

CITY OF KELOWNA

COMMUNITY SPORT PLAN STEERING COMMITTEE

Terms of Reference

Background

The City of Kelowna's Sport and Event Services Department delivers a broad spectrum of activities, programs, and services to the residents of Kelowna. Within this department, the sport development staff team provides support to local sport groups with a focus on facility and organizational needs. The team works closely with other City departments and associations to ensure local sport organizations are properly equipped with suitable facilities and provided with support to enhance organizational viability and sustainability.

In 2016, the Sport & Event Services Department received City Council's approval to develop a Community Sport Plan that would support sport development initiatives, guide decision making and provide direction for strategic leadership of a robust local sport system. For that purpose, the Sport & Event Services Department will establish a Community Sport Plan Steering Committee (CSPSC) that will provide advice and direction to staff during the process for completing the Community Sport Plan.

About the Community Sport Plan

The Community Sport Plan will facilitate and promote quality sport development in our community by providing vision, goals and strong policies and action priorities based on Canadian Sport for Life principles. The Sport & Event Services Department will be responsible to develop the Plan with assistance from an external consulting team. The Plan will be evidence based, sensitive to local, provincial and national sport environments, and focused on several key outcomes including:

- Interaction & Collaboration
- System Alignment
- Responsive to Sport for Life & for All
- Quality Facilities
- Sport Tourism
- Capacity Building

The Sport & Event Services Department anticipates presenting the Plan and an implementation strategy to City Council by the end of 2017.

Committee Selection

Sport & Event Services Department staff will be responsible to appoint all potential candidates to the CSPSC, ensuring that the CSPSC's membership represents a wide range of groups from various sectors in the community including sport, recreation, health and education. Staff will also be responsible to monitor the activities of the CSPSC and to ensure that the CSPSC conducts its business in an effective and productive manner. Sport & Event Services Department staff will have the authority to adjust the makeup of the CSPSC at its sole discretion.

Term

Members of the CSPSC will be appointed to serve from March 1, 2017 to December 31, 2017, or until completion of the Community Sport Plan project.

Committee Composition and Responsibility

The CSPSC will be comprised of the following:

- Project Lead – City of Kelowna
- Project Sponsor – City of Kelowna
- Sport Sector Representative
- Health Sector Representative
- Education Sector Representative
- Recreation Sector Representative
- Post-secondary Representative
- Tourism Representative
- Sport Facilities Representative
- Provincial Sport Representative

The CSPSC will operate in an advisory capacity to city staff and the consulting team. CSPSC members will agree to carry out the responsibilities outlined in the Terms of Reference and will commit to the following:

- Attending all meetings to be held over the course of the project
- Reading the prepared materials prior to each meeting so that they may contribute towards the discussion
- Submitting agenda items at least one week in advance of meetings

- Responding to emails and/or telephone calls within three days of receipt

Role of the Committee

The CSPSC will advise staff/consultants on plan development and priorities as they relate to their representative areas/sectors and provide feedback on the recommendations and implementation strategy. More specifically, the CSPSC will:

- provide guidance to staff/consultants conducting the community sport plan process;
- represent sectors of the community at the Committee;
- facilitate networking and information exchange among sectors;
- advise on the need, barriers and priorities for sport development in the community;
- support the public/stakeholder consultation process as a means to stimulate input;
- assist in defining new actions and initiatives arising from the sport plan;
- review and advise on priorities/recommendations impacting the community;
- identify community champions, partnerships and resources to support the implementation strategy; and,
- advocate for sport and assist with the promotion and education of the community about elements of the sport plan.

Meeting Processes and Procedures

City staff, in consultation with the project consultants, will call and coordinate meetings, develop meeting agendas, provide meeting resources, record minutes, prepare reports, facilitate meeting discussions and be responsible for all administrative tasks of the CSPSC.

Meeting Schedule – An outline of the annual meeting schedule will be determined at the first meeting of the CSPSC.

Remuneration – CSPSC members will be strictly volunteers and therefore not be remunerated for their participation on the Committee. All expenses associated with travel to or from CSPSC meetings will be the responsibility of each member.

Meeting Locations - CSPSC meetings will be held in the City of Kelowna. Location of meetings will be determined on a meeting to meeting basis.