

## SPORTS ADVISORY COMMITTEE

DATE: Wednesday, March 6, 2018

TIME: 7:00 p.m. – 9:00 p.m.

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

### CALL TO ORDER

1. **Welcome and Roundtable Introductions**

### ADOPTION OF MINUTES

2. **Minutes of the Sports Advisory Committee Meeting held Wednesday, September 5, 2018**

### NEW BUSINESS

3. **Committee Orientation**  
Presenters: Chair / Committee Clerk
4. **Review and Adoption of 2019 Work Plan**  
Presenter: Chair
5. **Parks, Recreation and Culture Services 2019 Overview Presentation**  
Presenter: Staff - General Manager Parks, Recreation and Culture Services

### OTHER BUSINESS

**NEXT MEETING DATE – April 10, 2019**

### ADJOURNMENT



**SPORTS ADVISORY COMMITTEE  
Wednesday, September 5, 2018**

A Regular Meeting of the Sports Advisory Committee convened on Wednesday, September 5, 2018 at 7:01 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

- COMMITTEE MEMBERS: Councillor Craig Hodge, Chair  
Councillor Teri Towner, Vice Chair  
Andrea Mattinson, Sports Centre Users Group  
David Jones, Coquitlam Field Sport Association  
Brian Keenan (arrived at 7:06 p.m.)  
Arjuna Rudrakumar  
Cydney Smythies  
Carl Trepanier  
Larry Ryan
- REGRETS: Sib Sirimanotham, Coquitlam Tennis Club  
Avisa Mohammad-Hassani
- ABSENT: David Lewis
- STAFF: Graham Stuart, Manager Corporate Planning  
Lanny Englund, Manager Park Planning & Forestry  
Eva Haan, Committee Clerk

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Sports Advisory Committee Meeting held Wednesday, June 27, 2018**

The Minutes of the Sports Advisory Committee Meeting held on Wednesday June 27, 2018 were approved.

**NEW BUSINESS**

**2. Fixed Frames for Community Signs**

The Manager Corporate Planning gave an onscreen presentation entitled “Fixed Frames for Community Signs” and referred to slides titled the following:

- Presentation Outline
- Purpose
- Background
- Guidelines/ Restrictions

Brian Keenan arrived to the meeting at this time (7:06 p.m.).

- Current Status
- Design One
- Design Two
- Discussion

Discussion ensued relative to the following:

- The potential to reuse signs if “Design One” is chosen
- The pros and cons of requiring a certain size of sign
- The potential for the fixed frames to allow double sided signs
- The potential of a backing on the frames to keep signs from being blown off
- The potential issues with nails and staples if “Design Two” were used
- Concern regarding the free for all nature of “Design Two”
- The belief that due to differing circumstances New Westminster’s design may not work for Coquitlam
- An appreciation of the cleaner look and easier installation and removal of signs with “Design One”
- The potential ways to assist groups that have difficulty with the cost of signs
- The potential ways to maintain time limits for signs
- The potential design adjustments that would allow for more flexibility of sign sizes
- Suggestions of how to highlight that these are local programs and groups
- Whether electronic signs would work for this purpose
- The suggestion to produce some guidelines for how to use the fixed frames
- Potential designs to promote proper use and equity amongst users
- The potential ways to transition to the new fixed frames
- The desire for the sign program to continue
- A Preference for “Design One”
- The potential number of fixed frames at each of the six locations

The Manager Corporate Planning explained to the Committee the next steps involved in the process of installing the fixed frames. He ensured them that their comments, along with those of the Multiculturalism Advisory Committee and the Cultural Services Advisory Committee, would be included in a Staff Report to Council.

### **3. Parks, Recreation, Cultural Services Project Updates**

The Manager Park Planning & Forestry gave an onscreen presentation entitled "Parks, Recreation & Cultural Updates" and referred to sides titled as follows:

- Topics
- 2018 Parks Update
- Cottonwood Park
- Riley Park
- Town Centre Park Festival Lawn & Washroom
- Brookmere Park
- Recreation Updates
- Questions

Discussion ensued relative to the following:

- Clarification of the overall plan for Cottonwood Park
- The potential for lighting of the path through Brookmere Park
- Renovations and upgrades to the Poirier Sports and Leisure Complex
- The condition of Hartley Field and the repairs planned for it
- Parking at Town Centre Park

### **4. 2018 Year End Review & Committee Feedback**

The Chair informed the committee that this was the last time that this committee would be meeting this year. He explained that one of the exercises done at the last meeting is to gather feedback from the Committee Members as to the performance of the Committee during 2018.

Discussion ensued relative to the following:

- The belief that the Committee has provided good feedback on the items brought forth
- An appreciation for having updates as a standing item and a suggestion to continue this practice next year
- The belief that the diverse make-up of the group has been beneficial
- Council's feedback on the work of the Committee
- The belief that this is a very engaged Committee
- The belief that many relationships and synergies have developed through this Committee

**5. 2019 Work Plan Development Discussion**

The Chair explained that another exercise done at the last meeting is to gather feedback from the committee members in the form of what relevant topics of discussion they think the 2019 Sports Advisory Committee should explore.

Discussion ensued relative to the following:

- Revisiting the Parks, Recreation and Culture Master Plan and evaluating how plans and key sports strategies can be updated
- Examining how smaller facilities can potentially take some pressure off the larger facilities
- Examining how to facilitate synergies with smaller groups in the sports community
- Examining how larger facilities can be utilized better

The Chair thanked the Committee members for their work throughout 2018 on the Committee and out in the community assisting sports groups in Coquitlam.

**OTHER BUSINESS**

**NEXT MEETING DATE – To Be Decided (2019)**

**ADJOURNMENT**

The meeting adjourned at 9:02 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
Eva Haan  
Committee Clerk

### Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four year term. The last General Local Election was held on October 20, 2018 and the next Election will be held in the fall of 2022.

Following are the names of the current Mayor and Councillors:

<b>Mayor:</b>	Richard Stewart
<b>Councillors:</b>	Brent Asmundson
	Craig Hodge
	Steve Kim
	Trish Mandewo
	Dennis Marsden
	Teri Towner
	Chris Wilson
	Bonita Zarrillo

Council is a Legislative (lawmaking) body with responsibility for exercising all legislative and administrative authority conveyed upon the City of Coquitlam (“the City”) by the Provincial Government, primarily through the *Local Government Act* and the *Community Charter*. The Mayor is the head of Council and, as per the *Community Charter*, is the Executive Officer of the City.

### Coquitlam Committee Structure

There are a number of different Committees that exist in the City of Coquitlam. Each one differs based on its function, the members appointed to the Committee and its meeting schedule.

### Coquitlam Advisory Committees

Section 142 (1) of the *Community Charter* states that “A Council may establish and appoint a select Committee to consider or inquire into any matter and to report its findings and opinion to the Council.”

Council adopts Terms of Reference for each select (advisory) Committee which provides the terms and conditions for the Committee including its mandate, term, composition and procedures.

For 2019 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Riverview Lands Advisory Committee
- Sports Advisory Committee
- Sustainability and Environmental Advisory Committee
- Universal Access-Ability Advisory Committee

### Statutory Committees

Statutory Committees, also known as boards, commissions or Committees are established pursuant to facilitating legislation and serve at an arms-length capacity to the Council on behalf of, or in cooperation with, the municipality. Examples of such Committees are:

- The Library Board (established pursuant to the *Library Act*);
- The Board of Variance (established pursuant to the *Local Government Act* (s. 899)); and
- The Parcel Tax Review Panel (established pursuant to the *Community Charter* (s. 204)).

### **The Role of Committee Chair, Members and City Staff**

#### **The Role of Chair and Vice Chair**

Advisory Committees are established by Council and are typically comprised of Council members and residents. In most cases the Chair and Vice Chair of an Advisory Committee are Council members.

The role of the Chair is to lead the meeting and to ensure that all Committee members present have the opportunity to speak. The following identifies more specific duties of the Chair:

- Sets the agenda
- Ensures that a quorum is present and opens the meeting at the prescribed time
- Ensures the Committee adheres to the agenda
- Prevents new issues from side tracking the agenda
- Limits the meeting length to 2 hours if possible
- Enforces the rules of decorum
- Respects members' views
- Seeks agreement and builds consensus
- Assists Committee Members to word motions clearly and succinctly
- Declares the meeting adjourned

The Vice Chair may attend any or all meetings and in the absence of the Chair, will chair the meetings.

#### **The Role of Committees**

Committees are established to:

- Provide information and well considered advice to Council and staff on issues of concern to the public and the City
- Provide recommendations for consideration by Council and staff
- Undertake work referred by Council and work within the direction provided by Council

The Terms of Reference sets out the Committee's mandate and duties. Committees can only consider issues within those areas specified in the Terms of Reference.



Once a Committee has submitted its recommendation to Council, it is Council's decision on how to proceed with the recommendation i.e. receive, approve, amend, defer, refer or decline the recommendation.

Committees require approval from Council before initiating projects or requesting the use of staff resources. If a Committee requires staff to undertake work, the staff liaison is obligated to advise the Committee whether or not staff can undertake the work and if authority is required from Council or the City Manager.

### **The Role of the Staff Liaison**

A staff liaison is defined as the staff member assigned to assist a Committee in a non-voting advisory and resource capacity.

The staff liaison:

- Provides information and professional advice
- Supports the Chair in developing agendas and supporting materials
- Drafts Committee reports
- Provides updates to the Committee on Committee work plan items

The staff liaison will advise the Committee if a recommendation to Council is required prior to any staff activity on an issue. For example, Committees will need to seek Council approval for new initiatives and projects requiring a significant amount of staff time or costs to determine if the resources can be allocated to the Committee's request.

### **The Role of the City Clerk's Office**

A Committee Clerk is assigned by the City Clerk's Office to provide administrative support to a Committee. The Committee Clerk:

- Prepares an agenda, based on the tasks identified in the work plan and in cooperation with other City staff members and the Committee Chair
- Distributes agenda once approved by the Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Prepares minutes and forwards them to Council for consideration

- Handles meeting logistics such as providing a schedule of meeting dates, times and locations, booking meeting rooms, rescheduling meetings if required, tracking member attendance for reporting to Council, assisting with Committee volunteer recruitment and providing other administrative support as necessary.

Minutes provide a general overview of the meeting and capture any action items (i.e. recommendations) and are not verbatim. The advice and any recommendations made at the meeting are detailed in the minutes and then forwarded to Council for consideration.

### Committee Terms of Appointment

The terms of appointment for most Committees expire in December each year, unless otherwise stated in the Committee's Terms of Reference. Individuals may serve consecutive terms on any Advisory Committee. In the year of a general local election, members' appointments expire on the last day of local election month, e.g. October 31<sup>st</sup>.

The terms and conditions of appointment for Statutory Committee members is determined by the enabling statute or establishing bylaw.

### Attendance of Committee Members

Appointed members to an Advisory Committee or Statutory Committee are required to attend regularly scheduled meetings. **The Committee Clerk should be notified in advance of the meeting should the member not be able to attend a meeting.**

Any member who is absent from three consecutive regular meetings without notifying the Committee Clerk or the Chair in advance, or without a leave of absence, may be asked to resign or may be removed from the Committee by Council.

**Committee members are reminded that attendance is vital.** Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic Committee.

### Code of Conduct for Committee Members

The following is a *'Code of Conduct'* which should be adhered to by all Committee members:

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, favors, or services that might tend to influence the discharge of duties
- Never use position to secure advantage
- Never disclose confidential information
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

\*Committee members may not use the committee member contact list for personal or non-Committee related business.

### Removal of a Member from a Committee

Council may remove or ask that a Committee member resign at the request of the Committee or on its own initiative.

### Resignation of a Member

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

### Committee Vacancy Replacement Term

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion,

appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

### Time and Location of Advisory Committee/Task Force Meetings

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

The start time for Advisory Committee meetings may vary as some meetings are held during the day and others in the evening. The date of the next meeting is identified on the current meeting agenda. Meetings are typically not held in August and December.

The Committee Clerk assigned to your Committee will advise you of the meeting dates and times of your meetings. Typically, meeting dates and times are also provided on the City's website.

### Quorum

A quorum of Committee Members for an Advisory Committee meeting is outlined in the Terms of Reference for the Committee. Typically, a Council member must be present for a quorum to be achieved. Therefore, quorum is achieved when a majority of the members and a Council member are present (50% +1). The Mayor, when present, shall be counted in achieving quorum. Quorum for Statutory Committee meetings is determined by the enabling statute or establishing bylaw for the Committee.

Where a quorum is not present fifteen minutes after the time established for a Committee meeting to start, the person responsible for recording the minutes shall record the names of those members present and the meeting will be deemed to be cancelled. If quorum is not achieved or is lost during the meeting, the Chair may choose to continue the meeting on an informal basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The meeting minutes are forwarded to Council as informal notes.

### Rules of Procedure

The Rules of Procedure are outlined in Appendix "A" to this document. Advisory Committees and Statutory Committees follow these guidelines, provided the guidelines are not inconsistent with the Committee's enabling statute, establishing bylaw, the *Local Government Act*, the *Community Charter*, Council policy, or Council's Procedure Bylaw. The Committee may also rely upon the advice of the Committee Clerk (or another representative from the City Clerk's Office) or the staff liaison for guidance.

### Voting

All members of a Committee, including the Chair, (unless otherwise stated in a Committee's Terms of Reference) may vote on any question before it and in the event of a tie vote, the motion is considered defeated. In accordance with the *Community Charter*, any member who abstains from voting, without having first declared a conflict of interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.

### Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*. A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed, must declare that they have a conflict of interest, describe the nature of the conflict and leave the room during any discussions and voting thereon.

A conflict of interest does not exist if the pecuniary (financial) interest of the Committee member is in common with members of the general municipality or the pecuniary (financial) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

The Committee Clerk notes in the minutes, the Committee member's declaration of a conflict of interest and the Committee member's exit from, and return to, the meeting.

### Remuneration

Committee members are volunteers and as such, serve without remuneration.

### Working Groups

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

### Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or

recommendations that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

The Advisory Committee's recommendation will be forwarded to Council for consideration. In some instances, the Committee does not require a recommendation to go forward to Council. For example, should the Committee want to establish a working group, it is not necessary for this request to be handled through a recommendation, but can be identified through the Committee minutes. Council is kept apprised of all Committee activities through the regular distribution of Committee minutes.

### Authority

Advisory Committees do not have the authority to communicate on behalf of the City, to pledge the credit of the City or authorize any expenditure on behalf of the City except as expressed in the Advisory Committee's Terms of Reference.

The authorized spokesperson for Advisory Committees is the Chair.

### Budget

Advisory Committees and Statutory Committees do not typically have a budget allocated to them. They may request budget funds from Council in accordance with the City's budget preparation schedule and procedures. Any solicitation of funds from other organizations requires prior approval of Council. All Committees have reasonable use of City services such as photocopying, paper supplies and meeting areas. Committee members may contact the Committee Clerk for more information on budgets or the use of City services.

### Personal Liability

No member of a Committee is liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

### Meetings Open to the Public

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee's enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (*Council Procedure Bylaw No. 4042, 2009*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in *Council Procedure Bylaw No. 4042, 2009*.

At any time, a member of the public may be invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat in the chairs designated for the audience.

### **Special Committee Meetings**

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

### **Further Information**

Committee members can obtain further information from the Chair of the Committee or the Committee Clerk ([committeeclerk@coquitlam.ca](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
- Full participation in the meeting
- Regular attendance
- Cooperation by all meeting members
- Consideration of others’ ideas and opinions

### Voting and Debating Rights

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Culture Services Advisory Committee, Sports Advisory Committee, and the Sustainability and Environmental Advisory Committee as Council members appointed to these bodies are non-voting members). Proxy votes are not permitted.

### Other Procedures

Council receives input from Committee members through the Committee’s minutes. Members may establish sub-committees or working groups to conduct further research and prepare information for Council.

### Making Motions - Committee Recommendation

A Committee recommendation is a motion made by the Committee to ask for a formal action by Council. These motions or recommendations are recorded in the minutes and forwarded to Council.



The steps of handling a main motion are:

1. A Committee Member makes a motion:

“I move that...”

2. Another Committee member seconds the motion:

“I second the motion”

3. The Chair of the Committee then states the motion:

“It is moved and seconded that...”

4. The Chair then opens the floor to debate:

“Is there any discussion?”

5. The Committee members debate the motion

6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):

“We are now voting on the motion to..... Those in favour?” [those voting in favour raise their hands] “Those opposed?” [Those voting against indicate by raising their hands.]

7. The Chair announces the result:

“Motion passes.”; “Motion defeated”; or “Tie vote – motion defeated.”

### Amending Motions

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

Three Methods of Amending a motion:

1. By inserting or adding words

“I move that the motion be amended by inserting the word[s]... between the word ... and the word...”

OR

“I move that the motion be amended by adding the word[s].....”

2. By striking out words

“I move that the motion be amended by deleting the words ...”

3. By striking out words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words .... And inserting the words .... in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (sub-amendment). No amendment is permitted to a sub-amendment.

### Debating Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

### Motion to Withdraw a Motion

A motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present. A motion may not be withdrawn after it has been voted on.

### **Point of Order**

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to Committee and decided by Committee resolution.

### **Recess**

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

### **Reading of Motions**

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes the Committee Clerk will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

### **Rules of Decorum and Debate**

Committee meetings tend to be more informal than a City Council meeting, however, here are some meeting rules which are helpful and should be used by the Committee:

- The maker of a motion has the right to speak first to their motion
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- Members must remain courteous and avoid personal attacks on each other and staff
- Remarks must be confined to the motion before the Committee
- Remarks are always directed “through the Chair”
- Member should not interrupt another speaker
- Motions should be phrased concisely and to the point

**SPORTS ADVISORY COMMITTEE MANDATE**

The mandate of the Sports Advisory Committee is to:

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

**2019 Work Plan Items**

Item	Presenter/ Staff Lead	Comments (Council, Staff or Committee initiated)
Committee Orientation Refresher	Committee Clerk	February 13
2019 Work Plan Approval	Committee Members	February 13
Parks, Recreation and Culture Services 2019 Overview Presentation	Staff – PRCS (GM)	February 13
Parks, Recreation and Cultural Services Updates	Staff – PRCS	On-Going
Emerging Items Requiring Review <i>(As needed)</i>	Staff – PRCS	On-Going
Draft Youth Strategy	Staff – PRCS	April 10
Sports Field Strategy	Staff – PRCS	September 11
Tournaments – Allocation & Community Impacts	Staff - PRCS	November 6
2019 Year End Review & Committee Feedback	Chair / Staff Lead	November 6
2020 Work Plan Development	Committee Members	November 6

# **Item 5 - Parks, Recreation and Culture Services 2019 Overview Presentation**

Presenter: General Manager Parks, Recreation and Culture Services