HAMPTON
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HAMPTON COUNCIL MEETING
DECEMBER 10, 2024

A closed session of Council was held preceding the regular Council meeting on December 10th, 2024, commencing at 5:30 p.m. and adjourned at 6:47 p.m. A regular meeting of Council was then held in the Council Chambers commencing at 7:00 p.m. and adjourned at 8:35 p.m. A closed session of Council was reconvened after the regular Council meeting at 8:41 p.m. and adjourned at 9:05 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
Lisa Richard, Assistant Clerk
Sherman St. Germain, Director of Finance and Human Resources/ Treasurer
Arthur McCarthy, Director of Planning, Engineering & Development
Chris White, Director of Economic Development & Tourism
Mark Cormier, Acting Director of Public Works & Utilities
Jennifer Gendron, Capital Campaign Coordinator
Kelly Bayne, Tourism Coordinator
Colin Crealock, IT Coordinator
Jessie Dean, Executive Assistant to the CAO

DELEGATIONS:
Sgt. Luc Samson, Hampton RCMP
Ashley Chapman, COO of Chapman's Ice Cream

1. CLOSED SESSION

In accordance with Section 68(1) of the *Local Governance Act,* Mayor Doucet called the closed session to order at 5:30 p.m. and adjourned the closed session at 6:47 p.m. The closed session was reconvened after the regular Council meeting at 8:41 p.m. and

adjourned at 9:05 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	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	3

OPEN SESSION

2. CALL TO ORDER

Mayor Doucet called the meeting to order at 7:00 pm.

3. SILENT MOMENT OF REFLECTION

Mayor Doucet led Council through a moment of silent reflection.

4. APPROVAL OF AGENDA

Moved by Councillor Boyé and seconded by Councillor Beach that the agenda of the December 10th, 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

Order of presentations was changed due to late arrival of Sgt. Samson.

6.1. Ashley Chapman, COO of Chapman's Ice Cream

Ashley Chapman, COO of Chapman's Ice Cream, traveled from Markdale, Ontario to address Council regarding development on William Bell Drive. The main distribution center for Chapman's Ice Cream is located in Markdale, ON, however they have operated a location in Atlantic Canada for 25 years. The company is growing and is currently expanding the Markdale facility to meet increased demand. Chapman's is also looking at expanding their distribution facility here in Hampton. Due to past experiences at their Markdale facility, Mr. Chapman is concerned about the impact of this expansion on the neighbouring residential development on William Bell Drive. Mr. Chapman advised that their hours of operation are mainly overnight, and noise generated by refrigeration trucks may impact neighbouring residents. He would like to work with Council and Staff to mitigate future issues for his business and residents. The Mayor thanked him for attending the meeting and bringing these concerns to Council. Richard Malone, Chief Administrative Officer /Clerk indicated that the information would be taken under advisement and that Staff would look at ways for all parties concerned to work together to mitigate potential issues.

6.2. Hampton RCMP, Sgt. Luc Samson

Sgt. Luc Samson gave an overview of the report for the month of November. The numbers for the month were average. There will be increased check stops throughout the month of December to discourage impaired driving so members will be more visible in the community. Sgt. Samson noted that the first winter storms of the season always yield an increase in calls as there are more traffic incidents. The Detachment recently participated in a community food drive which was very successful. There was recently a protest outside the Detachment office regarding missing person David Mitchell. This incident occurred in Sussex, but the major crime unit is based at the Hampton Detachment. The case is active, and leads are being investigated however, members are not able to share all information publicly as it could jeopardize the investigation. The case of missing person Jacob Schickler is also still actively being investigated.

This is the last Council meeting that Sgt. Samson will be attending. He will be moving to the Oromocto Detachment on January 6, 2025. Cpl. Curtis McCann has been named as his temporary replacement. Mayor and Council thanked Sgt. Samson for his service to the community and wished him well in his new role in Oromocto.

6.3. Kelly Bayne, Tourism Coordinator

Kelly Bayne, Tourism Coordinator, provided a re-cap of the 2024 tourist statistics for Hampton and an overview of the Tourism Strategy for 2025. There was 100.3% growth in the number of visitors serviced in 2024 compared to 2023. There were over 1600 visitors to the Visitor Information Centre (VIC) this summer which accounts for 30% of all visitors that came through a designated VIC in the entire Saint John Region. July and August were the busiest months however, September numbers were on par with June despite reducing the hours of operation.

In 2025 the main goals of the Tourism Strategy will be local tourism, enticing visitors to stop and stay, community engagement, and highlighting the seasonality of our town through the Discover Hampton series of reels. The VIC has been winterized and can now be used in the off-season to host workshops and other community events. A sneak peek of the 2025 Discover Hampton tourism brochure was presented with the new tag line "Where every visit feels like home". Mayor and Council thanked Kelly for her presentation and noted that they were very impressed with the accomplishments of the 2024 season.

6.4. Colin Crealock, IT Coordinator

Colin Crealock, IT Coordinator, presented a list of IT projects completed in 2024 and an overview of ongoing and upcoming projects for 2025. Some of the major projects completed in 2024 included implementation of *When I Work* software for easier scheduling of students and hourly staff, upgrade to the audio system in the Council Chamber, Town Hall physical server upgrade, phone migration from Bell Aliant to iSpire, and penetration testing. The migration of the phone system will reduce yearly costs by 1/3, and the penetration testing yielded very few vulnerabilities which have since been rectified. In 2025 there are plans to upgrade accounting software to integrate utility billing, building permits and a community web portal, install tech systems at the new Multipurpose Facility, conduct employee cyber security training, and improve data governance and retention. Mayor and Council thanked Colin for his presentation.

7. ADOPTION OF MINUTES

7.1. Regular Council Meeting November 12, 2024

Moved by Councillor Beach and seconded by Councillor Boyé that the minutes of the November 12, 2024, Regular Council Meeting be adopted.

MOTION CARRIED

7.2. Special Council Meeting November 21, 2024

Moved by Councillor Tompkins and seconded by Councillor Chorley that the minutes of the November 21, 2024, Special Council Meeting be adopted.

MOTION CARRIED

8. BUSINESS ARISING FROM MINUTES

8.1 Speed Limit Signs on Robertson Road

Moved by Deputy Mayor Salgado and seconded by Councillor Beach that Hampton Council request two (2) additional speed limit signs from the Department of Transportation and Infrastructure to be placed on the Robertson Road.

MOTION CARRIED

9. READING OF BY-LAWS

There were none.

10. CORRESPONDENCE LIST

#	From	Subject Matter	Motion
24-115	Brigette Ledermann	Donation of two drawings, one by John Hooper and one by Kathy Hooper.	**Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council accept the donation by Brigette Ledermann of a drawing entitled "Not Much Left" by John Hooper and a painting entitled "Monk With Fish" by Kathy Hooper.** **MOTION CARRIED**
24-116	Melanie Wade, Kings County Historical Society	Thank you note for donation made to help cover costs of their annual Christmas Tea.	**Moved by Deputy Mayor Salgado and seconded by Councillor Boyé that correspondence 24-116 be received and filed.** **MOTION CARRIED**
24-117	Hon. Aaron Kennedy, Minister of Local Government	Letter of approval for funding under the Canada Community Building Fund for infrastructure projects outlined in the 2024-2028 Capital Investment Plan.	**Moved by Councillor Chorley and seconded by Councillor Boyé that correspondence 24-117 be received and filed with a copy sent to the Acting Director of Public Works & Utilities and the Director of Finance & Human Resources.** **MOTION CARRIED**
24-118	Jonathan Webb	Request to consider lowering municipal tax rates to alleviate affordability issues for residents.	**Moved by Councillor Beach and seconded by Councillor Tompkins that correspondence 24-118 be received and filed.** **MOTION CARRIED**

24-119	Lisette Robichaud-Gallant, Southeast District Planning Analyst, RCMP	RCMP Quarterly Report – Q2 for the town of Hampton.	**Moved by Councillor Tompkins and seconded by Councillor Trecartin that correspondence 24-119 be received and filed.** **MOTION CARRIED**
24-120	Lindsey Ganong, Parent Committee, Learning Ladder Early Education Centre	Safety concerns for children crossing the street at the Learning Ladder Early Education Centre due to increased traffic and speeds on Elmwood Drive and William Bell.	**Moved by Councillor Trecartin and seconded by Councillor Tompkins that correspondence 24-120 be referred to the Public Works & Utilities Advisory Committee for review and recommendation and that a copy be forwarded to the Hampton RCMP.** **MOTION CARRIED**
24-121	Jillian James	Concerns regarding change to garbage collection services in Ward 1.	**Moved by Councillor Tompkins and seconded by Deputy Mayor Salgado that correspondence 24-121 be received and filed.** **MOTION CARRIED**
24-122	Lori Steeves	Concerns regarding change to garbage collection services in Ward 1.	**Moved by Councillor Trecartin and seconded by Councillor Chorley that correspondence 24-122 be received and filed.** **MOTION CARRIED**
24-123	Alan De Sousa, Chair, Green Municipal Fund Council	Approval of application for funding to assess flood adaptation solutions in Hampton.	**Moved by Councillor Beach and seconded by Councillor Boyé that correspondence 24-123 be received and filed.** **MOTION CARRIED**
24-124	Robert Signoretti	Request to implement a by-law regarding the use of home security cameras.	**Moved by Councillor Boyé and seconded by Councillor Beach that correspondence 24-124 be received and filed.** **MOTION CARRIED**

24-125	Melanie Logan	Request to consider keeping the ice surface at the Hampton Community Centre once the new facility opens to allow for more ice times for local sporting groups.	**Moved by Councillor Chorley and seconded by Councillor Boyé that correspondence 24-125 be referred to the Parks & Recreation Advisory Committee for review and recommendation.** **MOTION CARRIED**

11. REPORTS FROM COMMITTEES

11.1. Health Care Committee

Mayor Doucet advised that the committee met on November 18 and referred to the minutes as presented.

11.2. Hampton Emergency Measures Organization Committee

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

11.3. Economic Development & Tourism Advisory Committee

Councillor Beach advised that the committee met on November 19, 2024, and referred to the minutes as presented.

Moved by Councillor Beach and seconded by Councillor Trecartin that Hampton Council re-appoint Chris Rendell and Michel Boudreau to the Economic Development and Tourism Advisory Committee for a second three (3) year term ending in December 2027 as per the recommendation of the Economic Development and Tourism Advisory Committee.

MOTION CARRIED

Moved by Councillor Beach and seconded by Councillor Boyé that Hampton Council appoint Paula Copeland as a member of the Economic Development and Tourism Advisory Committee for a three (3) year term ending in December 2027 as per the recommendation of the Economic Development and Tourism Advisory Committee.

MOTION CARRIED

Moved by Councillor Beach and seconded by Councillor Tompkins that Hampton Council accept the resignation of Justin Sweeney from the Economic Development & Tourism Advisory Committee effective December 31, 2024.

MOTION CARRIED

11.4. Environment Advisory Committee

Councillor Boyé advised that the committee met on November 19, 2024, and referred to the minutes as presented.

Moved by Councillor Boyé and seconded by Councillor Beach that Hampton Council forward the Wild Parsnip Factsheet to the Communications Coordinator to create a future public awareness post on Hampton's website and social media channels.

MOTION CARRIED

11.5. Parks & Recreation Advisory Committee

Deputy Mayor Salgado advised that the committee met on November 25, 2024, and referred to the minutes as presented.

Moved by Deputy Mayor Salgado and seconded by Councillor Beach that Hampton Council appoint Eliane Knox as the Parks & Recreation Advisory Committee representative on the Planning Advisory Committee for a three-year (3) term ending December 2027 as per the recommendation of the Parks & Recreation Advisory Committee.

***All members voted nay**

MOTION DEFEATED

11.6. Planning Advisory Committee

Councillor Tompkins advised that the committee met on November 26, 2024, and referred to the minutes as presented.

11.7. Protective Services - Policing Committee

Councillor Tompkins advised that the committee met on December 2, 2024, and referred to the minutes as presented.

11.8. Age-Friendly Community Advisory Committee

Councillor Trecartin advised that the Committee met on December 4, 2024, and referred to the minutes as presented.

11.9. Finance Committee

Councillor Chorley advised that the committee met on December 9, 2024, and referred to the minutes as presented.

Moved by Councillor Chorley and seconded by Deputy Mayor Salgado that Hampton donate $300.00 to the Hampton Food Basket and $200.00 to the Hampton Firefighter's Association's Christmas Cheer Campaign in lieu of Christmas cards 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 2024 Christmas Bonuses as presented as per the recommendation of the Finance Committee.

MOTION CARRIED

Moved by Councillor Trecartin and seconded by Deputy Mayor Salgado that Hampton Council accept the Health Care, Hampton Emergency Measures Organization, Economic Development & Tourism Advisory, Environment Advisory, Parks & Recreation Advisory, Planning Advisory, Protective Services-Policing, Age-Friendly Community Advisory, Finance, and Joint Health & Safey 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 noting there were 11 permits issued overall in the month of November.

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 19 calls for Hampton Fire-Rescue and 8 calls for Nauwigewauk Fire-Rescue in the month of November. Councillor Beach also noted that the Hampton Fire-Rescue Department has logged significantly more fire call and non-fire related call hours for 2024 than in 2023. This is in part due to increased training but shows an increase in demand overall on the Department's resources.

12.4. Financial Reports

Mayor Doucet referred to the financial reports as presented.

Moved by Deputy Mayor Salgado and seconded by Councillor Chorley that Hampton Council approve the Financial Statements ending November 30, 2024, as presented.

MOTION CARRIED

12.5. Communication Report

Mayor Doucet referred to the Communication Report as presented.

Moved by Deputy Mayor Salgado and seconded by Councillor Beach 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 Tompkins and seconded by Councillor Trecartin that Hampton Council approve the November 2024 Approval of Accounts listing in the amount of $3,793,989.31.

MOTION CARRIED

14. NEW BUSINESS

14.1. MOU with the Greater Saint John Community Foundation

Moved by Councillor Beach and seconded by Councillor Tompkins that Hampton Council approve the Memorandum of Understanding (MOU) between The Greater Saint John Community Foundation and Hampton relating to the acceptance of donations to support the Hampton Multipurpose Facility Project. The purpose of the MOU is to set out the basic terms by which The Greater Saint John Community Foundation and Hampton will receive donations, administer donation receipts, and disburse donated funds in support of the Project.

MOTION CARRIED

14.2. Water Testing Agreement with DTI

Moved by Councillor Beach and seconded by Deputy Mayor Salgado that Hampton Council approve the amended Water Testing Services Agreement (Contract #2021-D04-03) between Hampton and the Province of New Brunswick as represented by the Minister of Transportation and Infrastructure (DTI) to provide water testing services from November 13th, 2024 to March 31st, 2026 for the DTI water

distribution systems located in Hampton, NB, in accordance with the terms outlined in Schedules A & B.

MOTION CARRIED

14.3. <u>Letter of Support for Birds Canada</u>

Moved by Councillor Trecartin and seconded by Councillor Boyé that Hampton Council approve a letter of support for Birds Canada's NB Wildlife Trust Fund proposal titled Chimney Swift Stewardship: Municipal Engagement, Habitat Identification, and Monitoring to increase stewardship and volunteer monitoring of Chimney Swifts in New Brunswick.

MOTION CARRIED

14.4. <u>W.B.D. Business Development Ltd. Subdivision Plan</u>

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton Council approve the subdivision plan "W.B.D. Business Development Ltd. Subdivision Lots 24-1 & 24-2" dated December 3, 2024, prepared by Don-More Surveys & Engineering Ltd., proposing to consolidate a portion of PID 30299101 (Parcel X & Y) with PID 30360697 to create two commercial lots, subject to all costs associated with the subdivision plan and ownership transfer being the responsibility of W.B.D. Business Development Ltd.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Beach that Hampton Council assent to the Local Government Services Easement shown on the subdivision plan "W.B.D. Business Development Ltd. Subdivision Lots 24-1 & 24-2" dated December 3, 2024, prepared by Don-More Surveys & Engineering Ltd., to establish a sanitary sewer easement for future servicing of the commercial development.

MOTION CARRIED

14.5. <u>Commercial Buildings Policy</u>

Arthur McCarthy, Director of Planning, Engineering and Development, gave a brief overview of the policy and how it ties into Building By-Law HAM-2024-19. The policy aims to provide more flexibility for builders during the initial stages of the permitting and approval process.

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Hampton Council adopt Commercial Buildings Policy No. 2024-04-CBP as presented by the Director of Planning, Engineering & Development.

MOTION CARRIED

14.6. Human Resources

Moved by Councillor Tompkins and seconded by Councillor Boyé that Hampton adopt the updated Organizational Chart dated December 10, 2024, as presented by the Director of Finance and Human Resources.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Trecartin that Mayor Doucet, on behalf of Hampton Council and Staff, send thank you letters to all Committee Members whose terms are ending this year and who are not re-offering for another term.

MOTION CARRIED

15. OUTSTANDING ISSUES

There were none.

16. ADJOURNMENT

There being no further business, the meeting of Council was adjourned at 8:35 p.m.

Moved by Councillor Beach that Hampton adjourn the council meeting of December 10th, 2024.

MOTION CARRIED

APPROVED BY:

Robert Doucet
Mayor

Richard Malone
Chief Administrative Officer/Clerk

HAMPTON INCORPORATED NEW BRUNSWICK