



Lethbridge County Policy Handbook

EFFECTIVE: March 20, 2104

SECTION: 100 NO. 164 Page 1 of 4

APPROVED BY: County Council

SUBJECT: Twinning Relationships

REVISED DATE:

POLICY STATEMENT

The purpose of this policy is to establish the process for creating and maintaining Twinning Relationships with other communities and jurisdictions. Each relationship is recognized as being unique and will reflect the wishes and expectations of the participating organizations.

POLICY GOALS

Twining Relationships are meant to foster goodwill, facilitate the exchange of ideas, promote trade and create awareness of Lethbridge County's assets.

PROCESS FOR CONSIDERATION OF TWINNING REQUESTS

The following steps should be taken when considering the establishment of an official Twinning Relationship:

Step 1: A preliminary request outlining the rationale for the proposed relationship must be submitted to County Council by staff. The request should address the issues outlined in the Assessment Criteria of this policy.

Council must approve the request and pass a resolution if the County is to further pursue establishing an official Twinning Relationship.

Step 2: Once Council approves the idea of the proposed Twinning, Administration will work to prepare a proposal that will define and recommend the extent, framework, budget and limits of the proposed relationship.

During this step, Administration will specifically identify the expectations of the other community with respect to their goals of having a Twinning Relationship with the County. These goals will also need to be considered when drafting the proposed Twinning Relationship with the County.

The following outlines four primary components of a Twinning Relationship that the County may pursue:

Symbolic Relationship: Limited to activities such as an exchange of Christmas cards and periodic correspondence from the Reeve's office.



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Information Exchange: Both parties identify areas they are interested in learning more about (infrastructure, industry, etc.) and exchange policies/bylaws, studies and reports.

Economic Development: Both parties work together to actively promote business development, trade, and other business practices between jurisdictions.

Delegation Tours: The sending of official delegations to Twin jurisdictions.

Any Twinning Relationship may include a single or any combination of the above components.

Step 3: Once a proposal has been drafted, it must be approved by Council. The approved proposal will be provided to the prospective Twinning jurisdiction for agreement and approval. This would lead to the preparation of a formal agreement: A Twinning Agreement.

Step 4: Council reviews, approves and signs the formal agreement which will be signed by officials of both jurisdictions.

Step 5: Ongoing review: The Twinning Relationship should be reviewed every three years to reaffirm, conclude or change the nature of the established relationship.

ASSESSMENT CRITERIA

The following criteria have been established for the consideration and assessment of potential candidates for a Twinning Relationship with Lethbridge County. When first presenting a potential Twinning Relationship these criteria should be addressed.

General Criteria

1. Community similarity: the community should have some similarities to Lethbridge County (eg. population, geography, resources, industry, amenities).



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2. Ensure there is a clear understanding of the purpose and objectives of the relationship (eg. which components should be included).
 3. Be able to promote goodwill and provide potential opportunities for learning.
 4. Ensure there is potential to facilitate the development of cultural, sport, civic, educational, technical, economic and business exchanges on a continuous basis.
 5. Both jurisdictions must be able to effectively communicate with one another.
 6. Both jurisdictions should have complementary economic development goals and visions.
 7. The Twinning Relationship should have the potential of facilitating economic development activities such as trade promotion, investment opportunities, business alliances, business development and promotion.
 8. May provide a range of potential opportunities for the development of inter-jurisdictional relationships with Lethbridge County businesses.

RESPONSIBILITIES

County Council shall make the decision on all proposed Twinning Relationships based on the steps outlined in this policy;

1. Consider initial request (presented according to criteria);
2. Consider Twinning Relationship proposal; and
3. Approval and Signing of Twinning Agreement.

Other Council responsibilities may include:

1. Initiate suggestions for establishment of new Twinning Relationships;
2. Determine if further consideration should be given to initial requests;
3. Pass a resolution for staff to draft a Twinning proposal;
4. Approve proposal, sign Twinning Agreement.

County Council reserves the right to withdraw from any and all Twinning Relationships at any time.



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County Administration to:

1. Maintain documentation and records related to Twinning Relationships;
2. Work with potential Twinning Communities on proposal and Twinning Agreement for presentation to Council.

FUNDING

Funds needed for Twinning-related activities in excess of \$200 shall be brought forth to Council for approval. Official travel for the Reeve and Members of Council and Administration related to Twinning shall be at their own expense unless approved by County Council.