



**TOWN OF
STEPHENVILLE**

INFORMATION GUIDE TO **COUNCIL**

Learn what it means to serve as a Councillor or Mayor.

GET STARTED



STRUCTURE OF COUNCIL

Council is made up of 6 members plus the Mayor. The candidates with the 6 highest votes make up Council and the Mayor is a separate ballot.

The Deputy Mayor is elected by Council by secret ballot at its first meeting.



COUNCIL ROLES & REGULATIONS

1. Be available to residents and communicate information to them
2. Prepare for and attend Council meetings & follow rules of procedure
3. Represent interests of the residents & bring matters of concern before Council
4. Be transparent and accountable
5. Declare all conflicts of interest
6. Abide by & support all decisions of Council
7. Understand staff's roles & responsibilities
8. Not interfere with day to day operations of the municipality
9. Provide clear & consistent direction
10. Listen to staff's advice while recognizing your duty to make up your mind on issues
11. Make decisions that are in line with Council's goals, public interest, available resources, legislation, town regulations & policies

MAYOR ROLES & RESPONSIBILITIES



THE MAYOR HAS THE SAME RESPONSIBILITIES & ROLES AS ALL OF COUNCIL WITH THE EXCEPTION OF:

- The Mayor is the presiding officer for all Public Meetings of Council.
- The Mayor is required to sign documents, contracts, and agreements approved by Council.
- The Mayor is the Official spokesperson of Council.
- The Mayor is responsible for attending ceremonial functions.
- The Mayor is responsible for fostering positive relations.
- The Mayor is responsible for fostering positive relations, providing guidance, and leadership.

The Mayor has no special authority over and above the Council.

The Mayor or any other Councillor cannot act legally on behalf of Council without the approval and direction of Council.

In the absence of the Mayor, the Deputy Mayor would perform these roles where required.

COUNCIL EXPECTATIONS

● THINGS TO EXPECT IF YOU'RE ELECTED TO COUNCIL

- **Council Orientation** – Council is expected to participate in orientation within 60 days of being sworn into office. Councillors must file a public disclosure statement within 30 days of taking office and each year before March 1.
- **Meetings** – In addition to the scheduled Council Meetings, Councillors should expect that throughout the year there are other meeting requirements, such as meeting with staff, consultants, resident groups, community partners, Provincial and Federal representatives and others.
- **Agendas** – Agendas for committee meetings are distributed on the Friday before the Council Committee Meetings. Councillors are expected to read and prepare to address and make decisions for the subsequent meeting. Councillors may reach out to staff to ask questions or advise of any concerns that may be brought up so that staff can prepare the appropriate information.
- **Advisory Committees and External boards** – Councillors can serve as chairs, co-chairs or representatives on advisory committees and external boards

COUNCIL EXPECTATIONS

● Things to expect if you're elected to Council

- **Maintain Confidentiality** - as a Councillor you may be privy to information that cannot be disclosed to the public and should be protected in accordance with the Access to Information and Protection of Privacy Act (ATIPPA). This could be anything from resident information to details of a project that is not publically announced yet.
- **Communicate Responsibly** - As a Councillor you are representing the municipality professionally in public and on social media. It is your responsibility to ensure your messages are accurate and respectful and support Councils decisions.
- **Engage Respectfully** - Councillors should maintain respectful dialogue with fellow Councillors, staff and the public - even during debate. Council at all times, follow the Town's code of conduct, rules of procedure and any related policies.





PUBLIC COUNCIL MEETINGS

We currently have two types of Public Meetings:

- **Committee Meetings** – Provides Departmental Updates and information for key events and initiatives for Council discussion and consideration.
- **Regular Public Council Meetings** – Council decisions and regular business of Council.

PROCEDURES OF COUNCIL

Council Meetings

They are regularly scheduled and occur every second Thursday.

Special Meetings

May be called to deal with specific issues

Resolutions of Council

All decisions of Council are made by a motion or resolution in a public meeting of Council. Every motion requires a mover and a seconder, and a full vote of Council, unless exempt due to a conflict of interest.

Rules of Procedure

Council is required to follow the adopted rules of procedure, which is based on parliamentary procedure.



REMUNERATION

COUNCILLORS FOR THE TOWN OF STEPHENVILLE SERVE A FOUR (4) YEAR TERM

Each Council position receives an annual remuneration:

<u>POSITION</u>	<u>REMUNERATION AMOUNT</u>
MAYOR	\$24,062.52
DEPUTY MAYOR	\$17,187.52
COUNCILLOR	\$13,750.00

THE BENEFITS OF SERVING ON COUNCIL

Leadership Skills: Build confidence and inspire your community.

Professional Networking: Connect with business leaders, educators, and community advocates.

Public Speaking: Become a pro at speaking in front of groups and advocating for change.

Problem-Solving: Tackle real-world issues that affect your neighbors and improve your town.

Career Growth: Gain valuable skills like negotiation and project management.

Community Impact: Directly shape the future of your community and make a difference.

Recognition & Respect: Earn trust and appreciation for your leadership and dedication.

THINKING ABOUT RUNNING?

• HERE'S WHAT YOU NEED TO KNOW

To be eligible to run for council in the 2025 Municipal Election, you must:

- Be a Canadian citizen who is 18 years of age or older;
- Be ordinarily resident in the municipality for at least 30 days prior to the date set for the commencement of Nomination Day;
- Not be in arrears of taxes or other charges payable to the municipality; and
- Not be otherwise disqualified under The Municipal Elections Act.

STILL HAVE QUESTIONS?

CONTACT

JENNIFER BRAKE TOWN CLERK

 709-643-8364

 www.stephenville.ca

 jennifer.brake@stephenville.ca

 125 Carolina Avenue, Stephenville, NL