

THE CORPORATION OF THE CITY OF PORT COQUITLAM

ECONOMIC DEVELOPMENT COMMITTEE AGENDA

DATE: Thursday, April 18, 1991

TIME: 4:30 Sub-Committee  
5:00 Committee

PLACE: Meeting Room 3

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1. Minutes of the previous meeting.

2. Home and Trade Fair

- a. Entertainment
- b. Opening Ceremonies
- c. Antique Cars

Arena:

- a. Security Tenders
- b. Ceiling - Food Service Area

Signage:

- a. City
- b. Arena

3. Memo from Jon Baillie, Fire Chief

4. Other Business

ID453-65

APR 18 1991 *SM*

THE CORPORATION OF THE CITY OF PORT COQUITLAM

ECONOMIC DEVELOPMENT COMMITTEE

A regular meeting of the Economic Development Committee was held in the 3rd Floor meeting room on: Thursday, April 18, 1991 at 4:30 p.m.

Attendance were:

Alderman R. Talbot, Chairman  
Alderman M. Thompson, Co-Chairman

Also in attendance were:

Mr. C. Felip, Director of Community Planning  
Donna Vyse, Junior Planner  
Larry Wheeler, Parks and Recreation Department

Sub-Committees

Ike DeBoer - Master of Ceremonies

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CONFIRMATION OF MINUTES:

Recommended:

That the minutes of the meeting of the Economic Development Committee held on Thursday, April 11, 1991 be taken as read and adopted.

Carried.

1. Home and Trade Fair

Entertainment:

Ann Pynenburg was unable to attend the meeting. Discussion was held regarding the clown and the cost of the clown which is \$200.00. Coastal Insurance will sponsor the clown.

Opening Ceremonies:

Discussion was held regarding preparations: rental of dishes and a punch bowl for serving refreshments. Europe Bakery will be providing the catering for sandwiches and sweets.

Antique Cars:

Ike De Boer advised that Bill Ledlin will decide on the scheduling for the cars. We will require four cars inside and a minimum of three cars outside to drive from City Hall to the northside of Port Coquitlam and to the arena. It was also discussed that this would be at 5:00 p.m. on Friday, May 24, 1991 and we would need an R.C.M.P. Police escort to go through traffic.

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Arena:

Security Tenders:

Larry Wheeler has sent out the details to three security companies. The cost of security for the weekend will be approximately \$700.00. The company with the best price is Noble Security, they are licenced, bonded and they are monitored.

Ceiling - Food Service Area:

Larry Wheeler advised that the cost of the ceiling will run around \$1200.00. It was discussed that the cost would include the purchase of two artificial cherry trees and materials. Donna Vyse advised that live trees and plants were going to be loaned to us during the Home and Trade Fair by Art Knapp Garden Center and David Hunter Garden Center. It was also discussed that we look into the cost of having artificial green turf on the floor in the food area to brighten up and finish the area.

Signage:

City:

Larry Wheeler and Carlos Felip are going to meet with Ken Nicol Friday morning, April 19, 1991 to discuss and to study the signage for the City and the Arena.

The entrance signs for the City of Port Coquitlam were discussed: There are approximately 6 to 8 Welcome signs around the City. A small sign would be designed to hang from the bottom of the Welcome sign to advertise upcoming events eg. May Day, Home and Trade Fair. We will also be using 4' X 8' signs around the City.

Booth Set-up:

Discussion was held regarding the electric outlets for the booth set-up. Mr. Bannerman from Conventions Unlimited was under the impression that there would only one extra electrical outlet required which he had no charge on his tender, but actually he was supposed to price out one extra outlet for each booth and the cost of that provision.

2. Memo from Jon Baillie, Fire Chief:

Alderman Thompson discussed this item with Bryan Kirk regarding the cost of using the Ronald McDonald House and the ladder truck during the Home and Trade Fair and the result of this discussion was that it will not cost the Home and Trade Fair to use the house or ladder truck during the weekend.

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3. Other Business:

Ike De Boer advised that he would look into reserving a tuxedo in blue for the Home and Trade Fair at a cost of between \$60.00 - \$70.00.

Ike De Boer confirmed that it will cost \$150.00 for the sound system. An independent Sound System with two microphones and a amplifier for the weekend.

Theme:

It was discussed regarding having a theme: It was decided that our theme would be "Come Grow with Us" and this phrase would be used on all of our advertising and discussion for the Home and Trade Fair and Economic Development correspondence.

Riverwood:

The Economic Development Committee would like to see the Riverwood Area Control Plan and/or a model and Dominion Triangle plans/sketches for the City booth so that people can have a look at them during the Home and Trade Fair.

Parks:


Carlos Felip to discuss with Janna and Larry Wheeler regarding the use of Bill Herbst for the City's booth areas for landscaping, plant demonstrations during the Home and Trade Fair.

Registrations:

We have 86 registrations paid, 4 complementary booths and approximately 2 or 3 more booths that may be coming. Following our ads last weekend, April 14, 1991, we have had 10 to 15 enquiries with approximately 5 new registrations being mailed out. We requested the Maple Ridge Chamber of Commerce Membership list. This should be arriving soon, we will send out another letter of invitation to these people.

ADJOURNMENT:

At 5:50 p.m. the meeting adjourned.

  
Alderman Ron Talbot  
Chairman

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CITY OF PORT COQUITLAM FIRE DEPARTMENT

MEMO

April 16, 1991

TO: Carlos Felip, Director of Planning  
FROM: Jon Baillie, Fire Chief  
SUBJECT: Home & Trade Fair for 1991

CITY OF PORT COQUITLAM  
PLANNING DEPT.

APR 16 1991

FILE # *Interoffice*

TO	REC'D.	DATE
CF		

RE: Your memo dated April 8, 1991

The use of the Ronald McDonald House and the Aerial Platform (snorkel) at the Fair would be an excellent public attraction. There would be no problems with supplying the apparatus. The problem will be staffing.

As all our budgets have been reduced, the allocation of funds becomes a priority problem. Our department will be bringing in staff at extra cost to operate our booth inside the fair; the overtime labour for a Fire Fighter is \$340.00 for an 8 hour shift. It would require two fire fighters for each apparatus, bringing the labour cost for the two day engagement to \$2,720, (4 men x 2 days x \$340.00).

The Fire Department budget cannot absorb the cost of both inside and outside labour. The Fire Department will be happy to support the fair and provide the apparatus, but the fair will have to provide the financing for the fire fighters to staff these vehicles.

signed,



Jon Baillie  
Fire Chief  
Port Coquitlam Fire Department

JB/sa

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