HAMPTON
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HAMPTON COUNCIL MEETING
JUNE 11, 2024

A closed session of Council was held preceding the regular Council meeting, commencing at 5:32 pm and adjourned at 6:58 pm. A meeting of Council was held June 11, 2024, in the Council Chambers commencing at 7:02 pm and adjourned at 8:23 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
Mike Raeburn, Director of Public Works and Utilities
Sara Barnett, Assistant Director of Leisure Services and Facilities
Riley Cosman, Communications Coordinator
Lori McNiven, Administrative Assistant, Leisure Services and Facilities
Jessie Dean, Executive Assistant to the CAO
Lisa Richard, Administrative Assistant, Clerk's Office

DELEGATIONS: Cpl. Mark Ward and Cpl. Justin Finlay, 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 5:32 p.m. and adjourned the closed session at 6:58 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	5
d)	The proposed or pending acquisition or disposition of land	
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	1
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	3
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	1

OPEN SESSION

2. CALL TO ORDER

Mayor Doucet called the meeting to order at 7:02 pm.

3. SILENT MOMENT OF REFLECTION

Mayor Doucet led Council through a moment of silent reflection.

4. APPROVAL OF AGENDA

It was noted by the Clerk, Richard Malone, that Item 14.5: RFP HAM-2024-02 Phase 2 was removed from the original posted agenda and replaced with Item 14.5: Hampton Street Upgrades 2023 Contract.

Moved by Councillor Beach and seconded by Councillor Boyé that the agenda of the June 11, 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. Cpl. Mark Ward, Hampton RCMP

Cpl. Mark Ward of the Hampton RCMP Detachment introduced a new member of the detachment, Cpl. Justin Finlay. Cpl. Finlay provided some background information about himself and was welcomed to the community by Council members. Cpl. Ward noted that there have been increased bicycle patrols in town with officers participating in the recent bike rally for Grade 5 students from Hampton Elementary School. Cpl. Ward proceeded to review the statistics for May noting that there was a break & enter on town property and that a suspect has been identified. The detachment recently assisted with the ladies triathlon event held in Hampton and will be assisting with other upcoming events such as the Hampton High School grand march and the Hampton Lions Club car show.

6.2. Sara Barnett, Assistant Director of Leisure Services and Facilities, and Lori McNiven, Administrative Assistant Leisure Services and Facilities

Sara Barnett and Lori McNiven provided an overview of the schedule of events planned for Canada Day in Hampton. Due to the fact the Canada Day falls on Monday this year, there are many events scheduled to take place over the course of the weekend leading up to the holiday. Sara noted that the fireworks are scheduled to take place on Sunday June 30th, which may allow for more flexibility for those wishing to attend the display. There will be events taking place in many venues around town geared towards all age groups. Alternate arrangements have been made in case of bad weather so events will be taking place rain or shine.

6.3. Michele Klein and Sherilyn Batchelder, Scott Telecom Services Ltd.

Michele Klein and Sherilyn Batchfelder provided an overview of the proposed site location at 368 William Bell Drive for the Rogers Wireless Telecommunications Tower. Sixteen notification packages were sent out to property owners within a 120m radius of the site, and a notice was published in the local newspaper. No feedback was received as a result of these notices. The reason for the tower is to increase coverage in the area. Co-locating the proposed tower with existing towers was not possible as coverage objectives would not be met. As per recommendations received from town Staff and Advisory Committees, the proposed tower location was moved to the south away from William Bell Drive, the proposed self-support structure was revised to monopole and the tower height was reduced from 60m to 35m (40m including lightning rod). To move forward, Scott Telecom Services Ltd., requested that Council issue a letter of concurrence to Innovation,

Science and Economic Development Canada. The next step would be to contact vendors to order equipment with an anticipated completion date sometime in 2025.

7. ADOPTION OF MINUTES

7.1. Regular Council Meeting Minutes May 14, 2024

Moved by Councillor Trecartin and seconded by Councillor Tompkins that the minutes of the May 14, 2024, Regular Council Meeting be adopted.

MOTION CARRIED

7.2. Special Council Meeting Minutes May 29, 2024

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that the minutes of the May 29, 2024, Special Council Meeting be adopted.

MOTION CARRIED

8. BUSINESS ARISING FROM MINUTES

8.1 Rogers Tower

Arthur McCarthy, Director of Planning, Engineering and Development, reviewed the background information leading up to this stage of the project. It was noted that the application meets the consultation requirements as per Hampton's Antenna System Siting Policy, aligns with strategies outlined in the Municipal Plan and Zoning By-law and has received recommendation from all standing committees.

Moved by Councillor Chorley and seconded by Councillor Trecartin that Hampton Council issue a letter of concurrence to Innovation, Science and Economic Development Canada regarding the Rogers Wireless Telecommunication Site proposal for 368 William Bell Drive with the following considerations:

1. **Issue a letter of concurrence to ISED Canada stating that the proposal satisfies the requirements as set out in Hampton's Antenna System Siting Policy**
2. **Include the following conditions in the letter of concurrence:**
   a. **The applicant finalizes the development approval as per the Hampton Zoning By-law HAM-2023-16**
   b. **The applicant obtains a building permit prior to construction as per the Hampton Building By-law 214-20**
   c. **The applicant obtains a signage permit prior to placement of any signage as per the Hampton Signage By-law 165-05**

MOTION CARRIED

8.2 Cobblehill Subdivision – Phase 1

Arthur McCarthy, Director of Planning, Engineering and Development, provided an overview of the proposed subdivision plan to develop 18 Medium Density Residential

"R2" lots on PID 30358238 off William Bell Drive which includes one multi-unit building lot, thirteen small one-unit dwelling lots, and four semi-detached lots. The plan was referred to the standing committees for review and recommendation. Staff is recommending that Council approve the tentative Cobblehill Subdivision Phase 1 plan with consideration given to recommendations put forth by the standing committees.

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council approve the tentative Cobblehill Subdivision Phase 1 with consideration to the following:

1. **A pedestrian lane is included within street cross-section for safety, as recommended by PWUC.**
2. **Accepting land, as shown on DWG 24039OVA date 2024-04-01, as Land for Public Purpose that is illustrated outside the Public Utility Easement, recommended by LSAC and PAC.**
3. **Accepting land, as shown on DWG 24038OVA date 2021-04-01, as Land for Public Purpose that is illustrated within the Utility Easement conditional on the approval of NB Power for the intended use of recreation, as recommended by LSAC and PAC.**
4. **Adjustment of the proposed central corridor, as shown on DWG 24038OVA date 2021-04-01, intended for development connectivity and active transportation, to be in-line with the central street across from future lot A-22, as recommended by LSAC.**
5. **A Stormwater Management Plan to meet the requirements in the Town of Hampton Stormwater Management Guidelines as recommended by EAC.**
6. **An acceptable water study to meet the requirements of the New Brunswick Department of Environment and Local Government, as recommended by EAC.**
7. **The developer consider the following, as recommended by EAC:**
   a. **The builder(s) to construct energy efficient homes in keeping with Hampton's Partners for Climate Protection Program**
   b. **To install lights with full cut off (no light emitted above horizontal)**
   c. **Aims for maximum preservation of vegetation**
   d. **The development incorporates connectivity to William Bell Drive for Active Transportation along the utility easement.**
8. **Council accepts the proposed public streets, Coach Light Drive and Bridle Creek Drive, as shown in the Tentative Plan following confirmation from NB 911 that names are not reserved and/or in use, as recommended by PAC.**
9. **Buffering between adjacent commercial properties and the new residential development and residential as required by the Hampton Zoning By-law, as recommended by PAC.**

10. **The developer enters into a developer's agreement with Hampton, as recommended by PAC.**
11. **Engineering design of municipal infrastructure to meet the requirements of the Town of Hampton Standard Specification, as recommended by Hampton's Technical Staff.**

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.

Richard Malone, Town Clerk, noted that no additional feedback was received since the second reading of By-law HAM-2024-18.

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council proceed with the third and final reading of By-law HAM-2024-18: A By-law to Amend the Hampton Zoning By-law HAM-2023-16 as presented.

MOTION CARRIED

Town Clerk, Richard Malone performed the third and final 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 Boyé that Hampton Council adopt and enact the third and final 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-2024-06: 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, advised that final review of the By-law by the Protective Services Fire-Rescue/EMO Committee was pending.

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that Hampton Council postpone the third and final 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 until final comments have been received from the Protective Services Fire-Rescue/EMO Committee.

MOTION CARRIED

10. CORRESPONDENCE LIST

#	From	Subject Matter	Motion
24-048	Wendy McGee	Request for caution signage at the entrance to Ivan Court advising motorists to watch for children at play.	**Moved by Councillor Tompkins and seconded by Councillor Trecartin that correspondence 24-048 be referred to the Public Works and Utilities Advisory Committee for recommendation.** **MOTION CARRIED**
24-049	Hon. Mary E. Wilson, Minister of Service New Brunswick	Response to Mayor Doucet's letter of March 14, 2024, regarding property tax insert.	**Moved by Councillor Beach and seconded by Councillor Chorley that correspondence 24-049 be referred to the Finance Department for consideration.** **MOTION CARRIED**
24-050	Alex Saunders, President Saint John Pride	Request to raise pride flag during pride celebrations from August 9 – 18, 2024.	**Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council refer correspondence 24-050 to the Economic Development and Tourism Department to coordinate with Saint John Pride by raising the pride flag from August 9 to 18, 2024 and on the potential hosting of a flag raising event.** **MOTION CARRIED**
24-051	Tom Bateman, Manager, Public Affairs for CN	Response to Council's request for mechanical means of vegetation control along the rail line within the boundaries of Hampton.	**Moved by Councillor Chorley and seconded by Councillor Boyé that correspondence 24-051 be received and filed.** **MOTION CARRIED**
24-052	Robert Finch, Dominion Chairman, The Monarchist League of Canada	Invitation to display the League's portrait of King Charles.	**Moved by Councillor Beach and seconded by Deputy Mayor Salgado that correspondence 24-052 be received and filed.** **MOTION CARRIED**
24-053	Darrell Ruttle	a. Street sign at the corner of Albert and St. James streets. b. Gravel at the end of the boat ramp	**Moved by Councillor Tompkins and seconded by councillor Boyé that correspondence 24-048 be referred to the Public Works and Utilities Advisory Committee for recommendation.** **MOTION CARRIED**

24-054	Linda Yeomans, PVE Secretary	Request to close Oakleaf Lane on August 14th from 4 – 7pm for a neighbourhood BBQ.	**Moved by Councillor Chorley and seconded by Councillor Trecartin that Hampton Council approve the request of the Pleasant View Estates Homeowners Association to close Oakleaf Lane on August 23rd from 4 pm to 7 pm for a Neighbourhood BBQ and refer to the Public Works and Utilities Department for supplying necessary barricades.** **MOTION CARRIED**
24-055	Hon. Mike Holland, Minister of Natural Resources and Energy Development	Renewal of the New Brunswick biodiversity strategy.	**Moved by Councillor Boyé and seconded by Councillor Tompkins that correspondence 24-055 be referred to the Environment Committee for recommendation to staff.** **MOTION CARRIED**
24-056	Jennifer Wilkins, Assistant Deputy Minister, Local Government	*Local Governance Commission Act* proclaimed on May 15, 2024.	**Moved by Councillor Trecartin and seconded by Councillor Beach that correspondence 24-056 be received and filed.** **MOTION CARRIED**
24-057	Arnold Hopper	Thank you letter regarding action taken in response to correspondence submitted earlier this year (24-019)	**Moved by Councillor Chorley and seconded by Deputy Mayor Salgado that correspondence 24-057 be received and filed and a copy be sent to the Public Works and Utilities Committee.** **MOTION CARRIED**
24-058	Tim Hayes	Proposal for boxing event to be held at the Hampton Community Center	**Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council provide the Royal Canadian Legion Branch #28 approval to apply for a liquor license for a KV Golden Gloves Boxing Club event scheduled for June 22, 2024 from 6 pm until 11 pm at the Hampton Community Centre, contingent KV Golden Gloves Boxing Club providing security throughout the event and particularly at the entrance and exits of the facility in order to control access.** **MOTION CARRIED**

24-059	Bruce Norris	Zoning concerns regarding proposed kennel at 1271 Rte 860.	**Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council refer correspondence 24-059 to Staff for recommendation regarding possible amendments to the zoning by-law for kennels.** **MOTION CARRIED**

11. REPORTS FROM COMMITTEES

11.1. Economic Development Committee

Councillor Beach advised that the committee met on May 21, 2024, and referred to the minutes as presented. It was noted that an event may be held in the Fall to acquaint newcomers with area businesses.

11.2. Leisure Services Advisory Committee

Deputy Mayor Salgado advised that the committee met on May 27, 2024, and referred to the minutes as presented, noting the following items were discussed; access to ice times for users, resurfacing of the basketball court by the High School, installation of new lights at the High School ball field, new pool heater installed, pool registrations, swim at school program includes HRVES this year, HHS Grand March to be held June 18th, and progress on the new facility.

11.3. Environment Committee

Councillor Boyé advised that the committee met on May 21, 2024, and referred to the minutes as presented.

Moved by Councillor Boyé and seconded by Councillor Trecartin that Hampton Council follow up with the Department of Environment and Local Government regarding correspondence sent on March 13, 2024, regarding the former dumpsite on Robertson Road.

MOTION CARRIED

11.4. Age Friendly Community Advisory Committee

Councillor Trecartin advised that the committee met on May 15, 2024, and referred to the minutes as presented.

Moved by Councillor Trecartin and seconded by Councillor Tompkins that Hampton Council refer the request to the Leisure Services and Facilities Department to secure 1 or 2 accessible portable washroom facilities for the 2024 season for consideration.

MOTION CARRIED

11.5 Planning Advisory Committee

Councillor Tompkins advised that the committee met on May 28, 2024, and referred to the minutes as presented.

11.6 Hampton Emergency Measures Organization Committee

Councillor Boyé advised that the committee met on May 27, 2024, and referred to the minutes as presented, noting that the summer meeting schedule and website review were discussed.

11.7 Public Works and Utilities Advisory Committee

Councillor Chorley advised that the committee met on May 22, 2024, and referred to the minutes as presented.

Moved by Councillor Chorley and seconded by Councillor Boyé that Hampton Council direct the Public Works and Utilities Department to initiate the Speed Management Process as per the Hampton Speed Management Guideline Policy on Centennial Road as recommended by the Public Works and Utilities Advisory Committee.

MOTION CARRIED

11.8 Finance Committee

Mayor Doucet advised that the committee met on June 5, 2024, and referred to the minutes as presented.

Moved by Councillor Chorley and seconded by Councillor Trecartin that Hampton Council accept the Economic Development and Tourism Advisory, Leisure Services and Facilities Advisory, Environment Advisory, Age-Friendly Communities Advisory, Planning Advisory, Hampton Emergency Measures Organization, Public Works and Utilities Advisory, Finance, 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 possible overlap of services between the local and provincial NBSPCA contracts needs to be reviewed.

12.2. Building Permit Report

Councillor Tompkins provided an overview of the Building Permit Report.

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 12 calls for Hampton Fire-Rescue and 8 calls for Nauwigewauk Fire-Rescue. Councillor Beach advised that Chief Raeburn expressed his appreciation for the support he received during his recent bereavement leave. It was also noted that Nauwigewauk Fire-Rescue recently raised $10,000.00 for Muscular Dystrophy with their annual mulch sale. The Department was awarded the Muscular Dystrophy Change Maker Award by Muscular Dystrophy Canada for their efforts.

12.4. Financial Reports

Mayor Doucet provided an overview of the Financial Reports.

Moved by Deputy Mayor Salgado and seconded by Councillor Chorley that Hampton Council approve the Financial Statements ending May 31, 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 Trecartin 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 May 2024 Approval of Accounts listing in the amount of $ 1,368,790.48.

MOTION CARRIED

14. NEW BUSINESS

14.1. <u>2023 Annual Report</u>

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that Hampton Council approve the 2023 Hampton Annual Report and submit to the Department of Environment and Local Government pursuant to section 105 of the *Local Governance Act* and *Regulation 2018-54*.

MOTION CARRIED

14.2 Relocation of Blue Bins Recycling Bins

Moved by Councillor Chorley and seconded by Councillor Boyé that Hampton relocate the recycling Blue Bins from William Bell Drive to the Works Garage at 89 Logie Drive beginning on July 15th, 2024.

MOTION CARRIED

14.3 Human Resources

Moved by Councillor Tompkins and seconded by Councillor Beach that Hampton Council approve the "Leave Without Pay" request for Firefighter/ EMO Coordinator, Lt. Ben LeBlanc for the period of June 24th, 2024, to July 27th, 2025, as recommended by the Human Resources Committee.

MOTION CARRIED

Moved by Councillor Thompkins and seconded by Councillor Trecartin that Hampton Council appoint Ben LeBlanc as Volunteer EMO Coordinator for the period of June 24th, 2024, to December 31st, 2024, as recommended by the Human Resources Committee.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council adopt the updated Policies HR1003 Managing Workplace Violence, HR1004 Employee Code of Conduct & Ethics, HR1005 Constructive Discipline HR1006 Human Resources Management, and HR1007 Human Resources Records as presented by the Director of Finance and Human Resources.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council accept the resignation of David Hanson as By-law Enforcement Officer effective May 31, 2024.

MOTION CARRIED

14.4 77 St. Andrews Street By-law Enforcement

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council does not proceed with implementing section 61 of the Community Planning Act regarding the non-conforming use on PID 30224430 as recommended by the Director of Planning Engineering and Development/Development Officer/Lead Enforcement Officer.

MOTION CARRIED

14.5 Hampton Street Upgrades 2023 Contract

Moved by Councillor Chorley and seconded by Councillor Beach that, at the request of Fairville Construction Ltd., Hampton close the 2023 Hampton Street Upgrades contract with Fairville Construction Ltd. as of October 27, 2023. Based on scheduling issues with CN Rail, the remaining work to be completed on the rail crossings of Elizabeth Avenue and Main Street will be excluded from the contract, to be scheduled and tendered at a future date.

MOTION CARRIED

15. OUTSTANDING ISSUES

There were none.

16. ADJOURNMENT

There being no further business, the meeting of Council was adjourned at 8:23 p.m.

Moved by Councillor Beach that the Town of Hampton adjourn the council meeting of June 11th, 2024.

MOTION CARRIED

APPROVED BY:

Robert Doucet
Mayor

Richard Malone
Chief Administrative Officer/Clerk

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