

## **International Relations Task Force**

### **Terms of Reference**

#### **Mandate:**

The role of the Mayor's International Relations Task Force is to promote and review City policies and community programs which contribute to the improvement of relationships that City currently has with Sister and Friendship Cities abroad.

The Foreign Relations Task Force shall fulfil this role by:

1. Serving as a liaison between Council, Sister/Friendship Cities and the broader community.
2. Reviewing current Policies and Procedures regarding foreign relationships; frequency of delegation visits; reciprocal visits from Sister/Friendship Cities (and others); and the establishment of new Policies and/or Procedures for Council consideration.
3. Advising and informing Council on the City's status regarding relationship cities as it pertains to economic development, education, tourism and community needs.
4. Reviewing goals, objectives, policies and priorities as determined by Council, including consideration of the financial implications of the existing and future Memoranda of Understanding with international cities.

#### **Task Force Members:**

The Committee shall consist of the following members:

- Members of City Council (2)
- Director of Legislative Services
- Manager of Economic Development
- CAO (as required)

#### **Advisors (as required):**

- Liaison for China
- Liaison for Korea
- Liaison for Japan

**Term:**

The term for all members appointed by City Council will be the period from September 1st of the year to January of the following year, after which the term may be extended or the formation of an International Relations Committee may be considered/established.

**Chair:**

One member of City Council shall be designated Chair with the other City Council member as the Alternate in the absence of the Chair.

**Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Task Force, or in excess of one-third of all meetings over any six month period, without leave of absence from the Task Force, or a reason satisfactory to the Task Force, shall by Task Force resolution, cease to be a member of the Task Force. The Mayor shall have the power to add or remove any member of the Task Force from office at any time.

**Quorum:**

A quorum shall consist of half the members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

**Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The "Rules of Conduct: Standing Committees and Advisory Bodies" provided, and as revised from time to time.

Adopted: August 30, 2010  
Amended: January 10, 2011