

Municipality of Hastings Highlands 2022 School Board Election



School Board Trustee Information Package

#hhvotes2022

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* Form to be returned

2022 Municipal Election – School Board Trustee Candidates Package

Dear School Board Trustee Candidate:

Please find attached important forms and information for School Board Trustee Candidates related to the 2022 School Board Election. In addition to completing and returning the Forms in the package noted as such (*) it is expected that School Board 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 School Board 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 and School Board 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.

School boards can cover large geographic areas that may include several municipalities. School boards are responsible for establishing the geographic areas within the board that one or more trustee positions will be elected to represent.

There are four different kinds of school boards in Ontario:

1. English-language public school board
2. English-language separate school board
3. French-language public school board
4. French-language separate school board

2. Are you eligible?

To run for a trustee position on a school board you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election.

You are eligible to vote in the election for a school board if you meet all of the following requirements:

- you are a Canadian citizen
- you are aged 18 or older
- you qualify to vote for that particular school board*

* To qualify to vote for a particular school board you must meet the qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights).

If you want to vote for an English-language separate school board you must meet both of the following requirements:

1. You must be a Roman Catholic
2. You or your spouse must be an English-language separate school board supporter

If you want to vote for a French-language public school board you must meet both of the following requirements:

1. You must be a French-language rights holder
2. You or your spouse must be a French-language public school board supporter

If you want to vote for a French-language separate school board you must meet all of the following requirements:

1. You must be a Roman Catholic
 2. You must be a French-language rights holder
 3. You or your spouse must be a French-language separate school board supporter
- French-language rights holder is defined in the *Education Act*, and refers to the right of citizens whose first language is French to receive educational instruction in French. More information about French-language education is available from the Ministry of Education

Ineligibility

Who is not eligible?

The following people are disqualified from being elected as a school trustee:

- Any person who is not eligible to vote in the school board election
- An employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned
- A judge of any court
- An MP, an MPP or a senator
- An inmate serving a sentence in a penal or correctional institution

3. Do you understand the position?

A trustee's role is to maintain a focus on student achievement, well-being and equity and to participate in making decisions that benefit the board's entire jurisdiction while representing the interests of their constituents. Trustees must also communicate the views and decisions of the board back to their constituents.

A trustee is responsible for identifying the needs and priorities of their community and for ensuring these are considered in the decisions that result in practical educational opportunities for students. In doing so, trustees must consider conflicting interests and values. A trustee must do this in collaboration with the other members of the school board by developing policies that work for all students, and ensuring they are implemented effectively. It is the local trustee who makes sure that the community has a direct way to express its views on vital education decisions that

affect our day-to-day lives. School trustees play an indispensable role in preserving our democratic heritage.

The board of trustees is accountable to the Province of Ontario for the proper conduct of their duties and powers, including the implementation of provincial policy and the use of provincially allocated funds.

As elected officials, trustees must balance the demands of the community with the duties required by the Ministry of Education. By law, they are required to consult with parents, students and supporters of the board on the board's multi-year plan and bring the concerns of these groups to the attention of the board. This can be challenging and takes dedicated leadership coupled with a willingness to seek innovative ideas and the courage to implement them.

Trustees work to ensure equity across their school boards so that every student has the opportunity to succeed regardless of background, identity or personal circumstances. The role of school board trustee involves bringing the voice of everyone, including marginalized communities (e.g., Indigenous students, newcomers/immigrants, people coming from low socio-economic backgrounds, etc.) to the board table.

School board trustees have a responsibility to all the families in their community - not just their neighbours, and not just families with school-aged children. Trustees build and maintain relationships with the entire community. They work with their school board colleagues and with other community partners to ensure that all the students within the board's jurisdiction have equal opportunities to reach their full potential.

Trustees demonstrate their leadership in the following key areas:

- Establishing the board's multi-year strategic plan, which includes the vision to ensure a strong public education system
- Setting goals for student achievement, well-being and equity
- Monitoring progress against the board's strategic goals and priority areas
- Promoting accountability throughout the school board
- Allocating resources in ways that ensure equity of outcomes and demonstrate accountability
- Establishing a respectful, caring, professional climate throughout the school board
- Creating collaborative relationships inside the board and across the community
- Promoting continuous improvement
- Promoting community involvement and establishing communications
- Holding the director of education accountable as they lead, execute and monitor activities on behalf of the board of trustees
- Ensuring effective stewardship of the board's resources which includes passing the budget

4. 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.

5. 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:

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

Municipal Office 33011 Hwy 62, Maynooth		Lake St. Peter Community Centre – Parking Lot 5 Boulter Rd., Lake St. Peter	
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	Monteagle Fire Station – Parking Lot 3205 Musclow-Greenview Rd., Monteagle Valley	
Oct. 14, 20	8:00AM to 8:00PM		
Oct. 17	9:00AM to 4:00PM	Herschel Rink – Parking Lot 168 S. Baptiste Lake Rd., Birds Creek	
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

6. 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:

7. Municipal Contact Information

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

8. 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

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 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 for a School Board Trustee is \$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.

9. 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.

10. 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.

11. Important Dates for Candidates 2022-2023

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



Hastings Highlands

**Municipality of Hastings Highlands
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