



To: General Purposes Committee **Date:** February 29, 2008
From: Andrew Nazareth **File:** 08-4150-07-07-01/2008-
 General Manager, Business & Financial Services Vol 01
Re: Memorandum of Agreement On Local Government Twinning Relationships

Staff Recommendation

That Council approve entering in to the Memorandum of Agreement On Local Government Twinning Relationships with the Province and commit to meeting the Agreement deliverables.

That the General Manager, Business and Financial Services be authorized to execute the attached Memorandum of Agreement.

Andrew Nazareth
 Andrew Nazareth
 General Manager, Business & Financial Services
 (604-276-4095)

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
<i>Andrew Nazareth</i>		
REVIEWED BY TAG	YES <input type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

On February 25, 2008, Ida Chong, Minister of Community Services and Minister Responsible for Senior's and Women's Issues sent a letter to Mayor and Councillors re-affirming the importance to Asia Pacific Initiative (API) and to make an offer of technical and financial assistance to Richmond to further our Asian twinning initiatives. This offer has a deadline of March 12, 2008.

Analysis

Staff has reviewed the Province's offer, its qualification requirements, and the associated Memorandum of Agreement On Local Government Twinning Relationships (MOA). Please see attached.

The MOA commits the Province to providing information, technical assistance and some financial help to selected local governments that meet one or more of the following criteria:

- Population of over 40,000
- Have existing Asia Pacific twin (China, India, Korea or Japan)

Or;

- Have strategic significance for positioning British Columbia as the pre-eminent trade and cultural hub between Asia and North America
- Have demonstrated recent initiatives to establish economically robust twinning relationships with local governments in China, Japan, India or South Korea
- Have expressed interest in pursuing twinning relationships and have a clear need for financial assistance.

And;

The Province is offering an initial grant of \$50,000.

The MOA commits the City to:

- Use the grant funding to accomplish deliverables that lead towards establishing economically robust twinning relationships with an Asia Pacific local government that will resulting in one or more of the following by March 31, 2009
 - Initiation or further enhancement of a relationship
 - Conducting a mission to a designated twin city
 - Hosting a return delegation from a designated twin city

And;

- Use the grant to support the results through funding twinning related planning, research, education, promotional materials, human resources or travel activities
- Use the grant to supplement and complement existing efforts, not replace them
- Achieve the expected results and report back to the Province by March 31, 2009

Staff believes the Province's offer is complimentary to and will help extend the human and financial resources currently committed by the City to further its Sister Cities program initiatives in China and Japan.

Financial Impact

The grant funding of \$50,000 compliments funds already committed by the City to further its Sister Cities program initiatives in China and Japan.

Conclusion

Staff recommends that Council approve entering in to the Memorandum of Agreement with the Province before March 12, 2008.



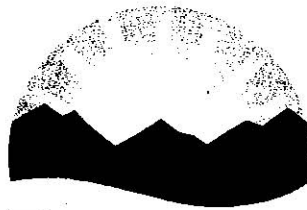
Iain Johnstone
Manager, Economic Development
(604-247-4934)

IJ:ij

MEMORANDUM OF AGREEMENT

On

Local Government Twinning Relationships



**BRITISH
COLUMBIA**

The Best Place on Earth

BETWEEN

THE PROVINCE OF BRITISH COLUMBIA represented by the Minister of Community Services and Minister Responsible for Seniors' and Women's Issues (the "Province")

AND

The City of Richmond (the "Municipality")

WHEREAS:

- A. The Province is committed to the objectives of the Asia Pacific Initiative (API), and establishing British Columbia as the internationally recognized North America's capital for Asia Pacific commerce and culture.
- B. Friendly relationships between local government twins have the potential to "open doors" to successful and long lasting business relationships between companies in local government jurisdictions, which in turn can provide mutual benefits to the local governments and the province as a whole.
- C. The Province and Local Governments recognize that all parties must work collaboratively over the longer term to realize benefits from establishing economically robust relationships with Asian local governments.
- D. In light of the API priorities, one time funding has been made available on a pilot project basis to selected municipalities in support of their local twinning initiative(s) with Asia city counterparts.
- E. The City of Richmond has been selected as one of the municipalities eligible for receiving one time funding for their local twinning initiative.
- F. The City of Richmond Council has passed a resolution to sign the Memorandum of Agreement on Local Government Twinning Relationships and committed to meeting the Agreement deliverables.

NOW THEREFORE, the parties agree to the following:

1. The Province shall:
 - Provide information resources through the BC Asia Twinning Tool Kit and through the www.bcasiatwinnings.gov.bc.ca website.
 - Provide support including: research on target countries and cities, guidance on establishing economically robust twinings, statistics, education and training, senior government liaison support, city specific expressions of interest, contact with consular offices, embassies and trade and investment offices.
 - Subject to being authorized under the Local Government Act to distribute conditional grants to local governments in support of provincial priorities, provide the local government with a grant for \$ 50,000.
2. The City of Richmond shall:
 - Use the grant funding to accomplish deliverables that lead towards establishing economically-robust twinning relationships with an Asia Pacific local government, which will result in one or more of the following by March 31, 2009:
 - ✓ Initiation or further enhancement of an economically-robust twinning relationship with a local government in an Asia-Pacific country (China, India, Japan or Korea).

- ✓ Conducting a mission to designated twin city (or developing a plan for achieving this).
- ✓ Hosting return delegation from designated twin city (or developing a plan to achieve this).
- Use the grant to support the results through funding twinning related planning, research, education, promotional materials, human resources or travel activities as specified in Schedule "A."
- Use the grant funding to supplement and complement existing efforts and not to replace existing initiatives.
- Achieve the expected results (or develop a plan to achieve the results) and report on them by March 31, 2009.

3. Term, Commencement and Extensions:

- Notwithstanding the actual date of execution of this Agreement, the term of this Agreement will commence on March 12, 2008 and will end on March 31, 2009.
- If a local government is unable to spend the funds to achieve the expected results or develop a plan by March 31, 2009, an extension can be considered if requested.

4. Amendments to this Agreement

- This Agreement may be amended from time to time by written agreement of the Parties.

5. Communications

- The municipality will provide monthly updates to the Province on the status of its twinning related activities.
- The Province will provide the municipality with any information it has that may assist the municipality in its twinning related activities.
- The Parties agree to follow the terms of the Communications Protocol set out in Schedule "B" of this Agreement.

6. Notice and transmission

- Any notice required to be given under this Agreement must be made in writing to the Province at:

Ministry of Community Services
 Assistant Deputy Minister's Office
 PO Box 9839 Stn Prov Govt
 Victoria, BC V8W 9T1
 Fax: (250) 387-7972
 Attention: Executive Director – Special Projects

and if to the Municipality:

City of Richmond
 6911 No. 3 Road

Richmond, BC V6Y 2C1
Attention: Chief Administrative Officer

SIGNATURES

IN WITNESS WHEREOF each of the parties has executed this Agreement as of

SIGNED on behalf of Her Majesty)
The Queen in Right of the Province)
of British Columbia by a duly authorized)
representative of the Minister of)
Community Services and Minister) _____
Responsible for Seniors' and Womens') Authorized Signatory for the Minister of
Issues.) Community Services and Minister
) Responsible for Seniors' and Womens'
) Issues

SIGNED by the Mayor of the)
City of Richmond)
or his or her duly authorized)
Officer established by bylaw.) _____
) Mayor or authorized signatory

SCHEDULE A – Activities

The following activities are permissible subject to the overall achievement of the primary result intended, which is to establish or enhance economically robust twinning relationships/alliances with an Asia counterpart.

Eligible Grant Activities	
Planning	Establishing vision, goals, objectives and activities of the local twinning program; identifying potential collaborative partners, community surveys, evaluation of existing twinning program.
Research	Researching which Asian countries and cities of interest and complementarities are potential options for twinning to achieve mutual economic benefits.
Development of communication materials	Design and printing materials and websites to assist with twinning related local economic development, translating material into appropriate language
Training and Education	Cultural awareness training for staff and council members involved with the local government twinning initiative. General awareness seminars and other communications for the public of the emerging importance and interest in Asia.
Human resources	Support contractor costs or staff resources dedicated to supporting economically robust twinning initiatives including interpreters.
Travel	Support twinning related travel of senior municipal officials

SCHEDULE B – Communications Protocol

This communications protocol establishes the principles and practices that will guide all announcements and events related to this Agreement. Communications activities may include major public events or announcements, communication products such as speeches, press releases, websites, advertising or promotional material.

The Parties agree that in addition to joint communications activities, the Parties may include messaging in their own communications products and activities with respect to their commitment to the Agreement. All communications by the Municipality referring to twinning activities will clearly recognize the co-operation of the Province.

The Parties agree that they may, jointly or individually, make periodic announcements, through public events, press releases and/or other mechanisms of the following:

1. the signing of this Agreement;
2. twinning activities, including missions;
3. outcomes/results attributable to the activities undertaken to advance twinning and,
4. others as may be agreed to from time to time.

The timing of public events shall be sufficient to allow for the Parties to plan their involvement.