



2016 Candidate Information Session – Members of Council

Presentation of City Clerk, Joanne Sproule

September 2016

Role of an Elected Official - What to Expect

- Office of the Mayor
- Council members
- Committee Structure

Roles, Responsibilities, Benefits

Head of Council – Mayor

- Chief Executive Officer of the City
- In addition to performing the duties of a Councillor, the Mayor has the following duties (Sec 66 of The Cities Act):
 - To preside at Council meetings – Chairs all meetings of City Council
 - To perform any duties imposed on a Mayor by any Act or bylaw
- Is a member of all Council committees and all bodies established by Council unless provided otherwise

Roles, Responsibilities, Benefits

Head of Council – Mayor

- Is a voting member of all committees appointed by City Council
- Signs all bylaws passed by City Council (along with the City Clerk) and many contracts and agreements the City enters into
- Has an office at City Hall as well as the services of an Executive Assistant and Secretarial support.
- Salary is 85% of Saskatchewan Cabinet Minister – currently \$121,436.10
- Group insurance is available and option to participate in a Group Registered Retirement Savings Plan

Roles, Responsibilities, Benefits

Members of City Council

- Duties (Sec. 65 of The Cities Act)
 - Represent the public and consider the well-being and interests of the city;
 - Participate in developing and evaluating policies, services and programs of the city
 - Participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by Council
 - Ensure that administrative practices and procedures are in place to implement the decisions of council
 - Keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public
 - Maintain the financial integrity of the city; and
 - Perform any other duty or function imposed on Councillors by The Cities Act or any other Act or by the Council.

Roles, Responsibilities, Benefits

Members of City Council

- Considered part-time
- Formal offices not provided at City Hall; shared cubicles with a desk, telephone and filing cabinet are offered.
- Part-time administrative assistance is provided through the City Clerk's Office; full-time assistance is under review
- Annual salary is 46% of the Mayor's salary, one-third of which is non-taxable.
- Group insurance benefits are available and option to participate in a Group Registered Retirement Savings Plan.

Meetings

- **If you are elected to City Council, you need to be able to arrange your work life so that you are able to attend meetings during the day.**
- City Council holds two meetings each month, held on the same day (typically 4th Monday of the month) – Regular Business meeting commencing at 1:00 p.m and Public Hearing meeting commencing at 6 p.m.
- A Governance and Priorities Committee consists of all members of Council – typically meets the third Monday of each month commencing at 1:00 p.m.

Meetings – Continued

- Four standing Policy Committees once per month
 - 1st Monday of Month – SPC on Planning, Development and Community Services @ 9:00 a.m.; SPC on Finance @ 2:00 p.m.
 - 2nd Monday of Month – SPC on Transportation @ 9:00 a.m.; SPC on Environment, Utilities and Corporate Services @ 2:00 p.m.
- Each SPC consists of 5 councillors and the Mayor and Councillors must serve on two of the Standing Policy Committees
- Standing Policy Committees have defined mandates, policy areas and delegated authority

Meetings – Continued

- All Council and SPC meetings are conducted in the Council chamber, are public meetings and are live-streamed.
- Committees may hold an in camera session if the matter to be discussed is within the exemptions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- Councillors are appointed to a number of advisory committees which typically meet over the lunch hour.
- An electronic agenda and meeting management system is utilized for meetings (paper copies of agendas are being phased out)

IF ELECTED

- Inaugural meeting of Council is held on October 31 at 6:00 p.m. Your term of office commences this date
- Will be required to take the Oath of Office and file a Public Disclosure Statement Form with the City Clerk
- Citizens expect high standards of conduct from all government officials; required to comply with the Code of Conduct

IF ELECTED – Continued

- Required to attend an orientation session during the day November 1 – 4
- Attend meetings of Council and Standing Policy Committees starting in the month of November
- Attend Council meeting dealing with Budget (scheduled November 30, December 1 and 2)
- **you need to be able to arrange your work life so that you are able to attend meetings during the day**