FRIENDSHIP CITY APPROVAL PROCESS

Friendship City Idea/Proposal:
Comes from local non-profit society

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Application:
Submitted through City of Vancouver channels to Protocol Office

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Review:
Protocol reviews application to ensure application meets basic criteria and submits application and high-level summary and recommendation to Mayor's Office.

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Develop and Sign MOU:
If approved by Mayor's Office, Mayor's Office brings motion to Council. If approved, MOU signed by Mayors of both cities

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Annual Reporting:
Local non-profit provides annual report to Protocol Office, which is shared with Council. Mayor's Office provides annual letters to Friendship City.

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Next Steps:
Friendship City MOUs terminate when the agreement term ends, and staff review next steps to either end the relationship or renew the relationship for one additional 5-year term.