



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam  
 General Manager, Community Safety  
**Re:** **Proposed Sister City Travel for 2020**

**Date:** January 27, 2020  
**File:** 01-0100-30-SCIT1-01/2019-Vol 01

### Staff Recommendation

1. That the proposed travel budget of \$16,925 for 2020, as outlined in the staff report "Proposed Sister City Travel for 2020", dated January 27, 2020, from the General Manager, Community Safety, be funded from the Council Contingency account; and
2. That the Sister City Advisory Committee report back to Council annually to bring forward a finalized travel itinerary and budget for any Sister City related travel between 2021 to 2023.

Cecilia Achiam  
 General Manager, Community Safety  
 (604-276-4122)

Att. 3

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Finance Department	<input checked="" type="checkbox"/>
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>
<b>APPROVED BY CAO</b>	

## Staff Report

### Origin

The City of Richmond's Sister City Advisory Committee was established on February 11, 1974 (formerly the Sister City Twinning Committee) and fosters mutual understanding and meaningful cultural connections with designated Sister/Friendship cities in the interests of Richmond citizens for their common benefit.

This report addresses the following referral from the January 14, 2019 Council meeting:

*That staff liaise with the Sister City Advisory Committee for potential travel including budget and program details and report back.*

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.2 Enhance arts and cultural programs and activities.*

*3.4 Celebrate Richmond's unique and diverse history and heritage.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

### Background

The role and purpose of the Sister City Advisory Committee (SCAC) is to provide advice to and assist Council with promoting the City's culture and values. The SCAC is also responsible for delivering the Sister City Program and pursuing the City's goal to establish and sustain cultural, educational and sustainable ties with approved Sister/Friendship Cities. Additionally, the SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee or its subcommittees arising from SCAC activities.

The City of Richmond has had a Sister City relationship with Pierrefonds, Quebec since 1967; Wakayama, Japan since 1973; and Xiamen, China since 2012. The City formed a Friendship City relationship with Qingdao, China in 2008.

### Analysis

#### Past Sister City Program Travel

The most recent travel delegation to Richmond's Sister City relationships was in 2013 where

representatives from Richmond City Council travelled to Wakayama, Japan to celebrate the 45<sup>th</sup> anniversary of the Richmond-Wakayama relationship. Further, in 2012, members of Council formed a delegation to Xiamen, China to sign the Sister City Agreement marking the beginning of the Richmond-Xiamen Sister City relationship. Members of Council have not visited Pierrefonds, Quebec since 2007 or Qingdao, China since 2008 in an official Sister City Program capacity. For these special occasions, the majority of elected officials attended.

#### Sister City Advisory Committee Policies and Procedures

The SCAC Policies and Procedures document (Attachment 1) outlines policies for Official Delegation visits to and from Richmond's Sister and Friendship Cities. In this document, Council established that there shall be one visit either to or from a Sister/Friendship City every four years. This means that the City of Richmond would send one official delegation to each of its Sister/Friendship City relationships every eight years.

Official delegation visits may be timed around key dates, such as agreement anniversary dates, Sister City Program objectives or other special events being hosted in the cities involved. Under the direction and guidance of City staff, the SCAC will be the primary resource for planning delegations identified and approved by Richmond City Council. Further breakdowns of costs and an event plan outlining activities will be brought forward to Council for their approval at least two months before the official delegation.

#### Upcoming Milestone Anniversary's

Over the next five years Richmond will celebrate the following relationship milestones with its Sister and Friendship Cities:

- In 2022, Richmond will commemorate its 55<sup>th</sup> anniversary with Pierrefonds, Quebec;
- In 2022, Richmond will commemorate its 10<sup>th</sup> anniversary with Xiamen, China;
- In 2023, Richmond will commemorate its 15<sup>th</sup> anniversary with Qingdao, China; and
- In 2023, Richmond will commemorate its 50<sup>th</sup> anniversary with Wakayama, Japan.

#### Proposed Sister City Program Travel in 2020

The proposed travel plan for 2020 (outlined below) for Richmond City Council is based on the opening of the Richmond Garden in Pierrefonds. This event will require a significant amount of planning and preparation to be realized.

Over the years, in an effort to be fiscally responsible, the number of occasions of delegate travel has been reduced. This has been done to ensure there is capacity for higher representation from Council to travel for major milestone events.

Based on the SCAC Policies and Procedures, the minimum participation for a delegate visit is outlined below:

- Mayor or Acting Mayor;
- Two other members of Council or such other number as Council may decide;
- City Staff Member(s) as designated by the CAO; and

- Up to three Sister City Advisory Committee members, as approved by Council.

The detailed SCAC – Five Year Activity – Delegate Visits Proposal is in Attachment 2.

Table 1 below outlines the Sister City Advisory Committee’s recommendation to Council for travel in 2020.

**Table 1: Sister City Advisory Committee Travel Recommendation to Council for 2020**

<b>Year</b>	<b>Location</b>	<b>Purpose of Visit</b>	<b>Travel Expense (Sep 2019)</b>
<b>2020</b>	Pierrefonds, Quebec	Opening of the Richmond Garden	\$16,119
		<b>5% Contingency</b>	\$806
		<b>Total</b>	<b>\$16,925</b>

*Pierrefonds, Quebec*

In 2002 the City of Pierrefonds ceased to be a separate municipality and, instead, became a borough of Montreal. Following a period of inactivity, the SCAC initiated discussions with the Mayor of Pierrefonds regarding their interest in retaining and developing an active Sister City relationship. The SCAC reports that there now appears to be a strong interest from Pierrefonds to plan future activities with the City of Richmond.

Building on the momentum of improved communication with both City staff and the Mayor’s office, the SCAC proposes a visit to Pierrefonds, Quebec to celebrate the opening of the Richmond Garden in 2020. The new garden will be located in front of the new library and adjacent to Richmond Street (Attachment 3). It is anticipated the opening ceremony will be hosted in the summer of 2020.

Financial Analysis

The proposed budget takes into account the following fees for the minimum number of delegates (seven):

- Flights to and from the host city;
- Hotel rooms for delegates;
- Travel fees within the host city (such as taxi or private bus);
- Meals not covered by official events (as per 2019 Per Diem rates); and
- Gifts between delegates including a City to City gift.

The detailed SCAC – Travel Expenses Outline is in Attachment 4.

**Financial Impact**

The proposed travel budget for 2020 travel is \$16,925 and the SCAC will bring forward a proposed itinerary and final budget for approval by Council. SCAC delegate travel was not included as part of the SCAC 2019-2022 Activity Plan budget. A potential funding source for the SCAC delegate travel could be the Council Contingency account.

## Conclusion

The most recent travel delegation to Richmond's Sister City relationships was in 2013 where representatives from Richmond City Council travelled to Wakayama, Japan to celebrate the 45<sup>th</sup> anniversary of the Richmond-Wakayama relationship. An official delegate visit to Pierrefonds Richmond Garden Opening will support the mandate of the SCAC while reinvigorating the relationship with the Mayor and Councillors of Pierrefonds.



Mike Romas  
Manager, People Development  
(604-276-4081)

MR:mr

- Att. 1: SCAC Policies and Procedures
- 2: SCAC – Five Year Plan – Delegate Visits 2019-2022
- 3: Pierrefonds Richmond Garden location
- 4: SCAC – Travel Expenses Outline

**RICHMOND SISTER CITY ADVISORY COMMITTEE  
POLICIES AND PROCEDURES**

**Original: January 2013  
Updated: February 2018**

## **1. Existing Sister/Friendship City Relationships**

### **1.1 4-Year Activity Plans**

For each existing Sister/Friendship City relationship, a 4-Year Activity Plan shall be developed by the City staff in consultation with the Sister City Advisory Committee (SCAC) and in coordination with staff counterparts in the respective Sister/Friendship Cities. The 4-Year Activity Plan should contain priority goals and actual planned and potential activities for the upcoming 4-year period to achieve these goals.

The 4-Year Activity Plan will include:

- Official Delegations/Visits (Section 1.2)
- Exchanges – currently planned or to be promoted (Section 1.3)
- Non-visit related annual base program activities (Section 1.4)
- Four year estimated budget

The 4-Year Activity Plans and budgets will be updated annually and provided to Council by the SCAC as specified in their Terms of Reference.

### **1.2 Official Delegations/Visits**

Official Delegations/visits will only be referenced in the 4-Year Activity Plan. A separate report will be brought forward to Council detailing the Official Delegation Request/Visit and include a separate budget request.

*Definition:* An Official Delegation is a visit from or to a Sister/Friendship City involving political representatives from each City and others for a specific purpose related to the Sister City Program (SCP) objectives, individual Sister/Friendship City agreement objectives and 4-Year Activity Plans. The visit may involve multiple days and multiple events including: official meetings with Council, representatives from community organizations and other community leaders to further the relationship (e.g. ratification of agreement and/or 4-Year Activity Plan); site visits; sightseeing; ceremonial dinners; and gift exchanges.

*Planning:* Under the direction and guidance of City staff, the SCAC will be the primary resource for planning delegations identified and approved by Richmond City Council. Delegation Plans will be produced by the SCAC for each visit, outlining specific purposes (linked to SCP objectives, individual Sister/Friendship City agreements and Activity Plan), associated events, duration and costs. The Delegation Plan together with estimated budget must be approved by Richmond City Council at least two months before the Official Delegation.

*Participants:* In addition to political representatives, the Official Delegation will include SCAC members and City staff (see table below under ‘Costs’). The Official Delegation may also include local leaders in education, culture, arts, sport, business, science and technology and other sectors actively engaged in supporting the Sister/Friendship City relationship. All participants in official delegations will be subject to the approval of Council.

*Frequency:* For each Sister/Friendship City, there shall be one visit either to or from the Sister/Friendship City every four years. Visits may be timed around key dates such as agreement anniversary dates and special events in the cities involved. This means that the City of Richmond would send one official delegation to each of its Sister/Friendship Cities every eightyears.

**Costs:**

	TO Sister/Friendship City	FROM Sister/Friendship City
Official Visit Delegation <sup>1</sup> (Paid for by City)	<p>A minimum of:</p> <ul style="list-style-type: none"> <li>• City of Richmond Mayor or Acting Mayor;</li> <li>• Two other Members of Richmond City Council or such other number as Council may decide;</li> <li>• City of Richmond Staff Member(s) as designated by the CAO; and</li> <li>• Three SCAC members, as approved by Council.</li> <li>• Any additional persons the SCAC wishes to invite must be approved by Council.</li> <li>• Increased participation by Richmond City Council may be expected for milestone event situations (ie. 40<sup>th</sup>, 45<sup>th</sup>, 50<sup>th</sup> anniversary, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• City of Richmond Mayor or Acting Mayor;</li> <li>• All Members of Richmond City Council;</li> <li>• City of Richmond Staff Member(s) as appropriate;</li> <li>• All Sister City Advisory Committee voting members;</li> <li>• Up to 20 delegates from the participating Sister City (Richmond will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses); and</li> <li>• City of Richmond invited guests.</li> </ul>
Budgeted costs for above individuals (Paid for by City) <sup>2</sup>	<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Hotel</li> <li>• Meals (not covered by official events)</li> <li>• Gifts</li> </ul>	<ul style="list-style-type: none"> <li>• Meal(s) – e.g. ceremonial dinner</li> <li>• Tour</li> <li>• Presentations</li> <li>• Gifts</li> </ul>
<b>TOTAL FUNDS</b>	Funds either taken from SCAC Program Fund or as otherwise directed by Richmond City Council	

<sup>1</sup> Other participants who wish to join any delegation to a Sister/Friendship City must:

- Be recommended by the Sister City Committee by reason that they directly support the objectives of the Sister/Friendship City 4-Year Activity Plan and receive approval from City Council
- Pay for their own costs
- The total Official Delegation may not exceed 20 people.

City funds may not be used to defray costs of spouses or other friends or relations of the official delegation participants nor should Richmond’s Sister/Friendship City be expected to fund the cost of these individuals for dinners or other events where costs are incurred.

<sup>2</sup> In-kind contributions from organizations in the community may be sought for Official Delegations to the City of Richmond (e.g. hosting a tour or a meal) with the prior approval of Council.

## 1.1 Exchange (Unofficial) Visits

*Definition:* Exchange visits do not involve political leaders and are for the purpose of community involvement in the relationship. Exchange visits are promoted and encouraged by the Sister City Advisory Committee (SCAC). Members of the SCAC (and/or any organization they represent) may take a leadership role in developing or running regular or special event exchanges. The City normally has minimal involvement in these visits, unless they are City staff exchanges.

*Planning:* Typically, organizations in the community take lead responsibility for planning exchange visits and should provide City staff with reasonable advance notice of tour requests and other requested involvement. There are occasions where a delegation request is received by the SCAC and City staff take the lead in planning the exchange visit, as appropriate. Travel by a SCAC member on an exchange visit, as a SCAC member, shall require prior Council approval and shall be at the SCAC member's own cost.

*Participants:* Types of exchange visits are referenced in the Sister City Program objectives. They may involve individuals and groups of artists, athletes, business person, youth, seniors, and any others interested in relationship building exchanges.

*Frequency:* Exchanges ensure the on-going vibrancy and community participation in a Sister City relationship and should be encouraged.

*Costs:* Participating community organizations/individuals are responsible for the exchange visit and costs associated with it. Generally, there should be little or no cost to the City for exchange visits (except in cases of City staff exchanges).

*Government Related Visits:* Outside of Official Delegation visits and Exchange (unofficial) visits, as described above, all other government-related visits from each sister/friendship city, hosted by the SCAC, shall be pre-approved by the City.

## 1.2 Annual Base Program Activities (Non-Visit)

The following low-cost, non-trip related activities should occur every year and be included in 4-Year Activity Plans for each Sister/Friendship City relationship:

- Annual 'state of the city' letter between the two Mayors
- Exchanges of the cities' annual reports and city plans by senior staff at the City

Other ideas should be developed and may include:

- Exchanges of children's artwork, letters, or e-mails
- Periodic exchange of interesting newspaper articles that show how society, technology, the environment are changing in the City
- Cultural festivals, movies or presentations that celebrate the culture of the Sister/Friendship City (foreign students or business people from the nation of the Sister/Friendship City can be guest speakers)
- Other city events/communications where it is relevant to feature the Sister/Friendship City

## **2. Gifts**

Purchase of gifts for SCAC related use, funded by the City, will require pre-approval from City staff.

## **3. SCAC Travel**

SCAC members will not engage in any SCP related travel to a Sister/Friendship City unless accompanied by an official of the City.

## **4. Communications**

Where communication is desired with the public in the course of delivering the Sister City Program, all media releases and public communications shall be developed by the City's Corporate Communications unit in coordination with the Sister City Committee and receive approval from the Senior Manager of Communications or Senior Manager of Media Relations before release.

## **5. New Relationships**

### 5.1 Requests from Other Cities

Requests that involve forming a formal relationship should be made in writing to City Council and may be referred to the Sister City Advisory Committee for review and advice, based on current program activity levels and policies.

### 5.2 Council Requests

Council may request specific advice from the SCAC on any program related matter, including new sister city relationships. Council may request that the SCAC investigate the forming of a relationship with a Sister/Friendship City in another country. This request could occur following a major review of the program activities and/or at the beginning of a Council's term. Where Council has approved investigation of another Sister/Friendship City relationship, the SCAC will be requested to submit an estimate for any additional funds required in addition to the existing Sister City Program budget. Unless directed by Council to do so, the SCAC is not authorized to initiate any discussion or exploration of a new sister city relationship.

### 5.3 Type and Number of Relationships

City Council will determine the number of Sister/Friendship relationships.

### 5.4 Selecting a Sister/Friendship City

The process of selecting a Sister/Friendship City should be based on the assessment process recommended in the 2007 BC Asia Twinning Toolkit produced by the provincial government and Union of BC Municipalities.

## 5.5 Reaching a Sister/Friendship City Agreement

The process of reaching an agreement with a new Sister/Friendship City should be informed by the recommendations in the 2007 BC Asia Twinning Toolkit and include the following basic steps:

- A formal invitation to the selected candidate to develop a Sister/Friendship City relationship.
- Discussions with the selected partner community to set terms of the relationship.
- Signing the official Sister/Friendship City Agreement.
- The agreement should, at a minimum, cover the following elements: purpose, focus, contacts, delegations, exchanges, subsidiary agreements and review process. New Sister City Agreements will be limited to a five-year term with the option to renew following a review.

## 6. **Financial Support**

### 6.1 City of Richmond Sister City Program Funding

The Sister City Program funding includes:

- The SCAC Annual Operating Fund
- Sister City Program Fund

### 6.2 Sister City Advisory Committee Annual Operating Fund

This funding shall be used for regular operations, meeting costs, gifts and costs associated with exchanges from Sister/Friendship Cities. This funding cannot be carried over to future years.

### 6.3 Program Fund

The Program Fund is set in the City's Annual Operating Budget. Funding will cover the costs of program activities. These include sending Official Delegations to a Sister/Friendship City and hosting Official Delegations from a Sister/Friendship City.. An Official Delegation Plan tied to the program and 4-Year Activity Plan objectives, together with an estimated budget for these visits must be submitted for approval to Richmond City Council prior to release of any funds. These funds can be carried forward from year to year.

### 6.4 Other Contributions – Financial and In-kind Support

Organizations in the community will be encouraged to participate in the Sister City Program and in doing so, draw upon their own resources, including financial support, staff and volunteers. Any funds raised for the Sister City Program shall be from appropriate sources, directly tied to program activities and pre-approved by Richmond City Council. If approved, the funding can be used to supplement the program or offset costs.

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### 6.5 Reporting and Accountability

As per the Sister City Committee Terms of Reference, based on the 4-Year Activity Plans and budgets, by the end of the first quarter of each year the SCAC, with assistance from City staff, shall provide an annual summary on their primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

### **7. Relationship Review and Termination Policy**

Each Sister/Friendship City Relationship will be reviewed by the City, with the Sister City Advisory Committee, every six years to:

- Determine whether outcomes are generally commensurate with inputs
- Track progress towards stated goals and objectives
- Identify opportunities to enhance and improve the arrangements

This review should include both qualitative and quantitative measures. Reviews can be timed around the renewal date in the case of new Sister/Friendship City Agreements or around the development of 4-Year Activity Plans.

The SCAC may recommend termination or non-renewal of a relationship that, despite best efforts, has remained inactive or has unsatisfactory outcomes for the City and community.



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Sister City Advisory Committee

# Five Year Plan – Delegate Visits

2019 - 2023

**2019 Sister City Advisory Committee Members (Chair & Vice Chairs):**

**Chair**

Lisa MacNeil

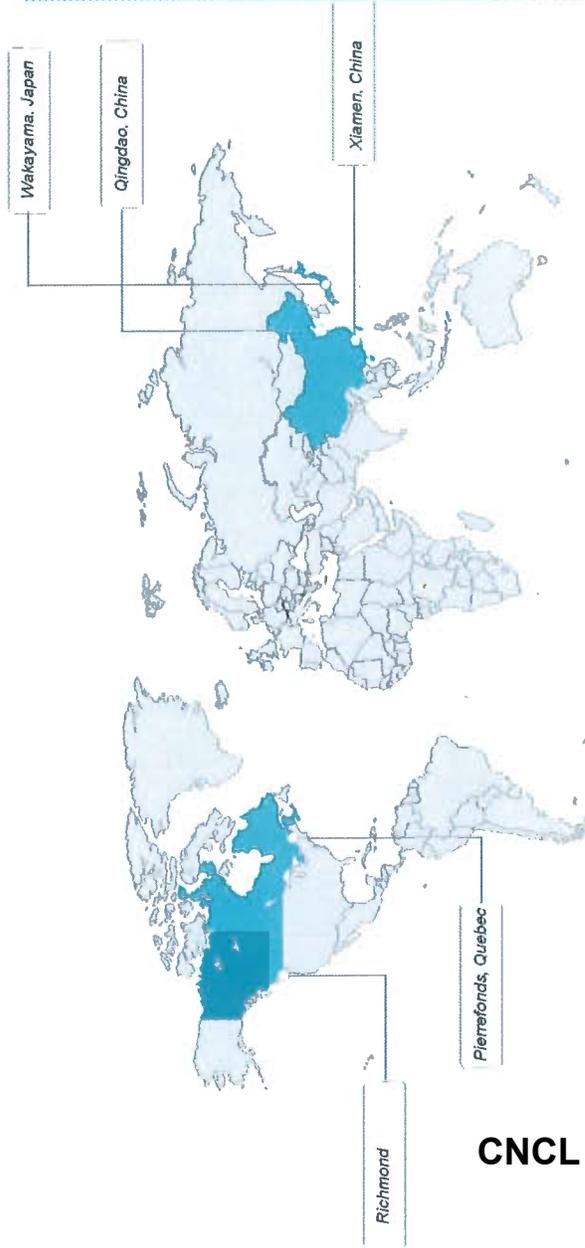
**Vice Chairs**

Ed Gavsie

Glenn Kishi

Helen Quan

Melissa Zhang



Travel Proposal  
 2020: Pierrefonds  
 2022: Pierrefonds & Xiamen  
 2023: Wakayama & Qingdao

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**Invitees** **minimum # of invitees**

- Mayor & City Council (3)
- City Staff (1)
- Sister City committee members (2)
- Translator (1)
- Others at own expense
  - School Board
  - Community Stakeholders

**MAXIMUM 12 INVITEES**

**Length of Delegate Visit**

**2+ days/city PLUS travel days**

**Budget Summary**

**\$4-6K/invitee**

**Gift: \$1,200/city**

**SEEK OUT SPONSORSHIP**

# Summary

## Purpose for Visit

**2020**

**Pierrefonds, Quebec (May - August)** - opening of Richmond Garden

**2022**

**Pierrefonds, Quebec and Xiamen, China** - celebrate 55th milestone anniversary with Pierrefonds (July) and 10th milestone anniversary with Xiamen (April)

**2023**

**Wakayama, Japan and China: Xiamen & Qingdao (late May/June)** - celebrate 50th milestone anniversary with Wakayama and 15th milestone anniversary with Qingdao

**November 25th travel advisory to China - China - Exercise a high degree of caution**  
**needs to be lifted for travel to occur**

# Travel Budget Details

	Total # of Guests	Travel Cost/Person	Total Travel Costs	Gift	TOTAL
2020: Pierrefonds	7	\$4,000	\$20,000	\$1,200	\$21,200
2022: Pierrefonds Xiamen	7	\$5,000	\$30,000	\$1,200	\$31,200
2023: Wakayama AND Qingdao	7	\$5,000	\$30,000	\$1,200	\$31,200
		\$9,000	\$54,000	\$2,400	\$56,400
<b>TOTAL</b>					<b>\$140,000</b>

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# Delegate Visits – Itinerary

## 4 Trips

### 2020 (TBC)

#### Pierrefonds, Quebec

- Day 1: Travel to Montreal
- Day 2: Pierrefonds
- Day 3: Pierrefonds
- Day 4: Travel to YVR

Richmond Garden landscaping launch

### 2022

#### Pierrefonds, Quebec

- Day 1: Travel to Montreal
- Day 2: Pierrefonds
- Day 3: Pierrefonds
- Day 4: Travel to YVR

55th milestone anniversary

#### Xiamen, China

- Day 1: Travel to Xiamen
- Day 2: Xiamen
- Day 3: Xiamen
- Day 4: Xiamen
- Day 5: Travel to YVR

10th milestone anniversary

### 2023

#### Wakayama, Japan & Qingdao, China

- Day 1: Travel to Japan
- Day 2: Wakayama
- Day 3: Wakayama
- Day 4: Travel to Qingdao (2 hour flight)
- Day 5: Qingdao
- Day 6: Qingdao
- Day 7: Travel to Canada

Wakayama & Qingdao milestone anniversaries

# Pierrefonds 2020



Purpose: Opening of Richmond Garden (2020) and/or 55th Anniversary Milestone (2022)

Description	category	quantity	unit cost	amount
Flights (Air Canada)	Transportation	7	906.00	6,342.00
Taxi & Bus	Transportation	7	100.00	700.00
Hotel (nights, cost/night)	Lodging	3	230.00	690.00
Hotel (per person) (one includec	Lodging	6	690.00	4,140.00
Per Diem (2019 rates)	Food	per guest	108.80	761.60
Per Diem (2019 rates)	Food	per day	761.60	2,284.80
Gifts	Other	1	1,200.00	1,200.00
				-
				-
<b>Total Expenses \$</b>				<b>16,118.40</b>

