

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.