

**CULTURAL EXCHANGE COMMITTEE  
TERMS OF REFERENCE  
Effective December 1<sup>st</sup>, 2008**

**Approved by City Council (as amended): July 13, 2009; September 22, 2008  
Amended January 23, 2017 (originally approved March 26, 2007)  
Amended February 13, 2023**

**Mandate:**

The mandate of the Sister Cities Committee is to:

- Manage visits and other twinning events between Belleville and Gunpo Korea
- Assist staff as necessary with organizing the student exchange and friendship flights with Lahr Germany
- Provide recommendations to Council on matters pertaining to twinning activities

**Committee Structure:**

**Five (5)** voting members consisting of:

- Mayor
- 2 Councillors
- **2 Citizen Members**

**Staff Support:**

- Technical support from Mayor's and CAO's offices for the Sister City visits and special events
- Administrative support from the **Mayor's office staff**
- **Mayor's office staff** to advertise, recruit, interview and organize special events for the Lahr Student Exchange.
- Citizen volunteers and representatives from the travel industry assist with organization and interpretation with respect to planning and undertaking visits and events.

**Meeting Schedule:**

- Committee meetings at the call of the Chair
- Volunteer groups etc who are implementing an approved event or activity shall meet as necessary

**Other:**

The Committee is charged primarily with setting policy and expectations with respect to twinning activities, and providing recommendations to City Council on appropriate actions. Once actions are endorsed, the Committee shall oversee all planning and delivery. In some instances, planning and delivery of an event (ie. a trip) will be done by staff and/or volunteers – the Committee shall retain oversight responsibilities in such instances to ensure the objectives of the event are met. Staff manages the student exchange; staff require assistance with the friendship flights; committee takes a lead role in organizing visits from Korea