



Township of North Huron  
2022 Municipal Election

# Candidate Information Package

Prepared April 2022  
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<https://www.northhuron.ca/en/municipal-government/elections.aspx>

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## Disclaimer

The information in this package is general in nature and candidates should refer to the *Municipal Elections Act, 1996* for specific provisions and additional information. A copy of the Act can be obtained from Publications Ontario (telephone 1-800-668-9938), or online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). Contact the Elections Office at 519-661-4535 for any questions or concerns.

## Introduction

This guide has been prepared for the purpose of supplying information to persons intending to run for elected office. This guide is available electronically on the Township of North Huron website – <https://www.northhuron.ca/en/municipal-government/elections.aspx>

This guide is only intended to provide candidates with information regarding running for office. Candidates are responsible for ensuring they are familiar with the requirements of the *Municipal Elections Act, 1996* and should consult the Act for complete information and legislative requirements. The *Municipal Elections Act, 1996* is available online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

Candidates must comply with all the requirements relating to election campaign financing. The Ministry of Municipal Affairs and Housing produces a [Candidates' Guide for Municipal & School Board Elections](#) guide for candidates that outlines the financial reporting requirements under the act.

It is the responsibility of prospective candidates to ensure through their own determination that they have complied with the election financing regulations and that they are in fact qualified and not disqualified by law. In all cases of filing times (i.e. 2:00 p.m. nomination cut-off), the time displayed by the Clerk's Department shall prevail.

## Key Contacts

### Carson Lamb, Clerk

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## Important Election Dates

May 2 to August 18, 2022	Nominations may be filed from 8:30 a.m. to 4:00 p.m., Monday to Friday, at the Municipal Office.
May 2, 2022	Third Party Advertiser Registration Period Begins
June 22, 2022	Candidate Information Session
August 19, 2022	Nomination Day (last day for filing nominations): Nominations may be filed from 9:00 a.m. to 2:00 p.m. at the Municipal Office.
August 19, 2022	Last date for a candidate to withdraw a nomination (2:00 p.m. deadline).
August 22, 2022	List of candidates declared elected by acclamation to be posted (after 4:00 p.m.). Certification of nomination papers to be completed by 4:00 p.m.
August 25, 2022	The final list of Certified Candidates will be posted at the Municipal Office and on the website
September 1, 2022	Voters' List Reproduction and Revision Period Begins
September 15, 2022	Interim List of Changes to the Voters' List
September 26, 2022	Final expense limits provided to candidates and registered third parties.
October 11, 2022 at 9:00 a.m.	Online and telephone voting opens Continuous voting period 24/7 until Monday, October 24 at 8:00 p.m.
October 21, 2022	Last day for an individual or entity to file a notice of registration as a third party advertiser.
October 24, 2022	Voting Day. Voting open until 8:00 p.m.
October 25, 2022	Clerk to declare Official Results as soon as possible after Voting Day.
November 10, 2022	Joint Council Orientation Session
November 21, 2022	Inaugural Meeting of Council
January 3, 2023	End of Election Campaign Period
March 31 2023	Deadline to File Financial Statement

## Provincial Candidate Guide for Municipal Elections

The Township of North Huron Clerk's Office has prepared this information package for those seeking election or re-election for Municipal Council or School Board Trustee on October 24, 2022. It is general in nature. Candidates should refer to the *Municipal Act, 2001* or *Municipal Elections Act, 1996* for specific provisions.

The Ontario Ministry of Municipal Affairs and Housing publishes a [Candidates' Guide for Municipal & School Board Elections](#). This guide provides more detail and it is recommended that you consider this, and the applicable legislation, as your first source of information. The Guide covers the following areas:

- Eligibility
- Nominations
- Campaigning
- Third Party Advertising
- On Voting Day
- After Voting day
- Campaign Finances
- Compliance & Enforcement
- Completing the Financial Statement
- Forms

A copy of the provincial Guide is available on the Township of North Huron website. Hard copies of the document can be requested from the Clerk's Office.

## Offices to be Elected

On Monday, October 24, 2022 voters in the Township of North Huron will elect candidates to the following municipal offices and school boards:

### **Township of North Huron Council**

- Reeve – one (1) to be elected
- Councillor – Blyth Ward – two (2) to be elected
- Councillor – East Wawanosh Ward – two (2) to be elected
- Councillor – Wingham Ward – two (2) to be elected

A candidate can run for office in the Ward of their choice, not necessarily the Ward in which they reside. However, the candidate must vote from the address at which they reside.

*\*The role of Council and the role of the Head of Council can be found and is defined in sections 224 to 226 of the Municipal Act, 2001.*

### **Avon Maitland District School Board**

- North Huron/Howick/Morris-Turnberry Trustee – one (1) to be elected

Representing English Public electors in the municipalities of North Huron, Morris-Turnberry & Howick

### **Huron Perth Catholic District School Board**

- Trustee – one (1) to be elected

Representing English Separate electors in the municipalities of North Huron, Ashfield-Colborne-Wawanosh, Howick, Central Huron, Morris-Turnberry, and Goderich.

### **Conseil Scolaire Viamonde**

- Trustee – one (1) to be elected

Representing French Public electors in the Counties of Huron, Perth, Waterloo, Wellington and Middlesex.

### **Conseil Scolaire Catholic Providence**

- Trustee – one (1) to be elected

Representing French Separate electors in the Counties of Huron, Perth, Grey, Burce and Lambton.

*\*Sections 169.1 and 170 of the Education Act, establish the duties and powers of school boards.*

## **Eligibility – Municipal Election**

Refer to Section 256-258 of the *Municipal Act, 2001*; Section 17 & 29-30 of the *Municipal Elections Act, 1996*

### **Eligibility**

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 Township of North Huron, a person must be:

1. A Canadian citizen;
2. At least 18 years old
3. A resident of the Township of North Huron or the owner of tenant of land in the Township, or the spouse of such owner or tenant; and
4. Not disqualified by any legislation from holding office.

At the time of filing of Nomination Papers, candidates must complete the Declaration of Qualification.

## **Municipal Employees**

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower-tier council means that you would also be a member of the upper-tier council.

## **Ineligibility**

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

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a Senator
- an inmate serving a sentence in a penal or correctional institution

## **Eligibility – School Board Election**

Refer to section 219 of the *Education Act* and Section 30 of *Municipal Elections Act, 1996*

### **Eligibility**

A person is eligible to run for office as a School Board Trustee, if that person:

1. is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction;
2. if qualified under 1. above, may be elected as a member of a district school board or school authority for any geographic area in the district school board's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.

## **School Board Employees**

You cannot work for a school board and be a trustee in Ontario at the same time. If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

## **Municipal Officials**

If you are a Clerk, Deputy Clerk, Treasurer or Deputy Treasurer of a Municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of



that board unless you take a leave of absence. If you are elected, you must resign from your job.

## **Ineligibility**

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 (see above)
- a judge of any court
- an MP, an MPP or a Senator
- an inmate serving a sentence in a penal or correctional institution

## **Note for MPs, MPPs and Senators**

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday August 19, 2022). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations. If you have not resigned by nomination day, your nomination will be rejected, and your name will not appear on the ballot.

## **School Board Trustee Nominations will be Filed With**

- Avon Maitland District School Board - the responsible municipality is the Township of North Huron
- Huron-Perth Catholic District School Board - the responsible municipality is the Town of Goderich.
- French Public School Board (Conseil Scolaire Viamonde) - the responsible municipality is the City of London.
- French Separate School Board (Conseil scolaire Catholique Providence) - the responsible municipality is the City of Sarnia.

## **Nomination Procedures**

Refer to Section 33 of the *Municipal Elections Act, 1996*. Also, refer to the [Candidates' Guide for Municipal & School Board Elections](#) for specific information about filing your nomination, the nomination fee, endorsement signatures, deadlines, withdrawing or changing the nomination, acclamations and what happens if not enough nominations are filed with the Clerk.

## **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 at the Municipal Office during regular business hours (8:30 a.m. to 4:00 p.m.). Blank Nomination forms are available from the Clerk's Department and are posted on the Township website.

Nominations must be submitted in person to the Clerk at the Township of North Huron Municipal Office – 274 Josephine Street, Wingham. Candidates are required to complete their Nomination forms, including a Declaration of Qualifications 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 electronically, or by fax or mail will not be accepted.

The Nomination must be accompanied by the prescribed nomination fee. The prescribed fee is \$200 for Reeve, and \$100 for Councillors and School Board Trustees, and can be paid by cash, certified cheque, money order or debit at the Municipal Office. Credit cards and uncertified cheques will not be accepted.

The final day for filing for the 2022 municipal election is Nomination Day, Friday, August 19, 2022 – 9:00 a.m. to 2:00 p.m. Any candidate in the Municipal Office at 2:00 p.m. will be permitted to file their Nomination.

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 Township. 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.

### **Public Information and Information on the Township Website**

Nomination forms and the information contained on them are public information. Any person wishing to look at a candidate's nomination may do so in person at the Municipal Office during regular office hours.

Nominated candidates will be asked to sign Form LC02- Notice of Collection/Consent to Release Personal Information. This form acknowledges that the Nomination Form filed contains personal information and gives the Clerk the authority to disclose the information to the public.

### **Withdrawal of Nominations**

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

## **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.

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.

## **Acclamations**

If, at 4:00 p.m. on August 25, 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.

## **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.

## **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 Township Clerk by the filing date, being before 2:00 p.m. on March 31, 2023.

## **Campaign Information**

See the [Candidates' Guide for Municipal & School Board Elections](#) for specific information campaigning and campaign finances. The provincial Guide provides information regarding record keeping, bank accounts, contributions, fundraising, expenses, inventory, the Financial Statement and surplus/deficits.

## **Campaign Period**

Refer to Section 88.24 of the *Municipal Elections Act, 1996*.

- Campaign Period begins on the date that Nomination Papers are filed
- Campaign Period ends on January 3, 2023 unless nomination is withdrawn, candidate was not certified, or the campaign is extended to pay down a deficit
- Candidates can start campaigning after the Nomination Paper is filed

## **Campaign Advertising & Signs**

Refer to Section 88.3 of the *Municipal Elections Act, 1996*

- All election signs and campaign advertisements, including third party advertising must adhere to the provisions of the Township of North Huron Election Sign By-law (By-law No. 47-2022).
- Election signs are not permitted to be placed earlier than the day all nominations have been certified by the Clerk of the Township. Nominations will be certified by the Clerk before 4:00 p.m. on the Monday following Nomination Day (August 22, 2022) or, if the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, those additional nominations will be certified before 4:00p.m. on the Thursday following Nomination Day (August 25, 2022).
- No person shall Place or permit to be Placed an Election Sign on or in a Voting Place or Public Property. Election campaigning or the distribution or posting of election campaign material at municipally owned property or leased facilities is not permitted. No person shall display on any Election Sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Municipality.
- All election signs, banners, or posters shall be removed within three (3) working days following the election (October 27, 2022).
- Election signs or similar campaign material that will be installed or affixed to the Ministry of Transportation road system or the County of Huron road system will require the permission of these respective approval authorities.
- The Municipality or any of its municipal servants, employees or agents will not be responsible for investigating or prosecuting for any acts of vandalism to the posters or campaign material of the candidates.

For a full list of election sign and campaign advertising provisions, please refer to the Township of North Huron Election Sign By-law (By-law No. 47-2022).

## **Campaign Finances, Bank Accounts & Contributions**

Refer to Section 88 of the *Municipal Elections Act, 1996*

- Candidates must open a bank account if they accept any contributions (including money from themselves) or incur any expenses.
- The Nomination Fee is considered to be a personal expense.
- All contributions must be deposited into the campaign account. All expenses must be paid out of the campaign account.
- Inventory from previous campaigns (i.e. signs) used in the 2022 campaign must be reported using the current market value as a contribution to their campaign.
- Likewise, reusable campaign materials must be valued and reported as closing inventory.
- If a candidate uses their credit card for purchases, they should make sure they keep clear, defensible records showing that the expense was reimbursed from the campaign account.
- A “contribution” means money, goods & services. A discount is considered a contribution.

- Volunteer labour, donations under \$25, free advertising available to all candidates are not considered a “contribution”.
- Contributions must only be accepted from Ontario residents, the candidate and their spouse.
- Contributions are not permitted from corporations, trade unions, federal/provincial parties.

### **Contribution Limitations & Limits**

Refer to *Municipal Elections Act, 1996* and Ontario Regulation 101/97

- Contributions over \$25 shall not be made in cash.
- No contributor may contribute more than \$1,200 to any one candidate in an election and no more than \$5,000 to two or more candidates for the office on the same Council.
- An interim maximum campaign spending limit is provided to each candidate upon filing Nomination Papers.
- Tip: Unincorporated groups (i.e. law partnership) can contribute to a campaign but the candidate should request a list of individual contributors and amounts contributed, issue receipts to individual contributors, report the contributions on the candidate’s financial disclosure as individual contributions.
- For additional information about expenses related to the holding of parties and other expressions of appreciation after the close of voting, please refer to the provincial Candidate Guide.

### **Campaign Financial Reporting & Compliance Audits**

Refer to Section 88.22 of the *Municipal Elections Act, 1996*

- Candidates must issue a receipt for every contribution over \$25
- Candidates must list the name and address of every contributor of more than \$100 in the Financial Statement
- If a Nomination Paper was filed, a Financial Statement must be filed.
- Candidates must retain financial records until the successor Council of the next regular election is organized.
- Financial Statements (Financial Statement – Auditors Report, Candidate – Form 4) must be filed on or before March 21, 2023.
- Campaign surplus (after refund contribution made by themselves or spouse) must be paid to the Clerk at the time of filing Financial Statement.
- Campaign deficits can be carried forward to the next election (same Council) or the campaign can be extended to permit additional fundraising.
- Any eligible voter who believes a candidate has contravened the election finance rules may apply for a compliance audit of their campaign finances. Application must be in writing, set out reasons and submitted to the Clerk within 90 days of the deadline to file the Financial Statement.
- See Section 88.33 of the *Municipal Elections Act, 1996* to read about the powers of the Compliance Audit Committee (appointed jointly by all Huron County municipalities).

## **Accessibility – Voters & Candidates with Disabilities**

Refer to Section 12.1, 88.19(3) and 88.20(4) of the *Municipal Elections Act, 1996*

### **Clerk’s Responsibilities**

The Clerk shall make every effort to accommodate the needs of voters and candidates with disabilities. When requested, all documents are available in alternative formats.

Expenses that are incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election, are excluded from the permitted spending limit for the candidate.

The Clerk shall prepare an Election Accessibility Plan and make it available to the public before Voting Date. The Plan will be posted on the municipal website and be available from the Clerk’s Office. The Clerk will also prepare a report outlining how the municipality identified, removed and prevented barriers that affect voters and candidates with disabilities.

### **Candidate Responsibilities**

Candidates are encouraged to make their campaign as accessible as possible to voters with disabilities. The AMCTO has published the “AMCTO’s Quick Reference Guide to Accessible Campaign Information”. A copy of this guide is available from the Clerk.

## **General Voter Information**

Candidates play a key role in communication with voters. The following information is general in nature. We encourage all candidates and voters to refer to the municipal website or contact the Clerk’s Office for the most current information.

### **Voter Qualifications**

A person is qualified to be a voter in the Township of North Huron if on Voting Day, the person:

1. Resides in the Township of North Huron or is the owner or tenant of land in the Township, or the spouse of such owner or tenant;
2. Is a Canadian citizen;
3. Is at least 18 years old; and
4. Is not prohibited from voting as outlined in the *Municipal Elections Act, 1996* or any other Act.

### **Persons Prohibited from Voting**

The following are prohibited from voting:

1. A person who is serving a sentence of imprisonment in a penal correctional institution;

2. A corporation;
3. A person acting as executor or trustee in any other representative capacity, except as a voting proxy in accordance with section 44; and
4. A person who was convicted of the corrupt practice described in subsection 90 (3), 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.

For additional information, reference the *Municipal Elections Act, 1996*.

### **Definition of Residence**

For the purpose of the *Municipal Elections Act, 1996*, a person's residence is the permanent lodging place to which, whenever absent, they intend to return. These provisions exist to allow for the homeless to be enumerated and to vote. The following rules apply in determining a person's residence:

1. A person may only have one residence at a time;
2. The place where a person's family resides is also their residence, unless they move elsewhere with the intention of changing their permanent lodging place;
3. If a person has no other permanent lodging place, the place where they habitually return is their residence

Despite paragraph 1 subsection (2), a person may have residence in two local municipalities at the same time, if:

1. The person lives in one of the local municipalities in order to attend an educational institution but not with the intention of changing their permanent lodging place; and
2. The person's permanent lodging place is in the other local municipality.

### **Voters' List**

The 2022 Voters' List for the Township of North Huron is initially prepared by the Municipal Property Assessment Corporation (MPAC). The Voters' List contains the names, addresses and school support of each person who meets the qualifications of a voter.

The information contained on the Voters' List is to be used for election purposes only. The use and sale of the Voters' List for commercial purposes is prohibited.

Candidates are entitled to receive one copy of the Voters' List, either electronic or hardcopy, free of charge. The Clerk will correspond with nominated candidates regarding when and how the Voters' List will be made available.

### **Revisions to the Voters' List**

The Voters' List will be available by Thursday, September 1, 2022. Applications for amendments to the list will be accepted by the Clerk from Thursday, September 1, 2022

to the close of voting of Voting Day – October 24, 2022. Individuals will be able to review their information as it appears on the Voters' List via a link to be posted on the Township's website and by visiting the Township Municipal Office during the hours of 8:30 a.m. to 4:00 p.m., Monday to Friday.

## **Voting Method**

On Monday, March 1, 2021, the Council of the Township of North Huron adopted By-law No. 16-2021 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method for the 2022 Municipal Election. This same platform was used in the 2018 Municipal Election and all municipalities in Huron County are utilizing this same method of voting.

The Clerk must establish and publish election procedures and forms used for Telephone and Internet voting by June 1, 2022. The Clerk's Procedures Manual and Forms will be published on the Elections webpage of the municipal website.

## **Missing Voter Information Letters & PINS**

The Voters' List is the database used to create the Voter Information Letters (VILs). The VILs will be mailed to electors during the first two weeks of October. The VIL will contain a Personal Identification Number (PIN) plus an additional security element to gain access to the internet or telephone voting system.

If an eligible elector is not on the Voters' List or has not received a VIL, please direct them to contact the Clerk's Office immediately. The Clerk's Office will assist them.

## **Voter Help Centres**

During the voting period, voters will be able to cast their vote remotely using their own devices (i.e., laptop, smart phone, or tablet) in the comfort of their own home, at a time that most suits their schedule.

If access to a telephone or internet connection is unavailable, Voter Help Centres will be provided with telephone and internet access during the voting period. In North Huron, Voter Help Centres will be available on the following days at the below dates and times:

### North Huron Township Office, 274 Josephine Street, Wingham:

- Tuesday, October 11, 2022 between the hours of 9:00 a.m. to 4:30 p.m.
- Weekdays from Wednesday, October 12th to Friday, October 21st during regular office hours (8:30 a.m. to 4:30 p.m.) Extended hours will be offered on Wednesday, October 19, 2022 until 7:00 p.m.
- Monday, October 24, 2022 between the hours of 10:00 a.m. and 8:00 p.m

### Blyth Community Centre, 377 Gypsy Lane, Blyth:

- Wednesday, October 19, 2022 between the hours of 2:00 p.m. and 7:00 p.m.



Belgrave Community Centre, 12 Queen Street, Belgrave:

Wednesday, October 19, 2022 between the hours of 2:00 p.m. and 7:00 p.m. During the aforementioned times, voter kiosk access will be provided at this location.

## **North Huron Council Information**

### **Composition**

The Township of North Huron Council is composed of the Reeve, two (2) Councillors representing the Blyth Ward, two (2) Councillors representing the East Wawanosh Ward, and two (2) Councillors representing the Wingham Ward. There is a total of seven (7) Members of Council.

### **Roles & Responsibilities**

Refer to Sections 224-226.1 of the *Municipal Act, 2001*

The Ontario *Municipal Act, 2001* sets out the roles and responsibilities of Council and staff. The Ministry of Municipal Affairs and Housing has published [The Ontario Municipal Councillor's Guide](#). This Guide is an excellent resource. It reviews topics such as Accountability & Transparency measures, definition of a meeting (including Closed meetings), the role of Council, municipal powers, fiscal responsibilities, land use planning, building regulations, emergency management, etc.

One of the first, and most important acts as a member of a municipal Council is to make the Declaration of Office. The Declaration includes the following four promises:

- I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
- I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or any improper manner.
- I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
- I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second.

### **Boards & Committees**

Immediately following the Inaugural Meeting of Council, members will be polled to determine their interest in North Huron Committees and Boards. The Reeve reviews the interest expressed and puts forward a roster of members, which is adopted by by-law. Some of the Committees and Boards meet on a very regular basis (i.e. monthly) while others meet more infrequently.

North Huron Council also holds meetings specifically focused on the Budget.

## **Huron County Council**

The Reeve automatically holds membership on Huron County Council and has the opportunity to participate in a number of their Boards and Committees.

The *Municipal Act, 2001* permits a municipality to appoint an alternate member to act in the place of the Reeve if they are not able to attend a meeting (except in the case of a member on parental leave).

Huron County Council meets twice monthly. A copy of the regular Huron County Council and Committee Meeting Schedule is available on the Huron County website.

## **Inaugural Meeting, Election of Deputy Reeve, and Regular Meetings Schedule**

The *Municipal Act, 2001* states that a candidate shall not take a seat on Council until the person takes the Declaration of Office. The Inaugural Meeting of Council is scheduled for Monday, November 21, 2022 at 6:00 p.m. Details of this event will be available closer to the date.

The Inaugural Meeting of Huron County Council is scheduled for Wednesday, November 30, 2022 at 9:00 a.m. Details of this event will be available closer to the date.

The Deputy Reeve is selected at the Inaugural Meeting of Council from within the sitting members of Council. The Deputy Reeve represents the Corporation of the Township of North Huron and acts in the absence of the Head of Council.

The regular meetings of Council schedule is established in accordance with the North Huron Procedure By-law. Regular meetings are held the first and third Monday of the month. Agendas are published by 4:30 p.m. on the Friday before the meeting. Items for the agenda and delegation appointments must be submitted to the Clerk no later than 4:30 p.m. on the Wednesday prior to the meeting.

## **Council Remuneration and Technology Provided**

### **Council Remuneration:**

Council must, at least one time during a term, review their own Remuneration. It is recommended that this review is undertaken within the first year of the new term.

The current Remuneration By-law was adopted in 2019 (By-law 08-2019). All members earn an Honorarium and Members are paid a per-meeting rate (including Special Council, Committees, conferences & seminars) and mileage to travel to meetings outside of the municipality.

A copy of the 2022 Council Remuneration and Expenses By-law is available from the Clerk's Office, upon request.

Candidates should consider the impact of the remuneration earned on their personal income tax circumstances.

### **Technology Provided:**

Council Members shall be issued the following devices and/or electronic tools at the beginning of their term of office:

- one (1) corporate standard electronic device (corporate standard to be determined by the Clerk).
- one (1) corporate email address.
- Corporate standard software identified (i.e. electronic agenda software) as essential to the business of the Municipality, to be determined by the Clerk.

### **Council Orientation**

North Huron staff, experts and other representatives will provide the newly formed Council with the training and information necessary to fill their roles and responsibilities. Attendance at Council Orientation should be considered a priority.

Joint Huron County Council Orientation: **Thursday November 10, 2022 (full day)**

### **Useful Resources**

- 2022 Candidates' Guide - Ontario municipal council and school board elections (<https://www.ontario.ca/document/2022-candidates-guide-ontario-municipalcouncil-and-school-board-elections#>)
- Education Act, 1990 (<https://www.ontario.ca/laws/statute/90e02>)
- Municipal Act, 2001 (<https://www.ontario.ca/laws/statute/01m25>)
- Municipal Election Act, 1996 (<https://www.ontario.ca/laws/statute/96m32>)