

# Municipality of Hastings Highlands 2022 Municipal Election



**Candidate Information Package**

**#hhvotes2022**

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## 2022 Municipal Election – Candidates Package

Dear Candidate:

Please find attached important forms and information for Candidates related to the 2022 Municipal Election. In addition to completing and returning the Forms in the package noted as such (\*) it is expected that Candidates will review all information enclosed. Nominations may be filed in person or by an agent during regular business hours between May 2, 2022, and August 18, 2022, and between 9:00 a.m. and 2:00 p.m. on August 19, 2022, (Nomination Day). Nomination papers must be signed and filed in the office of the Clerk by appointment.

Further, please visit the Municipality's website to review other timely information related to the 2022 Municipal Election:

<https://hastingshighlands.ca/municipal/elections/2022-municipal-election/>

Should you have any questions related to the Forms or other attached information, or have any questions related to the 2022 Municipal Election, please do not hesitate to contact us.

Regards,



Suzanne Huschilt  
Returning Officer/Municipal Clerk  
613 338-2811 ext. 277



Chantelle Beaumier  
Deputy Returning Officer/Deputy Clerk  
613 338-2811 ext. 211

## #hhvotes2022 | Candidates

Thinking about running for Council? Here's what you need to know:

### 1. Municipal Offices to be Elected:

During the voting period, beginning October 11, 2022, at 10:00 a.m. and ending at 8:00 p.m. on October 24, 2022, voters in the Municipality of Hastings Highlands will elect members to the following municipal offices and school boards:

**Mayor - 1**

**Deputy Mayor - 1**

**Councillors - 5**

**English Public School Trustee - 1**

**English Separate School Trustee - 1**

**French Public School Trustee - 1**

**French Separate School Trustee - 1**

All offices within the Municipality are elected at large, therefore no specific member of Council who represents a defined ward area. All offices represent the Municipality as a whole.

### 2. Are you eligible?

Qualifications for members of Council are set out in Section 256 of the *Municipal Act*, 2001 and Section 17 of the *Municipal Elections Act*, 1996.

In order to run for office in the Municipality of Hastings Highlands, a person must be:

- a) A Canadian citizen;
- b) At least 18 years old
- c) A resident of the Municipality of Hastings Highlands or the owner or tenant of land in the Municipality, or the spouse of such owner or tenant; and
- d) Not disqualified by any legislation from holding office.

### Ineligibility

The following are ineligible to be elected as members of Council:

- a. An employee of the Municipality of Hastings Highlands, except during an authorized leave of absence (the leave of absence must begin upon filing the Nomination Form);
- b. A person who is not an employee of the municipality, but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar, or who holds any administrative position of the municipality
- c. A judge of any court
- d. A member of the Assembly as provided in the *Legislative Assembly Act*, 1990 of the Senate or House of Commons of Canada
- e. A person who is serving a sentence of imprisonment in a penal or correctional institution.

- f. A person who was convicted of the corrupt practice described in subsection 90 (3) of the *Municipal Elections Act*, if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

### 3. Do you understand the position?

As a member of Council, you will have the opportunity to influence and shape the future of the Township. The *Municipal Act*, 2001 defines the roles of Council and the Head of Council (Mayor) as follows:

<b>Council</b>	<b>Head of Council (Mayor)</b>
To represent the public and to consider the well-being and interests of the municipality	To act as chief executive officer of the municipality.
To govern the policies and programs of the municipality.	To preside over council meetings so that its business can be carried out efficiently and effectively.
To determine which services and levels of service the municipality provides.	To provide leadership to the council without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1).
To ensure that governance policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council; to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.	To represent the municipality at official functions.
To maintain the financial integrity of the municipality	
To carry out the duties of council under the <i>Municipal Act</i> , 2001 or any other Act.	To carry out the duties of the head of council under the <i>Municipal Act</i> , 2001 or any Act.

### 4. What will your role be with Hastings County Council?

Hastings County Council consists of the Mayor from each of the fourteen (14) member municipalities. As a result, the elected Mayor will sit on Hastings County Council by virtue of their office.

The Warden of the County is elected by peers on County Council for a term of two years. The Warden represents and supports County Council, declaring its will and implicitly obeying its decisions in all things. County Council meets monthly to receive reports from standing committees and make decisions on the delivery of services to

its residents. County Council traditionally meets the last Thursday of each month with open session starting at 10:00 am.

## 5. What is the time commitment?

As a member of Council, you will sit on various standing and local committees and boards and attend Council and community events throughout the Municipality. All regularly scheduled meetings of Council commence at 9:00 a.m. on Wednesdays in accordance with a predetermined schedule. Traditionally this has been as follows:

**January:** One (1) Meeting  
**February-June:** Two (2) Meetings  
**July-August:** One (1) Meeting  
**September-November:** Two (2) Meetings  
**December:** One (1) Meeting

In addition to regularly scheduled meetings of Council, Special Meetings may be scheduled on the yearly calendar, or at the call of the Mayor. Historically, this has been at least 5 Special Meetings per year.

Members of Council can expect to dedicate approximately 10-20 hours per month to attend meetings of Council in addition to time spent preparing for meetings and communicating with constituents.

See below for an example of a typical month on Council. Please note, the following examples are provided simply for comprehension and approximate time spent completing each activity. Said examples are not guaranteed, and monthly time allocations may exceed the time frames as provided.

Occurrence	Meetings/Month	Time Allocated (hours)
Council	1-2	10-20
Committee of Adjustment	1-2 (Varies as required)	1
Various Local Boards, Committees and External Committees	1 per Committee*	1 hour per meeting*
Preparing / Researching	1 Meeting	2 - 4 hours per meeting
Communications	Undefined	40 – 60 hours
<b>Total</b>		86 hours

\*Not all members of Council serve on Local Boards and Committees, therefore time spent preparing and researching does not include time allocated to preparing for Local Board and Committee meetings.

## 6. Meeting Participation

In accordance with the [Municipality's Procedure Bylaw](#) all Meetings of the Council of the Corporation of the Municipality of Hastings Highlands shall be held **in person** in Council Chambers unless extenuating circumstances dictate otherwise as outlined in the Municipality's Procedure Bylaw.

## 7. How much do Council Members get paid?

The Corporation of the Municipality provides the following honorarium for the Mayor, Deputy Mayor, and Members of Council in 2022:

Mayor	\$36,090.96 annually
Deputy Mayor	\$26,181.32 annually
Council Member	\$23,489.93 annually

Honorarium payments are made bi-weekly via direct deposit over 26 annual pay periods. Deductions are made for income tax, CPP (Canadian Pension Plan) as required, and OMERS (Ontario Municipal Employer Retirement System) pension as eligibility allows. Benefit coverage may include OMERS pension contributions, extended health, dental, and life insurance.

## 8. Voting Method – Internet and Telephone Voting

The Municipality of Hastings Highlands will be using Internet/Telephone Voting for the 2022 municipal election. Voting will commence on October 11, 2022, at 10:00 a.m. until October 24, 2022 at 8:00p.m.

## 9. Internet and Telephone Voting Assistance

Those who do not have access to a computer to vote online or require assistance with electronic voting can come to one of the following locations during our hours of operation:

<b>Municipal Office 33011 Hwy 62, Maynooth</b>		<b>Lake St. Peter Community Centre – Parking Lot 5 Boulter Rd., Lake St. Peter</b>	
Oct. 11	10:00AM to 4:00PM	October 12	9:00AM to 12:00PM
Oct. 12, 13, 18, 19, 21	8:00AM to 4:00PM	<b>Monteagle Fire Station – Parking Lot 3205 Musclow-Greenview Rd., Monteagle Valley</b>	
Oct. 14, 20	8:00AM to 8:00PM		
Oct. 17	9:00AM to 4:00PM	<b>Herschel Rink – Parking Lot 168 S. Baptiste Lake Rd., Birds Creek</b>	
Oct. 22, 23	10:00AM to 3:00PM		
Oct. 24	9:00AM to 8:00 PM		
		October 17	9:00AM to 12:00PM
		October 18	9:00AM to 12:00PM

## 10. Voter Help Line

A Voter Help Line will be available for the public to call should they have any questions or require assistance. The number for the Voter Help Line will be published on the Voter Information Letter as well as advertised on our website during the voting period. The hours are as follows:

Voter Help Line Hours of Operation	
Oct. 11	10:00AM to 4:00PM
Oct. 12, 13, 18, 19, 21	8:00AM to 4:00PM
Oct. 14, 20	8:00AM to 8:00PM
Oct. 17	9:00AM to 4:00PM
Oct. 22, 23	10:00AM to 3:00PM
Oct. 24	9:00AM to 8:00PM

## 11. Be Informed!

As a potential representative of Hastings Highlands Council, you will need to be familiar with the range of legislated responsibilities in considering and approving municipal bylaws, policies and procedures and budgets.

For more information review:

- [Municipal Act, 2001](#)
- [Planning Act, 1990](#)
- [Municipal Conflict of Interest Act, 1990](#)
- [Municipal Elections Act, 1996](#)

## 12. Municipal Contact Information

Suzanne Huschilt, Municipal Clerk/Returning Officer  
 613 338-2811 ext. 277  
[election@hastingshighlands.ca](mailto:election@hastingshighlands.ca)

Chantelle Beaumier, Deputy Clerk/Deputy Returning Officer  
 613-338-2811 ext. 211

Keep up to date – visit the 2022 Election page on the Municipality’s website to stay informed and updated on election resources and important information:  
<https://hastingshighlands.ca/municipal/elections/2022-municipal-election/>



## 13. Nomination Procedures

### a. Filing Nomination Papers

Every person who proposes to be a Candidate must file a Nomination prior to receiving any campaign contributions and/or spending any funds on a campaign. A Candidate may file their Nomination as of May 2, 2022, by **booking an appointment** in advance with the Municipal Clerk/Returning Officer during regular office hours.

#### **Suzanne Huschilt, Municipal Clerk/Returning Officer**

613 338-2811 ext. 277 | [election@hastingshighlands.ca](mailto:election@hastingshighlands.ca)

Nominations must be submitted in person to the Municipal Clerk/Returning Officer at the Municipal Office – 33011 Hwy 62, Maynooth, ON. Candidates are required to complete their Nomination forms, including a Declaration of Qualification which must be taken before a Commissioner of Oaths. Commissioners of Oaths in the Clerk's Department can administer this Declaration. The Candidate will be required to show photo identification, including the Candidate's signature. Please note that Nominations submitted by fax or mail will not be considered valid and therefore not be accepted.

The Nomination of a Candidate for an office on Council (Mayor, Deputy Mayor, Councillor) must be endorsed by at least 25 persons. The person endorsing the Nomination must be eligible to vote in an election for an office within the Municipality if a regular election was held on the day that the person endorses the Nomination. **To mitigate the consequences of a challenge to the qualification of a person endorsing your candidacy, we would suggest you obtain a few extra endorsements beyond the required 25.**

The final day for filing a Nomination for the 2022 Municipal Election is Nomination Day, August 19, 2022 – 9:00 a.m. to 2:00 p.m. If an agent is filing the Nomination on behalf of a Candidate, the Candidate's Declaration of Qualification must be witnessed by a Commissioner for taking affidavits, before the agent files the Nomination with the Municipality. The agent must provide a copy of the Candidate's identification as well as providing their own identification. Candidates are responsible for ensuring that they meet all the qualifications and have followed the procedures with respect to the filing of Nominations.

### b. Nomination Fee

The Nomination must be accompanied by the prescribed nomination fee. The prescribed fee is \$200.00 for Mayor and all other offices are \$100.00 and can be paid by cash, debit, certified cheque or money order made payable to the Municipality of Hastings Highlands or by an electronic method of payment as directed by the Returning Officer/Municipal Clerk. Important Note - The

nomination fee is a personal expense. It is not considered to be a campaign expense and should not be reported on your campaign financial statement.

**c. Withdrawal of Nominations**

A Candidate may withdraw their nomination by filing a written withdrawal with the Clerks Department before 2:00 p.m. on August 19, 2022. The Candidate will be asked for identification when filing their withdrawal.

**d. Examination and Certification of Nominations by Clerk**

Before 4:00 p.m. on the Monday following Nomination Day – August 22, 2022 – the Clerk shall examine each nomination that has been filed to accept (certify) or reject the nomination. If the Clerk rejects a nomination, notice will be provided as soon as possible to the individual seeking nomination and to all Candidates. The Clerk’s decision to certify or reject a nomination is final.

**e. Acclamations**

If, at 4:00 p.m. on August 22, 2022 the number of certified Candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the Candidate or Candidates as elected by acclamation.

**f. Exception for Additional Nominations**

If the number of nominations certified for an office is less than the number of persons to be elected to an office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day – August 24, 2022. Any additional nominations filed under the *Municipal Elections Act*, 1996, Section 33 (5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day – August 25, 2022.

**g. Refund of Nomination Filing Fee**

A Candidate is entitled to receive a refund of the nomination filing fee if they file their financial statements with the Municipal Clerk by the filing date, being before 2:00 p.m. on March 31, 2023.

**14. Campaign Finances**

Before beginning your campaign, please remember to open a separate campaign bank account, in your name. Also, ensure you issue receipts for all contributions received and obtain receipts for every expense. You cannot solicit contributions or incur expenses until you have filed your nomination papers with the Municipal Clerk/Returning Officer and paid the filing fee. As a candidate, you are solely responsible for ensuring legislative requirements are met with respect to campaign finances.

If you have specific questions with respect to meeting your campaign finance requirements, you are encouraged to contact the Ministry of Municipal Affairs and Housing or seek legal advice from your solicitor. Election staff will only provide candidates with notices of the general filing requirements pertaining to campaign finances.

## 15. Election Sign(s) Deposit

As per the [Municipality's Election Sign Bylaw \(2017-103\)](#) Election Signs shall not be affixed, erected, or displayed prior to nomination day (August 19, 2022) and only after the filing of Nomination Papers with the Municipal Clerk/Returning Officer. A deposit in the amount of \$75.00 is due and payable to the Municipality of Hastings Highlands prior to the erection or display of election sign(s). A Candidate or third party advertiser is entitled to have their election sign deposit refunded no later than 90 days after Election Day, less any deductions made under Schedule 'A' of the Election Sign Bylaw. Important Note – Election Sign(s) Deposits should be recorded as a campaign expense and paid for using campaign funds.

## 16. Important Dates for Candidates 2022-2023

Date	Information
<b>Nomination Period for Candidates</b>	<ul style="list-style-type: none"> <li>May 2, 2022 to August 18, 2022 (9:00 a.m.– 4:30 p.m.); and</li> </ul>
<b>Nomination Day</b>	<ul style="list-style-type: none"> <li>August 19, 2022 (9:00 a.m.–2:00p.m.)</li> </ul>
<b>Certificate of Nominations</b>	<ul style="list-style-type: none"> <li>August 22, 2022 by 4:00 p.m.</li> <li>Acclamation(s) after 4:00 p.m.</li> </ul>
<b>Official List of Candidates Posted with any Declarations of Acclamation</b>	<ul style="list-style-type: none"> <li>August 22, 2022 after 4:00 p.m.</li> </ul>
<b>Election Signs Permitted (See Election Sign Bylaw 2017-103)</b>	<ul style="list-style-type: none"> <li>August 19, 2022 to October 26, 2022 by 11:59 p.m.</li> </ul>
<b>Preliminary List of Electors Released to the Public (PLE)</b>	<ul style="list-style-type: none"> <li>September 1, 2022</li> </ul>
<b>Final Calculation of Maximum Campaign Expenses will be provided to Candidates</b>	<ul style="list-style-type: none"> <li>Prior to September 25, 2022</li> </ul>
<b>Voting Period for Electors</b>	<ul style="list-style-type: none"> <li>October 11, 2022 at 10:00 a.m. to October 24, 2022 at 8:00 p.m.</li> </ul>
<b>Declaration of Official Election Results</b>	<ul style="list-style-type: none"> <li>October 25, 2022</li> </ul>
<b>End of the Election Campaign Period</b>	<ul style="list-style-type: none"> <li>January 3, 2023 (unless extended)</li> </ul>
<b>Deadline to file initial Financial Statements</b>	<ul style="list-style-type: none"> <li>March 31, 2023 (2:00 p.m.)</li> </ul>



*Hastings Highlands*

**Municipality of Hastings Highlands  
33011 Hwy 62 Maynooth, ON K0L 2S0  
Ph (613) 338-2811 Fax (613) 338-3292**

**[www.hastingshighlands.ca](http://www.hastingshighlands.ca) | [election@hastingshighlands.ca](mailto:election@hastingshighlands.ca)**