

File No.: 04-1000-20-2023-700

December 13, 2023

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of November 7, 2023 under the ***Freedom of Information and Protection of Privacy Act*** for:

Regarding the October sister city delegation led by Guo Yonghang (Party Secretary of Guangzhou and former Mayor of Guangzhou), records held by Paul Mochrie, Armin Amrolia, and Natti Schmid of all briefing material, agenda and minutes for the visit, hi-res colour photographs, and details about gifts given and received.

All responsive records are attached*. Some information in the records has been severed (blacked out) under s.13(1) of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

*Please note, External Relations and Protocol has advised that there were no minutes recorded or photos taken at the meeting.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2023-700); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy
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If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Alternatively, you can call the FOI Case Manager at 604-871-6584.

Encl. (Response package)

:pm

Protocol visit by Guangzhou Mayor and Delegations

Briefing Notes

Date and time of Meeting	Thursday, Oct 19 10:30am
Location	Cascadia Room, 3 rd Floor, City Hall
Bio of Mayor of Guangzhou (GZ)	Attached – Appendix 1
Delegation list	Attached – Appendix 2
COV Staff in attendance	Attached – Appendix 3
Dress Code	Formal
Itinerary	10:25am - Paul, Armin and Natti to meet the GZ Mayor and delegation group at the North entrance of City Hall and escort them to the meeting room. (Security guard to make sure no blockage, turn off requirements for staff pass at elevator) 10:30am – 11:00am – Meeting + gift exchange. Gift exchange to happen towards end of meeting. Paul to offer and receive gifts. 11:00am – Tour of City Hall Chamber, Foyer and City Hall campus, Natti will brief the group (Paul and Armin will leave at 11:15am) 11:30am – Natti to escort the group out from City Hall
Discussion points	<ul style="list-style-type: none"> • Sister-city relations • Promoting cooperation and exchanges in green industries • Culture • Tourism
Translations	Both the delegation and COV will have 1 interpreter
Seating arrangements	Paul and GZ Mayor will be seated at the centre of the table, facing each other. The delegation group will be seated facing the windows
Parking	The parking fee for all the delegation buses and participants will be waived
Sister City relationship	2015 marks the 30 years of sister city relationship with Guangzhou. The Mayor of GZ visited City of Vancouver in that year and gifted COV an artwork that was installed on City campus
Photos	No photos during the meeting

Appendix 1

Bio of Guangzhou Mayor

Guo Yonghang was born in Jiyang, Shandong Province in October 1965. From 1985 to 1989, he studied History of China in the History Department of Wuhan University, and then worked in Shenzhen. Since 2009, he has successively held the posts of Deputy Secretary General of Shenzhen Municipal Party Committee, Secretary of Yantian District Party Committee, Member of the Standing Committee of Shenzhen Municipal Party Committee, Secretary General, etc.

In February 2018, Guo Yonghang was appointed as the Secretary of the Zhuhai Municipal Party Committee, and later concurrently served as the Deputy Director of the Management Committee of the Hengqin Guangdong Macao Deep Cooperation Zone and the Secretary of the Hengqin Working Committee of the Guangdong Provincial Party Committee.

In October 2021, he was promoted to the position of Deputy Governor of Guangdong Province, responsible for civil affairs, human resources and social security, health, retired soldiers, medical security, women and children, and other related work.

In December 2021, Guo Yonghang was appointed as the Deputy Secretary, Deputy Mayor, and Acting Mayor of Guangzhou Municipal Committee. In January 2022, he was elected as the mayor of Guangzhou.

Appendix 2

Last updated: Oct 11, 2023 6pm

Delegation List from Guangzhou city, People's Republic of China

1	Mr. GUO Yonghang 郭永航	Member of the Standing Committee of CPC Guangdong Provincial Committee Party Secretary of CPC Guangzhou Municipal Committee Mayor of Guangzhou
2	TBC	Representative from Chinese Consulate General in Vancouver
3	Mr. Bian Liming 边立明	Member of the Standing Committee of CPC Guangzhou Municipal Committee, Secretary General of CPC Guangzhou Municipal Committee
4	Mr. Zhan Decun 詹德村	Director General of Guangzhou Foreign Affairs Office
5	Mr. William Ma 马威廉	President of Vancouver-Guangzhou Friendship Society
6	Mr. Li Haizhou 李海洲	Director General of Guangzhou Development and Reform Commission
7	Mr. Hong Qian 洪谦	Director General of Guangzhou Commerce Bureau
8	Ms. Liu Liu 柳柳	Deputy Director General of Guangzhou Foreign Affairs Office
9	Mr. Cui Xuming 崔旭明	Deputy Director General of General Office of Guangzhou Municipal Government
10	Mr. Fred Mah 馬清石	Former President of Vancouver-Guangzhou Friendship Society, Vice President of Vancouver-Guangzhou Friendship Society
11	Ms. Jeannie Cheng 郑小玲	President of British Columbia-Guangdong Business Council
12	Ms. Wendy Au 區韻宜	Vice President of Vancouver-Guangzhou Friendship Society (TBC)
13	Ms. Wu Xiaoling 吴晓玲	Deputy Division Director of Guangzhou Foreign Affairs (Interpreter)
14	Mr. Zhang Fusheng 张福晟	Section Chief of the General Office of Guangzhou Municipal Government

Appendix 3

City staff in attendance

	Name	Title
1	Paul Mochrie	City Manager
2	Armin Amrolia	Deputy City Manager
3	Celeste Dempster	Senior Director, IGR and Strategic PRTNR
4	Sandra Nikolic	Senior Manager, IGR
5	Fabian Contreras	Senior Manager, IGR
6	Natti Schmid	Acting Chief of External Relations & Protocol
7	Lily Chen	Officer, External Relations & Protocol

GZ Delegation visit Oct 19:

- Umbrellas
- Seating plan
- Chris Santo's team to grab the chairs from Room 113 to Cascadia Room (10 chairs)
- One-pager for Paul
- Protocol itinerary
- Staff list
- Delegation list
- Gift – scarf + wrapper of gift (remind Paul to open the box and read the card inside), or we can wrap up the gift and put the card on top of the gift item
- Car plates number of guests that need exemption.
- Script from Kathy – for touring City Hall
- Scroll – gift from Guangzhou - standby
- Inform security that no cars parked at near the GZ flower (Kapok Flower Sculpture)
<https://covapp.vancouver.ca/PublicArtRegistry/ArtworkDetail.aspx?ArtworkId=627>
- Tent cards
- Flower for table – Ordered from Angela and Gabriel
- Water, glasses, tea bags

Cultural Protocol & Order of Events for Oct 19th Delegation Visit

Order of Events

- Paul, Armin, Natti, and Interpreter greet officials on North Lawn.
- Enter the building and split into two separate elevators.
- Enter the meeting room and take designated seats.
- Paul initiates the meeting.
- Towards the end of the meeting, initiate the gift exchange by saying: "Thank you for this meeting, we have prepared a gift for you as a gesture of our appreciation."
- Closing remarks by Paul.
- Paul and Armin exit; Natti provides a tour of City Hall.
- Natti and Interpreter escort officials to their vehicle.

Cultural Protocol & Considerations

Preparations:

- Carry ample business cards.

Gifting:

- Use both hands for gift exchange and clarify the gift once opened.
- Most expensive gift goes to the most senior delegate.


Greetings & Farewell:

- Shake hands and introduce with name and title.
- Address by surname and title (Mr./Ms./General).
- Business card exchange etiquette: both hands, study briefly, and don't pocket immediately.
- For farewells, reiterate thanks for the meeting and express the hope to meet again soon.

Conduct of Meeting:

- Brief introductions. Tent cards will be available.
- Direct queries and comments to the senior Chinese member.
- When using an interpreter, speak to the delegation, not the interpreter.
- Avoid internal disagreements and challenging guests' views.
- Invite questions from the Chinese group.

Political & Casual Conversation:

- s.13(1) 
- Be prepared for personal questions as a sign of respect.

Cultural protocol and considerations for Oct 19 delegation visit

- **Preparations:**
 - Have several business cards ready for the meeting.
- **Gifting:**
 - Towards the end of the meeting, initiate the gift exchange by saying something akin to: “Thank you for this meeting, we have prepared a gift for you as a gesture of our appreciation”
 - When giving a gift, offer it to the person with both hands, as this is seen as a sign of respect, and receive your gift with both hands.
 - According to the Chinese etiquette, the recipient might not open it immediately as traditionally Chinese only opens gifts after the meeting.
 - Give the most expensive gift to the most senior person in the delegation.
 - Briefly explain what the gift is once it has been opened
- **Greetings:**
 - Shake hands. Introduce yourself by both name and title.
 - Address Chinese persons by their surname preceded by Mr. or Ms. or official title (e.g. General). Chinese names are generally written with surname first.
 - Exchange business cards. Present your card using both of your hands, and so that the printing on it is right-side-up as seen by the recipient. Receive your guest's card using both of your hands, study the card for a few seconds, and place the card in front of you for reference during your meeting with the delegation. Do not shove the card into your pocket.
- **Conduct of the Meeting:**
 - Once seated, offer a brief welcome. Briefly introduce members of your group. Tent cards will be provided with staff's names and titles so there is no need to give details.
 - During the meeting, direct any questions or comments to the senior Chinese member who, in turn, will direct them to individuals in their group.
 - Similarly, the senior member of your group should be the lead COV speaker, who, in turn, will call on members of their group to elaborate as necessary.
 - If using an interpreter, speak to the delegation, not the interpreter. Listen attentively to each speaker of the Chinese group even if you do not understand a word. Wait patiently if a discussion in Chinese takes place among the Chinese officials or between them and the interpreter.
 - Avoid open expressions of dissenting views among members of your own group.
 - Avoid interrupting your Chinese guests or challenging their views. Try to find common ground and compromises.
 - Make a point of inviting questions from the Chinese group.
- **Political Sensitivities and Casual Conversation:**
 - s.13(1)
 - Expect that you may be asked personal questions. In Chinese culture, such questions show a genuine interest and respect.

18 high-back chairs, 9 in a row

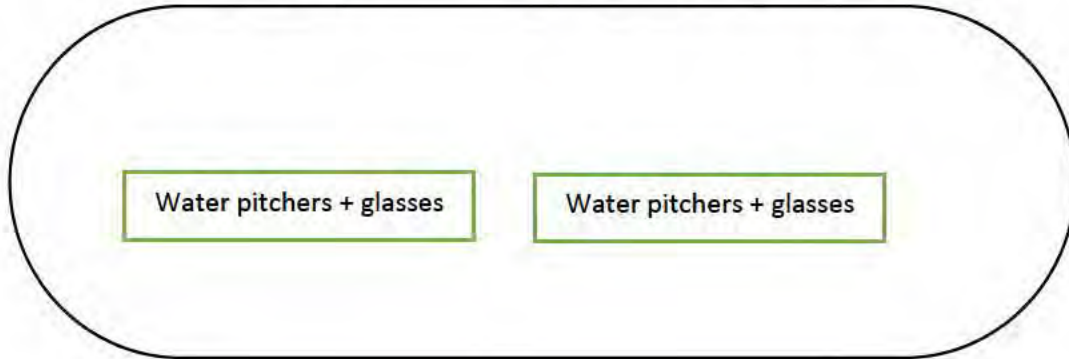
Coat Rack

Lily Chen

Small Table

Fabian Contreras	Armin Amrolia	Interpreter	Paul Mochrie	Celeste Dempster	Sandra Nikolic	Natti Schmid
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TV Screen



Long Table

Mayor of GZ

Door

Useful information for Oct 19 meeting – for Paul and COV staff:

- Preparations:
 - Have several business cards ready for the meeting.
 - Romanized name cards for the meeting table are helpful, particularly for larger groups.
- Gifting:
 - If giving a gift to the Chinese, never give clocks, watches, or implements with a sharp edge (e.g. letter openers).
 - Wrap gifts not in black or white colour. It is not appropriate to present a gift in market-like bags. Including a greeting card or a gift tag to your present is a good idea. Do not write in red ink.
 - When giving a gift, offer it to the person with both hands, as this is seen as a sign of respect. According to the Chinese etiquette, the recipient receives the gift with both hands, but he/she might not open it immediately as traditionally Chinese only opens gifts after the meeting.
 - The most important rule to keep in mind is to give the most expensive gift to the most senior person in the delegation.
- Greetings:
 - Shake hands. Introduce yourself by both name and title.
 - Address Chinese persons by their surname preceded by Mr. or Ms. or official title (e.g. General). Chinese names are generally written with surname first.
 - Exchange business cards. Present your card using both of your hands, and so that the printing on it is right-side-up as seen by the recipient. Receive your guest's card using both of your hands, study the card for a few seconds, and place the card in front of you for reference during your meeting with the delegation. Do not shove the card into your pocket.
- Conduct of the Meeting:
 - Seat your group on one side of the table, the Chinese group on the other. Seat senior members in the middle, with remaining members to either side in descending order of seniority.
 - Once seated, offer a brief welcome. Briefly introduce members of your group. Tent cards will be provided with staff's names and titles so there is no need to give details.
 - During the meeting, direct any questions or comments to the senior Chinese member who, in turn, will direct them to individuals in their group.
 - Similarly, the senior member of your group should be the lead COV speaker, who, in turn, will call on members of their group to elaborate as necessary.
 - If using an interpreter, speak to the delegation, not the interpreter. Listen attentively to each speaker of the Chinese group even if you do not understand a word. Wait patiently if a discussion in Chinese takes place among the Chinese officials or between them and the interpreter.
 - Avoid open expressions of dissenting views among members of your own group.
 - Avoid interrupting your Chinese guests or challenging their views. Try to find common ground and compromises.
 - Make a point of inviting questions from the Chinese group.
 - If the Chinese offer a gift, accept it using both hands as a sign of respect. Refrain from opening the gift until after the giver has left.

- If you are giving a gift to the Chinese, it may be initially declined out of politeness. Gently persist in giving the gift.
- If there is a meal, consider serving B.C. cuisine while being sensitive to certain cultural differences in diet (e.g. offering alternatives to dairy products and raw vegetables). Seat persons according to rank, avoid discussing business while eating, and propose a toast.
- Political Sensitivities and Casual Conversation:
 - s.13(1)
 - Expect that you may be asked personal questions. In Chinese culture, such questions show a genuine interest and respect.
- After the Meeting or Meal Concludes:
 - Accompany each guest to the door. Accompany ranking guests to the elevator or to the front door of the building, as the case may be.

For Natti / Lily

- It is preferable but not essential to have any materials printed in both Chinese and English languages.
- If refreshments are served, provide a variety of beverages (e.g. coffee, water, tea). For this meeting, room temperature water (in a jug) and glasses will be put at the meeting table. Hot water and Chinese tea bags will be put on the table near the sink area.
- For info: It is important to provide refreshments. If you ask the guests they will most likely say they do not want anything. This is more ritual than truth. You should give every guest something to drink. Chinese guests usually prefer tea or hot water (not ice water) to coffee, but it is best to offer all three. Another option would be to just place a bottle of water at each seating place (room temperature bottles, not chilled).
- If gifts are being provided for the Chinese, one gift for the whole group can be given to the most senior member of the group.