

TERMS OF REFERENCE **APPENDIX A**

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 and **TBD**. 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-committee's, 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 **XX** members including:
 - (i) One (1) member of Council from each municipality; and
 - (ii) **XX** members a large, **one(?)** appointed by each municipality.
 - (b) All members will be appointed by resolution of their respective Council, normally at the Organizational Meeting.

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(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.

(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 an additional, third term.

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 **XX** 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 elected official members will report to their respective Council's publicly at a subsequent regular meeting.

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.

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- (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.

Review

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