



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	
<b>Policy Number:</b>	COU-249	<b>Amendment Date/s:</b>	
<b>Title:</b>	Friendship City Policy	<b>Repeal Date:</b>	
<b>Department:</b>	Legislative Services	<b>Approval Date:</b>	

**PURPOSE:**

To establish a structured framework that guides the City of Nanaimo in forming and maintaining relationships with local governments and communities globally. This Policy outlines the objectives, principles, and criteria for initiating and accepting friendship city requests and aims to sustain and enhance these relationships for the mutual benefit of all parties involved.

**DEFINITIONS:**

<b>Friendship City</b>	Means a demonstration of goodwill between two (2) cities that does not carry the same level of commitment or obligation as a formal Sister City arrangement.
<b>Friendship City Agreement</b>	Means an informal agreement which typically involves the signing of a Memorandum of Understanding (MOU) by the Mayors of two (2) communities to promote friendship and cooperation between their communities.
<b>Non-Profit Applicant</b>	A local organization that will manage the Friendship City relationship. The organization must be based in Nanaimo and must be a registered non-profit society.

**SCOPE:**1. Responsibilities

## 1.1. Non-Profit Applicant to:

- 1.1.1. Submit online application to the Economic Development Officer;
- 1.1.2. Lead all Friendship City activities, fund events, sustain the relationship and submit annual reports to the Economic Development Officer.

## 1.2. Economic Development Officer to:

- 1.2.1. Investigate new Friendship City relationships;
- 1.2.2. Submit a recommendation to Council regarding proposed Friendship requests after a formal investigation has been completed. Recommendations to City Council will follow standard protocols in the governance model process;
- 1.2.3. Send annual communications to the Friendship City;
- 1.2.4. Provide basic protocol support for visiting delegations;
- 1.2.5. Review this policy and any associated procedures and forms every five (5) years.

## 1.3. Council to:

- 1.3.1. Approve this policy;
- 1.3.2. Approve future amendments to this policy;
- 1.3.3. Review and approve Friendship City MOU agreements;
- 1.3.4. Review all annual updates relating to Friendship City.

## Attachment 1

### 1.4. Mayor's Office to:

- 1.4.1. Sign MOU agreements approved by Council;
- 1.4.2. Provide basic protocol support for visiting delegations.

### 1.5. Legislative Services to:

- 1.5.1. Collect and catalogue official records, letters, agreements or charters when entering into a Friendship City Agreement, including future correspondence between cities.

## **POLICY:**

This policy will apply to all proposed Friendship City requests made from within the Nanaimo community or received by the Mayor of the City of Nanaimo from any international city, municipality or district.

This policy shall be reviewed five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

## **PROCESS:**

Proposed Friendship City agreements must demonstrate that the proposed relationship meets the following criteria:

- **Strong Community, Civic, and Corporate Support:** Evidence of broad-based local support including letters from community leaders, businesses, and elected officials; or the formation of a new or existing non-profit society with a demonstrated connection to the proposed Friendship City.
- **Alignment of Goals and Priorities:** Demonstrated cultural ties and policy alignment in priority areas such as sustainability, housing affordability, diversity, or shared urban characteristics (e.g., population size, geography).
- **Diplomatic and Ethical Compatibility:** The proposed partner city must be located in a country with which the Government of Canada maintains formal diplomatic relations and should adhere to principles of good governance and ethical standards.

## Approval Process

### 1. **Application Submission:**

- 1.1. The Non-Profit entity submits an online application to the Economic Development Officer.

### 2. **Application Review:**

- 2.1. The Economic Development Officer reviews submissions for completeness and alignment with program criteria.

## Attachment 1

### 3. **Recommendation and Council Approval:**

3.1. A report with staff's recommendation is presented to Council for consideration and potential approval of the MOU.

### 4. **MOU Signing:**

4.1. Following Council's decision, if applicable, the Mayor's Office coordinates the signing of the MOU between the Mayors of Nanaimo and the proposed Friendship City.

### 5. **Annual Reporting:**

5.1. The non-profit applicant is required to submit an annual report to the Economic Development Officer outlining activities and results. Reports are shared with Council.

### 6. **Term and Renewal:**

6.1. MOUs are valid for five years, with one possible renewal for an additional five-year term.

### Program Limits

Instituting program constraints will allow the City to allocate staff resources effectively while maintaining meaningful engagement with partner cities.

- **One New Agreement per Year:** To ensure manageability, a maximum of one new Friendship City agreement may be established each year.
- **Five Active Agreements:** The number of active Friendship City relationships will be capped at five.
- **Grandfathering Existing MOUs:** Any existing Friendship City relationships entered into before the creating of the Friendship City Policy will not count toward the five relationship limit.

### Termination Process

Friendship relationships may be dissolved upon mutual agreement of the two cities, or if the City determines upon review that the relationship has ceased to meet the assessment criteria.

Dissolution of a friendship city relationship will be a decision for Mayor and Council, following review and recommendation of the Economic Development Officer.

### **RECORDS, FORMS AND ATTACHEMENTS:**

Records are the responsibility of Legislative Services and will be kept in accordance with the Records Management Bylaw 2012 No. 7150 as amended from time to time.

ATTACHMENT A: *Friendship City Application Form*

### **RELATED DOCUMENTS:**

COU-129: Sister Cities-Twinning

### **REPEAL or AMENDMENT:**

N/A



## Friendship City Partnership Application

This application must be completed in English by a **Nanaimo-based non-profit organization** seeking to establish a Friendship City partnership. Please ensure that all sections are complete and submit any additional documents as required.

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### Section 1: Proposed Friendship City Information

- **Name of Proposed Friendship City:** \_\_\_\_\_
- **Country:** \_\_\_\_\_
- **Date of Application:** \_\_\_\_\_

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### Section 2: Applicant Information

- **Name of Applicant:** \_\_\_\_\_
- **Title/Role:** \_\_\_\_\_
- **Organization Name:** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_

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### Section 3: Eligibility Confirmation

Does the proposed Friendship City reside in a country with which the Government of Canada maintains formal diplomatic relations?

- Yes  
 No (*If "No," this application is not eligible.*)

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### Section 4: Community Support Documentation

Please upload or attach **letters of support** from community leaders, elected officials, businesses, or relevant local organizations that:

## Attachment 1

- Confirm local interest and connection to the proposed Friendship City
  - Demonstrate broad-based support within Nanaimo
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### Section 5: Strategic Alignment & Rationale

Please describe the rationale for the proposed partnership. Your response may be up to four (4) pages and should include:

- Names, titles, and affiliations of involved parties in both Nanaimo and the proposed city
- Areas of **mutual interest** (e.g., education, trade, sustainability, cultural exchange)
- How the partnership aligns with **Nanaimo's strategic priorities** (e.g., City Plan and Council priorities)
- Potential activities and measurable outcomes
- Expected **benefits** for both cities

*You may attach this as a separate document.*

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### Section 6: Proposed 5-Year Activity Timeline

Provide a tentative timeline outlining major activities, milestones, and objectives over the five-year duration of the MOU.

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### Section 7: Resource Commitments

Please outline the **monetary and in-kind resources** required for partnership activities, including:

- Estimated costs and budget
- Source(s) of funding or sponsorship
- Confirmation that **no City of Nanaimo funding** is requested

If applicable, indicate:

No funding required

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### Section 8: Organization Profile

Provide a short organizational profile (maximum of two pages) including:

- Background, mission, and programs
- Size and structure of the organization

Attachment 1

- Past experience with international partnerships, if any
- Web or brochure references (in English)

*You may attach this as a separate document.*

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### **Section 9: Conflict of Interest Declaration**

Are there any actual or potential conflicts of interest related to this application?

- Yes — please describe: \_\_\_\_\_
- No
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### **Section 10: Declarations & Acknowledgements**

By checking the boxes below, you confirm the following:

We agree to submit an **annual report** on activities and results to the City of Nanaimo's Economic Development Officer.

We understand that the City of Nanaimo may **terminate** the Friendship City agreement at any time if the partnership no longer meets its criteria or expectations.

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### **Submission Instructions**

Submit the completed application and email all supporting documentation to:  
**City of Nanaimo – Economic Development Officer**

(Include contact email or submission link here)