

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 January 20, 1992.

In attendance were Alderman Mike Thompson and Alderman Michael Wright.

Also in attendance were K. Janna Taylor, Parks & Recreation Director, Carlos Felip, Director of Planning for Item #1, Larry J. Wheeler, Recreation Manager/Deputy Director for Items #2,3,4,5 & 6, Bev Irvine, Area Supervisor and Erin Murphy-Carlson, Program Coordinator for items #2 & 3.

Item No. 1 City owned land known as the "Shaughnessy Lands"

The City Planner reviewed the overall concept for the city owned land. The park site was identified as well as the continuation of the PoCo Trail. Carlos indicated that the lands would be put on the market.

Recommendation

- a) That the verbal presentation by the City Planner be received.
- b) That the location of the parksite was agreeable to the Committee.

Carried

Item No. 2 Youth Exchange Trip to Mexico City


Erin Murphy-Carlson and Bev Irvine reviewed in detail the report of the Recreation Manager/Deputy Director. It was emphasized that this was one of the projects of the Teen Committee. A thorough discussion took place on the rationale for such a cultural exchange.

Recommendation

- a) The Parks & Recreation Committee endorses the concept of a youth exchange to Mexico City.
- b) That the staff proceed to meet with the parents.
- c) That the staff ensure that all aspects of liability have been looked at and reported to the parents.
- d) That a progress report be brought back to the Committee and then to City Council.

Carried

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Item No. 3 Interim Facility for Teens

Erin Murphy-Carlson and Bev Irvine commented to the Committee on the report from the Recreation Manager/Deputy Director. A thorough discussion followed in regards to various alternatives for a Teen Centre. The Committee members indicated they were not prepared to wait 2 - 3 years for a facility to be built; the need they felt was immediate.

Recommendation

- a) That staff further investigate the aspect of relocating judo and some of the other programs upstairs to a trailer.
- b) That a costing of the trailer be done on this basis and a report brought back to Committee.

Carried

Item No. 4 Parks & Recreation Department Equipment Replacement

The schedule for Department Equipment Replacement was reviewed by the Parks & Recreation Director. It was noted that if a piece of equipment was scheduled to be replaced but was still in good working order, then the replacement would be delayed.

Recommendation

To receive the schedule for information.

Carried

Item No. 5 Reeve Street Park - Temporary Washrooms


The report from the Parks Superintendent was reviewed and discussed.

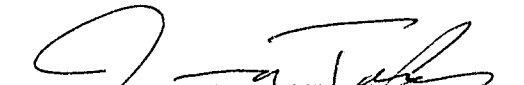
Recommendation


- a) That the Parks & Recreation Director investigate whether any funds can be found to provide a portable washroom facility in the interim, while construction is taking place at Reeve Street Park.

Carried

ADJOURNMENT The meeting adjourned at 7:15pm.


M. Thompson, Chairman


Janna Taylor, Secretary


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

MEMORANDUM

January 11, 1992

TO: K. Janna Taylor, Parks & Recreation Director

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

SUBJECT: Youth Exchange Trip to Mexico City

Recommendation:

That the City of Port Coquitlam Parks and Recreation Department sponsor a Youth Exchange trip to Mexico City.

Background Information:

Attached are two memos from Erin Murphy-Carlson and Bev Irvine outlining the details of the proposal for the City of Port Coquitlam to sponsor a youth exchange trip to Mexico City. This kind of social exchange is a wonderful opportunity for a young person and can go a long way in helping break down the barriers that often exist between cultural groups. As many of the students come from different cultural backgrounds, this exchange will truly represent a "mixing" of the cultures.


The teens are very enthused about this project and have actively been raising funds (ie car washes, bake sales, etc.) to pay for this excursion.

There are approximately 20 teens who have expressed an interest in the exchange. They range in age from 13 - 16 years of age. It is anticipated that they will participate in a variety of group activities including historical tours, side trips to local destinations, shopping and family events (if they are billeted).

Expenses to be incurred by the City of Port Coquitlam would be limited to staff time involved in planning the excursion.

Larry J. Wheeler

LJW/pg


JAN 20 1992

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

MEMORANDUM

November 22, 1991

TO: Larry Wheeler, Recreation Manager/Deputy Director

FROM: Bev Irvine, Area Supervisor

SUBJECT: Mexico Teen Exchange

Recommendation

That the department sponsor the Mexico Teen Exchange program under the terms as outlined in Erin's report.

This program would be an excellent opportunity for the teens in the program. It would aid in their personal, educational and social development.

FUNDRAISING PROJECTS


- * develops com:oradity
- * team work
- * business skills

TRIP PLANNING

- * organizational skills
- * leisure diversity
- * practical living skills

MEXICO

- * cultural awareness
- * exchange of ideas
- * personal growth

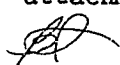

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Conclusion

This program is an exciting challenge for the teens. There can be no better way to improve multicultural relations than experiencing and seeing first hand the "roots" of another culture.


The experience they will gain through fund raising, planning and preparing for an adventure such as this can only be a benefit to the individuals and in turn to the community.

*attachment


cc. Erin Murphy-Carlson, Program Coordinator

BI/sd

File No. 406.6


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THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

November 13, 1991

TO: Bev Irvine, Area Supervisor

FROM: Erin Murphy-Carlson, Program Co-ordinator

SUBJECT: Teen Mexico Exchange

The Parks & Recreation Teen Committee of Port Coquitlam has the opportunity to participate in an exchange with teens from Mexico City. This unique exchange would provide the teens with a chance to experience a cross cultural bonding.

Background

I was approached by Sergio Talavera, who is from Mexico City, in the Spring of 1990. While Sergio was attending highschool in Mexico City, he was given the opportunity to come to Canada and do an exchange with Port Coquitlam Senior Secondary in the 1980's. Sergio has been returning on a regular basis to attend school at the University of British Columbia. In Mexico City Sergio is a Secondary School Programmer.

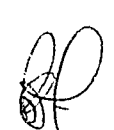
While staying in Port Coquitlam in the Spring of 1990, Sergio came to the Parks & Recreation Office to inquire about our youth programs. It was during this visit that Sergio and I discussed the idea of a teen exchange.

Logistics

Note: The following proposed format is only a proposal and has not yet been discussed with the Teen Programmer in Mexico City.

Proposed format of the trip:

- * 10 days in length, 5 days as a group in a hotel, 5 days billeted with families in Mexico City


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Costs

- a) The Parks and Recreation Teen Committee consisting of 23 teenagers between the ages of 12-16 years, are currently fundraising to provide funds to cover all costs of the trip. ie. airfare, accomodation and insurance.
- b) The Parks & Recreation staff who are planning to accompany the teens are fundraising to cover their own costs of the trip. As well, they will be using their vacation time to supervise during the exchange.
- c) The costs to the Parks & Recreation Department will be nil as all costs will be provided by the fundraising activities. In the event that these funds are not attained, the teens will provide the balance necessary to cover all expenses.

Liability


I contacted Terry Day from the Purchasing Department and explained the proposal to him in detail. The following information was discussed:

- 1) The staff are covered by the City's insurance policy while volunteering their time.
- 2) The staff are also covered by the City's insurance while they are in a country outside of Canada.
- 3) Once the travel arrangements have been finalized, Terry has requested this information to be sent to the City's solicitor.
- 4) A release form needs to be drafted and once prepared, Terry recommends Janna Taylor to present this form to the City's solicitor.

* Attached is a copy of a sample release form used by Terry Fox Senior Secondary School for their exchanges.

Supervision

I am proposing a ratio of one supervisor to eight teens.


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ATHLETIC, MUSIC, CLUB, OR DRAMA TRAVEL CONSENT FORM

SCHOOL: _____

Dear Parent/Guardian:

As part of their extra curricular experience at school, our students will participate in trips to competitions or exhibitions. The School District requires that each student participating receive written consent from his/her parent or guardian.

Group: _____

Date: _____ OR Season: _____
(see attached schedule)

will visit _____

The main purpose or activity is: _____

Teachers in Charge: _____

Your son/daughter will be travelling by: _____
_____ School Owned Bus
_____ Private Vehicle
_____ Rented Bus
_____ Other

PARENT/GUARDIAN CONSENT

I wish my child _____, to participate
in the planned extra curricular activities described above.

Medical Concern (if any): _____

Parent/Guardian Signature _____

Date _____

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

January 20, 1992

TO: K. Janna Taylor, Parks & Recreation Director

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

SUBJECT: Interim Facility for Teens

Recommendation:

It is recommended that the Parks and Recreation Committee request staff to explore in detail the option of using a portable, (located at Hyde Creek), as an interim teen facility.

* * * * *

Purpose/Problem:

The purpose of this report is to provide the Parks and Recreation Committee with information and a recommendation regarding the best alternative for a interim teen facility.


Background Information:

Early in 1991, the City of Port Coquitlam adopted the Parks and Recreation Master Plan in principle. Shortly thereafter, City Council adopted the goals and service objectives recommended in that document. One of these service objectives addresses specifically the concept of social opportunities for teens:

"The maturing from youth to adult which occurs during teenage years is often a critical time in the life of an individual. It is also a time when individual problems can result in severe social problems. Hence, opportunities should be provided for teens to:

- learn about themselves and how they will react to various social settings and pressures
- develop positive social/emotional/moral skills, principles and convictions
- develop positive leisure lifestyle patterns which will be with them through adulthood."

...2


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Consistent with this objective, the community, through the Parks and Recreation Master Plan identified the need for a youth centre as the highest priority for a new indoor facility. The plan also suggests that such a facility should be located in proximity to other recreation facilities. Future expansion plans to Hyde Creek and the Port Coquitlam Recreation Centre both include a space for a teen program room. However, recognizing that the expansion to these facilities is still several years away, the Parks and Recreation Committee asked staff to review the alternatives available for an interim solution.

Alternatives:

A number of options were initially considered. These included:

- Re-allocating and developing existing space within one of our existing facilities.
- Setting up a storefront operation in one of the two business cores.
- Leasing a portable unit to be placed at Hyde Creek Centre.
- Leasing a municipal owned house, near one of the two recreation facilities.

These options were eventually narrowed down to two options which seemed the most viable and which were evaluated in greater detail.

Option 1. Portable unit at Hyde Creek

Option 2. Municipal Owned House

The attached report prepared by our programming staff outlines the details of these two options.

Conclusion:

Identifying an interim site for a teen facility in response to community demand is a high priority for the Parks and Recreation Committee. In view of this, staff reviewed a number of available alternatives and have concluded that the teen population can be best served in the near future by leasing a portable to be placed on the Hyde Creek facility site.

Additional Information:

A report prepared by Bev Irvine and Erin Murphy-Carlson is attached for additional information.

Pat
for Larry J. Wheeler

LJW/pg

[Signature]
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**THE CORPORATION OF THE
CITY OF PORT COQUITLAM**

MEMORANDUM

November 1, 1991

TO: Larry Wheeler, Recreation Manager/Deputy Director

FROM: Bev Irvine, Area Supervisor

SUBJECT: INTERIM TEEN CENTRE

SUMMARY

A teen centre has been identified as a need in the community. A short term (3-5yr) solution is required to provide dedicated space for the youth in the community to give them an opportunity to experience positive leisure and recreational activities. Through a variety of funding options a portable unit situated at Hyde Creek Centre would best meet the criteria for a successful project.

BACKGROUND


The community, through the Parks and Recreation master plan identified the need for a youth centre as the highest priority for a new indoor facility. The plan also recommended that the space be dedicated specifically for teen programs.

TARGET GROUP

To attract the youth (11-18 yrs) who want a safe, comfortable and positive atmosphere. For the youth who want an alternative to "hanging out" on the street, in the malls, parks and arcades. To the youth who want an alternative to "getting into trouble" because they have no where to go and nothing to do. The program focus is toward the 11-14 year olds. By providing positive recreational opportunities for teens during the "teen development years", we will promote community involvement and spirit.

OPERATING HOURS

A youth centre would operate approximately 45 hours per week. These would be after school, evenings, weekends during the school season and will be expanded to approximately 60 hours per week during school breaks (Christmas, Spring Break, Summer).


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PROGRAM OPPORTUNITIES

In addition to providing unstructured programs (ping pong, billiards, nintendo, T.V., etc.) the centre would provide meeting space for teen committee meetings, skills workshops, structured programs and leadership training, with the prospect of offering counseling services provided by outside agencies. Social outings, sport programs, dances and camping trips would continue to compliment the program opportunities for the youth in the community.

OPTIONS FOR CONSIDERATION

Two possible solutions were evaluated in detail.

- OPTION 1. Portable Unit at Hyde Creek Centre
- OPTION 2. Use of a municipal house.


Option 1: Portable Unit at Hyde Creek Centre

This option is the most viable from a programming and operational prospective. A portable unit (approx. 1000-1500 sq. ft.) would be placed at the east end of the site, next to the parking lot. The unit would be divided into:

- active (billiards, ping pong, video games, etc.)
- passive (reading, T.V., crafts)
- meeting space (leadership training, youth committee meetings, workshops)
- office area
- washrooms
- kitchen (fridge and stove)

Discussion:

- locating at a recreational site promotes community involvement, activity and spirit.
- the location is known to the teen population
- would provide an expansion of the current program service
- provide space for outdoor activities
- within walking distance of 2 high schools and 7 elementary schools.
- known bus route
- Hyde Creek gym and pool amenities on-site
- George Pearkes field immediately adjacent.
- maintenance staff on site (maintenance and security needs)
- operational support services on-site (computer, photocopier, mail-run)
- could be used during "down teen time" (mainly mornings and early afternoon) for other programs or meeting space
- could be increased in size to accommodate space needs for the department's restructure goals.


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Option 2: Municipal House

This option would see a house currently owned by the city used as a teen centre. Renovations would be required to create the space and atmosphere conducive to a "centre setting". Activities, programs and services would be dependent on lot size, house size and configuration. A one level unit would be best suited for supervision requirements.

Discussion:

- locating at a house would isolate the youth from the "recreational community".
- new location, unknown to teen population
- community, parental and neighbourhood acceptance of this concept is unknown
- limited space for large group activities
- no operational support services on site (computer registration, photocopier, mail-run, maintenance, security).
- probably not as accessible to the youth population (1 jr. high and 1 elementary school within walking distance)
- parking considerations

FUNDING

Possible Funding sources:

B.C. Youth Grants
Canuck Foundation
Federal Youth Grant
Go B.C.
Lottery funds

Vancouver Foundation
Corporate Sponsor
Local businesses &
community groups
Youth fund raising projects

COSTS

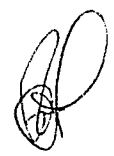
Option 1: Portable Unit at Hyde Creek

A) LEASING FEE:

\$1500/month (approx)
moving & installation \$6500 (approx)
sewer, water, electrical \$5000 (approx)
Note: these figures are extremely ballpark
The leasing fee varies dependent on:

- the time period
- size
- type of heat
- ceiling height
- floor, wall & ceiling cover
- security system

The water, sewer & electrical costs depends on the ability to tie into the building's lines or having to come from street mains.


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B) START UP COSTS:

\$10,000

would include furnishings, equipment, telephone, cable hookup, etc.

These costs could be lowered considerably through donations, grants and youth fundraising projects.

C) OPERATING COSTS:

Staff hours at 65 hours/week = \$50,000

Program supplies = \$5000

Hydro, etc. ?

Note: This would be the cost to staff the centre. Dances, trips, sport activities, etc. are not included as they would be similar to the current budget, based on cost recovery.

Option 2: Municipal House

A) RENTAL FEE:

\$650/month (approx.)

There would be an advantage to this as the City would be paying itself, or the City may waive rental fees.

B) RENOVATION COSTS:

This would be totally dependent on the house. If this option is chosen we could look at the feasibility of turning it into a community project (union cooperation).


Business could be asked to donate supplies and expertise and the teens could provide some of the labour.

C) STARTING UP COSTS:

same as option 1

D) OPERATING COSTS:

same as option 1


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RECOMMENDATION

Option 1: Portable Unit at Hyde Creek

This option best meets the program objectives. Having a location in close proximity to the amenities of Hyde Creek Centre; i.e. outdoor space and accessibility to the teens would provide the most viable solution to an interim teen centre. Although costs must be considered so must the purpose & success of the centre. This option would realize much needed community support for the project to succeed.



Bev Irvine

cc: Erin Murphy-Carlson
Darlene Grieve

BI/ca

File No: 806.1



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1992 EQUIPMENT REPLACEMENT SCHEDULE

5-Dec-91

Vehicle Unit No.	Purchase Year	Vehicle Type	USAGE	Purchase Amount	Resale Value	Equip Age Yr	Amount Term	1992 Replace	1993 Replace	1994 Replace	1995 Replace	1996 Replace	1997 Replace	1998 Replace	1999 Replace	2000 Replace
enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter	enter
PK1149	1992	TRUCK	PARKS	12500	7924	0	5	13500				13500				
PK1149	1991	TRUCK	TRADES	14890	7445	1	5	18500			18500					18500
PK1147	1991	TRUCK	LITTER	14890	7445	1	5	18500			18500					18500
PK1150	1991	TRUCK	GRASS	29600	14780	1	5	33500			33500					33500
PK1134	1995	TRUCK	TRADES	14900	7445	7	5	18500		18500				18500		
PK1135	1995	VAN	POOLS	8188	1600	7	5	18500		18500				18500		
PK1136	1997	TRUCK	PARKS	12500	2500	5	5	18500					18500			
PK1224	1990	MINI DP	PARKS	30500	7445	2	5	33500			33500					33500
PK1213	1992	DUMP TR	PARKS	17154	900	10	5	33500			33500		33500			
PK2019	1992	MOWER	GRASS	42008	6300	10	10	75000	75000							
PK1222	1991	TRUCK	GARDEN	31640	15500	1	5	33500				33500				
PK6002	1976	ZAMBONI	ARENA	22000	1500	16	10	60000	60000							
PK6046	1990	MOWER	PARKS	15000	6000	2	8	20500								
PK6043	1985	MOWER	GRASS	27000	7800	7	8	45000		45000				20500		
PK2023	1989	LOADER	PARKS	55000	5500	3	8	65000				65000				
PK6004	1989	ZAMBONI	ARENA	60000	9000	3	10	70000							70000	
				TOTAL:	179,084		TOTAL:	575,500	127000	78500	63500	104000	112000	52000	39000	88500
																104000

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5-Dec-91

1992 EQUIPMENT REPLACEMENT SCHEDULE

Vehicle Unit No.	Purchase Year	Vehicle Type	USAGE	Purchase Amount	Resale Value	Equip Age Yr	Amort Term	1992 Replace Cost	1992 Replace	1993 Replace	1994 Replace	1995 Replace	1995 Replace	1997 Replace	1998 Replace	1999 Replace	2000 Replace
enter	enter	enter	enter	enter	enter	enter	enter	enter									
REPLACEMENT COSTS:																	
1992 REPLACEMENT COSTS									1991	1992	1993	1994	1995	1995	1997	1998	1999
VARIABLE INFLATION RATE PER ANNUM (INDUSTRY STANDARD 8%)									42868	127000	78500	63500	104000	112000	52000	39000	88500
TOTAL ANNUAL REPLACEMENT COSTS INCLUDING INFLATION									0	0	0	0	0	0	0	0	0
OPERATING EXPENSES:									42868	127000	78500	63500	104000	112000	52000	39000	88500
VARIABLE INFLATION RATE PER ANNUM (OPERATING & MAINTENANCE COST %)									0	0	0	0	0	0	0	0	0
ANNUAL OPERATING & MAINTENANCE BUDGET INCLUDING INFLATION									103500	103500	103500	103500	103500	103500	103500	103500	103500
TOTAL EXPENSE:									146,468	230,600	182,100	167,100	207,600	215,600	155,600	142,200	192,100
ESTIMATED REVENUES:																	
RESALE OF PREVIOUS YEARS OLD EQUIPMENT									17606	10000	8000	12000	45000	43000	23000	14000	38000
ACCUMULATED INTEREST OF (8.5%) ON PREVIOUS YEARS REVENUES									3211	8912	5234	5947	8632	10835	12258	17824	24346
EQUIPMENT RESERVE FUNDS CARRIED OVER FROM THE PREVIOUS YEAR									37774	88123	52335	59459	86315	108347	122582	178240	243464
VARIABLE INFLATION % RATE PER ANNUM (ON EQUIPMENT RATES)									0	0	0	0	0	0	0	0	0
ANNUAL EQUIPMENT REVENUES									176000	176000	176000	176000	176000	176000	176000	176000	176000
TOTAL REVENUES									224,591	282,935	241,569	253,415	315,947	338,182	333,840	386,064	481,810
TOTAL EQUIPMENT RESERVE FUND BALANCE									88,123	52,335	59,459	86,315	108,347	122,582	178,240	243,464	289,710
																	347,081

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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

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.

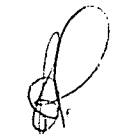
The lease price is based upon a two or more year lease.
The trailer lease would be \$600.00 per month
Estimated hydro cost is \$150.00 per month.

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


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