



Terms of Reference - International Relations Committee

1. Reporting Structure:

In accordance with the City of Barrie's Procedural By-law, the International Relations Committee (IRC) is an advisory Committee authorized by City Council. The Committee has been established by City Council in accordance with these Terms of Reference. The Committee shall report to City Council through the Finance and Responsible Governance Committee. Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

The mandate of the International Relations Committee is to coordinate and enhance the City of Barrie's relationships with international communities for the benefit of the social, economic, educational, and cultural development of our citizens and our community. The specific objectives of the mandate are achieved through the work of the individual sub-committees.

3. Objectives

1. Trade Promotion- Increase bilateral trade between sister cities.

Actions:

- Surface Barrie companies looking for export opportunities.
- Connect companies with Invest Barrie to provide service for exporting.

KPI's:

- How many business interactions occur between Barrie businesses and sister cities.
- Number of meetings set up between business and Invest Barrie or sister cities.

2. Business Networking- IRC to facilitate networking opportunities for local businesses.

Actions:

- Facilitate introductions for Barrie businesses to new businesses from sister cities. Introductions to promote connection and discovery.
- Foster investment opportunities by connecting local businesses, entrepreneurs, and investors with counterparts in sister cities to encourage cross-border investments.
- Foster partnerships in specific industries where both cities have strengths, encouraging collaborations, joint ventures, and knowledge exchange to drive innovation and competitiveness.

KPI's:

- How many businesses interactions occur between Barrie businesses and sister cities.
- Number of developed partnerships, joint ventures, or collaborations developed.

3. Business Ambassadors supporting Invest Barrie - IRC can promote Barrie in international networks.

Actions:

- Host delegations coming to Barrie to learn more about the city.
- Arrange for delegations to come to Barrie by actively seeking out opportunities with sister cities.

KPI's:

- Number of investment opportunities brought forward by the IRC.
- Number of delegations hosted, visiting the City of Barrie.

4. **Education and Workforce Development** - Create a well-educated, skilled, and adaptable workforce that can contribute to the economic growth, innovation, and sustainability for both regions.

Actions:

- Establish student exchange programs to enhance educational ties and develop a diverse and skilled workforce.
- Collaborate on vocational training programs and initiatives to address specific skill needs in both cities.
- Share best practices and implement initiatives in technology, innovation, and substantiality to spur economic growth, urban planning and development, and changemaking.
- Foster collaboration in research and development (R & D) and social innovation initiatives between universities, research institutions, and businesses in both cities.

KPI's:

- Number of participating students in exchange programs and hosting of global delegations.
- Percentage increase in specific 21st century skills identified as crucial for local industries.
- Adoption rate of best practices and initiatives in local businesses and industries.
- Number of collaborative R&D and social innovation projects initiated.

4. **Composition**

The International Relations Committee shall be composed of the following members as per Council approved motion 23-G-103:

Chair, Councillor, J. Harris

1 representative from each of the following partnerships:

- Zweibrucken, Germany;
- Arras, France;
- Murayama, Japan; and
- Harrogate, United Kingdom.

1 representative from Youth Ambassador

1 representative from Global Perspectives Program

4 Business representatives

1 representative from Georgian College

1 representative from Base Borden

1 representative of the Youth Council

If a Committee member is unable to complete the term as set out in Section 6 of the Committee's Terms of Reference, a new Committee member will be appointed by City Council.

5. Sub-Committees

The International Relations Committee has oversight and control of all projects, control of all funds and fulfills its mandate for the good of the community. As the Committee has a large number of operational activities related to the City of Barrie's international partnership with Zweibrucken, Germany, Arras, France, Murayama, Japan, and Harrogate, United Kingdom, the necessary activities can be completed through working sub-committees.

The sub-committees would operate as follows:

- Serve on an ad-hoc basis and work on a task-oriented basis;
- Meetings of each sub-committee are at the call of the chair;
- The appointed representative from the International Relations Committee;
- The appointed representative is the Chairperson of the sub-committee;
- Citizen volunteers who have indicated a specific interest in a specific sub-committee can be appointed by the International Relations Committee; and
- The Chair of each sub-committee will report on their actions to the International Relations Committee on a monthly basis or as deemed necessary.

6. Term

Council and citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

A Committee member may be re-appointed by City Council for an additional term(s).

A Member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.

7. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the *Municipal Act*. The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

- a) The security of the property of the City;
- b) Personal matters about an identifiable individual, including City employees;
- c) A proposed or pending acquisition or disposal of land by the City;
- d) Labour relations or employee negotiations;
- e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

8. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

9. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

10. Roles and Responsibilities of Members

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and

Adhere to these terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

11. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

12. Quorum

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Legislative Coordinator shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

13. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee member will be entitled to one vote.

A motion shall be deemed to be carried out when a majority of the members present, and voting has expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

14. ResourcesPrimary Staff

A Legislative Coordinator is provided by the Legislative and Court Services Department. The Legislative Coordinator works with the Committee to coordinate the proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas, and the general administrative coordination of meetings.

Advisory Staff

Staff shall provide advisory support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.

From time to time, the Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Legislative Coordinator will coordinate, through consultation with the Chair, the request made by the Committee.

15. Application of the Code of Conduct

The Committee shall always follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

16. Budget

The Committee is authorized to expend funds within its budget allocation approved by City Council, where such expenditure is in accordance with the City of Barrie's Purchasing By-law. The committee must authorize any expenditures through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The City Clerk and the City Treasurer have delegated authority to approve the expenditure of funds associated with hosting unanticipated International Relations Committee visits (accommodations, meals, and incidental expenses, where such expenses are within the approved budget allocation for the Committee (05-G-413)

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

Any monies privately fundraised by any sub-committee may be spent to fulfill its mandate under the authority of the Chairperson of the sub-committee and with the approval of the Director of Finance.

The Youth Ambassador Program is self-funding, there are no public dollars allocated to this program. Expenditures of this sub-committee are subject to the guidelines outlined in the previous item.

17. Other

From time to time, in addition to their roles on sub-committees, members of the International Relations Committee may be requested to provide assistance or offer advice relating to the hosting of international delegations to Barrie, participate in visits to international destinations including twin cities or Friendship cities, and provide education for community groups at events. The International Relations Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.