



## City of Richmond

## Report to Committee

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**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager – Parks, Recreation and  
Cultural Services  
**Re:** 2010 Olympic and Paralympic Games

**Date:** April 7, 2004  
**File:** 01-0100-20-OLYM1/2004-  
Vol 01

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### Staff Recommendation

1. That Council adopt the guiding principles as outlined in this report;
2. That Council adopt the Terms of Reference for a Richmond 2010 Community Opportunity Task Force; and,
3. That Council advertise and recruit for the Richmond 2010 Community Opportunity Task Force.

Cathryn Volkering Carlile  
General Manager Parks Recreation and Cultural Services  
(4068)

Att.

FOR ORIGINATING DIVISION USE ONLY		
REVIEWED BY TAG	YES	N/A
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
REVIEWED BY CAO	YES	N/A
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## Staff Report

### Origin

On April 5, General Purpose Meeting, the Committee referred the following:

*That the report (dated March 31<sup>st</sup>, 2004, from the General Manager, Parks, Recreation & Cultural Services), regarding the 2010 Olympic and Paralympic Games, be referred to staff for revision.*

This report will address the revisions.

### Analysis

#### Background

Committee reviewed the report on the 2010 Olympic and Paralympic Games and suggested some changes and additions to it. This report addresses those changes.

#### Strategy Activities

##### 1. Guiding Principles

Guiding principles are key to moving forward in the development of a 2010 strategy. As such, staff recommends the following guiding principles for all 2010 activities supported by the City and its community partners:

- all 2010 activities are within the guidelines as outlined from the Provincial Secretariat and Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (VANOC);
- builds community capacity and encourages community involvement;
- creates a unified vision for how Richmond can participate in and benefit from the Games;
- creates financially sustainable outcomes;
- directly benefits and leaves legacies for the community of Richmond;
- encourages effective relationships and partnerships with others;
- promotes active living; participation and excellence in sport;
- promotes and celebrates our diversity; tolerance and understanding;
- promotes economic development and tourism;
- promotes environmental sustainability;
- promotes learning; and,
- promotes the arts, culture and our heritage.

##### 2. Establish the Richmond 2010 Community Opportunity Task Force

The community plan will include cultural opportunities, sport opportunities, business, tourism and economic development opportunities; as well as legacies such as community infrastructure and capacity building within the volunteer sector.

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In keeping with this provincial direction, staff are recommending the establishment of a Council appointed Richmond 2010 Community Opportunity Task Force to target priorities for Richmond. The terms of reference are outlined in Attachment 1.

It is recommended that the Task Force initially be established for a two-year period. This would allow for the Task Force to establish priorities and develop a comprehensive strategy. It will also enable Council to be flexible in the City's approach to the Games.

Over the next 6 years, the needs and desires of Richmond may change and Council may wish to adjust the terms of reference and the objectives of their 2010 strategy as time draws closer to the Games and as new opportunities are presented.

As an appointed Task Force of Council, the Task Force would be responsible to take direction from City Council and be accountable to Council for their plans and activities.

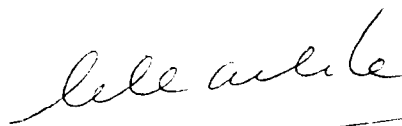
The role of the Task Force would be to build a unified community vision and plan for the 2010 Games and to ensure Richmond capitalizes on and receives the maximum benefits and legacies from the 2010 Olympic and Paralympic Games.

#### **Financial Impact**

The initial financial impact of creating a task force is to cover the costs of advertising, meeting expenses and staff time committed to establishing the committee.

A detailed breakdown will be forwarded to Council at a later date outlining the expenses related to the task force; possible program expenses and revenues and training/participation in conferences and forums.

Funding for this Task Force and its activities is not feasible within the current approved budget and there is no anticipated reduction in advisory Task Forces from which to resource this request.



Cathryn Volkering Carlile  
General Manager - Parks, Recreation and Cultural Services  
(4068)

**RICHMOND 2010 COMMUNITY OPPORTUNITY TASK FORCE  
TERMS OF REFERENCE**

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**Purpose**

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The purpose of the Richmond 2010 Community Opportunity Task Force is to ensure the community of Richmond fully capitalizes on the benefits of British Columbia's hosting of the 2010 Winter Olympics and Paralympics.

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**Principles**

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City Council has established these following guiding principles for activities supported by the City and its community partners. They are:

- All 2010 activities are within the guidelines as outlined from the Provincial Secretariat and Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (VANOC);
- Builds community capacity and encourages community involvement;
- Creates a unified vision for how Richmond can participate in and benefit from the Games;
- Creates financially sustainable outcomes;
- Directly benefits and leaves legacies for the community of Richmond;
- Encourages effective relationships and partnerships with others;
- Promotes active living; participation and excellence in sport;
- Promotes and celebrates our diversity; tolerance and understanding;
- Promotes economic development and tourism;
- Promotes environmental sustainability;
- Promotes learning; and,
- Promotes the arts, culture and our heritage.

The Richmond 2010 Community Opportunity Task Force must reflect the adopted principles in all its activities.

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**Membership**

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Richmond City Council appoints members of the Richmond 2010 Community Opportunity Task Force and its chair. There are up to 14 members, plus a liaison member from City Council.

Representatives must apply to participate on the Richmond 2010 Community Opportunity Task Force. The City will seek new members for the Richmond 2010 Community Opportunity Task Force through a public call for applications.

Candidates will be chosen to reflect a broad spectrum of community sectors, which may include, Arts, Athletes, Business, Persons with Disabilities, Education, Environment, First Nations, Health, Heritage, Multicultural, Recreation, Seniors, Social Services, Sports, Tourism, Transportation, Volunteers and Youth.

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The Richmond 2010 Community Opportunity Task Force will have a two-year term, effective from its appointment.

The Richmond 2010 Community Opportunity Task Force will seek staff and public input and feedback throughout the process.

The Richmond 2010 Community Opportunity Task Force will report twice annually to Council on the activities of the past year and outline the work plan and progress on the work plan for the upcoming year.

At the beginning of each year, a member of the Task Force will be appointed as chair. This individual will facilitate and chair the meetings.

Members are expected to attend all meetings. If unable to attend meeting, an alternate is not required.

The Richmond 2010 Community Opportunity Task Force has the authority to create sub-Committees to work on a variety of initiatives. Sub-Task Forces may include members from outside the Task Force.

City staff appointed by the Corporate Program and Management Group will attend meetings as technical support and will administer the Richmond 2010 Community Opportunity Task Force budget.

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### **Objectives and Expectations**

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The primary objectives for the Richmond 2010 Community Opportunity Task Force are:

1. To build a unified vision and plan for the 2010 Olympic and Paralympic Games for the community of Richmond.
2. To ensure the community of Richmond capitalizes on and receives the maximum benefits and legacies from the 2010 Olympic and Paralympic Games.
3. To determine, propose and act upon opportunities that add value, dimension and benefit to the Games by supporting the three pillars (culture, sport and environment) of the Olympic movement.
4. To ensure the three Olympics components of sustainability (environmental, social and economic) are promoted and adhered to.
5. To ensure that the community is aware of the benefits and legacies of hosting the Games.
6. To seek sponsorship for the programs and activities that are developed.
7. To promote community involvement.
8. To identify possible areas of negative impact and recommend actions to mitigate.
9. To coordinate the community of Richmond's activities in support of the Olympic and Paralympic Games with the Province of BC's 2010 Secretariat and other community opportunities Task Forces.

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### **Procedures**

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The Richmond 2010 Community Opportunity Task Force will report to Council through the City staff.

The Richmond 2010 Community Opportunity Task Force decision process is to be consensus based. If some members disagree with the Task Force's recommendations or activities, decisions will be recorded in the meeting records.

The Richmond 2010 Community Opportunity Task Force will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.

The Richmond 2010 Community Opportunity Task Force will liaise with the 2010 Provincial Secretariat in coordination with the City of Richmond.

Liaison with the Vancouver Organizing Task Force of the Olympic Games (VANOC) will be only through the City of Richmond staff.

Communications to Council from the Richmond 2010 Community Opportunity Task Force will be coordinated through City of Richmond staff.

The Chair would be elected on the first meeting of the Task Force from among the members appointed. A new chair would be elected annually.

Council may amend these terms of reference at its discretion.

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### **Meetings**

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The Richmond 2010 Community Opportunity Task Force meetings are open to the public; however, the public will not be able to participate in the meetings except through a delegation process.

The Task Force will establish the meeting schedule annually.

Copies of the agenda and record of the meetings will be circulated to Richmond 2010 Community Opportunity Task Force members in advance.

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### **Code of Conduct**

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Richmond 2010 Community Opportunity Task Force members are expected to be respectful towards each other and work cooperatively.

The Richmond 2010 Community Opportunity Task Force members are drawn from a broad spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of all of Richmond residents.

If there is a conflict of interest, it will be up to the member to remove himself or herself from the decision.

Richmond 2010 Community Opportunity Task Force members serve at the pleasure of Council.