

Bruce County Council Orientation

Role of Council & How We Conduct the Work - Activity #6

November 22nd, 2018



Role of Council & How We Conduct the Work

Tips on Chairing a Meeting

- A good Chair helps the meeting to run smoothly and efficiently.
- The Chair facilitates the meeting.
- All remarks are addressed through the Chair.
- The Chair will make sure that:
 - All the business is discussed
 - Everyone's views are heard
 - Clear decisions are reached
- The Chair shall refocus discussion that has wandered off the point.
- Don't be under-assertive. You've been given a role and people will be looking to you. Don't be afraid of speaking out.
- Manage the public at meetings:
 - Ensure scheduled Delegations adhere to the 10-minute time limit in accordance with the Procedure By-law.
 - Maintain order.
 - Council may debate an issue - not a public/council/staff debate.

Tips on how to effectively participate in meetings

- Review agenda material circulated and come prepared to participate in meetings.
- Arrive on time.
- Keep an open mind.
- Listen to the opinions of others.
- Participate and contribute meaningfully.
- Avoid dominating the proceedings.
- Avoid conflict situations.
- Avoid side conversations which distract others.
- Ask questions to clarify understanding.

Role of Member of County Council

- Dual role - different from other members on local Council.
- Conflict with local matters.

- County Councillors are the vital link between the County and the local Municipalities. They must relay information to their Council, Staff and local constituents.
- Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.
- Maintain the financial integrity of the municipality.
- Provide staff with factual information so policies and programs may be changed to keep pace with changing attitudes on issues.
- Ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of council.
- Carry out the duties of council under the *Municipal Act, 2001* or any other Act.
- Conduct meetings
- Pass bylaws
- Reserve Thursdays for County Council business.

Role of Staff in a Meeting

- Provide advice, written or verbal, to the Chair.
- Provide clarification, assistance in any matters at the request of the Chair.