

## **Terms of Reference**

### **Name: Kawartha Lakes-Nayoro Twinning Volunteer Management Committee (Volunteer Management Committee)**

Date Established by Council: April 21, 2026

#### **Background:**

The “Twinning Committee” was initially formed under the auspices of Dr. C. W. Service, Chairman of the Lindsay Chamber of Commerce on January 29, 1970. The purpose of the committee was to solidify and foster a long-term relationship with the city of Nayoro through cultural exchanges and celebrations of our friendship.

The Town of Lindsay welcomed the Mayor of Nayoro in 1971, cementing this relationship and marking the first of many residents from each city to engage in cultural exchanges, the main purpose of our twinning agreement with them. From 1970 on, the Town of Lindsay has sent numerous students to Nayoro, as well as welcoming many Japanese students here. This tradition is one which the City has continued to support and the restructuring as a Volunteer Management Committee will solidify and formalize this relationship and obligations.

#### **Mission:**

The Kawartha Lakes-Nayoro Volunteer Management Committee is established to maintain the sister-city relationship with the City of Nayoro, Japan and to facilitate exchanges and events that support and honour this well-established relationship.

#### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Committee/Board Members
- Other applicable City by-laws and policies, including the Purchasing Policy
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council and the CAO's Office, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

**Activities:**

The following represent the general activities of the Committee:

- a. Responsible for the arrangement of all aspects of the student exchange program, including: the application and selection processes; purchase of airfare tickets; organization of host families for Nayoro students; record-keeping; and any other actions required to necessitate the exchanges.
- b. Keeping all receipts of financial transactions and maintaining them for a minimum of seven years; maintaining records of participating students, host families, and any other records necessary for the student exchange program.
- c. Maintaining records of any official correspondence with the Office of the Consul-General of Japan and officials from the City of Nayoro; and sharing these records upon request by the City.
- d. Informing the Mayor's Office well in advance of any visits from delegates, dignitaries or representatives of Nayoro or the Office of the Consul-General of Japan arising through connections to the Committee.
- e. Collaborating with the City through the Office of the Mayor to greet delegations and host any joint events, celebrations, or visits.
- f. Co-Authoring of an annual report for Council.

**Composition:**

The Committee shall be comprised of a minimum of 3 members to a maximum of 7 members consisting of members of the public who reside within Kawartha Lakes. All members will have full authority to debate and vote. Changes in membership must be recommended to and approved by the liaison Department.

**Appointment of Officers:**

The Committee shall, at its first meeting in each year, elect from its membership a Chair, Secretary and Treasurer or Secretary/Treasurer. It is acknowledged that

there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

**Term of Appointment:**

Unless exempted by legislation, members will be appointed for a term of a maximum of four years with terms expiring at the full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by the liaison Department.

**Resources:**

The Mayor's Office and, in particular, the Executive Assistant, will provide support in the form of advice, day-to-day liaison with the City, updates on operating procedures and documentation, and initial assistance in their implementation to the degree resources are available, as well as attend meetings of the Committee. Room bookings for student exchange presentations should be booked through the Mayor's Office, with notice given as soon as possible.

Community Services, and in particular the Parks and Recreation Division, will provide support during any ceremonies or events taking place at Nayoro Park. The Economic Development Division will provide support for the caretaking of any official gifts received through dignitaries or events related to the Committee. The Communications Division will provide support for the student exchange program through advertisements on the City website and Social Media accounts. The City will also maintain a webpage dedicated to the Kawartha Lakes-Nayoro Twinning program and provide a contact email address that will be supported by the Mayor's Office.

The Committee will be entitled to establish bank accounts separate from the City's in which to receive revenues and issue expenses relating to the student exchange program. The Committee will ensure any such accounts shall include a minimum of two signing authorities chosen from members of the Committee. The Committee shall provide and make available to the City's auditors upon request, and at least annually, all financial records relating to both revenues and expenses made. Further, the Committee shall make any adjustments requested by the City's auditors in ensuring proper accountability to the City and to the community.

The Committee will receive annual funding to cover the costs of airfare for students traveling to Nayoro for the exchange with the expectation that students

chosen to receive funding and participate in the program are from Kawartha Lakes.

The liaison Department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

**Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

**Location of Meetings:**

The location of the meetings will be set by the Committee and must be held in a City facility, unless the meeting is being held electronically. Accessibility shall be considered when determining the location.

**Meetings:**

The Committee shall hold at minimum an annual meeting in each calendar year. The Chair, through the liaison Department, shall cause notice of the meeting, including the agenda for the meeting, to be provided to members of the Committee, and provided to the Office of the City Clerk, a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

The liaison Department shall provide orientation annually for new members.

**Procedures:**

Procedures for the annual business meetings of the Committee shall be governed by Legislation and by Robert's Rules of Order.

**Closed Meetings:**

The Committee shall be permitted to hold Closed Meetings for the purpose of selecting students to participate in the exchange as exempted by the Municipal Act, 2001 Section 239 (2)(b) regarding personal matters about an identifiable individual.

**Agendas and Minutes:**

A copy of the Agenda and Minutes for the annual meeting shall be provided to the liaison Department and the City Clerk's Office. Action items requested of staff and/or Council will be brought to the attention of the Mayor's Office at that time. The City Clerk's Office will maintain a set of printed minutes on file for public review.

**Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its members. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide to the liaison Department an annual updated listing of all members, including member positions, to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

**Expulsion of Member:**

Any member of the Committee may be removed from the Committee at the discretion of Council with consultation from the Liaison Department for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee Members; disrupting the work of the Committee; or other legal issues. Recommendations from a Committee/Board/Task Force regarding expulsion of a member shall be directed to the Mayor.

**Terms of Reference:**

The liaison Department shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion,

change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison Department through a report to Council.

**At the discretion of Council, the Committee may be dissolved by resolution of Council.**