



February 7-10, 2021

STRONGER Together



REGISTRATION FAQs: MEMBER MUNICIPALITIES

Before You Begin...

You'll need to gather the details for all attendees from your municipality before you begin the registration process. As soon as you enter a delegate in the registration system they are considered registered — even if you don't complete their registration. Only enter delegates that have confirmed their attendance.

Use this checklist to be sure you've gathered and confirmed everything before you start.

The Basics

- Who is in charge of registration? Your municipality will be registered as a group and not as individuals, so it is important to assign one person (such as a CAO, administrator, or clerk) to handle the registration process.
- Who is attending from your municipality? Make sure you have the correct spelling of their names and email addresses. The link to access the virtual event will be emailed directly to registrants in February.
- How many voting delegates are allotted to your municipality?
- Which council members will be assigned voting privileges?
- What category will each attendee fall under?
 - Voting delegates
 - Non-voting delegates
 - Municipal employees
 - Tradeshow observers- municipal employees wishing to attend the virtual Municipal Marketplace only. Municipal employees are able to attend the tradeshow for free but must be registered as a tradeshow observer in the convention registration system.

SPECIAL CIRCUMSTANCES

- Does your municipality have to register a Municipalities of Saskatchewan Board member? If yes, please contact Heather Vanderaa at 306-525-4391 or execassistant@munisask.ca to discuss the registration process for Board members.
- Are any of your attendees receiving a service award? (This would include Honorary Service, Meritorious Service, Scoop Lewry, and Life Membership awards.) For Municipalities of Saskatchewan's 2021 Virtual Convention and Tradeshow you do not need to register your award recipients. They will be sent a special link for the virtual awards ceremony.

I Was Wondering...

You probably have questions, so we did our best to guess what they would be, and answered them here.

When is the deadline for registration?

Register on or before December 22, 2020 to receive the early bird rate and be entered into a draw for a free Convention registration.

What are the registration fees?

	On or before December 22, 2020	After December 22, 2020
Member	\$185	\$285

What about event tickets?

There are no event tickets required to attend Municipalities of Saskatchewan's virtual social event on Sunday, February 7 or the awards celebration on Tuesday, February 9.

How and where do I pay?

Registration is payable to SUMA by cheque. (We are still in the process of formally rebranding to Municipalities of Saskatchewan and are conducting all financial business under SUMA.) The final step of the registration process also includes a payment page where you can find all the information regarding payments. Mail your cheque to:

**Municipalities of Saskatchewan
Unit 305 - 4741 Parliament Avenue
Regina, SK S4W 0T9**

Where do I register?

Municipalities of Saskatchewan will be emailing an invitation to register to your municipality's main contact email address. From there you will click on the link in the invitation and it will take you to the site to register.

How do I log in?

To ensure your security we have protected your account with a password. On the landing page, choose your municipality from the drop down list and enter the password provided in the email to proceed with registration.

Can I log back in to make changes after I submit my registration?

You can log back in to make these changes:

- Edit delegate names.
- Add delegates.

You **cannot** make these changes:

- Cancel or delete delegates. Please contact the Municipalities of Saskatchewan office for cancellations.
- Add a promotional code to a delegate that has already been registered. Please contact the Municipalities of Saskatchewan office if you need to add a promotional code to register a Municipalities of Saskatchewan Board member.



What is the cancellation policy?

Cancellations received on or before February 1, 2020 are subject to a \$20 cancellation fee per registrant. After February 1, 2020 cancellations will not be permitted but substitutions are allowed at any time without penalty. The registration system closes February 1, 2020. Registrations received after this date are subject to a \$20 administration fee per registrant.

If you need to cancel a registration before February 1, 2020 please contact the Municipalities of Saskatchewan office at 306-525-3727 or email accounting@munisask.ca.

What is the difference between a voting delegate and non-voting delegate? How do I know how many voting delegates our municipality is allowed?

A voting delegate can vote on resolutions and during the AGM; a non-voting delegate* cannot. Each municipality is designated an allotted number of voting delegates based on the 2016 Census.

Municipal Population	Maximum # of Voting Delegates
1-500	1
501-2,000	2
2,001-5,000	4
5,001-10,000	6
10,001-50,000	7
50,001-100,000	10
Greater than 100,000	11

* All elected officials representing a Municipalities of Saskatchewan member municipality and registered for Convention are eligible to vote in the Municipalities of Saskatchewan Executive Elections happening at Convention 2021. See the [Answering Your Convention Questions](#) document for more information about elections.

Can municipal staff still attend the tradeshow?

Yes. All municipal staff and council members are able to access the Municipal Marketplace at no cost. However, this year, they must be registered in the Convention registration system. Register anyone from your municipality that only needs access to the tradeshow as a Tradeshow Observer.

What is a promotional code?

Some attendees — such as Board members — have custom registration needs. Municipalities of Saskatchewan staff will send out promotional codes to municipalities that need them so their delegates can be registered correctly.

Do I need to register my Meritorious and/or Honorary Service award winners?

If your award winner is attending Convention as a delegate, determine if they are a voting delegate, non-voting delegate, or municipal employee and register them in the appropriate category. They will be able to join the awards ceremony from the convention platform- there are no promotional codes needed. If you have a meritorious and/or honorary service award winner who will not be attending the virtual Convention as a delegate, a special link will be emailed to them so they can take in the awards ceremony.

My municipality has a Municipalities of Saskatchewan Board Member. How do I register them?

If you are registering a Municipalities of Saskatchewan Board Member, please contact Heather Vanderaa at 306-525-4391 or execassistant@munisask.ca to discuss the registration process for Board members.

Have questions or having trouble registering?

Contact the Municipalities of Saskatchewan office at 306-525-3727 or email accounting@munisask.ca.