

## SPORTS ADVISORY COMMITTEE

DATE: Wednesday, February 10, 2021

TIME: 7:00 p.m. – 9:00 p.m.

PLACE: **Council Chambers via Zoom – \*Pre-registration Required\***

### CALL TO ORDER

### ADOPTION OF MINUTES

- 1. Minutes of the Sports Advisory Committee Meeting held on Wednesday, November 4, 2020**

### NEW BUSINESS

- 2. Review Updated Terms of Reference**  
Chair / Staff
- 3. Review of Committee Scope**  
Chair / Staff
- 4. Review City Business Plan**  
Chair / Staff
  - Please Review the 2021 Business Plan here: [www.coquitlam.ca/bizplan](http://www.coquitlam.ca/bizplan)
  - Please Review the 2020 – 2023 Strategic Plan here: [www.coquitlam.ca/stratplan](http://www.coquitlam.ca/stratplan)
- 5. Review and Approve Draft 2021 Work Plan**  
Chair / Staff / Committee
- 6. Introduction to Community Recreation Groups (15 min)**  
Tri-Cities Off-road Cycling Association
- 7. Coquitlam Sports Hall of Fame Annual Report**  
C. Smythies
- 8. Facility Updates**  
Staff
- 9. Emerging Items Requiring Review (As needed)**  
Committee / Chair / Staff

### OTHER BUSINESS

**NEXT MEETING DATE – April 14, 2021**

### ADJOURNMENT

### SPORTS ADVISORY COMMITTEE Wednesday, November 4, 2020

A Regular Meeting of the Sports Advisory Committee convened on Wednesday, November 4, 2020 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 Bonita Zarrillo, Chair  
King Chan  
Tam Chernenkoff Miller  
David Jones, Coquitlam Field Sports Association  
Paul Lambert  
Jeanette MacLean, Coquitlam Tennis Club  
Andrea Mattinson, Coquitlam Sport Centre Users Association  
Cydney Smythies  
Anna Teglas  
Leila Todd  
Carl Trepanier

REGRETS: Councillor Dennis Marsden, Vice Chair  
Larry Ryan

STAFF: Jennifer Keefe, Manager Community Recreation and Culture Services  
Debbie Clavelle, Community Recreation Manager  
Andre Isakov, Park Planning & Design Manager  
Julie Hunter, Committee Clerk

#### CALL TO ORDER

#### ADOPTION OF MINUTES

**1. Minutes of the Sports Advisory Committee Meeting held Wednesday, September 9, 2020**

The Minutes of the Sports Advisory Committee Meeting held on Wednesday, September 9, 2020 were approved.

#### NEW BUSINESS

**2. Access, Inclusion and Adaptive Programming Presentation**

The Manager Community Recreation and Culture Services provided introductory comments relative to access, inclusion and adaptive sports programming.

The Community Recreation Manager utilized an on-screen presentation entitled “Access and Inclusion in Recreation” and referred to slides titled:

- Defining Access & Inclusion
- PRC Strategies Support Access and Inclusion

- Four Pillars of Access and Inclusion
- Pillar 1 - Financial Access
- Pillar 2 - Inclusive Programs & Services
- Pillar 2 - Inclusive Programs & Services: City Recreation Programs and Services – Physical Access
- Pillar 2 - Inclusive Programs & Services: City Recreation Programs and Services - Social Access
- Pillar 2 - Inclusive Programs & Services: Inclusion
- Pillar 3 - Partnerships
- Pillar 4: Community Support
- COVID-19 Adaptations
- Plans for 2021
- Thank you! Questions and Comments?

Discussion ensued relative to the following:

- The desire to increase active participation by all people in the community
- The need to identify whether there is a shortfall in facilities that would facilitate increased participation both indoors and outdoors
- The desire to increase programming and access for specialized groups such as women’s only swimming
- The understanding that staff try their best to balance competing demands and needs in allocation facility of time and space.
- The need for more covered outdoor facilities for programmed and non-programmed use, particularly during the COVID-19 pandemic
- Work undertaken by staff to link community groups to available resources
- The desire to increase participation in adaptive sports

The Committee received the presentation of the Community Recreation Manager entitled “Access and Inclusion in Recreation” for information.

### **3. Cottonwood Park Update Presentation**

The Park Planning and Design Manager utilized an on-screen presentation entitled “Cottonwood Park - Phase 1B and 1C Design” and referred to slides titled:

- Cottonwood Park – Conceptual Plan (2017)
- Cottonwood Park – Phase 1C
- Cottonwood Park – Phase 1 Design
- Cottonwood Park – Phase 1B Design
- Cottonwood Park – Phase 1B Design: Activity Hub
- Next Steps
- Thank you

Discussion ensued relative to the following:

- The City’s practice of planning and designing parks that are as inclusive as possible and accessible for all ages and abilities

- The phasing of Cottonwood Park development
- The understanding that the City would continue to expand the park as it acquires more land in that location
- The desire for covered outdoor amenities for tennis, basketball, pickleball and other recreation uses
- The request made by NETS for weather protection over two tennis courts at Town Centre Park
- The projected population of the area and the belief that Cottonwood Park is situated in a good location
- The desire for a future discussion related to covered facilities in the city
- The recently completed Town Centre Park Master Plan and the improvements to the park amenities
- The current focus on improving the pathways and Lafarge Lake loop at Town Centre Park
- The suggestion that the City could allow personal trainers or other business owners with the necessary business license to use outdoor covered facilities to conduct business
- The impact of the COVID-19 pandemic on revenues from recreation fees
- The impact that the COVID-19 pandemic has had on people’s needs and the desire to ensure that plans made pre-pandemic are serving current needs
- The type of amenities that can be funded by Development Cost Charges (DCCs)

The following topics were identified for potential inclusion on the 2021 Sports and Recreation Advisory Committee Work Plan:

- Covered outdoor facilities
- Backgrounder on amenities that can be funded by DCCs

The Committee received the presentation of the Park Planning and Design Manager entitled “Cottonwood Park - Phase 1B and 1C Design” for information.

#### **4. COVID-19 Update**

The Committee held a roundtable discussion relative to modifications made by organizations and individuals to return to recreation and sports activities as well as barriers and pressure points experienced. Committee members highlighted the following:

- The lack of consistent COVID-19 safety protocols across the gym sector
- The understanding that specialized and vulnerable populations are the hardest hit by the pandemic and the desire to preserve access to facilities for these populations
- The understanding that events that attract spectators can not be held safely
- The cancellation of sports competitions and league play
- The boom in the popularity of cycling as a result of the pandemic
- The desire that the City build a bike park to replace the one removed from Town Centre Park
- The impact on small organizations with limited resources and capacity

- Concern expressed by many organizations regarding whether they will be able to regain pre-COVID participation rates and the financial impacts of lost membership
- Concerns regarding the reduced participation by girls and women in sports and physical activity
- Appreciation for the COVID-19 protocols put in place at City facilities to allow patrons to safely exercise
- The popularity of outdoor basketball hoops during the pandemic
- The absence of the social aspect of sports and recreation during the pandemic
- Reduced capacity at facilities to allow for physical distancing
- The job-loss impact on those who work in sports and recreation including coaches, instructors, lifeguards etc.
- The impact on life skills such as learning to swim
- The demand for outdoor amenities and the desire to keep Eagle Ridge outdoor pool
- The potential use of apps to live stream children’s games in order that parents can watch
- Appreciation for the City’s efforts to safely re-open sports and recreation facilities
- Funding available to community organizations through the COVID-19 Community Support and Response Plan

**5. Emerging Items Requiring Review**

The Chair provided information pertaining to the following:

- The City Centre Area Plan will be considered at the November 11, 2020 Public Hearing
- The 2020 Lights at Lafarge event is cancelled due to COVID-19
- Public Remembrance Day ceremonies will not be held due to COVID-19
- The Committee’s expanded scope and renaming to Sports and Recreation Advisory Committee

**6. 2020 Year End Review and Committee Feedback / Ideas for the 2021 SAC Work Plan**

The Committee provided feedback regarding the 2020 year and suggested potential items for consideration as part of the draft 2021 Work Plan.

Discussion ensued relative to the following:

- The Committee’s off-site visit to Northeast Parks and Facilities
- The need for covered outdoor facilities and a desire for a report back on the covered outdoor spaces pilot
- Funding mechanisms and processes for how new or upgraded amenities are developed
- COVID-19 response and planning to transition post-COVID
- The desire for a bicycle facility study

On behalf of Council, the Chair thanked Committee members for their work and contributions to the community in 2020.

**OTHER BUSINESS**

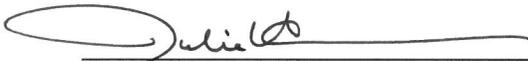
**NEXT MEETING DATE – TBC 2021**

**ADJOURNMENT**

The meeting adjourned at 9:14 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
Julie Hunter  
Committee Clerk

**CITY OF COQUITLAM**  
**Policy and Procedure Manual**

<b>SPORTS AND RECREATION ADVISORY COMMITTEE</b>	<b>Chapter: 5</b>
	<b>Section:</b>
	<b>Issue Date: March 2010</b>
<b>TERMS OF REFERENCE</b>	<b>Revision Date: January 2021</b>

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

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

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

**Committee Mandate:**

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

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

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

**Composition:**

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

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

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

**Detailed Composition:**

Community Sport and Recreation Members (11) Voting Members

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

Council Members (2) Non-Voting Members

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

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

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

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

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

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

**Quorum and Procedures:**

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

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

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

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

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

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

**Governance Model:**

City Council has distinct responsibilities to govern.

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

The Sports and Recreation Advisory Committee represents one collective voice.

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

**Duty of Members:**

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

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

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

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

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

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

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

**Communication:**

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

Communication with staff is through the staff lead.

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

**Reimbursement:**

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

**Committee Member Terms:**

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

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

**Termination of the Committee**

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

## SPORTS AND RECREATION ADVISORY COMMITTEE MANDATE

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

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

## 2021 Work Plan Items

Item	Department (Presenters)	Comments (i.e. Initiated by, Priority assignment A, B, C)
Review Updated Terms of Reference	Chair / Staff	
Review of Committee Scope	Chair / Staff	
Review City Business Plan	Chair / Staff	
Review and Approve Draft 2021 Work Plan	Chair / Staff / Committee	
Sports Hall of Fame Annual Report	C. Smythies	
<u>Park Operations</u> : 2020 Pickleball Pilot results, 2021 Covered Outdoor Spaces Pilot	Staff	April Meeting - Park Operations presentation
<u>Facility Planning</u> : Spani Pool Renewal		Business Plan “B” priority - April Meeting – staff presentation/discussion
<u>Plans and Strategies</u> : Sport Field Strategy Update, Off Road Cycling Strategy	Staff	Sport Field Strategy a Business Plan “C” priority – staff presentation/discussion
Northeast Community Centre Update and Tour (late spring/early summer)	Chair / Committee	Business Plan “A” priority

Major Recreation and Cultural Facilities Road Map	Staff	Business Plan “A” Priority – staff presentation discussion (fall)
Innovation Centre Plans	Staff	Capital Project staff presentation - fall
Capital Budget Process and Funding Mechanisms for Parks and Facilities (possible presentation by Finance)	Chair / Staff	For information
Data Capturing Recreational Use in City Parks	Staff	For information, staff presentation
What We Learned During COVID	Chair / Staff / Committee	
2021 Year-end Review / Identify potential items for the draft 2022 Work Plan – Committee feedback/input	Staff / Committee	
Introduction to Community Recreation Groups (15 min)	Staff / Committee	Various Groups invited to present at start of each meeting
Facility Updates	Staff	Staff presentations and discussions – Business Plan “B” and “C” priorities
<u>Park Capital Projects:</u> (e.g. Coquitlam Crunch, Blue Mountain Master Plan)	Staff	Staff presentations and discussions – Business Plan “B” and “C” priorities
Emerging Items Requiring Review ( <i>As needed</i> )	Chair / Committee	



## 2021 Sports and Recreation Advisory Committee Meeting Schedule

Meetings are generally scheduled bi-monthly on the second Wednesday of the month from 7:00 p.m. – 9:00 p.m.  
(\*Exceptions are marked with an asterisk)

DATE	TIME	LOCATION
February 10, 2021	7:00 – 9:00pm	Zoom conference
April 14, 2021	7:00 – 9:00pm	Zoom conference
June 9, 2021	7:00 – 9:00pm	Zoom conference
No meetings in August		
*September 22, 2021	7:00 – 9:00pm	Zoom conference
November 10, 2021	7:00 – 9:00pm	Zoom conference
No meetings in December		

Note:

Meeting dates are subject to change.

Coquitlam Sports Hall of Fame  
 Report to Sports Advisory Committee  
 January 2021

2019 Inductees

The 2019 inductees have been chosen and all have been contacted. We are presently working on a press release to be out by the end of February.

Wall of Fame					
Senior Athlete, Female	Shallon Olsen	Gymnastics	Senior Athlete, Male	Robert Church	lacrosse
Junior Athlete, Female	Ella Finding	wrestling, rugby, track and field, soccer	Junior Athlete, Male	Matthew Shanley	baseball
	Emma si yuDong	tennis			
High School, Female	Kierra Scott	soccer	High School, Male	Emiliano Brienza	soccer
	Jade Lee	taekwondo			
College/University, Female	Jaya Rampuri	golf	College/University, Male	Matteo Polisi	soccer
Master Athlete	Urith Hayley	Track and Field	Volunteer	Kiyo Breiting	Tennis
Team	Coquitlam Little League	baseball	Coach	Larry Moro	soccer
Hall of Fame					
Builder	SOHEN GILL	lacrosse	Athlete	Brittany Timko Baxter	soccer
Team	88 Coquitlam United	soccer		DAVE MCKAY	wrestling

We are looking at producing a virtual 2019 Induction Event and possibly combine with the 2020 event. We have spoken about not inducting 2020 Wall of Fame athletes, coach, team or volunteer due to the lack and inconsistent sports activities.

The CSHOF has expanded the board and now has 12 board members. An exciting project that we hope to start in the spring is the cataloguing of all the artifacts in the Hall of Fame. This is in preparation for enhancements on our website that will also hopefully include video messages from Hall of Famers.