

All Council  
except Gra  
Jm/BK/KK

THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

May 11th, 1992

Item  
No.

Page  
No.

Description of Item

- 1/ City Administrator, re: 2473-2475 Shaughnessy Street 1  
- seek approval ✓
- 2/ City Treasurer, re: Weddings at City Hall 3  
reso - approved
3. Beck - do not have to pay taxes  
- reso - to UBC - get copy of  
in report
4. Douglas Island - Firearms Bylaw  
Amend. Bylaw to exclude Douglas Island  
see: Coq Bylaw:  
p. 4 V 30 Jan

# COMMITTEE

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

IN COMMITTEE

MAY 11 1992

## MEMORANDUM

TO: Mayor and Aldermen

FROM: Bryan R. Kirk  
City Administrator

RE: 2473 - 2475 Shaughnessy Street

DATE: May 6, 1992

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The property at the corner of Wilson and Shaughnessy (2473 - 2475 Shaughnessy Street) is listed for sale at \$225,000.00.

Improvements to that intersection will eventually require the acquisition of 10 feet along Wilson Avenue and along Shaughnessy Street.

The property is currently under option by a developer who has options on two other properties on Wilson Avenue. However, he is apparently experiencing some difficulty in obtaining an option on the adjacent property to complete the package for redevelopment. He proposes to construct a highrise. If the property becomes available, I would suggest that the City acquire the property and subdivide off the area needed and resell the residual.

Your direction is requested.

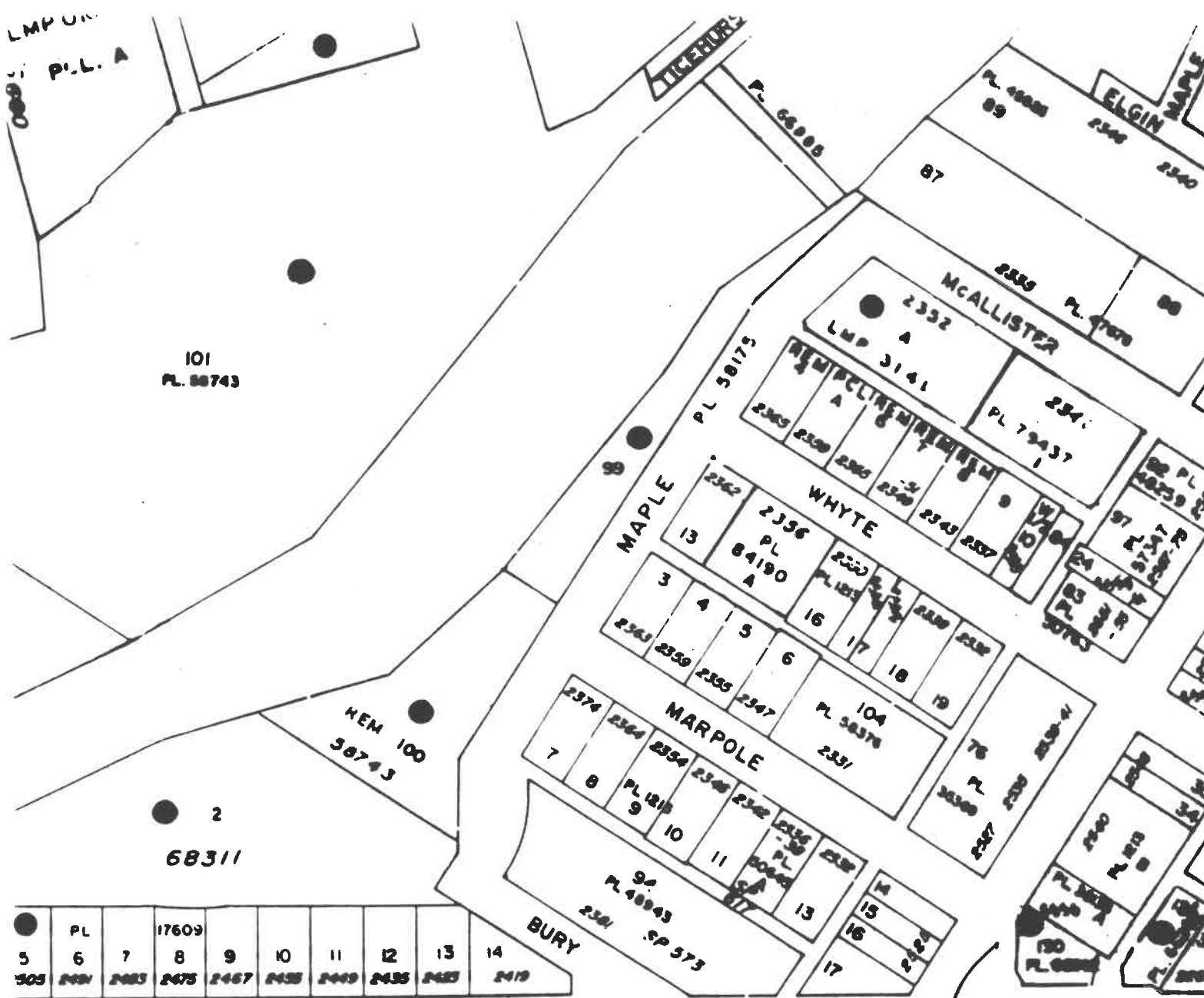


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Bryan R. Kirk  
City Administrator

dp/  
Att.

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# The City of Port Coquitlam

## MEMORANDUM

# COMMITTEE

MAY 11 1992

TO: B. Kirk  
City Administrator

FROM: J. Maitland, City Treasurer -  
Deputy Administrator

SUBJECT: Weddings at City Hall

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DATE: May 8, 1992

### RECOMMENDATIONS:

1. That City Council authorize the fee of \$186.92 for use of Council Chambers for the performance of wedding ceremonies.
2. That City Council approve the draft rules for weddings as attached.

### BACKGROUND & COMMENTS:

The rental fee of \$186.92 has been calculated to pay all of the City's expenses as well as to provide a margin to contribute towards the general revenue of the City. This fee will result in a total payment of \$200 by the renter once GST has been added in.

Direct costs incurred by the City will vary depending upon the day and time of the wedding from almost nothing for a day time during the week ceremony to approximately \$150 for a wedding with rehearsal.

On my last report to Council on this I had thought that we would contract with the Corps of Commissionaires for opening and closing of the Hall, however on further investigation it appears that there is not a significant savings to be made by using them versus city staff, so I will carry on using city staff for this function.

The FIG Committee was directed to prepare a list of rules and regulations for consideration by Council, these initial rules are attached. Future minor changes in these rules would be made at the staff level and would not return to Council.

  
J. Maitland, City Treasurer -  
Deputy Administrator

JM/ms  
Attachment

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2580 Shaughnessy Street  
Port Coquitlam, B. C. V3C 2A8

We are pleased you chose our City Hall for your wedding ceremony. Our Council Chamber is available to rent for your special day. Following the ceremony, the City Hall grounds provide a picturesque setting for photos.

Rental Fee: \$186.92 + 13.08 GST = \$200.00  
Rental Time: 1 1/2 hours  
Time Slots:  
Capacity: 65 maximum seating, 75 maximum in building  
Marriage  
Commissioner: Your own arrangements  
Booking: A contract must be signed and the full payment (cash or cheque) received.  
Cancellation: With a cleared payment and 30 days notice, \$200 (full amount paid) will be refunded.

The above fee includes:

- A one-hour evening rehearsal, if desired. Please pre-arrange (944-5411).
- Use of the Council Chambers for the wedding ceremony.
- Use of our grounds for photographs.

## NOTES:

- Access to the City Hall is through the main front doors.
- An elevator is available for the handicapped.
- You are welcome to bring flowers into the Council Chambers but are asked to remove them when you leave.
- No refreshments whatsoever are allowed in the building.
- Please advise your guests not to throw confetti or rice.
- The Hall will be available one half hour prior to the ceremony to place flowers etc. Please do not come in or drop off flowers before the permitted time. Renters should discuss with our staff how much time is required. Please note, these doors will be locked immediately following the ceremony with no further access to the building.
- The City does not provide unloading help.
- Decorations are not allowed - staples or nails are not permitted inside or outside of the building.
- Furniture is not permitted to be moved.
- Posted parking restrictions are in effect around the building. Please ensure you and your guests are legally parked.
- If excessive clean-up is required or damage is caused, the renter will be billed.
- This is a NON SMOKING BUILDING, no smoking is allowed anywhere in the City Hall.

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## The Corporation of the City of Port Coquitlam

2580 Shaughnessy Street  
Port Coquitlam, B.C.  
V3C 2A8

Telephone: 944-5411

Application for the use of the Council Chambers to conduct a wedding ceremony subject to the following conditions:

**PAYMENT:**

Rental fee payable in full IN PERSON at the time of booking. (cash or cheque made in favour of the City of Port Coquitlam).

Failure to comply with this will result in a cancellation.

**CANCELLATION:**

Cancellation must be made 30 days in advance of the rental date. Otherwise 50% of the rental will be charged. Cancellations not made at least forty-eight hours in advance of the event will result in the total amount of the rental being charged.

One complimentary change of date or time will be allowed, thereafter the cancellation policy will be in effect as above.

**NOTES:**

The renter is responsible for leaving the Council Chambers the way they found it.

The City of Port Coquitlam, its servants, agents, employees or workmen assumes no responsibility for costs, losses, damages, proceedings, actions, claims and expenses sustained or caused by the renters occupation of the premises.

**BRIDE:**

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number residence)

\_\_\_\_\_  
(telephone number business)

Wedding Date: \_\_\_\_\_

Approx. number of people attending: \_\_\_\_\_

Name of renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**GROOM:**

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone number residence)

\_\_\_\_\_  
(telephone number business)

Time: \_\_\_\_\_

Rehersal Required: YES ( ) NO ( )

Dated at Port Coquitlam City Hall this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

City of Port Coquitlam Staff Member

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