



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 23, 2018

**From:** Mike Romas  
Manager, Customer Service

**File:** 01-0100-30-SCIT1-  
01/2016-Vol 01

**Re:** **Sister City Advisory Committee Four Year Activity Plan (2019-2022)**

### Staff Recommendation

That:

- 1) the report titled "Sister City Advisory Committee Four Year Activity Plan (2019-2022)", dated November 23, 2018, from the Manager, Customer Service, be received for information; and,
- 2) the 2019-2022 Sister City Advisory Committee Program Activity budget of \$239,050 be referred to the budget process for consideration.

Mike Romas  
Manager, Customer Service  
(604-204-8663)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Department	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  	<b>APPROVED BY CAO</b>  

## Staff Report

### Origin

The Richmond Sister City Advisory Committee (SCAC) currently has a Two Year Activity Plan (2017-2018) which concludes on December 31, 2018. As Council terms are now four years, the SCAC will provide four year plans to align with Council terms starting in 2019.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographic, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

2.4 *Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

5.1 *Advancement of City priorities through strong intergovernmental relationships.*

### Background

The specific objectives of the Sister City Program are:

- To establish and maintain relationships with designated Sister/Friendship Cities that are meaningful and sustained through on-going activity;
- To develop a broad base of activity for Sister/Friendship City relationships in which many people and organizations in the community participate through planned and ongoing contact; and
- To engage the Richmond community and the Sister/Friendship Cities in projects and exchanges that promote cultural awareness and joint learning opportunities.

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 of Richmond formed a Friendship City relationship with Qingdao, China in 2008.

### Summary of 2017-2018 SCAC Activity Plan

The SCAC completed an active 2017-2018 program which was supported with a Program Activity Budget of \$43,500 and the annual Sister City Program (SCP) Administration Operating Budget of \$11,000. Some of the SCAC activities during this period included:

- Celebrated Sister and Friendship City relationship milestones
  - Xiamen, China – 5 years (2017)
  - Qingdao, China – 10 years (2018)
  - Wakayama, Japan – 45 years (2018)
- (2017) 36 Richmond Secondary students participated in the school exchange with students in Wakayama, Japan.
- (2017) Shared Canada 150 greetings with Sister and Friendship Cities.
- (2018) 30 Wakayama students participated in the school exchange with students in Richmond.
- (2018) Participated in the Steveston Canada Day Parade with entry of more than 100+ participants.
- (2018) Supported Steveston Judo Club members (15) to travel to Wakayama.
- (2018) Hosted unofficial delegations from Wakayama and Taiwan.

The next four year plan (2019-2022) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits and student, sport and cultural exchanges.

#### 2019-2022 Goals and Focus of the SCAC

In accordance with the SCP Objectives, the primary focus for the proposed SCP activities with Richmond's sister cities and friendship cities will be to foster activities with the Richmond community and its sister/friendship cities in projects and youth exchanges that promote cultural awareness and joint learning opportunities.

The proposed SCAC 2019-2022 Program Activity Budget is \$239,050, along with the annual SCP Administration Operating Budget of \$11,000. This proposed activity budget was recently endorsed by the SCAC for presentation to Council (Attachment 1).

#### Sister/Friendship City Anniversary Milestones

The SCAC is proposing an allocation of \$750 to be used in commemorating some or all of the following anniversary milestones:

- Pierrefonds – 2022 will be the 55<sup>th</sup> Anniversary
- Xiamen – 2022 will be 10<sup>th</sup> Anniversary

#### Pierrefonds

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 in 2018 with the office of the Mayor of Pierrefonds, regarding their interest in retaining and developing an active Sister City relationship. The SCAC reported that there appears to be strong interest from Pierrefonds to plan future activities with Richmond, including the opening of a new library and interest from the Mayor and Council to visit Richmond. These activities are reflected in the attached 2019-2022 program activities and budget.

### Wakayama

The City, through the SCAC, has contributed financially each year to support the very successful annual Wakayama/Richmond student exchange program. This year marks the 38<sup>th</sup> year for the Wakayama/Richmond student exchange. Since its inception, Richmond has had approximately 500 participants in this program. The exchange has immense cultural significance for the students of Richmond as past students have travelled back to Japan to visit new friends while a number of teachers who facilitate this program also participated in their youth. In 2019, 36 Richmond students will be participating in the cultural exchange between Wakayama and Richmond.

This program is proposed to continue for the 2019-2022 period with an annual contribution of up to \$10,000.

### Xiamen and Qingdao

One of the challenges in nurturing the relatively new China relationships is the emphasis of their government officials to initiate business related activities, as opposed to community and educational type of activities. For this reason, the SCAC plans to foster more youth related sport and cultural exchange initiatives to allow community relationships to develop.

The SCAC wishes to continue to host a Sister-Friendship Cities Table Tennis Tournament every second year. The two day tournament was first held at the Richmond Olympic Oval in 2016. The SCAC invited teams from Qingdao and Xiamen to send high school students to Richmond to compete with our local students. Teams from Qingdao, Xiamen, Wakayama and Pierrefonds were invited to the event in 2017 and 2018 but all cities declined participation citing budget restrictions. The SCAC continues to pursue this event for 2019 and is proposing an annual contribution of \$5,000/per participating City for this event. In addition, the SCAC is proposing to provide \$7,500 to support the Steveston Judo Club who will be hosting a group of 15 students from Qingdao in 2019.

### Annual Salmon Festival and Canada Day Parade

Each year the SCAC organizes community members to join them in marching in the Canada Day Parade. The SCAC is proposing an annual allocation of \$2,500 towards the cost of flags, banners, t-shirts and multi-cultural giveaways that are used for this event.

### Arts & Culture Initiatives

The SCAC is proposing several new arts and culture initiatives including:

- Art exchanges – art show exchanging a collection of works by local artists from sister/friendship cities.
- Photo exchange – photographers from Richmond and Sister/Friendship Cities to share landscape pictures of their community. Option to include 3D Lithophanes printing and gallery viewing.

- Richmond Public Library – coordinate sharing of books and a bookmark exchange.

The Richmond School Board has reviewed and endorsed the SCAC Four Year Activity Plan (Attachment 2).

### **Financial Impact**

The SCP has had an annual Administration Operating Budget of \$11,000, which is part of the City's annual base budget. The 2019-2022 Administration Operating Budget remains at \$11,000 annually.

The SCAC 2014-2016 Program Activity Budget of \$220,000 was funded from surplus from the 2013 budget. The 2017-2018 SCAC Program Activity budget was \$56,500. It is being recommended that the 2019-2022 Sister City Advisory Committee Program Activity budget of \$239,050 be referred to the budget process for consideration.

### **Conclusion**

The Sister City Program is a valued and long-standing City initiative. The program is supported by the Sister City Advisory Committee, a dedicated group of community volunteers who are committed to achieving the SCP goals. The approval of the 2019-2022 Four Year Plan will set clear direction for the Sister City Advisory Committee to maintain robust and meaningful Sister and Friendship City relationships.



Mike Romas  
Manager, Customer Service  
(604-204-8663)

MR:mr

Att. 1: Four Year (2019-2022) Activity Plan Budget

Att. 2: Four Year (2019-2022) Activity Plan

**Sister City Advisory Committee  
Four Year (2019 – 2022) Activity Plan Budget**

The next four year (2019 – 2022) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits, student, sport and cultural exchanges.

An activity budget allocation of \$239,050 is proposed for this period. The following sections provide budget information for engagement activities that the SCAC plans to carry out for 2019 - 2022.

**Richmond Sister City Advisory Committee  
Four Year (2019 -2022) Program Activity Budget**

**SUMMARY OF 2019 – 2022 SCAC PROGRAM ACTIVITY BUDGET**

<b>Annual Program Activities</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Educational Activities</b>				
<ul style="list-style-type: none"> <li>• Student exchanges</li> <li>• Non-visit classroom exchange</li> </ul>	\$12,000	\$22,000	\$22,000	\$22,000
<b>Sports Activities</b>				
<ul style="list-style-type: none"> <li>• Team/Athlete exchanges</li> <li>• Table Tennis event</li> </ul>	\$22,500	\$20,000	\$25,000	\$10,000
<b>Art &amp; Cultural Activities</b>				
<ul style="list-style-type: none"> <li>• Art exchanges</li> <li>• Photo exchange/display</li> <li>• Richmond Public Library book club and bookmark exchange</li> </ul>	\$19,000	\$20,000	\$17,000	\$12,000
<b>Canada Day Parade</b>	\$2,500	\$2,500	\$2,500	\$2,500
<b>Annual City-to-City Recognition</b>	\$1,200	\$1,200	\$1,200	\$1,200
<b>Anniversary Milestones</b>				
<ul style="list-style-type: none"> <li>• Pierrefonds</li> <li>• Xiamen</li> </ul>				\$750
<b>Total SCAC Program Activity Budget</b>	<b>\$57,200</b>	<b>\$65,700</b>	<b>\$67,700</b>	<b>\$48,450</b>
Administration Operating Budget	\$11,000	\$11,000	\$11,000	\$11,000
<b>TOTAL</b>	<b>\$68,200</b>	<b>\$76,700</b>	<b>\$78,700</b>	<b>\$59,450</b>



CNCL - 132

## Sister City Advisory Committee

# Four Year Activity Plan Proposal 2019 - 2022

### 2018 Sister City Advisory Committee Members:

**Chair**

Lisa MacNeil

**Vice-Chairs**

Ed Gavstie  
Glenn Kishi  
Helen Quan  
Eden Jiang Zhang  
Melissa Zhang

**Members**

Allen Chan  
Charan Gill  
Ihsan Malik

**School Board**

Donna Sargent

Kim Ng

Razzak Paracha

# Sister City Advisory Committee

Mandate: to provide advice to and assist the City in the promotion of the City's culture and values, delivery of the Sister City Program and the pursuit of the City's specific goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities.



Wakayama 45<sup>th</sup> Anniversary Tree Planting Ceremony

## 2017 – 2018 Achievements

- ✓ Hosted delegations from Japan & Taiwan
- ✓ Celebrated sister city relationship milestones
  - Wakayama, Japan – 45 years (2018)
  - Qingdao, China – 10 years (2018)
  - Xiamen, China – 5 years (2017)
- ✓ 66 Richmond high school students participated in school exchange with students from Wakayama, Japan
- ✓ Supported Steveston Judo Club members (15) to travel to Wakayama
- ✓ Participated in 2018 Canada Day Parade with entry of more than 100+ participants
- ✓ Shared Canada 150 greetings with Sister & Friendship Cities
- ✓ Researched potential friendship cities for future consideration



2018 Canada Day Parade

## 2019 – 2022 Activity Goals

- ✓ Celebrate harmonious relationship with Pierrefonds
- ✓ Build on current relationships with sister/friendship cities
- ✓ Increase # of school visits
- ✓ Explore non-visit activities and showcase innovative programs around the city
- ✓ Consider activities for ALL age groups
- ✓ Begin path towards twinning with a Friendship city



## Sister City

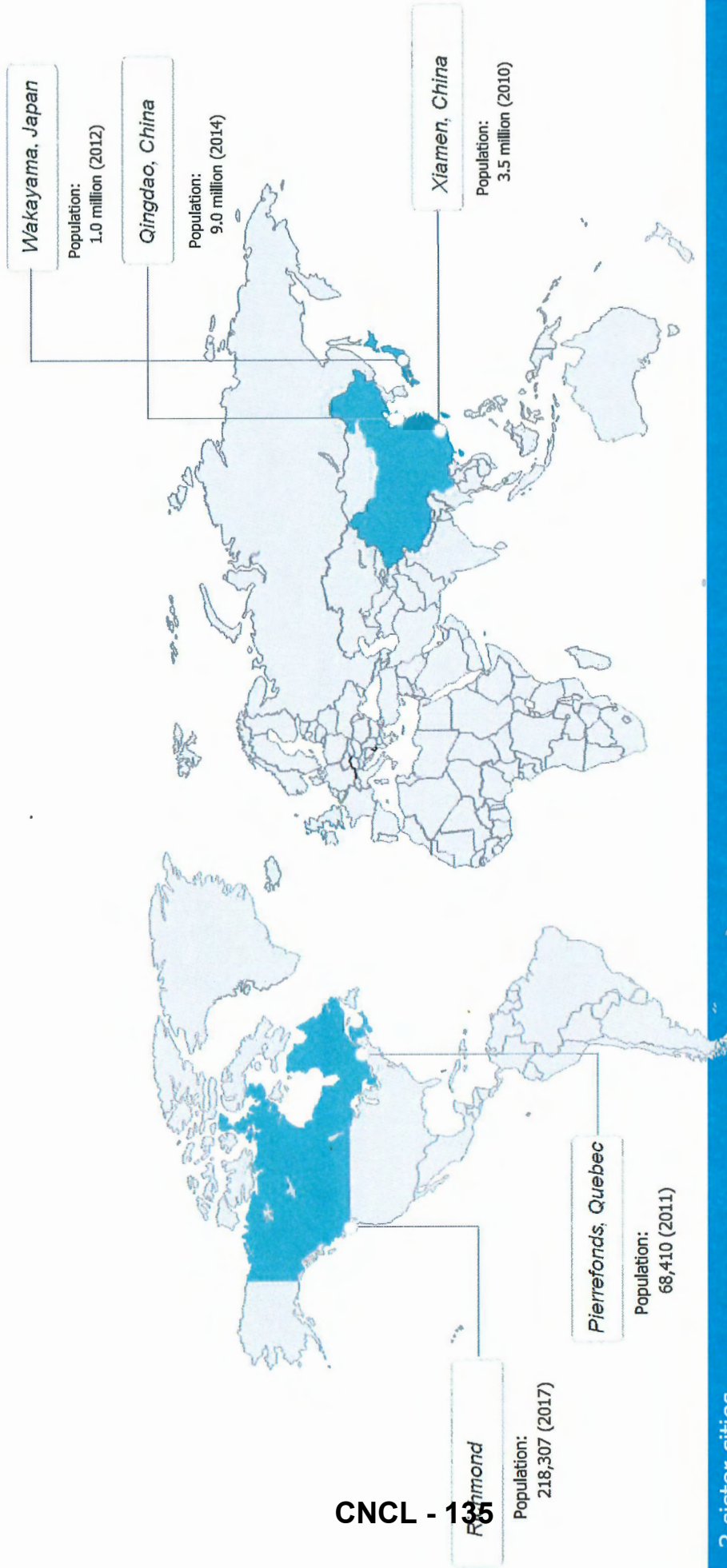
a city that is linked to another,  
usually for the purposes of  
cultural exchange

CNCL - 134

## Friendship City

less formal relationship than  
sister city

# Definition



CNCL - 135

3 sister cities

Pierrefonds, Quebec | Wakayama, Japan | Xiamen, China

1 friendship city

Qingdao, China

# Activity Summary

	2019	2020	2021	2022
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## Annual Base Program Activities (Visit)

	Wakayama	Wakayama	Wakayama	Wakayama
Education				
	Wakayama	Pierrefonds (Pilot)	Pierrefonds	Pierrefonds
Sports	Steveston Judo Club	Xiamen Youth Rugby	Steveston Kendo Club	Hockey Tournament
	Table Tennis	Steveston Kendo Club	Table Tennis	

Outbound Activity

## Annual Base Program Activities (Non-Visit)

Annual "state of the city" letter	X	X	X	X
Exchanges of cities' annual reports and city plans	X	X	X	X
SAC Annual Summary	X	X	X	X
Canada Day Parade	X	X	X	X
Art/Culture & Education	X	X	X	X

## Relationship Activities

Annual City-to-City Recognition	X	X	X	X
Anniversary Milestones				Pierrefonds (55 years) Xiamen (10 years)
City Council/Delegation Visits			to be scheduled	
Activity Plan Relationship Review				X

## Future Twinnings

Explore new Sister City Relationship	X	X		
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# Budget Summary

	2019	2020	2021	2022
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## Annual Base Program Activities

Education	\$12,000	\$22,000	\$22,000	\$22,000
Sports	\$22,500	\$20,000	\$25,000	\$10,000
Art/Culture	\$19,000	\$20,000	\$17,000	\$12,000
Canada Day Parade	\$2,500	\$2,500	\$2,500	\$2,500

## Relationship Activities

Annual City-to-City Recognition	\$1,200	\$1,200	\$1,200	\$1,200
Anniversary Milestones				\$750
City Council/Delegation Visits				

## Administration

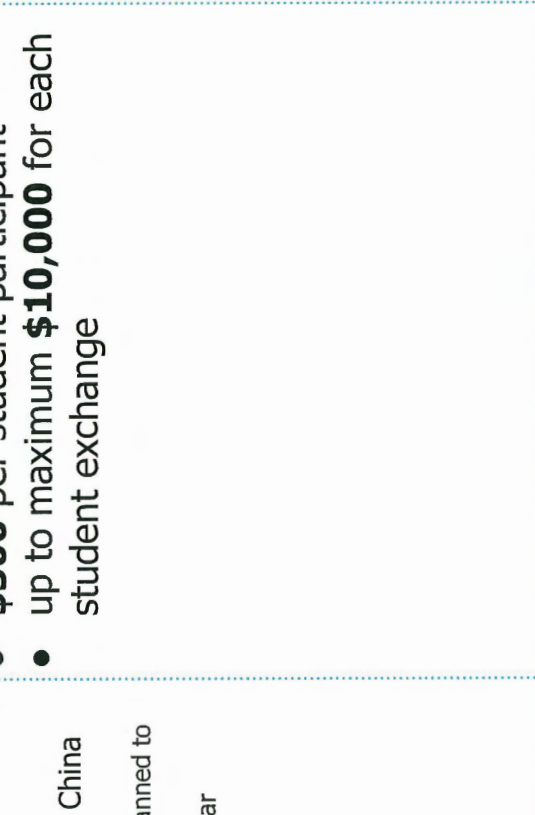
Administration Costs	\$11,000	\$11,000	\$11,000	\$11,000
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<b>SUBTOTAL (year total)</b>	\$68,200	\$76,700	\$78,700	\$59,450
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<b>GRAND TOTAL</b>	\$283,050			
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# Education

## Student Exchanges

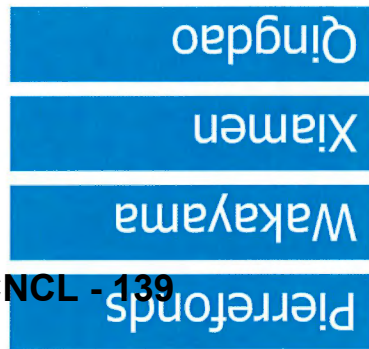
 <p>inbound &amp; outbound</p>	<p>✓ Student exchanges include opportunities to inbound/outbound to sister/friendship cities</p> <ul style="list-style-type: none"><li>• Continue annual exchanges with Wakayama, Japan</li><li>• Explore school exchanges to Montreal (Pierrefonds) &amp; China (Qingdao &amp; Xiamen)<ul style="list-style-type: none"><li>○ 2018/2019 school year: no current school exchanges planned to Montreal.</li><li>○ Pilot Montreal (Pierrefonds) visit in 2019/2020 school year</li></ul></li></ul>	<p><b>Budget Breakdown:</b></p> <ul style="list-style-type: none"><li>• <b>\$500</b> per student participant</li><li>• up to maximum <b>\$10,000</b> for each student exchange</li></ul>
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# Education

## NEW! Non-visit Activities

<p>✓ Non-visit activities to engage students &amp; teachers</p> <ul style="list-style-type: none"><li>• Pilot sharing of lesson plans with educator in sister city<ul style="list-style-type: none"><li>◦ 2019: Art lesson plans targeting elementary school aged children</li></ul></li></ul>	<p><b>Budget Breakdown:</b></p> <ul style="list-style-type: none"><li>• <b>\$2,000</b> per activity – cover costs of supplies and shipping costs</li></ul>
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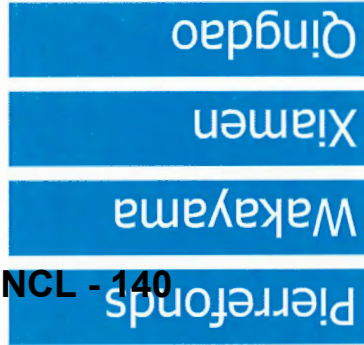
CNCL - 139



# Sports

## Sport Exchanges

CNCL - 140



up to  
**2 activities annually**  
inbound & outbound

- ✓ Sport exchanges open to ALL age groups
- ✓ Competitions or Skills Clinics
- ✓ Inbound activities:
  - February 2019: Steveston Judo Club - Qingdao
  - 2019 & 2021: Table Tennis Tournament
  - 2021: Steveston Kendo Club - Wakayama
  - 2022: Richmond Hockey Tournament
- ✓ Outbound activities:
  - July/August 2020: Xiamen Youth Rugby
  - 2020: Steveston Kendo Club

### Budget Breakdown:

- **\$500** per participant
- up to maximum **\$10,000** for each sport exchange

# Art & Culture

## NEW! Art Exchanges

CNCL - 141

Pierrefonds  
Wakayama  
Xiamen  
Qingdao

up to

**1 activity biannually**  
inbound

✓ Art show exchanging a collection of works by local artists from sister/friendship city

- 3 - 30 pieces of art shown at City Hall
- Art could be:
  - Traditional
  - Modern
  - Visual
  - Photography

**Budget Breakdown:**

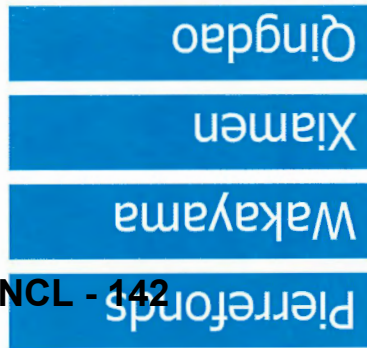
- Shipping
- Opening Night activities for larger show including art show program, appetizers & drinks



# Art & Culture

## NEW! 3D Lithophanes Photo Show

CNCL - 142



pilot in 2020

- ✓ Photographers from Richmond & Sister Cities to share landscape pictures of their community. All photos will be gathered to create a photo show. Photo show will visit each community participating.
- ✓ 2019 show to feature high school students from local photography classes & include senior photo club
- ✓ 3D Lithophanes Photo Show to have a gallery opening night
- ✓ Credit to Richmond Public Library for recommendation to print photos as 3D Lithophanes

### Budget Breakdown:

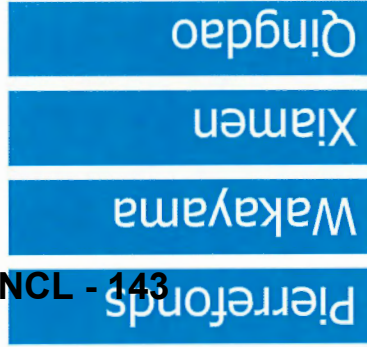
- Funds to cover printing, in case sister cities do not have access to 3D printers
- Shipping costs
- Light panels (TBC)
- Opening Night function

3D Lithophanes - <https://www.instructables.com/id/Lithophanes-How-to-3D-Print-your-photos/>

# Art & Culture

## NEW! Richmond Public Library - Book Club

CNCL - 143



**1 book club program  
yearly**  
inbound & outbound

Launch various programs to coordinate sharing of information with sister city libraries. The activity plan would be to continue or expand on successful activities:

✓ 1 Book, up to 4 Cities book club (annually) with

various audiences:

- Adults
- Seniors
- Youth

✓ Bookmarks to be exchanged with sister city libraries to commemorate milestone anniversary celebrations in 2022

- local artists to design OR leverage city street banner artwork

### Budget Breakdown:

- Sister Cities to participate in Richmond Public Library book club program
- Bookmarks: printing & distribution

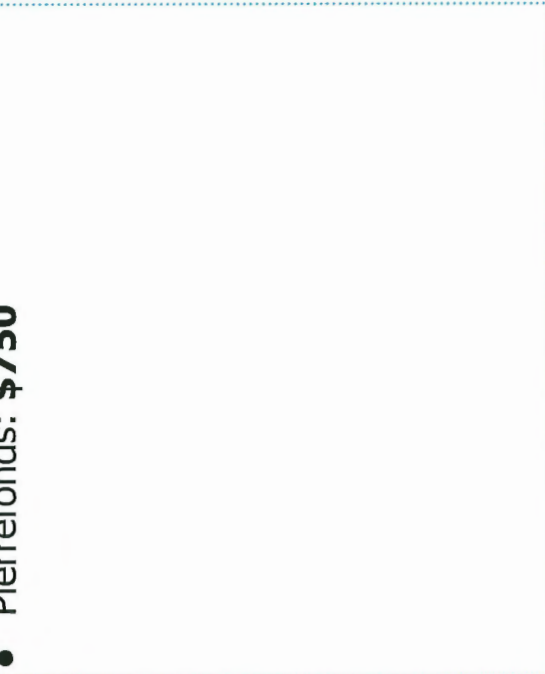
# Art & Culture

## NEW! Richmond Public Library - Assets

<p><b>2019 exchange inbound</b></p> <table border="1"> <thead> <tr> <th>Location</th> <th>Value (Relative)</th> </tr> </thead> <tbody> <tr> <td>CNCL - 144</td> <td>Low</td> </tr> <tr> <td>Pierrefonds</td> <td>Low</td> </tr> <tr> <td>Wakayama</td> <td>Low</td> </tr> <tr> <td>Xiamen</td> <td>High</td> </tr> <tr> <td>Qingdao</td> <td>Low</td> </tr> </tbody> </table>	Location	Value (Relative)	CNCL - 144	Low	Pierrefonds	Low	Wakayama	Low	Xiamen	High	Qingdao	Low	<p>✓ Sister City Libraries to coordinate exchange of assets (ex. recordings from Xiamen Public Library)</p> <ul style="list-style-type: none"> <li>• explore opportunities with other Sister/Friendship Cities</li> </ul>	<p><b>Budget Breakdown:</b></p> <ul style="list-style-type: none"> <li>• costs involved to bring assets into Richmond Public Library</li> </ul>
Location	Value (Relative)													
CNCL - 144	Low													
Pierrefonds	Low													
Wakayama	Low													
Xiamen	High													
Qingdao	Low													

# Milestone Celebrations

## Occurring in 2022

 <p><b>2 milestone celebrations</b></p> <p>Pierrefonds Xiamen Wakayama Qingdao</p>	<p>✓ Two major milestones will be celebrated in 2022</p> <ul style="list-style-type: none"><li>• Pierrefonds: 55 year anniversary - plaque</li><li>• Xiamen: 10 year anniversary - congratulatory note from Mayor</li></ul>	<p><b>Budget Breakdown:</b></p> <ul style="list-style-type: none"><li>• Pierrefonds: <b>\$750</b></li></ul>
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# Canada Day Parade

## Participation in Steveston Salmon Festival

- ✓ Sister City Advisory Committee members participate in Steveston Salmon Festival Canada Day parade

### Budget Breakdown:

- T-shirts for parade participants
- Parade entry decorations
- Handouts to parade attendees

CNCL - 146

Pierrefonds  
Wakayama  
Xiamen  
Qingdao

# Administration

## Operational & Relationship Activities

<p>✓ Annual administrative costs</p> <p>✓ Annual City to City gift - \$300/city</p> <p>✓ Letters between Mayors - annual "state of the city" letter</p> <p>✓ Exchanges of City Annual Reports</p>	<p><b>Budget Breakdown:</b></p> <ul style="list-style-type: none"><li>• <b>\$11,000</b> annually administrative costs</li><li>• <b>\$1,200</b> annually for city to city gifts</li></ul>
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Pierrefonds - 147

Wakayama

Xiamen

Qingdao