



2021

**CANDIDATE  
NOMINATION  
PACKAGE**

**2021 Municipal By-Election**

# INTRODUCTION

## **Municipal Council Positions**

The Town of Rosthern Council consists of a Mayor and six (6) Councillors, elected for a term of four (4) years. The next general election will be held on November 13, 2024.

## **Information Sources**

This information package has been assembled for your assistance; however, it is not inclusive of all the information contained within all legislation. Any person wanting a complete copy of the Local Government Election Act or the Education Act, may obtain a copy from: The Queen's Printer [www.gp.gov.sk.ca](http://www.gp.gov.sk.ca)

## **Returning Officer**

A Returning Officer is a person appointed for the purpose of conducting an election under the Local Government Election Act. If you require additional information regarding the election, please contact:

RETURNING OFFICER: Nicole Lerat

Phone: 306 232 4826

## UNDERSTANDING THE POSITION

### Do You Understand the Position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if a majority of Council votes in favor of the matter at a meeting.

The Town of Rosthern is governed by *The Municipalities Act*, therefore it is imperative that the provisions of the Act are adhered to when making decisions at the local level. A copy of *The Municipalities Act* can be obtained at the Queen’s Printer at: [www.gp.gov.sk.ca](http://www.gp.gov.sk.ca)

### Roles and Responsibilities

Governance (Council) Determines the “what”	Management (Administration) Determines the “how”
“The creation of a setting in which Administration can manage effectively.”	“The making of operating decisions by Administration.”
Strategic Plan Development <ul style="list-style-type: none"> <li>➤ Vision</li> <li>➤ Strategic Priorities</li> <li>➤ Strategic Objectives</li> </ul>	Strategic Plan Execution <ul style="list-style-type: none"> <li>➤ Mission</li> <li>➤ Values</li> <li>➤ Strategic Actions</li> <li>➤ Departmental Plans</li> </ul>
Approve Policies	Implement Policies (development of procedures)
Approve Bylaws	Enforce Bylaws
Approve Budget <ul style="list-style-type: none"> <li>➤ Total revenue &amp; expenditures</li> <li>➤ Service Area Budgets</li> </ul>	Manage Budget <ul style="list-style-type: none"> <li>➤ Financial Reporting</li> </ul>
Set Direction	Provide Information & Recommendations
Key Relationships are: Premiers, MP’s, MLA’s, Cabinet Ministers, Reeves, other municipal Mayors and Councillors	Key Relationships are: Deputy Ministers, Prov & Fed Administration, other municipal CAOs, Managers and Administrators

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for Administration to follow as they perform the day-to-day operations of the Town.

## **Councillors**

Councillors have the following duties:

- to represent the public and to consider the well-being and interests of the Town;
- to participate generally in developing and evaluating the policies, services, and programs of the Town;
- to participate in Council meetings, Council committee meetings, and meetings of other bodies to which they are appointed by Council;
- to keep in confidence matters discussed in private at a Council meeting or Council committee meeting until discussed at a meeting held in public;
- to maintain the financial integrity of the Town; and
- to perform any other duty or function imposed on Councillors by Provincial Legislation or by Council.

## **Mayor**

In addition to performing the duties of a Councillor, the Mayor also has the following duties:

- to preside when in attendance at a Council meeting, unless the Provincial Legislation or a bylaw of Council provides that another Councillor is to preside; and
- to perform any other duty imposed on the Mayor by Provincial Legislation, bylaw, or resolution of Council.

## **Chief Administrative Officer (CAO)**

The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and overseeing other Town staff.

## **Are you Familiar with Local Legislation?**

Local legislation is in the form of bylaws. Some examples of local legislation documents that you will often refer to are the Procedure Bylaw, Code of Conduct Bylaw, Zoning Bylaw, and Official Community Plan.

## **How is the Municipality Administered?**

As a member of Council, it will be your duty to establish policy for your municipality. It is the job of Administration to implement the policy. The Town of Rosthern has a competent and dedicated Administration team whose support, advice, and assistance will be very beneficial in helping you to be an effective member of Council. Their training, experience, and understanding of how and why things have developed will be an important resource to you. Council should work with the CAO to keep informed on what the municipality is doing and rely on Administration to provide them with information so they can make sound decisions. Staying out of the day-to-day operations of the municipality allows Council to concentrate on policy making.

## **What Other Information Should You Have?**

The best way to find out what the job is all about is to spend some time reading Council minutes which are posted on the Town's website. You can also talk to current members of Council and attend Council meetings. Attending Council meetings is a great opportunity for you to see the Municipal Council in action.

## TIME COMMITMENT

Becoming a member of Council is a challenging and rewarding experience. As an elected official, you will have the opportunity to influence the future of your community. You will be expected to represent your community and act on its behalf. As a member of Council, there will be demands on your time, energy, and commitment. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings, and various public meetings and functions. If elected as a member of Council, you will be expected to serve a four (4) year term. Your term of office begins at the first meeting of the Council following the general election.

During the four-year term, you will be expected to attend:

- Regular Meetings of Council and Committee of the Whole Meetings which are typically held on Mondays commencing at 6:00 PM. You will be required to prepare for these meetings by reviewing an agenda that will be provided to you prior to the meeting.
- Special Meetings of Council that may be called from time to time to deal with time sensitive matters.
- Meetings of other boards, commissions, and agencies to which you are appointed as the Town of Rosthern's representative.
- Conferences, conventions, seminars, and workshops.
- Social and other events promoting the Town.
- Strategic planning sessions and budget discussion sessions.

The Town of Rosthern is a member of the Municipalities of Saskatchewan (MoS). MoS holds an annual conference which members of Council will be expected to attend. MoS conferences alternate between Saskatoon and Regina and are held in early February. In addition to attending the above, members of Council will be required to spend adequate time reviewing materials provided to them by Administration to adequately prepare for meetings in order to make informed decisions.

## REGULAR COUNCIL & COMMITTEE OF THE WHOLE MEETING SCHEDULE

Regular Council meetings are normally held on the third Monday of each month, with a few exceptions. Typically, Committee of the Whole meetings are held on the 2<sup>nd</sup> Monday of each month. The meeting schedule is set by Council in December of the preceding year.

## REMUNERATION AND BENEFITS

### Town Council

Formal offices are not provided at the Town Office for Councillors; however, there is a workspace that is available if required. As of November 2020, the Per Diems for a Councillor are as follows:

- Regular & Special Council Meetings \$200 .00
- Committee Meetings \$130.00
- Out of Town Meetings/Workshops \$200.00

There are no health and dental benefits for Councillors.

## **Mayor**

The Mayor chairs all meetings of Town Council. The Mayor signs, along with the CAO, all bylaws and minutes which Town Council passes, as well as many contracts and agreements which the Town enters into. An office is not provided at the Town Office for the Mayor; however, there is a workspace that is available if required. As of November 2020, the annual salary and Per Diems for the Mayor are as follows:

- Annual Salary \$8,220.00
- Annual Mileage \$1,200.00
- Regular & Special Council Meetings \$200 .00
- Committee Meetings \$130.00
- Out of Town Meetings/Workshops \$200.00

There are no health and dental benefits for the Mayor.

## **Equipment and Supplies**

Members of Council are provided with a Town-owned iPad and work email address.

## **KEY DATES**

September 9, 2021 - Nomination Period Begins

September 22, 2021 - Nomination Period Ends (4:00pm)

September 23, 2021 - Deadline to Withdraw Nomination until 4:00 p.m.

October 27, 2021 - ELECTION DAY (9:00 a.m. to 8:00 p.m. at the Town Office)

October 28, 2021 - Results of Election Declared and Published

November 16, 2021 – Next Regular Meeting of Council After By- Election (Oath taken before meeting)

## **BEFORE YOU FILE**

### **Are you Qualified to Run as a Municipal Election Candidate?**

A person is eligible to be nominated as a candidate in a municipal election if the person:

- Is at least 18 years of age on the day of the election;
- Is a Canadian Citizen;
- Has resided in the Town of Rosthern for at least three (3) consecutive months AND in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which he or she submits nomination papers; and
- Is not disqualified pursuant to the Saskatchewan Local Government Election Act, or any other Act.

An employee of the Town can run for a position on Council; however, they must first take a leave of absence. If elected, he or she is deemed to have resigned from the position of employment on the day before the day on which he or she is declared elected, unless for some reason the results of the election are overturned.

## **FILING YOUR NOMINATION**

### **Nomination Forms for Municipal Election Candidates**

Your nomination must be filed on the prescribed form, which you will find enclosed with this package. A complete form will:

- Be signed by five (5) eligible voters, including signature, printed name, and address;
- Have a completed Candidate's Acceptance form, including witness signatures;
- Have completed a Public Disclosure Statement; and
- Include a current Criminal Record Check
- Complete and include Form B.1 Results of Criminal Record Check

Your nomination form must be received by the Returning Officer located at the Town Office in person, by hand-delivery, mail, or email, prior to the end of the nomination period. You will be issued a receipt upon acceptance by the Returning Officer or Nomination Officer at the Town Office. Please feel free to contact the Returning Officer with any questions.

## **APPENDICES**

- 1) Code of Ethics Bylaw 2016-10
- 2) Council Procedure Bylaw 2021-02
- 3) Nomination Forms
- 4) Public Disclosure Statement
- 5) Form B.1 Results of Criminal Record Check