

## Report to Council

<b>Report Title:</b>	2026 Council Vacancy Meetings		
<b>Prepared By:</b>	Fiona Hamilton, Director of Legislative and Legal Services (Clerk) and Sarah Johnson, Deputy Clerk		
<b>Department:</b>	Clerk's		
<b>Date:</b>	November 25, 2025		
<b>Report Number:</b>	CLK2025-17	<b>File Number:</b>	C11CL, C07
<b>Attachments:</b>	Amended 2026 Council Meeting Calendar		

### Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CLK2025-17 – 2026 Council Vacancy Meetings, prepared by Fiona Hamilton, Director of Legislative and Legal Services (Clerk) and Sarah Johnson, Deputy Clerk and in doing so approves rescheduling the Special Council Meeting to appoint the new Councillor, originally scheduled on Wednesday, January 21, 2026 at 7:00 p.m. to Thursday, January 22, 2026 at 7:00 p.m. to accommodate a conflict at the Bruce County Council Chambers.

### Report:

#### Background:

On November 4, 2025 Council received an update on the resignation date from Councillor B. Carl Kuhnke. As of November 6, 2025 Carl Kuhnke no longer owned or rented property in the Municipality of Brockton, such that he would become disqualified, and his seat will become vacant.

At this Council Meeting, Council will formally declare Carl Kuhnke's seat vacant. In accordance with Section 263(5) of the Act, once the seat has been declared vacant, Council must, within sixty (60) days, either appoint a person to the seat or pass a by-law authorizing that a by-election be held. In our previous Council Vacancy processes, Council has chosen to appoint a person to the vacant seat.

At the November 4, 2025 Council Meeting, Council chose to hold Special Council Meetings to fill the vacancy on Tuesday, January 13, 2026 at 5:00 p.m. should there be 5 or less applicants; or else on Wednesday, January 21, 2026 at 7:00 p.m. should there be more than 5 applicants. These meetings can also occur electronically in the event of poor weather.

## Analysis:

Following the last Council Meeting, Bruce County advised that the Council Chambers would not be available on Wednesday, January 21, 2026 due to IT tests being completed prior to the Bruce County Council Meeting the following Thursday, January 22, 2026.

Staff recommend rescheduling the January 21, 2026 Special Council Meeting to the following day, Thursday, January 22, 2026 at 7:00 p.m. to accommodate this conflict.

The newly appointed Councillor would then be able to attend their first regular Council Meeting either later that evening on January 13, 2026, or else on January 27, 2026. Comprehensive orientation would occur throughout February.

## Draft Timeline for Appointment Procedure:

November 25, 2025	Declare Councillor seat to be vacant
December 8, 2025	Begin accepting applications for Member of Council
December 11, 2025	Notice of Councillor Vacancy advertised in local newspaper/municipal website (1 <sup>st</sup> week)
December 18, 2025	Notice of Councillor Vacancy advertised in local newspaper/municipal website (2 <sup>nd</sup> week)
January 6, 2026	Final day for applications for Member of Council ending 2:00 p.m.
January 7, 2026	Final day for withdrawal of applications for Member of Council 2:00 p.m.
January 8, 2026	Clerk to certify applications for Member of Council
January 13, 2026	(If less than 5) Applicants for Member of Council present to Council at Special Council Meeting, Council votes on applicant to be appointed as new Councillor
January 13, 2026	(If less than 5) New Councillor appointed by By-Law and sworn in
January 22, 2026	(If more than 5) Applicants for Member of Council present to Council at Special Council Meeting, Council votes on applicant to be appointed as new Councillor
January 22, 2026	(If more than 5) New Councillor appointed by By-Law and sworn in
January 13 or 27, 2026	New Councillor attends first regular Council Meeting

## **Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision Yes
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A

- Recommendations contribute to achieving Land Use Planning and the Natural Environment N/A
- Recommendations contribute to achieving Economic Development N/A
- Recommendations contribute to achieving Municipal Governance Yes

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

As noted above, the appointment process would have a minimal impact on the budget.

**Reviewed By:**



Trish Serratore, Chief Financial Officer

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**Respectfully Submitted by:**



Fiona Hamilton, Director of Legislative and Legal Services (Clerk)



Sarah Johnson, Deputy Clerk

**Reviewed By:**



Sonya Watson, Chief Administrative Officer