

Burlington Mundialization Committee

Terms of Reference

NAME:	Burlington Mundialization Committee
REPORTS TO:	City Council through the Community Services Standing Committee
CLERK:	Committee Clerk, Clerks Department
ESTABLISHED:	1985 by By-law 26-1986

BACKGROUND

In 1984, a steering committee was formed to investigate options for twinning Burlington with another city. As a result, in 1989 Burlington and Itabashi Japan signed a twinning agreement. In 2005, Burlington and Apeldoorn, The Netherlands signed a twinning agreement. As part of the committee responsibilities, United Nations Day celebration was included.

MANDATE

The Burlington Mundialization Committee is established as an advisory committee to Burlington City Council and reports to the Community and Corporate Services Standing Committee. The committee shall:

Promote the City of Burlington as a “world community” dedicated to the United Nations philosophy of peaceful co-operation among the peoples of the world and encourage community understanding of different cultures and global issues by:

- maintaining our twin city relationships in accordance with the agreements
- promoting activities that celebrate our similarities and respect our differences
- organizing a celebration of United Nations Day each year around October 24th
- providing advice to Council and assisting with the city’s twin city relationships
- developing achievable annual action plans
- providing an annual report to Burlington City Council

MEETINGS

An annual schedule of monthly meetings will be prepared by the Committee Clerk in consultation with the Committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the Committee. Meetings will be held in the evening at City Hall, and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

QUORUM

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings, however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

BUDGET CONSIDERATIONS

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The Committee's budget will be presented within the Local Boards and Committees budget submission.

All financial commitments of the Committee must be approved through the Committee, with revenues and expenditures authorized through the committee clerk and processed in keeping with corporate policies.

WORKPLANS AND ANNUAL REPORTS

The chair and vice chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee's mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the chair and vice chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to Council for information through the Council Information Package or by presentation to the relevant standing committee of Council.

COMMUNICATIONS

Committees may prepare a communication plan to support their workplan. The committee must provide advance notice of communication requests so that their clerk can work with Corporate Communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the Committee's annual budget allocation. The committee chair or designate will provide the first point of contact for all communication/media requests.

7. COMMITTEE COMPOSITION

Role		Voting	Non-Voting
Citizen representatives	15 members	✓	
Stakeholder representatives	N/A	✓	
Appointed Citizen Committee Liaisons	N/A	✓	
Designated Alternates	N/A		✓
Sub-committee volunteer	Volunteers participate on three sub-committees; Apeldoorn sub-committee, Itabashi sub-committee, United Nations day sub-committee. The Chair of a sub-committee must be a member of the Mundialization committee.		✓
Council representative	Appointed		✓
Committee Clerk	Clerks Department.		✓
Departmental Support	N/A		✓

MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the Committee Chair and/or Vice Chair, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the chair presiding or vice chair in their absence.

The Chair and Vice Chair are committee members elected by committee members. Only voting members can be elected as chair or vice chair.

Sub-committees: The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a Standing Committee or Council. Sub-committee members prepare their own agendas and minutes as required. The chair of a sub-committee must be a member of the Burlington Mundialization Committee. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

TERM OF OFFICE

Committee members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of three consecutive terms at a time.

Once a member has completed their three consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Members of the Committee who have completed their first term of office and wish to reapply for membership must indicate their interest by responding to public advertisements for membership and participating in the interview process.

Chair and Vice-Chair: One year from the date of election. An individual may serve a maximum of three consecutive years as a chair or vice-chair.

If the chair resigns before the completion of his or her term, the vice chair will complete the remainder of the term. If the vice chair resigns or vacates their position to fill the position of chair, a new vice-chair will be elected to complete the remainder of the term.

Designated Alternates: If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the Committee. Alternates are subject to the same term of office procedures as full members

ELECTION OF CHAIR AND VICE-CHAIR

Elections for the advisory committee chair and vice-chair shall occur in the first month of each year.

Committee members may nominate a fellow voting committee member to the position of chair or vice-chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

The subcommittee chair will be elected by the subcommittee membership each January for a one year term.

REFERENCE TO CITY'S STRATEGIC PLAN:

Burlington's Strategic Plan 2015 - 2040

- A City the Grows
- A City that Moves
- A Healthy and Greener City
- **An Engaging City** ✓

COMMITTEE REVIEW DATE:

Spring 2014 and every four years thereafter to coincide with the release of the City's Strategic Plan.

REFERENCE DOCUMENTS:

All members of the Burlington Municipalization Committee will have read and understood the following reference documents:

- Handbook for Citizen Committees
- Procedural By-law No. 64-2016
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy