RICHMOND SISTER CITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Original: January 2013
Updated: November 2018
Updated: October 2019

1. Mandate and Responsibilities

1.1 <u>Mandate</u>

The role and purpose of the Richmond Sister City Advisory Committee (SCAC) is to provide advice to and assist the City in the promotion of the City's culture and values, delivery of the Sister City Program (SCP), and the pursuit of the City's specific goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities.

The SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee, or its subcommittees, arising from SCAC activities. All pertinent information, details and contacts in relation to such opportunities will be referred to the City for appropriate action through the City's Economic Development Section, the Economic Advisory Committee, Richmond Chamber of Commerce, Tourism Richmond or other agencies as would be appropriate.

The SCAC will organize SCP related events, including appropriate travel and hosting activities. The SCAC will not directly invite or receive guests from, and will not agree to travel to, Sister/Friendship Cities without the prior direction or approval of the Richmond City Council.

1.2 <u>Responsibilities</u>

In carrying out this mandate, under the guidance and direction of City staff, and in accordance with Program Policies and Procedures, and the 4-Year Activity Plan, the responsibilities of the SCAC shall include:

- Liaising with organizations in the community to encourage participation in Sister City Program activities;
- Working with staff to carry out annual non-visit related base program activities; and,
- Producing an annual meeting schedule and other reports for Council approval as described in Section 5 below.

2. Composition

In accordance with the program objectives, the SCAC 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 Sister City Advisory Committee shall be comprised of up to 14 voting members consisting of:
- 13 Richmond citizens, and
- One School Board (non-staff) representative.

2.2 Non-Voting Members

- City Council liaison
- City staff liaison

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 SCAC shall be selected based on one or more of the following criteria:

- Be a Richmond resident or an owner and/or operator of a Richmond based business, 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.

Each new member will be required to obtain a criminal record check.

4. Terms

The 13 Richmond citizen members shall be appointed for two-year terms. Each of these members will be limited to serving on the SCAC for a maximum of four consecutive terms (eight years). Any current member (as of December 2012) who has been on the committee for eight or more consecutive years may be not be reappointed for more than one (two-year) term. The SCAC 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 <u>Operation</u>

Every year, in January, the SCAC shall elect:

- A Chair, and,
- A Vice Chair for each Sister/Friendship City relationship (e.g. taking lead responsibility for managing existing relationships, which are currently with Wakayama, Japan; Pierrefonds-Roxboro, Quebec; Xiamen, China; and Qingdao, China).

Sub-committees may be formed by the SCAC as necessary, to work on specific tasks set by the SCAC. Sub-committees may be comprised only of Council appointed SCAC members.

5.2 <u>Meetings</u>

- SCAC meetings shall be held a minimum of eight 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 eight members and with at least 10 working days' advance notice.
- Only Council appointed members, the School Board representative, City Council liaison and City staff may participate directly in the discussion and business of SCAC meetings.
- Meetings shall be held at City Hall.
- Minutes of each SCAC meeting shall be kept by City staff with distribution to all appointed members.
- Any sub-committees shall meet as deemed necessary by the SCAC Chair or Vice-Chairs.
- Public delegations may be invited to attend SCAC meetings.

5.3 <u>Accountability</u>

Based on the 4-Year Activity Plan and budgets, by the end of the first quarter of each year, the SCAC Chair, with the assistance of City staff, shall prepare an annual summary on the Committee's primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

5.4 <u>Communications</u>

- The SCAC 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.

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5.5 Decision Making Process

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

6. Code of Conduct

6.1 Conflict of Interest

- A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.
- Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

6.2 Professionalism

- Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to Council may be removed from the Committee.

6.3 Reporting and Social Media

- The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.
- Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside of the Terms of Reference, the Committee member may be removed from the Committee.

7. Resources

7.1   Sister City Program Funding

The SCP funding includes:

- The SCAC Annual Operating Fund.
- Program Fund with sufficient funding for all program-related activities including official delegations to and from each 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 developed and approved at least two months in advance of the visit.

7.2   SCAC Annual Operating Fund

Council will provide an operating budget for the operation of the SCAC, 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 SCAC with guidance from City staff.

The SCAC 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.