



## CANDIDATE REQUEST FOR INFORMATION NOTIFICATION

May 1, 2026

The Town of Huntsville will be compiling election related questions and/or requests for information from candidates during the year of a municipal election and providing responses for public review on our FAQs page.

Should you have questions or inquiries about anything related to Town of Huntsville services and/or operations, where such information is not addressed on the Town website, simply fill out the Candidate Request for Municipal 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

Tanya Calleja, Director of Legislative Services/Clerk  
37 Main St. E  
Huntsville, ON P1H 1A1  
Phone: 705-789-1751 x2255  
Email: [clerk@huntsville.ca](mailto:clerk@huntsville.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 Town's election website ([www.huntsville.ca/election](http://www.huntsville.ca/election)) 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 (\$50.00 per hour). Payment is required prior to information being provided. Individuals and candidates must be aware that no campaign expenses may be incurred until nomination papers have been filed with the Clerk.

Please note this form must be completed before a response 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 NOTIFICATION

Please complete the form below in its entirety to ensure prompt response. All answers will be posted to the Town's website at www.huntsville.ca/election 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:

---

---

---

---

---

---

---

---

---

Please note that the Town of Huntsville reserves the right to post the name of each candidate and their submitted request for information or question(s).	
<b>FOR OFFICE USE ONLY</b>	<b>Submit all information requests to:</b>
Date received:	Tanya Calleja, Director of Corporate Services/Clerk
Department action required:	37 Main St. E
Response Date:	Huntsville, Ontario P1H 1A1
Cost: <span style="float: right;">Fees Paid <input type="checkbox"/></span>	<b>Email: <a href="mailto:clerk@huntsville.ca">clerk@huntsville.ca</a></b>