



Chilliwack Leisure Centres Oversight Committee Terms of Reference

Updated October 2025

Purpose:

The Oversight Committee applies to the Cheam Leisure Centre, Chilliwack Landing Leisure Centre, and the Outdoor Rotary Pool. One of the core objectives of the committee is to provide recommendations and feedback on the quality of services and facilities, so that they are accessible, inclusive, and responsive to the needs of the community.

The Leisure Centre Oversight Committee (LCOC) functions in an advisory capacity. The committees primary role is to provide input, suggestions, and feedback regarding:

- The use of facilities, such as the experience of facility users and third-party groups
- Services and Programming provided by the YMCA

Composition:

The committee will be comprised of:

- Two City of Chilliwack staff members – such as Manager of Recreation Services and Corporate Wellness, Director of Recreation and Culture or Manager of Recreation Facilities, or other staff as designated
- Two members from YMCA Operations – such as the Centre Manager, Director of Municipal Operations, or VP of Member Acquisition & Regional Centre Operations, or other staff as designated
- Two to three members from aquatic-based programs (i.e. Swim Club, aquafit)
- One to two members from land-based programs (i.e. external trainers, squash programs, kids' programs)
- Two to four representatives from the facility user community-at-large group

The City of Chilliwack and YMCA may send other staff members to attend meetings, in order to accommodate operational needs, scheduling, and provide subject matter expertise, as needed. This could include members of the Facilities Department, Department Supervisors, or Subject Matter Experts.

Leadership of the committee will fall under YMCA Operations, where the Centre Manager, Director of Municipal Operations, or VP of Member Acquisition & Regional Centre Operations will serve as the

designated Co-Chair for all proceedings. City of Chilliwack representatives will assume the role of the other Co-chair.

A committee term is typically two years, with the option to renew for one additional term. A co-Chair may, at any time, remove any member of the LCOC and any member of LCOC may resign at any time upon sending written notice to either of the Co-Chairs. In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made, or the Co-Chairs may decide to leave that position vacant until the next recruitment cycle.

Selection of Committee Members:

All potential committee members will complete an application form. Staff members from the City of Chilliwack and YMCA BC will review applications and make selection decisions together. The City of Chilliwack and YMCA BC may decide it's necessary to interview applicants, but at a minimum will have an informal meeting to discuss the roles and responsibilities of the committee with each selected applicant, before offering them a position on the committee.

Responsibilities:

1. Advise on emerging trends and best practices relevant to the Leisure Centre operations
2. Identify areas for improvement, community needs and offer suggestions
3. Review reports on leisure participation, facility utilization and offerings
4. Regular and punctual attendance at meetings is required of all members. The committee will meet a minimum of four times per year, and **members are expected to attend at least 75% of these meetings**. Meetings are hybrid – with options for in-person or virtual attendance.

Limitations:

The Committee shall strictly observe its oversight role and has no responsibility for:

1. Directing or managing day-to-day operational activities
2. Making specific operational decisions, including resource allocation
3. Assuming management's responsibility for achieving performance targets and key performance indicators

Resources and Support

1. YMCA BC will provide administrative and logistical support to the committee in the form of booking meeting rooms and sending out notice of meetings at least 7 days in advance.
2. Relevant department staff will provide information and presentations as needed.

Review of Terms of Reference

These terms of reference shall be reviewed annually and, if necessary, amended by YMCA BC and the City of Chilliwack.