

## **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
- Two (2) Prince Edward County residents with 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.

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.