



Municipal District of Bonnyville No. 87 Regional Sports Tourism Committee Policy
POLICY NUMBER: 229-BD-23

Approval Date: June 27, 2023

Revise Date:

Motion Number: CRM20230627.1017

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The Municipal District of Bonnyville No. 87 has established a Regional Sports Tourism Committee (RSTC) with invited members of City of Cold Lake, Town of Bonnyville, and the Village of Glendon. The intent of this policy to adopt by policy, the Terms of Reference and appointment procedures for the RSTC.

2.0 Purpose

The Regional Sports Tourism Committee (RSTC) is a joint Committee created by the Municipal District of Bonnyville, City of Cold Lake, Town of Bonnyville, and the Village of Glendon. The purpose of the RSTC is to act as a regional representative and advocate for attracting large sporting events to the region and coordinate the successful execution of such events on behalf of the respective partnering municipalities.

3.0 Policy Statement

- 3.1. This policy endorses the Terms of Reference of the Regional Sports Tourism Committee (RSTC) that has been attached hereto as Appendix "A".
- 3.2. Every appointment to the RSTC shall be by resolution of Council.
- 3.3. The Composition of the RSTC will consist of eight (8) members including:
 - 3.3.1. One (1) member of Council from each municipality; and
 - 3.3.2. Four (4) members at large, one (1) appointed by each municipality.
- 3.4. Every such appointment is at the pleasure of Council, whether or not the appointment is for a specified time period
- 3.5. Each appointment will be for the following term:
 - 3.5.1. Members of Council will be appointed for a 2-year term.
 - 3.5.2. Members-at-Large will be appointed for a 4-year term
 - 3.5.3. Any member of the RSTC shall only be eligible for re-appointment for one (1) additional term.
 - 3.5.4. If, after a Member-at-Large's second term, no new applicants apply for the position, their respective Council may re-appoint the current member for one (1) additional term.
 - 3.5.5. Each Council is encouraged to appoint an alternate Councillor to the Committee in the event that the appointed Councillor is unable to attend a meeting or meetings.

4.0 Managerial Guidelines

- 4.1. The Chief Administrative Officer (or designate) shall:
- 4.1.1. coordinate appointments to Council
 - 4.1.2. maintain all records pertaining to appointments
 - 4.1.3. obtain a letter from each current member eligible for reappointment, stating whether or not that member wishes to be re-appointed
 - 4.1.4. consult with the current board or committee to identify the skills, knowledge, experience, and other characteristics of any specific position(s) required during the coming term of appointment
 - 4.1.5. provide application information to individuals who wish to apply for appointment as new members
 - 4.1.6. receive all applications and sort according to required skills, knowledge, experience, and other characteristics, and provide short list to Selection Committee
 - 4.1.7. arrange appropriate meetings for the Selection Committee, providing all necessary documents, profiles, and interview questions and testing criteria (if required)
 - 4.1.8. ensure that the Selection Committee is aware of issues or concerns in respect to member appointments/re-appointments
 - 4.1.9. schedule applicant interviews and/or testing (if required)
 - 4.1.10. prepare a report for Council outlining the Selection Committee's appointment recommendations
 - 4.1.11. advise the board or committee chair of appointments and re-appointments made by Council

5.0 References

Terms of Reference - Regional Sports Tourism Committee

6.0 Persons Affected

Members of City Council,
Staff, and
The Regional Sports Tourism Committee (RSTC)

7.0 Revision/Review History

July 19, 2023
Date

July 19 2023
Date

Chief Administrative Officer
Mayor

7/19/23
CITY OF COLD LAKE
CORPORATE
SEAL
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TERMS OF REFERENCE

Regional Sports Tourism Committee

Board/Committee Type: Regional Committee

Approval Date: **Date:**

Review/Revision Date:

Purpose

The Regional Sports Tourism Committee (RSTC) is a joint Committee of the Municipal District of Bonnyville, City of Cold Lake, Town of Bonnyville, and the Village of Glendon. The purpose of the RSTC is to act as a regional representative and advocate for attracting large sporting events to the region and coordinate the successful execution of such events on behalf of the respective partnering municipalities.

Scope and Authority

The designated scope and authority of the RSTC are to:

- (1) Identify potential sports tourism opportunities for the region and present recommendations to each respective municipal Council for consideration, including supporting information such as estimated costs and benefits to the region for hosting the event;
 - (a) Recommendations of the RSTC must be reached through consensus and recorded in the RSTC meeting minutes prior to presentation to and approval by each respective Council.
- (2) Compile any required information and submit any expressions of interests, applications, and/or bid packages to host approved events on behalf of the partnering municipalities.
 - (a) Each respective Council must approve an event and their share of the financial commitment before the RSTC is permitted to proceed with submitting this documentation.
- (3) Coordinate hosted events on behalf of the region. This may include, but is not limited to, securing required facilities, accommodations, funding and sponsorships, and volunteers, managing advertising and media coverage, as appropriate, and invitations to participate, if required.
- (4) Establish event-specific sub-committees, as required, with distinctly outlined roles and responsibilities, for the duration of a hosted event only.
- (5) Complete any post-event follow-up required including but not limited to, financial reconciliations, post-event reporting to the event corporation, etc.

Membership

RSTC members will function on a consensus basis with each member having one vote.

- (1) Composition
 - (a) The RSTC will consist of eight (8) members including:
 - (i) One (1) member of Council from each municipality; and
 - (ii) Four (4) members a large, one (1) appointed by each municipality.
 - (b) All members will be appointed by resolution of their respective Council, normally at the Organizational Meeting.

TERMS OF REFERENCE

Regional Sports Tourism Committee

(2) Chair

- (a) The positions of Chair and Vice-Chair will be appointed for 1-year terms by the RSTC members at the first Committee meeting following the annual Organizational Meetings, or as required.
- (b) If the Chair is unable to attend a meeting, the Vice-Chair will assume the role of Chair for that meeting.

(3) Recording Secretary

- (a) The position of Recording Secretary will be appointed by the RSTC members as required.
- (b) The Recording Secretary will be responsible for:
 - (i) Providing administrative support for the RSTC, as required;
 - (ii) Recording minutes for meetings; and
 - (iii) Preparing and distributing agenda's and minutes for members.
- (c) The Recording Secretary position will be rotated between the four (4) municipalities on an annual basis effective from the date of the first scheduled meeting.

(4) Term

- (a) Members of Council will be appointed for a 2-year term.
- (b) Members-at-Large will be appointed for a 4-year term.
- (c) Any member of the RSTC shall only be eligible for re-appointment for one (1) additional term.
- (d) If, after a Member-at-Large's second term, no new applicants apply for the position, their respective Council may re-appoint the current member for one (1) additional term.
- (e) Each Council is encouraged to appoint an alternate Councillor to the Committee in the event that the appointed Councillor is unable to attend a meeting or meetings.

Meeting Arrangements

- (1) Meetings will be scheduled at a minimum of 4 times per year, with additional meetings as deemed necessary by the Chair.
- (2) Meetings will be scheduled on a date and time agreed on by a minimum of 2/3 of the Committee.
- (3) A quorum of Committee is five (5) members.
- (4) Meeting minutes will be approved and adopted by the RSTC at the next scheduled meeting and signed by the Chair and Recording Secretary.
- (5) Remuneration and travel expenses for Members-at-Large shall be in accordance with their respective municipality's policy.

Reporting

- (1) The Chair and Vice-Chair of the RSTC, or their designates, shall present an operational update to each respective Council on an annual basis, including financial status, over and above any presentation recommending an event.
- (2) The Members of Council will report to their respective Council's publicly at a subsequent regular meeting.

TERMS OF REFERENCE

Regional Sports Tourism Committee

Resources and Budget

- (1) The initial source of funding for the RSTC will be provided through an equal share of funding from each partnering municipality to establish an operational budget.
- (2) Funding for hosting events will come from contributions by each partnering municipality as well as fundraising, grants, and sponsorship funding.
- (3) Any profits earned from a hosted event must be reported back to each respective municipality but will be held by the RSTC to assist with costs of hosting a future event in the region.
- (4) An annual budget shall be provided to each partnering municipality including forecasted expenses and potential costs for pending event approvals, for their annual budget deliberations.

The Regional Sport Tourism Committee will respect each municipality's management and marketing of their respective recreation and sporting facilities independent from the Regional Sport Tourism Committee's stated purpose and each municipality's strategic plan regarding local sporting and recreation initiatives.

Review

The RSTC Terms of Reference will be reviewed by the Committee every five (5) years, at minimum, or as deemed necessary.