

CITY OF KELOWNA

FEB 27 2008

ADMINISTRATION  
DEPARTMENT



BRITISH  
COLUMBIA

The Best Place on Earth

Original to: ☒ Communications  
Copied: ☒ Mayor  
☒ City Manager  
☒ Councillors

File Number: 0410-20

Initials: *jun* Date: Feb 27/08

Ref: 126344

February 25, 2008

Her Worship Mayor Sharon Shepherd  
and Members of Council  
City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4

Dear Mayor Shepherd and Councillors:

I am pleased to provide you with another update on activities related to the Asia Pacific Initiative (API) and to make an offer of technical and financial assistance to your community to further twinning initiatives.

The Province of British Columbia (Province) has been working very hard since the announcement of the API to provide local governments with support for local twinning initiatives. Both the BC Asia Twinning Toolkit and the BC Asia Twinning website ([www.bcasiatwinning.gov.bc.ca](http://www.bcasiatwinning.gov.bc.ca)) have received a great deal of interest from local governments and we continue to update the website to provide you with useful resources to assist with twinning initiatives. The workshop at the UBCM convention last September brought further focus to the importance of Asia as an emerging market and British Columbia as the North American gateway.

I am extremely proud of the leadership shown by local governments throughout the province and your progress in creating economically robust twinning arrangements with Asian counterparts. Through discussions with local government elected officials, I have also learned that while the twinning concept is intriguing and many local governments are mobilizing local resources, there are other competing priorities and a general lack of resources.

To demonstrate the Province's firm commitment in support of local government twinning initiatives and to back our belief in the significant economic potential of Asia and the need for communities' involvement, in addition to information and technical assistance, grant funding is being made available to support local government leadership and to encourage twinning as a fundamental cornerstone of future economic development initiatives.

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Her Worship Mayor Sharon Shepherd  
and Members of Council  
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Your community is being invited to enter into a Memorandum of Agreement for Local Government Twinning (MoA) with the Province. This MoA commits the Province to providing information, technical assistance and some financial help to selected local governments that meet one or more of the following criteria:

- population over 40,000; and
- existing Asia Pacific twin (China, India, Korea or Japan).

OR

- strategically significant for positioning British Columbia as the pre-eminent trade and cultural hub between Asia and North America; or
- demonstrated recent initiatives to establish economically-robust twinning relationships with local governments in China, Japan, India or South Korea; or
- expressed interest in pursuing twinning relationships, and have a clear need for financial assistance.

I would like to invite you to review and consider the enclosed MoA to support Local Government Twinning. In addition to technical and information support, the Province will provide a grant of \$50,000 to use in support of your local twinning initiatives. If you choose to accept this offer, please do so no later than March 12, 2008.

To accept, please return a copy of the signed MoA, with an accompanying Council resolution to:

Ministry of Community Services  
PO Box 9839 Stn Prov Govt  
Victoria, BC V8W 9T1  
FAX: 250 387-7972

If you have any questions, please do not hesitate to contact Mr. Greg Goodwin, Executive Director, Special Projects and Strategic Initiatives, by telephone at: 250 953-3008, or by email at: [Greg.Goodwin@gov.bc.ca](mailto:Greg.Goodwin@gov.bc.ca).

I look forward to hearing from you.

Sincerely,



Ida Chong, FCGA  
Minister

Enclosure

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Her Worship Mayor Sharon Shepherd  
and Members of Council  
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pc: Honourable Colin Hansen  
Minister of Economic Development  
and Minister Responsible for the  
Asia Pacific Initiative and the Olympics

Ms. Susan Gimse  
President  
Union of British Columbia Municipalities

Mr. Greg Goodwin  
Executive Director  
Special Projects and Strategic Initiatives

# **MEMORANDUM OF AGREEMENT**

**On**

**Local Government Twinning Relationships**



**BRITISH  
COLUMBIA**

**The Best Place on Earth**

**BETWEEN**

**THE PROVINCE OF BRITISH COLUMBIA** represented by the Minister of Community Services  
and Minister Responsible for Seniors' and Women's Issues (the "Province")

**AND**

**The City of Kelowna (the "Municipality")**

**WHEREAS:**

- A. The Province is committed to the objectives of the Asia Pacific Initiative (API), and establishing British Columbia as the internationally recognized North America's capital for Asia Pacific commerce and culture.
- B. Friendly relationships between local government twins have the potential to "open doors" to successful and long lasting business relationships between companies in local government jurisdictions, which in turn can provide mutual benefits to the local governments and the province as a whole.
- C. The Province and Local Governments recognize that all parties must work collaboratively over the longer term to realize benefits from establishing economically robust relationships with Asian local governments.
- D. In light of the API priorities, one time funding has been made available on a pilot project basis to selected municipalities in support of their local twinning initiative(s) with Asia city counterparts.
- E. The City of Kelowna has been selected as one of the municipalities eligible for receiving one time funding for their local twinning initiative.
- F. The City of Kelowna Council has passed a resolution to sign the Memorandum of Agreement on Local Government Twinning Relationships and committed to meeting the Agreement deliverables.

**NOW THEREFORE, the parties agree to the following:**

- 1. The Province shall:
  - Provide information resources through the BC Asia Twinning Tool Kit and through the [www.bcasiatwinnings.gov.bc.ca](http://www.bcasiatwinnings.gov.bc.ca) website.
  - Provide support including: research on target countries and cities, guidance on establishing economically robust twinings, statistics, education and training, senior government liaison support, city specific expressions of interest, contact with consular offices, embassies and trade and investment offices.
  - Subject to being authorized under the Local Government Act to distribute conditional grants to local governments in support of provincial priorities, provide the local government with a grant for \$ 50,000.
- 2. The City of Kelowna shall:
  - Use the grant funding to accomplish deliverables that lead towards establishing economically-robust twinning relationships with an Asia Pacific local government, which will result in one or more of the following by March 31, 2009:
    - ✓ Initiation or further enhancement of an economically-robust twinning relationship with a local government in an Asia-Pacific country (China, India, Japan or Korea).

- ✓ Conducting a mission to designated twin city (or developing a plan for achieving this).
- ✓ Hosting return delegation from designated twin city (or developing a plan to achieve this).
- Use the grant to support the results through funding twinning related planning, research, education, promotional materials, human resources or travel activities as specified in Schedule "A."
- Use the grant funding to supplement and complement existing efforts and not to replace existing initiatives.
- Achieve the expected results (or develop a plan to achieve the results) and report on them by March 31, 2009.

### 3. Term, Commencement and Extensions:

- Notwithstanding the actual date of execution of this Agreement, the term of this Agreement will commence on March 12, 2008 and will end on March 31, 2009.
- If a local government is unable to spend the funds to achieve the expected results or develop a plan by March 31, 2009, an extension can be considered if requested.

### 4. Amendments to this Agreement

- This Agreement may be amended from time to time by written agreement of the Parties.

### 5. Communications

- The municipality will provide monthly updates to the Province on the status of its twinning related activities.
- The Province will provide the municipality with any information it has that may assist the municipality in its twinning related activities.
- The Parties agree to follow the terms of the Communications Protocol set out in Schedule "B" of this Agreement.

### 6. Notice and transmission

- Any notice required to be given under this Agreement must be made in writing to the Province at:

Ministry of Community Services  
 Assistant Deputy Minister's Office  
 PO Box 9839 Stn Prov Govt  
 Victoria, BC V8W 9T1  
 Fax: (250) 387-7972  
 Attention: Executive Director – Special Projects

and if to the Municipality:

City of Kelowna  
 1435 Water Street

Kelowna, BC V1Y 1J4  
Attention: Chief Administrative Officer

## SIGNATURES

IN WITNESS WHEREOF each of the parties has executed this Agreement as of

SIGNED on behalf of Her Majesty )  
The Queen in Right of the Province )  
of British Columbia by a duly authorized )  
representative of the Minister of )  
Community Services and Minister )  
Responsible for Seniors' and Womens' )  
Issues. )  
\_\_\_\_\_  
Authorized Signatory for the Minister of  
Community Services and Minister  
Responsible for Seniors' and Womens'  
Issues

SIGNED by the Mayor of the )  
City of Kelowna..... )  
or his or her duly authorized )  
Officer established by bylaw. )  
\_\_\_\_\_  
Mayor or authorized signatory

### **SCHEDULE A – Activities**

The following activities are permissible subject to the overall achievement of the primary result intended, which is to establish or enhance economically robust twinning relationships/alliances with an Asia counterpart.

<b>Eligible Grant Activities</b>	
Planning	Establishing vision, goals, objectives and activities of the local twinning program; identifying potential collaborative partners, community surveys, evaluation of existing twinning program.
Research	Researching which Asian countries and cities of interest and complementarities are potential options for twinning to achieve mutual economic benefits.
Development of communication materials	Design and printing materials and websites to assist with twinning related local economic development, translating material into appropriate language
Training and Education	Cultural awareness training for staff and council members involved with the local government twinning initiative. General awareness seminars and other communications for the public of the emerging importance and interest in Asia.
Human resources	Support contractor costs or staff resources dedicated to supporting economically robust twinning initiatives including interpreters.
Travel	Support twinning related travel of senior municipal officials



## **SCHEDULE B – Communications Protocol**

This communications protocol establishes the principles and practices that will guide all announcements and events related to this Agreement. Communications activities may include major public events or announcements, communication products such as speeches, press releases, websites, advertising or promotional material.

The Parties agree that in addition to joint communications activities, the Parties may include messaging in their own communications products and activities with respect to their commitment to the Agreement. All communications by the Municipality referring to twinning activities will clearly recognize the co-operation of the Province.

The Parties agree that they may, jointly or individually, make periodic announcements, through public events, press releases and/or other mechanisms of the following:

1. the signing of this Agreement;
2. twinning activities, including missions;
3. outcomes/results attributable to the activities undertaken to advance twinning and,
4. others as may be agreed to from time to time.

The timing of public events shall be sufficient to allow for the Parties to plan their involvement.