

International Relations Committee

Meeting held January 17, 2024

A meeting of the International Relations Committee is held this day commencing at 3:30 o'clock p.m. in Room 140, 350 City Hall Square West, there being present the following members:

Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino
Councillor Fred Francis
Councillor Ed Sleiman
Lubna Barakat
Saiful Bhuiyan (arrives at 3:34 p.m.)
L.T. Zhao

Regrets received from:

Jerry Barycki
Ronnie Haidar
William Ma

Also present are the following resource personnel:

Sandra Gebauer, Council Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 3:30 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Fred Francis, seconded by Councillor Ed Sleiman,
That the minutes of the International Relations Committee of its meeting held
July 31, 2023 **BE ADOPTED** as presented.
Carried.

4. Establishment of a Friendship City Program/Draft Policy

Sandra Gebauer remarks that at the previous meeting held July 31, 2023 Councillor Fred Francis requested that a draft policy/framework for the establishment of a Friendship City Program be brought back. She advises that several municipalities outlined in the report currently have Friendship City relationships. Of note, is the City of Vancouver who in 2022 established their Friendship City Program which is less formal than their Sister City Program and whose purpose is to facilitate city to city partnerships that strengthen cultural and business relationships internationally and are directed by a Memorandum of Understanding (MOU). The terms for the Friendship City MOU's are for five years with an option to renew for one additional five-year term. Councillor Francis requests that the Draft Policy be provided to the Development and Heritage Standing Committee and City Council for approval.

Councillor Fred Francis indicates that the Sister city relationship is people to people and not government to government. In terms of the Friendship City, it could either be people to people or government to government in the hopes of building a relationship that could one day be people to people.

Sandra Gebauer refers to Item 6.1.3 which states "*Friendship City relationships should be maintained for a minimum 5-year term, with the option to extend for an additional 5-year term.*" Councillor Fred Francis agrees to extend with five year increments (including a Memorandum of Agreement) and adds at some point, the term is either extended, ended or evolves to a Sister city.

Sandra Gebauer refers to Item 6.1 in the Draft Policy which states "*Request for Friendship City Relationships **should be community driven....***." She suggests the wording in the foregoing be amended to state that the Friendship City Relationships should either be community driven or by local municipal governments.

Councillor Fred Francis adds that any Friendship City MOU agreement be approved by City Council.

Moved by Councillor Fred Francis, seconded by Councilor Ed Sleiman,
That the Draft Twin City/Friendship City Policy for the City of Windsor, attached as *Appendix A* **BE ADOPTED AS AMENDED.**
Carried.

4.3 Request from the City of Gunsan, South Korea for a delegation to visit the City of Windsor from October 16-18, 2023

Sandra Gebauer reports that the delegation from the City of Gunsan, South Korea cancelled the visit scheduled for October 16-18, 2023. They have indicated that they would like to reschedule their visit to Windsor sometime in 2024.

4.2 Request for a Sister City Agreement with the City of Arlington, Texas – Verbal Update

Sandra Gebauer refers to the “Memorandum of Understanding (MOU) between the City of Arlington, Texas USA and the City of Windsor, Ontario Canada” prepared by the City of Arlington and previously provided to the Committee. She notes that this MOU suffices as the City of Arlington’s formal request for a Sister City relationship.

Councillor Fred Francis remarks that the City of Arlington can be Windsor’s first Friendship City. Following approval of the Twin City/Friendship City Policy by City Council, the City of Windsor will reach out to the City of Arlington with the Policy.

Moved by Saiful Bhuiyan, seconded by Councillor Ed Sleiman,
That the update regarding the request for a Sister City Agreement with the City of Arlington, Texas **BE RECEIVED.**
Carried.

Sandra Gebauer indicates that she will reach out to the City of Arlington to advise that the City of Windsor has been working on a Friendship City Policy that will require approval by City Council.

4.4 2023 Children’s Art Exhibition – Verbal Update

Sandra Gebauer states that the 2023 Exhibition took place at the Aquatic Centre and Devonshire Mall and received great feedback with the display at Devonshire Mall. Councillor Fred Francis adds that if the event will once again be at Devonshire Mall, that some upgrades be undertaken, i.e. cases and stands for the art.

Sandra Gebauer remarks that over 100 local entries were received. Historically, 15 to 20 entries are requested from the Twin Cities.

The following comments and suggestions are provided by the Committee:

- To once again host the Children’s Art Exhibition at Devonshire Mall with improved display quality.
- Will work with Devonshire Mall to determine what dates are available to host the event.
- Suggestion to have a display at Walkerville High School (which features an Arts Program).
- Collaboration with the school boards and the Art Gallery of Windsor.
- Show the display at the Children’s Safety Village.

- Work with the Recreation Department to enhance the exhibition at Devonshire Mall and to purchase displays, boards, shelving that can also be cost-shared and utilized by Recreation and the IRC.

Sandra Gebauer remarks that she will contact Michelle Staadegaard, Manager, Culture and Events to discuss the possibility of partnering to source some display boards or cases that can be used for the 2024 Children's Art Exhibition at Devonshire Mall and will report back at the next meeting.

Moved by Councillor Ed Sleiman, seconded by Councillor Fred Francis,
That the verbal update regarding the 2023 Children's Art Exhibition **BE RECEIVED.**
Carried.

5. Confirm and Ratify E-mail Polls

- 5.1 That the following E-mail Poll sent on September 26, 2023 regarding an expenditure in the amount of \$560 for four tickets for the 26th Annual Polish-Canadian Business Society Dinner **BE CONFIRMED AND RATIFIED:**

Moved by Saiful Bhuiyan, seconded by Councillor Fred Francis,
That the International Relations Committee AUTHORIZE an expenditure in the upset amount of \$560 for the purchase of four (4) tickets, (1 ticket for Mayor Dilkens) for the 26th Annual Polish-Canadian Business Society Dinner to be held on November 17, 2023 at the Dom Polski Hall, located at 1275 Langlois Avenue.
Carried.

- 5.2 That the following E-mail Poll sent on November 20, 2023 regarding costs associated with sending the Children's Art Exhibition to Gunsan, South Korea **BE CONFIRMED AND RATIFIED:**

Moved by L. T. Zhao, seconded by Councillor Fred Francis,
That APPROVAL BE GIVEN to an expenditure in the upset amount of \$150 for costs associated with sending the Children's Art Exhibition to Gunsan, South Korea.
Carried.

- 5.3 That the following E-mail Poll sent on January 4, 2024 regarding an expenditure in the upset amount of \$200 for costs associated with sending gifts to the male and female winners of the Shonan, Fujisawa Citizens Marathon Event **BE CONFIRMED AND RATIFIED:**

Moved by Councillor Fred Francis, seconded by Lubna Barakat,
That APPROVAL BE GIVEN to an expenditure in the upset amount of \$200 for costs associated with sending gifts to the male and female Winners of the Shonan, Fujisawa Citizens Marathon Event.
Carried.

6. Communications

Moved by Councillor Renaldo Agostino, seconded by Councillor Ed Sleiman,
That the following Communications **BE RECEIVED:**

- 6.1 Letter from Mayor Peter Kurz, City of Mannheim.
- 6.2 Letter of Invitation from Mayor Kang, Gunsan, South Korea.
- 6.3 Welcome Letter to Mannheim Mayor Specht from Mayor Dilkens.
- 6.4 Letter of farewell to Mayor Kurz on behalf of Mayor Dilkens.
- 6.5 Letter from the Mayor of Gunsan, South Korea to Mayor Dilkens.
- 6.6 Letter to Mayor Dilkens from the City of Mannheim.
- 6.7 Invitation from Changchun, China for the City of Windsor to participate in the 2023 conference on promoting low carbon.
- 6.8 Photos of the Gunsan, South Korea Citizen's Day.
- 6.9 CAIF Statement on Peace 2023.
- 6.10 Young Polonia Leadership Summit.

Carried.

Councillor Renaldo Agostino advises that some cities are utilizing concrete portals with a video screen that can connect people in different cities in real time. He indicates that the cost of the portal is approximately \$100,000 and if approved, he will acquire sponsors. He asks that this matter be discussed at the next meeting of the IRC Committee.

7. Date of Next Meeting

The next meeting will be at the call of the Chair.

8. Adjournment

There being no further business, the meeting is adjourned at 4:00 o'clock p.m.

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:		Policy No.:	
Department:		Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	Twin City/Friendship City Policy	Procedure Ref.:	
Review Date:		Pages:	Replaces:
Prepared By:			Date:

1. POLICY

1.1. A policy outlining the criteria necessary for entering into international friendship and twin city relationships with the City of Windsor.

2. PURPOSE

2.1. This Policy outlines the necessary steps and processes associated in the creation or establishment of entering into a new friendship and/or twin city agreement with another international municipality.

3. SCOPE

3.1. This policy will apply to all proposed friendship and twin city requests made from within the Windsor community or received by the Mayor of the City of Windsor from any international city, municipality or district.

4. DEFINITIONS

4.1. **Twin City** refers to a form of legal agreement between two geographically and politically distinct localities for the purpose of promoting cultural and commercial tie. For the purposes of this policy, Twin Cities are defined by a formal request brought to and approved by Council upon recommendation of the International Relations Committee.

4.2. **Friendship City** refers to a less formal agreement between localities. For the purposes of his report, Friendship Cities are characterized by the signing of a Memorandum of Understanding between Mayor's Offices. It is to be used as a first stage in the 'Twinning' relationship and if successful may lead to a formal Twin-City Agreement

5. RESPONSIBILITY

5.1. City Council will be responsible for:

- 5.1.1. Reviewing and approving new twin city agreements or partnerships.
- 5.2.** The Mayor's Office will be responsible for:
 - 5.2.1. Communicating City Council's resolution regarding a proposed new twin city relationship.
 - 5.2.2. Reviewing recommendations from the International Relations Committee regarding Friendship City requests and approving, if desired, the relationship through a Memorandum of Agreement.
- 5.3.** The Office of the City Clerk will be responsible for:
 - 5.3.1. The collection and cataloguing of official records, letters, agreements or charters when entering into a Friendship City or Twinning Agreement with the City of Windsor, including future correspondence between cities.
- 5.4.** The International Relations Committee (IRC) will be responsible for:
 - 5.4.1. Exploring and investigating new friendship and twin city relationships.
 - 5.4.2. Submitting a recommendation to the Mayor and Council regarding proposed friendship or twinning requests after a formal request has passed through the Mayor's Office and/or a formal investigation has been completed by the committee. Recommendations to City Council will follow normal protocols in the governance model process.
 - 5.4.3. Reviewing this policy and any associated procedures and forms every five years.

6. GOVERNING RULES AND REGULATIONS

- 6.1.** Request for Friendship City Relationships should be community driven, supported by a formal organized cultural/ethnic association and must demonstrate that a sustainable relationship can be maintained.
 - 6.1.1. Legitimate and active organizational structure should exist in the related ethnic community to support friendship- based activities (i.e. hosting visiting delegations, providing translation services, conducting meetings/tours/receptions with their business community).
 - 6.1.2. The proposed friendship city should demonstrate certain identifiable similarities or mutual interests with potential for reciprocal cultural, educational and economic benefits.
 - 6.1.3. Friendship City relationships should be maintained for a minimum 5-year term, with the option to extend for an additional 5-year term.
 - 6.1.4. Friendship City relationships should be evaluated at the end of each defined term to determine if the relationship has seen any benefit and/or measurable results that the City of Windsor and the partner organization expect as a result of the Partnership.
 - 6.1.5. If Friendship City partnerships receive a successful evaluation, the option to formalize the relationship into a twinning relationship may be exercised as per section 6.2 of this policy
- 6.2.** Request for twinning's should also be community driven, supported by a formal organized cultural/ethnic association and must demonstrate that a sustainable relationship can be maintained.

- 6.2.1. As with Friendship Cities, legitimate and active organizational structure should exist in the related ethnic community to support twinning activities and The proposed twin city should demonstrate certain identifiable similarities or mutual interests with potential for reciprocal cultural, educational and economic benefits.
- 6.2.2. Details of a twinning proposal must be submitted in writing to the Mayor of Windsor, outlining a long-term plan and the community's responsibility for sustaining ongoing activities.
- 6.2.3. If recommended by the IRC and approved by Council, a formal letter of interest is to be forwarded to the Mayor of the proposed twin city.
- 6.2.4. If the proposed twin city approves Windsor's proposal, a formal signing protocol will be arranged.
- 6.2.5. The twinning charter can be dissolved upon the mutual agreement between the twin cities.
- 6.2.6. If a twinning request is received from another city outside of the friendship city realm, the request will be reviewed by the IRC and one or more of the following actions may occur;
 - 6.2.6.1. Investigate and forward a recommendation to the Mayor's Office for decision on Twinning Agreement.
 - 6.2.6.2. Review the request and offer a recommendation to the Friendship City program.

7. RECORDS, FORMS AND ATTACHMENTS

- 7.1. Records are the responsibility of The Office of the City Clerk and will be kept in accordance with the Records Retention Bylaw #21-2013 as amended from time to time.