



**CITY OF RICHMOND'S
SISTER CITY COMMITTEE
TERMS OF REFERENCE
November 2007**

1. Mandate and Responsibilities

1.1 Mandate

The Sister City Committee (SCC) shall advise and assist the City in accomplishing the Sister City Program objectives:

- to establish and maintain relationships with other cities that are meaningful and sustained through on-going activity;
- to develop a broad base of activity for Sister/Friendship City relationships in which many people and organizations participate through planned and on-going contact; and
- to engage the Richmond community and its Sister/Friendship Cities abroad in projects and exchanges that promote cultural awareness, joint learning opportunities, trade and economic development, as outlined in the Program objectives.

1.2 Responsibilities

In carrying out this mandate and in accordance with Program Policies and Procedures, the responsibilities of the SCC shall include:

- Preparing 3 Year Activity Plans for each Sister/Friendship City relationship and associated budgets
- Working with staff and Sister/Friendship City counterparts, arrange for official delegations and prepare budget and Delegation Plan showing scheduled events such as: official meetings with Council, representatives from community organizations and other community leaders; site visits; sightseeing; ceremonial dinners; and gift exchanges.
- Liaising with organizations in the community to encourage participation in unofficial visits/exchanges and other twinning relationships and activities.
- Working with staff to carry out annual non-visit related base program activities.
- Producing annual meeting schedule, above described future year plans and budgets (updated annually) and other reports for Council approval as described in section 5 below.

2. Composition

In accordance with the program objectives, the SCC shall be comprised of representatives from the municipality, organizations in the community and individual citizens. All members shall be appointed by Council.

2.1 Voting Members

The Committee shall be comprised of up to 14 voting members consisting of:

- 13 Richmond citizens
- 1 School Board (non-staff) representative

2.2 Non-Voting Members

- City Council liaison
- City staff

3. Recruitment, Selection and Appointment

3.1 Recruitment

- Recruitment of citizen appointees shall be in accordance with Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).

3.2 Selection

All voting members of the SCC shall be selected based on one or more of the following criteria:

- Be a Richmond resident who has demonstrated an interest in and commitment to the Sister City Program and/or strengthening international relations generally.
- Represent the demographic diversity of the community.
- Represent knowledge, experience and perspectives of various sectors including: arts and culture, sport, education, business and tourism.

3.3 Appointment - All members shall be appointed by Council.

4. Terms

Members shall be appointed for 2-year terms. The SCC shall have rotating terms to ensure continuity in membership from year to year. Any member that fails to attend meetings on a regular basis may be removed from the Committee.

5. Operation and Process

5.1 Operation - Each year, in January, the SCC shall appoint:

- a Chair
- a Vice Chair for each Sister City relationship (e.g. taking lead responsibility for managing existing Sister City relationships, which are currently with Wakayama, Japan and Pierrefonds-Roxboro, Quebec)

Sub-committees may be formed by the SCC as necessary, to work on specific tasks set by the SCC. Sub-committees must be led by an appointed SCC member (e.g. Vice Chair) and can include, where beneficial, individuals who are not Council-appointed SCC members. The sub-committees will report to and take direction from the SCC through their lead SCC member.

5.2 Meetings

- SCC meetings shall be held a minimum of 8 times a year with a schedule set at the beginning of each year. Any additional meetings may be called by the Chair subject to the availability of a quorum of 8 members and with at least 10 working days advance notice.
- Any sub-committees shall meet as deemed necessary by the SCC lead or Vice-Chair.
- Meetings shall be held at City Hall.
- Minutes of each SCC meeting shall be kept by City staff with distribution to all members.

5.3 Accountability

Based on the three-year Activity Plans and budgets, by the end of the first quarter of each year the SCC shall report to Council on their primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

5.4 Communications

- The SCC shall report to Council through the City staff liaison.
- Where communication is desired with the public in the course of delivering the Sister City Program, all media releases and public communications shall be developed by the City's Corporate Communications unit in coordination with the Sister City Committee and receive approval from the Senior Manager of Communications or Media Relations before release.

5.5 Decision Making Process

Members of the SCC shall follow Council decision-making policy and procedures and strive for consensus. Each member is entitled to one vote.

5.6 Conflict of Interest

- SCC members are drawn from a broad spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of the community.
- If there is a conflict of interest, it will be up to the member to excuse himself or herself from the decision.

6. Resources

6.1 SCC Program Funding – The Sister City Program Funding includes:

- The SCC Annual Operating Fund (see below)
- Program Fund with sufficient funding for all program related activities including official delegations to a Sister/Friendship City (see Program policies). This fund is administered by the City. A Delegation Plan (tied to program objectives) and budget for these trips must be submitted for approval to the City at least two months in advance of the visit.

6.2 SCC Annual Operating Fund - Council will provide an operating budget for the operation of the Sister City Committee, which will include sufficient funding for regular operations, meeting costs and other costs associated with base program activities. This fund will be administered by the SCC with guidance from staff.

The SCC may only incur expenses authorized by Council and/or set out in the Program policies and other City policies and procedures.

City staff support and liaison shall be coordinated through the Chief Administrator's Office.