



To: Richmond City Council
From: Mayor Malcolm D. Brodie
Chair, General Purposes Committee
Date: October 9th, 2002
File: 0168-00
Re: **Sister City Committee**

The General Purposes Committee, at its meeting held on October 7th, 2002, considered the attached report, and recommends as follows:

Committee Recommendation

- (1) *That the Selection Criteria and Selection Process for Sister Cities (as outlined in the report dated September 23rd, 2002, from the Manager, Customer Services), be approved.*
- (2) *That:*
 - (a) *the 'Membership Clause' in the Sister City Terms of Reference (Attachment 3 to the report dated September 23rd, 2002, from the Manager, Customer Services) be rescinded; and*
 - (b) *the new 'Membership Clause', to include "9 members, including 6 citizens appointed by Council; a representative of City Council and two representatives of the School District, appointed by the School Board, one to be at the staffing level", be adopted.*
- (3) *That staff clarify the Sister City relationship with Pierrefonds, Quebec, and report to the General Purposes Committee accordingly.*
- (4) *That the Sister City Committee investigate and report on the process and possible sites for further Sister City relationships, including the advantages and disadvantages and cost implications of entering into such a relationship.*

Mayor Malcolm D. Brodie, Chair
General Purposes Committee

Attach.

VARIANCE

Please note that Committee added Part (4), and that staff recommended the following for Part (3):

- (3) That Council terminate the Sister City relationship with Pierrefonds and direct the Sister City committee to recruit a new city from the province of Quebec.

Staff Report

Origin

The Sister City Committee is a committee of Council whose mandate is to enhance Friendship and mutual understanding; foster cultural exchange; foster student and athletic exchanges and foster trade and other economic linkages. Presently Richmond has two Sister Cities – Pierrefonds, Quebec and Wakayama, Japan.

This report will deal with three issues, which require Council direction to ensure a healthy and vibrant relationship with all present and prospective Sister Cities.

Findings Of Fact

In 2001 the Sister City Committee went through brainstorming sessions to outline a number of issues facing them and to come to a resolve on how best to deal with these issues. The issues were as follows:

1. Selection Criteria and Selection Process
2. Committee Membership
3. Pierrefonds, Quebec

1. SELECTION CRITERIA & PROCESS

The City of Richmond receives a number of requests from a variety of Cities in the world wishing to form a relationship with the City of Richmond. It became apparent there was a need to come up with criteria to ensure the selection process provided the best possible relationships for the City of Richmond.

The following outlines the proposed Selection Criteria for potential Sister Cities:

Benefits to Community

- Economics - trade, commerce & industry
- Learning about each other.
- Friendships.
- Education – learning about each other’s community.
- Acceptance, recognition and understanding of various cultures.

Similar Community Profile.

- Population size, Geography
- Industry – similar but also differences
- Education – secondary and post secondary education

Historical Connection

- People
- Work

Common Values.

- Safety
- Stability in Government
- Fair Treatment of people
- Security

Common Interests

- Sports
- Music
- The Arts

Utilizing the proposed Selection Criteria and the selection process (below) the committee will determine whether the City should entertain a relationship or not.

Selection Process:

1. Completion of Letter of Intent (Attachment1) and Sister City Survey (Attachment 2)
2. Determine level of Community Involvement - School Board/Chamber of Commerce/Rotary Club/Residents etc
3. The type of relationship required, Informal/Specific – culture, economic, service clubs, sports club, educational.
4. Ensure Selection Criteria is adhered to.
5. Determine budget if applicable
6. Determine status level – Full/Partial/none
7. Council to endorse
8. A signed agreement between the two cities to include a termination process.

Type of Relationship

Full Relationship (Sister City status) – Max 2-3 cities

Partial Relationship (Friends of Richmond)

The Sister City Committee would like Council to consider and endorse the selection criteria and the selection process including the Letter of Intent and Questionnaire.

2. MEMBERSHIP

Presently the Sister City Committee consists of 7 members, including 5 citizens appointed by Council; a representative of City Council and a representative of the School District appointed by the School Board.

In reviewing many of the requests from other cities over the years it is apparent the requests are of a cultural nature or exchange with youth. This relationship requires the schools to be in a position to accept these students and their families. The Committee is requesting that to better deal with these requests the committee membership add two more representatives. One specifically from the staff level at the School Board and an individual from the public to ensure an uneven number.

The School Board would appoint the school staff representative. Extra citizen appointed by Council.

This recommendation would require Council approval and amendments to the Terms of Reference.

3. PIERREFONDS QUEBEC

Pierrefonds has been Richmond's sister city since its twinning in 1967. Many Canadian cities were twinned at the time with a city in Quebec to support Canadian Unity. It was with that spirit that a delegation from Richmond went to Pierrefonds in 1995. Pierrefonds relationship was established because of the personal connection with the Mayor of the time and the fact that community of Pierrefonds is located on a river like Richmond and has some similar industry. On November 2001 the "New City of Montreal" included Pierrefonds as a borough of Montreal.

The committee would like to create a future Sister City relationship with another city in the Province of Quebec which would better meet the criteria set out by the Sister City committee.

Financial Impact

There is no financial impact at this time. This may be come a budget should another Sister City relationship be established.

Conclusion

Richmond's Sister City committee feel relationships with other cities are extremely valuable to promote harmony amongst various cultures and interests. The need to twin with cities that are similar to Richmond in values and interests is extremely important.

The committee requires Council approval to make some of the changes required and feel that these changes will only enhance relationships and meet some of the needs of various requests presently being sent to the city.



Anne Stevens
Manager, Customer Services

AS2:as2

November 19, 2001

Sister City Committee
Secretary Phone: (604) 276-4219
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email: nwright@city.richmond.bc.ca

Dear :

Re: Sister City Request

Thank you for your interest in becoming a Sister City of Richmond. The City of Richmond believes that Sister City relationships allow for a greater understanding of other cultures and peoples and to that end, we currently have two Sister Cities - Pierrefonds, Quebec, and Wakayama, Japan. These long-standing relationships has allowed citizens and more particularly the school students, to travel and learn about each other over the past 25 years. Increasing our knowledge of others and expanding our interests, both culturally and economically, can only help us attain our City's goal of becoming the most appealing, livable and well-managed city in Canada.

Richmond is fortunate in receiving many requests to establish Sister City relationships. Because of this, we have developed a process by which we, and you, can decide whether to continue toward a closer relationship. We also have a number of questions that we would like to have answered in order to progress – please refer to attachment.

If Council decides to continue towards starting a Sister City relationship, your City would become a "Friend of Richmond" for five years. If this relationship is successful, budget and other supports are available, and if both Cities wish a closer connection, our Council will then decide on whether to change to a full Sister City relationship. Some cities may choose to stay at the "Friend" stage as this may accomplish the contact and networking needs that they have.

Thank you again for your interest. If you have any questions, please contact the Chairperson or view our web site at www.city.richmond.bc.ca/discover/sister_city.

Yours truly,

Sylvia Gwozd
Chairperson

Sister City Survey

1. What are your reasons for choosing Richmond?
2. Are there any individuals, groups and/or associations from your City now residing in Richmond who would participate and assist in a sister city relationship?
3. Can you estimate the number of people that would travel from your area to Richmond in an average year for sister city business?
4. What types of community exchange would be of interest to you e.g. sports, educational, cultural, music, historical, homestay etc.?
5. What type of business exchange would be of interest e.g. industrial, machinery, manufacturing, technology, primary resources, food products, etc?
6. Is your City prepared to fund a sister city relationship?
7. Are you prepared to sign a Letter of Intent/outline on all parties responsibilities?

**RICHMOND'S SISTER CITY COMMITTEE
TERMS OF REFERENCE
(Approved by Council, September 27, 1999)**

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:

- Pierrefonds, Quebec
- Wakayama, Japan

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

MEMBERSHIP

The Committee shall have 7 members, including:

- 5 citizens appointed by Council;
- a representative of City Council; and
- a representative of the School District appointed by the School Board.

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 workplan 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.