

**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 February 10, 1992 at 5pm.

In attendance were Alderman Mike Thompson and Alderman Michael Wright. Also in attendance were Larry J. Wheeler, Recreation Manager/Deputy Director, and K. Janna Taylor, Parks & Recreation Director.

**Item No. 1      Reeve Street Park - Portable Trailer**

The Parks & Recreation Director reported that the cost of purchasing a portable trailer would be \$22,000 and installation as outlined in the report from the Parks Superintendent. The Committee discussed the pros and cons of such a purchase.

Recommendation

That the matter of the purchase of a portable trailer for Reeve Street Park not be pursued any further.

Carried

**Item No. 2      Roof Tender**

The Committee reviewed the report from the Recreation Manager/Deputy Director.

Recommendation

- 1) That the recommendation in the report be taken to Council for approval.

Carried

- 2) That the City Treasurer be contacted to see if there are any reserves for pay for the over-run.

Carried

**Item No. 3      Plaque in Memory of Missing Children**

The Committee discussed the attached memorandum from the City Clerk.

Recommendation

That a bronze plaque for missing children be placed in Granny Smith Park.

Carried

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FEB 10 1992

**Item No. 4      Twilight Parade**

Committee reviewed the information about the twilight parade for Burnaby's Centennial.

Recommendation

That we not enter the parade in Burnaby.

Carried

**Item No. 5      O.A.P.O.**

The Committee reviewed the report from the Recreation Manager/Deputy Director.

Recommendation

That the President and two other people from the O.A.P.O. will be invited to a meeting with the Parks & Recreation Committee.

Carried

**Item No. 6      Judo's Proposal to Purchase a Portable Free Exercise & Tumbling Floor**

The Committee reviewed the report from the Recreation Manager/Deputy Director.

Recommendation

To inform the Judo Club that we have no objections to this purchase; however, they should be aware that they may have to move in the future.

Carried

**Item No. 7      Assistance with Lighting for Ringette Nationals**


The report from the Recreation Manager/Deputy Director was reviewed.

Recommendation

That the recommendation contained in the report be approved.

Carried

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FEB 10 1992

Item No. 8      **Proposal to Construct a Camera and Announcer's Platform in the New Arena**

The report from the Recreation Manager/Deputy Director was discussed by the Committee.


Recommendation

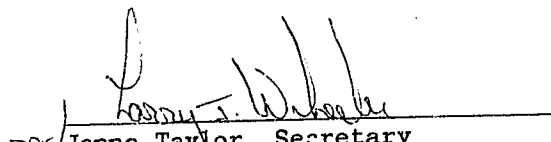
That Owen Jackson be given the go ahead once we have received approval from CUPE 498.


Carried

ADJOURNMENT

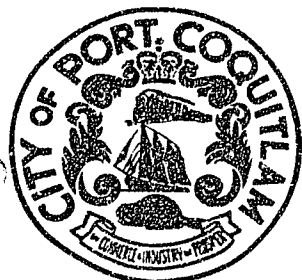
The meeting adjourned at 7:15pm.

  
M. Thompson, Chairman

  
per Janna Taylor, Secretary

  
FEB 10 1992





## CITY OF PORT COQUITLAM

2580 SHAUGHNESSY STREET, PORT COQUITLAM V3C 2A8 (604) 941-5411

### MEMO

To : Janna Taylor, Parks and Recreation Director  
From : Bram Hoogendoorn, Parks  
Re : Cost of change rooms and washrooms facilities.  
Date : February the 10th 1992

The cost of purchasing 2 units, will be \$ 22.000, if they were to be built custom designed for us.

One unit will hold 2 changerooms and the other 2 washrooms, and are equiped to handle handicapped people.

There are sometimes also units for sale , 2 nd hand , which are suitable for our application, which were for instance on the Ferry terminal at Tsawassen.

A handwritten signature in black ink, appearing to be "Bram Hoogendoorn".

Handwritten initials "BP" in black ink.  
FEB 10 1992



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

January 20, 1992

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Bram Hoogendoorn, Parks Superintendent Director

SUBJECT: Estimate for Temporary Washroom at Reeves Park

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The temporary washroom facility would be placed in the parking lot at Reeves Park at the end of Kelly Avenue, (park side).

It will consist of two units. The first unit would contain two dressing rooms with separate outside doors and the second unit would have two wheelchair accessible washrooms one for males and one for females.


The lease price is based upon a two or more year lease.  
The trailer lease would be \$600.00 per month  
Estimated hydro cost is \$150.00 per month.

The one time set up costs would be:

Delivery of units, set up, shoring and skirting	\$2,500.
Building of wheelchair ramp, Trades Crew	650.
Sewer connection (from across Reeves Park	3,432.
Repair to asphalt pavement on Reeves Park on cut	458.
Water (1 1/2 inch connection	2,190.
Plumber (hook up toilets and sinks	600.
Electricity (based on 300 ft. 2 poles)	
Total Installation Costs	11,155
Yearly lease & est. hydro cost	\$9,000
Yearly est. maintenance cost	2,927 (based on 2 hrs weekly

  
Bram Hoogendoorn

BH/pg

  
FEB 10 1992

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

**MEMORANDUM**

February 4, 1992

**TO:** K. Janna Taylor, Parks & Recreation Director

**FROM:** Larry J. Wheeler, Recreation Manager/Deputy Director

**SUBJECT:** Roof Tender - New Arena

**Recommendation:**

It is recommended that the tender for reroofing the new arena, at the Port Coquitlam Recreation Center, be awarded to Continental Roofing in the amount of \$106,859.83 (including G.S.T.) for the application of a 4 ply Type IV glass ply sheet asphalt and gravel over insulation membrane.

\* \* \* \* \*

**Purpose/Problem:**

The purpose of this report is to provide information and a recommendation regarding the awarding of the tender to reroof the new arena at the Port Coquitlam Recreation Centre.

**Background Information:**

This recommendation is consistent with that proposed by Adkins Consultant Services Ltd. who were hired to draft specifications, review the bids and provide a recommendation on which bid provides the greatest value. The bid document provided for four different alternatives, each of which were slightly different in the quality/warranty of the finished product. Our consultant suggests that option three appears to provide us with the best value for our dollar. Prices include inspection services to be provided by Adkins Consultant Services Ltd.

CITY OF PORT COQUITLAM Parks & Recreation Dept.		
FEB - 5 1992		
FILE #		
TO	FROM	DATE

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We ran into one problem with this bid process and it was the same one we ran into the first time we tendered this project in 1991. One company came in with a proposal that was substantially lower than the rest but did not meet specifications. They brought in their experts to try and convince us that their products were as good as the others, only at lesser cost. However, our consultant confirmed that these products do not meet the specifications and had not been pre-approved for inclusion in the bid process. This company is not a member of the Roofing Association of British Columbia and therefore is not able to provide their warranty.

A similar situation happened in 1991 when we tendered this project. The specifications were drawn up by staff and bids received based on these specifications. A number of roofers had questions regarding the specifications and there were only a few bids because companies submitting bids were not being required to be members of the Roofing Association of British Columbia. Once the quotations were opened, one company came in and indicated that they had a better product for less money with better "R" value. This meeting clarified in my mind the need to have an expert preparing and reviewing these bid documents. It also raised the question of why were we not addressing the issue of insulation on the roof to increase our energy savings and improve our ability to hold ice in the summer months. Ice is typically installed in the new arena first, during the summer months.

As a result, we cancelled the tenders for resurfacing part of Hyde Creek and the new arena. We decided that we would concentrate on our biggest roofing problem, which was at the new arena. We met with the consultant who recommended that we should be removing the existing roof to ensure we have no structural problems and then laying the new roof. This will limit any problems to the one contractor and will allow us to increase our "R" value from approximately 5 to approximately 15. It also will ensure that we are staying well within our load capacities.

#### **Financial Implications:**

A total of \$92,500 was approved in 1991 to upgrade part of the roofing at Hyde Creek and the roof on the new arena at the Port Coquitlam Recreation Centre. The decision was made in consultation with the Parks and Recreation Committee that we should focus our energies on the roof causing us the most problems (new arena) and make sure we are able to do a good job. These monies have been carried forward to 1992.

  
FEB 10 1992



**Conclusion/Summary:**

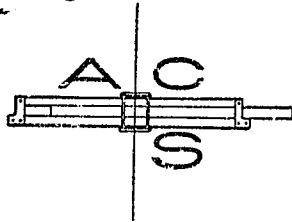
We want to make sure that when reroofing our facilities, we are receiving good value for our investment. By working with organizations registered with R.F.A.B.C. we will obtain additional warranty. By removing the existing roof we are able to increase the 'R' value on the roof and limit any problems we might have in the future to one contractor.

*Larry T. Wheeler*

LJW/pgj

File No: 903.1

*BP*  
FEB 10 1992



**FAXED**  
**ADKINS CONSULTANT SERVICES LTD.**  
1256 DERWENT CRESCENT, NORTH VANCOUVER, B.C. V7R 1Y1  
TEL: (604) 985-5225 FAX: (604) 985-1354

December 30, 1991

The Corporation of the City of Port Coquitlam  
Parks & Recreation Department  
2253 Leigh Square  
Port Coquitlam, B. C. V3C 3B8

Attention: Mr. Larry Wheeler, Recreation Manager

Dear Sirs:

Further to our discussion of December 24, 1991 regarding the tenders submitted for the reroofing of the above mentioned building, we wish to make the following comments.


It is our opinion that the tender submitted by Continental Roofing in the amount of \$106,859.83 including G.S.T. for the application of a 4 ply Type IV glass ply sheet asphalt and gravel over insulation membrane should be accepted for this work.

It is our opinion that the Type IV glass membrane system under Section 2.3.3 is better suited than the 4 ply No. 15 asphalt felt (Section 2.3.1) for application on this particular project.

Maas Roofing Ltd. did not submit a tender for Section 2.3.3 Type IV glass ply membrane system and therefore was not considered.

Southern Roofing & Sheet Metal Ltd. did not submit a quotation based on the original tenders. It should be pointed out they did submit alternative systems. They did not have prior approval for these systems and they were not considered on the following basis.

Systems 1 and 3 did not remove the existing roofing systems and System 2 did not include a full vapour barrier mechanically attached to the deck.

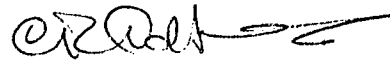
  
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CITY OF PORT COQUITLAM

It must be pointed out that with ice rinks it is important that a positive vapour barrier be installed, particularly when the ice rink may be used year-around. In addition, it is important that existing roofing systems be approved when new membranes are installed because of the additional loading of snow in the Winter, as the building is a cold building rather than a warm building. At the time of design we did not consider this system because of these variables.

Yours very truly,



C. R. Adkins, P. Eng.

CRA:mg



FEB 10 1992



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

January 21st, 1992

TO: K.J. Taylor  
Parks and Recreation Director

FROM: R.A. Freeman  
City Clerk  
Deputy Administrator


cc Alderman M.A. Thompson  
Alderman M.R. Wright


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Re: Plaque in Memory of Missing Children.

Pleased be advised that when the above noted subject was placed before a regular Council meeting held on January 20th, 1992 Council passed the following resolution:

"That the letter and request for a plaque in memory of missing children from Sharon LeClair, President, Canadian Search Centre for Missing Children, dated January 10th, 1992 be referred to the Parks and Recreation Committee to consider a proposal of placing a plaque in a park within the City."

  
\_\_\_\_\_  
R.A. Freeman  
City Clerk  
Deputy Administrator

  
FEB 10 1992



# COUNCIL

Suite 207 - 7313 - 120th Street  
Delta, B.C., Canada V4C 6P5  
Telephone: (604) 572-8501  
Fax: (604) 572-9436  
National Crisis Line: 1-800-461-2345

January 10, 1992

Mayor Len Traboulay,  
PORT COQUITLAM  
2580 Shaughnessy Street  
Port Coquitlam, B.C. V3C 2A8

Dear Mayor Traboulay,

On May 25, 1992, it is **INTERNATIONAL MISSING CHILDREN'S DAY**, established May 25, 1991 by the **MISSING CHILDREN'S NETWORK** based in Montreal, Quebec. The Canadian Search Centre For Missing Children is promoting this day Canada wide and wishes to receive official recognition from your office.

The Canadian Search Centre For Missing Children's goal, is to establish a "GARDEN OF HOPE" in the garden surrounding the Victoria Parliament Building and Municipal grounds in each community of British Columbia. By creating a Province wide "GARDEN OF HOPE" using Forget-Me-Nots and a memorial plaque dedicated to the memory of all missing children in the Province of British Columbia and the World, we hope to maintain public awareness to the societal problem of missing children. The Canadian Search Centre would like to ensure that our missing children are not forgotten and the search will continue.

We are pleased to announce that we have the co-operation of the following municipalities, Surrey, Burnaby, Anmore, Port Moody and Coquitlam. The municipality of SURREY is providing their own plaque, we would appreciate your municipality supplying a plaque to be placed in the garden space allotted for the memory of Missing Children.

I look forward to hearing from you at your earliest convenience and appreciate your anticipated support. If you require any further information, please do not hesitate to give me a call @ 572-8501.

We respectfully request your thoughts and input regarding the "GARDEN OF HOPE".

Sincerely,

Sharon LeClair,  
President  
C.S.C.M.C.

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FEB 10 1992

INTERNATIONAL MISSING CHILDREN'S DAY - THE MISSING CHILDREN'S NETWORK CANADA PLANTS THE FIRST GARDEN OF HOPE IN THE WORLD  
MONTREAL, May 25 /CNW/ - The Missing Children's Network Canada will underline International Missing Children's Day by planting in front of its offices the first Garden in the world dedicated to missing and exploited children.

The "GARDEN OF HOPE" will be filled with thousands of "FORGET-ME-NOTS" representing all the thousands of children missing from around the globe. It is a symbolic gesture to assure that missing children will never be forgotten.

The Missing Children's Network, founded in 1985, is a humanitarian organization that assists parents in the search for their missing children and runaways. In 6 years, the organization has been instrumental in the return of nearly 80 missing children to their searching parents and responded to thousands of requests for information and assistance.

On May 31, the founders of the Missing Children's Network, Marcelle Lamarche and Susan Armstrong will fly to Europe thanks to the generosity of Canadian Airlines International and Hilton Hotels.

In Brussels, on June 4, they will take part in a press conference that will gather dignitaries, other search organizations and parents of missing children from many countries. The press conference will be followed by the premier of the movie "Not Without My Daughter" and Betty Mahmoody, the author of the book, will be in attendance.

In London, the co-founders will meet with Reunite, which is another organization in the International Network that was initiated by the Missing Children's Network Canada last year. They will also meet with their European spokesperson, actress Lynda Bellingham from All Creatures Great and Small and Second Thoughts.

Lamarche and Armstrong will bring posters with photos of some of the 21,000 children missing in Canada including hundreds of flyers of Michael Dunahoe who was abducted on March 24 by an unknown person from Victoria, B.C.

The Missing Children's Network hopes that all Canadians will show their concern for our missing children by supporting the efforts of the Network and by planting some "Forget-Me-Nots". They're available for \$2/packet along with free safety information.

-0- 5/25/91

/For further information: The Missing Children's Network Canada, (514) 747-4000 C/O: The Missing Children's Network Canada ST: Quebec IN: SU:

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BP  
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Suite 207 - 7313 - 120th Street  
Delta, B.C., Canada V4C 6P5  
Telephone: (604) 572-8501  
Fax: (604) 572-9436  
National Crisis Line: 1-800-461-2345

***Forget-Me-Nots, plants and or seeds can be purchased through the Canadian Search Centre For Missing Children by telephoning our office for further information @ 572-8501.***

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THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

TO: K.J. Taylor, Director  
Parks & Recreation

DATE: January 29, 1992

FROM: Danielle Pagé  
Administration Department

RE: TWILIGHT PARADE - Burnaby's Centennial

CITY OF PORT COQUITLAM Parks & Recreation Dept.		
JAN 30 1992		
FILE # _____		
TO	FROM	DATE

His Worship Mayor Trahoulay is referring the attached material to the Parks and Recreation Committee for consideration at its next meeting.

Please note that copies have not been provided to Committee members.

*Danielle Pagé*

Att.

*P*  
FEB 10 1992



THE PARTY OF THE CENTURY

6525 Sprott Street  
Burnaby, B.C. V5B 3B8  
Tel: 299-3461/3485  
Fax: 299-3415

November 25, 1991

TWILIGHT PARADE

MAY 23, 1992

6:00 P.M. - 8:00 P.M.

To All Participants:

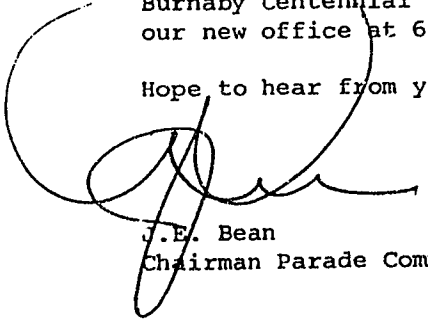
Come help Burnaby celebrate it's 100th year birthday by participating in the Parade.

A new dimension has been added to the parade by linking the end of the parade with the Opening Ceremonies being held at Swangard Stadium in Central Park from 8:00 - 9:30 p.m.


This is to inform all participants due to the restriction of vehicles and floats only foot traffic will be participating in the Opening Ceremonies. Upon receipt of your application, final instructions will be mailed with notation of your position in the parade and your position in the Opening Ceremonies if you have indicated your wish to participate in them.

If you have any questions, please do not hesitate to contact the Burnaby Centennial Office at 299-3461 or 299-3485, or drop in at our new office at 6525 Sprott Street, Burnaby, B.C., V5B 3B8.

Hope to hear from you!

  
J.E. Bean  
Chairman Parade Committee

JB:mc

  
FEB 10 1992



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

February 7, 1992

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Bev Irvine, Area Supervisor

SUBJECT: O.A.P.O. Branch #21

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**Purpose:**

To provide information and recommendations as requested by the Parks & Recreation Committee regarding issues concerning the O.A.P.O. Branch #21's use of Wilson Centre.

**Summary:**

The O.A.P.O. Branch #21 use Wilson Centre to hold their monthly general membership meetings and annual Christmas Dinner. This disruption to the smooth operation of the facility does not benefit the Wilson Centre membership. It is recommended that the Parks & Recreation staff actively assist the O.A.P.O. Branch #21 in locating another facility to hold their meetings and dinner.

**Analysis of Problem:**

1. The monthly meetings of the O.A.P.O. Branch #21 disrupts the regular programming for the Wilson Centre members. i.e. Thursday afternoon programs are cancelled once a month and the Thursday morning class is disturbed by O.A.P.O. Branch #21 members setting their tables.
2. Two separate senior's groups operating out of the same facility is confusing to the members. i.e. I bought my membership, no you bought your O.A.P.O. membership and vice versa.
3. The increasing conflict with the O.A.P.O. is affecting the positive working relationship with the Wilson Centre Advisory Board and the City's representative.
4. The O.A.P.O Branch #21's constant misconception that they should be operating the facility, causes continual conflict.
5. The O.A.P.O Branch #21's lack of respect for the established lines of communication with the City, causes communication breakdowns.

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6. The use of Wilson Centre by the O.A.P.O. Branch #21 could encourage requests from other senior organizations to have access to the facility. e.g. C.A.R.P. Canadian Association of Retired People, Council of Senior Citizen's Organizations and Senior Citizen Association of B.C.
7. The continual harassment by O.A.P.O. Branch #21 members, of City Employees, creates a poor working environment for our staff.

**Discussion:**


There are basically two issues that need to be addressed:

1. The membership of Wilson Centre has dramatically increased over the past ten years. This in turn has increased the need for programs and services, provided by the department, for these people. Space and time to do this is at a premium.
2. The O.A.P.O. Branch #21 has, throughout the years, received special and unique services that are not provided to other community organizations. They do not recognize nor appreciate this as such. They now consider this a right, not a privilege.  
i.e. - Free use of space to conduct monthly meetings. All other community groups pay rental fees for monthly meetings.
  - Use of Wilson Centre. No other community group is permitted to use Wilson Centre for regular meetings.
  - Department sponsored programs are cancelled for the O.A.P.O. monthly meetings. Department programs are only cancelled for special events for other community groups.
  - Free set-ups for meetings. (tables, chairs, stage, P.A. system). All other community groups are charged a fee for this service.
  - Use of Wilson Centre kitchen and dishwasher. Any group, (including City functions), that do occasionally use the Wilson Centre must use the Wilson Centre catering service and are charged a fee.
  - Our Staff open the building during non-operating hours to accommodate bus trip passengers.
  - Regular use of City equipment, (bingo machine)

**Summary:**

The Parks and Recreation Staff and City Officials have, throughout the years, done their very best to accommodate the wants and needs of O.A.P.O. Branch #21. The demands and misconceptions of this organization has now put the services and relationship with the Wilson Centre Members at risk. These problems are not unique to Port Coquitlam. Other Lower Mainland Senior Centres have had similar situations. Most Centres no longer have other senior organizations meeting at their City's Senior Centre. (see attached).

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It is recognized that Branch #21 of the O.A.P.O. is a very vocal group and any steps done to eliminate the problems must be done over a period of time and with a positive approach.


**Recommendations:**


1. That the O.A.P.O. Branch #21 relocate to another facility within a two year time frame. The Department staff will offer assistance to help find another location.
2. In the interim, the O.A.P.O. Branch #21 would be requested to change their meeting day to one that will have less impact on the regular programs and services offered by Wilson Centre. This would be
  - a) Saturday Afternoons  
This would cause the least amount of disruption to the regular programs and services. The Centre is open and staff are on duty.  
Wednesday or Friday Evenings
  - b) The Centre is not open on these evenings. There should be a fee attached to this option as we would incur additional expenses, of approximately \$60.00, as staff would have to be scheduled.
3. That Wilson Centre is not opened for O.A.P.O. bus trip passengers. The Rec Centre Lobby could be used for this purpose. It is always staffed during these hours, it is heated and a public telephone is available for their use.
4. That Wilson Centre be closed to the general membership for the O.A.P.O. Christmas Dinner. That the guidelines already in place, regarding the use of the kitchen, be adhered to for this event. (Wilson Centre Staff will be on duty during the day).

Note: As of the writing of this report, we have received two requests from the O.A.P.O. Branch #21.


- 1) To open Wilson Centre Saturday, February 8th, 1992. We have accommodated this request.
- 2) The use of Wilson Centre for their annual Christmas Dinner. We have this request on hold, pending the outcome of this report.

**Concurrence:**

  
Bev Irvine  
Area Supervisor

  
Larry J. Wheeler  
Recreation Manager/Deputy Director

c.c. - Alethea McInnis, Seniors Coordinator

  
FEB 10 1992



CENTRE'S NAME	CAPO USES	OTHER SENIOR GROUP USES	PROVIDES CUPBOARD SPACE	ANNOUNCEMENTS IN NEWSLETTER	PAYS RENT OR DONATION	
Century House Burnaby	No	1	Yes 1 Small	No	Yes Minimal	*sole purpose of these groups is to raise funds for the Centre
Confed. House Burnaby	No	2	Yes 1 Small	Yes	No	*sole purpose of these groups is to raise funds for the Centre
W. Vancouver Sen. Activity	No	No	n/a	n/a	n/a	
White Rock	No	No	n/a	n/a	n/a	
Dogwood Pav. Coquitlam	No	see below	Yes 1 Small	No	Yes	
Edmond House Burnaby	Yes	Yes	Yes 1 Small	Meeting Dates Only	Yes \$100	*programs have priority *must be members of Edmonds House
Sunrise Centre Surrey	No	No	n/a	n/a	n/a	
Wilson Centre Port Coquitlam	Yes	No	Yes 2 large	Yes	Yes	*also uses for Xmas parties

Note: Dogwood's constitution states usage priority as: 1) Dogwood Activities  
2) Other Seniors Groups  
3) Community Organizations

FEB 10 1992

# Old Age Pensioners' Organization

PORT COQUITLAM BRANCH No. 21

P. O. BOX 305, PORT COQUITLAM, B.C. V3C 4K6

January 9th. 1992.


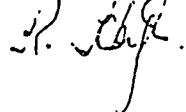
Lorraine Hogg. President.  
Wilson Centre  
2150, Wilson Ave.  
Port Coquitlam  
BC.

Dear Lorraine,

At our General Meeting of January 9th. it was decided that we the OAPO have a representative sit in on your Advisory Board meetings, for the purpose of discussing OAPO bussiness at these meetings.

The representative chosen at our General Meeting is Kenneth Heys. Secretary for the OAPO Branch #21.

Yours Sincerely  
Ken Heys. Secretary.



FEB 10 1992

Lorraine Hogg  
#8 - 2957 Oxford St.  
Port Coquitlam, B.C.  
V3B 5K9

January 24, 1992

Ken Heys  
Secretary OAPO Branch #21  
2266 Kelly Avenue  
Port Coquitlam, B.C.  
V3C 1X9

Dear Ken,

This is to confirm our conversation regarding your letter of January 9, 1992. As we discussed, our constitution reads:


"The directors shall convene consultative meetings with the following groups on a regular basis:

- a) OAPO Branch #21
- b) Hawthorne Lodge Seniors
- c) Other organizations and agencies involved with the Wilson Centre"

I would like to extend an invitation to the OAPO Branch #21 to send two representatives to a consultative meeting for this group on April 6, 1992 at 10:00am in the Wilson Centre. Please RSVP by February 21, 1992.

In our conversation Ken, you mentioned the OAPO needed permission from Wilson Centre for use of a facility ie. for your picnic or other functions. This is to reaffirm that requests from community organizations, such as the OAPO to use City facilities, are to be directed to the Parks and Recreation Department. Specifically, the OAPO's line of communication for this purpose is with the Program Coordinator at Wilson Centre.

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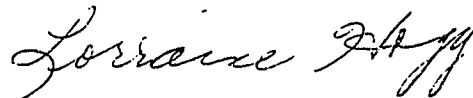


The Wilson Centre's Advisory Board acts in an advisory capacity to the City, we therefore **do not** have the authority to give permission for groups to use the city facilities.

I enjoyed meeting with you, I hope this will clarify these issues.

I look forward to seeing you at the meeting in April.

Yours truly,

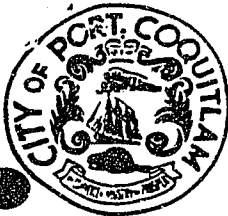


Lorraine Hogg  
President  
Wilson Centre Senior's Advisory Association

cc. Bev Irvine, Area Supervisor  
Alete McInnis, Program Coordinator  
Larry Wheeler, Recreation Manager/Deputy Director



FEB 10 1992



## THE CORPORATION OF THE CITY OF PORT COQUITLAM

CITY HALL  
2580 SHAUGHNESSY STREET  
PORT COQUITLAM, B.C.  
V3C 2A8  
TELEPHONE: 941-5411  
FAX: 464-3524

PARKS & RECREATION DEPARTMENT  
2253 LEIGH SQUARE  
PORT COQUITLAM, B.C.  
V3C 3B8  
TELEPHONE: 942-0285  
FAX: 942-4157

October 3, 1990

M. Kingsbury  
O.A.P.O. Branch No 21  
P.O.Box 305  
Port Coquitlam, B.C.  
V3C 4K6

Dear Marj:


re: O.A.P.O. Branch #21  
Request to Use Wilson Centre

Your organization submitted a letter to City Council outlining a number of issues that you wanted addressed. Earlier this summer Thelma Forbes and you met with the Committee of Council. Council also met with the Wilson Centre Seniors Advisory Association to get their input in relation to the use of Wilson Centre.

On September 24, 1990 the Council met in Committee and has approved the following resolutions as they pertain to the O.A.P.O. Branch #21, the Wilson Centre and other City recreation facilities:

- 1) That the O.A.P.O. be encouraged to use a City facility, when available, for their monthly executive meeting, and that;
- 2) The O.A.P.O. be permitted to use the available coffee mugs, and dishwasher, except in the case of their function being catered by an outside organization, and that;

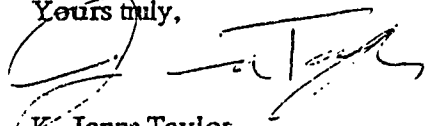
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- 3) a) That the number of fund raising events, sponsored by the O.A.P.O. in the Wilson Centre, not exceed two a year.
- b) That the minimal rental rate be charged for their events.
- c) That if they wished rental rates to be waived, that a request be brought forth to the Parks and Recreation Committee.
- 4) The O.A.P.O. should not be permitted access to the Wilson Centre for the purposes of hosting social functions or recreation programs. Instead, program suggestions should be referred to the Wilson Centre Advisory Board or Wilson Centre Staff.

Should you have any questions, please give call Larry Wheeler, the Recreation Manager at 942-0285.


Yours truly,



K. Janna Taylor,  
Parks & Recreation Director

LJW/pg

- c.c. - E.W. Mabbett, Secretary O.A.P.O. Branch #21  
- Larry Wheeler, Recreation Manager  
- Bev Irvine, Area Supervisor  
- Alete McInnis, Seniors Coordinator



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THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

1989 04 17

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: O.A.P.O. Branch #21

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Recommendation:

It is recommended that this report be accepted for information purposes only.


Purpose/Problem:

The purpose of this report is to provide the Parks and Recreation Committee with information regarding the City's Parks and Recreation Department's efforts to cooperate with the Old Age Pensioners Organization Branch #21.

History/Background:

The O.A.P.O. Branch #21 has communicated its concerns to the Parks and Recreation Committee regarding a perceived lack of cooperation from the City of Port Coquitlam Parks and Recreation Department staff who are responsible for the operation of the Wilson Centre. The Parks and Recreation Committee is meeting with representatives of the O.A.P.O. Branch #21 to discuss these concerns.

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Discussion:

1) Goals and Objectives O.A.P.O. Branch #21

The objective of the society is to promote, in the best interest of the elder citizens of B.C., all matters pertaining to their welfare; to present briefs to proper authorities in furtherance of the same for action and consumation; to pursue with diligence all subjects for their betterment and to re-assert and reassess these objectives continually. The pursuit of these objectives shall be governed by the principles of democracy and shall be non-partisan, non-racial and non-denominational.

2) Services Provided by City of Port Coquitlam to the O.A.P.O.

- \* Historically, the City has provided a room for the O.A.P.O. in which to hold their monthly meetings.
- \* Historically, a member of the O.A.P.O. has been invited to attend an Advisory Board meeting once per year.

In addition, the following services have been provided by the Wilson Centre staff in an effort to assist the O.A.P.O. with their organization's objectives:

Set-up for meetings:


- tables and chairs for 160 people
- stage 8 x 16' with 3 mics, podium, tables and chairs for executive
- bingo machine and cards
- piano
- 8 various odd tables for other uses i.e. raffles, birthday cake, trips, registration etc. around the perimeter

Take down and clean up following the meetings in time for evening programs that start at 6:00 and 7:00 p.m.

O.A.P.O. members arrive at 9:30am to prepare tables for the meeting that are set up (put their own paper and cups out).

O.A.P.O. members use centre island and two counters in kitchen to prepare their own refreshments for the meeting.

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They use Wilson Centre creamers for their coffee.

They use dishwasher for clean up following the meeting.

On occasion, we have provided coffee when they run out.

Wilson Centre staff are available to respond to all O.A.P.O. needs and requests (i.e. phone and order their coffee cup inserts and arrange delivery to Wilson Centre and then pass on the cheque to the delivery man).

Pass on personal and postal mail to O.A.P.O. executive and members.

Occasionally phone bakery to confirm their order and delivery.

Accept payments for the O.A.P.O. members for trips, membership, lottery sales, concert etc. and then pass on to the appropriate O.A.P.O. executive member.

Provide 2 large cupboards for O.A.P.O. Branch #21 storage.

Provide bulletin board space.

We type and put O.A.P.O. news in the Wilson Centre newsletter.

Prior to the O.A.P.O. obtaining their own copier last year we provided 250 copies of their trip list every year.

Wilson Centre staff and the greetings committee promote the O.A.P.O. to new members who register for Wilson Centre.

Arrange for maintenance to open Wilson Centre for early morning and late night departures and arrivals for O.A.P.O. bus trips.

Provide space and set ups for pretrip videos and demonstrations (i.e. Wine and Cheese social March 1st from 7:00-9:00pm for their travel agent to make a presentation of a trip they had booked).

City provides use of and sets up for the O.A.P.O. annual seniors picnic in arena or Lions Park.



Wilson Centre staff decorate Wilson Centre early for Christmas to be ready for the O.A.P.O. Christmas dinner.

3) Program Implications Resulting from Providing Service to O.A.P.O. Branch #21

The following items summarize some of the program implications resulting from the use of the Wilson Centre by the O.A.P.O. Branch #21. Please note that although some of these items seem small and unnoteworthy, the impact of each item is multiplied as a result of the population we are working with.

Once a month we don't program Thursday morning one program to accommodate 1/2 of O.A.P.O. set up.

Once a month cancel two programs in afternoon to accommodate O.A.P.O. meetings.

Wilson Centre staff remain after hours to secure facility on meeting days as the O.A.P.O. meetings often run late. This also makes clean up and preparations difficult for evening programs.

In past we have not programmed bus trips at all in order not to duplicate the O.A.P.O. bus trips service. However our membership has increased so much that we are now being asked to provide this service as many of our members are not members of the O.A.P.O. When programming our trips we try to avoid conflicting dates and locations.

The Advisory Board has not sold senior lottery tickets to raise funds as they do not want to limit this fund raising opportunity from the O.A.P.O.

4) Over the years the O.A.P.O. Branch 21 has provided some assistance to the Wilson Centre. This support is outlined below:


Donated \$500 to expansion fund which was used towards the purchase of the \$4,400 bingo machine.

Donated 75 bingo cards to Wilson Centre in 1985.

Allow Wilson Centre to announce upcoming events at their meeting when time at their meetings permits.

Allow Wilson Centre members to attend their annual picnic.

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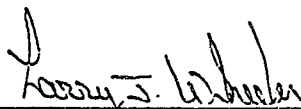
  
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Please be aware that this information is accurate to the best of our ability.

Summary:


This information report has been written to assist the Parks and Recreation Committee to better understand the relationship as it currently exists between the O.A.P.O. Branch #21 and the City of Port Coquitlam Parks and Recreation Department.



Larry J. Wheeler,  
Report Writer

c.c. - Bev Irvine, Area Supervisor

LJW/pg



FEB 10 1992



## THE CORPORATION OF THE CITY OF PORT COQUITLAM

CITY HALL  
2272 McALLISTER AVENUE  
PORT COQUITLAM, B.C.  
V3C 2A8  
TELEPHONE: 941 - 5411

PARKS & RECREATION DEPARTMENT  
2253 LEIGH SQUARE  
PORT COQUITLAM, B.C.  
V3C 3B8  
TELEPHONE: 942 - 0285

1987 12 03

Marge Kingsbury  
Old Age Pensioners Association  
3229 Newbury St.  
Port Coquitlam, BC  
V3B 3J8

Dear Marge:


I enjoyed very much our meeting of November 6, 1987. This letter is intended to confirm in writing our discussions at that meeting including a number of items related to your Christmas lunch, use of the kitchen facility and general operations of the building. I have summarized below for your reference, many of the points that were raised.

- 1) O.A.P.O. may use the cafe area for extra seating, if necessary. However, as discussed, this part of the building will remain open to the general membership. As a result, some people not involved with your event may be walking around and sitting in the lounge, etc. Also our coffee service may still be in operation. In addition, it is important to note that it will be very difficult for anyone sitting in this area to hear the proceedings in the main auditorium. In light of this, it was my suggestion to use this area as a last resort only.

At this time, you may want to consider the following when planning future events:

- limiting the number of seats
- relocating to a larger facility

- 2) We also discussed the fact that the building has not yet formally turned over to the City for operation, therefore we can not guarantee whether or not contractors will be in the building during your event. This also means we can not guarantee the state of completion of various projects (ie. sound system, electrical circuitry, flooring, etc.).
- 3) The use of the kitchen facility by the O.A.P.O. will be limited to counter space only, at this time. Operating procedures have not been established for the kitchen facility, nor has all the equipment been tested.
- 4) With regard to problem resolution and lines of communication, I reviewed the lines of responsibility. These have been summarized below in order of contact.

  
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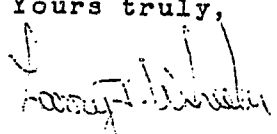
THE CORPORATION OF THE CITY OF PORT COQUITLAM

- 1) Alete McInnis-Seniors Coordinator
- 2) Bev Irvine-Area Supervisor
- 3) Larry Wheeler- Recreation Manager
- 4) Janna Taylor-Parks and Recreation Director

We also discussed the possibility of meeting twice per year to ensure opportunities for communication.

Once again, I enjoyed our meeting and I wish you every success at your Christmas event. Wishing you and yours all the best during this holiday season.


Yours truly,

  
Larry J. Wheeler  
Recreation Manager

cc Alete McInnis  
Seniors Coordinator

Bev Irvine  
Area Supervisor

LJW/slb

  
FEB 10 1992



**THE CORPORATION OF THE  
CITY OF PORT GOQUITLAM**

**MEMORANDUM**

February 10, 1992

**TO:** K. Janna Taylor, Parks & Recreation Director

**FROM:** Larry J. Wheeler, Recreation Manager/Deputy Director

**SUBJECT:** Judo's Proposal to Purchase a Portable Free  
Exercise and Tumbling Floor

---

**Recommendation:**

It is recommended that this report be received by the Parks  
& Recreation Committee as information.

**Purpose/Problem:**

The purpose of this report is to provide information to the Parks &  
Recreation Committee regarding the proposal to purchase and install a  
portable free exercise and tumbling floor at Hyde Creek.


**Background Information:**

The Judo Club has proposed to spend \$5,000.00 to purchase and install  
a portable free exercise and tumbling floor upstairs at Hyde Creek.

This reflex floor will improve safety and therefore will benefit the  
Judo Program and department sponsored tot programs. This floor is  
portable and could be relocated to an alternate site, if required at  
some future date.

  
Larry J. Wheeler

LJW/pg

  
FEB 10 1992

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

**MEMORANDUM**

February 10, 1992

**TO:** K. Janna Taylor, Parks & Recreation Director

**FROM:** Larry J. Wheeler, Recreation Manager/Deputy Director

**SUBJECT:** Assistance with Lighting for Ringette Nationals

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**Recommendation:**

It is recommended that the City of Port Coquitlam contribute up to \$2,000.00 to assist with the rental of additional lighting to facilitate the televising of the Ringette Nationals.

**Purpose/Problem:**


The purpose of this report is to provide the Parks & Recreation Committee with information and a recommendation regarding the City getting involved in the renting of additional lighting to facilitate the televising of the Ringette Nationals.

**Background Information:**

We have been working with the Committee organizing the Ringette Nationals for the last several months. This Committee has been able to get a tentative agreement from Television Sports Network (T.S.N.) to televise some of the games during the National Championships. However, to accommodate the cameras, lighting levels on the playing surface must equal approximately 100 foot candles. With the installation of our new lights, in the new arena, our lighting levels will equal 50-55 foot candles. These are normal levels for community based facilities.

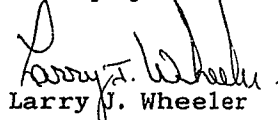
The cost of renting the additional banks of lighting has been estimated at \$8,000.00. by T.S.N. Ringette Canada has requested our assistance with this project.

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**Conclusion:**

In the interest of profiling Port Coquitlam, the sport of ringette, and the children participating in the tournament, I feel T.S.N.'s involvement, in the tournament, would be a great benefit. Therefore, I would recommend the expenditure of up to \$2,000.00 to help with this project.

  
Larry J. Wheeler

LJW/pg

File No: 1101.16

  
FEB 10 1992

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

February 10, 1992

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager/Deputy Director

SUBJECT: Proposal to Construct a Camera & Announcer's  
Platform in the New Arena

---

**Recommendation:**

It is recommended that Owen Jackson be permitted to construct a camera and announcer's platform in the new arena as per the approved engineered plans. Approval is conditional on the structure becoming the property of the City of Port Coquitlam upon completion.

\* \* \* \* \*

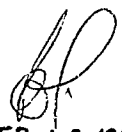
**Purpose/Problem:**

The purpose of this report is to provide information and a recommendation for consideration by the Parks and Recreation Committee regarding the proposal received from Owen Jackson to construct a camera and announcer's platform in the new arena.

**Background Information:**

On February 6, 1992 members of the Parks and Recreation Committee and staff met with Owen Jackson at the new arena to discuss his proposal to build a raised camera and announcer's platform. This platform could be used by game announcers and for television cameras. Therefore, this structure could benefit many of the programs operating out of the new arena. The proposal met with the approval of everyone in attendance. The plans have also been approved by the Port Coquitlam Fire Department and a certified Engineer.

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Upon reviewing the proposal, the Parks and Recreation Committee approved the project in principle pending confirmation from the union that they would not object to non-City crews constructing the structure. Since the meeting last Thursday, CUPE Local 498 has agreed to permit non-City crews to build the structure.

*Pat*  
for Larry J. Wheeler  
LJW/pg

*BP*  
FEB 10 1992