



Corporate Policy

Policy No.
07-01-06
Effective
Date:
10/15/1996

SECTION: MEDIA & PUBLIC RELATIONS
DEPARTMENT/DIVISION: CORPORATE SERVICES / OFFICE OF THE CITY CLERK
SUBJECT: SISTER CITY

POLICY STATEMENT:

It is the policy of the Corporation of the City of Thunder Bay to encourage the establishment of Twinning Relationships with other municipalities that have potential benefits to the City of Thunder Bay and the broader community through cultural, educational, and economic elements, activities and opportunities.

PURPOSE:

The purpose of this policy is to establish guidelines within which Twinning Relationships with other municipalities may be established, and which will outline the activities and responsibilities for maintaining the relationship(s).

TWINNING CRITERIA

Twinning relationships will be considered when the following criteria can be demonstrated to the satisfaction of City Council:

- identified similarities and shared characteristics or interests between Thunder Bay and the candidate community
- identified community interest in a relationship from citizens, business community and cultural groups in Thunder Bay.
- identified potential cultural, educational and economic exchanges and interaction between Thunder Bay and candidate community

Other factors that may affect a decision to twin will include:

- location and regional proximity of existing twinned communities
- the number of twinning relationships in place
- ability, within existing resources, to maintain the relationships with exchange visits at least once in every five years
- participation in sponsored programs from agencies such as CIDA, CUSO, etc.

The Sister Cities Committee will evaluate requests to establish twinning relationships, and present its recommendations on the number and selection of sister cities to City Council through an Administrative Corporate Report.

TWINNING RELATIONSHIP

A Sister Cities Committee is to be established with representation from City Council, the community at large and City Administration. The Committee will be responsible for presenting candidate municipalities for twinning under the Policy, and providing advice and direction for activities and programs involving established relationships.

The structure and activities of the Committee are to be governed by Terms of Reference approved by City Council, with the objective of working towards the realization of identified potential benefits from the Sister Cities relationships. The Terms of Reference will include outlines of:

- maintenance of contact and communication with Sister Cities
- recruitment of community resource persons to assist in planning visits and activities
- official visits and relationship activities, including the frequency of visits
- development of delegations to participate in official visits, both inbound and outbound

Delegations should be developed that include representatives of the business and education sectors, municipal government and the community at large. The format of the delegations will follow that of the 'trade delegations' organized by other levels of government, i.e. follow a theme for each trip (e.g. Post secondary Education, Emergency Services, Resource industries), members of the delegation would be sought in support of the theme and community participants to be responsible for their expenses. The Sister Cities Committee will be responsible for the promotion and development of (outgoing) delegations, and planning and coordinating the reception of visiting delegations with the Protocol Officer for the City.

A review of each relationship shall be undertaken every five years, such review to be included in the terms of twinning agreements. The support of both councils will be sought with respect to the continuation of a relationship.

Funding of the Sister City Committee and the Sister City Program will be included in the operational and capital budgets of the Corporate Services Department, Office of the City Clerk, subject to review on an annual basis.

REFERENCE:

REPORT NO. 507-1995

REPORT NO. 2006.061

Approved By:
Replacing/Amending:

Committee of the Whole

Date: 04/10/2006
12/18/95

**Originating
Department:**

Corporate
Services

Contact:

City Clerk

**Departmental
Procedures Manual:**

N/A

Affected Departments:

Tourism
Thunder Bay /
Office of the
City Clerk