

SPORTS AND RECREATION ADVISORY COMMITTEE

Note: This meeting will be live-streamed online at coquitlam.ca/webcasts

DATE: Wednesday, February 9, 2022

TIME: 7:00 p.m. – 9:00 p.m.

PLACE: **Council Chambers via Zoom**

CALL TO ORDER

- 1. Welcome and Introductions**

ADOPTION OF MINUTES

- 2. Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, November 10, 2021**

NEW BUSINESS

- 3. Committee Orientation (5 min)**
Chair / Committee Clerk
 - 4. Coquitlam Field Sports Association - Dave Jones (10 min)**
 - 5. Coquitlam Sport Centre Users Association - Andrea Mattinson (10 min)**
 - 6. Park and Facility Updates (30 min)**
Staff
 - 7. 2022 SRAC Work Plan Approval (30 min)**
Chair / Committee Input
 - 8. Consultation on the Metro Vancouver Sport Strategy – viaSport (20 min)**
Jennifer Brown, viaSport / Committee Input
 - 9. Introduction to Community Recreation Groups – Coquitlam Ducks Volleyball (10 min)**
Bryan Gee, Coquitlam Ducks
 - 10. Emerging Issues**
Chair / Committee
- 

OTHER BUSINESS

NEXT MEETING DATE – April 13, 2022

ADJOURNMENT

SPORTS AND RECREATION ADVISORY COMMITTEE
Wednesday, November 10, 2021

A Regular Meeting of the Sports and Recreation Advisory Committee convened on Wednesday, November 10, 2021 at 7:00 p.m. in the Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Craig Hodge, Chair
Councillor Chris Wilson, Vice Chair
Carla Byers, Coquitlam Tennis Club
King Chan
Tam Chernenkoff Miller
David Jones, Coquitlam Field Sports Association
Paul Lambert
Andrea Mattinson, Coquitlam Sport Centre Users Association
Larry Ryan
Cydney Smythies
Leila Todd
Carl Trepanier

REGRETS: Anna Teglas

STAFF: Tiina Mack, Manager Recreation and Culture Facilities Planning
Brian Forrester, Sport Services Manager
Ted Uhrich, Project Manager
Julie Hunter, Committee Clerk

ALSO PRESENT: Dan Laitsch, Disc Golf

CALL TO ORDER

ADOPTION OF MINUTES

1. Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, September 22, 2021

The Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, September 22, 2021 were approved.

NEW BUSINESS

2. Introduction to Community Recreation Groups – Disc Golf

Mr. Dan Laitsch provided a presentation relative to the sport of disc golf and the activities of the Mundy Park Disc Golf Club. He utilized an on-screen presentation entitled “Mundy Park and Disc Golf” and referred to slides titled as follows:

- Overview

- What is disc golf?
- Who are we?
- Where, when and how do we play
- How do we work with the City
- Where are we going?
- Where are we going: Disc golf growth
- Questions?

Discussion ensued relative to the following:

- The growing popularity of disc golf
- The growing popularity of outdoor recreation, particularly since the COVID-19 pandemic
- Examples of disc golf courses in other municipalities that could serve as models (Dale Ball Passive Park, Langley, Golf Island Disc Park, Pender Island)
- Data collection and the understanding that not all disc golf players use the UDisc app
- The need for a more professional level disc course in Coquitlam
- Enthusiasm for the sport of disc golf, particularly because of its accessibility as an unstructured sport that can be played by people of all ages
- Efforts by Disc Golf to develop youth players
- Strategies used in other jurisdictions for developing disc golf courses on under utilized green space
- The belief that disc golf supports CPTED crime reduction efforts in parks
- Potential disc golf course sites in Coquitlam, including under the power lines on Eagle Mountain
- Tourism opportunities that may arise from disc golf

On behalf of the Committee, the Chair thanked Mr. Leitsch for his presentation and for his contributions to the community.

3. Spani Pool Renewal - Presentation

The Project Manager utilized an on-screen presentation entitled “Spani Outdoor Pool Renewal” and referred to slides titled as follows:

- Presentation Outline
- Context Plan – Mundy Park
- Process
- Program – Outdoor
- Program – Indoor
- Concept Plan – Key Features
- Concept Plan – Challenges
- Rick Hansen Foundation Gold Certification
- Next Steps
- Questions and Comments?

Discussion ensued relative to the following:

- The belief that prime space in parks should not be used for parking and that parking should be planned for the perimeter areas of parks
- The importance of tree retention and the value placed by residents on maintaining a substantial tree canopy in the City
- The intent to encourage modes of transportation other than private vehicles
- The desire for a well-planned pick up / drop off zone and improved vehicle circulation
- The desire for pedestrian and bicycle safety improvements including enhanced lighting and improved visibility for drivers
- Seating capacity in the pool bleachers and the capacity needs for hosting competitions of different levels
- The belief that the closure of the Canada Games Pool and other regional pools will increase pressure on Coquitlam pools and the need to take this into consideration while planning for Spani Pool
- Infrastructure upgrades including power, wifi and electric vehicle charging stations
- Potential locations for the vehicle turnaround
- The understanding that the Spani Pool project includes environmental best practices such as solar pre-heating of water and heat recovery through the sanitary system

Committee members were invited to visit the City website for further information and updates at <https://letstalkcoquitlam.ca/spani>.

4. Northeast Community Centre Program and Site Fit Concept

The Manager Recreation and Culture Facilities Planning provided an on-screen presentation entitled “Northeast Community Centre – Recommended Program and Site Fit Concept” and referred to slides titled as follows:

- Agenda
- Chronology
- Location
- Population Growth
- Context
- Engagement Results
- Engagement Survey Results
- Expanded Engagement Results
- Vision
- Guiding Principles
- Site Fit
- Aquatics
- Gymnasiums
- Fitness Centre and Active Studio

- Multi Purpose Rooms
- Community Kitchen
- Indoor Walking Track
- Library
- Support Spaces
- Covered outdoor Space
- Proposed Program + Costs
- Potential Civic Facilities – Not Included in Program
- Financials – Operating Budget Impacts
- Major Recreation and Cultural Facilities Roadmap
- Next Steps
- Questions?

Discussion ensued relative to the following:

- Northeast Community Centre (NECC) operating costs and various potential funding sources
- The growing demand for outdoor recreation amenities, particularly since the COVID-19 pandemic
- The desire to tie the design and programming of the facility to the natural setting and to connect trail networks to the village and the NECC
- The potential for a partnership with the Tri-Cities Off Road Cycling Association in planning the trail networks
- The suggestion that rotating displays from community organizations such as the Coquitlam Sports Hall of Fame, Burke Mountain Naturalists, arts and culture groups, etc. could be featured in recreation facilities across the City
- Support for the library component at the NECC
- The desire for outdoor oriented amenities at the NECC, including a kids play area
- The desire for a 6 lane, 25 metre pool and the belief that the proposed 4 lane pool will fall short of public demand based on the projected population for the area and does not meet the minimum standards for water polo and synchronized swimming
- The desire to include amenities on the NECC rooftop
- Concern regarding the loss of the City's tree canopy and the importance of retaining mature trees
- The demand for childcare in the area
- The desire to provide childminding for NECC facility users
- The future potential expansion of the NECC to include an ice rink
- The demand for off leash dog parks on Burke Mountain and in the City Centre
- The major roadways connecting to the NECC

5. **COVID-19 Pandemic Sport and Recreation Learnings**

The Manager Recreation and Culture Facilities Planning and the Sport Services Manager utilized an on-screen presentation entitled “The COVID-19 Pandemic Lessons Learned” and referred to slides titled as follows:

- Agenda
- Part 1 - PRCG Learnings
- Adapted Service Delivery
- Use of Technology
- Engagement Opportunities
- Green Space
- Legacy
- Part 2 – Committee Discussion
- Discussion
- Thank You!

Discussion ensued relative to the following:

- The significant increase in the popularity of outdoor gatherings and structured and unstructured outdoor recreation activity
- The understanding that registrations for outdoor sports are at a record high
- Opportunities to leverage the popularity of outdoor spaces and activities
- The desire for more outdoor gathering spaces with passive amenities such as firepits
- The importance of public communications in managing expectations
- The desire for webcams in sports facilities so parents can remotely watch their children’s activities
- Positive experiences with switching to the online environment such as the Coquitlam Sports Hall of Fame virtual induction ceremony
- The belief that people are more attentive to written communication than before the pandemic
- The expectation that COVID-19 will become endemic and the desire to plan for the future within that context
- The importance of passive open spaces, playgrounds and outdoor spaces
- The belief that the pandemic showed that the City and its residents can react very quickly
- The belief that the pandemic showed that there is a lot that residents are able to do in their own homes and neighbourhoods
- The belief that the pandemic has resulted in the creation of many tools and processes that can be used in different future circumstances
- The impact on the supply chain and project timelines

6. **Parks, Recreation and Culture Facility Updates**

The Manager Recreation and Culture Facilities Planning provided a verbal update relative to the status of the following:

- City Centre Aquatic Complex expansion project
- Centennial Turf Field
- Sheffield Park
- Coquitlam Crunch expansion project
- The public washroom at Chilco and Mariner Way in Mundy Park

7. 2021 Year-End Review / Identify Potential Items for the Draft 2022 Work Plan

The Committee provided feedback regarding the 2021 year and suggested potential items for consideration as part of the draft 2022 Work Plan.

Discussion ensued relative to the following:

- The desire for an overview of current and potential hiking / mountain biking trails in northeast Coquitlam
- The desire for a focus on all forms of recreational cycling
- The desire for a review of the sport of pickleball and its facilities
- Plans for meeting the demand for recreation and sport opportunities for the rapidly growing population in the Town Centre area
- The demand for off-leash dog parks particularly in densifying neighbourhoods
- Integration of the walking/biking/mountain biking trail network City-wide and linking to City facilities
- The desire to create more outdoor recreation spaces and covered outdoor spaces
- Webcams in facilities
- Review of Planet Ice and arena options
- The desire for wading pools for families with small children
- The desire to focus on outdoor swimming / aquatic opportunities

On behalf of Council, the Chair and Vice Chair thanked Committee members for their work and contributions to the community in 2021.

NEXT MEETING DATE – TBC, 2022

ADJOURNMENT

The meeting adjourned at 9:24 p.m.

MINUTES CERTIFIED CORRECT

CHAIR

Julie Hunter
Committee Clerk

Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four-year term. The next General Local Election will be held on October 15, 2022.

Following are the names of the current Mayor and Councillors:

Mayor:	Richard Stewart
Councillors:	Brent Asmundson Craig Hodge Steve Kim Trish Mandewo Dennis Marsden Teri Towner Chris Wilson

Council is a Legislative (lawmaking) body with responsibility for exercising all legislative and administrative authority conveyed upon the City of Coquitlam (“the City”) by the Provincial Government, primarily through the *Local Government Act* and the *Community Charter*. The Mayor is the head of Council and, as per the *Community Charter*, is the Executive Officer of the City.

Coquitlam Committee Structure

There are a number of different Committees that exist in the City of Coquitlam. Each one differs based on its function, the members appointed to the Committee and its meeting schedule.

Coquitlam Advisory Committees

Section 142 (1) of the *Community Charter* states that “A Council may establish and appoint a select Committee to consider or inquire into any matter and to report its findings and opinion to the Council.”

Council adopts Terms of Reference for each select (advisory) Committee which provides the terms and conditions for the Committee including its mandate, term, composition and procedures.

For 2022 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Community Safety Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports and Recreation Advisory Committee
- Sustainability and Environmental Advisory Committee
- Universal Access-Ability Advisory Committee

Statutory Committees

Statutory Committees, also known as boards, commissions or Committees are established pursuant to facilitating legislation and serve at an arms-length capacity to the Council on behalf of, or in cooperation with, the municipality. Examples of such Committees are:

- The Library Board (established pursuant to the *Library Act*);
- The Board of Variance (established pursuant to the *Local Government Act* (s. 899)); and

The Role of Committee Chair, Vice Chair, Members and City Staff

The Role of Chair and Vice Chair

Advisory Committees are established by Council and are typically comprised of Council members and residents. In most cases the Chair and Vice Chair of an Advisory Committee are Council members.

The role of the Chair is to lead the meeting and to ensure that all Committee members present have the opportunity to speak. The following identifies more specific duties of the Chair:

- Sets the agenda
- Ensures that a quorum is present and opens the meeting at the prescribed time
- Ensures the Committee adheres to the agenda
- Prevents new issues from side tracking the agenda
- Limits the meeting length to 2 hours
- Enforces the rules of decorum
- Respects members' views
- Seeks agreement and builds consensus
- Assists Committee Members to word motions clearly and succinctly
- Declares the meeting adjourned

The Vice Chair may attend any or all meetings and in the absence of the Chair, will chair the meetings.

The Role of Committees

Committees are established to:

- Provide information and well considered advice to Council and staff on issues of concern to the public and the City
- Provide recommendations for consideration by Council and staff
- Undertake work referred by Council and work within the direction provided by Council

The Terms of Reference sets out the Committee's mandate and duties. Committees can only consider issues within those areas specified in the Terms of Reference.

Once a Committee has submitted its recommendation to Council via the meeting minutes, it is Council's decision on how to proceed with the recommendation i.e. receive, approve, amend, defer, refer or decline the recommendation.

Committees require approval from Council before initiating projects or requesting the use of staff resources. If a Committee requires staff to undertake work, the staff liaison is obligated to advise the Committee whether or not staff can undertake the work and if authority is required from Council or the City Manager.

The Role of the Staff Liaison

A staff liaison is defined as the staff member assigned to assist a Committee in a non-voting advisory and resource capacity.

The staff liaison:

- Provides information and professional advice
- Supports the Chair in developing agendas and supporting materials
- Coordinates and provides presentations and engagement activities to the Committee
- Drafts Committee reports
- Provides updates to the Committee on Committee work plan items

The staff liaison will advise the Committee if a recommendation to Council is required prior to any staff activity on an issue. For example, Committees will need to seek Council approval for new initiatives and projects requiring a significant amount of staff time or costs to determine if the resources can be allocated to the Committee's request.

The Role of the City Clerk's Office

A Committee Clerk is assigned by the City Clerk's Office to provide administrative support to a Committee. The Committee Clerk:

- Prepares an agenda, based on the tasks identified in the work plan and in cooperation with the staff lead and the Committee Chair
- Distributes agenda once approved by the Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Prepares minutes and forwards them to Council for consideration

- Handles meeting logistics such as providing a schedule of meeting dates, times and locations, booking meeting rooms, rescheduling meetings if required, tracking member attendance for reporting to Council, assisting with Committee volunteer recruitment and providing other administrative support as necessary.

Minutes provide a general overview of the meeting and capture any action items (i.e. recommendations) and are not verbatim. The advice and any recommendations made at the meeting are detailed in the minutes and then forwarded to Council for consideration.

Committee Terms of Appointment

The terms of appointment for most Committees expire in December each year, unless otherwise stated in the Committee's Terms of Reference. Individuals may serve consecutive terms on any Advisory Committee. In the year of a General Local Election, committee meetings will wind up in the month of September; however, appointments remain in place until December 31.

The terms and conditions of appointment for Statutory Committee members is determined by the enabling statute or establishing bylaw.

Attendance of Committee Members

Appointed members to an Advisory Committee or Statutory Committee are required to attend regularly scheduled meetings. **The Committee Clerk should be notified in advance of the meeting should the member not be able to attend a meeting.**

Any member who is absent from three consecutive regular meetings without notifying the Committee Clerk or the Chair in advance, or without a leave of absence, may be asked to resign or may be removed from the Committee by Council.

Committee members are reminded that attendance is vital. Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic Committee.

Electronic Attendance. Members joining electronically are encouraged to join from a quiet space with good internet connectivity, and to participate fully in the meeting without interruptions as if physically sitting at the meeting table. The Chair may make the decision to remove a member from the electronic meeting if the loss of their audio/video connection (i.e. repeated comings and goings) is deemed disruptive to the meeting process.

Code of Conduct for Committee Members

The following is a 'Code of Conduct' which should be adhered to by all Committee members:

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, favors, or services that might tend to influence the discharge of duties
- Never use position to secure advantage
- Never disclose confidential information
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

*Committee members may not be given access to or use details of the committee member contact list for personal or non-Committee related business.

Removal of a Member from a Committee

Council may remove or ask that a Committee member resign at the request of the Committee or on its own initiative.

Resignation of a Member

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

Committee Vacancy Replacement Term

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion, appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

Time and Location of Advisory Committee Meetings

Advisory Committee meetings are generally held in either the Council Chamber or the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC, and can be held electronically for reasons of public health and safety or to comply with other City policies and/or procedures.

The start time for Advisory Committee meetings may vary as some meetings are held during the day and others in the evening. The date of the next meeting is identified on the current meeting agenda. Meetings are typically not held in August and December.

The Committee Clerk assigned to your Committee will advise you of the meeting dates and times of your meetings. Typically, meeting dates and times are also provided on the City's website.

Quorum

A quorum of Committee Members for an Advisory Committee meeting is outlined in the Terms of Reference for the Committee. Typically, a Council member must be present for a quorum to be achieved. Therefore, quorum is achieved when a majority of the members and a Council member are present (50% +1). The Mayor, when present, shall be counted in achieving quorum. Quorum for Statutory Committee meetings is determined by the enabling statute or establishing bylaw for the Committee.

Where a quorum is not present fifteen minutes after the time established for a Committee meeting to start, the person responsible for recording the minutes shall record the names of those members present and the meeting will be deemed to be cancelled. If quorum is not achieved or is lost during the meeting, the Chair may choose to continue the meeting on an informal basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The meeting minutes are forwarded to Council as informal notes.

Should quorum be lost due to a disruptive internet connection (e.g. a member's audio visual is lost or they repeatedly drop in and out of the meeting), the person responsible for recording the minutes shall note that quorum was lost, and add a notation to the minutes that states: *"Due to technical difficulties with internet access, a member could not vote/fully participate electronically and, therefore, could not be included as part of quorum."*

Rules of Procedure

The Rules of Procedure are outlined in Appendix "A" to this document. Advisory Committees and

Statutory Committees follow these guidelines, provided the guidelines are not inconsistent with the Committee's enabling statute, establishing bylaw, the *Local Government Act*, the *Community Charter*, Council policy, or Council's Procedure Bylaw. The Committee may also rely upon the advice of the Committee Clerk (or another representative from the City Clerk's Office) or the staff liaison for guidance.

Voting

All members of a Committee, including the Chair and/or Vice Chair, (unless otherwise stated in a Committee's Terms of Reference) may vote on any question before it and in the event of a tie vote, the motion is considered defeated. In accordance with the *Community Charter*, any member who abstains from voting, without having first declared a conflict of interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.

Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*. A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed, must declare that they have a conflict of interest, describe the nature of the conflict and leave the room during any discussions and voting thereon.

A conflict of interest does not exist if the pecuniary (financial) interest of the Committee member is in common with members of the general municipality or the pecuniary (financial) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

The Committee Clerk notes in the minutes, the Committee member's declaration of a conflict of interest and the Committee member's exit from, and return to, the meeting.

Remuneration

Committee members are volunteers and as such, serve without remuneration.

Sub-Committees and Working Groups

There are many ways in which Committees may provide feedback to Council, although it is typically via the Committee minutes. In some cases, there may be specific topics that require further investigation and research, or event planning to provide input to. In these instances,

Committees may establish sub-committees or working groups of their members. Their purpose is to conduct research, gather information and/or brainstorm event planning so that the Committee can discuss the findings and events. These groups may work on their own (or in partnership with staff leads) and report back to the Committee. In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office. Sub-committees and working groups should *not* bring forward recommendations or directions to the Committee, as that is a discussion that needs to take place within the Committee as a whole. Sub-committees and working groups may only have a limited number of members; the number of group members cannot equal quorum (the majority) of the whole Committee. Council is advised of the establishment of these sub-committees and working groups and their work through the committee meeting minutes.

Following are some suggestions to help guide the organization and work planning of sub-committees and working groups:

1. Select a group leader and choose a name for your sub-committee
2. Use emails, texts, or Doodle Polls to schedule meeting dates
3. Use Zoom to hold virtual meetings
4. Prepare a discussion outline for each meeting
5. Assign a note taker and capture key information/findings
6. Provide information updates to the Committee during regularly scheduled advisory committee meetings
7. Prepare a final report with findings for the Committee's consideration

Any questions for staff regarding the purpose or work of sub-committees and working groups should be directed by email to the Committee Clerk at committeeclerk@coquitlam.ca.

Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or recommendations in the minutes that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

The Advisory Committee's recommendation will be forwarded to Council for consideration. In some instances, the Committee does not require a recommendation to go forward to Council. For example, should the Committee want to establish a working group, it is not necessary for this request to be handled through a recommendation, but can be identified through the Committee minutes. Council is kept apprised of all Committee activities through the regular distribution of Committee minutes.

Authority

Advisory Committees do not have the authority to communicate on behalf of the City, to pledge

the credit of the City or authorize any expenditure on behalf of the City except as expressed in the Advisory Committee's Terms of Reference.

The authorized spokesperson for each advisory committee is the Committee's Chair.

Budget

Advisory Committees and Statutory Committees do not typically have a budget allocated to them. They may request budget funds from Council in accordance with the City's budget preparation schedule and procedures. Any solicitation of funds from other organizations requires prior approval of Council. All Committees have reasonable use of City services such as photocopying, paper supplies and meeting areas. Committee members may contact the Committee Clerk for more information on budgets or the use of City services.

Personal Liability

No member of a Committee is liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

Meetings Open to the Public

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee's enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (*Council Procedure Bylaw No. 4042, 2009*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in *Council Procedure Bylaw No. 4042, 2009*.

Members of the public are observers and may not participate in the discussion unless they are invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat in the chairs designated for the audience.

Special Committee Meetings

Special Committee meetings may be held outside of the regular schedule at the call of the Chair, by the Mayor or by resolution of Council.

Further Information

Committee members can obtain further information from the Chair of the Committee or the Committee Clerk at committeeclerk@coquitlam.ca.

APPENDIX “A”

COMMITTEE MEETING GUIDELINES

The Agenda

An agenda is prepared and forwarded to all Committee members approximately one week prior to the date of the meeting. For a meeting to be productive, members should:

- Review the agenda and accompanying reports ahead of time
- Prepare questions

Handling the Business of the Meeting

Good decision making requires:

- Background information
- Options and recommendations through discussion
- Preparation before the meeting
- Full participation in the meeting
- Regular attendance
- Cooperation by all meeting members
- Consideration of others’ ideas and opinions

Voting and Debating Rights

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Culture Services Advisory Committee, Sports and Recreation Advisory Committee, and the Sustainability and Environmental Advisory Committee as Council members appointed to these bodies are non-voting members). Proxy votes are not permitted.

Other Procedures

Council receives input from Committee members through the Committee’s minutes. Members may establish sub-committees or working groups to conduct further research and prepare information for Council.

Making Motions - Committee Recommendation

A Committee recommendation is a motion made by the Committee to ask for a formal action by Council. These motions or recommendations are recorded in the minutes and forwarded to Council.

The steps of handling a main motion are:

1. A Committee Member makes a motion:

“I move that...”

2. Another Committee member seconds the motion:

“I second the motion”

3. The Chair of the Committee then states the motion:

“It is moved and seconded that...”

4. The Chair then opens the floor to debate:

“Is there any discussion?”

5. The Committee members debate the motion

6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):

“We are now voting on the motion to..... Those in favour?” [those voting in favour raise their hands] “Those opposed?” [Those voting against indicate by raising their hands.]

7. The Chair announces the result:

“Motion passes.”; “Motion defeated”; or “Tie vote – motion defeated.”

Amending Motions

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

Three Methods of Amending a motion:

1. By inserting or adding words

“I move that the motion be amended by inserting the word[s]... between the word ... and the word...”

OR

“I move that the motion be amended by adding the word[s].....”

2. By striking out words

“I move that the motion be amended by deleting the words ...”

3. By striking out words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words And inserting the words in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (sub-amendment). No amendment is permitted to a sub-amendment.

Debating Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

Motion to Withdraw a Motion

A motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present. A motion may not be withdrawn after it has been voted on.

Point of Order

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to Committee and decided by Committee resolution.

Recess

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

Reading of Motions

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes the Committee Clerk will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

Rules of Decorum and Debate

Committee meetings tend to be more informal than a City Council meeting, however, here are some meeting rules which are helpful and should be used by the Committee:

- The maker of a motion has the right to speak first to their motion
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- Members must remain courteous and avoid personal attacks on each other and staff
- Remarks must be confined to the motion before the Committee
- Remarks are always directed “through the Chair”
- Member should not interrupt another speaker
- Motions should be phrased concisely and to the point

CITY OF COQUITLAM
Policy and Procedure Manual

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

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.



2022 Sports and Recreation Advisory Committee Meeting Schedule

Meetings are generally scheduled bi-monthly on the second Wednesday of the month from 7:00 p.m. – 9:00 p.m.

(*Exceptions are marked with an asterisk)

DATE	TIME	LOCATION
Wednesday, February 9, 2022	7:00 – 9:00pm	Zoom conference
Wednesday, April 13, 2022	7:00 – 9:00pm	Zoom conference
Wednesday, June 8, 2022	7:00 – 9:00pm	Zoom conference
No meetings in August		
*Wednesday, September 7, 2022	7:00 – 9:00pm	Zoom conference
Advisory Committees conclude in September due to the General Local Election on October 15, 2022		

Note:

Meeting dates are subject to change.

SPORTS AND RECREATION ADVISORY 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.

2022 Work Plan Items

Item	Department / Presenter	Comments (i.e. Initiated by, Council Priority Assignment A, B, C)
Committee Welcome & Orientation	Chair / Staff	
Review and Approve Draft 2022 Work Plan	Chair / Staff / Committee	Council
Introduction to Community Recreation Groups (15 min)	Staff / Committee	Various Groups invited to present at start of each meeting
<u>Park Capital Projects</u> : Spani Pool, Blue Mountain, Crunch Expansion, Glen Park	PRC Staff	
<u>Plans and Strategies</u> : Major Facilities Roadmap, Sport Field Strategy Update	PRC Staff	
<u>Park Operations</u> : Centennial Turf Field	PRC Staff	
<u>Facility Planning</u> : Northeast Community Centre Update and Tour	PRC Staff / Committee	Business Plan “A” priority
<u>Facility Updates</u> : YMCA, Place Maillardville	Staff	Staff presentations and discussions – Business Plan “B” and “C” priorities
<u>Other Departments</u> : Transportation Plan, Trails	EPW Staff	
Sports Hall of Fame Annual Report	C. Smythies	Committee

Consultation on the Metro Vancouver Sport Strategy	viaSport	Provincial presentation & Discussion/Consultation with Committee
2022 Year-end Review / Identify potential items for the draft 2023 Work Plan – Committee feedback/input	Staff / Committee	
Emerging Items Requiring Review (<i>As needed</i>)	Chair / Committee	

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