

Krasyliv Friendship Working Group

Terms of Reference

Mandate

The Krasyliv Friendship Working Group will support the municipality in establishing, managing, evaluating and retiring a Friendship City relationship with Krasyliv Territorial Community in Ukraine (hereafter referred to as "The Working Group"). The Working Group will provide community participation, leadership and resourcing for the duration of the term of the Friendship City Relationship.

Goals/Purpose

The goals and purpose of the Krasyliv Friendship City Working Group are to:

1. Support the municipality in establishing, managing, evaluating and retiring a Friendship City relationship Krasyliv Territorial Community.
2. Provide community participation, leadership and resourcing for the duration of the term of the Friendship City Relationship.

Membership

The Friendship City Working Group will be a group consisting of:

- Mayor
- One (1) member of Council
- A minimum of two (2) and a maximum of five (5) Prince Edward County residents with an interest in cultural exchange.
- One (1) or two (2) representative(s) from a Sponsoring Organization (if applicable).

Roles

The roles of the members are to:

- a. Advise the Mayor and Council about the content of the Friendship City Agreement and the proposed activities;
- b. Advise the Mayor and Council about potential involvement of a Sponsoring Organization and may be involved in recruiting a Sponsoring Organization
- c. Lead, coordinate, facilitate, enable or participate in activities related to implementing the Friendship City Agreement

Responsibilities of the Working Group

It is the responsibility of the Friendship City Working Group to work with County procedures, by-laws and Provincial legislation, with guidance from staff:

- a) Council's Code of Conduct
 - b) Friendship City Policy
 - c) Friendship City Working Group Terms of Reference
 - d) County Accountability and Transparency Policy
 - e) County Procedural By-law
 - f) Other applicable County by-laws and policies
 - g) Municipal Act
 - h) Municipal Freedom of Information and Protection of Privacy Act
 - i) Municipal Conflict of Interest Act
- The Working Group will make recommendations to Council about the establishment, renewal or retirement of the relationship with Krasyliv
 - The Working Group will advise municipal staff and Council on the contents of the Friendship City Agreement with Krasyliv
 - The Working Group may lead, coordinate, facilitate, enable or participate in activities related to implementing the Friendship City Agreement with Krasyliv Territorial Community

Term

The term of the Working Group will be the term of the associated Friendship City relationship or the term of Council, whichever ends first.

Staff Support

Staff will support the Friendship City Working group and monitor the activities of the Working Group and/or Sponsoring Organization to ensure they are consistent and working within the parameters of the Agreement and Policy.

Reporting Relationship to Council

This Working Group will report directly to Council.

Finances

No member shall receive remuneration for services.

Adopted by Council on January 18, 2024
Approved by Motion CW-04-2024
Amended by Motion 2024-516 on November 26, 2024

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Meetings

The Working Group will meet as often as required to implement any deliverables or activities as laid out in the Friendship City Agreement with Krasyliv Territorial Community. Should a public meeting be required, staff will provide support, on direction from the CAO.