

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 22, 1992.

In attendance were Alderman Mike Thompson and Alderman Michael Wright.

Also in attendance was Janna Taylor, Parks & Recreation Director, Larry J. Wheeler, Recreation Manager/Deputy Director and Pat Greer Recording Secretary.

Item No. 1 Proclamation for "PNE Days"

The Committee discussed the request, from the PNE, asking for our participation in PNE days.

Recommendation:

To supply the PNE with some banners.

Carried

Item No. 2 City Land at 2556/2568 Pitt River Road and & Church land at 2571 Pitt River Road

The Committee discussed the memorandum, from the City Treasurer/Deputy Administrator, regarding purchasing the Church's property at 2571 Pitt River Road and selling them property at 2556/2568 Pitt River Road.

Recommendation:

That this piece of land is not an imperative addition to Reeve Street Park.

Carried

Item No. 3 Widgeon Marsh

The information on the invitation to brunch at Widgeon Marsh was read.

Recommendation:

To receive this as information.

Carried

Item No. 4 Reeve Street Park - Project Management

The correspondence from Lidstone, Young, Anderson enclosed regarding proposed agreement between the City and Toby Russell Buckwell and Partners. The Committee deferred the item until the next meeting until staff can research further information.

Item No. 5 Implementation Strategies for High Priority Service Objectives

Janna Taylor gave a verbal report on a service objective workshop to be conducted by PERC. This workshop would include the Parks & Recreation Director, the Recreation Manager/Deputy Director, the Parks Superintendent and the Program Staff.

Recommendation:

To receive this report as information.

Carried

Item No. 6 Eastern/Western Tennis Court Nets

The Committee discussed the ever increasing problem of vandalism to the tennis nets in the City.

Recommendation:

To have the Parks Superintendent prepare a report on the number of nets damaged and the replacement cost of these nets.

Carried

Item No. 7 1992 Dry Floor/Ice Season Timelines

This item was deferred to the next meeting.

Item No. 8 Request on the Possibility of B.C. Cellular Locating a cell site in Reeve Street Park.

The Committee discussed the letter from Robertson Kolbeins Teevan Gallaher Associates on the possibility of B.C. Cellular installing a tower (cell site) in Reeve Street Park.

Recommendation:

That the Committee would not entertain the possibility of locating a cell site in Reeve Street Park.

Carried

Item No. 9 CPR's Request to have the Entire Use of Lions Park July 26, 1992.

The Committee discussed the letter from CPR requesting the entire use of Lions Park on July 26, 1992 and the letter to the Mayor & Council from Mike Farnworth, MLA regarding this request. Concern was expressed with the letter from Mike Farnworth. Alderman Thompson will be contacting Mike Farnworth.

Recommendation:

To receive this report for information.

Carried

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Item No. 10

Park Site No. 5 - Genstar

Janna Taylor gave a verbal report on her meeting with Lyle Armstrong and Kevin Smith of Genstar.

Larry J. Wheeler gave a verbal report on a possible solution for the facility at the Genstar park site #5.

Recommendation:

To have staff explore the concept of an arts and craft centre; in regards to cost, funding, parking, road impact, public transportation etc. and report back to the Committee.

Carried

Item No. 11

PoCo Tennis Club

The Committee discussed the information Michael Wright received from the PoCo Tennis Club.

Recommendation:

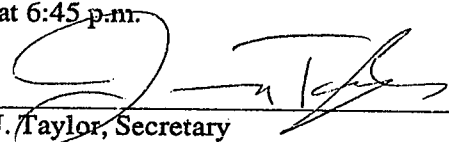
To invite Colin Beardmore, of the PoCo Tennis Club, to a Parks & Recreation Committee Meeting.

Carried

ADJOURNMENT:

The meeting adjourned at 6:45 p.m.


M. Thompson, Chair


J. Taylor, Secretary

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JUN 22 1992

Mike,

92/04/30

A few notes as promised re the Poco tennis club.

We have closed our box number. Please write us at 2121 Lamprey Drive, Port Coquitlam V3C 1K3.

Concerns we have heard expressed in the past:

1. the word "club". It is perceived that we are a private group on public courts.

We became a society a few years ago to be able to raise funds from 649 and / or casino nights to improve the facilities for all. Without the support of the City we believe we will not be successful in fund applications. That is to say we have to have an approved plan to apply for funds and develop what we say we will. Unfortunately, without City support this opportunity has been missed (lottery funds are much harder to come by now.)

We advertise in local papers to solicit new members and we are now putting flyers in local schools and stores. The "club" is open to anyone who wishes to join. A junior can do so for \$5 and a family for \$20 a year. This fee basically covers BCTA protection and the social food and drink we supply to create a family / community atmosphere. Hardly a private "club"!

2. We are still not clear as to the reason our proposal to share in the development of a field house was turned down.

3. When we attended the PERC report meeting it was clear the proposal was to maximize use of existing facilities. In a discussion with the consultant he admitted he was of the opinion the courts were lit. I wrote to them on this and other points but the final report (at least the Library's copy) made no reference to our points of clarification.

4. Lights, we believe are still the optimum use of funds for all tennis players in Poco, club or not. To run them efficiently they could be put on a time clock in the power hut with an external override button that could be pressed by anyone wishing to play. This is the system Coquitlam uses effectively.

New points.

We have surveyed our membership and for the most part they prefer the low key friendly family approach. They do not wish to be part of an expensive cliky club. Consequently, lights would maximize use of these facilities for the benefit of all residents. More people could be encouraged to join and learn the game and realize the fun that can be had from friendly, social and mixed play. For example in our social times the people that attend are required to rotate and mix every 30 minutes. With non organized play often one has to become almost rude for people to obey the rules for sharing courts with others.

41
JUN 22 1992

I heard of the meeting re Reeve Street development a little to late to attend. I looked for notes on the at the library and popped into the recreation department but was unable to obtain details.

There is a National tennis week planned for the 6th to 14th of June. We would be pleased to discuss organizing a joint venture with the City to celebrate the first of these national events.

If a field house with toilets is to be built eventually, then being able to access it, with others, would be fine for the low key group we appear to be.

There appears to have developed a feeling in the club that the City is not supportive of tennis. I am sure this is not the case and would very much like to sit down and work with the City to make tennis a success and integral part of our social fabric.

For your info.

C. Beardmore

Colin Beardmore.

423 2055
941 5642

JUN 22 1992



Office of the Mayor — THE CITY OF PORT COQUITLAM

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

Fax: 464-3524
Phone: 941-5411

June 1, 1992

Ms. Sandra Banister
President
Pacific National Exhibition
P.O. Box 69020
Vancouver, British Columbia
V5K 4W3

Dear Ms. Banister:

Thank you for your letter of May 20th, 1992 concerning the Pacific National Exhibition. Enclosed is the proclamation declaring "PNE Days" in the City of Port Coquitlam.

The following matters raised in your letter have been referred to the City's Parks and Recreation Committee for consideration:

1. Flag and Banner Program
2. B.C. Pavilion Showcases
3. Port Coquitlam and the PNE
4. Challenger Map Tours

I trust this is satisfactory to you.

Yours sincerely,

A handwritten signature in cursive script, reading "Len Traboulay".

Mayor Len Traboulay

Encl.

JUN 22 1992



Proclamation

WHEREAS: The PNE is a provincial crown corporation founded to provide a site for all British Columbians to gather and celebrate the industries, the accomplishments and the agricultural advances that are British Columbia;

WHEREAS: All B.C. communities are participants in the annual provincial Fair hosted by the Pacific National Exhibition;

AND WHEREAS: The mandate of the Pacific National Exhibition is to seek and encourage the participation of all British Columbians in their provincial Fair,

NOW THEREFORE I, Leonard M. Traboulay, Mayor of the Corporation of The City of Port Coquitlam, DO HEREBY PROCLAIM August 21 to September 7, 1992 as

"PNE DAYS"

in the City of Port Coquitlam and urge all citizens to support the 1992 "PNE DAYS", and encourage all residents of Port Coquitlam to become participants in their annual provincial Fair.

L.M. Traboulay, Mayor

God Save The Queen

JUN 27 1992

COPY

Faxed to:
944-5402
Attn Danielle



Pacific National Exhibition

P.O. Box 69020, Vancouver, B.C. Canada V5K 4W3 Telephone: (604) 253-2311 Fax: (604) 251-7726

20th May, 1992

Mayor Len Traboulay,
City of Port Coquitlam,
2580 Shaughnessy Street,
Port Coquitlam, BC,
V3C 2A8

Dear Mayor Traboulay,

Pacific National Exhibition
August 21 - September 7, 1992

Once again the Pacific National Exhibition is looking forward to making this year's Fair a highly successful event to be participated in and enjoyed by people from all around the province of British Columbia. In keeping with the provincial nature of the Fair, there are a number of ways in which you and your municipality can be involved, and I enclose appropriate one-page program sheets for your action or for you to direct to the department concerned.

1. Flag & Banner Program

Once again we are requesting flags and banners from communities throughout the province to decorate the Pacific National Exhibition Grounds and surrounding streets during the Annual Fair.

2. Proclamation of PNE Days

Last year many municipalities responded favourably to our request to proclaim "PNE DAYS". We look forward, once again, to being able to frame and proudly display the proclamations in the BC Pavilion.

3. British Columbia Pavilion - Showcases

There are a number of good quality showcases around the Challenger Map where we are pleased to display interesting artifacts or memorabilia connected with communities around the province.

4. Your Community and the PNE

The PNE is committed to programs involving people from all over our beautiful province of British Columbia. As well as those already mentioned, we enclose information on some of the other programs.

5. Challenger Map Tours

We are pleased to offer free tours, of the huge Challenger Relief Map in the BC Pavilion. These are available by appointment year-round to small or large groups, and out-of-town visitors are especially welcome.

The PNE looks forward to welcoming you and your community as participants in the 1992 Pacific National Exhibition.

Yours truly,
Pacific National Exhibition

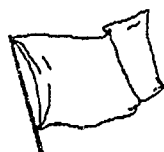
Sandra Banister
President

JUN 22 1992



Pacific National Exhibition

P.O. Box 69020, Vancouver, B.C. Canada V5K 4W3 Telephone: (604) 253-2311 Fax: (604) 251-7726



Flag & Banner Program



Once again we are requesting flags and banners from communities throughout the province to decorate the Pacific National Exhibition Grounds and surrounding streets during the Annual Fair. They were a great success last year, and a source of community pride. The flags in the streets gave a festive air, and those around the Challenger Map were a most attractive enhancement. This year we are instituting additional plaques to identify the flags in place.

We request your participation as follows:

1. Two (2) flags are required for each municipality.
2. Size: Approximately 3' x 6'
3. Flags to be sent to
Community Flag Program
Pacific National Exhibition,
Box 69020,
Vancouver, BC, V5K 4W3
4. Flags to arrive by 30th June, 1992, please.
5. Flags will be returned only if requested. Otherwise they will be retained for future use by the PNE.
6. Flags will be flown on Hastings Street and in the BC Pavilion during Fairtime. The flags will remain year-round in the BC Pavilion, and plaques will give recognition to the municipalities whose flags are flown.
7. Some municipal flags have been retained from last year, in which case a note has been made below and no further flags are required.

For further information, please phone Margaret Hyslop, Program Coordinator at 253-2311, local 241

THANK YOU FOR YOUR PARTICIPATION!

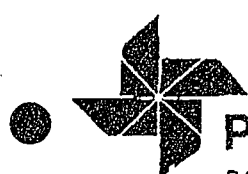
PLEASE VISIT THE PNE!

To: City of Port Coquitlam

We have 2 flags on hand, and will use these flags again. Many thanks!

JUN 22 1992

LA



Pacific National Exhibition

P.O. Box 69020, Vancouver, B.C. Canada V5K 4W3 Telephone: (604) 253-2311 Fax: (604) 251-7726

To: The Mayors of all Municipalities in British Columbia

For more than eighty years, the people of British Columbia have shared a special experience, a tradition that reaches into the hearts of everyone, everywhere in our province ... this is the Pacific National Exhibition. It's an annual celebration of work and play and life in British Columbia, featuring a window to the world for the talent, artistry and culture that are so much a part of our communities.

This year's provincial Fair features a Ukrainian Showcase pavilion and more events and activities than ever before for the entire family.

Please join us in inviting visitors from around the world and encouraging your community's involvement by proclaiming August 21 thru September 7, 1992 as "PNE DAYS".

Below is a sample of wording for a Proclamation that you may wish to use, incorporating your own letterhead.

We thank you for your co-operation and look forward to receiving a copy of your Proclamation before 1 August, 1992, in order that we may frame it and display it with pride in the BC Pavilion.

PROCLAMATION

Whereas The PNE is a provincial crown corporation founded to provide a site for all British Columbians to gather and celebrate the industries, the accomplishments and the agricultural advances that are British Columbia,

AND Whereas all B.C. communities are participants in the annual provincial Fair hosted by the Pacific National Exhibition,

AND Whereas the mandate of the Pacific National Exhibition is to seek and encourage the participation of all British Columbians in their provincial Fair,

Now, therefore, I (your name) , Mayor of (municipality) , do hereby proclaim August 21 - September 7, 1992 as "PNE DAYS" in (municipality) . I urge all citizens to support the 1992 "PNE DAYS", and encourage all residents of (municipality) to become participants in their annual provincial Fair.

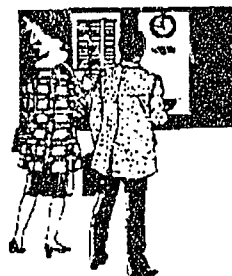
JUN 22 1992

**BRITISH COLUMBIA PAVILION - SHOWCASES**

The PNE is putting together displays in the showcases round the Challenger Map, beneath the area where the municipal flags are mounted. Several hundred thousand people pass through the BC Pavilion in the course of the year, both at the time of the annual fair and during the year when the building is used for guided map tours, conferences, banquets and other activities. The Pavilion is being refurbished and is excellent exposure. We have a regional theme, and we are interested in acquiring objects, artifacts, photographs, art or crafts that specifically represent a municipality or region. We are particularly interested in featuring the people that make a region. For instance, if you were able to lend us a ceramic piece from a master potter, it would be interesting to have a photograph of the potter, plus maybe some personal information, or photographs or diagrams of the process of producing the pot. If you can help by lending something, the following would apply:

You would:

- a) lend objects for six months for display in your regional showcase, after which time we will be in touch re changing the displays.
- b) the showcases are 14" deep, 3' 6" high and vary in width from 6' to 8'. Therefore objects must fit into this. We have flexible glass shelving to go inside the cases as need be.
- c) you will let us know by June 1st if you have objects to lend, and approximately what they are. Objects must be delivered to the PNE by June 30th.
- d) provide us with a value for insurance purposes.
- e) provide us with information from which we can make captions and signage.

**We will:**

- a) mount all displays (we have a designer on staff)
- b) insure all objects while in our care (we send you an insurance form for completion).
- c) do all captioning and signage to ensure continuity and theming for the exhibition.

Contact: BC Pavilion Showcases (Attn. Margaret Hyslop)
Pacific National Exhibition,
P.O.Box 69020,
Vancouver, BC, V5K 4W3
Phone: 253-2311 local 241
Fax: 251-7726

JUN 22 1992



Your Community and the P.N.E

There are many ways in which the Pacific National Exhibition creates opportunities for participation by British Columbians from all corners of our beautiful Province. Apart from the community-based activities in the British Columbia Pavilion, with the Flags & Banners and the BC Showcase Programs, we list below some additional ways in which you and your community may become involved.

1. Youth Ambassador Program

All communities throughout BC have been invited to send a young man and a young woman as their representatives to the Youth Ambassador Contest at the PNE. The emphasis is upon young peoples' achievements, their volunteer work, community accomplishments and public speaking ability. We look forward to welcoming your young people.
(For further information call Darlene Spencer at local 414)

2. Arts & Crafts

Amateur artists from around the province are encouraged to enter the best of their arts and crafts for the fairtime exhibition. Dressmakers and aspiring models can take part in our fashion shows. The Prize List booklet is available from the Arts & Crafts Department.
(For further information call Joyce Wong at local 233)

3. Youth Talent

The sole purpose of the Youth Talent Contest is the discovery, development and encouragement of young amateur entertainers throughout British Columbia. Any civic club, service club, school organization etc., may stage a preliminary contest, and the Grand Award Winner will be sent to the Finals in Memphis.
(For further information call Bev Dellich at local 418)

4. Schools programs - "Treasure Island" contest and Parade Marshall's Essay Contest

All elementary schools in the province have received information about the "Treasure Island" craft contest. They, and the high schools, also have the opportunity to enter the Parade Marshall's Essay Contest. The PNE is the greatest place for kids!
(For "Treasure Island" call Joyce Wong, local 233, and for the Parade Marshall's Contest call Brenda Rossgrath at local 441)

5. 4-H Program

Over 1,000 members of the 4-H Club from around the province attend the PNE Fair each year. We offer a province-wide competition and administer the Norgan Foundation which provides subsidized travel for the competitors. Hi-lite of the 4-H program is the auction sale, which is well supported by the business community.
(For further information call Pauline Gryschuk at local 254)

6. Anniversary Recognition and Municipal "Days"

If your municipality is celebrating a significant anniversary, let us know! We could: mark the occasion with a special sign on the Challenger Map; showcase your memorabilia; have your publicity hand-outs available for the public; have one day during the Fair (August 21 - September 7, 1992) named as your own Municipal Day with all the attendant publicity; give recognition with on-grounds announcements; do special event programming. Just call us!
(For further information call Gayle Farrell at local 316)

7. Agriculture

The PNE provides the opportunity for hundreds of participants from around the province in the agricultural section of the Fair, which in turn gives pleasure to hundreds of thousands of fairgoers.
(For further information call Pauline Gryschuk at local 254)

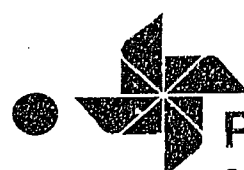
WHAT YOU CAN DO!

Encourage your community to become involved.

Ask specific members of your community to undertake specific projects.

Make sure your local newspaper and radio stations have full information about the involvement of local people, and give recognition for awards and achievements at the PNE.

JUN 22 1992



Pacific National Exhibition

P.O. Box 69020, Vancouver, B.C. Canada V5K 4W3 Telephone: (604) 253-2311 Fax: (604) 251-7726

Challenger Relief Map

Planning A Vacation ???

Needing Facts About BC ???



COME and TOUR B.C.
IN ONE HOUR OR LESS !!!



Ride an elevated moving platform that provides the equivalent of a flight over the entire province at 300 miles per hour.

The tour ride (over what is considered to be the largest relief map in the world), provides an unobstructed view of the geographical features of the Province of British Columbia from the coastal islands and mountain ranges, to the Interior valleys, to the eastern Rocky Mountains. The Pacific Ocean and the numerous lakes, rivers, streams and townsites throughout the province are easily identifiable.

The Challenger Relief Map is a 40 year old, three dimensional piece of British Columbia educational art. It was designed and constructed by George and Robert A. Challenger over a seven year period from 1945 - 1952.

Purchase Date: The map was purchased in 1952 by the PNE, and was first displayed during the 1954 Commonwealth Games

Location: B.C. Pavilion on the Pacific National Exhibition grounds

Material: 1/4" (0.56 cm) pieces of fir, individually cut, painted, and assembled on sheets of plywood

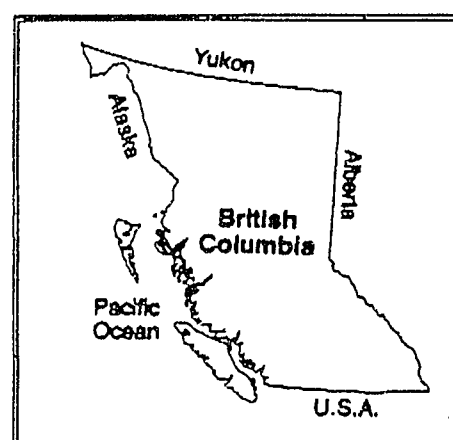
Dimensions: 23 metres x 25 metres

No. of pieces: Approximately 1,000,000

Scale: 2.5 cm on map equals 1.6 km (1" = 1 mile)

- ♦ Wheelchair Accessible
- ♦ Restaurant open for lunch and coffee
- ♦ Free on-site parking

Hours: Visits arranged by Debbie Price, 253-2311
Cost: Free group and individual tours
Length of Map Tour: 20 minutes - 1 hour



JUN 22 1992

The City of Port Coquitlam

COMMITTEE

COUNCIL COMMITTEE

JUN 15 1992

MEMORANDUM

TO: B. Kirk
City Administrator

DATE: June 12, 1992

FROM: J. Maitland, City Treasurer -
Deputy Administrator

SUBJECT: City Land 2556 / 2568 Pitt River Road
Church land 2571 Pitt River Road

Recommendation:

That Council authorize staff to negotiate for the above mentioned property.

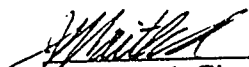
Background & comments:

I talked with a representative of the Seventh Day Adventist church who own 4.2 acres on the north side of Pitt River Road, he said that they are gearing up for construction on 2 acres and would be subdividing and marketing the remainder of their property. I enquired into whether they would consider swapping all of their 4.2 acres for some of the City's 3.46 acres on the south side of Pitt River.

He said that they would be willing to consider an offer from the City.

Approval of the recommendation would result in:

1. appraisals being done on both parcels
2. Engineering would prepare servicing estimates for both parcels
3. a review of the funding available for any dollars the City would have to put up. My initial thoughts here are that the funds would come from our DCCs. However, we will have to review other upcoming land requirements ie is there enough dollars in our DCCs to purchase this site as well as other lands we will have to buy in River Wood. The only other source would be to use some of our Tax Sale funds.


J. Maitland, City Treasurer -
Deputy Administrator

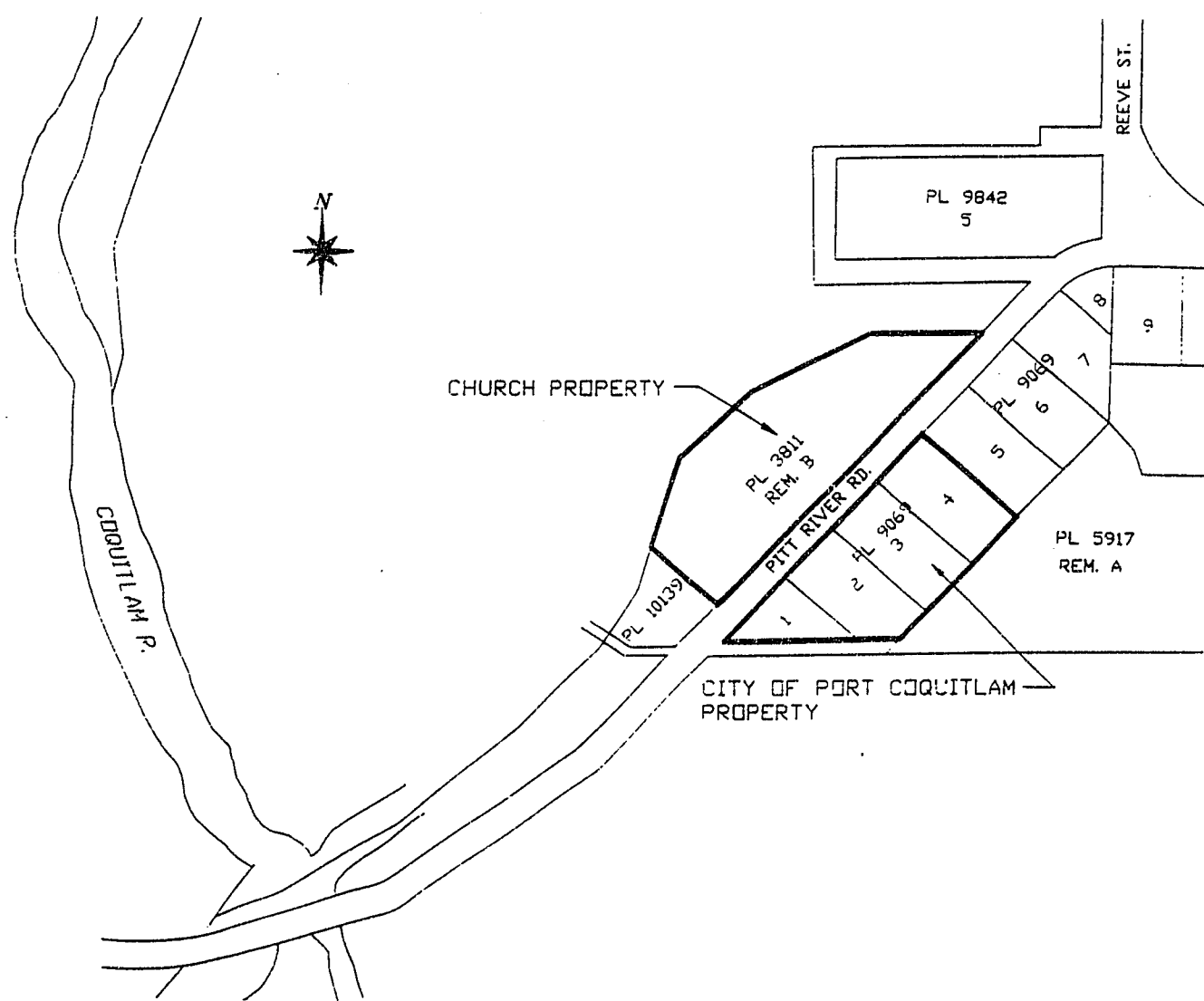
LATE ITEM

RECEIVED AT:

3:10 ^{jm}
am

June 15 1992

JUN 27 1992



JUN 27 1992 *pl*

BRUNCH AT WIDGEON MARSH

Mr. Edward Moul, President, The Nature Trust of British Columbia and Mayor Gordon Campbell, Chairperson, Greater Vancouver Regional District invite you and your family to join them for brunch at Widgeon Marsh Regional Park Reserve

DATE: 5 JULY 1992

TIME: 11:00 AM to 2:00 PM

to mark joint acquisition of this property and to thank the organizations and people who have contributed to or participated in preserving this outstanding example of Greater Vancouver's natural heritage.

Please RSVP to Ingrid Hoglund at 432-6392 by 26 June 1992. Parking pass and map enclosed.

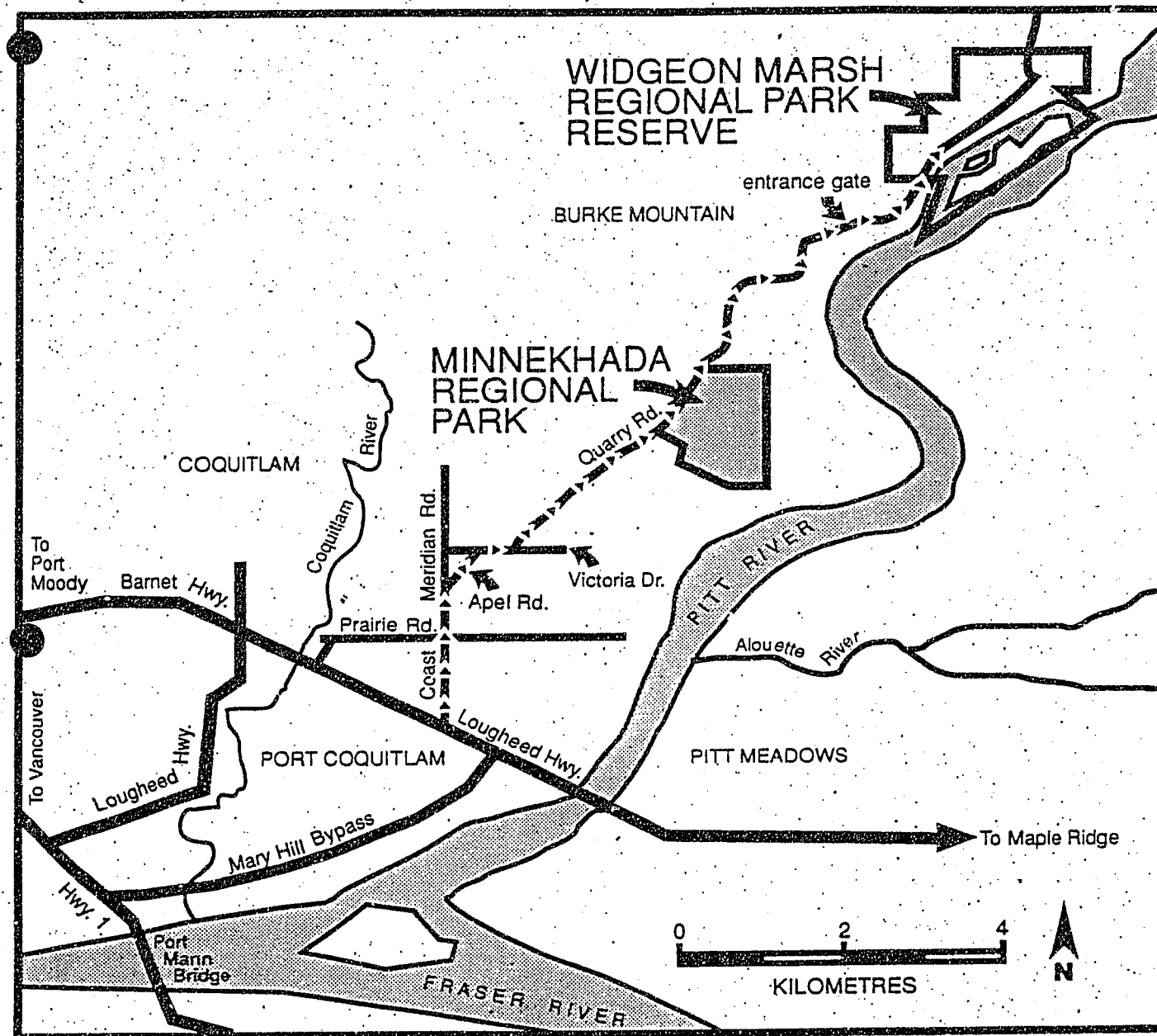
WIDGEON MARSH BRUNCH
VIP PARKING PASS

Please place face up on dash

CARDERS

JUN 27 1992

How to Get There



The brunch will be available from 11:00 am to 12:00 pm after which, there will be a short formal ceremony. Because there is only a one way road in, vehicles will be allowed into the gate from 10:00 am to 12:00 pm.

After this time, unless special arrangements have been made, access will be impossible in order to allow vehicles to leave the site.

Please put the attached parking pass on your dashboard.

JUN 22 1992

LIDSTONE, YOUNG, ANDERSON
BARRISTERS & SOLICITORS

501 - 1803 Douglas Street
Victoria, B.C.
V8T 5C3
Telephone: (604) 383-2063
Telecopier: (604) 689-3444

1414 - 8th Nelson Street
Box 12147, Nelson Square
Vancouver, B.C. V6Z 2H2
Telephone: (604) 689-7400
Telecopier: (604) 689-3444

BY TELECOPIER

June 15, 1992

Ms. Janna Taylor
Director of Parks and Recreation
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

Dear Janna:

**Re: Reeve Street Park Development
Project Management
Your File No. 201.9
Our File No. 19-288**

Further to our letter of May 6, 1992 and our telephone conversation on Friday, we enclose a further revised draft of the proposed letter agreement between the City and Toby Russell Buckwell and Partners, regarding project management for Reeve Street Park.

As per our discussion, we have revised the second to last paragraph on the second page of the draft letter agreement to incorporate a new proposal for remuneration for project management services.

We have not included a provision empowering the City to recover fees to be paid to Toby Russell Buckwell in the event that the amount of fees advanced exceeds 9% of the final construction costs. Such a provision may be included if you foresee any risk that the monthly payments will exceed the 9% ceiling.

Sincerely,

LIDSTONE, YOUNG, ANDERSON

Grant Anderson

Grant Anderson

GA/5384
Enc.

JUN 22 1992

(TO BE TYPED ON CITY OF PORT COQUITLAM LETTERHEAD)

May 6, 1992

Toby Russell Buckwell & Partners
Architects
1650 Alberni Street
Vancouver, B.C.
V8G 1B1

Attention: Mr. Tom Annandale, M.A.I.B.C.

Dear Sirs:

Re: Reeve Street Park Development
Project Management

Further to our discussions on your proposal to provide project management services to the City of Port Coquitlam for the development of Reeve Street Park, this letter sets out the arrangement which I am prepared to recommend to City Council. If your firm accepts the terms in this letter, please execute both copies of this letter in the space provided and return them to me. I will then request that Council adopt a resolution authorizing the agreement and on approval will return one copy of this letter, executed on behalf of the City.

Toby Russell Buckwell & Partners will provide the following project management services with regard to the first phase of development of Reeve Street Park in accordance with the development concept endorsed by Council at its meeting of _____:

1. Project Scheduling

Preparation of a master project schedule; monitoring of contractors' progress; revision of schedule as necessary.

2. Project Cost Control

Preparation of a master project cost control schedule; monitoring of costs as incurred; revision of schedule as necessary.

3. Consultant Retention

Identification, recommendation and engagement (with the City's concurrence) of all consultants including surveyors, design engineers, geotechnical engineers, soil

JUN 22 1992

compaction consultants, concrete testing consultants, roofing inspecting consultants and all other consultants as necessary for the first phase of the project.

Payment of consultants' fees and disbursements will be the responsibility of Toby Russell Buckwell & Partners.

4. Project Coordination

Coordination of consulting services and regulatory agencies. Management of consultants' services. Coordination of the advice and directives of utilities and regulatory agencies including B.C. Hydro, Ministry of Transportation and Highways, Ministry of Environment and Fish and Wildlife.

5. Tendering Services

Preparation of tender documents for approval by the City; advertising; replies to bidders' inquiries and issuance of addenda; opening and review of tenders; recommendation of tender awards to the City.

6. Construction Administration

Provision of architectural, landscape and engineering supervision of the entire project; certification of progress payments to contractors; reporting on project completion and payment of holdback.

7. Commissioning Supervision

Supervision of the commissioning of the buildings and services in each phase of the project.

The anticipated time-frame for the project is from May, 1992 to September, 1993, however project management services will be provided for the entire first phase of the project whatever its duration.

Remuneration for project management services, including all fees and disbursements and consulting services, shall not exceed 9% of the construction costs of the project as paid to construction and development contractors. Subject to the above maximum, project management services shall be provided on an hourly basis with the principal charged at \$85.00 per hour, senior technicians at \$65.00 per hour and junior technicians at \$50.00 per hour. Disbursements shall be charged at cost.

All project management services shall be invoiced to the City at the end of each calendar month and shall be paid by the City within 21 days of receipt, subject to the City's review and acceptance of the services provided. If in the opinion of the Director of Parks and Recreation, acting reasonably, fees and disbursements for project management services are likely to exceed 9% of construction costs, the Director may withhold payment of up to 1/3 of the amount of any and all invoices until substantial completion of the project.

JUN 27 1992

Your firm will report to the City through the Director of Parks and Recreation and will receive instructions as required from the Director. Attendance at Council and Committee meetings is excluded from this agreement and will be billable at your usual hourly rates.

The project manager and principal contact with the City will be Tom Annandale. Support personnel will include Judith Reeve, Michael Barnes and Wai-Sue Louie. In the event that Tom Annandale becomes unavailable to provide project management services, the City may terminate this arrangement upon 10 days' notice in writing, upon payment of any outstanding remuneration.

We look forward to working with you. Please call if you have any concerns regarding the content of this letter.

Sincerely,

Janna Taylor
Director of Parks and Recreation

THE CORPORATE SEAL of the
CITY OF PORT COQUITLAM was
hereunto affixed in the
presence of:

Mayor - Len Traboulay

Clerk - Susan Rauh

Executed on behalf of TOBY
RUSSELL BUCKWELL & PARTNERS

Authorized Signatory

Authorized Signatory

GA/5243

c/s

JUN 22 1992

Professional Environmental
Recreation Consultants Ltd.
80650 130th Street
Surrey, B.C. V3W 7X4
Telephone: (604) 596-4433
Fax: (604) 596-4473

P E R C

June 16th, 1992

Janna K. Taylor
Director of Parks and Recreation
2253 Leigh Square
Port Coquitlam, BC
V3C 3B8

Dear Janna:

Re: Implementation Strategies for High Priority Service Objectives

Further to our discussions, I am writing to suggest a two step approach to the above initiative.

Step #1 - STAFF WORKSHOP

I suggest a one day workshop with all Departmental staff at and above the supervisory level. The workshop would:

- review priority service objectives in the Plan
- focus on the highest priority ones and brainstorm possible ways of achieving them
- develop some of the brainstormed ideas

At the end of the workshop, each idea worthy of merit would be assigned to one staff person interested in implementing it. I would plan for and facilitate the workshop.

.....page 2

**Step #2 - REPORT TO PARKS AND RECREATION
COMMITTEE OF COUNCIL**

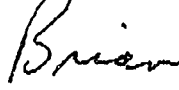
One senior staff person would be assigned the responsibility of writing up the results of the Step #1 workshop for submission to the Committee. I would present the report personally at a Committee meeting.

The total for PERC's involvement in this process would not exceed \$1,400.00.

Should this proposal merit further discussion, please do not hesitate to contact me further.

I would be available for the Step #1 workshop anytime after July 20th.

Sincerely yours



Brian L. Johnston
President

BLj:vjw



June 11, 1992

Ms. Janna Taylor
Parks and Recreation Director
City of Port Coquitlam
2253 Leigh Square
Port Coquitlam, B.C.
V3C 3B8

Dear Ms. Taylor:

Our Mr. Bruce McCallum met with you recently to discuss the possibility of B.C. Cellular locating a cell site on the former Port Coquitlam dump site which we understand will eventually become a park.

B.C. Cellular requires space to erect a tower approximately one hundred and forty feet high and an equipment building approximately twelve feet by twenty four feet and a two hundred amp power source.

The building is unmanned and is generally inspected and maintained approximately once a month.

We would appreciate the opportunity to meet with you in the near future to discuss this project further and are available at your convenience.

Please contact me at 736-4344.

Yours very truly,

ROBERTSON KOLBEINS TEEVAN GALLAHER ASSOCIATES



R.A. Carter
Project Manager

RAC:yv

cc: J. Hamner - B.C. Cellular

CITY OF PORT COQUITLAM
Parks & Recreation Dept.
JUN 15 1992
FILE # _____

TO	FROM	DATE

RKTG
ROBERTSON
KOLBEINS
TEEVAN
GALLAHER
ASSOCIATES
CONSULTING ENGINEERS

JUN 22 1992

Suite 760 - 2755 Lougheed Highway
Port Coquitlam British Columbia V3B 5Y9
Tel (604) 944-5101 Fax (604) 944-5130

CP Rail System

J.L. Fortin
Superintendent
Vancouver Division
Heavy Haul - Canada
J.S. Babson
Deputy Superintendent
Heavy Haul - Canada

May 14th, 1992.

Mayor L. Traboulay,
City of Port Coquitlam,
Shaughnessy Street,
PORT COQUITLAM.

Dear Mayor Traboulay:

CP Rail, in the Port Coquitlam area, has decided to hold a FAMILY DAY picnic on Sunday, July 26th, 1992. To this end, we have reserved a portion of Lion's Park for that day.

The purpose of my letter to you is twofold - first to request that the week of July 20 - 26 be declared "CP Rail Week". If such a request is granted, we propose to place a large banner across the Shaughnessy Street overpass.

Our second request is for the entire Lion's Park for July 26th. We were able to reserve only the cooking facilities of the park. As we expect somewhere in the neighbourhood of 2000 people, just having one small corner of the park would not be sufficient.

Any assistance you can give us as good Corporate citizens of Port Coquitlam and as a major contributor to the community, would be most appreciated.

Yours very truly,


Superintendent.

cc: Port Coquitlam City Council

cc: Mr. M. Farnsworth

May 20

F. Y. I

- ① CP Rail will provide me proclamation wording
- ② They will contact Port Coquitlam re banner
- ③ Explained "No" about using all of Lion's Park.

JUN 27 1992

Michael Farnworth, M.L.A.
(Port Coquitlam)
Legislative Buildings
Victoria, B.C.
VBV 1X4
Telephone: (604) 356-1019



Constituency Office:
2567 Shaughnessy Street
Port Coquitlam, B.C.
V3C 3Q3
Telephone: (604) 941-4001

June 12, 1992

Mayor Len Traboulay and Council
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, British Columbia
V3C 2A8

Dear Mayor and Council:

I have received a copy of J.L. Fortin's May 14th letter to you requesting July 20-26 be designated "CP Rail Week" and that the entirety of Lion's Park be reserved for CP Rail's Family Day Picnic.

I fully support this request and believe it would be a fine recognition of the role CP Rail plays in our community.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Mike Farnworth".

Mike Farnworth, MLA
Port Coquitlam

MF/d1

COPIES: PARKS & REC CTTEE
ALDERMEN
K.J. TAYLOR

JUN 22 1992

44