 as per schedule C, dated May 14th, 2024.

MOTION CARRIED

9. READING OF BY-LAWS

9.1. By-Law HAM-2024-18: A By-law to Amend the Hampton Zoning By-law HAM-2023-16.

Arthur McCarthy, Director of Planning, Engineering and Development made a presentation on the Amendment, outlining the timeline for the process review, proposed changes since the April 23rd meeting of Council and advised of the Planning Advisory Committee recommendation:

> ***Moved by Dave Henderson and seconded by Phil Taber that the Planning Advisory Committee recommends that Council adopt By-Law No. HAM-2024-18: A By-Law to Amend the Hampton Zoning By-Law No. HAM 2023-16, as presented by staff, with the following changes:***
>
> ***a) Update the portable milling definition to read: "Portable Mill means equipment small enough to be easily moved and set up on a lot for the purpose of cutting and sawing of wood or lumber."***
>
> ***Motion Carried***

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council proceed with the second reading of By-law HAM-2024-18: A By-law to Amend the Hampton Zoning By-law HAM-2023-16 as presented with the following changes incorporated as recommended in the memo to Council, subject By-law No. HAM-2024-18: A By-law to Amend the Hampton Zoning By-Law No. HAM-2023-16 by the Planning, Engineering and Development Department:

- **Update sawmill and forestry use definitions;**
- **Add portable mill definition; and**
- **Update Section 8.1.5 Conditions of Use: Sawmills in the Rural Zone.**

MOTION CARRIED

Town Clerk, Richard Malone performed the second reading of the Hampton By-law HAM-2024-18 to Amend the Hampton Zoning By-law HAM-2023-16.

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council approve the second reading of Hampton By-law HAM-2024-18: A By-law to Amend the Hampton Zoning By-law No. HAM-2023-16.

MOTION CARRIED

9.2. By-law HAM-2024-17 Subdivision By-law

Richard Malone, Clerk, referred to the memo provided to Council by Arthur McCarthy, Director of Planning, Engineering and Development, noting one change recommended for third and final reading based on feedback from the Department of Environment & Local Government - Surface Water Management Branch to include "Wetland" instead of "Marsh" in the definition of "Natural Features".

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council proceed with third and final reading of By-Law No. HAM-2024-17: Subdivision By-law as presented with the following changes incorporated as recommended by the Planning, Engineering and Development Department:

- **Update to section 2.13 Natural Feature definition to include "wetland" vs "marsh" as recommended by the Department of Environment & Local Government - Surface Water Management Branch.**

Town Clerk, Richard Malone, performed the third and final reading of the Hampton Subdivision By-law No. HAM-2024-17.

Moved by Councillor Tompkins and seconded by Councillor Chorley that Hampton Council adopt and enact the third and final reading of Hampton By-law HAM-2024-17: Subdivision By-law as presented. Upon this third reading of By-law HAM-2024-17: Subdivision By-law, By-law No. 95-122 being the Subdivision By-law, enacted March 14, 1995, and amendments thereto, are hereby repealed.

MOTION CARRIED

9.3 By-law HAM-2024-06: A By-law of the town of Hampton respecting the establishment of the Hampton Fire-Rescue and Nauwigewauk Fire-Rescue Departments and the prevention and extinguishment of fires.

Richard Malone, Clerk, provided background information regarding the by-law review initiated by the new Protective Services Fire-Rescue/EMO Committee. The purpose of the review was to provide updates on current practices and changes brought about by Local Governance Reform.

Moved by Councillor Beach and seconded by Councillor Chorley that Hampton Council proceed with first and second reading of By-Law No. HAM-2024-06: Hampton Fire By-law as presented.

MOTION CARRIED

Town Clerk, Richard Malone, performed the first reading of By-Law No. HAM-2024-06: A By-law of the town of Hampton respecting the establishment of the Hampton Fire-Rescue and Nauwigewauk Fire-Rescue Departments and the prevention and extinguishment of fires.

Moved by Councillor Beach and seconded by Councillor Trecartin that Hampton Council approve the first reading of Hampton By-law HAM-2024-06: A By-law of the town of Hampton respecting the establishment of the Hampton Fire-Rescue and Nauwigewauk Fire-Rescue Departments and the Prevention and extinguishment of fires.

MOTION CARRIED

Town Clerk, Richard Malone, performed the second reading of By-Law No. HAM-2024-06: A By-law of the town of Hampton respecting the establishment of the Hampton Fire-Rescue and Nauwigewauk Fire-Rescue Departments and the prevention and extinguishment of fires.

Moved by Councillor Beach and seconded by Councillor Boyé that Hampton Council approve the second reading of Hampton By-law HAM-2024-06: A By-law of the town of Hampton respecting the establishment of the Hampton Fire-Rescue and Nauwigewauk Fire-Rescue Departments and the Prevention and extinguishment of fires.

MOTION CARRIED

10. CORRESPONDENCE LIST

#	From	Subject Matter	Motion
24-038	Pixing Zhang, Falun Dafa Association of Canada	Request for recognition of the 32nd Falun Dafa Day on May 13th, 2024.	**Moved by Councillor Chorley and seconded by Councillor Boyé that correspondence #24-038 be received and filed.** **MOTION CARRIED**
24-039	Rogers Communications Inc.	Public consultation notice regarding proposed Rogers tower at 368 William Bell Drive.	**Moved by Deputy Mayor Salgado and seconded by Councillor Tompkins that staff contact Rogers Communications Inc. acknowledging receipt of the public consultation package and advise that Hampton is waiting on the post consultation review with the proponent.** **MOTION CARRIED**
24-040	Rogers Communications Inc.	Correction to public consultation notice dated April 10, 2024.	**Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that correspondence #24-040 be received and filed.** **MOTION CARRIED**

• **Jessie Dean left the meeting due to a conflict of interest**			
24-041	Girl Guides New Brunswick Council	Request for sponsorship for Rally in the Valley to be held in Quispamsis on October 5th, 2024.	**Moved by Councillor Beach and seconded by Councillor Chorley that correspondence #24-041 be referred to the Economic Development and Tourism Department for consideration.** **MOTION CARRIED**
• **Jessie Dean returned to the meeting.**			
24-042	Sarah Hopkins	Request for donation of Hampton pins for 2 Hampton High Students who are competing at the Canadian Wind Science Fair in Ottawa on May 25th, 2024.	**Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton donate 50 pins to Sarah Hopkins for the students attending the Canadian Wind Science Fair in Ottawa.** **MOTION CARRIED**
24-043	Chris White	Thank you card for floral arrangement and donation in memory of Jane White.	**Moved by Councillor Trecartin and seconded by Councillor Beach that correspondence #24-043 be received and filed.** **MOTION CARRIED**
24-044	Jordan Reed	Concern for safety of children on Centennial Road due to speeding vehicles.	**Moved by Councillor Chorley and seconded by Councillor Boyé that correspondence #24-044 be referred to the Public Works and Utilities Department for consideration.** **MOTION CARRIED**
24-045	Courtney Griffin, Heart & Stroke Foundation of New Brunswick	Notice regarding the Heart & Stroke Foundation's annual door-to-door campaign taking place from May to September 2024.	**Moved by Councillor Tompkins and seconded by Councillor Trecartin that correspondence #24-045 be received and filed.** **MOTION CARRIED**
24-046	New Brunswick Association of Fire Chiefs, Campaign Office	Certificate of Appreciation and Thank You letter regarding support for the 28th Annual Children's Fire Safey Journal.	**Moved by Councillor Boyé and seconded by Deputy Mayor Salgado that correspondence #24-046 be received and filed.** **MOTION CARRIED**

24-047	John Naugler	Noise By-Law enforcement complaint regarding Pickwauket Road.	**Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that correspondence #24-047 be referred to the RCMP and a copy sent to the Planning, Engineering and Development.** **MOTION CARRIED**

11. REPORTS FROM COMMITTEES

11.1. Economic Development Committee

Councillor Beach advised that the committee met on April 16, 2024, and summarized the minutes as presented, noting the following items were discussed; HR presentation, recycling changes, Fundy Region Service Commission Transportation survey, Envision newcomer business team, Visitor Experience Ambassador training, fundraising for the new facility, upcoming rail safety session with Port of Saint John Community Liaison Community, reports from the Planning, Development and Engineering Department, Planning Advisory Committee and HACC.

11.2. Leisure Services Advisory Committee

Deputy Mayor Salgado advised that the committee met on April 29, 2024, and summarized the minutes as presented, noting the following items were discussed; HR presentation, Ossekeag Pickleball Club presentation, baseball tournament fees for 2025, approval of Family Pool Pass rates, correspondence from Softball NB, renovations at the pool, Canada Day planning, floor rentals, weather related damage to trails being repaired, report from Leisure Services Department and update on school activities at Hampton High School.

Moved by Deputy Mayor Salgado and seconded by Councillor Trecartin to approve Hampton's 2024 Student Wage Scale (Schedule A), effective April 1, 2024, as presented.

MOTION CARRIED

11.3. Environment Committee

Councillor Boyé advised that the committee met on April 16, 2024, and summarized the minutes as presented, noting the following items were discussed; HR presentation, HRAA presentation on Cyanobacteria monitoring, and staff training on stormwater management.

11.4. Age Friendly Community Advisory Committee

Councillor Trecartin advised that the committee met on April 17, 2024, and summarized the minutes as presented, noting the following items were discussed; HR presentation, bench with plaque to be placed along Spooner Island trail, Fundy Region Service Commission Transportation Survey, input on website update, and outdoor washroom facilities.

11.5 Planning Advisory Committee

Councillor Tompkins advised that the committee met on April 30, 2024, and summarized the minutes as presented, noting the following items were discussed; variance applications, and amendment to the Zoning By-law.

11.6 Hampton Emergency Measures Organization Committee

Councillor Boyé advised that the committee met on April 22, 2024, and summarized the minutes as presented, noting the following items were discussed; HR presentation and the resignation of a Committee member.

Moved by Councillor Boyé and seconded by Councillor Chorley that Hampton Council accept the resignation of EMO Committee Member Nancy Whitticase as submitted to Ben LeBlanc, EMO Coordinator, effective April 12, 2024.

MOTION CARRIED

11.7 Health Care Committee

Richard Malone noted that the committee met on April 15, 2024, and summarized the minutes as presented, noting the following items were discussed; physician recruitment, NB Healthlink/Patient Connect NB, blood clinics, upcoming physician luncheon and The Current State of Healthcare and Looking Forward event to be hosted by the Saint John Chamber of Commerce.

11.8 Public Works and Utilities Advisory Committee

Councillor Chorley advised that the committee met on April 17, 2024, and summarized the minutes as presented, noting the following items were discussed; Rogers tower, HR presentation, traffic circle concerns and public notice in the April newsletter, accessible parking for Town Square access, and safety concerns at the recycling bins.

Moved by Councillor Chorley and seconded by Councillor Boyé that Hampton Council direct the Public Works and Utility Department to add an additional accessible parking space at the Keirstead Ave end of the parking lot by the Visitor Information Centre as recommended by the Public Works and Utility Advisory Committee.

MOTION CARRIED

11.9 Protective Services Committee – Fire-Rescue/EMO

Councillor Beach advised that the committee met on April 10, 2024, and summarized the minutes as presented, noting the Fire By-law was reviewed.

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that Hampton Council accept the Economic Development and Tourism Advisory, Leisure Services and Facilities Advisory, Environment Advisory, Hampton Emergency Measures Organization, Age-Friendly Communities Advisory, Planning Advisory, Health Care, Public Works and Utilities Advisory, Protective Services – Fire-Rescue/EMO, and Joint Health and Safety Committees minutes as presented.

MOTION CARRIED

12. APPROVAL OF REPORTS

12.1. Dog Constable Report

Councillor Beach provided an overview of the Animal Control Report, noting that one incident had been investigated.

12.2. Building Permit Report

Councillor Tompkins provided an overview of the Building Permit Report, including an update on permits issued and stats in comparison to last year.

12.3. Fire-Reports (Hampton and Nauwigewauk)

Councillor Beach provided an overview of the Fire Reports from Hampton Fire-Rescue and Nauwigewauk Fire-Rescue Departments noting there were 21 calls for Hampton Fire-Rescue and 8 calls for Nauwigewauk Fire-Rescue. It was also noted that Nauwigewauk Fire Department held their annual mulch sale in support of Muscular Dystrophy.

12.4. Financial Reports

Mayor Doucet provided an overview of the Financial Reports.

Moved by Councillor Trecartin and seconded by Councillor Tompkins that Hampton Council approve the Financial Statements ending April 30, 2024, as presented.

MOTION CARRIED

12.5. Communication Report

Mayor Doucet provided an overview of the Communication Report

Moved by Deputy Mayor Salgado and seconded by Councillor Chorley that Hampton Council approve the Dog Constable Report, Building Permit Report, Fire-Rescue Reports (Hampton & Nauwigewauk), Financial Reports and Communications Report as presented.

MOTION CARRIED

13. APPROVAL OF ACCOUNTS

Moved by Councillor Trecartin and seconded by Councillor Boyé that Hampton Council approve the April 2024 Approval of Accounts listing in the amount of $ 836,474.64.

MOTION CARRIED

14. NEW BUSINESS

14.1. Human Resources

Moved by Councillor Tompkins and seconded by Councillor Beach that Hampton Council adopt the updated Policy HR1001 Safety Policy Statement as presented by the Director of Finance and Human Resources.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that Hampton Council adopt the updated Policy HR1002 Respectful Workplace Policy as presented by the Director of Finance and Human Resources.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Trecartin to reclassify Riley Cosman to permanent full-time employment status as of May 13th, 2024, after successfully completing her probationary period with a rate of pay as per schedule "A" Wage Scale – Communications Coordinator dated November 14th, 2023.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Trecartin to reclassify Connor Carson to permanent full-time employment status as of May 13th, 2024, after successfully completing his probationary period with a rate of pay as per schedule "A" Wage Scale – Maintenance Worker dated May 13th, 2024.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Beach to reclassify Joanne Appleby to permanent full-time employment status as of May 13th, 2024, after successfully completing her probationary period with a rate of pay as per

schedule "A" Wage Scale – Administrative Assistant – Public Works/Town Hall, Fire & EMO dated May 13th, 2024.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Boyé to reclassify Lydia Gendron to permanent full-time employment status as of May 13th, 2024, after successfully completing her probationary period with a rate of pay as per schedule "A" Wage Scale – Administrative Assistant – Planning, dated May 13th, 2024.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Chorley to reclassify Melissa Johnston to permanent full-time employment status as of May 13th, 2024, after successfully completing her probationary period with a rate of pay as per schedule "A" Wage Scale – Assistant Horticulturist, dated May 13th, 2024.

MOTION CARRIED

14.2 <u>Insurance Tender</u>

Moved by Councillor Trecartin and seconded by Councillor Boyé that Hampton award tender for Broker, Insurance, and Risk Management Services Program (RFP#: HAM-TH-2024-04) to Arthur J. Gallagher Canada Limited per the terms and conditions of their 2024 proposal for an annual premium price of $129,801.00 plus any applicable tax for a one-year term commencing on June 1, 2024, and ending on May 31, 2025. Hampton reserves the right to renew the insurance contract with Arthur J. Gallagher Canada Limited for a maximum of four (4) additional one-year terms if there is no substantial change in rates, services, or coverage.

MOTION CARRIED

14.3 <u>Lease Agreements</u>

Moved by Councillor Boyé and seconded by Councillor Tompkins that Hampton renew the commercial lease agreement with the Charlotte County Development

Corporation Inc., for a term beginning May 1, 2024, and ending April 30, 2027.

MOTION CARRIED

Moved by Councillor Chorley and seconded by Deputy Mayor Salgado that Hampton enter into a commercial lease agreement with Osprey Adventures, for a term beginning June 1, 2024, and ending October 31, 2024.

MOTION CARRIED

14.4 Cobblehill Subdivision

Arthur McCarthy, Director of Planning, Engineering and Development, provided an overview of the proposed plan for the Cobblehill Subdivision.

Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that Hampton Council refer the proposed subdivision "Cobblehill – phase 1" to the following advisory committees for review and recommendations:

1. **Public Works and Utilities Advisory Committee;**
2. **Leisure Services and Facilities Advisory Committee;**
3. **Environment Advisory Committee; and**
4. **Planning Advisory Committee.**

MOTION CARRIED

15. OUTSTANDING ISSUES

There were none.

16. ADJOURNMENT

There being no further business, the meeting of Council was adjourned at 8:51 p.m.

Moved by Councillor Beach that the Town of Hampton adjourn the council meeting of May 14, 2024.

MOTION CARRIED

APPROVED BY:

HAMPTON INCORPORATED 1966 NEW BRUNSWICK

Robert Doucet
Mayor

Richard Malone
Chief Administrative Officer/Clerk