

**EDUCATION COMMITTEE**  
**PUBLIC MEETING AGENDA**

**DATE: April 29, 2019**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

**1. INTRODUCTIONS**

**2. ADOPT AGENDA**

**3. APPROVE MINUTES**

Attachment: Minutes of meeting held March 11, 2019

**4. BUSINESS ARISING OUT OF MINUTES**

Nil

**5. QUESTIONS FROM THE PUBLIC – TONIGHT’S AGENDA**

Members of the public are invited to come forward with questions regarding agenda items.

**6. SUB-COMMITTEE REPORTS**

- a) ELL Consortium (Metro Boards), SD38 Rep Donna Sargent – no new update
- b) Richmond Sister City Advisory Committee (City Committee), SD38 Rep Donna Sargent – see attached minutes
- c) Aboriginal Education Enhancement Agreement Advisory Committee, SD38 Rep Ken Hamaguchi

**7. NEW BUSINESS/PRESENTATIONS**

- **Schools GIVE Back:** The Good Shepherd Street Ministry  
DiAnne Simonson and students from McMath
- **Featured Presentation: New Math Curriculum K-12**

Stories of implementation success with Janice Nowakowski and school teams:

**Tomsett** – teachers Salima Parvez, Alison Hamm, Jessica Dodds, Michelle Leung  
Leah Van Deventer and students

**Anderson** - Jessica Szeto, Lisa Jeronimo, Sasha Pauer and students

**Grauer** - Francesca Juhasz, Charlotte Chan, Maryam Bawa, Luis Ledesma Galarza,  
and students

**Cook** – Phoebe Tan, Elissa Ky and students

**8. NEXT MEETING LOCATION AND DATES**

| DATE   | LOCATION | TIME        | FOCUS  |
|--------|----------|-------------|--|
| May 27 | SLSS     | 7:00 – 8:15 | June Chiba, AEEA, Ed Week Update, Student Leadership |

**9. ADJOURNMENT**

**EDUCATION COMMITTEE**  
**Monday, March 11, 2019 @ 7:00 pm**  
**Wowk Elementary, Library**

**PUBLIC MEETING MINUTES**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́ŋqəmiṇəm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

**Present:** Ken Hamaguchi, Chair, Education Committee  
Norm Goldstein, Vice Chair, Education Committee  
Richard Lee, Board of Education Trustee\*  
Wendy Lim, Assistant Superintendent  
Donna Dunn, RTA Pro-D Officer, RTA  
Dave Miller, Richmond Secondary, RTA  
Carol-Lyn Sakata, Principal, Steveston-London Secondary, RASA  
Emmanuel Adjei-Achampong, Principal, Brighthouse Elementary, RASA  
Joanne Rooney, Principal, Wowk Elementary, RASA  
Brigitte Dvorak, Custodian, Palmer Secondary, CUPE  
Jose Pelayo, RMAPS  
David Sadler, Manager Communications  
Vrunda Shashikumar, Executive Assistant (Recording Secretary)

**Regrets:** Dionne McFie, President, RDPA

**Guests:** Marie Ratcliffe, District Administrator, Learning Services  
John Kibblewhite, Principal, Spul'u'kwuks Elementary  
Dave Partridge, District Administrator  
Constance Easton, Teacher Consultant  
Jessica Eguia, Teacher Consultant  
Jordan McCuaig, Teacher, Whiteside Elementary  
Susan Shackles, Teacher, Spul'u'kwuks Elementary  
Adam Stokes, Teacher, Thompson Elementary  
Jennifer Yager, Teacher, Diefenbaker Elementary  
Julie Anne Mainville, Teacher, McRoberts Secondary  
Spul'u'kwuks students: Aidan Jackson, Jacky Xue, Vincent Tan, Esther Liang,  
Shannyn Li, Evan Ooi, Amelia Kay, Lisa Beyer, William Wei  
Students RSDCO: Gloria Yang, Joey Huang  
Parents: Sylvia Beyer, Holgfr Beyer, Ahmer Karimuddin, Ellie Kharazmi,  
Others: Tara Jackson, Tifa Lav, Ameira Kay, Cynthia, Jinsong Wei, Nathan Chu, Haidi Kvok

\*present for a portion of the meeting

The Chair called the meeting to order at 7:00 pm.

**1. INTRODUCTIONS**

Introductions were made around the table and the Chairperson welcomed the attendees to the meeting.

**2. ADOPTION OF AGENDA**

The agenda was adapted as circulated.

**3. APPROVAL OF MINUTES**

The minutes of the meeting held January 28, 2019 were approved as circulated.

**4. BUSINESS ARISING OUT OF MINUTES**

Nil.

**5. QUESTIONS FROM THE PUBLIC – TONIGHT’S AGENDA**

Nil.

**6. SUB-COMMITTEE REPORTS**

- a) ELL Consortium (Metro Boards), SD38 Rep Donna Sargent – update distributed with agenda package.
- b) Richmond Sister City Advisory Committee (City Committee), SD38 Rep Heather Larson – no new business to report
- c) Aboriginal Education Enhancement Agreement Advisory Committee, SD38 Rep Sandra Nixon – no new business to report

**7. NEW BUSINESS/PRESENTATIONS**

- **Schools GIVE Back: Fundraising for cancer research**

*Susan Shackles, Teacher and students from Spul’u’kwuks*

Students spoke about how they came up with the idea in order to support the families of a cancer victim and how they raised funds as a group for this purpose. They spoke about their reflections, their sense of pride after this achievement and about their learning to try out new ideas without giving up. The trustees and staff asked questions and appreciated the students for their achievement.

- **Featured Presentation:**

**A We Well Being in Schools: Social Emotional Learning in Action**

i. Connie Easton spoke about the Mental Health and SEL Framework for the District that teaches students human qualities such as altruism, experiential learning, empathy and being active citizens who are collaborative and open minded towards diversity.

ii. Jessica Eguia and Jordan McCuaig shared inspiring examples of how students were taught the qualities of:

Empathy - through Math collaboration where stronger Math students mentored other students

Resilience – by talking about a skill that they are proud to have and the skill that they are working on

Compassion – by learning to build a shelter

Gratitude – by celebrating the Pink Shirt Day

Altruism – by sharing responsibilities for various class jobs

**B Mental Health Literacy in Action**

Dave Partridge introduced the Fresh Start Student Group leaders Joey Huang and Gloria Yang from the Richmond District Student Council Organization. The students inspired the audience about the various activities that high school students can engage in such as the University Fair, Mental Health Workshop, etc.

The trustees and staff asked questions to the presenters and appreciated their achievements.

The Chair thanked the students, staff and parents for their time and for sharing their experiences in the meeting.

## **8. NEXT MEETING LOCATION AND DATES**

| <b>DATE</b> | <b>LOCATION</b> | <b>TIME</b> | <b>FOCUS</b>  |
|-------------|-----------------|-------------|---|
| Apr 29      | SLSS            | 7:00 – 8:15 | Schools GIVE Back – McMath; Featured Topic: Math Curriculum with Janice Novakowski, teachers and students |
| May 27      | SLSS            | 7:00 – 8:15 | June Chiba, AEEA, Ed Week Update, Student Leadership  |

## **9. ADJOURNMENT**

The Education Committee meeting of Monday, March 11, 2019 was adjourned at 8:36 pm.

Respectfully submitted,

Ken Hamaguchi, Chairperson  
Education Committee



## **Sister City Advisory Committee**

Held Thursday, January 10, 2019 at 4:00 pm  
Richmond City Hall, Room, M.2.002

In Attendance: Lisa MacNeil, Allen Chan, Seemah Aaron, Ed Gavsie, Charan Gill, Glenn Kishi, Bernard Loh, Helen Quan, Polly Tang, Melissa Zhang, Heather Larson, Ihsan Malik, Fan Chun, Kim Ng

Absent: None.

Council Representative: Councillor Linda McPhail (absent)

Staff: Mike Romas, Kaitlynn Staples

Meeting started at 4:01pm

### **1. Introductions:**

- Staff
- Council Liaison
- School Board Appointee
- SCAC Members
- New SCAC members – Fan Chun, Seemah Aaron, Bernard Loh, Polly Tang

### **2. Election of Chair and Vice Chairs:**

It was Moved and Seconded

*That Lisa MacNeil be acclaimed as Chair of the Sister City Advisory Committee for 2019.*

**CARRIED**

It was Moved and Seconded

*That Ed Gavsie be acclaimed as Vice Chair, Pierrefonds of the Sister City Advisory Committee for 2019*

**CARRIED**

It was Moved and Seconded

*That Glenn Kishi be acclaimed as Vice Chair, Wakayama of the Sister City Advisory Committee for 2019.*

**CARRIED**

It was Moved and Seconded

*That Helen Quan be acclaimed as Vice Chair, Xiamen of the Sister City Advisory Committee for 2019.* **CARRIED**

It was Moved and Seconded

*That Melissa Zhang be acclaimed as Vice Chair, Qingdao of the Sister City Advisory Committee for 2019.* **CARRIED**

**3. Adoption of Minutes from December 6, 2018**

*It was Moved and Seconded that the minutes of the meeting of the Sister City Advisory Committee held on December 6, 2018 be approved.* **CARRIED**

**4. Motion to pass Committee schedule for 2019 year**

The Sister City Advisory Committee meetings shall be held on the first Thursday of each month at 4:00 pm at Richmond City Hall. The meeting held in August is cancelled.

**5. Introduction to the Sister City Advisory Committee (Mike Romas)**

Mike Romas reviewed the Sister City Advisory Committee mandate, objectives, accountability, delegation visits and exchanges, new relationship requests and committee resources with the group. The presentation is attached to these minutes as Attachment 1.

Highlights from the presentation:

- Discussed strategies regarding Economic and International Trade Opportunities.
- Advised that the purpose of the committee is to promote cultural awareness and joint learning opportunities.
- Briefly outlined the four year activity plan which is a framework of activities the committee will work towards for the next four years.
- Common activities for the SCAC are delegation visits and exchange programming. Briefly discussed the difference between Official and Unofficial Delegations; advised of regular exchange visits such as the Wakayama/Richmond School Exchange where students are travelling to Wakayama, Japan this year, and the Sport Exchanges Steveston Judo.
- Discussed the steps for relationship requests through city council, or through the committee.
- Discussed Sister Cities International webpage and the BC/Asia Twinning Toolkit

**6. Review of 2019 Four Year Activity Plan**

The committee discussed upcoming activities for 2019:

**School Art Exchange** – This initiative is primed by Lisa, who is looking for 1 committee member to assist. This initiative is to facilitate an elementary school artwork exchange by sharing an art lesson plan between schools.

**Student Exchanges** – 36 Students from Richmond will be travelling to Japan to participate in the Wakayama/Richmond Student Exchange. This initiative is financially supported by the City. This initiative is primed by Glenn, who is looking for 1 committee member to assist.

**Sports Exchanges** – in 2018 Glenn and Ed reached out to the Sports Council to advise of opportunities to collaborate with Richmond's Sister Cities. Ed and Glenn are primes of this initiative and are looking for 1 committee members to assist.

**Table Tennis Tournament** - Helen is priming this initiative and is looking for 3 committee members to assist.

**Art exchange** – Sister Cities will be invited to send artwork to display at City Hall or the Library/Cultural Centre. The committee is looking for a prime of this initiative.

**Grand Prix** – An art competition in Steveston, where committee members are working with Sister Cities to potentially send an artist to participate. Ihsan is the prime of this initiative and is looking for 1 committee member to assist.

**Book Exchange** – Richmond Public Library is interested in collaborating with Richmond's Sister Cities to facilitate a book club. Allen is the prime of this initiative and is looking for 1 committee member to assist.

**Bookmarks** – Committee is facilitating an art exchange/competition (street banner or competition with schools) to commemorate anniversary milestones. The committee is looking for a prime for this initiative.

**3D Lithopane Photos** - The library has offered to print photos provided by the Sister Cities and send the photos as a roaming art show between the sister cities. Lisa is priming this activity and looking for 1 committee member to assist.

**Xiamen Recordings** – Richmond Public Library is interested in bringing recordings from Xiamen to Richmond. Helen is the prime for this initiative.

**Canada Day Parade** – Allen is the prime for this activity and is looking for 3 committee members to help with planning.

Pierrefonds Subcommittee will consist of Ed Gavsie as Vice Chair, Allen Chan, and Fan Chun.

Wakayma Subcommittee will consist of Glenn Kishi as Vice Chair, Charan Gill and Polly Tang.

Xiamen Subcommittee will consist of Helen Quan as Vice Chair, Ihsan Malik and Kim Ng.

Qingdao Subcommittee will consist of Melissa Zhang as Vice Chair and Bernard Loh.



**7. SCAC Committee Photo**

The committee took a photo for Chinese New Year Greetings to Xiamen and Qingdao.

**8. Delegate Visit Proposal – Next Steps**

Mike provided a brief background on the request from Pierrefonds for Richmond to travel to Pierrefonds for the opening of their new Library.

**9. Round Table Update – All**

The committee requested an update on the budget approval timeline. Mike advised that the budget is still in the approval process. Relating to Sister City, feedback from Council was supportive.

In response to queries from the Committee in regards to Richmond 140 recognition and how can the committee promote the events, Mike advised that Richmond will not be celebrating Richmond 140. The committee can acknowledge the milestone in correspondence with the Sister and Friendship cities.

**10. Date of next meeting – February 7, 2019**

The meeting adjourned at 5:26 pm

Certified a true and correct copy of the minutes of the meeting of the Sister City Advisory Committee of the Council of the City of Richmond held on January 10, 2019.

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Lisa MacNeil  
Chair

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Kaitlynn Staples  
Recording Secretary



## **Sister City Advisory Committee**

Held Thursday, February 7, 2019 at 4:00 pm  
Richmond City Hall, Room, M.2.002

In Attendance: Lisa MacNeil, Allen Chan, Charan Gill, Glenn Kishi, Bernard Loh, Polly Tang, Melissa Zhang, Ihsan Malik, Fan Chun, Kim Ng, Ed Gavsie

Absent: Seemah Aaron, Helen Quan

Council Representative: Councillor Linda McPhail

School Board Representative: Heather Larson

Staff: Mike Romas, Kaitlynn Staples

Meeting started at 4:01 PM

### **1. Introductions**

- Council Liaison
- New SCAC members

### **2. Adoption of Minutes from January 10, 2019**

It was Moved and Seconded that the minutes from the Sister City Advisory Committee held January 10, 2019, be approved. **CARRIED**

### **3. Councillor's Update – Linda McPhail**

Councillor Linda McPhail advised the Committee that:

- Council has declined Taoyuan's request to establish a formal Sister City relationship with Richmond; and
- Council has referred to the committee to respond to the following question: "Do we want further Sister City or Friendship City or other formal relations with other cities?"
- The Sister City Advisory Committee 4-Year Activity Plan was reviewed by Council and the staff report was adopted for information in December. The budget requests outlined in the report were forwarded on to the Finance Committee for review.
- There was a positive response from Council for the Sister City activity plan and Council has directed staff to incorporate the program's funding into the City's Operating Budget. In the past the Sister City program budget was funded out of the City's surplus. In response to queries from the Committee, Councillor McPhail

advised that the budget process has been different this year in that the budgets have been referred back to staff for more information. Councillor McPhail advised that the revised budget is being brought forward on Monday, February 11. Following Council approval, the budget will go out for public consultation and adopted as a bylaw.

- Mayor and Councillors have been invited to meet with the new Consul General of Japan on March 7, 2019. The former Consul General has taken a position at the United Nations. Richmond's relationship with Wakayama, Japan is one of the longest standing relationships in Canada.

#### **4. Chair Update – Lisa MacNeil**

Lisa advised that:

- The committee has received greetings from Pierrefonds and Qingdao; and
- The committee has sent some small gifts to Wakayama, Japan for students who participate in International Days.
- Lisa thanked everyone for their hard work on the activity plan; and
- Lisa asked committee members to start to think about the cities Richmond would like to twin with.

#### **5. Administration – Lisa MacNeil**

The committee deferred discussions regarding Co-Vice Chairs to the March meeting.

##### Chinese New Year Greetings

Qingdao reached out to the Sister City Committee to include Richmond in New Year's greetings in China. Staff provided new photos of Council and the Committee with new year's greetings to Qingdao. The Chinese TV station, which aired the program provided subtitles for the greeting as they were in English. The Committee has requested a video clip of the programming.

##### Richmond 140

The General Purposes Committee made mention of celebrating Richmond 140 in 2019. The SCAC committee has received mixed reviews whether to include or remove Richmond 140 from programming. The major events advisory committee has put forward that Richmond should focus on the larger events celebrating Richmond 150. The SCAC will not pursue celebrating Canada 140 with the Sister Cities.

##### Delegation: Pierrefonds

City Staff is communicating with Pierrefonds regarding the potential invitation for Richmond to attend the Pierrefonds library opening in Spring 2019. As of this time an official invitation has not been received.

##### Delegation: Wakayama

A Trade Delegation from Wakayama will be in Richmond next week. Delegation members will be in Richmond from February 13 to 16<sup>th</sup> and will be meeting with different businesses to bring their products to Canada. Members from the SCAC will greet guests and take a photo on Thursday, February 14<sup>th</sup>. The delegation has sent products from Japan to display at the Cultural Centre from Feb 13-28.

Mike advised the committee that he has developed a template for requests that involve multiple developments. Business to business is not the committee's focus but there are departments that can facilitate requests.

#### Richmond Cherry Blossom Festival

The Sister City's request for participation in the Richmond Cherry Blossom Festival was declined. Committee members were securing a booth for Wakayama to display their products. There may be an opportunity for the Sister City committee to promote Richmond's long-standing relationship with Wakayama. Mike will follow up with the events committee.

### **6. Four Year Activity Plan Updates**

School exchange – This initiative is on track. The students are having a potluck with kids from the other schools attending for an opportunity to get to know each other. There are currently 35 students travelling to Wakayama.

Non Visit Education – The Sister City Advisory Committee has had some interest from teachers in Richmond and Qingdao to participate in an art lesson plan exchange for elementary school children.

Sports – Ed is currently connecting with members of the hockey tournament in Richmond. Ed has had some difficulty contacting Jim Lamond. Mike will connect Ed with Greg Wheeler to provide contacts to the different sports groups in Richmond.

Table Tennis Tournament – The committee is looking for more members to help with planning the tournament. There is a need to invite the Sister Cities as soon as possible.

Art and Culture – The committee was advised that the Grand Prix of art will be on the weekend of September 21<sup>st</sup>. Committee members need to send an expression of interest to Sister City contacts to get the word out. Sister City staff has requested approximately six months' notice for events.

Book Club – Richmond will suggest a book for all Sister Cities to participate in the exchange. The library is in the process of securing a platform where the book club can take place. The event would likely occur in July/August as it takes around two months to order books for library. Committee members have sent an expression of interest to the Sister Cities and will be sending invitations shortly after.

Bookmark exchange – The Library has provided a number of suggestions for a bookmark exchange and has suggested a bookmark booklet to showcase submissions.

Recording exchange – The Library is looking to bring in 48 assets representing the Sister Cities cultures for Richmond residents which will be displayed at the Richmond Library. The Sister City Committee would attend the event to represent the Sister Cities.

Canada Day Parade – The application process is now open. There have been a number of changes from last year's application including a reduction in the number of parade entrants (now 50 from 100). These changes were to address a number of concerns regarding the

length of the parade. Committee members are anticipating the application will be submitted in April of this year.

**7. Staff Update – Mike Romas**

Mike reported that:

- Pierrefonds has been active and there has been progress in emails. Staff are waiting for an invitation letter for council to attend the new library opening.

**8. Round Table Update - All**

Volunteer Stars nominations are open to March 11. The event will be on April 9.

**9. Date of next meeting – March 7, 2019**

The meeting adjourned at 4:44 PM

Certified a true and correct copy of the minutes of the meeting of the Sister City Advisory Committee of the Council of the City of Richmond held on February 7, 2019.

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Lisa MacNeil  
Chair

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Kaitlynn Staples  
Recording Secretary



## **Sister City Advisory Committee**

Held Thursday, March 7, 2019 at 4:00 pm  
Richmond City Hall, Room, M.2.002

In Attendance: Lisa MacNeil, Kim Ng, Ihsan Malik, Melissa Zhang, Ed Gavsie, Charan Gill, Helen Quan

Absent: Seemah Aaron, Allen Chan, Glenn Kishi, Bernard Loh, Polly Tang,

Council Representative: Councillor Linda McPhail

School Board Representative: Heather Larson

Staff: Cecilia Achiam, Mike Romas, Kaitlynn Staples

Meeting started at 4:02 PM

### **1. Adoption of Minutes from February 7, 2019**

It was Moved and Seconded that the minutes from the Sister City Advisory Committee held February 10, 2019, be approved. **CARRIED**

### **2. Presentation – Updates to Sister City Monitor**

Yvonne Lin from Information Technology presented changes to the monitors for the Sister City Advisory Committee.

### **3. Councillor's Update – Linda McPhail**

Councillor Linda McPhail advised the Committee that:

- February 11, 2019 – Council passed the 2019 operating budget and has included the Sister City Program into the base budget rather than utilizing funding from Rate Stabilization;
- February 25, 2019 – the 2019 Richmond Street Banners were unveiled and Richmond City Council approved over \$890,000 in community grants. There were 66 grants in 4 categories including health; social and safety services; arts and culture; child care; parks, recreation and community events.
- February 27, 2019 – the Richmond Public Library Board provided an update in the Sister Cities Project (see attachment 1 of these minutes)
- March 7, 2019 – Council had lunch with the Consul General of Japan, Takashi Hatori.

- March 11, 2019 – Minoru Centre For Active Living (MCAL) will partially open to the public. The opening of the aquatics centre has been delayed and only the seniors centre will be open at this time. The old seniors centre closed on March.
- March 15, 2019 – Nominations close for the annual Richmond Arts Awards. Do you know a cultural leader or supporter who deserves recognition for their contribution to the arts in Richmond? Nominations are accepted until March 15.
- April 7, 2019 – The Cherry Blossom Festival will be hosted at Garry Point from 11am to 4 pm. To welcome spring the City will hold the third annual Cherry Blossom Festival at Garry Point Park. The festival will feature a day of traditional Japanese music and dance performances, delicious food options and fun activities as celebrated in Japan.

#### **4. Chair Update – Lisa MacNeil**

Lisa advised that:

- The committee requires a quorum of 8 members to vote and stressed the importance in advising if members will/won't be attending meetings;
- Thanked Glenn, Charan and Melissa for greeting the Wakayama delegation;
- Allen has submitted the Canada Day festival parade entry;
- The committee will review the feasibility of promoting the Sister City Advisory Committee at 2019 the Doors Open event. Lisa will work on locating some space at the library; and
- Fan Chun has resigned from the SCAC due to time commitments.

#### **5. Administration – Lisa MacNeil**

##### Co-Vice Chairs

The committee discussed appointing members to help the Vice-Chairs of the sister cities as Co-Vice-Chairs. The following members were appointed:

- Charan Gill – Wakayama
- Allen Chan – Pierrefonds
- Bernard Loh – Qingdao
- Kim Ng – Xiamen

##### Chinese New Year's Greetings to Xiamen and Qingdao

Melissa advised that Xiamen has posted a photo of the Sister City New Year's greetings and that a video greeting is available online. Qingdao has thanked the mayor's office.

##### Pierrefonds Delegation Visit Gift

This item is deferred until an official invitation is received.

##### Senior Segment Coffee Chat

Ed advised that discussions were initiated with the Seniors Advisory Committee to discuss hosting a seniors chat to promote participation with the Sister Cities. Hans Havas and Ed to discuss further.

#### **6. Four Year Activity Plan Updates**

Non-Visit Education – School exchange visit is coming along nicely. Any gift items for the gift bags would be appreciated.

Book Club – Expression of Interest (EOI) was sent to Sister City contacts. The Mayor of Pierrefonds expressed an interest in their city participating in this program. Committee members are working on a method for communicating between the different languages and are researching platforms. The library has suggested reading the Life of Pi as the first book.

Recording exchange – Library would like to exchange 48 recordings from Xiamen and host a viewing/discussion with the community. The Library is looking to create some recordings to exchange with Xiamen. The SCAC will be invited to the Kick Off event.

Grand Prix of Art – EOI has been sent to the sister cities and friendship city contacts. The Committee has not received any responses.

Table Tennis Tournament – Committee members met with a representative of City Sport to write a proposal for the event. It was suggested that the tournament be held in November and include Adults (age 40+) and Children.

Rugby – Xiamen hosts an annual rugby tournament for 16/17 year olds.

#### **7. 2018 Year in Review – Mike Romas**

The 2018 Year in Review report was presented to the Committee and the following motion was called:

It was Moved and Seconded that the 2018 Year in Review report be endorsed.

**CARRIED**

#### **8. Staff Update – Mike Romas**

Mike reported that:

- The Wakayama Trade Delegation was a huge success and some of the local products were on display at the Cultural Centre.
- Staff are in discussion with Pierrefonds for a meeting between Mayor Beis, Mayor Brodie and Councillor McPhail when they're in Quebec for a conference.
- Council referred the following question to the committee for response: "Do we want further Sister City or Friendship City or other formal relations with other cities?". The committee was advised to form a sub group to respond to the referral by (1) creating a set of criteria for relationship request (2) review the City's current relationships and determine the value of these relationships (3) and if a new relationship was to be explored how would the City determine if it was a good fit.
  - Helen, Charan and Melissa formed a working committee.
- Mike advised that a City protocol document has been uploaded to the Google drive.
- With Fan's resignation a report will be brought forward to Council to recommend a replacement.

#### **9. Round Table Update - All**

None.

#### **10. Date of next meeting – April 4, 2019**

The meeting adjourned at 4:57 PM



Certified a true and correct copy of the minutes of the meeting of the Sister City Advisory Committee of the Council of the City of Richmond held on April 4, 2019.

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Lisa MacNeil  
Chair

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Kaitlynn Staples  
Recording Secretary