

Candidate Information Session

Hampton Town Hall
March 24, 2026



Welcome & Agenda



6:30 Welcome and Agenda

6:35 **Elections NB**

Overview of Nomination and Election Process

Important Dates

Candidate Requirements

7:00 **Hampton Chief Administrative Officer & Town Clerk**

Town Overview

Council Structure

Meeting Commitments

Committees of Council

7:20 **Town Departments**

Administration

Economic Development, Tourism, Communications & Information Technology

Finance & Human Resources

Parks & Facilities

Planning Engineering & Development

Public Works & Utilities

Recreation

Emergency Management

Hampton Fire-Rescue

Nauwigewauk Fire-Rescue

7:35 **Fundy Regional Service Commission**

Regional Partnership

7:50 **Wrap Up & Conclusion**



Candidates

Local Government
Elections

(2025-10-06)



Local Government Candidate Eligibility

- **To be a candidate, a person must be:**
 - 18 years of age on or before election day
 - a Canadian citizen
 - a resident of the Province for at least 40 days immediately before the date of the election
 - a resident of the local government for at least 6 months before election day
 - for a ward councillor, a resident of the ward when nominated

Local Government Candidate Eligibility

- **The following persons MAY NOT be a candidate in an election:**
 - a local government official
 - a full-time employee of a local government
 - a judge
 - an election officer
 - a person disqualified from voting after being convicted of a corrupt or illegal practice under federal, provincial, or municipal election law

Note: If elected, the candidate may not be an employee of the local government or be appointed as an officer of the local government.

Local Government Nomination Papers

- **Part B: Candidate and Contact Information**


- Name
- Email and telephone
- Civic and service address
- Contest information

- **Part C: Name of Candidate as it will Appear on the Ballot**

- Name
- Names cannot include any professional, academic or honorary title or abbreviation. A nickname may be used, in brackets, if included in the nomination paper as the candidate wishes it to appear on the ballot

Reset

Nomination Paper
Local Government Elections
(Municipal Elections Act, S.N.B., 1979, c. M-21.01, s. 17 and 18
 Local Governance Act, S.N.B. 2017, c.18, s. 176.2)


M 04 001
(2025-04-29)

Part A: Receipt of Nomination Paper (for use by Municipal Returning Officer only)

Notes: Under section 17 of the *Municipal Elections Act*:

- The municipal returning officer shall not receive or act on a nomination paper unless the written consent of the candidate appears on the nomination paper, and the municipal returning officer is satisfied that at least ten of the nominators are entitled to vote at the election.
- The municipal returning officer, upon a satisfactory review of a completed nomination paper, will date and sign the nomination paper of a candidate to indicate that the nomination is accepted. They shall then give to the candidate a copy of this page, which shall be *prima facie* evidence that the candidate has been duly and regularly nominated.

The candidate's nomination paper has been accepted.

(Municipal Returning Officer) (Date)

Part B: Identification of Candidate and Contact Information

Notes: Please print or type all information (except signatures).

- A candidate may complete this nomination paper, or the candidate may have an agent complete Parts B, C, D, F, and G.
- A completed nomination paper may be scanned and sent electronically to the municipal returning officer.
- No nomination paper may be accepted by a municipal returning officer if it is incomplete, illegible, or is missing information.
- No missing or incomplete information may be added to a nomination paper after the deadline for submissions has passed.
- After a nomination paper is accepted, it is considered a public document and may be made available for inspection.

The persons named in Part G, being entitled to vote for this candidate at this election, hereby nominate:

Candidate's name: _____

(First Name) (Second Name or Initial) (Surname)

Gender: _____ E-mail address: _____ Telephone number: _____

Civic address of candidate: _____ Candidate's address for service: (if different)

(Number, Street, Unit) (Number, Street, Unit)

(Community, Postal Code) (Community, Postal Code)

as a candidate for the office of Mayor **or**
 as a candidate for the office of Councillor at large, **or**
 for ward: _____ Incumbent:
 as a candidate for member of a rural at large, **or**
 district advisory committee for ward: _____ or New:

in the pending local government election to be held in _____
(Local Government or Rural District)
 on the _____ day of _____, 20____.

Part C: Name of Candidate as It Will Appear on the Ballot

Note: Please print or type name as it should appear on the ballot and all other publications.

- The candidate's name cannot include any professional, academic, or honorary title or its abbreviation.
- The candidate's name may include a nickname in brackets.
- The candidate's first and middle names will appear in upper and lower case. Surnames will be capitalized on the ballot.

Clearly print the candidate's name as it is to appear on the ballot:

Local Government Nomination Papers

• Part D: Optional Contact Information for Elections NB website

- Email
- Phone number
- Address
- Facebook page, website URL

• Part E: Certification and Consent of Candidate to be Nominated

- Signature of candidate
- Signature of witness to candidate's signature
- Any person may be the witness to the certification

Part D: Optional Contact Information to be Made Available on Elections NB website	
Notes: <ul style="list-style-type: none"> • After a nomination paper is accepted, the candidate's name and gender will be published in the final report of the election. • Optional information filled out below will be made available to the public on the Elections NB's website during the election period. • Any optional information provided below without the candidate's initials will not be made public. 	
Email address:	(Candidate's initials)
Phone number (with area code):	(Candidate's initials)
Address for service:	(Candidate's initials)
Website address (URL, website, Facebook, etc.):	(Candidate's initials)

Part E: Certification and Consent of Candidate to be Nominated	
Notes: Under section 18 of the <i>Municipal Elections Act</i> and section 176.2 of the <i>Local Governance Act</i> : <ul style="list-style-type: none"> • A person is not qualified to be a candidate for the office of mayor or councillor of a local government or member of a rural district advisory committee unless the person has been resident in the local government or rural district for at least six months immediately before the election. • In a local government or rural district that is divided into wards for election purposes, a person is not qualified to be nominated as a candidate for a ward unless the person is a resident of that ward when they are nominated. • A person's ordinary residence is defined under section 14 of the <i>Municipal Elections Act</i>. • Any person may be the witness to the certification signed below. 	
I, _____, consent to this nomination. <small>(Name)</small>	
I certify that: <ul style="list-style-type: none"> • My name, civic address, and address for service of any legal documents under the <i>Municipal Elections Act</i> is as stated in Part B above; • I am a Canadian citizen, will be eighteen years of age or more as of the day of the election, and will have been ordinarily resident in the local government or rural district as stated in Part B above for at least six months immediately before election day; • I expect to be ordinarily resident in the above local government or rural district on election day; • If I am a candidate in a ward, I am a resident of that ward when nominated; • I am not a judge of the Court of Appeal, The Court of King's Bench of New Brunswick, or the Provincial Court; • I am not an officer or full-time employee of the local government and I am not on a leave of absence from such office or employment; • If I am a candidate to be member of a rural district advisory committee, I am not an employee in the Local Government and Local Governance Reform Division of the Department of Environment and Local Government, and I am not on a leave of absence from such employment; and • I am not an election officer for the election. 	
<small>(To be signed by the Candidate in the presence of a Witness to the candidate's signature.)</small>	
Signed at _____	on _____ in the County of _____
<small>(Communauté)</small>	<small>(Date)</small> <small>(County)</small>
and Province of New Brunswick in the presence of _____ <small>(Name of witness to the candidate's signature)</small>	
_____	_____
<small>(Signature of candidate)</small>	<small>(Signature of witness to the candidate's signature)</small>

Local Government Nomination Papers

- **Part F: Witness to Nominators' Signatures**
 - Signature of witness to nominators' signatures.
 - The candidate, a family member of a candidate, or any other person may collect and be the witness to the nominator signatures.
 - The person collecting nominator signatures must be present and witness the nominator signing this form.
 - A person cannot sign as a nominator AND be the witness to their own signature.
 - If more than one person collects nominator signatures for the same candidate, each person must complete a separate Part F and Part G as a witness to the signatures.

Part F: Witness to Nominators' Signatures

Notes:

- The candidate, a family member of a candidate, or any other person may collect and be the witness to the nominator signatures.
- The person collecting nominator signatures must be present and witness the elector signing this form.
- A person cannot sign as a nominator and be their own witness to that signature.
- If more than one person collects nominator signatures for the same candidate, each person must complete a separate Part F and Part G as the witness to the signatures. Attach additional pages as required.

I, _____, certify that:
(Name)

- I saw the electors sign their names as nominators of the named candidate below in Part G; and
- to the best of my knowledge, each nominator is qualified to vote for this candidate at the election.

Signed at _____)
_____)
in the County of _____)
_____)
and Province of New Brunswick,)
this _____ day of _____, 20____.)
(Witness to the nominators' signatures)

Local Government Nomination Papers

- **Part G: Signature of Nominating Electors**
 - A nomination paper must contain the signatures of at least 10 electors who are qualified to vote for the nominated candidate in the local government or rural district.
 - If a candidate is running for a ward council position, the nominators must also be qualified to vote in that ward.
 - It is recommended that a candidate obtain additional signatures, in the event someone is determined to be ineligible.
 - Qualification is determined using each nominator's name and civic address.

Part G: Signature of Nominating Electors				
<small>Notes: Under section 17 of the <i>Municipal Elections Act</i>:</small> <ul style="list-style-type: none"> • A nomination paper must contain the signatures of at least 10 electors who are qualified to vote for the nominated candidate in the local government or rural district, and ward if applicable, where the candidate is nominated. • If the candidate decides to submit nomination papers for an office different than the one they originally stated below, new nominator signatures nominating them for that position will need to be collected. 				
By signing, you are nominating _____ for the office of _____ <small>(Name of Candidate) (Position) (Ward, if applicable) (Name of Witness to Nominator Signatures)</small>				
No.	Name of nominator	Civic address of nominator	Signature of nominator	Signature of witness to nominator signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Nomination Paper Submission

- **Nomination papers must be submitted to returning office prior to 2:00 p.m.**
 - General Elections: 31 days prior to election - April 10, 2026
 - By-Elections: 24 days prior to election
- **Clear scans of all pages may also be sent electronically.**

List of Electors for Candidates

- **Once a candidate's nomination paper has been accepted, the candidate may identify a "list agent" to whom an account will be provided to download the list of electors and strike-offs through a candidate portal. (A candidate may be their own list officer)**
- **Access to the candidate portal ends as soon as the election is over.**
- **It is an offence to use information provided on the list of electors for any other purpose than legitimate campaign purposes.**

Campaign Rules & Signage

- There are no spending limits on campaigns.
- All election signs, posters, handbills and other printed materials must include the name and address of the printer and publisher on the face of the document.
- No campaign materials are permitted within 30 metres of a polling station at advance and ordinary polls.
- Restricted advertising period on election day and the Sunday prior.



Scrutineers

- **A candidate may appoint a person (not necessarily an elector) to be a scrutineer / candidate representative:**
 - for the purpose of observing voting procedures and the reporting of the results ballots (Form M 04 201)
- **Scrutineers / Candidate representatives are not paid by the province and are not “election officers”**

Candidates and Scrutineers at Polling Stations

- **Candidates may visit any polling station for their election:**
 - May greet electors at entrance
 - May enter the polling station
 - May not campaign or obstruct voting inside or outside
 - May not have campaign materials within 30 metres
- **Each candidate is permitted one scrutineer per polling station.**



Important Dates May 2026-Local Government Elections

- **March 23-Municipal Returning Offices open to the public**
- **April 10- Close of nominations @ 2:00 p.m.**
- **April 13- Deadline for withdrawal**
- **April 20- Special Ballot Available**
- **April 27 Voter Information Cards**
- **May 2 & 4 Advance Voting (polls open 10 a.m.- 8:00 p.m.)**
- **May 11- Election Day (polls open 10 a.m.- 8:00 p.m.)**



Town Overview

*Population: 9,974 **

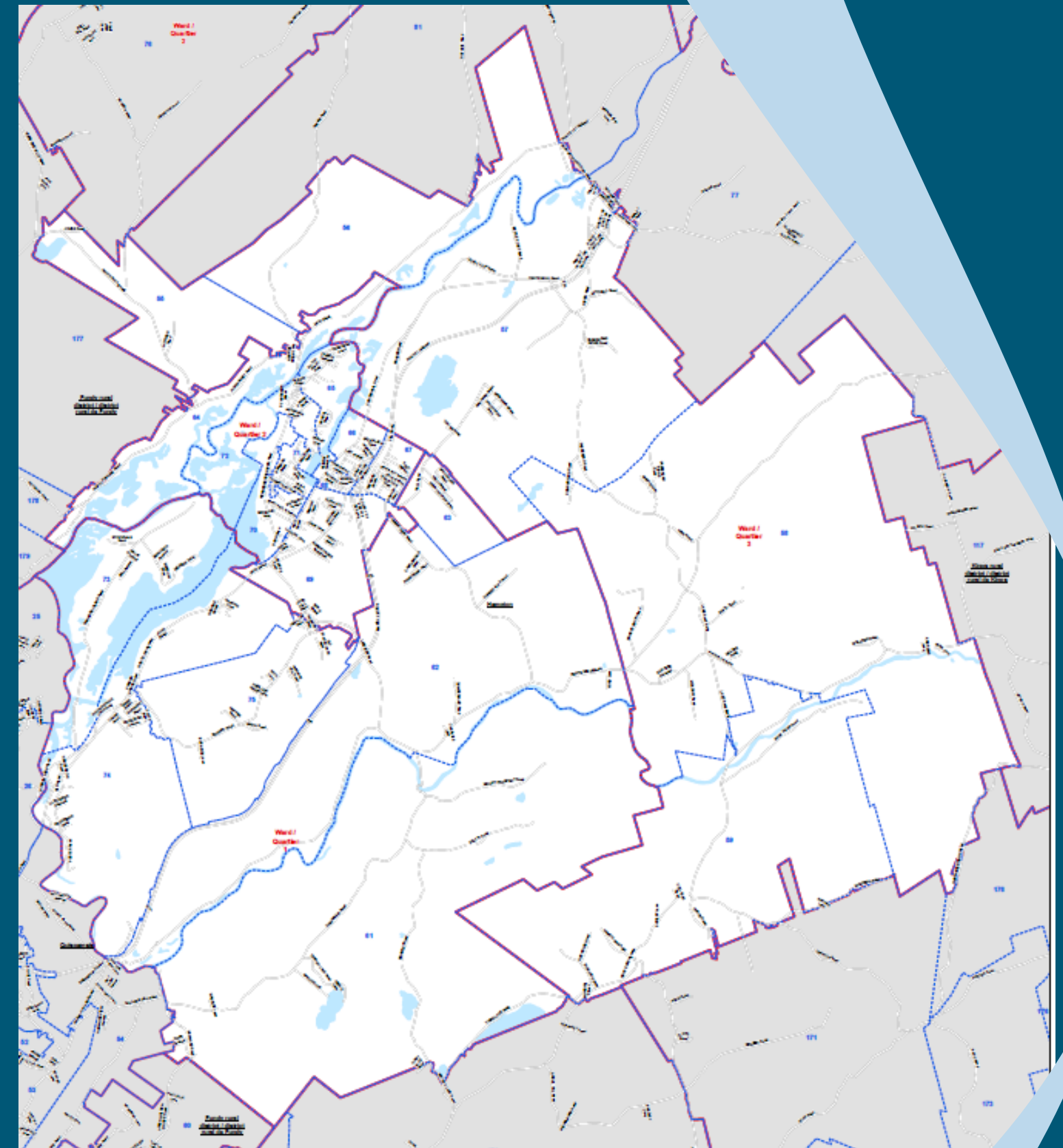
Composition:

Ward 1 – former LSD of Hampton

Ward 2 – former Town of Hampton

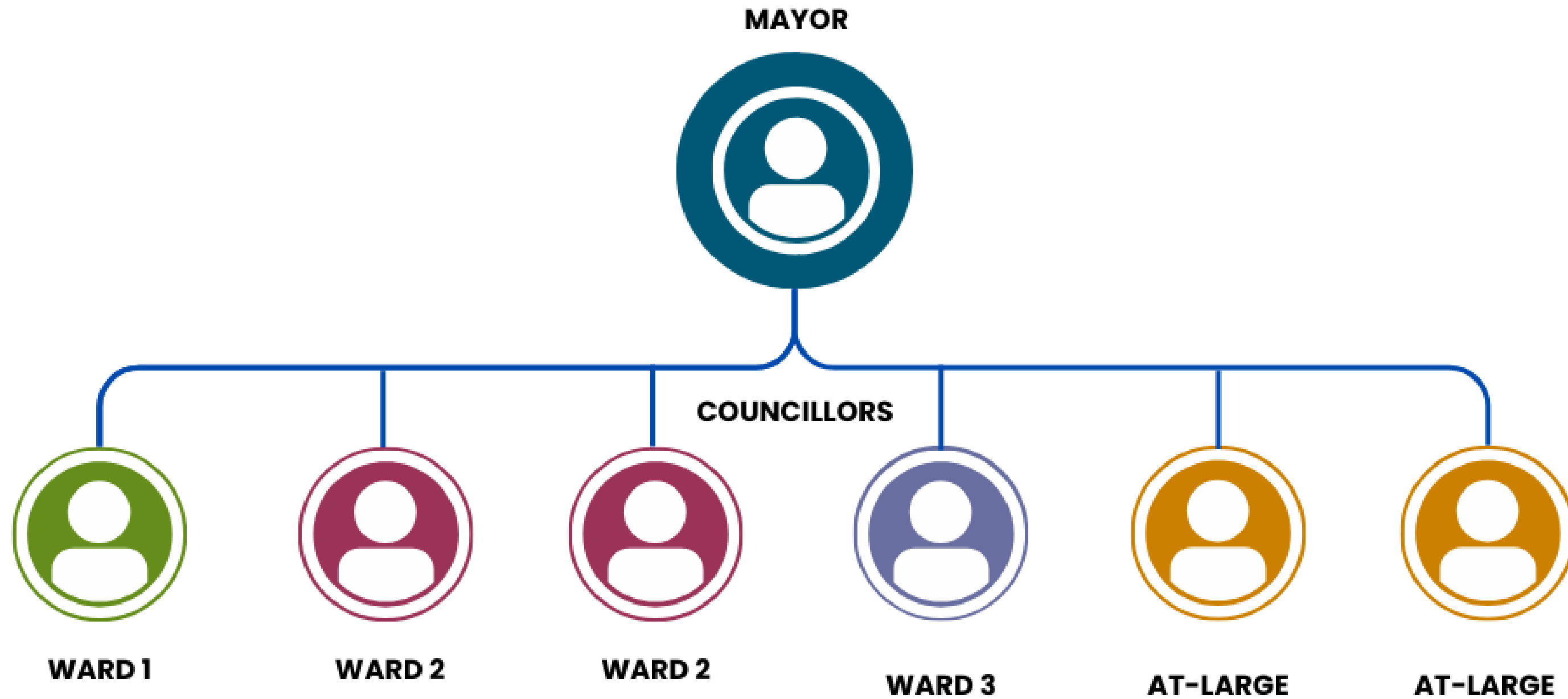
*Ward 3 – portions of former LSDs of
Kingston, Norton & Upham*

*Annual Budget revenue and expenditures over
\$14 Million.*

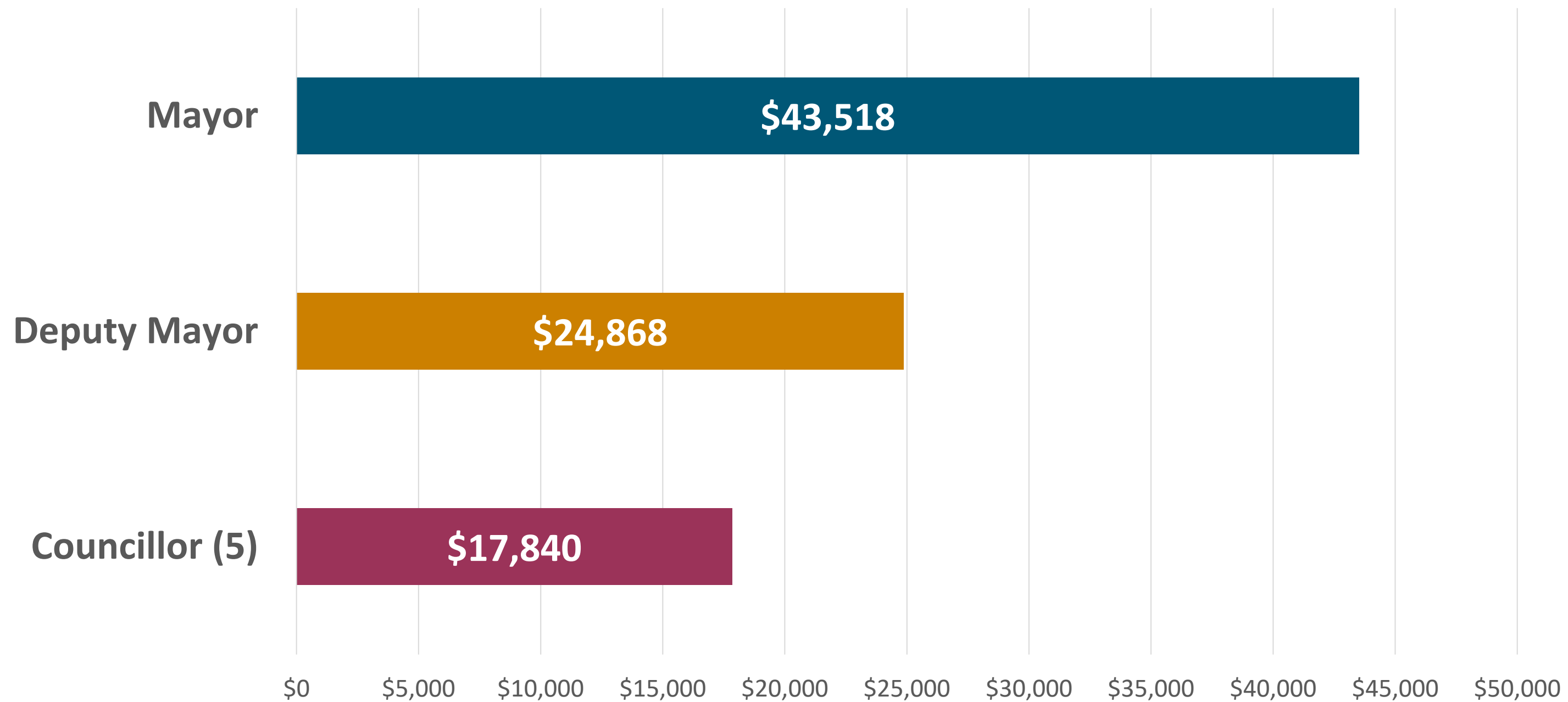


*** 2024 Estimated population obtained from Statistics Canada based on the new boundaries post reform.**

Council Structure



Council Remuneration By-law No. HAM-2022-04



*Effective Upon the Swearing in of Newly Elected Council, May 2026



Meeting Commitments

Council Meetings – second Tuesday

Committee of the Whole – first Tuesday

Committees of Council – monthly

Committees of Council



01 Executive Committees

Finance Committee
Health Care Committee
Human Resources Committee
Joint Health & Safety Committee
Protective Services Committees

02 Standing Committees

Economic Development & Tourism Advisory Committee
Environment Advisory Committee
Parks & Recreation Advisory Committee
Planning Advisory Committee
Public Works & Utilities Advisory Committee

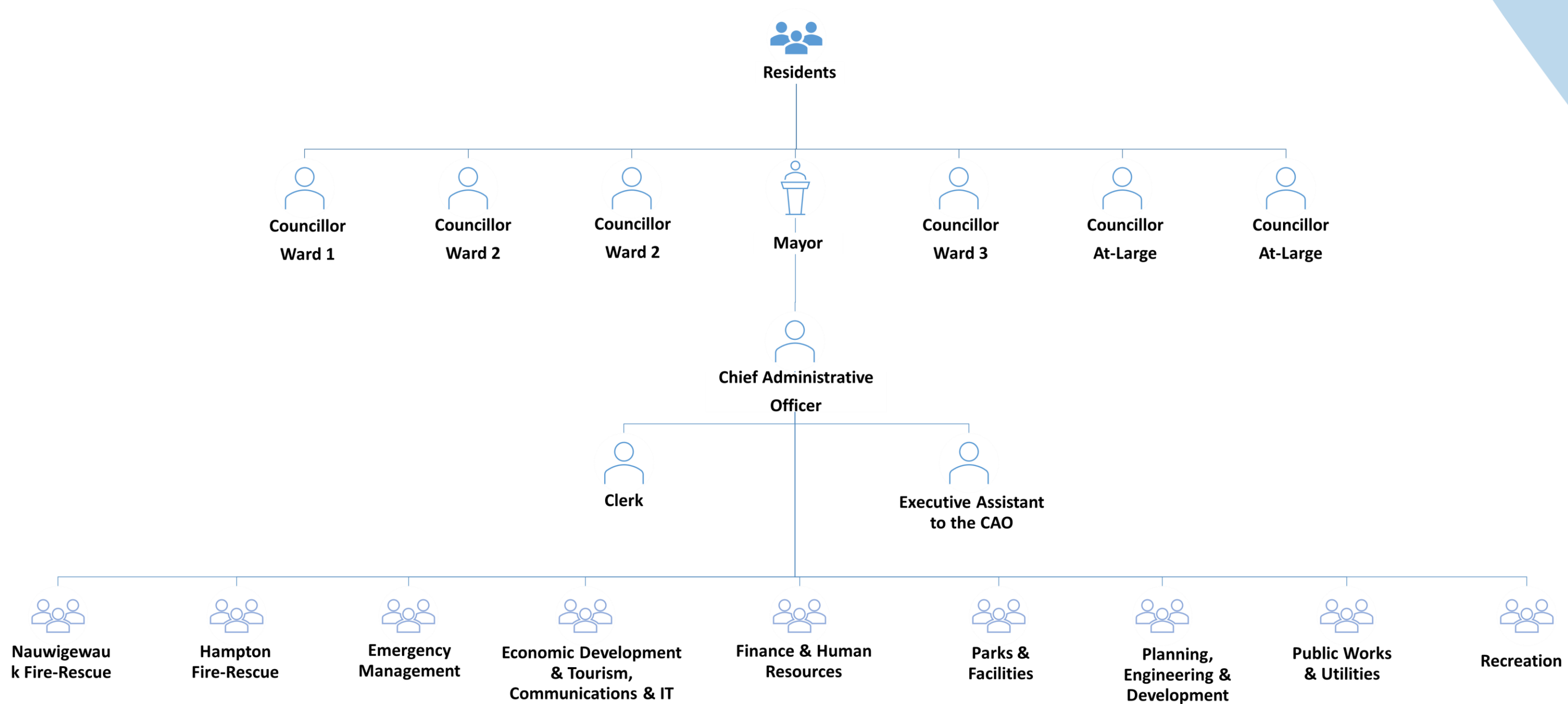
03 Ad Hoc Committees

As need arises to carry out a specific task.

04 Subcommittees

Specialized group from within an existing committee with additional members as required to address a particular task or action item.

Town Departments



Administration

Chief Administrative Officer – Richard Malone

*The Chief Administrative Officer is an **officer appointed under the Local Governance Act**. Serves as Head of the Administration and is the liaison between Council and Staff. The Chief Administrative Officer's role is to:*

- Provide evidence-based, neutral advice to Council;*
- Translate Council's direction into operational plans;*
- Lead and manage the organization – people, systems, finances, risk;*
- Ensure corporate alignment with strategic priorities; and*
- Accountable for results, continuous improvement and service excellence.*



Administration

Clerk – Lisa Richard

Officer appointed under the Local Governance Act and is responsible for:

- *Directing and administering the operations of Council and Committees in accordance with government regulations, by-laws and policies;*
- *Preparing agenda packages and minutes for Council meetings;*
- *Retaining custody of and maintaining Hampton's official records; and*
- *Acting as the "Head of the Public Body" under the Right to Information and Protection of Privacy Act.*



Economic Development & Tourism

Director – Chris White

Economic Development & Tourism staff are responsible for:

- *Working with area businesses, economic partners, and regional and provincial partners to grow and enhance the local economy;*
- *Collaboration with Hampton Area Chamber of Commerce, Envision Saint John, Fundy Regional Service Commission, Community Business Development Corporation, Opportunities NB and other partnerships; and*
- *Oversee the operations of the Visitor Information Centre as the hub for Tourism, with a Gift Boutique of local works, summer market, and off-season programming.*



Communications

Director – Chris White

Communications staff are responsible for managing municipal communications, such as:

- *Newsletters;*
- *Community Guide;*
- *Social media;*
- *Media requests; and*
- *Brand standards*



Information Technology

Director – Chris White

Information Technology staff are responsible for:

- *Networks;*
- *Applications;*
- *User profiles; and*
- *Information technology support.*



Finance

Treasurer – Sherman St. Germain

Officer appointed under the Local Governance Act and is responsible for:

- *Advising Council and relevant committees on all matters relating to finance*
- *Retaining custody of and maintaining Hampton's official financial records;*
- *Preparing detailed statement of finances for the annual audit;*
- *Overseeing municipal insurance program for the Hampton.*



Finance

Treasurer – Sherman St. Germain

***Finance staff** develop, manage and maintain all finances for Hampton including:*

- *Accounts payable and receivable;*
- *Grant applications and reporting;*
- *Annual budget;*
- *Annual audit; and*
- *Capital Borrowing Board.*



Human Resources

Director – Sherman St. Germain

Human Resources staff are responsible for developing and executing Human Resources strategies including:

- *Talent acquisition and retention;*
- *Employee relations;*
- *Performance management;*
- *Compensation and benefits;*
- *Organizational development; and*
- *Human Resources policies.*



Parks & Facilities

Director – Kevin Breau

Facilities staff manage Hampton's physical assets:

- *Municipal buildings;*
- *Landscaping;*
- *Recreational parks;*
- *Public wharf and boat launch;*
- *Community pool;*
- *Sports fields and courts;*
- *Dog parks;*
- *Skateboard park; and*
- *Other infrastructure.*



Planning, Engineering & Development

Director – Arthur McCarthy P. Eng

Planning, Engineering and Development staff are responsible for:

- *Planning & Development services such as Rezoning, Subdivisions, Variances, Permits and Inspections;*
- *Administration of certain By-laws and their Enforcement;*
- *Support the Planning Advisory Committee by providing administrative assistance, technical planning advice, and ensuring legislative and procedural compliance; and*
- *Providing technical support to other departments as it relates to items such as stormwater management, municipal servicing and GIS information.*



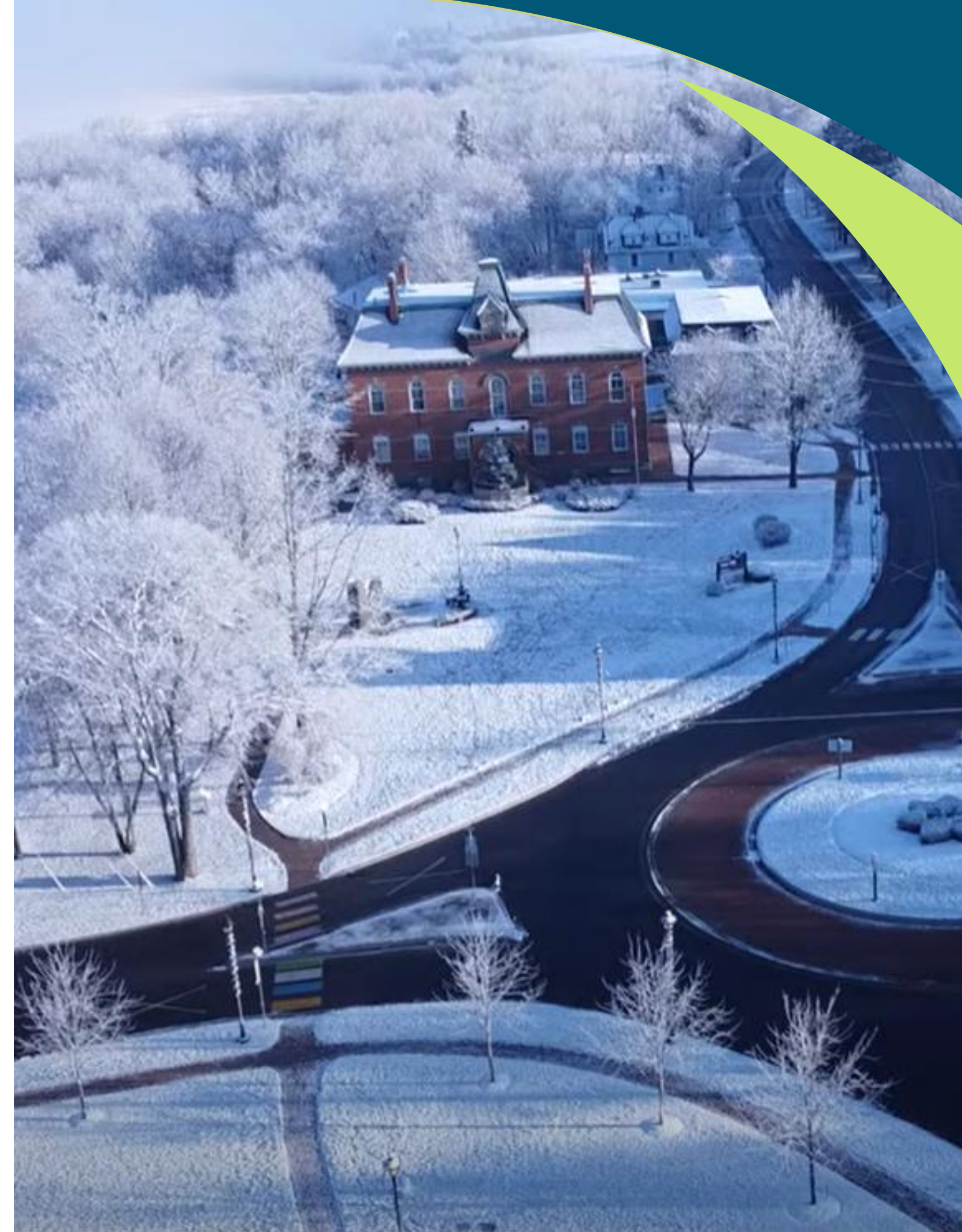
Public Works & Utilities

Director – Mark Cormier

Public Works & Utilities staff are responsible for:

- *Year-round road maintenance**;
- *Water and wastewater services;*
- *Town signage;*
- *Crosswalk and traffic lights;*
- *Streetlighting; and*
- *Managing solid waste collection in all Wards.*

**Province is responsible for road maintenance within Wards 1 and 3.*



Recreation

Director – Jessica Churchill

***Recreation staff** are responsible for the development and delivery of recreational programs and events for Hampton such as:*

- *Swimming lessons at Hampton Community Pool*
- *recreational programs at the Mike Murphy Memorial Fieldhouse;*
- *Recreational programs at the Summit Centre;*
- *Special events such as Canada Day and Winterfest;*
- *Liaison with regional and community sports and recreation organizations.*



Emergency Management

Director – Ben LeBlanc

Emergency Management staff are responsible for:

- *Collaboration on emergency preparedness strategies and initiatives designed to enhance preparedness;*
- *Oversight of the Emergency Operations Centre;*
- *Improving the ability to respond to emergencies; and*
- *Mitigating the effects of an emergency or disaster within Hampton.*



Hampton & Nauwigewauk Fire-Rescue

Hampton Fire Chief – Norm Garnett

Nauwigewauk Fire Chief – Blair Wanamaker

Fire-Rescue volunteers provide services such as:

- *Fire protection;*
- *Assistance response (i.e. medical assist)*
- *Mutual aid; and*
- *Public service. (i.e. fire prevention awareness)*





**Fundy Regional
Service Commission**

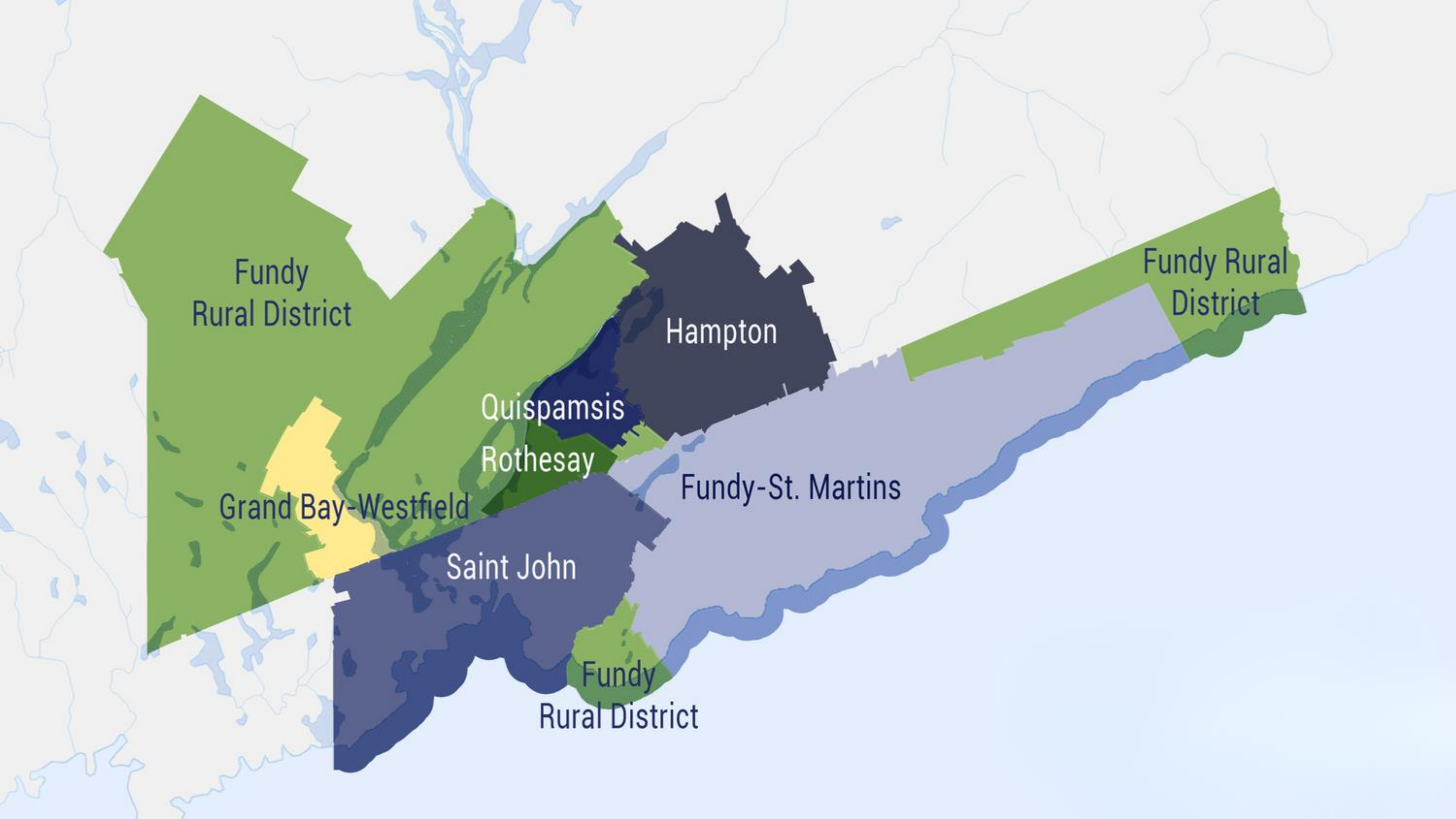
Commission de Services
Régionaux de Fundy

2026 Municipal Election: Candidate Information

Overview of Regional Service Commissions (RSCs)

Regional Collaboration in New Brunswick

- Many services and challenges cross municipal boundaries
- Regional collaboration helps communities:
 - Share costs fairly where benefits are shared
 - Reduce duplication and align efforts
 - Plan for growth and infrastructure more strategically
 - Access provincial/federal funding more effectively
- RSCs are the legislated structure that provide a practical, region-based approach that allows communities, large and small, urban and rural to collaborate on services and initiatives.



Fundy
Rural District

Grand Bay-Westfield

Quispamsis
Rothesay

Saint John

Fundy
Rural District

Hampton

Fundy-St. Martins

Fundy Rural
District

RSC Mandates



Solid Waste
Management



Community Planning
& Building Inspection



Regional Public
Safety



Regional
Transportation



Social Mandate*



Community
Development



Regional
Facilities



Economic Development



Tourism Promotion

* Capital, Fundy, and Southeast are mandated to pursue the social mandate.

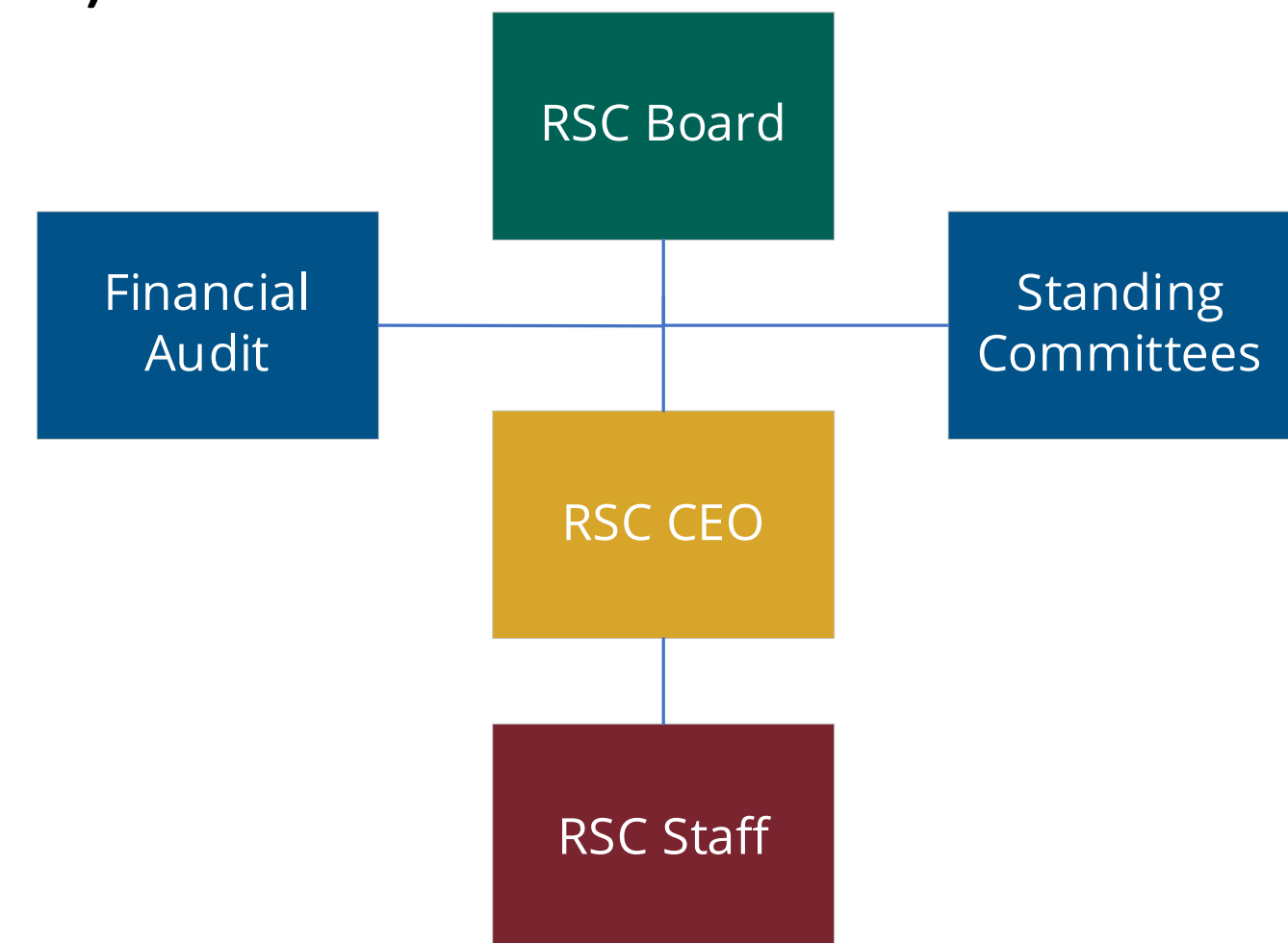
Regional Service Commissions

Structure

- Board of Directors (mayors of Local Governments and chair of Rural District)
- Chair of the Board (elected from among board members)
- Standing Committees
- Statutory employees of RSCs

Governance

- Board – Accountable to their Region / Councils / Communities
- CEO – Accountable to the board
- Staff – Accountable to the CEO



Leadership at Local and Regional Level

- Board members of Regional Service Commissions carry a dual responsibility.
- As a councilor or mayor, you represent your community.
- As an RSC Board member, you are also expected to take a regional perspective and uphold expectations as a director of the RSC.
- Regional leadership means:
 - Thinking about impacts across the region (not just one community)
 - Building awareness and ownership on regional efforts with your council
 - Recognizing trade-offs and compromise
 - Using evidence (costs, usage, demographics) to support decisions
 - Building relationships with other elected officials

RSC Specific Board Operations

- In Fundy Region:
 - Monthly meetings (3 hours in length), 10-20 agenda items (average of 150 pages), includes open and closed sessions.
 - Many Board members serve on standing committees (4-12 time/year).
 - Three board members serve on Executive Committee.
 - Weekly correspondence from FRSC Head Office (additional for chair, executive and committee members).
 - Board members receive monthly allowance (additional for members serving committees, executive and chair).

RSC Engagement with Local Councils

- In Fundy Region:
 - All Board meeting material is published 6 days prior to meeting (publicly accessible on website).
 - All councils receive a monthly newsletter outlining progress and summary of past Board meeting.
 - RSC typically delivers 1-3 presentations annually to each member council.
 - The FRSC hosts a regional summit once a year to receive direct input from member councils.

How to access additional information

- Link to regional service commission website
 - Regional Strategy
 - Budgets
 - Annual Reports
 - Minutes and agenda packets
- Contact information of RSC Head Office

Additional Resources



Fundy Regional
Service Commission

Commission de Services
Régionaux de Fundy



Thank You



506-832-6065



hampton.ca



648 Main Street, Hampton NB