

County of Essex Policy Manual

Outside Membership on Boards and Associations

Policy Number:	94-013
Approved by:	County Council
Department:	All members of County Council and Administration of all Departments
Date Approved:	1994-11-16
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Originating Department:	Human Resources
Last Revision Date:	Click here to enter a date.
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Replaces Policy No:	Click here to enter text.

1.0 Purpose

To provide members of County Council and Administration with the guidelines pertaining to membership on Boards and Associations related to the business and interest of the Corporation.

2.0 Scope

Applies to all members of County Council and Administration of all departments, divisions or sections of the Corporation.

3.0 Responsibility

- 3.1 The Warden is responsible to ensure that the following guidelines are implemented and adhered to by members of County Council.
- 3.2 The Chief Administrative Officer is responsible to ensure that the following guidelines are implemented and adhered to by the members of Administration.

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3.3 Members of Council, department, division or section managers are responsible to ensure that they themselves and subordinate staff comply with the requirements of this policy.

4.0 General

4.1 Members of Council

- a) Prior to any personal commitment to represent the Corporation of the County of Essex on any Board, Association or the like, the Member must receive the support of County Council by Resolution annually.
- b) In order to obtain the approval of County Council the following procedure is to be followed. At least two (2) weeks prior to the regularly scheduled County Council meeting the member shall request such membership in writing to the Warden. Such request for support must contain the following:
 - Benefit to be derived or enjoyed by the Corporation.
 - Conditions of term of membership, i.e. one, two or more years expected membership by the Board or Association.
 - Frequency of meetings and/or interference with the Councilor's regular attendance at County Council and the various Committees of Council.
 - Projected costs of such membership, i.e. travel, accommodation, per diem costs to the Corporation.

4.2 Members of Administration

- a) Prior to any personal commitment to represent the Corporation of the County of Essex on any Board, Association, or the like, the employee must receive the support of County Council by resolution annually
- b) In order to obtain the approval of County Council the following procedure is to be followed. At least two (2)

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weeks prior to the regularly scheduled County Council meeting the member shall request such membership in writing to the Warden. Such request for support must contain the following:

- Benefit to be derived or enjoyed by the Corporation.
- Conditions of term of membership, i.e. one, two or more years expected membership by the Board or Association.
- Frequency of meetings and/or interference with the employee's regular work assignments with the Corporation.
- Projected costs of such membership, i.e. travel, accommodation, per diem costs to the Corporation.

5.0 Expenses

5.1 Members of Council

- a) The Corporation will pay a \$100.00 per diem, full day only, to cover any personal wage loss that may be experienced by the councilors.
- b) The Corporation will provide a per diem meal allowance of \$50.00 for which receipts are not required and only if attendance at meetings do not provide pre-paid meals.
- c) The Corporation will provide actual and reasonable accommodation as required. Accommodation should be restricted to those establishments that are on the approved list published by A.M.O. or if not available, only at those establishments that provide a Government Rate.
- d) The Corporation will provide transportation to and from the meeting place by personal vehicle, the sharing of a personal vehicle, or by regular coach fare in air or rail transportation.
- e) None of the above expenses relate to or will be paid on behalf of a spouse, companion or other family member.

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- f) The Warden may approve a deviation from this policy as may be determined by special circumstances.

5.2 **Members of Administration**

- a) The Corporation agrees to continue the regular salary of the employee attending approved meetings.
- b) The Corporation will provide a per diem meal allowance of \$50.00 for which receipts are not required and only of attendance at meetings do not provide pre-paid meals.
- c) The Corporation will provide actual and reasonable accommodation as required. Accommodation should, be restricted to those establishments that are on the approved list published by A.M.O., or if not available, only at those establishments that provide a Government Rate.
- d) The Corporation will provide transportation to and from the meeting place by personal vehicle, the sharing of a personal vehicle, or by regular Coach fare on air or rail transportation.
- e) None of the above expenses relate to or will be paid on behalf of a spouse, companion or other family member.
- f) The Chief Administrative Officer may approve a deviation from this policy only with the concurrence of the Warden.