

International Relations Committee – Terms of Reference and Mandate

MAY 2015

Introduction/Preface

The International Relations Committee continues to promote Windsor's international interests and image through its focus on strengthening the current community based twin city relationships both abroad and in the local community. This is achieved through the committee's continued support towards educational, cultural, social and economic based exchanges. The committee also devotes its energies towards the exploration of potential new or emerging twin city relationships where there is a desire to twin based on a strong local community commitment, and where long term, valuable exchanges are realized.

Mandate

To support the efforts of the Mayor and Council in the enhancement of Windsor's international image.

To promote and enhance our relationship with Twin Cities.

To support international educational and cultural initiatives.

Composition/Membership

The International Relations Committee for the 2014-2018 term consists of 4 City Councillors and 9 members.

Duties and Responsibilities

The duties and responsibilities of the committee are:

- Assist the Mayor and Council in hosting international visitors.
- Co-ordinate agendas and itineraries for trade, culture, education, and government exchanges.
- Consistently reflect the priorities and goals of the Mayor and Council.
- Search out opportunities to tie into provincial and federal efforts.
- Assist the Mayor with international communications and protocol.
- Maintain a network of community representatives from within business, labour, education, arts, services clubs, and multicultural groups.
- Communicate the goals and objectives of the Committee.

- Liaison with Community groups interested in the furtherance of our Twin City relationships.
- Encourage the establishment of cultural and educational ties between interested parties in our respective communities, especially involving children.
- Encourage local business interests to take advantage of our established network of Twin City relationships when considering international business ventures.
- Encourage Trade Missions and exchanges involving our Twin Cities.
- Ensure that visiting dignitaries and representatives of our Twin Cities are properly accommodated and introduced to the appropriate officials and business or community leaders.

Appointment and Term

The Striking Committee of Council appoints members for a period of 4 years.

Agenda and Minutes

In accordance with the City of Windsor's Procedure By-law 98-2011, the Committee Chair will review, identify and prepare agenda items and priorities prior to each meeting. Though the Committee Chair is responsible for conducting meetings and providing direction, they are to ensure a fair and open discussion of agenda items, enabling members to suggest items for the agenda.

Minutes shall be taken of all Committee meetings by a designate of the City Clerk who shall subsequently distribute them as soon as possible to all Committee members.

All matters related to recording and distributing the minutes shall comply with the City of Windsor Policies governing the recording and distribution of the minutes of a Committee of City Council.

Rules of Order

Elections and meetings will be conducted in accordance with Bourinot's Rules of Order and the City of Windsor's Procedural By-Law 98-2011.

Reporting Structure

The International Relations Committee will report to the Planning & Economic Development Standing Committee.

Remuneration

Advisory Committee members receive no compensation for their service on the City's Advisory Committees.

Quorum

Quorum for the International Relations Committee is seven members.