



Township of Huron-Kinloss 2022 Municipal Election Candidate Information

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This Guide is provided for information purposes and is subject to change, with updates posted on the website. Please refer to the legislation for specific reference.

1. Introduction

Holding office as an elected official in a municipal government can be rewarding as well as very challenging. It requires a real commitment of time over a period of four (4) years.

The Municipal Elections Act sets out in detail the requirements to be met by candidates for office. This document is only a summarized version of the nomination requirements for your convenience. It is in no way to be construed as legal advice and/or a replacement for the legislation itself. This document is only a guide to certain portions of the legislation that have general relevance and does not recite all parts of the legislation.

Before you file your nomination papers, we strongly urge you to obtain your own updated copy of the Municipal Elections Act which can be downloaded from the Ministry's website at www.elaws.gov.on.ca or purchased from the Ontario Government Bookstore. Additionally, a copy is located at the Municipal Office that you can review on site.

Once your nomination paper is filed with the Clerk you will be given a Candidates Package that will provide information and forms that you will need during the Campaign period and thereafter. Any questions should be directed to:

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Clerk, Township of Huron-Kinloss
21 Queen Street, P.O. Box 130
Ripley, ON
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2. General Information

Nomination Period:

Monday May 2, 2022 to Friday, August 18, 2022 (8:30 a.m. – 4:30 p.m.), Friday August 19, 2022 (9 a.m. – 2 p.m.)

Nomination Day:

Friday, August 19, 2022

Election Day:

Monday, October 24, 2022

Nominations in the Township of Huron-Kinloss for the following offices:

Mayor One (1) to be elected at large

Deputy Mayor One (1) to be elected at large

Councillors Five (5) to be elected at large

English Public School Trustee

for the Bluewater District School Board One (1)

English Separate School Trustee

for the Bruce-Grey Catholic District School Board One (1)

French Public School Trustee

for Le Conseil Scolaire Viamonde One (1)

French Separate School Trustee

for Le Conseil scolaire catholique Providence One (1)

Voting Period - October 17, 2022 8:30 a.m. - October 24, 2022 8:00 p.m.

Electors can vote anytime from 8:30 a.m. on October 17 until 8:00 p.m. on October 24 using internet or telephone voting, or by visiting the Municipal Office.

Internet/Telephone Voting - The Township of Huron-Kinloss will be using an Internet/Telephone voting system for the 2022 Election. Electors will receive a notice in the mail providing instructions and a secure PIN number to use to vote either by internet or telephone.

3. Candidate Eligibility

For the position of Mayor, Deputy Mayor or Councillor you must be:

- A Canadian citizen
- At least 18 years of age
- A resident of the Township of Huron-Kinloss, or

- Own or lease property in the Township (or be the spouse of the owner or lessee)
- Eligible to vote

You must not be:

- A judge of any court
- A member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from their office by the close of nominations. Proof of resignation must be provided by the close of nominations or the Clerk will not certify the nomination
- A candidate who failed to file the necessary financial statement(s) in the last municipal election or by-election in any municipality (Candidates in Default).

Township of Huron-Kinloss Employees: Employees of the Township of Huron-Kinloss who wish to run for Council must take an unpaid leave of absence before filing a nomination paper. The employee must provide a copy of the documentation from People Services showing that they have taken the leave of absence and the effective date.

Volunteer Firefighters: According to the [Municipal Elections Act](#), a person shall not be considered an employee of a municipality or local board for the purposes of this section by reason only of being a volunteer firefighter as defined in the *Fire Protection and Prevention Act*, 1997.

4. Council Member Role and Responsibility

Role of the Councillor

As a Councillor, you have three main roles to play in your municipality: a representative, a policy-maker, and a steward. These roles may often overlap. You will be called on to consider and make decisions on issues that will sometimes be complex and controversial. Many of those decisions will have long-term consequences for your municipality that extend beyond your four-year term of office, and should be made in the context of your municipality's plans for the long-term health and welfare of your community.

The **Mayor** is responsible to provide leadership and act as a spokesperson to the public. He or she is also responsible to advocate the needs of the Municipality with other levels of government. For a more detailed role of the Head of Council refer to section 225 of the Municipal Act, 2001.

Council is made up of one (1) Mayor, one (1) Deputy Mayor and five (5) Councillors.

The role of **Council** is defined by Section 224 of the Municipal Act.

(a) to represent the public and to consider the well-being and interests of the municipality;

(b) to develop and evaluate the policies and programs of the municipality;

(c) to determine which services the municipality provides;

(d) to ensure that administrative policies, practices and procedures and controllership policies,

practices and procedures are in place to implement the decisions of council;

(d.1) to ensure the accountability and transparency of the operations of the municipality,

including the activities of the senior management of the municipality;

(e) to maintain the financial integrity of the municipality; and

(f) to carry out the duties of council under this or any other Act. 2001, c. 25, s.

224; 2006, c. 32,

Sched. A, s. 99

5. Time Commitment of Councillors

Council Meetings

Committee of the Whole Meetings take place on the first Monday of every month at 7 p.m., Council Meetings take place on the second (typically Planning Matters) and third Monday of each month at 7pm

Committee and Board Meetings

Members of Council are also appointed to various Boards and Committees including Joint Recreation, Joint Fire Board, Representative of Conservation Authorities, etc. These Boards and Committees may meet monthly, quarterly or by the call of the Chair.

Preparation for meetings include, reviewing the agendas meeting, staff reports and supporting materials, and becoming knowledgeable about municipal procedures By-laws and policy governance.

School Board Trustee information on responsibilities can be provided by the applicable School Board Administration.

6. Council Remuneration

The Township of Huron-Kinloss has established remuneration methods for Council Members. All remuneration rates for Council members will be increased at the same rate as the non-union salary grid.

Excerpt from By-Law No. 2020-136

- 1.0 That the Mayor of The Corporation of the Township of Huron-Kinloss shall receive an annual stipend of \$15,809.36 for 2021 and \$16,204.59 for 2022.
- 2.0 That the Deputy Mayor of The Corporation of the Township of Huron-Kinloss shall receive an annual stipend of \$10,257.54 for 2021 and \$10,513.98 for 2022.
- 3.0 That Councillors of The Corporation of the Township of Huron-Kinloss shall receive an annual stipend of \$7,860.48 for 2021 and \$8,056.99 for 2022.
- 4.0 In addition to the stipend, each member of Council, including the Mayor and Deputy Mayor shall receive payment in the amount of \$196.06 in 2021 and \$200.96 in 2022 for each Council, Committee of the Whole, Standing Committee and Special meeting or attendance at the municipal office for which the member was present.
- 5.0 If any member of Council is authorized to attend Committee meetings where remuneration is paid directly by that organization, the member shall be entitled to receive any difference between the rate of remuneration of that organization and the rate referred to in Section 4.0.
- 6.0 The Council per diem rate shall be \$196.06 for 2021 and \$200.96 for 2022.

7. Filing Nomination Paper

Nominations must be filed with the Clerk in the following manner:

- In person or through an agent, using the prescribed forms (Nomination Paper - Form 1);
- Include the prescribed Endorsement of Nomination - Form 2 with the endorsement of at least 25 persons for the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that person endorses the nomination; (No signature of a person shall be obtained at the Municipal Office, Municipal Office property or parking areas.

Nomination filing fee - \$200 for Head of Council and \$100 for all other offices – the

filing fee shall be paid by cash, debit card, certified cheque or money order payable to the Township of Huron-Kinloss

8. Municipal Freedom of Information and Protection of Privacy (MFIPPA)

The candidate may sign the consent to release personal information authorizing the Clerk to release personal information to the public and media.

9. Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the Township of Huron-Kinloss website.

10. Nomination Day (s.31)

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day, **August 19, 2022**

11. Certification of Nomination Papers (s.35 (1))

On or before **Monday August 22, 2022, at 4:00 pm**, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall complete the "Certification by the Clerk" section on the (Nomination Paper - Form 1) and certify the nomination.

12. Rejection of Nomination Papers (s.35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a "Notice of Rejection of Nomination shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated; and
- all candidates for the office.

13. Withdrawal of Nomination (s.36)

Candidates may withdraw their Nomination by filing in person a written withdrawal on "Withdrawal of Nomination" Form HK12 with the Clerk before 2:00 pm on Nomination Day, Friday August 19, 2022 by 2:00 p.m., if the person was nominated on or before Nomination Day. Any withdrawals send by email, mail or fax are not permitted as it must be filed in the Clerks Office.

14. Duties and Powers of Clerk

The Clerk is responsible for conducting the election, including responsibility for:

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the Clerk's opinion, is necessary or desirable for conducting the election.

15. Procedures and Forms

Section 42 (4) 2 of the Municipal Elections Act states that the procedures and forms, established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.