



Eastern Ontario Wardens' Caucus

**Terms of Reference**  
**Approved August 2004**

## Article I – Mission, Vision and Goals

### **Section 1- Mission Statement**

The Mission of the Eastern Ontario Warden's Caucus 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 Warden’s Caucus 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 with other professional associations and groups. (ie. Western Warden’s Caucus, Ontario East



#### **Section 4 – Delinquent Membership Fees**

All membership fees shall be paid in advance of the Annual General Meeting. Any Full members delinquent in the payment of fees subsequent to the Annual General Meeting will not be entitled to vote on matters raised at the meeting and may have their membership suspended by resolution of the Warden's 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 of the EOWC**

The Eastern Ontario Warden's Caucus shall elect a Chairperson from amongst the membership annually. The election shall be conducted at the first meeting of the Eastern Ontario Warden's Caucus held in each calendar year.

##### **Section 3 – Secretary/Treasurer of the EOWC**

The position of Secretary/Treasurer of the EOWC 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, and to give all members proper notice of meetings. In addition, as Treasurer the individual will be responsible for any monies of the EOWC and for the keeping of accounting records as may be required by the EOWC.

##### **Section 4 – Assignment of Duties**

The Chair and Vice-Chair may assign duties to another member as designate for purposes of attending meetings to represent the interests of the EOWC. 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 (ie. municipal treasurer or clerical support staff other than CAO).

### **Section 5 – Signing Officers**

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

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

### Article IV – EOWC Eligible Expenses

#### **Section 1 – Guidelines for Expenditure of Funds**

Guidelines for the expenditure of funds by the Eastern Ontario Warden's Caucus shall be as follows;

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

### Article V – Meetings

#### **Section 1 – Regular Meetings**

The EOWC will endeavor to schedule bi-monthly meetings throughout each calendar year with attempts to co-ordinate meetings in conjunction with four of the major municipal conferences (ROMA/OGRA, AMO, ACRO 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 Warden's Caucus will undertake to schedule two meetings annually with the Western Ontario Warden's 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, 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.