

TERMS OF REFERENCE

Committee Name: Sister Cities Committee

Type: Standing

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENDED
<i>“Wayne Lippert”</i> Mayor	October 10, 2006	ORIGINAL POLICY
<i>“Wayne Lippert”</i> Mayor	October 9, 2007	Add one member
<i>“Wayne Lippert”</i> Mayor	January 12, 2009	Add two more members
Wayne Lippert, Mayor	January 10, 2011	Reduce the required number of members of the public from 8 to 7.

1.0 Committee Purpose

- 1.01 To facilitate the exchange of information and cultural experiences between the City of Vernon and its Sister Cities and other municipalities as directed by the Mayor.

2.0 Duties

- 2.01 The Committee will coordinate non-political activities between the City and its Sister Cities and other municipalities as directed by the Mayor.
- 2.02 The Committee will organize hospitality for visiting officials as requested by the Mayor.
- 2.03 The Committee will prepare a budget for Council approval each year to host visiting delegations to the City.

3.0 Membership

- 3.01 Appointment by Council

The Committee will be comprised of the Mayor, one Councillor, and seven (7) members of the public.

The Mayor's Executive Assistant will work with the Committee to coordinate social activities as required.

Pursuant to Section 1.4 of the Council Committee System Policy, terms of appointment are for two years and members are to remain in office until their respective successor is appointed.

A Chair and alternate shall be appointed annually by a majority vote of the Committee.

4.0 Operations of the Committee

4.01 Meeting Schedule

The Committee will determine their meeting dates, time and location and shall meet a minimum of four times per year.

4.02 Notice of Meeting

Notices of meetings shall be posted on the City Hall bulletin board in accordance with the Council Procedure Bylaw.

4.03 Meeting Open to Public

Committee meetings will be open to the public and the Chairperson shall advise the City Clerk of meeting dates and times.

4.04 Rules of Procedure

Meeting Agendas

Meeting agendas will be prepared by the Chairperson. The agenda is to be distributed to all members of the Committee at least five days prior to the meeting date.

Reports

A report of the Committee activity will be circulated to Council on a quarterly basis.

Recommendations

All decisions of the Committee shall be by majority vote. The recommendations of the Committee on items referred to it by Council shall be reported back to Council at the next meeting of Council. A memorandum to Council shall be prepared, outlining the recommendations of the Committee, including the background information and/or reports that have been provided to the Committee.