

**ADMINISTRATIVE ORDER NUMBER 2014-003-GOV
RESPECTING INTERNATIONAL PARTNERSHIPS**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *International Partnerships Administrative Order*.

Interpretation

2. In this Administrative Order,

- (a) “CAO” means the Chief Administrative Officer of the Halifax Regional Municipality;
- (b) “Council” means the Council of the Halifax Regional Municipality;
- (c) “Economic Partnership Agreement” means a memorandum of understanding between the Council and an international community with a primary focus on common economic development goals and objectives;
- (d) “Friendship Partnership Agreement” means a memorandum of understanding between the Municipality and an international community that marks a cultural or historical relationship;
- (e) “Historic Partnership” means an international community with which the Council or the Municipality formerly had an economic or friendship partnership, but the relationship has been discontinued owing to lack of involvement and no further ceremonial action is taken and public committees are disbanded;
- (f) “international community” means a local government located outside of Canada;
- (g) “international partnership committee” means an ad hoc committee struck by the CAO to evaluate requests to Council for international partnerships;
- (h) “local committee” means a community group that supports the ongoing activities of a partnership, and is not a committee of Council;
- (i) “Mayor” means the Council member elected at large to be the chair of the Council;
and
- (j) “operating procedures” means the process by which this Administrative Order is implemented.

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Purpose

3. The purpose of this Administrative Order is to support international partnerships with other local governments that are approved by Council.
4. The purpose of this Administrative Order will be implemented by developing processes for establishing, administering, and reviewing formal international partnerships including:
 - (a) establishing clear criteria for entering into international partnership agreements;
 - (b) outlining a defined process for selecting an international partner and determining the nature of the relationship;
 - (c) developing specific activity plans and outcomes international partnership agreements; and
 - (d) establishing a formal review process for international partnership agreements.
 - (e) Repealed.

Roles and Responsibilities

5. The Council may approve partnerships, revise this Administrative Order, and Councillors and the Mayor may act as representatives on local committees as required.
6.
 - (1) HRM staff will coordinate the process of identifying and screening potential international community partners, including the examination of relevant relationships or agreements with local partners and stakeholders.
 - (2) The Council delegates to the CAO the power to develop and revise operating procedures to support this Administrative Order, including selection and evaluation criteria.
7.
 - (1) The Council delegates to the CAO the power to constitute an ad hoc committee to be known as the International Partnership Committee.
 - (2) The International Partnership Committee shall consist of members of the Office of the Mayor appointed by the Mayor and members of HRM staff appointed by the CAO to reflect HRM's focus of interest in the partnership request.
 - (3) The Mayor and the CAO may be members of the International Partnership Committee.
 - (4) The International Partnership Committee may consult with HRM staff, local partners, and stakeholders as it deems necessary.

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- (5) The International Partnership Committee shall:
 - (a) evaluate requests for international partnerships; and
 - (b) recommend potential partners to the Council.

Categories of Partnerships

8. There shall be three categories of formal partnerships between HRM and international communities:

- (a) Economic Partnership Agreements;
- (b) Friendship Partnership Agreements; and
- (c) Historic Partnerships.

Economic Partnership Agreement

9. The primary purpose of an Economic Partnership Agreement is economic development, including economic exchange, business development, and technological advancement through building business links, increasing HRM's profile, attracting investment, and promoting trade.

10. An Economic Partnership Agreement may build on HRM's cultural identity and diversity by developing opportunities to encourage the sharing of knowledge and greater understanding of different cultures as they relate to HRM's Welcoming Newcomers Action Plan and encouraging cultural, social and educational exchanges.

11. An Economic Partnership Agreement shall include:

- (a) the anticipated goals and outcomes of the Partnership; and
- (b) Repealed;
- (c) Repealed;
- (d) Repealed;
- (e) Repealed;
- (f) the term of the Agreement, not to exceed 5 years.

11A. An Economic Partnership Agreement may include:

- (a) the communications protocols;

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- (b) the commitment to provide each party to the Agreement with an annual report outlining the activity for the previous year;
- (c) an outline of the frequency, number of participants, and responsibilities of the host for exchanges or in person visits;
- (d) the names of the local committees that will support the Agreement in each partner city; and
- (e) any other term the Council considers necessary for the implementation of the Agreement.

12. Repealed.

Friendship Partnership Agreement

13. The primary purpose of a Friendship Partnership Agreement is facilitating international good-will through community-level events and public celebrations such as flag raisings, based on cultural or historic relationships between HRM and international communities.

14. Friendship Partnership Agreements shall include:

- (a) the anticipated goals and outcomes; and
- (b) the term of the agreement, not to exceed 5 years.

Historic Partnership

15. The primary purpose of a Historic Partnership is to recognize a city that was once an Economic or Friendship Partner of HRM. An existing partnership will be re-classified as a Historic Partnership when there is no contact between the partner cities for a period longer than one year and/or when either partner city opts to end the formal agreement.

Alignment to HRM Priorities and Strategies

16. The Municipality will pursue partnership opportunities or accept requests from international communities for partnership agreements that align with the priorities and strategies of Council.

Resource Commitment

17. Council may allocate funds in the annual budget to accomplish its partnership commitments. Such budget shall be project, program or a combination of project and program driven and may include costs such as travel, hosting, communications, ceremonial, staffing and administrative costs.

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18. Requests for partnerships may be made by any external organizations or international communities or by HRM staff or Council.

Approval Process

19. All requests for international partnerships shall be received through the Office of the Mayor. Upon receipt of such request, the Office of the Mayor shall screen the request to determine whether it is a viable partnership, and may do so in consultation with staff as it deems necessary.

20. Where the Office of the Mayor determines there is a viable international partnership, it will request that the CAO constitute an International Partnership Committee to evaluate the partnership against the criteria set out in the procedures.

21. The International Partnership Committee shall recommend to Council those partnerships that, in the opinion of the Committee, satisfy the criteria for approval.

22. The International Partnership Committee shall prepare an annual information report to Council listing all partnership requests received that the Committee determined did not satisfy the criteria for approval in the previous calendar year, and a brief summary of the reasons for such determination.

23. Council shall consider whether to enter into a partnership agreement with the international community recommended by the International Partnership Committee and Council may:

- (a) Repealed;
- (b) enter into a friendship or economic partnership agreement and direct staff to negotiate a memorandum of understanding to include certain terms, and authorize the Mayor to execute it; or
- (c) decide not to enter into a partnership agreement.

Scope

24. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to participate in international visits or discussions with international communities outside of formal partnership agreements.

Repeal

25. The Twinning Policy adopted by Council on October 1, 2002 is hereby repealed.

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Done and passed by Council this 29th day of April, 2014.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on April 29, 2014.

Cathy Mellett, Municipal Clerk

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Notice of Motion: April 15, 2014
Approved: April 29, 2014

Amendment #1

Amended 2(d),(e),(i); 4(c); 11(a); 16; 23(b)
Added 11A
Repealed 4(e); 11(b),(c),(d),(e); 12; 23(a)

Notice of Motion: December 14, 2021
Approved: January 11, 2022
