Grey County Logo Committee Report

# Report CCR-CW-07-17

**To**: Warden Barfoot and Members of Grey County Council

**From**: Sharon Vokes

**Meeting Date:** June 8, 2017

**Subject: Deputy Warden Terms of Reference**

**Status**: Recommendation adopted by Committee as presented per Resolution CW-113-17 June 8, 2017; Endorsed by County Council June 29, 2017 per Resolution CC33-17;

## Recommendation

1. **That Report CCR-CW-07-17 regarding the request to develop a terms of reference for the position of Deputy Warden be received; and**
2. **That the duties of the Deputy Warden be outlined in the Procedural By-law as follows:**

* **confirmation of the current duty of chairing meetings in the Warden’s absence; and**
* **attendance at meetings or representation of the Warden at the Warden’s request; and**
* **sign documents in the Warden’s absence if time sensitive**

## Background

At the June 23, 2016 session of Council the following resolution was endorsed:

*“THAT staff develop a Terms of Reference for the role of Deputy Warden.”*

It was indicated in Report CAOR-CW-10-17 at the May 25th meeting of Committee of the Whole that staff would report back on the above resolution at the June 8th meeting.

Currently the duties of the Warden and Members are set out in the Procedural By-law; Sections 13 and 14 respectively. The duties of the Deputy Warden are also within the Procedural By-law although it may not be as clear as it could be as they are included in the section for the Warden under 13.4, Absence of the Warden. Currently, the only duty of the Deputy Warden is to chair meetings in the absence of the Warden.

While there has been no direction from Council to change the duties of the Deputy Warden or how the Deputy Warden is selected, some research has been undertaken to see what other counties do in this regard. The survey results indicated that Grey County’s approach is similar to others. Many of the respondents don’t have a Deputy Warden.

A chart of the results is included with this report. Generally speaking, the duties are primarily ceremonial in nature. In some counties the Deputy Warden is the individual who would attend a social event if the Warden cannot attend. Renfrew has gone as far as to appoint two Deputy Wardens in 2017 to handle the extra events anticipated with Canada’s 150th. In Grey the Warden selects a councillor living close to the event. This makes a lot of sense, particularly in a system where county councillors are indirectly elected.

Simcoe County is unique from the others. The concept of a Deputy Warden with added responsibilities was a recommendation in the Berkeley Report which was a report that provided recommendations on county governance. While Simcoe County Council didn’t accept many of the recommendations, it did support the position of Deputy Warden as recommended in the report

The research attached is only a sampling of counties in Ontario and represents the counties that responded to our survey. In saying that, it is likely representative of the majority of counties. Generally speaking there either isn’t a Deputy Warden or the scope of responsibilities is quite limited.

Based on the above information it is recommended that the responsibilities for the Deputy Warden position in Grey County remain basically the same. The next time the Procedural By-law is updated a section should be created outlining the duties of the Deputy Warden. The new section would note that the Deputy Warden would be subject to all the duties of a Member and in addition assume the Chair in the Warden’s absence.

Historically, the Warden has sometimes called on the Deputy Warden to attend a meeting on his behalf that was more than ceremonial in nature. For example, it could be a meeting related to a policy matter which may have started with the previous Warden. As such, it is recommended that the duties of the Warden also include a clause that would enable the Deputy Warden to also attend a meeting on the Warden’s behalf. It is not intended that this would extend to such things as replacing the Warden on something such as the Board of Health.

The Deputy Warden is also sometimes asked to sign documents requiring the Warden’s signature in the absence of the Warden. It would be beneficial to clarify this under the duties of the Deputy Warden as well.

## Financial/Staffing/Legal/Information Technology Considerations

There are no financial, legal or information technology considerations related to this report. The decision of Council to move to a committee of the whole system from standing committees requires an update to the County’s Procedural By-law. This update will include a separate section on duties of the Deputy Warden to ensure more clarity.

In the event there is an interest in providing additional compensation to the position of Deputy Warden it is recommended that this be considered in a more holistic process of reviewing council’s entire compensation package.

## Link to Strategic Goals/Priorities

This is supportive of Goal 3 of Delivering Excellence in Governance and Service and the priority outcome of a Governance Model for the Future.

## Attachments and Background Information

[Procedural By-law 4876-14 as amended](https://docs.grey.ca/share/s/aHZcE95WRqiGYyvzkWWEzQ)

Survey of other counties attached

Respectfully submitted by,

Sharon Vokes  
Clerk/Director of Council Services

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|  | Bruce | Dufferin | Elgin | Haldimand | Hastings | Huron | Lambton | Renfrew | Chatham Kent | Simcoe | Wellington |
| Deputy Warden/Mayor | No | No | No | Yes | No | No | Yes | Yes | No, mayors take turns | Yes | No |
| Compensation | N/A | N/A | N/A | 2,568 | N/A | N/A | $1,000/month | Per diem for social events | No | 2/3 of Warden | N/A |
| Duties | N/A | N/A | N/A | Authority of Mayor in Mayor’s absence | N/A | N/A | No specific duties; varies by warden (very little to prominent roles) | Ceremonial events only.  Regular council salary approx. $10K  In absence of warden council would choose someone; most likely the most immediate past warden on council | Authority of Mayor in Mayor’s absence | Ex Officio on all committees, shares social obligations & chairs special task forces (see Berkely Report) | N/A |
| How Selected | N/A | N/A | N/A | Council | N/A | N/A | Council | Council | N/A | Council | N/A |