



**RESORT VILLAGE OF CANDLE LAKE
AGENDA
SPECIAL MEETING OF COUNCIL**

Date: Monday, April 25th, 2016 Time: 7:00 p.m.

Resort Village of Candle Lake Council Chamber

1. Call to Order:

Mayor John Quinn will call the session to order.

2. Submission of Pecuniary Interest Forms: None

3. Presentation, delegations and related Reports: None

4. Adoption of Minutes: None

5. Approval of Agenda: That the Agenda for this meeting be approved, and that presentations, delegations and speakers listed on the Agenda be heard when called forward by the Mayor.

6. Presentation, Delegations and Related Reports: None

7. Communications/Petitions Package: None

8. Consent Agenda: None

9. Reports:

9.1 Page 1 – Report 47 of 2016 dated April 18, 2016 from the Administrator Re: Criminal Record Check.

Options:

1. That Bylaw 07 of 2016, a Bylaw to require any candidate to supply a current criminal record check along with nomination forms for any position regarding the 2016 Municipal Elections be laid on the table under Order of Business – Introduction and Consideration of Bylaws and that Bylaw 07 of 2016 receive three readings.
2. Receive and file.

9.2 Page 4 – Report 48 of 2016 dated April 18, 2016 from the Administrator Re: Bylaw 08 of 2016 - Election 2016 – Order of Ballot.

Options:

1. That Bylaw 08 of 2016, a Bylaw to provide for rotational or random order on ballot of Municipal election 2016 be laid on the table under Order of Business – Introduction and Consideration of Bylaws and that Bylaw 08 of 2016 receive three readings.
2. Receive and file.

9.3 Page 7 – Report 49 of 2016 dated April 22nd, 2016 from the Administrator Re: Rate of Pay – Election 2016.

Options:

1. That Council approves a payment for Election 2016 election workers as per the following schedule:

Returning Officer	\$ 6,500.00 (includes meals and mileage)
Deputy Returning Officer	\$ 233.00/day
Poll Clerk	\$ 185.00/day
Registration Officer	\$ 185.00/day
Information Officer	\$ 165.00/day

OR

2. That Council set the rates for Election 2016 election workers and advises administration to inform the Returning Officer of those rates.

AND

3. That Council covers the cost of meals for election workers for the day of the election July 30, 2016.

AND

3. That council covers the costs of training for election workers including registration, mileage and meals.

9.4 Page 10- Report 50 of 2016 from Administrator dated April 22nd, 2016 Re: Voters List Info.

Options:

1. Receive and file.

10. Motions: None

11. Project Updates: None

12. Introduction and Consideration of Bylaws:

- 12.1 Page 3–** Bylaw 07 of 2016, a Bylaw to require any candidate to supply a current criminal record check along with nomination forms for any position regarding the 2016 Municipal Elections.

<p>That Bylaw 07 of 2016, a Bylaw to require any candidate to supply a current criminal record check along with nomination forms for any position regarding the 2016 Municipal Elections be read a first time.</p>

That Bylaw No. 07 of 2016 be now read a second time.

That leave be granted to read Bylaw No. 07 of 2016 a third time.

That Bylaw 07 of 2016, a Bylaw to require any candidate to supply a current criminal record check along with nomination forms for any position regarding the 2016 Municipal Elections be read a third time and passed; and that Bylaw No. 07 of 2016, be now adopted, sealed and signed by the Mayor and Administrator.

12.2 Page 6– Bylaw 08 of 2016, a Bylaw to provide for rotational or random order on ballot of Municipal Election 2016.

That Bylaw 08 of 2016, a Bylaw to provide for rotational or random order on ballot of Municipal Election 2016 be read a first time.

That Bylaw No. 08 of 2016 be now read a second time.

That leave be granted to read Bylaw No. 08 of 2016 a third time.

That Bylaw 08 of 2016, a Bylaw to provide for rotational or random order on ballot of Municipal Election 2016 be read a third time and passed; and that Bylaw No. 08 of 2016, be now adopted, sealed and signed by the Mayor and Administrator.

9. Unfinished Business: None

10. Giving Notice: None

11. Motions: None

12. Adjournment:



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Bylaw 07 of 2016 – Criminal Record Check (Report #47/2016)
Date:	April 18, 2016
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

Options:

1. That Bylaw 07 of 2016, a Bylaw to require any candidate to supply a current criminal record check along with nomination forms for any position regarding the 2016 Municipal Elections be laid on the table under Order of business- Introduction and consideration of bylaws and that Bylaw 07 of 2016 receive three readings.
2. Receive and file.

Justification for In Camera: N/A

Background: *The Municipalities Act* S 89.1 allows for the following:

A council may, by bylaw, require that every candidate submit a criminal record check in the form required by the minister in addition to the nomination paper submitted pursuant to section 46 or 160.15 of The Local Government Election Act.

(2) Any bylaw made pursuant to subsection (1) must be made at least 90 days before the day of a general election.

Council at its April 08, 2016 Council meeting passed the following resolution:

125/2015

1. That Council direct administration to draft a bylaw to require a candidate to include a criminal record check with the nomination form.
2. That Council direct administration to draft a bylaw to specify that the names on the ballots be arranged in random order or rotational order.
3. That Council direct administration to advertise and call a special meeting to ratify the above two items prior to April 30th, 2016. **CARRIED**

Discussion: Administration has prepared the appropriate bylaw for Council consideration.

Financial Implications:

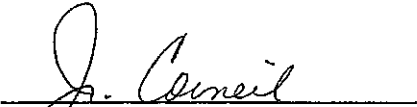
Communications: Form H – the call for nominations must be amended to include the need for the criminal record check to be attached to the nomination form.

Attachments:

1. Draft bylaw 07 of 2016

Conclusion: Council considers it in the best interest of the Resort Village of Candle lake residents to have the criminal record check as a requirement for the filing of nominations for public office.

Respectfully submitted,



Joan Corneil, CAO

Criminal Record Checks

The Resort Village of Candle Lake BYLAW NO 07 of 2016

A BYLAW TO REQUIRE CRIMINAL RECORD CHECKS WITH NOMINATION FORMS

The Council of the Resort Village of Candle Lake in the Province of Saskatchewan enacts as follows:

1. Every candidate for municipal office shall obtain a current criminal record check at their own expense.
2. The criminal record check shall be included with and form part of the nomination form submitted by the candidate for municipal office.

Read a first time this ____ day of _____

Read a second time this ____ day of _____

Read a third time and adopted this ____ day of _____

[SEAL]

Mayor

Administrator



THE RESORT VILLAGE OF
CANDLE LAKE

Report Title:	Bylaw 08 of 2016 – Election 2016 – Order of Ballot (Report #48/2016)
Date:	April 18, 2016
Prepared By:	Joan Corneil, CAO

Options:

1. That Bylaw 08 of 2016, a Bylaw to provide for rotational or random order on ballot for Municipal Election 2016 be laid on the table under Order of Business – Introduction and consideration of bylaws and that Bylaw 08 of 2016 receive three readings.
2. Receive and file.

Justification for In Camera: N/A

Background: *The Local Government Election Act 2015* S 91 describes the process for the order of names on a ballot. This allows for a rotation or random placement of the names as described in 91. (3)(b).

(3) At least 55 days before the day on which a general election is held, a council, by bylaw, or a board, by resolution, may provide that the following provisions must govern the form of ballots:

- (a) ballots must be printed in as many lots as there are candidates for the office;
- (b) in the first lot, the names of the candidates must appear, as the case may be:
 - (i) in alphabetical order pursuant to clause (1)(d);
 - (ii) in the order that the names are withdrawn from the receptacle pursuant to clause (2)(a); or
 - (iii) in the order that the names are generated pursuant to clause (2)(b);

Council at its April 08, 2016 Council meeting passed the following resolution:

125/2015

1. That Council direct administration to draft a bylaw to require a candidate to include a criminal record check with the nomination form.

2. That Council direct administration to draft a bylaw to specify that the names on the ballots be arranged in random order or rotational order.

3. That Council direct administration to advertise and call a special meeting to ratify the above two items prior to April 30th, 2016.

CARRIED

Discussion: Administration has prepared the appropriate bylaw for Council consideration. It should be noted that the Bylaw will require an amendment as the choice of random or rotational was not selected in the Council motion. Should Council decide to provide for an amendment

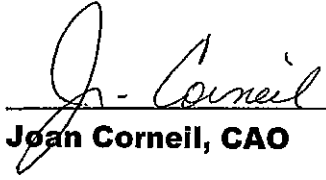
Financial Implications:

Communications:

Attachments: Draft bylaw 08 of 2016

Conclusion: Council should make a decision on the choice of order on the election ballots.

Respectfully submitted,



Joan Corneil, CAO

Order of Names on Ballot for Election 2016

**THE RESORT VILLAGE OF CANDLE LAKE
BYLAW NO 08 of 2016**

**A BYLAW TO PROVIDE FOR THE ARRANGEMENT OF NAMES ON ELECTION
BALLOT**

The Council of the Resort Village of Candle Lake in the Province of Saskatchewan enacts as follows:

1. That the order of names of nominees for the 2016 Municipal Election to be held July 30, 2016 be arranged in random or rotational order according to *The Local Government Election Act, 2015 S 9(3) (b)*

Read a first time this ____ day of _____

Read a second time this ____ day of _____

Read a third time and adopted this ____ day of _____

[SEAL]

Mayor

Administrator



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Rate of Pay – Election 2016 (Report #49/2016)
Date:	April 22, 2016
Prepared By:	Joan Corneil
Prepared For:	Council

OPTIONS:

1. That Council approves a payment for Election 2016 election workers as per the following schedule:

Returning Officer	\$ 6,500.00 (includes meals and mileage)
Deputy Returning Officer	\$ 233.00/day
Poll Clerk	\$ 185.00/day
Registration Officer	\$ 185.00/day
Information Officer	\$ 165.00/day

OR

2. That Council set the rates for Election 2016 election workers and advises administration to inform the Returning Officer of those rates.

AND

3. That Council covers the cost of meals for election workers for the day of the election July 30, 2016.

AND

4. That council covers the costs of training for election workers including registration, mileage and meals.

Justification for In Camera:

Background: Election 2016 is set for July 30, 2016. *The Local Government Election Act 2015 S. 33 (1)(a)* sets out the duty of Municipality to cover all reasonable expenses related to holding an election. This includes any remuneration for election workers.

Council has appointed a Returning Officer for the election. *The Local Government Election Act 2015 S.47 (2)* outlines the responsibilities for the Returning Officer (RO). The document called *An Election Guide for Saskatchewan Communities* further details the responsibilities of the RO:

The returning officer is the person responsible for all matters relating to the election including:

- calling for nominations;
- receiving nominations;

- establishing one or more advance polls in a village, town, city or northern municipality;
- appointing all other election officials; and
- receiving and declaring election results.

Returning officers may be asked to determine if a person is an eligible candidate or elector. Election officials should be prepared to explain eligibility criteria; however, election officials should avoid determining a person's right to vote or seek office. Candidates and electors are personally responsible to determine their eligibility.

The RO job responsibilities start long before the actual election as noted above. In addition, the RO must prepare everything prior to the call for nominations, ordering forms etc.

A review of past and recent rates for elections was taken. The following reflects that review along with the proposed rates:

	Provincial (2016)	RVCL Past	Other (2012)	PROPOSED
RO				
Pre	\$25/Hr	* \$20/hr		\$6,500 includes mileage and meals
Writ to election	\$5,732		** \$276	
Post	\$1,911			
Mileage		\$.54/k		
DRO	\$233	\$20/hr	\$192	\$ 233
Poll	\$185	\$20/hr	\$165	\$ 185
Registration	\$185	\$20/hr		\$ 185
Information	\$13/hr	\$20/hr	\$165	\$ 165
				\$ 1,000
* Total \$4610 plus \$341 mileage @\$.52/K				
** City clerk acted as RO				\$ 8638.00

There are also costs for a facility, (previous election was held in the Curling Rink- Community Hall not completely handicapped accessible) meals for the election workers and training costs. The RVCL approved a \$25,000 expense in the 2016 budget.

Discussion: Council may wish to set other rates of pay. The option for the RO remuneration is acceptable to the RO. Council may wish to negotiate a rate.

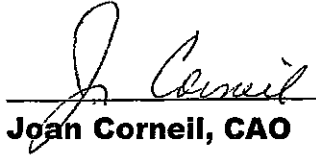
Financial Implications: Rate of pay for election workers to be accounted for in account 510 260 150.

Communications:

Attachments:

Conclusion: As there is a requirement for Council to set the remuneration for election workers, it would be prudent to do so prior to work commencing.

Respectfully submitted,



Joan Corneil, CAO



THE RESORT VILLAGE OF
CANDLE LAKE

REPORT

Report Title:	Voters List info (Report #50/2016)
Date:	April 22, 2016
Prepared By:	Joan Corneil, CAO
Prepared For:	Council

OPTIONS: Receive and file

Justification for In Camera:

Background: Administration tabled a report regarding an agreement with the Province of Saskatchewan to obtain the 2016 Provincial Voters list. However, that list will only contain the permanent residents of the Village as that would be the only eligible voters if their residence was declared as their principal dwelling.

In order to have a proper voters list established, an enumeration would be required. As that exercise would require that every residence in Candle Lake would have to be polled, and the majority of the seasonal residents would not be in the Village at one time, administration discussed with Municipal Advisory Services and was advised that every voter would need to sign a declaration prior to voting.

Discussion: This report is for information purposes only. Council may request an enumeration and cover the costs. Administration can also use the tax rolls to determine part of a voters list, but again that would not negate the necessity of filling out a voter's declaration form – Form R. There may be eligible voters in a residence that are not listed as owners.

Financial Implications:

Communications:

Attachments:

Conclusion:

Respectfully submitted,



Joan Corneil, CAO