

**CORPORATION OF THE CITY OF PORT COQUITLAM**

**PARKS & RECREATION COMMITTEE**

A meeting of the Parks & Recreation Committee was held in the Parks & Recreation Office on June 3, 1993 at 1:00 p.m.

In attendance was Councillor Mike Thompson

Also in attendance was Larry J. Wheeler, Acting Parks & Recreation Director, and Pat Greer, Recording Secretary

**Item No. 1 Contractual Arrangement for Hyde Creek Project**

Ken Kidd, Construction Manager for Coquitlam's new pool answered questions from the Committee on Construction Management. The Committee then discussed the report from the Acting Parks & Recreation Director.

Recommendations:

- 1) That the Port Coquitlam Parks & Recreation Department be authorized to adopt a Construction Management approach to the Hyde Creek project.
- 2) That staff draft a proposal letter and terms of reference and present to Committee of Council.

**Item No. 2 Parksite #5 Discussion**

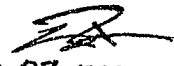
Carried

The Committee had a general discussion on the public process for Park Site #5.

Recommendation:

The Committee recommended that staff research out costs on various park's amenities by following this procedure:

- a) In early July a citizen group made up of individuals who have previously expressed interest in this park and invite them to a working meeting. They then would come up with conceptual plans.
- b) Forward these ideas to the Landscape Architect who is doing the park site Master Plan.

  
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- c) Present the Park Site Master Plan to the Community as a whole.

Carried

**Item No. 3 Administrative space (Hyde Creek Expansion)**

The Committee discussed the report from the Acting Area Recreation Supervisor.


Recommendation:

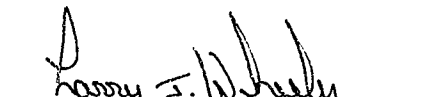
It is recommended that Hyde Creek administrative area be centralized.

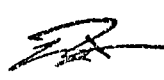
Carried

**ADJOURNMENT**

The meeting adjourned at 4:00 p.m.

  
M. Thompson  
Chair

  
L. Wheeler Secretary

  
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**THE CORPORATION OF THE  
CITY OF PORT COQUITLAM**

**Memorandum**

June 3, 1993

To: Parks & Recreation Committee

From: Larry J. Wheeler, Acting Parks & Recreation Director

Subject: Contractual Arrangement for Hyde Creek Project

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**Recommendation:**

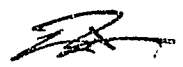
It is recommended that the Port Coquitlam Parks & Recreation Department be authorized to adopt a Construction Management approach to the Hyde Creek project.

**1.0 Purpose/Problem**

- 1.1 The purpose of this report is to provide information and a recommendation to the Parks & Recreation Committee regarding the best way to contract and manage the construction of the Hyde Creek project.

**2.0 History/Background**

- 2.1 Fairly early in the process, our Architect for the Hyde Creek expansion and retrofit asked us what form of contractual arrangement we would be using for this project. He made it very clear that he preferred and had experienced a lot of success with an approach called construction management. This issue needs to be clarified at this stage of the project.

  
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### 3.0 Alternatives:

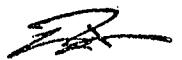
- 3.1 There are four contractual arrangements available. However, only two will be reviewed as being the most appropriate for our situation:
- a) General Tender or Stipulated Sum Contractual
  - b) Construction Management Arrangement

- 3.2 General Tender or "Stipulated Sum" Contractual Arrangement  
"Stipulated Sum" is the traditional contractual arrangement entered into by the Client and Contractor for the whole of the work including the Contractor's overhead and profit.

Competitive bids for the completion of the whole project are called from General Contractors who are provided with completed and final working drawings and detailed specifications. The General Contractors, in turn, obtain prices from the various sub-trade specialists and compile an all-inclusive quotation. The General Contractor is paid the amount of his bid, subject only to adjustment for any changes made during the construction period that are not part of the contract documents. It is usual to require bidders to state the time required for completion or this may be stipulated by the Client.

During the construction stage of the project, the Architect administers the construction contract on behalf of the Client. The General Contractor is responsible to the Architect, makes applications for payment to him, and relies on him to certify that the work has been satisfactorily completed. The General Contractor however, administers the actual construction work.

- 3.3 "Construction Management" Arrangement  
"Construction Management": A construction manager is a person or firm who is independently engaged by the Client primarily to directly manage the actual construction work on a specific project. He should be employed concurrently, or just after, the appointment of the Architect. He usually provides a construction consulting service to the Client and Architect during the design and contract document stages, and acts in a similar capacity to that of a General Contractor during the construction stage.



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The construction manager would normally be a party to all subcontracts but would not, in general, contract himself to perform actual construction work.

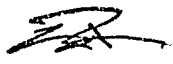
Management contracts usually involve overlapping the design, tendering and construction phases. Actual construction work is sublet in sequential 'packages' by means of competitive bidding as drawings and specifications are completed. Management fee is either a lump sum or a fixed fee plus an overburden applied to salaries.

#### **4.0 Financial Implications:**

- 4.1 As outlined previously, in the case of general tender, the project cost for construction is identified at the beginning of the process. The only variation on this would be the result of changes made during construction.
- 4.2 Relative to the construction management arrangement, this is the area that usually causes the most discomfort. With this arrangement, the final construction budget is not known until you are into the project. However, the trade-off for this flexibility is often substantial cost savings and time efficiency during construction.
- 4.3 Our architect has indicated that in the last 10-11 years, he has almost exclusively worked with clients on a construction management arrangement. He indicated that he has experienced great success using this method, completing projects under budget or enabling clients to get more features within budget.

#### **5.0 Interdepartmental Involvement/Implications**

- 5.1 The construction management arrangement may impact the Treasury Department in that project tendering, approvals, etc. would not be handled in our traditional manner. However, this arrangement can be implemented and still meets the needs of an open tendering process.

  
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6.0 Other

6.1 Two pools are currently under construction using the construction management arrangement. Coquitlam's new pool is currently on schedule, after a two month delay in getting started and is substantially under budget. Whistler's new pool is also using this approach.

6.2 Some of the advantages and disadvantages of the two arrangements are outlined below:

6.3 Stipulated Sum:

Advantages:

- Architects are in close communication with Client.
- Stipulated Sum is a tested and timed arrangement in which the duties, responsibilities and obligations of all parties are understood through past performance.
- Sequential phasing of design, tendering, and construction demands attention to detail and that design decisions and documentation be completed.
- Ensures best possible price at time of tender.
- Lowest bid for the whole cost of the work is readily identifiable. Therefore public accountability is easily satisfied.
- Capital commitment known in advance.
- Public acceptability for the spending of public funds.
- Competitive nature spurs ingenuity, keeping prices to a minimum.
- Competitive nature of contracts demands efficient use of time.

Disadvantages

- Construction cannot begin until tenders are called. Therefore both design and construction time is critical. Will add 2-3 months to start of construction to accommodate design work.
- The system slows down cash flow during the construction contract and thus costs are incurred which are eventually returned to the Client.
- The arrangement generally has a lack of flexibility to accommodate new Client requirements or revisions in both the tendering and construction stages.
- Does not permit client opportunity to negotiate favorable prices with sub-contractors.



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#### 6.4 Construction Management

##### Advantages:

- Provides for effective communications.
- Flexibility during design and construction to overcome the unexpected.
- Efficient use of joint expertise in all phases of the work.
- Construction may begin before completion of the final drawings for the entire project.
- Reduces timeline to start construction by 2-3 months compared to general tender arrangement.
- All work can be tendered sequentially making it easier to control expenditures.
- Ensures disclosure of all sub-contract prices to the Client.
- Possible savings if Sub-contractors paid soon after their work is completed.
- High cost of extras is potentially reduced.
- Construction manager can be challenged to find cost efficiencies for the client.
- Construction manager works for the client as part of their project team.

##### Disadvantages:

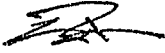
- Difficulty in selecting people with suitable background and experience to be the manager.
- Client seldom willing to give the manager total authority.
- Architects must be willing to adjust some of their traditional roles.
- Necessitates mutual respect for each other's abilities.
- The procedures result in extra costs to the Architect and thus a higher fee to the Client.

#### 7.0 Summary/Conclusion:

After reviewing the two methods and reflecting on our Architect's confidence in the "construction management" arrangement, it would seem reasonable to adopt this approach. It would allow us to begin construction in the early Fall, and would provide us the opportunity to get a "bigger bang" for our construction budget.

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Report Writer  
Larry J. Wheeler, Acting Parks & Recreation Director

  
JUN 03 1993



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

August 31, 1992

TO: Councillor Mike Thompson  
Councillor Michael Wright

FROM: Janna Taylor, Parks & Recreation Director

SUBJECT: Genstar Parksite #5

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**Historical Background**

The Genstar Master Agreement for Parksite #5 has the developer agreeing to contribute \$400,000 in cash towards the cost of a community facility. This community facility must be designed and scheduled for completion within two years of the issuance of a building permit for the 1000th dwelling unit within the development. The exact wording of the agreement is attached to this report.

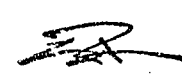
There is also an additional \$60,000 that has been added to this site. This \$60,000 comes from Parksite #2, the \$60,000 was earmarked for tennis courts in Parksite #2, but due to unstable soil conditions, the tennis courts were not constructed.

We are now at the 1,000 building permit and a decision needs to be made as to what we wish to build on this site.

**Funding**

Currently there is \$460,000 designated for this site. Parksite #3 (under the power line) has been allocated \$300,000 for development. This site initially was to include a combination soccer/softball field with parking. Due to the uncertainty of the effects of rays from the power lines, the Parks & Recreation Committee has concluded that it would not be appropriate to build a soccer/softball field under the power lines. Therefore, some additional monies could be utilized from this \$300,000 towards the community facility; perhaps a figure of \$150,000. Therefore, possible funding could amount to \$460,000 + \$150,000 = \$610,000.

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### Community Facility

There has been much discussion as to what constitutes a community facility. The City's solicitor has written his interpretation (which is attached for your information). We are at a stage now where a decision must be made as to what is going to be built on this site. An number of factors should be considered which may influence this decision.

The demographics of this area suggests that there are 3.03 persons per dwelling with each family having one or two children.

The other factors to note are those facilities that were identified in the Master Plan as being important; the outdoor facilities included neighbourhood parks, spray pools, trails and tennis courts. For new indoor facilities the top five included a teen centre, fitness centre, indoor pool, theatre and an arts & crafts centre. I have attached the pertinent section of the Master Plan dealing with these issues.

### Possible Options for a Community Facility

1) Tennis Courts (four with lights) and a small washroom facility.

Advantages

- a) listed as a high priority in the Master Plan
- b) can be used by adults and children
- c) low operating cost
- d) revenue generated with lighted courts
- e) year round use

Disadvantages

- a) lights may disturb neighbourhood
- b) single use facility
- c) Reeve Street Park is slated to include two more courts with lights

2) Spray Pool - to cover an area of approximately 1500 m<sup>2</sup>

Advantages

- a) identified in Master Plan for Parksites #2
- b) Master Plan identifies this facility as a high priority
- c) good family activity, will be enjoyed by many
- d) relatively low operating cost - \$8,000 (for maintenance and a possible recreation attendant)

Disadvantages

- a) some operating cost - may require an attendant - approximate cost \$8,000
- b) usage from May to September only

3) Small community building to house:

- i) large meeting room
- ii) one room for wet crafts
- iii) large activity area

This facility would be used for fitness, meetings, day time tot programs, life skills programs, pottery classes in the evenings, other art and craft programs during the day and evening (approximately 3,000 - 4,000 sq. ft.)

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- Advantages
- a) multi-use facility - utilized by every age group
  - b) varied programming opportunities for a neighbourhood area
  - c) provide an alternative site for community programs
  - d) revenue generating

- Disadvantages
- a) medium operating cost (maintenance, program personnel - \$60,000 approximately)

- 4) Youth Centre - 3,000 - 4,000 sq. ft which would house an open area, various rooms, kitchen facilities and large activity room.

- Advantages
- a) strong recommendation in Master Plan for two youth centres - this would meet the needs in the south side of town
  - b) would provide a place for young people 12-18 yrs of age
  - c) potentially ease young people from parks, will give them a place to hang out
  - d) could be used during day for day programs ie. tots, etc
  - e) revenue generating

- Disadvantages
- a) operating cost would be approximately \$60,000
  - b) public reaction to such a facility in this area may be negative
  - c) transportation for youth may be a problem

As you can see most of the options will require some operating costs. The least costly being the tennis courts option. Once Committee has made a decision on the concept they wish, then a meeting should be set up immediately with Lyle Armstrong and Kevin Smith of Genstar.

\*Attachments

- MacKenzie Murdy & McAllister Letter
- Genstar Letter (May 25, 1992)
- Genstar Letter (July 28, 1992)
- Genstar Agreement on Parksite #5
- Excerpts from Master Plan
- Memo & Report from Planning Department

/sd

File No. 201.2, 704.6

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BARRISTERS & SOLICITORS

FAX (604) 688-4023  
TELEPHONE (604) 688-1161

317 FLOOR FOUR CENTRAL CENTRE  
1035 BURNBURN STREET  
P.O. BOX 46038  
VANCOUVER, CANADA V7Y 1C4

April 28, 1992

VIA FAX

Ms. K. Janna Taylor  
Parks & Recreation Director  
City Hall  
Port Coquitlam, B.C.  
V3C 2A8

Dear Janna:

Re: Genstar Agreement  
Our File No. 1140

Further to your memorandum earlier today, we have conducted a preliminary review of the above captioned Agreement. As you indicated, our firm advised the City with respect to this Agreement leading up to its execution in 1985, but we would point out that Mr. Grant Anderson did have the most involvement at that time.

With respect to the three questions you raised, we have had a preliminary review of the Agreement and can provide you with more details if you wish.

With respect to your three questions, our preliminary response is that:

1. there does not appear in the Agreement to be any clear authority for either party to "change what will occur in the parks" -- Schedule "G" describes the works for the sites and with respect to Site 5 simply provides that the Developer will contribute \$400,000 in cash towards the cost of a community facility, as long as the facility is of a value equal to or greater than the Developer's contribution -- since there is no specification, it would seem that the Agreement should be interpreted to provide the City with the authority to determine what should occur in park Site 5, as the Developer's role is arguably limited to that of a contributor of cash;
2. as discussed above, the Developer is required to contribute towards a "community facility" which does not appear to be a defined term in the Agreement -- the Agreement would appear to require Genstar to simply contribute the \$400,000 --



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April 28, 1992

accordingly, on a preliminary review of the Agreement, it does not seem that Genstar can "pull the \$400,000" if there is no agreement on the appropriate community facility; and

3. the City's "control" is affected by the potential uncertainty in the Agreement as well as questions regarding validity of the entire arrangement which were discussed in our earlier letters to the City -- however, insofar as the issue of the parks is concerned, the better view is that the City has considerable control over the nature of the community facility -- this is buttressed by Section 19(a) which stipulates that the Developer must provide security for completion of the park site improvements: "until such time as the improvements have been completed and are accepted by the City".

The writer is available for the Parks and Recreation Committee Meeting on Monday, May 4, 1992 -- please advise if you require our attendance.

Yours Truly

MACKENZIE MURDY & McALLISTER

  
Christopher S. Murdy

CSM/jg/2902/CSM261

cc: Bryan R. Kirk, City Administrator

  
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**GENSTAR**

Genstar Development Company  
Pacific Region  
Suite 104, 4585 Canada Way  
Burnaby, B.C. V5G 4L6  
Telephone (604) 299-4325  
Telecopier (604) 294-5214

"A Division of Imasco Enterprises Inc."

July 28, 1992

The Corporation of the  
City of Port Coquitlam  
2580 Shaughnessy Street  
Port Coquitlam, B.C.  
V3C 2A8



Attn: Ms. Janna Taylor  
Director of Parks and Recreation

Dear Ms. Taylor:

RE: CITADEL HEIGHTS - PARK SITE #5

Attached please find a copy of the Southam Construction Cost Index (B.C. Series) for the month of May, 1992. Based upon the terms of the Master Development Agreement for Citadel Heights, and the Modification Agreement signed in March 1987, Genstar's total contribution toward the "... community facility and two doubles tennis courts ..." to be located on Park Site #5 is \$450,000 in 1985 dollars.

Converting to May 1992 dollars, this value would become approximately \$574,000.00 (i.e. \$450,000 in 1985 = 82% of 1991 = \$548,780 in 1991; for May 1992 = a 4.6% increase from 1991 = \$574,024.00).

I trust this is the information you were seeking.

Yours truly,

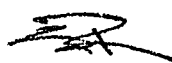
GENSTAR DEVELOPMENT COMPANY  
A Division of IMASCO ENTERPRISES INC.

Kevin J. Smith, P. Eng.  
General Manager  
Pacific Region

KJS/dw

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particularly for picnics and playing. These two activities and walking are very popular with families with children, suggesting that parks are well used for informal daytime activities.

#### New Indoor Facilities

When asked which new indoor facilities are needed in Port Coquitlam, respondents are more likely to feel that the following facilities are needed in order of priority:

Teen Centre	44.1%
Fitness Centre	42.9%
Indoor Pool	36.3%
Theatre	35.2% *
Arts & Crafts	30.5% *
Large Hall	23.9% *
Art Gallery	18.6% *
Arena	14.8%
Small Hall	13.1%
No New Facilities	10.6%

This response places a strong emphasis on cultural facilities and a pool/fitness/banquet-meeting hall facility. Respondents representing households with children are more likely to prefer a teen centre, fitness facilities, an indoor pool and cultural facilities. Female respondents are more likely than male respondents to prefer an art gallery, theatre, arts and craft studio and a pool, while male respondents are more likely to prefer a large hall, possibly for gym sports and banquets. The need for a hall was also identified in the interest group interviews and includes a large banquet hall capable of accommodating upwards of 850 people for conventions, meetings and tournament banquets.

Respondents between the ages of 30 and 45 years are more likely to prefer a theatre, pool and teen centre than other new facilities. This is a similar response to households with children, and reflects the fact that this age group is more likely to have families with children than other age groups.

Only a small percentage of respondents (10.8%) identified that no new facilities are needed. This group is more likely to be represented by senior and households without children.

#### New Outdoor Activities

When asked about new outdoor facilities, nearly 86% of respondents support the need for some form of new facilities; only 14% either did not respond or said no new facilities are needed. The following new facilities were identified in order of importance:

Picnic Facilities	41.3%
Neighborhood Parks	35.2%
Spray Pools	34.8%
Trails	33.2%
Tennis	29.2%
Skateboard	22.5%
Sports Fields	21.7%
Lawn Bowls	18.3%
No New Facilities	10.1%
Outdoor Pools	7.2%

Respondents representing households with children are more likely to prefer picnic facilities, a spray pool, neighborhood parks, tennis courts and trails than other type of facilities. Female respondents are more likely to prefer tennis, neighborhood parks, trails, skateboarding and spraypools. This response suggest that females are speaking on behalf of children in the community.

Younger adults (under 45 years) are more likely to prefer tennis, sportsfields, parks and trails, and children's facilities such as spray pools and skateboarding then older adults.

Support for new outdoor pools is a relatively low priority and is more likely to be supported by respondents between the ages of 30 and 45. Respondents less than 30 years are less likely to support this type of facility (i.e. 3.1%)



## Executive Summary

In June 1989, the City of Port Coquitlam retained the services of Professional Environmental Recreation Consultants Ltd. (PERC), to develop a Parks, Recreation and Cultural Master Plan.

The Master Plan establishes a framework for making decisions about parks, recreation and cultural services to the year 2004 and beyond, and applies this framework to contemporary issues. Specific recommendations on key issues facing the Department over the next five years have been made in the Plan.

The planning process for the study was carefully designed to determine the leisure needs of Port Coquitlam residents. This included a goals and objectives workshop with City Council, a community survey (accurate to a 95% level of confidence, +/- 4%), and over 50 interviews with special interest groups representing sports, culture, recreation, the disabled and service clubs in the community. Based on this research, the Consultants are confident that the results of the Master Plan accurately reflect the needs of Port Coquitlam.

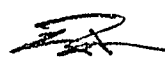
The Master Plan recommends a variety of new open space and facility developments to meet the needs of Port Coquitlam for the next 10 to 15 years. This includes athletic and recreation park development at Reeve Street Park, completion of PoCo Trail, and neighborhood parks in new developing areas. Water play facilities are also recommended for Lion's Park and Citadel Heights.

The Plan recognizes the community's cultural interests with a recommendation for a new performing arts centre. Recommendations for new recreation facilities include expansion of Hyde Creek Centre, a community hall, teen program space, and a new arena and completion of the Willson Centre expansion in the long term.

A summary of the Master Plan recommendations is shown in the following table. Where costs estimates are not available, costs may be categorized as high (\$20,000+), medium (\$10,000-\$19,000), or low (<\$9,000).

### Summary of Recommendations

Issue	Recommendation	Priority	Cost(\$000's)
Philosophy	Adopt a philosophical position that publicly sponsored leisure services should be used to meet socially worthwhile goals and objectives, the attainment of which results in some form of benefit to all residents of the City.	Immediate	0
Mandate	Approve a mandate that the leisure services delivery system should provide for: <ul style="list-style-type: none"> <li>- the growth and development of the community</li> <li>- the growth and development of the individual.</li> </ul>	Immediate	0
Guidelines	Establish guidelines accepting that the City has an obligation to provide and facilitate services to all citizens at all skill levels, keeping in mind that services must be offered in a cost effective manner and for the benefit of all residents.	Immediate	0
Priorities and Evaluation	Approve the proposed model for establishing priorities and evaluating existing services.	Immediate	0
Categories of Open Space	That the following Open Space Categories be adopted: <ul style="list-style-type: none"> <li>- Neighborhood Park/School Sites</li> <li>- Neighborhood Totlot</li> <li>- City Recreation Park</li> <li>- City Natural Park</li> <li>- City Athletic Park</li> <li>- City Linear Park</li> <li>- Decorative Areas</li> <li>- Special Purpose Areas.</li> </ul>	Immediate	0
Neighborhood Open Space	That the City adopt a standard of 1.6 hectares/1000.	Immediate	0
	That additional open space be developed in Westview Heights and Riverwood.	Medium	

  
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### Summary of Recommendations

Issue	Recommendation	Priority	Cost(\$000's)
City Athletic Parks	That the City adopt a standard of .65 hectares/1000 for City Athletic Open Space.	Short Term	\$1,800
	That athletic parks at Thompson and Cedar Parks be equipped with lights to meet short term demand.	Medium	\$120
	That the City of Port Coquitlam enter into a comprehensive joint use agreement with School District #43 for the use of school fields to meet community needs.	Short	Medium
City Recreation Open Space	That a standard of .75 hectare/1000 be adopted for provision of City Recreation Open Space.	Medium/Long	\$1,800
Natural Areas	That the City endorse the role of the nature reserve in providing education and interpretive opportunities.		
	That the City undertake minimal development of the nature reserve to provide interpretation and education.	Medium	\$400
Decorative Areas	That the City encourage the development of decorative areas and urban beautification.	Immediate	0
Parkland Acquisition	That DCC charges for parkland acquisition be increased to reflect higher land values and the need for additional open space.	✓ Immediate	0
	That donations and bequests for land be encouraged through a Parks and Recreation Foundation.	Short	0
	That the City approach the GVRD to assist in acquisition and development of estuary lands and the river system trails.	Short	Med/High



### Summary of Recommendations

Issue	Recommendation	Priority	Cost(\$000's)
PoCo Trail	That Port Coquitlam support the development and completion of PoCo Trail as a major recreation opportunity.	Short	\$675
	That consideration be given to designating an area of land between Mary Hill Bypass and the Fraser River for public use and waterfront access.	Short	Incl'd above
	That staging areas be developed as vehicle access points to the PoCo Trail at Reeve Street Park, Prairie Street and the Pitt River, and at Shaughnessy and Patricia.	Short	Incl'd above
	That Port Coquitlam support the GVRD in its efforts to develop a recreation plan for the Fraser River Estuary.	Short	0
	That the City adopt Master Plan policies for development along the Coquitlam River, Pitt River and the Fraser River.	Short	0
	That the City designate cycle routes along major streets connecting to the PoCo Trail and major recreation areas.	Short	Low
Signage	That the City of Port Coquitlam develop a comprehensive information program for PoCo Trail and Open Space system.	Short/Med	Medium
Quality of Open Space	That Parks and Recreation play a proactive role in the design and development of public open space.	Short	0
	That the Parks Superintendent play a direct role in the park design and approval process for all public open space.	Short	0
Open Space Maintenance	That the City of Port Coquitlam develop an open space maintenance management system which establishes an inventory, standards, costs and schedules.	Short	Medium

### Summary of Recommendations

Issue	Recommendation	Priority	Cost(\$000's)
Location of New Facilities	That the City endorse the concept of centralizing and combining compatible leisure facilities.	Immediate	0
	That Hyde Creek Centre and the Recreation Centre, including the public works yard, be designated as primary sites for major indoor recreation facility development.	Short	Depends on Market Value
<b>New Recreation Facilities</b>			
- Community Hall	That the City support development of a community hall with the capability of hosting special events, large gatherings and banquets.	Medium	\$1,000
- Hyde Creek Centre	That Hyde Creek Centre be expanded to include additional opportunities for fitness, aquatics, arts and crafts, activity rooms, program and administrative space.	Short/ Medium	\$3,830
- Performing Art Centre	That the City support development of a performing arts center to meet community cultural needs.	Short/ Medium	\$3,000
- Tennis Club	That Parks and Recreation support the Tennis Club to assist them in sustaining club activities and providing a focus for tennis in Port Coquitlam.	Short	0
- Teen Drop-In Centre	That a youth drop-in centre with the necessary support services be developed.	Short	\$100
Kilmer House	That the City refurbish Kilmer House as a Heritage Site in accordance with the 1988 Study.	Short	\$300
	That the Mary Hill daycare be allowed to remain in Kilmer House.		SOLD


### Summary of Recommendations

Issue	Recommendation	Priority	Cost(\$000's)
Wilson Centre	That Phases 2 and 3 of the Wilson Centre Expansion be a long term priority.	Long	\$420
	That additional space provided in Phases 2 and 3 be accessible to all residents of Port Coquitlam.	Long	0
	That the Wilson Centre remain primarily a recreation and leisure facility.		
Arena	That a participant oriented arena be planned adjacent to the recreation centre in the next 7 - 10 years.	Long	\$2,500
	That the demand and need for a third arena in Port Coquitlam be reviewed in five years time.		
	That the existing recreation centre be renovated to provide space for recreation program opportunities.	Short	\$250
Skateboarding	That the City support the development of a skateboard bowl to provide recreation opportunities for teens.	Short	\$125
Communication	That the City expand its public information program to enhance awareness and community involvement in the development of leisure opportunities.	Immediate	Low
Community Support	That a policy and guidelines be developed for support to community groups.	Immediate	0
	That a program be established whereby individuals, community groups and service clubs can contribute towards community projects.	Immediate	0



### Summary of Recommendations

Issue	Recommendation	Priority	Cost(\$000's)
Recreation Program Opportunities	That additional opportunities be developed for teens, adult fitness, cultural events and the disabled.	Short	Low
	That the City support development of recreation facilities to enhance program opportunities to all residents of Port Coquitlam.	Immediate	0
Roles of Parks and Recreation	That Parks and Recreation develop a Communications Policy that ensures interaction and involvement with staff and the community.	Short	Low
	That Parks and Recreation support staff training and development.	Immediate	0
	That a marketing plan be developed to increase awareness and use of leisure facilities and to help increase revenue.	Short	Low
	That the role of Parks and Recreation in meeting the needs of the handicapped, the disadvantaged and social service groups be recognized.	Short	Low
Organizational Structure	That additional professional and administrative support be provided to help ensure an effective leisure services delivery system.	Short	Low
	That Parks and Recreation consider integrating recreation program and facility operation for major recreation facilities.	Short	Low
	That Parks and Recreation decentralize programming and administrative operations to the north and south areas.	Short	Low
Master Plan Implementation	That the City of Port Coquitlam endorse the implementation schedule and threshold levels as guidelines for Master Plan implementation.		

  
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## OPEN SPACE COMPONENTS

COMPONENT	NEIGHBORHOOD PARK	RECREATION PARK	ATHLETIC PARK	CITY NATURAL PARK	LINEAR PARK	DECORATIVE AREA
WASHROOMS		●	●			
DRESSING ROOMS			●			
CONCESSION STAND			●	●		
PICNIC SHELTER		●	●	●	●	
PARKING AREA		●	●	●	●	
SENIOR BASEBALL			●			
JUNIOR BASEBALL	●	●	●			
SENIOR SOFTBALL			●			
SLOWPITCH			●			
SENIOR SOCCER	●		●			
JUNIOR SOCCER	●		●			
FOOTBALL FIELD			●			
RUGBY FIELD						
SENIOR TENNIS COURT		●	●			
NEIGHBORHOOD TENNIS COURT	●					
ASPHALT PLAY SURFACE	●					
RUNNING TRACK			●			
FITNESS TRAIL		●	●		●	
WATER PLAY AREA		●			●	
SOCIAL AREA	●	●				●
HANDICAPPED REC. AREA	●	●				
BIKEWAYS		●	●		●	
BICYCLE STANDS	●	●	●	●	●	
PARK BENCH	●	●	●	●	●	●
PICNIC TABLE	●	●	●	●	●	●
GARBAGE CAN	●	●	●	●	●	●
PARK SIGN	●	●	●	●	●	●
LIGHT STANDARD		●	●			●
TRADITIONAL PLAY AREA	●	●				
CREATIVE PLAY AREA	●	●	●			
HARD SURFACE TRAIL		●	●	●	●	
SOFT SURFACE TRAIL		●	●	●	●	●
CHAIN LINK FENCE	●	●	●	●		
BOLLARD FENCE	●	●	●	●		
LANDSCAPED GARDEN AREA		●		●		●
NATURAL AREA		●			●	●
CLEARED UNDERBRUSH AREAS	●	●			●	
SPORTS TURF (CLASS I)	●	●	●	●		
SPORTS TURF (CLASS II)	●	●	●	●		
PASSIVE PARK TURF	●	●	●	●		●
LARGE TREES	●	●	●	●	●	●

FACILITY MAY BE LOCATED IN THIS TYPE OF PARK IF NEED OF INTEREST IS SHOWN. ●  
 FACILITY IS GENERALLY LOCATED IN THIS TYPE OF PARK. ●

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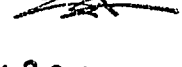
## CITY RECREATION OPEN SPACE

Recreation Parks are defined by types of open space components (because of catchment area), and the size of the park. In Port Coquitlam, many of these parks are smaller (e.g. Sun Valley, Robert Hope) but attract people from beyond the neighborhood because of their water based recreation opportunities.

There are 31 hectares of City level recreation open space in Port Coquitlam including Lion's Park, Evergreen Park, Robert Hope Park, Citadel Heights Sites #1 and #2 and a new park area to meet new growth in the north east at Chelsea and Pimlico Place. This does not include 9 hectares of Citadel Heights Site #2 which is not functional open space, but does include an 11 hectare park area (Lagoon Park), proposed in Riverwood. This equates to a population ratio of .90 hectares/1000 population.

The Consultant's analysis of existing recreation open space suggests the following points:

- Residents of Port Coquitlam strongly support new outdoor recreation facilities particularly picnic facilities, spray pools, trails, and tennis facilities. The level of support for these types of facilities is higher than for new sports fields.
- Lion's Park is a well developed recreation park with a variety of opportunities for children. Use of this park could be greatly enhanced by adding water feature such as a spray pool. The park should also be more handicapped accessible; for example, the newly renovated washrooms and better access from the parking area.
- The 11 hectare recreation park proposed in Riverwood presents a unique opportunity because the majority of recreation parks are south of the Highway. The water feature should be retained providing the water quality can be maintained. The remainder of the park should be developed with walkways, seating areas, picnic areas, play areas for children and informal open space. Formal play fields should be kept to adjacent schools.



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- The 2.8 hectare park proposed in the north east should be designed to provide a variety of multipurpose recreation activities. Development could include a grass/sand soccer field, walking paths, seating areas, playgrounds, and retaining the natural qualities of the site. A vegetation buffer should be retained along the perimeter of the park, particularly where there are residences backing onto the park and where it borders on the nature preserve.
- South of the Lougheed Highway, recreation park development is proposed at Reeve Street Park. This includes walking and fitness trails, tennis, an orientation centre, picnic areas, landscaping and the necessary ancillary facilities. This development is scheduled for Phase 1, to occur between 1991 and 1996, and would result in an additional 30 hectares of passive recreation open space. Development of playgrounds, orienteering trails, and nature interpretation could also be considered.
- Port Coquitlam does not have a large expansive recreation park area. Reeve Street could help provide this focus and at the same time compliment athletic park development at the north end of the site.
- Citadel Heights Site #2 has already received some development and more development will occur with the \$400,000 contribution from the developer. Park development should focus on family recreation opportunities. The concept of a water play park should be considered as a focal point to the park. This could be designed as a shallow free form water area, with play equipment, an area of approximately 1500 square metres, and to a maximum graduated depth of .6 metres (2 feet).

The cost of this type of pool would be in the range of \$500,000. Total park development including pathways, signage, parking, park benches, picnic shelter, benches, and irrigation, will be in the range of \$300,000, for a total cost of approximately \$800,000 for the 6 hectare park area.

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- storage building
- sports turf Class I
- 1 clubhouse (0)
- landscaping in passive area and around the site perimeter
- lighting on at least 50% of playfields

Athletic parks serve the entire community as well as players from beyond the District boundaries, particularly for tournament play. The ideal situation is to locate all facilities on a single site so as to limit the infrastructure required. This is not always possible however, due to limitation in site availability and size.

### CITY RECREATION PARK

The function of a Recreation Park is to provide a diversity of informal, passive and active recreation opportunities. Such areas should be designed as large multipurpose sites, preferably with a central focus (e.g. a water feature). Recreation opportunities should be directed to all age groups with a strong emphasis on family activities.

Typical components include:

- water feature or other major amenity as the central focus
- family and group picnic sites with tables
- picnic shelter
- washrooms
- pathway linkage (hard and soft surfaced trails)
- creative play area
- traditional play area
- passive park turf
- junior softball diamond (unscheduled)
- benches, garbage cans, and water fountains
- park signs
- light standards as required
- bollard fence
- large trees
- fitness trail
- viewpoints (if applicable)
- landscaped garden area
- natural area (0)

Recreation Parks should be located on large sites throughout the community, serving all residents in the Municipality.

Recreation Parks should be connected by a comprehensive regional trail network. This would allow access by bicycle or private vehicle.

Recreation Parks should be easily accessible along major transportation routes, and should be properly signed. Users will typically be individuals or families accessing the site by bicycle or private vehicle for durations of 3 to 5 hours.

#### NATURAL PARKS/HISTORIC SITES

Natural parks and historic sites are established as a result of their intrinsic resource value. The main purpose of such areas is to protect unique flora, fauna and natural and historic features. Such areas are ecologically unique to a region and provide a marked contrast to the developed urban form. They provide opportunities for education; interpretation, nature study, as well as more rigorous forms of recreation (e.g. hiking). Users will typically access these areas by private vehicle or bicycle, along the regional trail system. Duration of use will often extend to half-day or full day stays.

Land use and development of such areas should be restricted to providing access to and through the site and to protect sensitive areas. Components of the site should include the following:

- perimeter parking + access
- park signage
- self guiding interpretive trails
- one or more recreation nodes with picnic shelter, tables, and garbage cans
- rest stop bench along trails
- fencing adjacent to any potential vehicle access points or protected habitat areas
- nature centre
- historical buildings and interpretive information

The location and size of natural and historic areas is dependent upon the resource base rather than any planning standard. Boundary delineation should encompass not only the natural area but also a sufficient buffer zone and staging area for access, parking and public services.

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## DESCRIPTION OF PARK TYPES

### NEIGHBORHOOD PARK/SCHOOL SITE

Neighborhood Parks provide a broad range of recreation opportunities for the entire neighborhood. Wherever possible neighborhood level open space should be centralized onto one large neighborhood park site adjacent and planned as part of the elementary school which serves the neighborhood.

The school building and adjacent parking will not be considered as part of the site for the purposes of developing an open space standard. Only that portion of the school grounds and contiguous neighborhood park which provides for functional recreation opportunities will be taken into account.

Components of the Neighborhood Park should include:

- 2 junior softball/T-ball diamonds
- 1 senior soccer pitch
- 2 neighborhood tennis courts
- 1 asphalt play surface
- 1 creative play area
- 1 traditional play area
- 5 park benches
- passive park turf as indicated
- parking restricted to school area
- up to 3 light standards
- minimal amount of natural vegetation area if applicable
- 1 bicycle stand
- garbage cans as required
- hard or soft surface trail
- bollard fence if required to restrict vehicles
- a park sign
- cleared underbrush area

Neighborhood parks should be within 400 meters (1/4 mile) of all residents of the neighborhood and should be easily accessible without a vehicle (i.e. walking or cycling). Where more than 50 residential units in the neighborhood are more than 400 meters from the site, consideration should be given to providing a totlot.

Use of neighborhood parks will typically be for short durations by school children during school hours and by the entire neighborhood evenings and weekends.



Because of the short durations of use and the proximity of users, no washrooms or water fountains need be provided.

Neighborhood parks should be a minimum of 3 hectares (7.5 acres) and should be provided at the rate of 1.6 hectares (4.0 acres) per 1000 population.

Neighborhood parks should have a maximum amount of openness (at least 50%) to street frontage to encourage access and use.

The School should be located along collector frontage and should accommodate all necessary parking and access for park use.

Design for recreational use should be sensitive to the changing needs of the neighborhood as it grows and the population matures.

The site should as far as is reasonably possible be rectangular in shape and be relatively flat for 80% of the surface area.

The perimeter of the site should be landscaped and treed with at least 15% of the site retained as passive park with informal and passive recreation opportunities.

The need for neighborhood open space in rural areas is minimal due to the large amount of open space associated with lower development densities.

The site should be linked to other recreation nodes by an onstreet/offstreet pathway system.

**THE CORPORATION OF THE  
CITY OF PORT COQUITLAM**

**MEMORANDUM**

June 2, 1993

**TO:** Larry Wheeler, Acting Parks & Recreation Director

**FROM:** Alete McInnis, Acting Area Recreation Supervisor

**SUBJECT:** Administrative Space at Hyde Creek

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**Recommendation:**

It is recommended that the Hyde Creek administrative area be centralized.

\* \* \* \* \*

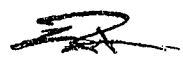
**Background Information:**

As per your request, I contacted Coquitlam, Maple Ridge and Mission regarding the location of office space at their facilities. I have also discussed the issues with the staff and I feel that the following recommendation can satisfy the concerns you have raised, as well as meet the needs of the Hyde Creek facility staff.

The information/registration area (where the cashier would operate from) should be separated from the main office and the first "office" that the public would see as they enter the building. This space should have a full view of the lobby area.

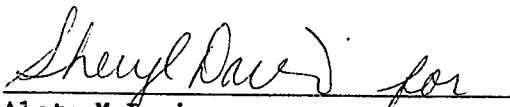
I recommend that the Administrative Office include the clerk/typist who should be located up front and act as a buffer for the Coordinators and the Area Recreation Supervisor. This would prevent any unscheduled appointments from walking in and interrupting or disturbing office routines.

The Coordinators should be located so that there would be controlled accessibility to their offices. They need to be close to the programs and staff in order to control the quality of programming as well as have easy communications with the staff. However, they need their offices to be insulated. This will ensure privacy for phone discussions, meetings with staff or meetings with the public warrants privacy. In the PoCo Recreation Centre Administrative Offices, conversations can be overheard in the outer area even when the doors are closed.

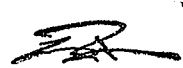
  
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The Area Recreation Supervisor's office needs to be further isolated from the Coordinator's office to prevent interruptions and people bypassing the Coordinators and going right to the Area Recreation Supervisor. This office should be completely separate or in the same general area but even less accessible.

The staff lunchroom should be available for all staff as well as a staff washroom and shower facility separate from the aquatic staff area.

  
Alete McInnis  
Acting Area Recreation Supervisor

/sd

  
JUN 03 1993

Facility	Admin l Area	Admin Disb	Postions In Offices	Location Of Offices	Staff Facilities	Other Comments
Coquitlam *Chimo Pool		X	Clerical,	Info. Office	Men & Women's	Too accessible &
		X	Facility Mngr,	Lobby	Showers &	Noisy, Clerk between
		X	Aquatics	Aquatic Area	Washrooms, 1	Manager & Public, 1
					Lunch Room	Facilty Manager
Maple Ridge	X		Clerical, Rec. Manager, Spl Services Coordinator, Youth Coordinator	Off Lobby	1 Lunch Room, Washroom/Shower in Aquatic's Area	Need Another Washroom /Shower Other Than Aquatics, Office Space Too Small, Good Communication Between Staff
	X		Sports & Fitness Coordinator,  Fitness Consultant	Upstairs		Can View Programs & Equipment Easily
Mission	X		Clerical,  Manager,  Coordinators	Upstairs	Lunchroom	Maintenance In Arena
		X	Cashier	Off Lobby		Good Public Control & Accessibility

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