

## Meeting Close

The Chair should pace the meeting, ensuring it runs to time. If the planning has been properly executed, this should not prove to be a problem.

At the end of a meeting, the Chair should remind members what they have achieved and thank them for their contributions. Finally, the time and date of the next meeting should be arranged. Again this is one common model for effective meetings, successful outcomes can be achieved in different ways with different purposes, so adapt as appropriate to specific situations.

## Role Rotation

The role of Chair can be done on a rotating basis during the term which enables for the majority of members to have the opportunity to take on these roles and this is encouraged.

## Role of the Staff Liaison

Each committee is assigned a staff liaison from the Municipality to help provide secretariat duties and procedural advice. Some of the other tasks include:

- Attend meetings;
- Create agenda with input from the Chair;
- Complete minutes and distribute to the Chair for input, distribute to Committee members prior to the following meeting;
- Complete an annual report to Council and share the content with the Chair; and
- Ensure agenda and minutes are posted to the municipal website as required by the Procedural By-law (notice requirements).

Members are encouraged to work with their staff liaisons and ask any questions as it relates to the business of the Committee.

**For more information,  
please contact the Clerk's  
Office by:**



519-326-5761



clerks@leamington.ca



Leamington Municipal Building  
111 Erie Street North  
Leamington, Ontario  
N8H 2Z9

A list of Committees and the Terms of References are available on the Municipality's website at:

[www.leamington.ca/committees](http://www.leamington.ca/committees)



# Boards and Committee Information



[www.leamington.ca](http://www.leamington.ca)

The Council of the Municipality of Leamington establishes advisory committees, which are comprised of volunteer members from the community, to address a specific issue. Advisory Committees are an important resource for supporting local government and help to ensure the governance of the Municipality is open, transparent, accountable and provides innovative leadership.

## Advisory Committees

Some advisory committees are provincially legislated, such as the Accessibility Advisory Committee, while others are created by Council to address specific subject matter and have no defined end date. Other advisory committees may be created with a specific purpose or specific mandate to fill and typically include a specific end date which is usually at the completion of the committee's mandate. Each advisory committee must adhere to a clearly defined mandate and Terms of Reference approved by Council. Advisory committees agendas and minutes are posted on the municipal website. Advisory committees are also required to provide annual reports and are submitted to Council by the staff liaison, highlighting the actions and decisions made over the past year.

## Terms of Reference

All committees have a Terms of Reference which provide the mandate and purpose of the goals and vision of the committee. The Terms of Reference are reviewed by Council to ensure relevancy every 4 years.

## Role of Chair

The Chair's role is to facilitate and chair meetings. In order to achieve the best results with the committee, the Chair will need to ensure that everyone has the opportunity to participate in contributing to the meeting. The Chair should refrain from personal views and facilitate the discussion to encourage and engage the views of the committee members. The Chair shall preside over the meetings and assist the committee in attempting to reach consensus on actions or decisions.

The Chair is entitled to one vote, just like any other members appointed to the committee.

## Responsibilities of the Chair

- 1 Attend Advisory Committee meetings.
- 2 Be knowledgeable of the aims and objectives of the Advisory Committee and the Corporation of the Municipality of Leamington's role in the community.
- 3 Provide input into the monthly agendas in cooperation with the staff liaison.
- 4 Call the meeting to order on time and ensure it proceeds according to proper procedures.
- 5 Present each item on the agenda for discussion/decision.
- 6 Guide the discussion so that it does not deviate from the agenda and the order of business.
- 7 Ensure that all members have equal opportunity to enter into discussions at meetings.

- 8 Ensure the advisory committee terms of reference is followed.
- 9 Rephrase and clarify expressed opinions, if necessary.
- 10 Call for motions when recommendations or actions are expressed and to ensure that all members understand the motion before calling the vote.
- 11 State the motion of the wording clearly and allow for adequate discussion before the vote.
- 12 Ensure a vote on the motion and announce if the motion is carried or defeated.
- 13 Support advisory committee decisions.
- 14 Understand the role Council, Staff and Committee Members.
- 15 Participate in all Advisory Committee meetings when called.

## Meeting Facilitation

When discussion is underway, it is the Chair's responsibility to ensure that it continues to flow smoothly by involving all members present and not permitting one or two people to dominate the meeting. Summarizing by the Chair during meetings can:

- Indicate progress, or lack thereof;
- Refocus discussion that has wandered off the point;
- Conclude one point and lead into the next;
- Highlight important points;
- Assist the secretary, if necessary; and
- Clarify any misunderstanding.