



Terms of Reference

Updated December 2017

Article I – Mission, Vision and Goals

Section 1- Mission Statement

The Mission of the Eastern Ontario Wardens’ Caucus Inc. is:

“To monitor federal, provincial and municipal legislative, regulatory and government information and to conduct research and analysis for purposes of influencing and advocating enhanced municipal service delivery in Eastern Ontario.”

Section 2 – Vision Statement

The vision of the Eastern Ontario Wardens’ Caucus Inc. is:

“To work collectively to enhance recognition for municipalities as an order of government through meaningful communication and representation with the federal and provincial governments, and each other.”

Section 3 – Strategic Goal Statements

Monitoring

- To monitor legislation, regulation and by-laws in a timely manner for purposes of evaluating the service delivery and financial implications for municipalities.

Research and Analysis

- To research and analyze the impact of senior government legislation and regulation for purposes of implementation and/or the development of timely and informed recommendations for change.
- To keep apprised of municipal best practices and performance measurement as a means of ensuring that current service delivery and recommended actions are effective and efficient.

Communication and Representation

- To ensure timely and accurate communication of issues and pressures, as well as preferred solutions to enhance service delivery.
- To influence legislation, policies and by-laws through political and professional representation on behalf of upper tier and single tier municipalities in Eastern Ontario.
- To foster an increased awareness of the work of the EOWC Inc. with other professional associations and groups. (e.g. Western Ontario Wardens’ Caucus, Eastern Ontario Mayors’ Caucus, AMO, Ontario East Economic Development Commission, OFA, AMCTO, and various Clerk/Administrator Associations)

Section 4 – Delinquent Membership Fees

All membership fees shall be paid in the first quarter of the calendar year. Any Full members delinquent in the payment of fees by the first meeting in the second quarter will not be entitled to vote on matters raised at the meeting and may have their membership suspended by resolution of the Wardens' Caucus.

Section 5 – Member Entitlement

Only Full members as defined in Section 1 of this Article shall be entitled to hold the position of Chair or Vice Chair.

Article III – Officers

Section 1 – Right to Hold Office

The right to hold office is reserved for the Full members as defined in Article II, Section 1.

Section 2 – Chair and Vice Chair of the EOWC

The Eastern Ontario Wardens' Caucus Inc. shall elect a Chair and Vice Chair from amongst the membership annually. The election shall be conducted at the first meeting of the Eastern Ontario Wardens' Caucus held in each calendar year.

Election Procedure

Each year at the first meeting of the Caucus, the members of the Caucus shall elect a Chair and Vice Chair of the Eastern Ontario Wardens' Caucus for the current calendar year, in the following manner:

- a) The past Secretary, as Presiding Chair, shall call for nominations for Chair and Vice Chair.
- b) These nominations must be moved and seconded by members of the Caucus, and a vote of majority of the present members must be obtained in order for the Chair or Vice Chair to assume their roles.
- c) Any nominee may withdraw at any time before they are nominated or a vote is taken.
- d) Where more than one nominee remains for election, a vote by secret ballot shall be taken, and the majority of votes by present members will determine the Chair and Vice Chair.

Section 3 – Secretary/Treasurer of the EOWC

The position of Secretary/Treasurer of the EOWC Inc. will be assumed by the Chief Administrative Officer from the municipality represented by the Chair of the EOWC, and will move each time a new and/or different Chair is elected.

The Secretary/Treasurer shall be charged with the duty to record all resolutions, decisions and other proceedings of the EOWC Inc., and to give all members proper notice of meetings.

The Secretary/Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Corporation and, under the direction of the board, shall control the deposit of money, the safekeeping or securities and the disbursement of the funds of the Corporation. Whenever required, he/she shall render to the board an account of all his/her transactions as Treasurer and of the financial position of the Corporation.

The County of Hastings has been appointed as the EOWC Inc. designate for all banking matters.

Section 4 – Assignment of Duties

The Chair and Vice Chair may assign duties to another member as designate for the purposes of attending meetings to represent the interests of the EOWC Inc. The Chair and Secretary/Treasurer may assign any or all of the Secretary/Treasurer duties to one or more persons who need not be a member of the CAO support group (e.g. municipal treasurer or clerical support staff other than CAO). The EOWC Inc. may also assign these duties to an individual responsible for managing the EOWC Inc. administration and communications.

Section 5 – Signing Officers

Contracts, documents or any instruments in writing which are required to conduct the official business of the EOWC Inc. shall be signed by the Chair and/or Secretary/Treasurer.

By resolution, the EOWC Inc. may authorize other individuals signing authority for correspondence and communications from time to time, as required.

Article IV – EOWC Inc. Eligible Expenses

Section 1 – Guidelines for Expenditure of Funds

Guidelines for the expenditure of funds by the Eastern Ontario Wardens Inc. Caucus shall be as follows:

- i) Annual membership fee and cost for travel, accommodation and meals to participate in the EOWC Inc. shall be the responsibility of each member municipality.
- ii) Funds under the control of the Eastern Ontario Wardens Caucus Inc. shall be utilized for new and ongoing project expenses (consulting costs, etc.)
- iii) Funds may be utilized to offset expenditures for facility rental, catering and any other related costs for Wardens’ meetings held in association with conferences or special meetings (e.g. meetings with other associations, provincial or municipal representatives). Meetings that are not held in conjunction with a conference will be organized and paid for by the host municipality.
- iv) Funds may be utilized for the production and ongoing supply of binding stock and letterhead for the purposes of creating and maintaining an image-brand for the Eastern Ontario Wardens Caucus Inc.
- v) Funds may be utilized for other purposes as are considered appropriate and pre-authorized by the Eastern Ontario Warden's Caucus Inc.

Article V – Meetings

Section 1 – Regular Meetings

The EOWC Inc. will endeavor to schedule bi-monthly meetings throughout each calendar year with attempts to co-ordinate meetings in conjunction with three of the major municipal conferences (ROMA, AMO, and Ontario East).

Section 2 – Special Meetings

Special meetings may be convened at the call of the Chair provided that a minimum of two weeks’ advance notice is provided.

The Eastern Ontario Wardens Caucus Inc. will undertake to schedule two meetings annually, if needed, with the Western Ontario Wardens’ Caucus for purposes of promoting common objectives and discussing issues and concerns.

Section 3 – Meetings of Administrative Support Staff

In support of the research and report preparation necessary to achieve the goals and objectives of the EOWC Inc., the Chief Administrative Officers and other support staff, as determined necessary or appropriate from each of the member municipalities, shall be encouraged to maintain a bi-monthly meeting schedule that alternates with the more formal regular meetings involving the Wardens.