

# RICHMOND SISTER CITY PROGRAM

## PROGRAM OBJECTIVES

January 2013

### Purpose

The City of Richmond is a member of the global community and wishes to promote international respect, understanding and cooperation at all levels of the community on a continuing long-term basis. The primary purpose of the City of Richmond's Sister City Program is to foster mutual understanding and meaningful cultural connections with designated Sister/Friendship cities in the interests of our citizens for their common benefit.

### Objectives

The specific objectives of the Sister City Program are:

- 1) To establish and maintain relationships with designated Sister/Friendship Cities that are meaningful and sustained through on-going activity;
  - 2) 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 on-going contact; and
  - 3) To engage the Richmond community and its Sister/Friendship Cities in projects and exchanges that promote cultural awareness and joint learning opportunities as outlined below.
- a) Promoting Cultural Awareness

Sister/Friendship City relationships can promote understanding and appreciation through projects that build cross-cultural awareness. Opportunities for city officials and citizens to experience and explore other cultures may include:

<i>Example Activities and Projects</i>	<i>Potential Organizations Involved</i>
<ul style="list-style-type: none"><li>• Establishing and maintaining friendships gardens</li><li>• Encouraging art and theatre exchanges and hosting international artists</li><li>• Promoting sport exchanges for groups of all ages through club affiliations</li><li>• Encouraging youth group affiliations and exchanges</li><li>• Encouraging service club affiliations and exchanges</li><li>• Participation in annual festivals in Sister/Friendship City</li></ul>	<ul style="list-style-type: none"><li>• Botanical gardens and garden clubs</li><li>• Richmond Art Gallery</li><li>• Theatre groups</li><li>• Public school or college art program</li><li>• Sports groups</li><li>• Service Clubs</li><li>• Multicultural groups</li><li>• School Board</li><li>• Tourism Richmond</li></ul>

b) Promoting Joint Learning Opportunities

Sister/Friendship City relationships can create partnerships through which communities can creatively learn, work and solve problems together through reciprocal educational, municipal, professional and technical exchanges and projects (trade and economic development related functions rest with the City). These projects may include:

<i>Example Activities and Projects</i>	<i>Potential Organizations Involved</i>
<ul style="list-style-type: none"> <li>• Encouraging technical and professional exchanges in the areas of:               <ul style="list-style-type: none"> <li>○ Health care</li> <li>○ Education</li> <li>○ Urban planning</li> <li>○ Accessibility</li> <li>○ Transportation</li> <li>○ Housing</li> <li>○ Environment</li> <li>○ Sustainability</li> <li>○ Agriculture</li> <li>○ Public safety, etc.</li> </ul> </li> <li>• Sharing municipal government best practices in the above areas</li> <li>• Participating in municipal internships for city officials in key fields</li> <li>• Promoting student exchanges</li> </ul>	<ul style="list-style-type: none"> <li>• School Board</li> <li>• Health Authority</li> <li>• Hospital</li> <li>• Community college</li> <li>• Service clubs</li> <li>• Chamber of Commerce</li> <li>• Municipality</li> </ul>

# **RICHMOND SISTER CITY ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

**January 2013**

### **1. Mandate and Responsibilities**

#### **1.1 Mandate**

The role and purpose of the Richmond Sister City Advisory Committee (SCAC) is to provide advice to and assist the City in the promotion of the City's culture and values, delivery of the Sister City Program (SCP), and the pursuit of the City's specific goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities.

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. All pertinent information, detail and contacts in relation to such opportunities will be referred to the City for appropriate action through the City's Economic Development Section, the Economic Advisory Committee, Richmond Chamber of Commerce, Tourism Richmond or other agencies as would be appropriate.

The SCAC will organize SCP related events, including appropriate travel and hosting activities. The SCAC will not directly invite or receive guests from, and will not agree to travel to, Sister/Friendship Cities without the prior direction or approval of the City.

#### **1.2 Responsibilities**

In carrying out this mandate, under the guidance and direction of City staff, and in accordance with Program Policies and Procedures, and the 3 Year Activity Plans, the responsibilities of the SCAC shall include:

- Liaising with organizations in the community to encourage participation in Sister City Program activities.
- Working with staff to carry out annual non-visit related base program activities.
- Producing annual meeting schedule and other reports for Council approval as described in Section 5 below.

### **2. Composition**

In accordance with the program objectives, the SCAC shall be comprised of representatives from the municipality, organizations in the community and individual citizens. All members shall be appointed by Council.

## 2.1 Voting Members

The Committee shall be comprised of up to 14 voting members consisting of:

- 13 Richmond citizens, and
- One School Board (non-staff) representative.

## 2.2 Non-Voting Members

- City Council liaison
- City staff

## 3. **Recruitment, Selection and Appointment**

### 3.1 Recruitment

- Recruitment of citizen appointees shall be in accordance with Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).

### 3.2 Selection

All voting members of the SCAC shall be selected based on one or more of the following criteria:

- Be a Richmond resident or an owner and/or operator of a Richmond based business, who has demonstrated an interest in and commitment to the Sister City Program and/or strengthening international relations generally.
- Represent the demographic diversity of the community.
- Represent knowledge, experience and perspectives of various sectors including arts and culture, sport, education, business and tourism.

### 3.3 Appointment

All members shall be appointed by Council.

Each new member will be required to obtain a criminal record check.

## 4. **Terms**

The thirteen Richmond citizen members shall be appointed for two-year terms. Each of these members will be limited to serving on the SCAC for a maximum of four consecutive terms (eight years). Any current member (as of December 2012) who has been on the committee for eight or more consecutive years may not be reappointed for more than one (two-year) term. The SCAC shall have rotating terms to ensure continuity in membership from year to year. Any member that fails to attend meetings on a regular basis may be removed from the Committee.

## 5. Operation and Process

### 5.1 Operation

Every year, in January, the SCAC shall elect:

- A Chair, and
- A Vice Chair for each Sister/Friendship City relationship (e.g. taking lead responsibility for managing existing relationships, which are currently with Wakayama, Japan and Pierrefonds-Roxboro, Quebec, Xiamen, China and Qingdao, China).

Sub-committees may be formed by the SCAC as necessary, to work on specific tasks set by the SCAC. Sub-committees may be comprised only of Council appointed SCAC members.

### 5.2 Meetings

- SCC meetings shall be held a minimum of eight times a year, with a schedule set at the beginning of each year. Any additional meetings may be called by the Chair subject to the availability of a quorum of eight members and with at least 10 working days' advance notice.
- Only Council appointed members, the School Board representative, City Council liaison and City staff may participate directly in the discussion and business of SCAC meetings.
- Meetings shall be held at City Hall.
- Minutes of each SCAC meeting shall be kept by City staff with distribution to all appointed members.
- Any sub-committees shall meet as deemed necessary by the SCAC Chair or Vice-Chair.
- Public delegations may be invited to attend SCAC meetings.

### 5.3 Accountability

Based on the three-year Activity Plans and budgets, by the end of the first quarter of each year, the SCAC Chair, with the assistance of City staff, shall prepare an annual summary on the Committee's primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

### 5.4 Communications

- The SCAC shall report to Council through the City staff liaison.
- 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 Media Relations before release.

## 5.5 Decision Making Process

Members of the SCAC shall follow Council decision-making policy and procedures and strive for consensus. Each member is entitled to one vote.

## 5.6 Conflict of Interest

- SCAC members are drawn from a broad spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of the community.
- If there is a conflict of interest, it will be up to the member to excuse himself or herself from the decision.

## 6. Resources

### 6.1 Sister City Program Funding

The SCP funding includes:

- The SCAC Annual Operating Fund.
- Program Fund with sufficient funding for all program-related activities including official delegations to and from each Sister/Friendship City (see Program policies). This fund is administered by the City. A Delegation Plan (tied to program objectives) and budget for these trips must be developed and approved at least two months in advance of the visit.

### 6.2 SCAC Annual Operating Fund

Council will provide an operating budget for the operation of the SCAC, which will include sufficient funding for regular operations, meeting costs and other costs associated with base program activities. This fund will be administered by the SCAC with guidance from City staff.

The SCAC may only incur expenses authorized by Council and/or set out in the Program policies and other City policies and procedures.

City staff support and liaison shall be coordinated through the Chief Administrator's Office.