

Open Government

Municipal Leadership Development
Program

Module 1

Municipal Roles and Responsibilities
November 6, 2017

The Saskatchewan Public Service Vision

The Best Public Service in Canada

Our Commitment to Excellence

Dedicated to service excellence, we demonstrate innovation, collaboration and transparency, practice effective and accountable use of resources, and promote engagement and leadership at all levels.

Our Core Values

Respect and Integrity

Serving Citizens

Excellence & Innovation

One Team

Three Things to Remember

1. Municipalities are a level of government.
2. Municipalities are required to conduct their business in an open and transparent manner.
3. Municipalities have a duty to encourage public participation.

Council Members

- Council members are elected to make decisions in the best interest of the entire municipality, not just the division you represent.
- Council is accountable to the voters of the municipality.
- Council has a duty to protect the municipality's assets.
- All members of council must sign an Oath of Office and complete a Public Disclosure Statement.

Conflict of Interest

- A conflict of interest is when a member of council participates in the decision on a matter before council which has the potential to further his or her private interests or those of a closely connected person.
- Council members are required to declare all conflicts of interest and leave the meeting during the debate and decision of the matter.
- The administrator shall record all conflict of interest declarations in the meeting minutes.

Council Meeting Requirements

- A quorum of council members must be present before a meeting can proceed.
- All members of council and the public must have been given at least 24 hours notice of all regular and special meetings.
- Notice to the public is given in the manner set out in the municipality's Public Notice Policy.
- A special meeting can be held with less than 24 hour notice to members and without notice to the public if all members of council sign a waiver of notice prior to the start of the meeting.

Council Meetings

- All council meetings are open to the public, this includes special and committee meetings.
- Council can close all or part of a council meeting to discuss certain items.
 - Strategic and Long term planning
 - Items addressed in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- Resolutions cannot be passed during closed sessions.

Meeting Procedures

- Council Procedures Bylaw
 - Sets out how council conducts its business at meetings.
- Council Code of Ethics Bylaw
 - Defines the standards and values that the council expects its members to maintain.
- Good practice to have a copy of each bylaw at the council meeting.

Council Decision Making

- Municipal councils make decisions by passing resolutions and bylaws at an open council meeting.
- Meeting minutes are the official record of the decisions made by council.
- All questions before council are decided on by a majority vote.
- An act is not effective unless it has been authorized by resolution or bylaw at a council meeting.

Council Resolutions

- All members of council must vote on all matters that come before council unless the member has declared a conflict of interest and has left the meeting.
- If a council member abstains from voting and does not leave council chambers it is recorded as a negative vote.
- Council members can request a recorded vote.

Passing a Bylaw

- Bylaws must receive three separate readings.
- Council may only give a bylaw two readings at a single meeting unless the members present unanimously pass a resolution to give third reading of the bylaw.
- All members must be given the chance to review a proposed bylaw before first reading (and third reading if amended)

Municipal Documents

- Any person has the right to inspect or obtain copies of:
 - minutes after approval
 - bylaws
 - annual audited financial statements
 - any contract the municipality has entered into
 - reports after being submitted to council (except legal reports or opinions)
 - oaths of office and public disclosure statements
 - Any invoice that has been paid by the municipality.

On-Line Resources

- Government of Saskatchewan
- www.saskatchewan.ca/government/municipal-administration

- Ombudsman Saskatchewan
- www.ombudsman.sk.ca/

Contact Information

Ministry of Government Relations

Advisory Services and Municipal Relations Branch

(306) 787-2680

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Questions



saskatchewan.ca