



TOWN OF HINTON

POLICY TITLE:	INTERNATIONAL TWINNING AND PARTNERSHIPS
POLICY #:	087
EFFECTIVE DATE:	August 17 2010
ADOPTED BY COUNCIL ON:	August 17 2010

POLICY STATEMENT

Town Council values mutually beneficial international partnerships.

The Town Council will decide to form an international twinning or partnership when the “pre-formal partnership” work demonstrates adequate merit to proceed. Unless otherwise required by the sponsoring organization, the Town Council’s approval of a partnership will be for no more than 5 years. (Renewable if merited).

The Town’s support for each approved international twinning or partnership will include paying for all Town councilors/staff time and resources to maintain the relationship.

REASON FOR POLICY

- Promote international goodwill and understanding within Hinton’s municipal officials, staff and the community at large. Recognize that international relationships provide a basis for cultural understanding, increase the appreciation of different “ways of life”, and expand the vision of the world for all those who participate and even those who become aware of the partnership;
- Project a positive image of Hinton to the world;
- Provide a selection and evaluation process for establishing and renewing international twinning and partnership arrangements involving the municipal government;
- Establish a review process to ensure Hinton has vibrant partnerships which remain meaningful and beneficial to all; and
- Clarify the Town’s overall role/responsibilities and contribution of resources and time to partnerships.

1. DEFINITIONS/STANDARDS

“Sponsoring organization” - Organizations external to the Town which facilitate international partnerships, such as FCM/CIDA, Japan/Alberta twinning association etc.

2. RESPONSIBILITIES

Town Council

- Decide whether to initiate and renew each international municipal twinning or partnership; and
- Act as “patron” and host for international guests at local events as required and organized by project coordinator.

Corporate Services Director (or designate)

- Maintain documents and records as it relates to twinning relationships (unless designated project coordinator is a Town employee, in which case they would), update this policy as required;
- Circulate international twinning and partnership opportunities to staff and council to determine whether a champion to advance project is interested;
- Ensure all proposed partnerships follow this procedure to be approved, and oversee their required reporting to council; and
- Liase with the Arts and Culture coordinator to explore opportunities to present and celebrate all our international partnerships in visible ways in the community.

Project coordinator (established early on for each partnership in order to progress)

- Coordinate all aspects of an international partnership or twinning relationship in accordance with the identified purpose and goals of the partnership;
- Ensure at least an annual discussion with our international partner/twin about the relationship and it’s mutual meaningfulness and benefit, and report to Town Council on this discussion together with the overall status of project and relationship; and
- Bring forward to council for a decision, the formal partnership review no later than 3 month prior to the end of existing partnership term.

3. PROCEDURES

A. STAGE 1 - the “pre-formal partnership”

- Anyone may initiate suggestions to establish an international municipal twin or partnership relationship; this suggestion must be developed with the following:
 - Identify a champion to be project coordinator and develop a proposal, a report and recommendation to council for consideration. The proposal must contain:
 - a. a project leadership structure including champion and back-up. (If town staff involved, supervisor support of the time commitment is required);
 - b. a clear plan with focus and goals, including identified benefits to the two parties and expected municipal resource commitments. The goals and outcomes should be measurable; and
 - c. a description of the degree of planned linkages within the community.

B. STAGE 2 - partnership approval by council

- Town council passes a resolution for official municipal endorsement of the twinning or partnership relationship. (Note: both councils are required to endorse this before stage 3 begins), including establishing the formal term (3-5 years).

C. STAGE 3 – Ongoing partnership relationship

- Project coordinator ensures regular partnership communication occurs, exchanges are organized, the relationship is celebrated, and reporting to sponsoring organizations is completed;
- Coordinates with other Town staff to ensure the required Town resources are in place to support the partnership;
- Project coordinator reports at least annually to council of progress to plan; and
- Project coordinator reports on results compared to identified purpose and goals of the partnership, this to occur a minimum of three months before the end of the scheduled partnership period.

NOTE: This procedure may be staged differently when the sponsoring organizations has a different process. (i.e. FCM/CIDA requires partnership commitment to be made by council BEFORE the plan with focus and goals are established). The key purpose of the procedures is to ensure a clear and accountable plan with rationale as well as a designated project coordinator is in place before proceeding, and that monitoring and term review of the relationships occurs.