



Policy #GG-007

Policy Title: ELECTION CANDIDATE INFORMATION POLICY

Policy Objective	To outline the requirements, expectations, and benefits of being a Town of Strasbourg Council member for potential electoral candidates.
Original Date & Authority	May 23, 2018 - Resolution #149/2018
Revised Date & Authority	August 12, 2020 - Resolution #163/2020 August 14, 2024 - Resolution #191/2024
Supporting Bylaw	n/a
Related Policy	Policy #GG-019 - Council Education Policy

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 their public disclosure statement required by the *LGEA*, they must supply a short type-written biography with a picture.
- 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., photocopying 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 provide their own laptop or tablet computer for use at the Council meetings. All information for meetings, as well as general communication for Town business, is done electronically through e-mail.
- 1.5 Candidates must also have access to a cell phone and be able to join the Council WhatsApp chat group.
- 1.6 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 Chief Administrative Officer, it is imperative that a document be printed.

1.7 The Town provides a monthly laptop allowance to assist with the purchase and maintenance of an electronic device. As well, the Town provides each Councillor with an e-mail address that must be used for all official Council business. Once no longer on Council, the e-mail password will be changed, and the email will be reassigned.

2. EXPECTATIONS OF POTENTIAL COUNCIL MEMBERS

2.1 To attend meetings regularly. Meetings are held every three weeks on Wednesdays. 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 and WhatsApp messages from Administration and/or other Council members as required in a timely fashion.

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 as it is noticed when Town Council are not “present” in the community.

3. BENEFITS OF BEING ON COUNCIL

3.1 Council members receive remuneration for every regular meeting, committee meeting, Convention day, and workshop attended. The Mayor receives slightly more remuneration per meeting, as there are extra duties required of the Mayor. Council members are issued annual T4s for their remuneration income. Council members must provide personal information such as their address, Social Insurance Number, birthdate, and bank account information for the Administration to process remuneration.

3.2 Council members have the opportunity to attend the Saskatchewan Urban Municipalities Association (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, training sessions, and other Conventions throughout the year on a wide variety of topics. Continuous learning and training is encouraged on Council as per the Council Education Policy. Workshops and training sessions are paid for by the Town.