CHESTERMERE

Policy Name: Minor Sports Advisory Committee Terms of Reference

Policy Number: 853

Effective Date:	**Approved By:**
October 20, 2026	Mayor & Council
Policies Amended / Rescinded:	**Policy Type:**
Policy #853 Recreation Committee Terms of Reference	Council Policy

1. Purpose and Intent

1.1 The Minor Sports Advisory Committee is established by Council to provide a focused forum for organizations and participants involved in youth and minor sport in Chestermere. The Committee provides strategic advice to Council on matters affecting access, participation, affordability, inclusion, capacity, partnerships and the long-term sustainability of youth and minor sport.

2. Objective

2.1 Provide a structured connection between Council and organizations and participants involved in youth and minor sport in Chestermere.

2.2 Identify common challenges, pressures and opportunities affecting youth and minor sport across the community.

2.3 Provide advice that supports accessible, inclusive and sustainable opportunities for children and youth to participate in sport.

2.4 Support informed municipal priority-setting related to sport participation, facility access and capacity, affordability, partnerships and future community needs.

CHESTERMERE

3. Mandate

3.1 Gather and assess the experiences, needs and emerging priorities of youth and minor sport organizations and participants.

3.2 Identify shared issues affecting access to and participation in minor sport, including facility access and capacity, affordability, accessibility and inclusion.

3.3 Identify opportunities for coordination and collaboration among minor sport organizations, the City and other community partners.

3.4 Recommend opportunities to strengthen participation and the long-term sustainability of youth and minor sport in Chestermere.

3.5 Provide advice on municipal plans, policies, projects or investments where they materially affect youth and minor sport.

3.6 Consider other youth and minor sport matters referred to the Committee by Council.

4. Scope and Role Clarity

4.1 The Committee's role is strategic and advisory. Operational allocation decisions, individual disputes, facility management, procurement, and direction to staff remain outside the mandate unless Council refers a defined matter.

4.2 Members may focus on youth and minor sport advocacy in their personal capacity and on behalf of organizations they represent but must not represent those views as positions of the Committee or the City. The Committee shall not advocate on behalf of an individual organization or provide endorsements or letters of support unless specifically authorized by Council.

4.3 Future CRCA governance or expansion may be considered only through a specific Council referral.

CHESTERMERE

5. Preferred Composition

5.1 The Committee is an open sector forum composed of the following:

- **5.1.1** the Mayor, as a voting member;
- **5.1.2** one Councillor appointed by Council to serve as Chair; and
- **5.1.3** eligible Chestermere Minor Sports Organizations participating through a designated representative.

5.2 For the purposes of this Terms of Reference, an eligible minor sports organization is an organization that provides a sporting activity or activities in Chestermere or primarily for Chestermere residents. An individual, business, political organization or government body is not eligible to participate as an organization unless expressly authorized by Council.

5.3 An eligible organization may participate without a formal Council appointment. Each participating organization may identify one or more individuals who may attend on its behalf, but only one representative of the organization may vote at a meeting.

5.4 Participation may vary from meeting to meeting based on organizational availability and the matters under consideration. An organization is not required to attend every meeting to remain eligible to participate.

5.5 The Committee may also invite individuals with relevant expertise to provide information or participate in discussion. An invited participant is not a voting member unless attending as the designated representative of an eligible organization.

5.6 Legislative Services will maintain a current participation list for notice, agenda distribution, voting and meeting-administration purposes.

CHESTERMERE

6. Roles and Responsibilities

6.1 Chair

6.1.1 Presides over meetings and supports fair, focused discussion.

6.1.2 Works with the director sponsor to maintain alignment with the mandate and Council-approved annual work plan.

6.1.3 Acts as spokesperson only when authorized.

6.2 Vice-Chair

6.2.1 The Committee elects a public member as Vice-Chair. The Vice-Chair performs the duties of the Chair when the Chair is absent from the meeting.

6.3 Mayor

6.3.1 The Mayor is a voting member and may satisfy the requirement for a Council member to be present for quorum when the Councillor Chair is absent.

6.3.2 The Mayor will chair the meeting in the absence of the Chair and Vice-Chair.

6.4 Director Sponsor

6.4.1 The director sponsor or their designate is appointed by the Chief Administrative Officer.

6.4.2 The director sponsor supports the connection between the Committee, administration, and Council. The sponsor assists the Chair in maintaining alignment with the mandate and annual work plan, coordinates appropriate administrative input, and ensures recommendations are presented to Council with the information required for informed decision-making. The sponsor may advise on legislative, financial, operational, policy, or resource considerations but does not direct the Committee's advice. The sponsor is non-voting and is not required to attend every meeting.

6.5 Legislative Services

6.5.1 Legislative Services coordinates meeting notices, agendas, minutes, procedural advice, records and appointment administration.

6.5.2 Minutes of each meeting shall be kept, filed with Legislative Services, and provided to Council for information within 30 days after the meeting.

6.6 Terms of Appointment

6.6.1 Council and public members are appointed for an initial one-year term.

6.6.2 Council may extend an appointment by resolution following the annual committee review.

6.6.3 There is no automatic reappointment.

6.6.4 Council may fill a vacancy for the remainder of the term.

6.6.5 Council may review an appointment after three consecutive absences without authorization or reasonable cause.

6.6.6 Where an existing member wishes to continue serving on the Committee and remains eligible under this Terms of Reference, Council may consider the member for reappointment. Reappointment remains at Council's discretion and is not automatic.

6.7 Meetings and Quorum

6.7.1 The Committee will have an initial meeting for the purpose of appointing the Vice-Chair, setting their meeting schedule, reviewing the Terms of Reference, Committee Bylaw and Procedural Bylaw, and discussing other logistical issues. The committee will then meet a minimum of 4 additional times throughout the year.

6.7.2 Additional meetings may be called for an approved work-plan item, Council referral, or time-sensitive matter within mandate after consultation between the Chair and director sponsor.

6.7.3 Quorum is a majority of appointed voting members and must include either the Councillor Chair, or the Mayor.

6.7.4 Meetings and electronic participation may occur only in accordance with applicable legislation, the City's Procedural Bylaw, and any Council-approved policy or procedure governing electronic meetings.

6.8 Annual Work Plan

6.8.1 The Committee prepares an annual work plan for Council approval. The plan identifies priorities, intended outcomes, deliverables, timing, engagement, measures of success, and anticipated resource requirements. Agenda items will normally relate to the approved work plan or a Council referral. Emerging matters may be considered where the Chair and director sponsor confirm that the matter is within mandate and can be supported within available resources.

CHESTERMERE

7. Initial Governance Term Priorities

7.1 Engage organized sport and recreation user groups.

7.1.1 Prepare a prioritized Recreation User Group Findings Report identifying common access and capacity pressures, barriers to participation, collaboration opportunities and matters requiring municipal consideration.

7.2 Recommendations and Reporting

7.2.1 A recommendation approved by Committee resolution will be transmitted to Council through the director sponsor. Administration will add the information reasonably required for Council consideration, including legislative, financial, operational, policy, and resource implications. Where further analysis is required, the director sponsor will advise the Committee of the anticipated process, and the item will remain identified as outstanding until presented to Council or otherwise addressed by Council direction.

7.2.2 The Committee reports annually on its work plan, recommendations, outcomes, and unfinished work.

7.3 Working Groups

7.3.1 The Committee may establish a temporary working group only for a defined task in its Council-approved annual work plan.

7.3.2 The Committee approves a short-written scope, membership and completion date. A working group reports to the Committee and does not exercise Committee authority, direct administration or commit funds.

7.4 Conflict of Interest and Confidentiality

7.4.1 Members comply with applicable legislation, City bylaws and policies concerning conduct, confidentiality and conflicts of interest. Disclosures are recorded in the minutes and members act as required by law and City policy.

7.5 Resources and Budget

7.5.1 Administrative and technical support is subject to approved budgets, work plans and available resources. Public members serve without remuneration unless Council policy provides otherwise.

CHESTERMERE

7.6 Annual Committee Review

7.6.1 Council reviews the Committee annually to confirm its mandate, priorities, membership, support requirements and continuation for the following year. The review considers the Committee's work-plan progress and governance model and is not an evaluation of individual volunteer performance.

Adopted by Council: October 20, 2026

Resolution Number: 261020-20

X _____

Mayor, Shannon Dean

X _____

Chief Administrative Officer, Kent Edney

Last Review Date: October 20, 2026

Next Review Date: October 2027

Revision History *(Completed by Legislative Services)*:		
Policy Title	**Date Approved**	**Resolution Number**
Policy #853 Minor Sports Advisory Committee Terms of Reference	October 20, 2026	261020-20
Policy #853 - Recreation Committee Terms of Reference	February 10, 2026	260210-09
Policy #853 - Mayor's Task Force for Recreation	August 27,2024	240827-08