



Municipality of Brockton

Information for Candidates

2025/2026 Council Vacancy

Councillor Position

Table of Contents

Part A – Introduction.....	3
Part B – Frequently Asked Questions.....	4
Important Dates.....	4
What is the Term of Office?	4
Who can be a Candidate?	4
What are the responsibilities of these offices?	5
What is the time commitment?.....	5
Nominations.....	5
How do I contact the Clerk’s Department?	5
Council Vacancy Replacement Procedure	6

Part A – Introduction

Thank you for your interest in serving the public as part of Municipal Council!

You are applying to serving the public in the capacity of Councillor which will require an approximate 10 month commitment (mid-January to mid-November 2026) of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first time candidate, you will find running for office to be a challenging and exciting experience. We hope that with this package, your trip through the election process will be a little easier.

The *Municipal Elections Act, 1996* sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. You may wish to obtain your own updated copy of the *Municipal Elections Act, 1996* which can be downloaded from the Ministry's website at www.e-laws.gov.on.ca.

It is most important to note that the contents of this package are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references.

You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities. Please do not hesitate to contact me with any questions you may have about the process.

Fiona Hamilton, Director of Legislative and Legal Services (Clerk)
Municipality of Brockton
519-881-2223 Ext. 124 or fhamilton@brockton.ca

Part B – Frequently Asked Questions

Important Dates

Date	Reason
December 8, 2025	Applications/Nominations may be filed starting at 8:30 a.m.
January 6, 2026	Nomination Day: Nominations accepted from 9:00 a.m. to 2:00 p.m. Unofficial List of Candidates to be published.
January 6, 2026	Final date for applications to be accepted. Application Deadline: 2:00 p.m.
January 7, 2026	A candidate may withdraw their nomination by filing a written withdrawal in-person with the Clerk's Office by 2:00 p.m.
January 8, 2026	Nominations to be certified or rejected by the Clerk. Official List of Candidates to be published by 4:00 p.m.
January 13, 2026 at 5:00 p.m. (If 5 or less applicants) or on January 22, 2026 at 7:00 p.m. (If more than 5 applicants)	Special Council Meeting – Council to review candidates and their statements of personal qualifications and vote to fill the vacancy. Appointment By-law and Oath of Office for new Councillor to proceed at the Special Council Meeting immediately after completion of voting.
January 13, 2026 or January 27, 2026	Regular Council Meeting at 7:00 p.m. – First regular Council Meeting as new Councillor

What is the Term of Office?

As you will be filling a vacancy on Municipal Council, your term starts mid-January 2026 when you take your Oath of Office and ends on November 14, 2026.

Who can be a Candidate?

Candidates for the office of Councillor must meet the same criteria as eligible voters or electors.

You must be:

- A resident of the Municipality of Brockton, or an owner or tenant of land in the Municipality of Brockton, or the spouse of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old;
- Not prohibited from voting under Section 17(3) of the *Municipal Elections Act, 1996*, as amended, or otherwise by law.

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Council Vacancy Application Form (Nomination Form)/Declaration of Qualification, and a Freedom of Information (FOI) Release Form.

Nominations will be accepted by the Clerk's Office during regular business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.) commencing at 8:30 a.m. on December 8, 2025 until 2:00 p.m. on January 6, 2026.

The deadline for filing is **Tuesday, January 6, 2026 at 2:00 p.m.**

A candidate is able to **withdraw their nomination** by filing a written withdrawal in-person with the Clerk's Office by 2:00 p.m. on Wednesday, January 7, 2026.

What are the responsibilities of these offices?

Council is made up of the Mayor, Deputy Mayor and Five (5) Councillors that are the primary decision making body for the Municipality.

Council relies on reports from its staff and the recommendations of its Committees to make decisions. The role of Council is to develop policies and adopt By-laws or resolutions based on these policies.

What is the time commitment?

The time commitment varies from individual to individual. A Member can expect to devote time for a minimum of two (2) meetings per month along with various duties on outside Committees as appointed by Council.

This would include:

- Council Meetings (typically, the Second (2nd) and Fourth (4th) Tuesdays of each month at 7:00 p.m. in the Bruce County Council Chambers (30 Park Street, Walkerton))
- Attendance at extra Committees that a Member can be expected to be appointed to by Council and Special Council Meetings (i.e. Budget)
- Telephone calls and contact with constituents
- Reading and research time
- Special Community Events (i.e. ceremonies, parades, etc.)

Nominations

Please find attached the "Council Vacancy Replacement Procedure" document, and policy outlining the Application/Nomination process.

How do I contact the Clerk's Department?

For more information, please contact the Clerk:

Fiona Hamilton, Director of Legislative and Legal Services (Clerk)
Municipality of Brockton
100 Scott Street, P.O. Box 68, Walkerton, ON N0G 2V0
519-881-2223 Ext. 124 or fhamilton@brockton.ca



Municipality of Brockton

Council Vacancy Replacement Procedure

Council Vacancy Replacement Procedure

The following procedure shall be followed when filling a vacancy by appointment:

1. **Notice of Vacancy:** The Clerk shall post a Council Vacancy Notice on the Municipal website and in a local newspaper for two (2) consecutive weeks (December 11, 2025 and December 18, 2025). The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.
2. A vote to fill a vacancy on Council by appointment shall occur at an open Special Council Meeting on January 13, 2026 at 5:00 p.m. (if there are 5 or less applicants) or January 22, 2026 at 7:00 p.m. (if there are more than 5 applicants). Both meetings are scheduled to occur at the Bruce County Council Chambers (30 Park St, Walkerton). In the event of poor weather, either meeting may be held virtually through Zoom Video Conferencing.
3. **Nominations:** Any individual wishing to be considered for appointment to the vacancy shall:
 - a. Complete and sign a Council Vacancy Application Form and a Council Vacancy Declaration of Qualification and submit the forms in person at the Brockton Municipal Office (100 Scott Street, Walkerton) during the Nomination/Application period commencing December 8, 2025 at 8:30 a.m., and expiring on Nomination Day (January 6, 2026 at 2:00 p.m.).
 - i. Applications must be on the Council Vacancy Application Form and accompanied by a Declaration of Qualification.
 - ii. All candidates must provide the Clerk with government issued identification and proof of eligibility within the municipality when filing a nomination.
 - iii. The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Tony for Anthony), subject to approval of the Clerk.
 - iv. Applications will be reviewed for completeness when filed and will be certified on or before 4:00 p.m. on January 8, 2026.
 - v. An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Municipality of Brockton's website www.Brockton.ca/CouncilVacancy
 - vi. An official list of nominated persons shall be posted in the same manner as specified in Section 3(v) once nomination forms have been certified and the nomination period has expired.
 - vii. A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before January 7, 2026 at 2:00 p.m. The candidate shall appear in person with identification in order to withdraw the nomination.

- b. Candidate(s) may submit to the Clerk by the closing time for nominations, a personal statement of qualification for consideration of Council. Personal statements will be typewritten on letter size (8 ½" x 11") paper, shall not exceed two (2) pages in length (one-sided), and will include the Candidate(s) name and address.

Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk.

Please Note: All Candidate(s) application forms and personal statements/information are collected under the authority of the *Municipal Elections Act, 1996*, and will be included in the Council Agenda, as well as being made available for public inspection in the office of the Clerk until the next regular election. The entire Council proceedings relating to the Council Vacancy will be dealt with in open session of Council. A "Freedom of Information (FOI) Release" form is required to be filled out by Candidate(s).

- 4. **Special Council Meeting:** At the Special Council Meeting on January 13, 2026 at 5:00 p.m. (If there are 5 or less applicants), or on January 22, 2026 at 7:00 p.m. (If there are more than 5 applicants) at the Bruce County Council Chambers (30 Park Street, Walkerton) , the following shall take place:

- a. The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
- b. The Clerk will provide to the Mayor a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:

"That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."
- c. Council shall review the list of candidates and their statements of qualifications.
- d. Each of the candidates shall be afforded the opportunity to address Council for a period of no more than ten (10) minutes. The order of speaking shall be determined by lot¹. The names drawn shall address Council in the order they are drawn from the container. Candidates not presenting shall be sequestered in a separate room until it is that person's turn to speak.
- e. Once the candidate has completed speaking, each Council member may ask a maximum of two (2) questions per candidate. No scoring system shall be used in considering the answers to the questions. It is not necessary for any candidate to participate in answering any or all of the questions.
- f. Once the candidate has presented, and answered any questions from Council, they will be sequestered in a separate room from any candidates that have not yet presented.
- g. Upon reviewing the candidates and statements of qualification, Council will proceed to vote as follows:

- i. Council will vote by way of public vote. Members of Council shall first mark their vote on a ballot, read their vote (verbally cast their vote) and then pass their ballot to the Clerk.
- ii. Candidate names shall be displayed on the projection screens in alphabetical order, in the Council Chambers by the Clerk.
- iii. Members of Council shall vote for one candidate only.
- iv. The Clerk shall call upon the members of Council to verbally cast their vote in random order drawn by lot¹.
- v. The Clerk shall tabulate the results.
- vi. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration. The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the candidate or candidates who receive the fewest number of votes. This process shall be repeated until the nominee receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council;
- vii. Where the votes cast are equal for all the candidates, and if:
 - 1. There are three or more candidates remaining, the Clerk shall by lot¹ select one such nominee to be excluded from the subsequent voting;
 - 2. Only two candidates remain, the tie shall be broken by electing a candidate by lot¹, as conducted by the Clerk.
- h. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council or the candidate selected through section (g)(vii)(2).
- i. A by-law confirming the appointment of the successful candidate shall be enacted by Council immediately after the conclusion of the voting, and the new member shall take their Oath of Office immediately after the passing of the appointment by-law.

¹ For the purposes of this procedure, lot shall mean a method of determination by placing the names of the nominees on equal size pieces of paper and placed in a container with one name at a time being drawn by the Clerk or designate.