

AGENDA
INTERNATIONAL RELATIONS COMMITTEE
meeting held Wednesday, December 11, 2024
at 3:30 o'clock p.m.
Room 522a, 350 City Hall Square West

1. Call to Order

READING OF LAND ACKNOWLEDGEMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomie. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land

2. Declaration of Conflict

3. Business Items

3.1 Update regarding Arlington, Texas and the Request for a Twin City Agreement

The Policy entitled "Twin City/Friendship City Policy" dated April 22, 2024 is *attached*.

4. Communication

E-mail to L.T. Zhao from Changchun, China regarding an inquiry about cooperation opportunities with the Windsor Chamber of Commerce – *attached*.

5. New Business

6. Date of Next Meeting

To be determined.

7. Adjournment

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

Service Area:	Corporate Services	Policy No.:	
Department:	Office of the City Clerk	Approval Date:	April 22, 2024
Division:	Council Services	Approved By:	CR162/2024
		Effective Date:	April 22, 2024
Subject:	Twin City/Friendship City Policy	Procedure Ref.:	N/A
Review Date:		Pages:	Replaces:
Prepared By:	Sandra Gebauer, Council Assistant		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 as well as Friendship City MOU agreements.
- 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, or driven by local municipal governments, 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. Extensions will be made in 5-year increments and will include an MOU.
 - 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.

Date: Tue, Nov 26, 2024, 2:30 a.m.

Subject: Inquiry About Cooperation Opportunities with Windsor Chamber of Commerce

To: <ltzhao@live.com>

Dear Mr. L.T. Zhao,

I hope this message finds you well.

As we are in the process of formulating the cooperation plan between Changchun and Windsor for the coming year, I am reaching out to inquire about your knowledge of the local chamber of commerce in Windsor. Specifically, I would like to explore the possibility of establishing a collaboration between the Windsor Chamber of Commerce and the Changchun Foreign Affairs Office.

Could you kindly provide a brief introduction to the local chamber of commerce, such as the Windsor-Essex Chamber of Commerce, if you are familiar with it? Information on their scope of operation, key activities, and any previous collaboration experiences would be particularly helpful.

Your insights and assistance in this matter would be greatly appreciated.

Looking forward to your reply.

Best regards,

John

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American&Oceanian Division

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