



To:	Richmond City Council	Date:	April 4, 2007
From:	Mayor Malcolm D. Brodie, Chair General Purposes Committee	File:	01-0135-04-01
Re:	SISTER CITY INITIATIVES FOR 2007		

The General Purposes Committee, at its meeting held on Monday, April 2nd, 2007, considered the attached report, and recommends as follows:

Committee Recommendation

- (1) *That an investigative trip to China be approved, and that a City of Richmond delegation be supported, comprised of members of the Richmond Sister City Committee in Spring 2007, with funding to come from Sister City 'sponsorship funds';*
- (2) *That the Sister City Committee report on their investigative trip, with recommendations for friendship cities for Council consideration;*
- (3) *That upon confirmation of selected cities, a delegation of the Richmond Sister City Committee and Richmond City Council be approved to travel to China in late 2007 with funding of up to \$20,000 to come from Council Contingency;*
- (4) *That Councillor Rob Howard and two Richmond Sister City Committee members be appointed to visit Pierrefonds in celebration of the Sister City 40th anniversary on June 24th, 2007 with funding of \$6, 400 to come from Council Contingency; and*
- (5) *That a City of Richmond delegation be supported, comprised of members of the Richmond Sister City Committee to visit Wakayama City in preparation for an exchange visit in 2008, with funding to come from Sister City 'sponsorship funds', in conjunction with the investigative trip to China; and*
- (6) *That the Matrix which outlines the support required by the City and the Sister City Committee (Attachment 3 to the report dated March 26th, 2007, from the Manager, Recreation Services), be adopted.*

Mayor Malcolm D. Brodie, Chair
General Purposes Committee

Attach.

VARIANCE

Please note that with regard to Part (4) above, Committee chose Cllr. Rob Howard as the City representative to visit Pierrefonds; with regard to Part (5) above, Committee added the words "*in conjunction with the investigative trip to China*"; and that Committee added Part (6) above.

Staff Report

Origin

The Richmond Sister City Committee objectives are:

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

In October 2002, Council adopted a Selection Criteria for establishing a Sister City. In February 2004, Council passed a resolution directing the Richmond Sister City Committee to seek a sister city in China. Council also requested staff and the Committee to explore the possibility of establishing a Sister City in eastern Canada. Selection criteria was developed by the Sister City Committee that explained the types of relationships along with the characteristics the City was looking for in a Sister City relationship.

There were two types of “ Sister City “ relationships:

1. A ‘Full’ Relationship is a **Sister City** approved by Council. Presently the City has two, Pierrefonds/Roxboro, Quebec and Wakayama City, Japan. Each of these cities have longstanding relationships and mutual interests.
2. A ‘Partial’ Relationship is a **Friend of Richmond** or **Friendship City** and is also approved by Council. A Friendship City may lead to a ‘Full’ relationship in the future.

This report will give Council an update on:

1. The status of a Sister City in Eastern Canada
2. The investigations of friendship cities in China,
3. Upcoming anniversary celebrations of Pierrefonds, Quebec and Wakayama City, Japan

Analysis

The Richmond Sister City Committee is expected to present and recommend to Council an annual work plan and budget for the Sister City Program and determine the number and duration of official visits, subject to the budgetary limits established annually by Council. The Richmond Sister City Committee’s report is attached for Council’s review and direction. (Attachment 1)

The Committee continues to investigate friendship cities in China and through this investigation; it has become apparent the Committee needed to determine the level of support that would be provided to the candidate cities on the approved list (Attachment 2).

A matrix was created as a tool, to ensure all members of the committee understood the levels of support and the costs associated to each level (Attachment 3).

The Sister City Committee clearly understand that all requests for additional funding outside of the approved budget require Council approval. The approved 2007 budget for Sister City activities is \$8500

and supports hospitality, gifts, and general expenses related to the program. The Richmond Sister City Committee administers this budget.

The Sister City Committee also understands the costs related to Sister City activities and have established a 'sponsorship fund' account, which is not part of the operating budget. Presently there is approximately \$25,000 in this account. To maintain this account the Sister City Committee works closely with businesses in the community to seek services in kind and/or funding when necessary. The Sister City Committee will continue to secure services in kind and/or funding for the investigative trip or preliminary trips.

Search for a Sister City in Eastern Canada

There was a request for the Sister City Committee to investigate a city in Eastern Canada. Through discussion the Committee has decided that at this moment in time they would like to postpone this request due to the amount of work that is required to investigate a City in China. No further action will be taken on exploring this opportunity.

Investigations of Friendship Cities in China

The Sister City Committee continues to investigate the list of approved candidate cities (Attachment 2). There are a number of Committee member who have good insight into these cities and are making good suggestions as to the suitability to be affiliated with the City of Richmond. The Richmond Sister City Committee feels it is important to visit some of these cities in order to make an informed recommendation to Council.

The Sister City Committee is seeking permission to visit China twice in 2007 with an additional funding request for the second trip only.

The purpose of the first visit would be to gain a clearer picture of each candidate City, their commitment and determine whether the City is best suited for Richmond.

The Sister City Committee is planning to visit cities in the North, mid and South of China, which are on the approved list and some of the additional cities (Attachment 2). The trip should take the group approximately ten days to investigate these cities.

Upon completion of the first visit, the Sister City Committee will report their findings and make recommendations to Council for their consideration. It is likely the Committee will recommend only one or two cities for further consideration.

The second visit is recommended to occur in late 2007. This will be an official delegation and require representation from Council and Sister City Committee members. The purpose will be to formalize the "Friendship City" status.

As outlined in the terms of reference, the Sister City Committee is requesting Council permission and a funding request for this trip. The Committee has identified that the cost of this delegation is approximately \$20,000. A future report will outline the details and Council will identify who from Council should go.

Celebrations of Pierrefonds/Roxboro, Quebec.

This year is the 40th anniversary for the Pierrefonds/ Richmond sister city relationship. While Montreal was going through the amalgamations of cities, it was difficult to get an understanding of our relationship with Pierrefonds and whether having them as a Borough of Montreal had an impact on our relationship.

It has since become very clear that the relationship is important and should be maintained. An invitation has been extended to the City of Richmond to attend 40th anniversary celebrations, which will take place on June 24, 2007. The Sister City Committee is seeking approval and funding to attend the 40th anniversary celebrations in Quebec.

Invitation from Wakayama City, Japan

The 35th anniversary of Wakayama City, Japan and Richmond will occur in 2008. The Mayor of Wakayama City has invited Richmond Sister City Committee to visit. In response to this invitation, protocol and our history with this Japanese city expects a small delegation to visit Wakayama in Spring 2007, while the Mayor of Wakayama and his delegation plan to visit Richmond in 2008. The Sister City Committee is seeking permission to visit Wakayama in 2007, in preparation for the 35th anniversary in 2008.

Additional funding would be required for this 35th anniversary celebration but the Sister City Committee will address the 2008 celebration event through another report to Council later this year.

Financial Impact

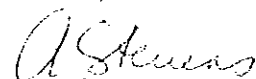
All activities can be accommodated in the Sister City budget with the exception of these two requests:

- The 40th anniversary celebrations in Pierrefonds - three people @\$1,800/person and one person @\$1,000/person for a total of \$6,400 to be funded from the Council Contingency.
- China Friendship City delegation – anticipated cost of up to \$20,000 for official delegates only. Unofficial delegates would be at their own cost, funds to come from Council Contingency.

It should be noted that the Sister City Committee will continue to secure services in kind and/or funding to cover the cost of preliminary trips and investigative trips when required.

Conclusion

Sister City Committee has worked hard to continue to maintain relationships with our two Sister Cities and to investigate a couple of friendship cities in China. In 2008, should Council approve the recommendations, the Sister City Committee will report back to Council on the status of their investigations and recommend to Council, for their consideration, a suitable city(s) in China for friendship status.



Anne Stevens
Manager, Recreation Services
(4273)

SISTER CITY COMMITTEE REPORT

To: Mayor and Council
From: Sister City Committee

Origin

The Sister City Committee continues to ensure Richmond's relationship between our two Sister Cities in Pierrefonds, Quebec and Wakayama City, Japan continues to flourish. To ensure the success of any sister city relationship requires staff and volunteer time and financial commitment from the City.

Mandated by Council, the objectives of the Richmond Sister City Program are:

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

Background:

In 2002 Council requested the Sister City Committee to investigate Cities in China, which would be suitable for 'friendship' status and possibly a future Sister City status. The Sister City Committee continues to investigate possible cities and as they do so more cities from China continue to visit the City Of Richmond and call on various members of the Sister City Committee to 'host' them in a small way. The Sister City Committee felt it necessary to outline the Levels of Support, which they would provide as these requests presented themselves. Below is a matrix to better understand those activities and costs associated with establishing:

- Friendship cities;
- Sister cities and
- Maintaining the current Sister City relationships.

LEVELS OF SUPPORT for Establishing Friendship Cities and Sister Cities.

Investigating a Friendship City – Level 1

Description:

Level one support would be provided to Cities on our list but not formally invited by the Sister City Committee. These delegations are sometimes invited by Richmond businesses or the Richmond School Board to visit Canada or the USA and have expressed a desire to visit Richmond at the same time.

Visiting the City of Richmond is one item on the agenda arranged by their host group and is mainly due to the airport facilities and the Chinese community.

Activity:

Richmond city staff has an established routine for tours of City Hall as requested by travel agents etc. Rental staff manages these tours.

On occasion there are requests from the Mayor's office or through a Councillor for the Sister City Committee to take an active role in hosting a city visiting Richmond. The Sister City Committee would only become involved if advised of the visit with reasonable notice and an indication that there is a mutual interest in a friendship relationship.

In this particular case, a meeting room and some refreshments would be set up, information packages would be handed out and Sister City Committee members would make a small presentation. Business cards would be exchanged and the event recorded by City staff. No gift or souvenirs from Sister City Committee are expected.

Budget estimation is \$500/year (\$100 per visit, five visits per year). This can be covered under the annual operating budget for the Sister City Committee.

Investigating a Friendship City – Level 2

Description:

Level two support would be to delegations from cities on our list where the visit to Richmond is planned before they leave China for North America and the trip is based on community contacts.

A visit to Richmond is only a small part of their North American itineraries. They are welcomed by City of Richmond but they are not formally invited to visit by the Sister City Committee.

Activity:

The type of reception should include a formal meeting to provide them with Richmond information and to discuss friendship city related issues.

The Mayor, representatives from Council, School Board, Chamber of Commerce, Tourism Richmond and key community contacts and the media, etc. would be invited.

Special gifts would be presented such as souvenirs of Richmond. A tour of City Hall would be required and possibly arrangements for specific tours of Richmond. The visit would be based on their request, the profile of the delegation attending and be of mutual benefit to both cities.

Budget estimated at \$1000 (\$500 per visit, two visits per year), which includes a lunch and/or dinner.

Friendship City invited by the Sister City Committee or Richmond City Council – Level 3

Description:

Level 3 reflects a friendship city endorsed by Council.

Level 3 support would be provided to delegations formally invited by the Sister City Committee and/or by the Richmond City Council. **Activity:**

A friendship visit would be planned for two days and include a number of activities and events. An example of the events would be:

- Sister City committee would have a formal meeting with the delegation to provide them with Richmond information and to discuss Sister City / Friendship city related issues.
- Formal announcement would be made to media and to all interested parties
- Dinner(s) and lunches during the stay would be pre-arranged. Interpreter would be arranged
- Meetings with the Mayor, Councillors, Provincial MLAs and Federal MPs or their representatives, School Board, Chamber of Commerce, Tourism Bureau, etc. would be pre-arranged. Opportunities would be taken to participate in any pre-scheduled Richmond events, such as Chamber meetings or cultural festivals. Broad community involvement would be encouraged.
- An open reception at the City Hall with invitations to specified dignitaries. Special gifts and souvenirs to mark the visit.
- City tour (via sponsored transportation)
- Specific visits/activities would be arranged in Richmond based on their requests and to the mutual benefit of both of our communities.

Budget estimated at \$3000 (one visit per year). Sponsorship would be encouraged to offset costs and be arranged through the Committee. Should sufficient sponsorship money not be available the cost of one visit per year could be covered in the annual operating budget of the Sister City Committee

‘Full’ Sister City Relationship endorsed by Council – Level 4

Description:

Level 4 is a full Sister City relationship approved by Richmond City Council may include an official delegation comprising of political and/or Sister City members. Approved special relationship visits may also include cultural, education, athletic, or business groups.

Activity:

A formal visit is based on three-day activities with an official delegation. Visit would include a welcome celebration and a farewell celebration.

The level of support and the type of activities would be similar to Level III for official delegations.

The Sister City Committee would arrange activities specifically tailored for groups or visiting from a sister city. Costs for these visits would be included in the regular budget requests or would be requested through a report to council for additional funding.

Budget estimated at \$6,000 to \$12,000 depending on the size of the official delegation visiting Richmond. A report to Council would be required requesting the funds for Level IV.

‘Full’ Sister City Relationship – Level 5

Description:

Sister City as approved by Council.

Activity:

It has been the practice every 2 – 3 years that a delegation from Richmond visits our Sister Cities and that these visits will alternate. This requires a delegation of Council and Sister City Committee members to travel to these cities. Additional delegates may be invited to the mutual benefit of both communities. Delegates may be from education, cultural, athletic or business groups. It has been the practice to coordinate visits with significant events taking place in both cities, such as the opening of our new City Hall, or the invitation to represent Richmond at Expo. For these reasons the dates of visits could vary and are timed to coordinate with honoured and special events.

It is the goal of the delegation during each visit to:

- Promote Richmond as widely as possible
- Foster ongoing, long term, meaningful relationships
- Build mutually, beneficial, understandings of our economic, cultural, and educational systems

Budget estimated at approximately \$3000/person. Sponsorship funding is encouraged where possible. Costs for additional delegates would be at their own expense. The Sister City Committee would assist in arrangements for sponsorship of special delegates, where funds are not available to an individual.

This year the Sister City Committee has three main initiatives, which require the support of Council.

Initiative 1 - 40th Anniversary of Richmond and Pierrefonds/Roxboro

This year is the 40th anniversary for the Pierrefonds/ Richmond sister city relationship. While Montreal was going through the amalgamations of cities, it was difficult to get an understanding of our relationship with Pierrefonds and whether having them as a Borough of Montreal had an impact on our relationship.

It has since become very clear that regardless of the name change to Pierrefonds/Roxboro, Mayor Worth and Councillors have expressed their commitment to maintaining this relationship. The opportunity we have with this relationship is an additional association with the larger City of Montreal, as Pierrefonds is still very much responsible for its own departments; it also has representation in Montreal dealing with the regional issues.

The Sister City Committee members have made contact with Mayor Worth of Pierrefonds/Roxboro and an invitation has been extended to the City of Richmond to attend 40th anniversary celebrations, which will take place on Saint Jean Baptiste Day.

Every year on June 24th, all Québécois get together with friends and family to celebrate their Fête Nationale (National Holiday); la Saint-Jean-Baptiste. It is a privileged moment to celebrate their identity. Mayor Worth visited Richmond on July 1, 2006 and participated in the Steveston Salmon Festival Parade on Canada Day and in a variety of community events over her three-day visit. The response to Mayor Worth's participation in the parade was particularly warm by all those lining the parade route and had a very positive impact.

Initiative 2 – Preparation for our 35th Anniversary with Wakayama, Japan

The 35th anniversary of Wakayama and Richmond will occur in 2008. Protocol with Japan requires a small delegation to visit Wakayama in Spring 2007 in response to their invitation, while the Mayor of Wakayama and his delegation plan to visit Richmond in 2008.

The funding for the preliminary trip and associated costs would come from sponsorship funds. The Mayor of Wakayama and a delegation from Wakayama will be visiting Richmond in 2008. Additional funding would be required for this 35th anniversary celebration visit.

Initiative 3 – Friendship City in China

The Committee has been working on various friendships with cities in China. Some new connections have been introduced to the Committee through other contacts and the Committee continues to follow up with these cities. The additions include but are not limited to Dalian and Xiamen.

It has become very clear to the Committee that there is a need to have an informal 'friendship' relationship first before a formal "Sister City" relationship is established and it is extremely

important to have contacts in Richmond to ensure the friendships are nurtured for the benefit of the City.

The Committee is presently investigating cities in the Northern, Central and Southern regions of China that best fit the criteria specified by Council. The Committee has adjusted their initial list to ensure suitable cities are considered throughout the friendship investigation phase.

One city that first came to light in the advisory committee's discussion was Qingdao. This was a city that Richmond's Sister City Committee had considered on its original list, but was subsequently dropped when it was decided to concentrate on the Shanghai area. We have a number of businesses and community connections with Qingdao. As a result, Mayor Xia of Qingdao sent a letter to Mayor Brodie expressing an interest in considering a friendship relationship between our two cities. In response, the Sister City Committee expressed an interest in meeting with citizens of Qingdao.

The City of Richmond has many areas in common with Qingdao. Both are future Olympic sites, have a strong agricultural and industrial base and are port cities on the Pacific coast.

In December 2006 a senior delegation from Qingdao visited Richmond over a 2-day period, visiting city hall, touring Olympic facilities, in addition to the Rowing Club, Steveston and Fraser Wharves. Further to their visit Qingdao has shown an interest in Richmond. No decision has been made by Council to further this friendship. The Sister City committee will bring a report to Council for their consideration. We have now been invited to agree to consider a "friendly relationship" with Qingdao. No decision has been made by Council to further this friendship. The Sister City Committee will bring a report to Council for consideration.

This is just an example of a possible friendship city and the rationale behind the selection.

There are **two** trips to China proposed to ensure a thorough investigation takes place.

1. The **first** trip is proposed in spring of 2007. This trip will be conjunction with the preparatory visit to Japan.

The purpose of this trip will help to determine the suitability and willingness of a number of cities in China. To cover the cost of this small delegation the sponsorship money will be used.

2. A second trip is proposed for November 2007. The purpose of this trip will be to formalize at least one 'friendship' city as approved by Council. This visit would also include delegates from businesses, education and cultural communities in Richmond. The estimated cost would be \$20,000 from Council contingency. This would cover transportation and lodging for four Council and Sister City representatives and also partially offset the cost for four/five Sister City Committee members.

RECOMMENDATIONS

Recommendation 1:

That Council accept the invitation of Mayor Worth and send a delegation to attend the St Jean Baptiste Day celebration in honour of our Sister City's 40th anniversary. It is proposed that two Council members and two committee members be sent to represent the City of Richmond. The date of the event is June 24th, 2007. The cost for the three days is \$1,800 x 3 and \$1,000 x 1 for a total of \$6400.00. (One member of the committee will offset his flight cost).

Recommendation 2a:

That Council authorize a small delegation from the Sister City Committee to visit Wakayama in conjunction with the trip to China to prepare for an exchange visit in 2008 celebrating the 35th anniversary. The total funding for this trip will come from sponsorship money.

Recommendation 2b:

That Council authorize an investigative trip to China by the Sister City Committee executive in Spring 2007 (in conjunction with the trip to Japan). The total cost of the trip is to come from sponsorship funding.

Recommendation 3:

That Council authorize a delegation with members from Council (two), Sister City Committee (two) and representatives from the business, education and cultural community to travel to China in November 2007. The purpose of the trip would be to sign at least one or two Friendship Agreements as approved by Council. The cost would be \$20,000 and come from Council Contingency.

Financial Impact

1. Recommendation 1: 40th anniversary celebrations in Pierrefonds - three people @ \$1800/person and one person @ \$1000/person for a total of \$6400 to be funded from the Council Contingency;

2. Recommendation 2a: Wakayama Japan - No financial impact. Funds to come from sponsorship money;

Recommendation 2b: – Investigative Trip to China – No financial Impact -Funds to come from sponsorship money;

3. Recommendation 3: - November 2007 trip to China at a cost of \$20,000 would be from Council Contingency for four official delegates representing City Council and Sister City Committee and also offset the cost of four to five representatives from the Sister City.

2007/03/28

Conclusion

The Sister City Committee has been working hard to maintain current Sister City relationships and investigating (per Council's direction) future friendship cities in China. In order to continue with this process, the Committee is seeking financial support and authorization.

Respectfully submitted,

Sister City Committee

CHINA

China - Candidate Cities

APPROVED LIST (Council FEBRUARY, 2004)

On February 23, 2004 City Council approved the following cities as potential Friendship Cities. The Sister City was tasked with investigating these cities and reporting back to Council.

The Cities were:

1. Kunshan
2. Zhoushan
3. Hangzhou
4. MinHang District
5. Pudong District
6. Chongming District
7. Songjiang
8. Ningbo
9. Yangzhou

The Sister City Committee have added the following cities:

10. Qingdao
11. Dalian
12. Yantai
13. Zhuhai
14. Xiamen

ATTACHMENT 3

Matrix outlining the support required by the City and the Sister City Committee

	LEVEL 1 – Investigating a Friendship City	LEVEL 2 – Investigating a Friendship City	LEVEL 3 – Approved Friendship City By Council	LEVEL 4 – Approved 'Full' Sister City by Council	LEVEL 5 – Approved 'Full' Sister City by Council
Description of the group	The City is on our list but the visit is not pre-planned but rather 'Coincidental' Visit	The City is on the approved list and the visit is pre-planned where Richmond is a requested stop over	This City is approved by Council and is an 'Official' Friendship City Visit	Council has approved the Sister City relationship and a Visit <i>from</i> a Sister City is expected.	Council has approved the Sister City relationship and a Visit <i>to</i> a Sister City is expected.
Time for Event	One hour	Two + Hours	Two Days	Three Days	Three + Days
What activities should be planned	City Hall tour and refreshments	Formal Meeting with Mayor and Committee Members	Reception, lunches and tour	Welcome dinner, farewell dinner, tour	In most cases host city to arrange meals and events. Richmond – transportation, hotel
Invitees	Sister City Committee	The Mayor, Council, Sister City Committee, School Board, Chamber of Commerce, Tourism, key community contacts	The Mayor, Council, Sister City Committee, School Board, MLA, MP, Chamber of Commerce, Tourism Richmond, key community contacts and media.	The Mayor, Council, Sister City Committee, School Board, MLA, MP, Chamber of Commerce, Tourism Richmond, key community contacts and media	Mayor and Council, or staff (min. 2 reps + Sister City (min 2). Additional: School Board, community etc. at own expense
Gift Exchange	None	Small Gift - \$25 –\$50	Medium Gift \$50 - \$100	Memorial Gifts - \$1000	Memorial Gifts - \$1,200.
Budget	\$500 – (\$100 x5) Included in regular budget	\$1,000 – (\$500x2) Included in regular budget	\$3000	\$6000 - \$12,000 depending on the numbers	\$3,000 - \$5,000/person with a maximum
Sponsorship			Encouraged	Required	Required