

## **CITY OF COQUITLAM**

### **Policy and Procedure Manual**

<b>SPORTS AND RECREATION ADVISORY COMMITTEE</b>	<b>Chapter: 5</b>
	<b>Section:</b>
	<b>Issue Date: March 2010</b>
<b>TERMS OF REFERENCE</b>	<b>Revision Date: November 2020</b>

A way of communicating and establishing priorities is slowly emerging among local recreation participants, sport organizations and municipalities across Canada. Supported by the municipality, community sport groups and recreation participants are discovering that working together is better for everyone.

The Sports and Recreation Advisory Committee (the Committee) is a group of community leaders interested in the development of sports and recreational amenities and opportunities which provides advice to City Council. The Sports and Recreation Advisory Committee membership is comprised of a wide variety of sport organizations and recreation participants in the community.

Recreation as defined by the Canadian Parks and Recreation Association is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance community and individual wellbeing.

#### **Committee Mandate:**

The mandate of the Committee is to provide a local perspective and advice to Council with respect to achieving the City of Coquitlam's strategic goals, Business Plan priorities and accompanying strategic directions. In addition, the Committee also exists to:

- Provide advice to Council on a wide range of areas including sport and recreation facility development priorities, strategic planning initiatives and policy development;
- Facilitate information sharing between sport organizations and recreation participants represented on the Committee;
- Support collaboration and coordination across sport organizations and recreation participants related to sport and activity development; and
- To advocate and promote the value and benefit of sport and recreation for all.

Advisory Committees provide/forward their advice to Council and staff through various means, including the minutes, items completed through the workplan, as well as recommendations to Regular Council meetings where Council may provide further direction to staff or the Committee.

**Composition:**

The Committee is an advisory body composed of both organizational and citizen representatives and two (2) members of Council. It is preferred that Citizen Representatives be residents of Coquitlam, or represent a Coquitlam-focused organization, and reflect the diverse range of sport and recreation pursuits in Coquitlam. Citizen Representatives will put forward an application of interest for review and appointment by Council.

Citizen committee members will have demonstrated interest in sports and recreation (eg: athlete, coach, regular recreation user) and be committed to working in a collaborative manner for the betterment of sport and recreation in the City.

The Committee will have 11 Citizen/Organization Representatives (Voting) and 2 Council members (Non- Voting) for a total of 13 members.

**Detailed Composition:**

Community Sport and Recreation Members (11) Voting Members

- 1 Member (Vote) from the Coquitlam Field Sport Association - Executive Board Member
- 1 Member (Vote) from the Sports Centre Users Group - Executive Board Member
- 1 Member (Vote) from the Coquitlam Tennis Club
- 8 members at large (8 Votes) (Citizen Representatives)

Council Members (2) Non-Voting Members

- 2 Members from Council will act as the Chair and Vice Chair.

**Chair, Committee Clerk and Staff Support:**

Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Sports and Recreation Advisory Committee.

The City Clerk, or their designate, will prepare the agenda and notice of meeting and will serve as the Committee Clerk.

The General Manager Parks, Recreation, Culture and Facilities, or their designate, will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**Quorum and Procedures:**

A quorum will be a majority of the appointed members and must include at least one (1) of the members of Council.

Where quorum is present, minutes prepared by the Committee Clerk shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled bi-monthly and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When the Committee makes a recommendation for Council Action, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Committee Clerk.

Working Groups or sub-committees may be established by the Sport and Recreation Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**

City Council has distinct responsibilities to govern.

The Sports and Recreation Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council and City staff.

The Sports and Recreation Advisory Committee represents one collective voice.

The role of staff is to provide support to the Sports and Recreation Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Duty of Members:**

Members are expected to engage and represent in the best interest of the Community.

Members who are connected with specific community sport groups will represent the broad interest of all community sport and recreation and will not advocate for a single sport.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Clerk of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from

three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

**Communication:**

All official representation of the Sports and Recreation Advisory Committee is through the Chair or their designate.

Communication with staff is through the staff lead.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**

There is no financial reimbursement to Sports and Recreation Advisory Committee members.

**Committee Member Terms:**

Term of duty for the Sports and Recreation Advisory Committee is one year.

Upon expiration of the term of duty, outgoing members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**

The Sports and Recreation Advisory Committee exists at the pleasure of City Council.