



HAMPTON COUNCIL MEETING OCTOBER 8, 2024

A closed session of Council was held preceding the regular Council meeting, commencing at 5:33 p.m. and adjourned at 7:00 p.m. A meeting of Council was held October 8th, 2024, in the Council Chambers commencing at 7:06 p.m. and adjourned at 8:30 p.m. A closed session of Council was reconvened after the regular Council meeting at 8:30 p.m. and adjourned at 8:45 p.m.

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
Mark Cormier, Acting Director of Public Works and Utilities
Arthur McCarthy, Director of Planning, Engineering & Development
Chris White, Director of Economic Development and Tourism
Riley Cosman, Communications Coordinator
Jessie Dean, Executive Assistant to the CAO
Lisa Richard, Administrative Assistant, Clerk's Office

1. CLOSED SESSION

In accordance with Section 68(1) of the *Local Governance Act*, Mayor Doucet called the closed session to order at 5:33 p.m. and adjourned the closed session at 7:00 p.m. The closed session was reconvened after the regular Council meeting at 8:30 p.m. and adjourned at 8:45 p.m. During that time, a number of issues were discussed and the confidential information from such discussions was classified as follows:

Subsection Category
of 68 (1)

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* 3
- 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 3
- d) The proposed or pending acquisition or disposition of land 2
- 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 1
- 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 4

OPEN SESSION

2. CALL TO ORDER

Mayor Doucet called the meeting to order at 7:06 pm.

3. SILENT MOMENT OF REFLECTION

Mayor Doucet led Council through a moment of silent reflection.

4. APPROVAL OF AGENDA

Moved by Councillor Chorley and seconded by Councillor Boyé that the agenda of the October 8th, 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. Hampton RCMP – Unable to attend

6.2. Riley Cosman, Communications Coordinator

Riley Cosman, Communications Coordinator, gave an overview of the 2025 Communications Strategy for Hampton. The strategy examines the different types of messaging to residents such as town-focused information, regional information and emergency information. It also outlines the where or how information is communicated such as via newsletters, Hampton's website, or social media channels. Timing and transparency are extremely important factors to consider when communicating information to residents. It is vital to be proactive and templates are being developed to be used in various situations. The strategy aims to enhance audience engagement, increase transparency and ensure consistency across platforms. To achieve these goals a number of media strategies are being undertaken such as the revamping of Hampton's website, a media campaign highlighting the new Multipurpose Facility, and enhancing communication to the community around Council activities by utilizing pre-made social media templates that can be updated regularly. Streamlining communications with internal departments and community groups will also enhance efficiency and clarity around roles and resources.

6.3. Chris White, Director of Economic Development and Tourism

Chris White, Director of Economic Development and Tourism, presented the updated Economic Development and Tourism Advisory Committee Action Plan for 2025 – 2028. The plan aims to retain and support existing business, attract new and complimentary business and maintain the community's inherent small-town charm by promoting economic vitality, developing cultural amenities to attract visitors and strengthening relationships between the municipality, residents, the Hampton Area Chamber of Commerce and the business community.

The plan outlines the following four goals:

- Increase residential development
- Expand commercial development
- Promote Hampton as a place to live
- Regional collaboration between Envision SJ, FRSC, and the Port of Saint John.

Action items associated with each goal are tied to Hampton's Municipal Plan and assigned to Committee members. Some of the initiatives outlined include developing e-storefront grants, promoting expanded use of the Visitor Information Centre, productizing our existing assets such as our blue trails (waterways), developing welcome packages for new

residents, and leveraging relationships through regional collaboration to realize maximum benefits of potential grants and opportunities for growth.

7. ADOPTION OF MINUTES

7.1. Regular Council Meeting September 10, 2024

Moved by Councillor Beach and seconded by Councillor Trecartin that the minutes of the September 10, 2024, Regular Council Meeting be adopted.

MOTION CARRIED

7.2. Special Council Meeting September 24, 2024

Moved by Councillor Tompkins and seconded by Councillor Boyé that the minutes of the September 24, 2024, Special Council Meeting be adopted.

MOTION CARRIED

8. BUSINESS ARISING FROM MINUTES

8.1 Correspondence 24-090 from Keith Copeland

Moved by Councillor Boyé and seconded by Councillor Chorley that Hampton Council remove Keith Copeland's name from the James Hovey Award as the 2023 recipient as per his request outlined in correspondence 24-090.

MOTION CARRIED

9. READING OF BY-LAWS

9.1 By-Law HAM-2024-19: Building By-Law

Arthur McCarthy, Director of Planning, Engineering, and Development provided an overview of the report provided by the Planning, Engineering and Development Department outlining the minor changes made to the Building By-Law since the first and second reading. The new By-Law will provide consistency and improved regulating standards for the construction of buildings across the expanded boundaries of Hampton, following the *Local Government Reform Act* (LGRA) in 2023 and provincial adoption of the *Building Code Administration Act* (BCAA) in 2021. Prior to local reform, construction of buildings was regulated by Building By-Law 214-20 in Ward 2 (former Town of Hampton) and Regulation 2021-2 under the BCAA in Wards 1 and 3. The draft By-Law was posted on Hampton's website for public examination for a period of two weeks prior to this proposed third and final reading. No comments were received from the public regarding the draft By-Law during this period.

Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that Hampton Council proceed with the third and final reading of Building By-Law No. HAM-2024-19 as presented with the following changes incorporated as recommended in the memo to Council, subject Building By-Law Update, by the Planning, Engineering and Development Department:

- A. Delete the policy reference numbers under section 17c), 18a) and 25c) i;
- B. Delete the “Sub” portion of the word “Subsection” throughout Section 35;
- C. Page 6, Section 14b) - Delete the word “is”;
- D. Page 7, Section 19 and Section 22 - Addition of a policy reference “...in accordance with Hampton Commercial Buildings Policy”;
- E. Page 7, Section 19e) - Addition of number “v.”;
- F. Page 8, Section 24a) - Addition of the word “the”; and
- G. Page 10, Section 31e) – Delete the word “Home” and replace with “Building”.

MOTION CARRIED

Richard Malone, Clerk, performed the third and final reading of Building By-Law No. HAM-2024-19.

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council adopt and enact the third and final reading of the Building By-Law No. HAM-2024-19. Upon this third reading of Building By-law No. HAM-2024-19, Town of Hampton By-law No. 214-20 Building By-law, enacted on May 12, 2020, and amendments thereto, is hereby repealed.

MOTION CARRIED

10. CORRESPONDENCE LIST

#	From	Subject Matter	Motion
24-095	Vance White, Assistant Deputy Minister (Public Affairs), Dept. of National Defence	Invitation to participate in The National Veterans’ Week Speakers Program (NVWSP)	Moved by Councillor Beach and seconded by Deputy Mayor Salgado that correspondence 24-095 be referred to the Hampton Community Club for possible inclusion in programming for the community library. MOTION CARRIED
24-096	Senator Jim Quinn	Request to nominate a local candidate to be considered for the King Charles III Coronation Medal. The Medal will be	Moved by Councillor Trecartin and seconded by Councillor Tompkins that Hampton Council submit a nominee for the King Charles III Coronation Medal to Senator Jim Quinn for consideration. MOTION CARRIED

		awarded to deserving individuals for their contributions to their community, Canada, or the world.	
24-097	Hon. Rob Moore, MP	Request to nominate local candidates to be considered for the King Charles III Coronation Medal. The Medal will be awarded to deserving individuals for their contributions to their community, Canada, or the world.	Moved by Councillor Tompkins and seconded by Councillor Chorley that Hampton Council submit nominees for the King Charles III Coronation Medal to the Hon. Rob Moore, MP, for consideration. MOTION CARRIED
24-098	Dave Harrison, Coach of the Hampton High School Men's Hockey Team	Request for complimentary advertising on the electronic sign at the Community Center and financial sponsorship of the team for the 2024-2025 season.	Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that correspondence 24-098 be received and filed. MOTION CARRIED *It was noted that complimentary advertising on the electronic sign at the Community Center will be provided.
24-099	Jennifer Calvin, Breasts Ahoy Southern New Brunswick Breast Cancer Survivor Dragon Boat Team	Request for donation of goods or services for an auction being held on October 19, 2024, at East Coast Pub to raise funds for Breasts Ahoy, Southern New Brunswick's Breast Cancer Survivor Dragon Boat Team. Funds raised will go towards the	Moved by Councillor Trecartin and seconded by Councillor Tompkins that Hampton Council donate appropriate town swag to the auction being held on October 19, 2024, in support of Breasts Ahoy's fundraising efforts for their participation in the International Breast Cancer Paddling Commission's Festival in Aix-les-Bains, France in 2026. MOTION CARRIED

		team's participation in the International Breast Cancer Paddling Commission's Festival in Aix-les-Bains, France in 2026.	
24-100	Gabrielle Corasaniti, Hampton High School Swim Team	Request for sponsorship of the Hampton High School Swim Team to help cover the costs of swim caps and team t-shirts.	Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that correspondence 24-100 be received and filed. MOTION CARRIED

11. REPORTS FROM COMMITTEES

11.1. Age-Friendly Community Advisory Committee

Councillor Trecartin advised that the committee met on September 11, 2024, and referred to the minutes as presented.

Moved by Councillor Trecartin and seconded by Councillor Tompkins that Hampton Council accept the resignation of member Leslie O'Brien from the Age-Friendly Community Advisory Committee effective immediately.

MOTION CARRIED

11.2. Economic Development and Tourism Advisory Committee

Councillor Beach advised that the committee met on September 17, 2024, and referred to the minutes as presented.

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that Hampton Council accept the updated Economic Development & Tourism Committee Action Plan: 2025-2028 as presented.

MOTION CARRIED

11.3. Public Works & Utilities Advisory Committee

Councillor Chorley advised that the committee met on September 18, 2024, and referred to the minutes as presented.

Moved by Councillor Chorley and seconded by Councillor Boyé that Hampton Council utilize the Traffic Calming Process in the spring/summer of 2025 to address

concerns raised in correspondence 24-076 regarding crosswalk safety on Main Street next to the Town Square.

MOTION CARRIED

11.4. Health Care Committee

Richard Malone, CAO/Clerk, advised that the committee met on September 23, 2024, and referred to the minutes as presented.

11.5. Leisure Services Advisory Committee

Deputy Mayor Salgado advised that the committee met on September 23, 2024, and referred to the minutes as presented.

Moved by Deputy Mayor Salgado and seconded by Councillor Trecartin that Hampton Council accept Eliane Knox as a member of the Leisure Services Advisory Committee for a three (3) year term ending in December 2027 as per the recommendation of the members of the Leisure Services Advisory Committee.

MOTION CARRIED

11.6. Hampton Emergency Measures Organization Committee

Councillor Boyé advised that the committee met on September 23, 2024, and referred to the minutes as presented.

11.7. Planning Advisory Committee

Councillor Tompkins advised that the committee met on September 24, 2024, and referred to the minutes as presented.

11.8. Finance Committee

Mayor Doucet advised that the committee met on October 2, 2024, and referred to the minutes as presented.

Moved by Deputy Mayor Salgado and seconded by Councillor Beach that Hampton Council approve a donation of \$100.00 in support of Junior Achievement New Brunswick as per the recommendation of the Finance Committee.

MOTION CARRIED

Moved by Deputy Mayor Salgado and seconded by Councillor Trecartin that Hampton Council approve the purchase of a 1/8-page full colour ad in the Canadian Mental Health Association of NB – Mental Health Awareness Guide in the amount of \$250.00 (HST included) as per the recommendation of the Finance Committee.

MOTION CARRIED

Moved by Councillor Trecartin and Councillor Tompkins that Hampton Council approve the Schedule B Planning, Engineering and Development Rates 2025 as presented, as per the recommendation of the Finance Committee.

MOTION CARRIED

Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that Hampton Council approve the Schedule D Hampton Student Staff Wage Scale 2025 as presented, as per the recommendation of the Finance Committee.

MOTION CARRIED

Moved by Councillor Beach and seconded by Deputy Mayor Tompkins that Hampton Council accept the Age-Friendly Community Advisory, Economic Development and Tourism Advisory, Public Works and Utilities Advisory, Health Care, Leisure Services Advisory, Hampton Emergency Measures Organization, Planning 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.

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 15 calls for Hampton Fire-Rescue and 9 calls for Nauwigewauk Fire-Rescue in the month of September.

Moved by Councillor Beach and seconded by Councillor Tompkins that Hampton Council accept the resignation of Lt. Keith Judge from the Hampton Fire-Rescue Department, effective immediately, as per the recommendation of Hampton Fire-Rescue Chief Mike Raeburn.

MOTION CARRIED

12.4. Financial Reports

Mayor Doucet referred to the financial reports as presented.

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

MOTION CARRIED

12.5. Communication Report

Mayor Doucet referred to the Communication Report as presented.

Moved by Councillor Beach and seconded by Deputy Mayor Salgado 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 Chorley and seconded by Councillor Boyé that Hampton Council approve the September 2024 Approval of Accounts listing in the amount of \$3,029,883.12.

MOTION CARRIED

14. NEW BUSINESS

14.1. Planning, Engineering, and Development Policies

Arthur McCarthy, Director of Planning, Engineering, and Development gave a brief overview of the Building Permitting and Inspection Policy (No. 2024-01-BPIP), the Manufactured Building Policy (No. 2024-02-MBP), and the By-Law Enforcement Policy (No. 2024-03-BEP) which have been developed in conjunction with Building By-Law No. HAM-2024-19. The purpose of the Building Permitting and Inspection Policy is to define the responsibilities of the Building Inspector with respect to administration of the Building Code, and to provide further details with respect to the building permit program. The purpose of the Manufactured Building Policy is to prescribe minimum standards and requirements for establishing a manufactured building within Hampton including site preparation, clearance, foundation, anchorage, access, and finishes. The policy also addresses safe occupancy of a modular, mobile and/or mini home. The purpose of the By-Law Enforcement Policy is to provide a general outline of the responsibilities for the applicable Enforcement Officer which may include the Building Inspector, By-Law Enforcement Officer, Development Officer and/or others appointed by Council.

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council adopt Policy No. 2024-01-BPIP Building Permitting and Inspection Policy, Policy No. 2024-02-MBP Manufactured Building Policy, and Policy No. 2024-03-BEP By-Law Enforcement Policy as presented by the Director of Planning, Engineering & Development

MOTION CARRIED

14.2. Community Grant Applications

Councillor Boyé declared a Conflict of Interest at this point of the meeting and left the Council Chamber.

Moved by Councillor Trecartin and seconded by Councillor Beach that Hampton Council approve the Greater Hampton 50/50 Grant Application from the Hampton Curling Club in the amount of \$1,500.00.

MOTION CARRIED

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that Hampton Council approve the Greater Hampton 50/50 Grant Application from the Upham Women's Institute in the amount of \$1,500.00.

MOTION CARRIED

Councillor Boyé returned to the meeting.

14.3. Transfer of Utility Fund GIC's

Moved by Councillor Beach and seconded by Deputy Mayor Salgado to cash and transfer the following Utility fund GIC's #1711282 & #1711308, upon Maturity, November 30th, 2024, in the amount of \$31,261.19, plus interest, and deposit the funds into the town of Hampton's general operating account, #601940029815.

MOTION CARRIED

14.4. Residential Solid Waste Collection & Disposal Wards 1 & 3

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton award RFP HAM-PW-2024-03 for Residential Solid Waste Collection and Disposal Services – Hampton Wards 1 and 3 to Miller Waste Systems Inc. for a price of \$999,162.62 plus HST as per the recommendation of Staff. This price is for a three (3) year term commencing on January 1, 2025. The award is contingent upon Miller Waste Systems Inc. meeting the specified requirements as outlined in section 23 of the RFP within fourteen (14) days of being notified of being the successful bidder.

MOTION CARRIED

14.5. Capital Campaign Cabinet Committee

Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that Hampton Council agree to establish a Capital Campaign Cabinet Committee whose mandate will be to assist Staff in the coordination and implementation of the capital campaign for the new Multipurpose Facility. As per Procedural By-law HAM-2024-01, this shall be an Ad Hoc Committee of Council that will exist until they have provided a final report to Council, at which time they shall be functus officio.

MOTION CARRIED

14.6. Human Resources

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council appoint Hampton Fire-Rescue Chief Mike Raeburn as acting HEMO Coordinator for a term effective January 1, 2025, until July 27, 2025, as recommended by the Human Resources Committee. Chief Raeburn will be acting in place of HEMO Coordinator Ben LeBlanc while he is on a leave of absence.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council appoint Jessica Churchill to the position of Director of Recreation for Hampton, with a start date of October 15th, 2024. This appointment is for a six-month probationary period and with a satisfactory performance review, they will be reclassified to permanent full-time employment. The waiting period for the benefit package will be waived to the degree permitted by Hampton's coverage provider. The rate of pay is according to Schedule "A" Wage Scale – Director of Recreation, October 8th, 2024.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that Hampton Council appoint Bradford Rogers to the position of Recreation Coordinator for Hampton, with a start date of November 4th, 2024. This appointment is for a six-month probationary period and with a satisfactory performance review, they will be reclassified to permanent full-time employment. The waiting period for the benefit package will be waived to the degree permitted by Hampton's coverage provider. The rate of pay is according to Schedule "A" Wage Scale – Recreation Coordinator, October 8th, 2024.

MOTION CARRIED

15. OUTSTANDING ISSUES

There were none.

16. ADJOURNMENT

There being no further business, the meeting of Council was adjourned at 8:30 p.m.

Moved by Councillor Beach that Hampton adjourn the council meeting of October 8th, 2024.

MOTION CARRIED

APPROVED BY:


Robert Doucet
Mayor


Richard Malone
Chief Administrative Officer/ Clerk

