

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

Service Area:	Office of City Clerk	Policy No.:	
Department:	Council Services	Approval Date:	September 5, 2017
Division:	Council Committees – International Relations Committee	Approved By:	CR538/2017 PHED502
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1. POLICY

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

2. PURPOSE

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

3. SCOPE

3.1 This policy will apply to all proposed 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. RESPONSIBILITY

City Council will be responsible for:

4.1.1 City Council will be responsible for approving new twin city agreements or partnerships.

The Mayor's Office will be responsible for:

4.1.2 The Mayor's Office will be responsible for communicating City Council's resolution regarding a proposed new twin city relationship.

The Office of the City Clerk will be responsible for:

4.1.3 The Office of the City Clerk, Council Services Department will be responsible for collection and cataloguing of official records, letters, agreements or charters when entering into a Twinning Agreement with the City of Windsor, including future correspondence between cities.

The International Relations Committee will be responsible for:

- 4.1.4 The International Relations Committee will be responsible for exploring and investigation new twin city relationships.
- 4.1.5 The International Relations Committee will be responsible for submitting a recommendation to the Mayor and Council regarding proposed 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.
- 4.1.6 The International Relations Committee will be responsible for reviewing this policy every four years.

5. GOVERNING RULES AND REGULATIONS

- 5.1.1 Request for twinning's should be community driven, supported by a formal organized cultural/ethnic association and must demonstrate that a sustainable relationship can be maintained.
- 5.1.2 Legitimate and active organizational structure should exist in the related ethnic community to support twinning activities (i.e. hosting visiting delegations, providing translation services, conducting meetings/tours/receptions with their business community).
- 5.1.3 The proposed twin city should demonstrate certain identifiable similarities or mutual interests with potential for reciprocal cultural, educational and economic benefits.
- 5.1.4 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.
- 5.1.5 If recommended by the International Relations Committee and approved by Council, a formal letter of interest is to be forwarded to the Mayor of the proposed twin city.
- 5.1.6 If the proposed twin city approves Windsor's proposal, a formal signing protocol will be arranged.
- 5.1.7 The twinning charter can be dissolved upon the mutual agreement between the twin cities.

6. **RECORDS, FORMS AND ATTACHMENTS**

- 6.1 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.