

NO: R228

COUNCIL DATE: November 6, 2017

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **November 1, 2017**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **1850-01**
General Manager, Finance

SUBJECT: **2nd Biannual Intake of Sport Tourism Grants - 2017**

RECOMMENDATION

The Parks, Recreation & Culture Department and the Finance Department recommend that Council:

1. Receive this report as information;
2. Approve staff recommendations for the 2nd biannual intake for 2017, Sport Tourism Grant applications as documented in Appendix "I", in accordance with the City's Sport Tourism Grant Program; and
3. Authorize staff to update the Sport Tourism Grant Guidelines as outlined in Appendix "II".

INTENT

The purpose of this report is to seek Council's approval for the issuance of grants under the Sport Tourism Grant Program for the second intake in 2017. The secondary purpose of this report is to seek Council authorization for staff to update the Sport Tourism Grant Guidelines.

BACKGROUND

In April 2015, Council adopted the City of Surrey's Sport Tourism Grant Program (Corporate Report No R061;2015, Appendix "III"). The Sport Tourism Grant Program, (the "Program") supports the goals established in the *Sport Tourism Strategy* approved by Council in 2013.

“Sport Tourism Events” are classified as events to which participants and spectators are travelling more than 80 km’s to an event and staying overnight. There are numerous economic benefits experienced by local businesses when groups travel and use accommodation in Surrey.

DISCUSSION

Application Process

The City of Surrey and Discover Surrey (Surrey Tourism Association) accept applications for financial assistance for Sport Tourism Events on an ongoing basis. The goal is to channel applications biannually into two intake periods; the first round of applications was due on March 31, 2017 for events taking place between July 1 and December 31, 2017, and the second round of applications was due on September 30, 2017 for events between January 1 and June 30, 2018.

Sport Tourism Grant Funding

The Program was designed to support community groups and provide assistance with covering facility rental and marketing costs. The Program outlines that funding is considered for events taking place in Surrey and when participants are staying in local accommodation.

The Program includes the following guidelines based on the level of event:

Level	% of Rental fee or Request	Maximum
Provincial	25%	\$3,000
Western Canada	50%	\$4,000
National	100%	\$5,000
International	100%	\$5,000

The City annually allocates \$50,000 to this Program. In 2016, Discover Surrey contributed funds toward the Program and the remainder of these funds were carried over to establish a total of \$64,500 available to distribute in 2017.

Through the first intake in 2017 (Appendix “IV”) Council approved \$25,000 in grants, leaving a remaining balance of \$39,500 for the remainder of 2017.

Sport Tourism Grants Evaluation Process

The deadline for submission for the second intake of Sport Tourism Grants was September 30, 2017; six (6) applications were received requesting grants totaling \$24,500 (attached as Appendix “I”). The total expense budgets of these events is \$467,726.71 which indicates the investments local sport organizations are making toward hosting events in Surrey. This figure does not factor in additional benefits to the City such as the economic impact these events will have on the local economy.

An evaluation committee composed of City staff and one representative from Discover Surrey, reviewed each of the applications ensuring consistency with the Program Guidelines attached as Appendix “V”, including:

- The magnitude of the event and potential economic impact;
- The events ability to advance Surrey's profile as a Sport Hosting City or diversify the hosting portfolio;
- How Surrey residents will be impacted by the hosting of this event;
- The quality and history of the organization's administration and management;
- The appropriateness, effectiveness and quality of delivery of the event; and
- The not-for-profit status of the organization.

Based on the above guidelines, The Sport Tourism Grant Committee is recommending the award of six (6) separate grants totaling \$22,500 as shown in Appendix "I".

Distribution of Grant Funding

Upon Council approval of the six (6) grants and in accordance with the Program Guidelines, eighty percent (80%) of each approved grant will be distributed to the respective groups. Upon receipt and acceptance by staff of a final report from the grant recipient, the remaining twenty percent (20%) of each grant will be distributed. The report must demonstrate that the event was hosted and funds used for which the grant was awarded have been used appropriately.

Sport Tourism Grant Program Updates

The Program was originally implemented in 2015 and is now in need of updating to keep the Program sustainable for future years. Appendix "II" outlines the proposed changes to the Program which would take effect in January 2018. The proposed updates clarify the grant application process and establish intake dates that work better for both the City and event organizers. The percentage of rental fee requested is being removed to reduce restrictions on event organizers to receive only a percentage of eligible funding. Language throughout the document has been updated to ensure organizations are aware of grant allocation priorities and consider those priorities when planning their events. In addition, language has been added to ensure funds which are allocated are returned to the City if the event is cancelled.

SUSTAINABILITY CONSIDERATIONS

The recommendations of this report support the objectives of the City's Sustainability Charter. In particular, the recommendation related to the Sustainability Charter themes of Inclusion and Economy. Specifically, the acquisition supports the following desired outcomes:

- Community Pride and Engagement SD18: Celebrate and build upon what makes us proud of our community.
- Community Pride and Engagement DO22: There is a high rate of volunteerism among people of all ages and abilities.
- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community's well-being.
- Economy DO12: The City is a destination for visitors, which generates tourism revenue.

CONCLUSION

The Parks, Recreation & Culture Department and the Finance Department recommend that Council:

1. Approve staff recommendations for the 2nd biannual intake for 2017, Sport Tourism Grant applications as documented in Appendix "I", in accordance with the City's Sport Tourism Grant Program; and
2. Authorize staff to update the Sport Tourism Grant Guidelines as outlined in Appendix "II".

Laurie Cavan
General Manager
Parks, Recreation & Culture

Kam Grewal, CPA, CMA
General Manager
Finance

Appendix "I":	Sport Tourism Grant September Intake Applications List
Appendix "II":	Proposed Changes to the Sport Tourism Grant Program Guidelines
Appendix "III":	Corporate Report R061; 2015 Sport Tourism Grant Program
Appendix "IV":	March 2017 Sport Hosting Grant Applications
Appendix "V":	Sport Tourism Grant Program Guidelines

2017 Sport Hosting Grant Applications

September 2017 Intake

Organization	Event	Event dates (2017)	Approved Yes/No	Requested Amount	Total Event Expense Budget	Hotel Nights	Number of Participants	Rental Cost	Amount Recommended to Approve
BC Tigers Football Club	Miri Piri Soccer Tournament	Aug 4-6, 2017	Yes	\$3,000.00	\$83,634.71	4	3000	\$2,826.87	\$3,000.00
Synchro Canada	2018 Espoir Synchronized Swimming Championships & FINA Artistic Swimming World Series	May 29-June 3, 2018	Yes	\$5,000.00	\$217,112.00	1500	380	\$27,000.00	\$5,000.00
Water Polo Canada	National Championship League 19 U Inter conference Championships & Western Conference	Feb 1-4 & April 20-22, 2018	Yes	\$5,000.00	\$54,825.00	300	400	\$25,190.00	\$5,000.00
Curl BC	2018 National Masters Curling Championships	April 1-8, 2018	Yes	\$5,000.00	\$58,650.00	600	100	\$4,800.00	\$5,000.00
Surrey Hospital & Outpatient Centre Foundation	Champion of the Crescent (Stand Up Paddle Board)	16 July 2017	Yes	\$2,500.00	\$39,805.00	2	300	N/A	\$500.00
BC Synchronized Swimming Association	National Stream Provincial Championships	Feb 9-11, 2018	Yes	\$4,000.00	\$13,700.00	80	185	\$4,000.00	\$4,000.00
			Totals	\$24,500.00	\$467,726.71				\$22,500.00

INTERNATIONAL
NATIONAL
PROVINCIAL

Draft 1 - Sport Tourism Grant Program Guidelines

1. Funding will be considered to support ~~Sporting-Tourism~~ events being held in the City of Surrey. ~~Events must take place within City of Surrey~~ with participants staying in local accommodation.
2. Grants are intended to offset the cost of ~~Facility~~ facility rentals for the purposes of the ~~Sport Tourism~~ sporting event. Grants will not be provided to cover ~~deficits or deficits or~~ on-going operating costs. ~~Funds~~ Grants will be ~~Events/tournaments distributed will be~~ funded within the following guidelines.

	% of Rental fee or Request	Maximum amount
Provincial	25%	\$3,000
Western Canada	50%	\$4,000
National	100%	\$5,000
International	100%	\$5,000

Where a grant is awarded, 80% of the grant amount will be forwarded to the applicant once Council has approved the grant. The remaining 20% will be forwarded to the applicant upon receipt ~~by the City of a the~~ final report. ~~The report from the applicant that demonstrate must demonstrates~~ that the ~~initiative sporting event~~ for which the grant was awarded has been fully and properly completed.

Major National and International events with a significant bid/funding commitment and economic impact will be presented to Council for consideration through the annual operating budget, i.e., BC Summer Games, 55+ Games, Swim Canada Nationals etc.

3. Applicants must submit their application to the Manager of Support Services at sportsurrey@surrey.ca no later than 4:30 pm on the following dates:

Event DatesBetween January 1 and June 30Between July 1 and December 31**Application Due**September 30March 31

Requests for grants will be considered two times per year, in ~~January and June~~ March and September. ~~The completed application must be submitted no later than January 31 or June 30th.~~ Requests received ~~in~~ between these times may be considered for funding if the requirement for the grant was not reasonably foreseeable prior to ~~January 31 or June 30th~~ the deadline and the requirement for funding is critical to the implementation of the organization's event.

4. Criteria for Grant Eligibility:
 - a) (a) — The Sporting Event must be sanctioned by the ~~governing body of the sport~~ appropriate, recognized organization (PSO, NSO, International Federation (IF), etc. if applicable;

- b) ~~(b)~~ — Sport Event must be at the provincial, western Canadian, national, ~~or~~ international, or invitational level;
- c) ~~(c)~~ — Event must be take place within the City of Surrey and be sponsored by local organizations and, or having have direct local economic impact, e.g., Surrey room night counts;
- d) Grant applications for the same event multiple years in a row must demonstrate significant growth of the event. Priority will be given to grants for new events in their initial years to help them become established.
- e) Grants for annual recurring events in the same location each year may be considered for funding up to a maximum of three consecutive fiscal years (on a decreasing scale).
- f) ~~(d)~~ — Applicants must submit ~~a~~ completed application form including budget information all requested additional supporting documents and information;
- g) ~~(e)~~ — More favorable consideration may be given to sport events that are outside the main tourism season and are held mid- week. Events for one day will be considered, however, events taking place over two or more consecutive days will be given higher priority;
- h) ~~(f)~~ — Request must be made in advance of the event (no retro-active requests);
- i) ~~(g)~~ — The organization shall show evidence that it has fully explored all other viable sources of financial support;
- j) ~~(h)~~ — The organization must submit an evaluation of the use of the grant and feedback on the event hosting experience- within 30 days of event completion, this will initiate the final payment of the grants funds;
- k) ~~(i)~~ — The organization must not view the grant as an automatic ongoing source of funding.
- l) Previous grant recipients must have submitted final reports from past events to be eligible for future grants.
- m) Grant applications will only be considered if the organization has cleared all outstanding balances from previous events.
- n) In the case of event cancellation, repayment of the grant will be required.

GUIDELINES FOR GRANT PRIORITIES

The following factors will be used to determine priorities for allocating grants to eligible applicants:

1. The magnitude of event: how many days, number of room nights, what age group, type of sport, number of out of town visitors, cost of facility rental, level of competition etc.
2. Does the event advance Surrey's profile as a Sport Hosting City or diversify the hosting portfolio?
 - What is the level of the event?
 - Has the event been held before?
 - Are the similar events happening this year?
 - Does the event showcase existing City of Surrey facilities?
 - Is there media exposure?
3. How will Surrey residents be impacted by the hosting of this event?
 - Is there community support?
 - How much facility use/schedule disruption?
 - Are there spectator opportunities for Surrey residents?
 - Are there volunteer opportunities for Surrey residents?
4. The quality and history of the organization's administration and management:
 - Is the organization well-known to Surrey residents for their service?
 - What are the overall financial conditions of the event?
 - Will the lack of City funding result in the cancellation of the event?
 - Have all other funding options been investigated?
5. The appropriateness, effectiveness, and quality of delivery of the event:
 - How well will it be organized?
 - Will there be coordination with other organizations, which might be interested or affected?
 - Has the organization previously demonstrated success with a similar undertaking?

PROCEDURE FOR PROCESSING GRANT REQUESTS

1. Applicants must submit a grant application to [the City Clerk info@sportsurrey.com](mailto:the-City-Clerk-info@sportsurrey.com) on the prescribed form, not later than 4:30 p.m., ~~January 31st or June 30th~~ March 31st or September 30th in order to be considered for funding.
2. A Sport Tourism Grant Committee, consisting of a staff representative from Finance, Parks Recreation and Culture, ~~Economic Development~~ and ~~Sport Discover~~ Surrey, will review all grant applications to ensure completeness and to ensure grant eligibility as specified by the program.
3. The Sport Tourism Grant Committee will (after consultation as they deem necessary with the grant applicants) submit to ~~the Finance Committee of~~ Council, a list of all grant applications along with recommended grant ~~amounts~~ allocations.
4. ~~The Finance Committee of~~ Council will review the recommendations of the Sport Tourism Grant Committee, and may request additional information or request to hear delegations. ~~The Finance Committee will then submit a list of recommended grant amounts to Council for their review and for the necessary approval.~~ The approved grants shall be subject to final confirmation by Council after all appeals have been dealt with.
5. The Manager of Support Services shall notify all applicants, of Council's initial decision, and shall advise them of the Appeal Procedure. Applicants shall be advised that grant amounts are subject to final confirmation by Council after all appeals have been dealt with.
6. The Sport Tourism Grant Committee shall be responsible for ensuring that all organizations that are approved for a grant, submit an evaluation report on the use of the grant funds prior to remaining 20% of funds being released.

PROCEDURE FOR GRANT APPEALS

Appeals of Council's decisions will be considered only in instances where additional grant funds are required to prevent unforeseen circumstances which could result in employee lay-offs or threaten the financial well-being or implementation of the organization's event, or where significant new information will be presented which was not available during the grants review process.

Organizations must notify the City Clerk in writing, within 14 days from the date that the grant notifications were e-mailed, that they wish to appeal Council's decision. The grant applicants must give a clear explanation of why they feel they qualify for an appeal. The appeal request will be presented to Council for a decision on whether the appeal will be considered, and the applicant shall be notified accordingly.

If the appeal is not successful, that organization may not reapply for funding of the same service in the same funding year.

PROCEDURE FOR PROCESSING LATE GRANT APPLICATIONS

Grant applications received between the two intakes (~~January-September~~ and ~~June-March~~) will be referred to the Sport Tourism Grant Committee for the following action:

~~(a) (a)~~ — If the requirement for grant funds was not reasonably foreseeable prior to ~~January 31st or June 30th~~ ~~September 30th or March 31st~~, and if the requirement for immediate funding is critical to the implementation of the organization's event, then the Sport Tourism Grant Committee may review the grant application.

~~— The Sport Tourism Grant Committee may only approve grants up to \$4000 between the two intakes. If a grant is approved, it will be reflected on the next bi-annual report to Council. refer the application to Council along with a recommended grant amount.~~

~~(b) (b)~~ If the Sport Tourism Grant Committee believes that the grant application does not qualify for consideration, then the Committee shall advise the grant applicant in writing that they do not qualify for consideration, but that they may reapply by ~~March 31st or September 30th~~ ~~January 31st or June 30th~~ the following year. The applicant shall be advised that they may appeal this action of the Committee by requesting the City Clerk in writing to refer their application directly to Council, and by explaining why they should receive special late consideration for a grant. The appeal will be forwarded to Council for consideration, along with a recommendation from the Sport Tourism Grant Committee.

PROCEDURE FOR SETTING A GLOBAL GRANTS BUDGET

Prior to September 30th of each year, the Sport Tourism Grant Committee shall review the present year's budget, consult with larger ongoing grant recipients as necessary, and then submit a recommended global grants budget to the City Manager. The City Manager shall review the recommendation, and include a Global Grants Budget amount in the preparation of the Annual Financial Plan.

CORPORATE REPORT

NO: *R061*

COUNCIL DATE: *April 27, 2015*

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **April 13, 2015**

FROM: **General Manager, Parks, Recreation and Culture** FILE: **1850-01**
General Manager, Finance & Technology

SUBJECT: **Sport Tourism Grant Program**

RECOMMENDATION

The Parks, Recreation and Culture Department and the Finance and Technology Department recommend that Council approve a Sport Tourism Grant Program as generally described in this report.

INTENT

The purpose of this report is to seek endorsement of a Sport Tourism Grant Program that will be utilized to evaluate requests from community groups for financial support for sport tourism events. The proposed Program is attached as **Appendix I**.

BACKGROUND

Council adopted a Sport Tourism Strategy in 2013. The Strategy was developed to advance Surrey as a leader in the Sport Tourism industry and thereby maximize both economic benefits and sport development opportunities for the residents and businesses in Surrey. The Sport Tourism Strategy is attached as **Appendix II**.

In partnership with Tourism Surrey, the City established the brand "Sport Surrey – Ahead of the Game" to advance the City's Sport Tourism Strategy. Events are considered "Sport Tourism" when participants and spectators are travelling more than 80kms to an event and are staying overnight. By having groups travel and stay in Surrey, numerous economic benefits are experienced by local business which assists in supporting the tax base within the City. In 2013, there were 16,756 room nights booked in Surrey that were directly attributed to sporting events hosted in the City.

A specific example of the economic benefits of hosting an event can be demonstrated by the CCAA Women's Soccer National Champions hosted by Kwantlen Polytechnic University (KPU) in 2013. Sport Surrey in partnership with Destination British Columbia and the Canadian Sport Tourism alliance conducted an economic evaluation of the event. The report indicated that the event generated \$219,048 in Federal, Provincial and Municipal taxes and \$962,874 in industry output.

The Council Initiatives Fund has been used to support various sport hosting initiatives. Since 2009, a total of \$162,240 has been provided to various groups for Sport Tourism related events from Council Initiatives. Each event has been brought forward for Council consideration; funds awarded have ranged from \$1,000 to \$32,500 for single events. There has been a range of 3-6 events brought forward to Council each year. As the pressure on Council Initiative Funds has increased and the City continues to advance the Sport Tourism Strategy, staff is recommending a more formalized process be adopted to evaluate and manage requests.

DISCUSSION

The most common request from community groups is for facility rental costs for their tournaments. Staff recommends that each event be evaluated and provided a percentage of their facility rental costs or requests, based on the "Guidelines for Grant Priorities" outlined in the Program attached as **Appendix I**. The Guidelines include evaluation of the magnitude of the event, number of room nights generated, level of play in tournament, advancement of Surrey's profile, how residents will be impacted and the history of the organizations administration and management.

The Program includes the following guidelines based on the level of the event.

	% of Rental fee or Request	Maximum amount
Provincial	25%	\$3,000
Western Canada	50%	\$4,000
National	100%	\$5,000
International	100%	\$5,000

Major National and International events with a significant bid/funding commitment and economic impact, will be presented to Council for consideration through the annual operating budget. These bids are often submitted years in advance allowing for the opportunity to request financial commitment through the City's annual budgeting process (. i.e. BC Summer Games, 55+ Games, Swim Canada Nationals, 2016 International Softball Federation Women World Softball Championships, etc.)

Once the Program has been approved, staff will develop an application form and evaluation report to be used to collect appropriate information for each event.

FUNDING

Staff recommends that the funding of the Sport Tourism Grants be established as part of the annual budget process. In the 2016 budget process, staff recommends that Council consider establishing a \$50,000 Sport Hosting Grant Fund.

For the remainder of 2015, requests will continue to be brought forward to the Finance Committee requesting funding support from Council Initiatives.

SUSTAINABILITY CONSIDERATIONS

The recommendations of this report are consistent with the objectives of the City's Sustainability Charter; more particularly, the following action items of the Charter:

- EC2: The City will support and encourage community economic development;
- SC12: The City will encourage and facilitate volunteerism and participation in community activities.

CONCLUSION

Based on the above discussion, it is recommended that Council approve the Sport Tourism Grant Program that will be utilized to evaluate requests from community groups for sport hosting grants as generally described in this report.



Laurie Cavan
General Manager
Parks, Recreation and Culture



Vivienne Wilke, CGA
General Manager
Finance and Technology

Appendix I - Sport Tourism Grant Program
Appendix II - Sport Tourism Strategy

PROGRAM FOR SPORT TOURISM GRANT

1. Funding will be considered to support Sport Tourism events being held in the City of Surrey. Events must take place within City of Surrey with participants staying in local accommodation.
2. Grants are intended to offset the cost of Facility rentals for the purposes of the Sport Tourism event. Grants will not be provided to cover deficits or on-going operating costs. Funds will be Events/tournaments will be funded within the following guidelines.

	% of Rental fee or Request	Maximum amount
Provincial	25%	\$3,000
Western Canada	50%	\$4,000
National	100%	\$5,000
International	100%	\$5,000

Where a grant is awarded, 80% of the grant amount will be forwarded to the applicant once Council has approved the grant. The remaining 20% will be forwarded to the applicant upon receipt by the City of a final report from the applicant that demonstrates that the initiative for which the grant was awarded has been fully and properly completed.

Major National and International events with a significant bid/funding commitment and economic impact will be presented to Council for consideration through the annual operating budget, i.e., BC Summer Games, 55+ Games, Swim Canada Nationals etc.

3. Requests for grants will be considered two times per year, in January and June. The completed application must be submitted no later than January 31 or June 30th. Requests received in between these times may be considered for funding if the requirement for the grant was not reasonably foreseeable prior to January 31 or June 30th and the requirement for funding is critical to the implementation of the organization's event.
4. Criteria for Grant Eligibility:
 - (a) The Sporting Event must be sanctioned by the governing body of the sport;
 - (b) Sport Event must be at the provincial, western Canadian, national or international level;
 - (c) Event must be within the City of Surrey and be sponsored by local organizations, or having direct local economic impact, e.g., Surrey room night counts;
 - (d) Completed application form including budget information;
 - (e) More favorable consideration may be given to sport events that are outside main tourism season and are held mid- week. Events for one day will be considered, however, events taking place over two or more consecutive days will be given higher priority;
 - (f) Request must be made in advance of the event (no retro-active requests);

- (g) The organization shall show evidence that it has fully explored all other viable sources of financial support;
- (h) The organization must submit an evaluation of the use of the grant within 30 days of event completion, this will initiate the final payment of the grants funds;
- (i) The organization must not view the grant as an automatic ongoing source of funding.

GUIDELINES FOR GRANT PRIORITIES

The following factors will be used to determine priorities for allocating grants to eligible applicants:

1. The magnitude of event: how many days, number of room nights, what age group, type of sport, number of out of town visitors, cost of facility rental, level of competition etc.
2. Does the event advance Surrey's profile as a Sport Hosting City or diversify the hosting portfolio?
 - What is the level of the event?
 - Has the event been held before?
 - Are the similar events happening this year?
 - Does the event showcase existing City of Surrey facilities?
 - Is there media exposure?
3. How will Surrey residents be impacted by the hosting of this event?
 - Is there community support?
 - How much facility use/schedule disruption?
 - Are there spectator opportunities for Surrey residents?
 - Are there volunteer opportunities for Surrey residents?
4. The quality and history of the organization's administration and management:
 - Is the organization well-known to Surrey residents for their service?
 - What are the overall financial conditions of the event?
 - Will the lack of City funding result in the cancellation of the event?
 - Have all other funding options been investigated?
5. The appropriateness, effectiveness, and quality of delivery of the event:
 - How well will it be organized?
 - Will there be coordination with other organizations, which might be interested or affected?
 - Has the organization previously demonstrated success with a similar undertaking?

PROCEDURE FOR PROCESSING GRANT REQUESTS

1. Applicants must submit a grant application to the Manager of Support Services on the prescribed form, not later than 4:30 p.m., January 31st or June 30th in order to be considered for funding.
2. A Sport Tourism Grant Committee, consisting of a staff representative from Finance, Parks Recreation and Culture, Economic Development and Sport Surrey, will review all grant applications to ensure completeness and to ensure grant eligibility as specified by the program.
3. The Sport Tourism Grant Committee will (after consultation as they deem necessary with the grant applicants) submit to the Finance Committee of Council, a list of all grant applications along with recommended grant amounts.
4. The Finance Committee of Council will review the recommendations of the Sport Tourism Grant Committee, and may request additional information or request to hear delegations. The Finance Committee will then submit a list of recommended grant amounts to Council for their review and for the necessary approval. The approved grants shall be subject to final confirmation by Council after all appeals have been dealt with.
5. The Manager of Support Services shall notify all applicants, of Council's initial decision, and shall advise them of the Appeal Procedure. Applicants shall be advised that grant amounts are subject to final confirmation by Council after all appeals have been dealt with.
6. The Sport Tourism Grant Committee shall be responsible for ensuring that all organizations that are approved for a grant, submit an evaluation report on the use of the grant funds prior to remaining 20% of funds being released.

PROCEDURE FOR GRANT APPEALS

Appeals of Council's decisions will be considered only in instances where additional grant funds are required to prevent unforeseen circumstances which could result in employee lay-offs or threaten the financial well-being or implementation of the organization's event, or where significant new information will be presented which was not available during the grants review process.

Organizations must notify the Manager of Support Services in writing, within 14 days from the date that the grant notifications were mailed, that they wish to appeal Council's decision. The grant applicants must give a clear explanation of why they feel they qualify for an appeal. The appeal request will be presented to Council for a decision on whether the appeal will be considered, and the applicant shall be notified accordingly.

If the appeal is not successful, that organization may not reapply for funding of the same service in the same funding year.

PROCEDURE FOR PROCESSING LATE GRANT APPLICATIONS

Grant applications received between the two intakes (January and June) will be referred to the Sport Tourism Grant Committee for the following action:

- (a) If the requirement for grant funds was not reasonably foreseeable prior to January 31st or June 30th, and if the requirement for immediate funding is critical to the implementation of the organization's event, then the Sport Tourism Grant Committee may refer the application to Council along with a recommended grant amount.
- (b) If the Sport Tourism Grant Committee believes that the grant application does not qualify for consideration, then the Committee shall advise the grant applicant in writing that they do not qualify for consideration, but that they may reapply by January 31st or June 30th the following year. The applicant shall be advised that they may appeal this action of the Committee by requesting the Manager of Support Services in writing to refer their application directly to Council, and by explaining why they should receive special late consideration for a grant. The appeal will be forwarded to Council for consideration, along with a recommendation from the Sport Tourism Grant Committee.

PROCEDURE FOR SETTING A GLOBAL GRANTS BUDGET

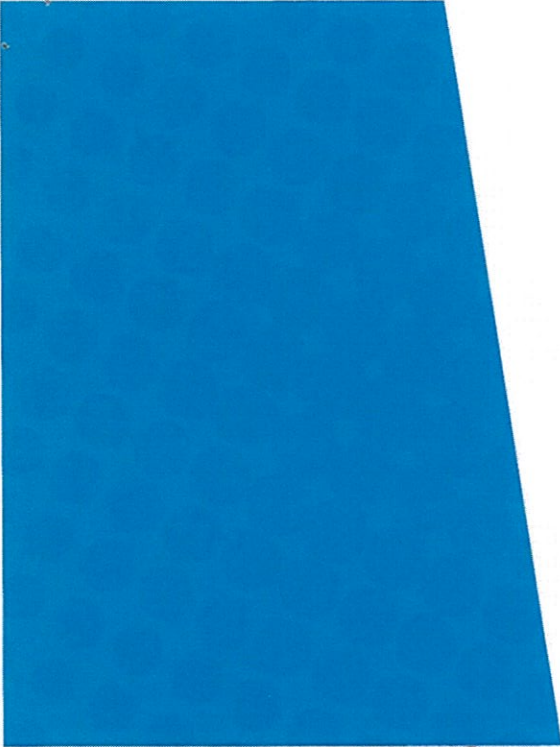
Prior to September 30th of each year, the Sport Tourism Grant Committee shall review the present year's budget, consult with larger ongoing grant recipients as necessary, and then submit a recommended global grants budget to the City Manager. The City Manager shall review the recommendation, and include a Global Grants Budget amount in the preparation of the Annual Financial Plan.



SPORTsurrey
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sport
tourism
strategy





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Mayor
Dianne Watts

Message from the Mayor

Sport Tourism is one of the fastest growing segments of Canada's tourism industry which provides both social and economic benefits. The City of Surrey has hosted numerous local and international events and tournaments, and is committed to enhancing the sport opportunities available in our city.

Through the Build Surrey Program we are continuing to build new world-class recreation facilities and sporting fields to help position Surrey as a leader in sport hosting and a preferred destination for local and international events.

Sincerely,
Dianne L. Watts, Mayor



Councilor
Linda Hepner

Message from the Chair

Through the Surrey Sport Tourism Strategy we will work with our partners in the industry and engage our youth to ensure we continue to attract significant sporting events to Surrey.

We will create innovative initiatives and build new facilities which will attract additional events and contribute to the overall development of sport and physical fitness in our city.

Sincerely,
Councilor Linda Hepner
Chair of the Parks, Recreation & Sport Tourism Committee

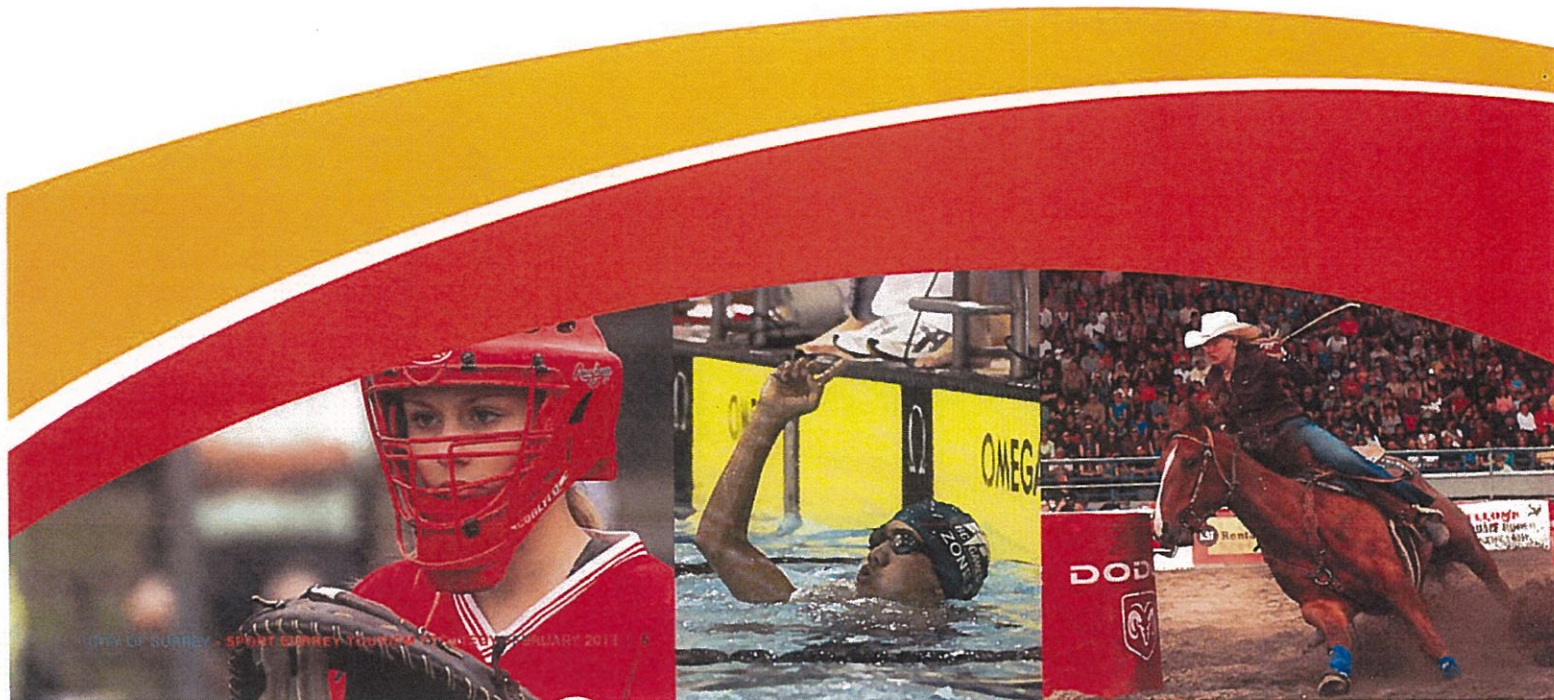


The Surrey Sport Tourism strategy has been developed to advance the City of Surrey as a leader in the Sport Tourism industry, maximizing both economic benefits and sport development opportunities.

The Strategy will establish Surrey as a premier sport tourism destination in the Pacific Northwest and Canada while balancing community needs with sport tourism development.

The strategy will be implemented by:

- Working closely with our community partners to be an advocate for the development of sport hosting in the City of Surrey.
- Actively seeking out bid opportunities to host provincial, national and international sporting events.
- Focusing hosting opportunities on the unique physical and geographical assets in Surrey, taking full advantage of our existing assets.
- Supporting event organizers from bid stage to planning stage of their event through Sport Surrey, and provide exceptional customer service to participants, spectators and the sport tourism community.
- Advocating for bigger and better sport facilities benefiting both residents and sport tourism.
- Implementing the Build Surrey Program to deliver sport facilities that provide more hosting opportunities.
- Reinvesting a significant portion of funds generated by sport tourism to support sport development.
- Establishing strong relationships and support local sport organizations particularly youth sport.
- Tracking and evaluating the results of hosting major sport tourism events.



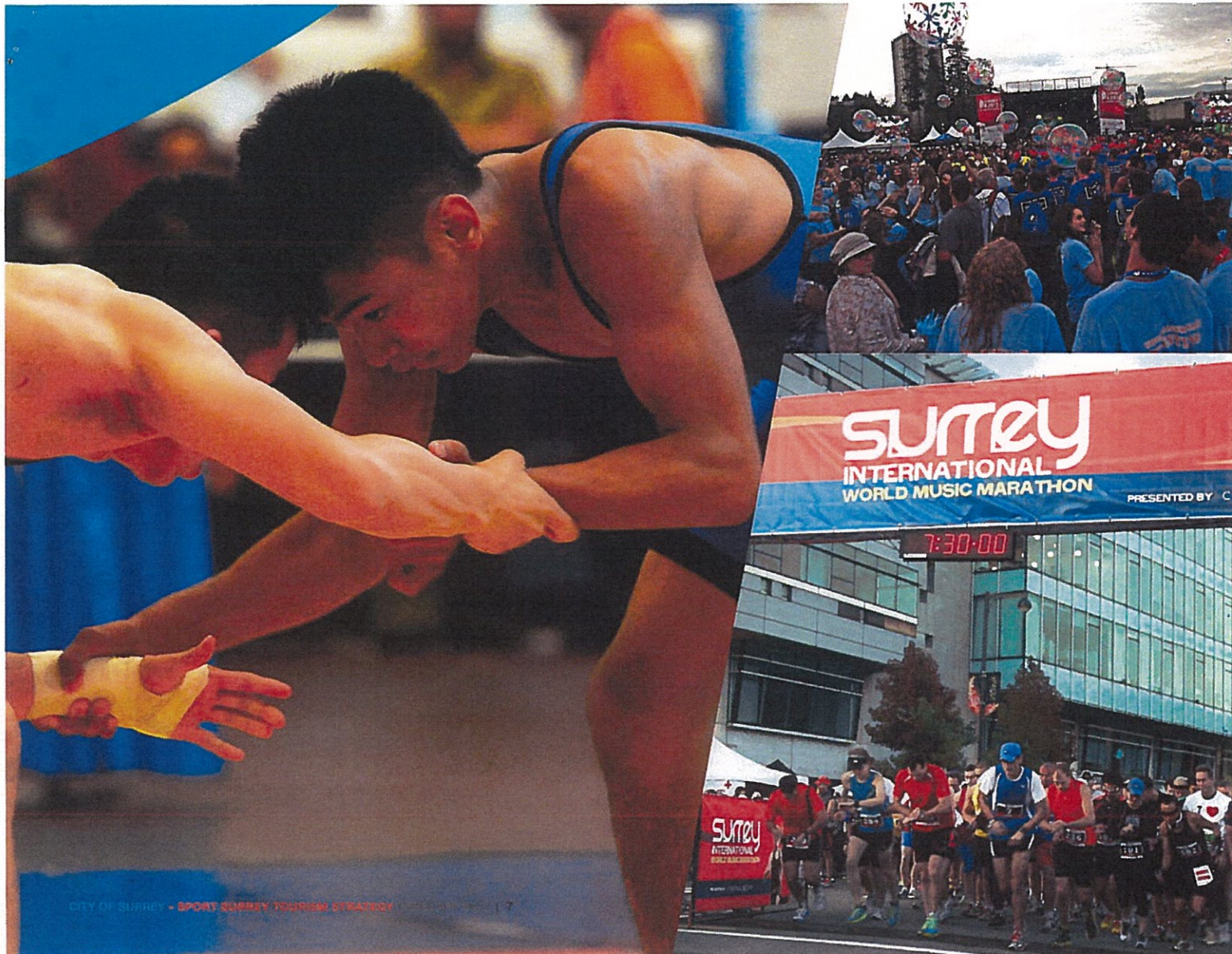
CITY OF SURREY - SPORT SURREY TOURISM STRATEGY - JANUARY 2011

Sport Surrey has been jointly developed by the City of Surrey and Tourism Surrey to be a central resource to assist in advancing bid submissions and to support tournament organizers to ensure a successful event.

Some examples of high calibre sporting events that have been hosted in Surrey include:

- 2012 BC Summer Games
- 2012 Surrey International World Music Marathon
- Canadian Open Fastpitch International Tournament
- Canadian Open Water Polo Tournament
- Canada Cup International Field Hockey Tournaments
- Hargobind International Wrestling Championships
- Canada Cup International Fastpitch Tournaments







Surrey hosts annually the largest international softball tournament in Canada and the third largest in the world.



Upcoming Initiatives

MARKETING

Continue to position Surrey as a preferred location and premier sport host for existing events and targeted regional, provincial and national events.

Launch new Sport Surrey website in 2013;

Build on Sport Surrey – Ahead of the Game Branding;

Identify opportunities with targeted marketing with the focus to attract sports unique to Surrey eg. Kabaddi, Cricket;

Targeted marketing to identified sports such as soccer, field hockey, sledge hockey with our world class facilities to host these sport tournaments;

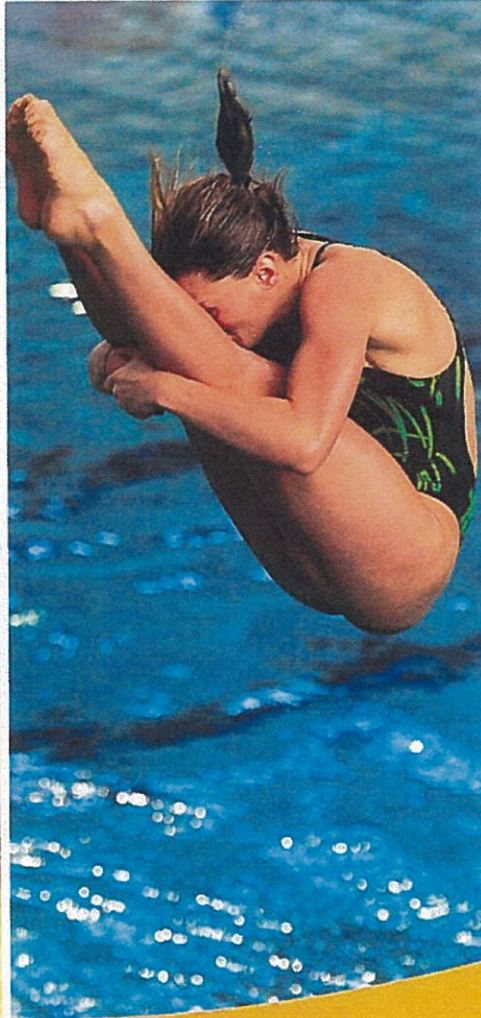
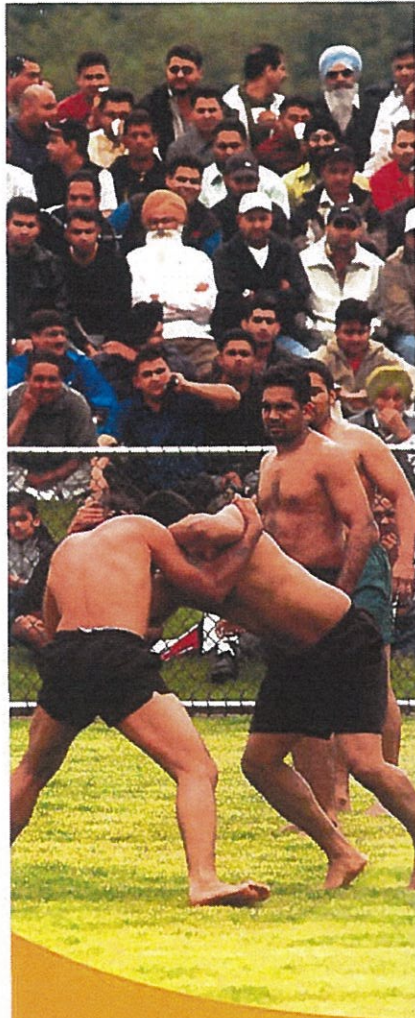
Market the 2 new Aquatic Centres as host destinations for tournaments in 2013/14 with the target to host 6 to 8 competitions and tournaments in 2015;

Participate in the annual Canadian Sport Tourism Association's National Congress in 2013 - 2015;

Promote our facilities and seek out training opportunities leading up to the 2016 Summer Olympics;

Build FAM tours with Tourism Surrey for targeted NSO's to help support future national and international bids; and

Seek out Provincial/National sporting organizations to locate their administrative headquarters in Surrey for potential training and event opportunities.



HOSTING

Build on the success of hosting the 2012 BC Summer Games;

Host the BC Open Invitational Water Polo Championships in January 2013 and support BC Water Polo Association's goal to showcase Surrey's facilities for future major tournament opportunities;

Prepare the bid to host the 2016 Women's World Fastpitch Championship at Softball City as the successful Canadian city selected to submit a bid;

Host the AA Provincial Championships at the Surrey Sport & Leisure Complex in February 2013;

Host the Whitecaps FC College Showcase in March 2013

Host the 2013 CCAA (Canadian Collegiate Athletic Association) Women's Soccer Nationals November 5th to November 9th at Newton Athletic Park

Build on the success of the Surrey World Music Marathon and grow the participation by 30-50% in 2013, 20-40% in 2014 & 15-20% in 2015;

Host the U-18 Soccer National Club Championships in 2014;

Implement sport education grant program from BC Games Legacy for local sport organizations in 2013;

Make available to tournament organizers the new Event Hosting trailer/kiosk that will be built and designed as a legacy from the BC Summer Games;

Meet regularly with key local sport organizations and provincial sport officials to attract events and target specific bid submissions that are aligned with Surrey facilities and unique attributes and assets; and

Communicate with neighbouring municipalities to coordinate bid submissions for co-host opportunities 2013-15.



CAPITAL INVESTMENT

Initiate the long term planning for stadium development in Surrey during 2013/14;

Add a 4th sheet of ice at the Surrey Sport & Leisure Complex in 2015 to create additional hosting opportunities for sledge and ice hockey tournaments in addition to meeting community needs;

Work with the proponent to advance the development application for a privately operated tennis facility on city-owned lands - 6 outdoor, 4 indoor courts;

Through the Build Surrey Program, begin construction of 2 new 50-meter competition pools in South Surrey and Guildford with completion in Fall 2014;

Strategically enhance new and existing parks and facilities to support tournament hosting eg. construction of the West Newton Cricket Park, 2 new grass fields and a cricket pitch at Newton Athletic Park, beach volleyball courts in Fraser Heights and planning for additional artificial turf fields in Coverdale and South Surrey; and

Increase our mobile bleacher inventory in 2013/14 to provide more spectator seating capacity.

ACTIVITY & PERFORMANCE MEASURES

Target 5% increase in generating hotel room nights in 2013, 5% in 2014, 5% in 2015;

Streamline the tracking system for room nights associated with sporting events in 2013;

Learn and test Sport Tourism Economic Impact Model (STEAM) as a standard post event reporting and analysis, incorporating event performance indicators, visitor metrics and economic benefits



The City of Surrey is home to the largest number of artificial turf fields in Western Canada.



Surrey recreation facilities

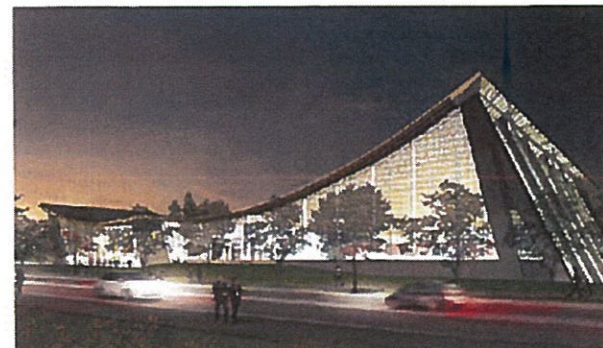
FACILITY	DESCRIPTION
Chuck Bailey Recreation Centre 13458 - 107A Avenue	A 26,000 square foot multigenerational facility featuring a full size gymnasium, North America's first undercover youth park, and a variety of multipurpose spaces.
Cloverdale Fair Grounds 6050A - 176 Street	The Cloverdale Rodeo & Exhibition Fair Grounds boasts a wide variety of buildings and venues to serve the community and to host tournaments and special events.
Cloverdale Recreation Centre 6186 - 176 Street	A 66,000 square foot multi purpose recreation centre featuring 3 gymnasiums, fitness facility, Spin and Wellness Room, fitness Studio and a variety of multipurpose rooms.
Fraser Heights Recreation Centre 10689 - 160 Street	This Centre features 2 indoor colour gymnasiums, a 5000 square foot fitness centre, 5 multi purpose rooms and is next door to an outdoor youth park, tennis courts and surrounding turf and all-weather fields.
Grandview Heights Aquatic Centre (future)	Opening in fall 2014, this facility will feature a 10 lane 50m FINA standard competition pool with diving springboards and platforms ranging from 1m, 10m in height. It will also include a large leisure pool, two hot tubs, steam room and sauna facilities and a 10,000 square foot fitness centre. It will be host to diving at provincial, national and international levels, Provincial level swimming competitions, Provincial and National level synchronized swimming and Provincial and National level Water Polo.
Guildford Recreation Centre 15105 - 105 Avenue	This facility features an award winning state-of-the-art training and competition facility. It has the ability to host multiple sports in and admission tournaments.
Guildford Recreation Centre - Aquatic Addition (future) 15105 - 105 Avenue	Scheduled to open in fall 2014, this facility will feature an 8 lane, 50m FINA standard competition pool and will also include a leisure pool, hot tub, steam and sauna facilities and an expansion to the existing fitness facilities. This facility will be host to Provincial level swimming competitions, and Provincial and National level Water Polo competitions.
Newton Recreation Centre, Wave Pool & Arena 13730 - 72 Avenue	This facility has two build rigs that feature a wave pool, weight room, mat room and a single gymnasium. Ice surface used for figure skating, hockey and ringette and a large multipurpose room. In the spring and summer the ice surface is converted to a dry floor and used for roller hockey and lacrosse. The pool can be used as a training facility for whitewater or flat water kayaking and canoeing.
North Surrey Recreation Centre 10275 City Parkway	This multi purpose facility features 2 arenas and a pool that can host various hockey and lacrosse tournaments, figure skating and trace shows. It is conveniently located next to a Skytrain station and major bus loop.
South Surrey Arena 2199 - 148 Street	This facility is one of two Olympic size rinks in Metro Vancouver. Professional centre of excellence atmosphere and staff have been trained by the Calgary Olympic Oval responsible for maintaining speed skating ice surfaces during the 2010 Olympic and Paralympic Winter Games held in Vancouver. The arena has hosted numerous provincial hockey tournaments including the 2009 National Women's Under-18 Hockey Championship.
South Surrey Indoor Pool 14655 - 17 Avenue	This aquatic centre features a pool, dive tank and fitness centre. It has hosted local and provincial swimming and diving competitions.
South Surrey Recreation Centre 14601 - 20 Avenue	This is an eco-friendly state-of-the-art recreation facility with over 35,000 square feet of space. It has the ability to host multiple sports in the 14,000 sq ft gymnasium and 8 multi-purpose rooms.
Surrey Sport & Leisure Complex - Aquatics 16555 Fraser Highway	This state-of-the-art facility is the City's largest recreation complex, featuring three ice arenas, a 50 metre competition pool and a 10,000 square foot weight room. The pool has hosted local and provincial swimming, diving and synchronized swimming competitions.
Surrey Sport & Leisure Complex - Arenas 16555 Fraser Highway	This state-of-the-art facility is the City's largest recreation complex, featuring three ice arenas, a 50 metre competition pool and a 10,000 square foot weight room. The arenas meet Sledge Hockey training requirements. Penalty box gates and bench hockey and ringette tournaments.

SPORTS	SIZE OF PLAYING SURFACE	SPECTATOR CAPACITY	MEETING ROOMS
Badminton, Basketball, Gymnastics, Fencing, Team Handball, Martial Arts, Table Tennis, Volleyball, Weightlifting, Wrestling	1 Full Sized Gymnasium, Skate and Bmx Park with Covered Area, Several Multipurpose Rooms	100	4
Artistic Shows, equestrian events and shows, concerts, trade shows, concerts and festivals, wedding, movie nights in the park, film	19 hectares, the fairgrounds have the following facilities: Agritax is 22,000 sq ft with indoor bleacher seating for up to 1,530. The Stetson Blvd is 36,000 sq ft and has covered bleacher seating for 4,000. The Alice McKay building is 7,000 sq ft with folding bleachers with seating for 600 and banquet seating for up to 400. Millennium Park has a capacity of 20,000 and a built in amphitheater - stage is 60 x 40. Shannon Hall is 7,000 sq ft with Banquet seating for up to 480 and theatre seating for up to 700.		
Badminton, Basketball, Gymnastics, Fencing, Team Handball, Martial Arts, Table Tennis, Volleyball, Weightlifting, Wrestling	2 National calibre gymnasiums, 7000 sq ft weight room focused on functional movement training, 1500 sq ft spin and walkers room, 1700 sq ft fitness studio with wood sprung floors, 8 multipurpose rooms	200	8
Badminton, Basketball, Gymnastics, Fencing, Team Handball, Martial Arts, Table Tennis, Volleyball, Weightlifting, Wrestling	12 National Calibre Gymnasiums, 5000 sq ft Weight Room, 2000 sq ft Fitness Studio with Wood Sprung Floors, 8 Multipurpose Rooms	200	5
Diving, swimming, synchronized swimming, water polo	10 lane FINA standard competition tank, freestyle and platform diving from 1m-10m	800-900	2
Badminton, Basketball, Gymnastics, Fencing, Team Handball, Martial Arts, Table Tennis, Volleyball, Weightlifting, Wrestling	3 National Calibre Gymnasiums (over 18,000 sq ft) with Ring and Bar Floor, Sockets, 7200 sq ft Weight Room, 200m, 2 Lane Indoor Running Track, 1700 sq ft Fitness and Dance Studio with Wood Sprung Floor, 8 Multi-Purpose Rooms	200	9
Swimming, synchronized swimming & water polo	8 lane FINA standard competition tank	240	10 inclusive of existing
Canoeing, kayaking		50	3
Figure Skating, Ice Hockey, Ringette, Speed Skating	2 Arenas: #1 - 200ft x 85 ft and 18,000 sq ft of Dry Floor Exhibit Space, #2 - 200ft x 85 ft and 17,000 sq ft of Dry Floor Exhibit Space, 5000 sq ft 2-Storey Fitness Centre	1500	5
Figure Skating, Ice Hockey, Ringette, Speed Skating	Olympic Size ice Surface (59.71m x 28.95m)	1242	1
Diving, Swimming, Synchronized Swimming, Water Polo	37m, 6 Lane Pool, 2 Diving Boards, 25m Dive Tank, Whirlpool and 2 Saunas, 4150 sq ft Weight Room and Fitness Centre	100	1
Badminton, Basketball, Gymnastics, Fencing, Team Handball, Martial Arts, Table Tennis, Volleyball, Weightlifting, Wrestling	12 National Calibre Gymnasiums, 1500 sq ft Fitness Studio with Wood Sprung Floor, 35,000 sq ft of Programming Space, 7 Multi-Purpose Rooms	200	6
Diving, Swimming, Synchronized Swimming, Water Polo	50m, 8 Lane Competition Swimming Pool, Competition Diving Boards, Dive Tank	840	4
Figure Skating, Ice Hockey, Ringette, Speed Skating	3 - 200ft x 85ft Ice Arenas	840	4

FACILITIES

“Showcasing Surrey’s state-of-the-art facilities assist in securing sporting events and tournaments which makes Surrey an ideal destination for sport hosting.”

Cathy James, Executive Director, Tourism Surrey



Surrey athletic parks



FACILITY	DESCRIPTION
Bear Creek Park 13:50 - 188 Avenue	Bear Creek Park is a multi-sport facility that is home to many track and field events, relay walks, football games, and soccer. The grounds are also home to City events such as the Children's Festival.
Bolliver Park 13591 Guestview Drive	(3) diamond six-pitch destination facility. This park has hosted many tournaments such as SPN Provincials, SPN Provincial Qualifiers & Molson Nationals.
Bridgeview Park	This park is used in conjunction with the ball diamonds at Bolliver Park accommodating a variety of special events such as SPN Provincials, SPN Provincial Qualifiers & Molson Nationals.
Cloverdale Athletic Park 6330 188 Street	The site of Surrey's first artificial turf football field, this park has welcomed a long list of competitive sports events for softball, baseball and soccer including being part of the annual Scotiabank Canadian Open Fastpitch International Championship.
Cloverdale Ball Park 17332 81A Avenue	Cloverdale Ball Park is home to the Cloverdale Minor Baseball Association. This park and club have hosted numerous provincial championship tournaments.
Fleetwood Park 15602 - 80 Avenue	This park hosts annual provincial tournaments for fastpitch in the summer and community and school soccer games in the fall and winter months.
Hjorth Road Park 10275 - 149 Street	Hjorth Road park is the home park for Guildford Athletic Soccer and North Surrey Minor Fastpitch. With 2 side by side synthetic turf fields and 4 ball diamonds, the park is capable of hosting both recreational and competitive soccer and fastpitch special events and tournaments.
Lionel Courchene Park 9900 - 154 Street	This park is home to Surrey Canadian Baseball, where they host numerous tournaments at the regional and provincial level.
Newton Athletic Park 7395 128 Street	The City's only 11 regulation sized soccer field complex. Newton Athletic Park is designed to meet the training and tournament needs of any high calibre soccer or cricket event. The park has hosted numerous provincial, national and international soccer events including the 2006 Canadian Senior Soccer Nationals.
North Surrey Community Park 15848 - 87A Avenue	Located next to North Surrey Secondary, this park plays host to many high school events such as soccer games and track and field. The track is also widely used by the general public.
Port Kells Park 19340 - 88 Avenue	Port Kells is a popular park in the summer months. The 2 ball diamonds allow for many six-pitch tournaments. With an outdoor pool and covered picnic shelter, Port Kells is a great location for any function.
Royal Kwantlen Park 15235 - 104 Avenue	This is the home park of North Surrey Minor Fastpitch, hosts of numerous softball provincials. The park is also capable of holding adult six-pitch tournaments. School and Community Soccer is played in the fall/winter.
Softball City 2201 148 Street	Softball City is a sport specific venue consisting of four championship calibre baseball/softball diamonds, surrounding a 120 seat fully licensed restaurant with a 200 seat outdoor patio. Annually hosts the Scotiabank Canadian Open Fastpitch International Championship, an internationally renowned Women's Fastpitch Tournament. Also hosted numerous provincial and national tournaments including the Men's and Women's Six-pitch Nationals.
South Surrey Athletic Park 1925 148 Street	Multi-sport facility that has hosted numerous tournaments for soccer, football, rugby and baseball. Sites contain 2 synthetic turf fields, 4 grass soccer, 2 ill senior baseball diamonds, 1 little league ball diamond, 2 grass rugby, 2 grass football fields and a 11 rubberized 8 lane track facility. Site also contain a skate board park, bike park, tennis and beach volleyball courts and a 8 lane rubberized 8 track.
Sullivan Heights Park 14426 64 Avenue	Multi-use park with the City's only purpose built baseball Ring, the first in North America. Park also contains a full size cricket ground and rugby pitch. Park is adjacent to Sullivan Heights Secondary School and the Bell Centre for Performing Arts.
Sullivan Park 8272 - 152 Street	This is the home park of the Newton Girls Softball Association, who have hosted a long list of local and provincial fastpitch events.
Sunnyside Park 15455 - 26 Avenue	Sunnyside Park is the home park for the South Surrey/White Rock Minor Softball Association. Along with hosting numerous local and provincial tournament, this site is also consist for the Annual Canada Cup International Women's Fastpitch Tournament.
Tamanawis Park 12604 64 Avenue	Tamanawis Park is home to Canada's only side by side sport specific synthetic turf field hockey pitches. These two state of the art artificial turf facilities are purpose built for field hockey that meets the Federation of International Field Hockey standards. The park can also host six-pitch softball tournaments.
Tom Binnie Park 10606 City Parkway	Tom Binnie Park is located next to the BC Lions training centre and the Whalley youth centre. The skytram runs near it, as well, making it highly accessible.
Unwin Park 13313 - 68 Avenue	Unwin Park is home to soccer in the fall / winter season and baseball in the spring / summer season. There is also an outdoor pool and water park, making Unwin a great place to play in the summer heat.
Whalley Athletic Park	A premier baseball facility, this park is home to Whalley Little League and the Whalley Chiefs of the Premier Baseball League. The Park has seen host to numerous special events, provincial and national baseball tournaments.

SPORTS	SIZE OF PLAYING SURFACE	SPECTATOR CAPACITY
Track and Field, Football, Soccer	400 M track & field complex, football field, soccer field	1450
Softball	3 softball diamonds	Sideline spectators, portable bleachers as required
Softball	2 soft-pitch softball diamonds, 2 tennis courts	Sideline spectators, portable bleachers as required
Soccer, Soft-pitch/softball, football, field hockey, tennis, cycling	2 artificial turf fields, 3 soccer fields, 5 softball diamonds, lacrosse box, 4 tennis courts	Sideline spectators, portable bleachers as required
Baseball	5 baseball diamonds	Sideline spectators, portable bleachers as required
Soccer, softball, volleyball, tennis	soccer field, 4 softball diamonds, 2 tennis courts, 2 sand volleyball courts	Sideline spectators, portable bleachers as required
Soccer, softball	(2) artificial turf, 1 regulation grass soccer, 1 B&B min. soccer and 4 ball diamonds	Ball Diamond #1 capacity of 400
Soccer, baseball	1 soccer field, 4 baseball diamonds	Sideline spectators, portable bleachers as required
Soccer, cricket, field lacrosse, beach volleyball and tennis	4 artificial turf fields, 7 regulation grass soccer fields, 3 min. grass soccer fields, 8 tennis courts, 1 beach volleyball court	700 seat capacity on Turf Field #1
Soccer, Softball	400 M track & field complex, 3 soccer fields, 3 softball diamonds	Sideline spectators, portable bleachers as required
Softball, Field Lacrosse	1 Field Lacrosse Field, 2 softball diamonds	Sideline spectators, portable bleachers as required
Softball, Soccer and Box Lacrosse	2 soccer fields, 4 softball diamonds, 1 lacrosse box, 2 tennis courts	Sideline spectators, portable bleachers as required
Softball/Fastpitch/Softball	4 championship calibre diamonds with batting cages, a pro shop and a sports grill overlooking the fields	600
Soccer, rugby, baseball, football, cycling, field hockey, tennis, beach volleyball, track & field, station	2 football fields, 3 soccer fields, 2 artificial turf fields, 3 baseball diamonds, 2 rugby courts, tennis courts, 400 M track & field complex, 4 sand volleyball courts, BMX bike park, running/walking paths	Sideline spectators, portable bleachers as required
Kabaddi, cricket, rugby	international dimensions cricket pitch, kabaddi field, regulation rugby field	1380
Softball	4 softball diamonds, 2 tennis courts	Sideline spectators, portable bleachers as required
Softball	4 softball diamonds, 2 tennis courts	Sideline spectators, portable bleachers as required
Field hockey, fast pitch	(2) international standard artificial turf fields, 2 fastpitch softball diamonds	Sideline spectators, portable bleachers as required
Soccer and Field Lacrosse	1 Artificial Turf Field, 1 natural grass field (BC Lions)	Sideline spectators, portable bleachers as required
Soccer, Baseball, Box Lacrosse and Ball Hockey	4 soccer fields, 8 ball diamonds, 2 lacrosse boxes	Sideline spectators, portable bleachers as required
baseball, soccer	7 baseball diamonds, 2 min. soccer fields	1100

PARKS

Tamanawis Park is the premier field hockey destination in Western Canada.



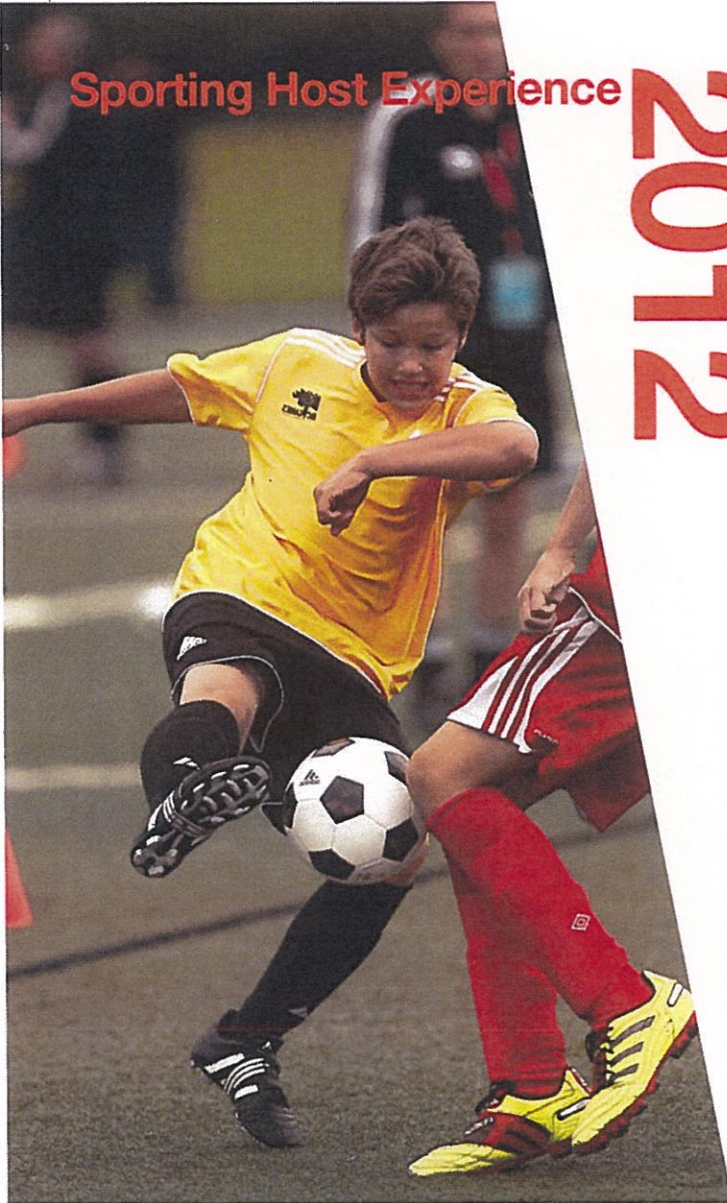
Accommodations in Surrey

NAME	DESCRIPTION	CONTACT
Best Western Peace Arch Inn 2263 King George Blvd. Surrey, BC V4A 5M4	The 42-room hotel boasts a full range of fitness facilities including an indoor swimming pool, sauna, whirlpool, and exercise room.	604-541-8700 www.peacearchinn.com
Best Western Plus King George Inn & Suites 4034 King George Blvd. Surrey, BC V3W 4S4	The Best Western Plus King George Inn & Suites is ideally located in Surrey's Business District. The hotel features 71 fully equipped deluxe rooms and suites. Relax and take a swim in our indoor pool, soak in our hot tub or enjoy our deluxe complimentary continental breakfast.	604-502-6000 www.bestwesternsurrey.com
Coast Surrey Guildford Hotel 10410 158 Street, Surrey, BC V4N 5C2	Conveniently located one block from Highway 1. Amenities include 77 guestrooms & suites, fitness facility, outdoor pool & gazebo, business centre, meeting facilities, ABC Family Restaurant, and pet-friendly.	604-930-4700 www.coastsurreyguildford.com
Comfort Inn & Suites Surrey 8245 166 Street, Surrey, BC V4N 5R8	All rooms have pillow-top mattresses, LCD TVs, in-room coffee, in-room coffee, 8-way adjustable showers and much more. Complimentary continental breakfast served every day.	604-576-8888 www.comfortinnsurrey.com
Days Inn Surrey 13273 King George Blvd. Surrey, BC V3T 2T5	Located on King George Boulevard next to the Gateway Sky Train Station and just minutes from downtown Vancouver, the Days Inn truly stands out. Relax in our cozy rooms with modern amenities, including free high-speed wireless or wired internet access, free breakfast, and a great fitness center. Located minutes from Central City, you can enjoy the peace and business of the Days Inn with easy city access.	604-585-2300
Hampton Inn & Suites Langley/Surrey 19500 Langley By-pass, Surrey, BC V3S 7R2	Located near the Willowbrook Shopping Mall, restaurants, Colossus Theatre and entertainment opportunities. The hotel features an indoor water slide, free hot breakfast buffet, high-speed internet, and meeting facilities for 150 people.	604-530-8545 www.hamptoninnsurrey.com
Holiday Inn & Suites Surrey East Cloverdale 17530 64th Ave., Surrey, BC, V3S 1Y9	A new hotel with 76 guest rooms with all the comforts of home. All rooms have 32" flat screen LCD TVs, clock radios, and choice of pillows. Guests will find this hotel of the art hotel to be well-suited for both business and leisure. Kids stay & eat free. Free high-speed internet in guest rooms and public areas.	604-576-8882 www.hisurrey.com
Holiday Inn Express Hotel & Suites 15808 104 Avenue, Surrey, BC V4N 5L2	Ideally located next to Hwy 1 at exit 50 on 104 Ave. and 1000's from Guildford Town Centre. Free hot buffet breakfast, WiFi, HSA, local calls, newspaper and parking. Great guestrooms including jacuzzi suites and meeting space for every occasion from 2-100 people. Each guestroom has a fridge and microwave. Facilities include indoor heated pool, Jacuzzi, sauna, fitness room, coin laundry and free business center.	604-930-8510 www.hisurrey.com
Pacific Inn Resort & Convention Centre 1160 King George Blvd. Surrey, BC V4A 4Z2	Offers 150 comfortable guest rooms and suites with lots of meeting space, restaurant, fitness centre and swimming pool. Located near the Canada - United States border.	604-535-1432 www.pacificinn.com
Ramada Inn Langley/ Surrey 19225 140 Hwy. Surrey, BC V3S 6V9	Fully air conditioned rooms with two Queen size beds, complimentary deluxe continental breakfast and in-room coffee, indoor pool and casual style restaurant.	604-576-8388 ramadainnsurrey.com
Sandman Suites Surrey (Guildford) 10606 151A Street, Surrey, BC V3R 1J8	88 All-Suite Hotel for corporate and extended stay travellers. King Beds with full kitchen and in suite laundry, high speed internet, and 24 hr. concierge. Free secured parking, near shopping and entertainment. Pet-friendly and non-smoking floors.	604-582-7263 www.sandmanhotels.ca/hotels/surrey-guildford
Sheraton Vancouver Guildford Hotel	Full-service 4.5 Star Hotel, offering 279 guest rooms including seven Penthouse Jacuzzi Suites. Exercise facility with LifeCycle Cardio and universal equipment, year-round heated pool and whirlpool, plus a full-service spa. Additional services include Fresh Restaurant & Lounge, 24 Room Service, Link@Sheraton valet parking in our underground secured parking, and over 26,000 square feet of flexible meeting space.	604-582-9288 www.sheraton.com/guildford



Sporting Host Experience

2012



Sport Hosting Experience 2012

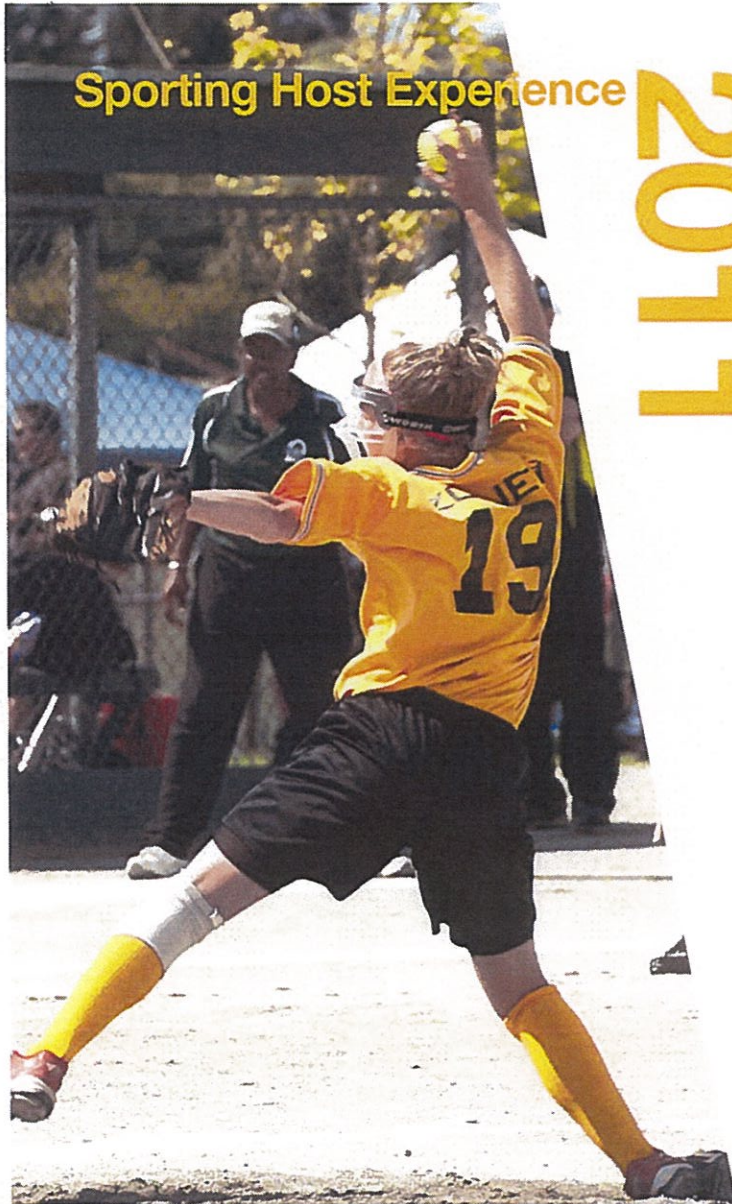
DATE	SPORT	NAME OF TOURNAMENT	LOCATION
Jan 29-30	waterpolo	BC Women's Waterpolo Co-op Tournament	Surrey Sport & Leisure Complex
February 10	Skating	Skate for the Homeless Fundraiser - Rope Ducts	Sport & Leisure Complex - Arenas
Mar 1-4	Aquatics	Provincia AAA Swim Meet	Surrey Sport & Leisure Complex
Feb 24-26	Tumbling	TAG Tumbling & Tumbling Competition	Goldford Recreation Centre
March	Swimming	AAA Provincial Swim Championship	Surrey Sport & Leisure Complex
Mar 1-4	Gymnastics	Surrey Gymnastics Provincial Championships	Goldford Recreation Centre
March 9	Hockey	Juvenile A Final Playoffs - Surrey Minor Hockey	North Surrey Arena
March 23-25	Hockey	Super Series Final - Minor Hockey	Sport & Leisure Complex - Arenas
Apr 13 - 15	Field Hockey	Provincia Foundation Festival	Tamamawic
Apr 12-15	waterpolo	BC Waterpolo Tournament	Surrey Sport & Leisure Complex
May 17-20	Skating	BC Coast Region Skate Competition	Sport & Leisure Complex - Arenas
May 25	Aquatics	Surrey Knight's Swimathon	Surrey Sport & Leisure Complex
May 31-June 2	Soccer	AAA St-Gins Soccer Provincial	NAP
Jun 02	Aquatics	PSW Regional Swim Meet	Surrey Sport & Leisure Complex
June 6-10	Hockey	Surrey Eagles Hockey - Vally Cup	South Surrey Arena
June 22 - 24	Field Hockey	Junior Invitational Tournament	Tamamawic
June 30 - July 4	Field Hockey	Senior Nationals Championships	Tamamawic
June 30 - July 9	Softball	Canadian Co-op Fastpitch International Tournament	Softball City, South Surrey
July	Bal Hockey	Provincia - BC B3H Hockey	Newton Arena
July 6 - 8	Softball	South Boys Provincial	Fairwood Park
July 9 - 17	Softball	Scotiabank Canadian Open Fastpitch	CAP, Sunnyside & Softball City
July 10-12	waterpolo	Surrey Orca's Waterpolo Tournament	Surrey Sport & Leisure Complex
July 12 - 15	Field Hockey	Canada Cup International Field Hockey	Tamamawic
July 13-15	Aquatics	WPASA Regional Swim Meet	Surrey Sport & Leisure Complex

Sport Hosting Experience 2012 (continued)			
DATE	SPORT	NAME OF TOURNAMENT	LOCATION
July 13 - 15	Softball	Provincials U18 B	CAP
July 19-22	Aquatics	BC Summer Games Synchrono & Speed Swimming	Surrey Sport & Leisure Complex
July 19-22	Wrestling	BC Summer Games Wrestling Competitions	Guildford Recreation Centre
July 19-22	Diving & Triathlon	BC Summer Games	South Surrey Recreation Centre
July 19 - 22	variety of sports	BC Summer Games	TAM, Bear Creek, NAP, CAP, SSAP
July 19 - 22	Swimming, Para	BC Summer Games	Surrey Sport & Leisure Complex
July 19 - 22	Synchronized Swimming	BC Summer Games	Surrey Sport & Leisure Complex
July 20 - 22	Field Hockey	Provincials Learn to Train	Tammarrows
July 21		Umcoq Multicultural Event	North Surrey Arena
July 28-29	Hockey	Production K - GCM Hockey School	Sport & Leisure Complex - Arenas
Aug 2 - 6	Baseball	Mozquito AAA Tier #1 & 2 Provincial Championships	Cloverdale Ball Park
Aug 2 - 6	Baseball	Mozquito AA Provincials	Lonei Courchesne Park
Aug 3 - 5	Field Hockey	Partners International Tournament	Tammarrows
August 5-24	Hockey	Okanagan Hockey School	Sport & Leisure Complex - Arenas
Aug 8 - 12	Field Hockey	U16 Boys and Girls National Championships	Tammarrows
Aug 10 - 12	Baseball	Junior Premier Baseball League Provincials	Whalley Athletic Park
Sept 1 - 3	Soccer	Knight Annual International Soccer Tournament	North Surrey Community Park
Oct 13-14	Aquatics	PSW Regional Swim Meet	Surrey Sport & Leisure Complex
Oct-14	Aquatics	Knight's PASS Swim meet	Surrey Sport & Leisure Complex
October 14	Hockey	World Girls Hockey Day - South Coast Female International Ice Hockey Federation	Sport & Leisure Complex - Arenas
Oct 19-21	Aquatics	Synchrono BC Fall Conference	Surrey Sport & Leisure Complex
Oct 25	Aquatics	Frazier Valley High School Swim Meet	Surrey Sport & Leisure Complex
Nov 7-18	waterpolo	Oxias U 12 Waterpolo Tournament	Surrey Sport & Leisure Complex
Dec 02	Aquatics	Knight's PASS Swim meet	Surrey Sport & Leisure Complex



Sporting Host Experience

2011

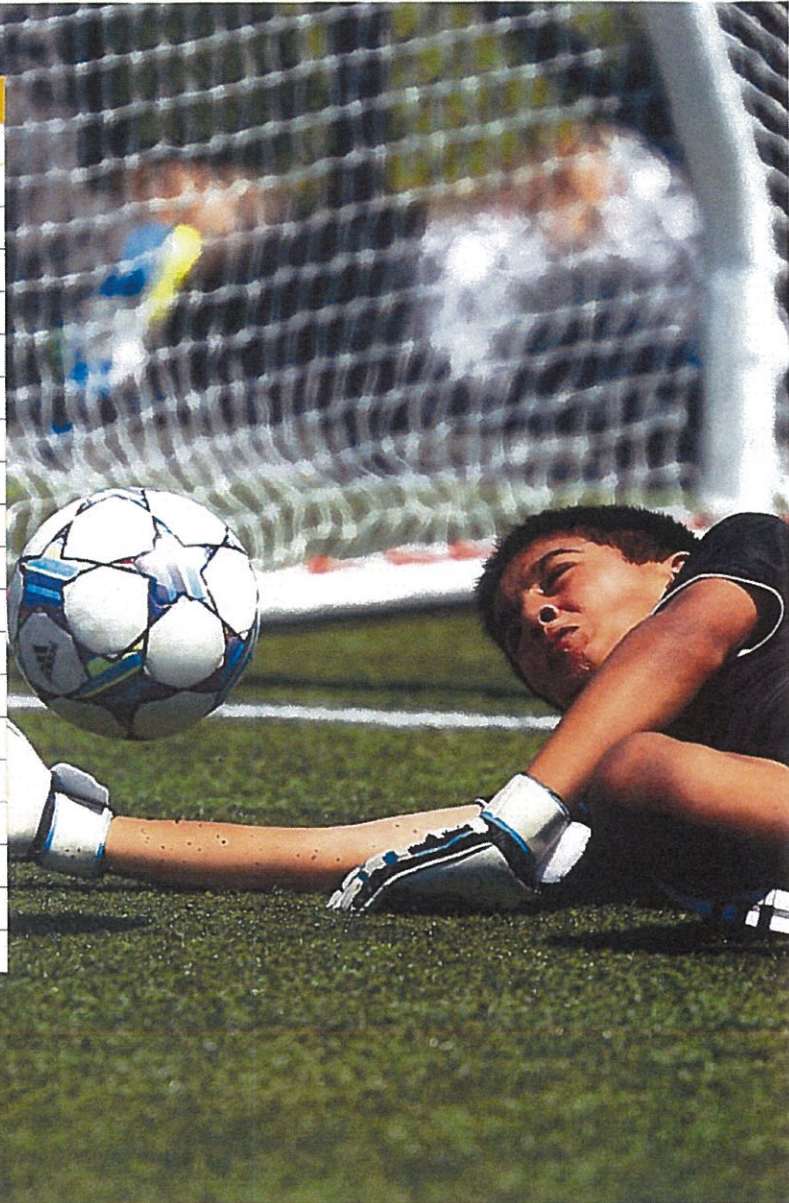


Sport Hosting Experience 2011

DATE	SPORT	NAME OF TOURNAMENT	LOCATION
January	Swimming	5 Provincial Para Camp	Surrey Sport & Leisure Complex
January 14-15	Synchronized Skating	Open Synchronized Skating Championships	South Surrey Arena
January 14-16	Synchronized Skating	Synchronized Skating Championship - BC Coast Region of Skate Canada	South Surrey Arena
January 17-20	Hockey	Team Canada Olympic National Team vs. Korean Olympic National Team Exhibition Game Pre-Olympics	Surrey Sport & Leisure Complex Arenas
February 4-6	Hockey	Suomen Tournament - Surrey Female Hockey	Surrey Sport & Leisure Complex Arenas
Feb 11-13	Waterpolo	BC Waterpolo Provincial Tournament	Surrey Sport & Leisure Complex
Feb 12-13	Aquatics	Synchro BC National Steam Provincial Meet	Surrey Sport & Leisure Complex
Mar 3-6	Gymnastics	Surrey Gymnastics Provincial Championship	Guildford Recreation Centre
March 20-23	Hockey	BC+A McGill Provincials - Surrey Minor Hockey	North Surrey Arena
April 1-3	Hockey	Coastal Hockey Showcase - James Esses	South Surrey Arena
April 8-10	Wheelchair Basketball	Canadian Wheelchair Basketball National Finals	South Surrey Recreation Centre
April 14-17	Waterpolo	BC High School Waterpolo Tournament	Surrey Sport & Leisure Complex
April 30	Aquatics	Surrey Knights Development Swim Meet	Surrey Sport & Leisure Complex
May 19-22	Synchronized Skating	BC Coast Region Skate Competition	Surrey Sport & Leisure Complex - Arenas
May 20-22	Waterpolo	Fraser Valley Waterpolo National U-16 Girls Championship	Surrey Sport & Leisure Complex
May 20 - 23	Scotch	Golf and Soccer Provincials	Bonair Park
May 24-27	Lifeguard	Canadian National Lifeguard Competition Championship	Surrey Sport & Leisure Complex
June 3 - 6	Field Hockey	BC Club Championships U-16	Terraviva & Newton
Jun-04	Aquatics	PSW Short Course Racing Swim Meet	Surrey Sport & Leisure Complex
July 8 - 22	Soccer	F Day Celebration	Bear Creek Upper

Sport Hosting Experience 2011 (continued)

DATE	SPORT	NAME OF TOURNAMENT	LOCATION
July 9 - 17	Softball	Scotiabank Canadian Open Fastpitch	Coverdale Athletic Park Tulmynsde & Schibat City
July 15 - 17	Field Hockey	Canada Cup International Field Hockey Tournament	Tamansaws & Newton
July 15 - 17	Softball	Bantam Boys Provincials	Fleetwood Park
July 15 - 17	Softball	Peewee A Girls Provincials	Sukwan Park
July 16-17	Aquatics	WRASA Penzance	Suney Sport & Leisure Complex
July 21 - 25	Softball	Peewee, Midget Boys Provincials	Coverdale Athletic Park
July 22 - 24	Softball	Sr A Women's provincials	Sunnylucis Park
July 26	Waterpolo	Regional Waterpolo Tournament	Suney Sport & Leisure Complex
July 28 - 31	Field Hockey	Suney Cup International Tournament	Tamansaws & Newton
July 28 - Aug 1	Baseball	Mosquito A and Pee Wee AA	Lionel Couchena Park
July 29 - Aug 1	Softball	Open and Soccer Canadian Nationals	Bolivar Park
Aug 11	Waterpolo	BC Oritas Regional Waterpolo Tournament	Suney Sport & Leisure Complex
Sept 2 - 4	Field Hockey	Partners International Tournament	Tamansaws
Sept 16 - 18	Softball	Co-Ed BC Provincials	Bolivar Park
Oct 15-16	Aquatics	PSW Regional Swim Meet	Suney Sport & Leisure Complex
Oct 27	Aquatics	Fraser Valley High School Swim Meet	Suney Sport & Leisure Complex
Nov 3-5	Weighting	Hargobind International Weighting Championship	Guildford Recreation Centre
Nov 19-20	Waterpolo	Suney Oritas U-12 Waterpolo Tournament	Suney Sport & Leisure Complex
Dec 03	Aquatics	Synchro BC Lower Mainland Training Competition	Suney Sport & Leisure Complex

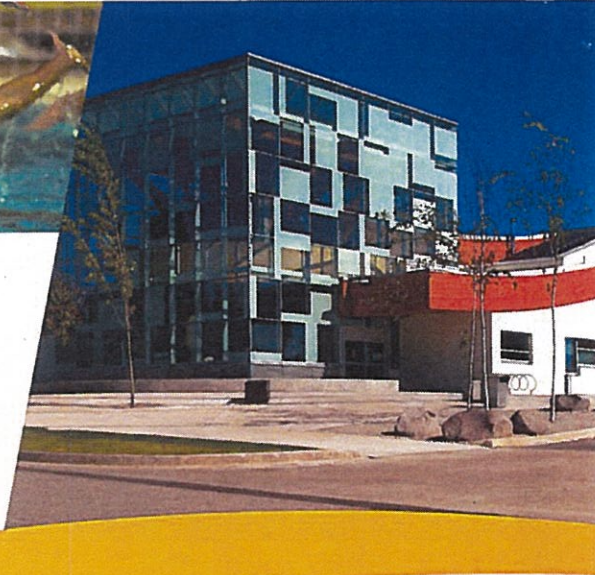


Sporting Host Experience

2010

Sport Hosting Experience 2010			
DATE	SPORT	TOURNAMENT	LOCATION
Jan 16	Aquatics	Lifeguard Society	Surrey Sport & Leisure Complex
Jan 20-24	Wheelchair Basketball	Canadian Wheelchair Basketball Team Camp	Guildford Recreation Centre
March 1-14	Gymnastics	Surrey Gymnastics Provincial Championship	Guildford Recreation Centre
March	Swimming	2010 Provincial Synchronized Swimming Championship	Surrey Sport & Leisure Complex
April 4-9	Wheelchair Basketball	Canadian Men's National Wheelchair Basketball Team Camp	South Surrey Recreation Centre
Apr 25	Aquatics	Surrey Knights Swimathon	Surrey Sport & Leisure Complex
Apr 16 - 18	Field Hockey	BC U18 Women's High Performance Tournament	Tamanswari
May 20-23	Skating	BC Coast Region Skate Competition	Sport & Leisure Complex - Arenas
May 22 - 23	Soccer	Special Olympics Annual Provincial Tournament	Newton Athletic Park
May 22 - 24	Soccer	May Long Weekend Youth International Tournament	South Surrey Athletic Park
May	Water Polo	U16 Women's National Water Polo Championship	Surrey Sport & Leisure Complex
May	Water Polo	U16 Boys National Water Polo Championship	Surrey Sport & Leisure Complex
May	Lifeguarding	Canadian National Lifeguarding Championship	Surrey Sport & Leisure Complex
June 25-27	Volleyball	String Volleyball National Team Camp	Guildford Recreation Centre
May 29 - 30	Ultimate	BC U18 Ultimate Championships	Newton Athletic Park
June 4 - 6	Field Hockey	BC U18 Women's Cup Championship	Coverdale Athletic Park
June 11 - 19	Field Hockey	India - Canada Women's Series	Tamanswari
June 25-27	Aquatics	Swim BC AA Long Course Provincial Championship	Surrey Sport & Leisure Complex
July 5 - 11th	Parapolo	Canadian Open Parapolo	Soberia City and Coverdale Athletic
July 8 - 11	Softball	South A B C Provincials	Kwantlen Park

Sport Hosting Experience 2010 (continued)			
DATE	SPORT	TOURNAMENT	LOCATION
July 13-14	Aquatics	WPASA 25m Swim Meet	Surrey Sport & Leisure Complex
July 16 - 18	Softball	Girls Squirt B Provincials	Bulfinch Park
July 16 - 18	Softball	Bantam A Provincials	Coverdale Athletic Park
July 16-19	Aquatics	WPASA Pentathlon	Surrey Sport & Leisure Complex
July 22 - 25	Field Hockey	Surrey Cup International Tournament	Tamanswari & Newton
July 29 - Aug 2	Baseball	Pre-Wee A Provincials	Lonee Courchene Park
July 30	Sledge Hockey	Canadian National Sledge Hockey Olympic Team Practice	Surrey Sport & Leisure Complex Arenas
July 30 - Aug 1	Baseball	Canadian National Outfielders Championship	South Surrey Athletic Park
Aug 5 - 9	Baseball	Bantam AAA Provincials	Coverdale Ball Park and Hillcrest
Aug 12 - 15	Baseball	Western Canadian Tier 2 Championships	Uxwim Park
Sept 4 - 6	Soccer	Knight Annual International Soccer Tournament	North Surrey Community Park
Sept 5 - 6	Soccer	Power Soccer Referee Training Course	Guildford Recreation Centre
Sept 10 - 11	Snow Ploin	Provincial Co-ed Masters Snow Ploin Tournament	Bolivar Park
Sept 17 - 19	Snow Ploin	Provincial Co-ed Snow Ploin Tournament	Bolivar Park
Oct 9-10	Water Polo	"Bigger than Big" Schaeffer Memorial Waterpolo Tournament	Surrey Sport & Leisure Complex
Oct 16-17	Aquatics	Pacific Swim Waves Regional Swim Meet	Surrey Sport & Leisure Complex
Oct 27-28	Aquatics	Fraser Valley High School Swim Meet	Surrey Sport & Leisure Complex
October 31 - November 6	Hockey	National Women's Under 18	South Surrey Arena
Nov 4-6	Wrestling	Hargrove International Wrestling Tournament	Guildford Recreation Centre
Nov 20-21	Water Polo	Lower Mainland U-12 Waterpolo Championship	Surrey Sport & Leisure Complex
Nov 27-28	Aquatics	Syncho BC Provincial Stream Training Competition	Surrey Sport & Leisure Complex
Nov 27-28	Aquatics	Knight's Regional Swim Meet	Surrey Sport & Leisure Complex



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DIANNE WATTS

City of Surrey Mayor and Council



COUNCILLOR
TOM GILL



COUNCILLOR
BRUCE HAYNE



COUNCILLOR
LINDA HEPNER



COUNCILLOR
MARVIN HUNT



COUNCILLOR
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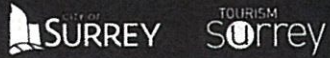


COUNCILLOR
BARBARA
STEELE



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G. CORPORATE REPORTS

The Corporate Reports, under date of April 27, 2015, were considered and dealt with as follows:

Item No. Ro61 Sport Tourism Grant Program
File: 1850-01

The General Manager, Parks, Recreation and Culture and the General Manager, Finance and Technology submitted a report to seek endorsement of a Sport Tourism Grant Program that will be utilized to evaluate requests from community groups for financial support for sport tourism events. The proposed Program is attached as Appendix I.

The General Manager, Parks, Recreation and Culture and the General Manager, Finance and Technology were recommending approval of the recommendations outlined in their report.

It was

Moved by Councillor Gill
Seconded by Councillor Starchuk
That Council approve a Sport Tourism Grant

Program as generally described in Corporate Report Ro61.

RES.R15-773

Carried

Councillor Hayne noted it is the establishment of a fund that sport groups can access in 2015 and will allow groups to apply for grants to help to offset field rental costs and facilitate sport tourism within the community.

March 2017 Sport Hosting Grant Applications

Organization	Event	Event dates (2017)	Approved Yes/No	Requested Amount	Total Event Expense Budget	Hotel Nights	Number of Participants	Rental Cost	Amount Recommended to Approve
Canadian Open Fast pitch Society	Canada Cup International Softball Championships	July 7-17	Yes	\$5,000.00	\$473,371.00	4000	1000+	\$12,000.00	\$5,000.00
E11even Management Inc.	SX INTL Cup	Sept 2-4	No	\$5,000.00	\$217,289.80	3500	6000	\$12,500.00	
Senior Softball Canada/NSA Canada	Northwest International Championships Cup	June 9-11	Yes	\$3,000.00	\$13,660.00	100-200	400	\$3,600.00	\$1,000.00
West Coast Kings Field Hockey	Canada Cup Field Hockey Tournament	July 14-16	Yes	\$10,000.00	\$137,000.00	90-150	400+	\$7,500.00	\$3,500.00
Field Hockey BC	2017 National Championship Festival	July 17-25	Yes	\$5,000.00	\$48,200.00	4000	580	\$3,550.00	\$5,000.00
Water Polo Canada	National Championship League West Conference Tournament	Not booked	No	\$5,000.00	\$35,250.00	200	unknown	\$14,000.00	
BC Amateur Synchronized Swimming Association	Mable Moran Championships	April 7-9	Yes	\$2,000.00	\$17,081.73	200-300	300	\$4,581.73	\$2,000.00
Coastal FC	Umbro Challenge Cup	May 20-22	Yes	\$2,500.00	\$84,875.00	750	2500	\$5,000.00	\$2,500.00
E11even Management Inc.	SX Spring Cup	June 25-26	No	\$2,500.00	\$84,907.60	1000	2500	\$5,000.00	
BC Ultimate Society	BC Ultimate Championships (BCUC)	July 15-16	Yes	\$1,500.00	\$10,950.00	50-100	1000	\$2,500.00	\$1,500.00
Coastal FC	Provincial B Cup (Girls)	July 6-9	Yes	\$5,000.00	\$33,250.00	1750	800	\$3,500.00	\$3,000.00
Sportability BC	Power Soccer Provincials	June 17-18th	Yes	\$1,500.00	\$3,250.00	40	20	\$1,500.00	\$1,500.00
			Totals	\$48,000.00	\$1,159,085.13				\$25,000.00

INTERNATIONAL NATIONAL WESTERN CANADA PROVINCIAL

Sport Tourism Grant Program Guidelines

1. Funding will be considered to support Sport Tourism events being held in the City of Surrey. Events must take place within City of Surrey with participants staying in local accommodation.
2. Grants are intended to offset the cost of Facility rentals for the purposes of the Sport Tourism event. Grants will not be provided to cover deficits or on-going operating costs. Funds will be Events/tournaments will be funded within the following guidelines.

	% of Rental fee or Request	Maximum amount
Provincial	25%	\$3,000
Western Canada	50%	\$4,000
National	100%	\$5,000
International	100%	\$5,000

Where a grant is awarded, 80% of the grant amount will be forwarded to the applicant once Council has approved the grant. The remaining 20% will be forwarded to the applicant upon receipt by the City of a final report from the applicant that demonstrates that the initiative for which the grant was awarded has been fully and properly completed.

Major National and International events with a significant bid/funding commitment and economic impact will be presented to Council for consideration through the annual operating budget, i.e., BC Summer Games, 55+ Games, Swim Canada Nationals etc.

3. Requests for grants will be considered two times per year, in January and June. The completed application must be submitted no later than January 31 or June 30th. Requests received in between these times may be considered for funding if the requirement for the grant was not reasonably foreseeable prior to January 31 or June 30th and the requirement for funding is critical to the implementation of the organization's event.
4. Criteria for Grant Eligibility:
 - (a) The Sporting Event must be sanctioned by the governing body of the sport;
 - (b) Sport Event must be at the provincial, western Canadian, national or international level;
 - (c) Event must be within the City of Surrey and be sponsored by local organizations, or having direct local economic impact, e.g., Surrey room night counts;
 - (d) Completed application form including budget information;
 - (e) More favorable consideration may be given to sport events that are outside main tourism season and are held mid- week. Events for one day will be considered, however, events taking place over two or more consecutive days will be given higher priority;
 - (f) Request must be made in advance of the event (no retro-active requests);
 - (g) The organization shall show evidence that it has fully explored all other viable sources of financial support;

- (h) The organization must submit an evaluation of the use of the grant within 30 days of event completion, this will initiate the final payment of the grants funds;
- (i) The organization must not view the grant as an automatic ongoing source of funding.

GUIDELINES FOR GRANT PRIORITIES

The following factors will be used to determine priorities for allocating grants to eligible applicants:

1. The magnitude of event: how many days, number of room nights, what age group, type of sport, number of out of town visitors, cost of facility rental, level of competition etc.
2. Does the event advance Surrey's profile as a Sport Hosting City or diversify the hosting portfolio?
 - What is the level of the event?
 - Has the event been held before?
 - Are the similar events happening this year?
 - Does the event showcase existing City of Surrey facilities?
 - Is there media exposure?
3. How will Surrey residents be impacted by the hosting of this event?
 - Is there community support?
 - How much facility use/schedule disruption?
 - Are there spectator opportunities for Surrey residents?
 - Are there volunteer opportunities for Surrey residents?
4. The quality and history of the organization's administration and management:
 - Is the organization well-known to Surrey residents for their service?
 - What are the overall financial conditions of the event?
 - Will the lack of City funding result in the cancellation of the event?
 - Have all other funding options been investigated?
5. The appropriateness, effectiveness, and quality of delivery of the event:
 - How well will it be organized?
 - Will there be coordination with other organizations, which might be interested or affected?
 - Has the organization previously demonstrated success with a similar undertaking?

PROCEDURE FOR PROCESSING GRANT REQUESTS

1. Applicants must submit a grant application to the City Clerk on the prescribed form, not later than 4:30 p.m., January 31st or June 30th in order to be considered for funding.
2. A Sport Tourism Grant Committee, consisting of a staff representative from Finance, Parks Recreation and Culture, Economic Development and Sport Surrey, will review all grant applications to ensure completeness and to ensure grant eligibility as specified by the program.
3. The Sport Tourism Grant Committee will (after consultation as they deem necessary with the grant applicants) submit to the Finance Committee of Council, a list of all grant applications along with recommended grant amounts.
4. The Finance Committee of Council will review the recommendations of the Sport Tourism Grant Committee, and may request additional information or request to hear delegations. The Finance Committee will then submit a list of recommended grant amounts to Council for their review and for the necessary approval. The approved grants shall be subject to final confirmation by Council after all appeals have been dealt with.
5. The Manager of Support Services shall notify all applicants, of Council's initial decision, and shall advise them of the Appeal Procedure. Applicants shall be advised that grant amounts are subject to final confirmation by Council after all appeals have been dealt with.
6. The Sport Tourism Grant Committee shall be responsible for ensuring that all organizations that are approved for a grant, submit an evaluation report on the use of the grant funds prior to remaining 20% of funds being released.

PROCEDURE FOR GRANT APPEALS

Appeals of Council's decisions will be considered only in instances where additional grant funds are required to prevent unforeseen circumstances which could result in employee lay-offs or threaten the financial well-being or implementation of the organization's event, or where significant new information will be presented which was not available during the grants review process.

Organizations must notify the City Clerk in writing, within 14 days from the date that the grant notifications were mailed, that they wish to appeal Council's decision. The grant applicants must give a clear explanation of why they feel they qualify for an appeal. The appeal request will be presented to Council for a decision on whether the appeal will be considered, and the applicant shall be notified accordingly.

If the appeal is not successful, that organization may not reapply for funding of the same service in the same funding year.

PROCEDURE FOR PROCESSING LATE GRANT APPLICATIONS

Grant applications received between the two intakes (January and June) will be referred to the Sport Tourism Grant Committee for the following action:

- (a) If the requirement for grant funds was not reasonably foreseeable prior to January 31st or June 30th, and if the requirement for immediate funding is critical to the implementation of the organization's event, then the Sport Tourism Grant Committee may refer the application to Council along with a recommended grant amount.
- (b) If the Sport Tourism Grant Committee believes that the grant application does not qualify for consideration, then the Committee shall advise the grant applicant in writing that they do not qualify for consideration, but that they may reapply by January 31st or June 30th the following year. The applicant shall be advised that they may appeal this action of the Committee by requesting the City Clerk in writing to refer their application directly to Council, and by explaining why they should receive special late consideration for a grant. The appeal will be forwarded to Council for consideration, along with a recommendation from the Sport Tourism Grant Committee.

PROCEDURE FOR SETTING A GLOBAL GRANTS BUDGET

Prior to September 30th of each year, the Sport Tourism Grant Committee shall review the present year's budget, consult with larger ongoing grant recipients as necessary, and then submit a recommended global grants budget to the City Manager. The City Manager shall review the recommendation, and include a Global Grants Budget amount in the preparation of the Annual Financial Plan.