

# **ELGIN COUNTY COUNCIL POLICIES MANUAL**

## **WARDEN**

### **CELLULAR TELEPHONE/ELECTRONIC COMMUNICATION DEVICE**

The Warden shall be provided with a cellular telephone/Blackberry or other electronic device approved by Information Technology for business use. Personal use is subject to County Policy. The device shall be returned to Information Technology at the end of the Warden's term.

### **CHAIN OF OFFICE/GOWN/LORD ELGIN WATCH**

The Warden is authorized to use his/her own discretion as to whether the traditional Chain of Office, Gown, or Lord Elgin Watch will be worn at meetings of Council, other than at the time of election to Office, or other events or occasions as warranted.

### **CONVENTION/WORKSHOP/SEMINAR ATTENDANCE AND HOSPITALITY ROOMS**

1. The Warden may attend any number of conventions/workshops/seminars or conferences, provided the said convention/conference/workshop/seminar is relevant to the business of the County and does not exceed budget allocations. Council, through the budget process, may authorize the use of a hospitality suite. This shall be decided by Council not later than in October of the preceding year.

2. The Warden shall be paid the following rates for attending conventions/conferences/workshops/seminars:

a) Registration fee, approved expenses and standard travel from St. Thomas to the convention site and return (see Schedule "A"), shall be paid at the same rate established for the use of personal vehicles for County business.

Whenever possible the Warden and delegates are encouraged to travel together in order to reduce costs.

b) Accommodation, at the approved hotel rate, shall be reimbursed from receipts and limited to the actual number of days that the convention has sessions listed which the delegate attends.

c) A meal allowance of \$75.00 per day, adjusted from time to time, will be paid, if not provided or included in the registration, and limited to the actual number of days that the convention has sessions listed which the delegate attends.

d) Parking shall be reimbursed from receipts and limited to the actual number of days that the convention has sessions listed which the delegate attends.

- e) Claim for reimbursement of expenses shall be made on approved claim form (see Schedule “B”). Reimbursement shall be made as soon as possible after receipt of claim but will coincide with the next scheduled cheque run.

### ELECTION RECEPTION

The County will provide and pay half, and the Warden shall pay half, of the cost of a wine and hors d'œuvré reception after the Warden's Election each year. The County will also provide a Guest Book and purchase the liquor license. The Administrative Services Department will make the necessary arrangements for a wine and hors d'œuvré reception. Should a Warden wish another type of reception, the arrangements would be made by and costs borne by the Warden.

### OFFICIAL STATEMENTS

Statements concerning official policies of County Council shall be released by the Warden only or a person named by the Warden (Chief Administrative Officer) to provide statements or information to the media. Senior staff are encouraged to provide timely responses to media inquiries by providing factual information, subject to freedom of information provisions, as requested and subject to the Chief Administrative Officer's approval.

### PHOTOGRAPH

After the Warden is elected, arrangements will be made for taking a photograph of the Warden in official attire. Two copies of the photograph will be purchased, one to be displayed in the Council Chambers and one to be given to the Warden. Copies will be supplied to the County in digital format for departmental use and for use by the media..

### MEETING DEFINITION

A meeting is defined as a duly called Council meeting, Special Committee (including outside committees) or Sub-Committee meeting established to carry out the business of the Council, Committee or Sub-Committee. Occasionally, the Warden may designate a Councillor to meet with staff or to attend meetings on behalf of County Council. These meetings are to be kept to a minimum.

1. A one-third tax-free allowance shall be applied to the remuneration paid to the Warden and Councillors, deemed to be for expenses incidental to the discharge of duties as a member of the Council or its local boards. This allowance will be reviewed by the Council at least once during its four-year term of office after a regular election, in order to continue or discontinue the said tax-free allowance.
2. The following remuneration shall be paid to the Warden for attending meetings of the Council, committees/boards, and performing all other duties applicable to the Office:
  - a) The Warden shall be paid an annual remuneration of, \$69,918 (2019) to be paid monthly, with said stipend to include all meeting and incidental claims (telephone, paper, etc.) for all responsibilities including work associated with outside boards,

meetings with ratepayers, etc. The above remuneration shall be automatically adjusted annually by the same percentage as is determined for non-union staff.

- b) In addition to the above remuneration, the Warden shall be paid the same rate for each kilometre necessarily travelled in attending meetings as established for the use of personal vehicles for County business and shall submit a monthly account to Administrative Services on the form provided (see Schedule "C") and would receive payment on the next scheduled pay date.
- c) Monthly accounts for kilometres travelled for other than Council meetings shall be submitted to Administrative Services on the form provided (see Schedule "D") and receive payment on the next scheduled pay date.
- d) The Warden shall be provided with a credit card upon which expenditures can be made applicable to the Office. All receipts must be signed by the Warden and submitted to staff to attach to the monthly billing. If receipts are not submitted, the Warden shall be responsible to reimburse the County for any unsupported costs.

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## **COUNCIL**

### **ASSET DISPOSAL**

Periodically, equipment, furniture, supplies, materials and other County property (excluding land) will be deemed to be surplus and of no potential use for County purposes. The Asset Disposal Policy shall be followed in determining the disposition of property and is available upon request.

### **BEREAVEMENT**

Flowers or a donation up to an amount of \$100, as adjusted from time to time, will be sent, in the event of bereavement, for current Councillors, Department Heads, and their Spouses or Children; Past Councillors who served during the previous term; all Past Wardens and Past Department Heads; and Residents of County Homes. In addition, flowers or a donation may be sent to other persons who have had considerable dealings with the County, at the discretion of the Warden.

### **BUSINESS CARDS**

Business Cards with the County Insignia/logo will be supplied to the Warden annually, denoting his/her year(s) as Warden, and to Councillors as requested.

### **CODE OF CONDUCT**

A Code of Conduct has been established for the Warden, Council and Members of Outside Boards to establish guidelines for ethical and interpersonal standards of conduct (see Schedule "E").

### **COFFEE/REFRESHMENT**

The County will purchase coffee or tea or other non-alcoholic refreshments for Council meetings and to be used by the staff in the Administration Building for business meetings.

### **COMMITTEE MEETINGS**

All committee meetings shall be open to the public, except for Closed Meetings held in accordance with the Municipal Act or any other relevant Act. (see Section 9 of Council's Procedural By-Law).

### **CONVENTION ATTENDANCE**

1. County Councillors shall be permitted to attend any convention/conference/workshop/

seminar in accordance with the established convention policy, provided the said attendance is relevant to the business of the County and is contained within approved budgetary limits.

2. Members of County Council shall be paid the following rates for attending conventions/conferences/ workshops/seminars.

- a) The per diem rate, (currently \$150) registration fee, approved expenses and standard travel from St. Thomas to the convention site and return (see Schedule "A"), paid at the same rate established for the use of personal vehicles for County business.

Whenever possible, Councillors are encouraged to travel together in order to reduce costs.

- b) The per diem rate of \$150.00 (adjusted from time to time) shall be paid and limited to the actual number of days that the convention/conference/workshop/seminar has sessions listed which the delegate attends.
- c) Accommodation, at the approved hotel rate, shall be reimbursed from receipts and limited to the actual number of days that the event has sessions listed which the delegate attends.
- d) A meal allowance of \$75.00 per day will be paid, if not provided or included in the registration, and limited to the actual number of days that the event has sessions listed which the delegate attends. The meal allowance is applied when staying at least one night, otherwise meals are reimbursed through receipt and actual cost.
- e) Parking shall be reimbursed from receipts and limited to the actual number of days that the convention has sessions listed which the delegate attends.
- f) Claims for reimbursement of expenses and per diem shall be made on approved claim forms (see Schedule "B"). Reimbursement shall be made as soon as possible after receipt of claim but will coincide with the next scheduled cheque run.
- g) The above provisions shall be subject to the payment of a maximum of \$4,000.00 per member (excludes registration and travel), per calendar year, subject to adjustment from time to time.

## CORRESPONDENCE

1. The deadline for correspondence is eight (8) days prior to a regular Council meeting. Correspondence received after the deadline may be forwarded to the Councillors by no later than the Friday preceding a regular Council meeting. Notwithstanding the deadline limitation, if an item must be dealt with due to an emergency situation or extreme time constraints, the item may be dealt with as an Addendum to the Council Agenda (see Section 8.2 of Council's Procedural By-Law).

2. No action will be taken on any unsigned and unsolicited correspondence received by County staff with said correspondence being destroyed immediately upon receipt.

## COUNCIL PHOTOGRAPH

Arrangements will be made for taking the annual photograph of the Council, Department Heads and Seconds-In-Command. The photograph will be displayed in the hallway outside Council Chambers and a copy supplied to the Council and appropriate staff at no charge.

## COUNCILLOR ORIENTATION

Following the election of a new Council, a general Orientation Session for new Councillors will be held. The orientation would cover Council procedures and departmental operations and include topics such as departmental organization and functions, introduction of key personnel, tours of facilities, etc.

## COUNTY COUNCIL DRESS CODE

The following dress code for County Council Members and Officials was adopted on May 25, 2010 and became effective on December 1, 2010:

Council Members and Officials shall wear appropriate business attire for Council meetings (defined as semi-formal and not business casual – specifically dress shirt/blouse, jacket, dress pants or suit);

Traditional attire shall be mandated at the Warden's Election, the Warden's Annual Banquet, the annual photo, and any other function as determined by the Warden. Members and Officials are also permitted to wear traditional attire at other functions, when not mandated by the Warden, at their discretion;

An allowance of up to \$200 will be provided (with receipts) once per term to each Council Member and Official required to wear traditional attire at aforementioned times for the purchase of said attire;

The Warden, who by by-law is responsible for Council decorum, shall also enforce the dress code.

## COUNTY CRESTS AND TIES

County Crests and Ties, supplied to Councillors and Officials, are expected to last at least four (4) years. Anyone requiring a replacement prior to the end of the term will be required to purchase it at actual cost. Staff members shall not be provided with a tie or crest until their probationary period has been fulfilled.

## COUNTY RINGS

A gold County Wardens' Ring may be purchased by Wardens, past and present, and a standard gold County Ring may be purchased by Wardens, County Councillors and staff, past and present, at their cost, each available in men's and women's sizes.

## DISTRIBUTION OF LITERATURE FROM OUTSIDE AGENCIES

No person shall cause any printed matter to be circulated or posted on corporate property without obtaining the approval of the Department Head or the Chief Administrative Officer.

## ELGIN MUNICIPAL ASSOCIATION

Past Wardens shall be recognized by the Elgin Municipal Association at the annual dinner meeting, and County Council shall provide complimentary tickets for the current Warden, Past Wardens and guest.

## IPADS OR OTHER ELECTRONIC DEVICES

1. An iPad and keyboard or other electronic device as approved by Council shall be supplied for conducting County business as determined by Information Technology and based on approved budgets.
2. Damaged and unrepairable equipment or lost electronic devices must be replaced – each member of Council is permitted one replacement per term at the County's cost. Subsequent losses or damage shall be replaced at the Councillor's or Warden's cost.
3. Retiring Councillors will return said equipment to the County as soon as possible after completion/termination of their term for distribution to the new Councillors, or at the discretion of the Director of Financial Services, may be retained due to the age or condition of the equipment.

## MEALS

Councillors and appointed officials shall be provided with a meal, when appropriate during Council meetings.

## POCKET GREETERS

A pocket-type greeter with the County Logo and the person's name and title will be supplied to the Warden, Council & Senior Staff.

## PURCHASING

The Procurement Policy was established to standardize procedures to ensure fair and equitable practices for the procurement of all County goods and services and will be adhered to for all purchases made on behalf of the County. The Procurement Policy is available upon request.

## REMUNERATION

A meeting is defined as a duly called Council meeting, Special Committee (including outside committees) or Sub-Committee meeting established to carry out the business of the Council, Committee or Sub-Committee. Occasionally, a Member designated by the

Warden may be required to meet with staff or attend meetings on behalf of Council. These meetings are to be kept to a minimum and must have prior approval of the Warden.

1. A one-third tax-free allowance shall be applied to the remuneration paid to the Warden and Councillors, deemed to be for expenses incidental to the discharge of duties as a member of the Council or its local boards. The tax-free allowance will be reviewed by the Council at least once during its four-year term of office after a regular election, in order to continue or discontinue the said tax-free allowance.

2. The following remuneration shall be paid to each Member of County Council, for attending meetings of the Council and committees thereof:

- a) County Councillors shall be paid an annual honorarium of \$XXXXXX to be paid monthly, with said stipend to include all meeting and incidental claims (telephone, paper, etc.) for all responsibilities including work associated with outside boards, meetings with ratepayers, etc. The above remuneration shall be automatically adjusted annually by the same percentage as is determined for non-union staff.
- b) In addition to the above remuneration, each Member shall be paid the same rate for each kilometre necessarily travelled in attending meetings as established for the use of personal vehicles for County business.
- c) Members of Council will record their kilometres travelled for attending Council and other approved meetings on the form provided (see Schedule "D") and submit said record to the Administrative Services at the final Council meeting of each month, thereby being paid once a month on the next scheduled pay date.
- d) Councillors attending a function as "Deputy Warden" shall be paid kilometres travelled at the same rate established for the use of personal vehicles for County business.
- e) Councillors are permitted to claim kilometres travelled for attendance at ceremonial functions (i.e. official openings and sod turnings).
- f) Separate per diems for attending outside board meetings (i.e. Board of Health) shall not be permitted since the monthly honorarium is designed to cover these obligations.

## REPORTS

All reports to Council will be presented by the author or alternate and shall include a recommendation for Council's consideration.

## RESOLUTIONS

- 1. Where a resolution is endorsed, a reply is sent to the originating body only, regardless of the request for copies to be sent to others.
- 2. Where a resolution is filed or not endorsed, no reply is sent, it being felt that no response will indicate non-support.



3. In the event Council wishes copies of resolutions, etc., sent to other than the originating body, direction to this effect is incorporated into the recommendation.

### RETIREMENT GIFT

Every retiring County Councillor shall receive a desk pen set or other suitable commemorative item with the County Crest affixed and a suitable plaque indicating the term held on Council.

### WARDEN'S RECOGNITION

- a) Council shall host an annual banquet or recognition evening at which the Warden and spouse/guest shall be recognized for their achievements and contributions during the year.
- b) The banquet shall be arranged and conducted by the members of the Social/Entertainment Committee with participation in the programme by each County Councillor.
- c) The timing of the banquet shall be near completion of the term as Warden (early November).
- d) The Warden may determine the location of the banquet if so desired; otherwise the Social/Entertainment Committee shall decide in consultation with the Warden.
- e) The Warden may invite up to 26 family members and guests as complimentary. Additional invitations shall be at the cost of the Warden and paid at the per ticket cost as determined by the Social/Entertainment Committee.
- f) Past Wardens and Visiting Dignitaries shall be invited as complimentary guests. Other guests may be invited as complimentary as determined by the Social/Entertainment Committee in consultation with the Warden.
- g) A recognition gift at a cost of up to \$500 shall be chosen by the Warden or a watch with suitable engraving and a silver tray with suitable engraving and shall be purchased by the Social/Entertainment Committee.

