



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### COUNCIL POLICY

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| <b>TITLE: Role of Staff Liaison Appointment to Council Committees</b> | <b>NO. ADMIN – 61</b> |
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#### **POLICY**

Each Committee and Commission appointed by Council (“committee”) will have a Staff Liaison position appointed to it.

The Staff Liaison position is an advisory position that supports the Committee by acting as a resource and coordinator to assist the committee to meet its mandate as set out in its Terms of Reference.

This policy lays out the framework of the role of Staff Liaison.

#### **ROLE OF STAFF LIAISON**

The role of the Staff Liaison is to support the committee by:

1. providing technical advice, background information and answering questions from committee members.
2. providing a historical context for past practices and events of relevance to the committee.
3. assisting committee members to connect with pertinent information and other resources that can help fulfil the committee's mandate.
4. forwarding recommendations from the committee to Council.
5. reporting back to the committee on the decisions of Council regarding committee recommendations.
6. seeking the committee's input and feedback on municipal initiatives and staff operational priorities that are aligned with the mandate of the committee.
7. advising and assisting, where required, on the development and revision of policies.
8. advising the committee on municipal structure, operations, and procedural and legislative requirements.
9. assisting with the set up of displays and promotional materials, and attending committee events as necessary.
10. providing administrative advice and coordination in agenda preparation, meeting room set up and meeting logistics.
11. recording committee minutes in the absence of the recording secretary.

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| <b>EFFECTIVE DATE:</b><br>May 25, 2015 | <b>APPROVED BY:</b><br>Council | <b>REFERENCE:</b><br>ADM-15-021 | <b>AMENDS:</b><br>February 21, 2011 | <b>PAGE 1 OF 1</b> |
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