

# Sister City Program Guidelines

These guidelines were established in May 2020.



## Objectives

Sister City relationships between communities can foster a range of cultural, educational, recreational and economic benefits and opportunities. Council may, through application of the Sister Cities Policy 355 and these guidelines establish and renew Sister City relationships. These guidelines provide direction for the management and administration of Sister City relationships through liaison, reporting and agreements with both the Sister City and Sponsor Organization.

## Core Principles

The Sister City model is based on community to community relationships. These relationships will be built on the following principles:

- *Similarity*: there are identifiable similarities or mutual interest between the City of Kelowna and the Sister City.
- *Reciprocity*: as a Sister City there are reciprocal benefits and opportunities for both parties to develop relationships through cultural, educational, recreational and economic activities.
- *Community Driven*: there is active leadership, involvement and support by the community, through an existing organization or business, to both establish and maintain the relationship.
- *Strategic Benefit*: the short-term and long-term benefits of the relationship outweigh the public cost of entering into or maintaining the relationship.
- *Exclusivity & Proximity*: the City of Kelowna will not have a Sister City relationship with any other municipality in the same country or within close proximity of another Sister City location.
- *Stability*: the country in which the Sister City is situated has a stable political climate.

## Criteria

The following criteria will be applied in reviewing a proposal to establish or renew a Sister City relationship:

- The proposed relationship reflects the core principles;
- There is active leadership, involvement and support by the local community and in the proposed Sister City;
- There is a lead sponsoring organization in each City which has the capacity to fulfill the responsibilities within the Sister City relationship including:
  - provision of regular committee meetings and annual work plans, budgets and reports.
  - representation at official and community events and celebrations.
  - facilitation of exchange visits between the two cities at least once every 5 years.
  - provision of volunteer and financial resources to support the relationship.
  - establishment of an active working committee which is inclusive and reflective of its host community and has provided for ongoing recruitment.

- Council may consider the number of existing Sister City relationships already in place at the time of a proposal and may determine that no further Sister City relationships will be established.

## Proposal Process

Sister City relationships may only be established in accordance with the Sister Cities Policy 355.

The Sponsor Organization must submit to the Cultural Services Branch of the City of Kelowna a detailed, written proposal including the following information:

- the name of the municipality and country of the proposed Sister City;
- demographic profile of the proposed Sister City;
- description of the short and long-term benefits to both cities including identifiable similarities and mutual interest;
- summary of the Sponsor Organization's activities to date;
- a projected five-year work plan including arrangements for formalizing the relationship;
- budget for the work plan with identified funding sources including a detailed fundraising plan to ensure that the Sponsor Organization is financially viable;
- description of the proposed Sister City's expectations for the relationship with Kelowna;
- list of at least 10 Kelowna residents interested in becoming members of the Sponsor Organization and indicating their intention to participate in the Sister City Committee. This list will include address, phone number, and email addresses for each person;
- if the request is coming from outside Kelowna to Mayor and Council, then a letter of invitation is required from the Mayor of the proposed Sister City and the Sponsor Organization; and
- letters of collaboration from businesses, educational institutions or other parties (where possible).

## Establishment Process

If the Sister City relationship is given approval to proceed by City Council, the following actions will be taken:

- The Sponsor Organization will be notified in writing;
- A formal letter of interest will be forwarded from the Mayor of Kelowna to the Mayor of the proposed Sister City;
- A Sister City Agreement is executed with the Sister City for an initial term of five (5) years with the provision for renewals;
- A Sponsor Agreement is developed with the Sponsor Organization in Kelowna for an initial term of five (5) years with provision for renewals (see template in Appendix A). Based on the proposal, staff recommendations and Council direction, the Sponsor Agreement may provide for financial support from the City for Sister City activities; and
- The final agreements will be presented to Council in order to formally establish the Sister City relationship and a formal signing ceremony will be arranged in partnership with City staff.

## Renewal Process

Upon the expiry of an initial 5-year term, the Sister City Agreement and the Sponsor Agreement may be renewed by City staff in accordance with the Sister Cities Policy 355.

The City reserves the right to cancel any Sister City agreement in accordance with the Sister Cities Policy 355.

## Financial Support

The City may provide support from its annual operating budget and/or the Sister City Reserve Fund (R023) for:

- promotion of the Sister City relationship(s) to the community lead by either the City or the Sponsor Organization;
- annual matching funding to the Sponsor Organization to a maximum of \$2,500;
- meeting the City's obligations for hosting and gifting delegations; or
- special projects that advance the intent of the program.

Use of the Sister City Reserve Fund (R023) shall be in accordance with the Financial Plan Amendment Policy No 262. This funding shall not be used for travel expenses.

To receive annual funding support, the Sponsor Organization must submit an annual report by December 15 of each year to the Cultural Services Branch including the following information:

- a list of current board of directors and the most recently filed BC Ministry of Finance Form 4 (Annual Society Report);
- a list of activities conducted in the prior year including attendance;
- a description of the years successes and challenges;
- annual financial statements for the completed year and budget for the following year;
- priorities for the upcoming year or updates to the most recent workplan;
- a copy of any marketing materials demonstrating the use of the City of Kelowna logo;
- 3 high quality, clear images (in digital format) from programs and services along with signed release waiver(s) including both photographer and participant(s) waivers; and
- additional information that may be requested by the City of Kelowna from time to time.

Upon receipt of a satisfactory annual report, funding will be distributed in January of each year.

Any Sponsor Organization wishing to obtain funding from the City of Kelowna exceeding the allocated matching amount will be required to submit an application for funding through a City of Kelowna grant program. In order to be eligible for application-based grants, the applicant must meet the criteria in the program guidelines, which may include a requirement to forego base budget funding in the year of the application.

# Appendix A: Sister City Sponsor Agreement Template



THIS AGREEMENT IS USED  
PURSUANT TO SISTER CITY  
POLICY No. 355

This agreement dated **XXX**

Sponsor Agreement

Between

City of Kelowna (the City); 1435 Water Street, Kelowna, BC V1Y 1J4

Attention: Cultural Services Manager

and

**Sponsor Organization** (the Sponsor) **Address**

Attention: **Title**

Whereas:

- The Sponsor has submitted a proposal to the City for the establishment of a Sister City relationship with **(City Name)** pursuant to Sister City Policy 355;
- The City has, by Council resolution **XXX** on **DATE**, approved the establishment of a Sister City relationship with **(City name)** (the Sister City).

This agreement sets out the roles and responsibilities of the City and the Sponsor in fulfilling the objectives of the Sister City Policy and the Sister City relationship with **(City name)**.

1. The term of this agreement will be five (5) years commencing **(date)** and ending **(date)**.
2. This agreement may be renewed for additional periods of up to three (3) years pursuant to the Sister City Program Guidelines.
3. This agreement can be amended at any time by written agreement of the City and the Sponsor.
4. The Sponsor, as the lead organization responsible for the Sister City relationship, will fulfill the role of ambassador of international goodwill for the benefit of the community by:

- a. Creating cultural, educational, recreational and economic programs and activities which develop and promote interest in the Sister City and benefit the City of Kelowna;
  - b. Assisting City officials when meeting with their counterparts from the Sister City and organizing local cross-cultural events;
  - c. Providing representation at official and community events and celebrations;
  - d. Facilitating and fundraising for exchange visits between the City and the Sister City at least once every three (3) years;
  - e. Providing volunteer and financial resources to support and fund the Sister City relationship;
  - f. Responding to requests for information regarding the Sister City and the activities within the Sister City relationship; and
  - g. Establishing an active working committee which is inclusive and reflective of the City of Kelowna and which has provided for ongoing recruitments.
5. The Sponsor will, in administering the Sister City relationship:
- a. Provide documentation to the City verifying that the Sponsor is a registered British Columbia Society in good financial standing and that it has the authority, by resolution of its directors, to enter into this agreement;
  - b. Demonstrate proof of insurance, satisfactory to the City;
  - c. Abide by all applicable bylaws, statutes, ordinances, and regulations of any governmental agency having jurisdiction over the activities of the Sponsor;
  - d. Not assign or transfer any interest in this agreement or the Sister City relationship without the prior written consent of the City;
  - e. Indemnify and hold harmless the City and its personnel from all actions, proceedings, losses, expenses and costs arising out of, or in any way connected with the Sponsor's activities, any breach or default by the Sponsor under this agreement, or any wrongful act, omission or negligence of the Sponsor;
  - f. Seek approval from the City prior to issuing any communication with the public, including any media organization, with regard to the Sister City relationship;
  - g. Acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to the Sister City relationship, such as programmes, brochures, posters, advertisements, websites, news releases and signs; and
  - h. Provide regular reports and requested information to the City of Kelowna in a prescribed format laid out in the Sister City Program Guidelines to the City of Kelowna Cultural Services staff.
6. The City will:
- a. Receive an annual report from the Sponsor;
  - b. In discussion with the Sponsor, complete an annual review of the Sponsor's annual report to identify particular achievements and possible areas for improvement in the fulfillment of the Sponsor Agreement;
  - c. Provide annual matching funding to the Sponsor in accordance with Sister Cities Policy 355 up to \$2,500; and

- d. In accordance with Sister Cities Policy 355, the City may consider an annual grant application from the Sponsor, to be adjudicated in accordance with the respective program guidelines. Depending on the nature of the application and the program guidelines, application based grant funding may be in addition to, or an alternative to, the annual matching funding specified in the above section 6(c).
- 7. If the Sponsor violates or fails to comply with any provisions of this agreement, the City may provide fair notice to the Sponsor of default. If the default is not rectified to the City's satisfaction within the time specified in the City's notice, City staff will recommend to City Council that this agreement be terminated.
- 8. In the event that this agreement expires at the end of the term and is not renewed, or is terminated by the City prior to the end of the term, the City may:
  - a. Seek a new Sponsor to support the Sister City relationship; or
  - b. Terminate the Sister City Relationship with (city).

**We agree to the terms and conditions outlined in this Agreement.**

*On behalf of the Sponsor Organization:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*On behalf of the City of Kelowna:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name