



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Tuesday, February 18, 2020  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on February 3, 2020.*



### DELEGATION

1. Sister City Advisory Committee, to present the Mayor and Councillors with bookmarks from the inaugural Scenic Bookmarks series, commemorating a landmark year (2019) with the introduction of the new book club in partnership with the Richmond Public Library.

### ENGINEERING AND PUBLIC WORKS DIVISION

2. **PHOENIX NET LOFT OPTIONS**  
(File Ref. No. 11-7000-01) (REDMS No. 6352306 v. 28)

**GP-18**

**See Page GP-18 for full report**

*Designated Speakers: Marie Fenwick & Jim Young*

STAFF RECOMMENDATION

*That Council provide direction as to the preferred approach for the Phoenix Net Loft as described on pages 3 and 4 of the staff report titled “Phoenix Net Loft Options”, dated January 31, 2020, from the Director, Facilities and Project Development and the Director, Arts, Culture and Heritage Services.*

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DEPUTY CAO'S OFFICE

3. **SISTER CITY TRAVEL**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6295105 v. 5)

GP-31

See Page GP-31 for full report

*Designated Speaker: Mike Romas*

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.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Monday, February 3, 2020

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### AGENDA ADDITION

It was moved and seconded

*That Diversification of the City's Investment Portfolio be added to the agenda as Item No. 8A.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on January 20, 2020, be adopted as circulated.*

**CARRIED**

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**Monday, February 3, 2020**

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**COUNCILLOR CAROL DAY**

**1. BIRTH TOURISM**

(File Ref. No.)

Cllr. Day distributed information on birth tourism including newspaper articles and historical petitions to Parliament to restrict the practice (attached to and forming part of these minutes as Schedule 1). Also, Cllr. Day spoke on historical attempts in Canada and in other countries to restrict birth tourism activities.

Discussion ensued with regard to advocating measures restricting birth tourism activities to the Province, and as a result, it was suggested that copies of the letter be sent to Richmond Members of the Legislative Assembly and Vancouver Coastal Health.

It was moved and seconded

- (1) *That Richmond City Council write a letter to the Federal Minister of Immigration, Refugees and Citizenship, with copies to the Prime Minister, Richmond Members of Parliament, the Premier, the BC Minister of Health, the BC Minister of Municipal Affairs and Housing, Richmond Members of the Legislative Assembly, and Vancouver Coastal Health requesting immediate permanent changes to the Canadian immigration laws which would end automatic Canadian citizenship being bestowed on babies born in Canada to non-resident parents who are not citizens of Canada; and***
- (2) *That staff provide information on:***
  - (a) *the City's rental bylaws and how it relates to birth tourism; and***
  - (b) *the birth tourism businesses operating in the city and enforcing such activities through business licenses;******and report back.***

The question on the motion was not called as discussion then ensued with regard to:

- reviewing long-term rental regulations as it relates to illegal birth tourism services;
- potential impact of birth tourism to local medical services;
- reporting illegal businesses to the Canada Revenue Agency; and
- provisions that could limit acquisition of Canadian citizenship by birth.

## General Purposes Committee

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In reply to queries from Committee, staff noted that birth tourism services is not a recognized business in Richmond so enforcement can be done through ancillary unlicensed activities such as tutoring, food services and chauffer services. Also, staff noted that staff can provide a memorandum on the City's ability to enforce illegal operations that are not under municipal jurisdiction as well as the City's ability to regulate illegal birth tourism activities through rental bylaws.

Discussion ensued with regard advocating for vulnerable persons such as refugees and stateless individuals, and as a result, the following **amendment motion** was introduced:

It was moved and seconded

*That the phrase "with protection for vulnerable people such as stateless persons and refugees" be added to the motion following the word "Canada".*

#### **DEFEATED**

Opposed: Mayor Brodie  
Cllrs. Au  
Day  
Loo  
McNulty  
McPhail  
Steves

The question on the main motion was then called and it was **CARRIED** with Cllr. Greene opposed.

## COMMUNITY SERVICES DIVISION

### 2. **KAIWO MARU TALL SHIP RECRUITMENT – PROPOSED DELEGATION TO JAPAN NATIONAL INSTITUTE FOR SEA TRAINING**

(File Ref. No. 11-7400-01) (REDMS No. 6392279 v. 10)

Mayor Brodie provided a correction in the staff report, noting that the ship *Kaiwo Maru* visited Richmond in 2004 instead of 2005.

In reply to queries from Committee, staff noted that Richmond established contacts with *Kaiwo Maru* officials during the Ship's previous visit, however these contacts may no longer be current. Staff added that establishing personal relationships with Ship officials would aid in recruiting the Ship. Also, staff added that the Ship is a member of the Japanese Navy and requires additional time to organize a visit.

## General Purposes Committee

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Discussion ensued with regard to (i) options to reduce delegation costs by sourcing local translator services in Japan or utilizing video conferencing options, (ii) estimating the costs of hosting the Ship, (iii) strengthening Richmond's relationship with its Sister City Wakayama, and (iv) seeking assistance from the Consul General of Japan in the recruitment of the Ship.

A letter of invitation from the Nagasaki Tall Ships Festival Executive Committee to invite a delegation from Richmond to attend the 2020 Nagasaki Tall Ships Festival was distributed (attached to and forming part of these minutes as Schedule 2).

It was moved and seconded

- (1) *That a delegation comprising of Councillors Bill McNulty and Harold Steves be sent to Japan in April 2020 to pursue recruitment of the Kaiwo Maru as outlined in the staff report titled "Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training," dated January 22, 2020, from the Director, Parks Services; and*
- (2) *That delegation travel costs of up to \$40,000 be funded from the Council Contingency account.*

The question on the motion was not called as discussion ensued with regard to options to reduce delegation costs, and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That the staff report titled "Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training," dated January 22, 2020, from the Director, Parks Services, be referred back and that staff provide information on:*

- (1) *communication with the Consul General of Japan for recruitment support;*
- (2) *the potential cost of hosting the Kaiwo Maru; and*
- (3) *the breakdown of delegation travel costs;*

The question on the referral motion was not called as discussion ensued with regard to dolphin hunting activities in Japan.

The question on the referral motion was then called and it was **DEFEATED** with Mayor Brodie, and Cllrs. Greene, Loo, McNulty, McPhail, and Steves opposed.

The question on the main motion was then called and it was **CARRIED** with Cllrs. Au, Day, Greene and Wolfe opposed.

## **General Purposes Committee**

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Discussion ensued with regard to the cost of hosting the *Kaiwo Maru*, and as a result, staff were directed to provide a memorandum related to historical budgets of hosting the Ship, in time for the next Council meeting.

It was then noted that the date of the proposed delegation would be scheduled for April 16 to 24, 2020.

#### **3. 2020 ARTS AND CULTURE GRANT PROGRAM**

(File Ref. No. 11-7125-01) (REDMS No. 6360660 v. 4)

Staff spoke on the Program, noting that the City will continue to host grant writing workshops to support potential Program applicants.

Discussion ensued with regard to (i) the Program selection process and eligibility requirements, (ii) source funding from gaming revenues and (iii) increasing funding for community arts programs.

*Cllr. Greene left the meeting (4:58 p.m.) and returned (5:00 p.m.).*

In reply to queries related to gaming funding allocation, staff noted that staff will be reviewing such allocations to account for variance in gaming revenues and reporting back to a future meeting.

*Cllr. Day left the meeting (5:05 p.m.).*

It was moved and seconded

***That the 2020 Arts and Culture Grants, less the proposed grant to the Caravan Stage Society, be awarded for the recommended amounts and cheques disbursed for a total of \$114,315, as identified in Attachment 1 of the staff report titled “2020 Arts and Culture Grant Program” dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.***

**CARRIED**

In accordance with Section 100 of the *Community Charter*, Cllr. McPhail declared to be in a conflict of interest as her husband has business interests in the Caravan Stage Society, and Cllr. McPhail left the meeting – 5:07 p.m.

It was moved and seconded

***That the grant to the Caravan Stage Society be awarded for the recommended amount and cheque disbursed for a total of \$2,500, as identified in Attachment 1 of the staff report titled “2020 Arts and Culture Grant Program” dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.***

**CARRIED**

Cllr. McPhail returned to the meeting – 5:08 p.m.

## General Purposes Committee

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#### 4. **2020 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 11-7000-01) (REDMS No. 6360043 v. 12)

*Cllr. Day returned to the meeting (5:08 p.m.).*

Discussion ensued with regard to funding requests submitted by the Hamilton Community Association and the Richmond City Centre Community Association and staff noted that recommended allocations are based on the 2020 Parks, Recreation and Community Events Grant budget.

Discussion then ensued with regard to source funding to upgrade the Richmond Curling Centre building from the City's Capital Fund and staff noted that detailed costs for building upgrades are currently being worked on.

*Cllr. Au left the meeting (5:10 p.m.) and returned (5:12 p.m.).*

Discussion took place with regard to the terminology used in the application by the Richmond Fitness and Wellness Association that refers to the utilization of consultant fees and it was suggested that alternative terminology be used to describe such fees in future applications.

*Cllr. Au left the meeting (5:16 p.m.) and returned (5:19 p.m.).*

It was moved and seconded

***That the 2020 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$88,100, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.***

The question on the motion was not called as discussion ensued with regard to increasing the proposed grants to Hamilton Community Association and the Richmond City Centre Community Association.

As a result of the discussion, the following **amendment motion** was introduced:

It was moved and seconded

***That the balance of the remaining funds from the 2020 Parks, Recreation and Community Events Grants, in the amount of \$728.32, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services, be distributed evenly (\$364.16 each) and added to the recommended grant amounts for Hamilton Community Association and the Richmond City Centre Community Association.***

**CARRIED**



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The question on the main motion, which reads as follows:

*That the 2020 Parks, Recreation and Community Events Grants, less the proposed grant to KidSport, be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$88,828.32 as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.*

was then called and it was **CARRIED**.

In accordance with Section 100 of the *Community Charter*, Cllr. Loo declared to be in a conflict of interest as she is involved in KidSport fundraising activities, and Cllr. Loo left the meeting – 5:20 p.m.

Discussion ensued with regard to the recommended grant to KidSport and it was suggested that the \$5,000 from the proposed grant of \$24,000 be allocated for sports not recognized by the KidSport organization.

As a result of the discussion, the following **motion** was introduced:

- (1) *That the grant to KidSport be awarded and a cheque disbursed for the amount of \$19,000; and*
- (2) *That \$5,000 be held back and allocated to sports groups not recognized by KidSport and that this be administered by staff.*

**CARRIED**

Cllr. Loo returned to the meeting – 5:21 p.m.

Staff commented on the distribution of gaming revenue for grants, noting that of the 15% of the gaming revenue received, approximately 75% of that funding is allocated for Health, Social and Safety Grants, 12.5% is allocated for Arts and Culture Grants, and 12.5% is allocated for Parks, Recreation and Community Events Grants. Staff was requested to provide a memorandum outlining the breakdown and allocation of the casino gaming revenue.

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**PLANNING AND DEVELOPMENT DIVISION**

**5. 2020 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 03-1085-01) (REDMS No. 6367626 v. 3)

In reply to queries from Committee, staff noted that the remaining balance from the proposed Grants would typically go to the Grant Provision Account for use in future grant programs. Staff were then directed to provide a memorandum on information related to unallocated funds.

It was moved and seconded

*That the 2020 Health, Social and Safety Grants be awarded for the recommended amounts and funding cycles, and cheques be disbursed for a total of \$593,133 as per the staff report titled "2020 Health, Social and Safety Grants", dated December 19, 2019, from the Director, Community Social Development.*

The question on the motion was not called as discussion ensued with regard to the unallocated funds from 2019. Staff noted that the 2019 unallocated funds stated in the staff report was not accurate and staff can provide an updated figure to Committee.

Discussion then ensued with regard to the application submitted by the Parish of St. Albans and their community programs. Staff noted that a memorandum would be prepared providing more information on St. Albans' programs including the Friday meal program. Staff added that St. Albans no longer provides extreme weather shelter services and that the Salvation Army has taken over operations of such services.

As a result of the discussion, the following **amendment motion** was introduced:

It was moved and seconded

*That \$14,700 be added to the proposed grant of \$15,300 to the Parish of St. Albans, for a total of \$30,000.*

The question on the motion was not called as it was suggested that any additions to the grant for St. Albans be considered once the memorandum on the unallocated funds related to the Health, Social and Safety Grants and more information on a breakdown of St. Albans' budget is provided to Council. As a result there was agreement from the mover, the seconder and all members present to withdraw the amendment motion, and the amendment motion was **WITHDRAWN**.

The question on the main motion was then called and it was **CARRIED**.

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**6. 2020 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 6356676 v. 4)

It was moved and seconded

*That, as per the staff report titled "2020 Child Care Grants," dated December 11, 2019, from the Director, Community Social Development:*

- (1) The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and*
- (2) The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.*

**CARRIED**

**LEGAL AND LEGISLATIVE SERVICES DEPARTMENT**

**7. AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN RELATION TO AGENDA PREPARATION AND DISTRIBUTION**

(File Ref. No. 12-8060-20-010124) (REDMS No. 6367198)

It was moved and seconded

*That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.*

**CARRIED**

**8. APPOINTMENT OF ACTING CORPORATE OFFICER**

(File Ref. No. 05-1400-01) (REDMS No. 6386303)

It was moved and seconded

*That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).*

**CARRIED**

**8A. DIVERSIFICATION OF THE CITY'S INVESTMENT PORTFOLIO**

(File Ref. No.)

Discussion ensued with regard to the City's Investment Portfolio including reviewing appropriate socially responsible types of investments.

As a result of the discussion, the following **referral motion** was introduced:

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It was moved and seconded

*That staff review the City's investment policy and portfolio and report back on recommendations.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:44 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, February 3, 2020.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator

**Open for signature**

June 16, 2016, at 10:40 a.m. (EDT)

**Closed for signature**

October 14, 2016, at 10:40 a.m. (EDT)

**Presented to the House of Commons**

[Alice Wong \(Richmond Centre\)](#)

October 19, 2016 (Petition No. 421-00775)

**Government response tabled**

**December 2, 2016**

## Petition to the Government of Canada

Whereas:

- The Jus soli, or birthright citizenship, law of Canada enables an abusive and exploitative practice often called 'Birth Tourism', which permits expectant mothers who are foreign nationals, with no status in Canada, to gain automatic citizenship for their children born within Canada;
- All but one other developed country in the world has eliminated provision for birthright citizenship because of the widespread abuse it is open to; and
- The practice of 'Birth Tourism' can be very costly to taxpayers since it is used to ensure that after the child reaches 18 years of age Canada's education system can be used at a publicly subsidised cost, and he/she can sponsor his/her parents and many other family members, thus taking advantage of Canada's public health system and social security programmes such as OAS and the GIS.

We, the undersigned, **Citizens of Canada**, call upon the **Government of Canada** to:

1. Enact legislation which will fully eliminate birthright citizenship in Canada unless one of the parents of the child born in Canada is a Canadian citizen or permanent resident of Canada;
2. Ensure the new legislation is thorough and complete, and does not allow any 'loopholes' which permit birthright citizenship;
3. Consult with the Supreme Court before enacting the legislation in order to best ensure that the new legislation will not be challenged in court; and
4. Immediately invoke the Notwithstanding Clause in support of the legislation, if it is overturned in the Supreme Court, and that it immediately re-write the law in a form which will better withstand future court challenges.

**Open for signature**

March 19, 2018, at 1:52 p.m. (EDT)

**Closed for signature**

July 17, 2018, at 1:52 p.m. (EDT)

**Presented to the House of Commons**

Joe Peschisolido (Steveston—Richmond East)

October 5, 2018 (Petition No. 421-02721)

**Government response tabled**

November 19, 2018

## Petition to the House of Commons in Parliament assembled

**Whereas:**

- An abusive and exploitative practice known as 'Birth Tourism' now exists in Canada, whereby expectant mothers who are foreign nationals, with no status in Canada, gain automatic citizenship for their children born in Canada;
- The practice of 'Birth Tourism' is fundamentally debasing the value of Canadian citizenship;
- The practice of 'Birth Tourism' can be very costly to taxpayers, since it can be used to gain access to Canada's publicly subsidized post-secondary education system and to take advantage of Canada's public healthcare system and generous social security programs, all without having to contribute much to the funding of these systems and programs';
- Canadian citizens and permanent residents have been displaced by foreign nationals at local hospitals, thereby requiring Canadian citizens and permanent residents to seek medical attention at other facilities;
- Underground and unregulated 'for profit' businesses have developed both in Canada and 'countries of origin' to facilitate the practice of 'Birth Tourism'; and
- The instances of 'Birth Tourism' are increasing in multiple cities across Canada.

We, the undersigned, **citizens and permanent residents of Canada**, call upon the **House of Commons in Parliament assembled** to:

1. Publicly state that the government does not support 'Birth Tourism' due to the inherent unfairness of this practice and the negative consequences associated with it;
2. Commit public resources to determine the full extent of this practice across Canada; and
3. Expeditiously implement concrete measures to reduce and eliminate this practice.

Dr. Kathleen Ross, President of "Doctors of BC"

We're at a crisis, a tipping point, so it's really important that some higher authority takes this on."

The Province newspaper

Richmond is home to a shadowy network of several dozen businesses that help women give birth in Canada for fees in the tens of thousands of dollars

information about a serious West End assault that has left a man in hospital for nearly two months.

The assault happened on Nov. 30, 2023, just before 1 a.m. on Thurlow north of Osler streets. The man was left with extensive injuries.

Investigators believe the victim was involved in an argument with a group and

subsequently. The attacker is believed to have fled along with two other individuals.

When VPD made their initial plea for tips on Dec. 6, 2023, investigators said they hadn't been able to interview the victim due to his injuries.

On Monday, Vancouver police released surveillance footage of three individuals who may know what happened in the November attack.

## VANCOUVER

### Bike Doctor set to open again

Bike Doctor is returning to Vancouver.

The popular commuter bike store at 137 West Broadway closed in 2022 but will reopen in the same location on Thursday, March 5.

Erin Jurgens, a former employee, is the new owner. He said the store will be getting a facelift, but plans to offer the same kind of service.

— [ProMedia Wire Services](#)

Ads on [haidu.com](#) target women hoping to give birth in Canada, promising top notch education and citizenship for their babies. — [HAI](#)

# U.S. birth tourism crackdown may mean waves of 'passport babies' in Canada

RANDY SHINE

Canada could see an uptick in birth tourism after the Trump administration graded its customs officers more powers to prevent pregnant women from entering the United States.

American consular officials are being urged to refuse entry to women believed to be entering the U.S. in order to gain citizenship for their child by giving birth there.

"The United States has made a very good attempt at finding an administrative solution to a growing problem without having to change their constitution," said Richard Quaresimone, MHA for John.

Australia, the United Kingdom, New Zealand, France, Germany and South Africa have all altered their citizenship laws to discourage birth tourism.

"Canada is one of a few countries that grants citizenship automatically to anyone

born in this country," said John. "Where are people going to go if they can't go to the United States? The number one place is Canada."

Estimates of the number of babies born to birth tourists in the U.S. each year range from 10,000 by the Centers for Disease Control to 40,000 by the Center for Immigration Studies.

In Canada, the number of births to non-residents has more than doubled since 2012, to just over 4,000 a year. Non-residents account for two per cent of all births in Canada.

Doctors have warned that the number of foreign nationals giving birth in Canada is putting a strain on health care delivery and have urged the federal government to take steps to curb the practice.

"We're at a crisis, a tipping point, so it's really important that some higher authority takes this on," said Dr. Kathleen Ross, president of Doctors of B.C. "Hospitals and

doctors have no option but to provide service. We can't turn people away if they are sick, injured or in labour. More than half of all babies born to non-residents in B.C. — around 700 a year — are delivered at Richmond Hospital.

Doctors have no option but to provide service. We can't turn people away if they are sick, injured or in labour. More than half of all babies born to non-residents in B.C. — around 700 a year — are delivered at Richmond Hospital.

China who want to give birth in Canada offer luxurious accommodations, a guarantee to get through customs, and birthright citizenship for the child in the "world's most livable country."

Among the other benefits enabled by birth tourism business: 12 years of free public education, university fees just 10 per cent of those paid by international students, world-class medical facilities and free health care, and reunification immigration for the parents of child citizens once they turn 18.

Services typically include accommodation near the hospital, meals, transportation to and from the hospital, assistance with travel docu-

ments and birth certificate applications, and obstetric care.

"If it was a trickle, I wouldn't worry about it, but this has been growing year after year and it's become a significant business," said John.

Immigration, Refugees and Citizenship Canada says birth tourism is not widespread, but the department is taking steps to better understand the practice.

Nonetheless, the federal government last year "invested \$5.9 million to protect Canadians, and these seeking to start a new life in Canada — from unscrupulous immigration consultants."

"This investment will increase investigations and enforcement, expand public awareness and strengthen the oversight of consultants," the department said in a statement.

— [With file from Pamela Teyssie](#)  
[chun@jpostmedia.com](#)

## VICTORIA

**VICTORIA** — A well spotted roanling a busy Victoria neighbourhood not far from the B.C. legislature has been safely captured.

The well was first spotted Saturday in the James Bay area but police and animal control officers were unable to track it down.

Officers and an emergency response team found the wolf Sunday and trailed it to an area where it curled up and appeared to fall asleep.

The adult male will soon be acquired and safely removed from the area.

## Police release video of assault

Whereas our policies are  
intending to help bridge off  
these individuals, when many have

**▶ [www.mhhe.com](http://www.mhhe.com)**

9:45 PM

1000 9 4 0

[illegible]

## ◆◆加拿大生孩子 落地国籍享福利

[illegible]

## 加拿大生孩子好处

1. 柏拉圖天生孩子可以學東西方面面更人相信的觀點心靈世界

無知無能

先帝衣履歸葬

「美國田納西州——明尼蘇達州密西根州伊利諾——芝加哥聖路易——」

[illegible]

房間展示

黃永烈著・鄧嗣德編

無知無識

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10/10/00

**Abstract**

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Councillor Bill McNulty  
City of Richmond, BC  
6911 No.3 Rd  
Richmond, BC  
Canada V6Y 2C1

Schedule 2 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
February 3, 2020.

20<sup>th</sup> January 2020

Notice: 2020Nagasaki Tall Ships Festival

Dear Councillor McNulty,

Happy New Year 2020!

I trust the Year of the Rat finds you healthy and well.

I am writing to today to invite you to view the Nagasaki Tall Ships Festival 2020 running from April 23-27, 2020. The opening will be on Thursday, April 23 at approximately 11:00 AM when the ships enter the harbor. We will have various Tall Ships attending that will be of interest to the City of Richmond and yourself. I believe you already know the Russian vessel and our own Nippon Maru and Mirai-e.

Also I invite you to visit our recently renovated Dejima Island, world heritage in Nagasaki.

Hoping to see you in April.

Thank you for your time and continued support.

Yours truly,

Dene Shiowaki Nagasaki Tall Ships Festival Executive Committee Chairman

塩脇 傳英

Inquiries

Sakura Yamamoto

Office of Nagasaki Tall Ships Festival Executive Committee

Tourism Promotion Division, Nagasaki City Hall

TEL: +81-95-829-1314 FAX: 095-829-1232

E-mail: kanko@city.nagasaki.lg.jp

Address: 4-1 Sakura-machi, Nagasaki 850-0031



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 31, 2020

**From:** Jim V. Young, P. Eng.  
Director, Facilities and Project Development

**File:** 11-7000-01/2019-Vol 01

Marie Fenwick  
Director, Arts, Culture and Heritage Services

**Re:** Phoenix Net Loft Options

### Staff Recommendation

That Council provide direction as to the preferred approach for the Phoenix Net Loft as described on pages 3 and 4 of the staff report titled "Phoenix Net Loft Options", dated January 31, 2020, from the Director, Facilities and Project Development and the Director, Arts, Culture and Heritage Services.

Jim V. Young, P. Eng.  
Director, Facilities and Project Development  
(604-247-4610)

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Policy Planning	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Origin

On December 11, 2017, Council approved the 2018 Capital Budget which included \$11.5 million to complete the Phoenix Net Loft Preservation Project. Following an open and competitive procurement process, staff received a contractor's price of \$19.44 million which exceeds the Council approved budget by \$7.94 million.

Given the highly deteriorated condition of the Phoenix Net Loft, there is a high risk of collapse during the construction process. Procurement for construction services was publicly posted through BC Bid. Staff also contacted several contractors with heritage construction experience to advise them of the public request for services. Only one contractor responded to the BC Bid posting. Prospective contractors advised that the Phoenix Net Loft is a risky project that also has significant worker safety issues related to staff working over water. The price received reflects the high cost of managing these risks and worker safety issues.

The purpose of this report is to present Council with additional information on cost saving and preservation options, potential grant opportunities, a proposed public consultation process, and to seek Council direction on the preferred approach to the Phoenix Net Loft.

## Analysis

### Background

The project was approved based on the following scope as adopted by Council on April 16, 2018:

- The building be raised by approximately 0.9 metres resulting in a new first floor building elevation of 3.5 metres that will significantly improve the level of flood protection.
- The second floor be reconstructed at a lower elevation, thereby increasing the usable second floor area from approximately 6,900 sq. ft. to approximately 10,300 sq. ft. for a total usable area of 20,600 sq. ft.
- The roof be replaced with corrugated tin, which is the same as the Britannia Shipyard Building.
- Concrete or steel piles be used in order to preserve the flexibility to convert the Phoenix Net Loft to other uses and enable it to meet current building code seismic standards, which is a requirement for full public occupancy.

The scope for preservation does not include the improvements or costs for internal space programming. Potential internal space programming options and order of magnitude costs can be found in Table 2 of Attachment 4. The order of magnitude estimate of these additional costs are \$9 - \$16 million which would increase the total project cost to an estimated \$28.44 – \$35.44 million.

The Phoenix Net Loft is located on a water lot leased from the province for a 30 year period, effective as of 2017.

The Phoenix Net Loft is listed on the City of Richmond's Heritage Inventory but is not part of the Britannia Shipyards National Historic Site and is not a City or nationally designated heritage site. Buildings included on the Heritage Inventory list are considered to be important heritage resources which contribute to the City's heritage character, but are not formally protected. For background information on the facility, please refer to Attachment 1 – Phoenix Net Loft – Heritage Value Considerations.

### Cost Saving Options for the Phoenix Net Loft

Staff explored several cost saving options for Council's consideration as outlined in Table 1. Currently, Council has approved preservation of the Phoenix Net Loft. The contractor's price is \$19.44 million which exceeds the Council approved budget by \$7.94 million. All cost saving measures noted in Table 1 are considered order of magnitude in accuracy and would require further advancement of the design and/or tendering to refine estimates. Based on the Heritage Value Considerations for the Phoenix Net Loft included in Attachment 1 in this report, Options 2 and 3 will negatively impact the heritage value of the building due to the decrease in building massing and interior volume.

**Table 1: Summary of Potential Cost Saving Options for Preservation of the Phoenix Net Loft**

OPTIONS	IMPACT	TOTAL PROJECT COST (2020 \$)
<b>Option 1 – Eliminate Second Floor Occupancy</b> This option will reduce costs related to structural, electrical and mechanical.	\$1.5 million cost reduction	\$17.94 million
<b>Option 2 – 70% Building Length and Retain Second Floor Occupancy</b> This option reduces the length of the current structure from 46 metres to approximately 32 metres.  (Refer to Attachment 2 for length preservation graphics)	\$3.0 million cost reduction	\$16.44 million
<b>Option 3 – 40% Building Length and Eliminate Second Floor Occupancy</b> This option reduces the length of the current structure from 46 metres to approximately 18.4 metres and eliminates second floor occupancy.  (Refer to Attachment 2 for length preservation graphics)	\$7.94 million cost reduction	\$11.5 million

### Additional Preservation Alternatives

Staff explored several other preservation alternatives as described in a letter to Mayor and Council from Councillor Harold Steves (Attachment 3). These alternatives are described further below and are not recommended given increased project costs.

### **Foundation Similar to Steveston Harbour Authority Waterfront**

The waterfront buildings along the adjacent Steveston Harbour Authority (SHA) property previously had their pile foundations in-filled to form a solid foundation. Staff met with the SHA General Manager and the Engineer who managed the project to discuss the completed work and to further define the efforts involved to re-create this for the Phoenix Net Loft. Through this investigation, along with inputs from structural and environmental engineers, Scott Construction

determined that while feasible to implement, this alternative foundation would carry a significant premium and would increase the cost of the preservation project by \$7.16 million, for a total cost of \$26.6 million.

To implement this alternative foundation, in-depth environmental assessment work would have to be completed to facilitate the City's re-application for a Forests, Lands, Natural Resource Operations (FLNRO) permit. This permit is a requirement for the work to proceed and typically takes two years to obtain the necessary approvals.

### **Lead Paint Abatement and Reuse of the Existing Plank Siding**

Due to the substantial lead paint contamination of the existing wood plank siding, the current preservation scope has accounted for the complete replacement with materials of similar appearance. If the desire is to reuse the existing siding, an extensive abatement process will have to be implemented which would carry added costs for treatment and handling of the contaminated material. This process may not be successful given the depth of the lead paint contamination in the existing siding. Scott Construction indicated that this alternative approach would increase the cost of the preservation project by \$2.36 million, for a total cost of \$21.8 million.

### **Demolition**

The estimated cost for demolition is \$1.4 million. The remaining \$10.1 million, less design costs incurred to date, would be returned to the original funding source for future projects.

### **Additional Funding Opportunities**

In addition to pursuing cost saving measures, staff explored potential options for additional funding to support the project. Depending on the final Council approved program plan for the Phoenix Net Loft, there are two grants which may be able to help fund work on the facility.

The Government of Canada *Cultural Spaces Fund* supports the improvement of physical conditions for arts, heritage, culture and creative innovation, including renovation and construction projects, the acquisition of specialized equipment and feasibility studies related to cultural spaces. The fund's support for an individual project is up to 50 per cent of total eligible expenses up to a maximum of \$15 million for a construction or renovation project. Applications are received on an on-going basis.

Heritage BC administers the *Heritage Legacy Fund* which was established through a grant from the Province of British Columbia for projects involving the preservation, rehabilitation, and/or restoration of a built community heritage resource. This program provides financial contributions of up to 50 per cent of eligible projects up to a maximum of \$25,000 and the next application intake will be Spring 2020.

### **Steveston Heritage Sites Interpretive Plan**

Staff are currently working with community stakeholders to develop a Steveston Heritage Sites Interpretive Plan (Interpretive Plan). The Interpretive Plan will confirm the audience, stories and interpretive methods used across all the heritage sites in Steveston – including Britannia Shipyards. Specifically, the Interpretive Plan will inform the future operations at the Britannia

Shipyards, including offering potential program options for the future use of the Phoenix Net Loft space which could augment overall site operation. The Interpretive Plan is expected to be completed in the third quarter of 2020.

### **Proposed Public Consultation Process**

A proposed public consultation process is detailed in Attachment 4 – Phoenix Net Loft - Proposed Public Consultation Process. Order of magnitude costs for the implementation of potential programs, in addition to base preservation costs, are also presented in Attachment 4.

### **Financial Impact**

The financial impact is dependent on which option(s) Council chooses and any changes would be reflected accordingly in the amended Consolidated 5 Year Financial Plan. The provided costing has been escalated to 2020 dollars and is subject to market condition increases if the work is not awarded within the same year.

### **Conclusion**

Following an open and competitive procurement process, the City was unable to secure a contractor to deliver the scope of work adopted by Council for the Phoenix Net Loft Preservation project within the approved budget.

Staff have researched and presented several options for Council's consideration and are seeking direction on Council's preferred approach prior to proceeding with next steps.



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- Att. 1: Phoenix Net Loft – Heritage Value Considerations  
2: Phoenix Net Loft – Length Remaining  
3: Letter to Mayor and Council from Councillor Harold Steves  
4: Phoenix Net Loft – Proposed Public Consultation Process

### **Phoenix Net Loft - Heritage Value Considerations**

In 2015, Donald Luxton and Associates, Cultural and Heritage Resources Management Consultants, prepared a Conservation Review for the Britannia Shipyards National Historic Site and the Phoenix Net Loft. This document provides background information on the historic context of Steveston, a history of Britannia Shipyards, a Statement of Significance for the site, and Statements of Significance for individual buildings, including the Seine Net Loft and the Phoenix Net Loft.

The Conservation Review states that the heritage value of the Phoenix Net Loft is found in its historical association to the canning and fishing industries in Steveston. The Phoenix Cannery was built by Marshall English in 1882, and the Phoenix Net Loft was constructed circa 1943, later than the original cannery buildings.

The Phoenix Net Loft is one of the last surviving structures associated with the Phoenix Cannery. The use, repair and storage of fishing nets was an integral part of the fishing industry, and the Phoenix Net Loft has aesthetic value as a good example of a structure constructed solely as a net mending and storage facility. Its massive size, large internal space and wood piling foundation as a response to its location on the riverfront represent its use as a net loft. The size of the building is a key component of demonstrating its use as a net mending facility, able to accommodate nets of significant length. It operated as a net storage and repair facility until the early 2000's when the City acquired the building from BC Packers as part of the rezoning considerations.

The Conservation Review further identifies the building's character-defining elements as:

- Heavy timber construction
- Large rectangular massing
- Gabled hip roof with shingle cladding
- Board and batten siding
- Regularly spaced, four-pane windows
- Shed additions on the west side
- Massive interior volume
- Wood door, floor, posts, beams, rafters, ceiling and staircase

To retain the heritage character of the building, the Conservation Review recommends that each of these aspects be conserved, with a preference for repairing original elements.

There are a number of different ways that heritage assets are evaluated around the world. While neither Canada nor the Province of British Columbia has specific evaluation criteria, the proposed criteria below takes significant direction from Parks Canada and their work in regards to the National Historic Sites Program. Parks Canada recognizes that the heritage value is subjective and determined by local communities. Within this context, sites are evaluated by both their *Significance* and their *Integrity*.

### Significance Criteria

- **Associative** – The resource is closely and meaningfully associated with one or more of theme, event, period of time, culture, institution, person, community, or tradition considered important in the city’s history.
- **Contextual** – The resource is important in the historic development of the neighbourhood or city. The resource, by virtue of its location, its symbolism, or some other element, serves to communicate the heritage of Richmond to a broad audience.
- **Tangible** – The resource is important in demonstrating aesthetic characteristics and/or represents an important creative achievement in design, architecture, planning, construction, materials, or technology. The resource possesses uncommon, rare or endangered aspects of the city’s cultural history.

### Integrity Criteria

- **Location** is the place where the heritage resource was constructed or the site where a historic activity or event occurred.
- **Design** is the combination of elements that create the form, plan, space, structure and style of the resource.
- **Environment** is the physical setting of the heritage resource.
- **Historic fabric** is the physical elements that were combined or deposited during a particular period(s) or time frame and in a particular pattern or configuration to form the heritage resource. Historic fabric may be obscured by later interventions.
- **Workmanship** is the physical evidence of the crafts of a particular culture or people during any given period in history. It is important because it can provide information about technological practices and aesthetic principles.
- **Feeling** is the resource’s expression of the aesthetic or historic sense of a particular period of time.
- **Association** is the direct link between an important historic event, person, or original use and the heritage resource.

Using the information from the 2015 Conservation Review and considering the Phoenix Net Loft in the context of the significance and integrity criteria detailed above, staff found that while the Phoenix Net Loft meets many of these criteria, many of these same criteria are also met and demonstrated in the adjacent Seine Net Loft. The heritage value of both the Seine Net Loft and the Phoenix Net Loft is found in their historical association to the canning and fishing industries in Steveston. The use, repair and storage of fishing nets was an integral part of the fishing industry and both the Seine and the Phoenix Net Loft have aesthetic value as good examples of structures constructed solely as a net mending and storage facility. Their massive size, large internal space and wood piling foundation represent their use as net lofts.



## Phoenix Net Loft - Length Remaining



**Full Size**



**70% Remaining**



**40% Remaining**

To: Mayor and Council From: Councillor Harold Steves

For those who may not have been involved away back in 1998 - 2000 the donation of the Phoenix Net Loft to the city was the only amenity the city received from the BC Packers rezoning. It was a compromise proposed by the Richmond First members of Council and accepted by Council. The Steveston Fisheries Alliance wanted to preserve the main Imperial Cannery building at the foot of No 1 Rd. The Imperial had an appraised Value of \$10 million and required \$1.5 million in repairs. The Steveston Fisheries Alliance had \$1.6 million in committed funds but still needed additional funds for new improvements. As the building was almost entirely on a Crown water lot Richmond Council agreed in principal to preservation of the building but the final approval was up to the Ujjal Dosangh government, who did nothing. Because it was intended for a seafood market and auction BCP did everything possible to stop it and the building was demolished. However, the rezoning of the site included the use of the Imperial Cannery building site for maritime mixed use. No residential use is permitted north of the building site and a new building could be constructed on the old Imperial Cannery site today.

The case made for the Phoenix Net Loft was that it was adjacent to the Britannia Shipyard and its preservation was important to maintain at least part of the original Cannery Row with full sized cannery buildings. As there would probably be a public outcry from ONNI residents if we attempted to rebuild the old Imperial Cannery the preservation of the Phoenix Net Gillnet Loft is even more important today.

The staff report raises some interesting questions.

1) There wouldn't be a wooden heritage building left in the country if the outside siding had to be removed because of lead paint. Here in Richmond the Steveston Museum, Steveston Court House, Branscombe House, McKinney House, Vermillion House and Steeves House at 4431 Steveston Hwy have all been restored with the lead paint intact. The Steveston United Church is about to be restored with lead paint intact. My own house is presently being restored and the carpenter doing the work wears a face mask at all times when sawing, sanding and painting lead painted siding. The Phoenix Seine Loft walls are entirely constructed of asbestos and it was determined that painting the walls was an acceptable solution. There is no need to replace the siding.

2) The staff report states that the current beams do not meet code for fire and seismic design. Neither did the beams in the Phoenix Seine Loft. It was determined that simply adding timber and planking was sufficient to meet those requirements. In the main Britannia Shipyard the number of beams was doubled. New beams using used timber were installed halfway between existing beams. Why can't the Phoenix Gillnet Loft be restored the same way?

3) The staff report states that 90 to 95% of the perimeter wall framing, roof trusses and planks and second floor decking are reusable. Only the piles and the first floor, with 30% salvageable, needs replacing. The main Britannia Shipyard piles, installed in 1889, were in far worse condition. Piles were excellent below ground. They were cut off at vground level and stubb piles and cross bracing installed/ Has this been considered?

Furthermore densification has to take place before steel pies are installed. The Kishi Boatworks and Murakami buildings had similar problems. The floors were removed, the ground underneath filled and compacted and a concrete foundation and floor installed. Federal Government policy it to put fill under waterfront buildings and wharves and they have been filling much of the Steveston Harbour Authority main site. the buildings are not being raised. Why not fill under the building and the adjacent area to the west and put in a concrete foundation and floor?

4) Why not choose an option where the building is restored like all of the others? The building site has value, probably about \$5-6 million. Put a metal roof on the building now to preserve it.

5) We have not determined a site for a Richmond Museum. The old Imperial Cannery site is an obvious location. However there would probably be public opposition. The Phoenix Gillnet Loft would also be a good site.

Recommendation: That staff consider alternatives that could reduce costs.

### **Phoenix Net Loft – Proposed Public Consultation Process**

Fundamental to the development of any facility program is a public consultation process. The purposes of a public consultation process are:

- To ensure the building design and programming meet the current and future needs of the general public and stakeholder groups.
- To ensure the development process for the facility is transparent and provides opportunity for input into decision making where appropriate.
- To ensure the public is informed, engaged, and excited about the benefits to the community of the facility.

Several program options for the Phoenix Net Loft were explored as highlighted in Table 1 below, and are based on previous Council direction, including the July 18, 2013 referral that staff explore the “Potential use of the Phoenix Gillnet Lot Building as an Arts centre and other uses, including a restaurant.”

These programs were explored at a conceptual level for the purposes of developing materials suitable for a public consultation process and for developing high level cost estimates for these options. Costing assumes that a program is approved and implemented concurrently with the preservation project. If Council chooses to implement a program following completion of the preservation work, it is anticipated that the program implementation costs would increase.

Options for future use of the Phoenix Net Loft will also be informed by the Steveston Heritage Sites Interpretive Plan. Working with heritage stakeholders in Steveston, this Plan will identify the preferred interpretive methods and target audiences for each of Steveston’s heritage sites. From this, options for the use of the Phoenix Net Loft can be put forward for public consultation. These options may range from service amenities such as food service, gift shop, and/or washrooms, which support high visitation, to community cultural amenities that complement existing opportunities for Richmond residents and business owners.

It is possible that through the consultation process and further direction from Council, a hybrid of these uses may emerge. It should be noted that this additional work and cost, was not considered in the 2016–2026 “Richmond Major Facilities Projects” endorsed by Council on December 12, 2016.

**Table 2: Costs for Proposed Programs**

<b>PROGRAM OPTION</b>	<b>DESCRIPTION</b>	<b>BASE PRESERVATION COST</b>	<b>ESTIMATED PROGRAM IMPLEMENTATION COST</b>	<b>TOTAL PROJECT COST</b>
A	Seasonal multi-purpose space	\$19.44 million	\$0	\$19.44 million
B	Art studio and maker space	\$19.44 million	\$9 million	\$28.44 million
C	Interpretive centre	\$19.44 million	\$16 million	\$35.44 million
D	Artisanal education / public market	\$19.44 million	\$11 million	\$30.44 million
E	Other options	\$19.44 million	TBD	TBD

**Option A - Seasonal Multi-Purpose Space – No Requirement for Climate Control**

- The key feature of this concept is that it retains the open floor plan of the Phoenix Net Loft providing an open, flexible space.
- The key strength of this option is that the space would be suitable for community gatherings in the summer months such as indoor markets, music performances, community celebrations, and seasonal exhibits and events (that do not require climate control).

**Option B - Artist Studio and Maker Space**

- The key features of this concept are artist creation spaces (both private and shared), a maker workshop and a gallery-style exhibition space.
- It includes a provision for food service and a mix of public and private spaces.
- The key strengths of this option are twofold: to provide creation and exhibition spaces for local artists and to provide space for artists and the community to share tools and equipment.

**Option C - Interpretive Centre**

- This concept envisions a museum-style interpretive centre. Potential exhibit and program themes would be explored in the next phase of planning.
- It includes a provision for food service and a mix of public and private spaces.
- The key strength of this option is that it would provide opportunities to explore interpretive themes relevant to the site that are not currently explored at Britannia Shipyards or elsewhere in Steveston Village.

#### Option D - Artisanal Education/Public Market

- This concept showcases artisans and their crafts/trades through demonstration, education and retail sales.
- It includes a provision for food service and a mix of public and private spaces.
- The key strength of this option is that it welcomes the community and tourists while supporting the creation of diverse, cultural and creative businesses.

Pending Council authorization, staff propose the public consultation process as detailed in Table 2 below.

**Table 2: Proposed Public Consultation Process**

ENGAGEMENT METHOD	DESCRIPTION
Stakeholder Workshop	<p>A workshop will be held with invitations to key stakeholders including Britannia Shipyards Society, Steveston Historical Society, Richmond Arts Coalition, Richmond Artists Guild, Tourism Richmond, Richmond Chamber of Commerce, Richmond School District and the Steveston 20/20 Group.</p> <p>These direct consultation meetings will provide opportunities for stakeholder groups to provide input and receive and share information.</p> <p>These groups will also be invited to attend all public consultation opportunities associated with the process.</p>
Let's Talk Richmond	<p>A Let's Talk Richmond Survey will be launched to gain input from the general public.</p>
Community Open House at Britannia Shipyards	<p>An Open House will be held to both educate the public about the project and to elicit ideas and feedback on the Facility Use Study.</p>
Promotions via print and social media	<p>All public consultation opportunities, including the Public Open House and the Let's Talk Richmond survey will be publicized via print and social media to ensure the widest audience possible is aware and engaged in the design process.</p>
Direct promotions	<p>Direct mail will be used to invite stakeholders and neighbours of the Phoenix Net Loft to the Open House and to participate in the Let's Talk Richmond Survey.</p>

Following the public consultation, staff will report back to Council with a proposed Phoenix Net Loft Program Plan. Pending Council endorsement of this plan, staff will proceed with advanced planning including more detailed design and costing, the preparation of a business plan for operations, a capital submission and a resubmission to FLNRO to proceed with work for the new proposed uses. The FLNRO application process takes approximately two years to complete.

Costs associated with the public consultation process are included in the existing Council approved budget. Funding to implement any program option will be the subject of a future report to Council and a capital submission.



# 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**

Year	Location	Purpose of Visit	Travel Expense (Sep 2019)
2020	Pierrefonds, Quebec	Opening of the Richmond Garden	\$16,119
		5% Contingency	\$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.

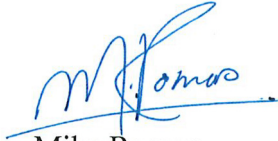
The detailed SCAC – Travel Expenses Outline is in Attachment 4.

#### **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 eight years.

**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

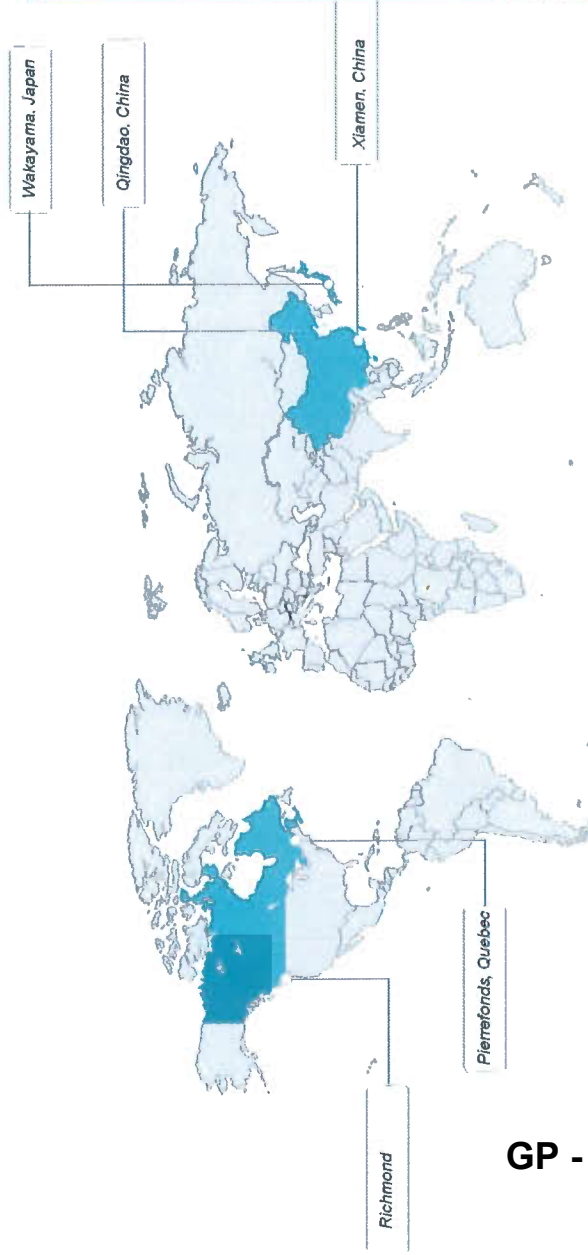
### Vice Chairs

Ed Gavsie

Glenn Kishi

Helen Quan

Melissa Zhang



Travel Proposal

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

**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

**GP**

**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	7	\$5,000	\$30,000	\$1,200	\$31,200
GP 2023: Xiamen	7	\$5,000	\$30,000	\$1,200	\$31,200
2023: Wakayama AND Qingdao	7	\$9,000	\$54,000	\$2,400	\$56,400
TOTAL					\$140,000

Red text to be updated



# 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
47 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 included	Lodging	6	690.00      4,140.00
Per Diem (2019 rates)	Food	7	108.80      761.60
Per Diem (2019 rates)	Food	3	761.60      2,284.80
Gifts	Other	1	1,200.00      1,200.00
			-
			-
Total Expenses			\$ 16,118.40



