

SPORTS ADVISORY COMMITTEE

DATE: Wednesday, February 12, 2020

TIME: 7:00 p.m. – 9:00 p.m.

PLACE: Council Committee Room, Main Floor, Coquitlam City Hall

CALL TO ORDER

- 1. Welcome and Introductions**
Chair and Committee Members

ADOPTION OF MINUTES

- 2. Minutes of the Sports Advisory Committee Meeting held on Wednesday, November 6, 2019**

NEW BUSINESS

- 3. Committee Orientation**
Committee Clerk
- 4. Draft 2020 Sports Advisory Committee Work Plan Approval**
Chair / Manager, Community Recreation and Culture Services / Committee – seeking Committee input
- 5. Northeast Community Centre Update**
Manager, Recreation and Culture Facilities Planning / Community Partnerships and Policy Manager – seeking Committee input
- 6. Emerging Items Requiring Review (As needed)**
Committee / Chair / Staff

OTHER BUSINESS

NEXT MEETING DATE – Wednesday, April 8, 2020

ADJOURNMENT



SPORTS ADVISORY COMMITTEE
Wednesday, November 6, 2019

A Regular Meeting of the Sports Advisory Committee convened on Wednesday, November 6, 2019 at 7:02 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Bonita Zarrillo, Vice Chair
Mayor Richard Stewart (arrived at 8:35 p.m.)
Tam Chernenkoff Miller
David Jones, Coquitlam Field Sports Association
Paul Lambert
Jeanette MacLean, Coquitlam Tennis Club
Andrea Mattinson, Sport Centre Users Group
Larry Ryan
Cydney Smythies
Anna Teglas
Carl Trepanier

REGRETS: Councillor Dennis Marsden, Chair
Devan Robertson

STAFF: Kathleen Reinheimer, Manager Parks
Jennifer Keefe, Manager Community Recreation and Culture Services
Tiina Mack, Manager Recreation and Culture Facilities Planning
Tiana Solares, Acting Manager Policy and Business Services
Steffanie Warriner, Manager Environmental Services
Brian Forrester, Sport Services Manager
Julie Kanya, Environmental Programs Specialist
Julie Hunter, Committee Clerk

CALL TO ORDER**ADOPTION OF MINUTES****1. Minutes of the Sports Advisory Committee Meeting held Wednesday, September 11, 2019**

The Minutes of the Sports Advisory Committee Meeting held on Wednesday, September 11, 2019 were approved.

NEW BUSINESS**2. Introduction of Parks, Recreation and Culture Services Staff**

The Committee held roundtable introductions. The Vice Chair, on behalf of the Committee, welcomed the following new members of the Parks, Recreation and Culture Services team:

- Jennifer Keefe, Manager Community Recreation and Culture Services
- Tiina Mack, Manager Recreation and Culture Facilities Planning
- Tiana Solares, Acting Manager Policy and Business Services

3. Draft Environmental Strategic Plan

The Manager Environmental Services provided introductory remarks regarding the draft Environmental Sustainability Plan (ESP), including the work undertaken by staff as well as the public consultation and engagement completed to date.

The Committee participated in a 'dotmocracy' exercise to provide input regarding the following focused questions:

- To you, how important are each of the topic areas?
- If you had to choose only 3 topic areas for the City to focus on, what 3 would you choose?
- How can the City help you to live or work more sustainably in Coquitlam?

Discussion ensued relative to the following:

- The City's integrated planning framework and how the ESP will complement the other plans in that framework and support the Strategic Goals set out in the City Business Plan
- The growth of the City and the impact of development on wildlife management, access to nature, water sustainability, and the City's natural environment
- The desire to densify in areas close to existing infrastructure such as the Skytrain stations
- The desire to expand the use of the City's walking and cycling networks
- The unknown potential costs associated with various elements of the ESP and the desire to include a cost analysis when prioritizing options in the Plan
- The timeline for completion of the ESP and its implementation plan
- The desire for a sustainable transportation plan and the belief that regional decisions on the topic are beyond the City's scope

The Manager Environmental Services thanked the Committee for its input and described the next steps to be taken by the City relative to the ESP. She circulated a postcard titled "Help Inform Our Environmental Sustainability Plan" on-table, and encouraged the Committee members to complete the online public survey available through the City's dedicated "enviroplan" webpage and to share its URL with their contacts and networks.

4. Spotlight on Sport – Brainstorming Results and Follow Up Discussion

The Sport Services Manager provided a review of the brainstorming exercise the Committee had undertaken at the previous meeting. He provided an on-screen presentation entitled "Spotlight on Sport Update – November 6, 2019" and referred to slides titled:

- Agenda
- Allocation Process Overview

- 2019 Priorities
- Recent Activities – Sport Fair – October 2019
- Recent Activities – Spotlight on Sport – Local Clubs
- Recent Activities – Community Activations
- Recent Activities – 2019 Family & Youth Drop-In
- Recent Activities – Volunteer Workshops
- Recent Activities – Adopt-a-Dugout/Bench
- Recent Activities – Clubs That Play Here Signage
- Recent Activities – Park Hosts
- Upcoming Activities
- Brainstorm Review – Items out of Scope for Sport Services
- Brainstorm Review – Prioritize Brainstorm Items
- Next Steps
- Thank You!

A document entitled “Sport Council Meeting Addendum – September 11, 2019”, summarizing the results of the previous brainstorming session, was circulated on-table. Committee members selected from the list of identified items their top three priorities regarding how the Sport Services Team could support outdoor community sport.

Discussion ensued relative to the following:

- The desire to install signage, possibly lit or digital, at facilities promoting “Clubs / Teams Who Play Here”
- The goal of increasing general participation in both structured and unstructured sports and recreation
- The need to regularly make information available to the public regarding parks and fields that are not booked and are available for unorganized, casual use

The Sport Services Manager thanked the Committee for their feedback and highlighted the next steps.

5. Parks, Recreation and Culture Services Updates

The Manager Parks provided an update relative to the following:

- The City of Coquitlam’s first place award in the 2019 International Communities in Bloom Competition
- The work on the Sports Field Strategy that is underway
- Ongoing park development work

The Chair provided information pertaining to the following:

- The City Centre Area Planning process and upcoming public consultation related to the plan
- The 2020 budget process and that the various parks and recreation budget requests will be considered by Council as part of the upcoming budget deliberations

Discussion ensued relative to the need to include green space, passive park space and indoor recreation space in the City Centre Area Plan.

6. Emerging Items Requiring Review

The Chair invited discussion pertaining to emerging items and Committee members participated in a roundtable in which the following items were raised:

- Safety concerns related to traffic in the parking lot at Percy Perry Stadium and the need for a stop sign at the three-way intersection in the northeast parking lot

The Manager Parks provided an update relative to ongoing efforts to resolve traffic and parking issues at Town Centre Park. She noted that the concerns raised by the Committee would be forwarded to Engineering Department staff in order that they could look into making safety improvements.

- The understanding that the International (Field) Hockey Federation is no longer requiring water-based fields
- The desire that the City not eliminate facilities or options for casual, unscheduled sport and recreation use unless an alternative is offered
- The impact of closing the BMX Bike Park at Town Centre
- Concerns related to vaping, vape advertising that targets youth, and the dissemination of anti-vaping awareness and education through the schools

Mayor Stewart arrived at the meeting at this time (8:35 p.m.).

7. 2019 Year End Review and Committee Feedback / 2020 Work Plan Development

The Vice Chair led the Committee through a review of the 2019 Work Plan and Committee members provided their feedback regarding the work undertaken by the Committee in 2019.

Discussion ensued relative to the following:

- The need for a hotel in Coquitlam
- The growing population of seniors, the concern that seniors tend to be isolated and the need to create social recreation opportunities for seniors
- The growing number of residents living in highrises and townhouses and the resulting need for public green spaces in areas of high density
- The scope of the Committee's mandate and the importance of advocating for recreation and casual, non-organized sports
- The progress of the Parks, Recreation and Culture Master Plan implementation
- The need for bike and hiking trails in the City's wilderness areas
- The definition of 'sport' and 'recreation', the large number of current and future participants in recreational and passive sports, and the desire to advocate for these as well as organized sports
- Honouring the City's young athletes
- Adaptive sports and accessibility, whether to consider adding a representative to the Committee's membership, and the opportunity to invite a speaker on the subject in 2020

The Committee identified the following potential Work Plan items for consideration by the 2020 Sports Advisory Committee:

- Sports Field Strategy
- Youth Strategy Implementation Plan
- Tournaments – Allocations and Community Impacts
- Emerging Issues Requiring Review (As Needed), including a brief review of major plans such as the City Centre Area Plan
- The need for passive green public spaces in areas of high density
- Changing the scope of the Committee to include recreation and participation as well as sport
- Parks, Recreation and Culture Master Plan Implementation Progress Update
- Presentation by Metro Vancouver Parks representative
- Discussion regarding Adaptive Sports / Accessibility

Staff were requested to review the Sports Advisory Committee Terms of Reference with a view to including recreation.

Committee members thanked staff for their support and successes in 2019.

On behalf of Council, the Mayor and the Vice Chair thanked the Committee members for their participation and contributing to a successful year in 2019.

OTHER BUSINESS

NEXT MEETING DATE – TBA, 2020

ADJOURNMENT

The meeting adjourned at 9:05 p.m.

MINUTES CERTIFIED CORRECT

CHAIR


Julie Hunter
Committee Clerk

CITY OF COQUITLAM
Policy and Procedure Manual

SPORTS ADVISORY COMMITTEE	Chapter: 5
	Section:
	Issue Date: March 2010
TERMS OF REFERENCE	Revision Date: November 2017

A new way of communication and establishing priorities is slowly emerging among local sport organizations and municipalities' across Canada. Supported by the municipality, community sport is discovering that working together is better for everyone.

The Sports Advisory Committee is a group of community leaders interested in the development of sports which provides advice to City Council that will further sports in the community. The revised Sports Advisory Committee continues with generally the same Committee mandate from the 2010 -2011 calendar year and adjusts the composition to provide input from a wider variety of sport organizations in the community.

Committee Mandate:

The mandate of the Sports Advisory Committee is to provide a local perspective and advice to Council with respect to achieving the City of Coquitlam's strategic goals and accompanying strategic directions:

- To provide advice to Council on a wide range of areas including sport and recreation facility development priorities, strategic planning initiatives and policy development;
- To support the coordination of administrative functions across all sport organizations;
- To support sport organizations with the exploration opportunities and hosting of major sporting events; and
- To advocate and promote the value and benefit of sport for all ages and abilities.

Composition:

The Committee is an advisory body composed of citizen representatives and two (2) members of Council. Citizen Representatives will be residents of Coquitlam and will reflect the diverse range of sport organizations active in Coquitlam from community sports. Citizen Representatives will put forward an application of interest for review and appointment by Council.

Citizen committee members will have demonstrated outstanding leadership within the sports community as a coach, official, athlete or executive member and be committed to working in a collaborative manner for the betterment of sport in the City.

The Committee will have 11 Community Members (Voting) and 2 Council members (Non-Voting) for a total of 13 members.

Detailed Composition:

Community Sport 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, Secretary and Staff Support:

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

The City Clerk, or his/her designate, will prepare the agenda and notice of meeting and will serve as Secretary.

The General Manager Parks, Recreation and Culture Services or his/her 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 Council members appointed.

Where quorum is present, minutes prepared by the Secretary 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 a 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 Secretary.

Working Groups or sub-committees may be established by the Sport 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 Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Sports Advisory Committee represents one collective voice.

The role of staff is to provide support to the Sports 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 advance developments in the best public interest in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of sport in Coquitlam.

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 Secretary 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 Secretary.

Communication:

All official representation of the Sports Advisory Committee is through the Chair or his/her 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 Advisory Committee members.

Committee Member Terms:

Term of Duty for the Sports 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 Advisory Committee exists at the pleasure of City Council.

Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four-year term. The last General Local Election was held on October 20, 2018 and the next election will be held in the fall of 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
	Bonita Zarrillo

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 2020 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports 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 Parcel Tax Review Panel (established pursuant to the *Community Charter* (s. 204)).

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 if possible
- 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, 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
- 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 other City staff members 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, members' appointments expire on the last day of the local election month, e.g. October 31st.

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.

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 use 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/Task Force Meetings

Advisory Committee meetings are generally held in the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC.

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.

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, (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.

Working Groups

There are many ways in which Committees may provide feedback to Council. In some cases there are specific topics which require further investigation. In these instances Committees may establish working groups of their members. These working groups may work on their own or in partnership with staff and report back to the Committee. Council is advised of the establishment of these working groups and their purpose through the meeting minutes.

Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or

recommendations 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 Advisory Committees is the 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*.

At any time, a member of the public may be 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 (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 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



2020 Sports 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 noted with an asterisk (*) below.

DATE	TIME	LOCATION
February 12, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
April 8, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
June 10, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
No meetings in August		
September 9, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
November 4, 2020 (Wednesday)*	7:00 – 9:00pm	Council Committee Room
No meetings in December		

Note:

Meeting dates are subject to change.

SPORTS ADVISORY COMMITTEE MANDATE

The mandate of the Sports Advisory Committee is to:

- Provide advice to Council on significant sport related issues that may arise from the community, staff or from Council;
- Provide advice on a wide range of areas including sport and recreation facility development priorities, strategic planning initiatives and policy development;
- Support the organization of administrative functions across all sport organizations and support sport organizations in exploring opportunities to host major sporting events; and
- Advocate and promote the value and benefit of sport for all ages and abilities.

2020 Work Plan Items

Item	Presenter/ Staff Lead	Meeting Date
Committee Orientation Refresher	Committee Clerk	Feb 12, 2020
Review and Approve Draft 2020 Work Plan	Staff Lead / Committee	Feb 12, 2020
Northeast Community Centre Update	Staff - PRCS	Feb 12, 2020
Sports Field Strategy and Fields Update	Staff	April 8, 2020
Spotlight on Sport	Staff / Committee	April 8, 2020
Scope of Committee	Staff / Committee	June 10, 2010
Off-Site Visit to Northeast Parks and Facilities	Staff / Committee	Sept 9, 2020
Access, Inclusion and Adaptive Sport	Staff / Committee	Nov 4, 2020
Cottonwood Park Update	Staff	Nov 4, 2020
Emerging Items Requiring Review (<i>As needed</i>)	Committee	
2020 Year End Review & Committee Feedback	Staff Lead / Committee	Nov 4, 2020
Draft 2021 Work Plan Development	Staff Lead / Committee	Nov 4, 2020

NE Community Centre Council Committee Presentation

In preparation for staff's upcoming presentation to Sport Advisory Committee, staff have prepared the following basic information on the NE Community Centre project, as well as four questions for committee members to consider in advance of the meeting.

Context:

Coquitlam's Parks Recreation and Culture Master Plan identified the future need for a comprehensive multi-use community centre to be placed in the Burke Mountain Village neighbourhood area. This community centre is anticipated to be open by 2026, and is expected to include a variety of programs and uses.

Facility Location:

The NE Community Centre will be located in the heart of the Burke Mountain Village, <https://www.coquitlam.ca/planning-and-development/resources/special-plans-projects/partington-creek-neighbourhood-centre> which will include a mixture of retail and residential buildings. The site is identified on the map located HERE. <https://www.coquitlam.ca/docs/default-source/community-planning-documents/burke-mountain---creating-a-complete-livable-community>

Facility Details:

The facility is currently in the concept design phase, and staff are working to identify needs in the community. There are no confirmed amenities at this time.

Community Demographics:

As of the 2016 Census, there were approximately 12,000 residents on Burke Mountain. When completed, the neighbourhood area is envisioned to have up to 50,000 residents. There demographic make-up of the community is relatively consistent with the City's other neighbourhood areas, with slightly more children, and slightly fewer older adults and seniors.

Questions:

1. Which Coquitlam recreation and cultural facilities do you or members of the group you represent use? How do these facilities address the sport, recreation, wellness and culture priorities?
2. What do you think are the current challenges facing NE community members with regard to accessing sport, wellness and culture needs?
3. What do you believe are the top 3 needs for community centre programming in Northeast Coquitlam.
4. What innovative ideas for community centres have you seen elsewhere, that could be included here, to support community needs?