



Title:	Friendship City Policy		
Policy Group: Your Livable Community	Policy Administrator: Community Services, Programs & Initiatives		
Resolution No. CW-04-2024	Policy Number: CSPI-09		
Approval Date: 2024-01-30	Revision Date: 2029-01-30		

1. Policy Statement

- a) The Corporation of the County of Prince Edward (The County) recognizes the benefit of establishing relationships with other like-minded communities for the purposes of cultural, economic and educational exchange.
- b) The County believes that Friendship City relationships can be useful and flexible tools for facilitating this type of exchange, as well as for showing solidarity and support to other communities in their times of need.
- c) From time to time, Friendship City opportunities are introduced to The County by residents, Council members, local agencies and associations, as well as through outreach from other communities. The County wishes to establish a policy to guide the municipality in implementing a Friendship City program.

2. Purpose

- a) The purpose of this Friendship City policy is to:
 - i) Provide a framework for selecting, establishing, maintaining and terminating Friendship City agreements between The County and other mutually agreed upon communities.
 - ii) Describe the roles and responsibilities of elected officials, staff and the community in selecting, establishing, maintaining and retiring Friendship City agreements.
 - iii) Ensure that Council approves all Friendship City relationships, while ensuring that community participation drives the implementation of the program.

3. Scope

- a) This policy applies to Council, municipal staff engaged in the Friendship City process, as well as any individuals appointed to serve on a Friendship City working group.

4. Legislative Authority

- a) N/A

5. Definitions

- a) **Friendship City** is a city, municipality or other defined community with whom The County has a semi-formal and mutually beneficial relationship established for the purposes of cultural, economic and/or educational exchange. Friendship City relationships are generally community-driven, time-limited relationships with the expectations for each party defined through a Friendship City Agreement. Friendship City relationships do not typically involve expectations for travel or other resource-heavy activities.
- b) **Friendship City Agreement** is the document that outlines the purpose, goals and nature of the Friendship City relationship. The Agreement outlines the expectations of each jurisdiction that is party to the relationship, as well as any third parties.
- c) **Sponsoring Organization** is typically a non-profit organization, service club, business association or cultural association with a presence in Prince Edward County that plays a key role in implementing the Friendship City relationship. While a Sponsoring Organization is not always involved, when they are, their role is to take leadership in implementing the community-based elements of the Friendship City Agreement. A Sponsoring Organization has the capacity, interest and mandate to participate in the types of activities that would be part of a Friendship City relationship (i.e. chamber of commerce, destination marketing organization, business association, ethnocultural association, service club.)

2) General

- a) The County will use the following criteria for assessing and selecting Friendship City relationships:
 - i) A Friendship City should be a community that is similar to The County in terms of geographic size and ecological features, political/governance structure, primary economic industries, and/or population size and demographics.

- ii) A Friendship City could also be a community that has a historic connection to The County, such as a history of trade, cooperation, immigration or settlement between the communities.
 - iii) A Friendship City must be a community that has a stable and ethical government in place, and is part of a nation that has a diplomatic relationship with the Government of Canada. The community's values should align with The County's community values, as described in The County's 10-Year Community Plan (or a similar strategic/visioning document accepted by Council).
 - iv) A Friendship City must be willing and able to enter into a relationship with The County.
 - v) Before a potential Friendship City relationship will be considered by the municipality, a Friendship City Proposal must be completed by an individual, organization or business. This Proposal must demonstrate community and/or business sector support for the potential relationship and must be endorsed by at least one member of Council.
- b) Friendship Cities may only be established by resolution of Prince Edward County Council.
- c) A staff committee with representatives from the Mayors Office, Clerks Office and Community Services, Programs and Initiatives will assess Friendship City Proposals using the criteria in this Policy, and will make recommendations to Council about approving or denying potential relationships in principle.
- d) When Council approves a Friendship City relationship in principle through a resolution, a Friendship City Working Group (Working Group) will be formed to support the municipality in establishing, managing, evaluating and retiring the relationship.
- i) The Working Group's Terms of Reference and Membership will be approved by Council. The Working Group will include one or more members of Council and public volunteers. The Working Group may include representatives from a Sponsoring Organization which could be identified at the time of the Friendship City proposal, or later. The participation of a Sponsoring Organization, regardless of when they become involved, must be approved by Council by resolution.
 - ii) The Working Group will work with staff to advise the Mayor and Council about the content of the Friendship City Agreement and the proposed activities.

- iii) The Working Group may advise the Mayor and Council about potential involvement of a Sponsoring Organization and may be involved in recruiting a Sponsoring Organization.
 - iv) Once a Friendship City Agreement has been negotiated and approved by Council, the Working Group will mobilize the community to implement Friendship City Agreements, including the involvement of a Sponsoring Organization where appropriate.
 - v) A budget may be allocated for operational expenses related to Friendship City Agreements. Any budget would be established by Council as part of the annual operating budget process. The Working Group and/or Sponsoring Organization may also conduct fund raising activities in the community to support the implementation of Friendship City Agreements.
 - vi) The Working Group will work with municipal staff to monitor and evaluate the Friendship City relationship, will report to Council on the Friendship activities, and advise Council on whether to renew or retire the relationship. Renewal or retirement of relationships before the end date of the Agreement must be approved by Council by resolution.
- e) The Friendship City Agreement (Agreement) should include (but is not limited to) the following elements:
- i) The term of the Agreement, which should be no longer than four (4) years, with the end of the Agreement coinciding with the end of the current term of Council. The Agreement may include a renewal process.
 - ii) Specific goals and expectations for the relationship, which could include items such as number and purpose of meetings, key roles and responsibilities, including the involvement of a Sponsoring Organization, the nature of the proposed programming etc.
 - iii) Any expectations that would involve a financial commitment from the municipality or community such as travel, translation, programming costs, gifts, commemoration expenses etc.

Responsibility and Implementation

- a) **Council** is responsible for:
 - i) Approving and making changes to this Policy;
 - ii) receiving staff and Working Group recommendations;

- iii) approving Terms of Reference for Working Groups related to Friendship City relationships;
 - iv) approving the establishment, renewal or retirement of any Friendship City relationship; and
 - v) approving any Friendship City Agreements, including their financial implications.
- b) **The Mayor** is responsible for:
- i) Being the primary point of contact with the head of government of any potential, active or former Friendship City
- c) **The Friendship City Working Group** will be responsible for:
- i) Making recommendations to Council about the establishment, renewal or retirement of any Friendship City relationship;
 - ii) advising municipal staff and Council on the contents of Friendship City Agreements;
 - iii) depending on the terms of the Friendship City Agreement and the involvement of a Sponsoring Organization, the working group may lead, coordinate, facilitate, enable or participate in activities related to implementing the Friendship City Agreement; and,
 - iv) monitoring, evaluating and reporting to Council on active Friendship City Agreements.
- d) **The Sponsoring Organization**, when one is involved, is responsible for:
- i) Assigning a representative(s) to participate in the Working Group;
 - ii) Implementing the community-based activities of the Friendship City Agreement such as community fundraising, educational or cultural programming, business and economic development networking and exchange, inter-community projects etc.
- e) **The Chief Administrative Officer** is responsible for:
- i) Directing compliance with this Policy;
 - ii) establishing procedural guidelines in the application of the Policy;

- iii) making routine changes to the procedures; and
 - iv) assigning staff resources from appropriate service departments to support the implementation of the Friendship City program.
- f) **Staff** are responsible for:
- i) Accepting and reviewing Friendship City proposals from the community and making recommendations to Council about potential Friendship City relationships;
 - ii) Monitoring the activities of the Working Group and/or Sponsoring Organization to ensure they are consistent with the Agreement and Policy.
- g) All members of Council, municipal staff, agents, and volunteers are responsible for adhering to this Policy.

Documentation and Forms

- a) Friendship City Policy Process Map
- b) Terms of Reference Template - Friendship Committee Working Group

Friendship City Policy Process Map

