Oct 12, 2004

Sylvia Gwozd Chairperson, Richmond Sister City Committee 4686 Mahood Drive, Richmond, B.C. V7E 5C4

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Attention: City Clerk,

On behalf of the Sister City Committee I am requesting that we be placed on the agenda of the next General Purposes Committee of Council due to be held on October 18.

According to our policy and mandate, our committee would like to request council's approval of a trip to Japan in May of 2005.

The Government of Canada has recognized our sister city relationship with Wakayama Japan as one of the 15 most active relationships in Canada. As a result we have had an invitation to participate in the Canadian Pavilion of Expo 2005 in Aichi Japan being held March to September 2005.

More than 125 countries are participating in this Expo, and of significant importance is that Canada was the first country to sign up, and has the most significant location at the entrance to the Americas. For more information see: http://www.expo2005.or.jp

Our committee was honoured to meet in August with Norman Moyer who is the Director General of the Canadian Pavilion, at their invitation, to discuss ways in which the City of Richmond could participate in this world fair. He explained that the Canadian Pavilion intends to tell our story with 3 objectives.

- 1. Engage Canadians in the Pacific Rim
- 2. Tell Canada's story to the Pacific Rim
- 3. Support ongoing trade and political relations

Our committee was offered the special opportunity to plan a Richmond Day at the Canadian Pavilion of Expo in order to strengthen our sister city relations.

The attached outline is only a small part of the package that we were presented with you can see the facilities and services are being offered to us at no charge.

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Our committee has developed a plan to participate in Expo, which involves inviting a trade delegation to accompany us.

At the General Purposes Committee meeting, we would like to present this plan for your approval.

In addition the Mayor of Wakayama has extended an invitation for us travel to their city. In turn we would invite guests from Wakayama to travel to Aichi to celebrate Expo with us. We believe that this would be a very significant honour to all involved.

We would like to participate at the same time as students from our local high schools have organized their bi-annual exchange and who are traveling May 15-20 2005.

Sincerely yours,

Sylvia Gwozd,

Chairperson, Sister City Committee

THE 2005 WORLD EXPOSITION, AICHI, JAPAN The Canada Pavilion & Sister-Cities

The World in Aichi, Japan

From March 25 to September 25, 2005 Canada will participate in The 2005 World Exposition, Aichi, Japan. Over the course of the six-month event we will show the best of the best from Canada and strive to deepen our already strong ties with Japan in culture, tourism, education, business and trade, and international relations.

What about Cities?

Canada at Expo 2005 offers a unique opportunity to highlight and strengthen important relationships between Canadian and Japanese cities, whether in Aichi or elsewhere in Japan.

The Canada Pavilion VIP facilities and services are at your disposal. An experienced and professional Protocol, Trade and Special Events team will provide top notch support and service to you and your guests.

FACILITIES & SERVICES

The facilities and services available at no charge to Canadian sister-cities include:

Use of the VIP Lounge -

► To host receptions for up to 125 people and small conferences (40 to 50 people) as well as special events, meetings, or promotional/media events. Canadian beverages and bar service included.

VTP Services and Logistical Support -

 The Expo team provides event planning and logistical support before and during Expo 2005 for all your events.

Use of the Executive Boardroom -

- To host meetings with partners, clients or potential investors, presentations seminars and workshops.
- Can also be used to host private breakfast / lunch / dinner meetings.
- * Services such as catering, interpretation, and specialised equipment rental will be provided on a cost-recovery basis.

EVENTS & ACTIVITIES

Use this rare opportunity to promote issues and industries such as tourism, educational exchanges, Economic/business relations (with Chambers of Commerce), cultural industries local performers and artists, and much more. Co-ordinate it with activities you are already planning in Japan or as a incentive to launch a new initiative.

For more information on Canada's presence at Expo 2005, on booking the VIP facilities and services, and on the various accivities in which your city can be involved, please contact: Jan Eperjesi, Special Events Officer at (819) 997-5069 or Jan_Stefan_Eperjesi@pch.gc.ca



City of Richmond



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October 12th, 2004

File: 0100-20-SCITI-01

VIA FAX No. 604-275-4570

Sylvia Gwozd, Chairperson Richmond Sister City Committee 4686 Mahood Drive Richmond, BC V7E 5C4

Dear Ms. Gwozd:

Re: Approval of a trip to Japan to participate in the Canadian Pavilion of Expo 2005

In response to your letter dated October 12th, 2004, this is to confirm that arrangements have been made for you to appear as a delegation on the above matter at the General Purposes Committee meeting scheduled for Monday, October 18th, 2004, at 4:00 p.m. in the Anderson Room, located on the 2nd floor, of Richmond City Hall.

Yours truly,

H. Richard McKenna

City Clerk

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