

# **OHTAKI TWINNING COMMITTEE**

## **Terms of Reference**

### **MISSION STATEMENT**

To develop a twinning relationship between the sister towns, Ohtaki, Japan and Lake Cowichan, Canada, that would bridge language, cultural, social and economic differences between the two towns in the two different countries that would promote greater understanding between the peoples of two different nations.

### **ORGANIZING FOR SUCCESS**

A twinning programme can be maintained and proven successful through the establishment of a committee which has been created by council and known as the Ohtaki Twinning Committee for which council provides moral and financial support.

### **MEMBERSHIP AND RULES OF PROCEDURES**

The Committee is to consist of at least 7 members – all members of Council and no more than two members appointed from the public. Council would make all of the appointments through invitation of the resident of the Town. The appointed members may be residents of the Cowichan Lake area.

The appointed members will be selected on an annual basis.

The Chair of the Committee shall be the Mayor or his/her designate. In the absence of the Chair, an acting chair may be appointed from among the members present at the meeting.

Council shall appoint 2 members as regular members from the public at large. Council may also appoint 2 alternate members who may attend meetings and exercise all of the rights of the regular members in the absence of the appointed members.

Staff or employees cannot be appointed as members but may be used as resource help.

Where a quorum is not available, no formal meeting shall be conducted. In addition to the designated meeting times, the Committee may also meet from time to time as determined by the Mayor

The Committee can receive input on any matter discussed from anyone present at the meeting. The required quorum for committee meeting is a minimum 50% plus one.

Where the votes of the members of the Committee then present, including the vote of the chair or other person presiding, are equal for and against a question, the question shall be negative, and it shall be the duty of the Chair to so declare. A member of the Committee then present who abstains from voting shall be deemed to have voted in the affirmative.

The Chair shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present.

All questions shall be decided by a majority of the Committee.

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The purposes of the committee should be:

- to deal with matters relating to the organization of activities and programmes around a range of issues that are mutually compatible;
- to develop an understanding of cultural, lifestyle similarities and differences;
- to promote inter-community good relations with the end goal of establishing personal close bonds between the people of the two communities;
- to maintain the continued twinning partnership by gaining the support and involvement of council;
- to encourage the community at large to support the twinning relationship by putting in place mechanisms to involve the wider community; and
- to encourage and assist exchanges between the two communities of youth, adults and the business community and others.

## **RESPONSIBILITIES OF THE OHTAKI COMMITTEE**

The Committee shall:

Consider the proposed plan of action on matters affecting the relationship between the sister communities of Lake Cowichan and Ohtaki to achieve the goals envisioned.

Meetings may be conducted virtually to elicit public interest in events surrounding the Ohtaki – Lake Cowichan twinning relationship.