

**CITY OF RICHMOND
SPORT HOSTING TASK FORCE**

Amended TERMS OF REFERENCE (new amendments in bold)

Vision

The vision for the City of Richmond’s Sport Hosting Strategy is to be the premier sport hosting community in Canada for provincial, national and international events while growing and integrating our local sport community.

Purpose

The Task Force is intended to be a small working group contributing to the success of the Richmond Sport Hosting Program. The purpose of the Sport Hosting Task Force is:

- to provide advice and guidance to the Richmond Sport Hosting Office.
- to review and decide on sport hosting incentive grant funding.
- to review and decide on the allocation of funding up to \$25,000 for up to (3) three sport events in a calendar year where financial support is either more than the current hosting incentive grant limits or the event is outside the hosting incentive grant program criteria
- to review and make recommendation on the allocation of funding for sporting events over \$25,000 to the General Purposes Committee, through staff, for final approval.

Membership

The Richmond Sport Council, Richmond Olympic Oval Corporation, Tourism Richmond and the City of Richmond will be represented on this Task Force.

The Manager, Sport Hosting and Manager, Sports & Community Events will represent the City of Richmond. The City will invite each of the partners to submit names of a representative and an alternate (in case of illness to representative) to serve on the Task Force.

Members are expected to attend all meetings. If a member is unable to attend a meeting, an alternate is required.

The Sport Hosting Task Force has the authority to create sub committees to work on a variety of initiatives. Sub committees may include members from outside the Task Force.

The City of Richmond’s Manager Sport Hosting, will chair the Task Force.

Term

The term of the Richmond Sport Hosting Task Force is directly aligned with the term of the Agreement between the City of Richmond and Tourism Richmond or earlier, if Council chooses.

The Sport Hosting Task Force members will have a three-year term, effective from their appointment.

Objectives and Expectations

The Sport Hosting Task Force will:

Seek staff, stakeholder and public input and feedback throughout the process.

Advise the City on building a unified vision and plan for sport hosting initiatives beyond 2010.

Offer the City ongoing advice to ensure the community of Richmond capitalizes on and receives the maximum benefits and legacies from future sport events hosted in Richmond.

Advise and identify opportunities that add value, dimension and benefit to the community.

Advise on opportunities to ensure the vision of the Sport Hosting Strategy is promoted and adhered to - *To be the premier sport hosting community in Canada for regional, provincial, national and international events while growing and integrating our local sport community.*

Advise on how to position Richmond as the preferred location and premier sport host for existing events and targeted regional, provincial, national and international events.

Offer ongoing advice to increase Richmond's capacity to host sporting events and conferences.

Review and decide on the allocation of sport hosting grants to eligible sport organizations.

Review and decide on the allocation of funding up to \$25,000 for major sport events where financial support is either more than the current hosting incentive grant limits or the event is outside the hosting incentive grant program criteria.

Review and make recommendation on the allocation of funding for sporting events over \$25,000 to the General Purposes Committee, through staff, for final approval.

Advise about ongoing initiatives to promote community involvement in sport hosting initiatives through local arts & culture and volunteerism.

Procedures

The Sport Hosting Task Force decision process is to be consensus based on most matters.

On funding decisions on the Richmond Sport Hosting Incentive Funds, a vote will be taken and the majority votes will determine the outcome. If there is a tie vote, the funding request is defeated.

If some members disagree with the Task Force's recommendations or activities, decisions will be recorded in the meeting records.

The Sport Hosting Task Force will receive administrative staff support services from the City for the preparation of agendas and recording of meetings.

Communications from the Sport Hosting Task Force to Council will be coordinated and managed through the Manager, Sport Hosting.

Council may amend these terms of reference at its discretion.

Copies of the agenda and minutes of the meetings will be circulated to the members of the Sport Hosting Task Force in advance.

The meetings will follow the City guidelines for open and closed meetings.

Meetings

The Sport Hosting Task Force will establish the meeting schedule annually and will be no less than four (4) meeting per year.

Experts, Guests and Delegations

The Sport Hosting Task Force may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of another project or consultation mechanism. The Chair will agree to such invitations in advance.

Code of Conduct

The Sport Hosting Task Force members are expected to be respectful towards each other and work cooperatively to achieve the common goals of the Sport Hosting strategy.

The Sport Hosting Task Force are drawn from a spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of the community and sport in the City.

If there is a conflict of interest, it will be up to the member to remove himself or herself from the decision making process. When a grant application is considered by the Task Force, the member will have to remove themselves from the review and decision, if an application is from their organization.