

Title:	Intergovernmental Partnership Program
Number:	GOV-24-02
Approved By:	City Council
Administered By:	Corporate Strategic Initiatives
Effective Date:	March 25, 2024
Revision Date:	Not applicable

1.0 Purpose/Background

The purpose of this Policy is to outline guidelines and responsibilities for the administration of the Intergovernmental Partnership Program including responding to municipal requests and proactively seeking out partnerships.

2.0 Policy Statement

The City of Oshawa supports Intergovernmental Partnerships when the criteria can be met and the relationship will foster a range of culture, education, recreation and economic benefits and opportunities.

3.0 Scope/Application

Intergovernmental Partnership requests and opportunities may be considered when the following criteria can be met:

- **Similarity:** there are identifiable similarities or mutual interests between the City and the candidate municipality, including alignment of goals and priorities.
- **Reciprocity:** there are reciprocal benefits and opportunities for both municipalities to develop relationships through cultural, educational, recreational and economic activities.
- **Community Support:** there is active involvement and support by the local community through an existing organization or business, to assist in establishing and maintaining the relationship.
- **Exclusivity and Proximity:** the City will minimize relationships with any other municipality in the same country or within a close proximity of another partnership.
- **Stability:** the country in which the municipality is situated has a stable and ethical political climate.

Other factors that may be considered:

- Identified historical events have resulted in collaboration, support and exchange between the City and the candidate municipality

- Identified similarities and shared characteristics or interests between the City and the candidate municipality
- Identified potential culture, education, economic and recreation exchanges and interactions between the City and the candidate municipality
- Ability to fulfill expectations such as, but not limited to:
 - Responding to requests for information or assistance
 - Organizing protocol meetings and special events
 - Recognition through commemorative plaques
 - Facilitating exchange visits between the two municipalities (e.g. once every five years)

The City's Intergovernmental Partnership Program has the following limitations:

- Maximum one new relationship per year
- Maximum of three active relationships overall
- Maximum of a five year term with an option to renew for an additional three year term

4.0 Definitions

City means the Corporation of the City of Oshawa.

Council means Oshawa City Council as a whole.

Branches means any grouping of City staff who may be involved in the Intergovernmental Partnership Program.

Intergovernmental Partnership means a collaborative, reciprocal relationship between the City and another municipality that has a formal agreement outlining the terms and benefits of the partnership.

5.0 Responsibilities and Procedure

5.1 Applicant

A proposal or invitation to establish an Intergovernmental Partnership must include a letter of invitation or intent from either a local organization and/ or the Mayor/ Council of the candidate municipality. The proposal or invitation should provide details on:

- The name of the municipality, region and country;
- A demographic profile;
- Stated expectations for the relationship with the City;

- Description of mutual short and/or long term benefits to both cities including identification of shared history, heritage or any proposed exchange of culture, education or economic activity;
- Letters of collaboration in support of the proposed relationship from businesses, educational institutions, cultural organizations or government agencies.

5.2 City of Oshawa

5.2.1 Legislative Services

- Legislative Services will receive the correspondence requesting an Intergovernmental Partnership. Legislative Services will place the correspondence on the appropriate meeting agenda for Council direction.

5.2.2 Corporate Strategic Initiatives

- Upon receiving Council direction, Corporate Strategic Initiatives will evaluate the request and consult with appropriate Branches and local community organization(s).
- Corporate Strategic Initiatives will report to Council with a recommendation including scope of involvement that is in keeping with this Policy.
- A letter from the Mayor to the candidate municipality will communicate Council's decision and where applicable an agreement will be developed and implemented outlining expectations of both municipalities.
- Track and monitor Intergovernmental Partnership Program agreements.

5.2.3 Branches

- Identify potential Intergovernmental Partnership(s).
- Assist Corporate Strategic Initiatives in the preparation of the report to Council.
- Assist in the implementation of the Intergovernmental Partnership Program.

5.2.4 Mayor's Office

- Mayor's Office coordinates correspondence with the candidate municipality and partnership details with City staff.

5.2.5 Council

- Review requests and provide direction to staff.
- Approve agreement terms that will formally establish the Intergovernmental Partnership.

5.3 Agreement Terms

The following terms may be included in the agreement:

- Maximum of a five year term with an option to renew for an additional three year term
- Support of local community organization
- Goals and anticipated benefits
- Expectations (e.g. communication frequency, etc.)

6.0 Monitoring/Review

Corporate Strategic Initiatives will monitor the Intergovernmental Partnership Program to ensure objectives and terms of the agreements are implemented as well as report to Council when appropriate.

This Policy will be reviewed by Corporate Strategic Initiatives at least every three years to ensure effectiveness and compliance with legislation and current business processes or as required based on changes.

Corporate Strategic Initiatives is authorized to make minor or housekeeping amendments to this Policy, as required.

For further information regarding this Policy, contact Corporate Strategic Initiatives at 905-436-3311 or eperkins@oshawa.ca.

7.0 References

[Oshawa Strategic Plan](#)

[Oshawa Economic Development Strategy](#)

8.0 Approval

Authority

City Council

Date

March 25, 2024

Signature

Original signed by Mary Medeiros