



COMMITTEE OF THE WHOLE MEETING FEBRUARY 3, 2026

Council held a Committee of the Whole meeting on February 3, 2026, in the Council Chambers commencing at 4:04 pm and adjourned at 6:18 pm.

ATTENDANCE:

COUNCIL:

Mayor Robert Doucet
Deputy Mayor Jeremy Salgado – Chair
Councillor Todd Beach – Vice Chair (arrived at 4:28 pm)
Councillor Karin Boyé
Councillor Ken Chorley
Councillor Kim Tompkins
Councillor Sheree Trecartin

STAFF:

Richard Malone, Chief Administrative Officer/Assistant Clerk
Lisa Richard, Clerk
Sherman St. Germain, Director of Finance and Human Resources/Treasurer
Chris White, Director of Economic Development & Tourism
Jessica Churchill, Director of Recreation
Kevin Breau, Director of Parks & Facilities
Arthur McCarthy, Director of Planning, Engineering & Development
Mark Cormier, Director of Public Works & Utilities
Colin Crealock, IT Manager
Jessie Dean, Executive Assistant to the CAO

1. CALL TO ORDER

Deputy Mayor Salgado called the meeting to order at 4:04 pm.

This being the first meeting of 2026, Councillor Tompkins nominated Deputy Mayor Salgado as Chair and Councillor Beach as Vice-Chair.

Moved by Councillor Tompkins and seconded by Councillor Boyé that Deputy Mayor Salgado be appointed as Chair and Councillor Beach be appointed as Vice-Chair of the Committee of the Whole.

MOTION CARRIED

2. SILENT MOMENT OF REFLECTION

Deputy Mayor Salgado led a silent moment of reflection.

3. APPROVAL OF AGENDA

Moved by Councillor Chorley and seconded by Councillor Trecartin that the agenda of the February 3, 2026, Committee of the Whole meeting be approved as presented.

MOTION CARRIED

4. DISCLOSURE OF CONFLICT OF INTEREST

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

5. CORRESPONDENCE

None

6. PRESENTATIONS

6.1. Colin Crealock, IT Manager, Recap of 2025 IT Projects

Colin Crealock, IT Manager, presented an overview of the IT projects completed in 2025. The installation of the facility technology at the Summit Centre was a major project completed in 2025. Monitoring of the equipment and systems is on-going to identify and correct issues. It was noted that the Guest Wi-Fi network is slow and often not accessible. Colin advised that he is looking into possible solutions and will do testing on-site to determine problem locations within the building.

Other highlights for 2025 include:

- Amilia SmartRec Software - implemented for the Recreation Department in 2025 to improve the efficiency of program registration and payment.
- First Due Fire Software – implemented for the Hampton Fire-Rescue Department to streamline operations and improve incident response plans; looking at implementation for the Nauwigewauk Fire Department at a later date.
- Council Chamber video system upgrade - included the installation of a large TV monitor and desktop monitors for Mayor and Council to improve visual access and quality of presentations.

6.2. Jessica Churchill, Director of Recreation, 2026 Recreation Programming

Jessica Churchill, Director of Recreation, presented a comprehensive review of programs being offered by the Recreation Department in 2026, including department updates, major events, and new programs. The Department is continuing to build on strong community participation seen in 2025 and is focused on improving accessibility, enhancing partnerships, and responding to resident feedback.

New and upgraded signature events for 2026 include:

- Community Expo being held at the Field House in April;
- Summer camps/clinics at the Field House for basketball, lacrosse, and multisport;
- Flashback Festival in September featuring the Maritime Lumberjack Association games, and fun nostalgic activities to accompany it.

Programming highlights for 2026 include:

- Seniors 55+ Walking Program at the Summit Centre;
- Stretch & Strength at the Summit Centre;
- Let's Roll/Wheels Up! to bolster "rolling" activities at the Field House (partnership with RCMP);
- EmpowHer Program for girls aged 13-18 (partnership with HHS);
- Hampton Learning Labs offered monthly;
- TIFF Third Thursdays movie showings at the Summit Centre (in partnership with Imperial Theatre);
- Summer Movies at the Pool.

Operationally, the Department is reviewing off season hours (late May to late August) for the Summit Centre to accommodate use of the walking track and rentals. The Field House will likely see reduced summer hours based on last year's attendance and a trend towards outside recreational activities at this time of year but will remain available for rentals. The Pool hours remain consistent year over year, but adjustments continue to be made based on staff and public feedback.

The current season program calendars were reviewed, as well as the proposed calendars for the remainder of the year. Overall, the Department is aiming to provide a comprehensive offering of dynamic and inclusive programming by introducing new diverse programs, strengthening partnerships, and aligning facility operations with community needs.

6.3. Richard Malone, Chief Administrative Officer/Assistant Clerk, William Bell Drive Streetscape

Richard Malone, CAO/Assistant Clerk, reviewed the tentative plans to upgrade the William Bell Drive streetscape. The plan includes adding sidewalks and curbs from the Hall Road to Logie Drive to have it look more like a town street than a provincial highway. This will also improve pedestrian access. There will be additional turning lanes added to accommodate increased traffic at intersection points and retail locations. This area encompasses approximately 1 km, and the plan is to complete the project over 2 years, with 500 m being completed per year. The total project cost is projected to be \$2.5 million dollars.

7. DEPARTMENT UPDATES/DIRECTIVES

7.1. Sherman St. Germain, Director of Finance & Human Resources

7.1.1. Review of Human Resources Policies

Sherman St. Germain, Director of Finance & Human Resources, reviewed a number of revised policies. The changes included removing references to Council members from the policies, as per the recent directive from the Local Governance Commission, and updating signing officers to align with current roles. Two new policies that were introduced at the Committee of the Whole meeting on December 2, 2025, were brought forward with the requested revisions.

Moved by Councillor Tompkins and seconded by Councillor Boyé to recommend to Council to adopt revised Human Resources Policies HR1001 through HR1016, HR1018, and HR1019 as presented by the Director of Finance & Human Resources.

MOTION CARRIED

Moved by Councillor Tompkins and seconded by Councillor Beach to recommend to Council to adopt the following Human Resources Policies as presented by the Director of Finance & Human Resources:

- 1. *HR10120 – Drug and Alcohol Policy***
- 2. *HR1023 – Dress Code Policy***

MOTION CARRIED

7.1.2. 2026 Organizational Chart

Sherman St. Germain, Director of Finance & Human Resources, presented the 2026 Organizational Chart for Hampton.

Moved by Councillor Trecartin and seconded by Councillor Boyé to recommend to Council to adopt the 2026 Organizational Chart for Hampton as presented by the Director Finance & Human Resources.

MOTION CARRIED

8. OTHER BUSINESS

8.1. Fundy Regional Service Commission (FRSC) Update

Mayor Doucet advised that, in anticipation of the 2029 Canada Games, the renovations are going ahead as planned for the Aquatic Centre in Saint John. The majority of the funding has been approved, however they are awaiting confirmation on the final amount from the Federal government. Municipalities will not be contributing any additional funds to this project and have until April to opt out.

The Regional Transportation Committee will be sending out surveys to gather information regarding the unique needs of each member community. More details will be coming soon.

The Mayor advised he will provide an update on the FRSC accomplishments for 2025 at a later date.

8.2. Next Meeting

Chair Deputy Mayor Salgado noted that the next Committee of the Whole meeting is scheduled for March 3rd, 2026, at 4:00 pm in the Council Chamber.

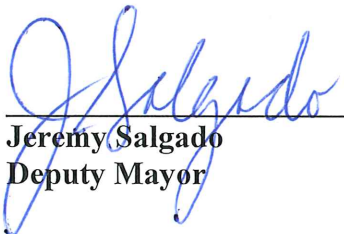
9. ADJOURNMENT

There being no further business, the Committee of the Whole meeting was adjourned at 6:18 pm.

Moved by Mayor Doucet and seconded by Councillor Tompkins to adjourn the Committee of the Whole meeting of February 3, 2026.

MOTION CARRIED

APPROVED BY:



Jeremy Salgado
Deputy Mayor



Lisa Richard
Clerk

