



Policy #GG-007

Policy Title: ELECTION CANDIDATE INFORMATIONAL POLICY

Policy Objective	This policy is to outline the requirements, expectations, and benefits of being a Town of Strasbourg Council member for potential electoral candidates.
Authority	Resolution #149/2018 Amended: #163/2020
Supporting Bylaw	n/a
Related Policy	n/a

This policy shall supersede any previous policy passed by the Town of Strasbourg Council

Legislative Authority:

*The Local Government Election Act (LGEA), 2015
The Municipalities Act*

Policy:

1. REQUIREMENTS OF ELECTORAL CANDIDATES

- 1.1 When a candidate submits their signed nomination paper, as well as a public disclosure statement required by the *LGEA*, prior to an election, they must supply a short type-written biography. A picture is optional, but encouraged.
- 1.2 The candidate must agree to have the biography and photo posted to any or all of the following locations:
 - Town of Strasbourg Website
 - Town of Strasbourg Facebook Page
 - Town Office Front Window
 - Post Office Bulletin Board
- 1.3 It is up to the candidates if they wish to campaign. Any campaigning will be done at their own expense (e.g., photocopy charges from the Administration Office).
- 1.4 Candidates must have access to the internet, must be able to use an email program, and must be able to utilize a laptop or tablet computer at the Council meetings. All information for meetings, as well as general communication for Town business, is done electronically through e-mail.
- 1.5 In an effort to reduce waste and consumption, the Administration will not print off any Council meeting package information or other Town documents for Council members, unless at the discretion of the Administrator, it is imperative that a document be printed.
- 1.6 The Town provides a monthly laptop allowance to assist with the purchase and maintenance of an electronic device. As well, the Town provides a *townofstrasbourg.ca* e-mail address that must be used for all official Council business. The e-mail will be deactivated once no longer on Council.

2. EXPECTATIONS OF POTENTIAL COUNCIL MEMBERS

- 2.1 To attend meetings regularly. Meetings are held twice a month, with the exception of July, August, and December. Members can be disqualified from Council if three consecutive months are missed, without prior permission given from Council.
- 2.2 To respond to e-mails from Administration and/or other Council members as required in a timely fashion, using the official Council email address.
- 2.3 To volunteer for and attend internal and external committee appointments (e.g., Personnel Committee, Last Mountain Pioneer Home Foundation Board, etc.) and give a verbal report to Council at the following meeting. It is expected that the internal and external committee appointments are spread evenly throughout the Council members so that the workload is shared.
- 2.4 To attend various Town events on a regular basis. Many times, the Mayor is asked to speak at various events, but in the lieu of the Mayor, other Council members may be asked. While it is not feasible or practical to attend all events, it is important to make an effort to attend some as a representative of the Town. Ratepayers do notice when Town Council are not “present” in the community.

3. BENEFITS OF BEING ON COUNCIL

- 3.1 Council members receive remuneration for every regular and committee meeting attended. The Mayor receives slightly more remuneration per meeting, as there are extra duties required of the Mayor. Remuneration for committee meetings is capped at a certain dollar threshold. Council members are issued annual T4s for their remuneration income.
- 3.2 Council members have the opportunity to attend the Municipalities of Saskatchewan (formally SUMA) Convention on an annual basis. This convention alternates between Regina and Saskatoon and gives Council members networking and learning opportunities. Convention lodging, mileage, and meals are paid for by the Town.
- 3.3 Council members have opportunities to attend various workshops and training sessions throughout the year on a wide variety of topics. Continuous learning and training is encouraged on Council. Workshops and training sessions are paid for by the Town.