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# Council Policy

Sister Cities Policy

APPROVED October 4, 2010

Contact Department: Active Living and Culture

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## Guiding Principle

The City of Kelowna recognizes that Sister City relationships with other municipalities have potential benefits to the City and the broader community through cultural, educational, recreational and economic activities and opportunities.

## Purpose

To establish a framework within which Sister City relationships may be established, maintained or terminated.

## Definitions

*Sponsor Organization*: a local organization that will manage the Sister City relationship. The organization must be based in the City of Kelowna and either designated as a non-profit society or have fiscal agency that meets the same criteria.

*Sister City*: a city that has entered into a formal relationship with the City of Kelowna through a Sister City Agreement.

*Sister City Agreement*: a memorandum of understanding between the City of Kelowna and another city outlining the terms of the Sister City relationship.

*Sponsor Agreement*: a memorandum of understanding between the City of Kelowna and a Sponsor Organization outlining the requirements for managing the Sister City relationships.

## Policy Statement

1. Sister City relationships may only be established by resolution of Council of the City of Kelowna.
2. The Sponsor Organization must submit a detailed, written proposal to the Cultural Services Branch for initial consideration. Upon receipt of a proposal, staff will review the proposal and provide a recommendation to City Council for approval to proceed. The following criteria will be applied in reviewing a proposal:
  - a. The proposed relationship reflects the core principles of similarity, reciprocity, community-driven, strategic benefit, exclusivity and proximity, and stability;
  - b. There is active leadership, involvement and support by the local community in the proposed Sister City; and
  - c. There is a lead sponsoring organization in each City which has the capacity to fulfill the responsibilities within the Sister City relationship as outlined in the Sister City Program Guidelines.
3. Council may consider the number of existing Sister City relationships already in place at the time of the proposal and may determine that no further Sister City relationships will be established.
4. To formalize the Sister City relationship, the Sister City Agreement and Sponsor Agreement will be presented to Council for final approval and a formal signing ceremony will be arranged.
5. Upon the expiry of an initial 5-year term, the Sister City Agreement and the Sponsor Agreement may be renewed by City staff for ongoing periods of upto 3 years provided:
  - a. the relationship continues to meet the core principles of program;
  - b. if all parties wish to continue with the relationship;

- c. the Sponsor Organization provides a formal request for renewal specifying its preferred renewal period; and
  - d. a new workplan is submitted for the renewal period.
6. The City may provide financial support for the promotion of the Sister City relationship, to the Sponsor Organization and/or for visiting delegations in accordance with the Sister City Program Guidelines. In the event the City's annual operating budget in support of this program is not fully utilized, the unused funds will be contributed to the Sister City Reserve Fund to support future activities (R023).
7. If any component of the Sister City relationship is no longer meeting the criteria or at the sole discretion of the City, the Sister City Agreement, may be ended with approval from City Council. In this event, all privileges and obligations associated with the Sponsor Agreement and the Sister City Agreement will be at an end.

### **Amendments**

R@ [to be completed after approval] – Removed information that is now found in the Sister City Program Guidelines

R550/14/07/28 – Amended base budget for hosting and gifting at Council's discretion R944/10/10/04