

PHOTOCOPIED



City of
Richmond

AW
& DISTRIBUTED

JAN 18 2016

TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE

Re: Jan 18 GP Item 4

Memorandum

Finance and Corporate Services Division

To: Mayor and Councillors

Date: January 18, 2016

From: Neonila Lilova
Manager, Economic Development

File: Schedule 3 to the Minutes of the
General Purposes Committee
meeting of Richmond City Council
held on Monday, January 18,
2016.

Re: Council Policy 3710 Amendments – Redlined Version

The staff report titled "Richmond Sport Hosting Program Amendments", to be considered at the Open General Purposes Committee on January 18, 2016, contains proposed amendments to Council Policy 3710 – Sport Hosting Incentive Grant. The staff report includes the amended and original Council Policy 3710 as Attachments 1 and 2, respectively. Enclosed to this memorandum is the redlined version of Council Policy 3710, highlighting the changes from the original to the proposed policy. The staff report contains further details on the proposed changes.

Please contact the undersigned should you require additional information.

Neonila Lilova
Manager, Economic Development

pc: Senior Management Team
Tanya Foley, Manager, Sport Hosting





It is Council policy that

1. The City of Richmond supports the enhancement of a positive quality of life for all its residents, and the Council recognizes that one method of helping to achieve that goal is through an annual sport hosting incentive grant program.
2. The City of Richmond Sport Hosting Task Force has the responsibility to award Sport Hosting Incentive Grants to successful applicants and the program will be administered by the City of Richmond.
3. The incentive grant program is open to eligible groups ~~on a first come, first serve basis until the funding is exhausted annually through an online application process following an annually defined intake schedule. Each organization will be eligible to receive a maximum of two grants or \$7,000 total per year. and a~~Any approved application will have the option to receive 50% up front funding (pre event) and 50% post event and upon submission of accountability paperwork.
4. Applicants from the Richmond Olympic Oval Corporation, Richmond Community Associations, Societies, Richmond School District No. 38 Athletics Association, Richmond non-profit organizations and non-profit sport organizations or associations are eligible to apply for a Sport Hosting Incentive Grant. Applicants from other organizations may also apply but best efforts must be made to obtain a letter of support from a Richmond based organization.
5. All applications must include a business plan outlining:
 - event's objectives
 - high level action plan and timelines
 - organizational structure
 - budget – including indication of items grant would be applied to
 - indication of how any budget surplus would be used
 - cultural component(s) of event
 - indication of sustainable event practices planned
6. ~~The grant process incorporates 23 tiered application eligibility based on expected economic impact from room nights which will determine the minimum and maximum amounts that could be allocated. All applications will be evaluated by the Sport Hosting Task Force against five criteria to determine the final allocation:~~
 - a) Number of hotel room nights
 - b) Scale of Event (e.g. Provincial, National, International)
 - c) Ability to leave a legacy in Richmond
 - d) Potential to generate measurable economic impact and tourism benefits
 - e) Opportunity for continuation of this event or hosting potential for future new events. ∴

~~groups seeking less than \$1000.00 and groups seeking over \$1000.0~~

0.



~~Groups seeking less than \$1000 have the following criteria to meet:~~

- ~~• utilize facilities and venues within the City of Richmond.~~
- ~~• stay a minimum of 20 hotel room nights in Richmond.~~
- ~~• compliance with City policies and procedures.~~

~~Groups seeking finding over \$1000 have the following criteria to meet:~~

- ~~• utilize facilities and venues within the City of Richmond.~~
- ~~• stay a minimum of 20 hotel room nights in Richmond.~~
- ~~• outline how the support from the City of Richmond would be applied to the event.~~
- ~~• demonstrate the extent to which the event will encourage increased participation in sport and provide direct or indirect sport development opportunities to the City of Richmond's sport stakeholders.~~
- ~~• demonstrate the social and economic benefits of the event including but not limited to the size of the audience, media coverage, volunteerism and any potential legacy for the community (i.e. equipment, infrastructure).~~
- ~~• include a cultural component to the event.~~
- ~~• include a business plan outlining the sport event's objectives, action plan, volunteer and committee structure, participant breakdown, timelines, budget and if a surplus is generated through the event, identify how the surplus is to be used.~~
- ~~• be required to acknowledge the City's support in all of their information materials, including publications and programs related to the funded activities. If the logos of other funders are used in an acknowledgement, the City and Tourism Richmond should similarly be represented.~~
- ~~• compliance with City policies and procedures.~~

DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:



Page 3 of 5	Adopted by Council: February 8, 2010 <u>Amended by Council:</u>	Policy 3710
File Ref: 03-1085-01	Sport Hosting Incentive Grant Policy	

All events must either be sanctioned by a recognized sport governing body or, in the case of an emerging sport that has not yet achieved official status, the sport must be one that has official rules/regulations and can provide evidence that the organizer is required to meet a level of standards that are being used in the event being funded.

1. Provincial event – ~~The event must be sanctioned by a LSO and/or PSO that~~ includes tournament/championship competition between teams/individuals from around the province of British Columbia.
2. Western Canadian – ~~The event must be sanctioned by a LSO and/or PSO that~~ includes tournament/championship competition between teams/individuals from the western provinces (BC, AB, SK, & MB, YK, NT, NUNWT).
3. National event – ~~The event must be sanctioned by a LSO and/or PSO, NSO that~~ includes tournament/championship competition between teams/individuals from across Canada. To be eligible for this level of event when applying, one of the following conditions must be met:
 - at least 30% of the participating athletes must be from outside BC with a minimum of 4 provinces/territories, including BC, participating
 - at least 40% of the participating athletes must be from outside BC with a minimum of 3 provinces/territories, including BC, participating
 - at least 50% of the participating athletes must be from outside BC with a minimum of 2 provinces/territories, including BC, participating
4. International event – ~~The event must be sanctioned by a LSO and/or PSO, NSO, ISO that~~ includes tournament/championship competition between teams/individuals from around the world. To be eligible for this level of event when applying, one of the following conditions must be met:
 - at least 30% of the participating athletes must be from outside Canada with a minimum of 4 nations, including Canada, participating
 - at least 40% of the participating athletes must be from outside Canada with a minimum of 3 nations, including Canada, participating
 - at least 50% of the participating athletes must be from outside Canada with a minimum of 2 nations, including Canada, participating
3. Invitational/Test event – ~~The event must be sanctioned by a LSO and/or PSO, NSO, ISO that includes tournament/championship competition between a minimum of 10 participants from outside of Metro Vancouver.~~
- 4.5. Conferences/Symposiums/Congresses & AGM's – The meeting must be ~~sanctioned by a LSO and/or PSO, NSO, ISO. The meeting must be multiple days hosted/sanctioned by a~~ recognized sport governing body, be held over more than one day and host a minimum of 50 room nights on at least one night peak to be eligible. This would include topics such as sport system development, sport medicine, high performance training, sport legacy, sport hosting, coaching.
- 5.6. Multiple year events – must submit an application on an annual basis.



Page 4 of 5

Adopted by Council: February 8, 2010

Policy 3710

Amended by Council:

File Ref: 03-1085-01

Sport Hosting Incentive Grant Policy



EXCLUSIONS FROM ELIGIBILITY FOR SPORT HOSTING INCENTIVE GRANT:

- Funding for bids for provincial, national or international events are not eligible.
- Events with less than ~~20~~50 room nights in Richmond are not eligible.
- Events hosted outside the City of Richmond are not eligible for consideration.
- Professional events hosted by for-profit organizations with the exception of the Richmond Olympic Oval Corporation will not be supported.
- Funding for recreational activities (i.e. golf weekend) are not eligible for consideration.
- Funding for jamborees, playoffs, and league games are not eligible for funding.
- Applications for events that have already been hosted retroactively are not eligible.

GRANTS REVIEW CONSIDERATIONS:

The Sport Hosting Task Force will review and award grant applications [on an annual intake schedule](#) ~~on a monthly basis~~ and ensure that successful grant applications have met the established criteria.

The City will ensure notification of awarded grants will occur to comply with Community Charter requirements.

If an application is denied, the applicant may appeal to Richmond City Council through the Parks Recreation and Cultural Services Committee.

[All events must comply with City rules, policies, regulations and bylaws.](#)