



**City of Richmond**

**Report to Committee**

**To:** General Purposes Committee  
**From:** Anne Stevens  
 Manager, Customer Services  
**Re:** **Sister City Committee – Terms of Reference**

*To General Purposes - Feb 20, 2006*

**Date:** January 24, 2006

**File:** *0100-20-SCIT-01*

**Staff Recommendation**

That the attached Sister City Annual Report be received for information.

That the 'Terms' clause in **Richmond's Sister City Committee Terms of Reference** be rescinded and the new Clause as outlined in this report be adopted.

*[Handwritten Signature]*  
 Anne Stevens  
 Manager, Customer Services

Attach.3

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b> ( <i>Acting</i> )		
<i>[Handwritten Signature]</i>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/> <i>DW</i>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/> <i>RE</i>	NO <input type="checkbox"/>

## Origin

At the Council meeting of September 26,2005 the following referrals were adopted:

- 1. That the terms of reference for the Sister City Committee be amended to increase the membership to 12 citizens appointed by Council, in addition to the current requirement of a Council representative, a School Board Trustee representative, and a School Board staff member, for a total of 15 members.*
- 2. That the question of the term limit for members of the Sister City Committee be referred to City staff and to the Sister City Committee for review*

The Terms of Reference have been changed to reflect the membership increase to twelve and the selection of the members for 2006 has been completed.

This report will address the second motion relating to the term limit and include the annual report for 2004/5.

## Analysis

In the Terms of Reference for the Sister City Committee appointments are for three years. Members are appointed for no more that three consecutive terms (9 years total).( Attachment 1) Council requested that the committee review the term limit clause and report back to Council.

The main objectives of the Sister City committee is to :

- enhance friendship and mutual understanding;
- foster cultural exchanges;
- foster student and athletic exchanges;
- foster trade and other economic linkages.

Over the years these objectives have been achieved and maintained by individual members and included networking and relationship building. Although the term is three years, the time required to build solid relationships takes continuity and commitment.

Through discussions with members of the committee, they have witnessed the solid relationships that have been established by the long time members and can see the value in not limiting the term to 9 years.

It is also felt that as each member is appointed for a three year term and must apply to Council after the expiration of their term, that the maximum appointment of nine years could be removed.

## **Conclusion**

The Sister City report (Attachment 2) be received for information.

In Richmond's Sister City Committee Terms of Reference the 'Term Clause' is as follows:

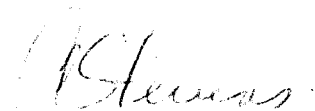
## **TERMS**

The terms of the Committee appointments will be for three years. Members will be appointed for no more than three consecutive terms (9 years total). Appointments will be staggered to ensure continuity of experienced members on the Committee.

It is recommended that this clause be amended to read as follows

***"The terms of the Committee appointments will be for three years. Appointments will be staggered to ensure continuity of experienced members on the Committee."***

The change in term will provide for continuity and relationship building which are keys to the success of the sister city relationships.



Anne Stevens  
Manager, Customer Service

Attach.

**RICHMOND'S SISTER CITY COMMITTEE  
TERMS OF REFERENCE**

*(Approved by Council, September 27, 1999)*

*(Amended by Council: September 26, 2005)*

**PROGRAM**

The City of Richmond continue a Sister City Program, with the objectives of that program being to:

- enhance friendship and mutual understanding;
- foster cultural exchanges;
- foster student and athletic exchanges;
- foster trade and other economic linkages.

Council has approved the twinning of Richmond with the following cities for the Sister City Program:

- Pierrefond, Quebec
- Wakayama, Japan

And to explore a friendship relationship with a city/cities in China.

The Sister City Program shall be coordinated by the Sister City Committee (referred to as "The Committee").

**MEMBERSHIP**

The Committee shall comprise 15 members, including:

- 12 citizens appointed by Council;
- a representative of City Council; and
- 2 representatives of the School District appointed by the School Board, 1 of whom must be at the staffing level.

Membership to the Sister Committee will be advertised. Applications will be reviewed by City staff and a list of applicants will be presented to Council for its consideration and Council will appoint the successful applicants to the Committee.

The Committee will elect their own officers including Chair and Vice-Chair.

The Committee may invite representatives of other organizations or individual citizens to sit on the Committee as associate members without voting rights.

## **TERMS**

The terms of the Committee appointments will be for three years. Members will be appointed for no more than three consecutive terms (9 years total). Appointments will be staggered to ensure continuity of experienced members on the Committee.

## **RESPONSIBILITIES**

The Committee's responsibilities shall include:

- arranging all aspects of the program of such visits, including transportation, sight-seeing, ceremonial dinners, and the purchase and distribution of gifts for official visits; (these arrangements would be done in consultation/partnership with the Committee's counterparts in the sister cities);
- presenting and recommending to Council an annual work plan and budget for the Sister City Program;
- administering the Sister City Program budget;
- determining the number and duration of official visits, subject to the budgetary limits established annually by Council;
- recommending to Council the appropriate number of Committee members, Council members and City staff to be included on any official visits to a sister city;
- inviting any other appropriate persons to participate in an official visit, providing that the maximum number of the official party shall not exceed 15.

## **CITY FUNDING**

May be used for:

- 100% of the cost of the Committee members, Council members and City staff members approved to be part of a Sister City delegation;
- 100% of the costs of gifts, ceremonial dinners and similar acts of official hospitality or protocol undertaken in the name of the City;
- the operating costs of the Committee, including paid clerical services.

May not be used to defray costs:

- incurred by School Board representatives participating in official Sister City visits or for gifts or hospitality costs incurred in connection with student exchanges;
- of spouses or other persons invited to participate in a Sister City delegation unless specifically approved by Council

Staff members participating with Council approval in an official Sister City delegation shall be paid their regular salary.

## **CITY (COUNCIL) APPROVAL**

Council must:

- authorize all Sister City visits to or from Richmond prior to Committee initiating discussion on exchange visits; and
- approve all aspects of the Sister City program visits, including approval of the appropriate number of participants in such events.

## **Richmond Sister City Annual Report 2004-2005**

The Sister City Committee has been mandated to maintain and build relationships with other City's around the world. The City of Richmond has two long standing relationships - Wakayama, Japan and Pierrefonds, Quebec and a potential for a third relationship with a city in China.

Over the past two years the committee has been working hard to build on these relationships.

This report will outline for Council the activities of 2004 and 2005 and also set the direction for 2006.

### **ACTIVITIES 2004/2005**

In 2004/2005, the Sister City Committee focused on three main activities:

1. Wakayama, Japan - promoting the long-term twinning relationship,
2. China - commencing the search for a few friendship cities in around the Shanghai area and
3. Pierrefonds, Quebec - determining the status of our relationship.

STATUS :

#### **1. WAKAYAMA, JAPAN**

##### **A. Richmond Delegation to EXPO 2005 and Wakayama City.**

###### **Outcomes of the Japan Visit**

1. Recognized by the Federal Government as one of the most successful Sister City relationships between Canada and Japan.
2. The committee was able to reach out to the Japanese community, beyond the boundaries of Wakayama City. This experience has enabled us to see the potential presented by an expansion of our terms of reference, particularly with regard to the inclusion of community delegations on any other trips.
3. New business and educational relations, in addition to friendships with the Japanese have increased. This is the first time that the Sister City Committee has reached out broadly into the Richmond community to include business, tourism and education colleagues in Sister City activities. The support received, both in the participation and donations from the business community, was excellent.
4. Heritage Canada, through its Young Reporters Program, contributed funds to help defray some of the costs for students to attend Expo in Aichi. Students who wrote for this Program about their experiences demonstrated an increased understanding of the new culture they encountered in Japan, in addition to an appreciation of their own Canadian heritage.

In August 2004, Richmond was invited by Mr. Norman Moyer, Commissioner General for Canada at the 2005 World Exposition in Aichi, Japan to attend Expo 2005. This invitation was the result of the 32 year relationship between Richmond and Wakayama. As Richmond was recognized as one of the most active sister cities in Canada, Mr. Moyer extended an invitation to the City of Richmond.

The Sister City Committee accepted this invitation and contacted representatives from business, education and tourism in the community who would be interested in participating in a trip to Japan. The planning, organization and realization of this trip required the dedicated work of all members of the committee, who met every week for six months prior to the trip. Vice Chair Jim Kojima traveled to Japan prior to the larger group and took responsibility for ensuring that all of the connections with Wakayama were organized, as well as interfacing with the officials at the Expo Canada Pavilion.

The trip was also organized to coincide with a group of Richmond students, from London and Burnett High Schools going to Wakayama. A cyber connection with school students from Wakayama and Richmond took place with Science World at Expo. Heritage Canada provided entry tickets enabling 30 students to attend Expo.

The Richmond group were led by Mayor Malcolm Brodie, Councillor Kiichi Kumagai, Anne Stevens of Richmond City Staff, Linda McPhail, Chair of the Richmond School Board, and Sylvia Gwozd, Chair of the Sister City Committee, Laurel Crosby from the Canadian Paralympics Committee along with the five other members of the Sister City Committee. Accompanying the Sister City Committee were 31 participants from business, education and tourism.

In September 2005 an appreciation dinner was held for all the organizations, agencies and businesses that supported the Sister City through monetary support or services in kind. Without the City of Richmond's support and the support of the Richmond businesses the success of this trip would have not have been of the calibre it was. A special thanks goes to Jim Kojima for the behind the scenes organization.

In summary, the Japan trip was highly successful, permitting community leaders in Richmond to meet their counterparts in Japan, and cementing the already strong linkages between the two sister cities of Richmond and Wakayama.

#### B. Noh play and visits

This year has been a very active year in our twinning with Japan.

In April 2004 Ms. Marlatt wrote a "Noh" play entitled "The Gull" for the Gateway Theatre. The Gull will be performed on our North Plaza May 11 through May14, 2006. Ms. Daphne Marlatt with assistance from Richmond Sister City and Wakayama Sister City was introduced to Miyo City from where her play is based.



Many of the Japanese who were fishermen here in Steveston came from Miyo. Mr. Akira Matsui, the producer of the play, is originally a "Noh" dancer from Wakayama. He came with a delegation to Richmond in 1973, prior to the twinning of Richmond, and performed here along with other traditional dancers. It is the intention of the writer to premier this play in Wakayama after leaving Richmond.

It is expected that Dr. Iwashashi, the Chair of the Wakayama Sister City, will be attending the play in May 2006.

Attached for your information is the Project Description. ( Attachment 1)

### C. Wakayama Delegation to Steveston 2004

In May 2004, Mayor Ohashi from Wakayama City visited Richmond accompanied by a delegation of 20 people. Richmond Sister City Committee, the Steveston Martial Arts Group and the Wakayama Kenjinkai in Steveston hosted this event.

## 2. CHINA

The main purpose of the Sister City committee is to :

- \* enhance friendship and mutual understanding
- \* foster cultural exchanges
- \* foster student and athletic exchanges
- \* foster trade and other economic linkages

The Committee has been receiving a number of solicitations of interest from cities in China. In order to respond to these cities it was important for the committee to identify five key areas necessary to create a 'friendship' Those areas are :

- Similar community profile
- Mutual interest to establish a relationship
- Share basic common values
- General connections ( historical) and network by community residents
- Overall benefits to the Richmond community

13 cities were identified and it was decided to focus on smaller cities in the environs of Shanghai This decision was approved by Council at the General Purposes Committee Meeting dated February 2, 2004. Listed below are the cities approved:

Kunshan	Zhoushan
Hangzhou	Zhangjiagang
Ming Hang District	Pudong District
Chongming District	Sonjjaing
Ningbo	Yangzhou
Dalien	Xiamen

Since Richmond is the one taking the initiative, it is more appropriate to have an informal "Friendship" relationship first to learn more about each other and the potential interactions. This "Friendship" relationship could be up to five years before a formal "Sister City" relationship is established. With this approach we do not have to limit our potential "Friendship" relationship to only one city in this search.

A sub-committee consisting of residents from the community who have contacts or interests in these various cities has been assisting the Committee in this undertaking.

The process was as follows: a letter was drafted, and sent to those cities, which the Committee had decided could result in a possible future twinning or friendship. The letter introduced Richmond and requested a response indicating an interest in a "friendship" relationship.

In September 2005, City Council approved the Sister City Committee's request for additional members to assist in the selection process for the China partnership. An additional six members would greatly enhance the Committee's ability to deal with the requirements of a Chinese twinning.

The focus for 2006 will be as follows:

- Confirm the letter of invitation from the chair of the Sister City committee and connect with some Richmond residents who have opportunities to travel to China and have some relevant contacts in those cities with which have been identified.
- Establish a response for the cities which show interest in Richmond and fit the criteria.
- Arrange a meeting with the Chinese Consulate in Vancouver to properly inform them of the vision, intention and purpose of our committee. Seek their assistance in providing us with the appropriate current contact and information of those Chinese cities, which we are likely to interact with.
- Establish a standard information package and a presentation media ( Powerpoint, DVD, etc. ) on Richmond to further enhance interactions with those cities after the initial contact.
- Develop a standard protocol on reception of visiting municipal groups/representatives to Richmond.
- Continue to work closely with School board, Chamber of Commerce, Tourism Groups, Industry groups, Arts Groups, Sports Groups, Chinese Ethnic/ Cultural Groups and Municipal administrators to ensure the connectivity is established.
- Organize the volunteers and resources required to do the work properly.

### **3. PIERREFONDS - ROXBORO, MONTREAL**

A committee member visited Pierrefonds on November 28, 2005 and ascertained from Mayor Monique Worth that they wished to continue their sister city relationship with Richmond.

Due to the amalgamation of many cities into the City of Montreal an office will be created in the near future at Montreal City Hall to deal with sister city affairs. Our focus in 2006 will be to extend an invitation to Pierrefonds to visit Richmond.

The new borough of Pierrefonds-Roxboro was created when territory boundary changes were made in 2004. Since January 2006, Pierrefonds-Roxboro is now one of 19 boroughs that constitute Ville de Montreal. (Attachment 3).

The Sister City Committee will continue to keep Council apprised of events and activities as they occur during 2006.

Respectfully submitted by

Sister City Committee

January 24, 2006.

