

## SPORTS AND RECREATION ADVISORY COMMITTEE

DATE: Wednesday, February 12, 2025

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Committee Room, Coquitlam City Hall

### CALL TO ORDER

### ADOPTION OF MINUTES

- 1. Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, November 13, 2024**

*Recommendation:*

That the Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, November 13, 2024 be approved.

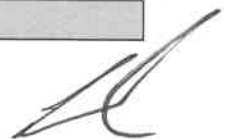
### NEW BUSINESS

- 2. Committee Welcome (Introductory Comments by the Committee Clerk)**  
7:05 – 7:15 p.m. (10 minutes)
- 3. Review and Adoption of the 2025 Sports and Recreation Advisory Committee Work Plan**  
7:15 – 7:35 p.m. (20 minutes)  
*Recommendation:*  
That the Committee recommend to Council to approve the 2025 Sports and Recreation Advisory Committee Work Plan.
- 4. Sports Field Strategy Update (Presentation by Senior Manager Policy and Business Services)**  
7:35 – 8:05 p.m. (30 minutes)
- 5. Committee Members' Roundtable / Emerging Issues (Standing Agenda Item)**

### OTHER BUSINESS

**NEXT MEETING DATE - Wednesday, April 9, 2025**

### ADJOURNMENT



**SPORTS AND RECREATION ADVISORY COMMITTEE**  
**Wednesday, November 13, 2024**

A Regular Meeting of the Sports and Recreation Advisory Committee convened on Wednesday, November 13, 2024 at 7:00 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Councillor Matt Djonlic, Chair  
Councillor Dennis Marsden, Vice Chair  
Stephen Lisik, Citizen Representative  
Cameron McBryer, Citizen Representative  
Isabel Silvestre, Citizen Representative  
Cydney Smythies, Citizen Representative  
Carl Trepanier, Citizen Representative  
David Jones, Coquitlam Field Sports Association  
Andrea Mattinson, Coquitlam Sports Centre Users Association

GUESTS: Hayley Inglis, Urban Systems/ Urban Matters (arrived at 7:05 p.m.)

REGRETS: Yue-Ching Cheng, Citizen Representative  
Dan Cooper, Citizen Representative  
Erin Davidson, Citizen Representative  
Chuck Peries, Coquitlam Tennis Club

STAFF: Darryl Lal, Senior Manager Policy and Business Services  
Michelle Frilund, Acting Senior Manager Equity, Diversity and Inclusion  
Ted Uhrich, Manager Parks and Facility Planning  
Brian Forrester, Manager Sport Services  
Kate Brown, Accessibility and Inclusion Specialist  
Amalee Truong, Committee Clerk

**CALL TO ORDER**

The Chair provided an Indigenous territorial acknowledgement.

## ADOPTION OF MINUTES

### 1. **Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, September 11, 2024**

The Committee amended the minutes of the September 11, 2024 meeting of the Sports and Recreation Advisory Committee to include a “question regarding the operation and ownership of the Shark Shack located at Mundy Park Pool” in Item 4.

The Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, September 11, 2024 were approved as amended.

## NEW BUSINESS

### 2. **Accessibility and Inclusion Plan Engagement Session**

Hayley Inglis joined the meeting at this time – 7:05 p.m.

The Acting Senior Manager Equity, Diversity and Inclusion, and Accessibility and Inclusion Specialist provided a presentation entitled “Accessibility and Inclusion Plan Engagement” that covered the following topics:

- Overview of the Accessible BC Act
- Overview of the City’s Accessibility and Inclusion Plan
- Barriers and discussion to achieving Accessibility and Inclusion
- A roundtable discussion to gather feedback from committee members

Discussion ensued relative to the following:

- Desire for the City to work directly with user groups to provide education and resources that will increase accessibility and inclusion among user groups
- Desire to understand how the focus on equity, diversity and inclusion is being embraced by community groups who utilize City facilities
- Clarification regarding City volunteers operating under the same code of conduct as City staff
- Desire to confirm that new facilities are being built with both gendered and gender-neutral change rooms and bathrooms
- Desire to understand the methods the City uses to reach residents in regards to the Accessibility Plan Public Survey
- Desire for the City to involve user groups in outreach efforts to recruit survey participants

### **3. Sports Field Strategy Update**

The Senior Manager Policy and Business Services provided introductory comments relative to the following topics:

- Overview of the draft Sports Field Strategy and Renewal Update for 2024 – 2034
- Overview of key findings from the Sports Field Strategy Engagement

Discussion ensued relative to the following:

- Desire to understand the methods used to validate the Sports Field Strategy Engagement statistics gathered in 2020
- Concerns regarding the Sports Field Strategy infographic not capturing all of the data and information gathered during engagement
- Desire to understand why there has not been a consultation with user groups since 2020
- Desire for a new arena strategy and consultation
- Desire to better understand the tracking of usage rates of sports fields in the city
- Desire to use updated consultation data to inform the development of the Sports Field Strategy Update
- Desire for more dialogue and input from user groups prior to the Sports Field Strategy report going to Council
- Concerns a delay of the Sports Field Strategy report to Council will further delay implementation of the strategy

### **4. 2024 Year End Review / Identify Potential Items for Draft 2025 Work Plan**

The Senior Manager Parks and Facilities Planning, and Manager Sport Services provided introductory comments relative to the following topics:

- Overview of the 2024 Work Plan Items
- Overview of potential work plan items for 2025
- Desire for the Committee's input on work plan items for 2025

Discussion ensued relative to the following:

- Desire to receive an update on the Planet Ice facility
- Desire for update on pickleball courts within the City
- Desire to better understand how the provincial housing legislation and projected population growth will affect user group funding
- Desire to receive update on Eagle Mountain recreation developments and consultation project
- Desire for an update on the Northeast Community Centre
- Desire for an update on work to be done at Glen Park
- Desire to increase hiking trails and lower cost activities in the city

## 5. Committee Members’ Roundtable / Emerging Issues

The Chair invited Committee members to share information and emerging issues from the community.

The following topics and concerns were shared:

- Event reminder that Lights at Lafarge will be starting late November
- Desire for developers to incorporate public-use indoor facilities in new developments
- Coquitlam Sports Centre Users Association renamed to Coquitlam Indoor Athletics Association and updated mission statement
- Desire for Poirier Forum to be equipped for year-round usage
- Desire for an update of the City’s decision for Planet Ice
- Desire for a Curling Centre of Excellence to be built in Coquitlam
- Concern of no new sporting facilities planned in the city
- Desire for the City to repurpose pre-existing structures for indoor recreation

The Chair and Vice-Chair thanked the Committee for their volunteerism in the community.

### OTHER BUSINESS

### NEXT MEETING DATE - 2025

### ADJOURNMENT

The meeting adjourned at 8:54 p.m.

### MINUTES CERTIFIED CORRECT:

\_\_\_\_\_  
Matt Djonlic, Chair

\_\_\_\_\_  
Amalee Truong, Committee Clerk

City of Coquitlam

# 2025 Advisory Committee Orientation Session



Coquitlam



## 2025 Advisory Committees

- Accessibility and Inclusion Advisory Committee (AIAC)
- Community Safety Advisory Committee (COSAC)
- Culture Services Advisory Committee (CSAC)
- Economic Development Advisory Committee (EDAC)
- Multiculturalism Advisory Committee (MAC)
- Sports and Recreation Advisory Committee (SRAC)
- Sustainability and Environmental Advisory Committee (SEAC)



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# Coquitlam City Council



**Left to Right:** Councillor Dennis Marsden, Councillor Robert Mazzarolo, Councillor Trish Mandewo, Councillor Steve Kim, Mayor Richard Stewart, Councillor Craig Hodge, Councillor Teri Towner, Councillor Brent Asmundson, Councillor Matt Djonlic



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# The City's Planning Process & You

Advisory committee volunteers are typically residents and community stakeholders.



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## Committee Mandate

As directed and approved by Council, the foundation of all advisory committee mandates is to provide advice in the form of input/feedback, within the context of the Committee's area of responsibility, as it relates to the City's strategic goals, directions and priorities.

For more details, please refer to the Terms of Reference for the committee that you are serving on.



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- 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;
- Advocate and promote the value and benefit of sport and recreation for all; and
- Consider and make recommendations to Council on matters identified in the Committee's work plan.

## Role of the Committee

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 and undertake work referred by Council and work within the direction provided by Council .

Sub-committees & Working Groups are formed to address specific work plan topics that require investigation. They may support the Committee and staff in planning for and/or carrying out events.

Meetings are open to the public unless Closed under the *Community Charter* and require a minimum of 24 hours posted public notice.



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## Terms of Appointment

- The terms of appointment for the advisory committees is now 2 years in length, expiring in December of 2026
- Individuals may serve consecutive terms on any advisory committee



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## Role of the Chair and Vice Chair

Set the agenda, ensure quorum and adherence to the agenda and work plan.

Open, close meetings and keep within 2-hour time frame.

Build consensus and seek agreement.

Assist Committee members with putting forward succinct motions.



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## Role of Staff Liaison(s)

- Provide information and professional advice
- Support the Chair and Vice Chair to develop agenda and meeting materials
- Coordinate and provide presentations and engagement activities to the committee
- Draft Committee reports
- Provide updates relative to the approved work plan
- Help coordinate Committee events



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## Role of Committee Clerk

- Prepares an agenda, based on the tasks identified in the work plan and in cooperation with the staff lead(s) and Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Handles meeting logistics such as scheduling, tracking member attendance and providing other administrative support as necessary



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## Conduct

- Regular attendance and active participation are expected
- 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
- Observe rules of decorum and debate
- Put public interest about individual, group or social interests and consider this position as an opportunity to serve society
- Adhere to the City of Coquitlam Respectful Workplace Policy
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Never offer, give or accept gifts, favours, or services that might tend to influence the discharge of duties
- Never use your position to secure advantage
- Never disclose confidential information



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## Conflict of Interest

Check with the Committee Clerk or Chair if you think you may have a conflict of interest on a particular topic.



You must declare a Conflict of Interest and withdraw from the meeting for that item and can return once that discussion has concluded.



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## Housekeeping Items



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Lots of accessible parking.

We have refreshments – coffee, tea and cold drinks.

We have unisex and gender-specific washrooms.

The emergency exit is the stairwell to Guildford Way and the muster station is in the parking lot west of City Hall.

In case of an earthquake drop, cover & hold on.



## Committee Meetings Administrative Information



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Agenda packages will be distributed one week in advance of the meeting via email.

When you receive your agenda package, you will be asked to confirm your attendance to ensure quorum.

You are responsible to respond to the Committee Clerk's email noting whether you will be in attendance prior to the meeting.

The Committee Clerk is your primary liaison, please email them if you have any questions, comments or concerns.

# Electronic Meeting Participation



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In the spirit of transparency, in-progress meetings will be accessible via Zoom Webinar registration through a link on the City's website.

Pursuant to the *Council Procedure Bylaw*, a member may participate remotely if the Corporate Officer determines electronic participation should be made available.

Electronic participation is a tool to be utilized when in-person attendance is not an option. This is to be used as an emergency option only.

The City uses Zoom to electronically conduct advisory committee meetings when electronic participation is required.

To ensure a great Zoom meeting experience for all participants, please wear a headset with mic and join the meeting from a quiet space.

In some cases, members of the public may also participate in committee meetings remotely

# Questions?

Meghan Malkowich  
Committee Clerk

[committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca)

City Clerk's Office  
604-927-3010



Coquitlam





## 2025 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.

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
February 12, 2025 (Wednesday)	7:00 – 9:00 p.m.	Council Committee Room
April 9, 2025 (Wednesday)	7:00 – 9:00 p.m.	Council Committee Room
June 11, 2025 (Wednesday)	7:00 – 9:00 p.m.	Council Committee Room
No meetings in August		
September 10, 2025 (Wednesday)	7:00 – 9:00 p.m.	Council Committee Room
November 12, 2025 (Wednesday)	7:00 – 9:00 p.m.	Council Committee Room
No meetings in December		

Notes:

- Meeting dates are subject to change, as needed.

**SPORTS AND RECREATION ADVISORY COMMITTEE  
TERMS OF REFERENCE****Issue Date: March 2010****Revised: December 2024****Committee Mandate:**

The mandate of the Sports and Recreation Advisory Committee (SRAC) is to provide a local perspective and advice to Council with respect to achieving the City's strategic goals and accompanying strategic directions. The Committee will:

- 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;
- Advocate and promote the value and benefit of sport and recreation for all; and
- Consider and make recommendations to Council on matters identified in the Committee's work plan.

**Composition:**

The Committee is an advisory body composed of two (2) Council members, eight (8) citizen representatives and three (3) organizational representatives.

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. They will have demonstrated interest in sports and recreation (e.g. 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 organizational representatives will include one from each of the following organizations:

- Coquitlam Field Sport Association - Executive Board Member
- Coquitlam Indoor Athletics Association - Executive Board Member
- Coquitlam Tennis Club

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

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

The Corporate Officer or designate will prepare the agenda and notice of meeting and will serve as the Committee Administrator and Recording Clerk.

The General Manager Parks, Recreation, Culture and Facilities or 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 Recording 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 Recording 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 Committee has distinct responsibilities to represent citizen interests and provide advice to Council and City staff.

The Committee represents one collective voice.

The role of staff is to provide support to the 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.

**Work Plan:**



An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work plan may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

**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 Recording 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 Recording Clerk.

**Communication:**

All official representation of the Committee is through the Chair or their designate.

Communication with staff is through the staff liaison.

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

**Reimbursement:**

There is no financial reimbursement to Committee members.

**Committee Member Terms:**

Term of duty for the Sports and Recreation Advisory Committee is two years.

Upon expiration of the Term of Duty, outgoing members may re-apply for appointment during the recruitment process.

**Termination of the Committee**

The Committee exists at the pleasure of City Council.

# 2025-2026 Committee Orientation Manual

An Overview of the Advisory Committee Process

City Clerk's Office – City of Coquitlam

Updated: January 28, 2025

**Reference Contacts:**

Committee Clerk

Email: [committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca)

Phone: 604-927-3010

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### Council and Committees

#### 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 in October 2026.

Members of the 2022-2026 term of Council include:

- Mayor:** Richard Stewart
- Councillors:** Brent Asmundson  
Matt Djonlic  
Craig Hodge  
Steve Kim  
Trish Mandewo  
Dennis Marsden  
Robert Mazzarolo  
Teri Towner

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* authorizes Council to establish and appoint an advisory 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 advisory committee which include its mandate, term, composition and procedures.

For 2025 and 2026, Council has established the following advisory committees:

- Accessibility and Inclusion Advisory Committee
- Community Safety Advisory Committee
- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports and Recreation Advisory Committee
- Sustainability and Environmental Advisory Committee

Information regarding each of these committees, including meeting schedule, committee membership, mandates, Terms of Reference, and work plans, can be found on the City's website at [www.coquitlam.ca/committees](http://www.coquitlam.ca/committees).

### 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*); and
- The Board of Variance (established pursuant to the *Local Government Act* (s. 536)).

### Composition and Expectations of Advisory Committees

#### The Role of the 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. 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 participate. 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
- Maintains the meeting length to two hours
- Enforces the rules of decorum
- Ensures the meeting adheres to the City of Coquitlam Respectful Workplace Policy
- Respects members' views
- Seeks agreement and builds consensus
- Assists committee members to state motions clearly and succinctly and calls for a vote on each motion
- 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 Chief Administrative Officer.

### **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 Chair
- Distributes the 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 every two years, 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 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 as soon as possible in advance of the meeting should the member not be able to attend a meeting.**

The Advisory Committee Meeting Schedule is set on an annual basis and available at [www.coquitlam.ca/committees](http://www.coquitlam.ca/committees).

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 have their appointment rescinded by Council.

**Committee members are reminded that attendance is vital.** Quorum, or the majority of appointed members present, must be in place throughout the duration of each meeting. Without quorum, the committee is unable to hold an official meeting and make recommendations to Council.

**In-Person / Electronic Attendance.** Members may participate in advisory committee meetings remotely via electronic or other communication facilities if the Committee Clerk has determined that electronic participation should be made available to members and is appropriate to the circumstance at the time the meeting is called. At present time hybrid meetings (in-person and electronic participation) are available.

**Electronic Participation.** Members joining electronically are encouraged to join from a quiet space with good internet connectivity, and to participate actively 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.

### Conduct for Committee Members

All committee members should adhere to the following:

- 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
- Actively participate in discussion whether attending the meeting in person or electronically
- 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
- Adhere to the City of Coquitlam Respectful Workplace Policy
- 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

The City is also committed to providing a workplace that is inclusive and welcoming for all and will not disregard, ignore, or tolerate any inappropriate or disrespectful behaviour that any reasonable individual would consider in contravention to that which is outlined in this Policy.

The City believes no one should feel unsafe in the workplace and has zero-tolerance for behaviours that contravene the City of Coquitlam Respectful Workplace Policy ([Appendix "A"](#)) and has the right to investigate incident(s), with or without the person's consent, where there are concerns about the alleged disrespectful conduct or discrimination, bullying and/or harassment.

Council may rescind appointment of 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 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 existing term.

The regulations regarding statutory committee vacancies are determined by the enabling statute or establishing bylaw.

### At the Meetings

#### 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 in accordance with *Council Procedure Bylaw* provisions.

The majority of advisory committee meetings commence at 7 p.m.; however, meetings may be held during the day if required. 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. Meeting dates and times are also provided on the City's website at [www.coquitlam.ca/committees](http://www.coquitlam.ca/committees).

#### Quorum

Quorum of committee members for an advisory committee meeting is outlined in each committee's Terms of Reference, and typically consists of 50% plus one of the committee members in attendance. In some cases, the Terms of Reference stipulates that one of the appointed Council members must also be present for a quorum to be achieved.

Pursuant to the Council Procedure Bylaw, the Mayor is an ex-officio and voting member of all advisory committees, however the Mayor's attendance does not count towards quorum.

Quorum for statutory committee meetings is determined by the enabling statute or establishing bylaw for the committee.

Where a quorum is not present 30 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. In this situation, while formal minutes will be taken for the portion of the meeting where quorum is upheld, only informal notes will be taken for the remainder of the time where quorum is not met.

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 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. 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, or another interest in the matter that constitutes a conflict of interest.

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 before 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 made up of a limited number of committee 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. Schedule meeting dates
3. Meet in person, or use electronic meeting platforms such as Zoom to hold 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 verbal or written 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](mailto:committeeclerk@coquitlam.ca).

Further clarification on sub-committees and working groups are outlined in [Appendix "B"](#) to this document.

### 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, establishing bylaw or where the committee is considering an item where, in accordance with applicable legislation, the public interest requires the exclusion of the public (section 90 of the *Community Charter*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in Section 11.4 of the *Council Procedure Bylaw*.

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

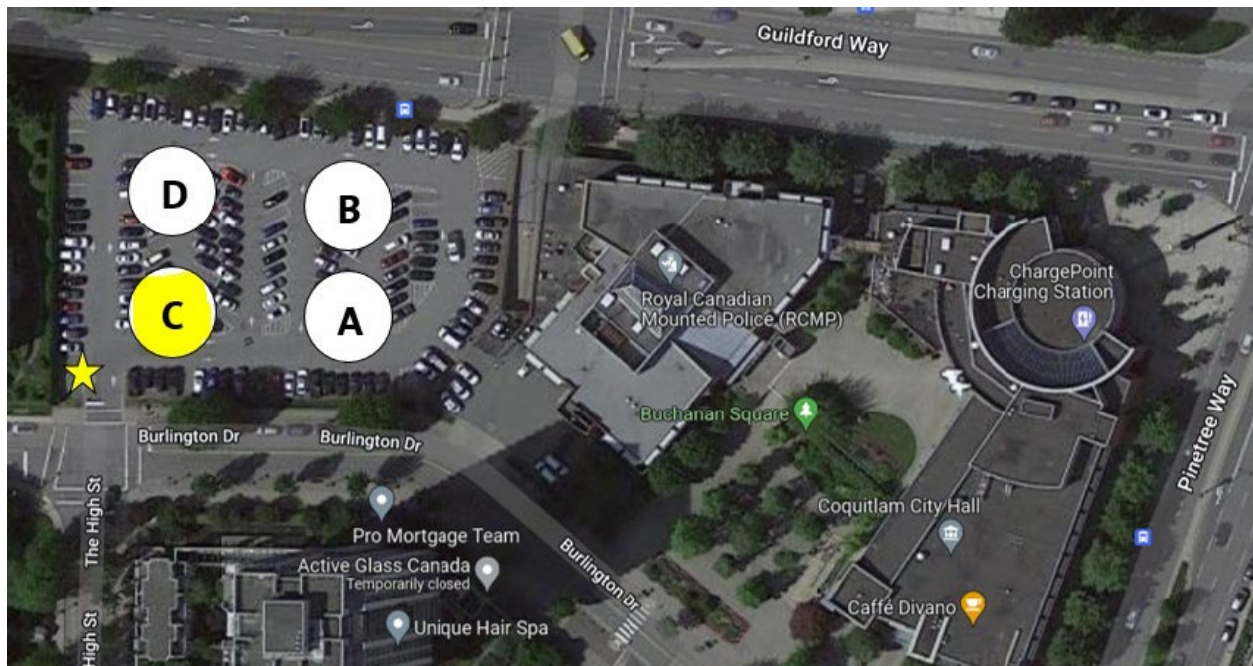
Special committee meetings may be held outside of the regular schedule at the call of the Chair, by the Mayor or by resolution of Council.



### Evacuating During a Meeting

The Committee Clerk or the person serving as recording secretary for the meeting is the designated Floor Warden during the meetings. Please follow their directions for evacuating the meeting room, should it be necessary, in a safe and orderly manner.

If the nature of the emergency requires that committee members leave the City Hall, emergency assembly point "C" depicted in the image below will be the gathering place to ensure all members are accounted for.



### Additional Information

#### Reporting to Council

Advisory committees report to Council through recommendations in staff reports or recommendations in the minutes recorded at the meeting. Recommendations should be worded in a concise, action-oriented manner.

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.

#### Further Information

Committee members can obtain further information from the Chair or the Committee Clerk at [committeeclerk@coquitlam.ca](mailto: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
- Active 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 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 adopted by majority of 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 states the motion:

“It is moved and seconded that...”

4. The Chair opens the floor to debate:

“Is there any discussion?”

5. The committee members debate the motion – members must indicate their desire to speak and be recognized by the Chair prior to providing comments

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 amending motion is a motion to change the wording of the main/original motion before voting on it. An amendment is always dealt with before the main motion. In effect, the amendment temporarily sets aside the main motion which it proposes to modify. A motion to amend is debatable and requires the same steps as a main motion. An amendment cannot in the Chair's opinion negate the intent of the 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 motion be amended by deleting the words .... And inserting the words .... in their place."

In the event an amendment is perceived by all members present as an enhancement to the original motion, often only as clarification or intent, it may be considered a "friendly amendment" and may be accepted by unanimous consent.

### 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 main 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**

Point of Order is 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. The Chair must not vote on the resolution for their decision to be sustained. The resolution to sustain the Chair's decision passes in affirmative if the votes are equal.

### **Recess**

Recess is 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 out loud. Sometimes the Committee Clerk will ask to read a motion if they are unsure what it is or if they feel 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 except to raise a point of order
- Motions should be phrased concisely and clearly

### CITY OF COQUITLAM RESPECTFUL WORKPLACE POLICY

#### Policy Statement

The City is committed to ensuring that all individuals working with us are treated with dignity and respect, free from discrimination and harassment, and supported in resolving workplace disputes in a constructive manner. This includes fostering a culture and creating an environment that respects diverse backgrounds and lived-experiences where everyone can bring their full-selves to work, and where all staff demonstrate personal and professional integrity, are accountable for their own conduct and behave in a civil, respectful, cooperative and non-discriminatory manner. The City is also committed to providing a workplace that is inclusive and welcoming for all and will not disregard, ignore, or tolerate any inappropriate or disrespectful behaviour that any reasonable individual would consider in contravention to that which is outlined in this Policy.

The City believes no one should feel unsafe in the workplace and has zero-tolerance for behaviours that contravene the Policy and has the right to investigate incident(s), with or without the person's consent, where there are concerns about the alleged disrespectful conduct or discrimination, bullying and/or harassment.

The fundamental objective of this Policy is to prevent harassment from occurring in the workplace and to provide procedures for resolving complaints that violate this Policy. Actions that seek to undermine or violate this Policy will not be tolerated or condoned.

#### Purpose of the Policy

- To ensure that City employees and volunteers are able to work in a respectful workplace, free from bullying, any form of harassment, discrimination and violence
- To confirm the City's commitment to a culture of respect and inclusion
- To promote and maintain a work environment in which all persons are comfortable to bring their full-selves to work, are treated with respect and dignity, and which is free from discrimination, harassment or bullying
- To ensure timely resolution of disrespectful conduct through clarifying conversations
- To outline the options, processes and resources for reporting and addressing disrespectful conduct, discrimination, harassment or bullying

#### Policy Violation

Any person found to be disrespectful, bullying and/or discriminatory during their term may be subject to remedial and/or disciplinary action up to and including termination of citizen or organization representative appointment.

### Appendix "B"

#### Additional Information on Sub-Committees and Working Groups

##### Sub-Committees and Working Groups

Some important points to note:

- Council is advised of the establishment of sub-committees and working groups and their purpose through receipt of advisory committee meeting minutes
- If the establishment of either a sub-committee or working group would likely require the commitment of significant City resources and/or staff time, Council would want to consider a committee recommendation and/or a staff report (scope and process) prior to any work being undertaken by the proposed sub-committee or working group
- Sub-committees (and working groups) should not have a Terms of Reference because they are a product of the principal advisory committee (principal committee) and, therefore, operate under its guidelines
- Sub-committees and working groups, when struck, should be delegated with a specific task by the principal committee. That task (purpose) should be clearly understood by all the advisory committee members, and outlined in the meeting minutes of the advisory committee so that the direction and purpose of the sub-committee/working group is documented
- Sub-committees and working groups as a whole may not bring forward written or verbal recommendations (a.k.a. considerations or suggestions) to the principal committee, because sub-committees exist for research/investigative purposes only
- If a sub-committee or working group, as a "collective", were to bring forward recommendations (considerations or suggestions) to a principal committee for discussion, then the sub-committee or working group would essentially be "pointing the needle", which is work that should be done in a public meeting and, therefore, the sub-committee (or working group) would need to have an agenda, minutes, and a record of how those recommendations (or considerations or suggestions) came to be
- In a nutshell, sub-committees and working groups are a tool to assist a principal committee. Of course, when a sub-committee's or a working group's written or verbal report is presented during a principal committee meeting, members of the sub-committee or working group – as individual members of the principal committee – can state their individual suggestions during discussion of the item



- **Recommendations to Council, however, must be that of the majority of the principal committee, and not that of a few, select sub-committee or working group members**
- Sub-committees and working groups may only have a limited number of members. The number of group members must not equal a quorum of the principal committee members, i.e. must be less than the 50% majority of principal members needed for quorum
  - For example, a committee with 12 principal members (organization and citizen representatives, excluding the Chair/Vice Chair), could establish a sub-committee of five members or less
- Sub-committees and working groups may work on their own or in partnership with the staff lead(s) and report back about their investigative research and findings to the principal committee for discussion
- In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office

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](mailto:committeeclerk@coquitlam.ca).

**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.

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER
1) Committee Welcome	Chair / Committee Clerk
2) Review and Approve 2025 Work Plan	Chair / Staff Lead
3) Northeast Community Centre and Burke Village Park Design	PRCF
4) Fraser Mills Community and Parks Planning and Design	PRCF
5) Major Facilities Roadmap	PRCF
6) Parks Planning and Design Project Updates <ul style="list-style-type: none"> <li>▪ Town Centre Park Master Plan Update</li> <li>▪ Blue Mountain Park Master Plan</li> <li>▪ Glen Park Phase 3 Planning</li> <li>▪ Master Trails Update</li> <li>▪ Tennis &amp; Pickle ball</li> <li>▪ Others</li> </ul>	PRCF
7) Capital Project Updates <ul style="list-style-type: none"> <li>▪ Mundy Park Pool</li> <li>▪ Burke Mountain Athletic Park</li> <li>▪ Others</li> </ul>	PRCF
8) Coquitlam Hall of Fame Update	Committee Member
9) 2025 Year-end Review / Identify potential items for the 2026 Work Plan – Committee feedback/input	Staff Lead / Committee

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER
10) Committee Members' Roundtable / Emerging Issues (Standing Agenda Item)	Committee

DRAFT