

The Township of Muskoka Lakes will be compiling election related questions and/or requests for information during the year of a municipal election and providing responses for public review on our elections website.

A significant number of resources and information can be found on the Township website at www.muskokalakes.ca.

Should you have questions or inquiries about anything related to the Township of Muskoka Lakes services, and/or operations which cannot be found on the website, please fill out the Candidate Request for Information Form and submit by email or in person. All requests for information to assist a candidate campaign must be directed to the Director of Legislative Services/Clerk.

In Person:

Crystal Best-Sararas, Director of Legislative Services/Clerk
1 Bailey Street P.O. Box 129
Port Carling Ontario

Phone: 705-765-3156

Email: crystal.best-sararas@muskokalakes.ca

This process eliminates duplication, maximizes efficient use of staff resources and ensures that all candidates and potential candidates have access to the same information. All responses will be posted to the Township's website within seven days of receipt, except where additional time and costs are required for research and record retrieval.

Given the staff time required for some information requests, the requester will be advised, where appropriate and applicable, of any required fees for research (\$12.00 per 15 minutes). Payment is required prior to information being posted. Individuals and candidates must be aware that no campaign expenses may be incurred until after nomination papers have been filed with the Clerk.

Please note this form must be completed before a response is issued.

If the information requested is not a public record, the request will be denied and the requester may determine whether to proceed with a request under the *Municipal Freedom of Information and Protection of Privacy Act*.



CANDIDATE REQUEST FOR INFORMATION FORM

Municipal Council Candidates

Please complete the form below in its entirety to ensure prompt response. All answers will be posted to the Township's website within seven dates of receipt, except where additional time and costs are required for research and record retrieval.

Date: _____

Name: _____

Address: _____

Telephone: _____ Email: _____

Request for information/question: _____

Multiple horizontal lines for providing details for the request.

Please note that the Township of Muskoka Lakes reserves the right to post the name of each candidate and their submitted request for information or question(s).

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| FOR OFFICE USE ONLY | | Submit all information requests to: Crystal Best-Sararas, Director of Legislative Services/Clerk 1 Bailey Street P.O. Box 129 Port Carling Ontario Phone: 705-765-3156 Email: crystal.best-sararas@muskokalakes.ca |
| Date received: | | |
| Department action required: | | |
| Response Date: | | |
| Cost: | Fees Paid | |
| <input type="checkbox"/> | | |