

International Relations Committee - Terms of Reference

1. Reporting Structure:

In accordance with the City of Barrie's Procedural By-law, the International Relations Committee is an advisory Committee authorized by City Council. The Committee has been established by City Council in accordance with these Terms of Reference. The Committee shall report to City Council through the Finance and Corporate Services Committee. Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

The mandate of the International Relations Committee is to co-ordinate and enhance the City of Barrie's relationships with international communities for the benefit of the social, economic, educational and cultural development of our citizens and our community. The specific objectives of the mandate are achieved through the work of the individual sub-committees.

3. Objectives

The objectives of the International Relations Committee will be established by the Committee at the beginning of the term. The objectives for the 2014 to 2018 term are as follows:

- To assist, when requested by Council, with the various international visitors to the City of Barrie.
- To co-ordinate any person(s) or group(s) going under the sponsorship of the City to any foreign country, when requested.
- To co-ordinate international youth ambassador cultural and educational visits.
- To develop strong friendships, good will and co-operation with our partner cities.
- To review other international relations opportunities.
- To prepare a budget amount to be designated for the use by the International Relations Committee for approval by Council.

4. Composition

The International Relations Committee shall be composed of one member of Council, one Georgian College Representative, one Base Borden Representative and up to 12 citizen representatives comprised of up to two representatives of each of the following sub-committees; German Twinning Sub-Committee, Japan Friendship Sub-Committee, China Friendship Agreement Sub-Committee, Youth Ambassador Sub-Committee, The Borough of Harrogate, North Yorkshire, United Kingdom Sub-Committee and Puerto Princessa, Philippines Sub-Committee.

Recommendations related to the Committee appointments shall be made by the respective sub-committees. All Committee members shall be selected by City Council.

If a Committee member is unable to complete the term as set out in Section 5 below, a new Committee member will be selected by City Council.

5. Term

Council members shall be appointed for two years. Citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 30 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

A Committee member may be re-appointed by City Council for an additional term(s).

6. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

- a) The security of the property of the City;
- b) Personal matters about an identifiable individual, including City employees;
- c) A proposed or pending acquisition or disposal of land by the City;
- d) Labour relations or employee negotiations;
- e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.

7. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and
- c) Adhere to these terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

10. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Resources

Primary Staff

A Committee Support Clerk is provided by the City Clerk's Office. The Committee Support Clerk works with the Committee to co-ordinate the proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

Advisory Staff

Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role.

From time to time, the Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Support Clerk will coordinate, through consultation with the Chair, the request made by the Committee.

14. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

15. Sub-Committees

The following sub-committee have been established by the International Relations Committee:

- German Twinning Sub-Committee
- Japan Friendship Sub-Committee
- China Friendship Agreement Sub-Committee
- Youth Ambassador Sub-Committee
- The Borough of Harrogate, North Yorkshire, United Kingdom Sub-Committee
- Puerto Princessa, Philippines Sub-Committee.

The bulk of the operational activities of the International Relations Committee are completed through working sub-committees. These sub-committees consist of citizen volunteers who have indicated a specific interest in a specific project. Each sub-committee appoints its own Chairperson to coordinate the necessary activities. Up to two members of each sub-committee will serve on the International Relations Committee. This process ensures that the International Relations Committee has oversight and control of all projects, control of all funds and fulfils its mandate for the good of the community. The sub-committees serve on an ad-hoc basis and work on a task-oriented basis. Meeting of each sub-committee are at the call of the chair of the respective sub-committee.

All correspondence to and from the International Relations Committee or subcommittees of the International Relations Committee is to be provided to the City Clerk's Office (05-G-413)

16. Budget

The Committee is authorized to expend funds within its budget allocation approved by City Council, where such expenditure is in accordance with the City of Barrie's Purchasing By-law. The committee must authorize any expenditures through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The City Clerk and the City Treasurer have delegated authority to approve the expenditure of funds associated with hosting unanticipated International Relations Committee visits (accommodations, meals and incidental expenses, where such expenses are within the approved budget allocation for the Committee (05-G-413)

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

Any monies privately fundraised by any sub-committee may be spent to fulfill its mandate under the authority of the Chairperson of the sub-committee and with the approval of the Director of Finance.

The Youth Ambassador Program is self funding, there are no public dollars allocated to this program. Expenditures of this sub-committee are subject to the guidelines outlined in the previous item.

17. Other

From time to time, in addition to their roles on sub-committees, members of the International Relations Committee may be requested to provide assistance or offer advice relating to the hosting of international delegations to Barrie, participate in visits to international destinations including twin cities or Friendship cities, and provide education for community groups at events. The International Relations Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.