



**CHAPTER:** COUNCIL

**SECTION:** COMMITTEES, COMMISSIONS AND BOARDS

**SUBJECT:** TERMS OF REFERENCE - FOR SISTER CITY SELECTION

**APPROVED BY:** COUNCIL

**EFFECTIVE DATE:** 2007-3-05

**REVISION DATE:**

**PURPOSE:**

To establish criteria in the selection of potential Sister Cities.

**AUTHORITY:**

Council.

**MANDATE:**

The Sister City Selection Sub-Committee supports the mandate of the Sister City Select Committee to serve, as a catalyst for peace and understanding, by enriching the community through information sharing and encouraging and fostering global group opportunities to experience and be immersed in other cultures.

**MEMBERSHIP:**

The Sub-Committee shall be comprised of a representative from each of the following categories:

- City Council
- Community-wide groups
- "At large" Citizen Representatives
- Issue-Specific Representatives
- Public Agencies (non-voting)
- City Staff and Council.

**PROCEDURE**

**Process For Selection:**

The Sub-Committee shall initially look at proposals before sending them to the Sister City Committee for review; and subsequently, to City Council for approval. An MOA shall be written upon acceptance.

**Key Initiative:**

1. Mobilizing the Vision

A. The Sister City Selection Sub-Committee shall explore and evaluate one international city suitable to twinning every three years, and create a list of possible cities for twinning.

B. The Sister City Selection Sub-Committee shall implement criteria for twinning, and develop assessment tool(s) for success.

2. To develop criteria for twinning, the Sub-Committee shall consider:

A. Population Density

- i. As many cities have a high population density, this should be ranked as a lower priority when looking at potential Sister Cities.

B. Location/Accessibility

- i. The city should be geographically similar to Abbotsford.
- ii. The city should be near an airport terminal, and/or a good train system and available taxis.

C. Safety

- i. The country and the city must be safe.

D. Economics and Industry

- i. There are comparable industries present similar to what is present in Abbotsford.
- ii. There should be Tourism potential in the city.
- iii. There should be linkages for trading and investing between Abbotsford and the city.
  1. Check to see if there are existing linkages and/or Sister Cities
- iv. Check to see if there are opportunities for student/university/high school exchanges.
- v. There should be economic and business opportunities.

E. Social and Cultural

- i. The city should share mutual goals, leading to a better international understanding of people from countries other than Canada.

Assessing a Potential Sister City:

A. Assessment:

It is difficult to measure performance; however, the following are some suggestions to evaluate the Sister City Twinning. The assessment questions asked should be closely connected to the Sister City Criteria for Selection.

B. Goal of assessment of Sister Cities:

The goal of assessing potential Sister Cities shall be to provide useful feedback to the Sister City Committee about the value of cities in the twinning program.

C. Participants

The participants involved in the evaluation shall be those who organized the program; and those who have been in a delegation to a Sister City. Private participants and members of the Sister City Committee are invited to give feedback about their experience in delegation(s).

Data Assessment for Potential Sister City:

A. When data is collected:

The data assessment for the potential Sister City shall be collected upon the delegates' return.

B. Collecting Evaluation Data:

1. The Likert Scale, which distinguishes ratings on a scale of 1 to 5;
2. A questionnaire with open-ended questions;
3. A combination that includes both the Likert Scale and questionnaire with open-ended questions;
4. Meeting participants as a group both before and after the trip to discuss why they are being asked to participate in the evaluation; or
5. Another method of data collection. The above are four of the simpler and more direct evaluations that usually get the most direct results.

C. Data Analysis:

The evaluative component and the questionnaire with open-ended questions shall be developed at a later date.

Reporting Results:

Recommendations shall be formulated and reported to the Sister City Committee. Private participants and members of the Sister City Committee are invited to give feedback about their experiences in delegation(s).