

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.