

THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

January 20th, 1992

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JAN 20 1992

MEMO

TO: B. Kirk
City Administrator

DATE: January 15, 1992

FROM: Finance and Inter-government relations committee

SUBJECT: Payout of exempt staff unused 1991 vacation entitlement

RECOMMENDATION:

That Council authorize the payout of up to one week of unused 1991 vacation entitlement for senior staff to offset education costs.

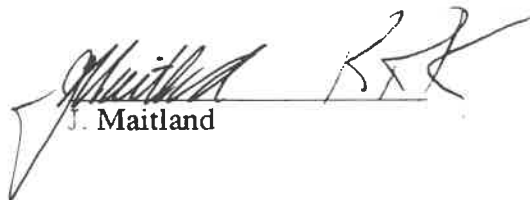
BACKGROUND & COMMENTS:

A request has been received from one of our senior staff requesting that the City pay out unused vacation time to assist him to meet his expenses while attending his education courses. The Committee considered the following points in coming to the above recommendation:

- that funds are set aside each year to pay for the eventual payment of unused vacation time. So no additional cost is involved.
- that vacation time is there for a reason and that a complete payout would defeat the purpose of the vacation entitlement.
- that a Council resolution is required as one staff member will have 53 weeks of gross pay in 1992 if the above is approved.
- previously payouts have only been made on termination.

The basis for the recommendation is that one of our senior staff members has an acceptable need to have this time paid and that it can be done at no cost to the City. The Committee put limits on the recommendation as they felt that vacation should be used and that only very serious items such as educational requirements would be valid use of vacation money and that in essence this is a one shot deal and the Committee will not look favourably upon further requests along this line.

JM/ms


J. Maitland

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Expense Policy

For expenses incurred while, on instruction of Council, representing the City outside its borders City Council or Staff may claim for and receive:

(1) Use of a private motor vehicle:

(a) Mileage allowance in accordance with the standard rates as outlined in the City's current collective agreement with C.U.P.E. so long as the mileage so claimed does not exceed return economy air fare, and

(b) Parking charges.

- (2) Travel costs other than Item 1: air fare or ferry costs plus taxi fares and charges for limousine service while travelling to, or returning from, the function but not for such charges while at the site of the function so long as the amount actually incurred is at least that much Spousal travel costs will be reimbursed according to actual cost with a maximum combined (two person) travel cost not to exceed return economy air fare for a single adult.
- (3) Registration - to be paid by the City in advance of reimbursed according to actual cost. Registration fees required for spouses may be included so long as the spouse is acting as a delegate representing the City beyond its borders on instructions of Council.
- (4) Lodging - reimbursed according to the amount actually paid but not to exceed the rate charged by the establishment for double occupancy of the room assigned. Receipts are required.
- (5) Living expenses - the amount incurred for such expenses as food, gratuities, entertainment of guests, local transportation, telephone, laundry and any other incidental expenses shall be reimbursed according to actual cost with a maximum cost to the City of \$115 per day for Council members and \$70 per day for staff members.

All accounts are to be submitted promptly to the City Treasurer for payment. Receipts are not required but the Treasury is assuming that expenses in at least this amount are actually incurred because the recipient is not entitled to reimbursement for an amount greater than that actually incurred. Any items in issue or requiring clarification, exceptions, or additional allowances or expenses beyond these referred to herein are to be referred to Council for consideration, approval for payment or rejection by Council resolution.

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COMMITTEE

IN COMMITTEE

JAN 20 1992

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Land Sales Committee

DATE: January 6, 1992

FROM: Bryan R. Kirk
City Administrator

RE: Sale of City Properties - 2556, 2568 and 2580 Pitt River Road

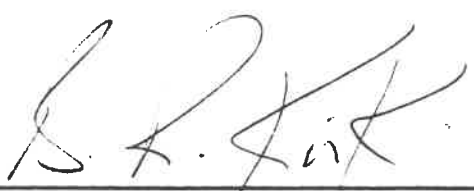
RECOMMENDATION:

THAT the above-noted City-owned properties, as depicted on the attached map, not be sold.

BACKGROUND AND COMMENTS:

Mr. Joe Hersak, President of Quanta Enterprises Ltd., has expressed interest in purchasing the above-noted properties.

Since it is proposed that the dyke be constructed through this property, I would suggest that the tendering for sale of this property is premature until such time as the exact location of the dyke is known.



Bryan R. Kirk
City Administrator

dp/
Att.

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Quanta Enterprises Ltd

2610 Crawley Coquitlam, BC V3K 6N6 Phone (604) 931-1375

January 6, 1992.

Brian Kirk,
City Administrator,
City of Port Coquitlam,
2580 Shaughnessy,
Port Coquitlam, BC

Dear Sir,

Re: Offer to Purchase 2556, 2568, & 2580 Pitt River Road
Port Coquitlam

We would like to take this opportunity to express our interest in negotiating the purchase of the above mentioned properties, in which the City has an interest.

The Civic and Legal descriptions are as follows:

2556 Pitt River Road
Lot 4 Plan 9069 District Lot 174 Land District 36

2568 Pitt River Road
Lot 3 Plan 9069 District Lot 174 Land District 36

2580 Pitt River Road
Lot 2 Plan 9069 District Lot 174 Land District 36

We thank you for your attention in this matter and we hope that amicable terms can be reached.

Yours very truly,



Joe Hersak
President

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MEMORANDUM

COMMITTEE

JAN 20 1992

TO: B.R. Kirk
City Administrator

January 8th, 1992

FROM: R.A. Freeman
City Clerk/Deputy Administrator

SUBJECT: City property at 2300 Block Rindall Avenue
and 2300 Block Pitt River Road.

RESOLUTION:

That the above noted property not be again placed for sale at this time.

BACKGROUND AND COMMENTS:

As Council members are aware, an apartment development is proposed for the consolidated site. The upset price for this property set by the Council on December 2nd, 1991 was \$756,000.00 and when tenders closed on January 2nd, 1992 no tenders were received.

One reason for this, we think, is that the large property to the west is also proposed for apartment development and whichever property proceeds first must bear the cost of a \$65,000 watermain that will provide service to both properties. It might be an idea if Mr. Kirk was to approach the owner of the property to the west to see if there was interest in acquiring the City's property.

The exact location of the property is shown on the map section following.

R.A. Freeman
City Clerk
Deputy Administrator

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2401

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2316	2324	2352
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PL 2062
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2275 226

HAWTHORNE

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57	56 55 54 53	52 51

22850 PL	22789 49 20	2272 48 52
PL 15566 A	8 2277	2273

CENTRAL

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PL 25340
86

SHAUGHNESSY

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			4	5

14	PL 19812
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MEMORANDUM

COMMITTEE

TO: Mr. B.R. Kirk
City Administrator

DATE: January 8, 1992
FILE: Douglas Island

(JAN 20 1992)

FROM: Carlos Felip
Director of Planning

RE: Douglas Island Zoning
Planning and Development Committee - January 7, 1992

RECOMMENDATION:

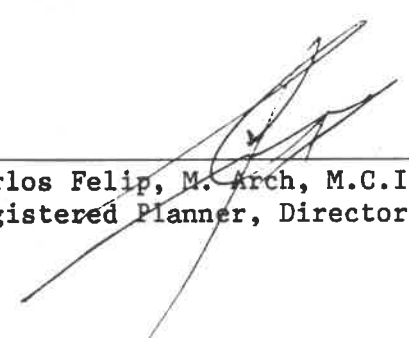
It is recommended that the recently annexed Douglas Island be zoned Estate Residential (RS-3).

DISCUSSION:

Douglas Island, which was recently annexed to the City, has no zone designation neither under the City's Zoning Bylaw, nor under any of the preceeding authorities that had jurisdiction over the Island.

The Municipal Clerk has indicated that it is not appropriate to leave some sectors of the City unzoned, for a number of reasons; the Municipal Solicitor concurs.

The RS-3 Zone is, in our opinion, the most appropriate for the Island at this time.


Carlos Felip, M. Arch, M.C.I.P.
Registered Planner, Director of Planning

CF:ma