



CHAPTER: COUNCIL

SECTION: COMMITTEES, COMMISSIONS AND BOARDS

SUBJECT: TERMS OF REFERENCE - SISTER CITY COMMITTEE DELEGATIONS

APPROVED BY: COUNCIL

EFFECTIVE DATE: 2007-3-05

REVISION DATE:

PURPOSE:

To establish criteria for the protocol of Sister City delegations.

AUTHORITY:

Council.

MANDATE:

Objectives for the trip will be selected with consideration of the general mission and objectives for the Sister City Committee.

DELEGATES:

The optimal size of a delegation shall be determined by the purpose of the exchange. Representatives will be chosen in the following order:

- Chair of Sister City Committee;
- Delegate from Canada Japan Friendship Association;
- Mayor;
- City Senior Management Delegates;
- Delegate from the University College of the Fraser Valley;
- Delegate from Abbotsford School District #34; and
- Members of City Council (After the Council members are chosen, then the remaining allotment of delegates should be chosen from the remainder of the Sister City Committee).

PROCEDURE

1. Each delegate shall file a report of his/her experiences while on the trip, which shall be published on the Sister City Committee's website.
2. The priority shall be for elected officials to go, with consideration given to delegates who will be taking the trip for the first time (and consideration given to members of the public who wish to go, if there is remaining space available). The selection shall be done and agreed to by members of the Sister City Committee.
3. Agendas shall be set out for partners accompanying delegates on the trip.