

Board - Committee
Chapter 0062- Sister Cities Committee

Chapter Index

Article 1 - Established

- 62.1.1** Committee - purpose
- 62.1.2** Committee - composition - members - qualifications
- 62.1.3** Appointments - effective - upon resolution – expiry
- 62.1.4** Vacancy - term
- 62.1.5** Chair - chosen - first meeting
- 62.1.6** Quorum - minimum
- 62.1.7** Members - with disability

Article 2 – Staff Responsibility

- 62.2.1** Manager Special events - attendance – when required
- 62.2.2** Secretary

Article 3 - General Provisions

- 623.1** Meetings – determined by Chair – minimum – once annually
- 623.2** Meetings - notice - in advance - all members
- 623.3** Meetings - interested group – organization
- 623.4** Meetings - open - exception confidential matters
- 623.5** Annual report
- 623.6** Education - community
- 623.7** Public awareness - understanding
- 623.8** Committee members to respect decision

Article 4 - Repeal - Enactment

- 62.4.1** Effective date

Article 1 - Established

62.1.1 Committee - purpose

A special body to be known as the "Sister Cities Committee" herein after called the "Committee" is hereby established for the purposes of:

- a. Stimulating growth, productivity of and interest in recreational, cultural, economical and educational groups between the City of Woodstock and its Sister Cities where feasible;
- b. Enabling the public to become interested in the programs of individual groups participating in the sistering program;
- c. Creating international goodwill, community involvement and wholesome recreation through the sharing of information, community events and friendly competition.

62.1.2 Committee - composition - members - qualifications

The Committee shall be composed of:

- a. The Mayor of Woodstock City Council;
- b. Two voting members of Woodstock City Council for the current term;
and
- c. up to four voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock. (By-law 9559-22 – December 15, 2022)

62.1.3 Appointments - effective - upon resolution – expiry

All appointments to the Committee shall be for the term of the current Council and become effective upon the passing of a resolution of Council which provide for such appointments, and shall expire upon the completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council.

62.1.4 Vacancy - term

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed.

62.1.5 Chair - chosen - first meeting

A Chair shall be chosen from among the members at the first meeting of the Committee, following Council's appointment at which at least a majority of members are present.

62.1.6 Quorum - minimum

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as

being part of quorum.

62.1.7 Members - with disability

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City.

Article 2 - Staff - Responsibility

62.2.1 Manager Special Events - attendance – when required

The Manager of Special Events shall provide support to the Committee, attend meetings when required and assist with the planning and execution of various events as appropriate.

62.2.2 Secretary

The Administrative Assistant to the Mayor and Chief Administrative Officer or designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing reports and correspondence as required.

Article 3 - General Provisions

62.3.1 Meetings – determined by Chair – minimum – once annually

The Committee shall meet at the time or times to be determined in advance by the Chair provided that at least one meeting shall be held every fiscal year.

62.3.2 Meetings - notice - in advance - all members

The Secretary or designate shall give notice of any meeting to all members of the Committee at least twenty-four hours in advance of the meeting. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

62.3.3 Meetings - interested group - organization

The Committee shall meet from time to time with groups, organizations and individuals interested or involved in Sister Cities activities to determine their particular area of interest.

62.3.4 Meetings - open - exception confidential matters

All meetings of the Committee shall be open to the public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001* apply to the matter or matters being discussed.

62.3.5 Annual report

The Committee shall have an opportunity to present an annual report on the activities of the Committee to Council if desired.

62.3.6 Education - community

The Committee may make recommendations regarding the education of the community on the City’s Sister Cities.

62.3.7 Public awareness - understanding

The Committee may make recommendations to increase public awareness and understanding of the City’s Sister Cities.

62.3.8 Committee members to respect decision

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not comment regarding deliberations and decisions of the Committee or Council to any outside body or person.

Article 4 - Repeal - Enactment

62.4.1 Effective date

This Chapter becomes effective as of December 1, 2018. By-law 9237-18, August 9, 2018.